

# **DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF OXFORD**

## **AGENDA**

**January 26, 2021 – 7 PM (Via Teleconference)**

### **Meeting Access Information:**

Online: [Click Here](#)

Mobile Number: 1-646-558-8656

Meeting ID: 988 6743 9929

Passcode: 593315

1. **Opening** – Brian Barnard, Chair
2. **\*Minutes** – We have attached the minutes for October 27, 2020 and December 1, 2020.
3. **\*The City Greenspace** – The DDA will continue discussions on how to implement a low-cost strategy to help cultivate commercial activity on the city-owned greenspace. We have attached the survey of the area.
4. **Other Business**
5. **Adjournment**

### **\* Attachments**

MEMBERS OF THE DOWNTOWN DEVELOPMENT AUTHORITY: Mr. Brian Barnard, Chair; Mr. Mike Ready, Vice-Chair; Mr. Jonathan Eady, Ms. Laura McCanless, Ms. Danielle Miller, Mr. Ray Wilson, and Mr. Art Vinson.

# DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF OXFORD

Minutes – October 27, 2020

**MEMBERS:** Mr. Mike Ready, Vice-Chair; Mr. Jonathan Eady, Ms. Danielle Miller, Ms. Laura McCanless, Mr. Art Vinson, and Mr. Ray Wilson. Mr. Brian Barnard was absent.

**STAFF:** Matthew Pepper, City Manager and DDA Secretary/Treasurer.

**GUESTS:** No guests were in attendance.

**OPENING:** At 7:03 PM, Mr. Ready called the meeting to order.

**APPROVAL OF MINUTES:** Upon motion of Mr. Eady, seconded by Mr. Vinson, the minutes for the meeting on September 22, 2020 were approved. The vote was 6 – 0.

**FY2021 BUDGET REVIEW:** The DDA discussed their FY2021 budget allocation. The city budgeted \$30,000 for the DDA's allocation for FY2021. In addition, the city budgeted \$200,000 for design costs for the town center development. The DDA discussed requesting this year's \$30,000 allocation from the city. In addition, the DDA agreed that they would need to approach the city during the FY2022 budget preparation to re-negotiate the \$200,000 budget request for the town center development. Mr. Pepper will discuss transferring the \$30,000 allocation with Mayor Eady.

**THE CITY GREENSPACE:** The DDA discussed how to implement low-cost strategies to help cultivate commercial activity on the city-owned greenspace. The DDA focused on the city's revival of the farmer's market. Mr. Pepper reported to the DDA that Melissa Pratt left the city. Consequently, he, along with the staff, will work to continue to manage the farmers market until the city can hire someone for her position. The DDA and Mr. Pepper agreed that the city will focus on the operational side of the market while the DDA will develop a proposal for making low-cost improvements to the city greenspace. To that end, the DDA discussed the following items:

- Orientation of the Market – The DDA discussed ideas on how to lay out the market to maximize the space and visibility of the vendors. The DDA recommended that the vendors set up their tents adjacent to the existing sidewalk on Emory Street. The DDA also discussed parking for visitors to the market. They agreed that the visitors could park in the City Hall parking lot or on the section of greenspace adjacent to E. Clark Street.
- Signage – The DDA continued discussions on appropriate signage for the farmers market and where to locate a sign on the greenspace. The DDA considered a hanging sign as an option, similar to the existing post already located on the greenspace. The city could also use it to advertise for different events. In addition, DDA discussed the idea of installing, at some point, a permanent, decorative sign for the farmers market on the property. The DDA also discussed possible locations for the sign including at the corner of E. Clark Street and Emory Street.
- Barriers (fencing) – The DDA discussed different types of barriers that could be installed to enhance the property including shrubbery, a split-rail fence, or granite bars. The DDA agreed that they would not recommend installing something that would obscure the view of the market and greenspace. In addition, the DDA discussed installing a split-rail fence on the north and south corners of the property with a section fence in the middle.

- Seating – The DDA discussed installing picnic tables under the large shade trees near the Yarbrough House (107 W. Clark Street). Near the picnic tables, the DDA would install some trashcans.

The DDA will present their proposal to the Mayor and Council for approval.

**OTHER BUSINESS:** The DDA rescheduled their meeting at 7 PM on Tuesday, November 24<sup>th</sup> to 4 PM on Tuesday, December 1<sup>st</sup>. The purpose of the December 1<sup>st</sup> meeting is to conduct an on-site visit of the city greenspace. In addition, the DDA cancelled their December 22<sup>nd</sup> meeting. The DDA will meet again on Tuesday, January 26<sup>th</sup>. Mr. Pepper will notify Mr. Barnard of the changes to the meeting schedule.

**ADJOURNMENT:** Mr. Ready adjourned the meeting at 8:04 PM.

Submitted by:

Matthew Pepper, Secretary/Treasurer

# **DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF OXFORD**

Minutes – December 1, 2020

**MEMBERS:** Mr. Mike Ready, Vice-Chair; Mr. Jonathan Eady, Ms. Laura McCanless, Mr. Art Vinson, and Mr. Ray Wilson. Mr. Brian Barnard and Ms. Danielle Miller were absent.

