



**City of Oxford  
Board of Aldermen  
Recess Meeting-BOA  
November 6, 2024, 3:30 pm - 4:30 pm  
City Hall Courtroom**

**DOCUMENTS**

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Signed\_approved\_minutes-11062024

Memo - Request to Accept Grant Funding for Emergency Generators at Industrial Park Well and Industri...

## MINUTES

City of Oxford  
Board of Aldermen  
Recess Meeting-BOA  
Wednesday, November 6, 2024, 3:30 pm - 4:30 pm  
City Hall Courtroom



### 1. Call to Order

The meeting of the Mayor and Board of Alderman of the City of Oxford, Mississippi, was called to order by Mayor Tannehill at 3:30pm on Wednesday, November 6, 2024 in the courtroom of Oxford City Hall when and where the following were present:

Robyn Tannehill, Mayor  
Rick Addy, Alderman Ward I-absent  
Mark Huelse, Alderman Ward II  
Brian Hyneman, Alderman Ward III  
Kesha Howell-Atkinson, Alderman Ward IV  
Preston Taylor, Alderman Ward V  
Jason Bailey, Alderman Ward VI  
Mary Martha Crowe, Alderman-At-Large

Mayo Mallette, PLLC- Of Counsel  
Ashley Atkinson- City Clerk  
Bart Robinson- Chief Operating Officer  
Braxton Tullos- Human Resources Director  
Hollis Green- Director of Development Services  
Mark Levy-Special Projects  
Jeff McCutchen-Police Chief  
David Sabin-Parking Division  
John Crawley-City Engineer  
Joey Gardner-Fire Chief  
Johnathan Mizell-Building Official

### 2. Adopt the agenda for the meeting.

It was moved by Alderman Crowe, seconded by Alderman Hyneman to adopt the agenda for the meeting with the addition of item 7. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

### 3. Request permission to advertise for reverse auction bids for the mulch blower machine for Buildings & Grounds. (Ashley Atkinson)

It was moved by Alderman Addy, seconded by Alderman Huelse to advertise for reverse auction bids for the mulch blower machine for Buildings & Grounds. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

### 4. Discuss speeding and enforcement in school zones and consider related data.

After a short discussion, it was moved by Alderman Addy, seconded by Alderman Bailey to have a 6-week trial of Tele-Safe in the school zones, starting on the first day of school in January. Tele-Safe is a hand-held speed monitoring device. It will be used in the school zones to help curb speeding. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

### 5. Consider policy related to pre-employment drug screenings.

After a lengthy discussion regarding the current City drug screen policy and the State's Medical Cannabis legislation, it was moved by Alderman Addy, seconded by Alderman Huelse to modify the City's Pre-employment Drug Screen Policy to exclude a positive THC result as a disqualification for employment when a prospective "non-safety sensitive" applicant has a legal Medical Cannabis card, issued by the State of Mississippi. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

### 6. Discuss the proposed jail contract with Lafayette County.

The Board discussed the proposed jail contract with Lafayette County; but no action was taken. A new draft of the contract will be discussed at the next regular meeting.

### 7. Discuss safety at the 1000 block of Jackson Avenue East.

The Board discussed traffic and pedestrian safety in the 1000 block area of Jackson Avenue East. There have been issues with crowds of customers in the street and different solutions were discussed. No action was taken.

### 8. Consider an executive session.

It was moved by Alderman Bailey, seconded by Alderman Crowe to consider an executive session for personnel issues. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Addy, seconded by Alderman Bailey to enter into an executive session for personnel issues in the City Shop, Municipal Court, and Stronger Together Oxford. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Addy, seconded by Alderman Huelse to reinstate Stronger Together Oxford employee, Micah Uline, back to full-time status. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

The City Clerk left the meeting at this time.

It was moved by Alderman Addy, seconded by Alderman Huelse to suspend City Shop employee, Michelle Robinson, for five days for violation of City policy. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

The City Clerk returned to the meeting.

It was moved by Alderman Addy, seconded by Alderman Bailey to return to regular session.

9. Adjourn

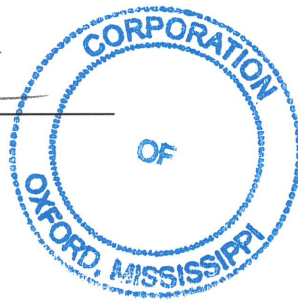
It was moved by Alderman Addy, seconded by Alderman Bailey to adjourn the meeting. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

*Robyn Tannehill*

Robyn Tannehill, Mayor

*Ashley Atkinson*

Ashley Atkinson, City Clerk





**OXFORD**  
DEVELOPMENT  
SERVICES

# MEMORANDUM

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**To:** Board of Aldermen

**From:** John Crawley, City Engineer

**CC:** Bart Robinson, P.E., COO/ Hollis Green, Director, Development Services  
Rob Neely, P.E., General Manger, Oxford Utilities,  
Shane Fortner, Director, Emergency Management

**Date:** November 5, 2024

**Re:** Request to Accept Grant Funding in the Amount of \$95,648.02 for the  
Installation of Emergency Generators at the Industrial Park Well and  
Industrial Park Water Treatment Plant/Elevated Tank Sites

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Engineering requests the Board of Aldermen grant approval for the mayor to execute funding agreement **DR-4697-0007-R**, a federal grant in the amount of (up to) **\$95,648.03**. The City's anticipated match is **\$31,882.68**. This grant has been awarded for the installation of emergency generators at the above-captioned sites. In the event of power outages, these generators would allow water supply to the area to continue. A copy of the funding agreement is attached hereto for review.



**FEMA**

October 21, 2024

Mr. Stephen McCraney, Executive Director  
Mississippi Emergency Management Agency  
Post Office Box 5644  
Pearl, MS 39288

Attention: Ms. Jana Henderson  
State Hazard Mitigation Officer

Reference: Hazard Mitigation Grant Program (HMGP)  
Project DR-4697-0007-R  
City of Oxford Industrial Park Water Plant/Well Generator

Dear Mr. McCraney,

We are pleased to inform you that the project referenced above has been approved for \$127,530.70 with a federal share of \$95,648.03 (75%) and a non-federal share of \$31,882.68 (25%) to be paid by The City of Oxford.

The following is the approved Scope of Work (SOW) for the project:

**The City of Oxford** will procure and install two (2) diesel generators on new concrete pads within existing fencing at the two locations below. There are currently no generators at either location to ensure the wells will provide reliable water to the 2,100 persons who live and work in the area as well as fire protection and suspension systems for the fifteen (15) industrial businesses also in the area.

**Project Site Location:**

DR-4697-0007 City of Oxford Industrial Park Water Plant/ Well Generators				
Site	Name	Address	GPS	Generator Size
1	Industrial Park Water Treatment Plant	53 County Road 166 Oxford, MS 38655	34.407493, -89.529672	250kW
2	Industrial Park Well	84 County Road 166 Oxford, MS 38655	34.412221, -89.530888	130kW

The National Environmental Policy Act (NEPA) stipulates those additions or amendments to a HMGP subrecipient SOW may have to be reviewed by all State and Federal agencies participating in the NEPA process. After a review of the proposed project and its environment, and provided that the conditions listed below are met, it was determined that no extraordinary circumstances, as defined in FEMA Directive 108-1, exist regarding this proposed project.

**Standard Conditions:**

- Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

- This review does not address all federal, state, and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state, and local environmental permits and clearances may jeopardize federal funding.
- If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

### **Quarterly Progress Reporting:**

Per 44 CFR 206.438(c), recipients must provide a quarterly progress report to FEMA indicating the status and completion date for each project funded. The report should also include any problems or circumstances affecting completion dates, scope of work, or project cost that may result in non-compliance with the approved grant conditions. Please include this HMGP project in your future quarterly reports.

### **Scope of Work Changes:**

- The recipient must obtain prior approval from FEMA before implementing changes to the approved project SOW. Per the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 2 CFR 200:
- The Recipient must obtain prior written approval for any budget revision which would result in a need for additional funds.
- A change in the scope of work must be approved by FEMA in advance regardless of the budget implications.
- The Recipient must notify FEMA as soon as significant developments become known, such as delays or adverse conditions that might raise costs or delay completion, or favorable conditions allowing lower cost or earlier completion.

### **Period of Performance:**

FEMA does not establish activity completion timeframes for individual subawards. Recipients are responsible for ensuring that all approved activities are completed by the end of the grant Period of Performance (POP). The POP for DR-4697 is September 22, 2028. Any extensions of the grant POP must be submitted to FEMA 60 days prior to the expiration date.

### **Project Closure:**

In accordance with 44 CFR, Section 206.438(d) the Governor’s Authorized Representative (GAR) is required to “certify that reported costs were incurred in the performance of eligible work, that the approved work was completed, and that the mitigation measure is in compliance with the provisions of the FEMA-State Agreement.” Therefore, to close this project, the GAR shall send a letter requesting closure to include the above certifications, as well as the following:

- Date work on the project was fully completed
- Date of the recipient’s final site inspection for the project
- Total final project cost, with the Federal and Non-Federal share
- Identified cost underrun (Fed and non-Fed share) as applicable
- Documentation that any conditions of the grant have been complied with, to include programmatic, environmental, and/or other conditions as identified in the award letter or Record of Environmental Consideration (REC)

The obligation report and REC are included for your records. The obligated funds are available for withdrawal from the **Payment Management System** on sub-account number **4697DRMSP0000075**.

If you have any questions, please contact Jenifer Holderman at (202) 374-9159.

Sincerely,

SHEMEEKA H  
JOHNSON



Digitally signed by  
SHEMEEKA H JOHNSON  
Date: 2024.10.21 11:10:29  
-04'00'

Shemeeka H. Johnson, Chief  
Disaster Implementation Branch  
Mitigation Division

Enclosures:  
Obligation Report Supplemental No 7  
Record of Environmental Consideration



HAZARD MITIGATION GRANT PROGRAM

Obligation

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Recipient
4697	7-R	0	7	1	7	MS	Statewide

Subrecipient: Oxford

Project Title : City of Oxford Industrial Park Water Plant/Well Generator Project

Subrecipient FIPS Code: 071-54840

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation		
\$95,648.03	\$95,648.03	\$0.00	\$0.00		

Project Amount	Subrecipient Management Cost Amount	Total Obligation	IFMIS Date	IFMIS Status	FY
\$95,648.03	\$0.00	\$95,648.03	10/16/2024	Accept	2025

**Comments**

Date: 10/16/2024 User Id: DBURKETT

Comment: 4697-0007-R-DR-MS-HM Oxford Grant POP 09/22/2028 Application 7 City of Oxford Industrial Park Water Plant/Well Generator Proj Allocation 6 included in the October Spend Plan Federal share \$95,648.03 Supplement 7 approved HMO.

Date: 10/16/2024 User Id: JHOLDERM

Comment: 4697DR POP = 9.22.2028 #0007 HM Plan expires 5.04.2027 Generator \$95,648.03 On the October 2024 Spend Plan HMO approv

**Authorization**

Preparer Name: JENIFER HOLDERMAN

Preparation Date: 10/16/2024

HMO Authorization Name: DEBORAH BURKETT

HMO Authorization Date: 10/16/2024

14:42:24

## RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-4697-0007-MS (1)

Title: City of Oxford Generators (2)

## NEPA DETERMINATION

Non Compliant Flag: No

EA Draft Date:

EA Final Date:

EA Public Notice Date:

EA Fonsi

Level: CATEX

EIS Notice of Intent

EIS ROD Date:

**Comment** SOW: City of Oxford, Lafayette County, MS; The applicant proposes to purchase and install a new generator and concrete pad at the following sites: (1) 53 County Rd 166, Oxford, MS 38655, (34.407493, -89.529672) and (2) 84 County Rd 166, Oxford, MS 38655, (34.412221, -89.530888). - earias1 - 07/09/2024 13:29:44 GMT

## CATEX CATEGORIES

Catex Category Code	Description	Selected
*n18	(*n18) Federal Assistance for Construction or Installation of Structures, Facilities, or Equipment to Ensure Continuity of Operations. Federal assistance for the construction or installation of measures for the purpose of ensuring the continuity of operations during incidents such as emergencies, disasters, flooding, and power outages involving less than one acre of ground disturbance. Examples include the installation of generators, installation of storage tanks of up to 10,000 gallons, installation of pumps, construction of structures to house emergency equipment, and utility line installation. This CATEX covers associated ground disturbing activities, such as trenching, excavation, and vegetation removal of less than one acre, as well as modification of existing structures.	Yes

## EXTRAORDINARY

Extraordinary Circumstance Code	Description	Selected ?
	No Extraordinary Circumstances were selected	

## ENVIRONMENTAL LAW / EXECUTIVE ORDER

Environmental Law/ Executive Order	Status	Description	Comment
Clean Air Act (CAA)	Completed	Project will not result in permanent air emissions - Review concluded	
Coastal Barrier Resources Act (CBRA)	Completed	Project is not on or connected to CBRA Unit or otherwise protected area - Review concluded	
Clean Water Act (CWA)	Completed	Project would not affect any water of the U.S. - Review concluded	
Coastal Zone Management Act (CZMA)	Completed	Project is not located in a coastal zone area and does not affect a coastal zone area - Review concluded	

14:42:24

## RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-4697-0007-MS (1)

Title: City of Oxford Generators (2)

Environmental Law/ Executive Order	Status	Description	Comment
Executive Order 11988 - Floodplains	Completed	No effect on floodplain/flood levels and project outside floodplain - Review concluded	EO 11988: Both sites are located within an unshaded x zone per Lafayette County flood insurance rate map (FIRM) panel number #28071C0145C dated 11/26/2010. - earias1 - 07/09/2024 13:25:46 GMT
Executive Order 11990 - Wetlands	Completed	No effects on wetlands and project outside wetlands - Review concluded	EO 11990: Both sites are not located within wetlands per review of USFWS National Wetlands Inventory (NWI) mapper, accessed 07/02/2024. - earias1 - 07/09/2024 13:27:10 GMT
Executive Order 12898 - Environmental Justice for Low Income and Minority Populations	Completed	Low income or minority population in or near project area	EO 12898: Minority or low-income populations were identified through program coordination and public involvement, state EJ community lists or maps, or EJSCREEN reports for the area around the proposed project sites. Review of the project scope of work revealed no adverse effects on these populations. Therefore, no additional review for potential EJ concerns is required. The maps, reports, and other information are saved to the project files. - earias1 - 07/09/2024 13:27:54 GMT
	Completed	No disproportionately high and adverse impact on low income or minority population - Review concluded	
Endangered Species Act (ESA)	Completed	Listed species and/or designated critical habitat present in areas affected directly or indirectly by the federal action	ESA: Per review of Mississippi USFWS website listing of threatened and endangered species for Lafayette County, accessed 07/08/2024. - earias1 - 07/09/2024 13:22:52 GMT
	Completed	No effect to species or designated critical habitat (See comments for justification) - Review concluded	
Farmland Protection Policy Act (FPPA)	Completed	Project does not affect designated prime or unique farmland - Review concluded	
Fish and Wildlife Coordination Act (FWCA)	Not Applicable	Project does not affect, control, or modify a waterway/body of water - Review concluded	
Migratory Bird Treaty Act (MBTA)	Completed	Project located within a flyway zone	
	Completed	Project does not have potential to take migratory birds - Review concluded	

14:42:24

## RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

**Project** HMGP-4697-0007-MS (1)**Title:** City of Oxford Generators (2)

<b>Environmental Law/ Executive Order</b>	<b>Status</b>	<b>Description</b>	<b>Comment</b>
Magnuson-Stevens Fishery Conservation and Management Act (MSA)	Completed	Project not located in or near Essential Fish Habitat - Review concluded	
National Historic Preservation Act (NHPA)	Completed	Applicable executed Programmatic Agreement. Activity meets Programmatic Allowance (enter date and # in comments) - Review concluded	NHPA: Per the Statewide Programmatic Agreement for Mississippi executed September 15, 2016 and amended (3) August 9, 2023, the SOW meets Allowance II.D.2.a, as per SOI Qualified Whitney Rooks. - wrooks2 - 07/05/2024 15:40:13 GMT
Wild and Scenic Rivers Act (WSR)	Completed	Project is not along and does not affect Wild and Scenic River - Review concluded	

**CONDITIONS****Standard Conditions:**

Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

## **Legislative Pre-Disaster Mitigation Grant Recipient-Subrecipient Program Agreement**

Under this Agreement, the interests and responsibilities of the Recipient, hereinafter referred to as the State will be executed by the Mississippi Emergency Management Agency. Mr. Stephen C. McCraney, the Governor's Authorized Representative (GAR), is designated to represent the State. The Subrecipient of this Agreement is Mississippi College. The interests and responsibilities of the Subrecipient will be executed by the Subrecipient's designated applicant's agent.

Under the Hazard Mitigation Grant 4697-0007 federal funds in the amount of \$ 95,648.02 are hereby awarded to the Subrecipient as stated below under the following conditions:

Approved Total Project Cost:	\$ 127,530.70	
Federal Cost Share:	\$95,648.02	75%
State Cost Share:	\$0.00	
Local Cost Share:	\$31,882.67	25%

The Subrecipient agrees and understands that:

1. He/She has legal authority to apply for assistance on behalf of the subrecipient.
2. The Subrecipient will provide all necessary financial and managerial resources to meet the terms and conditions of receiving federal and state assistance.
3. The Subrecipient will use Hazard Mitigation Assistance Grant Program funds solely for the purpose for which these funds are provided and as approved by the Governor's Authorized Representative. Allowable costs shall be determined in accordance with the Robert T. Stafford Disasters Relief and Emergency Assistance Act.
4. The payments for approved projects will be on an eligible cost reimbursement basis and subject to receipt and approval of invoices.
5. The Subrecipient is aware that limited funding available for mitigation requires cost sharing, and that the Subrecipient is required to provide the full non-federal share for such mitigation activities.
6. The Subrecipient will establish and maintain a proper accounting system to record expenditures of disaster funds following generally accepted accounting standards or as directed by the Governor's Authorized Representative.

7. The local cost-share funding will be available within the specified time.
8. The Subrecipient will give state and federal agencies designated by the Governor's Authorized Representative, access to and the right to examine all records and documents related to the use of disaster assistance funds.
9. The Subrecipient will return to the state, within 15 days of such request by the Governor's Authorized Representative, any advance funds that are not supported by audit or other federal or state review of documentation maintained by the Subrecipient.
10. The Subrecipient will comply with all applicable codes and standards as pertains to this project and agree to provide maintenance as appropriate.
11. The Subrecipient will comply with all applicable provisions of federal and state laws and regulations regarding procurement of goods and services.
12. The Subrecipient will comply with all federal and state statutes and regulations relating to non-discrimination. The Subrecipient will establish and maintain an active program of nondiscrimination in disaster assistance as outlined in implementing regulations. This program will encompass all Subrecipient actions under this Agreement.
13. The Subrecipient will comply with provisions of the Hatch Act limiting the political activities of public employees.
14. The Subrecipient will comply, as applicable, with provisions of the Davis Bacon Act relating to labor standards.
15. The Subrecipient will comply with the National Flood Insurance Program and the community's flood protection ordinance.
16. The Subrecipient will not enter any cost-plus-percentage-of-cost contracts for the completion of Hazard Mitigation Assistance Grant Projects.
17. The Subrecipient will not enter any contract with any party that is debarred or suspended from participating in State or Federal assistance programs.
18. The Subrecipient will provide the Recipient copies of audit reports that include funds provided under this agreement.
19. The Subrecipient agrees that the disaster relief project contained in this Agreement will be completed by **October 21, 2025**. Completion dates may be extended upon justification by the Subrecipient and approval by the Governor's Authorized Representative and the Federal Emergency Management Agency.

20. Construction Project Requirement- Acceptance of Federal funding requires the Recipient and any Subrecipients to comply with all Federal, state, and local laws before the start of any construction activity. Failure to obtain all appropriate Federal, state, and local environmental permits and clearances may jeopardize Federal funding. Any change to the approved scope of work will require re-evaluation by FEMA for the recipient and Subrecipient compliance with the National Environmental Policy Act and other was and Executive Orders.
21. If ground-disturbing activities occur during construction, the Subrecipient must ensure monitoring of ground disturbance, and if any potential archaeological resources are discovered, the Subrecipient will immediately cease construction in that area and notify the MEMA Office of Mitigation. Documentation must be provided of the monitoring efforts.
22. There shall be no changes to this Agreement unless mutually agreed upon, in writing, by both parties to the Agreement.

If the Subrecipient violates any of the conditions of this agreement or applicable federal and state regulations; the State shall notify the Subrecipient that financial assistance for the project in which the violation occurred will be withheld until such violation has been corrected to the satisfaction of the State. In addition, the State may also withhold all or any portion of financial assistance which has been or is to be made available to the Subrecipient for other disaster relief projects under the Act, this or other agreements, and applicable federal and state regulations until adequate corrective action is taken.

The undersigned does hereby agree with all terms and conditions of this agreement.

\_\_\_\_\_  
Stephen C. McCraney  
Governor's Authorized Representative

\_\_\_\_\_  
Subrecipient's Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**City of Oxford  
Board of Aldermen  
Regular Meeting-BOA  
November 19, 2024, 5:00 pm - 7:00 pm  
City Hall Courtroom**

**DOCUMENTS**



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## MINUTES

City of Oxford  
Board of Aldermen  
Regular Meeting-BOA  
Tuesday, November 19, 2024, 5:00 pm - 7:00 pm  
City Hall Courtroom



1. Call to order.

The meeting of the Mayor and Board of Alderman of the City of Oxford, Mississippi, was called to order by Mayor Tannehill at 5:00pm on Tuesday, November 19, 2024 in the courtroom of Oxford City Hall when and where the following were present:

Robyn Tannehill, Mayor  
Rick Addy, Alderman Ward I  
Mark Huelse, Alderman Ward II  
Brian Hyneman, Alderman Ward III  
Kesha Howell-Atkinson, Alderman Ward IV  
Preston Taylor, Alderman Ward V  
Jason Bailey, Alderman Ward VI  
Mary Martha Crowe, Alderman-At-Large

Mayo Mallette, PLLC- Of Counsel  
Ashley Atkinson- City Clerk  
Bart Robinson- Chief Operating Officer  
Ben Requet- Director of Planning  
Jeff McCutchen- Police Chief  
Sheridan Maiden-Deputy Police Chief  
Braxton Tullos- Human Resources Director  
Joey Gardner- Fire Chief  
Shane Fortner-Emergency Management Director  
Seth Gaines- Director of Oxford Park Commission  
Mike Young- Asst. Director of Oxford Park Commission  
Marlee Carpenter- Stronger Together Director  
Rob Neely- General Manager of Oxford Utilities  
Lynwood Jones- Superintendent of City Shop-absent  
Amberlyn Liles- Environmental Services Director  
Greg Pinion- Buildings & Grounds Superintendent  
Kara Giles- Executive Assistant to the Mayor  
Hollis Green- Director of Development Services  
John Crawley- City Engineer  
Brad Freeman- mTrade Park Director-absent  
Clay Brownlee- mTrade Park Assistant Director-absent  
Michael Temple- IT Department-absent  
Chris Simmons- IT Director-absent  
Chandler Murabito-IT Department  
Mark Levy- General Government  
Laurie Steele-HR Department  
Kelli Briscoe-Animal Resource Center Director  
David Sabin-Police Department  
Robert Baxter-Planning Dept.  
Kate Kenwright-Planning Dept.

2. Adopt the agenda for the meeting.

It was moved by Alderman Hyneman, seconded by Alderman Addy to adopt the agenda for the meeting, with the addition of items 4, 7c(x), 7c(xi), 7e(x), 23, 26, and 27 and the deletion of item 7c(i). All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3. Mayor's Report

4. Adopt a Proclamation declaring JJ Pegues as Mayor for the Day on Friday, November 29, 2024.

It was moved by Alderman Taylor, seconded by Alderman Hyneman to adopt a Proclamation declaring JJ Pegues Mayor for the Day on Friday, November 29, 2024. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

5. Authorize the approval of the minutes of the Regular Meeting on November 5, 2024 and the Recess Meeting on November 6, 2024. (Ashley Atkinson)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Hyneman to approve the minutes of the Regular Meeting on November 5, 2024 and the Recess Meeting on November 6, 2024. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Authorize the approval of accounts for all city departments. (Ashley Atkinson)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Addy to approve the accounts for all city departments, including a claims docket showing General Fund claims numbered 134037- 134225 and ACHs 167- 177, Trust & Agency claims numbered 51772- 51843 and ACHs 108- 113, Water & Sewer claims numbered 39569- 39612 and ACHs 212- 213, Metro Narcotics claims numbered 9134- 9138 and ACHs 49- 50, a Bond & Interest claim numbered 7017, OPC Activity Fund claims numbered 3760- 3785 and ACHs 0- 1, and totaling 2,218,979.53. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

7. Consider the consent agenda:

It was moved by Alderman Hyneman, seconded by Alderman Taylor to approve the following consent agenda. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

a. Fixed Assets Management:

- i. Request permission to declare an EV wireless mic system (2 handheld mics and 2 boxes) with asset tag 1108 and a Dell Optiplex Desktop computer with Svc Tag 784KMD2 and asset tag 1129 surplus in the Oxford Conference Center Department and authorize their disposal. (Micah Quinn)
- ii. Request permission to transfer a 2008 Ford F150 with VIN 1FTRX12W88FB20843 from the Oxford Utilities-Water & Sewer Division to the Oxford-University Transit System. (Rob Neely)

b. Grants:

- i. Request permission to apply for the Assistance to Firefighters Grant in the amount of \$35,000.00, with a 10% match. (Joey Gardner)
- ii. Request permission to apply for the FY2025-2026 5311 Rural Public Transit Grant for the Oxford-University Transit System. (Donna Zampella)

c. Human Resources:

- i. Request approval of safety sensitive employees. (Braxton Tullos)  
This item was removed from the agenda.
- ii. Request approval to promote Digital Content Manager, Josh McCoy, from Part-time to Full-time, in the Executive Department-Mayor's Office; with a new annual salary of \$75,000.00. (Braxton Tullos)
- iii. Request permission to accept the resignation of Judge Michael Watts, in the Municipal Court Department, effective November 30, 2024. (Braxton Tullos)
- iv. Request permission to promote Marc Boutwell from back-up Municipal Judge to Municipal Judge in the Municipal Court Department, with a new annual salary of \$66,950.00. (Braxton Tullos)
- v. Request permission to hire Henry Hankins as a Lift Station Operator I in the Oxford Utilities-Water & Sewer Division, with an annual salary of \$44,415.95. (Braxton Tullos)
- vi. Request approval to promote Jeffery Jenkins from Water/Wastewater Treatment Plant Operator III to Water/Wastewater Treatment Plant Operator IV, with a new annual salary of \$59,310.83, in the Oxford Utilities-Water & Sewer Division. (Braxton Tullos)
- vii. Request approval to hire Cholie Tucker as a Seasonal employee in the mTrade Park Department, with an hourly rate of \$11.25. (Braxton Tullos)
- viii. Request permission to hire Wyatt Dauler as a Patrol Officer in the Oxford Police Department, with an annual salary of \$52,531.65. (Braxton Tullos)
- ix. Request permission to hire Jason Treadwell as a Firefighter in the Oxford Fire Department, with an annual salary of \$52,417.78. (Braxton Tullos)
- x. Request permission to promote Andre Dickerson, Jaylen Eggerson, and Ty Mathis from Part-Time Drivers to Full-Time Drivers, each with a new annual salary of \$44,940.00; and to promote Larry Hilliard from Part-Time Laborer to Full-Time Laborer, with a new annual salary of \$35,568.00, all effective December 1, 2024. (Braxton tullos)
- xi. Request permission to hire Travis Smith, as a Driver in the Environmental Services Department, with an annual salary of \$44,990.40. (Braxton Tullos)
- xii. Request permission to approve unpaid volunteers for the Oxford Animal Resource Center. (Kelli Briscoe)

d. Miscellaneous:

- i. Request approval of water and/or sewer adjustments in accordance with the Oxford Utilities Leak Adjustment Policy. (Rob Neely)
- ii. Request permission to accept donations on behalf of the Oxford ARC. (Kelli Briscoe)
- iii. Request permission to approve ARC transport costs for FY2024-2025. (Kelli Briscoe)

e. Travel Requests:

- i. Request permission to send 3 employees to Nashville, TN to evaluate the 5 buses being transferred to the Oxford-University Transit System at a cost not to exceed \$700.00. (Donna Zampella)
- ii. Request permission to send five drivers to Nashville, TN during the week of Thanksgiving to drive the transferred buses back, pending the evaluation by OUT personnel, at a cost not to exceed \$1,500.00. (Donna Zampella)
- iii. Request permission for an employee to attend ADSAR in Meridian, MS on December 15-19, 2024 at no cost to the City. (Joey Gardner)
- iv. Request permission for an employee to attend a meeting with the Hernando Municipal Court Clerk on December 6, 2024 at an estimated cost of \$84.42. (Nickie Denley)
- v. Request permission for an employee to attend the 2024 Winter Educational Conference on December 10-13, 2024 in Oxford, MS at an estimated cost of \$350.00. (Jeff McCutchen)
- vi. Request permission for two employees to attend the Advance Hostage Rescue training on December 9-13, 2024 in Atacosa, TX at an estimated cost of \$2,236.00. (Jeff McCutchen)
- vii. Request permission for an employee to attend Command Leadership Institute Training on December 9-13, 2024 in Murfreesboro, TN at an estimated cost of \$1,203.00. (Jeff McCutchen)
- viii. Request permission for five employees to attend Radar/Lidar Instructor training on January 21-22, 2025 in Pearl, MS at an estimated cost of \$3,545.00. (Jeff McCutchen)
- ix. Request permission for an employee to attend monthly volunteer manager meetings across MS, at no cost to the City. (Marlee Carpenter)
- x. Request permission for the Chairman of the Tree Board to attend the MFC Community Tree Advisory Board meeting in Cleveland, MS on December 3-4, 2024 at an estimated cost of \$145.00. (Bart Robinson)

8. Request permission to approve a Parade/Assembly Permit for End of All Music to host the Stax Mobile Soul Museum on December 14, 2024 from 9:00am-8:00pm. Approval would include use of 1 parking space. (Kinney Ferris)

It was moved by Alderman Huelse, seconded by Alderman Bailey to approve a Parade/Assembly Permit for End of All Music to host the Stax Mobile Soul Museum on December 14, 2024 from 9:00am-8:00pm. Approval would include 2 parking spaces. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

9. Request permission to accept maintenance/upgrades to the transfer station building (owned by Three Rivers Solid Waste Authority) on City property and to join with Three Rivers as co-recipients of their EDA grant. (Amberlyn Liles)

It was moved by Alderman Bailey, seconded by Alderman Addy to accept the maintenance/upgrades to the transfer station (owned by Three Rivers Solid Waste Authority) on City property and to join with Three Rivers as co-recipients of their EDA grant. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

10. Request permission to approve an updated lease agreement with Advantage Business Systems for a new postage meter for the Oxford Municipal Court. (Nickie Denley)

It was moved by Alderman Addy, seconded by Alderman Crowe to approve an updated lease agreement with Advantage Business Systems for a new postage meter for the Oxford Municipal Court. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

11. Presentation of the 3rd & 4th Quarter Reports from the Oxford Park Commission. (Seth Gaines)

OPC Director, Seth Gaines, presented the 3rd & 4th Quarter Reports for the Oxford Park Commission.

12. Request permission to accept the FY2024 Oxford Utilities-Electric Division Audit Report and TVA Annual Report. (Rob Neely)

It was moved by Alderman Huelse, seconded by Alderman Crowe to accept the FY2024 Oxford Utilities-Electric Division Audit Report and the TVA Annual Report. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

13. Request permission to approve and authorize the Mayor to sign an updated Mutual Aid Agreement with the Lafayette County Fire Department. (Joey Gardner)

It was moved by Alderman Addy, seconded by Alderman Howell-Atkinson to approve and authorize the Mayor to sign an updated Mutual Aid Agreement with the Lafayette County Fire Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

14. Request approval of a Preliminary and Final Plat for Case# 3132 and #3151, Oxford Commons Lots, LLC (David Blackburn) for "The Summit, Phase 2", for property located at Ed Perry Boulevard, being further identified as PPINs 40349, 40350, 40351, and 40352. (Robert Baxter)

It was moved by Alderman Addy, seconded by Alderman Huelse to approve, with noted conditions, a Preliminary and Final Plat for Cases #3132 and #3151, Oxford Commons Lots, LLC (David Blackburn) for "The Summit, Phase 2", for property located at Ed Perry Boulevard, being further identified as PPINs 40349, 40351, and 40352. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

15. Request approval of a Final Plat Amendment for Case #3140, Oxford Commons Lots, LLC (David Blackburn) for "The Summit, Phase 1, Lots 2-6", for property located at Ed Perry Boulevard, being further identified as PPINs 40349, 40350, 40351, and 40352. (Robert Baxter)

It was moved by Alderman Addy, seconded by Alderman Huelse to approve, with noted conditions, a Final Plat Amendment for Case #3140, Oxford Commons Lots, LLC (David Blackburn) for "The Summit, Phase 1, Lots 2-6", for property located at Ed Perry Boulevard, being further identified as PPINs 40349, 40350, 40351, and 40352. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

16. Request approval of a Preliminary and Final Plat for Case #3156, Lonesome Oaks, LLC (Wil Matthews), for "Village Station", for property located at 3004 Old Taylor Road, being further identified as PPIN 7730. (Kate Kenwright)

It was moved by Alderman Bailey, seconded by Alderman Hyneman to approve, with noted conditions, a Preliminary and Final Plat for Case #3156, Lonesome Oaks, LLC (Wil Matthews), for "Village Station", for property located at 3004 Old Taylor Road, being further identified as PPIN 7730. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

17. Request approval of a Preliminary and Final Plat for Case #3160, Rise Oxford (Sarah Nichols), for "Oxford Farms, Phase 12"; for property located at 1913 Oxford Way, being further identified as PPIN 19332. (Ben Requet)

It was moved by Alderman Huelse, seconded by Alderman Bailey to approve, with noted conditions, a Preliminary and Final Plat for Case #3160, Rise Oxford (Sara Nichols), for "Oxford Farms, Phase 12", for property located at 1913 Oxford Way, being further identified as PPIN 19332. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

18. First reading of a proposed Ordinance amending the Official City Zoning Map, for Case #3161, Oxford Farms, LLC (Andy Callicutt), to rezone +/- 52.7 acres from Suburban Residential (SR) to Suburban Multi-Family (SMF) for property located on Oxford Way, being further identified as PPIN 7984. (Ben Requet)

The second reading and public hearing on this proposed Ordinance will be at the next regular meeting.

19. Discuss "safety-sensitive" employee definition, as it relates to the City Drug Screening Policy. (Braxton Tullos)

After a short discussion, it was moved by Alderman Bailey, seconded by Alderman Huelse to approve the list of "safety-sensitive" employees, as presented. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

20. Authorize the City Clerk to initiate the annual disbursement from the Glenmede Municipal Trust Fund. (Ashley Atkinson)

It was moved by Alderman Bailey, seconded by Alderman Addy to authorize the City Clerk to initiate the annual disbursement from the Glenmede Municipal Trust Fund. The anticipated disbursement is \$1,066,895.00, along with a reimbursement of expenses, in the amount of \$16,475.00. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

21. Request permission to reject the bid received for the Downtown Camera System and authorize the advertisement of a re-bid. (Mark Levy)

It was moved by Alderman Bailey, seconded by Alderman Huelse to reject the bid received for the Downtown Camera System and authorize the advertisement of a re-bid. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

22. Request permission to reject the bid received for the Oxford Police Vehicle Equipment and Upfitting and authorize the advertisement of a re-bid. (Mark Levy)

It was moved by Alderman Bailey, seconded by Alderman Addy to reject the bid received for the Oxford Police Vehicle Equipment and Upfitting and authorize the advertisement of a re-bid. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

23. Request permission to approve Change Order #14 for additional landscape items for the New Oxford Police Department building. (Mark Levy)

It was moved by Alderman Addy, seconded by Alderman Huelse to approve Change Order #14 to DCS, in the amount of \$4,960.00, for additional landscape items for the New Oxford Police Department building. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

24. Request permission to advertise for bids for the purchase and installation of emergency generators at the Industrial Park Well and Industrial Park Water Treatment Plant/Elevated Tank sites. (John Crawley)

It was moved by Alderman Addy, seconded by Alderman Huelse to advertise for bids for the purchase and installation of emergency generators at the Industrial Park Well and Industrial Park

Water Treatment Plant/Elevated Tank sites. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

25. Request permission to close portions of Hurricane Lane, as necessary, for the construction of the North Lamar Sewer Improvements Project. (John Crawley)

It was moved by Alderman Addy, seconded by Alderman Bailey to close portions of Hurricane Lane, as necessary, for the construction of the North Lamar Sewer Improvements Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

26. Request permission to close Varner Loop from North Lamar to Rogers Road for drainage repairs. (John Crawley)

It was moved by Alderman Addy, seconded by Alderman Bailey to close Varner Loop from North Lamar to Rogers Road for drainage repairs. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

27. Request permission to approve a request for afterhours work for a concrete pour at 14 Thacker Loop. (John Crawley)

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson to approve a request for afterhours work for a concrete pour at 14 Thacker Loop. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

28. Consider a proposed contract with the Lafayette County Board of Supervisors for the housing of City arrestees. (Bart Robinson)

After a brief discussion, it was moved by Alderman Bailey, seconded by Alderman Hyneman to approve a proposed contract with the Lafayette County Board of Supervisors for the housing of City arrestees. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

29. Consider an executive session.

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe to consider an executive session for a personnel issue. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Hyneman to enter into an executive session for a personnel issue in the Development Services-Engineering Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Huelse to authorize City Engineer, John Crawley, to offer the Assistant Engineer job and Surveyor/Engineering Technician job to two potential employees. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Addy to return to regular session. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Addy to amend the agenda to add an item to re-allocate funds, as needed, in the Development Services-Engineering Department, to allow for the additional Surveyor/Engineering Tech position. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

30. Request permission to re-allocate funds in the Development Services-Engineering Department for the addition of a Surveyor/Engineering Technician position.

It was moved by Alderman Addy, seconded by Alderman Crowe to re-allocate funds, as needed, in the Development Services-Engineering Department for the addition of an Surveyor/Engineering Technician position. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

31. Adjourn.

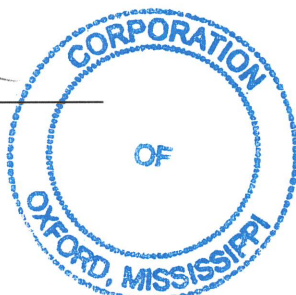
It was moved by Alderman Bailey, seconded by Alderman Crowe to adjourn the meeting. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.



Robyn Tannehill, Mayor



Ashley Atkinson, City Clerk





# THE CITY OF OXFORD

## *Proclamation Naming Hometown Hero, JJ Pegues, Honorary Mayor for the Day of November 29, 2024*

**WHEREAS**, Oxford's own JJ Pegues has made a name for himself both on and off the field;

**WHEREAS**, JJ has earned many significant honors, including the 2024 Chucky Mullins Courage Award and the 2023 and 2024 Wuerffel Trophy Watch List which is presented annually to the FBS player who best combines exemplary community service with leadership achievement on and off the field, and he was a 2023 and 2024 Allstate AFCA Good Works Team Nominee, an award recognizing college football athletes for their unwavering commitment to community service and their "good works" off the field;

**WHEREAS**, JJ Pegues has found numerous ways to help his hometown including holding his own community-wide school supply giveaway last fall, which helped distribute school supplies for elementary students; Ole Miss' ongoing Reading with the Rebels program, which features student-athletes visiting local elementary schools to read to students to increase support for reading and literacy throughout the state of Mississippi; the local Boys and Girls Club after school programs; the local Court-Appointed Special Advocates (CASA) Back to School event that helps prepare foster students for the start of the school year; and CASA's Adopt-a-Child program, which assists children during the holiday season to name only a few;

**WHEREAS**, JJ Pegues has been described in the media as a one-man welcome party, especially when it comes to new player acclimation, becoming affectionately known to his teammates as the "Mayor";

**WHEREAS**, Ole Miss knows when it wants something done, you put JJ Pegues on the frontline;

**NOW, THEREFORE,**

*I, Robyn Tannehill, Mayor of the City of Oxford, Mississippi*

*do hereby proclaim that JJ Pegues will serve as Honorary Mayor on November 29, 2024  
effectively making him the Mayor on and off the field while leading the Rebels to an Egg Bowl win.*

---

Mayor Robyn Tannehill

Alderman Rick Addy Alderman Jason Bailey Alderwoman Mary Martha Crowe

Alderwoman Kesha Howell-Atkinson Alderman Brian Hyneman Alderman Mark Huelse Alderman Preston Taylor



THE CITY OF  
OXFORD

SURPLUS FORM

**PLEASE USE A DIFFERENT FORM FOR EACH ITEM YOU WANT TO DECLARE SURPLUS.  
BE SURE TO PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT THE ASSET  
BEING SURPLUSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.**

Date of Request: 11/14/2024

Department that owns Fixed Asset: Oxford Conference Center

Fixed Asset Tag Number (If item is not tagged, please put N/A): 01108/one with no tag

Physical Location of Asset: OCC

If the item being surplused is a vehicle or a piece of equipment, please provide:

<u>EV (2)</u>		
Make	Model	Year
		<u>black</u>
VIN / Serial Number		Color

If the item being surplused is a tool, please provide:

Description of Tool (including brand): _____	
Serial Number (if none, write N/A)	Color

For all other assets, please provide a complete description of the asset to be surplused:

2 Wireless Mic systems- includes 2 handheld mics and 2 boxes  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Person Submitting Surplus Request: Micah Quinn

Date Approved by BOA: 11/19/2024

107 Courthouse Square  
Oxford, MS 38655

(p) 662-236-1310  
(f) 662-232-2337





THE CITY OF  
OXFORD

SURPLUS FORM

PLEASE USE A DIFFERENT FORM FOR EACH ITEM YOU WANT TO DECLARE SURPLUS.  
BE SURE TO PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT THE ASSET  
BEING SURPLUSSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.

Date of Request: 11/15/2024

Department that owns Fixed Asset: Oxford Conference Center

Fixed Asset Tag Number (If item is not tagged, please put N/A): 01129

Physical Location of Asset: OCC

If the item being surplused is a vehicle or a piece of equipment, please provide:

Dell Desktop \ OptiPlex 3040 \ N/A

Make Model Year  
784KMD2 \ black

VIN / Serial Number Color

If the item being surplused is a tool, please provide:

Description of Tool (including brand): \_\_\_\_\_

\_\_\_\_\_ \ \_\_\_\_\_

Serial Number (if none, write N/A) Color

For all other assets, please provide a complete description of the asset to be surplused:

Desktop Computer - Sarah Grace Hollowell

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Person Submitting Surplus Request: Micah Quinn

Date Approved by BOA: 11/19/2024

107 Courthouse Square  
Oxford, MS 38655

(p) 662-236-1310  
(f) 662-232-2337



THE CITY OF  
**OXFORD**

**SURPLUS FORM**

**PLEASE USE A DIFFERENT FORM FOR EACH ITEM YOU WANT TO DECLARE SURPLUS.  
BE SURE TO PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT THE ASSET  
BEING SURPLUSSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.**

Date of Request: 11/15/2024

Department that owns Fixed Asset: Oxford Conference Center

Fixed Asset Tag Number (If item is not tagged, please put N/A): 01103

Physical Location of Asset: OCC

If the item being surplused is a vehicle or a piece of equipment, please provide:

Dell \ OptiPlex 3040 \ 2016

Make	Model	Year
<u>784LMD2</u>	\ <u>black</u>	
VIN / Serial Number		Color

If the item being surplused is a tool, please provide:

Description of Tool (including brand): \_\_\_\_\_

Serial Number (if none, write N/A)	\	Color
------------------------------------	---	-------

For all other assets, please provide a complete description of the asset to be surplused:

Desktop Computer

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Person Submitting Surplus Request: Micah Quinn

Date Approved by BOA: 11/19/2024

**107 Courthouse Square  
Oxford, MS 38655**

**(p) 662-236-1310  
(f) 662-232-2337**



THE CITY OF  
**OXFORD**

**TRANSFER FORM**

**PLEASE USE A DIFFERENT FORM FOR EACH ITEM YOU WANT TO TRANSFER. BE SURE TO PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT THE ASSET BEING TRANSFERRED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.**

Date of Request: 11/15/2024

Department that currently owns Fixed Asset: Oxford Utilities- Water/Sewer Dept.

Department you wish to transfer the Asset to: Oxford University Transit

Fixed Asset Tag Number (If item is not tagged, please put N/A): 02183

Physical Location of Asset: \_\_\_\_\_

If the item being transferred is a vehicle or a piece of equipment, please provide:

Ford \ F-150 \ 2008

Make Model Year  
1FTRX12W88FB20843 \ White

VIN / Serial Number Color

If the item being transferred is a tool, please provide:

Description of Tool (including brand): \_\_\_\_\_

\_\_\_\_\_ \ \_\_\_\_\_

Serial Number (if none, write N/A) Color

For all other assets, please provide a complete description of the asset to be transferred:

This truck was declared surplus on 9/3/24 by the BOA and was going to be sold on

GovDeals.com. However, it was determined that Oxford University Transit can use

the truck, so this is being transferred to OUT instead of being sold.

Name of Person Submitting Transfer Request: Kenny House

Date Approved by BOA: 11/19/2024

**107 Courthouse Square  
Oxford, MS 38655**

**(p) 662-236-1310  
(f) 662-232-2337**

**1. Consider water and/or sewer bill adjustments in accordance with Oxford Utilities Leak Adjustment Policy. (Rob Neely)**

The Oxford Utilities Billing Supervisor has reviewed the accounts listed in the attached spreadsheet and confirmed that 1) The leaks associated with the referenced accounts meet the criteria of the Board approved leak adjustment policy and 2) The customer did not receive the benefit of the utility service being adjusted. Based on those findings, Oxford Utilities recommends that the board approve the adjustment of the referenced accounts.

**WATER/SEWER ADJUSTMENTS | OXFORD UTILITIES**

**10/31/24 - 11/12/24**

**TO BE APPROVED: 11/19/24**

<b>ACCOUNT NUMBER</b>	<b>CUSTOMER NAME</b>	<b>ADDRESS</b>	<b>WATER ADJUSTMENT</b>	<b>SEWER ADJUSTMENT</b>	<b>ADJUSTMENT TYPE</b>
005886-042714	ALLYSON STRUBLE	102 FARM VIEW DRIVE UNIT 1408	-\$24.14	-\$32.10	INSIDE
006926-017345	KIM FRINK YARBOROUGH	1066 NUTTALL OAK DRIVE	-\$68.67	-\$77.13	INSIDE
200766-049385	KEVIN CLUNAN	1118 S 16TH STREET	-\$120.70	-\$160.48	INSIDE
004155-050228	JASON DARE	207 PARK WEST LOOP	-\$43.67	-\$58.06	INSIDE
224768-042277	ANTOINE HUDSON	207 SAND HILL DRIVE	-\$116.80	-\$155.29	INSIDE
000568-050058	IVEY BRUNTLETT	2100 OLD TAYLOR ROAD APT. 263	-\$183.89	-\$244.50	INSIDE
200996-010442	TOWANDA ROCKETTE	2221 DELORES DRIVE	-\$52.90	-\$70.33	INSIDE
007165-046299	EDWARD KATZ	3301 FAIRMONT WAY	-\$66.03	-\$87.79	INSIDE
200424-100454	MIKE VALLE	408 VAN BUREN AVENUE	-\$261.64	-\$347.86	INSIDE
001664-044503	ALLISON SPENCER	489 OLIVE BRANCH WAY	-\$175.73	-\$233.64	INSIDE
001326-036433	IVY PAFFRATH	49 COUNTY ROAD 321	-\$60.88	-\$68.38	INSIDE
204579-033205	MINNIE P PHILLIPS	4A HILLTOP DRIVE	-\$88.40	-\$117.53	INSIDE
224768-042277	DEBORAH WEEMS	600 KATE COVE	-\$122.83	-\$163.31	INSIDE
201068-101113	PATRICIA MOOREHEAD	710 S 19TH STREET	-\$29.11	-\$38.70	INSIDE
204042-045602	AYANNIA GILES	717 MARTIN L KING JR CIRCLE	-\$47.22	-\$62.78	INSIDE
002805-044419	WANYA BROWN	900 SHADOW CREEK DRIVE APT. 106	-\$23.79	-\$31.62	INSIDE
202807-038776	TOMMY J LUKE	910 AUGUSTA DRIVE UNIT 601	-\$47.22	-\$62.78	INSIDE
204709-034409	BARKAT MIAN	113 WOODWARD PLACE	-\$66.39	-\$176.06	OUTSIDE
200979-101021	RUBY MADKINS	1512 S 16TH STREET EXT	-\$30.18	-\$80.24	OUTSIDE
205332-000553	BETTY WITTJEN	266 OLDE CASTLE LOOP	-\$50.06	-\$133.10	OUTSIDE
205910-044840	ATHENA FLINT	41 COUNTY ROAD 303	-\$47.93	-\$126.97	OUTSIDE
205793-025782	TELSA GOOLSBY	431 BEAUREGARD CIRCLE	-\$111.12	-\$295.00	OUTSIDE
208081-028615	DOMINIQUE CAROTHERS	5360 S LAMAR BLVD	-\$126.38	-\$336.06	OUTSIDE
205394-105300	SANDRA M THOMPSON	107 PEYTON CIRCLE	X	-\$580.56	POOL
003377-027486	MARILYN BRODEUR ST JAMES	120 CROSS CREEK DRIVE	X	-\$243.42	POOL
006002-035822	ROBERT H BAKER	212 PERSIMMON LANE	X	-\$57.58	POOL
208074-802642	DARRICK M VANDERFORD	5069 S LAMAR BLVD	-\$195.75	X	WT ONLY
<b>TOTAL:</b>			<b>-\$2,161.43</b>	<b>-\$4,041.27</b>	



## OXFORD POLICE DEPARTMENT

**Jeff McCutchen**

*Chief of Police*

**Sheridan Maiden**

*Deputy Chief of Police*

### **SPECIAL EVENT, PARADE, OR PUBLIC ASSEMBLY PERMIT APPLICATION**

In accordance with the City of Oxford, Mississippi Code of Ordinances - Chapter 102, Article XX, Section 102-637- Permit Required, no person shall engage in or conduct any parade or public assembly unless a permit is issued by the Chief of Police.

Application must be submitted to the City Clerk's Office in City Hall at least fourteen (14) days prior to the proposed parade or public assembly. Application fee is due at the time the application is submitted.

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#### I. Applicant Information:

Name: Visit Oxford

Phone Number: 662-232-2477 E-mail Address: kinney@visitoxfordms.com

Address: 1013 Jackson Ave. East

Oxford \ MS \ 38655

(City)

(State)

(Zip Code)

Are you submitting this application on behalf of a business or organization?

Yes

No

If yes, please provide the following information about the business/organization:

Name of Business/Organization: End of All Music

Director of Business/Organization: David Swider

Phone Number: 662-281-1909 E-mail Address: endofallmusic@gmail.com

Address: 103A Courthouse Square

Oxford \ MS \ 38655

(City)

(State)

(Zip Code)

Name of On-Site Contact Person at Event: David Swider

Phone Number: 662-281-1909 E-mail Address: endofallmusic@gmail.com

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II. Event Information:

Date: 12/14/24 Start Time: 9am End Time: 8pm

Type of Event: Stax Soul Museum Mobile

Event Location Information:

Starting Point Location: parking space in front of Jane & End of All Music (space closest to alley)

Finish Line Location: NA

Detailed Route: NA

Other Information: DJ spinning soul records (amplified music), selling Stax merch

Designation of any City of Oxford Facilities and/or Equipment to be Utilized: need to reserve parking space in front of Jane

Number of Expected Participants: \_\_\_\_\_ Number of Expected Spectators: 150

Spacing Intervals to be Maintained Between Units: NA

Description of Attention-Getting Devices, Signs, Banners, or Recording Equipment to be Used by Event: amplified music from DJ

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III. Application Fee:

The application fee is \$25.00, and it must be paid at the time the application is submitted.

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IV. Police Protection Fee:

As per Chapter 102, Article XX, Section 102-641- Police Protection, the Chief of Police shall determine whether and to what extent additional police protection is reasonably necessary for the parade or public assembly for traffic control and public safety. If additional police protection is deemed necessary by the Chief of Police, the applicant will be solely responsible for this cost and must remit payment prior to the date of the event.

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V. Signatures:

12/14/24

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By: Chief of Police, Oxford Police Department

\_\_\_\_\_  
Date

November 19, 2024

H. Philip Paradice, Jr.  
Regional Director  
U.S. Department of Commerce  
Economic Development Administration  
Atlanta Regional Office  
401 West Peachtree Street, N.W., Suite 1820  
Atlanta, Georgia 30308-3510

Re: EDA Award Number: ED24ATL0G0226  
Three Rivers Solid Waste Management Authority (TRSWMA), Mississippi

Subject: Co-Applicant Participation

Dear Mr. Paradice:

The City of Oxford, Mississippi, has been made aware that the Three Rivers Solid Waste Management Authority (TRSWMA) was the recipient of an Economic Development Administration (EDA) grant to complete enhancements to transfer stations located within the TRSWMA district. One of those transfer stations is located on property owned by the City of Oxford.

During the due diligence process for the site certificate, it was noted since TRSWMA does not own the property the City would need to either transfer the property, enter into a 50-year, long-term lease, or the property owners could join the grant as co-recipients.

The City of Oxford wishes to join TRSWMA as a co-recipient to the awarded grant and acknowledge TRSWMA as the lead applicant/recipient. The City does not expect to contribute financially to the project, but is aligned with TRSWMA's efforts to achieve the project's intended outcomes.

Please do not hesitate to contact us if you have any questions regarding our role with this project.

Sincerely,

Robyn Tannehill,  
Mayor, City of Oxford, Mississippi



## Appendix A: Applicant Certification Clause

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The applicant represents and certifies that it has used due diligence to determine that the description of the project site described herein is accurate with respect to the presence or absence of contamination from toxic and hazardous substances. The term “site” includes the entire scope of the project, including future phases of the project and all areas where construction will occur.

1. Is the site currently, or has it in the past 50 years, been used for any of the following operations or activities:
  - a. Generation of hazardous substances or waste?  
 Yes  No
  - b. Treatment, storage (temporary or permanent), or disposal of solid or hazardous substances or waste?  
 Yes  No  
*(it is a temporary storage facility for solid waste before being transferred to the landfill)*
  - c. Storage of petroleum products?  
 Yes  No
  - d. Used/waste oil storage or reclamation units?  
 Yes  No
  - e. Research or testing laboratory?  
 Yes  No
  - f. Ordinance research, testing, production, use, or storage?  
 Yes  No
  - g. Chemical manufacturing or storage?  
 Yes  No
  - h. Weapons or ammunition training, use, or testing?  
 Yes  No
  - i. Iron works/foundry?  
 Yes  No
  - j. Railroad yard?  
 Yes  No
  - k. Industrial or manufacturing operation?  
 Yes  No

If any of the above operations ever occurred at the site, and if appropriate cleanup or other mitigation actions were performed in accordance with the local, State, and federal laws, please attach documentation of these actions.

**Appendix A: Applicant Certification Clause**

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2. Do wells draw from an underlying aquifer to provide the local domestic water supply?  
 Yes  No

3. Has a federal, State, or local regulatory authority ever conducted an environmental assessment, environmental impact statement, or a preliminary assessment/site inspection, or similar environmental surveyor inspection report at the site? If yes, please list here and attach copies of these reports or results.  
 Yes  No

1)

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2)

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3)

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4)

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5)

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4. Have any environmental or OSHA citations or notices of violation been issued to a facility at the site? If yes, please attach copies.  
 Yes  No

5. Have any unauthorized releases of hazardous substances occurred at any facility at the site which resulted in notification of the EPA's National Response Center?  
 Yes  No

6. Is any material containing asbestos or lead paint located at the site? If yes, please attach information concerning State and federal regulatory compliance.  
 Yes  No

7. Is there any equipment (electrical transformers, etc.) containing polychlorinated biphenyls (PCB) on the site? If yes, please attach a description of the equipment.  
 Yes  No

8. Are there underground or above ground storage tanks on the site? If yes, please attach a detailed description, including the number of underground storage tanks on the site, whether the tanks have been inspected (or removed) and the results of such inspections.  
 Yes  No

9. Has the site been tested for radon? If yes, please attach results.  
 Yes  No

**Appendix A: Applicant Certification Clause**

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10. Have there been, or are there now any environmental investigations by federal, State or local government agencies that could affect the site in question? If yes, please attach available information.

\_\_\_\_\_ Yes  No

The applicant acknowledges that this certification regarding hazardous substances and/or waste is a material representation of fact upon which EDA relies when making and executing an award. EDA reserves the right to terminate any award made in conjunction with the representations contained herein if, at any time during the useful life of the project, EDA becomes aware of the presence of hazardous materials or waste at the site, or that hazardous materials or waste have been inappropriately handled thereon.

Further, if it is determined at any time that the presence of hazardous materials or waste, or handling thereof, has been misrepresented, EDA may pursue other available legal remedies against the applicant.

City of Oxford, Mississippi // (TRSWMA Transfer Station Enhancements ED24ATLOG)  
Applicant's Name

Robyn Tannehill, City of Oxford Mayor  
Name and Title of Applicant's Authorized Representative

\_\_\_\_\_  
Signature of Applicant's Authorized Representative

Nov. 13, 2024  
\_\_\_\_\_  
Date

## APPLICATION FOR FEDERAL ASSISTANCE SF-424 - MANDATORY

17. Is The Applicant Delinquent On Any Federal Debt?

Yes  No

18. By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

\*\* I Agree

\*\* This list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Organizational Affiliation:

Telephone Number:

Fax Number:

Email:

Signature of Authorized Representative:

Date Signed:

Attach supporting documents as specified in agency instructions.

RENTAL AGREEMENT  
FOR USE BY MISSISSIPPI AGENCIES & GOVERNING AUTHORITIES  
AND VENDORS  
(applicable to equipment rental transactions)

This Rental Agreement (hereinafter referred to as Agreement) is entered into by and between Oxford Municipal Court (hereinafter referred to as Customer), and PITNEY BOWES (hereinafter referred to as Vendor). This Agreement becomes effective upon signature by Customer and Vendor, and shall take precedence over all agreements and understandings between the parties. Vendor, by its acceptance hereof, agrees to rent to Customer, and Customer, by its acceptance hereof, agrees to rent from Vendor, the equipment, including applicable software and services to render it continually operational, listed in Exhibit A, which is attached hereto and incorporated herein.

1. CUSTOMER ACCOUNT ESTABLISHMENT:

- A. A separate Vendor Customer Number will be required for each specific customer/installation location.
- B. The Customer is identified as the entity on the first line of the "bill-to" address. All invoices and notices of changes will be sent to the "bill-to" address in accordance with Paragraph 8 herein.
- C. Ship-to and/or Installed-at address is the location to which the initial shipment of equipment/supplies will be made and the address to which service representatives will respond. Subsequent shipments of supplies for installed equipment will also be delivered to the "installed-at" address unless otherwise requested.
- D. Unless creditworthiness for this Customer Number has been previously established by Vendor, Vendor's Credit Department may conduct a credit investigation for this Agreement. Notwithstanding delivery of equipment, Vendor may revoke this Agreement by written notice to the Customer if credit approval is denied within thirty (30) days after the date this Agreement is accepted for Vendor by an authorized representative.

2. EQUIPMENT SELECTION, PRICES, AND AGREEMENT: The Customer has selected and Vendor agrees to provide the equipment, including applicable software and services to render it continually operational, identified on Exhibit A attached to this Agreement. The specific prices, inclusive of applicable transportation charges, are as set forth on the attached Exhibit A. The parties understand and agree that the Customer is exempt from the payment of taxes.

3. SHIPPING AND TRANSPORTATION: Vendor agrees to pay all non-priority, ground shipping, transportation, rigging and drayage charges for the equipment from the equipment's place of manufacture to the installation address of the equipment as specified under this Agreement. If any form of express shipping method is requested, it will be paid for by Customer.

4. RISK OF LOSS OR DAMAGE TO EQUIPMENT: While in transit, Vendor shall assume and bear the entire risk of loss and damage to the equipment from any cause whatsoever. If, during the period the equipment is in Customer's possession, due to gross negligence of the customer, the equipment is lost or damaged, then, the customer shall bear the cost of replacing or repairing said equipment.

5. DELIVERY, INSTALLATION, ACCEPTANCE, AND RELOCATION:

A. DELIVERY: Vendor shall deliver the equipment to the location specified by Customer and pursuant to the delivery schedule agreed upon by the parties. If, through no fault of the Customer, Vendor is unable to deliver the equipment or software, the prices, terms and conditions will remain unchanged until delivery is made by Vendor. If, however, Vendor does not deliver the equipment or software within ten (10) working days of the delivery due date, Customer shall have the right to terminate the order without penalty, cost or expense to Customer of any kind whatsoever.

B. INSTALLATION SITE: At the time of delivery and during the period Vendor is responsible for maintenance of the equipment, the equipment installation site must conform to Vendor's published space, electrical and environmental requirements; and the Customer agrees to provide, at no charge, reasonable access to the equipment and to a telephone for local or toll free calls.

C. INSTALLATION DATE: The installation date of the equipment shall be that date as is agreed upon by the parties, if Vendor is responsible for installing the equipment.

D. ACCEPTANCE: Unless otherwise agreed to by the parties, Vendor agrees that Customer shall have ten (10) working days from date of delivery and installation, to inspect, evaluate and test the equipment to confirm that it is in good working order.

E. RELOCATION: Customer may transfer equipment to a new location by notifying Vendor in writing of the transfer at least thirty (30) calendar days before the move is made. If Vendor is responsible for maintenance of the equipment, this notice will enable Vendor to provide technical assistance in the relocation efforts, if needed, as well as to update Vendor's records as to machine location. There will be no cessation of rental charges during the period of any such transfer. The Vendor's cost of moving and reinstalling equipment from one location to another is not included in this Agreement, and Customer agrees to pay Vendor, after receipt of invoice of Vendor's charges with respect to such moving of equipment, which will be billed to Customer in accordance with Vendor's standard practice then in effect for commercial users of similar equipment or software and payment remitted in accordance with Paragraph 8 herein.

6. RENTAL TERM: The rental term for each item of equipment shall be that as stated in the attached Exhibit A. If the Customer desires to continue renting the equipment at the expiration of the original rental agreement, the Customer must enter into a new rental agreement which shall be separate from this Agreement. There will be no automatic renewals allowed. There shall be no option to purchase.

7. OWNERSHIP: Unless the Customer has obtained title to the equipment, title to the equipment shall be and remain vested at all times in Vendor or its assignee and nothing in this Agreement shall give or convey to Customer any right, title or interest therein, unless purchased by Customer. Nameplates, stencils or other indicia of Vendor's ownership affixed or to be affixed to the equipment shall not be removed or obliterated by Customer.

8. PAYMENTS:

A. INVOICING AND PAYMENTS: The charges for the equipment, software or services covered by this Agreement are specified in the attached Exhibit A. Charges for any partial month for any item of equipment shall be prorated based on a thirty (30) day month. Vendor shall submit an invoice with the appropriate documentation to Customer.

1. E-PAYMENT: The Vendor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. The Customer agrees to make payment in accordance with Mississippi law on "Timely Payments for Purchases by Public Bodies", Section 31-7-301, *et seq.* of the 1972 Mississippi Code Annotated, as amended, which generally provides for payment of undisputed amounts by the agency within forty-five (45) days of receipt of the invoice.

2. PAYMODE: Payments by state agencies using Mississippi's Accountability System for Government Information and Collaboration (MAGIC) shall be made and remittance information provided electronically as directed by the State. The State, may at its sole discretion, require the Vendor to submit invoices and supporting documentation electronically at any time during the term of this Agreement. These payments shall be deposited into the bank account of the Vendor's choice. The Vendor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.

B. METER READINGS: If applicable, the Customer shall provide accurate and timely meter readings at the end

of each applicable billing period on the forms or other alternative means specified by Vendor. Vendor shall have the right, upon reasonable prior notice to Customer, and during Customer's regular business hours, to inspect the equipment and to monitor the meter readings. If Customer meter readings are not received in the time to be agreed upon by the parties, the meter readings may be obtained electronically or by other means or may be estimated by Vendor subject to reconciliation when the correct meter reading is received by Vendor.

C. COPY CREDITS: If applicable, if a copier is being rented, the Customer will receive one (1) copy credit for each copy presented to Vendor which, in the Customer's opinion, is unusable and also for each copy which was produced during servicing of the equipment. Copy credits will be issued only if Vendor is responsible for providing equipment services or maintenance services (except time and materials maintenance). Copy credits will be reflected on the invoice as a reduction in the total copy volume, except for run length plans which will be credited at a specific copy credit rate as shown on the applicable price list.

9. USE OF EQUIPMENT: Customer shall operate the equipment according to the manufacturer's specifications and documented instructions. Customer agrees not to employ or use additional attachments, features or devices on the equipment or make changes or alterations to the equipment covered hereby without the prior written consent of Vendor in each case, which consent shall not be unreasonably withheld.

10. MAINTENANCE SERVICES, EXCLUSIONS, AND REMEDIES:

A. SERVICES: If Vendor is responsible for providing equipment services, maintenance services (except for time and materials), or warranty services: (1) Vendor shall install and maintain the equipment and make all necessary adjustments and repairs to keep the equipment in good working order. (2) Parts required for repair may be used or reprocessed in accordance with Vendor's specifications and replaced parts are the property of Vendor, unless otherwise specifically provided on the price lists. (3) Services will be provided during Customer's usual business hours. (4) If applicable, Customer will permit Vendor to install, at no cost to Customer, all retrofits designated by Vendor as mandatory or which are designed to insure accuracy of meters.

B. EXCLUSIONS: The following is not within the scope of services: (1) Provision and installation of optional retrofits. (2) Services connected with equipment relocation. (3) Installation/removal of accessories, attachments or other devices. (4) Exterior painting or refinishing of equipment. (5) Maintenance, installation or removal of equipment or devices not provided by Vendor. (6) Performance of normal operator functions as described in applicable Vendor operator manuals. (7) Performance of services necessitated by accident; power failure; unauthorized alteration of equipment or software; tampering; service by someone other than Vendor; causes other than ordinary use; interconnection of equipment by electrical, or electronic or mechanical means with noncompatible equipment, or failure to use operating system software. If Vendor provides, at the request of the Customer, any of the services noted above, the Customer may be billed by Vendor at a rate not to exceed the Master State Prices Agreement between the Vendor and the State of Mississippi, or in the absence of such agreement at the then current time and materials rates.

C. REMEDIES: If during the period in which Vendor is providing maintenance services, Vendor is unable to maintain the equipment in good working order, Vendor will, at no additional charge, provide either an identical replacement or another product that provides equal or greater capabilities.

11. HOLD HARMLESS: To the fullest extent allowed by law, Vendor shall indemnify, defend, save and hold harmless, protect, and exonerate the Customer and the State of Mississippi, its Commissioners, Board Members, officers, employees, agents, and representatives from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever, including, without limitation, court costs, investigative fees and expenses, and attorneys' fees, arising out of or caused by Vendor and/or its partners, principals, agents, employees, and/or subcontractors in the performance of or failure to perform this Agreement. In the Customer's sole discretion, Vendor may be allowed to control the defense of any such claim, suit, etc. In the event Vendor defends said claim, suit, etc., Vendor shall use legal counsel acceptable to the Customer; Vendor shall be solely liable for all reasonable costs and/or expenses associated with such defense and the Customer shall be entitled to participate in said defense. Vendor shall not settle any claim, suit, etc., without the Customer's concurrence,

which the Customer shall not unreasonably withhold.

