

CITY OF OXFORD
BOARD OF COMMISSIONERS' REGULAR MONTHLY MEETING
Tuesday, December 13, 2016 - 7:00 p.m.
Commissioners' Board Room, City Hall

Mayor Pro Tem Calvin (C.J.) Harris, Jr.
Commissioner James (Danny) Currin
Commissioner S. Quon Bridges



Commissioner Frank Strickland
Commissioner Patricia T. Fields
Commissioner Ron Bullock
Commissioner Alvin Woodlief

Elke Doom, City Manager
Barbara Rote, City Clerk

Jackie Sergent, Mayor

J. Thomas Burnette, City Attorney

MISSION

The mission of the City of Oxford is to serve and improve our community by providing high quality, affordable services, sound planning for growth and development, and offering the highest possible quality of life - while maintaining the public's trust through open communication and ethical standards at all times.

VISION

The City of Oxford will partner with the community to build upon the charm and character of our historic, vibrant, and walkable city to create an extraordinary quality of life for all.

Core Values - ETHICORE

The elected officials, staff, and volunteers of the City of Oxford value and commit to model the following:

EQUAL TREATMENT for everyone with **DIGNITY**, **COURTESY**, and **RESPECT**
TEAMWORK within our organization and our community
HONESTY in all of our dealings with citizens, fellow workers, and other organizations
INTEGRITY in every action and service
COST-EFFECTIVE and **QUALITY** services for our community
OPEN and **TRANSPARENT COMMUNICATION** with all parties
RESPONSIBILITY for our decisions and actions
EXCELLENCE in every deed

****The mnemonic ETHICORE was adopted as a helpful tool to remind us of our core values****

[CALL TO ORDER]

[Please be reminded to turn off or mute all cell phones and/or electronic devices]

[MISSION, VISION, VALUES]

1. Prayer by Reverend Jenny Wilson, Oxford United Methodist Church
2. Pledge of Allegiance Commissioner Quon Bridges
3. Consider adjustments to and approval of the Agenda:
4. Opening Remarks by Mayor Sergent
In order to provide for the highest standards of behavior and transparency in governance, the Board of Commissioners has approved a Code of Ethics to establish guidelines for ethical standards for Board Members and to provide guidance in determining appropriate conduct. Among those: Board members should avoid impropriety in the exercise of their official duties and should conduct the affairs of the board in an open and public manner. The Mayor now inquires whether any Board Member knows of any conflict of interest, or appearance of conflict, with respect to matters before the Board. If any Board Member knows of a conflict of interest, or appearance of a conflict, please state so at this time.

[DELEGATIONS]

5. Recognition for 25 years of loyal membership in the Tar-Pamlico River Basin Association.

[PUBLIC COMMENT ON AGENDA and NON-AGENDA ITEMS]

Citizens may speak on Agenda as well as Non-Agenda items at this time. Citizens wishing to address the Board must sign in on the form located with the City Clerk prior to the beginning of the meeting. When recognized by the Mayor, come forward to the podium, state your name, address, if you are a City resident, and identify the subject about which you wish speak. Please review the Public Comment Guidelines that are provided alongside the sign in form.

[PUBLIC HEARINGS]

Citizens may only speak on public hearing items at this time. Citizens do not need to sign up in order to speak at a public hearing. When recognized by the Mayor, come forward to the podium, state your name, address, and if you are a City resident. Please review the Citizen Comment Guidelines that are provided at the end of this Agenda.

6. Public hearing for a request by Ronnie B. Ellis to have his property removed from the Historic District. The 2.3 +/- acre lot is located on the south side of New College Street between Rectory Street and Forest Avenue.

The site was the location of the former American Tobacco Company Prize House and was listed on the National Register in 1989 and included in the local historic district in 2008. The Prize house was demolished around 1993. The site was also approved for a 24-unit unified housing development on September 14, 1998 by the Zoning Board of Adjustment. The Historic Preservation Commission recommends that the request to remove the property from the historic district be denied. (Attachment 6)

- 6a. **Consider Recommendations:** Remove a 2.3 +/- acre lot located on the south side of New College Street between Rectory Street and Forest Avenue from the Historic District as requested by property owner Ronnie B. Ellis.