**STAFF:** Matthew Pepper, City Manager and DDA Secretary/Treasurer; Marcia Brooks, City Clerk.

**GUESTS:** No guests were in attendance.

**SITE VISIT THE CITY GREENSPACE:** The DDA made a site visit to the city greenspace. During the site visit, the DDA discussed the follow items related to the farmer’s market: the orientation of the market on the greenspace, locations for potential signage and barriers along Emory Street/SR 81, traffic flow and parking along E. Clark Street, and locations to install picnic tables. Prior to the meeting, Mr. Wilson took aerial photographs of the greenspace. He will send the photographs to the DDA. The DDA will next develop a proposal for making low-cost improvements to the city greenspace. They will present their proposal to the Mayor and Council for approval.

**ADJOURNMENT:** Mr. Ready adjourned the meeting at 4:45 PM.

Submitted by:

Matthew Pepper, Secretary/Treasurer

**BK:52 PG:142-142**

FILED IN OFFICE  
CLERK OF COURT  
12/03/2018 03:50 PM  
LINDA D. HAYS, CLERK  
SUPERIOR COURT  
NEWTON COUNTY, GA

*Linda D. Hays*

**P2018000165**

3412495247

PARTICIPANT ID

FOR CLERK'S OFFICE USE

**SURVEYOR'S CERTIFICATION**

This plat is a retracement of an existing parcel or parcels of land and does not subdivide or create a new parcel or make any changes to any real property boundaries. The recording information of the documents, maps, plats, or other instruments which created the parcel or parcels are stated hereon. RECORDATION OF THIS PLAT DOES NOT IMPLY APPROVAL OF ANY LOCAL JURISDICTION, AVAILABILITY OF PERMITS, COMPLIANCE WITH LOCAL REGULATIONS OR REQUIREMENTS, OR SUITABILITY FOR ANY USE OR PURPOSE OF THE LAND. Furthermore, the undersigned land surveyor certifies that this plat complies with the minimum technical standards for property surveys in Georgia as set forth in the rules and regulations of the Georgia Board of Registration for Professional Engineers and Land Surveyors and as set forth in O.C.G.A. Section 15-6-67.

*Robert O. Jordan*

Robert O. Jordan, GA RLS 2902



DENOTES PAINTED TREES OR FENCE NEAR PROPERTY LINE. LETTER IS CODE BELOW, NUMBER IS FEET FROM LINE, AND ARROW IS DIRECTION FROM LINE THAT EVIDENCE WAS FOUND.  
TP: STEEL TEE POST  
B: BLUE PAINT W: WHITE PAINT  
Y: YELLOW PAINT BW: BARBED WIRE  
R: RED PAINT HW: HOG WIRE

LEGEND			
○	OPEN-TOP PIPE FOUND	P.O.B.	POINT OF BEGINNING
●	SOLID ROD (REBAR) FOUND	P.O.R.	POINT OF REFERENCE
○	1/2" SOLID ROD (REBAR) SET	NOF	NOW OR FORMERLY
⊗	BEARING CHANGE (NO PIN SET)	D.B.	DEED BOOK
△	SURVEYOR'S TRAVERSE NAIL SET	P.B.	PLAT BOOK
⊗	SURVEYOR'S PK NAIL SET	LL	LAND LOT
○	POWER POLE	OTP	OPEN-TOP PIPE
		CMF	CONCRETE MON. FD
---	ADJOINING PROPERTY LINE		
---	EASEMENT		
---	OVERHEAD POWER		

**SUBJECT PROPERTY INFORMATION:**

TAX RECORD: PARCEL X010 001, X010 010, X010 011  
CURRENT OWNER: CITY OF OXFORD  
DEED RECORD: D.B. 599, p. 535

TAX RECORD: PARCEL X010 002  
CURRENT OWNER: CITY OF OXFORD  
DEED RECORD: D.B. 3564, p. 459

THIS PLAT CLOSURE ACCURACY IS 1 FOOT IN 92,631 FT.

FIELD DATA WAS COLLECTED USING A LEICA TS12 ROBOTIC TOTAL STATION AND A JAVAD TRIUMPH-LS DUAL-FREQUENCY RTK GLOBAL POSITIONING SYSTEM RECEIVER REFERENCING THE eGPS STATEWIDE NETWORK AND HAVING A RELATIVE POSITIONAL ACCURACY OF LESS THAN 0.04 FEET.

THE FIELD SURVEY WAS COMPLETED IN OCTOBER 2018.

