

**TUESDAY, NOVEMBER 8, 2016 – 7:00 P.M.**  
**REGULAR MEETING OF THE OXFORD BOARD OF COMMISSIONERS**  
**COMMISSIONERS' BOARD ROOM – CITY HALL**

The Board of Commissioners for the City of Oxford met at the above-mentioned time and place. All members of the Board and local news media were notified of the same as well as the purpose of the meeting.

Present were Mayor Jackie Sergent, MPT Calvin (C.J.) Harris, Jr., Commissioners James (Danny) Currin, Frank Strickland, Patricia T. Fields, Ron Bullock and Al Woodlief. Also present was Attorney J. Thomas Burnette, City Manager Elke Doom and City Clerk Barbara Rote.

Absent: Commissioner S. Quon Bridges who is running for election as District 9 Judge was absent because today is Election Day.

**CALL TO ORDER**

Mayor Sergent called the meeting to order. Bishop Phillip Betts, Cornerstone Christian Church gave the prayer; the Pledge to the flag followed led by Commissioner Pat Fields.

**AGENDA APPROVAL & ADDITIONS**

COMMISSIONER CURRIN MADE A MOTION TO APPROVE THE AGENDA WITH THE ADDITION OF A CLOSED SESSION TO DISCUSS A POSSIBLE LITIGATION. ALL VOTES WERE IN THE AFFIRMATIVE, **THE MOTION CARRIED.**

**OPENING REMARKS BY MAYOR SERGENT**

Mayor Sergent read the opening remarks statement as stated on the agenda with no conflicts of interest noted.

**PROCLAMATION AS NOVEMBER 9, CITY OF OXFORD ARBOR DAY**

Mayor Sergent proclaimed November 9 as Arbor Day in the City of Oxford. Receiving the proclamation was Planning Director Cheryl Hart and Appearance Commission member James Ingram. Designating an Arbor Day will assist with being recognized as a Tree Community.

*City Of Oxford*  
*Proclamation in Honor of ARBOR DAY*

*Whereas, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and*

*Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and*

*Whereas, Arbor Day is now observed throughout the nation and the world; and*

*Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and*

*Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and*

*Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and*

*Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal;*

*Now, **THEREFORE**, I, Jacqueline vdH Sergent, Mayor of the City of Oxford, along with our Board of Commissioners, do hereby proclaim Tuesday, November 8, 2016 as Arbor Day in the City of Oxford, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands;*

*Further, to honor this day, the City of Oxford pledges to plant a tree as part of our effort to preserve and enhance our tree canopy, and we urge all residents to plant trees to keep our city green as well as to gladden the heart and promote the well-being of today's and future generations.*

**BRUCE WHITTEN - REQUEST CHANGE IN WATER LINE SHUT OFF VALVES**  
**JAKES RIDE & THORNROSE – REFERRED TO PW COMMITTEE**

Bruce Whitten, developer of Jake's Ridge and Thornrose appeared before the Board to request a change in the original water shut-off valve requirements for his developments based on a change in road design that would not cover the waterline.

Below are the details of his report as written in a letter submitted to the Board on October 27, 2016 and explained during the meeting.

*Please allow this correspondence to serve as our request for an appeal to be heard by the Board of Commissioners concerning the required installation of water shut-off valves within the water lines on East Industry Drive. These valves were a requirement placed on plans as a condition for approval for our proposed communities (Jake's Ridge and Thornrose). An agreement was reached at the end of 2015 between the City of Oxford and the developer to share the costs of the valves. These conditions were to be outlined in the form of a Development Agreement by the City of Oxford. This requirement was placed on the development as a safe guard for the water pipes against breakage. East Industry Drive is to be widened during the development of our communities, and preliminary plans had called for the water pipes to be located under pavement upon widening. Over the past few months, the plans for this widening have been adjusted so that the existing pipes will not be under pavement, but behind curb and*

*gutter to be installed, making the placement of the shut-off valves un-necessary.*