[**OLD BUSINESS**]

7. **Consider calling for a public hearing in conjunction with the January 10, 2017 Regular Session to amend the Oxford Zoning Ordinance, Section 804.5 (nonconforming uses of structures), and the Historic Preservation Ordinance, Article 1203E, Section 7.1(2).**

The proposed amendments would allow consideration for nonconforming uses of structures in the historic district to continue under certain guidelines. Mr. Don McLean of Raleigh, NC is requesting the amendment in order to continue the use that was previously established as a multifamily dwelling unit. The structure is located at 226 College Street.

Recommended action: The Historic Preservation Commission recommend calling for the Public Hearing.

[**NEW BUSINESS**]

8. **Consider request by Pete Thomas to install a 1" water tap for 4160 Salem Road.**

Property owners along the route of the 20" redundant waterline were allowed to tap the line when installed. Anyone wishing to tap the line thereafter needs permission from the Board of Commissioners. No City sewer is available in the area. Mr. Thomas will be responsible for the cost of the water tap, meter, and boring under Salem Road. This item was reviewed by the Public Works Committee on November 21, 2017. (Attachment 8)

Recommended action: Staff and Public Works Committee recommend approving the request by Pete Thomas to install a 1" water tap for 4160 Salem Road.

9. **Consider renewing On-Call Engineering Contracts with McGill Associates, WithersRavenel and Wooten Company for funding, planning, design and/or construction administration of various projects.**

The Board of Commissioners previously approved On-Call Engineering Services on October 13, 2015 for a term of one year with the option to extend by two-one year contracts, if both parties agree. Renewing the On-Call Engineering Contracts will allow the City to continue moving forward with negotiating individual Contracts for projects without the need to issue specific RFQ's for each one, thereby streamlining the process. Individual Contracts or Agreements will continue to be negotiated with a Firm for a specific project as the need arises. The firms, McGill Associates, WithersRavenel and Wooten Company, are all currently working on various projects for the City.

Recommended action: Staff recommends renewing the On-Call Engineering Contracts for funding, planning, design and/or construction administration of various projects with McGill Associates, WithersRavenel and the Wooten Company. The Contract shall be valid for a term of one year with the option to extend by one-one year contracts after this renewal, if both parties agree.

[REPORTS]

10. November Financial Report highlights by Finance Director Ung. Reports will be provided on meeting night.
11. Manager's Report – City Manager Elke Doom

[CONSENT AGENDA]

12. Accept the November Financial Report by Finance Director Ung (available on meeting night)
13. Appoint Gary Weaver to fill the vacant seat of Jayne Kirkpatrick on the Historic Preservation Commission (HPC) with the term expiring June 2019.

Mr. Weaver lives in the Historic District. He has been involved with preservation on the local and state levels with renovations done to his property. His interest in preservation would be an asset. (Attachment 13)

14. Approve the following 2016 meeting minutes:
* October 31, Agenda Session * November 8, Regular Session

[BOARD COMMENTS]

[ADJOURNMENT]

REMINDERS:

If you need additional information about the following items, please see the City Clerk.

- Dec. 15: City Offices Closed 11:45 AM – 1:30 PM – Employee Appreciation Luncheon
- Dec. 22-26: City Offices Closed – Christmas Holiday

CITY OF OXFORD
PUBLIC COMMENT GUIDELINES:

The Mayor and Board welcome and encourage citizens to attend City Board Meetings and to offer comments on matters of concern to them. Citizens are requested to review the following public comment guidelines prior to addressing the Board:

- a) Citizens are requested to limit their comments to five minutes. However, the Mayor, at his or her discretion, may limit comments to three minutes should there appear to be a large number of people wishing to address the Board.
- b) Comments should be presented in a civil manner and be non-personal in nature, fact-based, and issue oriented. Except for the public hearing comment period, citizens must speak for themselves during the public comment periods.
- c) Citizens may not yield their time to another person.
- d) Topics requiring further investigation will be referred to the appropriate City official, Board Committee or agency, and may, if in order, be scheduled for a future meeting Agenda.
- e) Individual personnel issues are confidential by law and will not be discussed. Complaints relative to specific individuals are to be directed to the City Manager.
- f) Comments involving matters related to an on-going police investigative matter and/or the court system will not be permitted.
- g) Citizens should not expect specific Board action, deliberation, and/or comment on subject matter brought up during the public comment section unless and until it has been scheduled as a business item on a future meeting Agenda.



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners

VIA: Elke Doom, City Manager

FROM: Cheryl Hart, Planning Director

DATE: 11-18-2016

SUBJECT: Hold public hearing for a request by Ronnie B. Ellis to have his property removed from the Historic District.

