

# DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF OXFORD

## AGENDA

**October 27, 2020 – 7 PM (Via Video Conference)**

### **Meeting Access Information:**

Online: [Click Here](#)

Mobile Number: 1-646-876-9923

Meeting ID: 966 2929 9017

Passcode: 429225

1. **Opening** – Mike Ready, Vice-Chair
2. \* **Approval of Minutes** – The minutes for September 22, 2020 are attached.
3. **FY2021 Budget Review** – The DDA will review their budget for FY2021 and current cash balance.
4. \* **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.
5. **Other Business**
6. **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 – September 22, 2020

**MEMBERS:** Mr. Brian Barnard, Chair; Mr. Jonathan Eady, Ms. Danielle Miller, Mr. Art Vinson, Mr. Ray Wilson, and Mr. Mike Ready.

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

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

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

**APPROVAL OF MINUTES:** Upon motion of Mr. Eady, seconded by Mr. Ready, the minutes for the meeting on August 25, 2020 were approved. The vote was 6 – 0.

**ELECTION OF NEW VICE-CHAIRMAN:** Upon motion of Mr. Eady, seconded by Mr. Wilson, Mike Ready was appointed to serve as the Vice-Chairman of the Downtown Development Authority. The vote was 6 – 0.

**LANDSCAPE MAINTENANCE ON THE E. CLARK STREET LOTS:** The DDA reviewed the bids for the long-term landscape maintenance of the two E. Clark Street lots. They received bids from the following companies: Great Estates Landscaping, NatureScapes Landscape Services, and Five Fields Lawncare. For the .98-acre property adjacent to E. Clark Street, the scope of work included mowing the grass bi-weekly during the growing season (April-October) and once a month during the dormant season (November-March). The narrow section of the 6.34-acre lot would be mowed once a month.

*Upon motion of Mr. Vinson, seconded by Mr. Eady, the Downtown Development Authority approved the purchase order with Great Estates Landscaping to provide landscape maintenance services to the two DDA-owned lots for an annual cost of \$1,620. The vote was 6 – 0.*

**THE YARBROUGH HOUSE PROPERTY:** The DDA reviewed the memo stating their recommendations for the Yarbrough House property (107 W. Clark Street).

*Upon motion of Mr. Vinson, seconded by Ms. Miller, the Downtown Development Authority will submit the memo for the property located at 107 W. Clark Street to the Mayor and City Council. The vote was 6 – 0.*

**OTHER BUSINESS:** The DDA discussed the following items related to other business.

- The City Greenspace – The DDA discussed how to implement a low-cost strategy to help cultivate commercial activity on the city greenspace. Some of the ideas could dovetail with the revival of the city’s farmers market including installing picnic tables in shaded areas and adding signage. Mr. Pepper will ask Melissa Pratt to work with the DDA to develop and carry out the strategies. At the next meeting, Mr. Barnard will provide the DDA access to a Google Drawing of the city greenspace for the DDA to brainstorm ideas of potential locations for the picnic tables, signage, etc.
- The Forney Property and Food Truck – Ms. Miller shared that Oxford College is in the initial stages of a feasibility study for the Forney property (102 Pierce Street) to serve as the college’s alumni center. Ms. Miller stated that the study would include the entire property. In addition,

the college is considering hiring a food truck for an event for the students. The DDA discussed the option of a food truck locating at the city greenspace for an event in the future.

- Vacancy on the DDA – Mr. Pepper reported that the city had identified some potential candidates for the DDA’s open seat. He further stated that the Council will be appointing the individual soon.
- The DDA’s annual budget – As the DDA considers some low-cost options for the city greenspace, Ms. Miller requested that the DDA discuss their budget at the next meeting.