12. ALTERATIONS, ATTACHMENTS, AND SUPPLIES:

A. If Customer makes an alteration, attaches a device or utilizes a supply item that increases the cost of services, Vendor will either propose an additional service charge or request that the equipment be returned to its standard configuration or that use of the supply item be discontinued. If, within five (5) days of such proposal or request, Customer does not remedy the problem or agree in writing to do so within a reasonable amount of time, Vendor shall have the right to terminate this Agreement as provided herein. If Vendor believes that an alteration, attachment or supply item affects the safety of Vendor personnel or equipment users, Vendor shall notify Customer of the problem and may withhold maintenance until the problem is remedied.

B. Unless Customer has obtained title to the equipment free and clear of any Vendor security interest, Customer may not remove any ownership identification tags on the equipment or allow the equipment to become fixtures to real property.

13. ASSIGNMENT: The Vendor shall not assign, subcontract or otherwise transfer in whole or in part, its right or obligations under this Agreement without prior written consent of the Customer. Any attempted assignment or transfer without said consent shall be void and of no effect.

14. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws provisions, and any litigation with respect thereto shall be brought in the courts of said state. The Vendor shall comply with applicable federal, state, and local laws and regulations.

15. NOTICE: Any notice required or permitted to be given under this Agreement shall be in writing and personally delivered or sent by certified United States mail, postage prepaid, return receipt requested, to the party to whom the notice should be given at the address set forth below. Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other in writing of any change of address.

**For the Vendor:**

**For the Customer:**

Name Sasa Vukicevic

Name

Title RPM

Title

Address 1313 N. Atlantic.,STE 3000

Address

City, State, & Zip Code Spokane, WA 99223

City, State, & Zip Code

16. WAIVER: Failure by the Customer at any time to enforce the provisions of this Agreement shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of this Agreement or any part thereof or the right of the Customer to enforce any provision at any time in accordance with its terms.

17. CAPTIONS: The captions or headings in this Agreement are for convenience only, and in no way define, limit or describe the scope or intent of any provision or section of this Agreement.

18. SEVERABILITY: If any term or provision of this Agreement is prohibited by the laws of the State of Mississippi or declared invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

19. THIRD PARTY ACTION NOTIFICATION: Vendor shall give Customer prompt notice in writing of any action or suit filed, and prompt notice of any claim made against Vendor by any entity that may result in litigation related in any way to this Agreement.

20. AUTHORITY TO CONTRACT: Vendor warrants that it is a validly organized business with valid authority to enter into this Agreement and that entry into and performance under this Agreement is not restricted or prohibited by any loan,



security, financing, contractual or other agreement of any kind, and notwithstanding any other provision of this Agreement to the contrary, that there are no existing legal proceedings, or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this Agreement.

21. **RECORD RETENTION AND ACCESS TO RECORDS:** The Vendor agrees that the Customer or any of its duly authorized representatives at any time during the term of this Agreement shall have unimpeded, prompt access to and the right to audit and examine any pertinent books, documents, papers, and records of the Vendor related to the Vendor's charges and performance under this Agreement. All records related to this Agreement shall be kept by the Vendor for a period of three (3) years after final payment under this Agreement and all pending matters are closed unless the Customer authorizes their earlier disposition. However, if any litigation, claim, negotiation, audit or other action arising out of or related in any way to this Agreement has been started before the expiration of the three (3) year period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved. The Vendor agrees to refund to the Customer any overpayment disclosed by any such audit arising out of or related in any way to this Agreement.

22. **EXTRAORDINARY CIRCUMSTANCES:** If either party is rendered unable, wholly or in part, by reason of strikes, accidents, acts of God, weather conditions or any other acts beyond its control and without its fault or negligence to comply with any obligations or performance required under this Agreement, then such party shall have the option to suspend its obligations or performance hereunder until the extraordinary performance circumstances are resolved. If the extraordinary performance circumstances are not resolved within a reasonable period of time, however, the non-defaulting party shall have the option, upon prior written notice, of terminating the Agreement.

23. **TERMINATION:** This Agreement may be terminated as follows: (a) Customer and Vendor mutually agree to the termination, or (b) If either party fails to comply with the terms and conditions of this Agreement and that breach continues for thirty (30) days after the defaulting party receives written notice from the other party, then the non-defaulting party has the right to terminate this Agreement. The non-defaulting party may also pursue any remedy available to it in law or in equity. Upon termination, all obligations of Customer to make payments required hereunder shall cease.

24. **AVAILABILITY OF FUNDS:** It is expressly understood and agreed that the obligation of the Customer to proceed under this Agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of state and/or federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to the Customer, the Customer shall have the right upon ten (10) working days written notice to the Vendor, to terminate this Agreement without damage, penalty, cost or expenses to the Customer of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

25. **MODIFICATION OR RENEGOTIATION:** This Agreement may be modified, altered or changed only by written agreement signed by the parties hereto. The parties agree to renegotiate the Agreement if federal, state and/or the Customer's revisions of any applicable laws or regulations make changes in this Agreement necessary.

26. **WARRANTIES:** Vendor warrants that the equipment, when operated according to the manufacturer's specifications and documented instructions, shall perform the functions indicated by the specifications and documented literature. Vendor may be held liable for any damages caused by failure of the equipment to function according to specifications and documented literature published by the manufacturer of the equipment.

27. **E-VERIFY COMPLIANCE:** If applicable, the Vendor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act of 2008, Section 71-11-1, *et seq.* of the Mississippi Code Annotated (Supp 2008), and will register and participate in the status verification system for all newly hired employees. The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. The Vendor agrees to maintain records of such compliance and, upon request of the State and

approval of the Social Security Administration or Department of Homeland Security, where required, to provide a copy of each such verification to the Customer. The Vendor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws of these warranties, the breach of which may subject the Vendor to the following: (1) termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/termination being made public, or (2) the loss of any license, permit, certification or other document granted to the Vendor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (3) both --in the event of such cancellation/termination, the Vendor would also be liable for any additional costs incurred by the Customer due to the contract cancellation or loss of license or permit.

28. **HARD DRIVE SECURITY:** Vendor must properly format the hard drive, deleting all information, or replace the hard drive with a new hard drive prior to storing or re-selling the equipment. The Customer may request to retain the hard drive for a nominal fee. Vendor will supply written notification to the Customer that all data has been made inaccessible. This notification must be provided with forty-five (45) days of the equipment being returned to the Vendor.

29. **ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement of the parties with respect to the equipment, software or services described herein and supersedes and replaces any and all prior negotiations, understandings and agreements, written or oral, between the parties relating hereto. No terms, conditions, understandings, usages of the trade, course of dealings or agreements, not specifically set out in this Agreement or incorporated herein, shall be effective or relevant to modify, vary, explain or supplement this Agreement.

30. **TRANSPARENCY:** This Agreement, including any accompanying exhibits, attachments, and appendices, is subject to the "Mississippi Public Records Act of 1983," codified as Section 25-61-1 et seq., Mississippi Code Annotated and exceptions found in Section 79-23-1 of the Mississippi Code Annotated (1972, as amended). In addition, this Agreement is subject to provisions of the Mississippi Accountability and Transparency Act of 2008 (MATA), codified as Section 27-104-151 of the Mississippi Code Annotated (1972, as amended). Unless exempted from disclosure due to a court-issued protective order, this Agreement is required to be posted to the Department of Finance and Administration's independent agency contract website for public access. Prior to posting the Agreement to the website, any information identified by the Vendor as trade secrets, or other proprietary information including confidential vendor information, or any other information which is required confidential by state or federal law or outside the applicable freedom of information statutes will be redacted. A fully executed copy of this Agreement shall be posted to the State of Mississippi's accountability website at: <http://www.transparency.mississippi.gov>.

31. **COMPLIANCE WITH LAWS:** The Vendor understands that the Customer is an equal opportunity employer and therefore maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and the Vendor agrees during the term of the Agreement that the Vendor will strictly adhere to this policy in its employment practices and provision of services. The Vendor shall comply with, and all activities under this Agreement shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified.

For the faithful performance of the terms of this Agreement, the parties have caused this Agreement to be executed by their undersigned representatives.

Witness my signature this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Vendor: Pitney Bowes

By: \_\_\_\_\_  
Authorized Signature

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

WITNESS:

\_\_\_\_\_  
\_\_\_\_\_

Witness my signature this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Customer: \_\_\_\_\_

By: \_\_\_\_\_  
Authorized Signature

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

WITNESS:

\_\_\_\_\_  
\_\_\_\_\_

EXHIBIT A  
RENTAL AGREEMENT  
FOR USE BY  
MISSISSIPPI Agencies AND VENDORS  
(Applicable to Equipment Rental Transactions)

The following, when signed by the Customer and the Vendor shall be considered to be a part of the Rental Agreement between the parties.

State Contract Number: 8200074904

Vendor Company Name: Pitney Bowes

Customer Agency Name: Oxford Municipal Court

Bill to Address: 72 FD Buddy East Parkway, Suite 200, OXFORD, MS, 38655

Ship to Address: 72 FD Buddy East Parkway, Suite 200, OXFORD, MS, 38655-4068, US

Description of Equipment, Software, or Services

Price

Sendpro C-Auto with 5lb scale

\$152.27/monthly

Delivery Schedule and Installation Date:

Rental Term: (Number of Months) 60 months

Start Date: 02/09/2025

End Date: 02/08/2030

Modifications: Includes Meter Rental, Maintenance and Postage Rates Updates

\_\_\_\_\_

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Customer Signature



# OXFORD

PARK COMMISSION

Quarterly Report

April - June 2024

## Oxford Activity Center and Coach Howell Center

The Activity Centers average around 170 free play participants daily. This number does not include programmed activities such as summer basketball, gymnastics, or LLO activities.

Pickleball is played Monday thru Saturday everyday in the Coach Howell Center from 8am - 12noon. When LLO classes are over in the Oxford Activity Center, groups will come over and set up more Pickleball courts to play. There are some occasions that we may have to cancel, but its not very often. Groups still tell me they prefer playing indoor as opposed to going to play outside.

Further down in this report you will see a list of programs offered and ran in the facility this quarter.

The facilities stay full after school has let out for the day. We normally get around 100 or so kids to come to our facility to wait on parents to pick them up.

### Events and Activities:

**Super Hero Event** - This event was held on April 18th in the Oxford Activity Center from 5:30 - 7:30. We ended up having 140 participants going through stations to become a SuperHero by the end of the night. The stations included an obstyle course, creating their cape and mask, getting their name, going through a laser maze, diffusing a bomb (balloon), and reroute a rocket to hit the target.

We invited the OFD and OPD as they are Oxford's real life superheroes.

**MHSAA Tennis State Championships** - For several years John Leslie Tennis Courts have been the home of the Mississippi High School Activities Association's State Tennis Championships. This year we hosted 456 individuals come to Oxford to play in the state championships. The event was held April 22 - 24, 2024. This time frame is great for us as a city because the event is a Monday - Wednesday.

**Mother's Day Event** - This event was held on May 9th in the Oxford Activity Center. This event was created to honor mothers and children, or grandparents/guardians to come together and craft a prize for mom. We hosted around 25 children that crafted with their mom.

**MTA Adult 40+ Tennis State Tournament** - This yearly state tournament that the OPC works with the local tennis community to bid on and host. This tournament was held on June 21-23, 2024, with 571 individuals.

### Instructional Tennis:

<u>Kristie Boxx</u>	<u>Russell Moorman</u>	<u>Debbie Swindoll</u>
<u>Thursdays</u>	<u>May 6th - 9th - 17</u>	<u>May 28th - 30th - 12</u>
<u>Match Play - 7</u>	<u>May 20th - 23rd - 12</u>	<u>June 18th - 20th - 12</u>
<u>Intermediate - 13</u>	<u>June 18th - 27th - 25</u>	
<u>June Camps - 19</u>		

**OPC Junior Tournaments**

April 12 - 14, 2024	Oxford Junior April Open	52
June 1 - 2, 2024	Oxford Junior Summer Open	45

**Facility Rentals:**

April	Rentals:	May	Rentals:	June	Rentals:	Totals:
Pavilions	10	Pavilions	9	Pavilions	7	26
Stone Center	18	Stone Center	15	Stone Center	13	46
Multipurpose	7	Multipurpose	9	Multipurpose	9	25
OAC	3	OAC	2	OAC	1	6
Fit-n-Fun	3	Fit-n-Fun	3	Fit-n-Fun	2	8
Avent Pickle	0	Avent Pickle	0	Avent Pickle	0	0
Pool	0	Pool	0	Pool	0	0
<b>Monthly Total</b>	<b>41</b>	<b>Monthly Total</b>	<b>38</b>	<b>Monthly Total</b>	<b>32</b>	<b>111</b>

**Leisure Lifestyles of Oxford - LLO:**

	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024	May. 2024	June. 2024	July. 2024	Aug. 2024	Sept. 2024	Oct. 2024	Nov. 2024	Dec. 2024	2024 Totals
Aquatic	0	0	0	0	0	231							
Pilates	126	151	133	136	200	150							
Cardio Fit	138	309	335	351	227	385							
Dance/Twist	19	35	38	39	30	53							
Tai Chi	39	67	49	38	35	62							
Yoga	159	181	240	223	205	238							
Aerobic Exercise	189	425	387	337	391	428							
Strength Training	138	309	335	351	227	385							
Art	11	45	26	28	11	0							
Adapt. Chair Yoga	28	62	54	40	63	60							
<b>Monthly Totals:</b>	<b>847</b>	<b>1584</b>	<b>1597</b>	<b>1543</b>	<b>1389</b>	<b>1992</b>							

**League of Champions:**

Our League of Champions Basketball had 28 participants (largest since before 2020) that came to the Coach Howell Center for this program. We also hosted soccer and softball this quarter. Volunteers from Ole Miss help assist us in this program.

**Sports Programs:**

Spring Youth Soccer

822 participants

We had 83 total teams with our 822 participants.

The season started in February 2024 - and ended in April 2024.

Mini Kickers

120 participants

Hunter Crane leads this program for the OPC, he has maxxed out his numbers the last several times he has offered this program. They play at mTrade Park on Sunday afternoons in March and April 2024.

Spring Adult Softball	We held registration from January 29 - March 15.
6 teams	The season was played from March 20 - April 24, 2024.
Spring Mini Sluggers	We held registration from January 15 - February 18.
40 participants	The sessions were from March 26 - April 30.
	This program is led by the Ole Miss Club Baseball teams and is open to boys and girls ages 3-4.
Spring Youth Flag Football	This is a new program offered by the OPC. It is considered our secondary season to the main season which is held in the fall.
200 participants	We played at mTrade from April 3 - May 8.
Spring Youth Volleyball	This is a new program offered by the OPC. It is considered our secondary season to the main season which is held in the fall.
103 participants	We played at mTrade from April 3 - May 8.
Spring Youth Softball	Registration for softball was January 15 - February 18, 2024
210 participants	Games were played from April 22 - June 6th
Youth Spring Baseball	Registration for baseball was January 15 - February 18, 2024
502 participants	Games were played from April 22 - June 6th
OPC Basketball Dev Camp	Brian Rucker with the Tupelo Saints held this program again this summer, this time from 2:00 to 4:00pm on Monday's and Tuesday's from June 10 to July 2nd.
28 participants	
Summer Mini Dribblers	Brian Rucker with the Tupelo Saints held this program again this summer, this time from 1:00 to 2:00pm on Monday's and Tuesday's from June 10 to July 2nd.
11 participants	
Summer Youth Basketball	Our summer youth basketball program went full 3v3 this year and seen a significant increase in numbers. We had 30 total teams.
155 participants	
Youth Spring FF Cheer	We had 12 cheerleaders that cheer for our Flag Football players.
Youth Summer BKB Cheer	We had 8 cheerleaders that cheer for our basketball players.

**Notes:** Youth Fall Volleyball registration began on June 3rd and will close on July 7th.

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Youth Fall Flag Football registration began on June 3rd and will close July 14th.

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MLB Pitch Hit and Run was held at mTrade on June 8th and we had 26 participants.

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Fall Youth Softball and Baseball registration opened on June 3 and will close July 14th.

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**Programs:**

Gymnastics
Instructor: Lisa Mitchell
Ages: 2 - 16
Class Fee: \$100 - \$650

Session / League	Participants
Spring	98

Wrestling
Instructor: North Miss Wrestling Club
Ages: 5 - 18
Class Fee: \$60/month

Session / League	Participants
Spring/Summer	105

XPT Speed and Agility
Instructor: Lawrence Murako
Ages: 7 - 12
Class Fee: \$120

Session / League	Participants
Spring	20

Karate
Instructor: Norbert Woods
Ages: 5 & up
Class Fee: \$275

Session / League	Participants
Spring	18

Fencing
Instructor: Margarette Davis
Ages: 8-18
Class Fee: \$325- \$625

Session / League	Participants
Spring	16

Fit & Fun Gymnastics
Instructor: Shannon Cain
Ages: 1 - 5
Class Fee: \$190 - \$230

Session / League	Participants
Spring	100

CoEd Recreational Lacrosse
Instructor: Brian Fisher
Ages: 8 - 15
Class Fee: \$70

Session / League	Participants
Spring	23

**Program Notes:** These are Independent Contractor led programs, OPC doesn't run these programs

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**Outdoor Recreation:**

**Old Mountain Outdoors:** located in Winona Mississippi, they offer many zip line elements and several treetop obstacle courses. This was a big hit and its now on the agenda for the fall.

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**Youth Fishing Rodeo: Sardis Lake:** We partnered with Sardis and carried 34 youth to Sardis to participate in the fishing rodeo on April 27th.

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**Lee Tartt Nature Preserve - Spring Wings:** The LTNP hosted their Spring Wings event on May 4th.

There were vendors set up with art activities, along with kayaking and hiking opportunities. We had a group of 9 travel from Oxford to Grenada for the festival.

### **Day Camp**

The OPC Camps offered parents in our community the opportunity to enroll their children in a recreational setting while the local schools were out for breaks and parents were working. The 1st session was May 27<sup>th</sup> -30<sup>th</sup> and the 2<sup>nd</sup> session was June 3<sup>rd</sup> -28<sup>th</sup> that started at 7:30am and ended at 5:30pm.

Week 1 - 70, Week 2 - 146, Week 3 - 157, Week 4 - 150, Week 5 - 159

### **Marketing Highlights:**

#### **April**

Superhero Training was a very successful community event. It had a lot more balance compared to the first with 150 signed up to participate.

The top post this quarter was the update about the swings at Avent Park. Facebook said it reached 61,500. We had 75 comments and 217 reactions to the post.

Our next biggest post of the month was the conclusion of Lafayette winning the state championship in tennis. We had 20,000 reached with 176 reactions and 16 comments on the Commodores winning state.

#### **May**

This was the first announcement of fall sports sign ups, and with the new format. We ended with well over 800 soccer signed up in open registration, 250 in flag, 18 cheerleading, over 90 in volleyball, almost 300 in baseball and almost 125 in softball.

The new Little Free Library in Bailey Branch park was the top post with just over 20,000 people reached. We had 16 shares come from that post.

#### **June**

Our biggest month of the year with 6 sports/activities to promote for the fall.

Facebook ended the month with just over 9,200 Followers.

The weekly email newsletter added 110 new contacts.

We have almost 2,500 followers on Instagram.

Tik Tok has now surpassed over 250 followers

Financials:

<b>3rd Quarter Financial Report 2023-2024</b>			
	April. 2024	May. 2024	June. 2024
<b>OPC Activity Fund</b>			
Beginning Balance	\$ 284,592.13	\$ 285,031.55	\$ 327,975.84
Total Additions	\$ 75,651.63	\$ 97,553.36	\$ 83,957.81
Total Subtractions	\$ 76,262.24	\$ 55,941.68	\$ 47,143.81
Ending Balance	\$ 285,031.55	\$ 327,975.84	\$ 366,230.22
<b>OPC Blue Sombrero</b>			
Beginning Balance	\$ 35,550.04	\$ 52,331.41	\$ 23,493.45
Total Additions	\$ 66,628.41	\$ 512,115.51	\$ 65,439.49
Total Subtractions	\$ 50,064.00	\$ 80,216.00	\$ 70,078.00
Ending Balance	\$ 52,331.41	\$ 23,493.45	\$ 18,936.80
<b>OPC Facebook</b>			
Beginning Balance	\$ 2,225.08	\$ 2,234.23	\$ 2,243.71
Total Additions	\$ 9.15	\$ 9.48	\$ 9.22
Total Subtractions	\$ -	\$ -	\$ -
Ending Balance	\$ 2,234.23	\$ 2,243.71	\$ 2,252.93
<b>Cash on hand July 1, 2024</b>	<b>\$ 387,419.95</b>		
(less any outstanding checks)			



# OXFORD

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## PARK COMMISSION

Quarterly Report

July - September 2024

### Oxford Activity Center and Coach Howell Center

The Activity Centers average around 170 free play participants daily. This number does not include programmed activities such as summer basketball, gymnastics, or LLO activities.

Pickleball is played Monday thru Saturday everyday in the Coach Howell Center from 8am - 12noon. When LLO classes are over in the Oxford Activity Center, groups will come over and set up more Pickleball courts to play. There are some occasions that we may have to cancel, but its not very often. Groups still tell me they prefer playing indoor as opposed to going to play outside.

Further down in this report you will see a list of programs offered and ran in the facility this quarter.

The facilities stay full after school has let out for the day. We normally get around 100 or so kids to come to our facility to wait on parents to pick them up.

### Events and Activities:

**Water Day at Stone Park:** Water Day was held on July 13th at Stone Ball Park. This day included inflatable water slides and slip n slides.

**Pirate's Ahoy:** This event was held for the first time on July 16th at Avent Park. This event had 50 kids preregister to participate in various activities to become a pirate! The events included... Grabbing your goody bag that included: pirate hat, sword, and a telescope, walking the plank, dodging cannon balls, and digging for gold.

**Back to School Carnival:** This first-time event was held on August 3rd at Avent Park. We had free pizza and snow cones to hand out along with a bunch of carnival games including: dunk tanks, water balloons, ring toss, a 4n1 inflatable that had 4 differnet sports in it, tie dye stations, temporary tattoos and inflatables. Each participant got tickets to win prizes.

**Overtime at the OPC:** This was a pilot program for Central Elementary School, which host the 4th and 5th graders in the Oxford School District. The point of this program was to give structured recreational activity to the children who signed up. This went through the month of August. After talking with the parents they thought it was a great idea but most of the participating kids friends walked over to the OAC/CHC ant the kids want to join their friends. Week 1 - 8 kids, Week 2 - 8 kids, Week 3 - 5 kids, Week 4 - 5 kids, then no one signed up for September.

**Instructional Tennis:**

<u>Kristie Boxx</u>	<u>Russell Moorman</u>	<u>Debbie Swindoll</u>	<u>Nic Barone</u>
<u>Intermediate</u>	<u>Mondays</u>	<u>July - 12 participants</u>	<u>September</u>
<u>July - 7 kids</u>	<u>18 participants</u>	<u>August - 26 participants</u>	<u>5 participants</u>
<u>August - 12 kids</u>	<u>Tuesdays</u>		
<u>Advanced</u>	<u>13 participants</u>		
<u>August - 12 kids</u>			

**OPC Junior Tournaments**

<u>July 12-14</u>	<u>Oxford Junior Summer Challenge</u>	<u>78 players</u>
<u>August 23-25</u>	<u>Oxford Junior Doubles Open</u>	<u>89 players</u>

**Facility Rentals:**

<u>July</u>	<u>Rentals:</u>	<u>August</u>	<u>Rentals:</u>	<u>September</u>	<u>Rentals:</u>	<u>Totals:</u>
<u>Pavilions</u>	<u>7</u>	<u>Pavilions</u>	<u>6</u>	<u>Pavilions</u>	<u>11</u>	<u>24</u>
<u>Stone Center</u>	<u>12</u>	<u>Stone Center</u>	<u>13</u>	<u>Stone Center</u>	<u>9</u>	<u>34</u>
<u>Multipurpose</u>	<u>4</u>	<u>Multipurpose</u>	<u>6</u>	<u>Multipurpose</u>	<u>7</u>	<u>17</u>
<u>OAC</u>	<u>1</u>	<u>OAC</u>	<u>3</u>	<u>OAC</u>	<u>2</u>	<u>6</u>
<u>Fit-n-Fun</u>	<u>2</u>	<u>Fit-n-Fun</u>	<u>2</u>	<u>Fit-n-Fun</u>	<u>4</u>	<u>8</u>
<u>Avent Pickle</u>	<u>0</u>	<u>Avent Pickle</u>	<u>0</u>	<u>Avent Pickle</u>	<u>1</u>	<u>1</u>
<u>Pool</u>	<u>0</u>	<u>Pool</u>	<u>0</u>	<u>Pool</u>	<u>0</u>	<u>0</u>
<u>Monthly Total</u>	<u>26</u>	<u>Monthly Total</u>	<u>30</u>	<u>Monthly Total</u>	<u>34</u>	<u>90</u>

**Leisure Lifestyles of Oxford - LLO:**

	<u>Jan. 2024</u>	<u>Feb. 2024</u>	<u>Mar. 2024</u>	<u>Apr. 2024</u>	<u>May. 2024</u>	<u>June. 2024</u>	<u>July. 2024</u>	<u>Aug. 2024</u>	<u>Sept. 2024</u>	<u>Oct. 2024</u>	<u>Nov. 2024</u>	<u>Dec. 2024</u>	<u>2024 Total</u>
<u>Aquatic</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>231</u>	<u>149</u>	<u>0</u>	<u>0</u>				
<u>Pilates</u>	<u>126</u>	<u>151</u>	<u>133</u>	<u>136</u>	<u>200</u>	<u>150</u>	<u>120</u>	<u>182</u>	<u>122</u>				
<u>Cardio Fit</u>	<u>138</u>	<u>309</u>	<u>335</u>	<u>351</u>	<u>227</u>	<u>385</u>	<u>289</u>	<u>459</u>	<u>252</u>				
<u>Dance/Twist</u>	<u>19</u>	<u>35</u>	<u>38</u>	<u>39</u>	<u>30</u>	<u>53</u>	<u>44</u>	<u>48</u>	<u>41</u>				
<u>Tai Chi</u>	<u>39</u>	<u>67</u>	<u>49</u>	<u>38</u>	<u>35</u>	<u>62</u>	<u>49</u>	<u>65</u>	<u>53</u>				
<u>Yoga</u>	<u>159</u>	<u>181</u>	<u>240</u>	<u>223</u>	<u>205</u>	<u>238</u>	<u>291</u>	<u>256</u>	<u>231</u>				
<u>Aerobic Exercise</u>	<u>189</u>	<u>425</u>	<u>387</u>	<u>337</u>	<u>391</u>	<u>428</u>	<u>370</u>	<u>381</u>	<u>276</u>				
<u>Strength Training</u>	<u>138</u>	<u>309</u>	<u>335</u>	<u>351</u>	<u>227</u>	<u>385</u>	<u>289</u>	<u>459</u>	<u>252</u>				
<u>Art</u>	<u>11</u>	<u>45</u>	<u>26</u>	<u>28</u>	<u>11</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>32</u>				
<u>Adapt. Chair Yoga</u>	<u>28</u>	<u>62</u>	<u>54</u>	<u>40</u>	<u>63</u>	<u>60</u>	<u>45</u>	<u>55</u>	<u>43</u>				
<u>Monthly Totals:</u>	<u>847</u>	<u>1584</u>	<u>1597</u>	<u>1543</u>	<u>1389</u>	<u>1992</u>	<u>1646</u>	<u>1905</u>	<u>1302</u>				

**League of Champions:**

We had Softball with 18 participants. We had some new athletes from the school districts. We still hosted about 20 volunteers from Ole Miss. They help us tremendously.

**Sports Programs:**

<p>Youth FF Cheerleading 23 participants</p>	<p>Our girls cheered along 2 different teams during the Youth Flag Football Season. On Thursday nights at mTrade these girls brought much enthusiasm.</p>
<p>Youth Fall Baseball 330 Total Participants</p>	<p>The registration for this program was opened on June 3 and closed on July 7. We started practices in August and games in September, in October it ended.</p>
<p>Youth Summer Basketball 155 participants</p>	<p>our third year for Summer basketball for OPC. we went strictly to a 3v3 league this year and added 23 participants over last year.</p>
<p>Memphis Grizzlies Basketball Clinic</p>	<p>The Memphis Grizzlies reached out to us to host a free clinic in the Coach Howell Activity Center. There were 125 kids that registered for the clinic.</p>
<p>Youth Fall Volleyball 120 participants</p>	<p>This is our 4th season and we keep going up around 10% each year. We formed 13 teams with our participants. Our older group did a sandlot league style because we didn't have enough for 3 teams.</p>
<p>Youth Fall Soccer 900 participants</p>	<p>Our fall season for soccer is always bigger than the spring season, and pairing the mini kickers numbers with our fall season, we were well over 1000 participants this fall. The season will end in November.</p>
<p>Fall Mini Kickers 120 participants</p>	<p>Once again a large program for our 2-4 year olds. Hunter Crane of OHS is the leader of this program. 3 sessions are offered on Sunday afternoons at mTrade Park at 3pm, 4pm, 5pm.</p>
<p>Youth Fall Flag Football 325 participants</p>	<p>Fall Flag season numbers were down around 50 players this fall. We attribute this our offering of spring flag football and the changing of the fall season.</p>
<p>Youth Fall Softball 160 participants</p>	<p>Our fall softball season participants were up 45 players this fall, and we went from 11 teams in 2023 to 16 teams this year. This is our secondary softball season to the main season in the spring.</p>

Fall Mini Sluggers

21 participants

The Ole Miss Club Baseball team runs the program for us. As of the end of September, we had 21 registrations. Sessions will begin on October 15th.

**Notes:**

This fall we changed out games schedule to all sports playing concurrently instead of consecutively.

We will survey parents/coaches to see if we will continue with this type of programming.

**Programs:**

Gymnastics
Instructor: Lisa Mitchell
Ages: 2 - 16
Class Fee: \$85 - \$330

Session / League	Participants
Summer	67

Wrestling
Instructor: North Miss Wrestling Club
Ages: 5 - 18
Class Fee: \$45 - \$100

Session / League	Participants
Fall	33

I Can 5K
Instructor: Run Oxford
Ages: 18+
Class Fee: \$115

Session / League	Participants
Summer	Did not make

Karate
Instructor: Norbert Woods
Ages: 5 & up
Class Fee: \$275

Session / League	Participants
Summer	12

Fencing
Instructor: Margarette Davis
Ages: 5 - 14
Class Fee: \$325- \$625

Session / League	Participants
Summer	17

Fit & Fun Gymnastics
Instructor: Shannon Cain
Ages: 1 - 5
Class Fee: \$120 - \$150 Summer / \$30 Camps

Session / League	Participants
Summer	107
Camps	87

CoEd Recreational Lacrosse
Instructor: Brian Fisher
Ages: 7 - 15
Class Fee: \$80

Session / League	Participants
Summer/Fall	14

Volleyball All-Skills Clinic
Instructor: Karen Yelverton
Ages: 9 - 15
Class Fee: \$100

Session / League	Participants
Fall	24

Barton Outfitters Fishing Camp
Instructor: Aaron Barton
Ages: 7 - 15
Class Fee: \$275

Session / League	Participants
Summer	20

**Program Notes:** These are Independent Contractor led programs, OPC doesn't run these programs.

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**Outdoor Recreation:**

**Parks for Pollinators 2024:** The Parks for Pollinators BioBlitz is a national campaign to raise awareness and community involvement in the pollinator crisis through local parks and recreation. The National Recreation and Park Association and The Schoots Miracle-Gro Foundation are challenging local parks to get involved and host a pollinator BioBlitz during September. Sardis hosted us on September 7th.

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**Day Camp**

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The OPC Camps offered parents in our community the opportunity to enroll their children in a recreational setting while the local schools were out for breaks and parents were working. The 1st sess  
Week 6 - 147, Week 7 - 152, Week 8 - 152, Week 9 - 151

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**Marketing Highlights:**

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**July**

Finishing touches of the fall registrations. Finished up with over 1,000 in youth soccer counting Mini Kickers.

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Preparations for fall season started. (Fall Carnival, Power Wheels were hashed out)

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We had a special 20% off weekend with Dick's Sporting Goods to take advantage of tax-free weekend.

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**August**

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Instructional classes highlighted social media posts with the bulk of sports registrations now concluded

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We hosted a second 20% weekend at Dick's Sporting Goods, just before sports started this fall to help our parents on needed items.

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Work started on the 75th anniversary of the Oxford Park Commission with interns.

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**September**

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Started promoting youth basketball & cheerleading during Labor Day weekend, which provides the community 4 weeks to start saving for costs.

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- Started a new digital advertising agreement with MCTV.
  - Fall Break Day camp reached capacity 3 days before deadline.B223
  - Instagram followers increased to 2,544 by end of month.
  - Facebook was at 9,300 followers and 8,300 likes.
  - Twitter was at 1,851 followers.
  - Tik Tok followers were now at 352.
  - Newsletter was at 10,368 contacts. The first two newsletters of the month had 34 percent open rate
-

Financials:

**4th Quarter Financial Report 2023-2024**

<b>OPC Activity Fund</b>	<b>July. 2024</b>	<b>August. 2024</b>	<b>September. 2024</b>
Beginning Balance	\$ 366,230.22	\$ 384,279.02	\$ 435,753.90
Total Additions	\$ 60,624.73	\$ 92,229.26	\$ 47,853.88
Total Subtractions	\$ 44,186.33	\$ 42,238.24	\$ 72,144.21
Interest Paid	\$ 1,610.40	\$ 1,483.86	\$ 1,678.00
Ending Balance	\$ 384,279.02	\$ 435,753.90	\$ 413,141.57
<b>OPC Blue Sombrero</b>			
Beginning Balance	\$ 18,936.80	\$ 49,440.18	\$ 30,459.08
Total Additions	\$ 80,399.11	\$ 61,046.43	\$ 22,417.09
Total Subtractions	\$ 50,054.00	\$ 80,150.00	\$ 40,098.00
Interest paid	\$ 158.27	\$ 122.47	\$ 71.38
Ending Balance	\$ 49,440.18	\$ 30,459.08	\$ 12,849.55
<b>OPC Facebook</b>			
Beginning Balance	\$ 2,252.93	\$ 2,262.50	\$ 2,272.11
Total Additions	\$ -	\$ -	
Total Subtractions	\$ -	\$ -	
Interest Paid	\$ 9.57	\$ 9.61	\$ 8.93
Ending Balance	\$ 2,262.50	\$ 2,243.71	\$ 2,281.04
<b>Cash on hand October 1, 2024 (less any outstanding checks)</b>			<b>\$ 428,272.16</b>



**2. Consider and Accept FY2024 OU Electric Division Audit Report and TVA annual report. (Rob Neely)**

I am pleased to present the annual audit report, which is included in your packets and was performed by Alexander Thompson Arnold, PLLC (ATA). As you can see on page 2 of the financial section of the report, in the opinion of ATA, *“the financial statements referred to above present fairly, in all material respects, the financial position of the Utility, as of June 30, 2024 and 2023 and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.”*

Financial Highlights from page 5:

Management believes the Utility’s financial condition is strong. The Utility is well within its debt covenants and the more stringent financial policies and guidelines set by the Board and management. The following are key financial highlights.

- Total assets and deferred outflows of resources at year-end were \$47.55 million and \$1.38 million, respectively, and exceeded liabilities and deferred inflows of resources by \$32.45 million (i.e. net position). Total assets increased by \$1.26 million due to an increase in capital assets because of ongoing projects.
- Net income was \$505 thousand during the current year due to an operating profit of \$1.44 million.
- Operating revenues were \$25.75 million, a decrease from fiscal year 2023 in the amount of \$874 thousand or 3.28%.
- Operating expenses were \$24.31 million, an increase from fiscal year 2023 in the amount of \$530 thousand or 2.13%.
- Ratios of operating income to total operating revenue were 5.60% and 6.71% for 2024 and 2023, respectively.

Also presented in your packed is the TVA Annual Report, which is a snapshot of the fiscal year ending June 30, 2024. The audit and annual report are required annually and the board will need a motion to accept them as submitted.

**OXFORD UTILITIES  
OXFORD, MISSISSIPPI**

**FINANCIAL STATEMENTS AND  
SUPPLEMENTARY INFORMATION**

**FOR THE YEARS ENDED  
JUNE 30, 2024 AND 2023**

**OXFORD UTILITIES**  
**FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION**  
For The Fiscal Years Ended June 30, 2024 and 2023

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## **INTRODUCTORY SECTION**

**OXFORD UTILITIES  
DIRECTORY**  
June 30, 2024

**BOARD MEMBERS**

Robyn Tannehill, Mayor  
Rick Addy  
Mark Huelse  
Brian Hyneman  
Kesha Atkinson  
Preston E. Taylor  
Jason Bailey  
Mary Martha Crowe

**MANAGEMENT TEAM**

Rob Neely, General Manager

**INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS**

ATA, PLLC  
Jackson, Tennessee

## **FINANCIAL SECTION**



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## Independent Auditor's Report

Board of Directors and Superintendent  
Oxford Utilities  
Oxford, Mississippi

### Report on the Audit of the Financial Statements

#### Opinions

We have audited the accompanying financial statements of the Oxford Utilities (the Utility), an enterprise fund of the City of Oxford, Mississippi, as of and for the years ended June 30, 2024 and 2023, and the related notes to the financial statements, as listed in the Table of Contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Utility, as of June 30, 2024 and 2023, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### Basis for Opinions

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Utility, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### Emphasis of Matter

As discussed in Note 1, the financial statements present only the Oxford Utilities and do not purport to, and do not present fairly the financial position of the City of Oxford, Mississippi, as of June 30, 2024 and 2023, the changes in its financial position or its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

#### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Utility's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and pension related schedules as listed as required supplementary information in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Supplementary Information**

Our audits were conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Utility's basic financial statements. The schedules of operating revenues and expenses and electric rates in force are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedules of operating revenues and expenses and electric rates in force are fairly stated, in all material respects, in relation to the basic financial statements as a whole.



## **Other Information**

Management is responsible for the other information included in the annual report. The other information comprises the introductory section but does not include the basic financial statements and our auditor's report thereon. Our opinion on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

## **Other Reporting Required by Governmental Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 1, 2024, on our consideration of the Utility's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Utility's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Utility's internal control over financial reporting and compliance.

*ATA, PLLC*

Jackson, Tennessee  
October 1, 2024

## MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Oxford Utilities (the Utility), we offer readers of the Utility's financial statements this narrative overview and analysis of the financial activities of the Utility for the fiscal year ended June 30, 2024 and 2023. All amounts, unless otherwise indicated, are expressed in actual dollars.

### FINANCIAL HIGHLIGHTS

Management believes the Utility's financial condition is strong. The Utility is well within its debt covenants and the more stringent financial policies and guidelines set by the Board and management. The following are key financial highlights.

- Total assets and deferred outflows of resources at year-end were \$47.55 million and \$1.38 million, respectively, and exceeded liabilities and deferred inflows of resources by \$32.45 million (i.e. net position). Total assets increased by \$1.26 million due to an increase in capital assets because of ongoing projects.
- Net income was \$505 thousand during the current year due to an operating profit of \$1.44 million.
- Operating revenues were \$25.75 million, a decrease from fiscal year 2023 in the amount of \$874 thousand or 3.28%.
- Operating expenses were \$24.31 million, a decrease from fiscal year 2023 in the amount of \$530 thousand or 2.13%.
- Ratios of operating income to total operating revenue were 5.60% and 6.71% for 2024 and 2023, respectively.

### OVERVIEW OF THE FINANCIAL REPORT

Management's Discussion and Analysis (MD&A) serves as an introduction to, and should be read in conjunction with, the financial statements and supplementary information. The MD&A represents management's examination and analysis of the Utility's financial condition and performance. Summary financial statement data, key financial and operational indicators used in the Utility's strategic plan, budget, bond resolutions, and other management tools were used for this analysis. The Financial Statements and Supplementary Information is made up of four sections: 1) the introductory section, 2) the financial section, 3) supplementary information section, and 4) the internal control and compliance section. The introductory section includes the Utility's directory. The financial section includes the MD&A, the independent auditor's report, the financial statements with accompanying notes, and the required supplementary information. The supplementary information section includes selected financial and operational information. The internal control and compliance section includes the reports on internal control and compliance. These sections make up the financial report presented here.

### REQUIRED FINANCIAL STATEMENTS

A Proprietary Fund is used to account for the operations of the Utility, which is financed and operated in a manner similar to private business enterprises where the intent is that the costs of providing services to the general public on a continuing basis be financed or recovered primarily through user charges.

The financial statements report information about the Utility, using accounting methods similar to those used by private sector companies. These statements offer short- and long-term financial information about its activities.

The *Statement of Net Position* presents the financial position of the Utility on a full accrual historical cost basis. The statement includes all of the Utility's assets, liabilities, and deferred inflows/outflows of

resources, with the difference reported as net position. It also provides the basis for computing rate of return, evaluating the capital structure of the Utility, and assessing the liquidity and financial flexibility of the Utility.

The *Statement of Revenues, Expenses, and Changes in Net Position* presents the results of the business activities over the course of the fiscal year and information as to how the net position changed during the year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. This statement measures the success of the Utility's operations and can be used to determine whether the Utility has successfully recovered all of its costs. This statement also measures the Utility's profitability and credit worthiness.

The *Statement of Cash Flows* presents changes in cash and cash equivalents, resulting from operational, financing, and investing activities. This statement presents cash receipt and cash disbursement information, without consideration of the earnings event, when an obligation arises.

The *Notes to the Financial Statements* provide required disclosures and other information that are essential to a full understanding of material data provided in the statements. The notes present information about the Utility's accounting policies, significant account balances and activities, material risks, obligations, commitments, contingencies, and subsequent events, if any.

## **FINANCIAL ANALYSIS**

One of the most important questions asked about the Utility's finances is "Is the Utility, as a whole, better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Revenues, Expenses, and Changes in Net Position reports information about the Utility's activities in a way that will help answer this question. These two statements report the net position of the Utility, and the changes in the net position. Net position is one way to measure the financial health or financial position of the Utility. Over time, increases or decreases in the Utility's net position is an indicator of whether its financial health is improving or deteriorating. However, you will need to also consider other non-financial factors such as changes in economic conditions, customer growth, and legislative mandates.

The Utility's total net position increased by \$505 thousand and \$931 thousand, respectively, for the fiscal years ended June 30, 2024 and 2023, respectively. The analysis below focuses on the Utility's net position (Table 1) and changes in net position (Table 2) during the year.

Table 1A

**CONDENSED STATEMENT OF NET POSITION**

	June 30, 2024	June 30, 2023	Increase (Decrease)	
			\$	%
Current and other assets	\$ 12,697,390	\$ 13,279,093	\$ (581,703)	-4.38%
Capital assets	34,852,262	33,007,327	1,844,935	5.59%
Total assets	<u>47,549,652</u>	<u>46,286,420</u>	<u>1,263,232</u>	2.73%
Deferred outflows of resources	<u>1,382,749</u>	<u>833,627</u>	<u>549,122</u>	65.87%
Current liabilities	10,496,748	9,824,067	672,681	6.85%
Other liabilities	<u>5,987,386</u>	<u>5,353,174</u>	<u>634,212</u>	11.85%
Total liabilities	<u>16,484,134</u>	<u>15,177,241</u>	<u>1,306,893</u>	8.61%
Investment in capital assets	34,852,262	33,007,327	1,844,935	5.59%
Restricted	5,000	5,000	-	0.00%
Unrestricted	<u>(2,408,995)</u>	<u>(1,069,521)</u>	<u>(1,339,474)</u>	125.24%
Total net position	<u>\$ 32,448,267</u>	<u>\$ 31,942,806</u>	<u>\$ 505,461</u>	1.58%

The increase in capital assets over the period was due to the fact that there are ongoing projects to substations. The increase in current liabilities was due to an increase in purchased power for the month of June compared to the prior year.

Table 1B

**CONDENSED STATEMENT OF NET POSITION**

	June 30, 2023	June 30, 2022	Increase (Decrease)	
			\$	%
Current and other assets	\$ 13,279,093	\$ 13,167,668	\$ 111,425	0.85%
Capital assets	<u>33,007,327</u>	<u>31,876,617</u>	<u>1,130,710</u>	3.55%
Total assets	<u>46,286,420</u>	<u>45,044,285</u>	<u>1,242,135</u>	2.76%
Deferred outflows of resources	<u>833,627</u>	<u>649,868</u>	<u>183,759</u>	28.28%
Current liabilities	9,824,067	9,912,956	(88,889)	-0.90%
Other liabilities	<u>5,353,174</u>	<u>3,702,531</u>	<u>1,650,643</u>	44.58%
Total liabilities	<u>15,177,241</u>	<u>13,615,487</u>	<u>1,561,754</u>	11.47%
Deferred inflows of resources	<u>-</u>	<u>1,066,782</u>	<u>(1,066,782)</u>	-100.00%
Investment in capital assets	33,007,327	31,876,617	1,130,710	3.55%
Restricted	5,000	5,000	-	0.00%
Unrestricted	<u>(1,069,521)</u>	<u>(869,733)</u>	<u>(199,788)</u>	22.97%
Total net position	<u>\$ 31,942,806</u>	<u>\$ 31,011,884</u>	<u>\$ 930,922</u>	3.00%

The increase in capital assets over the period was due to the fact that there are ongoing projects to substations. The increase in other liabilities and decrease in deferred inflows of resources were primarily due to a down year in the market on the pension plan.

Changes in the Utility's net position can be determined by reviewing the following condensed Statement of Revenues, Expenses and Changes in Net Position for the years.

Table 2A

**CONDENSED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**

	June 30, 2024	June 30, 2023	Increase (Decrease)	
			\$	%
Operating revenues	\$ 25,748,527	\$ 26,622,582	\$ (874,055)	-3.28%
Non-operating revenues	219,391	146,016	73,375	50.25%
Total revenues	<u>25,967,918</u>	<u>26,768,598</u>	<u>(800,680)</u>	-2.99%
Cost of sales and service	19,920,124	20,700,243	(780,119)	-3.77%
Operations expense	2,052,073	2,283,396	(231,323)	-10.13%
Maintenance expense	1,063,384	618,532	444,852	71.92%
Depreciation expense	1,270,397	1,233,446	36,951	3.00%
Transfer out - tax equivalents	1,115,000	965,000	150,000	15.54%
Non-operating expenses	41,479	37,059	4,420	11.93%
Total expenses	<u>25,462,457</u>	<u>25,837,676</u>	<u>(375,219)</u>	-1.45%
Change in net position	505,461	930,922	(425,461)	-45.70%
Beginning net position	31,942,806	31,011,884	930,922	3.00%
Ending net position	<u>\$ 32,448,267</u>	<u>\$ 31,942,806</u>	<u>\$ 505,461</u>	1.58%

Table 2B

**CONDENSED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**

	June 30, 2023	June 30, 2022	Increase (Decrease)	
			\$	%
Operating revenues	\$ 26,622,582	\$ 24,579,919	\$ 2,042,663	8.31%
Non-operating revenues	146,016	10,672	135,344	1268.22%
Total revenues	<u>26,768,598</u>	<u>24,590,591</u>	<u>2,178,007</u>	8.86%
Cost of sales and service	20,700,243	18,602,730	2,097,513	11.28%
Operations expense	2,283,396	1,540,482	742,914	48.23%
Maintenance expense	618,532	565,984	52,548	9.28%
Depreciation expense	1,233,446	1,207,123	26,323	2.18%
Transfer out - tax equivalents	965,000	965,000	-	0.00%
Non-operating expenses	37,059	52,080	(15,021)	-28.84%
Total expenses	<u>25,837,676</u>	<u>22,933,399</u>	<u>2,904,277</u>	12.66%
Change in net position	930,922	1,657,192	(726,270)	-43.83%
Beginning net position	31,011,884	29,354,692	1,657,192	5.65%
Ending net position	<u>\$ 31,942,806</u>	<u>\$ 31,011,884</u>	<u>\$ 930,922</u>	3.00%

Operating revenues showed a 3.28% decrease from 2023 to 2024 and a 8.31% increase from 2022 to 2023, mainly due to decreased rates in the current year and increased usage in prior year. Expenses showed a 1.45% decrease from 2023 to 2024 and a 12.66% increase from 2022 to 2023, mainly due to rates from TVA in the current year and increased purchased in the prior year. Ending net position showed an increase of 4.63% over the 3-year period due to the above-mentioned facts.

## CAPITAL ASSETS AND DEBT ADMINISTRATION

### Capital Assets

At the end of fiscal year 2024, the Utility had \$34.85 million (net of accumulated depreciation) invested in a broad range of utility capital assets. This investment includes land, land rights, distribution and transmission systems and their related equipment. Based on the uses of the aforementioned assets, they are classified for financial purposes as distribution plant and general plant. This investment represents an overall increase (net of increases and decreases) of \$1.84 million or 5.59% as compared to 2023.

The following tables summarize the Utility's capital assets, net of accumulated depreciation, and changes therein, for the years ended June 30, 2024 and 2023. These changes are presented in detail in Note 3C to the financial statements.

Table 3A

<b>CAPITAL ASSETS, NET OF ACCUMULATED DEPRECIATION</b>				
	June 30, 2024	June 30, 2023	Increase (Decrease)	
			\$	%
Distribution plant	\$ 30,249,199	\$ 27,902,171	\$ 2,347,028	8.41%
General plant	1,771,147	1,837,686	(66,539)	-3.62%
Construction in progress	2,831,916	3,267,470	(435,554)	-13.33%
Total capital assets, net	<u>\$ 34,852,262</u>	<u>\$ 33,007,327</u>	<u>\$ 1,844,935</u>	5.59%

Table 3B

<b>CAPITAL ASSETS, NET OF ACCUMULATED DEPRECIATION</b>				
	June 30, 2023	June 30, 2022	Increase (Decrease)	
			\$	%
Distribution plant	\$ 27,902,171	\$ 27,913,345	\$ (11,174)	-0.04%
General plant	1,837,686	2,023,422	(185,736)	-9.18%
Construction in progress	3,267,470	1,939,850	1,327,620	68.44%
Total capital assets, net	<u>\$ 33,007,327</u>	<u>\$ 31,876,617</u>	<u>\$ 1,130,710</u>	3.55%

The only major addition in the current year was the underground conductors project. The Utility plans on using existing financial resources to keep upgrading existing systems and adding new systems where it sees fit.

### ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

The fiscal year 2025 budget was approved by the Board in the June 4, 2024 board meeting. The City of Oxford is experiencing a large amount of residential and commercial growth in fiscal year 2024, requiring the expansion and/or relocation of many of Oxford Utilities' facilities. This increase in service load should translate to increased power sales and revenues for future budgets and further solidify the financial stability of the Oxford Utilities.

### CONTACTING THE AUTHORITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide a general overview of the Utility's finances for all those with an interest in the Utility's finances and to demonstrate the Utility's accountability for the money it receives. Questions concerning any information provided in this report or requests for any additional information should be directed to the General Manager of Oxford Utilities, 300 McElroy Drive, Oxford, MS, 38655.

**OXFORD UTILITIES**  
**STATEMENTS OF NET POSITION**  
**June 30, 2024 and 2023**

	<u>2024</u>	<u>2023</u>
<b>Assets</b>		
Current assets		
Cash on hand	\$ 590	\$ 590
Cash and cash equivalents - general	7,715,454	8,594,743
Investments - unrestricted	30,738	10,688
Accounts receivable - trade, net	3,604,369	3,421,331
Accounts receivable - other, net	124,405	149,263
Materials and supplies	1,199,322	1,083,302
Prepayments and other current assets	735	844
Total current assets	<u>12,675,613</u>	<u>13,260,761</u>
Noncurrent assets		
Other assets:		
Cash and cash equivalents - restricted	5,000	5,000
Investment in CSA and SEDC	16,777	13,332
Total other assets	<u>21,777</u>	<u>18,332</u>
Capital assets:		
Distribution plant	43,736,212	40,673,853
General plant	6,246,489	6,105,447
Construction in progress	2,831,916	3,267,470
Less: Accumulated depreciation	<u>(17,962,355)</u>	<u>(17,039,443)</u>
Total capital assets (net of accumulated depreciation)	<u>34,852,262</u>	<u>33,007,327</u>
Total noncurrent assets	<u>34,874,039</u>	<u>33,025,659</u>
<b>Total assets</b>	<b><u>47,549,652</u></b>	<b><u>46,286,420</u></b>
<b>Deferred outflows of resources</b>		
Deferred outflows - pensions	<u>1,382,749</u>	<u>833,627</u>

*The accompanying notes are an integral part of these financial statements.*



**OXFORD UTILITIES**  
**STATEMENTS OF NET POSITION**  
**June 30, 2024 and 2023**

	<b>2024</b>	<b>2023</b>
<b>Liabilities</b>		
Current liabilities:		
Accounts payable	7,020,857	6,606,767
Other accrued expense	56,781	33,654
Customers' deposits	3,419,110	3,183,646
Total current liabilities	10,496,748	9,824,067
Noncurrent liabilities:		
Net pension liability	5,832,403	5,200,623
Other liabilities	23,277	26,785
Compensated absences	131,706	125,766
Total noncurrent liabilities	5,987,386	5,353,174
<b>Total liabilities</b>	<b>16,484,134</b>	<b>15,177,241</b>
<b>Net Position</b>		
Investment in capital assets	34,852,262	33,007,327
Restricted for unemployment benefits	5,000	5,000
Unrestricted	(2,408,995)	(1,069,521)
<b>Total net position</b>	<b>\$ 32,448,267</b>	<b>\$ 31,942,806</b>

*The accompanying notes are an integral part of these financial statements.*

**OXFORD UTILITIES**  
**STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**  
**For the Years Ended June 30, 2024 and 2023**

	<b>2024</b>	<b>2023</b>
<b>Operating revenues</b>		
Charges for sales and services	\$ 25,443,181	\$ 26,308,366
Other electric revenue	305,346	314,216
Total operating revenues	25,748,527	26,622,582
<b>Operating expenses</b>		
Cost of sales and services	19,920,124	20,700,243
Operations expense	2,052,073	2,283,396
Maintenance expense	1,063,384	618,532
Provision for depreciation	1,270,397	1,233,446
Total operating expenses	24,305,978	24,835,617
Operating income (loss)	1,442,549	1,786,965
<b>Nonoperating revenues (expenses)</b>		
Interest income	219,391	146,016
Amortization of debt expense	(14,483)	(11,162)
Miscellaneous expense	(26,996)	(25,897)
Total nonoperating revenues (expenses)	177,912	108,957
Income (loss) before transfers	1,620,461	1,895,922
<b>Transfers</b>		
Transfer out - tax equivalents	(1,115,000)	(965,000)
<b>Change in net position</b>	<b>505,461</b>	<b>930,922</b>
Total net position - beginning	31,942,806	31,011,884
Total net position - ending	\$ 32,448,267	\$ 31,942,806

*The accompanying notes are an integral part of these financial statements.*

**OXFORD UTILITIES**  
**STATEMENTS OF CASH FLOWS**  
**For the Years Ended June 30, 2024, and 2023**

	<b>2024</b>	<b>2023</b>
<b>Cash flows from operating activities</b>		
Cash received from consumers	\$ 25,590,347	\$ 26,903,020
Cash paid to suppliers of goods and services	(21,749,624)	(22,458,309)
Cash paid to employees for services	(879,561)	(1,185,195)
Amounts paid to city - tax equivalents	(1,115,000)	(965,000)
Customer deposits received	1,126,230	971,867
Customer deposits refunded	(890,766)	(939,966)
Net cash provided (used) by operating activities	2,081,626	2,326,417
<b>Cash flows from capital and related financing activities</b>		
Construction and acquisition of plant	(3,048,614)	(2,297,438)
Plant removal cost	(88,885)	(88,885)
Interest expense	(14,483)	(11,162)
Materials salvaged from retirements of capital assets	22,167	22,167
Net cash provided (used) by capital and related financing activities	(3,129,815)	(2,375,318)
<b>Cash flows from investing activities</b>		
Purchases of investments	(20,050)	(20)
Interest from investment in CSA and SEDC	(3,445)	431
Interest income	219,391	146,016
Miscellaneous expense	(26,996)	(25,897)
Net cash provided (used) by investing activities	168,900	120,530
<b>Net increase (decrease) in cash and cash equivalents</b>	<b>(879,289)</b>	<b>71,629</b>
Cash and cash equivalents - beginning of year	8,600,333	8,528,704
Cash and cash equivalents - end of year	<b>\$ 7,721,044</b>	<b>\$ 8,600,333</b>
<b>Cash and cash equivalents</b>		
Unrestricted cash on hand	\$ 590	\$ 590
Unrestricted cash and cash equivalents on deposit	7,715,454	8,594,743
Restricted cash and cash equivalents on deposit	5,000	5,000
<b>Total cash and cash equivalents</b>	<b>\$ 7,721,044</b>	<b>\$ 8,600,333</b>

*The accompanying notes are an integral part of these financial statements.*

**OXFORD UTILITIES**  
**STATEMENTS OF CASH FLOWS**  
For the Years Ended June 30, 2024 and 2023

	<b>2024</b>	<b>2023</b>
<b>Reconciliation of operating income (loss) to net cash provided (used) by operating activities</b>		
Operating income (loss)	\$ 1,442,549	\$ 1,786,965
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:		
Depreciation expense charged to operations	1,270,397	1,233,446
Amounts paid to city - tax equivalents	(1,115,000)	(965,000)
Change in pension related deferred outflows and inflows of resources	(549,122)	(1,250,541)
(Increase) decrease in accounts receivable	(158,180)	280,438
(Increase) decrease in allowance for doubtful	-	-
(Increase) decrease in materials and supplies	(116,020)	(320,903)
(Increase) decrease in prepayments and other assets	109	258
Increase (decrease) in net pension liability	631,780	1,658,350
Increase (decrease) in accounts payable and accrued expenses	437,217	(120,790)
Increase (decrease) in compensated absences	5,940	(1,780)
Increase (decrease) in other liabilities	(3,508)	(5,927)
Increase (decrease) in customer deposits	235,464	31,901
	<b>\$ 2,081,626</b>	<b>\$ 2,326,417</b>
<b>Net cash provided (used) by operating activities</b>		

*The accompanying notes are an integral part of these financial statements.*

**OXFORD UTILITIES**  
**NOTES TO FINANCIAL STATEMENTS**

June 30, 2024 and 2023

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Reporting Entity**

These are proprietary fund financial statements and include only the financial activities of Oxford Utilities (The Utility). The oversight unit consists of the funds maintained by Oxford, Mississippi. This oversight unit, which is the Board of Alderman, serve as the directors of the Utility and must approve all bond issues. Therefore, it is not considered a separate legal entity and is considered a proprietary fund of the City of Oxford, Mississippi.

**B. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The accounting and financial reporting treatment is determined by the applicable measurement focus and basis of accounting. Measurement focus indicates the type of resources being measured such as current financial resources or economic resources. The basis of accounting indicates the timing of transactions or events for recognition in the financial statements.

The Utility's financial statements are reported using the economic resources measurement focus and the full accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. The accounting policies of the Utility conform to applicable accounting principles generally accepted in the United States of America as defined in by the Governmental Accounting Standards Board (GASB).

Enterprise funds distinguish operating revenues and expense from non-operating items. Operating revenues and expenses generally result from providing services and delivering goods in connection with the enterprise fund's principal ongoing operations. The principal operating revenues of the Utility are charges for sale to customers for sales and service. Operating expenses for the enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the Utility's policy to use restricted resources first, then unrestricted resources as they are needed.

**C. Assets, Liabilities, and Equity**

**Deposits and investments**

The Utility's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

State statutes authorize the Utility to invest in certificates of deposit, obligations of the U.S. Treasury, agencies and instrumentalities, obligations guaranteed by the U.S. government or its agencies, repurchase agreements, and the state's investment pool.

**Accounts receivable**

Trade receivables result from unpaid billings for electric service to customers and from unpaid billings related to work performed for or materials sold to certain entities. All trade receivables are shown net of an allowance for uncollectible accounts. The Utility uses the direct write-off method for writing off accounts receivable.

**OXFORD UTILITIES**  
**NOTES TO FINANCIAL STATEMENTS**

June 30, 2024 and 2023

**Inventories and prepaid items**

All inventories are valued at the lower of average cost or market, using the first-in/first-out (FIFO) method.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the financial statements.

**Restricted assets**

There are funds restricted for unemployment benefits.

**Capital assets**

Capital assets, which include property, plant, equipment, and construction in progress, are defined by the Utility as assets with an initial, individual cost of more than \$1,000 (amount not rounded) and an estimated useful life in excess of five years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Assets acquired through contributions from developers or other customers are capitalized at their estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets is included as part of the capitalized value of the assets constructed.

Property, plant, and equipment of the Utility is depreciated using the straight-line method over the following useful lives:

General plant	5 - 40 years
Distribution plant	16 - 40 years

**Compensated absences**

It is the Utility's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. All vacation pay has been accrued and is reflected as a non-current liability on the financial statements. All sick leave has been accrued and is reflected as a non-current liability on the financial statements.

**Long-term obligations**

The Utility capitalizes bond issuance cost and amortizes this cost over the life of the bond issue. The Utility will continue to report bond issuance costs as an asset and amortize those over the life of the bonds instead of expensing those costs in the current year in accordance with certain provisions included in GASB 62 – *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA pronouncements*. This regulatory option as part of GASB 65 is available due to the above mentioned costs being used for rate setting by the Utility.

**Pensions**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Utility's participation in the pension plan, and additions to/deductions from the Utility's fiduciary net position have been determined on the same basis as they are reported by the retirement plan. For this purpose, benefits (including refunds of employee contributions) are recognized when

**OXFORD UTILITIES**  
**NOTES TO FINANCIAL STATEMENTS**

June 30, 2024 and 2023

due and payable in accordance with the benefit terms of the retirement plan. Investments are reported at fair value.

**Deferred outflows/inflows of resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) until then. The Utility has deferred outflows related to their pension plan in the current year.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Utility does not have deferred inflows related to their pension plan in the current year.

**Net Position Flow Assumption**

Sometimes the Utility will fund outlays for a particular purpose from both restricted (e.g. restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Utility's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

**Net position**

Equity is classified as net position and displayed in the following three components:

- Net investment in capital assets – Consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds that are attributable to the acquisition, construction, or improvement of those assets; debt related to unspent proceeds or other restricted cash and investments is excluded from the determination.
- Restricted – Consists of net position amounts for which constraints are placed thereon by external parties, such as lenders, grantors, contributors, laws, regulations and enabling legislation, including self-imposed legal mandates, less any related liabilities.
- Unrestricted – All other net position amounts that do not meet the description of the above categories.

**NOTE 2 – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

**Budgetary information**

The fiscal year 2025 budget was approved unanimously at the June 2024 Board meeting.

**NOTE 3 – DETAILED NOTES ON ALL FUNDS**

**A. Deposits and Investments**

**Custodial credit risk**

**OXFORD UTILITIES**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2024 and 2023

The Utility’s policies limit deposits and investments to those instruments allowed by applicable state laws and described in Note 1. State statutes require that all deposits with financial institutions must be collateralized by securities whose market value is equal to 105% of the value of uninsured deposits. The collateral for public entities’ deposits in financial institutions is held in the name of the State Treasurer under a program established by the Mississippi State Legislature and is governed by Section 27-105-5, Miss. Code Ann. (1972). Under this program, the entity’s funds are protected through a collateral pool administered by the State Treasurer. Financial institutions holding deposits of public funds must pledge securities as collateral against those deposits. In the event of failure of a financial institution, securities pledged by that institution would be liquidated by the State Treasurer to replace the public deposits not covered by the Federal Deposit Insurance Corporation (FDIC). As of June 30, 2024 and 2023, all bank deposits were fully collateralized or insured.

**B. Receivables**

Receivables as of the fiscal year ends were made up of the following:

	June 30	
	2024	2023
Billed services for utility customers	\$ 3,604,369	\$ 3,421,331
Other receivables for utility service	124,405	149,263
Allowance for doubtful accounts	-	-
Total	\$ 3,728,774	\$ 3,570,594

**C. Capital assets**

Capital asset activity during the years was as follows:



**OXFORD UTILITIES**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2024 and 2023

Description	Balance at June 30, 2023	Additions	Disposals	Balance at June 30, 2024
Capital assets, not being depreciated				
Distribution plant	\$ 740,953	\$ -	\$ -	\$ 740,953
General plant	168,000	-	-	168,000
Construction in progress	<u>3,267,470</u>	<u>-</u>	<u>435,554</u>	<u>2,831,916</u>
Total capital assets not being depreciated	<u>4,176,423</u>	<u>-</u>	<u>435,554</u>	<u>3,740,869</u>
Capital assets, being depreciated				
Distribution plant	39,932,900	3,170,111	107,752	42,995,259
General plant	<u>5,937,447</u>	<u>141,042</u>	<u>-</u>	<u>6,078,489</u>
Total capital assets being depreciated	<u>45,870,347</u>	<u>3,311,153</u>	<u>107,752</u>	<u>49,073,748</u>
Less accumulated depreciation for:				
Distribution plant	12,771,682	1,153,022	437,691	13,487,013
General plant	<u>4,267,761</u>	<u>207,581</u>	<u>-</u>	<u>4,475,342</u>
Total accumulated depreciation	<u>17,039,443</u>	<u>1,360,603</u>	<u>437,691</u>	<u>17,962,355</u>
Total capital assets, being depreciated, net	<u>28,830,904</u>	<u>1,950,550</u>	<u>(329,939)</u>	<u>31,111,393</u>
Total capital assets, net	<u>\$ 33,007,327</u>	<u>\$ 1,950,550</u>	<u>\$ 105,615</u>	<u>\$ 34,852,262</u>

**OXFORD UTILITIES**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2024 and 2023

Description	Balance at June 30, 2022	Additions	Disposals	Balance at June 30, 2023
Capital assets, not being depreciated				
Distribution plant	\$ 740,953	\$ -	\$ -	\$ 740,953
General plant	168,000	-	-	168,000
Construction in progress	1,939,850	1,327,620	-	3,267,470
Total capital assets not being depreciated	<u>2,848,803</u>	<u>1,327,620</u>	<u>-</u>	<u>4,176,423</u>
Capital assets, being depreciated				
Distribution plant	39,014,238	1,017,155	98,493	39,932,900
General plant	5,894,227	43,220	-	5,937,447
Total capital assets being depreciated	<u>44,908,465</u>	<u>1,060,375</u>	<u>98,493</u>	<u>45,870,347</u>
Less accumulated depreciation for:				
Distribution plant	11,841,846	1,095,045	165,209	12,771,682
General plant	4,038,805	228,956	-	4,267,761
Total accumulated depreciation	<u>15,880,651</u>	<u>1,324,001</u>	<u>165,209</u>	<u>17,039,443</u>
Total capital assets, being depreciated, net	<u>29,027,814</u>	<u>(263,626)</u>	<u>(66,716)</u>	<u>28,830,904</u>
Total capital assets, net	<u>\$ 31,876,617</u>	<u>\$ 1,063,994</u>	<u>\$ (66,716)</u>	<u>\$ 33,007,327</u>

Depreciation expense amounted to \$1,360,603 and \$1,324,001 for the fiscal years ended June 30, 2024 and 2023. Additionally, transportation expense depreciation charged to clearing for the fiscal years ended June 30, 2024 and 2023 was \$90,206 and \$90,555.