SUMMARY STATEMENT

The 2.3 +/- acre site was the location for the former American Tobacco Company Prize House and was listed on the National Register in 1989 and included in the local historic district in 2008.

REVIEW

The Prize house was demolished around 1993. The site was also approved for a 24 unit unified housing development on September 14, 1998 by the zoning board of adjustment.

RECOMMENDATION

HPC recommends that the request to remove the property from the historic district be denied.

Attachments:y

Dear Ms. Hart,

Oxford is a beautiful town exemplifying a charming southern community with all of the potential for growth as seen in the surrounding areas with Durham being the prime example of development. Having been born in Oxford, it was my dream to help develop Oxford to its potential. I envisioned the beautiful tree lined street busy with families walking to shops cafes and restaurants in a renewed downtown. In 1999 I purchased the 2.3-acre tract of land on New College Street with the intentions of building a multifamily community consisting of 32 two and three bedroom apartments.

The architectural plans included a fenced in playground, as well as fencing around the entire community, hiking trail, and ample parking to avoid on the street parking.

Prior to the development of the property it was rezoned into the historic district. The rezoning was too restrictive and costly to move forward with the project.

The historic rezoning was costly to me and to the city of Oxford. In addition to losing all of the socio-economic benefits that 32 families would have brought to Oxford, the city has lost hundreds of thousands of dollars in tax revenue.

The property is listed for sale. There has been a lot of interest in the property but historic zoning is too restrictive for potential investors. Therefore, I am petitioning city planning to have the historic zoning restriction removed from the New College Street property and returned to the original residential zoning.

Your attention to this matter is greatly appreciated.

Sincerely,

Ronnie B Ellis
2518 Levi Lane
Bahama, NC 27503
Phone 919-886-2294
Email; thetruthisthree@aol.com



Statement of Position and Recommendation concerning 2.3-Acre Vacant Lot, New College Street

Background: The Oxford Planning Director has requested a recommendation from the Historic Preservation Commission (HPC) regarding a request by the owner of the 2.3-acre vacant lot located on the south side of New College Street between Rectory Street and Forest Avenue (the "Property") to remove the Property from the College Street Historic District.

Relevant Guidance: Section 7.4(2) of Oxford City Ordinance 13-11-01 – Historic Preservation Ordinance – Amended ("the Ordinance"), which was adopted on November 12, 2013, states the following:

"Great care shall be taken to avoid removing currently designated historic properties from a historic district. It is incongruous with the very concept of establishing a historic district if certain properties are granted permission to become exempt, or in effect, be spot-zoned out of the district."

Further, Section 3(1)(c) of the Ordinance defines a "District Property" as "A parcel of land and/or structures thereon which are located within the boundaries of a Local Historic District." (*emphasis added*).

Evaluation: The concept of maintaining a historic district without exceptions or exemptions is considered so vital to the issue of historic preservation that it was included in the City of Oxford's Historic Preservation Ordinance. While the Property is currently vacant and sits on the edge of the College Street Historic District, the fact remains that it is a District Property located in the College Street Historic District, and removing it from the Historic District for that reason alone sets a precedent dangerous to the preservation of the Oxford Historic Districts.

If the City of Oxford authorizes extraction of the Property from the College Street Historic District, owners of other vacant lots, including those more centrally located within the Historic Districts (such as those located at the intersections of Gilliam St. and Spring St., and East Front St. and Main St.), would have a strong argument that they too should be excluded from the Historic Districts on the same basis. Indeed, if other structures are lost in the future, as was the structure that previously occupied the Property, those property owners could also seek the removal from the Historic Districts for their now-vacant lot.

Recommendation (unanimously approved by the members of the Oxford HPC at its September 15, 2016 meeting):

Removing a specific property from a designated historic district directly conflicts with the objectives of the Historic Preservation Ordinance and the City of the Oxford's commitment to historic preservation. For that reason, the HPC recommends that the Property not be removed from the College Street Historic District.

Recommendation (Continued)

The HPC takes no position with regard to the future use of the Property, which is a zoning matter, other than to urge the City of Oxford to take into consideration the effect its decision will have on stabilizing and increasing property values within the Historic District, a core purpose for which the Ordinance was adopted. As stated in Section 7.4, paragraph (2) of the Historic Preservation Ordinance, "To maintain the contiguous look and feel of a historic district, all properties in the district must be subject to review so as to prevent unwanted changes to the district as a whole." Therefore, as a practical matter, the HPC will be concerned only with the exterior of any structures built thereon being congruous with the look and feel the Oxford Historic Districts and its *Design Guidelines*.



