

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

## **AGENDA**

**February 23, 2021 – 7 PM (Via Teleconference)**

### **Meeting Access Information:**

Online: [Click Here](#)

Mobile Number: 1-646-558-8656

Meeting ID: 958 5216 2556

Passcode: 285357

1. **Opening** – Brian Barnard, Chair
2. **\*Minutes** – We have attached the minutes for January 26, 2021.
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 a copy of the DDA's greenspace proposal.
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 – January 26, 2021

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

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

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

**OPENING:** At 7:02 PM, Mr. Barnard called the meeting to order.

**APPROVAL OF MINUTES:** Upon motion of Mr. Eady, seconded by Ms. Miller, the minutes for the meetings held on October 27, 2020 and December 1, 2020 were approved. The vote was 6 – 0.

**THE CITY GREENSPACE:** The DDA continued their previous discussions on how to implement low-cost capital improvements to help cultivate commercial activity on the city-owned greenspace. The DDA focused on the city's revival of the farmer's market. The DDA reviewed their previous ideas for parking including developing a designated parking area located off E. Clark Street. The DDA also discussed approaching the City Council about receiving the deeds to the greenspace properties as part of the process to implement the recommended capital improvements.

Mr. Barnard will develop the visual component for the proposal and Mr. Pepper will develop the written description. The DDA will share the proposal with the Mayor and Council prior to the February 15<sup>th</sup> Council Meeting.

Mr. Pepper introduced Michelle Middleton, the city's new Associate Clerk. He explained that Ms. Middleton will be responsible for managing the market's operations. He stated that she would be attending the next few DDA meetings as the city prepares for the opening of the market in the spring.

**OTHER BUSINESS:** Ms. Miller shared with the DDA that Oxford College is beginning work on a feasibility study for the Forney Property (102 Pierce Street). Ms. Miller explained that the garden would be preserved as part of the renovation of the home. Ms. McCanless asked whether Oxford College would consider developing a botanical garden at the site. Ms. Miller responded that she would share that idea with her team.

In addition, Ms. Miller shared that Oxford College is beginning their capital budgeting process. As part of that process, the college is interested in revisiting the idea of a shared project between the city and college.

**ADJOURNMENT:** Upon motion of Mr. Vinson, seconded by Mr. Ready, the Authority adjourned the meeting at 8:05 PM. The vote was 6 – 0.

Submitted by:

Matthew Pepper, Secretary/Treasurer



## Memo

**To:** The Mayor and City Council  
**From:** The Downtown Development Authority  
**Date:** Thursday, February 11, 2021  
**Re:** Recommended Improvements to City Greenspace