**D. Restricted Assets**

Restricted assets for the fiscal year ends were made up of the following:

	June 30	
	2024	2023
The restricted assets consist of the following:		
Unemployment benefits fund	<u>\$ 5,000</u>	<u>\$ 5,000</u>
	<u>5,000</u>	<u>5,000</u>
The total of these funds is represented by:		
Certificates of deposit and bank accounts	<u>\$ 5,000</u>	<u>\$ 5,000</u>

**OXFORD UTILITIES**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2024 and 2023

**E. Net Position**

Net position represents the difference between assets, liabilities and deferred inflows/outflows of resources. The net position amounts were as follows:

	June 30	
	2024	2023
Investment in capital assets:		
Net property, plant and equipment in services	\$ 34,852,262	\$ 33,007,327
Restricted:		
Restricted for unemployment benefits	5,000	5,000
Unrestricted	(2,408,995)	(1,069,521)
Total net position	\$ 32,448,267	\$ 31,942,806

**F. Long-term Debt**

The following is a summary of long-term debt transactions for the years ended June 30, 2024 and 2023:

	Balance at			Balance at		Due Within
	June 30, 2023	Additions	Retirements	June 30, 2024	One Year	
Compensated absences	\$ 125,766	\$ 5,940	\$ -	\$ 131,706	\$ -	
	\$ 125,766	\$ 5,940	\$ -	\$ 131,706	\$ -	
	Balance at			Balance at		Due Within
	June 30, 2022	Additions	Retirements	June 30, 2023	One Year	
Compensated absences	\$ 127,546	\$ -	\$ 1,780	\$ 125,766	\$ -	
	\$ 127,546	\$ -	\$ 1,780	\$ 125,766	\$ -	

**NOTE 4 – OTHER INFORMATION**

**A. Pension Plan**

Plan Description:

The City of Oxford Utilities contributes to the Public Employees' Retirement System of Mississippi (PERS), a cost-sharing multiple-employer defined benefit pension plan. PERS is administered by its 10-member Board of Trustees, which includes the state treasurer, one gubernatorial appointee who must be a member of PERS, two state employees, two PERS retirees, one representative of public schools and community/junior colleges, one representative of the state's institutions of higher learning, one representative of municipalities, and one representative of counties. Under the guidance of a consulting actuary, the PERS Board monitors System funding to ensure the financial soundness

**OXFORD UTILITIES**  
**NOTES TO FINANCIAL STATEMENTS**

June 30, 2024 and 2023

of PERS and compliance with the guidelines established by the Governmental Accounting Standards Board. The Board also appoints the executive director to serve as the agency's chief executive officer. PERS issues a publicly available financial report that includes financial statements and required supplementary information. The Utilities employees comprise 52.03 percent of the plan based on contribution in fiscal year 2023. That information may be obtained by writing to Public Employee Retirement System, PERS Building, 429 Mississippi Street, Jackson, MS 39201-1005 or by calling (601) 359-3589 or 1-800-444-PERS.

Benefits Provided

PERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by State law and may be amended only by the State of Mississippi Legislature. As outlined in the chart below, date of hire and entry into PERS dictate members Retirement Tier. Each tier has its own required vesting period, required years of service to earn retirement eligibility, service retirement formula, Partial Lump Sum Option (PLSO) eligibility, and non-duty-related-disability plan.

Vesting Period	Retirement Eligibility	Service Retirement Formula	Partial Lump Sum Option	Non-Duty Related Disability Retirement
4 years	25 years at any age or age 60 and vested	2 percent per year for up to 25 years, plus 2.5 percent per year for each year over 25; Minimum monthly benefit under Maximum Retirement Allowance Option of \$10 per month for each year of service	28 years at any age or age 63 and vested	Age-Limited Plan, unless elected coverage under Tiered Disability Plan
4 years	25 years at any age or age 60 and vested	2 percent per year for up to 25 years, plus 2.5 percent per year for each year over 25; Minimum monthly benefit under Maximum Retirement Allowance Option of \$10 per month for each year of service	28 years at any age or age 63 and vested	Tiered Disability Plan
8 years	25 years at any age or age 60 and vested	2 percent per year for up to 25 years, plus 2.5 percent per year for each year over 25; Minimum monthly benefit under Maximum Retirement Allowance Option of \$10 per month for each year of service	28 years at any age	Tiered Disability Plan
8 years	30 years at any age or age 60 and vested	2 percent per year for up to 30 years, plus 2.5 percent per year for each year over 30, with an actuarial reduction for each year of creditable service below 30 or for each year in age below 65, whichever is less; No minimum monthly benefit	33 years at any age	Tiered Disability Plan

**OXFORD UTILITIES**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2024 and 2023

Retirees and beneficiaries who have been receiving benefit payments for at least one full fiscal year are eligible to receive an annual Cost-of-Living Adjustment (COLA). Designed to help offset the effects of inflation, the COLA is equal to 3 percent of your annual base benefit for each full fiscal year of retirement prior to the year in which you reach age 55 (Retirement Tiers 1 through 3) or 60 (Retirement Tier 4), plus 3 percent compounded for each fiscal year thereafter, beginning with the fiscal year in which you turn age 55 (Retirement Tiers 1 through 3) or 60 (Retirement Tier 4).

The following table summarizes the membership of the system as of June 30, 2023 (June 30, 2023 Measurement Date):

	<b>Plan Total</b>	<b>Utility Total</b>
Retirees and survivors	114,462	27
Terminated vested employees	16,856	4
Inactive nonvested members	74,034	17
Active members	144,416	33
	<b>Total</b>	<b>81</b>
	<b>349,768</b>	<b>81</b>

Funding Policy/Contributions:

PERS members are required to contribute 9.00% of their annual covered salary and the Oxford Utilities is required to contribute at an actuarially determined rate. The employer contribution rate will be phased to 22.40% over three fiscal years. The current rate is 17.40%(followed by 19.40%, for fiscal year 2025, 21.40% for fiscal year 2026, and 22.40% for fiscal year 2027,) of annual covered payroll. Based on those assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. The contribution requirements of PERS members are established and may be amended only by the State of Mississippi Legislature. Oxford Utilities’ contributions to PERS for the years ending June 30, 2023 and 2022 were \$323,690 and \$306,958 which were equal to the required contributions for each year.

The total pension liability was determined by an actuarial valuation as of June 30, 2023 and 2022, using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.40 percent
Salary increases	2.65 – 17.90 percent, including inflation
Investment rate of return	7.00 percent, net of pension plan investment expense, including inflation

Mortality rates for service retirees were based on the PubS.H-2010(B) Retiree Table with the following adjustments: For males, 95% of male rates up to age 60, 110% for ages 61 to 75 and 101% for ages above 77. For females, 84% of female rates up to age 72 and 100% for ages above 76. Mortality rates for disability retirees were based on the PubG.H-2010 Disabled Table adjusted 134% for males and 121% for females. Mortality rates for Contingent Annuitants were based on the PubS.H-2010(B) Contingent Annuitant Table, adjusted 97% for males and 110% for females. Mortality rates will be projected generationally using the MP-2020 projection scale to account for future improvements in life expectancy.

**OXFORD UTILITIES**  
**NOTES TO FINANCIAL STATEMENTS**

June 30, 2024 and 2023

The actuarial assumptions used for the purposes of determining the TPL were based on the results of an actuarial experience study for the period July 1, 2018 to June 30, 2022. The experience report is dated April 21, 2023.

The long-term expected rate of return on pension plan investments was determined using a lognormal distribution analysis in which best-estimate ranges of expected future real rates of return (expected nominal returns, net of pension plan investment expense and the assumed rate of inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The most recent target asset allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Domestic Equity	27.00%	4.75%
International Equity	22.00%	4.75%
Global Equity	12.00%	4.95%
Fixed Income	20.00%	1.75%
Real Estate	10.00%	3.25%
Private Equity	8.00%	6.00%
Cash	<u>1.00%</u>	0.25%
Total	<u>100.00%</u>	

*Discount Rate and Net Pension Liability*

The discount rate used to measure the total pension liability was 7.00 percent. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate (9.00%) and that employer contributions will be made at the employer contribution rate (17.40%). Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The net pension liability is equal to the total pension liability minus the fiduciary net position. At the measurement dates of June 30, 2023 and 2022 the proportion was 0.044569% and 0.048166%. Those results as of June 30, 2023 and 2022 are presented in the table below, along with additional required figures (\$ thousands). Note that the following tables are stated at the Utility level:

	<b>2023</b>	<b>2022</b>
Total pension liability	\$ 13,804	\$ 12,980
Plan net position	<u>7,972</u>	<u>7,779</u>
Net pension liability	5,832	5,201
Ratio of plan net position to total pension liability	59.93%	59.93%
Covered-employee payroll	\$ 1,860	\$ 1,764
Net pension liability as a percentage of covered-employee payroll	313.52%	294.80%

**OXFORD UTILITIES**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2024 and 2023

The sensitivity of the net pension liability to changes in the discount rate must be disclosed. The following presents the net pension liability of PERS, calculated using the discount rate of 7.00 and 7.55 percent, as well as what the PERS net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.00 and 6.55 percent) or 1-percentage-point higher (8.00 and 8.55 percent) than the current rate (\$ thousands) (Utility's portion is shown):

	1% Decrease (6.00%)	Current Discount Rate (7.00%)	1% Increase (8.00%)
PERS net pension liability			
June 30, 2023	\$ 7,521	\$ 5,832	\$ 4,447

	1% Decrease (6.55%)	Current Discount Rate (7.55%)	1% Increase (8.55%)
PERS net pension liability			
June 30, 2022	\$ 6,788	\$ 5,201	\$ 3,893

The following table details the changes in the net pension liability from the beginning to the end of the measurement year.

**SCHEDULE OF CHANGES IN THE NET PENSION LIABILITY**  
(In Thousands)

	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balance at June 30, 2022	\$ 12,980	\$ 7,779	\$ 5,201
Change for the year:			
Service cost	161	-	161
Interest	870	-	870
Difference between expected and actual experience	156	-	156
Change in assumptions	842	-	842
Contributions - employer	-	302	(302)
Contributions - employee	-	154	(154)
Net investment income	-	518	(518)
Benefit payments, including refunds of employee contributions	(777)	(777)	-
Administrative expense	-	(4)	4
Change in cost allocation percentage	(428)	-	(428)
Net changes	<u>824</u>	<u>193</u>	<u>631</u>
Balance at June 30, 2023	<u>\$ 13,804</u>	<u>\$ 7,972</u>	<u>\$ 5,832</u>

**OXFORD UTILITIES**  
**NOTES TO FINANCIAL STATEMENTS**  
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	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
Balance at June 30, 2021	\$ 12,439	\$ 8,897	\$ 3,542
Change for the year:			
Service cost	192	-	192
Interest	923	-	923
Difference between expected and actual experience	56	-	56
Change in assumptions	-	-	-
Contributions - employer	-	306	(306)
Contributions - employee	-	156	(156)
Net investment income	-	(753)	753
Benefit payments, including refunds of employee contributions	(823)	(823)	-
Administrative expense	-	(4)	4
Change in cost allocation percentage	193	-	193
Net changes	<u>541</u>	<u>(1,118)</u>	<u>1,659</u>
Balance at June 30, 2022	<u>\$ 12,980</u>	<u>\$ 7,779</u>	<u>\$ 5,201</u>

**Pension Plan Fiduciary Net Position**

Detailed information about the pension plan's fiduciary net position is available in the separately issued PERS Comprehensive Annual Report for the fiscal year ended June 30, 2023. The supporting actuarial information is included in the GASB Statement No. 68 Report for the PERS prepared as of June 30, 2023. The auditor's report dated June 30, 2023 on the Schedule of Changes in Fiduciary Net Position by Employer and accompanying notes is also available.

**Collective Pension Expense:**

As noted earlier, the collective Pension Expense (PE) consists of a number of different items. GASB 68 refers to the first as Service Cost which is the Normal Cost using the Entry Age Normal (EAN) actuarial funding method. The second item is interest on the beginning of year TPL and the cash flow during the year at the 7.55% rate of return in effect as of the previous Measurement Date.

The next three items refer to any change that occurred in the TPL under EAN due to benefit changes, actual experience, or assumptions. Benefit changes, which are reflected immediately in PE can be positive, if there is a benefit improvement for existing PERS members, or negative if there is a benefit reduction. For the year ended June 30, 2023, there were no benefit changes to be recognized.

The next item to be recognized is the portion of current year changes in TPL due to Plan experience. The portion to recognize in the current year is determined by spreading the total change over the remaining service life of the entire PERS membership. For the year ended June 30, 2023, the remaining service life is 3.59.

The last item under changes in TPL is changes in actuarial assumptions. There were changes in assumptions since the last Measurement Date based on an actuarial experience study for the period



**OXFORD UTILITIES**  
**NOTES TO FINANCIAL STATEMENTS**

June 30, 2024 and 2023

July 1, 2018 to June 30, 2022. The change in TPL due to changes in actuarial assumptions is spread over the remaining service life of the entire PERS membership just like Plan experience in the prior paragraph.

Member contributions for the year (for Utility only) of \$323,690 and projected earnings on the FNP, again at the rate used to calculate the liabilities are subtracted from the amount determined thus far. One-fifth of current period differences between actual and projected earnings on the FNP are recognized in the pension expense.

The current year portions of previously determined experience, assumption and earning amounts, recognized as deferred outflows and inflows (see Section VII) are included next. Finally, administrative expenses and other miscellaneous items are included.

The calculation of the Pension Expense for the years ended June 30, 2024 and 2023 is shown in the following table.

**SCHEDULE OF PENSION EXPENSE**

	2024	2023
Service cost	\$ 161,102	\$ 191,682
Interest on the total net pension liability	870,115	922,752
Expensed portion of current-period difference between expected and actual experience in the total pension liability	43,446	15,100
Expensed portion of current-period changes of assumptions	234,579	-
Member contributions	(153,510)	(155,504)
Projected earnings on plan investments	(526,801)	(658,051)
Expensed portion of current-period difference between actual and projected earnings on plan investments	1,734	282,223
Administrative expense	3,814	4,024
Other changes	(3)	(3)
Recognition of beginning deferred outflows of resources as pension expense	151,346	134,798
Recognition of beginning deferred inflows of resources as pension expense	-	(269,025)
Pension expense	\$ 785,822	\$ 467,996

Collective Deferred Outflows/Inflows

Since certain expense items are amortized over closed periods each year, the deferred portions of these items must be tracked annually. If the amounts serve to reduce pension expense they are labeled deferred inflows. If they will increase pension expense they are labeled deferred outflows. As noted in the previous section, the amortization of these amounts is accomplished on a level dollar basis, with no interest included in the deferred amounts. Experience gains/losses and the impact of changes in actuarial assumptions, if any, are amortized over the average remaining service life of the active and inactive PERS members at the beginning of the fiscal year. Investment gains and losses are amortized over a fixed-year period.

**OXFORD UTILITIES**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2024 and 2023

The tables below provide a summary of the collective deferred outflows and inflows as of the plan year ends of June 30, 2024 and 2023 (Utility only shown):

	2024	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 146,035	\$ -
Change in assumptions	684,834	-
Net difference between projected and actual earnings on plan investments	228,190	-
Employer contributions subsequent to measurement date	323,690	-
	\$ 1,382,749	\$ -
	2023	
	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 73,601	\$ -
Change in assumptions	179,884	-
Net difference between projected and actual earnings on plan investments	273,184	-
Employer contributions subsequent to measurement date	306,958	-
	\$ 833,627	\$ -

Amounts reported as deferred outflows of resources related to pensions resulting from employer contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2025	\$ 630,814
2026	426,510
2027	1,735
2028	-
2029	-
Thereafter	-

**OXFORD UTILITIES**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2024 and 2023

**B. Power Contract**

The Utility has a power contract with the Tennessee Valley Authority (TVA) whereby the electric system purchases all its electric power from TVA and is subject to certain restrictions and conditions as provided for in the power contract. Such restrictions include, but are not limited to, prohibitions against furnishings, advancing, lending, pledging or otherwise diverting Utility funds, revenues or property to other operations of the county and the purchase or payment of, or providing security for indebtedness on other obligations applicable to such other operations.

**C. Risk Management**

The Utility is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During the year ended June 30, 2024 and 2023, the Utility purchased commercial insurance for all of the above risks. Settled claims have not exceeded this commercial coverage in any of the past three years and there has been no significant reduction in the amount of coverage provided.

**REQUIRED SUPPLEMENTARY  
INFORMATION**

**OXFORD UTILITIES**  
**SCHEDULE OF CHANGES IN NET PENSION LIABILITY (ASSET) AND RELATED**  
**RATIOS BASED ON PARTICIPATION IN THE PUBLIC EMPLOYEE RETIREMENT**  
**SYSTEM OF MISSISSIPPI**  
**For the Years Ended June 30**

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Oxford Electric proportion of net pension liability	0.044569%	0.048166%	0.045688%	0.045352%	0.036917%	0.025589%	0.026500%	0.025276%	0.024851%	100.00%
Oxford Electric's proportionate share of the net pension liability (asset)	\$ 5,832,403	\$ 5,200,623	\$ 3,542,273	\$ 4,737,133	\$ 4,492,846	\$ 4,256,211	\$ 4,263,901	\$ 4,514,925	\$ 3,841,475	\$ 3,079,841
Oxford Electric's covered employee payroll	\$ 1,860,286	\$ 1,764,126	\$ 1,739,375	\$ 1,604,213	\$ 1,635,340	\$ 1,680,191	\$ 1,634,090	\$ 1,634,000	\$ 1,522,000	\$ 1,467,000
Oxford Electric's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	313.52%	294.80%	203.65%	295.29%	274.73%	253.32%	260.93%	276.31%	252.40%	209.94%
Plan fiduciary net position as a percentage of the total pension liability	59.93%	59.93%	70.44%	58.97%	61.59%	62.54%	61.48%	57.47%	61.70%	67.21%

This schedule is presented to illustrate the requirement to show information for 10 years.

**OXFORD UTILITIES**  
**SCHEDULE OF CONTRIBUTIONS BASED ON PARTICIPATION IN THE**  
**PUBLIC EMPLOYEE RETIREMENT SYSTEM OF MISSISSIPPI**  
**For the Years Ended June 30,**

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Actuarially determined contribution	\$ 323,690	\$ 306,958	\$ 320,651	\$ 283,145	\$ 283,514	\$ 264,629	\$ 257,369	\$ 259,162	\$ 254,674	\$ 244,528
Contributions in relation to the actuarially determined contribution	<u>\$ 323,690</u>	<u>\$ 306,958</u>	<u>\$ 320,651</u>	<u>\$ 283,145</u>	<u>\$ 283,514</u>	<u>\$ 264,629</u>	<u>\$ 257,369</u>	<u>\$ 259,162</u>	<u>\$ 254,674</u>	<u>\$ 244,528</u>
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered-employee payroll	\$ 1,860,286	\$ 1,764,126	\$ 1,739,375	\$ 1,604,213	\$ 1,635,340	\$ 1,680,191	\$ 1,634,090	\$ 1,634,000	\$ 1,522,000	\$ 1,467,000
Contributions as a percentage of Covered-employee payroll	17%	17%	17%	17%	17%	16%	16%	16%	17%	17%

This schedule is presented to illustrate the requirement to show information for 10 years.

**OXFORD UTILITIES**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION - PUBLIC**  
**EMPLOYEE RETIREMENT SYSTEM OF MISSISSIPPI**  
**For the Years Ended June 30, 2024 and 2023**

Methods and assumptions used to determine contribution rates:

Actuarial cost method:	Entry Age
Amortization method	Level percentage of payroll, open
Remaining amortization period	26.7 years
Asset valuation method	Five year smoothed market
Inflation	2.40%
Salary increases	2.65 -17.90%, including inflation
Investment rate of return	7.55%, net of pension plan investment expense, including inflation

Changes of assumptions.

2023

The investment rate of return assumption was changed from 7.55% to 7.00%.

The assumed load for administrative expenses was increased from 0.28% to 0.26% of payroll.

Withdrawal rates, disability rates and service retirement rates were adjusted to reflect actual experience more closely.

The percentage of participants assumed to receive a deferred benefit upon attaining the eligibility requirements for retirement was increased from 60% to 65%.

For married members, the number of years that a male is assumed to be older than his spouse was changed from 3 years to 2 years.

The assumed amount of unused sick leave at retirement was increased from 0.50 years to 0.55 years.

The assumed average number of years of military service that participants will have at retirement was decreased from 0.25 years to 0.20 years.

**SUPPLEMENTARY AND OTHER  
INFORMATION SECTION**



**OXFORD UTILITIES**  
**SCHEDULES OF OPERATING REVENUES AND EXPENSES**  
For the Years Ended June 30, 2024 and 2023

	<u>2024</u>		<u>2023</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
<b>Operating revenues</b>				
Charges for sales and services:				
Residential sales	\$ 10,738,204	41.70	\$ 10,988,603	41.28
Small lighting and power sales	4,460,598	17.32	4,589,343	17.24
Large lighting and power sales	9,602,783	37.29	10,106,802	37.96
Street and athletic lighting sales	324,738	1.26	319,868	1.20
Outdoor lighting	195,574	0.76	203,775	0.77
Reconnects	150,905	0.59	136,295	0.51
Uncollectible accounts	(29,621)	(0.12)	(36,320)	(0.14)
Total charges for sales and services	<u>25,443,181</u>	<u>98.80</u>	<u>26,308,366</u>	<u>98.82</u>
Other revenues:				
Forfeited discounts	101,411	0.39	134,775	0.51
Miscellaneous service revenue	87,325	0.34	74,518	0.28
Rent from electric property	109,487	0.43	104,863	0.39
Other electric revenue	7,123	0.04	60	-
Total other revenues	<u>305,346</u>	<u>1.20</u>	<u>314,216</u>	<u>1.18</u>
<b>Total operating revenues</b>	<b><u>\$ 25,748,527</u></b>	<b><u>100.00</u></b>	<b><u>\$ 26,622,582</u></b>	<b><u>100.00</u></b>
<b>Operating expenses</b>				
Cost of sales and services:				
Purchased power	\$ 19,920,124	77.36	\$ 20,700,243	77.75
Operations expenses:				
Distribution expenses:				
Supervision and engineering	84,553	0.33	78,399	0.29
Station expense	85,680	0.33	84,506	0.32
Overhead line expense	2,401	0.01	9,042	0.03
Underground line expense	43,666	0.18	42,828	0.16
Street lighting and signal system	-	-	124	-
Meter expense	54,937	0.21	83,224	0.31
Consumer installations	54,346	0.21	50,823	0.19
Rent expense	7,610	0.03	7,610	0.03
Miscellaneous expense	120,006	0.47	113,596	0.43
Total distribution expenses	<u>453,199</u>	<u>1.77</u>	<u>470,152</u>	<u>1.76</u>
Customer accounts expenses:				
Meter reading	9,067	0.04	8,896	0.03
Consumer records and collection expense	282,630	1.10	273,504	1.03
Total customer accounts expenses	<u>291,697</u>	<u>1.14</u>	<u>282,400</u>	<u>1.06</u>

*See independent auditor's report.*

**OXFORD UTILITIES**  
**SCHEDULES OF OPERATING REVENUES AND EXPENSES**  
For the Years Ended June 30, 2024 and 2023

	<u>2024</u>		<u>2023</u>	
	<u>Amount</u>	<u>Percent</u>	<u>Amount</u>	<u>Percent</u>
Sales expenses:				
Customer assistance	\$ 37,145	0.14	\$ 35,310	0.13
Demonstration and selling	48,894	0.19	49,311	0.19
Miscellaneous	29,521	0.11	28,315	0.11
Total sales expenses	<u>115,560</u>	<u>0.44</u>	<u>112,936</u>	<u>0.43</u>
Administrative expenses:				
Salaries	196,137	0.76	187,567	0.70
Office supplies and expense	199,448	0.77	108,872	0.41
Outside services	74,994	0.29	65,694	0.25
Injuries and damages	19,377	0.08	15,341	0.06
Employee pension and benefits	532,533	2.07	855,807	3.21
Payroll taxes	89,492	0.35	86,698	0.33
Uniforms	20,233	0.08	20,096	0.08
Miscellaneous	59,403	0.23	77,833	0.29
Total administrative expenses	<u>1,191,617</u>	<u>4.63</u>	<u>1,417,908</u>	<u>5.33</u>
Total operations expense	<u>2,052,073</u>	<u>7.98</u>	<u>2,283,396</u>	<u>8.58</u>
Maintenance expenses:				
Distribution expenses:				
Supervision and engineering	20,126	0.08	19,216	0.07
Station equipment	17,294	0.07	14,049	0.05
Overhead and underground lines	406,207	1.58	213,897	0.80
Right-of-way	407,061	1.58	280,342	1.05
Line transformers	128,051	0.50	44,273	0.17
Street lighting and signal system	65,157	0.25	33,184	0.12
Security lights	19,488	0.08	13,571	0.05
Total distribution expenses	<u>1,063,384</u>	<u>4.14</u>	<u>618,532</u>	<u>2.31</u>
Total maintenance expenses	<u>1,063,384</u>	<u>4.14</u>	<u>618,532</u>	<u>2.31</u>
Depreciation	<u>1,270,397</u>	<u>4.90</u>	<u>1,233,446</u>	<u>4.60</u>
<b>Total operating expenses</b>	<b><u>\$ 24,305,978</u></b>	<b><u>94.38</u></b>	<b><u>\$ 24,835,617</u></b>	<b><u>93.24</u></b>

*See independent auditor's report.*

**OXFORD UTILITIES**  
**ELECTRIC RATES IN FORCE**  
June 30, 2024

**Residential rate schedule**

Customer charge - per delivery point per month	\$ 17.52
Block 1 kWh	0.09716
Block 2 kWh	0.09638

**General power schedule**

GSA1

Customer charge - per delivery point per month	23.10
Energy charge - cents per kWh	0.11650

GSA2

Customer charge per delivery point per month	34.73
Demand charges - per kW per month	
First 50 kW	No charge
Excess over 50 kW	13.85
Energy charge - cents per kWh	
First 15,000 kWh per month	0.11334
Additional kWh per month	0.06949

GSA3

Customer charge per delivery point per month	94.44
Block 1 kW	12.88
Block 2 kW	12.69
Energy charge - cents per kWh	0.06976

OL

Customer charge per delivery point per month	-
Energy Charge	0.07079

*See independent auditor's report.*

## **INTERNAL CONTROL AND COMPLIANCE SECTION**



**Independent Auditor’s Report on Internal Control Over  
Financial Reporting and on Compliance  
and Other Matters Based on an Audit of  
Financial Statements Performed in Accordance  
With Government Auditing Standards**

Board of Directors and Superintendent  
Oxford Utilities  
Oxford, Mississippi

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Oxford Utilities (the Utility), an enterprise fund of the City of Oxford, Mississippi, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Utility’s basic financial statements, and have issued our report thereon dated October 1, 2024.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Utility’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Utility’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Utility’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Utility’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Board of Directors and Superintendent  
Oxford Utilities  
Oxford, Mississippi

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Utility’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the Utility’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*ATA, PLLC*

Jackson, Tennessee  
October 1, 2024



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**Independent Auditor's Report on Compliance with  
State Laws and Regulations**

Board of Directors and Superintendent  
Oxford Utilities  
Oxford, Mississippi

We have audited the financial statements of the City of Oxford, Mississippi's Utilities (the Utility), an enterprise fund of the City of Oxford, Mississippi, as of and for the year ended June 30, 2024, and have issued our report thereon dated October 1, 2024. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

As required by the state legal compliance audit program prescribed by the Office of the State Auditor, we have also performed procedures to test compliance with certain state laws and regulations. However, providing an opinion on compliance with state laws and regulations was not an objective of our audit and, accordingly, we do not express such an opinion.

The results of these procedures and our audit of the financial statements disclosed no material instance of noncompliance with state laws and regulations.

This report is intended solely for the information and use of the Board of Directors, management, regulatory agencies and the State of Mississippi, Office of the State Auditor and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

*ATA, PLLC*

Jackson, Tennessee  
October 1, 2024

**OXFORD UTILITIES**  
**SCHEDULE OF FINDINGS AND RESPONSES**  
June 30, 2024

**Financial Statement Findings**

There are no current year findings.



**OXFORD UTILITIES**  
**SCHEDULE OF PRIOR YEAR FINDINGS AND RESPONSES**  
June 30, 2024

**Financial Statement Findings**

There were no prior year findings.



# Oxford Utilities

300 McElroy Drive P.O. Box 827, Oxford MS 38655-0827

Tennessee Valley Authority  
400 West Summit Hill Drive  
Knoxville, TN 37902

TVA:

We are transmitting herewith our annual report for the year ending June 30, 2024. We affirm, individually and on behalf of Oxford Utilities, that the information in our annual report is in agreement with our general accounting ledgers and financial statements, and to the best of our knowledge and belief, the accounting ledger and financial statements are true and correctly reflect the financial condition as of June 30, 2024, and the results of our electric operations for the year ending on that date.

We further affirm, individually and on behalf of Oxford Utilities that our general ledgers have been kept in accordance with the provisions of the power contract between Oxford Utilities and the Tennessee Valley Authority (TVA), and are consistent with the requirements of the Federal Energy Regulatory Commission's system of accounts.

### TVA Act of 1933

In fulfilling the responsibilities of the TVA Act of 1933 [16 U.S.C. #831i and 831n-4(f)], TVA requires each distributor to provide certain financial and accounting information to TVA to ensure that electric power produced by TVA is being sold at rates which are as low as feasible. This form (TVA 3957) is for that purpose.

Public reporting burden for this collection of information is estimated to vary from ten to forty hours per response, with an average of nineteen hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Agency Clearance Officer, Tennessee Valley Authority, 1101 Market Street, Chattanooga, TN 37402; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

  
Accountant in charge of books

  
Manager

  
Date transmitted



**UTILITY PLANT**

Description	Page	Item	June 30, 2024	June 30, 2023
Electric Plant	10	1	\$52,814,617.58	\$50,046,772.88
Less Depreciation	10	2	\$17,775,950.01	\$17,039,442.97
<b>TOTAL</b>	<b>10</b>	<b>3</b>	<b>\$35,038,667.57</b>	<b>\$33,007,329.91</b>
Unamortized Acquisition Adjustment	13	4		
Other Utility Plant - Net	---	5		
<b>TOTAL PLANT - NET</b>	<b>---</b>	<b>6</b>	<b>\$35,038,667.57</b>	<b>\$33,007,329.91</b>

**OTHER PROPERTY AND INVESTMENTS**

Description	Page	Item	June 30, 2024	June 30, 2023
Non-Utility Property - Net	15	7		
Other Investments	14	8	\$16,776.83	\$13,331.99
Sinking Funds	15	9		
Depreciation Funds	15	10		
Other Special Funds	15	12	\$5,000.00	\$5,000.00
<b>TOTAL</b>	<b>---</b>	<b>13</b>	<b>\$21,776.83</b>	<b>\$18,331.99</b>

**CURRENT AND ACCRUED ASSETS**

Description	Page	Item	June 30, 2024	June 30, 2023
General Cash and Temporary Cash Investments	14	14	\$7,746,781.53	\$8,606,020.87
Accounts Receivable	16	15	\$3,699,675.42	\$3,540,252.08
Materials and Supplies	17	16	\$1,199,321.78	\$1,083,301.57
Prepayments	17	17	\$735.10	\$696.58
Other Current Assets	17	18	\$29,028.63	\$30,339.76
<b>TOTAL</b>	<b>---</b>	<b>19</b>	<b>\$12,675,542.46</b>	<b>\$13,260,610.86</b>

**DEFERRED DEBITS**

Description	Page	Item	June 30, 2024	June 30, 2023
Debt Expense	17	20		
Preliminary Survey	---	21		
Clearing Accounts	---	22	(\$38,563.40)	(\$24,783.87)
Energy Service Loans Receivables	---	24		
Deferred Costs on TVA Leases	17	25		
Other Deferred Debits	17	26	\$1,382,749.00	\$833,627.00
<b>TOTAL</b>	<b>---</b>	<b>27</b>	<b>\$1,344,185.60</b>	<b>\$808,843.13</b>

**TOTAL ASSETS AND OTHER DEBITS**

Description	Page	Item	June 30, 2024	June 30, 2023
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>---</b>	<b>28</b>	<b>\$49,080,172.46</b>	<b>\$47,095,115.89</b>

**CAPITAL**

Description	Page	Item	June 30, 2024	June 30, 2023
Membership Certificates	---	30		

**UNAPPROPRIATED EARNINGS**

Description	Page	Item	June 30, 2024	June 30, 2023
End of Previous Year	---	--	\$31,942,805.70	\$31,011,884.95
Retained Earnings Adjustment	---	--		
Beginning of Year	---	33A	\$31,942,805.70	\$31,011,884.95
Current Year	3	34A	\$691,865.04	\$930,920.75
<b>TOTAL</b>	---	<b>35A</b>	<b>\$32,634,670.74</b>	<b>\$31,942,805.70</b>

**UNAPPROPRIATED UNDISTRIBUTED SUBSIDIARY EARNINGS**

Description	Page	Item	June 30, 2024	June 30, 2023
End of Previous Year	---	--		
Retained Earnings Adjustment	---	--		
Beginning of Year	---	33B		
Current Year	3	34B		
<b>TOTAL</b>	---	<b>35B</b>		

**TOTAL UNAPPROPRIATED EARNINGS AND UNAPPROPRIATED UNDISTRIBUTED SUBSIDIARY EARNINGS**

Description	Page	Item	June 30, 2024	June 30, 2023
<b>Total</b>	---	--	<b>\$32,634,670.74</b>	<b>\$31,942,805.70</b>

**LONG-TERM DEBT**

Description	Page	Item	June 30, 2024	June 30, 2023
RUS	23	36		
CFC	23	37		
CoBank	23	38		
Bonds and Other Long-Term Debt	25	39.1		
TVA	24	39.3		
Debt Premium and Discount	---	40		
<b>TOTAL</b>	---	<b>41</b>		

**OTHER NON-CURRENT LIABILITIES**

Description	Page	Item	June 30, 2024	June 30, 2023
Postretirement Benefits	24	39.2	\$5,832,403.00	\$5,200,623.00
Energy Service Loans - Advances	---	42		
Energy Service Loans - Other	---	43		
<b>TOTAL</b>	---	<b>44</b>	<b>\$5,832,403.00</b>	<b>\$5,200,623.00</b>

**CURRENT AND ACCRUED LIABILITIES**

Description	Page	Item	June 30, 2024	June 30, 2023
TVA Notes Payable	26	45.1		
Other Notes Payable	26	45.2		
Accounts Payable	26	46	\$7,020,857.27	\$6,606,767.38
Customer Deposits	26	47	\$3,419,109.32	\$3,183,645.22
Taxes and Equivalents Accrued	29	48	\$5,265.21	\$5,053.64
Interest Accrued - RUS	23	49		
Interest Accrued - CFC	23	50		
Interest Accrued - CoBank	23	51		
Interest Accrued - TVA	26	52.1		
Interest Accrued - Other	26	52.2		
Other Current Liabilities	26	53	\$144,590.05	\$129,435.80
<b>TOTAL</b>	---	<b>54</b>	<b>\$10,589,821.85</b>	<b>\$9,924,902.04</b>

**DEFERRED CREDITS**

Description	Page	Item	June 30, 2024	June 30, 2023
Advances for Construction - Refundable	18	55		
Other Deferred Credits	26	56	\$23,276.87	\$26,785.15
<b>TOTAL</b>	---	<b>57</b>	<b>\$23,276.87</b>	<b>\$26,785.15</b>

**TOTAL LIABILITIES AND OTHER CREDITS**

Description	Page	Item	June 30, 2024	June 30, 2023
<b>TOTAL LIABILITIES AND OTHER CREDITS</b>	---	<b>58</b>	<b>\$49,080,172.46</b>	<b>\$47,095,115.89</b>

## OPERATING REVENUE

Description	Page	Item	June 30, 2024	June 30, 2023
Electric Sales Revenue (Page 7, Item 332)	---	59	\$25,327,958.86	\$26,208,875.58
Revenue From Late Payments	---	60	\$101,410.93	\$134,774.60
Miscellaneous Service Revenue	---	61	\$232,170.00	\$210,325.00
Rent From Electric Property	---	62	\$109,486.89	\$104,863.08
Other Electric Revenue	---	63	\$7,123.12	\$60.00
<b>TOTAL OPERATING REVENUE</b>	---	<b>64</b>	<b>\$25,778,149.80</b>	<b>\$26,658,898.26</b>

## PURCHASED POWER

Description	Page	Item	June 30, 2024	June 30, 2023
<b>TOTAL POWER COST (PAGE 7, ITEM 342)</b>	<b>7</b>	<b>65</b>	<b>\$19,920,123.73</b>	<b>\$20,700,243.24</b>

## OPERATING EXPENSE

Description	Page	Item	June 30, 2024	June 30, 2023
Transmission Expense	5	66		
Distribution Expense	5	67	\$449,603.10	\$465,939.73
Customer Accounts Expense	5	68	\$321,915.91	\$319,931.43
Customer Service and Informational Expense	5	69	\$66,665.68	\$63,624.84
Sales Expense	5	70	\$51,894.46	\$52,311.00
Administrative and General Expense	6	71	\$1,102,126.16	\$1,331,209.88
<b>OPERATING EXPENSE</b>	<b>6</b>	<b>72</b>	<b>\$1,992,205.31</b>	<b>\$2,233,016.88</b>

## MAINTENANCE EXPENSE

Description	Page	Item	June 30, 2024	June 30, 2023
Transmission Expense	6	73		
Distribution Expense	6	74	\$876,979.40	\$618,531.38
Administrative and General Expense	6	75		
<b>MAINTENANCE EXPENSE</b>	<b>6</b>	<b>76</b>	<b>\$876,979.40</b>	<b>\$618,531.38</b>

## OTHER OPERATING EXPENSE

Description	Page	Item	June 30, 2024	June 30, 2023
Depreciation Expense	---	77	\$1,270,396.85	\$1,233,445.51
Amortization of Acquisition Adjustment	13	78		
Taxes and Tax Equivalents	29	79	\$1,204,491.64	\$1,051,697.68
<b>OTHER OPERATING EXPENSE</b>	---	<b>80</b>	<b>\$2,474,888.49</b>	<b>\$2,285,143.19</b>

## TOTAL OPERATING EXPENSE AND PURCHASED POWER

Description	Page	Item	June 30, 2024	June 30, 2023
<b>TOTAL OPERATING EXPENSE AND PURCHASED POWER</b>	---	<b>81</b>	<b>\$25,264,196.93</b>	<b>\$25,836,934.69</b>

## INCOME

Description	Page	Item	June 30, 2024	June 30, 2023
<b>Operating Income (Item 64, Less Item 81)</b>	---	<b>82</b>	<b>\$513,952.87</b>	<b>\$821,963.57</b>
Other Income	16	83	\$219,391.44	\$146,016.23
<b>TOTAL INCOME</b>	---	<b>84</b>	<b>\$733,344.31</b>	<b>\$967,979.80</b>
Miscellaneous Income Deductions	16	85	\$14,483.37	\$11,161.69
<b>NET INCOME BEFORE DEBT EXPENSE</b>	---	<b>86</b>	<b>\$718,860.94</b>	<b>\$956,818.11</b>

**DEBT EXPENSE**

Description	Page	Item	June 30, 2024	June 30, 2023
Interest on Long-Term Debt - RUS	23	87		
Interest on Long-Term Debt - CFC	23	88		
Interest on Long-Term Debt - CoBank	23	89		
Interest on Long-Term Debt - Other	26	90.1		
Interest - TVA	26	90.2		
Other Interest Expense	---	92	\$26,995.90	\$25,897.36
Amortization of Debt Discount and Expense	---	93		
Amortization of Premium on Debt - Credit	---	94		
<b>TOTAL DEBT EXPENSE</b>	---	<b>95</b>	<b>\$26,995.90</b>	<b>\$25,897.36</b>

**NET INCOME**

Description	Page	Item	June 30, 2024	June 30, 2023
Net Income Before Extraordinary Items and Subsidiary Earnings (Item 86, Less Item 95)	---	96	\$691,865.04	\$930,920.75
Extraordinary Items	33	97		
Subsidiary Earnings	14	97.1		
<b>NET INCOME</b>	<b>2</b>	<b>98</b>	<b>\$691,865.04</b>	<b>\$930,920.75</b>

**CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES**

Description	June 30, 2024	June 30, 2023
Net Income	\$691,865.04	\$930,920.75
<b>Adjustments to Reconcile Net Income to Net Cash:</b>		
Depreciation	\$1,270,396.85	\$1,233,445.51
<b>Amortization of:</b>		
Acquisition Adjustment		
Additions to TVA Leases		
Debt Premium or Discount		
<b>Changes in Current and Deferred Items:</b>		
Accounts Receivable	(\$159,423.34)	\$279,229.81
Materials and Supplies	(\$116,020.21)	(\$320,902.53)
Prepayments and Other Current Assets	\$1,272.61	\$1,186.67
Deferred Debits	(\$535,342.47)	(\$189,517.00)
Accounts Payable	\$414,089.89	(\$107,932.17)
Customer Deposits	\$235,464.10	\$31,900.30
Taxes and Interest Accrued	\$211.57	\$221.24
Other Current Liabilities	\$15,154.25	(\$8,818.73)
Deferred Credits	(\$3,508.28)	(\$1,072,708.81)
Retained Earnings Adjustments		
<b>NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>	<b>\$1,814,160.01</b>	<b>\$777,025.04</b>

**CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES**

Description	June 30, 2024	June 30, 2023
Change in Net Plant	(\$3,301,734.51)	(\$2,364,157.82)
Net Change in Other Property and Investment	(\$3,444.84)	\$430.81
Energy Service Loans Receivable		
<b>NET CASH PROVIDED BY (USED IN) INVESTING ACTIVITIES</b>	<b>(\$3,305,179.35)</b>	<b>(\$2,363,727.01)</b>

**CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES**

Description	June 30, 2024	June 30, 2023
Change in Long-Term Debt		
Notes Payable		
Memberships		
Energy Service Loans Advances		
Post Retirement Benefit Adjustments	\$631,780.00	\$1,658,350.00
<b>NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES</b>	<b>\$631,780.00</b>	<b>\$1,658,350.00</b>

**NET INCREASE (DECREASE) IN CASH AND TEMPORARY INVESTMENTS**

Description	June 30, 2024	June 30, 2023
<b>NET INCREASE (DECREASE) IN CASH AND TEMPORARY INVESTMENTS</b>	<b>(\$859,239.34)</b>	<b>\$71,648.03</b>
CASH AND TEMPORARY INVESTMENTS BEGINNING OF YEAR	\$8,606,020.87	\$8,534,372.84
CASH AND TEMPORARY INVESTMENTS END OF YEAR	\$7,746,781.53	\$8,606,020.87



**TRANSMISSION**

Acct.	Operating Expense Description	Expenses 2024	Expenses 2023	Payroll 2024	Payroll 2023
560	Supervision and Engineering				
561	Load Dispatching				
562	Station Expense				
563	Overhead Line Expense				
564	Underground Line Expense				
566	Miscellaneous				
567	Rents				
<b>(600)</b>	<b>TOTAL TRANSMISSION OPERATING EXPENSE (PAGE 3, ITEM 66)</b>				

**DISTRIBUTION**

Acct.	Operating Expense Description	Expenses 2024	Expenses 2023	Payroll 2024	Payroll 2023
580	Supervision and Engineering	\$84,553.39	\$78,399.21		
581	Load Dispatching				
582	Station Expense	\$85,680.16	\$84,505.86		
583	Overhead Line Expense	\$14,374.29	\$14,743.47		
584	Underground Line Expense	\$43,665.84	\$42,827.95		
585	Street Lighting and Signal System Expense		\$123.73		
586	Meter Expense	\$54,937.46	\$83,223.74		
587	Customer Installation Expense	\$77,914.47	\$70,298.69		
588	Miscellaneous	\$80,867.93	\$84,207.52		
589	Rents	\$7,609.56	\$7,609.56		
<b>(605)</b>	<b>TOTAL DISTRIBUTION OPERATING EXPENSE (PAGE 3, ITEM 67)</b>	<b>\$449,603.10</b>	<b>\$465,939.73</b>		

**CUSTOMER ACCOUNTS EXPENSE**

Acct.	Operating Expense Description	Expenses 2024	Expenses 2023	Payroll 2024	Payroll 2023
901	Supervision				
902	Meter Reading Expense	\$9,067.44	\$8,896.04		
903	Customer Records and Collection Expense	\$283,227.34	\$274,715.43		
904	Uncollectible Accounts	\$29,621.13	\$36,319.96		
905	Miscellaneous				
<b>(610)</b>	<b>TOTAL CUSTOMER ACCOUNTS EXPENSE (PAGE 3, ITEM 68)</b>	<b>\$321,915.91</b>	<b>\$319,931.43</b>		

**CUSTOMER SERVICES & INFORMATIONAL EXPENSE**

Acct.	Operating Expense Description	Expenses 2024	Expenses 2023	Payroll 2024	Payroll 2023
907	Supervision				
908	Customer Assistance Expense	\$37,144.65	\$35,310.04		
909	Informational and Instructional Advertising Expense				
910	Miscellaneous Customer Service and Informational Expense	\$29,521.03	\$28,314.80		
<b>(615)</b>	<b>TOTAL CUSTOMER SERVICES AND INFORMATIONAL EXPENSE (PAGE 3, ITEM 69)</b>	<b>\$66,665.68</b>	<b>\$63,624.84</b>		

**SALES EXPENSE**

Acct.	Operating Expense Description	Expenses 2024	Expenses 2023	Payroll 2024	Payroll 2023
911	Supervision				
912	Demonstrating and Selling Expense	\$48,894.46	\$49,311.00		
913	Advertising Expense				
916	Miscellaneous	\$3,000.00	\$3,000.00		
<b>(620)</b>	<b>TOTAL SALES EXPENSE (PAGE 3, ITEM 70)</b>	<b>\$51,894.46</b>	<b>\$52,311.00</b>		

**ADMINISTRATIVE & GENERAL**

Acct.	Operating Expense Description	Expenses 2024	Expenses 2023	Payroll 2024	Payroll 2023
920	Administrative and General Salaries	\$179,399.10	\$171,600.81		
921	Office Supplies and Expense	\$199,448.49	\$108,871.99		
922	Administrative Expense Transferred - Credit				
923	Outside Services Employed	\$74,994.14	\$65,693.88		
924	Property Insurance				
925	Injuries and Damages	\$19,376.69	\$15,341.10		
926	Employee Pensions and Benefits	\$569,504.64	\$891,869.10		
927	Franchise Requirements				
928	Regulatory Commission Expense				
929	Duplicate Charges - Credit				
930	Miscellaneous General Expense	\$59,403.10	\$77,833.00		
931	Rents				
(625)	<b>TOTAL ADMINISTRATIVE AND GENERAL EXPENSE (PAGE 3, ITEM 71)</b>	<b>\$1,102,126.16</b>	<b>\$1,331,209.88</b>		
(630)	<b>TOTAL OPERATING EXPENSE (PAGE 3, ITEM 72)</b>	<b>\$1,992,205.31</b>	<b>\$2,233,016.88</b>		

**ADMINISTRATIVE & GENERAL**

Acct.	Maintenance Expense Description	Expenses 2024	Expenses 2023	Payroll 2024	Payroll 2023
935	Maintenance of General Plant (Page 3, Item 75)				
(645)	<b>TOTAL MAINTENANCE EXPENSE (PAGE 3, ITEM 76)</b>	<b>\$876,979.40</b>	<b>\$618,531.38</b>		
(650)	<b>TOTAL OPERATING AND MAINTENANCE EXPENSE</b>	<b>\$2,869,184.71</b>	<b>\$2,851,548.26</b>		
(655)	Total Direct and Indirect Payroll Charged to Construction and Retirements				
(660)	Payroll Charged to Other Accounts				
(662)	Fiscal Year Net Change in Accrued Leave Account - (Increase) Decrease				
(665)	<b>TOTAL PAYROLL DISTRIBUTION FOR YEAR</b>				

**TRANSMISSION**

Acct.	Maintenance Expense Description	Expenses 2024	Expenses 2023	Payroll 2024	Payroll 2023
568	Supervision and Engineering				
569	Maintenance of Structures				
570	Maintenance of Station Equipment				
571	Maintenance of Overhead Lines				
572	Maintenance of Underground Lines				
573	Miscellaneous				
(635)	<b>TOTAL TRANSMISSION MAINTENANCE EXPENSE (PAGE 3, ITEM 73)</b>				

**DISTRIBUTION**

Acct.	Maintenance Expense Description	Expenses 2024	Expenses 2023	Payroll 2024	Payroll 2023
590	Supervision and Engineering	\$20,125.59	\$19,215.66		
591	Maintenance of Structures				
592	Maintenance of Station Equipment	\$17,294.47	\$14,049.41		
593	Maintenance of Overhead Lines	\$548,168.58	\$415,843.63		
594	Maintenance of Underground Lines	\$78,694.96	\$78,395.07		
595	Maintenance of Line Transformers	\$128,050.60	\$44,272.50		
596	Street Lighting and Signal Systems	\$65,157.40	\$33,184.47		
597	Maintenance of Meters				
598	Maintenance of Miscellaneous Distribution Plant	\$19,487.80	\$13,570.64		
(640)	<b>TOTAL DISTRIBUTION MAINTENANCE EXPENSE (PAGE 3, ITEM 74)</b>	<b>\$876,979.40</b>	<b>\$618,531.38</b>		

**STATISTICAL DATA - REVENUE**

Class of Service	Item	June 30, 2024	June 30, 2023
Residential	100	\$10,738,524.75	\$10,988,799.10
Gen. Power - 50 kW & Under	101	\$4,460,886.09	\$4,589,631.31
Gen. Power - Over 50 kW	102	\$9,602,782.78	\$10,106,802.41
Electric Vehicles	102.1	\$5,453.68	
Street and Athletic - Codes 72, 73 & 74	103	\$324,738.06	\$319,868.00
Outdoor Lighting - Codes 75, 77 & 78	104	\$195,573.50	\$203,774.76
<b>SUBTOTAL</b>	<b>330</b>	<b>\$25,327,958.86</b>	<b>\$26,208,875.58</b>
Unbilled Revenue	331		
<b>TOTAL (PAGE 3, ITEM 59)</b>	<b>332</b>	<b>\$25,327,958.86</b>	<b>\$26,208,875.58</b>

**STATISTICAL DATA - KILOWATT-HOURS SOLD**

Class of Service	Item	June 30, 2024	June 30, 2023
Residential	107	93,394,845	89,386,398
Gen. Power - 50 kW & Under	108	34,694,984	33,612,438
Gen. Power - Over 50 kW	109	92,401,029	90,514,386
Electric Vehicles	109.1		
Street and Athletic - Codes 72, 73 & 74	110	1,604,967	1,629,371
Outdoor Lighting - Codes 75, 77 & 78	111	1,006,985	1,023,538
<b>TOTAL</b>	<b>335</b>	<b>223,102,810</b>	<b>216,166,131</b>
Kilowatt-hours for Own Use	113		
<b>TOTAL KILOWATT-HOURS SOLD AND USED</b>	<b>114</b>	<b>223,102,810</b>	<b>216,166,131</b>
Kilowatt-hours in Unbilled Revenue (Items 331) Above	336		

**STATE & LOCAL SALES TAX ON ABOVE REVENUE (OPTIONAL)**

	State	Sales Tax
<b>Total</b>		

**AMOUNTS EXCLUDED FROM RATE SCHEDULE REVENUE**

Description	Item	Credits	Green Power Revenue
Green Power-Res	807		\$1,446.00
Green Power-GP < 50kW	808		\$288.00
Green Power-GP > 50kW	809		
Gen Partners-Res	800	\$1,125.08	
Gen Partners-GP < 50kW	801		
Gen Partners-GP > 50kW	802		
SMC/GMC	803		
EGC	804		
VCP	805		
VII/VIP (IC)	806		

**PURCHASED POWER - AMOUNT**

Description	Item	June 30, 2024	June 30, 2023
Purchased Power (TVA)	115	\$19,920,123.73	\$20,700,243.24
Facilities Rental (TVA)	116		
Other Charges/Credits (TVA)	117		
<b>TOTAL FROM TVA</b>	<b>118</b>	<b>\$19,920,123.73</b>	<b>\$20,700,243.24</b>
Other Purchased Power	218		
<b>SUBTOTAL</b>	<b>340</b>	<b>\$19,920,123.73</b>	<b>\$20,700,243.24</b>
Unbilled Purchases	341		
<b>TOTAL (PAGE 3, ITEM 65)</b>	<b>342</b>	<b>\$19,920,123.73</b>	<b>\$20,700,243.24</b>

**PURCHASED POWER - KILOWATT-HOURS PURCHASED**

Description	Item	June 30, 2024	June 30, 2023
Purchased Power (TVA)	119	234,457,853	225,699,882
<b>TOTAL FROM TVA</b>	<b>122</b>	<b>234,457,853</b>	<b>225,699,882</b>
Other Purchased Power	222		
<b>TOTAL</b>	<b>345</b>	<b>234,457,853</b>	<b>225,699,882</b>
Less Kilowatt-hours Sold and Used (Item 114)	123	223,102,810	216,166,131
Line Losses and Kilowatt-hours Unaccounted for	124	11,355,043	9,533,751
Percent of Losses to Purchases (2 Decimal Places)	125	4.84%	4.22%
Cost per Kilowatt-hour Including Facilities Rental (cents)	127	8.50	9.17
Kilowatt-hours in Unbilled Purchases (Item 341) Above	346		

**OTHER PURCHASED POWER**

Purchased Power From	Contract No.	Dates

**NUMBER OF CUSTOMERS**

Class of Service	Item	June 30, 2024	June 30, 2023
Residential	675	8,410	8,119
Gen. Power - 50 kW & Under	680	1,637	1,660
Gen. Power - Over 50 kW	685	231	234
Electric Vehicles	685.1		
Street and Athletic - Codes 72, 73 & 74	690	19	19
Outdoor Lighting - Code 78	693	65	64
<b>TOTAL</b>	<b>694</b>	<b>10,362</b>	<b>10,096</b>
Special Outdoor Lighting - Code 75	696		
Outdoor Lighting - Code 77	697	285	286

**MISCELLANEOUS DATA**

Description	Item	June 30, 2024	June 30, 2023
Pole Line Miles: (2 Decimal Places)	715	112.00	112.00
<b>Individual Outdoor Lights</b>			
No. in Plant	720	359	332
Total Investment	725	\$739,201.02	\$734,524.09
O&M Expense	730	\$97,402.27	\$83,869.33
St. Ltg-Invest. Base	735	\$2,671,265.54	\$2,632,800.14
O&M Expense	740	\$65,157.40	\$33,308.20
Lamps & Glassware	745	\$4,661.45	\$5,712.00

**MODIFIED STREET LIGHTING COMPUTATION**

Town	Cost of Lamps & Glassware	kWh From Stat. Rept.	Allowance kWh x .003	Excess To Be Billed
CITY OF OXFORD	\$4,661.45	1,260,403	\$3,781.21	\$880.24
	<b>\$4,661.45</b>	<b>1,260,403</b>	<b>\$3,781.21</b>	<b>\$880.24</b>

**INTANGIBLE**

Acct.	Description	Balance Beg. of Year	Additions +	Retirements -	Reclassifications Debit +	Reclassifications Credit -	Balance End of Year
301	Organization						
302	Franchises and Consents						
303	Miscellaneous						
<b>(750)</b>	<b>TOTAL INTANGIBLE</b>						

**PRODUCTION**

Item	Description	Balance Beg. of Year	Additions +	Retirements -	Reclassifications Debit +	Reclassifications Credit -	Balance End of Year
755	TOTAL PRODUCTION						

**TRANSMISSION**

Acct.	Description	Balance Beg. of Year	Additions +	Retirements -	Reclassifications Debit +	Reclassifications Credit -	Balance End of Year
350	Land and Land Rights						
351	Clearing Land and Rights of Way						
352	Structures and Improvements						
353	Station Equipment						
354	Towers and Fixtures						
355	Poles and Fixtures						
356	Overhead Conductors and Devices						
357	Underground Conduit						
358	Underground Conductors and Devices						
359	Roads and Trails						
<b>(760)</b>	<b>TOTAL TRANSMISSION</b>						

**DISTRIBUTION**

Acct.	Description	Balance Beg. of Year	Additions +	Retirements -	Reclassifications Debit +	Reclassifications Credit -	Balance End of Year
360	Land and Land Rights	\$740,953.38					\$740,953.38
361	Structures and Improvements	\$714,547.43					\$714,547.43
362	Station Equipment	\$6,363,032.35	\$34,998.00				\$6,398,030.35
363	Storage Battery Equipment						
364	Poles, Towers, and Fixtures	\$1,428,118.46	\$139,553.61	\$11,336.11			\$1,556,335.96
365	Overhead Conductors and Devices	\$2,597,563.48	\$409,162.16	\$20,601.21			\$2,986,124.43
366	Underground Conduit	\$2,967,632.18					\$2,967,632.18
367	Underground Conductors and Devices	\$12,358,280.03	\$1,269,229.85	\$59,100.05			\$13,568,409.83
368	Line Transformers	\$5,384,777.38	\$807,000.93	\$3,415.82			\$6,188,362.49
369	Services	\$1,702,693.75	\$117,622.51	\$156.69			\$1,820,159.57
370	Meters	\$3,048,932.87	\$336,257.89				\$3,385,190.76
371	Inst. on Customers' Premises	\$734,524.09	\$11,593.06	\$6,916.13			\$739,201.02
372	Leased Prop. on Customers' Premises						
373	St. Lighting and Signal Systems	\$2,632,800.14	\$44,693.36	\$6,227.96			\$2,671,265.54
<b>(765)</b>	<b>TOTAL DISTRIBUTION</b>	<b>\$40,673,855.54</b>	<b>\$3,170,111.37</b>	<b>\$107,753.97</b>			<b>\$43,736,212.94</b>

**GENERAL**

Acct.	Description	Balance Beg. of Year	Additions +	Retirements -	Reclassifications Debit +	Reclassifications Credit -	Balance End of Year
389	Land and Land Rights	\$168,000.00					\$168,000.00
390	Structures and Improvements	\$2,695,037.83					\$2,695,037.83
391	Office Furniture and Equipment	\$514,821.13					\$514,821.13
392	Transportation Equipment	\$1,526,267.05	\$113,262.57				\$1,639,529.62
393	Stores Equipment	\$13,621.36					\$13,621.36
394	Tools, Shop, and Garage Equipment	\$59,797.44					\$59,797.44
395	Laboratory Equipment	\$27,006.69					\$27,006.69
396	Power Operated Equipment	\$860,950.91	\$27,779.05				\$888,729.96
397	Communication Equipment	\$179,435.26					\$179,435.26
398	Miscellaneous Equipment	\$53,509.76					\$53,509.76
399	Other Tangible Property	\$7,000.00					\$7,000.00
<b>(770)</b>	<b>TOTAL GENERAL</b>	<b>\$6,105,447.43</b>	<b>\$141,041.62</b>				<b>\$6,246,489.05</b>
<b>101</b>	<b>TOTAL PLANT IN SERVICE</b>	<b>\$46,779,302.97</b>	<b>\$3,311,152.99</b>	<b>\$107,753.97</b>			<b>\$49,982,701.99</b>
102	Electric Plant Purchased or Sold						
104	Electric Plant Leased to Others						
105	Electric Plant for Future Use						
107	Construction Work in Progress	\$3,267,469.91	(\$435,554.32)				\$2,831,915.59
<b>(775)</b>	<b>TOTAL OTHER ELECTRIC PLANT</b>	<b>\$3,267,469.91</b>	<b>(\$435,554.32)</b>				<b>\$2,831,915.59</b>
<b>(780)</b>	<b>TOTAL ELECTRIC PLANT (PAGE 1, ITEM 1)</b>	<b>\$50,046,772.88</b>	<b>\$2,875,598.67</b>	<b>\$107,753.97</b>			<b>\$52,814,617.58</b>

**RESERVES**

Acct.	Description	Balance End of Year
108	Accumulated Provision for Depreciation of Electric Plant in Service	\$17,775,950.01
109	Accumulated Provision for Depreciation of Electric Plant Leased to Others	
110	Accumulated Provision for Depreciation of Electric Plant Held for Future Use	
	<b>TOTAL ACCUMULATED PROVISION FOR DEPRECIATION (PAGE 1, ITEM 2 AND PAGE 11)</b>	<b>\$17,775,950.01</b>
	<b>TOTAL ELECTRIC PLANT, LESS ACCUMULATED PROVISION FOR DEPRECIATION (PAGE 1, ITEM 3)</b>	<b>\$35,038,667.57</b>



**ACCUMULATED PROVISION FOR DEPRECIATION - TRANSMISSION**

Acct.	Depr. Rate	Balance Beg. of Year	Accrual +	Original Cost -	Removal Cost -	Salvage +	Other Entries Debit -	Other Entries Credit +	Balance End of Year	% Depr.
350										
351										
352										
353										
354										
355										
356										
357										
358										
359										
<b>(785)</b>										

**ACCUMULATED PROVISION FOR DEPRECIATION - DISTRIBUTION**

Acct.	Depr. Rate	Balance Beg. of Year	Accrual +	Original Cost -	Removal Cost -	Salvage +	Other Entries Debit -	Other Entries Credit +	Balance End of Year	% Depr.
360										
361		\$71,879.37	\$14,290.92						\$86,170.29	12.00%
362		\$2,567,384.78	\$127,902.23						\$2,695,287.01	42.00%
363										
364	3.25%	\$661,012.60	\$47,742.63	\$11,336.11	\$72,199.42	\$3,554.88			\$628,774.58	40.00%
365		\$84,418.78	\$81,722.90	\$20,601.21	\$186,404.40	\$2,356.74			(\$38,507.19)	-1.00%
366		\$1,628,226.79	\$89,028.96			\$2,412.81			\$1,719,668.56	58.00%
367		\$2,703,266.31	\$387,673.53	\$59,100.05	\$265,407.04	\$3,996.16			\$2,770,428.91	20.00%
368		\$2,476,943.43	\$143,199.10	\$3,415.82	\$10,069.66	\$2,183.99			\$2,608,841.04	42.00%
369		\$431,556.40	\$60,931.86	\$156.69	\$553.90	\$7.90			\$491,785.57	27.00%
370		\$711,528.00	\$82,365.99						\$793,893.99	23.00%
371		\$308,702.01	\$25,597.71	\$6,916.13	\$3,713.06	\$4,884.49			\$328,555.02	44.00%
372										
373		\$1,126,762.25	\$92,566.34	\$6,227.96	\$2,469.77	\$5,077.97			\$1,215,708.83	46.00%
<b>(790)</b>		<b>\$12,771,680.72</b>	<b>\$1,153,022.17</b>	<b>\$107,753.97</b>	<b>\$540,817.25</b>	<b>\$24,474.94</b>			<b>\$13,300,606.61</b>	<b>30.00%</b>

**ACCUMULATED PROVISION FOR DEPRECIATION - GENERAL**

Acct.	Depr. Rate	Balance Beg. of Year	Accrual +	Original Cost -	Removal Cost -	Salvage +	Other Entries Debit -	Other Entries Credit +	Balance End of Year	% Depr.
389										
390		\$1,663,357.59	\$107,801.52						\$1,771,159.11	66.00%
391		\$510,105.93	\$4,715.20						\$514,821.13	100.00%
392		\$1,180,201.53	\$69,747.17						\$1,249,948.70	76.00%
393		\$13,431.66	\$136.20						\$13,567.86	100.00%
394		\$47,589.50	\$597.96						\$48,187.46	81.00%
395		\$24,940.41							\$24,940.41	92.00%
396		\$753,951.40	\$20,459.30						\$774,410.70	87.00%
397		\$63,270.00	\$3,588.72						\$66,858.72	37.00%
398		\$10,914.23	\$535.08						\$11,449.31	21.00%
399										
(795)		\$4,267,762.25	\$207,581.15						\$4,475,343.40	72.00%

**ACCUMULATED PROVISION FOR DEPRECIATION - (800) OTHER**

Item	Total	Balance Beg. of Year	Accrual +	Original Cost -	Removal Cost -	Salvage +	Other Entries Debit -	Other Entries Credit +	Balance End of Year	% Depr.
(800)	OTHER									

**ACCUMULATED PROVISION FOR DEPRECIATION - (805) TOTALS**

Item	Other Totals	Balance Beg. of Year	Accrual +	Original Cost -	Removal Cost -	Salvage +	Other Entries Debit -	Other Entries Credit +	Balance End of Year	% Depr.
(805)	TOTALS	\$17,039,442.97	\$1,360,603.32	\$107,753.97	\$540,817.25	\$24,474.94			\$17,775,950.01	34.00%

**ELECTRIC PLANT ACQUISITION ADJUSTMENTS (ACCOUNT 114)**

Description	Amount
Balance Beginning of Year	
Additions During Year (As Below)	
<b>TOTAL</b>	
Charged to Expense (Account 406) (Page 3, Item 78)	
Other Reductions (Explain Below)	
BALANCE END OF YEAR (PAGE 1, ITEM 4)	

**ELECTRIC PLANT PURCHASED THIS YEAR**

Description	Plant Information	Plant Information	Total
From Whom Property Acquired (Abbreviate)			
Date Acquired			
Original Cost			
Corrections to Date			
<b>TOTAL ORIGINAL COST</b>			
Depreciation Reserve at Acquisition			
Corrections to Date			
<b>TOTAL DEPRECIATION RESERVE</b>			
Base Contract Purchase Price			
Net Additions			
Acquisition Expense			
Other (Explain Below)			
<b>TOTAL PURCHASE COST</b>			
Acquisition Adjustment (Purchase Cost, Less Original Cost, Net of Depreciation)			

**EXPLANATIONS**

Give the Method of Amortizing the Acquisition Adjustment & Other Information as required:	
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**CLASSIFICATION OF ELECTRIC PLANT PURCHASED**

Acct.	Original Cost	Depreciation Reserve	Net Plant

**CLASSIFICATION OF ELECTRIC PLANT SOLD**

Acct.	Original Cost	Depreciation Reserve	Net Plant

**GAIN OR LOSS ON SALE OF ELECTRIC PLANT**

Description	Amount
Selling Price (Item 130)	
Less Net Plant Sold (As Above)	
Difference	
Less Selling Expense (Item 131)	
Gain or Loss on Sale (Item 129)	

**INVESTMENTS IN ASSOCIATED COMPANIES**

Acct.	Description	Restrict	Balance End of Year	Income (acct. 419, page 16)	Gain or (Loss) on Sales (acct. 419, page 16)
123	Stockholder loan to Central Service Association - Restricted	Yes	\$11,104.17	\$144.25	\$0.00
123	Allocated Patronage Credits to Seven States Power Corporation	Yes	\$5,672.66	\$0.00	\$0.00
			<b>\$16,776.83</b>	<b>\$144.25</b>	<b>\$0.00</b>

**INVESTMENTS IN SUBSIDIARY COMPANIES**

Acct.	Description	Restrict	Balance End of Year	Income (acct. 419, page 16)	Subsidiary Earnings (acct. 418.1)
123.1		YES			

**OTHER INVESTMENTS SUBTOTAL**

Description	Balance End of Year (page 1, item 8)	Income (acct. 419, page 16)	Gain or (Loss) on Sales (acct. 419, page 16)
<b>Total Other Investments</b>	<b>\$16,776.83</b>	<b>\$144.25</b>	<b>\$0.00</b>

**INVESTMENTS OF FUNDS OTHER THAN GENERAL FUNDS**

Acct.	Description	Restrict	Balance End of Year (page 15)	Income (acct. 419, page 16)	Gain or (Loss) on Sales (acct. 419, page 16)
128.1 (Special)	Unemployment Benefits- Restricted	Yes	\$5,000.00		
			<b>\$5,000.00</b>		

**CASH AND TEMPORARY CASH INVESTMENTS - GENERAL FUNDS**

Acct.	Description	Restrict	Balance End of Year	Income	Gain or (Loss) on Sales
136	TEMPORARY INVESTMENTS	No			

**CASH & SUBTOTAL**

Description	Restrict	Balance End of Year (page 1, item 14)	Income	Gain or (Loss) on Sales
Cash (Accounts 131 - 135)	No	\$7,746,781.53	\$219,247.19	
<b>Total Temporary Cash Investments and Cash</b>		<b>\$7,746,781.53</b>	<b>\$219,247.19</b>	

**GRAND TOTAL**

Description	Income (Excluding Subsidiary Earnings)	Gain or (Loss) on Sales
<b>Total</b>	<b>\$219,391.44</b>	<b>\$0.00</b>