*Further Explanation:*

*Over the past 2 years we have been working with Staff from the City of Oxford to develop 2 apartment communities on East Industry Drive. These communities, totaling 112 apartment homes will provide housing to households in a market in serious need of safe, clean, and affordable housing.*

*As the developer of these communities, we have faced many, many challenges in our efforts to bring these communities to market in Oxford. One such "challenge" has been a negotiated requirement for the placement of 2 water shut-off valves in the 16 inch water line that fronts our community sites. Each to be located at the far boundaries of our property lines. This requirement was imposed as there was concern by City Staff over the widening of East Industry Drive as it fronts our sites. When this requirement was agreed upon, the road widening would cover the existing water line, and there was concern that this may result in breaking the line at some point. Additionally, there was concern of staff that traffic in and out of the communities would also damage this utility line. As a condition of our agreement, the cost of the placement of the valves would be shared between the City of Oxford and the Developer. Each entity would pay the cost of 1 valve. These terms were to be set forth in a Development Agreement provided by the City.*

*Since that time, in working on the design of the road widening with the North Carolina Department of Transportation (NCDOT), we have developed plans, that have been approved by NCDOT, that no longer cover any section of the water line. The water line, in its current location, will be behind the curb and gutter that will be installed upon widening of East Industry Drive. The water line will not be under the road, covered with asphalt, or in any way have traffic on top of the utility line, except at the entrances of the communities. We have shown that we are capable, and have provided the necessary protection to keep that utility safe throughout the development process.*

*Even though these new designs have been approved, and there will be no traffic, except as noted, on these lines, the City Engineer has maintained the requirement for the placement of these shut-off valves. We don't feel they are necessary, and are seeking removal of this requirement. We have discussed these requirements with several civil engineers and sub-contractors and have found none that think these valves are necessary, or even wise in their placement. More harm than good can come from the work necessary to cut these lines in the placement of the valves.*

*Please be aware that at this point in time the Development Agreement referenced herein has not been received by the Developer. We agreed that production of the agreement was to be the responsibility of the City of Oxford.*

*It is our opinion that there is no need for either shut-off valve. However, if there is concern for the protection of the line, over and above the steps we have taken thusfar in the development and construction of the Jake's Ridge community and the pending development of the Thornrose community, we are happy to discuss alternatives to the requirements currently in place.*

In addition to the points emphasized in his letter, Mr. Whitten stated that the entrance has been reinforced, and heavy equipment has been using that entrance without problem for about a year. They have also taken extra measures to prevent stormwater run-off in the area. He also stated that no other business along that portion of Industry Drive was required to install the in-line valves, including the shopping center.

Engineers Larry Thomas and Jesse Sullen were present in support of Mr. Whitten and responded to the Board's question indicating that there are shut-off valves along Industry Drive, near the public housing, and at Lewis Street & Industry Drive. They are on either side of the development, just a fare distance away. Mr. Thomas also indicated that he was not aware of any City policy requiring developers to install in-line valves.

The Board referred the item to an already scheduled Public Works Committee Meeting.

### **PUBLIC COMMENT - ZONING ORDINANCE AMENDMENT FOR MULTI DWELLING UNITS**

Rick Thomas - 224 College Street, is a neighbor directly beside the proposed restoration/conversion of a multi-dwelling unit at 226 College Street. He asked not to send the zoning amendment back to the Planning Board because they considered it twice. He did not see why the Planning Board needed to review the request for a third time, stating that there would be a public hearing and time for the property owner to discuss his project. He noted that Mr. McLean should have attended the Planning Board meeting. He also stated that it seemed like the City Board was not getting the answer they wanted so they are sending the item back. He also noted that the chimney from the property is less than 10 inches from his property line. With a school across the street, he didn't think the additional traffic from the unit would be beneficial to the area. He was told that when he purchased his home that 226 was not allowed to be a multi-use dwelling.