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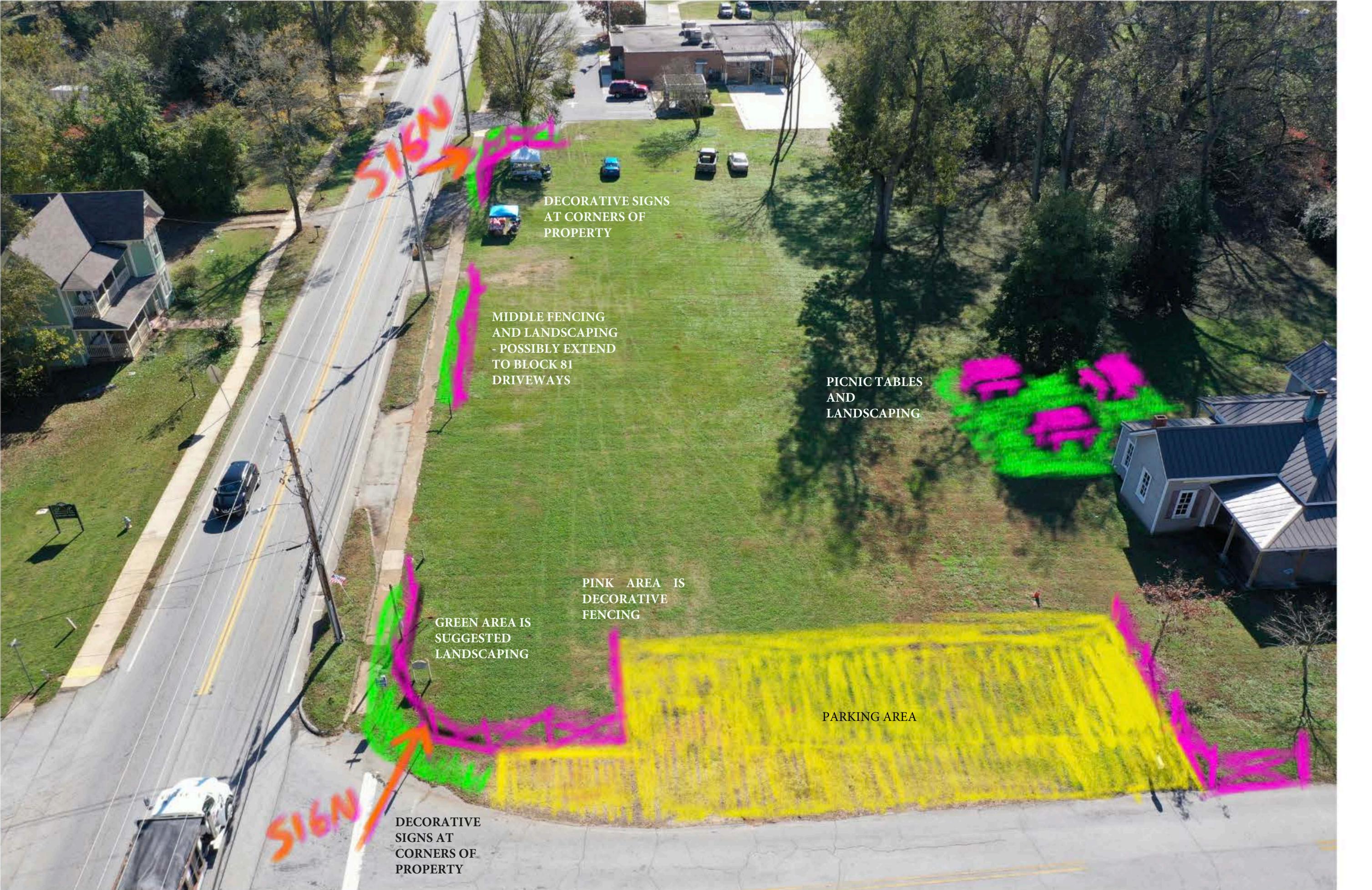
In September 2020, we began developing recommendations for some minor capital improvements to help cultivate commercial activity on the city-owned greenspace. We developed these recommendations to dovetail with the city's recent focus on the farmer's market. We expect the proposed improvements to be temporary as we work towards creating the town center. To that end, we recommend the following items:

- Orientation of the Farmers' Market – Vendors set up their tents adjacent to the existing sidewalk on Emory Street to maximize the space and visibility.
- Parking – Visitors park in the City Hall parking lot or on a section of greenspace adjacent to E. Clark Street.
- Fencing – Install a split-rail fence on the north and south corners of the property adjacent to Emory Street. In addition, install fencing to mark the designated parking area located on the greenspace.
- Signage – Use a hanging sign on the existing post located on the greenspace. In addition, consider installing a permanent, decorative signs for the farmer's market as activity grows.
- Seating – Install 2-3 picnic tables and a trashcan under the large shade trees near the Yarbrough House (107 W. Clark Street).

One thing to consider with this proposal is which party will make the improvements. The greenspace is a part of the town center yet is owned by the city. We recommend that we discuss together the future ownership of the property as it relates to who will implement the recommendations.

We thank you for your consideration.

c: Matthew Pepper, City Manager and DDA Secretary/Treasurer



DECORATIVE SIGNS  
AT CORNERS OF  
PROPERTY

MIDDLE FENCING  
AND LANDSCAPING  
- POSSIBLY EXTEND  
TO BLOCK 81  
DRIVEWAYS

PICNIC TABLES  
AND  
LANDSCAPING

PINK AREA IS  
DECORATIVE  
FENCING

GREEN AREA IS  
SUGGESTED  
LANDSCAPING

PARKING AREA

DECORATIVE  
SIGNS AT  
CORNERS OF  
PROPERTY

SIGN