**SPECIAL FUNDS**

Description	Acct. 125 Total Sinking Funds (Page 1, Item 9)	Acct. 126 Depreciation Funds (Page 1, Item 10)	Acct. 128 Construction Funds (Page 1, Item 12)	Acct. 128 Total Other Special Funds (Page 1, Item 12)	Total of All Special Funds
Cash Included in Fund End of Year					
Investments in Fund End of Year (Page 14)				\$5,000.00	\$5,000.00
<b>Balance of Fund End of Year (Page 1)</b>				<b>\$5,000.00</b>	<b>\$5,000.00</b>
Authority Creating Fund				State	

**MINIMUM BALANCE & EXPLANATION OF BALANCES**

Description	Minimum Balance Required	Explanation
Sinking Funds (Acct. No. 125)		
Depreciation Funds (Acct. No. 126)		
Special Funds (Acct. No. 128.1)	\$5,000.00	Unemployment Fund Required by State of MS
Construction Funds (Acct. No. 128.2)		

**NON-UTILITY PROPERTY (ACCT. 121)**

Property Description	Property Location	Date Acquired	Book Cost	Net Income (Acct. 418 - Page 16)

**NON-UTILITY PROPERTY**

	Book Cost		
Less Accumulated Provision for Depreciation (Account 122)			
<b>Total Net of Depreciation (Page 1, Item 7)</b>			

**OTHER INCOME**

Acct.	Description	Amount
415	Revenue from Merchandising, Jobbing, etc.	
416	Cost and Expense of Merchandising, etc.	
417	Income from Nonutility Operations - Net of Expense	
418	Nonoperating Rental Income - Net of Expense (Page 15)	
419	Interest and Dividend Income (Page 14)	\$219,391.44
419.1	Interest Charged to Construction	
421	Miscellaneous Nonoperating Income - Net of Expense	
(845)	<b>TOTAL OTHER INCOME (PAGE 3, ITEM 83)</b>	<b>\$219,391.44</b>

**OTHER INCOME - EXPLANATION ACCT. NO. 417 AND 421**

Acct. No. 417 Description	417 Amount	Acct. No. 421 Description	421 Amount

**MISCELLANEOUS INCOME DEDUCTIONS**

Acct.	Description	Amount
425	Miscellaneous Amortization	
426	Miscellaneous Income Deductions	\$14,483.37
(850)	<b>TOTAL MISCELLANEOUS INCOME DEDUCTIONS (PAGE 3, ITEM 85)</b>	<b>\$14,483.37</b>

**MISCELLANEOUS INCOME DEDUCTIONS - EXPLANATION ACCT. NO. 425 AND 426**

Acct. No. 425 Description	425 Amount	Acct. No. 426 Description	426 Amount
		Installation of Christmas, other holiday and festival decorations.	\$14,483.37
			<b>\$14,483.37</b>

**RECEIVABLES**

Acct.	Description	Amount
141	Notes Receivable (Explain on Page 33)	
142	Customer Accounts Receivable	\$3,604,369.48
143	Other Accounts Receivable	(\$8.99)
146	Accounts Receivable Municipality (footnote if over 30 days past due)	\$95,314.93
	<b>TOTAL</b>	<b>\$3,699,675.42</b>
144	Accumulated Provision for Uncollectible Accounts	
	<b>Accounts Receivable Net of Reserve (Page 1, Item 15)</b>	<b>\$3,699,675.42</b>

**AGE OF RECEIVABLES AT JUNE 30**

Description	Acct. 141	Acct. 142	Acct. 143	Acct. 146
Accounts with Credit Balances		\$409,134.48	\$8.99	
Due after June 30 (Current)		\$871,239.72		\$95,314.93
From 1 to 30 days Past Due		\$3,008,720.06		
From 31 to 60 days Past Due		\$75,786.61		
From 61 to 90 days Past Due		\$34,267.28		
Over 90 days Past Due		\$23,490.29		
<b>TOTALS (As Above)</b>		<b>\$3,604,369.48</b>	<b>(\$8.99)</b>	<b>\$95,314.93</b>

**MATERIALS & SUPPLIES**

Acct.	Description	Amount
154	Plant Materials and Operating Supplies	\$1,199,321.78
155	Merchandise	
156	Other Materials and Supplies	
163	Stores Expense Undistributed	
(855)	<b>TOTAL MATERIALS AND SUPPLIES (PAGE 1, ITEM 16)</b>	<b>\$1,199,321.78</b>

**PHYSICAL INVENTORY INFORMATION**

Date of Physical Inventory	Over	Short
05-29-2024	\$7,820.12	

**PREPAYMENTS**

Acct.	Description	Amount
165	Prepaid Insurance	
165	Prepaid Employee Pension Plan	
165	Prepaid Taxes (Page 29)	
165	Prepaid Rents	
165	Other Prepayments	\$735.10
	<b>Total Prepayments (Page 1, Item 17)</b>	<b>\$735.10</b>

**OTHER CURRENT ASSETS**

Acct.	Description	Amount
171	Interest and Dividends Receivable	
172	Rents Receivable	\$29,028.63
173	Accrued Utility Revenue	
174	Miscellaneous Current and Accrued Assets	
	<b>TOTAL OTHER CURRENT ASSETS (PAGE 1, ITEM 18)</b>	<b>\$29,028.63</b>

**DEFERRED DEBITS**

Acct.	Description	Explanation	Amount
181	Unamortized Debt Expense (Page 1, Item 20)		
	Method and Period of Amortization		
186	Deferred Costs on TVA Leases (Page 1, Item 25)		
186	Additions		\$0.00
186	Removal Costs		
186	Salvage		
186	Accumulated Amortization		
	<b>Total as Above</b>		<b>\$0.00</b>
186/189	Misc Deferred Debits (Page 1, Item 26)		\$1,382,749.00
(148)	Receivables from Plant Sales		
	Other Items Total (below)		\$1,382,749.00
	<b>Total as Above</b>		<b>\$1,382,749.00</b>

**DEFERRED DEBITS - OTHER ITEMS**

	Description	Amount
	Other deferred debits:186100 Deferred Outflows Related to Pensions	\$1,382,749.00
<b>Other Items Total</b>		<b>\$1,382,749.00</b>

**CUSTOMER ADVANCES FOR CONSTRUCTION - REFUNDABLE**

Acct.	Beginning Balance	Additions	Refunds	Confiscations*	Ending Balance (page 2, item 55)	Amount Maturing Next Year
Total						

**CONFISCATED ADVANCES**

FERC Account Number	Credit Amount

**REFUNDABLE CUSTOMER ADVANCES FOR CONSTRUCTION POLICY**

Description

**NON-REFUNDABLE CONTRIBUTIONS IN AID OF CONSTRUCTION POLICY**

Acct.	Credit Amount

**NON-REFUNDABLE POLICY**

Non-Refundable Contributions

**INSURANCE (OPTIONAL)**

Property or Contingency Covered	Hazard Insured Against	Amount of Coverage	Notes
Employee Injury	Workers Compensation		1,000,000
Public Liability	Bodily Injury		500,000
Public Liability	Property Damage		2,500,000
Excess Public Liability	Catastrophes		2,000,000
Automobiles and Trucks	Property Damage & Bodily Injury		2,000,000
Buildings and Contents	Property Damage		200,000
Theft and Embezzlement	Crime		
Directors and Officers	Personal Liability		

**OTHER (OPTIONAL)**

Other Property or Contingency Covered	Other Hazard Type	Amount of Coverage	Notes



**SUMMARY OF BONDS & OTHER LONG-TERM DEBT (ACCT. NO. 221)**

Name of Issue	Date of Issue	Amount of Original Issue	Type	Purpose

**SUMMARY OF BONDS & OTHER LONG-TERM DEBT (ACCT. NO. 228)**

Name of Issue	Date of Issue	Amount of Original Issue	Type	Purpose

**SUMMARY OF LONG-TERM DEBT - RUS**

Note Number	Date of Note	Int. Rate %	Term of Note (YRS)	Paid Monthly	Date Repayments Begin	Amount of Allotment	Balance Due on Allotment (Acct. 224.2)	Amount Repaid This Year - Principal	Amount Repaid This Year - Interest	Amount Repaid This Year - Deferred Interest	Outstanding End of Year Excluding Cushion of Credit

**SUMMARY OF LONG-TERM DEBT - CFC**

Note Number	Date of Note	Int. Rate %	Term of Note (YRS)	Amount of Loan Approved	Unadvanced Loan	Amount Repaid This Year for Regular Billings - Principal	Amount Repaid This Year for Regular Billings - Interest	Outstanding End of Year	RUS Loan Supplemented - Note Number	RUS Loan Supplemented - %

**SUMMARY OF LONG-TERM DEBT - COBANK**

Note Number	Date of Note	Int. Rate %	Term of Note (YRS)	Amount of Loan Approved	Unadvanced Loan	Amount Repaid This Year for Regular Billings - Principal	Amount Repaid This Year for Regular Billings - Interest	Outstanding End of Year	RUS Loan Supplemented - Note Number	RUS Loan Supplemented - %

**SUMMARY OF LONG-TERM DEBT - CFC AND/OR COBANK**

Description	Amount of Loan Approved	Unadvanced Loan	Amount Repaid This Year for Regular Billings - Principal	Amount Repaid This Year for Regular Billings - Interest	Outstanding End of Year
(865) TOTAL					

**LONG-TERM DEBT - RUS PRINCIPAL DATA**

Acct.	Description	Amount
224.1	Long-Term Debt - RUS	
224.2	Unadvanced RUS Allotment - Debit (Page 21)	
224.3	Deferred Interest - RUS	
224.4	Long-Term Debt - RUS - Matured and Deferred	
224.5	Cushion of Credit - RUS - Debit	
	<b>Net Balance Due RUS as Above (Page 2, Item 36)</b>	
	Total Additions to RUS Long-Term Debt This Year (Item 132)	
	Repayments for the Year Excluding Advance Payments (Item 143)	

**INTEREST ACCRUED - RUS**

Acct.	Description	Amount
237.1	Balance Beginning of Year (Matured)	
237.1	Balance Beginning of Year	
237.1	Accrued During Year (Acct. No. 427.1) (Page 3, Item 87) (Page 26 Summary)	
237.1	Repayments This Year	
<b>237.1</b>	<b>BALANCE END OF YEAR (PAGE 2, ITEM 49) (PAGE 26 SUMMARY)</b>	

**LONG-TERM DEBT - CFC PRINCIPAL DATA**

Acct.	Description	Amount
223.1	Subscriptions to CFC Capital Term Certificates - Debit	
223.2	Unpaid Subscriptions to CFC Capital Term Certificates - Credit	
223.4	CFC Loan Approved - Unadvanced - Debit (Page 22)	
223.5	Long-Term Debt - CFC Credit	
223.61	Patronage Capital Certificates - Debit	
223.62	Deferred Patronage Dividends - Credit	
	<b>NET CFC ACCOUNT (ACCT. NO. 223) (PAGE 2, ITEM 37)</b>	
	Total Additions to CFC Long-Term Debt This Year (Item 135)	
	Repayments for the Year Excluding Advance Payments (Item 144)	

**INTEREST ACCRUED - CFC**

Acct.	Description	Amount
237.2	Balance Beginning of Year (Matured)	
237.2	Balance Beginning of Year	
237.2	Accrued During Year (Acct. No. 427.2) (Page 3, Item 88) (Page 26 Summary)	
237.2	Repayments This Year	
<b>237.2</b>	<b>BALANCE END OF YEAR (PAGE 2, ITEM 50) (PAGE 26 SUMMARY)</b>	

**LONG-TERM-DEBT - COBANK PRINCIPAL DATA**

Acct.	Description	Amount
229.10	Long Term Debt - CoBank - Credit	
229.20	Unadvanced Allotment - CoBank - Debit	
229.30	Subscription to Class "C" Stock - CoBank - Debit	
229.40	Unpaid Subscription to Class "C" Stock - CoBank - Credit	
229.50	Allocated Earnings Receivable - CoBank - Debit	
229.51	Allocated Earnings Deferred - CoBank - Credit	
	<b>NET COBANK ACCOUNT (ACCT. NO. 229) (PAGE 2, ITEM 38)</b>	
	Amount Received on Allotment This Year (Item 136)	
	Repayments This Year (Item 145)	

**INTEREST ACCRUED - COBANK**

Acct.	Description	Amount
237.6	Balance Beginning of Year (Matured)	
237.6	Balance Beginning of Year	
237.6	Accrued During Year (Acct. No. 427.4) (Page 3, Item 89) (Page 26 Summary)	
237.6	Repayments This Year	
<b>237.6</b>	<b>BALANCE END OF YEAR (PAGE 2, ITEM 51) (PAGE 26 SUMMARY)</b>	

**PRINCIPAL DATA - POST RETIREMENT (ACCT. NO. 228)**

Description	Date of Origination	Type	Balance Beginning of Year	Increases	Total	Decreases	Balance End of Year (Page 2, Item 39.2)
Net Pension Liability	06-30-2020	Post Retirement 228	\$5,200,623.00	\$631,780.00	\$5,832,403.00		\$5,832,403.00
			<b>\$5,200,623.00</b>	<b>\$631,780.00</b>	<b>\$5,832,403.00</b>		<b>\$5,832,403.00</b>

**PRINCIPAL DATA - TVA (ACCT. NO. 228)**

Description	TVA Approval Date	Type	Balance Beginning of Year	Additions	Total	Repayments	Balance End of Year (Page 2, Item 39.3)
		TVA 228					

**INTEREST ACCRUED - TVA (ACCT. NO. 228)**

Description	TVA Approval Date	Type	Accrued Beginning of Year	Accrued During Year (Page 26, 427.3)	Total	Payments During Year	Balance End of Year (Page 2, Item 52.1)
		TVA 228					

**NOTES PAYABLE - PRINCIPAL OTHER (ACCT. NO. 231)**

Description	Date of Origination	Type	Balance Beginning of Year	New Notes Issued During Year	Total	Notes Retired During Year	Balance End of Year (Page 2, Item 45.2)
		Other Notes Payable 231					

**NOTES PAYABLE - INTEREST ACCRUED OTHER (ACCT. NO. 231)**

Description	Date of Origination	Type	Accrued Beginning of Year	Accrued During Year (Page 26, Item 92)	Total	Payments During Year	Balance End of Year
		Other Notes Payable 231					

**NOTES PAYABLE - PRINCIPAL TVA (ACCT. NO. 231)**

Description	Date of Origination	Type	Balance Beginning of Year	New Notes Issued During Year	Total	Notes Retired During Year	Balance End of Year (Page 2, Item 45.1)
		TVA Notes Payable 231					

**NOTES PAYABLE - INTEREST ACCRUED TVA (ACCT. NO. 231)**

Description	Date of Origination	Type	Accrued Beginning of Year	Accrued During Year (Page 26, Item 90.2)	Total	Payments During Year	Balance End of Year
		TVA Notes Payable 231					

**NOTES PAYABLE - PRINCIPAL - TOTAL TVA & OTHER (ACCT. NO. 231)**

Balance Beginning of Year	New Notes Issued During Year	Total	Notes Retired During Year	Balance End of Year

**NOTES PAYABLE - INTEREST ACCRUED - TOTAL TVA & OTHER (ACCT. NO. 231)**

Accrued Beginning of Year	Accrued During Year	Total	Payments During Year	Balance End of Year



**PRINCIPAL DATA - BONDS (ACCT. NO. 221)**

Balance Beginning of Year	Issued During Year (Item 137)	Total	Bonds Retired This Year (Item 146)	Balance End of Year	Include Matured of (239) (Item 147)	Balance Less Matured (221)

**PRINCIPAL DATA - OTHER LONG-TERM DEBT (ACCT. NO. 228)**

Balance Beginning of Year	Issued During Year (Item 137)	Total	Bonds Retired This Year (Item 146)	Balance End of Year	Include Matured of (239) (Item 147)	Balance Less Matured (221)

**PRINCIPAL DATA - TOTAL BOND (ACCT. NO. 221) & OTHER LONG-TERM DEBT (ACCT. NO. 228)**

Balance Beginning of Year	Issued During Year (Item 137)	Total	Bonds Retired This Year (Item 146)	Balance End of Year	Include Matured of (239) (Item 147)	Balance Less Matured (221) (Page 2, Item 39.1)

**INTEREST ACCRUED - BONDS (ACCT. NO. 221)**

Accrued Beginning of Year	Accrued During Year (Page 26, Item 90.1)	Total	Payments During Year	Balance End of Year	Include Matured of (240) (Item 147)	Balance Less Matured (237.3)

**INTEREST ACCRUED - OTHER LONG-TERM DEBT (ACCT. NO. 228)**

Accrued Beginning of Year	Accrued During Year (Page 26, Item 90.1)	Total	Payments During Year	Balance End of Year	Include Matured of (240) (Item 147)	Balance Less Matured (237.3)

**INTEREST ACCRUED - TOTAL BOND (ACCT. NO. 221) & OTHER LONG-TERM DEBT (ACCT. NO. 228)**

Accrued Beginning of Year	Accrued During Year (Item 427.3)	Total	Payments During Year	Balance End of Year	Include Matured of (240) (Item 147)	Balance Less Matured (237.3)

**SUMMARY OF INTEREST ACCRUED - LONG-TERM DEBT (ACCT. NO. 237)**

Page No.	Section Name	Accrued Beginning of Year	Accrued During Year (Page 26, 427.3)	Total	Payments During Year	Balance End of Year	Include Matured of (240)	Balance Less Matured (Page 26, 237.3)
24	Interest Accrued - TVA (Acct. No. 228)							
24	Notes Payable - Interest Accrued Other (Acct. No. 231)							
24	Notes Payable - Interest Accrued TVA (Acct. No. 231)							
25	Interest Accrued - Bonds (Acct. No. 221)							
25	Interest Accrued - Other Long-Term Debt (Acct. No. 228)							

**NOTES PAYABLE**

Acct.	Principal Data	Amount	Acct.	Interest Accrued	Amount
231	Balance Beginning of Year		431	Accrued Beginning of Year	
231	New Notes Issued During Year		431	Accrued During Year (as below)	
<b>231</b>	<b>TOTAL</b>		<b>431</b>	<b>TOTAL</b>	
231	Notes Retired During Year		431	Payments During Year	
<b>231</b>	<b>BALANCE END OF YEAR</b>		<b>431</b>	<b>BALANCE END OF YEAR (as below)</b>	
231	Portion of Balance TVA (Page 2, Item 45.1)				
231	Portion of Balance Non-TVA (Page 2, Item 45.2)				

**CUSTOMER DEPOSITS**

Acct.	Description	Amount
235	Balance Accrued Interest on Customer Deposits End of Year	\$610,679.55
235	Balance Customer Deposits End of Year	\$2,808,429.77
<b>235</b>	<b>Total Customer Deposits (Page 2, Item 47)</b>	<b>\$3,419,109.32</b>

**SUMMARY OF ACCRUED INTEREST & INTEREST EXPENSE - BALANCE SHEET**

Acct.	Description	From Page No.	Acct.	Page No.	Item	Accrued End Of Year
221	Bonds	25	237.3	2	52.2	
223	CFC	23	237.2	2	50	
224	RUS	23	237.1	2	49	
229	CoBank	23	237.6	2	51	
228	TVA Long Term	24	237.3	2	52.1	
228	Other Long Term	25	237.3	2	52.2	
231	TVA Notes Payable	24	237.5	2	52.1	
231	Other Notes Payable	24	237.5	2	52.2	
---	Delinquent Taxes	---	237.5	2	52.2	
	<b>Total Interest Accrued End of Year</b>					
	Total Item 49 (Page 2)					
	Total Item 50 (Page 2)					
	Total Item 51 (Page 2)					
	Total Item 52.1 (Page 2)					
	Total Item 52.2 (Page 2)					

**SUMMARY OF ACCRUED INTEREST & INTEREST EXPENSE - EXPENSE FOR YEAR**

Acct.	Description	From Page No.	Acct.	Page No.	Item	Expense For Year
221	Bonds	25	427.3	3	90.1	
223	CFC	23	427.2	3	88	
224	RUS	23	427.1	3	87	
229	CoBank	23	427.4	3	89	
228	TVA Long Term	24	427.3	3	90.2	
228	Other Long Term	25	427.3	3	90.1	
231	TVA Notes Payable	24	431	3	90.2	
231	Other Notes Payable	24	431	3	92	
235	Customer Deposits	---	431	3	92	\$26,995.90
---	Delinquent Taxes	---	431	3	92	
	<b>Net Expense for Year</b>					<b>\$26,995.90</b>
	Total Item 87 (Page 3)					
	Total Item 88 (Page 3)					
	Total Item 89 (Page 3)					
	Total Item 90.1 (Page 3)					
	Total Item 90.2 (Page 3)					
	Total Item 92 (Page 3)					\$26,995.90

**ACCOUNTS PAYABLE**

Acct.	Description	Amount
232	Accounts Payable - General	\$7,020,857.27
232	Accrued Purchased Power	
233	Accounts Payable - Special Construction	
234	Payable to Municipal - Utility Revenue	
234	Other Payables to Municipality	
	<b>Total Accounts Payable - General (Page 2, Item 46)</b>	<b>\$7,020,857.27</b>

**OTHER CURRENT & ACCRUED LIABILITIES**

Acct.	Description	Amount
239	Matured Long-Term Debt (Pages 23 & 25)	
240	Matured Interest (Pages 23 & 25)	
241	Tax Collections Payable	\$1,688.99
242	Miscellaneous - Accrued Insurance	
242	Miscellaneous - Employee's Accrued Leave	\$131,705.89
242	Miscellaneous - Other	\$11,195.17
	<b>TOTAL OTHER CURRENT AND ACCRUED LIABILITIES (Page 2, Item 53)</b>	<b>\$144,590.05</b>

**OTHER DEFERRED CREDITS - OTHER**

Acct.	Description	Amount
2531	Plus One Contributions	\$23,276.87
		<b>\$23,276.87</b>

**OTHER DEFERRED CREDITS**

Acct.	Description	Amount
253	Other Items (from above)	\$23,276.87
253	Payables for Plant Purchases (Item 149)	
253	<b>TOTAL OTHER DEFERRED CREDITS (Page 2, Item 56)</b>	<b>\$23,276.87</b>

**PAYMENTS OF AD VALOREM TAXES OR TAX EQUIVALENTS - STATES**

To Whom Paid	Period Covered From	Period Covered To	Amount

**PAYMENTS OF AD VALOREM TAXES OR TAX EQUIVALENTS - COUNTIES**

To Whom Paid	Period Covered From	Period Covered To	Amount

**PAYMENTS OF AD VALOREM TAXES OR TAX EQUIVALENTS - CITIES**

To Whom Paid	Period Covered From	Period Covered To	Amount
Oxford	07-01-2023	06-30-2024	\$1,114,999.98
			<b>\$1,114,999.98</b>

**PAYMENTS OF AD VALOREM TAXES OR TAX EQUIVALENTS - TOTALS**

			Amount
<b>TOTAL</b>			<b>\$1,114,999.98</b>

**BASIS FOR COMPUTATION OF ACCRUAL FOR AD VALOREM PROPERTY TAX OR TAX EQUIVALENT**

**TAX OR TAX EQUIVALENT**

Period Begin Date	Period End Date	District	TN. Equalization Ratio	State Assessment Ratio	Tax Assessment or Valuation	Rate per \$100	Tax or Equivalent for Tax Period	Amount Applicable for Fiscal Year
		Oxford Electric Department has a special agreement with the City of Oxford to pay \$1,165,000 annually beginning October 2023.	0.0000	0.0000				\$1,114,999.98
			0.0000	0.0000				
			0.0000	0.0000				
			0.0000	0.0000				
			0.0000	0.0000				
			0.0000	0.0000				
								<b>\$1,114,999.98</b>

**PREPAID TAXES**

Taxing Jurisdiction	% of Gross Revenue	Balance Beg. of Year	Payments	Period Covered From	Period Covered To	Writeoff-Acct. No.	Writeoff-Amount (add below)	Balance End of Year (page 17)

**ACCRUED TAXES**

Acct.	Kind of Tax	Balance Beg. Of Year	Payments	Tax Expense Account 408	Transferred	Balance End of Year Account 236 (page 2, item 48)
408.1	Property	\$0.00	\$1,114,999.98	\$1,114,999.98		\$0.00
408.2	U.S. Social Security - Unemployment					
408.3	U.S. Social Security - FICA	\$5,053.64	\$272,679.77	\$89,491.66	\$183,399.68	\$5,265.21
408.4	State Social Security - Unemployment					
408.5	Gross Receipts - State					
408.6	Income - State					
408.7	Other (list below)					
<b>(880)</b>	<b>TOTAL</b>	<b>\$5,053.64</b>	<b>\$1,387,679.75</b>	<b>\$1,204,491.64</b>	<b>\$183,399.68</b>	<b>\$5,265.21</b>
(885)	Tax Expense from the Writeoff of Prepaid Privilege Taxes (as above)					
<b>(890)</b>	<b>Total Tax Expense for the Year (Page 3, Item 79)</b>			<b>\$1,204,491.64</b>		

**ACCRUED TAXES - OTHER**

Acct.	Kind of Tax	Balance Beg of Year	Payments	Tax Expense Account 408	Transferred	Balance End of Year
408.7						

**GENERAL INFORMATION**

No.	Question	Answer
1.	Give the form of management of electric system. (Power Board, Mayor and council, etc.)	Mayor and Alderman
2.	Does management exercise control over any other departments or lines of business? If yes, list in Table A - Joint Operations.	Yes
3a.	Give the statutes under which the electric system was created.	Sections 3145, 3419, and 3420 of the Mississippi Code of 1972, Annotated
3b.	Give the statutes under which the electric system is currently operating if different from the above.	
4a.	What Billing Service Provider is used to bill customer accounts?	Central Service Assoc. (CSA)
4b.	List in-house program or Other Vendor if applicable.	
4c.	During the fiscal year, was the billing system upgraded to a new version or converted to a new provider/program?	No
4d.	If upgraded, what is the new version?	
<b>5.</b>	<b>SERVICE PRACTICE POLICIES (SPPs) - DEPOSITS:</b>	
5a.	Are customer deposit amounts determined prior to establishment of service less than or equal to twice the highest monthly bill for each respective rate class?	Yes
5b.	Do deposits that are greater than one month's average bill for each respective rate class and retained longer than 12 months accrue interest?	Yes
5c.	Is the applicable interest rate in the LPC's policy consistent with the interest rate being applied to deposits?	Yes
5d.	When a deposit is applied to the final bill upon termination of service or the customer deposit is returned, is the interest amount applied to the deposit prorated depending on timing of the action?	Yes
<b>6.</b>	<b>SERVICE PRACTICE POLICIES (SPPs) - TERMINATION OF SERVICE:</b>	
6a.	Is sufficient and reasonable notice provided to customers prior to any disconnection of service?	Yes
	(1) Is the notification separate from the original bill for which service is being disconnected?	Yes
	(2) Does the notification inform the customer of rights and remedies regarding billing disputes?	Yes
6b.	Does the LPC adhere to its policy regarding termination of service in times of extreme weather?	Yes
6c.	Does the LPC adhere to its policy regarding termination of service in cases of documented medical hardship?	Yes
<b>7.</b>	<b>SERVICE PRACTICE POLICIES (SPPs) - BILLING:</b>	
7a.	Are residential customers afforded a net payment period of at least 15 days between the bill date and due date?	Yes
7b.	Are non-residential customers afforded a net payment period of at least 10 days between the bill date and the due date?	Yes
7c.	Are forfeited discounts or late payment charges for a delinquent balance less than or equal to 5%?	Yes
<b>8.</b>	<b>SERVICE PRACTICE POLICIES (SPPs) - INFORMATION TO CONSUMERS:</b>	
8a.	Are customers reasonably informed about rates and service practice policies by making such information available:	
	(1) Upon application for service?	Yes
	(2) At any time upon request?	Yes
	(3) On the LPC's website or other technological means of communications?	Yes
8b.	Are all retail rate actions initiated by the LPC communicated to customers through print or electronic media?	Yes
8c.	Is a customer's prior 12 months monthly consumption information available upon request?	Yes
9.	The cost of a coop membership certificate is:	
<b>10.</b>	<b>EXTERNAL AUDIT INFORMATION:</b>	
10a.	Give the name of the audit firm conducting this year's audit:	Alexander Thompson Arnold, PLLC
10b.	How long has the audit firm been conducting the audit:	6-10 years
10c.	Latest issued external audit report for fiscal year:	2023
10d.	Type of opinion of latest issued external audit report:	Unqualified with no findings
<b>11.</b>	<b>Future Capital Expenditures</b>	
11A.	PLEASE LIST ANY KNOWN FUTURE CAPITAL SPENDING PROJECTS UPCOMING FOR THE NEXT FISCAL YEAR. PLEASE INCLUDE TOTAL COST ESTIMATES AND REFERENCE ANY PLANNED FINANCING, SUCH AS INCREASES IN LONG-TERM DEBT OR USE OF CASH RESERVES, ETC.	Overhead to underground relocations and distributions improvements estimated to be \$1,839,000 and will be paid for through cash reserves.

**TABLE A - JOINT OPERATIONS**

Service	Joint Ops	Date of Approved JCS
General		07-01-2017
Sanitation	Yes	07-01-2017
Wastewtr	Yes	07-01-2017
Water	Yes	07-01-2017

**TABLE B - GOVERNING BOARD**

Directors or Members Name	Principal Occupation	Term Expires	Amount Paid* - Fees	Amount Paid* - Travel
Mayor, Robyn Tannehill	Business	06-30-2025	\$15,088.32	
Alderman- Kesha Howell Atkinson	Teacher	06-30-2025	\$2,775.00	
Alderman- Preston Taylor	Retired	06-30-2025	\$2,775.00	
Alderman- Mark Huelse	Business	06-30-2025	\$2,775.00	
Alderman- Brian Hyneman	Attorney	06-30-2025	\$2,775.00	
Alderman- Rick Addy	Professional Photographer	06-30-2025	\$2,775.00	
Alderman- Jason Bailey	Property Management	06-30-2025	\$2,775.00	
Alderman- Mary Martha Crowe	Assistant Principal	06-30-2025	\$2,775.00	
			<b>\$34,513.32</b>	

**METHOD OF DETERMINING AMOUNTS PAID TO GOVERNING BOARD MEMBERS**

Description
Fifteen percent of Mayor and Board of Aldermen

**TABLE C - LIST INTERDIVISIONAL LOAN INFORMATION**

Account Number	Purpose of Loan	Original Loan Amount	Current Balance	Date of TVA Approval

**TABLE D - LIST LINE OF CREDIT**

Total Amount	Available Amount	Repayment Terms (Principal and Interest)	Interest Rate %



**MISCELLANEOUS GENERAL EXPENSE (OPTIONAL)**

Acct. 930	Expense Description	Expense Amount
	City Salaries	\$33,928.74
	American Public Power Dues	\$15,950.95
	Tennessee Valley Public Power Dues	\$4,749.42
	Power Play Scholarship	\$1,200.00
	Northeast MS Public Power Assc-Managers	\$300.00
	ATVG	\$450.00
	Seven States Power Corp	
	North MS Power Accountants Associastion	\$100.00
	WGI, INC	\$1,500.00
	Arthur J Gallagher & Co	\$6.00
	Mississippi Municipal Power Agency	\$1,200.00
	Shaw Ace Hardware	\$17.99
<b>TOTAL</b>		<b>\$59,403.10</b>

**General Footnotes**

Footnote
Line of Credit- Oxford Utilities does not have a Line of Credit.
Non-Electric Loans- Oxford Utilities does not have any outstanding loans to any other entity.
Future Capital- Oxford Utilities plans to continue overhead to underground relocations and distribution improvements throughout the coming Fiscal Years. The total for these expenditures is estimated to be \$1,839,000 and will be paid for through cash reserves.
There is a clear separation of Electric System revenues, expenses and assets and liabilities in Oxford Utilities' s accounting records.

**P1 Balance Sheet - Assets & Other Debits - UTILITY PLANT**

Field	Account/Item	Current Value	Previous Year Value	Footnote
Total Utility Plant - Net	Item 6	\$35,038,667.57	\$33,007,329.91	Total Electric Plant increased due to converting Overhead Lines to Underground Lines in the City of Oxford during Fiscal Year 2024.

**P1 Balance Sheet - Assets & Other Debits - OTHER PROPERTY AND INVESTMENTS**

Field	Account/Item	Current Value	Previous Year Value	Footnote
Total - Other Property and Investments	Item 13	\$21,776.83	\$18,331.99	Other Property and Investments Total increased due to Oxford Utilities receiving Allocated Patronage Capital from Seven States Power Corporation.

**P1 Balance Sheet - Assets & Other Debits - DEFERRED DEBITS**

Field	Account/Item	Current Value	Previous Year Value	Footnote
Clearing accounts	Item 22	(\$38,563.40)	(\$24,783.87)	Clearing Accounts have a negative balance due to the timing of Oxford's June 2024 payroll. The payroll for June 27- 30, 2024 was accrued in the clearing account but did not get paid until July 11, 2024.
Total - Deferred Debits	Item 27	\$1,344,185.60	\$808,843.13	Total Deferred Debits increased due to Other Deferred Debits increasing due to the Fiscal Year 2024 PERS GASB 68 entry.

**P2 Balance Sheet - Liabilities & Other Credits - OTHER NON-CURRENT LIABILITIES**

Field	Account/Item	Current Value	Previous Year Value	Footnote
Postretirement Benefits	Item 39.2	\$5,832,403.00	\$5,200,623.00	Postretirement Benefits increased due to the Fiscal Year 2024 PERS GASB 68 entry.

**P3 Revenue & Expense Statement - INCOME**

Field	Account/Item	Current Value	Previous Year Value	Footnote
Other income	Item 83	\$219,391.44	\$146,016.23	Other Income increased during Fiscal Year 2024 due to the higher interest rate Oxford Utilities received from First National Bank.
Miscellaneous income deductions	Item 85	\$14,483.37	\$11,161.69	Miscellaneous Income Deductions increased due to Oxford Utilities providing more services to other City Departments during Fiscal Year 2024.

**P5 Operating & Maintenance Expense I - DISTRIBUTION**

Field	Account/Item	Current Value	Previous Year Value	Footnote
Meter expense	Acct 586	\$54,937.46	\$83,223.74	Account 586 (Operating Meter Expense) - decreased due to the installation of AMI meters being complete in the prior year.
Total distribution operating expense (page 3, item 67)	Acct (605)	\$449,603.10	\$465,939.73	Item 605 (Total Distribution Operating Expense)- decreased due to purchasing less operating supplies during Fiscal Year 2024.

**P5 Operating & Maintenance Expense I - CUSTOMER SERVICES & INFORMATIONAL EXPENSE**

Field	Account/Item	Current Value	Previous Year Value	Footnote
Total customer service and informational expense (page 3, item 69)	Acct (615)	\$66,665.68	\$63,624.84	Item 615 (Total Customer Services and Informational Expense)- increased due to payroll expenses increasing due to cost of living increase during Fiscal Year 2024.

**P6 Operating & Maintenance Expense II - ADMINISTRATIVE & GENERAL**

Field	Account/Item	Current Value	Previous Year Value	Footnote
Total administrative & general expense (Page 3, item 71)	Acct (625)	\$1,102,126.16	\$1,331,209.88	Item 625 (Total Administrative and General Expense)- decreased due to the Fiscal Year 2024 PERS GASB 68 adjustment in Account 926 (Employee Pensions and Benefits).

**P6 Operating & Maintenance Expense II - DISTRIBUTION**

Field	Account/Item	Current Value	Previous Year Value	Footnote
Maintenance of overhead lines	Acct 593	\$548,168.58	\$415,843.63	Account 593 (Maintenance of Overhead Lines)- increased due to hiring a contractor to clear right-of-way during Fiscal Year 2024.
Maintenance of line transformers	Acct 595	\$128,050.60	\$44,272.50	Account 595 (Maintenance of Line Transformers)- increased due to having transformers repaired during Fiscal Year 2024.
Street lighting & signal systems	Acct 596	\$65,157.40	\$33,184.47	Account 596 (Maintenance of Street Lighting and Signal Systems)- increased due to replacing and upgrading street lighting during Fiscal Year 2024.
Total distribution Maintenance expense (Page 3, Item 74)	Acct (640)	\$876,979.40	\$618,531.38	Item 640 (Total Distribution Maintenance Expense)- increased during Fiscal Year 2024 due to an increase in contracting right-of-way maintenance, repairing transformers and replacing street lights.

**P8 Modified Street Lighting - MODIFIED STREET LIGHTING COMPUTATION**

Field	Account/Item	Current Value	Previous Year Value	Footnote
Excess To Be Billed	--	\$880.24	\$1,873.53	Excess to be billed for Modified Street Lighting will be billed to the City of Oxford in FY 2025.

**P10 Electric Plant II - GENERAL**

Field	Account/Item	Current Value	Previous Year Value	Footnote
Construction Work in Progress	Acct 107	(\$435,554.32)	\$1,327,619.99	Account 107 (Construction Work in Progress) - decreased due to closing work orders during Fiscal Year 2024 for Overhead Line to Underground in the City of Oxford.
Construction Work in Progress	Acct 107	\$2,831,915.59	\$3,267,469.91	Account 107 (Construction Work in Progress) - decreased due to closing work orders during Fiscal Year 2024 for Overhead Line to Underground in the City of Oxford.

**P11 Accumulated Depreciation - ACCUMULATED PROVISION FOR DEPRECIATION - DISTRIBUTION**

Field	Account/Item	Current Value	Previous Year Value	Footnote
365	Acct 365	(\$38,507.19)	\$84,418.78	Account 365 (Overhead Conductors and Devices)-negative depreciation due to converting overhead lines to underground service during Fiscal Year 2024. Oxford Utilities is converting as many overhead lines to underground services as possible to cut down on maintenance and power outages. The depreciation for this account will be increased in FY 2025 to bring this account to a normal, credit balance.
365	Acct 365	-1.00%	3.00%	Account 365 (Overhead Conductors and Devices)-negative depreciation due to converting overhead lines to underground service during Fiscal Year 2024. Oxford Utilities is converting as many overhead lines to underground services as possible to cut down on maintenance and power outages. The depreciation for this account will be increased in FY 2025 to bring this account to a normal, credit balance.

**P16 Other Income/Receivables - AGE OF RECEIVABLES AT JUNE 30**

Field	Account/Item	Current Value	Previous Year Value	Footnote
Over 90 days past due	Acct 142	\$23,490.29	\$9,576.73	Account 142 (Customer Accounts Receivable)-Accounts over 90 days past due include accounts that will be written off to bad debt in Fiscal Year 2025. This is part of the normal course of doing business and is an immaterial amount compared to the total Accounts Receivable.

**P17 Current & Accrued Assets/Def. Debits - PHYSICAL INVENTORY INFORMATION**

Field	Account/Item	Current Value	Previous Year Value	Footnote
Over	--	\$7,820.12		Fiscal Year 2024 inventory was over \$7,820.12.

**P36 Pole Information - POLE INFORMATION**

Field	Account/Item	Current Value	Previous Year Value	Footnote
2. Customers Per Mile	--	92.52	90.14	Customers per Mile increased due to an increase in electric customers.

**KEY ELECTRIC PERSONNEL**

Name	Job Title	Percentage Charged to Electric
ABEL, MARGARET	OFFICE MANAGER	75.00%
ANDERSON,CHRIS	LINEMAN APPRENTICE CLASS 4	100.00%
BISHOP,TRINA	ACCOUNTING MANAGER	90.00%
CARWILE,CHASITY	ACCOUNTANT	90.00%
DEPRIEST,KRISTIE	CUSTOMER SERVICE DIRECTOR	75.00%
EVANS,KANTRESS	CASHIER	50.00%
FIKES,DEL	WORKING LINE FOREMAN	100.00%
HERVEY,BOBBY	RIGHT-OF-WAY FOREMAN/LINEMAN	100.00%
HUDSON,BRIAN	ELECTRICAL ENGINEER	100.00%
KILLEN,SUSAN	CASHIER	50.00%
MCCORMICK,LESLIE	BILLING SUPERVISOR	50.00%
MCCOY, BRAD	OPERATION SUPERINTENDENT	100.00%
MCCULLOUGH,MIDDLETON	METER READER	50.00%
NEELY,ROBERT M III	SUPERINTENDENT	100.00%
PIERCE,THOMAS	SERVICE DEPARTMENT SUPERVISOR	50.00%
SLATE,EDDIE	METER READER	50.00%
THOMPSON,LAVERNE	CASHIER	50.00%
ARMSTRONG,KYLA	CASHIER	50.00%
RUSSELL,RANDALL SHANE	SERVICEMAN	50.00%
BAKER,WILLIAM	ENGINEEERING TECHNICIAN	100.00%
KEITH,ADAM	APPRENTICE LINEMAN STEP 5	100.00%
MOORE,SETH	WORKING LINE FOREMAN	100.00%
WARREN,STONE	APPRENTICE LINEMAN STEP 1	100.00%
HALE,STEVEN	APPRENTICE LINEMAN STEP 3	100.00%
HAMILTON,JACKSON	METER/GIS TECHNICIAN I	50.00%
SMITH,WYATT	APPRENTICE LINEMAN STEP 3	100.00%
WASHINGTON,BRANDON	APPRENTICE LINEMAN STEP 2	100.00%
CASTLE, WILLIAM SHEDD	APPRENTICE LINEMAN STEP 2	100.00%

**NUMBER OF EQUIVALENT FULL-TIME EMPLOYEES**

Item	Description	
(895)	TOTAL NUMBER OF EQUIVALENT FULL-TIME ELECTRIC EMPLOYEES	21

**RETAINED EARNINGS ADJUSTMENTS**

Acct.	Description	Reason	Amount
216			
<b>Total</b>			

**RETAINED EARNINGS ADJUSTMENTS FOR SUBSIDIARY EARNINGS**

Acct.	Description	Reason	Amount
216.1			
<b>Total</b>			

**POLE INFORMATION**

Description	Answer
1. Number of Poles in Acct 364:	2,892
2. Customers Per Mile:	92.52
3. Comments:	
4. Average Number of Attaching Parties	2.94
5. Select Source	Known System Data
6. Pole Height (FT)	\$37.50
7. Discount Factor for Cross Arms and Other Appurtenances	15.00%
8. Net Current Deferred Operating Income Taxes, if any	
9. Net Noncurrent Deferred Operating Income Taxes, if any	

**ATTACHING ENTITY INFORMATION**

Attaching Entity	Is This a Joint Use Agreement?	Term of Current Contract	Currently in Evergreen Renewal?	Early Termination Provision?	Early Termination Details	Beginning Date	Ending Date	Attacher Type	Current Rental Rate	Rate Escalation Method
AT&T	Yes	Renews year after year	Yes	Yes	180 day written notice	11-03-1959	12-31-1999	One-Foot	\$39.79	N/A
MaxxSouth Broadband	No	10 year contract	No	Yes	May be terminated by either party with a 6 month written notice.	02-01-2018	02-01-2028	One-Foot	\$18.97	TVA Pole Attachment Template

**FUNCTIONAL ACCOUNTING (COOPERATIVES FOLLOWING FUNCTIONAL ACCOUNTING ONLY)**

Description	Amount
A. Tax Amount Transferred (Page 29, Property Tax Transferred)	
B. Administrative & General Accounts (Acct. No. 920 thru 931)	
C. Maintenance of General Plant (Acct. No. 935)	
D. Maintenance of Overhead Lines (Acct. No. 593)	
E. All Other Accounts Used in Functional Accounting	
<b>F. Total Taxes Transferred (total B through E)</b>	
G. Verification (A minus F should be \$0)	

# Lafayette County, Mississippi and City of Oxford, Mississippi

## Mutual Aid Agreement

THIS AGREEMENT is entered into on this the \_\_\_\_ day of November, 2024, between the City of Oxford, Mississippi and Lafayette County, Mississippi (hereinafter “the parties” or “the participating parties”).

WHEREAS, each of the parties hereto maintains equipment and personnel for the response and mitigation of emergency incidents within its own jurisdiction and areas, and

WHEREAS, the participating parties desire to augment the fire protection, emergency medical services, and rescue services in their respective jurisdictions or areas in the event of large fire or conflagrations, major medical and rescue events, and

WHEREAS, it is the policy of Lafayette County and of the City of Oxford, through their governing bodies, to enter into such agreements wherever practicable, and

WHEREAS, it is mutually deemed sound, desirable, practical, and beneficial for the parties to this agreement to render assistance to one another in accordance with these terms;

NOW THEREFORE, the parties do mutually agree as follows:

**SECTION 1: Term:** This agreement shall become effective upon the date of approval of the agreement by both parties and shall remain in full force and effect until canceled by (1) mutual agreement of the parties; or (2) by written notice from one party or both parties of said cancelation.

**SECTION 2: Organization:**

- A. Whenever it is deemed advisable by the senior officer of a fire department actually present at any emergency, to request assistance or aid under the terms of this agreement, he is authorized to do so, and the senior officer on duty of the fire department receiving the request shall forthwith take the following action:
  - 1. Immediately determine if the requested apparatus and personnel can be spared in response to the call;
  - 2. Determine the exact mission to be assigned in accordance with this agreement from information to be provided by the technical heads of the fire department involved; and
  - 3. If the Fire Department receiving the request shall determine, in consideration of the factors provided above and any other relevant factors, but ultimately and at all times within the sole discretion of the receiving party’s senior officer to make the decision as to whether and in what strength to respond to the request, he may forthwith dispatch the apparatus and personnel that can be spared, with complete instructions as to the mission, in accordance with the terms of this agreement.
- B. The rendering of assistance under the terms of this agreement shall not be mandatory, but shall instead be discretionary with the party receiving the call for assistance. In either case, the party receiving the request for assistance should immediately inform the requesting service if, for any reason, assistance cannot be rendered.



- C. The technical head of the fire department of the requesting service shall assume full charge of the operations, but if he specifically requests a senior fire officer of a fire department furnishing assistance to assume command, he shall not, by relinquishing command, be relieved of this responsibility for the operation; however, the apparatus, personnel, and equipment of the agency rendering assistance shall be under the immediate supervision of and shall be the immediate responsibility of the senior officer of the fire department rendering assistance.
- D. The chief fire officers and personnel of the participating parties are invited and encouraged, on a reciprocal basis, to frequently visit each other's areas of responsibility for guided tours as feasible, and to jointly conduct pre-fire planning inspections, training sessions, drills, and exercises

**SECTION 3: Finance:** No charge shall be assessed from one department to another for mutual aid assistance.

**SECTION 4: Waiver of Claims:** To the extent permitted by applicable law, the participating parties waive all claims against each other for compensation of any loss, damage, personal injury or death occurring in consequence of performance of either party, their agents or employees hereunder.

**SECTION 5: Integration:** This Agreement contains the entire understanding between the parties, and there are no understandings or representations not set forth or incorporated by reference herein. No subsequent modifications of this Agreement shall be any force of effect unless in writing signed by the parties.

**SECTION 6: Compliance with Laws:** In the performance of this Agreement, each party shall comply with all applicable Federal, State, and Local laws, rules and regulations.

**SECTION 7: Severability:** Should any of this Agreement be declared invalid for any reason, such declaration shall not affect the validity of other provisions, it being the intent that the provisions shall be severable and remain valid.

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Robyn Tannehill  
Mayor, City of Oxford, Mississippi

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Brent Larson  
President, Lafayette County, Mississippi Board of Supervisors



# OXFORD

PLANNING  
DEPARTMENT

## Memorandum

**To:** Mayor and Board of Alderman  
**From:** Robert Baxter; Senior Planner  
**Date:** November 19, 2024  
**RE:** Request approval of a Preliminary and Final Plat for Cases #3132 & #3151, Oxford Commons Lots, LLC (David Blackburn) for 'The Summit, Phase 2', for property located at Ed Perry Boulevard (PPINs #40349, #40350, #40351, #40352)

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The subject property is +/- 39.99 acres, located in Oxford Commons, partially inside the PUD boundary. The applicant is proposing an eight-lot subdivision with public right-of-way and common area dedicated to stormwater detention. Larger lots to the east (+/- 14.078 acres & +/- 8.394 acres) will be the site of multi-family units (Case #3134, September 2024), a middle lot (+/- 5.131 acres) is planned for offices, and smaller lots to the west fronting Ed Perry (between +/- 0.997 and +/- 1.339 acres) will be for general retail and restaurants. Each of these lots meets the dimensional standards of the underlying SCN zoning. The areas that are inside of the PUD will have additional standards for use, intensity, and density as prescribed in the Oxford Commons PUD plan (Case #3001, October 2023).

Additionally, this proposed plat will affect areas previously approved by the Board of Aldermen for Final Plats that were never recorded at Chancery. These include The Summit Phase 1, Lot 1 and The Summit Phase 2, Lot 1 (for Waffle House and the sports training facility respectively). Along with the Preliminary Plat (Case #3132, September 2024), this Final Plat approval will effectively serve as a Plat Amendment for these two Final Plats and the two Final Plats will effectively be abandoned at the time of Mayor and Board approval.

Mississippi subdivision law requires that the applicant proposing any change in a platted subdivision notify all the "persons to be adversely affected thereby or directly interested herein," and requires their written approval of the proposed modification. The applicant is responsible for identifying such persons and obtaining their written approval as part of the application.

In considering parties named in a petition or application and whose approval was submitted, the Board can decide whether those identified persons' approvals are sufficient or whether additional parties must be named and their signatures acquired. If the applicant cannot obtain those signatures, the application cannot proceed.

The applicant has provided a letter of approval from the one identified affected party.

Engineering provided comments in the attached Staff Report regarding technical modifications to the plat.

Case #3132 was approved unanimously by the Planning Commission at the September 2024 meeting with the 4 conditions listed in the Staff report, while Case #3151 was passed with the consent agenda at the November 2024 Planning Commission meeting with the 5 conditions listed in the Staff report.

**Recommendation:** Staff and the Planning Commission recommend approval of the requested Preliminary and Final Plat for 'The Summit, Phase 2' with the following conditions:

1. Approval is for the plan as submitted subject to necessary technical revisions per the Site Plan Review Committee.
2. Approval by the Mayor and Board of Aldermen of the Final Plat for 'The Summit, Phase 2'.
3. A copy of the stamped recorded covenants shall be provided to the City at the time the plat is recorded with the Chancery Clerk.
4. Prior to the issuance of building permits, a plat amendment to 'The Summit, Phase 1, Lots 2-6' to clarify that the 60' access easement south of Lot 6 is public right-of-way is required.
5. All comments and conditions set forth by the engineering department during the site plan review must be satisfied before a land disturbance permit is issued.
6. The proposed easements for public water mains as shown on the site development drawings for the Summit Phase 2 shall be reflected in Lot 1 before the plat is recorded.



## OXFORD

PLANNING  
DEPARTMENT

### Case #3132

**To:** Oxford Planning Commission  
**From:** Robert Baxter, AICP; Senior Planner  
**Date:** September 9, 2024

**Applicant:** Oxford Commons Lots, LLC (David Blackburn)  
**Owner:** Same  
**Request:** Preliminary Plat Amendment for 'The Summit, Phase 2'  
**Location:** Ed Perry Boulevard (PPIN #4707)  
**Zoning:** (SCN) Suburban Center District

#### Surrounding Zoning:

**North, East & South:** (SCO) Suburban Corridor District & (SR) Suburban Residential

**West:** (TER) Traditional Estate Residential

**Case History:** Case #2554 – October 2019 – The Summit Phase 1, Lot 1 PP FP  
 Case #2617 – May 2020 – The Summit Phase 1, Lots 2-6 PP FP  
 Case #2800 – October 2021 – The Summit Phase 2, Lot 1 PP FP

**Planning Comments:** The subject property is +/- 39.989 acres, located in Oxford Commons, partially inside the PUD boundary. The applicant is proposing an eight-lot subdivision with public right-of-way and common area dedicated to stormwater detention. Larger lots to the east (+/- 14.078 acres & +/- 8.394 acres) will be the site of multi-family units (Case #3134), a middle lot (+/- 5.131 acres) is planned for offices, and smaller lots to the west fronting Ed Perry (between +/- 0.997 and +/- 1.339 acres) will be for general retail and restaurants. Each of these lots meets the dimensional standards of the underlying SCN zoning. The areas that are inside of the PUD will have additional standards for use, intensity, and density as prescribed in the Oxford Commons PUD plan (Case #3001, October 2023).

This plat will require an amendment to 'The Summit, Phase 1, Lots 2-6' to clarify that the 60' access easement south of Lot 6 is public right-of-way.

Additionally, this proposed plat will affect areas previously approved by the Board of Aldermen for Final Plats that were never recorded at Chancery. These include The Summit Phase 1, Lot 1 and The Summit Phase 2, Lot 1 (for Waffle House and the sports training facility respectively).

This Preliminary Plat approval will effectively serve as a Plat Amendment for these two Final Plats and the two Final Plats will effectively be abandoned at the time of Mayor and Board approval.

Mississippi subdivision law requires that the applicant proposing any change in a platted subdivision notify all the “persons to be adversely affected thereby or directly interested herein,” and requires their signature of approval of the proposed modification. The identification of who such persons may be is left to the discretion of the applicant. The applicant has provided a letter from the applicant stating that they are the only affected and directly interested person.

**Engineering Comments:** The Summit Phase 2 lies south of Tractor Supply and west of The Preserve in the Oxford Commons. It abuts Ed Perry Boulevard to the west and has access on the north to the existing private street next to Tractor Supply. The amendment will revise a final plat for the Summit Phase 2 previously approved by the planning commission and board of aldermen. The amendment proposes 9 lots including one dedicated for regional stormwater management.

**Recommendation:** Staff recommends approval of the requested Preliminary Plat Amendment for ‘The Summit, Phase 2’ with the following conditions:

1. Approval is for the plan as submitted.
2. Approval of the Preliminary Plat Amendment for ‘The Summit, Phase 2’ by the Mayor and Board of Aldermen.
3. Prior to the issuance of building permits, a plat amendment to ‘The Summit, Phase 1, Lots 2-6’ to clarify that the 60’ access easement south of Lot 6 is public right-of-way is required.
4. All comments and conditions set forth by the engineering department during the plat review must be satisfied before the plat will be recorded.



# OXFORD

PLANNING  
DEPARTMENT

## Case #3151

**To:** Oxford Planning Commission  
**From:** Robert Baxter, AICP; Senior Planner  
**Date:** November 12, 2024

**Applicant:** Oxford Commons Lots, LLC (David Blackburn)  
**Owner:** Same  
**Request:** Final Plat Amendment for 'The Summit, Phase 2'  
**Location:** Ed Perry Boulevard (PPIN'S #40349, #40350, #40351, #40352)  
**Zoning:** (SMF) Suburban Multi-Family & (NR) Neighborhood Residential

### Surrounding Zoning:

**North & West:** (NR) Neighborhood Residential  
**East:** (SMF) Suburban Multi Family and (SR) Suburban Residential  
**South:** (SR) Suburban Residential

**Case History:** Case #2554 – October 2019 – The Summit Phase 1, Lot 1 PP FP  
[Case #2617](#) – Preliminary & Final Plat – May 2020  
 Case #2800 – October 2021 – The Summit Phase 2, Lot 1 PP FP  
 Case #3132 – Preliminary Plat – September 2024

**Planning Comments:** The subject property is +/- 39.989 acres, located in Oxford Commons, partially inside the PUD boundary. The applicant is proposing an eight-lot subdivision with public right-of-way and common area dedicated to stormwater detention. Larger lots to the east (+/- 14.078 acres & +/- 8.394 acres) will be the site of multi-family units (Case #3134, September 2024), a middle lot (+/- 5.131 acres) is planned for offices, and smaller lots to the west fronting Ed Perry (between +/- 0.997 and +/- 1.339 acres) will be for general retail and restaurants. Each of these lots meets the dimensional standards of the underlying SCN zoning. The areas that are inside of the PUD will have additional standards for use, intensity, and density as prescribed in the Oxford Commons PUD plan (Case #3001, October 2023).

This plat will require an amendment to 'The Summit, Phase 1, Lots 2-6' (Case #3140) to clarify that the 60' access easement south of Lot 6 is public right-of-way.

Additionally, this proposed plat will affect areas previously approved by the Board of Aldermen for Final Plats that were never recorded at Chancery. These include The Summit Phase 1, Lot 1

and The Summit Phase 2, Lot 1 (for Waffle House and the sports training facility respectively). Along with the Preliminary Plat (Case #3132, September 2024), this Final Plat approval will effectively serve as a Plat Amendment for these two Final Plats and the two Final Plats will effectively be abandoned at the time of Mayor and Board approval.

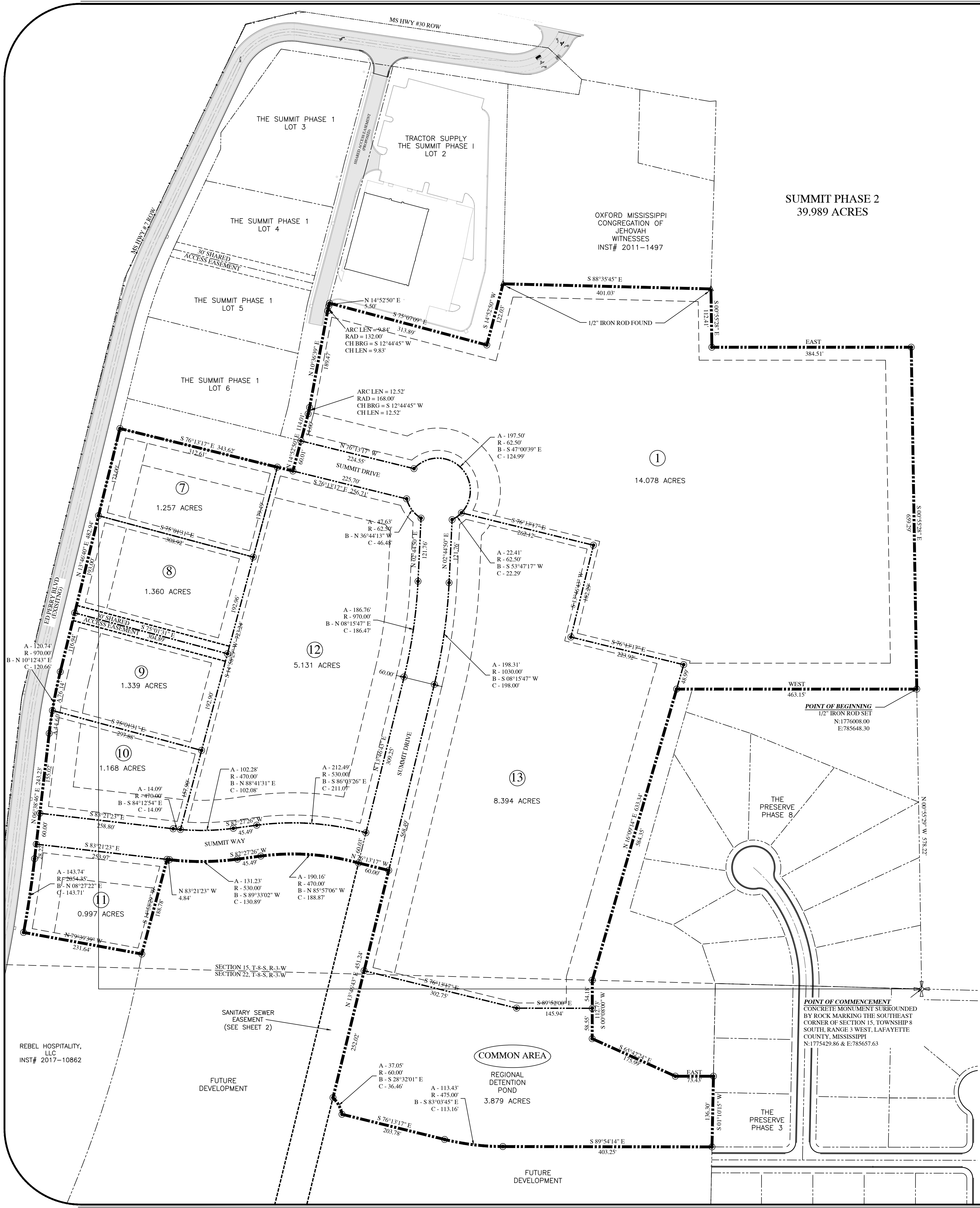
Mississippi subdivision law requires that the applicant proposing any change in a platted subdivision notify all the “persons to be adversely affected thereby or directly interested herein,” and requires their written approval of the proposed modification. The applicant is responsible for identifying such persons and obtaining their written approval as part of the application.

In considering parties named in a petition or application and whose approval was submitted, the Commission can decide whether those identified persons’ approvals are sufficient or whether additional parties must be named and their signatures acquired. If the applicant cannot obtain those signatures, the application cannot proceed.

The applicant has provided a letter of approval from the one identified affected party.

**Recommendation:** Staff Recommends Approval of the requested Final Plat Amendment for ‘The Summit, Phase 2’ with the following conditions:

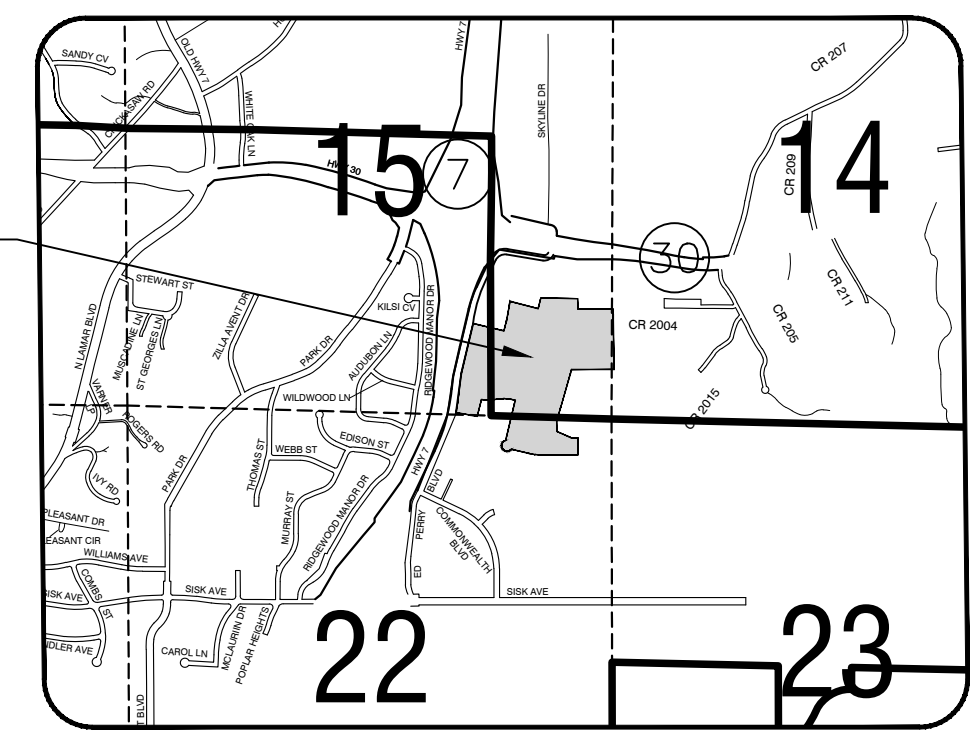
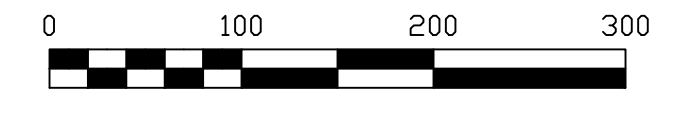
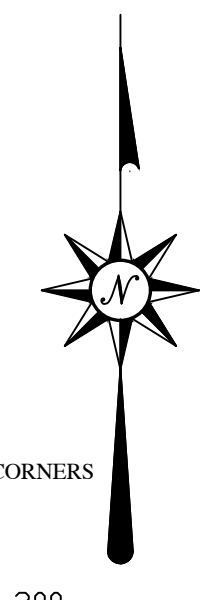
1. Approval is for the plan as submitted subject to necessary technical revisions per the Site Plan Review Committee.
2. Approval by the Mayor and Board of Aldermen of the Final Plat for ‘The Summit, Phase 2’.
3. A copy of the stamped recorded covenants shall be provided to the City at the time the plat is recorded with the Chancery Clerk.
4. All comments and conditions set forth by the engineering department during the site plan review must be satisfied before a land disturbance permit is issued.
5. The proposed easements for public water mains as shown on the site development drawings for the Summit Phase 2 shall be reflected in Lot 1 before the plat is recorded.



### LEGEND

- These standard symbols may be found in the drawing.
- PROPERTY LINES
- ADJOINING PROPERTY LINES
- EASEMENT LINES
- SETBACK LINES
- EDGE OF PAVEMENT
- CENTERLINE OF ROAD
- FENCE LINES
- BUILDING
- 1/2" IRON ROD SET AT PROPERTY CORNERS
- EXISTING MONUMENTS

PROJECT LOCATION



VICINITY MAP  
N.T.S.

### ~DESCRIPTION OF PROPERTY~

The following description is based on the Mississippi East State Plane Coordinate System grid North as determined by GPS observations with a convergence of (-0° 22'18") and a scale factor of 0.999995146 calculated at the Point Of Commencement.

A parcel of land located in the Southeast Quarter of Section 15, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi and containing 39,989 Acres. This property described in more detail as follows:

Commencing at a concrete monument surrounded by rock recognized as being the Southeast Corner of Section 15, Township 8 South, Range 3 West Lafayette County, Mississippi. Said point being further defined by Mississippi East State Plane Coordinates of N:1,775,429.86 and E:785,657.63.