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners
VIA: Elke Doom, City Manager
FROM: Dud Frazier
DATE: November 2, 2016
SUBJECT: Water Tap for 4160 Salem Road

SUMMARY STATEMENT

Pete Thomas at 4160 Salem Road has requested a 1" water tap.

REVIEW

Persons living along the route of the 20" redundant water line were allowed to tap the line when installed. Any person wishing to tap the line after this time must receive permission from the Board of Commissioners. No sewer is available in this area.

RECOMMENDATION

Staff recommends providing a water tap for 4160 Salem Road at the cost provided by Stevie Inscoc, W/S Superintendent.

Attachments: Estimate and request from Mr. Thomas

Mr. Pete Thomas 4160 Salem Rd. 10/17/16 (919-603-1530 -home)

(919-482-0876 - mobile)

1" water tap and bore under the Rd.

DEPOSIT	\$80.00
SET UP FEE:	\$25.00
WATER TAP FEE 1"	\$1750.00
SET METER FEE	\$250.00
BORE UNDER ROAD FEE	\$300.00
TOTAL:	\$2,405.00

If for any reason the city is unable to bore under the main Road due to rock or extreme conditions, a contractor would be called in to bore under the road at additional cost.

Stevie Inscoe W/S Superintendent

I am requesting a 1 inch tap at 4160 Salem Road

 Stevie Inscoe



CITY OF OXFORD
STAFF REPORT

TO: Mayor Sergent and the Board of Commissioners
VIA: Elke Doom, City Manager
FROM: Cheryl Hart, Planning Director
DATE: 11-28-2016
SUBJECT: Consider appointing Gary Weaver to the Historic Preservation Commission.

SUMMARY STATEMENT

Mr. Weaver, a property owner in the historic district, is interested in serving on the committee.

REVIEW

Mr. Weaver has been dealing with preservation on both the local and state level with renovations done to his property. His interest in preservation would be an asset. If appointed, Mr. Weaver would be serving out the term of Mrs. Jayne Kirkpatrick.

RECOMMENDATION

Staff recommends approving the appointment.

Attachments:



City of Oxford
300 Williamsboro Street, Oxford, North Carolina

APPLICATION FOR BOARD APPOINTMENT

Return completed form to
Oxford City Clerk, 300 Williamsboro Street, P.O. Box 1307, Oxford, NC 27565

Date 11/27/2016

Name and email Gary Weaver – weaver221@gmail.com

Home address 221 Gilliam Street Oxford, NC 27565 Phone 919.819.6458

Present occupation retired

Educational background B.S. from University of Baltimore. M.B.A. from Rensselaer Polytechnic Institute

Number of years a resident of Granville County 12

Do you live inside the City limits? yes ___ If so, for how long? 12 years

Indicate below the Board/Committee/Commission for which you are applying at this time:

- | | |
|---|--|
| <input type="checkbox"/> City Board of Commissioners | <input type="checkbox"/> Recreation Advisory Committee |
| <input type="checkbox"/> Zoning Board of Adjustment | <input type="checkbox"/> Community Appearance Commission |
| <input type="checkbox"/> Planning Board | <input checked="" type="checkbox"/> Historic Preservation Commission |
| <input type="checkbox"/> 200 th Anniversary Planning Committee | <input type="checkbox"/> Other |
| <input type="checkbox"/> Oxford Parking Authority | <input type="checkbox"/> |

List all Boards/Committees/Commissions on which you have previously served or are currently serving

The Granville Gardeners – board member one year, president two years, website administrator six years. Granville County Historical Society – 18 months

Provide a brief statement as to why you wish to serve on the Board/Committee/Commission you have indicated above. Attach additional sheets/use other side, if needed.

My wife and I moved to Oxford for a house built in 1908. We were impressed with the number of historic properties in Oxford and it had been our desire for a very long time to own such a property. We bought our house in 2004 and have done five major renovations since then. The last four were submitted to the State Historic Preservation Office and we received tax credits for the work that was done. For this to happen the property owner must follow strict guidelines that are in place to preserve historic properties. Since the establishment of the HPC we have had many occasions to apply for a COA. None of our requests have been denied because we always followed the design guidelines to the letter. Oxford's greatest asset is its historic character. I would like to be a part of improving what we have and make it even more meaningful in the future.

Signature *Gary Weaver*