David Wicker - 400 College Street, Planning Board Chairman, stated that the item was before the Planning Board twice. The first time it was for a special accommodation to allow for a 4-unit dwelling at 226 College Street. No one on the Planning Board voted for the request because it was an individual request to accommodate one person. The item was tabled and came back before the Planning Board as a request for an R-15 zoning change. This change would affect all homes in the R-15 area. Although the project may be good, it was not up to the Planning Board to look at individual projects, but to look at the zoning change and how it affects everyone. There were two actions taken by the Planning Board, the first was to recommend the amendment. It failed on a vote of 2-5. The second motion was to recommend denial of the amendment and it passed 5-2. Mr. Wicker stated that the purpose of the Planning Board was only advisory, and they look at zoning and subdivision requirements. He was not sure what more the Planning Board could do if it was returned to them. He emphasized that the Planning Board must look at treating all property owners equally, not changing an entire zoning classification for one project/owner.

Susan Wicker - 400 College Street, addressed the Board from the Historic Preservation Commission perspective, stating that the Historic District is a separate overlay on the Zoning Ordinance and takes priority. She noted that the Historic Preservation Commission was in favor of allowing Mr. McLean to restore and use the dwelling for multi-use housing. Although she was not in favor of their recommendation, the HPC was able to work around requirements

and help historic dwellings that have historical significance and were multi-use dwellings. She also stated that an amendment to the Oxford Zoning Ordinance would be irrelevant because of the Historic District overlay. She also commented that changing the entire R-15 zoning classification would affect the entire City, and it doesn't make sense to make the change for one piece of property.

**PUBLIC HEARING TO AMEND ZONING ORDINANCE TO INCLUDE BUILDING DESIGN  
GUIDELINES IN THE B-1 DISTRICT**

Commissioner Currin, Chairman, Planning, Business, & Community Development Committee, presented the amendment to the Zoning Ordinance for Building Design Guidelines. The guidelines will complement the Downtown Masterplan. The review process has included the Downtown Masterplan Committee, Planning, Business & Development Committee, the Downtown Economic Subcommittee, and the Planning Board.

Mayor Sergent opened the public hearing.

No One from the Public wished to speak.

Mayor Sergent closed the public hearing.

**ZONING ORDINANCE AMENDED - INCLUDE BUILDING DESIGN GUIDELINES  
IN B-1 DISTRICT**

COMMISSIONER CURRIN MADE A MOTION TO AMEND THE OXFORD ZONING ORDINANCE TO INCLUDE BUILDING DESIGN GUIDELINES IN THE B-1 DISTRICT AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**PROPOSED BUILDING GUIDELINES FOR B-1 (CENTRAL BUSINESS DISTRICT)**

**PURPOSE AND INTENT**

The purpose of establishing supplementary requirements for development is to ensure that the physical characteristics of proposed development are compatible with the context of the surrounding areas and to preserve the unique visual character and streetscapes of City of Oxford. These requirements strike a balance between creativity and innovation on one hand while avoiding obtrusive, incongruous structures on the other. The City of Oxford strongly encourages architectural styles that build upon and promote the existing historic character of the town and support the view that inspiring, well-maintained, and harmonious development is in the best economic development interests of all residents and businesses.

**APPLICABILITY**

The following standards are applicable to all new construction and major renovations. The development of infill sites of is encouraged if the design of the new structure and site is compatible with the surrounding buildings and the overall character and history.

The height, proportion, the roof shape, the materials, the texture, the scale, the details and the color of the proposed building must be compatible with existing buildings in the district. New construction projects may be subject to review and approval of the Technical Review Committee.

**Building Proportions:** A new building in the downtown should respect the size and scale of existing structures. The commercial buildings on College, Main, and Hillsboro Streets are good examples of buildings built with similar proportions.

**Height:** Design the height of the proposed building to be not less in height of adjacent structure and no more than 2 stories higher than buildings on the block or street. There is a variety of heights of downtown buildings, so flexibility in height is appropriate as long as the overall scale of the new building and adjacent buildings are compatible.