Run thence North 00 Degrees 55 Minutes 29 Seconds West a distance of 578.22 feet to a 1/2" iron rod set, said point being further defined by state plane coordinates of N: 1776008.00, E: 785648.30 and hereinafter referred to as the POINT OF BEGINNING;

From said Point of Beginning, run thence due West a distance of 463.15 feet to a 1/2" iron rod set; Thence South 16 Degrees 09 Minutes 14 Seconds West a distance of 584.35 feet to a 1/2" iron rod set; Thence South 09 Degrees 08 Minutes 00 Seconds West a distance of 112.73 feet to a 1/2" iron rod set; Thence South 65 Degrees 42 Minutes 24 Seconds East a distance of 175.99 feet to a 1/2" iron rod set; Thence due East a distance of 73.43 feet to a 1/2" iron rod set; Thence South 01 Degrees 10 Minutes 15 Seconds West a distance of 136.30 feet to a 1/2" iron rod set; Thence North 89 Degrees 54 Minutes 14 Seconds West a distance of 403.25 feet to a 1/2" iron rod set; Thence with a curve turning to the right having an arc length of 113.43 feet, a radius of 475.00 feet, a chord bearing of North 83 Degrees 03 Minutes 45 Seconds West, and a chord length of 113.16 feet, to a 1/2" iron rod set; Thence North 76 Degrees 13 Minutes 17 Seconds West a distance of 203.78 feet to a 1/2" iron rod set; Thence with a curve turning to the right having an arc length of 37.05 feet, a radius of 60.00 feet, a chord bearing of North 28 Degrees 32 Minutes 01 Seconds West, and a chord length of 36.46 feet, to a 1/2" iron rod set; Thence North 13 Degrees 46 Minutes 43 Seconds East a distance of 451.24 feet to a 1/2" iron rod set; Thence North 76 Degrees 13 Minutes 17 Seconds West a distance of 60.00 feet to a 1/2" iron rod set; Thence with a curve turning to the left having an arc length of 190.16 feet, a radius of 470.00 feet, a chord bearing of North 85 Degrees 57 Minutes 06 Seconds West, and a chord length of 188.87 feet, to a 1/2" iron rod set; Thence South 82 Degrees 27 Minutes 26 Seconds West a distance of 45.49 feet to a 1/2" iron rod set; Thence with a curve turning to the right having an arc length of 131.23 feet, a radius of 530.00 feet, a chord bearing of South 89 Degrees 33 Minutes 02 Seconds West, and a chord length of 130.89 feet, to a 1/2" iron rod set; Thence North 83 Degrees 21 Minutes 23 Seconds West a distance of 4.84 feet to a 1/2" iron rod set; Thence South 14 Degrees 58 Minutes 29 Seconds West a distance of 188.78 feet to a 1/2" iron rod set; Thence North 79 Degrees 39 Minutes 39 Seconds West a distance of 231.64 feet to a 1/2" iron rod set; Thence with a curve turning to the left having an arc length of 143.74 feet, a radius of 2054.35 feet, a chord bearing of North 08 Degrees 27 Minutes 22 Seconds East, and a chord length of 143.71 feet, to a 1/2" iron rod set; Thence North 06 Degrees 38 Minutes 46 Seconds East a distance of 243.23 feet to a 1/2" iron rod set; Thence with a curve turning to the right having an arc length of 129.74 feet, a radius of 970.00 feet, a chord bearing of North 10 Degrees 12 Minutes 43 Seconds East, and a chord length of 120.66 feet, to a 1/2" iron rod set; Thence North 13 Degrees 46 Minutes 40 Seconds East a distance of 482.94 feet to a 1/2" iron rod set; Thence South 76 Degrees 13 Minutes 17 Seconds East a distance of 343.62 feet to a 1/2" iron rod set; Thence North 14 Degrees 52 Minutes 50 Seconds East a distance of 114.01 feet to a 1/2" iron rod set; Thence with a curve turning to the left having an arc length of 12.52 feet, a radius of 168.00 feet, a chord bearing of North 12 Degrees 44 Minutes 45 Seconds East, and a chord length of 12.52 feet, to a 1/2" iron rod set; Thence North 10 Degrees 36 Minutes 39 Seconds East a distance of 189.47 feet to a 1/2" iron rod set; Thence with a curve turning to the right having an arc length of 9.84 feet, a radius of 132.00 feet, a chord bearing of North 12 Degrees 44 Minutes 45 Seconds East, and a chord length of 9.83 feet, to a 1/2" iron rod set; Thence North 14 Degrees 52 Minutes 50 Seconds East a distance of 5.50 feet to a 1/2" iron rod set; Thence South 75 Degrees 07 Minutes 09 Seconds East a distance of 313.89 feet to a 1/2" iron rod set; Thence North 14 Degrees 52 Minutes 50 Seconds East a distance of 122.03 feet to a 1/2" iron rod found; Thence South 88 Degrees 35 Minutes 45 Seconds East a distance of 401.03 feet to a 1/2" iron rod found; Thence South 00 Degrees 55 Minutes 29 Seconds East a distance of 112.41 feet to a 1/2" iron rod set; Thence South 90 Degrees 00 Minutes 00 Seconds East a distance of 384.51 feet to a 1/2" iron rod set; Thence South 00 Degrees 55 Minutes 29 Seconds East a distance of 659.29 feet back to the Point of Beginning.

### ~COMMON AREA/DETENTION POND NOTES~

All common property/detention pond shall be maintained in perpetuity and cannot be developed for any other use which would limit or cause to limit the use of the common area/detention ponds. The common area/detention ponds shall be owned and/or maintained by the Property Owner's Association of the development and each property owner shall own a proportionate share of the common area/detention ponds and shall bear his proportionate responsibility for the continued maintenance in accordance with the City of Oxford and Lafayette County.

The Homeowners Association, (the "Association"), shall be responsible for the maintenance, upkeep, and payment of ad valorem taxes for all Common Property shown on this Plat. In the event of a permanent dissolution of the Association, all owners of lots within all phases of the Subdivision existing at the time of such permanent dissolution shall immediately thereupon hold title to the Common Property as tenants in common and shall collectively provide for the continued maintenance and upkeep thereof on a pro rata basis determined by the total number of lots within all phases of the Subdivision. Furthermore, in the event of such permanent dissolution, the ad valorem taxes for all Common Property shown on this Plat shall be assessed to each lot within the Subdivision on a pro rata basis determined by the total number of lots within all phases of the Subdivision.

### ~SURVEYORS CERTIFICATE~

I DO HEREBY CERTIFY THAT THIS CONFORMS TO THE MINIMUM REQUIREMENTS AS SET FORTH BY THE STATE BOARD FOR A CLASS "B" SURVEY AND THAT ALL PARTS OF THIS SURVEY AND DRAWING HAVE BEEN COMPLETED IN ACCORDANCE WITH THE CURRENT REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR SURVEYING IN THE STATE OF MISSISSIPPI TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Jonathan E. Adams Date  
MS PS-2679

### ~SURVEYORS NOTES~

- This Property has a land use classification of Class "B" as defined in Appendix "A" and the boundary survey meets the Minimum Quality Requirements for Condition "B" as defined in Appendix "B" of the "MISSISSIPPI STANDARDS OF PRACTICE FOR SURVEYING".
- All Bearings are Based On Mississippi East State Plane Coordinate System Grid North As Determined By GPS Observations With A Convergence Of (-0° 22'18") and a scale factor of 0.999995146 Calculated At The Point Of Commencement.
- Horizontal Datum based on NAD 83(2011) and Vertical Datum based on NAVD 88 as posted on below station

GCGC Real Time Network  
 CORS - This is a GPS Continuously Operating Reference Station  
 Designation - Oxford Cors ARP  
 CORS ID - MSOX  
 PID - DK6714  
 Lat - 34° 21' 50.93047"  
 Lon - 89° 31' 56.51638"

- Date Of Field Survey: December 2019.
- This Property is Zoned (SCN) Suburban Center, Setbacks For This Zone Are As Follows:  
Front = 15/50' Side = 10' Rear = 25'
- This survey is subject to any easements recorded or unrecorded, shown or not shown on this Plat.
- This survey was done without the benefit of a Title search.
- Adjoining property owners shown hereon were obtained from Tri State Consulting Services Inc. as shown at the time of survey and may or may not be up to date.



PHONE: (662) 234-8539  
 FAX: (662) 234-8639  
 EMAIL: OXFORD@PECORPMS.COM  
 WEB SITE: PECORPMS.COM  
 ADDRESS: 1776 N. LAMAR  
 OXFORD, MS 38655

REVISIONS:			
NO.	DATE	REVISIONS:	BY:

# PRELIMINARY AND FINAL PLAT

## FOR THE SUMMIT PHASE 2

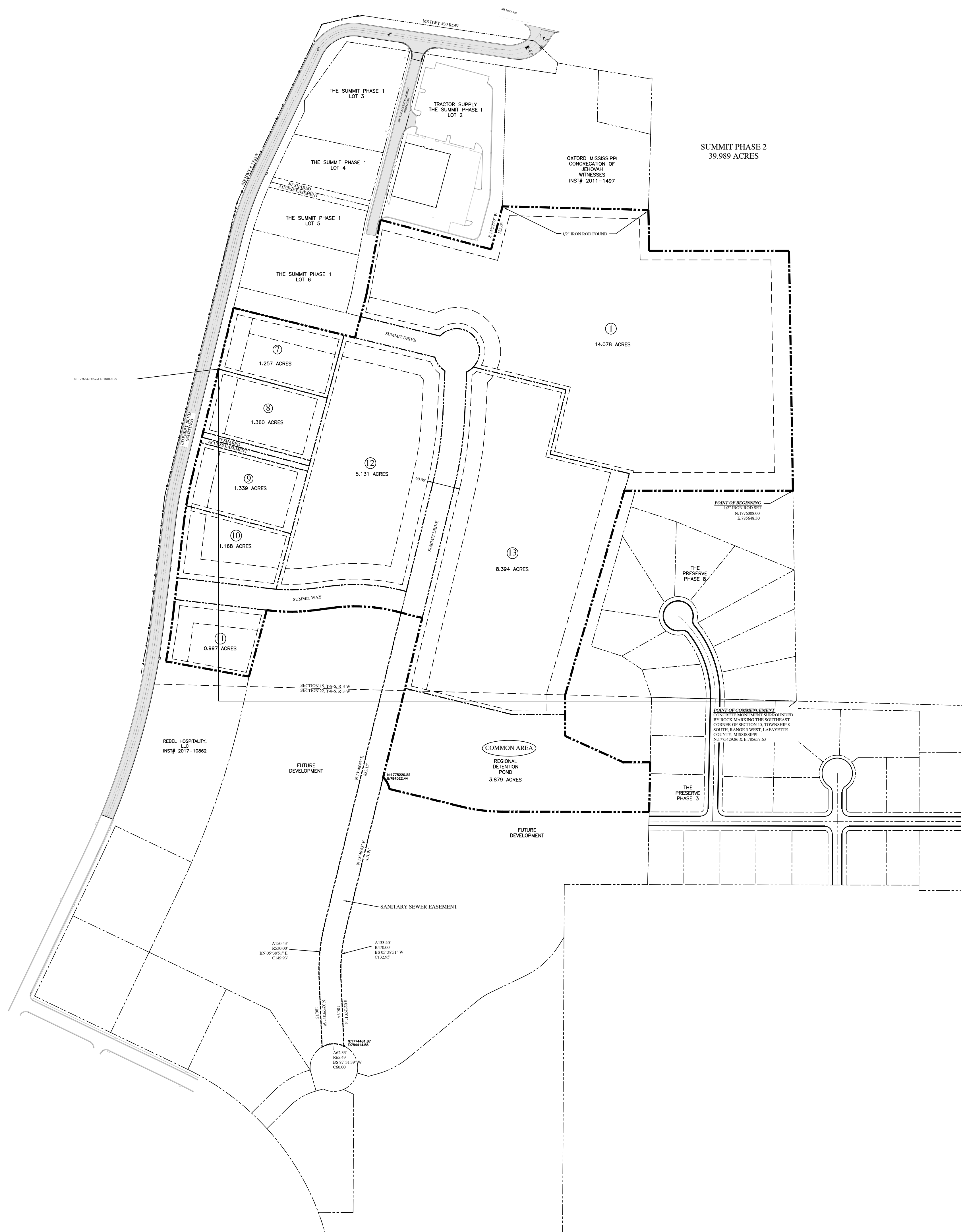
IN THE SE 1/4 OF SEC. 15 & THE NE 1/4 OF 22, T-8-S, R-3-W, CITY OF OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

DRAWN BY: J. ADAMS, PS	DATE: 10/18/2024
CHECKED BY: J. ADAMS, PS	SCALE: 1"=100'
DRAWING NO.:	23158

ALL ENGINEERING DRAWINGS ARE IN CONFIDENCE AND DISSEMINATION MAY NOT BE MADE WITHOUT PRIOR WRITTEN CONSENT OF THE ENGINEER. ALL COMMON LAW RIGHTS OF COPYRIGHT AND OTHERWISE ARE HEREBY SPECIFICALLY RESERVED.

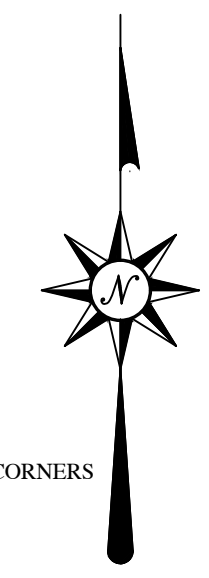
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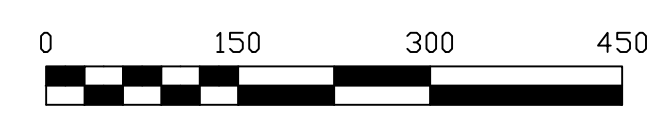
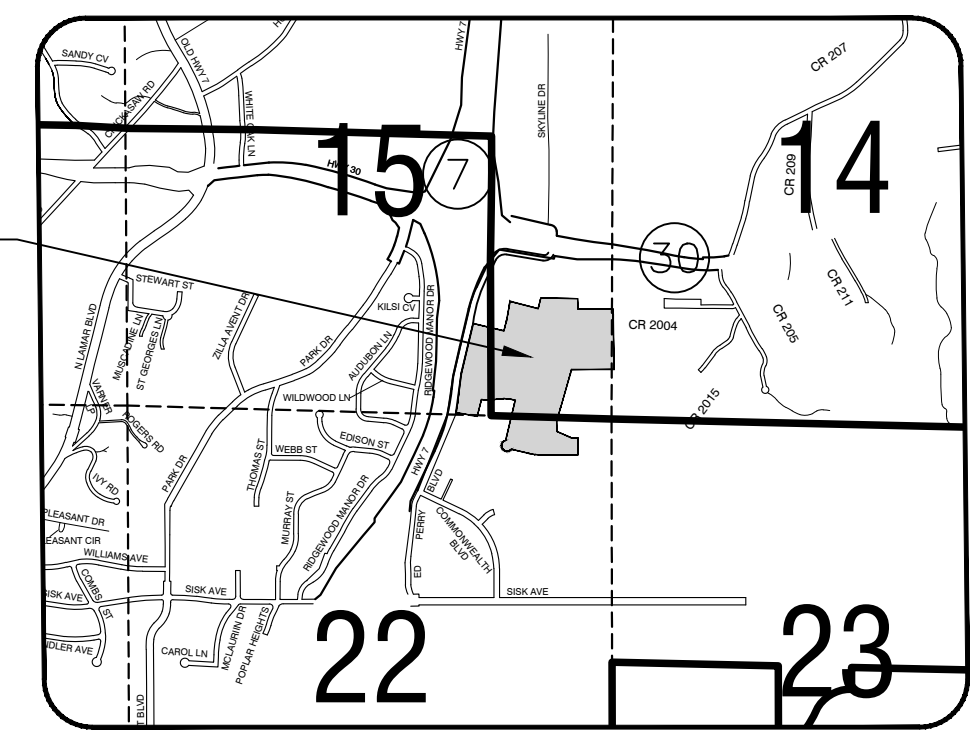


### LEGEND

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- PROPERTY LINES
  - - - ADJOINING PROPERTY LINES
  - - - EASEMENT LINES
  - - - SETBACK LINES
  - - - EDGE OF PAVEMENT
  - - - CENTERLINE OF ROAD
  - - - FENCE LINES
  - - - BUILDING
  - 1/2" IRON ROD SET AT PROPERTY CORNERS
  - △ EXISTING MONUMENTS



PROJECT LOCATION



**~COMMON AREA/DETENTION POND NOTES~**

All common property/detention pond shall be maintained in perpetuity and cannot be developed for any other use which would limit or cause to limit the use of the common area/detention ponds. The common area/detention ponds shall be owned and/or maintained by the Property Owner's Association of the development and each property owner shall own a proportionate share of the common area/detention ponds and shall bear his proportionate responsibility for the continued maintenance in accordance with the City of Oxford and Lafayette County.

The Homeowners Association, (the "Association"), shall be responsible for the maintenance, upkeep, and payment of ad valorem taxes for all Common Property shown on this Plat. In the event of a permanent dissolution of the Association, all owners of lots within all phases of the Subdivision existing at the time of such permanent dissolution shall immediately thereupon hold title to the Common Property as tenants in common and shall collectively provide for the continued maintenance and upkeep thereof on a pro rata basis determined by the total number of lots within all phases of the Subdivision. Furthermore, in the event of such permanent dissolution, the ad valorem taxes for all Common Property shown on this Plat shall be assessed to each lot within the Subdivision on a pro rata basis determined by the total number of lots within all phases of the Subdivision.

**~SURVEYORS CERTIFICATE~**

I DO HEREBY CERTIFY THAT THIS CONFORMS TO THE MINIMUM REQUIREMENTS AS SET FORTH BY THE STATE BOARD FOR A CLASS "B" SURVEY AND THAT ALL PARTS OF THIS SURVEY AND DRAWING HAVE BEEN COMPLETED IN ACCORDANCE WITH THE CURRENT REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR SURVEYING IN THE STATE OF MISSISSIPPI TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Jonathan E. Adams Date  
MS PS-2879

**~SURVEYORS NOTES~**

- This Property has a land use classification of Class "B" as defined in Appendix "A" and the boundary survey meets the Minimum Quality Requirements for Condition "B" as defined in Appendix "B" of the "MISSISSIPPI STANDARDS OF PRACTICE FOR SURVEYING".
- All Bearings Are Based On Mississippi East State Plane Coordinate System Grid North As Determined By GPS Observations With A Convergence Of (-0° 22'18") and a scale factor of 0.999995146 Calculated At The Point Of Commencement.
- Horizontal Datum based on NAD 83(2011) and Vertical Datum based on NAVD 88 as posted on below station  
 GCGC Real Time Network  
 CORS - This is a GPS Continuously Operating Reference Station  
 Designation - Oxford Cors ARP  
 CORS ID - MSOX  
 PID - DK6714  
 Lat - 34° 21' 50.93047"  
 Lon - 89° 31' 56.51638"
- Date Of Field Survey: December 2019.
- This Property is Zoned (SCN) Suburban Center, Setbacks For This Zone Are As Follows:  
 Front = 15/50' Side = 10' Rear = 25'
- This survey is subject to any easements recorded or unrecorded, shown or not shown on this Plat.
- This survey was done without the benefit of a Title search.
- Adjoining property owners shown hereon were obtained from Tri State Consulting Services Inc. as shown at the time of survey and may or may not be up to date.



PHONE: (662) 234-8539  
 FAX: (662) 234-8639  
 EMAIL: OXFORD@PECORPMS.COM  
 WEB SITE: PECORPMS.COM  
 ADDRESS: 1776 N. LAMAR OXFORD, MS 38655

**REVISIONS:**

NO.	DATE	REVISIONS:	BY:

**PRELIMINARY AND FINAL PLAT  
 FOR  
 THE SUMMIT PHASE 2  
 (EASEMENTS)**

IN THE SE 1/4 OF SEC. 15 & THE NE 1/4 OF 22, T-8-S, R-3-W, CITY OF OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

DRAWN BY: J. ADAMS, PS	DATE: 07/26/2024
CHECKED BY: J. ADAMS, PS	SCALE: 1"=150'
DRAWING NO.: 23158	

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PAGE NO.:  
**2.0**

**~DESCRIPTION OF PROPERTY~**

THE FOLLOWING DESCRIPTION IS BASED ON THE MISSISSIPPI EAST STATE PLANE COORDINATE SYSTEM GRID NORTH AS DETERMINED BY GPS OBSERVATIONS WITH A CONVERGENCE OF (-0' 22'18") AND A SCALE FACTOR OF 0.999995146 CALCULATED AT THE POINT OF COMMENCEMENT.

A PARCEL OF LAND LOCATED IN THE SOUTHEAST QUARTER OF SECTION 15, TOWNSHIP 8 SOUTH, RANGE 3 WEST, CITY OF OXFORD, LAFAYETTE COUNTY, MISSISSIPPI AND CONTAINING 39.989 ACRES. THIS PROPERTY DESCRIBED IN MORE DETAIL AS FOLLOWS:

COMMENCING AT A CONCRETE MONUMENT SURROUNDED BY ROCK RECOGNIZED AS BEING THE SOUTHEAST CORNER OF SECTION 15, TOWNSHIP 8 SOUTH, RANGE 3 WEST LAFAYETTE COUNTY, MISSISSIPPI. SAID POINT BEING FURTHER DEFINED BY MISSISSIPPI EAST STATE PLANE COORDINATES OF N:1,776,429.86 AND E:785,657.63.

RUN THENCE NORTH 00 DEGREES 55 MINUTES 29 SECONDS WEST A DISTANCE OF 578.22 FEET TO A 1/2" IRON ROD SET; SAID POINT BEING FURTHER DEFINED BY STATE PLANE COORDINATES OF N: 1776008.00, E: 785648.30 AND HEREINAFTER REFERRED TO AS THE POINT OF BEGINNING;

FROM SAID POINT OF BEGINNING, RUN THENCE DUE WEST A DISTANCE OF 463.15 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 16 DEGREES 09 MINUTES 14 SECONDS WEST A DISTANCE OF 584.35 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 00 DEGREES 08 MINUTES 00 SECONDS WEST A DISTANCE OF 112.73 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 65 DEGREES 42 MINUTES 24 SECONDS EAST A DISTANCE OF 175.99 FEET TO A 1/2" IRON ROD SET; THENCE DUE EAST A DISTANCE OF 73.43 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 01 DEGREES 10 MINUTES 15 SECONDS WEST A DISTANCE OF 136.30 FEET TO A 1/2" IRON ROD SET; THENCE NORTH 89 DEGREES 54 MINUTES 14 SECONDS WEST A DISTANCE OF 403.25 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE RIGHT HAVING AN ARC LENGTH OF 113.43 FEET, A RADIUS OF 475.00 FEET, A CHORD BEARING OF NORTH 83 DEGREES 03 MINUTES 45 SECONDS WEST, AND A CHORD LENGTH OF 113.16 FEET, TO A 1/2" IRON ROD SET; THENCE NORTH 76 DEGREES 13 MINUTES 17 SECONDS WEST A DISTANCE OF 203.78 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE RIGHT HAVING AN ARC LENGTH OF 37.05 FEET, A RADIUS OF 60.00 FEET, A CHORD BEARING OF NORTH 28 DEGREES 32 MINUTES 01 SECONDS WEST, AND A CHORD LENGTH OF 36.46 FEET, TO A 1/2" IRON ROD SET; THENCE NORTH 13 DEGREES 46 MINUTES 43 SECONDS EAST A DISTANCE OF 451.24 FEET TO A 1/2" IRON ROD SET; THENCE NORTH 76 DEGREES 13 MINUTES 17 SECONDS WEST A DISTANCE OF 60.00 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE LEFT HAVING AN ARC LENGTH OF 190.16 FEET, A RADIUS OF 470.00 FEET, A CHORD BEARING OF NORTH 85 DEGREES 57 MINUTES 06 SECONDS WEST, AND A CHORD LENGTH OF 188.87 FEET, TO A 1/2" IRON ROD SET; THENCE SOUTH 82 DEGREES 27 MINUTES 26 SECONDS WEST A DISTANCE OF 45.49 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE RIGHT HAVING AN ARC LENGTH OF 131.23 FEET, A RADIUS OF 530.00 FEET, A CHORD BEARING OF SOUTH 89 DEGREES 33 MINUTES 02 SECONDS WEST, AND A CHORD LENGTH OF 130.89 FEET, TO A 1/2" IRON ROD SET; THENCE NORTH 83 DEGREES 21 MINUTES 23 SECONDS WEST A DISTANCE OF 4.84 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 14 DEGREES 58 MINUTES 29 SECONDS WEST A DISTANCE OF 188.78 FEET TO A 1/2" IRON ROD SET; THENCE NORTH 79 DEGREES 39 MINUTES 39 SECONDS WEST A DISTANCE OF 231.64 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE LEFT HAVING AN ARC LENGTH OF 143.74 FEET, A RADIUS OF 2054.35 FEET, A CHORD BEARING OF NORTH 08 DEGREES 27 MINUTES 22 SECONDS EAST, AND A CHORD LENGTH OF 143.71 FEET, TO A 1/2" IRON ROD SET; THENCE NORTH 06 DEGREES 38 MINUTES 46 SECONDS EAST A DISTANCE OF 243.23 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE RIGHT HAVING AN ARC LENGTH OF 120.74 FEET, A RADIUS OF 970.00 FEET, A CHORD BEARING OF NORTH 10 DEGREES 12 MINUTES 43 SECONDS EAST, AND A CHORD LENGTH OF 120.66 FEET, TO A 1/2" IRON ROD SET; THENCE NORTH 13 DEGREES 46 MINUTES 40 SECONDS EAST A DISTANCE OF 482.94 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 76 DEGREES 13 MINUTES 17 SECONDS EAST A DISTANCE OF 343.62

**~SURVEYOR'S CERTIFICATE~**

I CERTIFY THAT THE WITHIN PLAT OF THE SUMMIT PHASE 2 IN LAFAYETTE COUNTY, MISSISSIPPI, IS A TRUE AND CORRECT REPRESENTATION OF SAID SUBDIVISION AND THAT I SIGNED AND DELIVERED IT AS MY OWN ACT AND DEED.

WITNESS MY HAND AND SIGNATURE THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
JONATHAN E. ADAMS  
MISSISSIPPI PS. #2879

**~ENGINEER'S CERTIFICATE~**

I CERTIFY THAT THE SUMMIT PHASE 2 IS IN CONFORMANCE WITH THE DESIGN REQUIREMENTS OF THE SUBDIVISION REGULATIONS AND SPECIFIC CONDITIONS IMPOSED ON THIS DEVELOPMENT, AND TAKES INTO ACCOUNT ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS.

WITNESS MY HAND AND SIGNATURE THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
PAUL KOSHENINA  
MISSISSIPPI PE #14912

**~CITY OF OXFORD~  
~STATE OF MISSISSIPPI~**

APPROVED AND RECOMMENDED FOR ACCEPTANCE BY THE CITY OF OXFORD PLANNING COMMISSION, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
JR RIGBY, CHAIRMAN  
CITY OF OXFORD PLANNING COMMISSION

**~OWNER'S CERTIFICATE~**

I, DAVID BLACKBURN, OWNERS OF THE SUMMIT, PHASE 2, AND AS OWNER OF THE TRACT OF LAND HEREIN DESCRIBED, CERTIFY THAT WE DID CAUSE SAID LAND TO BE SUBDIVIDED AND PLATED, AS SHOWN ON THE ATTACHED PLAT FOR THE SUMMIT, PHASE 2. STREETS ARE HEREBY DEDICATED TO THE USE BY THE PUBLIC AND/OR PRIVATE UTILITY COMPANIES WHICH SERVE THIS SUBDIVISION. UTILITY EASEMENTS ARE ALSO DEDICATED TO THE PUBLIC AND/OR PRIVATE UTILITY COMPANIES WHICH SERVE THIS SUBDIVISION. SUCH SUBDIVISION AND DEDICATION IS THE OWNER'S OWN ACT AND DEED OF THEIR OWN FREE WILL.

WITNESS MY HAND AND SIGNATURE



PHONE: (662) 234-8539      EMAIL: OXFORD@PECORPMS.COM      ADDRESS: 1776 N. LAMAR  
FAX: (662) 234-8639      PECORPMS.COM      OXFORD, MS 38653

**REVISIONS:**

NO.	DATE	REVISIONS	BY:

**~CITY ENGINEER'S CERTIFICATE~**

I CERTIFY THAT THE SUMMIT, PHASE 2 HAS COMPLIED WITH ONE OF THE FOLLOWING ALTERNATIVES FOR THE THE SUMMIT, PHASE 2:

1. ALL IMPROVEMENTS HAVE BEEN INSTALLED BY THE SUB-DIVIDER IN ACCORDANCE WITH THE REQUIREMENTS OF THESE REGULATIONS AND WITH THE ACTION OF THE BOARD OF ALDERMEN, GIVING APPROVAL OF THE PRELIMINARY PLAT, AND ACCEPTING MAINTENANCE OF UTILITIES AND STREETS.
2. A BOND, OR CERTIFIED CHECK HAS BEEN POSTED BY THE SUB-DIVIDER WHICH IS AVAILABLE TO THE CITY IN A SUFFICIENT AMOUNT TO ENSURE COMPLETION OF ALL REQUIRED IMPROVEMENTS.

AS OF THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
JOHN CRAWLEY, PE  
CITY ENGINEER, CITY OF OXFORD

**~ACKNOWLEDGEMENT~  
~COUNTY OF LAFAYETTE~  
~STATE OF MISSISSIPPI~**

PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED AUTHORITY IN AND FOR SAID COUNTY AND STATE, I, DAVID B. BLACKBURN, AS MANAGER OF OXFORD COMMONS III, LLC, AS OWNER OF THE TRACT OF LAND HEREIN DESCRIBED., WHO ACKNOWLEDGED THAT HE/SHE AS OWNER OF THE SUMMIT, PHASE 2, AND AS ITS ACT AND DEED HE/SHE SIGNED, EXECUTED AND DELIVERED THE ABOVE AND FOREGOING INSTRUMENT.

GIVEN UNDER MY HAND AND OFFICIAL SEAL OF OFFICE, THIS THE \_\_\_\_\_ OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
DAVID BLACKBURN, MANAGER  
OXFORD COMMONS III, LLC

\_\_\_\_\_  
NOTARY PUBLIC

**~CITY OF OXFORD~  
~COUNTY OF LAFAYETTE~  
~STATE OF MISSISSIPPI~**

APPROVED AND RECOMMENDED FOR ACCEPTANCE BY THE CITY OF OXFORD, BOARD OF ALDERMEN, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
ROBYN TANNEHILL  
MAYOR, CITY OF OXFORD

**~COUNTY OF LAFAYETTE~  
~STATE OF MISSISSIPPI~**

I, MIKE ROBERTS, CHANCERY CLERK IN AND FOR SAID COUNTY AND STATE, HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN MY OFFICE AT \_\_\_\_\_ O'CLOCK ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, AND WAS DULY RECORDED IN PLAT CABINET \_\_\_\_\_, SLIDE \_\_\_\_\_.

WITNESS MY HAND AND OFFICIAL SEAL THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
MIKE ROBERTS  
CHANCERY CLERK

**~RESTRICTIVE COVENANTS~**

RECORDED IN INSTRUMENT NUMBER \_\_\_\_\_, OF THE LAND RECORDS IN THE CHANCERY CLERK'S OFFICE OF LAFAYETTE COUNTY, MISSISSIPPI.

**CERTIFICATE SHEET  
FOR  
THE SUMMIT PHASE 2  
IN THE SE 1/4 OF SEC. 15 & THE NE 1/4 OF 22, T-8-S, R-3-W, CITY OF  
OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

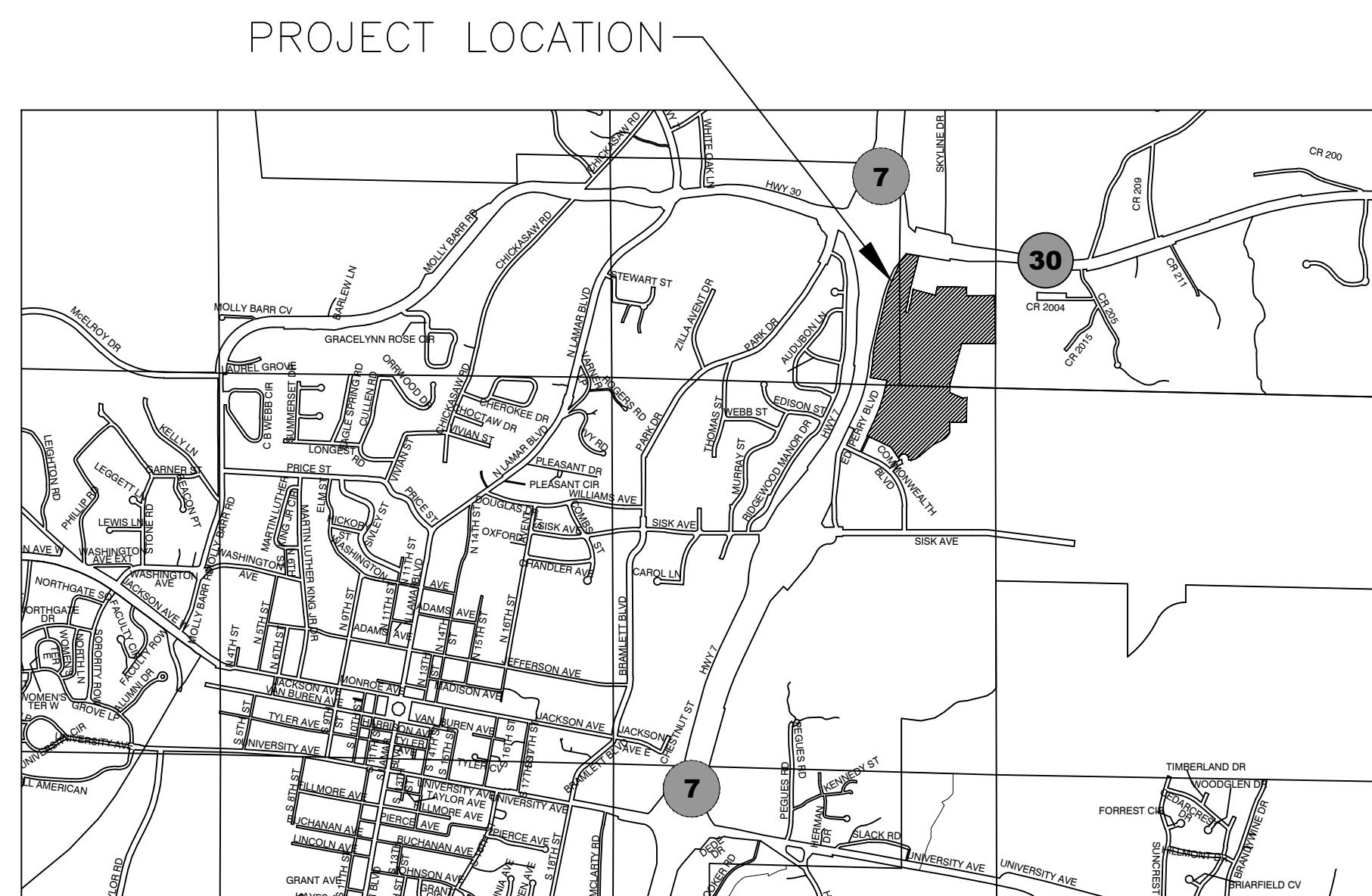
DRAWN BY: J. ADAMS, PS	DATE: 07/26/2024
CHECKED BY: J. ADAMS, PS	SCALE: NA
DRAWING NO.: 23458	

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PAGE NO.:  
**3.0**

# CONSTRUCTION PLANS FOR THE SUMMIT PHASE II AT THE OXFORD COMMONS

INDEX OF SHEETS:



VICINITY MAP  
N.T.S.

OXFORD, LAFAYETTE COUNTY, MISSISSIPPI



**CONSULTING ENGINEER:**  
**PRECISION ENGINEERING CORPORATION**  
1776 NORTH LAMAR BOULEVARD  
OXFORD, MS 38655  
(662) 234-8539

**OWNER/DEVELOPER:**  
**THE SUMMIT AT OXFORD COMMONS, LLC**  
825 SISK AVENUE, SUITE 200  
OXFORD, MS 38655

C101 GENERAL NOTES	C501 DETAILS
C102 EXISTING CONDITIONS	C502 DETAILS
C103 PREDEVELOPMENT EROSION CONTROL PLAN	C503 DETAILS
C104 EROSION CONTROL PLAN	C504 DETAILS
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<del>C404 SANITARY SEWER PLAN AND PROFILE LINE C</del>	
<del>C405 SANITARY SEWER PLAN AND PROFILE LINE D AND E</del>	

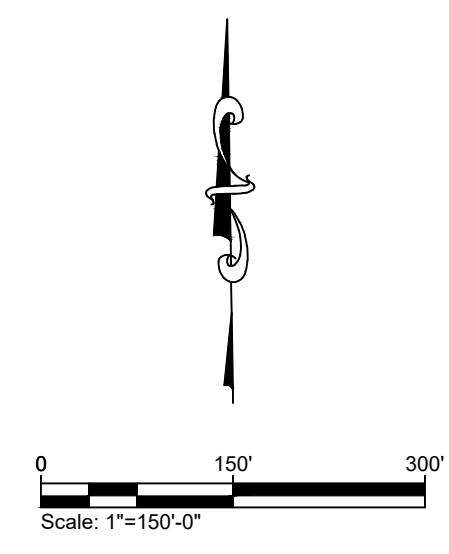
OCTOBER 2024



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**EXISTING CONDITIONS**  
SCALE: 1" = 150'



EMAIL: OXFORD@PECORPMS.COM FAX:  
PHONE: (662) 234-8539 WEB SITE: PECORPMS.COM (662) 234-8639

**REVISIONS:**

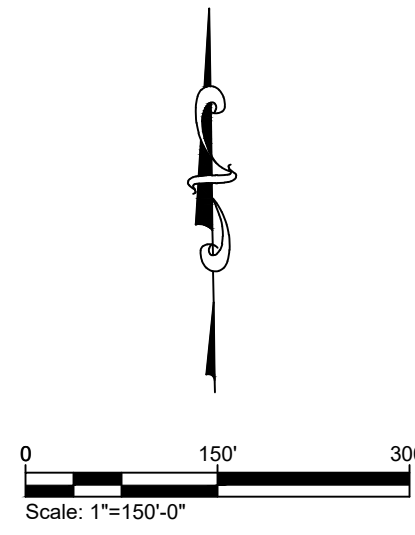
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**EXISTING CONDITIONS  
FOR  
THE SUMMIT PHASE II  
AT OXFORD COMMONS  
OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

DRAWN BY:	HRW	8.30.2024
CHECKED BY:	PK	AS NOTED
PROJECT NO.:	23158	

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PAGE NO:  
**C102**



**LEGEND**

	HEAVY DUTY SILT FENCE
	LIMITS OF DISTURBANCE
	DIRECTION FLOW ARROWS
	CONSTRUCTION ENTRANCE
	HAY WATTLES
	ROCK DITCH CHECK
	JURISDICTIONAL WATERS (PERMIT UNDER REVIEW)
	AREA PERMITTED FOR TREE REMOVAL

PREDEVELOPMENT PERMITTED AREA: 37.58 ACRES

**EROSION & SEDIMENT CONTROL NOTES:**

- SEE SHEET C101 FOR GENERAL EROSION CONTROL GUIDELINES AND RECOMMENDATIONS.
- THIS PLAN SHALL BE UPDATED AND AMENDED BY THE CONTRACTOR SO AS TO APPROPRIATELY RESPOND TO THE CHANGING SITE CONDITIONS AS THE PROJECT MOVES FROM THE EXISTING TO PROPOSED STATE. THE CONSTRUCTION MANAGER SHALL OUTLINE PHASING OF CONSTRUCTION ACTIVITIES AND SHALL COORDINATE THE TIMING OF ALL LAND-DISTURBING ACTIVITIES WITH EROSION AND SEDIMENT CONTROL MEASURES PLANNED FOR THE PROJECT.
- THE CONTRACTOR SHALL PROVIDE AND MAINTAIN EROSION CONTROL DURING CONSTRUCTION BY THE PLACEMENT OF SILT FENCES AND/OR HAY BALES WHERE NECESSARY TO PREVENT DOWNSTREAM SILTATION OF ANY DITCHES, PIPES, DRAINAGE STRUCTURES OR ADJACENT PROPERTIES. THE CONTRACTOR SHALL PROVIDE ANY ADDITIONAL EROSION CONTROL AS NEEDED OR AS DIRECTED BY THE ENGINEER AND SHALL MAINTAIN ALL EROSION CONTROL MEASURES FOR THE ENTIRE LENGTH OF THE PROJECT.
- ALL NEW CUT OR FILL AREAS LACKING ADEQUATE VEGETATION SHALL BE FERTILIZED, MULCHED, SEEDED AND/OR SODDED AS REQUIRED TO EFFECTIVELY CONTROL SOIL EROSION.
- SEE PREDEVELOPMENT STORM WATER POLLUTION PREVENTION PLAN FOR HOUSEKEEPING CONTROLS.
- CONTRACTORS SHALL BE RESPONSIBLE FOR NOTIFYING ANY UTILITY COMPANY WHICH MAINTAINS A UTILITY LINE WITHIN IN THE BOUNDARIES OF THE PROJECT PRIOR TO INITIATION OF THE PROJECT. THE CONTRACTOR SHALL ALSO ASSUME RESPONSIBILITY FOR ANY DAMAGE INCURRED BY ANY UTILITY COMPANY FOR THEIR UTILITY LINES, WHETHER SHOWN IN THE CONSTRUCTION PLANS OR NOT, DURING WORK ON THE PROJECT.
- BEFORE ANY CONSTRUCTION ACTIVITY CAN BEGIN CONTRACTOR SHALL INSTALL ALL PERIMETER SILT FENCING. ALL INTERIOR SILT FENCING SHALL BE INSTALLED AS THE AREAS OF GRADING BECOMES COMPLETE OR AS NEEDED TO EFFECTIVELY PREVENT EROSION.
- THE CONTRACTOR SHALL BE RESPONSIBLE MEETING AND MAINTAINING ALL REQUIREMENTS OF THE MDEQ CONSTRUCTION GENERAL PERMIT. THIS INCLUDES, BUT IS NOT LIMITED TO ALL NECESSARY EROSION CONTROL INSPECTIONS AND COMPLETION OF INSPECTION FORMS AS SPECIFIED BY MDEQ. THE PREDEVELOPMENT STORMWATER POLLUTION PREVENTION PLAN (SWPPP) AND MDEQ CONSTRUCTION GENERAL PERMIT WILL BE INITIALLY PROVIDED BY THE ENGINEER, BUT SHALL BE MAINTAINED BY THE CONTRACTOR. THE CONTRACTOR SHALL NOT START ANY CONSTRUCTION ACTIVITY ON THE SITE UNTIL ALL ONSITE REPRESENTATIVES OF THE CONTRACTOR HAVE A COPY OF THE SWPPP AND MDEQ CONSTRUCTION GENERAL PERMIT IN HAND.



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 PHONE: (662) 234-8539 WEB SITE: PECORPMS.COM

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NOT FOR CONSTRUCTION

**PREDEVELOPMENT  
 EROSION CONTROL PLAN  
 FOR  
 THE SUMMIT PHASE II  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

DRAWN BY:	HRW	8.30.2024
CHECKED BY:	PK	AS NOTED
PROJECT NO.:	23158	

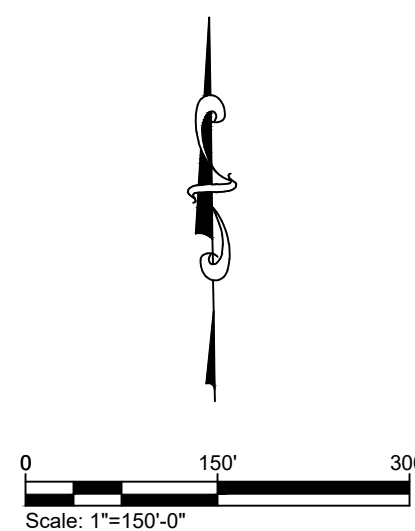
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PAGE NO.: **C103**

**PREDEVELOPMENT EROSION CONTROL PLAN**

SCALE: 1" = 150'

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**LEGEND**

	HEAVY DUTY SILT FENCE
	LIMITS OF DISTURBANCE
	DIRECTION FLOW ARROWS
	CONSTRUCTION ENTRANCE
	TEMPORARY SEDIMENT BASIN
	INLET PROTECTION

TOTAL AREA: 56.27 ACRES

**EROSION & SEDIMENT CONTROL NOTES:**

- SEE SHEET C101 FOR GENERAL EROSION CONTROL GUIDELINES AND RECOMMENDATIONS.
- THIS PLAN SHALL BE UPDATED AND AMENDED BY THE CONTRACTOR SO AS TO APPROPRIATELY RESPOND TO THE CHANGING SITE CONDITIONS AS THE PROJECT MOVES FROM THE EXISTING TO PROPOSED STATE. THE CONSTRUCTION MANAGER SHALL OUTLINE PHASING OF CONSTRUCTION ACTIVITIES AND SHALL COORDINATE THE TIMING OF ALL LAND-DISTURBING ACTIVITIES WITH EROSION AND SEDIMENT CONTROL MEASURES PLANNED FOR THE PROJECT.
- THE CONTRACTOR SHALL PROVIDE AND MAINTAIN EROSION CONTROL DURING CONSTRUCTION BY THE PLACEMENT OF SILT FENCES AND/OR HAY BALES WHERE NECESSARY TO PREVENT DOWNSTREAM SILTATION OF ANY DITCHES, PIPES, DRAINAGE STRUCTURES OR ADJACENT PROPERTIES. THE CONTRACTOR SHALL PROVIDE ANY ADDITIONAL EROSION CONTROL AS NEEDED OR AS DIRECTED BY THE ENGINEER AND SHALL MAINTAIN ALL EROSION CONTROL MEASURES FOR THE ENTIRE LENGTH OF THE PROJECT.
- ALL NEW CUT OR FILL AREAS LACKING ADEQUATE VEGETATION SHALL BE FERTILIZED, MULCHED, SEEDED AND/OR SODDED AS REQUIRED TO EFFECTIVELY CONTROL SOIL EROSION.
- SEE STORM WATER POLLUTION PREVENTION PLAN FOR HOUSEKEEPING CONTROLS.
- CONTRACTORS SHALL BE RESPONSIBLE FOR NOTIFYING ANY UTILITY COMPANY WHICH MAINTAINS A UTILITY LINE WITHIN THE BOUNDARIES OF THE PROJECT PRIOR TO INITIATION OF THE PROJECT. THE CONTRACTOR SHALL ALSO ASSUME RESPONSIBILITY FOR ANY DAMAGE INCURRED BY ANY UTILITY COMPANY FOR THEIR UTILITY LINES, WHETHER SHOWN IN THE CONSTRUCTION PLANS OR NOT, DURING WORK ON THE PROJECT.
- CONTRACTOR SHALL SET ASIDE AN AREA NEAR THE CONSTRUCTION ENTRANCE FOR ALL CONCRETE WASHDOWN OPERATIONS. THE CONTRACTOR SHALL INSTALL AN EARTHEN BERM AROUND THE WASHDOWN AREA TO ENSURE THAT RUNOFF IS NOT ALLOWED TO LEAVE THE AREA. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING THIS AREA FOR THE ENTIRE LENGTH OF THE PROJECT.
- BEFORE ANY CONSTRUCTION ACTIVITY CAN BEGIN CONTRACTOR SHALL INSTALL ALL PERIMETER SILT FENCING. ALL INTERIOR SILT FENCING SHALL BE INSTALLED AS THE AREAS OF GRADING BECOMES COMPLETE OR AS NEEDED TO EFFECTIVELY PREVENT EROSION.
- THE CONTRACTOR SHALL BE RESPONSIBLE MEETING AND MAINTAINING ALL REQUIREMENTS OF THE MDEQ CONSTRUCTION GENERAL PERMIT. THIS INCLUDES, BUT IS NOT LIMITED TO ALL NECESSARY EROSION CONTROL INSPECTIONS AND COMPLETION OF INSPECTION FORMS AS SPECIFIED BY MDEQ. THE STORMWATER POLLUTION PREVENTION PLAN (SWPPP) AND MDEQ CONSTRUCTION GENERAL PERMIT WILL BE INITIALLY PROVIDED BY THE ENGINEER, BUT SHALL BE MAINTAINED BY THE CONTRACTOR. THE CONTRACTOR SHALL NOT START ANY CONSTRUCTION ACTIVITY ON THE SITE UNTIL ALL ONSITE REPRESENTATIVES OF THE CONTRACTOR HAVE A COPY OF THE SWPPP AND MDEQ CONSTRUCTION GENERAL PERMIT IN HAND.



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**REVISIONS:**

NO.	DATE	DESCRIPTION	BY

**EROSION CONTROL PLAN**  
 FOR  
**THE SUMMIT PHASE II**  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

DRAWN BY:	HRW	8.30.2024
CHECKED BY:	PK	AS NOTED
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PAGE NO:  
**C104**

**EROSION CONTROL PLAN**

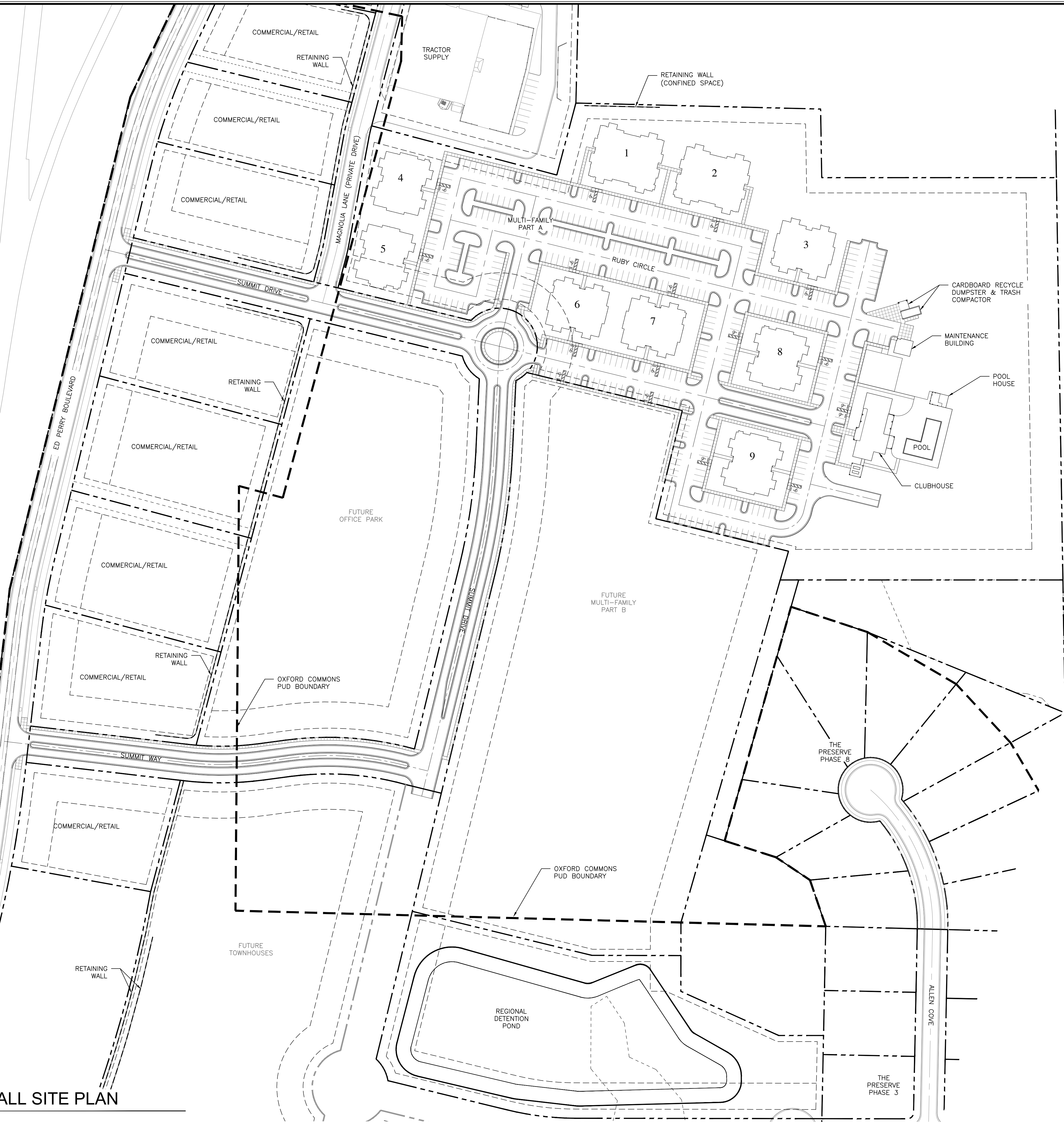
SCALE: 1" = 150'

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E:\23159 The Summit Phase 2\CAD\MULTI-FAMILY\CAD\_SHEET\_SITE.dwg SAVE:10/21/2024 4:02 PM PLOT:10/22/2024 8:51 AM

**OVERALL SITE PLAN**

SCALE: 1" = 80'



LEGEND

	PROPERTY LINE
	BUILDING SETBACK/BUILD-TO LINE
	EASEMENT
	RETAINING WALL
	OXFORD COMMONS PUD BOUNDARY

SITE DATA

**MULTI-FAMILY PART A**  
 LOT 1: 14.078 ACRES  
 PERVIOUS = 7.769 ACRES (55.19%)  
 IMPERVIOUS = 6.309 ACRES (44.81%)

ZONING: SUBURBAN CENTER DISTRICT (SCN)

**BUILDINGS:**  
 3-STORY STRUCTURES = 9  
 3 BEDROOM UNITS = 84  
 4 BEDROOM UNITS = 24  
 TOTAL UNITS = 108 UNITS  
 TOTAL BEDROOMS = 348

**PARKING REQUIRED:**  
 3 BDR UNITS = 84 X 2 = 168 + 84 GUEST PARKING = 252  
 4 BDR UNITS = 24 X 4 = 96 + 24 GUEST PARKING = 120  
 = 372

**PARKING PROVIDED:**  
 400 TOTAL PARKING SPACES (17 OF 400 ADA ACCESSIBLE)



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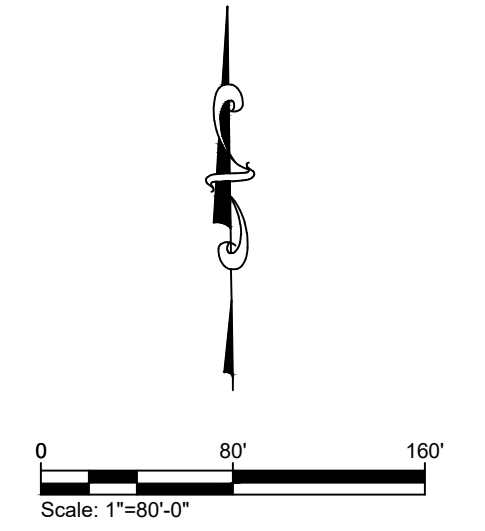
NO.	DATE	DESCRIPTION	BY

**OVERALL SITE PLAN**  
 FOR  
**THE SUMMIT PHASE II**  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

DRAWN BY:	HRW	8.30.2024
CHECKED BY:	PK	AS NOTED
PROJECT NO.:	23158	

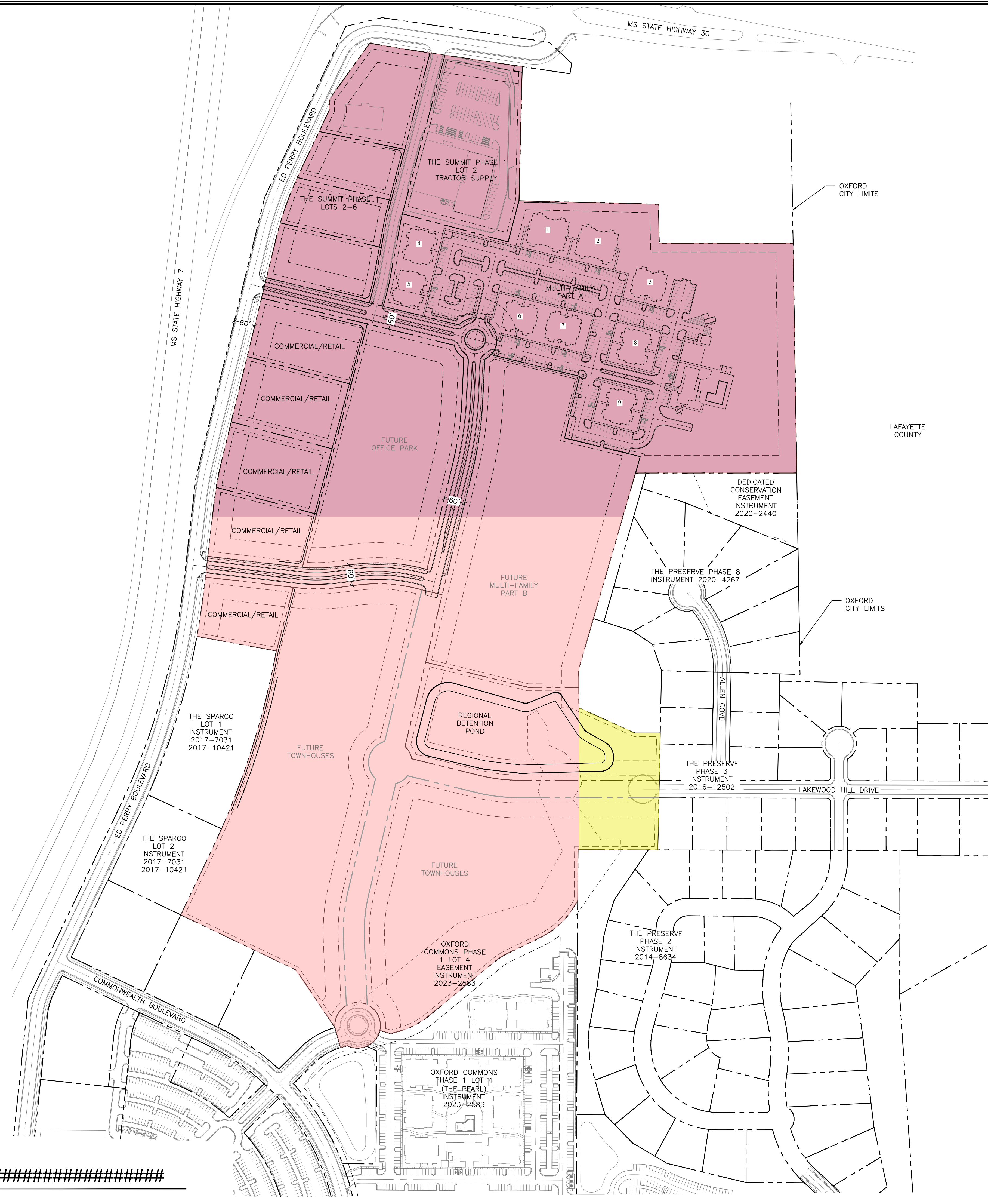
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PAGE NO.: **C105**





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- LEGEND
- PROPERTY LINE
  - - - BUILDING SETBACK/BUILD-TO LINE
  - - - EASEMENT
  - ZONING: SUBURBAN CENTER DISTRICT (SCN)
  - ZONING: SUBURBAN CORRIDOR DISTRICT (SCO)
  - ZONING: SUBURBAN RESIDENTIAL DISTRICT (SR)



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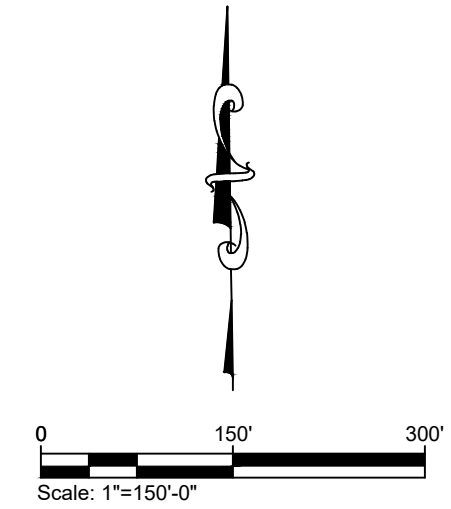
NO.	DATE	DESCRIPTION	BY

MASTER SITE PLAN AND ZONING MAP FOR THE SUMMIT PHASE II AT OXFORD COMMONS OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

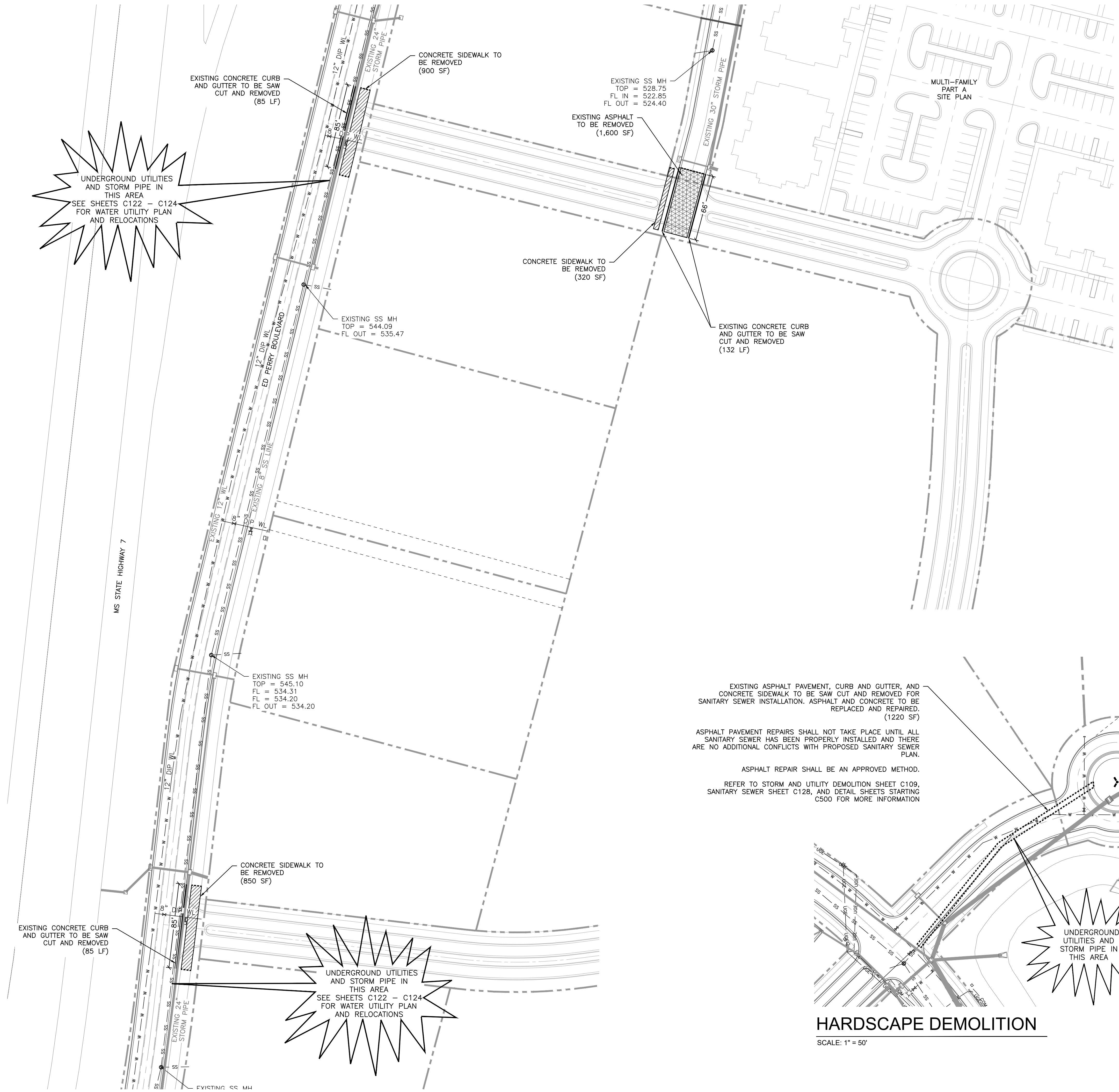
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**HARDSCAPE DEMOLITION**  
SCALE: 1" = 50'

LEGEND

	SAW CUT LIMITS
	CONCRETE PAVEMENT TO BE REMOVED
	ASPHALT PAVEMENT TO BE REMOVED

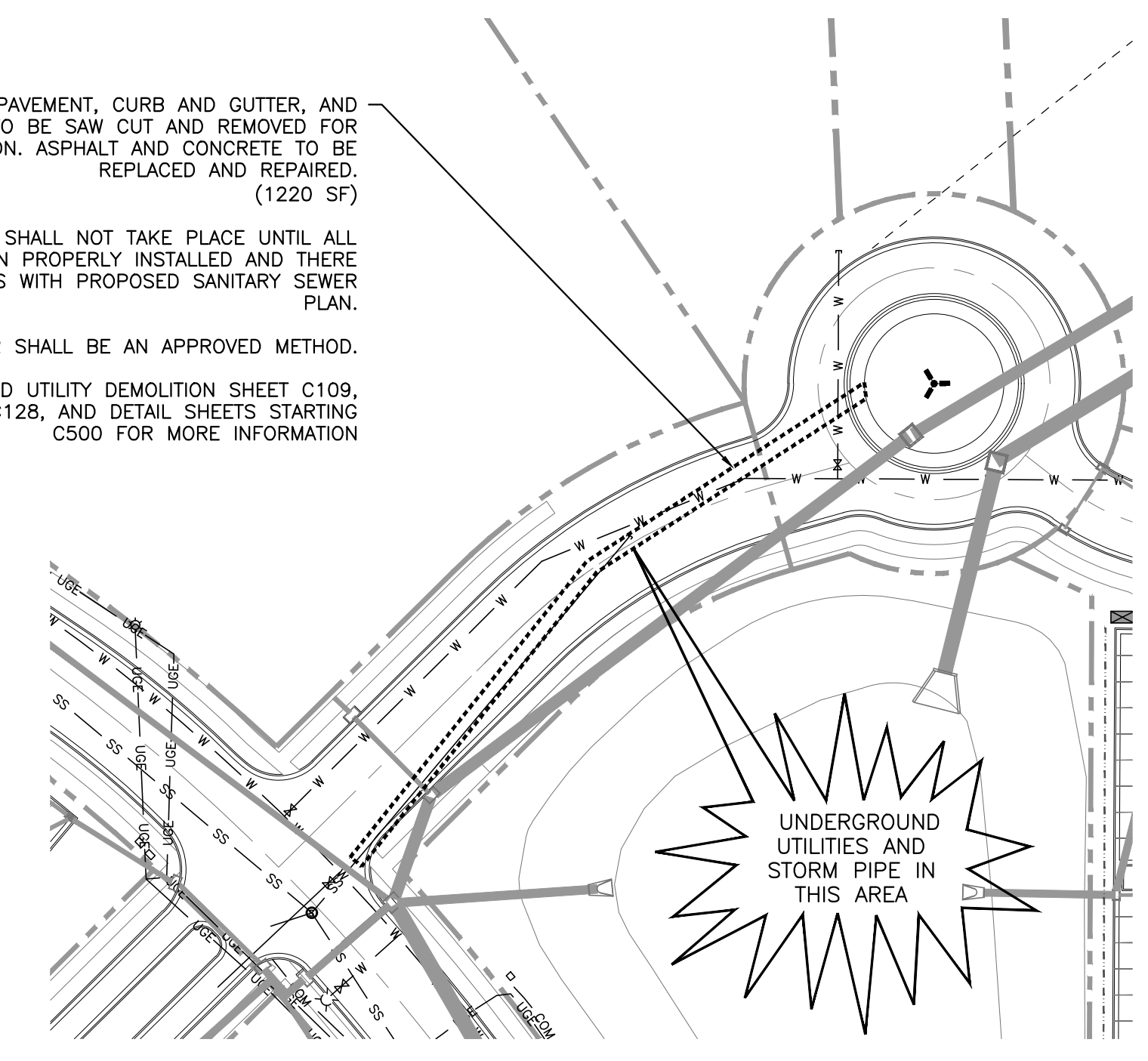
- DEMOLITION NOTES:
- CONTRACTOR SHALL OBTAIN ALL APPROPRIATE PERMITS PRIOR TO STARTING DEMOLITION.
  - CONTRACTOR TO DISPOSE OF ALL WASTE MATERIALS IN ACCORDANCE WITH LOCAL AND STATE GOVERNING AUTHORITIES.
  - THE LOCATION OF EXISTING UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE ONLY. THE CONTRACTOR SHALL NOTIFY EACH INDIVIDUAL UTILITY OWNER OF HIS PLAN OF OPERATION IN THE AREA OF THE UTILITIES. PRIOR TO COMMENCING WORK, THE CONTRACTOR SHALL CONTACT THE UTILITY OWNERS AND REQUEST THEM TO PROPERLY LOCATE THEIR RESPECTIVE UTILITY ON THE GROUND. THIS NOTIFICATION SHALL BE GIVEN AT LEAST THREE (3) BUSINESS DAYS PRIOR TO COMMENCEMENT OF OPERATIONS AROUND THE UTILITY.
  - THE CONTRACTOR WILL PROVIDE ALL NECESSARY PROTECTIVE MEASURES TO SAFEGUARD EXISTING UTILITIES FROM DAMAGE DURING CONSTRUCTION OF THIS PROJECT. IN THE EVENT THAT SPECIAL EQUIPMENT IS REQUIRED TO WORK OVER AND AROUND THE UTILITIES, THE CONTRACTOR WILL BE REQUIRED TO FURNISH SUCH EQUIPMENT AT NO ADDITIONAL COST TO THE OWNER.
  - PRIOR TO SUBMITTING HIS BID, THE CONTRACTOR WILL BE SOLELY RESPONSIBLE FOR CONTACTING OWNERS OF ALL AFFECTED UTILITIES IN ORDER TO DETERMINE THE EXTENT TO WHICH UTILITY RELOCATIONS AND/OR ADJUSTMENTS WILL HAVE UPON THE SCHEDULE OF WORK FOR THE PROJECT. WHILE SOME WORK MAY BE REQUIRED 'AROUND' UTILITY FACILITIES THAT WILL REMAIN IN PLACE, OTHER UTILITY FACILITIES MAY NEED TO BE ADJUSTED CONCURRENTLY WITH THE CONTRACTOR'S OPERATIONS.
  - SEE SHEET C101 FOR GENERAL GUIDELINES AND RECOMMENDATIONS FOR COMMENCEMENT OF WORK.
  - REFER TO SHEET C109 FOR STORM AND UTILITY DEMOLITION PLANS.