**ADJOURNMENT:** Mr. Barnard adjourned the meeting at 8:07 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*

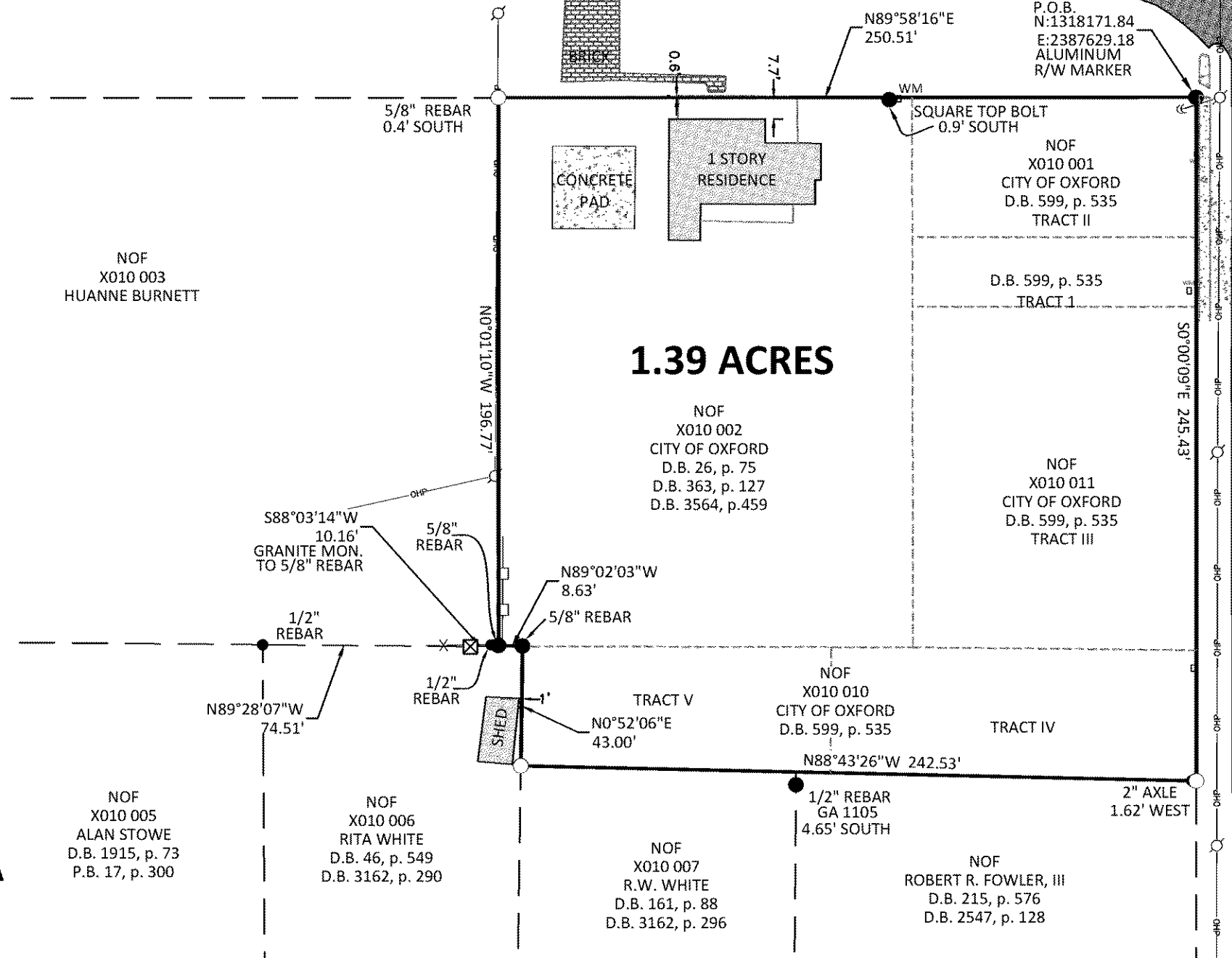
Robert O. Jordan, GA RLS 2902



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

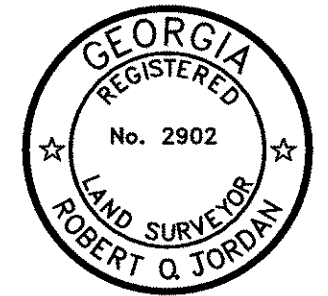
THE PROPERTY SHOWN HEREON IS NOT LOCATED WITHIN A FLOODPLAIN AS DETERMINED FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY MAP PANEL 13217C0126D FOR TOWN OF OXFORD, NEWTON COUNTY, GEORGIA DATED 03-17-2014.

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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