**Building Corners:** Building corners located at intersecting streets provide an opportunity for architectural expression. On all new construction, the corners shall be articulated with curved walls or other features to create a focal point. Building corners also offer a good location for diagonal entries which are encouraged.

**Color:** Color provides continuity from building to building. The color palette of a building is composed of the colors of the main body of the building, trim and accent colors. Colors for new/existing buildings shall be selected from the "Sherwin-Williams Historic Color Chart" or equivalent, and be approved by the Technical Review Committee. Color guidelines include the following issues:

- ❖ Single Color Schemes Prohibited
- ❖ Schemes with Two or Three Colors Encouraged

**Setback:** One of the most important considerations of a new design is that it continues the building line of the existing streetscape by using similar setbacks as adjacent structures. Most of downtown Oxford is zoned with a zero-setback line. Therefore, structures can not only be built directly to the right-of-way, but can also abut adjacent structures. Keep the setback of the proposed building consistent with the setback of adjacent district buildings or nearby district buildings that have their fronts on the same street

**Facades Rhythms:** Display windows and doorways shall be the predominant features on the street-level. All ground level windows shall allow direct views to the building's interior.

Multi-storied new buildings or additions, as well as rehabilitation should maintain designs that have upper story windows and cornices that should give block uniformity. Renovations to upper story facades which have had the original windows eliminated are highly encouraged to add windows back to the façade in keeping with the original design and/or historic façade rhythms.

- ❖ Display windows: All interior display windows shall be lighted
- ❖ If a new downtown building or addition spans several lots, separate the façade into smaller bays to maintain the horizontal rhythm.
- ❖ The use of awnings and canopies are encouraged. They shall be of a design, material, form construction and color appropriate to the architectural style and function of the building. Awnings and canopies shade windows and doors and provide cover for the pedestrians, as well as outdoor seating and dining areas. Outdoor seating shall not impede pedestrian traffic.

**Façade Materials:** Brick, stone and metal, wood clapboard, architectural concrete masonry units. (Aluminum, vinyl, plastic siding and unfinished concrete block are not appropriate).

**Facades at Street Frontage Lines:** Sidewalks shall be provided along all street frontages (corner lots)

**Parking:** If parking is to be included in the design of a new construction project, it should be located in the rear of the building or side yard. If parking abuts a street, it should be screened from view by landscaping and/or low brick

wall with benches. Access to parking can be from alleyways, side streets, or other parking areas. If possible, allow for pedestrian access from the parking areas at the rear of the building. Lighting shall also be installed in the parking area. Lighting posts and fixtures must be of the style/design approved for the district. In the event there is no established style, posts and fixtures must be compatible with the overall character and history of the district, and approved by the Technical Review Committee.

**Rear/Rooftop Decks and Terraces:** This type of residential amenity is encouraged and is an important element to the success of the downtown livability. Decks and terraces are appropriate provided that they do not damage or alter any historic architectural features of the existing building.

**Mechanical Equipment on the Ground Level:** Equipment shall be placed on the parking lot side of building away from buildings on adjacent sites and shall be screened from view by an opaque screen or fence.

**Mechanical Equipment on the Roof:** All rooftop equipment shall be screened from view from public rights-of-way by building material that matches the structure or is visually compatible with the structure.

**Utility Equipment:** If other utility equipment is going to be used, like solar panels a site plan with specs and details shall be submitted to the Technical Review Committee for approval of size, aesthetics, functionality, and screening.

### **PUBLIC HEARING TO AMEND ZONING ORDINANCE TO INCLUDE DEFINITION & DEVELOPMENT STANDARDS FOR BARS/TAVERNS**

Commissioner Currin, Chairman, Planning, Business & Community Development Committee, presented the amendment to the Zoning Ordinance. Currently, the zoning ordinance does not have a definition for a bar/tavern. The amendment would allow them as a special use in all of the business zoning districts (B-1, B-2, and B-3). The review process has included the Downtown Master Plan Committee, Planning, Business & Development Committee, the Downtown Economic Development Corporation, and the Planning Board.