EXISTING ASPHALT PAVEMENT, CURB AND GUTTER, AND CONCRETE SIDEWALK TO BE SAW CUT AND REMOVED FOR SANITARY SEWER INSTALLATION. ASPHALT AND CONCRETE TO BE REPLACED AND REPAIRED. (1220 SF)

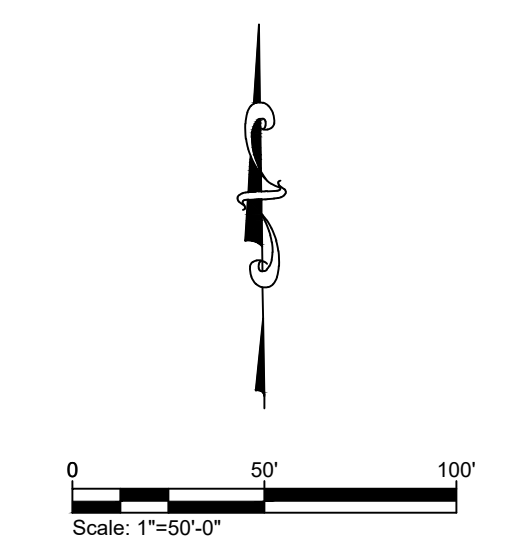
ASPHALT PAVEMENT REPAIRS SHALL NOT TAKE PLACE UNTIL ALL SANITARY SEWER HAS BEEN PROPERLY INSTALLED AND THERE ARE NO ADDITIONAL CONFLICTS WITH PROPOSED SANITARY SEWER PLAN.

ASPHALT REPAIR SHALL BE AN APPROVED METHOD.

REFER TO STORM AND UTILITY DEMOLITION SHEET C109, SANITARY SEWER SHEET C128, AND DETAIL SHEETS STARTING C500 FOR MORE INFORMATION



**HARDSCAPE DEMOLITION**  
SCALE: 1" = 50'



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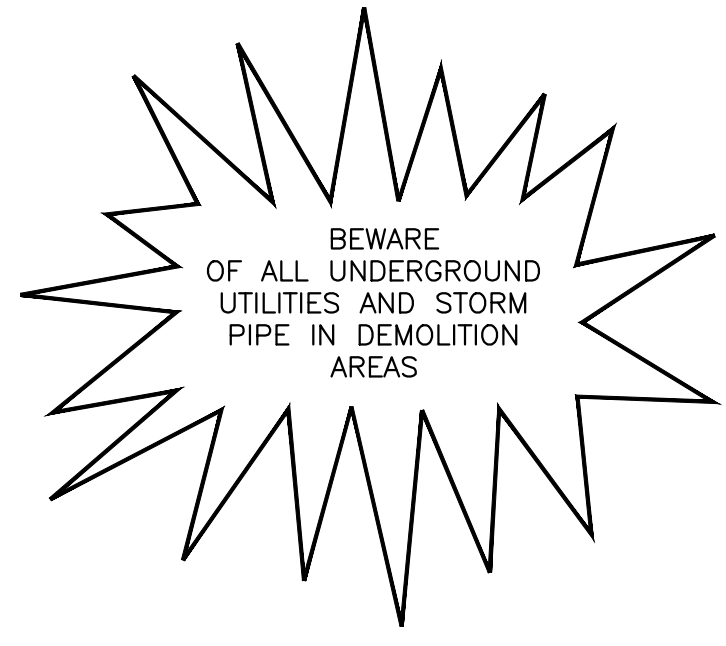
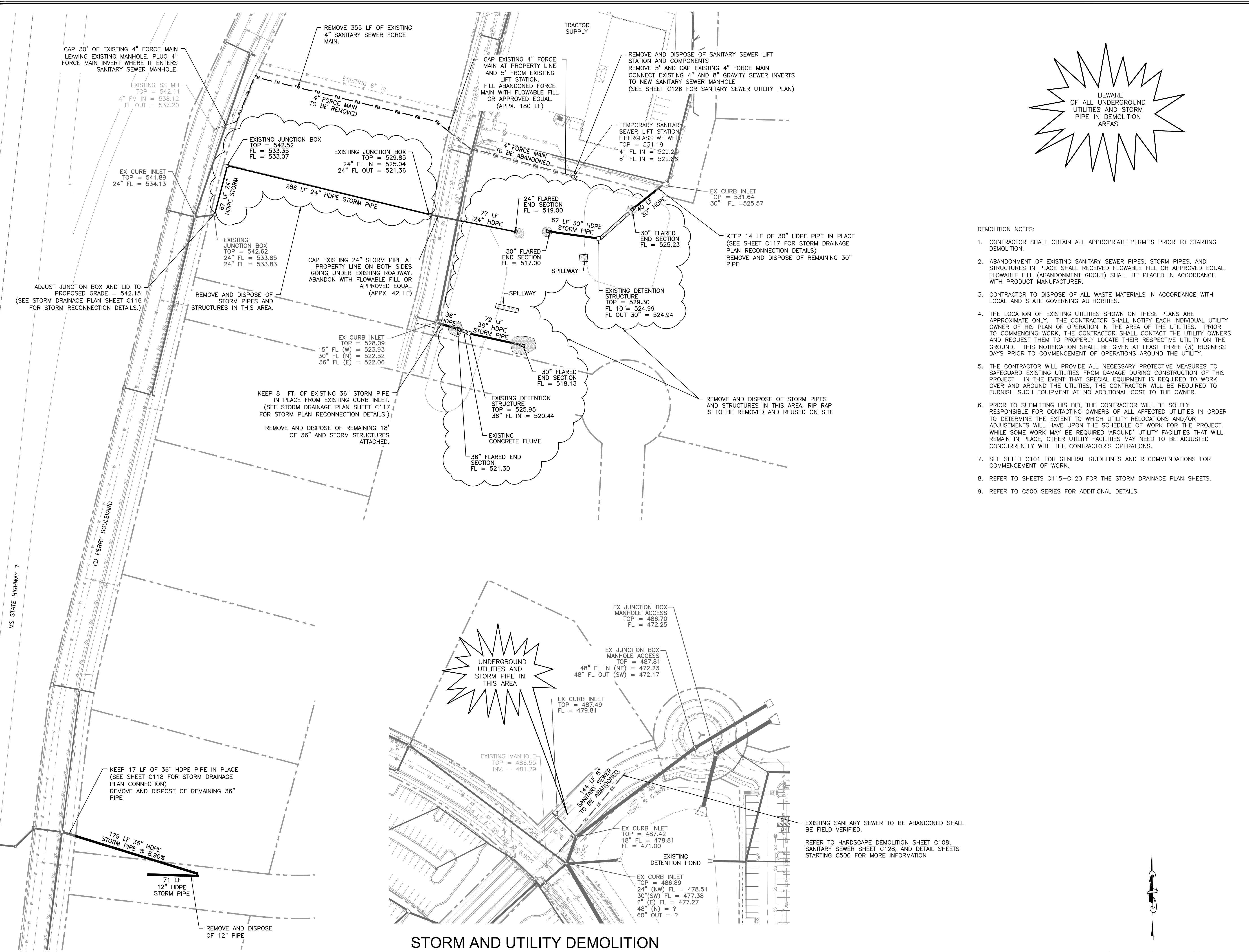
**HARDSCAPE DEMOLITION**  
FOR  
**THE SUMMIT PHASE II**  
AT OXFORD COMMONS  
OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

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PROJECT NO.:	23158	

PAGE NO.:  
**C108**

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- DEMOLITION NOTES:
- CONTRACTOR SHALL OBTAIN ALL APPROPRIATE PERMITS PRIOR TO STARTING DEMOLITION.
  - ABANDONMENT OF EXISTING SANITARY SEWER PIPES, STORM PIPES, AND STRUCTURES IN PLACE SHALL RECEIVE FLOWABLE FILL OR APPROVED EQUAL FLOWABLE FILL (ABANDONMENT GROUT) SHALL BE PLACED IN ACCORDANCE WITH PRODUCT MANUFACTURER.
  - CONTRACTOR TO DISPOSE OF ALL WASTE MATERIALS IN ACCORDANCE WITH LOCAL AND STATE GOVERNING AUTHORITIES.
  - THE LOCATION OF EXISTING UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE ONLY. THE CONTRACTOR SHALL NOTIFY EACH INDIVIDUAL UTILITY OWNER OF HIS PLAN OF OPERATION IN THE AREA OF THE UTILITIES. PRIOR TO COMMENCING WORK, THE CONTRACTOR SHALL CONTACT THE UTILITY OWNERS AND REQUEST THEM TO PROPERLY LOCATE THEIR RESPECTIVE UTILITY ON THE GROUND. THIS NOTIFICATION SHALL BE GIVEN AT LEAST THREE (3) BUSINESS DAYS PRIOR TO COMMENCEMENT OF OPERATIONS AROUND THE UTILITY.
  - THE CONTRACTOR WILL PROVIDE ALL NECESSARY PROTECTIVE MEASURES TO SAFEGUARD EXISTING UTILITIES FROM DAMAGE DURING CONSTRUCTION OF THIS PROJECT. IN THE EVENT THAT SPECIAL EQUIPMENT IS REQUIRED TO WORK OVER AND AROUND THE UTILITIES, THE CONTRACTOR WILL BE REQUIRED TO FURNISH SUCH EQUIPMENT AT NO ADDITIONAL COST TO THE OWNER.
  - PRIOR TO SUBMITTING HIS BID, THE CONTRACTOR WILL BE SOLELY RESPONSIBLE FOR CONTACTING OWNERS OF ALL AFFECTED UTILITIES IN ORDER TO DETERMINE THE EXTENT TO WHICH UTILITY RELOCATIONS AND/OR ADJUSTMENTS WILL HAVE UPON THE SCHEDULE OF WORK FOR THE PROJECT. WHILE SOME WORK MAY BE REQUIRED 'AROUND' UTILITY FACILITIES THAT WILL REMAIN IN PLACE, OTHER UTILITY FACILITIES MAY NEED TO BE ADJUSTED CONCURRENTLY WITH THE CONTRACTOR'S OPERATIONS.
  - SEE SHEET C101 FOR GENERAL GUIDELINES AND RECOMMENDATIONS FOR COMMENCEMENT OF WORK.
  - REFER TO SHEETS C115-C120 FOR THE STORM DRAINAGE PLAN SHEETS.
  - REFER TO C500 SERIES FOR ADDITIONAL DETAILS.



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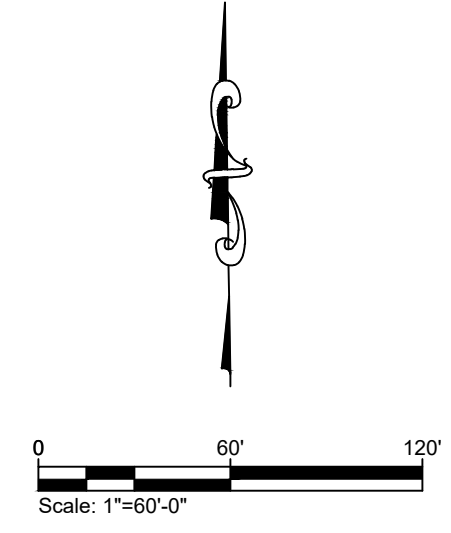
REVISIONS:			
NO.	DATE	DESCRIPTION	BY

**STORM AND UTILITY DEMOLITION**  
**FOR**  
**THE SUMMIT PHASE II**  
**AT OXFORD COMMONS**  
**OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

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C109



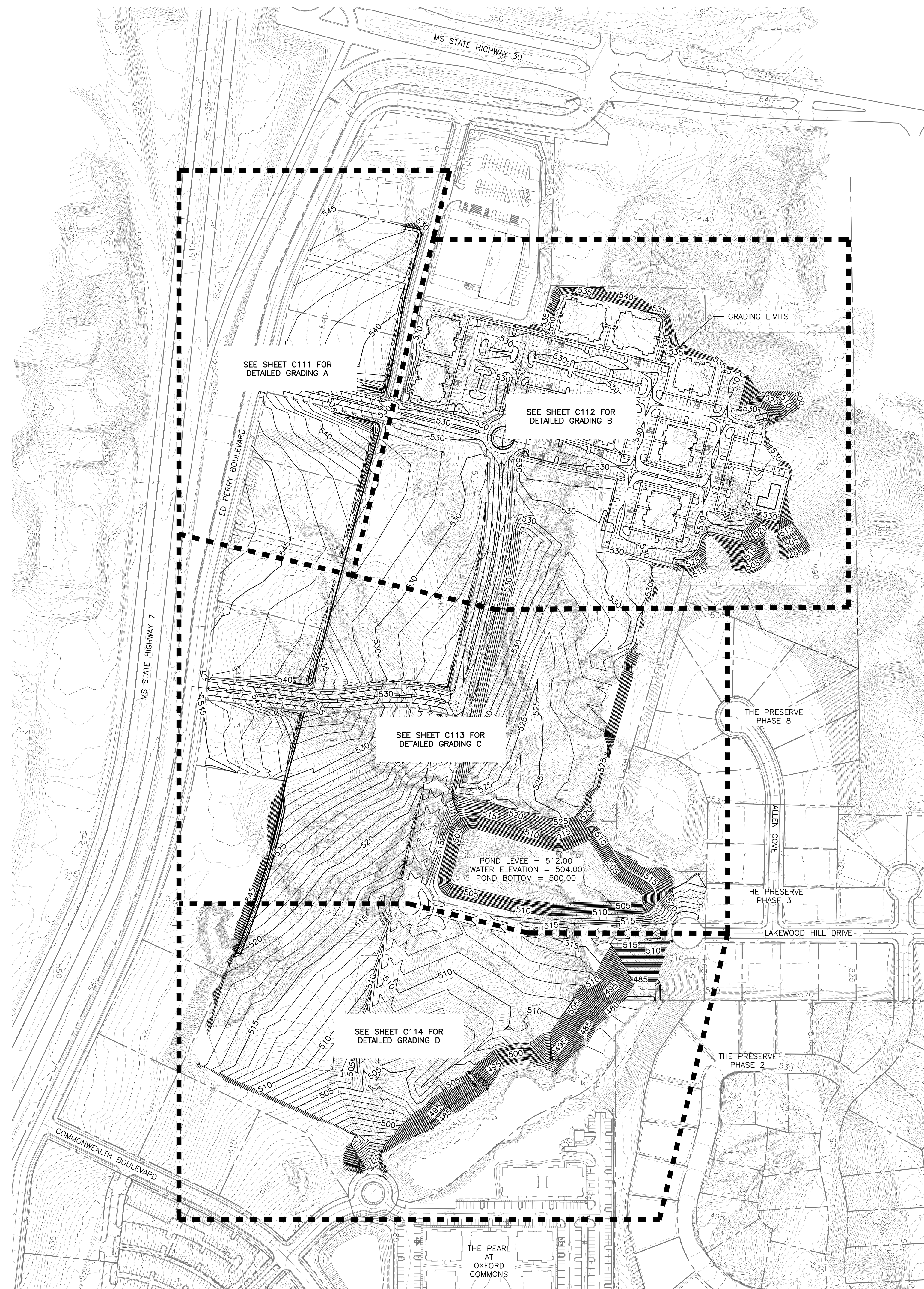
**STORM AND UTILITY DEMOLITION**  
 SCALE: 1" = 60'

**STORM AND UTILITY DEMOLITION**  
 SCALE: 1" = 60'

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**MASS GRADING PLAN**

SCALE: 1" = 150'



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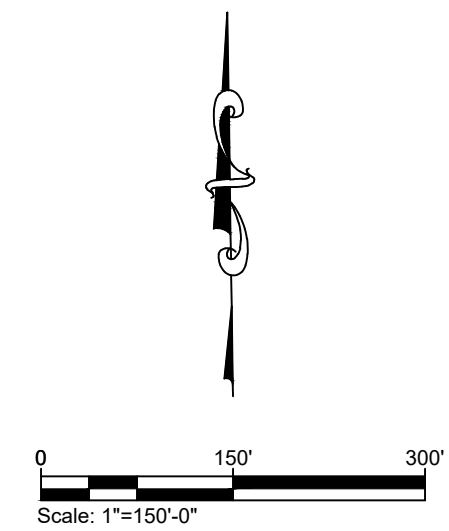
NO.	DATE	DESCRIPTION	BY

**MASS GRADING PLAN  
 FOR  
 THE SUMMIT PHASE II  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

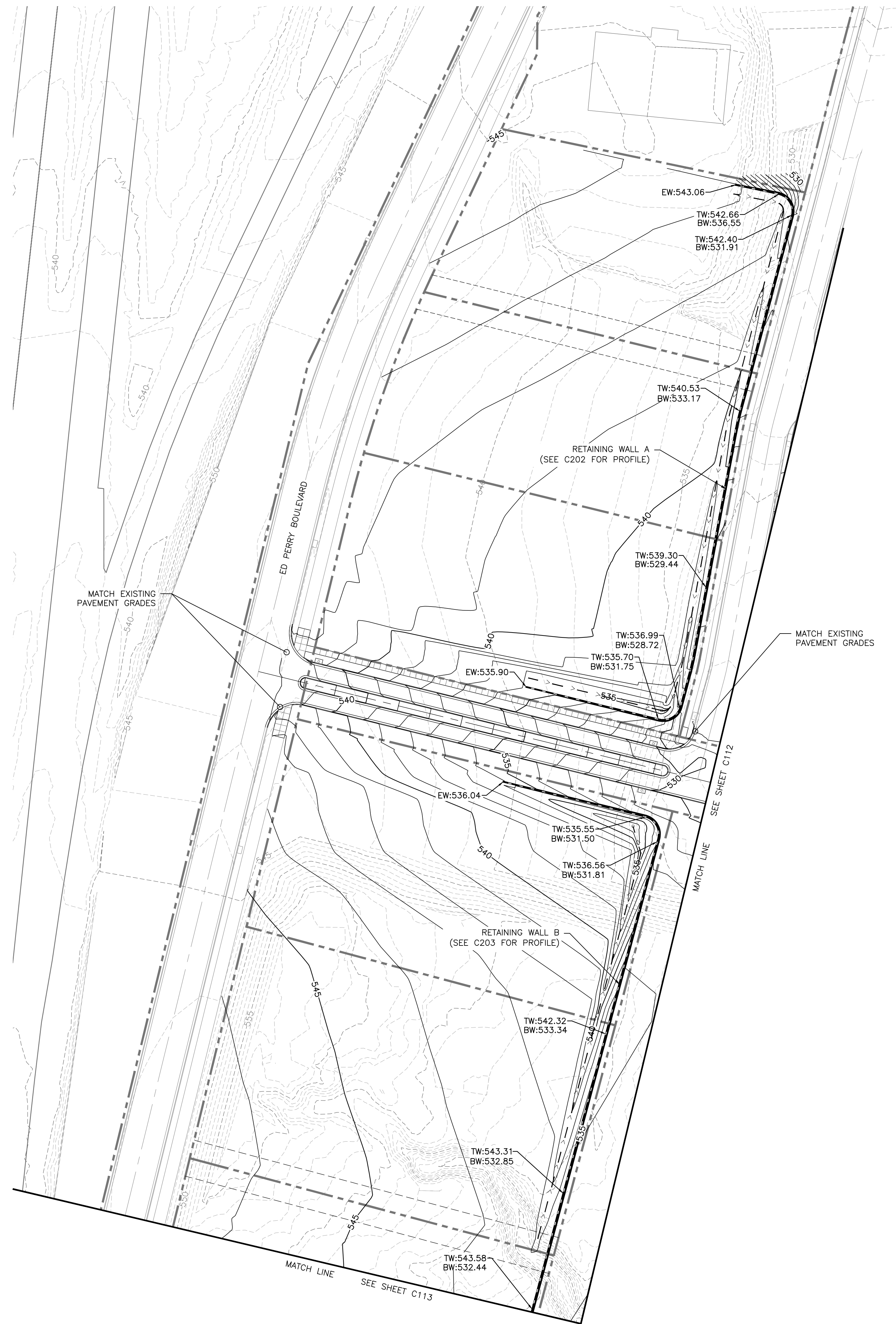
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LEGEND

—	RETAINING WALL
x TW:500.00	TOP OF WALL GRADE
x BW:495.00	BOTTOM OF WALL GRADE
x E:500.00	END OF WALL GRADE
x SW:500.00	SIDEWALK GRADE
x TBC:500.00	TOP BACK OF CURB GRADE
x P:500.00	PAVEMENT GRADE
x G:500.00	GROUND ELEVATION
x EX:500.00	EXISTING PAVEMENT GRADE
- - - - -	DRAINAGE SWALE

- GRADING NOTES:
- SEE SHEET C101 FOR GENERAL GRADING GUIDELINES AND RECOMMENDATIONS.
  - CLEARING AND GRADING MAY BE COMPLETED IN PHASES PER THE DEVELOPER'S REQUEST. CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING AND MAINTAINING EROSION CONTROL FOR EACH PHASE OF GRADING.
  - BEFORE ANY CONSTRUCTION ACTIVITY CAN BEGIN CONTRACTOR SHALL INSTALL ALL PERIMETER SILT FENCING. ALL INTERIOR SILT FENCING SHALL BE INSTALLED AS THE AREAS OF GRADING BECOMES COMPLETE OR AS NEEDED TO EFFECTIVELY PREVENT EROSION. THE CONTRACTOR SHALL PROVIDE AND MAINTAIN EROSION CONTROL DURING CONSTRUCTION PHASES WHERE NECESSARY TO PREVENT DOWNSTREAM SILTATION OF ANY DITCHES, PIPES, DRAINAGE STRUCTURES OR ADJACENT PROPERTIES. THE CONTRACTOR SHALL PROVIDE ANY ADDITIONAL EROSION CONTROL AS NEEDED OR AS DIRECTED BY THE ENGINEER.
  - ALL NEW CUT OR FILL AREAS LACKING ADEQUATE VEGETATION SHALL BE FERTILIZED, MULCHED, SEEDED AND/OR SODDED AS REQUIRED TO EFFECTIVELY CONTROL SOIL EROSION.
  - CONTRACTORS SHALL BE RESPONSIBLE FOR NOTIFYING ANY UTILITY COMPANY WHICH MAINTAINS A UTILITY LINE WITHIN IN THE BOUNDARIES OF THE PROJECT PRIOR TO INITIATION OF THE PROJECT. THE CONTRACTOR SHALL ALSO ASSUME RESPONSIBILITY FOR ANY DAMAGE INCURRED BY ANY UTILITY COMPANY FOR THEIR UTILITY LINES, WHETHER SHOWN IN THE CONSTRUCTION PLANS OR NOT, DURING WORK ON THE PROJECT.
  - ALL ACCESSIBLE ROUTES AND ACCESSIBLE PARKING BAYS SHALL MEET THE AMERICANS WITH DISABILITIES ACT (ADA) STANDARDS.
  - CONTRACTOR TO PERFORM UNDERCUT, BACKFILL, AND GRADING AS OUTLINED IN THE GEOTECHNICAL INVESTIGATION PREPARED BY PRECISION ENGINEERING CORPORATION DATED SEPTEMBER 13, 2024.



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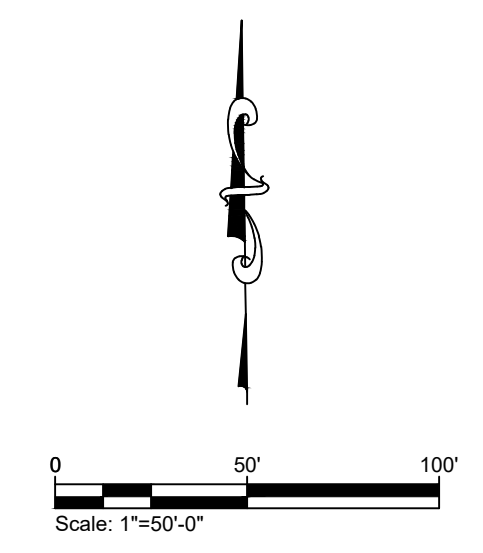
DETAILED GRADING A  
 FOR  
 THE SUMMIT PHASE II  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

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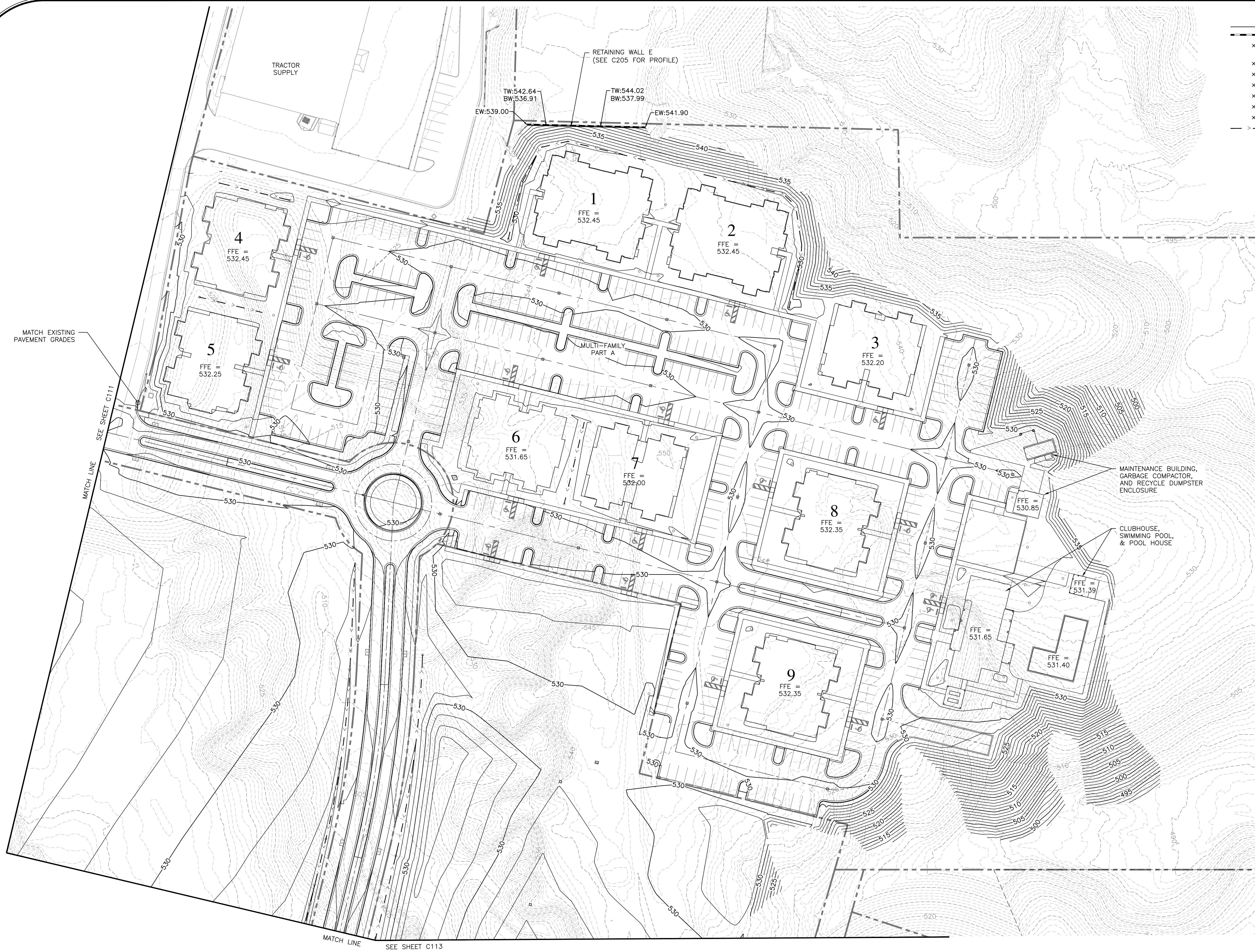
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DETAILED GRADING A  
 SCALE: 1" = 50'



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LEGEND

—	RETAINING WALL
×	TW:500.00 TOP OF WALL GRADE
—	BW:495.00 BOTTOM OF WALL GRADE
×	E:500.00 END OF WALL GRADE
×	SW:500.00 SIDEWALK GRADE
×	TBC:500.00 TOP BACK OF CURB GRADE
×	P:500.00 PAVEMENT GRADE
×	G:500.00 GROUND ELEVATION
×	EX:500.00 EXISTING PAVEMENT GRADE
- - -	DRAINAGE SWALE



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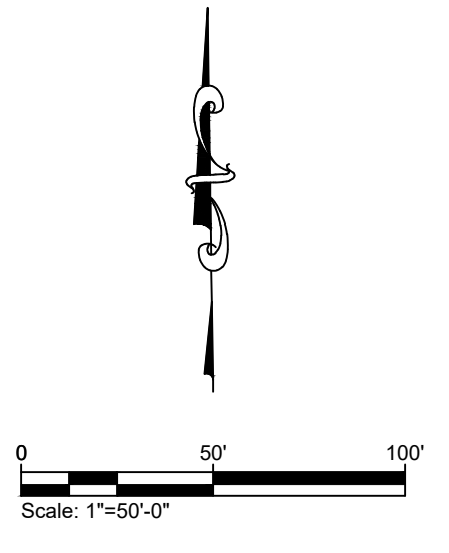
**DETAILED GRADING B**  
 FOR  
**THE SUMMIT PHASE II**  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

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PAGE NO:  
C112

- GRADING NOTES:
- SEE SHEET C101 FOR GENERAL GRADING GUIDELINES AND RECOMMENDATIONS.
  - CLEARING AND GRADING MAY BE COMPLETED IN PHASES PER THE DEVELOPER'S REQUEST. CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING AND MAINTAINING EROSION CONTROL FOR EACH PHASE OF GRADING.
  - BEFORE ANY CONSTRUCTION ACTIVITY CAN BEGIN CONTRACTOR SHALL INSTALL ALL PERIMETER SILT FENCING. ALL INTERIOR SILT FENCING SHALL BE INSTALLED AS THE AREAS OF GRADING BECOMES COMPLETE OR AS NEEDED TO EFFECTIVELY PREVENT EROSION. THE CONTRACTOR SHALL PROVIDE AND MAINTAIN EROSION CONTROL DURING CONSTRUCTION PHASES WHERE NECESSARY TO PREVENT DOWNSTREAM SILTATION OF ANY DITCHES, PIPES, DRAINAGE STRUCTURES OR ADJACENT PROPERTIES. THE CONTRACTOR SHALL PROVIDE ANY ADDITIONAL EROSION CONTROL AS NEEDED OR AS DIRECTED BY THE ENGINEER.
  - ALL NEW CUT OR FILL AREAS LACKING ADEQUATE VEGETATION SHALL BE FERTILIZED, MULCHED, SEEDED AND/OR SODDED AS REQUIRED TO EFFECTIVELY CONTROL SOIL EROSION.
  - CONTRACTORS SHALL BE RESPONSIBLE FOR NOTIFYING ANY UTILITY COMPANY WHICH MAINTAINS A UTILITY LINE WITHIN IN THE BOUNDARIES OF THE PROJECT PRIOR TO INITIATION OF THE PROJECT. THE CONTRACTOR SHALL ALSO ASSUME RESPONSIBILITY FOR ANY DAMAGE INCURRED BY ANY UTILITY COMPANY FOR THEIR UTILITY LINES, WHETHER SHOWN IN THE CONSTRUCTION PLANS OR NOT, DURING WORK ON THE PROJECT.
  - ALL ACCESSIBLE ROUTES AND ACCESSIBLE PARKING BAYS SHALL MEET THE AMERICANS WITH DISABILITIES ACT (ADA) STANDARDS.
  - CONTRACTOR TO PERFORM UNDERCUT, BACKFILL, AND GRADING AS OUTLINED IN THE GEOTECHNICAL INVESTIGATION PREPARED BY PRECISION ENGINEERING CORPORATION DATED SEPTEMBER 13, 2024.



**DETAILED GRADING B**  
 SCALE: 1" = 50'

GRADING NOTES:

- SEE SHEET C101 FOR GENERAL GRADING GUIDELINES AND RECOMMENDATIONS.
- CLEARING AND GRADING MAY BE COMPLETED IN PHASES PER THE DEVELOPER'S REQUEST. CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING AND MAINTAINING EROSION CONTROL FOR EACH PHASE OF GRADING.
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- ALL ACCESSIBLE ROUTES AND ACCESSIBLE PARKING BAYS SHALL MEET THE AMERICANS WITH DISABILITIES ACT (ADA) STANDARDS.
- CONTRACTOR TO PERFORM UNDERCUT, BACKFILL, AND GRADING AS OUTLINED IN THE GEOTECHNICAL INVESTIGATION PREPARED BY PRECISION ENGINEERING CORPORATION DATED SEPTEMBER 13, 2024.

LEGEND

- RETAINING WALL
- × TW:500.00 TOP OF WALL GRADE
- × BW:495.00 BOTTOM OF WALL GRADE
- × E:500.00 END OF WALL GRADE
- × SW:500.00 SIDEWALK GRADE
- × TBC:500.00 TOP BACK OF CURB GRADE
- × P:500.00 PAVEMENT GRADE
- × G:500.00 GROUND ELEVATION
- × EX:500.00 EXISTING PAVEMENT GRADE
- --- --- DRAINAGE SWALE

Scale: 1"=50'-0"



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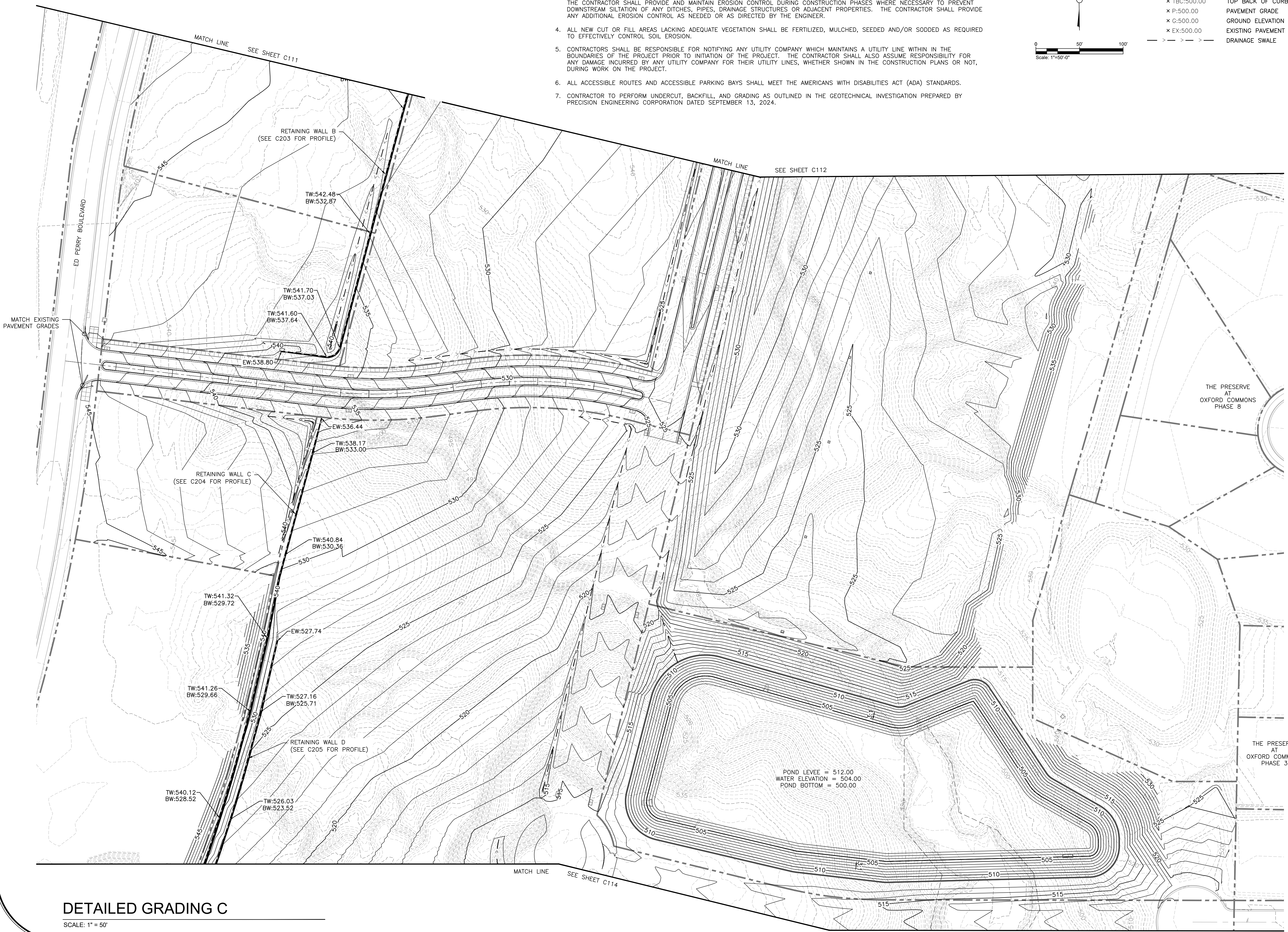
NO.	DATE	DESCRIPTION	BY

DETAILED GRADING C  
 FOR  
 THE SUMMIT PHASE II  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

DRAWN BY:	HRW	8.30.2024
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DETAILED GRADING C

SCALE: 1" = 50'

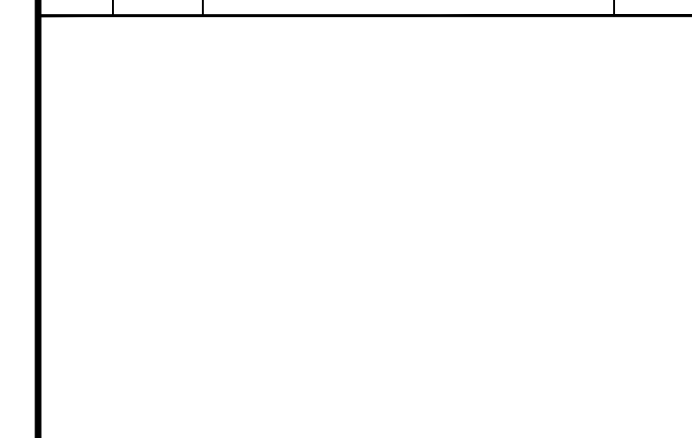
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**DETAILED GRADING D**  
 FOR  
**THE SUMMIT PHASE II**  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

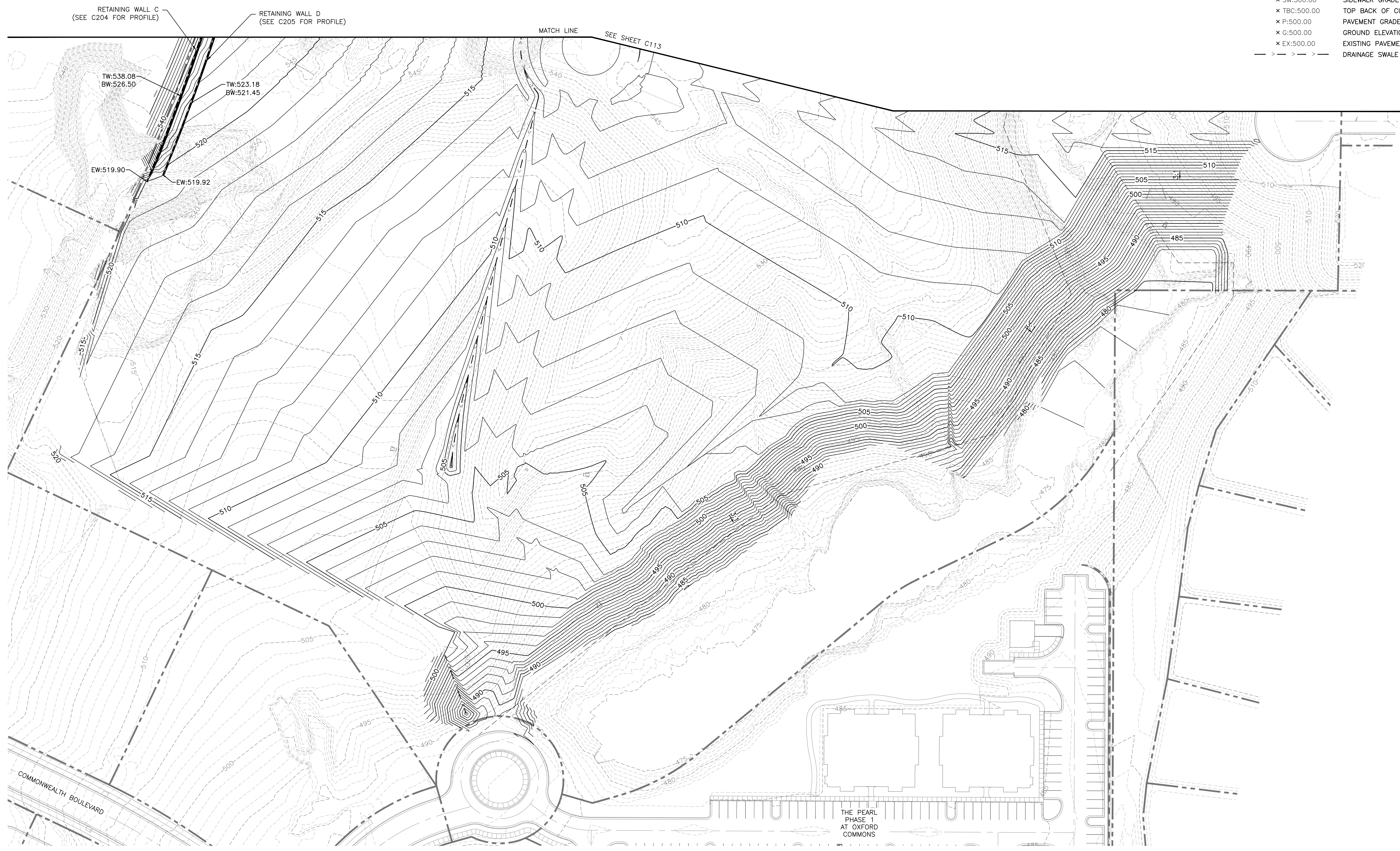
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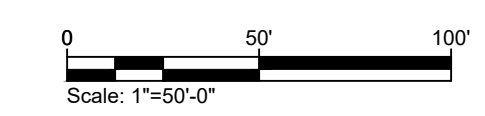
**C114**

LEGEND

—	RETAINING WALL
× TW:500.00	TOP OF WALL GRADE
BW:495.00	BOTTOM OF WALL GRADE
× E:500.00	END OF WALL GRADE
× SW:500.00	SIDEWALK GRADE
× TBC:500.00	TOP BACK OF CURB GRADE
× P:500.00	PAVEMENT GRADE
× G:500.00	GROUND ELEVATION
× EX:500.00	EXISTING PAVEMENT GRADE
- - -	DRAINAGE SWALE



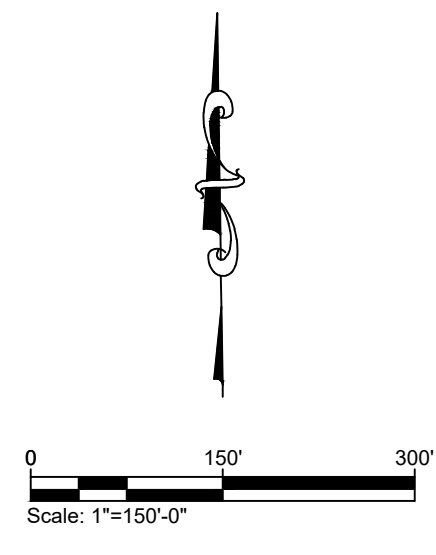
- GRADING NOTES:
- SEE SHEET C101 FOR GENERAL GRADING GUIDELINES AND RECOMMENDATIONS.
  - CLEARING AND GRADING MAY BE COMPLETED IN PHASES PER THE DEVELOPER'S REQUEST. CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING AND MAINTAINING EROSION CONTROL FOR EACH PHASE OF GRADING.
  - BEFORE ANY CONSTRUCTION ACTIVITY CAN BEGIN CONTRACTOR SHALL INSTALL ALL PERIMETER SILT FENCING. ALL INTERIOR SILT FENCING SHALL BE INSTALLED AS THE AREAS OF GRADING BECOMES COMPLETE OR AS NEEDED TO EFFECTIVELY PREVENT EROSION. THE CONTRACTOR SHALL PROVIDE AND MAINTAIN EROSION CONTROL DURING CONSTRUCTION PHASES WHERE NECESSARY TO PREVENT DOWNSTREAM SILTATION OF ANY DITCHES, PIPES, DRAINAGE STRUCTURES OR ADJACENT PROPERTIES. THE CONTRACTOR SHALL PROVIDE ANY ADDITIONAL EROSION CONTROL AS NEEDED OR AS DIRECTED BY THE ENGINEER.
  - ALL NEW CUT OR FILL AREAS LACKING ADEQUATE VEGETATION SHALL BE FERTILIZED, MULCHED, SEEDED AND/OR SODDED AS REQUIRED TO EFFECTIVELY CONTROL SOIL EROSION.
  - CONTRACTORS SHALL BE RESPONSIBLE FOR NOTIFYING ANY UTILITY COMPANY WHICH MAINTAINS A UTILITY LINE WITHIN IN THE BOUNDARIES OF THE PROJECT PRIOR TO INITIATION OF THE PROJECT. THE CONTRACTOR SHALL ALSO ASSUME RESPONSIBILITY FOR ANY DAMAGE INCURRED BY ANY UTILITY COMPANY FOR THEIR UTILITY LINES, WHETHER SHOWN IN THE CONSTRUCTION PLANS OR NOT, DURING WORK ON THE PROJECT.
  - ALL ACCESSIBLE ROUTES AND ACCESSIBLE PARKING BAYS SHALL MEET THE AMERICANS WITH DISABILITIES ACT (ADA) STANDARDS.
  - CONTRACTOR TO PERFORM UNDERCUT, BACKFILL, AND GRADING AS OUTLINED IN THE GEOTECHNICAL INVESTIGATION PREPARED BY PRECISION ENGINEERING CORPORATION DATED SEPTEMBER 13, 2024.



**DETAILED GRADING D**  
 SCALE: 1" = 50'

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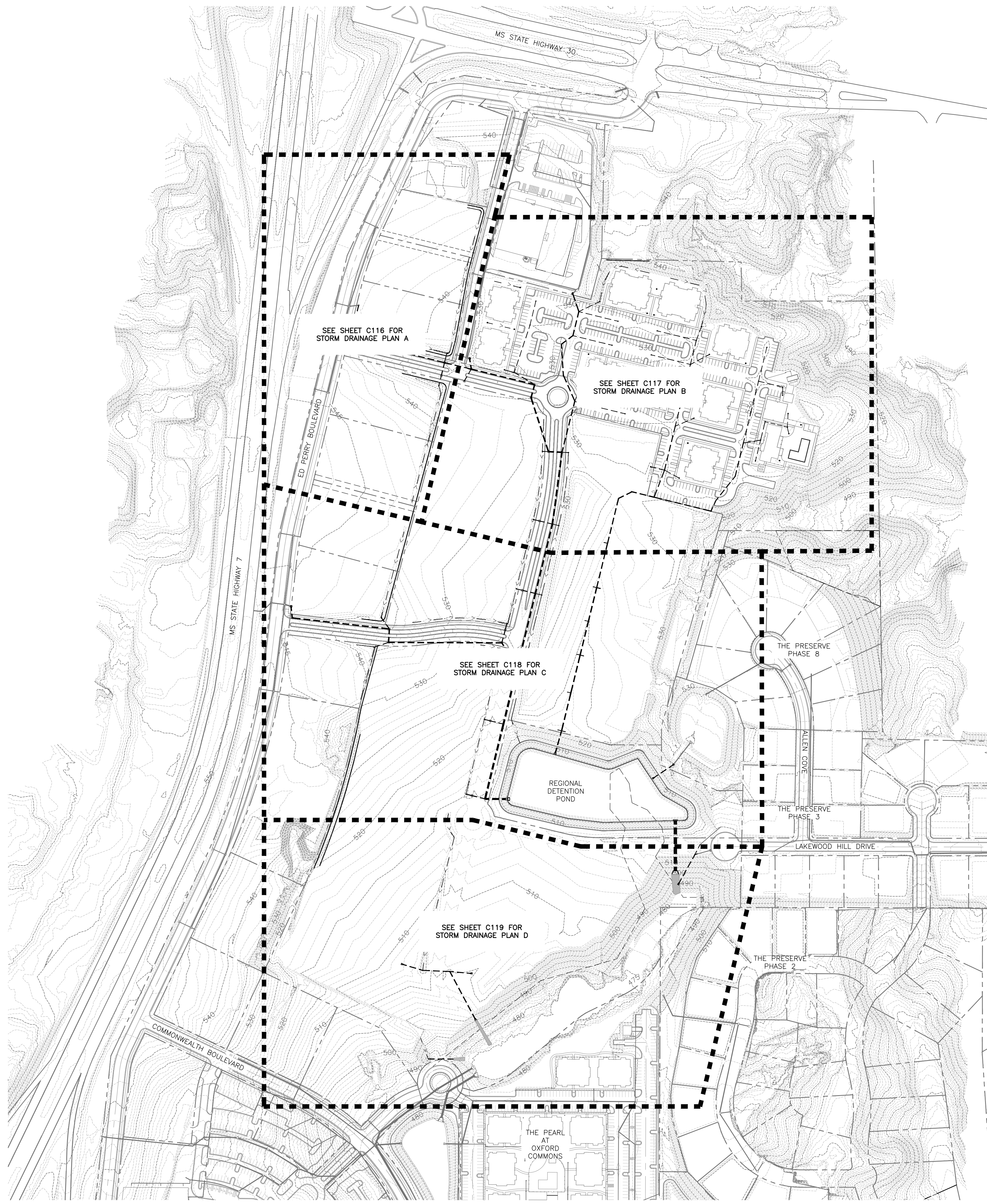


LEGEND

	RETAINING WALL
	EXISTING STORM PIPE
	PROPOSED STORM PIPE
	DRAINAGE SWALE

STORM DRAIN NOTES:

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- REFER TO C500 SERIES FOR ADDITIONAL STORM DRAIN DETAILS.



**OVERALL STORM DRAINAGE PLAN**

SCALE: 1" = 150'



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**OVERALL STORM DRAINAGE PLAN**  
 FOR  
**THE SUMMIT PHASE II**  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

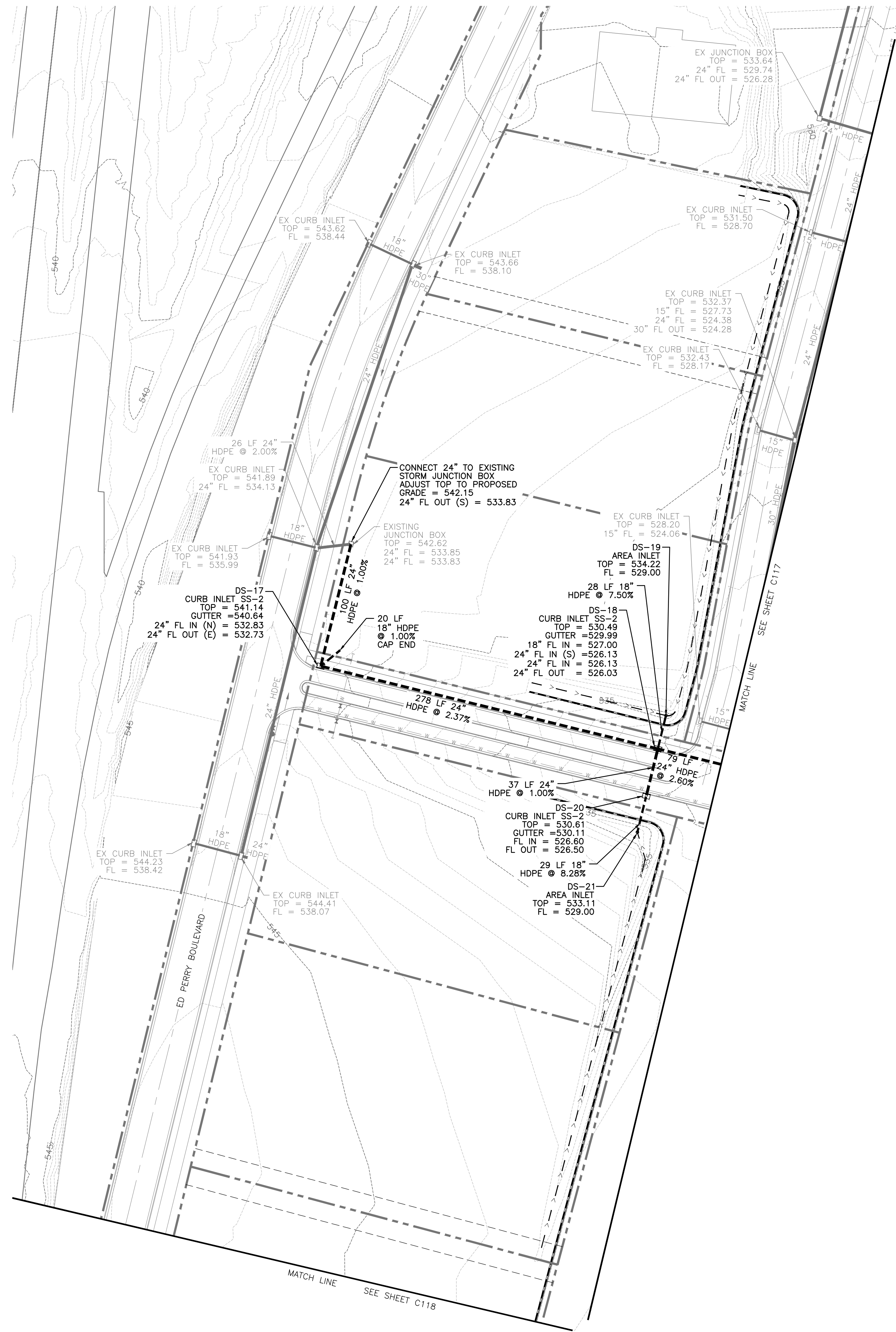
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PROJECT NO.:	23158	

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**C115**

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LEGEND

	RETAINING WALL
	EXISTING STORM PIPE
	PROPOSED STORM PIPE
	DRAINAGE SWALE



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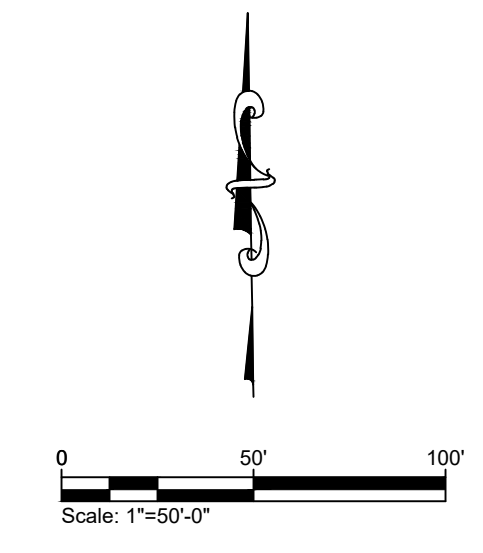
STORM DRAINAGE PLAN A  
 FOR  
 THE SUMMIT PHASE II  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

DRAWN BY:	HRW	8.30.2024
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**C116**

STORM DRAINAGE PLAN A  
 SCALE: 1" = 50'



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LEGEND

	RETAINING WALL
	EXISTING STORM PIPE
	PROPOSED STORM PIPE
	DRAINAGE SWALE



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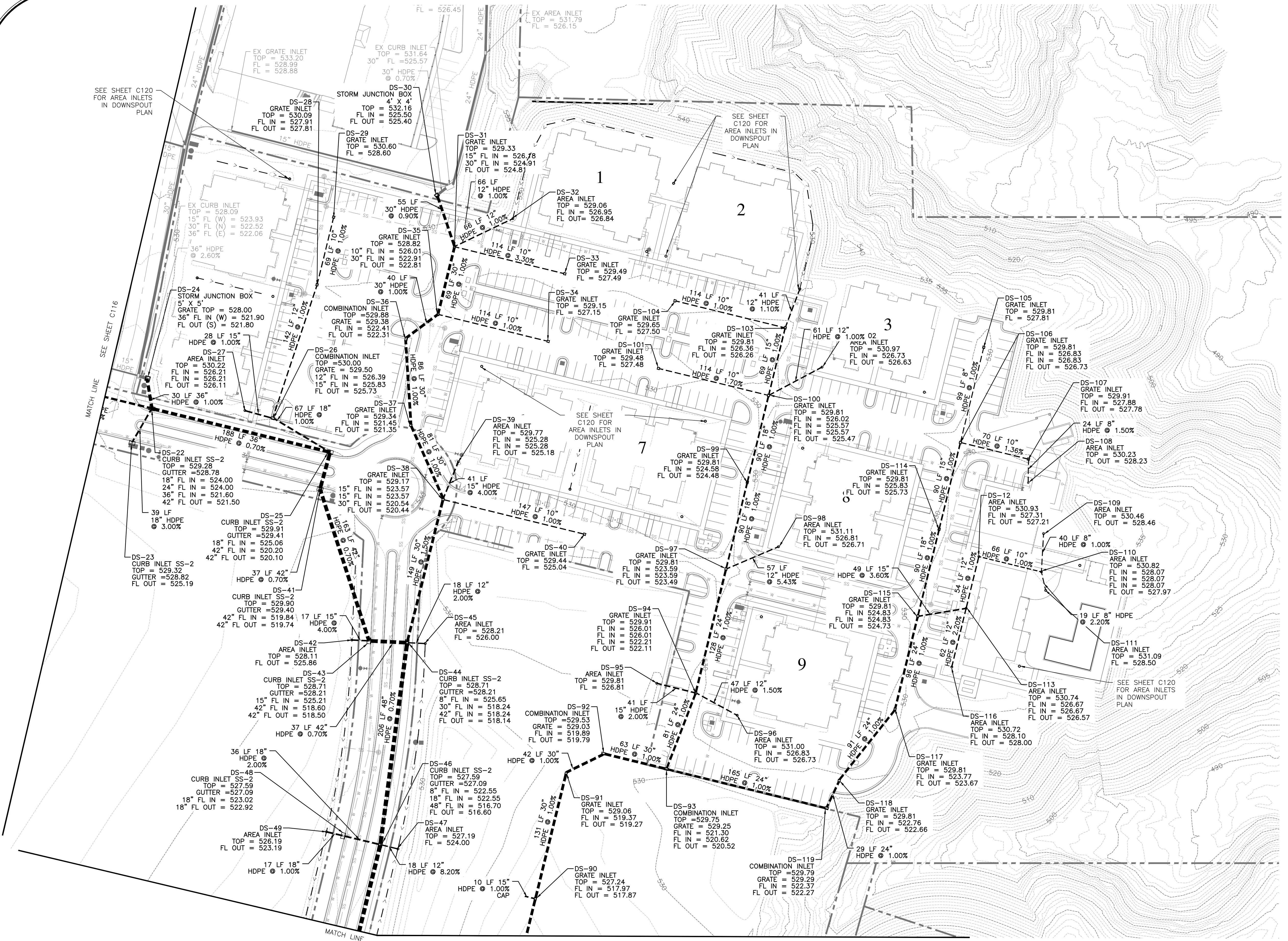
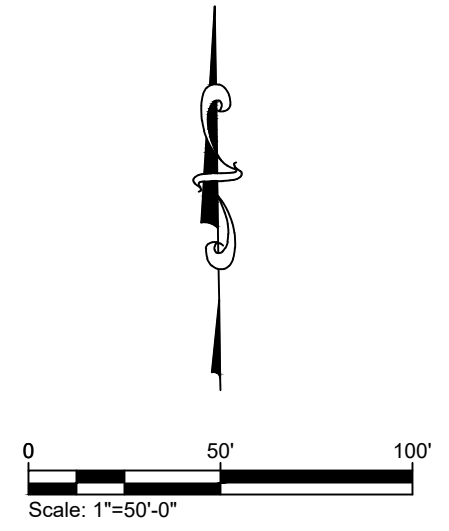
STORM DRAINAGE PLAN B

FOR  
 THE SUMMIT PHASE II  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

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STORM DRAINAGE PLAN B

SCALE: 1" = 50'

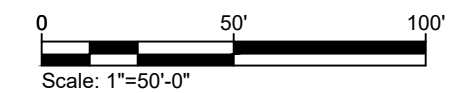
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LEGEND

	RETAINING WALL
	EXISTING STORM PIPE
	PROPOSED STORM PIPE
	DRAINAGE SWALE



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**STORM DRAINAGE PLAN C**  
 FOR  
**THE SUMMIT PHASE II**  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

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PROJECT NO.:	23158	

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**STORM DRAINAGE PLAN C**

SCALE: 1" = 50'



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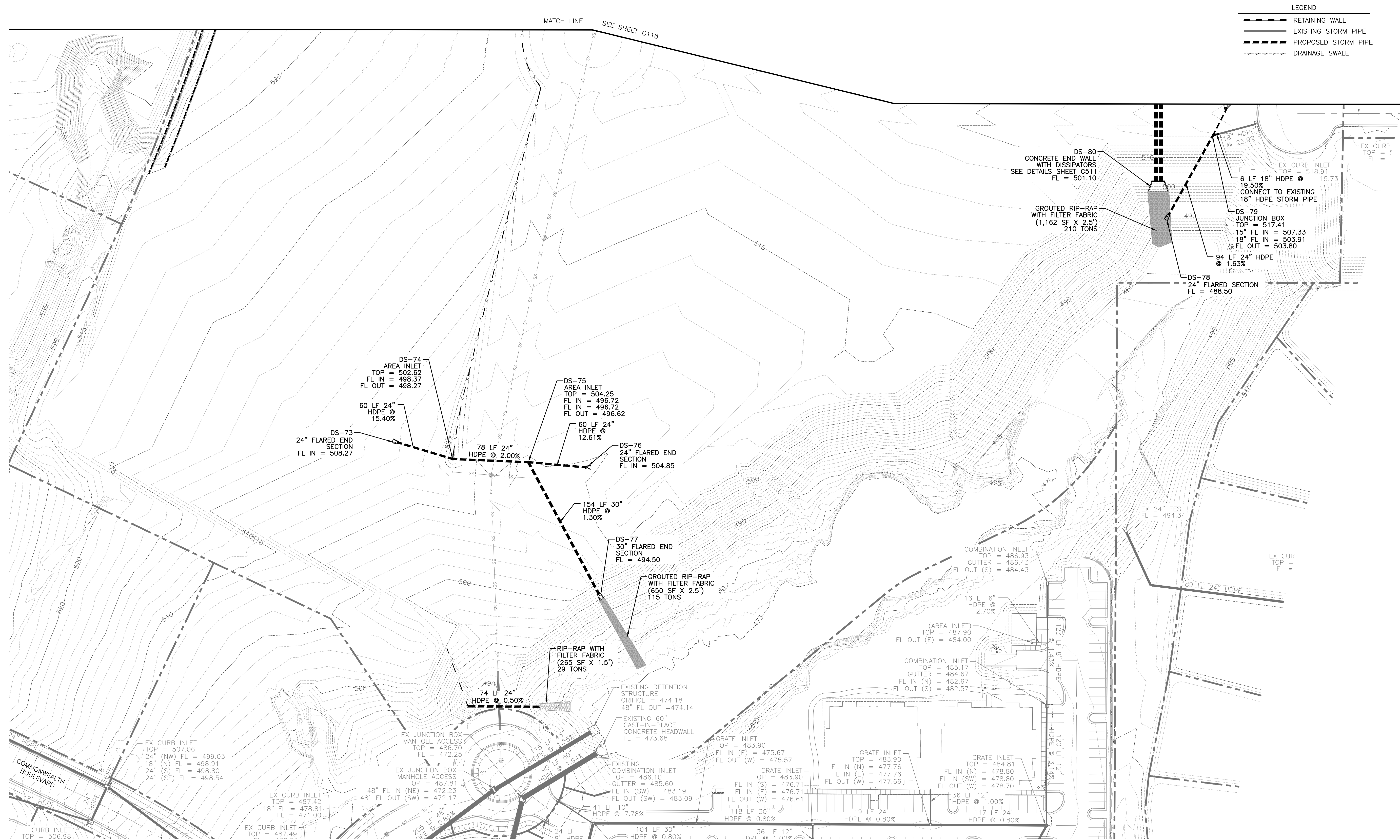
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**STORM DRAINAGE PLAN D**  
 FOR  
**THE SUMMIT PHASE II**  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

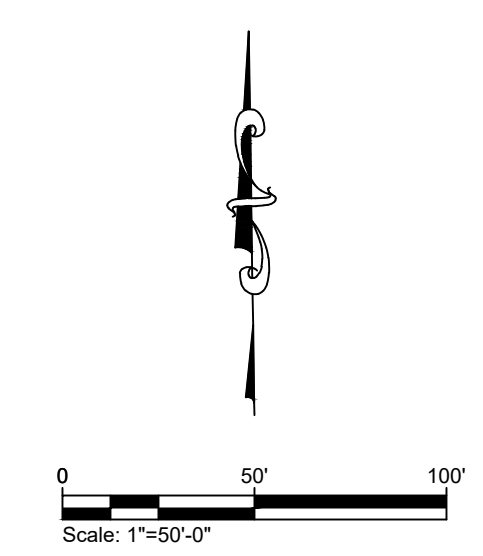
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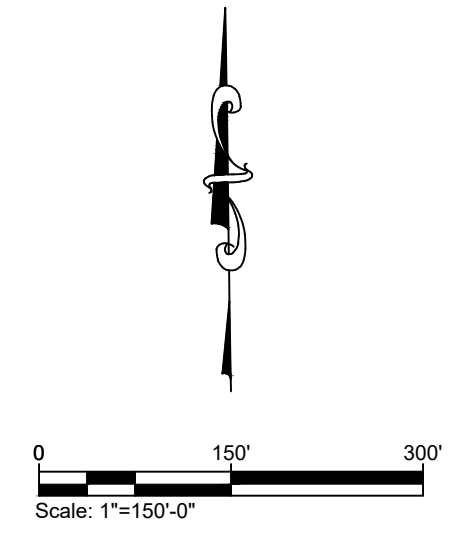
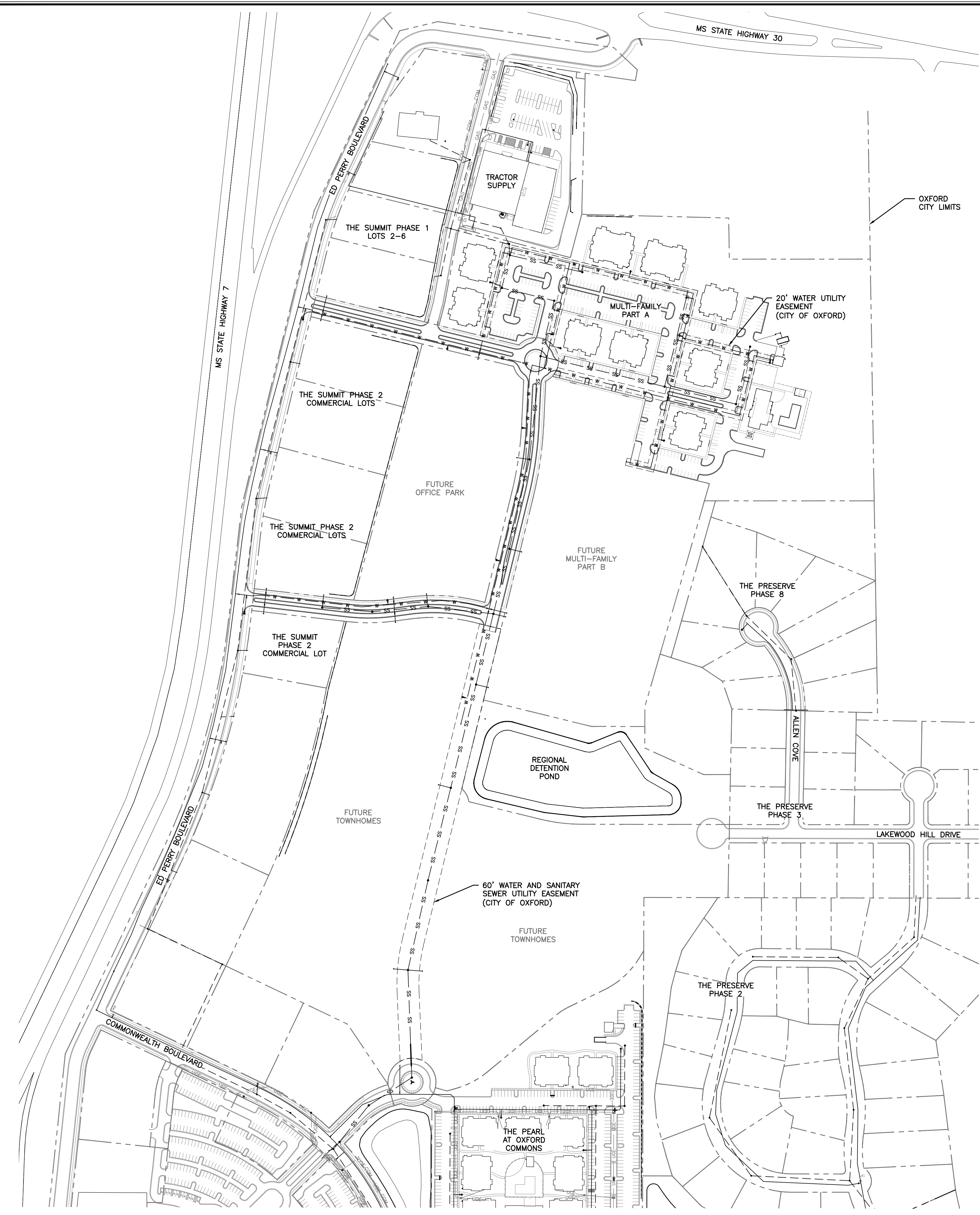
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**STORM DRAINAGE PLAN D**  
 SCALE: 1" = 50'