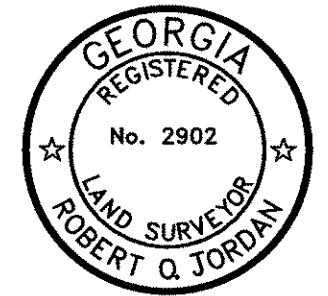
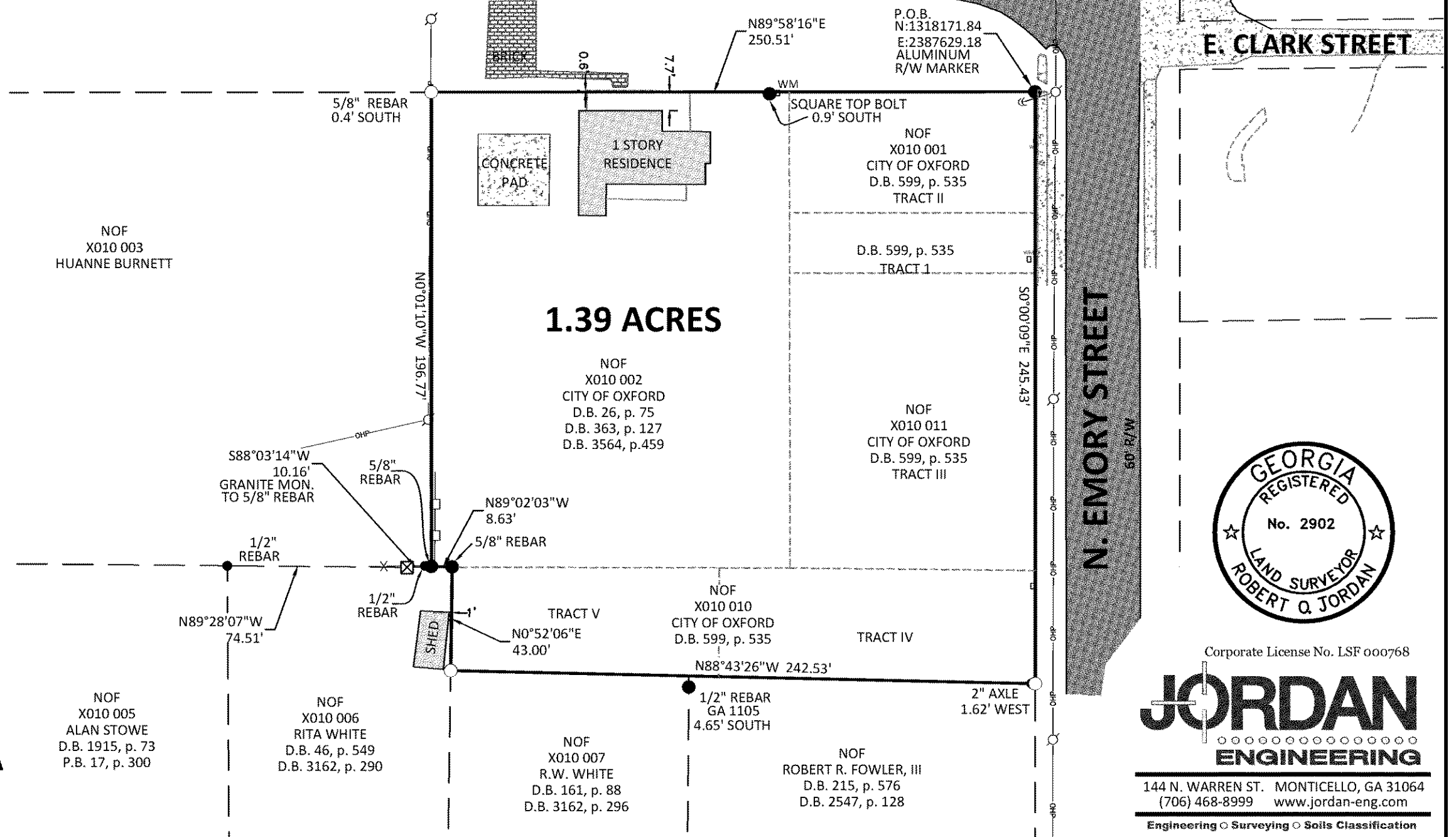
THE PROPERTY SHOWN HEREON IS NOT LOCATED WITHIN A FLOODPLAIN AS DETERMINED FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY MAP PANEL 13217C0126D FOR TOWN OF OXFORD, NEWTON COUNTY, GEORGIA DATED 03-17-2014.

EASEMENTS OR RIGHTS-OF-WAY MAY EXIST WHICH ARE NOT SHOWN HEREON AND MAY BE RECORDED OR UNRECORDED.

THE HORIZONTAL REFERENCE IS GEORGIA STATE PLANE, WEST ZONE, NAD83(2011) IN US SURVEY FEET.

THE VERTICAL DATUM IS NAVD88 IN FEET.

BOUNDARY RETRACEMENT SURVEY FOR  
**CITY OF OXFORD**  
LAND LOT 288, DISTRICT 9  
GEORGIA MILITIA DISTRICT 1525  
OXFORD, NEWTON COUNTY, GEORGIA



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