Mayor Sergent opened the public hearing.

No one from the public wished to speak.

Mayor Sergent closed the public hearing.

### **ZONING ORDINANCE AMENDED - INCLUDE DEFINITION & DEVELOPMENT STANDARDS FOR BARS/TAVERNS IN BUSINESS DISTRICTS**

COMMISSIONER CURRIN MADE A MOTION TO AMEND THE OXFORD ZONING ORDINANCE TO INCLUDE DEFINITION AND DEVELOPMENT STANDARDS FOR BARS/TAVERNS IN THE BUSINESS DISTRICTS (B-1, B-2, B-3) AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

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Definition:

- ❖ Bar/Tavern- A place/business limited to 100 or less people, where alcoholic beverages are sold for on-site consumption, which are not part of a larger restaurant. This term includes bars, taverns, pubs and similar establishments where any food service is subordinate to the sale of alcoholic beverages and is devoted primarily to the selling, serving, or dispensing and drinking of malt, vinous, or other alcoholic

beverages may be obtained within for consumption on the premises. Entertainment including the live music, and /or dancing, comedy, etc. may also be included.

The sale, preparation or consumption of food incidental to the activities listed above shall not exempt an establishment from this definition unless it meets the criteria of a restaurant as defined by the State of North Carolina ABC.

- ❖ 708.1 Frontage. The main entrance of the building shall be toward a street zoned predominantly for non- residential purposes.
- ❖ 708.2 Hours of Operation. 12-2:00am
- ❖ 708.3 All bars and taverns in the B-1 District shall restrict live performance/music after 1:00am Monday-Saturday, and 1200 Midnight on Sundays. Consumption of alcohol may be permitted outside and shall not overflow beyond the designated area, into the street or neighboring properties and proprietors will be subject to comply with all state laws and regulations of ABC and the Alcohol Law Enforcement.
- ❖ 708.4 All Bars and Taverns shall be required to provide contracted security after 9:00pm.

**PUBLIC HEARING TO AMEND ZONING ORDINANCE, SECTION 403.9**  
**PROHIBIT POSTING SIGNS TO UTILITY POLES**

Commissioner Currin, Chairman, Planning, Business & Community Development Committee, presented the amendment to the Zoning Ordinance that prohibits signs on utility poles within the City of Oxford’s planning jurisdiction is an effort to prevent visual blight. Staff and the Planning Board recommended approval.

Mayor Sergent opened the public hearing.

No one from the public wished to speak.

Mayor Sergent closed the public hearing.

**ZONING ORDINANCE AMENDED - SECTION 403.9**  
**PROHIBIT POSTING SIGNS TO UTILITY POLES**

COMMISSIONER CURRIN MADE A MOTION TO AMEND THE OXFORD ZONING ORDINANCE, SECTION 403.9, TO PROHIBIT THE POSTING OF SIGNS ON UTILITY POLES WITHIN THE CITY OF OXFORD’S PLANNING JURISDICTION. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**PUBLIC HEARING TO AMEND ZONING ORDINANCE, SECTION 405.3(B)**  
**TEMPORARY YARD SALE SIGNS IN RESIDENTIAL DISTRICTS ONLY**

Commissioner Currin, Chairman, Planning, Business & Community Development Committee, presented the amendment to section 405.3(B) that would read “Temporary yard sale signs are to be placed in residential districts only”. Currently yard sale signs can be placed in all zoning districts. They are often posted but not removed, particularly in the business district, causing sign clutter.

Mayor Sergent opened the public hearing.

No one from the public wished to speak.

Mayor Sergent closed the public hearing.