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**OVERALL UTILITY PLAN**

**FOR  
 THE SUMMIT PHASE II  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

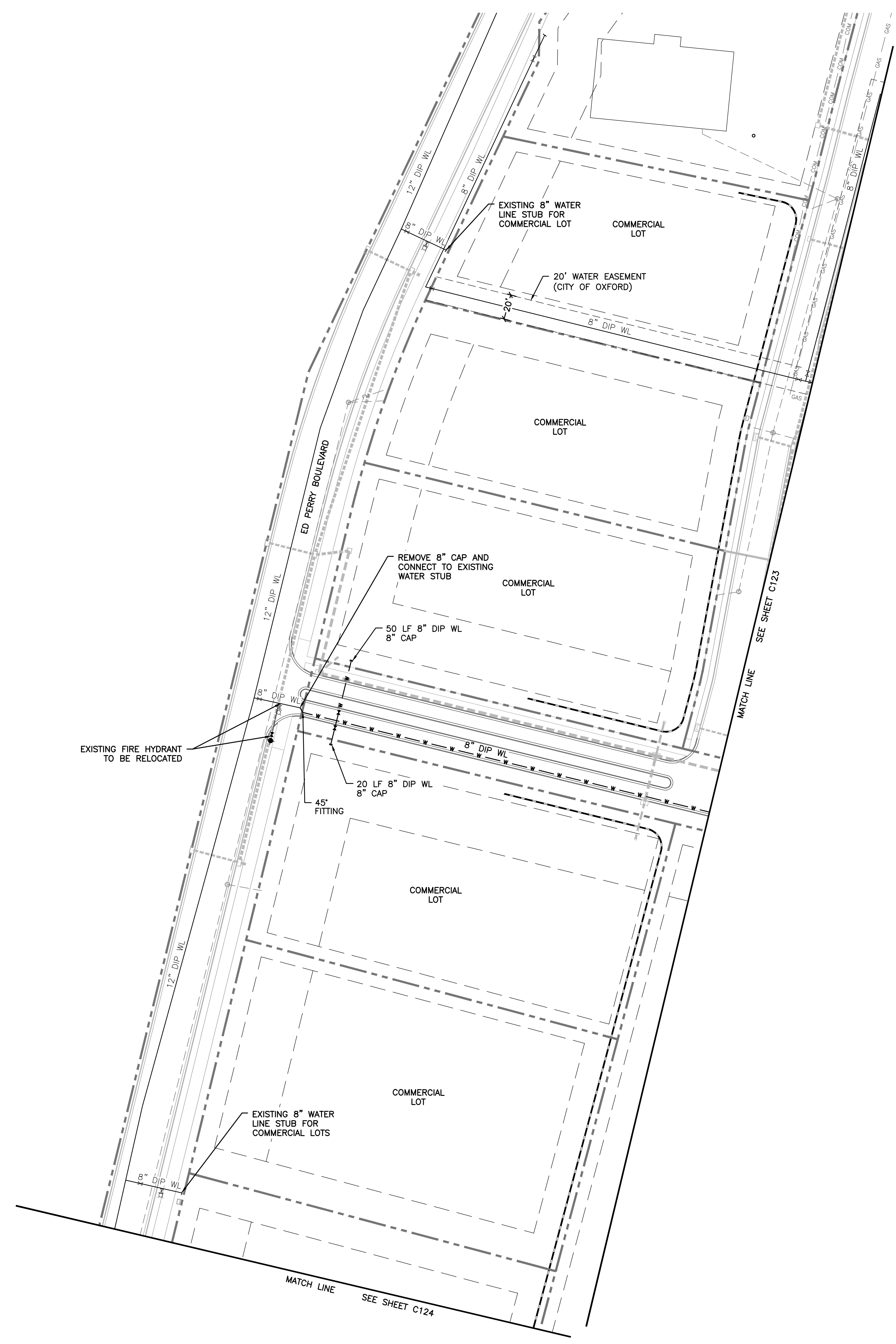
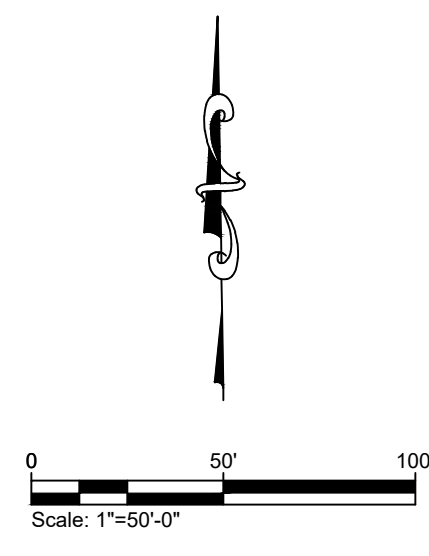
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**C121**

**OVERALL UTILITY PLAN**

SCALE: 1" = 40'



**LEGEND**

	SANITARY SEWER LINE
	EXISTING SANITARY SEWER LINE
	PROPOSED WATER LINE
	IRRIGATION WATER LINE
	EXISTING WATER LINE
	STORM PIPE
	PROPERTY SETBACK/BUILD-TO LINE

- WATER UTILITY NOTES**
- ALL WATER MAINS SHALL BE OF 8" DUCTILE IRON PIPE (D.I.P.) UNLESS OTHERWISE NOTED. ALL FIRE HYDRANT FEEDS SHALL BE 6" D.I.P. UNLESS OTHERWISE NOTED. DUCTILE IRON PIPE (D.I.P.) SHALL BE CL 350.
  - 4" OR 6" FIRE SERVICE LINE SHALL BE DUCTILE IRON PIPE (D.I.P.) UNLESS OTHERWISE NOTED. WATER SERVICES LESS THAN 2" ARE REQUIRED TO BE COPPER. ANY 2" WATER SERVICES SHALL BE POLYETHYLENE TUBING OR COPPER.
  - ALL WATER LINES AND APPURTENANCES SHALL BE OF MATERIALS AND CONSTRUCTION THAT CONFORM TO THE CITY OF OXFORD STANDARDS AND SPECIFICATIONS, INCLUDING THE FOLLOWING:
    - 3/4" WATER SERVICE CONNECTIONS: FORD CORP STOP 3/4" FB 1000-3G ALL GRIP COMPRESSION
    - 1" WATER SERVICE CONNECTIONS: FORD CORP STOP 1" FB 1000-4G ALL GRIP COMPRESSION
    - 1 1/2" WATER SERVICE CONNECTIONS: FORD CORP STOP IP X IP 1-1/2" BALL VALVE FB 500-6
    - 2" WATER SERVICE CONNECTIONS: FORD CORP STOP IP X IP 2" BALL VALVE FB 500-7
  - PROVIDE A MINIMUM OF 36" OF COVER OVER ALL WATER LINES.
  - THE CONTRACTOR SHALL MAINTAIN 10 FEET HORIZONTAL SEPARATION BETWEEN SANITARY SEWER LINES AND WATER LINES. WHERE THESE CRITERIA CANNOT BE MET, THE CONTRACTOR SHALL MAINTAIN 18" VERTICAL SEPARATION BETWEEN WATER AND SEWER LINES.
  - THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING THE SEQUENCING OF CONSTRUCTION FOR ALL UTILITY LINES SO THAT WATER LINES DO NOT CONFLICT WITH SANITARY SEWERS, SANITARY SEWER SERVICES, STORM SEWERS, OR ANY OTHER UTILITY OR STRUCTURES, EXISTING OR PROPOSED.
  - THE LOCATION OF EXISTING UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE ONLY. THE CONTRACTOR SHALL NOTIFY EACH INDIVIDUAL UTILITY OWNER OF HIS PLAN OF OPERATION IN THE AREA OF THE UTILITIES. PRIOR TO COMMENCING WORK, THE CONTRACTOR SHALL CONTACT THE UTILITY OWNERS AND REQUEST THEM TO PROPERLY LOCATE THEIR RESPECTIVE UTILITY ON THE GROUND. THIS NOTIFICATION SHALL BE GIVEN AT LEAST THREE (3) BUSINESS DAYS PRIOR TO COMMENCEMENT OF OPERATIONS AROUND THE UTILITY.
  - BEFORE CONNECTIONS ARE MADE TO EXISTING UTILITIES, THE NEW LINES ARE TO BE FLUSHED AND TESTED BY THE CONTRACTOR IN ACCORDANCE WITH THE APPLICABLE UTILITY DEPARTMENT SPECIFICATIONS.
  - REPAIR ALL DAMAGE TO EXISTING FEATURES (I.E. DRIVES, ROADS, YARDS, LANDSCAPING, ETC...) TO PRE-CONSTRUCTION CONDITION.
  - THE CONTRACTOR SHALL PROVIDE ALL HORIZONTAL AND VERTICAL BENDS TO ATTAIN THE ALIGNMENT INDICATED ON THE PLANS. PROVIDE VERTICAL BENDS WHERE NECESSARY TO ALLOW WATER LINES TO PASS UNDER OR OVER OTHER UTILITY LINES (ALL BENDS AND BRACES NEEDED MAY NOT BE ACTUALLY SHOWN). PROVIDE BRACING AND/OR RODDING AT ALL BENDS AND TEES AS REQUIRED BY WATER DEPARTMENT.
  - WATER METERS SHALL BE NO DEEPER THAN 24" FROM TOP OF METER TO PROPOSED FINISHED GRADE.
  - THE CONTRACTOR SHALL VERIFY REQUIRED PIPE LENGTHS; EXISTING PIPE MATERIALS; AND EXISTING PIPE SIZES. REPORT DISCREPANCIES WITH THE PLANS TO THE ENGINEER IMMEDIATELY.
  - UTILITY REPAIRS MADE BENEATH AREAS OF PAVEMENT SHALL RECEIVE CRUSHED LIMESTONE AS BASE MATERIAL FOR THE LENGTH OF THE TRENCH.
  - REPAIR EXISTING PAVEMENT, CURBS, WALKS, LANDSCAPING, ETC. THAT ARE DAMAGED BY CONSTRUCTION ACTIVITIES TO A LIKE NEW CONDITION AT NO ADDITIONAL COST TO THE OWNER.
  - WHERE DRAINAGE OR UTILITY LINES OCCUR IN PROPOSED FILL AREAS, THE FILL MATERIAL IS TO BE PLACED AND COMPACTED TO 95% OF MAXIMUM DRY DENSITY ACCORDING TO ASTM D2167-08 PRIOR TO INSTALLATION OF DRAINAGE OR UTILITY LINES. FILL IS TO BE INSPECTED BY A PROFESSIONAL GEOTECHNICAL ENGINEERING TESTING FIRM EMPLOYED BY THE OWNER. RESULTS OF THE TEST SHALL BE FURNISHED TO THE OWNER'S REPRESENTATIVE. CONTRACTOR TO PAY FOR ANY RETESTING.
  - THE CONTRACTOR SHALL ADJUST THE ALIGNMENT OF THE WATER LINES (HORIZONTALLY AND/OR VERTICALLY) TO ALLOW THE REQUIRED BRACING AT BENDS AND TEES.
  - EXISTING CASTINGS LOCATED IN FILL/CUT AREAS SHALL BE ADJUSTED TO ENSURE THAT THE TOP OF CASTING IS FLUSH WITH THE FINISHED GRADE.
  - THE CONTRACTOR WILL PROVIDE ALL NECESSARY PROTECTIVE MEASURES TO SAFEGUARD EXISTING UTILITIES FROM DAMAGE DURING CONSTRUCTION OF THIS PROJECT. IN THE EVENT THAT SPECIAL EQUIPMENT IS REQUIRED TO WORK OVER AND AROUND THE UTILITIES, THE CONTRACTOR WILL BE REQUIRED TO FURNISH SUCH EQUIPMENT AT NO ADDITIONAL COST TO THE OWNER.
  - PRIOR TO SUBMITTING HIS BID, THE CONTRACTOR WILL BE SOLELY RESPONSIBLE FOR CONTACTING OWNERS OF ALL AFFECTED UTILITIES IN ORDER TO DETERMINE THE EXTENT TO WHICH UTILITY RELOCATIONS AND/OR ADJUSTMENTS WILL HAVE UPON THE SCHEDULE OF WORK FOR THE PROJECT. WHILE SOME WORK MAY BE REQUIRED 'AROUND' UTILITY FACILITIES THAT WILL REMAIN IN PLACE, OTHER UTILITY FACILITIES MAY NEED TO BE ADJUSTED CONCURRENTLY WITH THE CONTRACTOR'S OPERATIONS.
  - FIRE HYDRANT ASSEMBLIES INCLUDE THE APPROPRIATE SIZED TEE (WITH KICKER), 6" GATE VALVE (WITH VALVE BOX), AND FIRE HYDRANT (WITH KICKER). HYDRANTS SHALL BE INSTALLED AT LOCATIONS SHOWN ON THE PLANS.
  - CONTRACTOR SHALL MARK THE LOCATION OF NEW WATER LINES WITH #14 GAUGE TRACER WIRE (BLUE). TRACER WIRE INSTALLATION, PLACEMENT, SPLICING, AND ACCESS SHALL BE IN ACCORDANCE WITH THE CITY OF OXFORD STANDARD SPECIFICATIONS FOR CONSTRUCTION OF WATER AND SEWER FACILITIES.
  - ALL FIRE DEPARTMENT CONNECTIONS (FDC) AND INDICATOR VALVES ARE WALL MOUNTED. REFER TO FIRE PROTECTION AND PLUMBING PLANS FOR DETAILS.
  - THE SCOPE OF WORK FOR THE SITE WORK CONTRACTOR SHALL INCLUDE THE EXTENSION OF THE FIRE SPRINKLER MAIN TO THE RISER ROOM AT EACH BUILDING (9 BUILDINGS) WITH A 90 DEGREE BEND TURNED UP 12" ABOVE FINISHED FLOOR ELEVATION. CONTRACTOR SHALL INSTALL A 4" CAP SO THAT WATER SYSTEM CAN BE PRESSURE TESTED. THE FINAL LOCATION IN THE RISER ROOM SHALL BE COORDINATED WITH THE SUPERINTENDENT, PROJECT MANAGER AND ARCHITECT.
  - WATER LINES INSTALLED PAST THE METER ARE IN THE BUILDING CONTRACTOR'S SCOPE OF WORK.



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**REVISIONS:**

NO.	DATE	DESCRIPTION	BY

**WATER UTILITY PLAN A**  
 FOR  
**THE SUMMIT PHASE II**  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

DRAWN BY:	XX	8.30.2024
CHECKED BY:	PK	AS NOTED
PROJECT NO.:	23158	

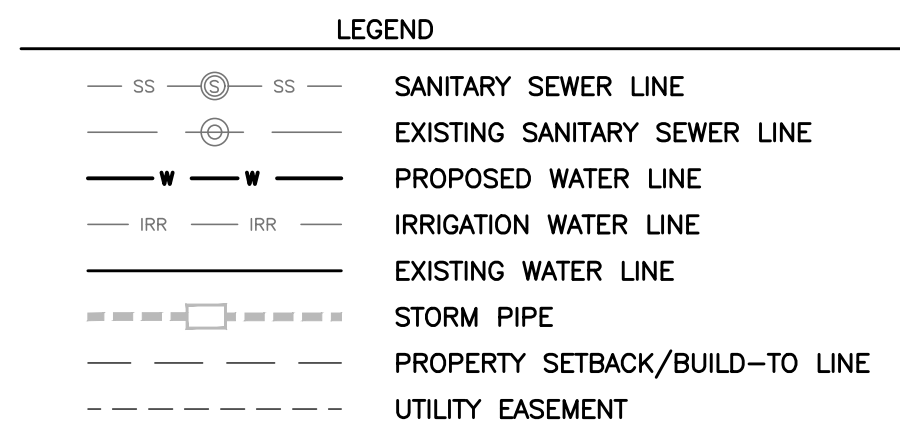
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WATER UTILITY NOTES

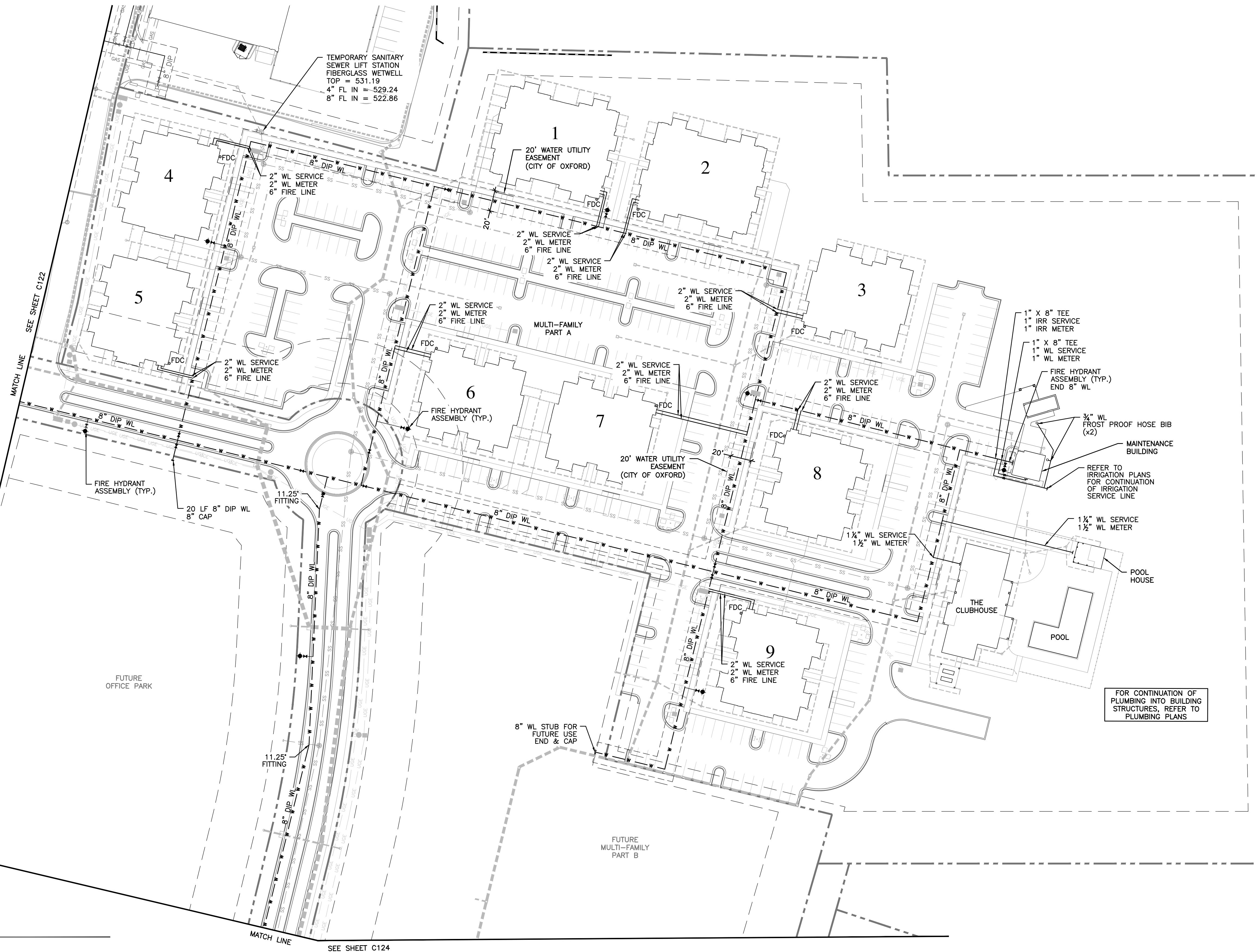
- ALL WATER MAINS SHALL BE OF 8" DUCTILE IRON PIPE (D.I.P.) UNLESS OTHERWISE NOTED. ALL FIRE HYDRANT FEEDS SHALL BE 6" D.I.P. UNLESS OTHERWISE NOTED. DUCTILE IRON PIPE (D.I.P.) SHALL BE CL 350.
- 4" OR 6" FIRE SERVICE LINE SHALL BE DUCTILE IRON PIPE (D.I.P.) UNLESS OTHERWISE NOTED. WATER SERVICES LESS THAN 2" ARE REQUIRED TO BE COPPER. ANY 2" WATER SERVICES SHALL BE POLYETHYLENE TUBING OR COPPER.
- ALL WATER LINES AND APPURTENANCES SHALL BE OF MATERIALS AND CONSTRUCTION THAT CONFORM TO THE CITY OF OXFORD STANDARDS AND SPECIFICATIONS. INCLUDING THE FOLLOWING:
  - 3/4" WATER SERVICE CONNECTIONS: FORD CORP STOP 3/4" FB 1000-3G ALL GRIP COMPRESSION
  - 1" WATER SERVICE CONNECTIONS: FORD CORP STOP 1" FB 1000-4G ALL GRIP COMPRESSION
  - 1 1/2" WATER SERVICE CONNECTIONS: FORD CORP STOP 1 1/2" BALL VALVE FB 500-6
  - 2" WATER SERVICE CONNECTIONS: FORD CORP STOP 1" X IP 2" BALL VALVE FB 500-7
- PROVIDE A MINIMUM OF 36" OF COVER OVER ALL WATER LINES.
- THE CONTRACTOR SHALL MAINTAIN 10 FEET HORIZONTAL SEPARATION BETWEEN SANITARY SEWER LINES AND WATER LINES. WHERE THESE CRITERIA CANNOT BE MET, THE CONTRACTOR SHALL MAINTAIN 18" VERTICAL SEPARATION BETWEEN WATER AND SEWER LINES.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING THE SEQUENCING OF CONSTRUCTION FOR ALL UTILITY LINES SO THAT WATER LINES DO NOT CONFLICT WITH SANITARY SEWERS, SANITARY SEWER SERVICES, STORM SEWERS, OR ANY OTHER UTILITY OR STRUCTURES, EXISTING OR PROPOSED.
- THE LOCATION OF EXISTING UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE ONLY. THE CONTRACTOR SHALL NOTIFY EACH INDIVIDUAL UTILITY OWNER OF HIS PLAN OF OPERATION IN THE AREA OF THE UTILITIES. PRIOR TO COMMENCING WORK, THE CONTRACTOR SHALL CONTACT THE UTILITY OWNERS AND REQUEST THEM TO PROPERLY LOCATE THEIR RESPECTIVE UTILITY ON THE GROUND. THIS NOTIFICATION SHALL BE GIVEN AT LEAST THREE (3) BUSINESS DAYS PRIOR TO COMMENCEMENT OF OPERATIONS AROUND THE UTILITY
- BEFORE CONNECTIONS ARE MADE TO EXISTING UTILITIES, THE NEW LINES ARE TO BE FLUSHED AND TESTED BY THE CONTRACTOR IN ACCORDANCE WITH THE APPLICABLE UTILITY DEPARTMENT SPECIFICATIONS.
- REPAIR ALL DAMAGE TO EXISTING FEATURES (I.E. DRIVES, YARDS, LANDSCAPING, ETC...) TO PRE-CONSTRUCTION CONDITION.
- THE CONTRACTOR SHALL PROVIDE ALL HORIZONTAL AND VERTICAL BENDS TO ATTAIN THE ALIGNMENT INDICATED ON THE PLANS. PROVIDE VERTICAL BENDS WHERE NECESSARY TO ALLOW WATER LINES TO PASS UNDER OR OVER OTHER UTILITY LINES (ALL BENDS AND BRACES NEEDED MAY NOT BE ACTUALLY SHOWN). PROVIDE BRACING AND/OR RODDING AT ALL BENDS AND TEES AS REQUIRED BY WATER DEPARTMENT.
- WATER METERS SHALL BE NO DEEPER THAN 24" FROM TOP OF METER TO PROPOSED FINISHED GRADE.
- THE CONTRACTOR SHALL VERIFY REQUIRED PIPE LENGTHS, EXISTING PIPE MATERIALS, AND EXISTING PIPE SIZES. REPORT DISCREPANCIES WITH THE PLANS TO THE ENGINEER IMMEDIATELY.
- UTILITY REPAIRS MADE BENEATH AREAS OF PAVEMENT SHALL RECEIVE CRUSHED LIMESTONE AS BASE MATERIAL FOR THE LENGTH OF THE TRENCH.
- REPAIR EXISTING PAVEMENT, CURBS, WALKS, LANDSCAPING, ETC. THAT ARE DAMAGED BY CONSTRUCTION ACTIVITIES TO A LIKE NEW CONDITION AT NO ADDITIONAL COST TO THE OWNER.
- WHERE DRAINAGE OR UTILITY LINES OCCUR IN PROPOSED FILL AREAS, THE FILL MATERIAL IS TO BE PLACED AND COMPACTED TO 95% OF MAXIMUM DRY DENSITY ACCORDING TO ASTM D2167-08 PRIOR TO INSTALLATION OF DRAINAGE OR UTILITY LINES. FILL IS TO BE INSPECTED BY A PROFESSIONAL GEOTECHNICAL ENGINEERING TESTING FIRM EMPLOYED BY THE OWNER. RESULTS OF THE TEST SHALL BE FURNISHED TO THE OWNER'S REPRESENTATIVE. CONTRACTOR TO PAY FOR ANY RETESTING.
- THE CONTRACTOR SHALL ADJUST THE ALIGNMENT OF THE WATER LINES (HORIZONTALLY AND/OR VERTICALLY) TO ALLOW THE REQUIRED BRACING AT BENDS AND TEES.
- EXISTING CASTINGS LOCATED IN FILL/CUT AREAS SHALL BE ADJUSTED TO ENSURE THAT THE TOP OF CASTING IS FLUSH WITH THE FINISHED GRADE.
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- ALL FIRE DEPARTMENT CONNECTIONS (FDC) AND INDICATOR VALVES ARE WALL MOUNTED. REFER TO FIRE PROTECTION AND PLUMBING PLANS FOR DETAILS.
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- WATER LINES INSTALLED PAST THE METER ARE IN THE BUILDING CONTRACTOR'S SCOPE OF WORK.



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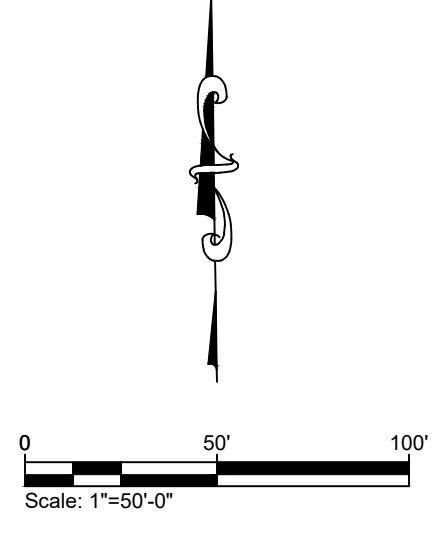
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WATER UTILITY PLAN B  
 FOR  
 THE SUMMIT PHASE II  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

FOR CONTINUATION OF PLUMBING INTO BUILDING STRUCTURES, REFER TO PLUMBING PLANS



WATER UTILITY PLAN B

SCALE: 1" = 50'

SEE SHEET C124

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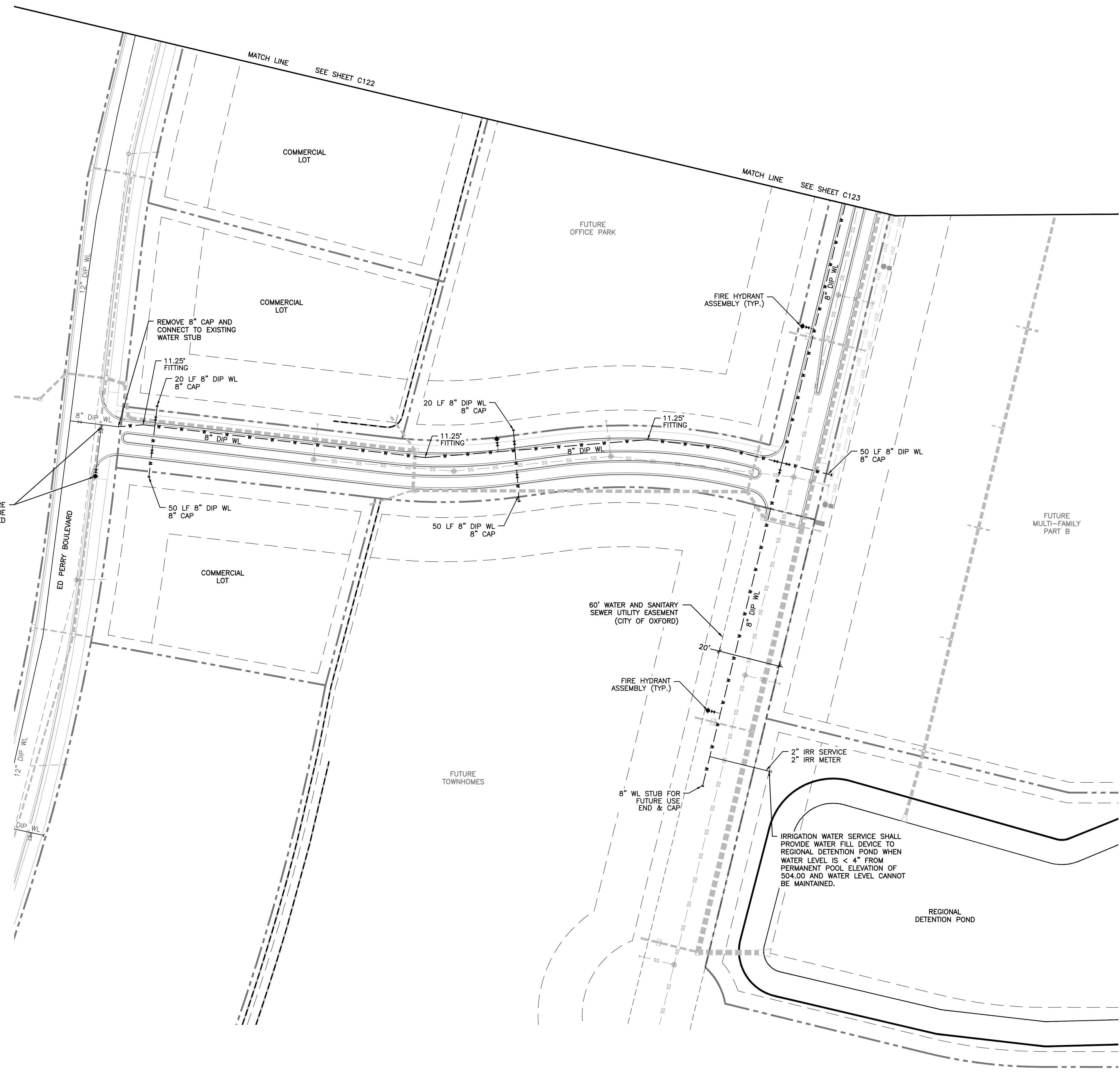
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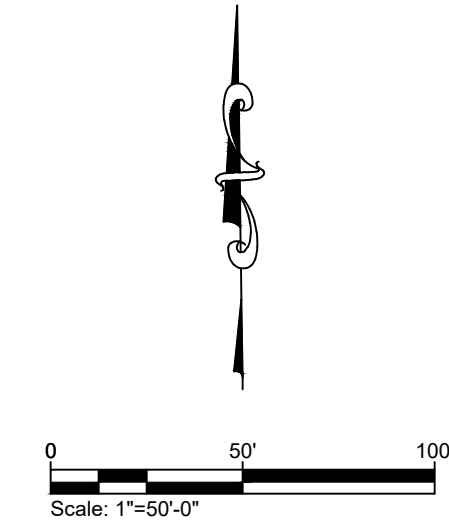


**WATER UTILITY PLAN C**  
SCALE: 1" = 50'

**LEGEND**

SS	SANITARY SEWER LINE
SS	EXISTING SANITARY SEWER LINE
W	PROPOSED WATER LINE
IRR	IRRIGATION WATER LINE
W	EXISTING WATER LINE
---	STORM PIPE
---	PROPERTY SETBACK/BUILD-TO LINE
---	UTILITY EASEMENT

- WATER UTILITY NOTES**
- ALL WATER MAINS SHALL BE OF 8" DUCTILE IRON PIPE (D.I.P.) UNLESS OTHERWISE NOTED. ALL FIRE HYDRANT FEEDS SHALL BE 6" D.I.P. UNLESS OTHERWISE NOTED. DUCTILE IRON PIPE (D.I.P.) SHALL BE CL 350.
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    - 1 1/2" WATER SERVICE CONNECTIONS: FORD CORP STOP IP X IP 1-1/2" BALL VALVE FB 500-6
    - 2" WATER SERVICE CONNECTIONS: FORD CORP STOP IP X IP 2" BALL VALVE FB 500-7
  - PROVIDE A MINIMUM OF 36" OF COVER OVER ALL WATER LINES.
  - THE CONTRACTOR SHALL MAINTAIN 10 FEET HORIZONTAL SEPARATION BETWEEN SANITARY SEWER LINES AND WATER LINES. WHERE THESE CRITERIA CANNOT BE MET, THE CONTRACTOR SHALL MAINTAIN 18" VERTICAL SEPARATION BETWEEN WATER AND SEWER LINES.
  - THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING THE SEQUENCING OF CONSTRUCTION FOR ALL UTILITY LINES SO THAT WATER LINES DO NOT CONFLICT WITH SANITARY SEWERS, SANITARY SEWER SERVICES, STORM SEWERS, OR ANY OTHER UTILITY OR STRUCTURES, EXISTING OR PROPOSED.
  - THE LOCATION OF EXISTING UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE ONLY. THE CONTRACTOR SHALL NOTIFY EACH INDIVIDUAL UTILITY OWNER OF HIS PLAN OF OPERATION IN THE AREA OF THE UTILITIES. PRIOR TO COMMENCING WORK, THE CONTRACTOR SHALL CONTACT THE UTILITY OWNERS AND REQUEST THEM TO PROPERLY LOCATE THEIR RESPECTIVE UTILITY ON THE GROUND. THIS NOTIFICATION SHALL BE GIVEN AT LEAST THREE (3) BUSINESS DAYS PRIOR TO COMMENCEMENT OF OPERATIONS AROUND THE UTILITY.
  - BEFORE CONNECTIONS ARE MADE TO EXISTING UTILITIES, THE NEW LINES ARE TO BE FLUSHED AND TESTED BY THE CONTRACTOR IN ACCORDANCE WITH THE APPLICABLE UTILITY DEPARTMENT SPECIFICATIONS.
  - REPAIR ALL DAMAGE TO EXISTING FEATURES (I.E. DRIVES, ROADS, YARDS, LANDSCAPING, ETC...) TO PRE-CONSTRUCTION CONDITION.
  - THE CONTRACTOR SHALL PROVIDE ALL HORIZONTAL AND VERTICAL BENDS TO ATTAIN THE ALIGNMENT INDICATED ON THE PLANS. PROVIDE VERTICAL BENDS WHERE NECESSARY TO ALLOW WATER LINES TO PASS UNDER OR OVER OTHER UTILITY LINES (ALL BENDS AND BRACES NEEDED MAY NOT BE ACTUALLY SHOWN). PROVIDE BRACING AND/OR RODDING AT ALL BENDS AND TEES AS REQUIRED BY WATER DEPARTMENT.
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  - UTILITY REPAIRS MADE BENEATH AREAS OF PAVEMENT SHALL RECEIVE CRUSHED LIMESTONE AS BASE MATERIAL FOR THE LENGTH OF THE TRENCH.
  - REPAIR EXISTING PAVEMENT, CURBS, WALKS, LANDSCAPING, ETC. THAT ARE DAMAGED BY CONSTRUCTION ACTIVITIES TO A LIKE NEW CONDITION AT NO ADDITIONAL COST TO THE OWNER.
  - WHERE DRAINAGE OR UTILITY LINES OCCUR IN PROPOSED FILL AREAS, THE FILL MATERIAL IS TO BE PLACED AND COMPACTED TO 95% OF MAXIMUM DRY DENSITY ACCORDING TO ASTM D2167-08 PRIOR TO INSTALLATION OF DRAINAGE OR UTILITY LINES. FILL IS TO BE INSPECTED BY A PROFESSIONAL GEOTECHNICAL ENGINEERING TESTING FIRM EMPLOYED BY THE OWNER. RESULTS OF THE TEST SHALL BE FURNISHED TO THE OWNER'S REPRESENTATIVE. CONTRACTOR TO PAY FOR ANY RETESTING.
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  - EXISTING CASTINGS LOCATED IN FILL/CUT AREAS SHALL BE ADJUSTED TO ENSURE THAT THE TOP OF CASTING IS FLUSH WITH THE FINISHED GRADE.
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  - FIRE HYDRANT ASSEMBLIES INCLUDE THE APPROPRIATE SIZED TEE (WITH KICKER), 6" GATE VALVE (WITH VALVE BOX), AND FIRE HYDRANT (WITH KICKER). HYDRANTS SHALL BE INSTALLED AT LOCATIONS SHOWN ON THE PLANS.
  - CONTRACTOR SHALL MARK THE LOCATION OF NEW WATER LINES WITH #14 GAUGE TRACER WIRE (BLUE). TRACER WIRE INSTALLATION, PLACEMENT, SPLICING, AND ACCESS SHALL BE IN ACCORDANCE WITH THE CITY OF OXFORD STANDARD SPECIFICATIONS FOR CONSTRUCTION OF WATER AND SEWER FACILITIES.
  - ALL FIRE DEPARTMENT CONNECTIONS (FDC) AND INDICATOR VALVES ARE WALL MOUNTED. REFER TO FIRE PROTECTION AND PLUMBING PLANS FOR DETAILS.
  - THE SCOPE OF WORK FOR THE SITE WORK CONTRACTOR SHALL INCLUDE THE EXTENSION OF THE FIRE SPRINKLER MAIN TO THE RISER ROOM AT EACH BUILDING (9 BUILDINGS) WITH A 90 DEGREE BEND TURNED UP 12" ABOVE FINISHED FLOOR ELEVATION. CONTRACTOR SHALL INSTALL A 4" CAP SO THAT WATER SYSTEM CAN BE PRESSURE TESTED. THE FINAL LOCATION IN THE RISER ROOM SHALL BE COORDINATED WITH THE SUPERINTENDENT, PROJECT MANAGER AND ARCHITECT.
  - WATER LINES INSTALLED PAST THE METER ARE IN THE BUILDING CONTRACTOR'S SCOPE OF WORK.



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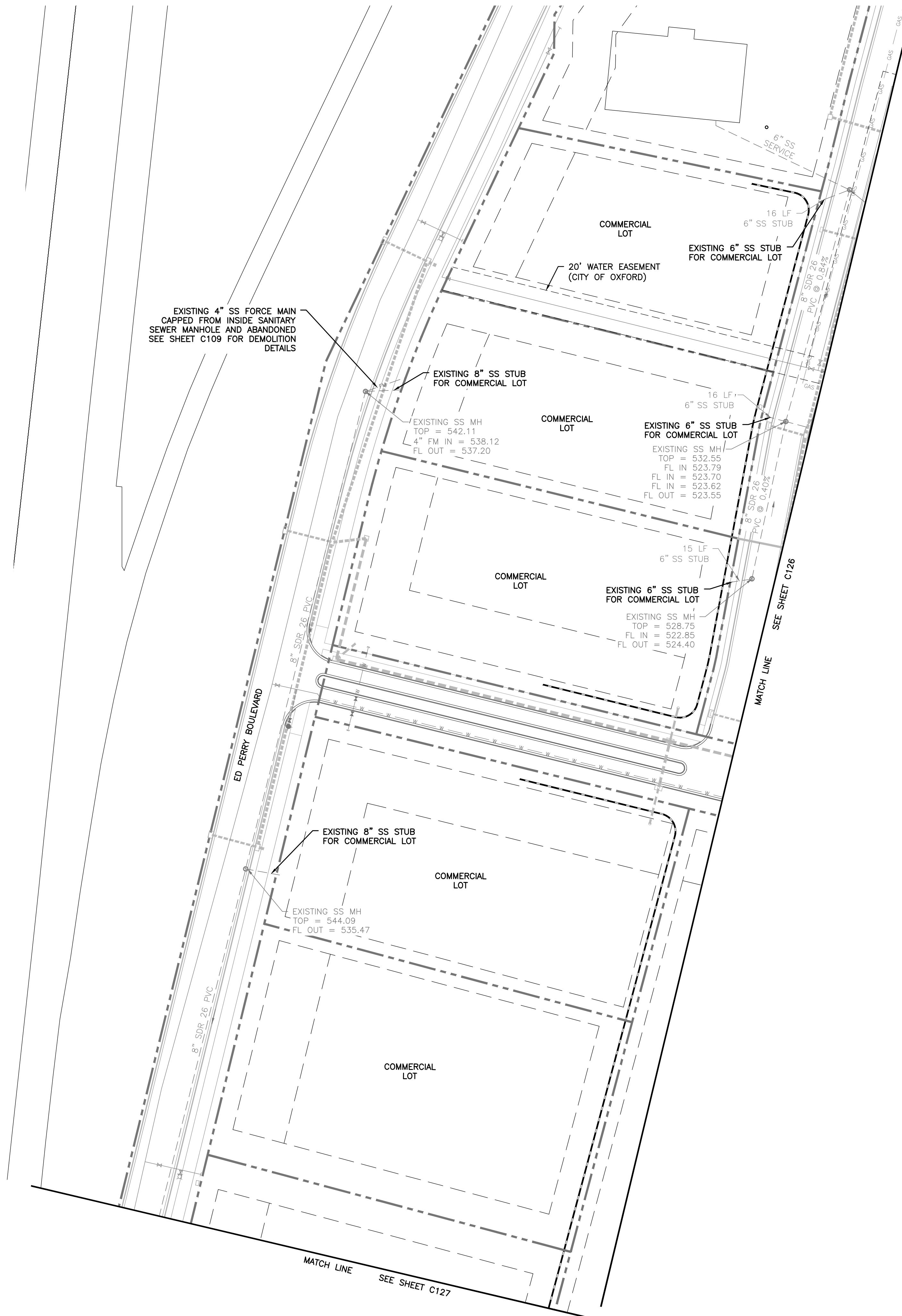
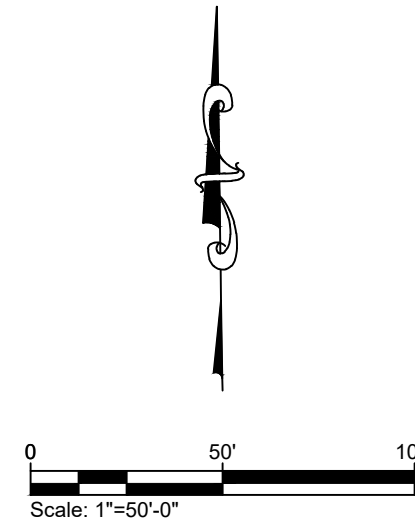
NO.	DATE	DESCRIPTION	BY

**WATER UTILITY PLAN C**  
 FOR  
**THE SUMMIT PHASE II**  
**AT OXFORD COMMONS**  
**OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

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LEGEND

	PRIVATE SANITARY SEWER LINE
	EXISTING SANITARY SEWER LINE
	PROPOSED WATER LINE
	EXISTING WATER LINE
	STORM PIPE
	PROPERTY SETBACK/BUILD-TO LINE
	UTILITY EASEMENT

SEWER UTILITY NOTES

1. THE SANITARY SEWER SHALL BE OF THE MATERIAL INDICATED ON THE PLAN. POLYVINYLCHLORIDE (PVC) SHALL BE (SDR26). DUCTILE IRON PIPE (D.I.P.) SHALL BE CL 350.
2. ALL PUBLIC SANITARY SEWER LINES AND APPURTENANCES SHALL BE OF MATERIALS AND CONSTRUCTION THAT CONFORM TO THE CITY OF OXFORD STANDARDS AND SPECIFICATIONS.
3. GRAVITY SANITARY SEWER LOCATED WITHIN THE MULTI-FAMILY DEVELOPMENT IS PRIVATELY OWNED AND MAINTAINED.
4. THE CONTRACTOR SHALL MAINTAIN 10 FEET HORIZONTAL SEPARATION BETWEEN SANITARY SEWER LINES AND WATER LINES. WHERE THESE CRITERIA CANNOT BE MET, THE CONTRACTOR SHALL MAINTAIN 18" VERTICAL SEPARATION BETWEEN WATER AND SEWER LINES.
5. THE CONTRACTOR SHALL FIELD VERIFY THE EXACT HORIZONTAL AND VERTICAL LOCATION OF EXISTING MANHOLES OR SANITARY SEWER LINES AT THE POINT OF CONNECTION PRIOR TO THE COMMENCEMENT OF ORDERING MATERIALS OR CONSTRUCTION AND SHALL REPORT ANY DISCREPANCIES TO THE ENGINEER IMMEDIATELY.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING THE SEQUENCING OF CONSTRUCTION FOR ALL UTILITY LINES SO THAT WATER LINES DO NOT CONFLICT WITH SANITARY SEWERS, SANITARY SEWER SERVICES, STORM SEWERS, OR ANY OTHER UTILITY OR STRUCTURES, EXISTING OR PROPOSED.
7. THE LOCATION OF EXISTING UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE ONLY. THE CONTRACTOR SHALL NOTIFY EACH INDIVIDUAL UTILITY OWNER OF HIS PLAN OF OPERATION IN THE AREA OF THE UTILITIES. PRIOR TO COMMENCING WORK, THE CONTRACTOR SHALL CONTACT THE UTILITY OWNERS AND REQUEST THEM TO PROPERLY LOCATE THEIR RESPECTIVE UTILITY ON THE GROUND. THIS NOTIFICATION SHALL BE GIVEN AT LEAST THREE (3) BUSINESS DAYS PRIOR TO COMMENCEMENT OF OPERATIONS AROUND THE UTILITY.
8. BEFORE CONNECTIONS ARE MADE TO EXISTING UTILITIES, THE NEW LINES ARE TO BE FLUSHED AND TESTED BY THE CONTRACTOR IN ACCORDANCE WITH THE APPLICABLE UTILITY DEPARTMENT SPECIFICATIONS.
9. REPAIR ALL DAMAGE TO EXISTING FEATURES (I.E. DRIVES, ROADS, YARDS, LANDSCAPING, ETC...) TO PRE-CONSTRUCTION CONDITION.
10. THE CONTRACTOR SHALL VERIFY REQUIRED PIPE LENGTHS, EXISTING PIPE MATERIALS; AND EXISTING PIPE SIZES. REPORT DISCREPANCIES WITH THE PLANS TO THE ENGINEER IMMEDIATELY.
11. UTILITY REPAIRS MADE BENEATH AREAS OF PAVEMENT SHALL RECEIVE CRUSHED LIMESTONE AS 'BASE' MATERIAL FOR THE LENGTH OF THE TRENCH.
12. REPAIR EXISTING PAVEMENT, CURBS, WALKS, LANDSCAPING, ETC. THAT ARE DAMAGED BY CONSTRUCTION ACTIVITIES TO A LIKE NEW CONDITION AT NO ADDITIONAL COST TO THE OWNER.
13. WHERE DRAINAGE OR UTILITY LINES OCCUR IN PROPOSED FILL AREAS, THE FILL MATERIAL IS TO BE PLACED AND COMPACTED TO 95% OF MAXIMUM DRY DENSITY ACCORDING TO ASTM D2167-08 PRIOR TO INSTALLATION OF DRAINAGE OR UTILITY LINES. FILL IS TO BE INSPECTED BY A PROFESSIONAL GEOTECHNICAL ENGINEERING TESTING FIRM EMPLOYED BY THE OWNER. RESULTS OF THE TEST SHALL BE FURNISHED TO THE OWNER'S REPRESENTATIVE. CONTRACTOR TO PAY FOR ANY RETESTING.
14. EXISTING CASTINGS LOCATED IN FILL/CUT AREAS SHALL BE ADJUSTED TO ENSURE THAT THE TOP OF CASTING IS FLUSH WITH THE FINISHED GRADE.
15. THE CONTRACTOR WILL PROVIDE ALL NECESSARY PROTECTIVE MEASURES TO SAFEGUARD EXISTING UTILITIES FROM DAMAGE DURING CONSTRUCTION OF THIS PROJECT. IN THE EVENT THAT SPECIAL EQUIPMENT IS REQUIRED TO WORK OVER AND AROUND THE UTILITIES, THE CONTRACTOR WILL BE REQUIRED TO FURNISH SUCH EQUIPMENT AT NO ADDITIONAL COST TO THE OWNER.
16. PRIOR TO SUBMITTING HIS BID, THE CONTRACTOR WILL BE SOLELY RESPONSIBLE FOR CONTACTING OWNERS OF ALL AFFECTED UTILITIES IN ORDER TO DETERMINE THE EXTENT TO WHICH UTILITY RELOCATIONS AND/OR ADJUSTMENTS WILL HAVE UPON THE SCHEDULE OF WORK FOR THE PROJECT. WHILE SOME WORK MAY BE REQUIRED 'AROUND' UTILITY FACILITIES THAT WILL REMAIN IN PLACE, OTHER UTILITY FACILITIES MAY NEED TO BE ADJUSTED CONCURRENTLY WITH THE CONTRACTOR'S OPERATIONS.
17. ALL CONNECTIONS TO EXISTING MANHOLES SHALL BE BY THE CORING AND RESILIENT SEAL METHOD.
18. CONTRACTOR SHALL MARK THE LOCATION OF NEW SEWER LINES WITH #14 GAUGE TRACER WIRE (GREEN). TRACER WIRE INSTALLATION, PLACEMENT, SPLICING, AND ACCESS SHALL BE IN ACCORDANCE WITH THE CITY OF OXFORD STANDARD SPECIFICATIONS FOR CONSTRUCTION OF WATER AND SEWER FACILITIES.
19. UNDERGROUND VIDEO INSPECTION WILL BE REQUIRED FOR ALL SANITARY SEWER MAINS.
20. SANITARY SEWER SERVICES ARE TO BE INSTALLED 5 FT. BEHIND THE SIDEWALK AND CAPPED.



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**SANITARY SEWER PLAN A**  
**FOR**  
**THE SUMMIT PHASE II**  
**AT OXFORD COMMONS**  
**OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

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**SANITARY SEWER PLAN A**

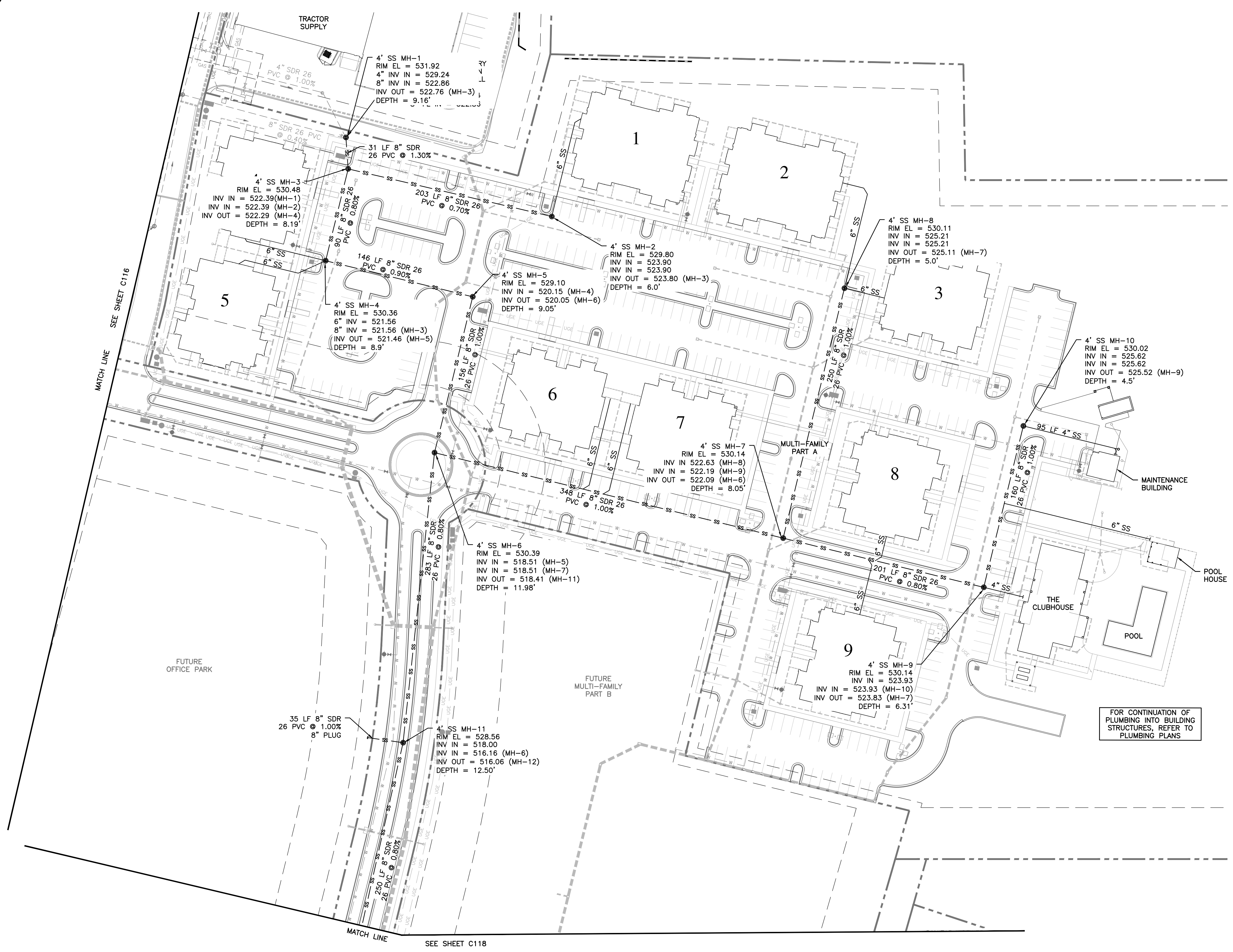
SCALE: 1" = 50'

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**SANITARY SEWER PLAN B**

SCALE: 1" = 50'



**LEGEND**

	PRIVATE SANITARY SEWER LINE
	EXISTING SANITARY SEWER LINE
	PROPOSED WATER LINE
	EXISTING WATER LINE
	STORM PIPE
	PROPERTY SETBACK/BUILD-TO LINE
	UTILITY EASEMENT

**SEWER UTILITY NOTES**

1. THE SANITARY SEWER SHALL BE OF THE MATERIAL INDICATED ON THE PLAN. POLYVINYLCHLORIDE (PVC) SHALL BE (SDR26). DUCTILE IRON PIPE (D.I.P.) SHALL BE CL 350.
2. ALL PUBLIC SANITARY SEWER LINES AND APPURTENANCES SHALL BE OF MATERIALS AND CONSTRUCTION THAT CONFORM TO THE CITY OF OXFORD STANDARDS AND SPECIFICATIONS.
3. GRAVITY SANITARY SEWER LOCATED WITHIN THE MULTI-FAMILY DEVELOPMENT IS PRIVATELY OWNED AND MAINTAINED.
4. THE CONTRACTOR SHALL MAINTAIN 10 FEET HORIZONTAL SEPARATION BETWEEN SANITARY SEWER LINES AND WATER LINES. WHERE THESE CRITERIA CANNOT BE MET, THE CONTRACTOR SHALL MAINTAIN 18" VERTICAL SEPARATION BETWEEN WATER AND SEWER LINES.
5. THE CONTRACTOR SHALL FIELD VERIFY THE EXACT HORIZONTAL AND VERTICAL LOCATION OF EXISTING MANHOLES OR SANITARY SEWER LINES AT THE POINT OF CONNECTION PRIOR TO THE COMMENCEMENT OF ORDERING MATERIALS OR CONSTRUCTION AND SHALL REPORT ANY DISCREPANCIES TO THE ENGINEER IMMEDIATELY.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING THE SEQUENCING OF CONSTRUCTION FOR ALL UTILITY LINES SO THAT WATER LINES DO NOT CONFLICT WITH SANITARY SEWERS, SANITARY SEWER SERVICES, STORM SEWERS, OR ANY OTHER UTILITY OR STRUCTURES, EXISTING OR PROPOSED.
7. THE LOCATION OF EXISTING UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE ONLY. THE CONTRACTOR SHALL NOTIFY EACH INDIVIDUAL UTILITY OWNER OF HIS PLAN OF OPERATION IN THE AREA OF THE UTILITIES. PRIOR TO COMMENCING WORK, THE CONTRACTOR SHALL CONTACT THE UTILITY OWNERS AND REQUEST THEM TO PROPERLY LOCATE THEIR RESPECTIVE UTILITY ON THE GROUND. THIS NOTIFICATION SHALL BE GIVEN AT LEAST THREE (3) BUSINESS DAYS PRIOR TO COMMENCEMENT OF OPERATIONS AROUND THE UTILITY.
8. BEFORE CONNECTIONS ARE MADE TO EXISTING UTILITIES, THE NEW LINES ARE TO BE FLUSHED AND TESTED BY THE CONTRACTOR IN ACCORDANCE WITH THE APPLICABLE UTILITY DEPARTMENT SPECIFICATIONS.
9. REPAIR ALL DAMAGE TO EXISTING FEATURES (I.E. DRIVES, ROADS, YARDS, LANDSCAPING, ETC...) TO PRE-CONSTRUCTION CONDITION.
10. THE CONTRACTOR SHALL VERIFY REQUIRED PIPE LENGTHS; EXISTING PIPE MATERIALS; AND EXISTING PIPE SIZES. REPORT DISCREPANCIES WITH THE PLANS TO THE ENGINEER IMMEDIATELY.
12. UTILITY REPAIRS MADE BENEATH AREAS OF PAVEMENT SHALL RECEIVE CRUSHED LIMESTONE AS "BASE" MATERIAL FOR THE LENGTH OF THE TRENCH.
13. REPAIR EXISTING PAVEMENT, CURBS, WALKS, LANDSCAPING, ETC. THAT ARE DAMAGED BY CONSTRUCTION ACTIVITIES TO A LIKE NEW CONDITION AT NO ADDITIONAL COST TO THE OWNER.
14. WHERE DRAINAGE OR UTILITY LINES OCCUR IN PROPOSED FILL AREAS, THE FILL MATERIAL IS TO BE PLACED AND COMPACTED TO 95% OF MAXIMUM DRY DENSITY ACCORDING TO ASTM D2167-08 PRIOR TO INSTALLATION OF DRAINAGE OR UTILITY LINES. FILL IS TO BE INSPECTED BY A PROFESSIONAL GEOTECHNICAL ENGINEERING TESTING FIRM EMPLOYED BY THE OWNER. RESULTS OF THE TEST SHALL BE FURNISHED TO THE OWNER'S REPRESENTATIVE. CONTRACTOR TO PAY FOR ANY RETESTING.
15. EXISTING CASTINGS LOCATED IN FILL/CUT AREAS SHALL BE ADJUSTED TO ENSURE THAT THE TOP OF CASTING IS FLUSH WITH THE FINISHED GRADE.
16. THE CONTRACTOR WILL PROVIDE ALL NECESSARY PROTECTIVE MEASURES TO SAFEGUARD EXISTING UTILITIES FROM DAMAGE DURING CONSTRUCTION OF THIS PROJECT. IN THE EVENT THAT SPECIAL EQUIPMENT IS REQUIRED TO WORK OVER AND AROUND THE UTILITIES, THE CONTRACTOR WILL BE REQUIRED TO FURNISH SUCH EQUIPMENT AT NO ADDITIONAL COST TO THE OWNER.
17. PRIOR TO SUBMITTING HIS BID, THE CONTRACTOR WILL BE SOLELY RESPONSIBLE FOR CONTACTING OWNERS OF ALL AFFILIATED UTILITIES IN ORDER TO DETERMINE THE EXTENT TO WHICH UTILITY RELOCATIONS AND/OR ADJUSTMENTS WILL HAVE UPON THE SCHEDULE OF WORK FOR THE PROJECT. WHILE SOME WORK MAY BE REQUIRED 'AROUND' UTILITY FACILITIES THAT WILL REMAIN IN PLACE, OTHER UTILITY FACILITIES MAY NEED TO BE ADJUSTED CONCURRENTLY WITH THE CONTRACTOR'S OPERATIONS.
18. ALL CONNECTIONS TO EXISTING MANHOLES SHALL BE BY THE CORING AND RESILIENT SEAL METHOD.
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20. UNDERGROUND VIDEO INSPECTION WILL BE REQUIRED FOR ALL SANITARY SEWER MAINS.
21. SANITARY SEWER SERVICES ARE TO BE INSTALLED 5 FT. BEHIND THE SIDEWALK AND CAPPED.



