

DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF OXFORD

Minutes – January 31, 2018

MEMBERS: Mr. Mark McGiboney, Chair; Ms. Loren Roberts, Vice-Chair; Mr. Brian Barnard, Mr. Jonathan Eady, Mr. Mike Ready, Ms. Kendra Mayfield, and Ms. Martha Molyneux.

STAFF: Matthew Pepper, assistant city manager and DDA secretary/treasurer.

GUESTS: Kevin Clark, Paul Knight, Ryan Yurcaba, and Christy Dodson, Historical Concepts.

OPENING: At 7:03 PM, Mr. McGiboney called the meeting to order and welcomed the guests from Historical Concepts.

APPROVAL OF MINUTES: Upon motion of Mr. Barnard, seconded by Ms. Molyneux, the minutes for the meeting on December 13, 2017 were approved as presented. The vote was 7 – 0.

HISTORICAL CONCEPTS PROPOSAL DISCUSSION: The DDA and the team from Historical Concepts had a discussion regarding the firm's proposal. The proposal consisted of three components: the One-Day Charrette, the Strategic Investment Plan, and the Strategic Project: E. Clark Street Property. The two groups discussed the scope of the downtown development project, how to appropriately engage the adjacent property owners to the E. Clark Street Development in the development process, and the specific project deliverables to be provided by Historical Concepts. Lastly, Historical Concepts set a goal to have a site plan to a surveyor by May 1st.

WORKING-SESSION DATE: The DDA and the team from Historical Concepts had a discussion to set the date to begin the one day charrette process. It was decided that the meeting would be held on Thursday, February 22nd at Oxford City Hall. The DDA would meet with Historical concepts from 11:30 AM - 1:30 PM, with the meetings with stakeholders from 1:30-4:30 PM. Mr. Pepper will aid Historical Concepts in organizing the stakeholder meetings with the adjacent property owners to the E. Clark Street Development, the public works director, the city engineer, the mayor and select councilmembers, Oxford College staff, and other interested residents.

OTHER BUSINESS: The DDA's next meeting will take place on Wednesday, February 22nd from 11:30 AM - 1:30 PM. This meeting will take place during the charrette process with Historical Concepts. The DDA will then meet again on Wednesday, March 21st at 7 PM.

ADJOURNMENT: Mr. McGiboney adjourned the meeting at 8:05 PM.

Approved by:

A handwritten signature in blue ink, appearing to read "M Pepper". The signature is fluid and cursive, with a large initial "M" and the name "Pepper" written in a similar style.

Matthew Pepper, Secretary/Treasurer