**ZONING ORDINANCE AMENDED - SECTION 405.3(B)**  
**TEMPORARY YARD SALE SIGNS IN RESIDENTIAL DISTRICTS ONLY**

COMMISSIONER CURRIN MADE A MOTION TO AMEND THE OXFORD ZONING ORDINANCE, SECTION 405.3(B) TO READ "TEMPORARY YARD SALE SIGNS ARE TO BE PLACED IN RESIDENTIAL DISTRICTS ONLY". ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**ZONING ORDINANCE AMENDMENT, SECTION 720 - MCLEAN PROPERTY - TABLED**  
**REFERRED TO PLANNING, BUSINESS & COMMUNITY DEVELOPMENT COMMITTEE**

Mayor Sergent presented for consideration a request by Don McLean to amend the zoning ordinance section 720 to allow conversions of existing structures to up to 4 dwelling units in the R-15 zoning district.

The zoning ordinance currently allows for conversions to a two-family dwelling. Mr. McLean has expressed interest in a dwelling unit located at 226 College Street and converting it into 4 units. This structure has been vacant since 2010 and has lost its grandfathered status. Due to some confusion about the Planning Board meeting time, Mr. Mclean did not attend the meeting to respond to questions, including parking, and interior/exterior features. The Planning Board recommended that the request be denied. Staff recommends sending the item back to the Planning Board to give Mr. McLean an opportunity to address the Planning Board's concerns. The Historic Preservation Commission previously reviewed and had no conflict with the conversion.

When asked for an opinion about reviewing the property, City Manager Doom noted that changing the entire R-15 Zoning classification might not be the best choice. She was not in favor of "spot zoning" in general, but in some unique situations, it is appropriate to look at the individual property. Mr. McLean should have an opportunity to talk about his project. Then a decision on how to proceed could be made.

Planning Director Hart also suggested looking at the Zoning Ordinance for non-conforming structures.

Following the comments received during Public Comment and much discussion about how the property should be reviewed for establishing a multi-use dwelling in a Historic District, the item was referred to the Planning, Business & Community Development Committee for further discussion and refining.

**STAFF AUTHORIZED TO APPLY FOR CMAQ GRANT**  
**COMMITTED TO MATCHING FUNDS IN THE AMOUNT OF \$67,500**

Mayor Sergent presented for consideration a request by staff to apply for a Congestion Mitigation Air Quality (CMAQ) grant and to commit to matching funds in the amount of \$67,500.

It was recently announced that Kerr-Tar RPO (Rural Planning Organization) would reprogram \$270,000 CMAQ funds that were allocated to a previous project. If awarded the funds, the project will be phase 3 of the Industry Drive sidewalk project extending sidewalks along Industry Drive to Lewis Street.

COMMISSIONER WOODLIEF MADE A MOTION TO AUTHORIZE STAFF TO APPLY FOR A CMAQ GRANT AND TO COMMIT TO MATCHING FUNDS IN THE AMOUNT \$67,500. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**STAFF APPROVED TO PROCEED WITH PURCHASE OF FIRE TRUCK**

City Manager Doom presented for consideration authorizing staff to begin the process of purchasing a new fire truck, which includes design, bidding and ordering.

During the May 17, 2016 Budget Meeting, the Finance Committee recommended approving staff to proceed with the purchase of a new Fire Truck. Public Safety Committee Chairman, MPT Harris, also supported this recommendation. It takes approximately 1 year from the date of order for delivery, with payment due upon delivery. Therefore, funding for the Fire Truck did not need to be included with the FY 2016-2017 Capital Outlay requests. However, staff needs approval to move forward with the design, bidding, and ordering of the truck. The estimated cost of the truck is \$750,000.

COMMISSIONER BULLOCK MADE A MOTION TO AUTHORIZE STAFF TO PROCEED WITH THE PURCHASE OF A NEW FIRE TRUCK, WHICH INCLUDES DESIGN, BIDDING, AND ORDERING A FIRE TRUCK. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**FINANCIAL REPORT**

Finance Director Hak Ung presented the October financial report.

<b><u>October 2016 Financial Report</u></b> <i>33 % of FY Complete</i>	<b><u>General Fund</u></b>	<b><u>Water Fund</u></b>
<b>REVENUES</b>		
YTD	\$ 3,752,410	\$ 1,913,016
YTD Percent of Budget <i>(minus loan proceeds and fund balance allocation)</i>	38%	29%
<b>EXPENSES</b>		
YTD	\$ 2,833,161	\$ 1,597,341
Budget	\$ 9,949,060	\$ 6,650,672
YTD Percent of Budget <i>(minus loan proceed, and fund balance allocation)</i>	29%	25%
<b>DIFFERENCE</b> <i>(Revenues – Expenses) 2015-16 YTD</i>	\$ 919,249	\$ 315,675

## CONSENT AGENDA APPROVED

COMMISSIONER WOODLIEF MADE A MOTION TO APPROVE THE CONSENT AGENDA. ALL VOTES WERE IN THE AFFIRMATIVE. THE MOTION CARRIED.

**Accepted** the October Financial Reports by Finance Director Ung.

**Approved changes to the 2017 Board meeting schedule** due a holiday conflicts. The January Agenda Meeting will be moved to Tuesday, January 3, and the September Agenda Meeting to Tuesday, September 5.

**Called for a public hearing** in conjunction with the **December 13, 2016** Regular Session to **amend the Zoning Ordinance, section 502.7.3** for parking design and maintenance.

The amendment would require all parking for public use to be maintained in a good state of repair without potholes or excessive deterioration to be determined by staff. The Business, Planning, & Development Committee asked that this item be reviewed.

**Called for a public hearing** in conjunction with the **December 13, 2016** Regular Session for a **request by Ronnie B. Ellis to have his property removed from the Historic District.**

The 2.3 +/- acre 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.

**Appointed Joe Bryan** to fill a vacant seat on the Historic Preservation Commission (HPC) with the term expiring June 2019.

**Appointed the following people to the Recreation Advisory Committee** for a staggered term ending as indicated: Kyle Serba - 2019, Kelly Collins-Schram - 2019, Joan Roberson - 2018, Cookie Reynolds - 2018, Thomas Blaine - 2019 and Kim Patterson - 2017.

The Recreation Advisory Committee has been inactive for several years but is a vital component of the Parks & Recreation Department. In October 2014, the Board of Commissioners amended the ordinance governing the establishment of the Recreation Advisory Committee to allow it to be more inclusive of our service group. Since that time, we have been looking for citizens to serve on the Committee and appointments to all six positions are required. Per the ordinance, the Committee will serve staggered terms. The Director met with a total of eight applicants and recommends the six presented. In addition to the recommended appointments, the Chair of the Youth Advisory Board, once elected, will serve on the Committee as well as Commissioner Fields, Chairman of the Parks, Recreation, and the Environment Committee.

**Approved** Tax Release in amount of \$35.84 to William Comer for a boat registered in a different county.

**Approved** Tax Release in the amount of \$40.29 to GE Capital Information Tech for equipment leased to the City of Oxford.

**Approved** the following 2016 meeting minutes:

\* October 3, Agenda Session

\* October 11, Regular Session

**CLOSED SESSION**

AT APPROXIMATELY 8:35 PM, AND ON MOTION BY COMMISSIONER WOODLIEF, THE BOARD UNANIMOUSLY VOTED TO GO INTO CLOSED SESSION ACCORDING TO G.S. 143-318.11(A) (3) TO CONSULT WITH THE CITY ATTORNEY CONCERNING A POTENTIAL CLAIM, AND APPROVE THE CLOSED SESSION MINUTES OF OCTOBER 11, 2016.

**RETURN TO OPEN SESSION**

THERE BEING NO FURTHER DISCUSSION, ON MOTION BY COMMISSIONER WOODLIEF AT APPROXIMATELY 8:45 PM, THE BOARD UNANIMOUSLY VOTED TO RETURN TO OPEN SESSION.

**ADJOURNMENT**

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 8:45 P.M., COMMISSIONER FIELDS MADE A MOTION TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

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Barbara J. Rote, CMC, NCCMC City Clerk

ATTEST:

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Jacqueline vdH Sergent, Mayor