**REVISIONS:**

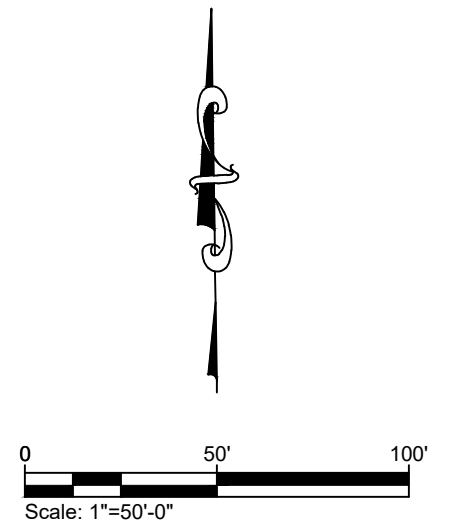
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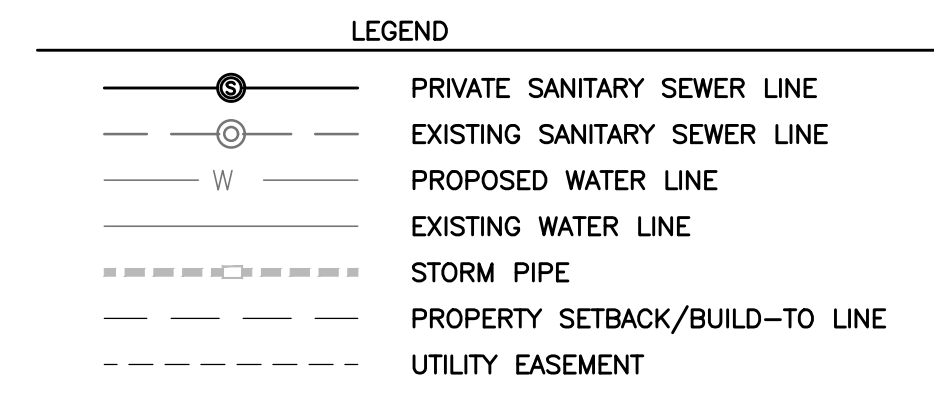
**SANITARY SEWER PLAN B**  
**FOR**  
**THE SUMMIT PHASE II**  
**AT OXFORD COMMONS**  
**OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

DRAWN BY:	XX	8.30.2024
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PROJECT NO.:	23158	

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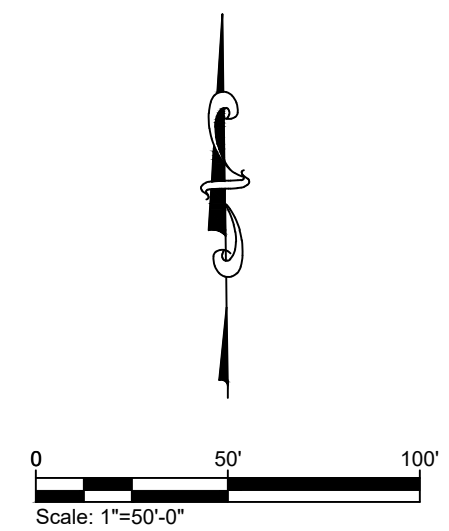
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**SANITARY SEWER PLAN C**  
 SCALE: 1" = 50'



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**SANITARY SEWER PLAN C**

**FOR**

**THE SUMMIT PHASE II**

**AT OXFORD COMMONS**

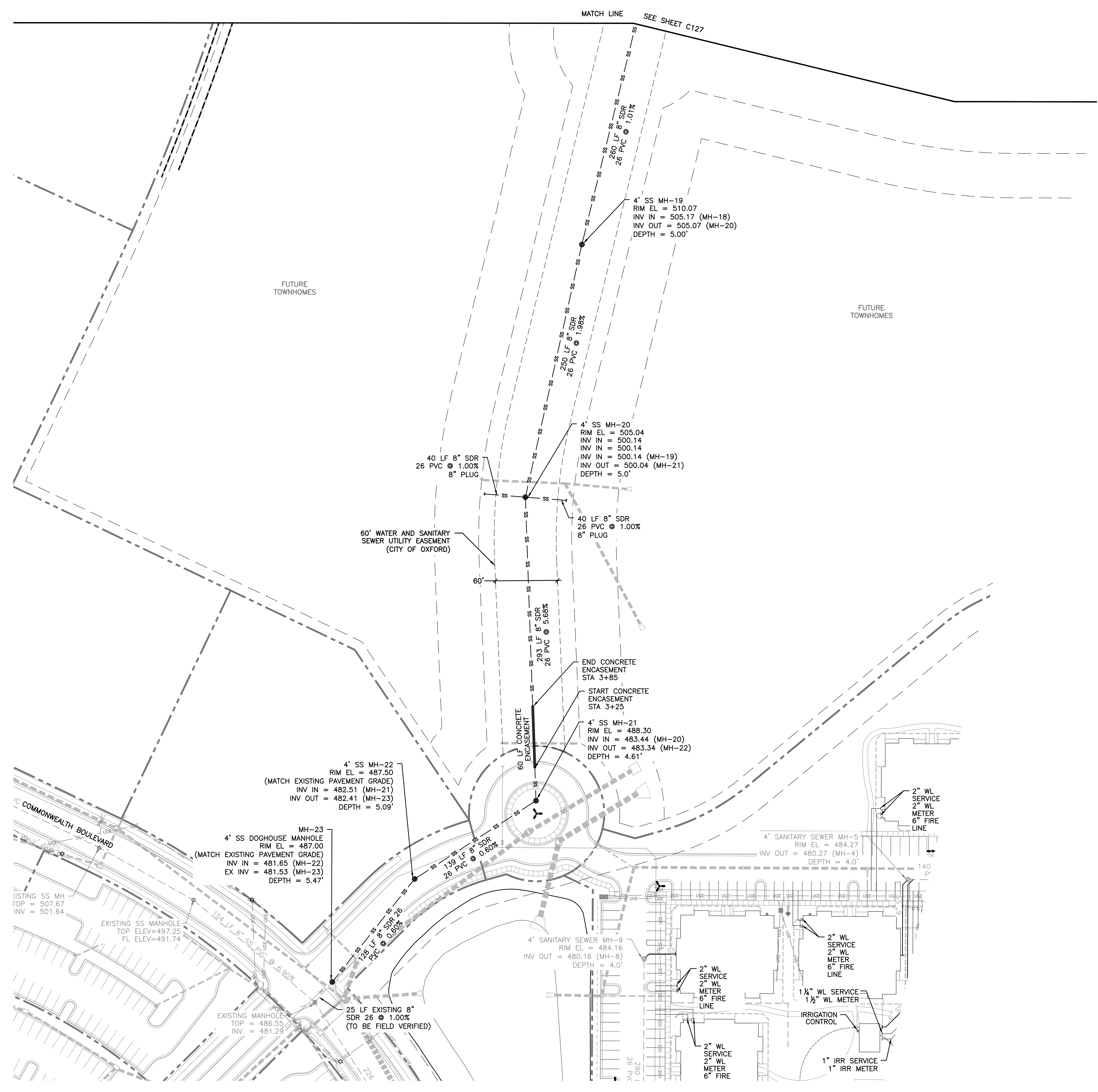
**OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

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**LEGEND**

	PRIVATE SANITARY SEWER LINE
	EXISTING SANITARY SEWER LINE
	PROPOSED WATER LINE
	EXISTING WATER LINE
	STORM PIPE
	PROPERTY SETBACK/BUILD-TO LINE
	UTILITY EASEMENT

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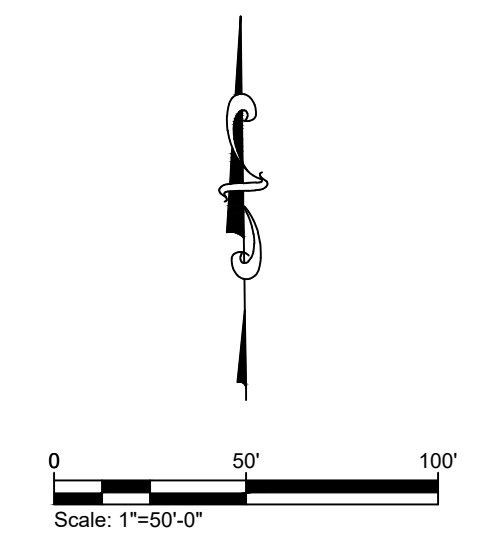
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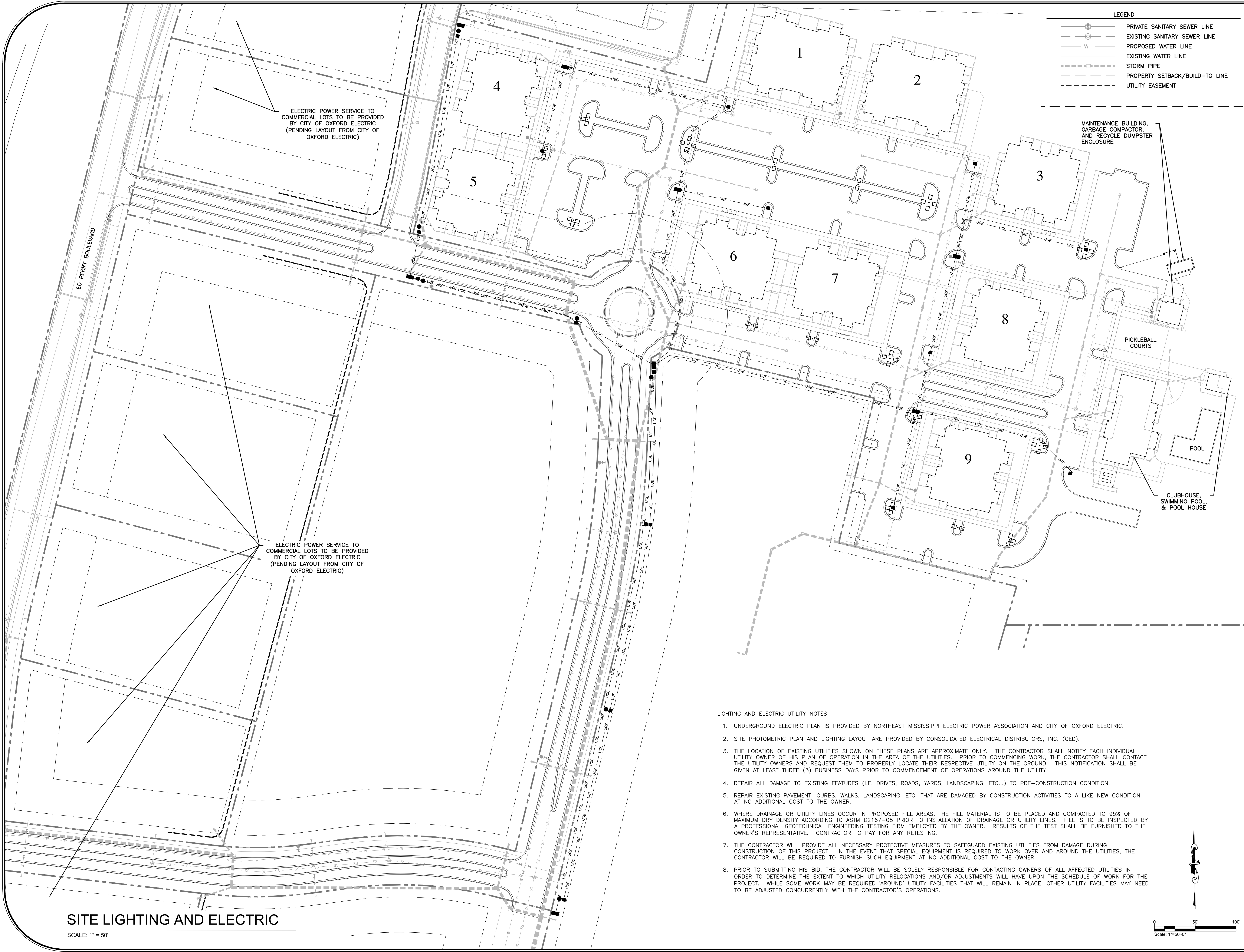
**SANITARY SEWER PLAN D**  
**FOR**  
**THE SUMMIT PHASE II**  
**AT OXFORD COMMONS**  
**OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

**SANITARY SEWER PLAN D**  
 SCALE: 1" = 50'



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**LEGEND**

- S— PRIVATE SANITARY SEWER LINE
- W— EXISTING SANITARY SEWER LINE
- W— PROPOSED WATER LINE
- W— EXISTING WATER LINE
- S— STORM PIPE
- S— PROPERTY SETBACK/BUILD-TO LINE
- E— UTILITY EASEMENT

ELECTRIC POWER SERVICE TO COMMERCIAL LOTS TO BE PROVIDED BY CITY OF OXFORD ELECTRIC (PENDING LAYOUT FROM CITY OF OXFORD ELECTRIC)

ELECTRIC POWER SERVICE TO COMMERCIAL LOTS TO BE PROVIDED BY CITY OF OXFORD ELECTRIC (PENDING LAYOUT FROM CITY OF OXFORD ELECTRIC)

MAINTENANCE BUILDING, GARBAGE COMPACTOR, AND RECYCLE DUMPSTER ENCLOSURE

PICKLEBALL COURTS

CLUBHOUSE, SWIMMING POOL, & POOL HOUSE



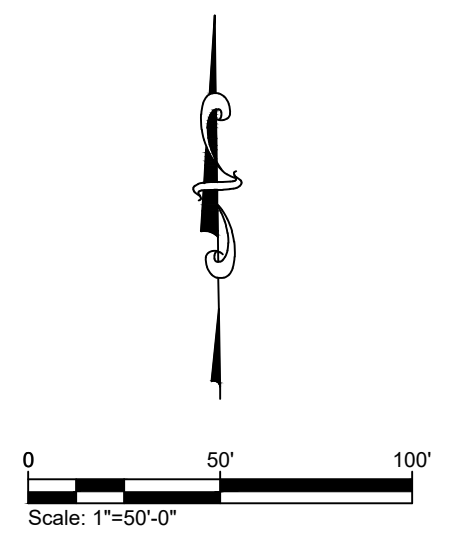
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**REVISIONS:**

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**SITE LIGHTING AND ELECTRIC**  
 FOR  
**THE SUMMIT PHASE II**  
**AT OXFORD COMMONS**  
**OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

- LIGHTING AND ELECTRIC UTILITY NOTES**
- UNDERGROUND ELECTRIC PLAN IS PROVIDED BY NORTHEAST MISSISSIPPI ELECTRIC POWER ASSOCIATION AND CITY OF OXFORD ELECTRIC.
  - SITE PHOTOMETRIC PLAN AND LIGHTING LAYOUT ARE PROVIDED BY CONSOLIDATED ELECTRICAL DISTRIBUTORS, INC. (CED).
  - THE LOCATION OF EXISTING UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE ONLY. THE CONTRACTOR SHALL NOTIFY EACH INDIVIDUAL UTILITY OWNER OF HIS PLAN OF OPERATION IN THE AREA OF THE UTILITIES. PRIOR TO COMMENCING WORK, THE CONTRACTOR SHALL CONTACT THE UTILITY OWNERS AND REQUEST THEM TO PROPERLY LOCATE THEIR RESPECTIVE UTILITY ON THE GROUND. THIS NOTIFICATION SHALL BE GIVEN AT LEAST THREE (3) BUSINESS DAYS PRIOR TO COMMENCEMENT OF OPERATIONS AROUND THE UTILITY.
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**SITE LIGHTING AND ELECTRIC**  
 SCALE: 1" = 50'

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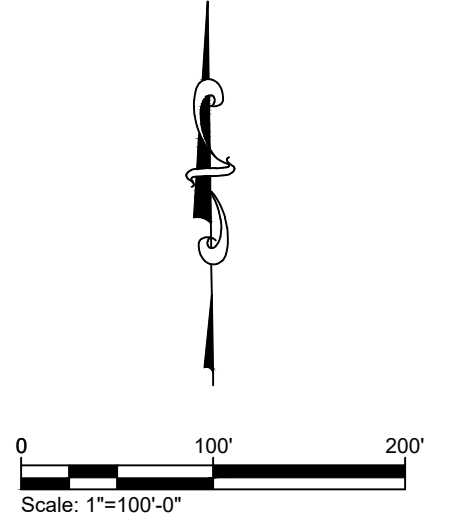
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**LEGEND**

	PROPERTY LINE
	RETAINING WALL
	DRAINAGE SWALE
	STORM PIPE



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**REVISIONS:**

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**RETAINING WALL LAYOUT**  
 FOR  
**THE SUMMIT PHASE II**  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

- GRADING AND RETAINING WALL NOTES:**
- SEE SHEET C101 FOR GENERAL GRADING GUIDELINES AND RECOMMENDATIONS.
  - SEE SHEETS C302 - C305 FOR RETAINING WALL PROFILES.
  - RETAINING WALLS EXCEEDING 3 FEET IN HEIGHT REQUIRE FALL PROTECTION (GUARD RAIL)
  - GUARD RAIL FENCING SHALL BE RESIDENTIAL WELDED STEEL PANEL (PRE-ASSEMBLED), MONTAGE CLASSIC 2/3-RAIL OR APPROVED EQUAL.
  - CLEARING AND GRADING MAY BE COMPLETED IN PHASES PER THE DEVELOPER'S REQUEST. CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING AND MAINTAINING EROSION CONTROL FOR EACH PHASE OF GRADING.
  - BEFORE ANY CONSTRUCTION ACTIVITY CAN BEGIN CONTRACTOR SHALL INSTALL ALL PERIMETER SILT FENCING. ALL INTERIOR SILT FENCING SHALL BE INSTALLED AS THE AREAS OF GRADING BECOMES COMPLETE OR AS NEEDED TO EFFECTIVELY PREVENT EROSION. THE CONTRACTOR SHALL PROVIDE AND MAINTAIN EROSION CONTROL DURING CONSTRUCTION PHASES WHERE NECESSARY TO PREVENT DOWNSTREAM SILTATION OF ANY DITCHES, PIPES, DRAINAGE STRUCTURES OR ADJACENT PROPERTIES. THE CONTRACTOR SHALL PROVIDE ANY ADDITIONAL EROSION CONTROL AS NEEDED OR AS DIRECTED BY THE ENGINEER.
  - ALL NEW CUT OR FILL AREAS LACKING ADEQUATE VEGETATION SHALL BE FERTILIZED, MULCHED, SEEDED AND/OR SODDED AS REQUIRED TO EFFECTIVELY CONTROL SOIL EROSION.
  - CONTRACTORS SHALL BE RESPONSIBLE FOR NOTIFYING ANY UTILITY COMPANY WHICH MAINTAINS A UTILITY LINE WITHIN IN THE BOUNDARIES OF THE PROJECT PRIOR TO INITIATION OF THE PROJECT. THE CONTRACTOR SHALL ALSO ASSUME RESPONSIBILITY FOR ANY DAMAGE INCURRED BY ANY UTILITY COMPANY FOR THEIR UTILITY LINES, WHETHER SHOWN IN THE CONSTRUCTION PLANS OR NOT, DURING WORK ON THE PROJECT.
  - CONTRACTOR TO PERFORM UNDERCUT, BACKFILL, AND GRADING AS OUTLINED IN THE GEOTECHNICAL INVESTIGATION PREPARED BY PRECISION ENGINEERING CORPORATION DATED SEPTEMBER 13, 2024.
  - SEE 500 SERIES FOR ADDITIONAL DETAILS.



**RETAINING WALL LAYOUT**

SCALE: 1" = 100'

DRAWN BY:	HRW	8.30.2024
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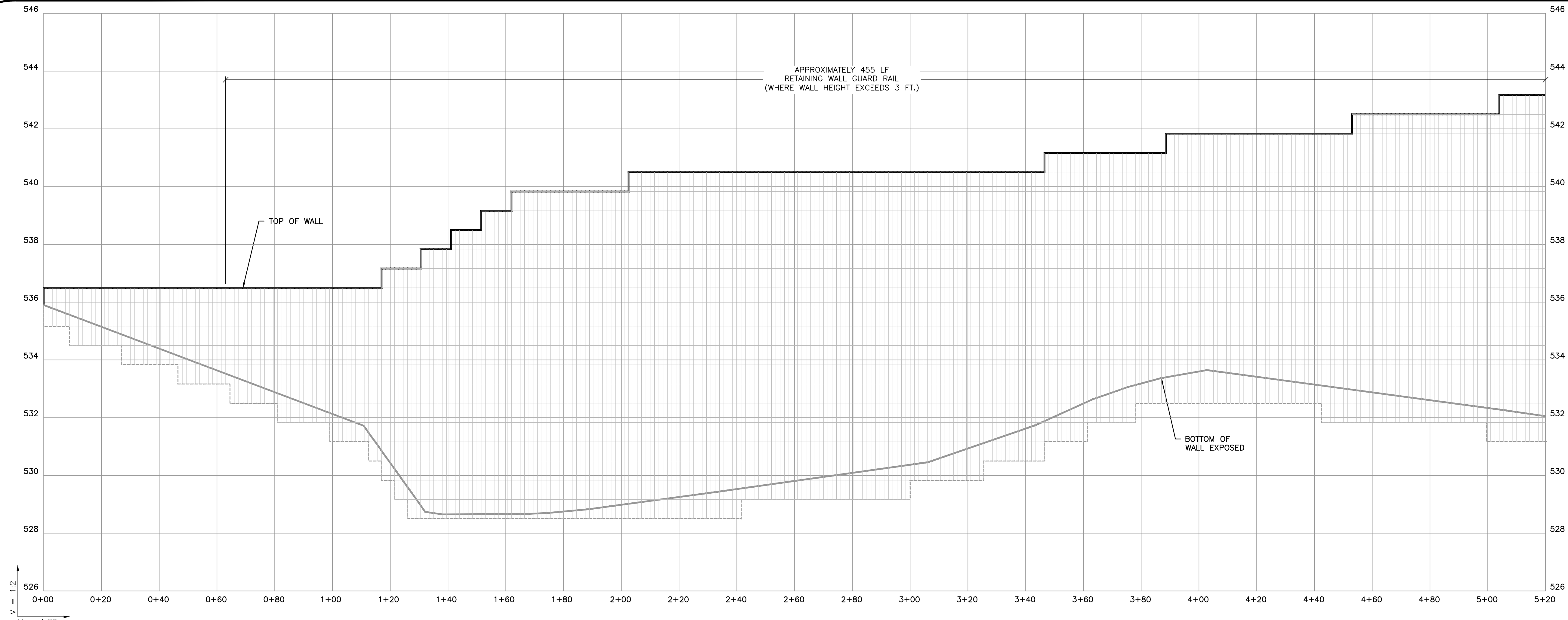
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**C201**



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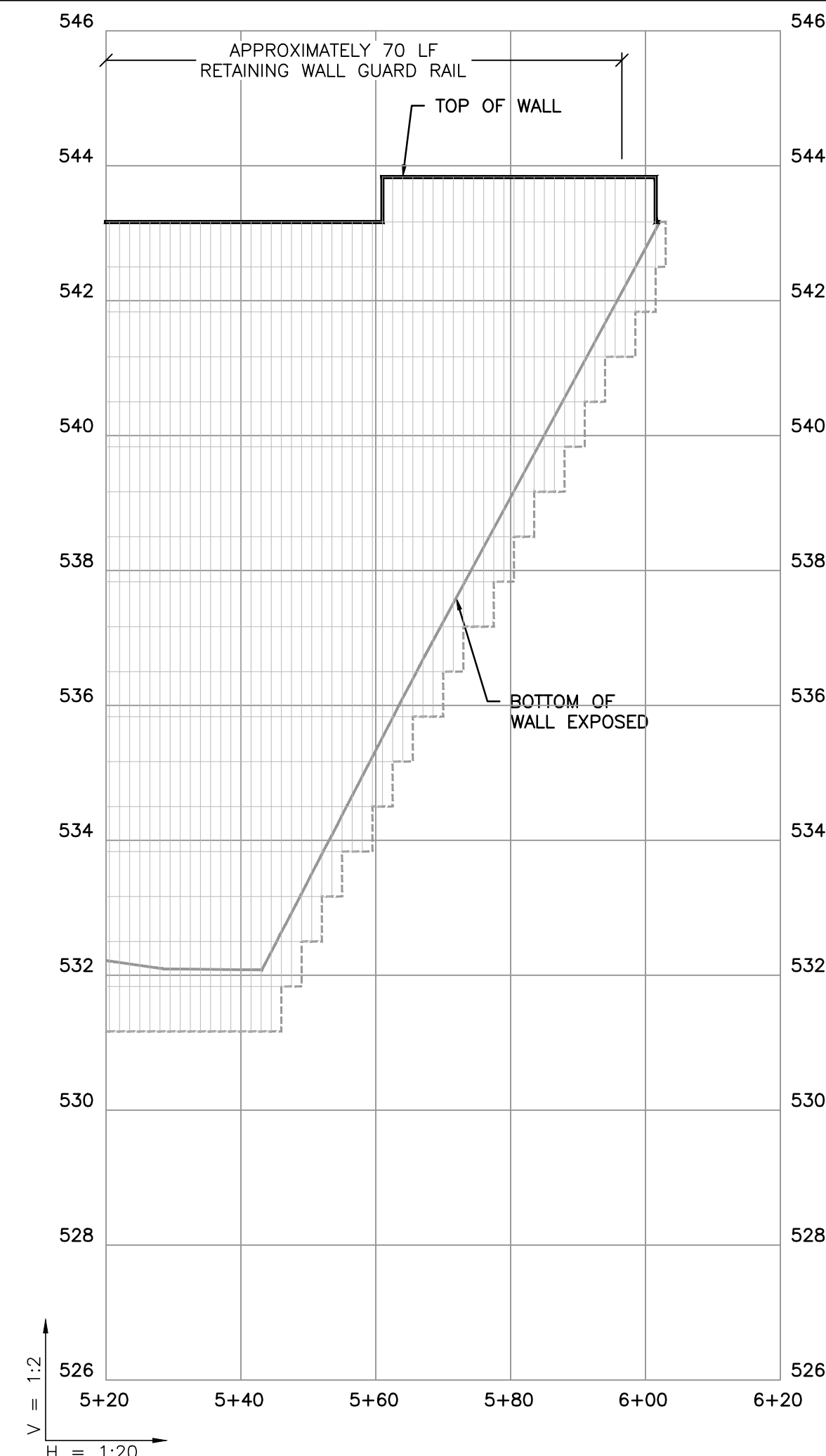
**REVISIONS:**

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**RETAINING WALL A (STA 0+00 - STA 5+20)**

SCALE: 1" = 20'



**RETAINING WALL A (STA 5+20 - STA 6+20)**

SCALE: 1" = 20'

- NOTES:
- GUARD RAIL FENCING SHALL BE INSTALLED WHERE RETAINING WALL HEIGHT EXCEEDS 3 FT.
  - GUARD RAIL FENCING SHALL BE RESIDENTIAL WELDED STEEL PANEL (PRE-ASSEMBLED), MONTAGE CLASSIC 2/3-RAIL OR APPROVED EQUAL.
  - INSTALLATION:  
 IN EXISTING SURFACES: CORE EXISTING SURFACE AND FILL WITH EPOXY GROUT.  
 IN NEW SURFACES: PROVIDE SLEEVES IN NEW SURFACE. INSTALL NEW RAIL, AND FILL WITH EPOXY GROUT.

**RETAINING WALL PROFILES (A)**  
 FOR  
**THE SUMMIT PHASE II**  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

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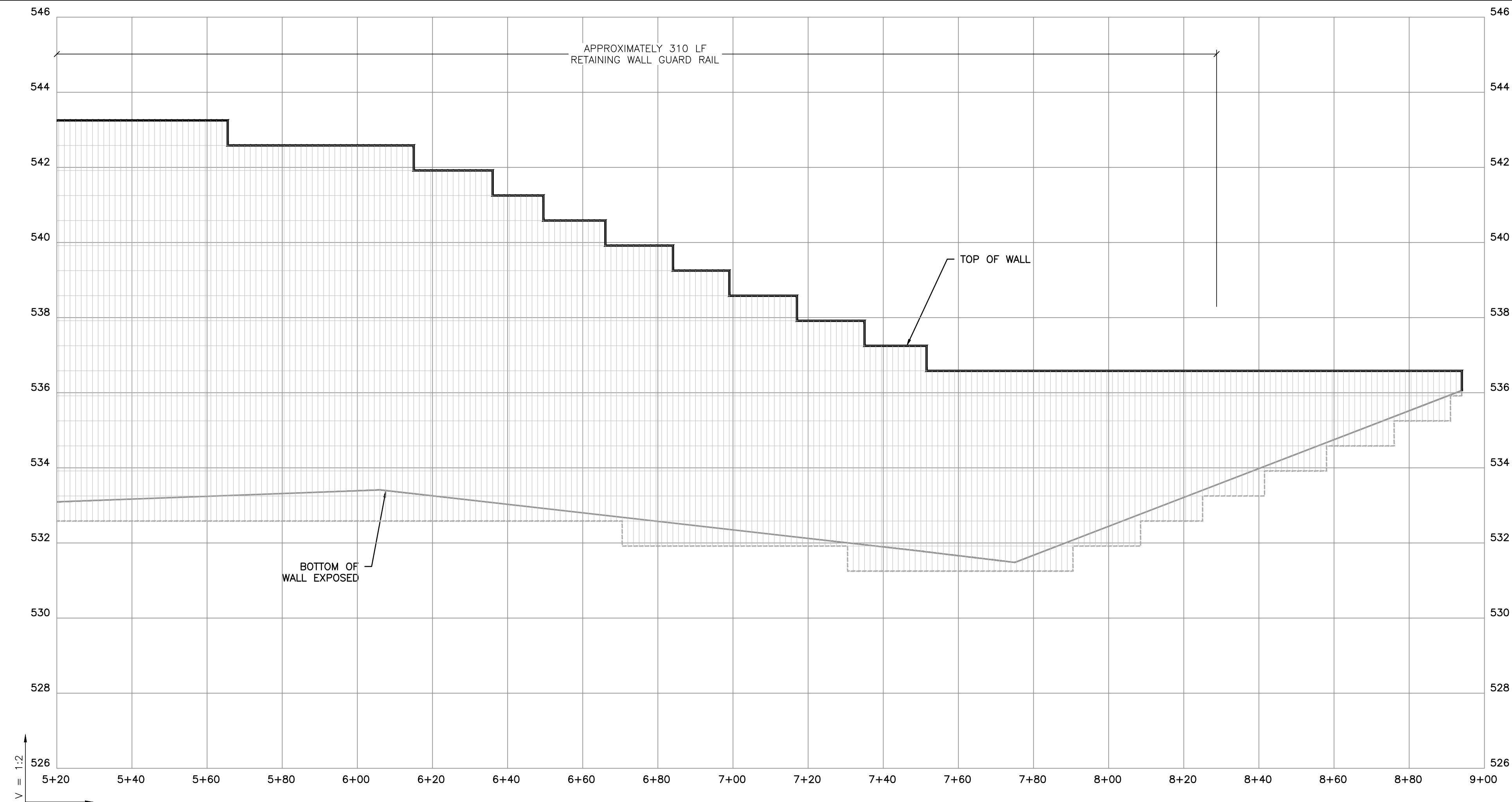
**REVISIONS:**

NO.	DATE	DESCRIPTION	BY

**RETAINING WALL PROFILES (B)**  
 FOR  
**THE SUMMIT PHASE II**  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI



**RETAINING WALL B (STA 0+00 - STA 5+20)**  
 SCALE: 1" = 20'



**RETAINING WALL B (STA 5+20 - STA 9+00)**  
 SCALE: 1" = 20'

- NOTES:**
- GUARD RAIL FENCING SHALL BE INSTALLED WHERE RETAINING WALL HEIGHT EXCEEDS 3 FT.
  - GUARD RAIL FENCING SHALL BE RESIDENTIAL WELDED STEEL PANEL (PRE-ASSEMBLED), MONTAGE CLASSIC 2/3--RAIL OR APPROVED EQUAL.
  - INSTALLATION:  
 IN EXISTING SURFACES: CORE EXISTING SURFACE AND FILL WITH EPOXY GROUT.  
 IN NEW SURFACES: PROVIDE SLEEVES IN NEW SURFACE. INSTALL NEW RAIL, AND FILL WITH EPOXY GROUT.

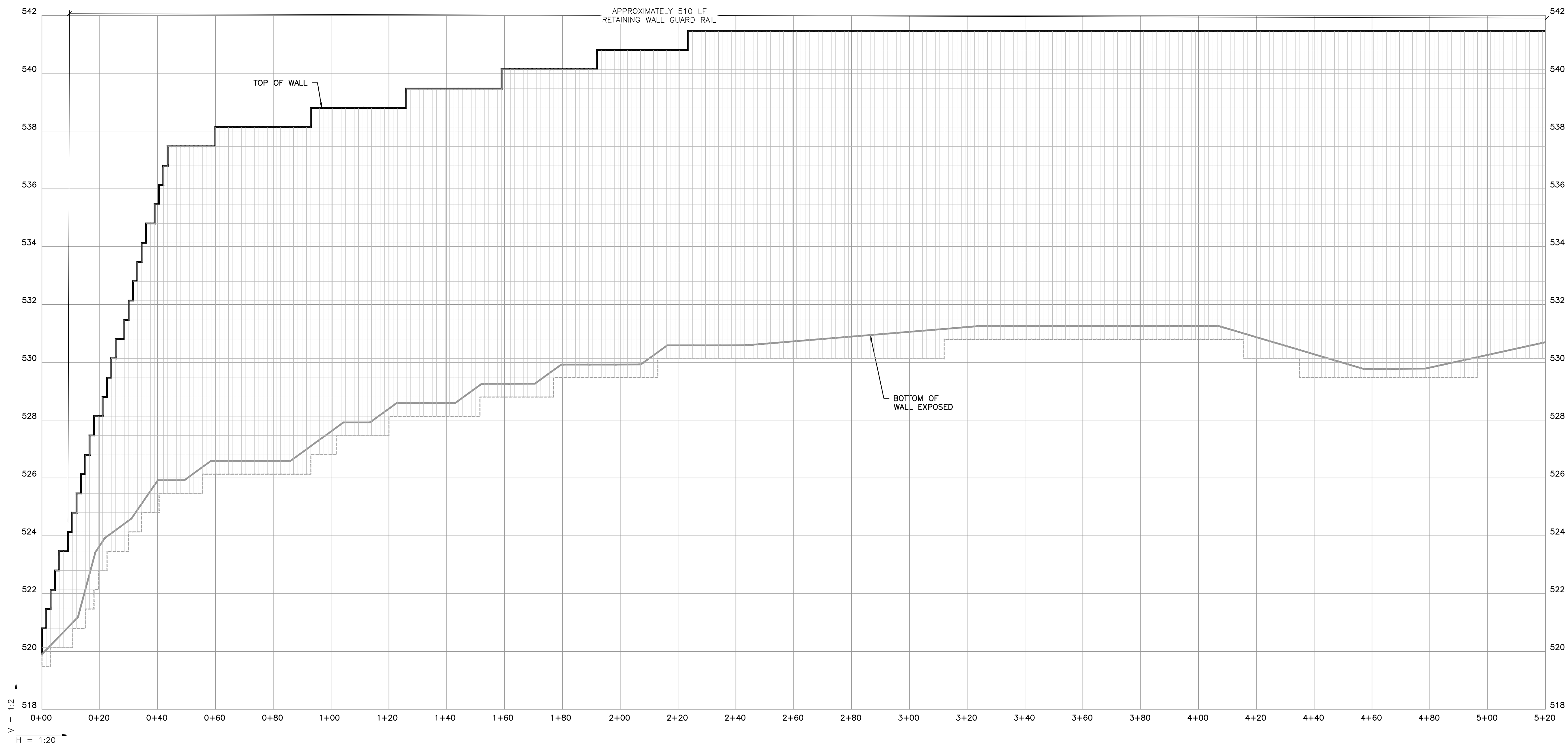
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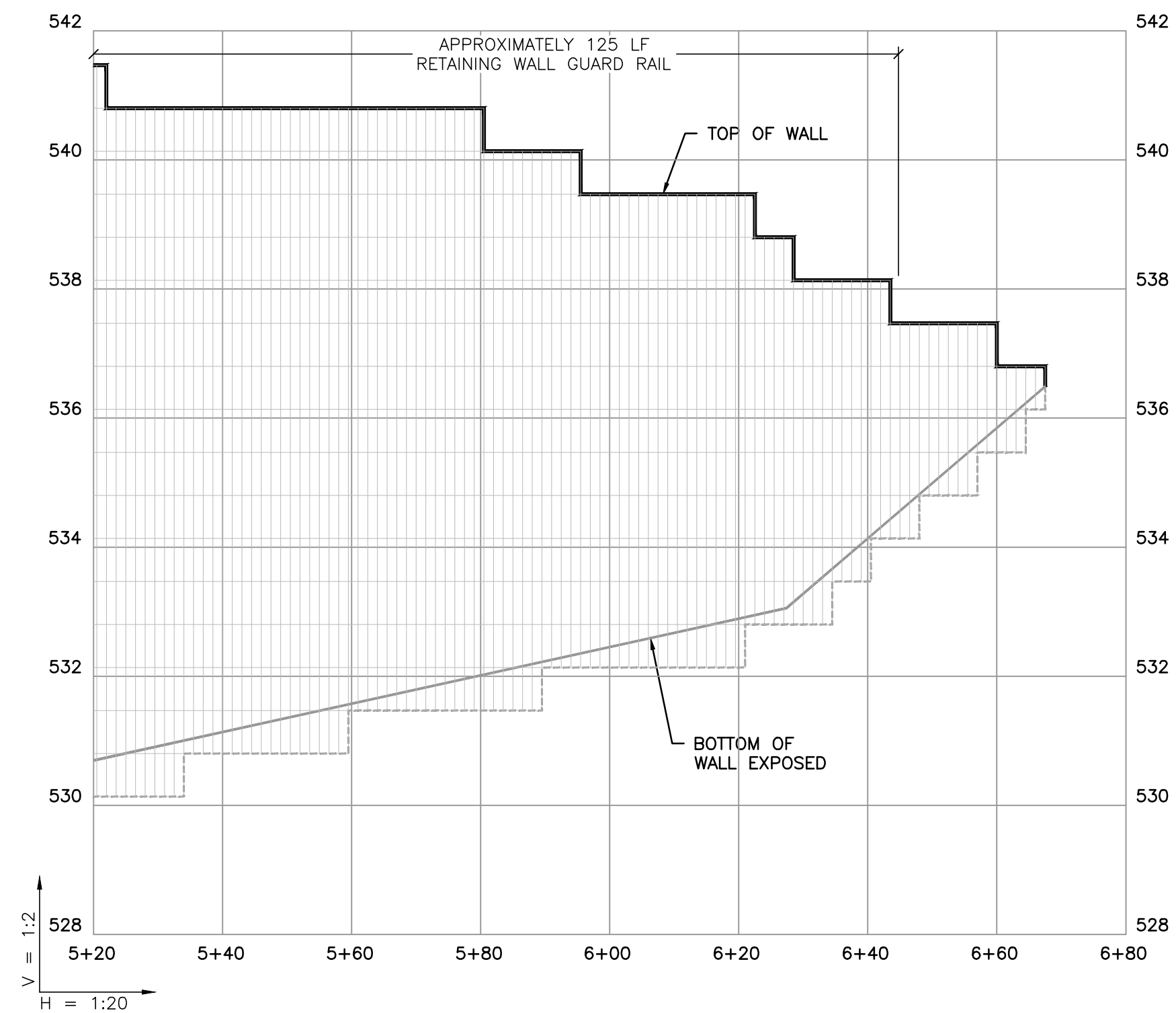
PAGE NO.:  
**C203**

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**RETAINING WALL C (STA 0+00 - STA 5+20)**  
SCALE: 1" = 20'



**RETAINING WALL C (STA 5+20 - STA 6+80)**  
SCALE: 1" = 20'

- NOTES:**
- GUARD RAIL FENCING SHALL BE INSTALLED WHERE RETAINING WALL HEIGHT EXCEEDS 3 FT.
  - GUARD RAIL FENCING SHALL BE RESIDENTIAL WELDED STEEL PANEL (PRE-ASSEMBLED), MONTAGE CLASSIC 2/3-RAIL OR APPROVED EQUAL.
  - INSTALLATION:  
 IN EXISTING SURFACES: CORE EXISTING SURFACE AND FILL WITH EPOXY GROUT.  
 IN NEW SURFACES: PROVIDE SLEEVES IN NEW SURFACE. INSTALL NEW RAIL, AND FILL WITH EPOXY GROUT.



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**RETAINING WALL PROFILES (C)**  
 FOR  
**THE SUMMIT PHASE II**  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

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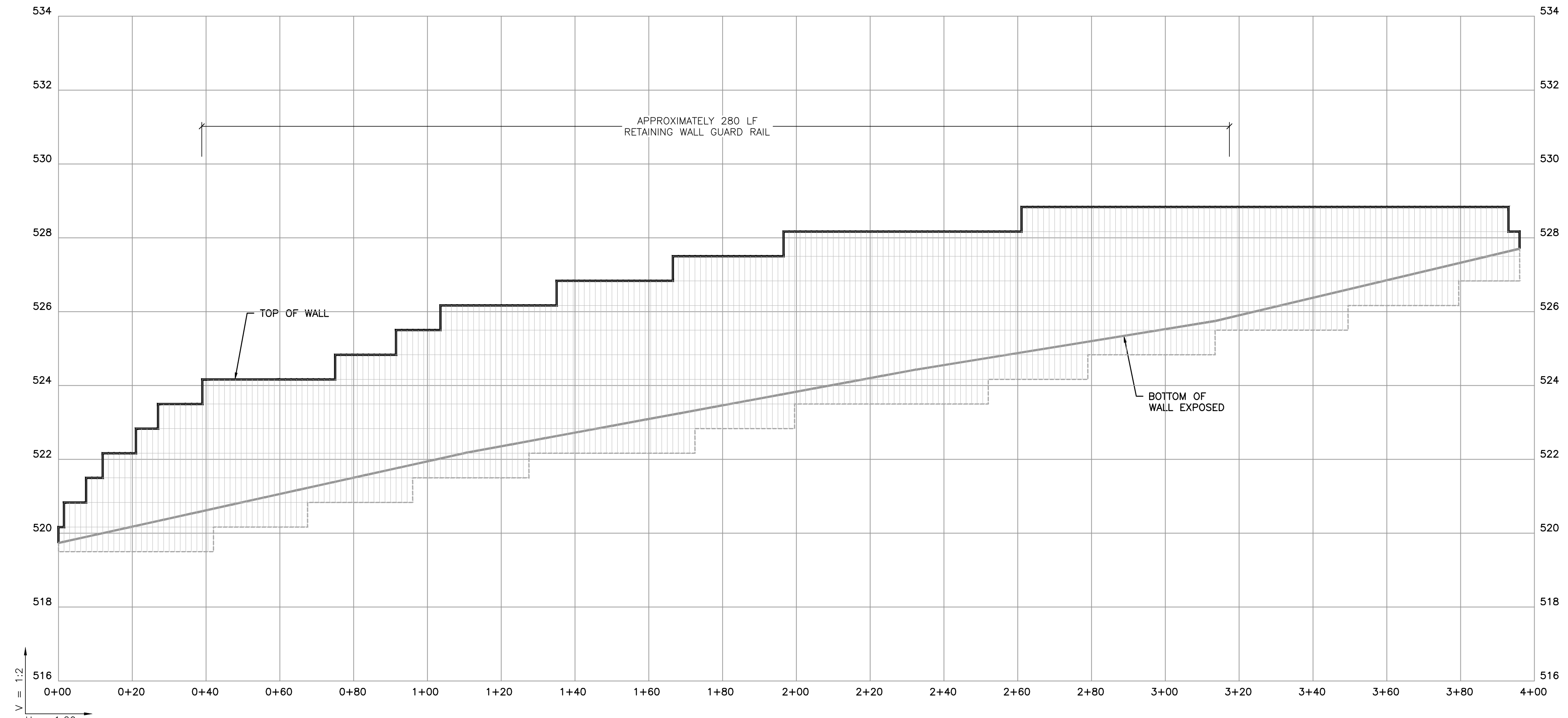
NO.	DATE	DESCRIPTION	BY

**RETAINING WALL PROFILES  
 (D AND E)  
 FOR  
 THE SUMMIT PHASE II  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

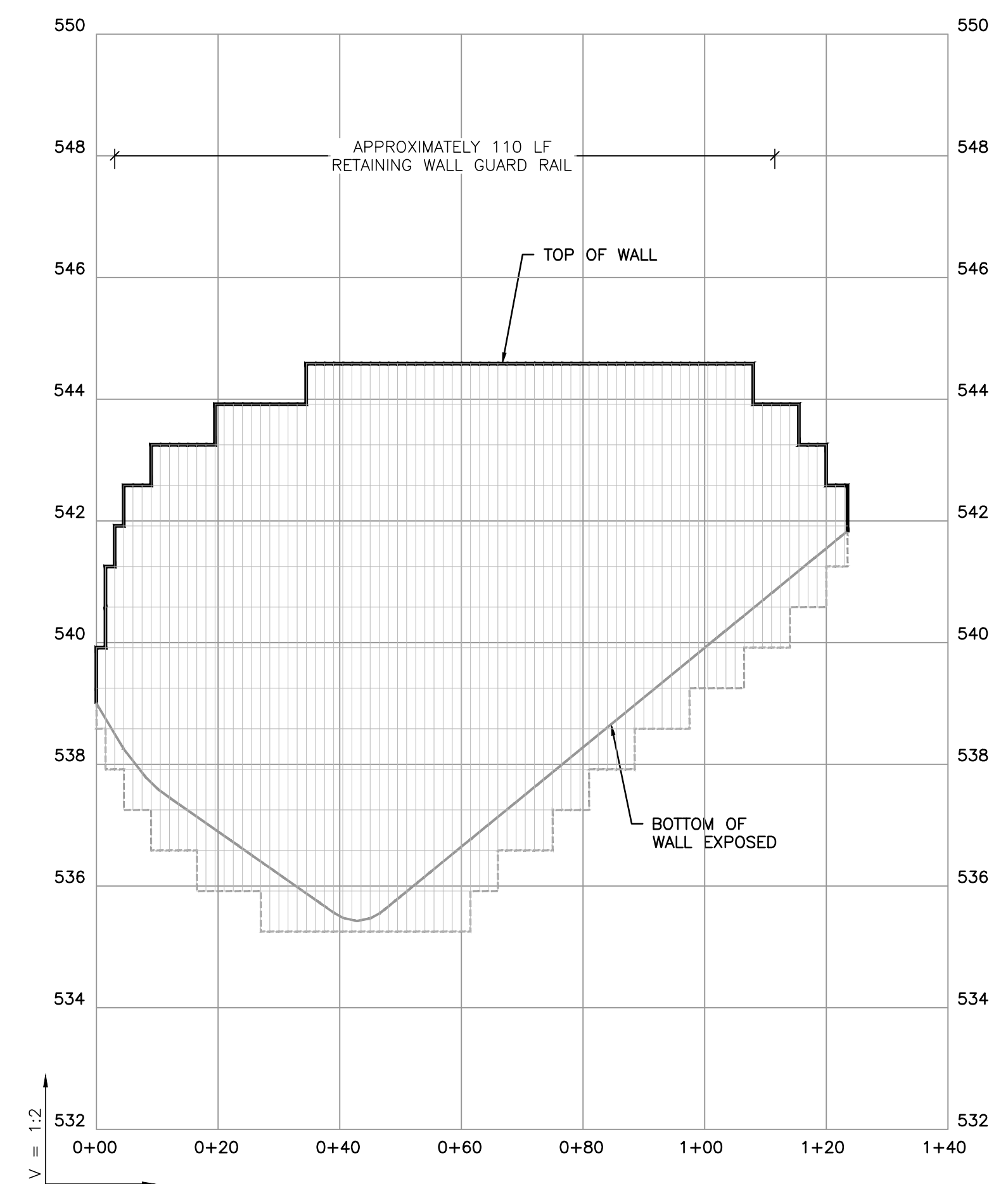
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**C205**



**RETAINING WALL D (STA 0+00 - STA 4+00)**  
 SCALE: 1" = 20'



**RETAINING WALL E (STA 0+00 - STA 1+40)**  
 SCALE: 1" = 20'

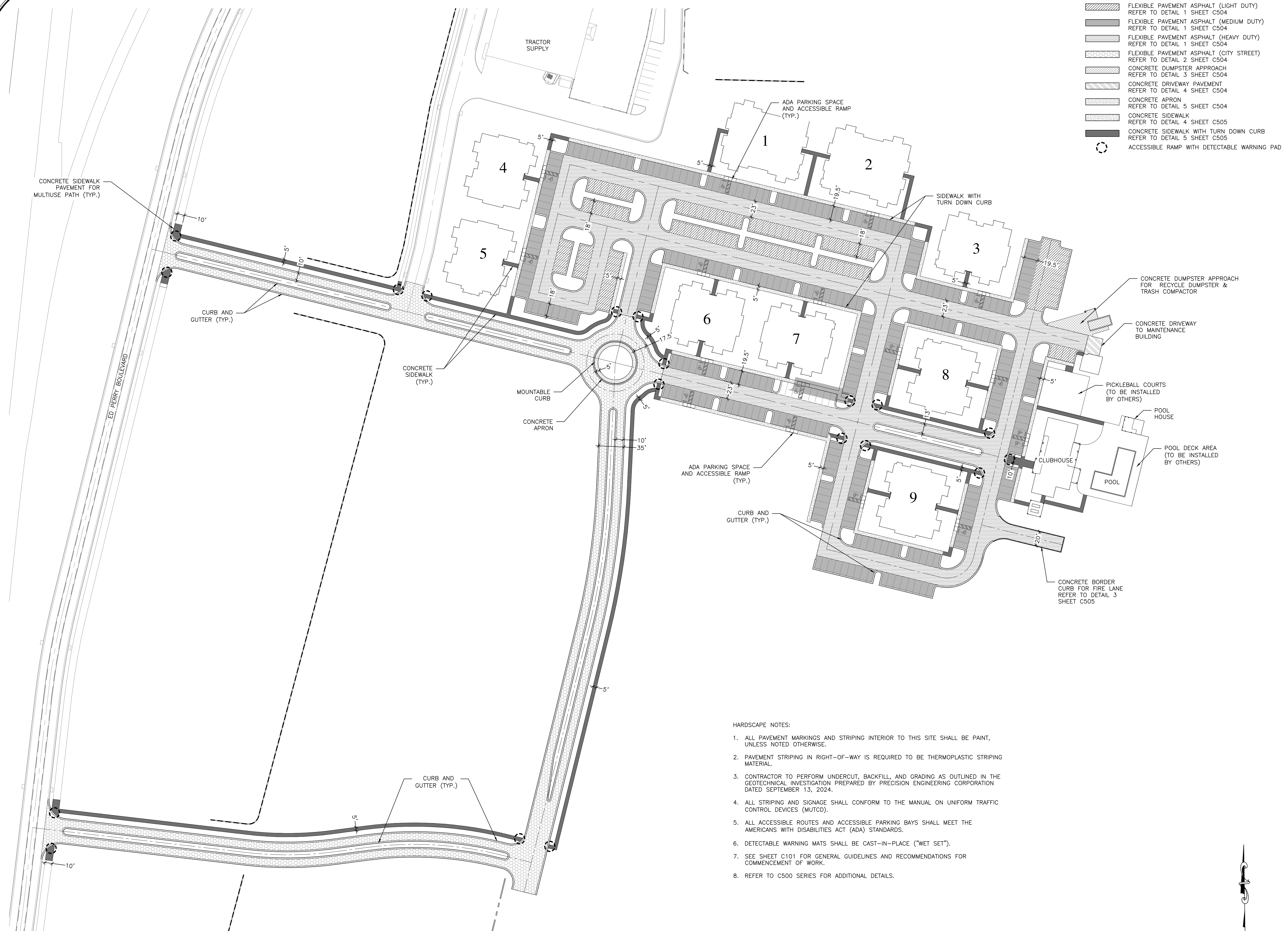
- NOTES:**
- GUARD RAIL FENCING SHALL BE INSTALLED WHERE RETAINING WALL HEIGHT EXCEEDS 3 FT.
  - GUARD RAIL FENCING SHALL BE RESIDENTIAL WELDED STEEL PANEL (PRE-ASSEMBLED), MONTAGE CLASSIC 2/3-RAIL OR APPROVED EQUAL.
  - INSTALLATION:  
 IN EXISTING SURFACES: CORE EXISTING SURFACE AND FILL WITH EPOXY GROUT.  
 IN NEW SURFACES: PROVIDE SLEEVES IN NEW SURFACE. INSTALL NEW RAIL, AND FILL WITH EPOXY GROUT.

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# HARDSCAPE PLAN

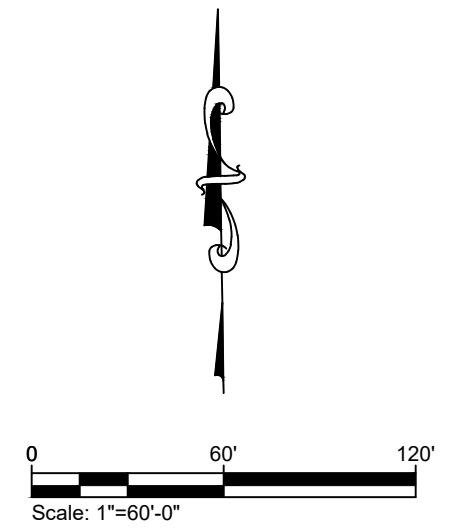
SCALE: 1" = 60'



LEGEND

[Pattern]	FLEXIBLE PAVEMENT ASPHALT (LIGHT DUTY) REFER TO DETAIL 1 SHEET C504
[Pattern]	FLEXIBLE PAVEMENT ASPHALT (MEDIUM DUTY) REFER TO DETAIL 1 SHEET C504
[Pattern]	FLEXIBLE PAVEMENT ASPHALT (HEAVY DUTY) REFER TO DETAIL 1 SHEET C504
[Pattern]	FLEXIBLE PAVEMENT ASPHALT (CITY STREET) REFER TO DETAIL 1 SHEET C504
[Pattern]	CONCRETE DUMPSTER APPROACH REFER TO DETAIL 3 SHEET C504
[Pattern]	CONCRETE DRIVEWAY PAVEMENT REFER TO DETAIL 4 SHEET C504
[Pattern]	CONCRETE APRON REFER TO DETAIL 5 SHEET C504
[Pattern]	CONCRETE SIDEWALK REFER TO DETAIL 4 SHEET C505
[Pattern]	CONCRETE SIDEWALK WITH TURN DOWN CURB REFER TO DETAIL 5 SHEET C505
[Symbol]	ACCESSIBLE RAMP WITH DETECTABLE WARNING PAD

- HARDSCAPE NOTES:
- ALL PAVEMENT MARKINGS AND STRIPING INTERIOR TO THIS SITE SHALL BE PAINT, UNLESS NOTED OTHERWISE.
  - PAVEMENT STRIPING IN RIGHT-OF-WAY IS REQUIRED TO BE THERMOPLASTIC STRIPING MATERIAL.
  - CONTRACTOR TO PERFORM UNDERCUT, BACKFILL, AND GRADING AS OUTLINED IN THE GEOTECHNICAL INVESTIGATION PREPARED BY PRECISION ENGINEERING CORPORATION DATED SEPTEMBER 13, 2024.
  - ALL STRIPING AND SIGNAGE SHALL CONFORM TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).
  - ALL ACCESSIBLE ROUTES AND ACCESSIBLE PARKING BAYS SHALL MEET THE AMERICANS WITH DISABILITIES ACT (ADA) STANDARDS.
  - DETECTABLE WARNING MATS SHALL BE CAST-IN-PLACE ("WET SET").
  - SEE SHEET C101 FOR GENERAL GUIDELINES AND RECOMMENDATIONS FOR COMMENCEMENT OF WORK.
  - REFER TO C500 SERIES FOR ADDITIONAL DETAILS.



CIVIL CONSULTING GEO  
**PEC**  
PRECISION ENGINEERING CORPORATION  
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LAND SURVEYORS

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## HARDSCAPE PLAN FOR THE SUMMIT PHASE II AT OXFORD COMMONS OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

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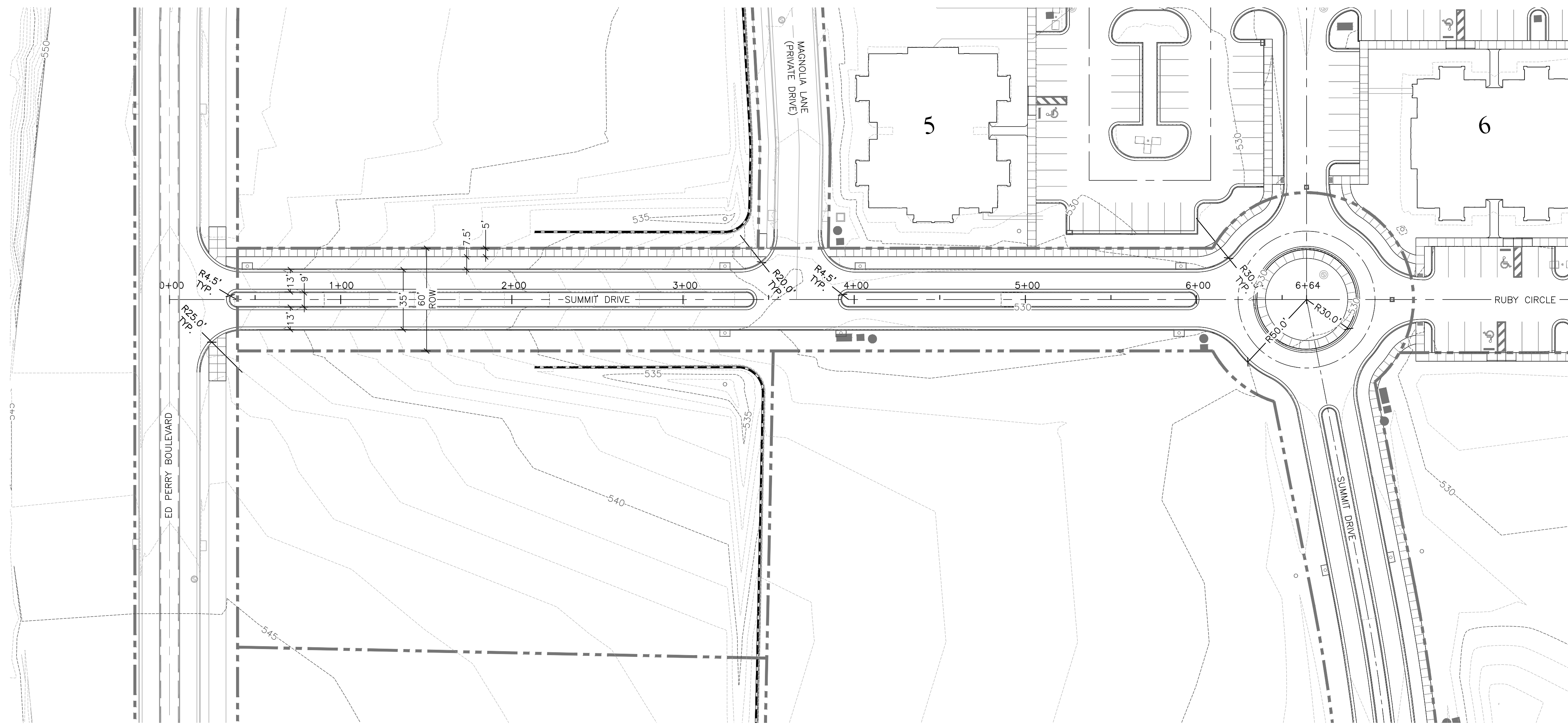


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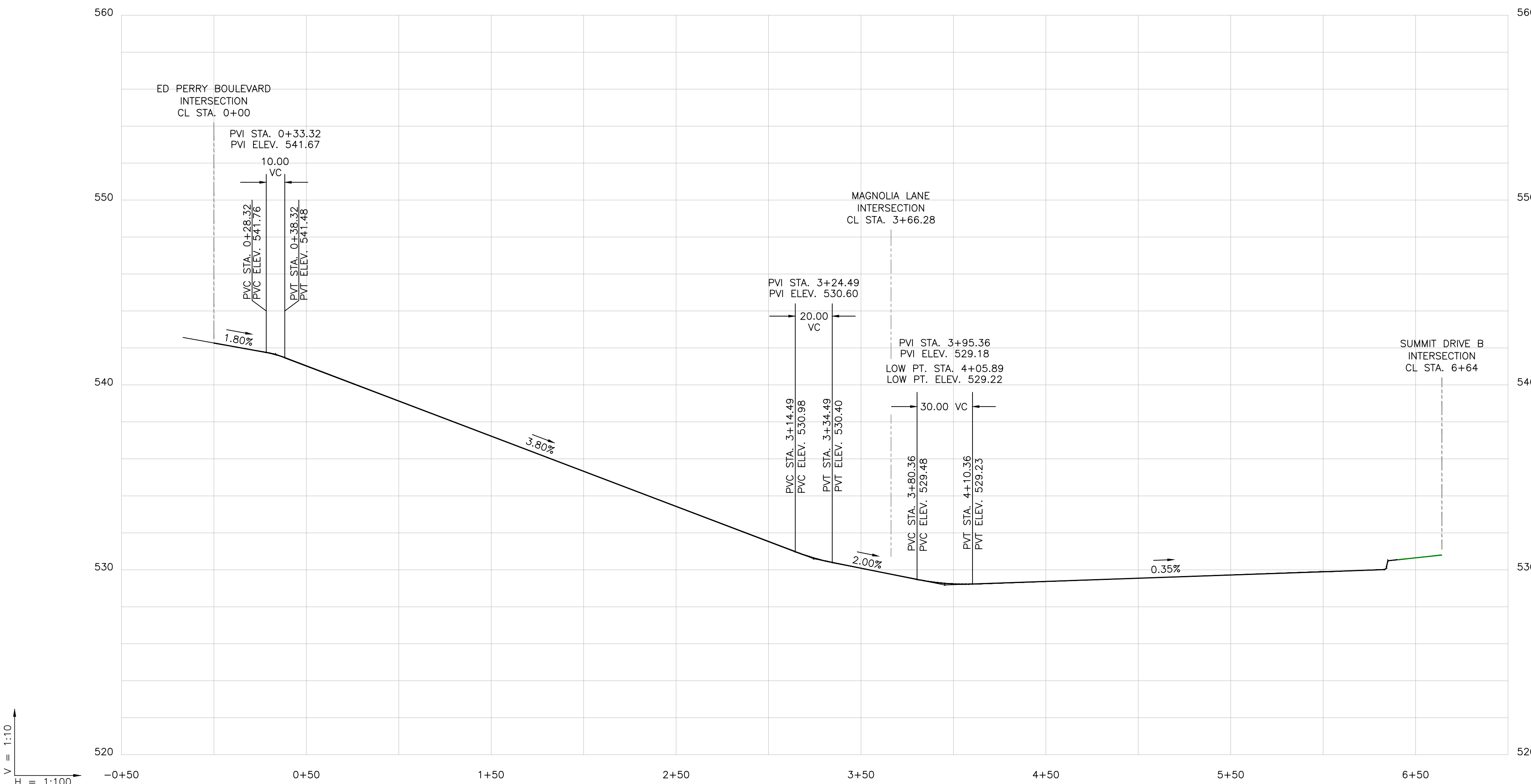
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- NOTES:
1. ALL CURB DIMENSIONS ARE TO FACE OF CURB
  2. ALL STRIPING AND SIGNAGE SHALL CONFORM TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).
  3. PAVEMENT MARKINGS IN THE RIGHT-OF-WAY ARE REQUIRED TO BE THERMOPLASTIC. ALL OTHER PAVEMENT MARKINGS AND PARKING STRIPES ARE ALLOWED TO BE PAINT (UNLESS OTHERWISE NOTED OR SPECIFIED BY THE OWNER).
  4. ALL ACCESSIBLE ROUTES AND ACCESSIBLE PARKING BAYS SHALL MEET THE AMERICANS WITH DISABILITIES ACT (ADA) STANDARDS.
  5. SEE SHEET C101 FOR GENERAL GUIDELINES AND RECOMMENDATIONS FOR COMMENCEMENT OF WORK.
  6. REFER TO C500 SERIES FOR ADDITIONAL DETAILS.



**SUMMIT DRIVE (ROAD A) - PLAN VIEW**  
 SCALE: 1" = 40'



**SUMMIT DRIVE (ROAD A) - PROFILE VIEW**  
 SCALE: 1" = 40'

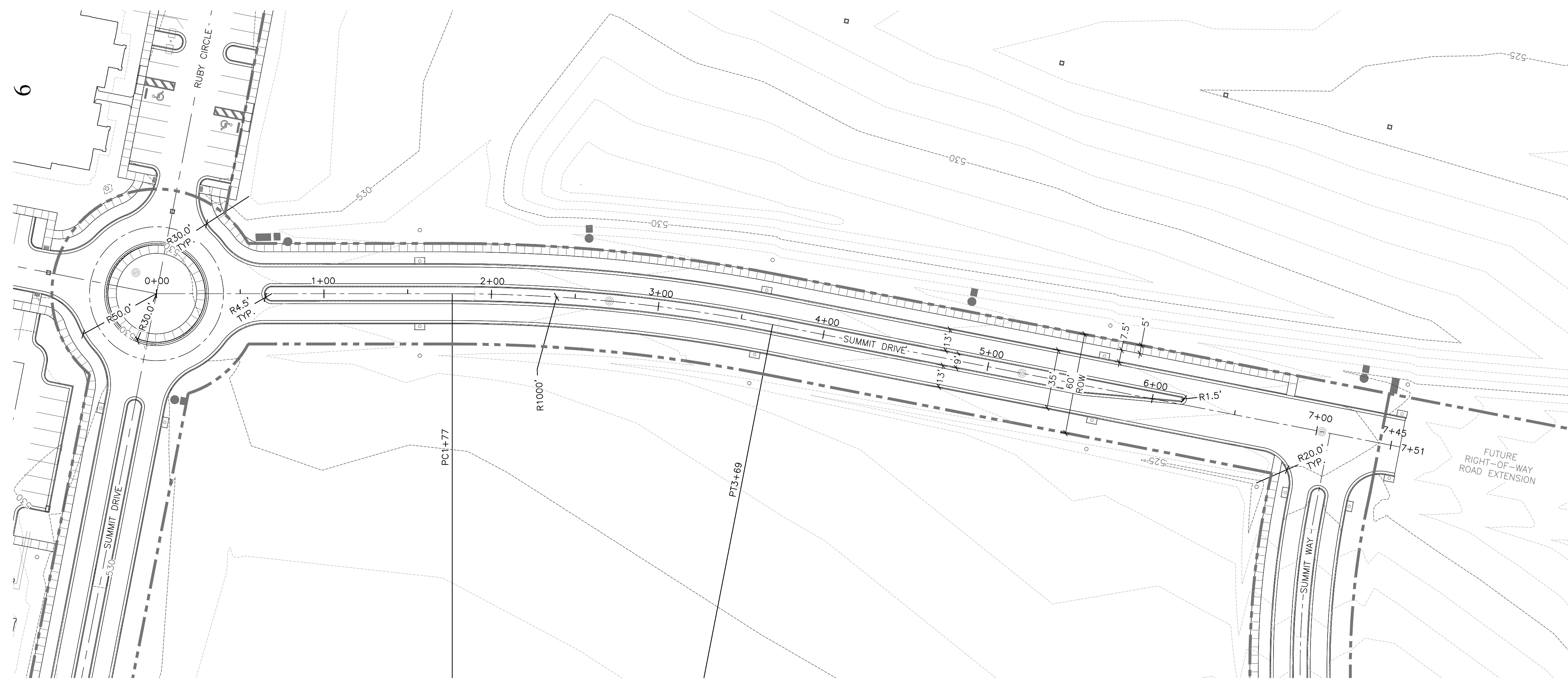
**SUMMIT DRIVE (A) - PLAN  
 AND PROFILE  
 FOR  
 THE SUMMIT PHASE II  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

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PROJECT NO.:	23158	

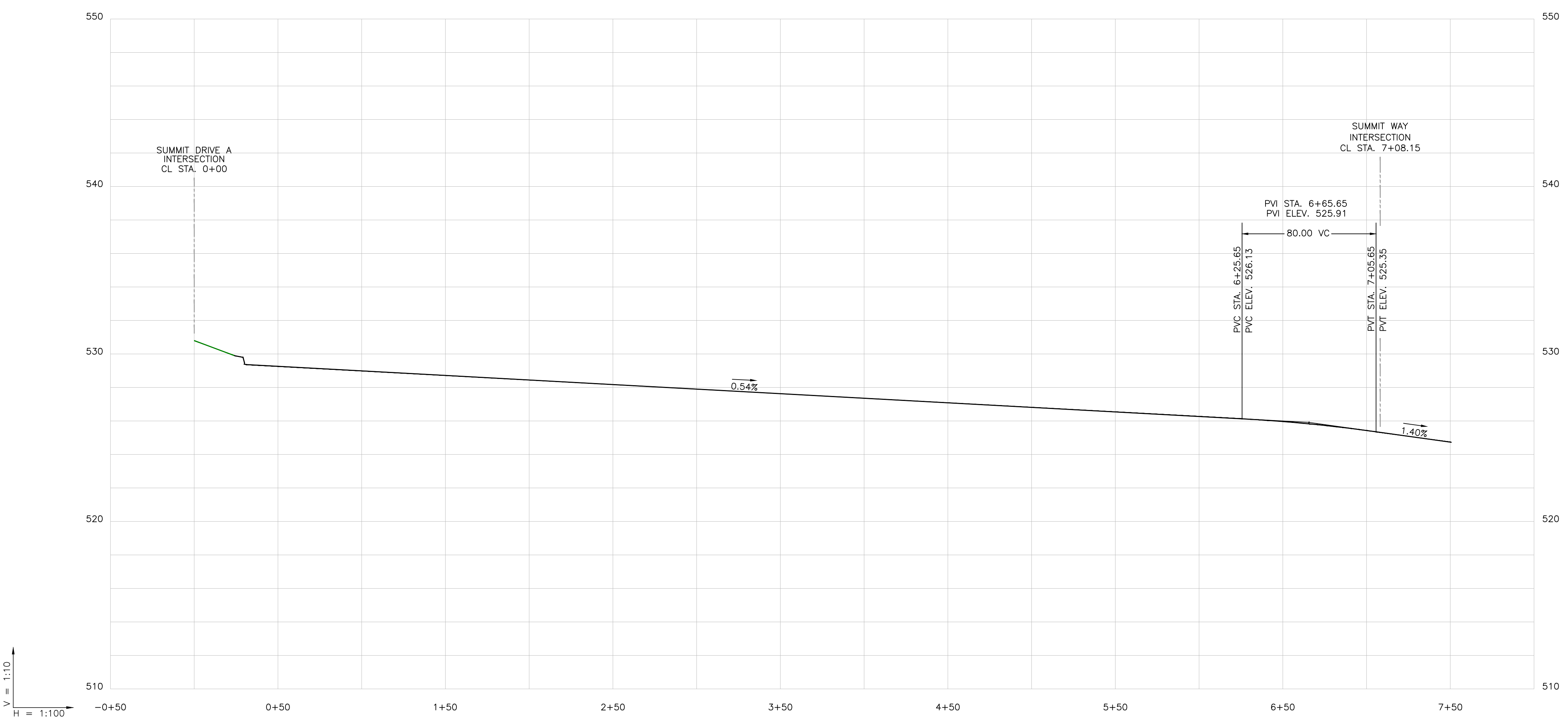
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SUMMIT DRIVE (ROAD B) - PLAN VIEW  
SCALE: 1" = 40'



SUMMIT DRIVE (ROAD B) - PROFILE VIEW  
SCALE: 1" = 40'

- NOTES:
1. ALL CURB DIMENSIONS ARE TO FACE OF CURB
  2. ALL STRIPING AND SIGNAGE SHALL CONFORM TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).
  3. PAVEMENT MARKINGS IN THE RIGHT-OF-WAY ARE REQUIRED TO BE THERMOPLASTIC. ALL OTHER PAVEMENT MARKINGS AND PARKING STRIPES ARE ALLOWED TO BE PAINT (UNLESS OTHERWISE NOTED OR SPECIFIED BY THE OWNER).
  4. ALL ACCESSIBLE ROUTES AND ACCESSIBLE PARKING BAYS SHALL MEET THE AMERICANS WITH DISABILITIES ACT (ADA) STANDARDS.
  5. SEE SHEET C101 FOR GENERAL GUIDELINES AND RECOMMENDATIONS FOR COMMENCEMENT OF WORK.
  6. REFER TO C500 SERIES FOR ADDITIONAL DETAILS.



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SUMMIT DRIVE (B) -  
 PLAN AND PROFILE  
 FOR  
 THE SUMMIT PHASE II  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

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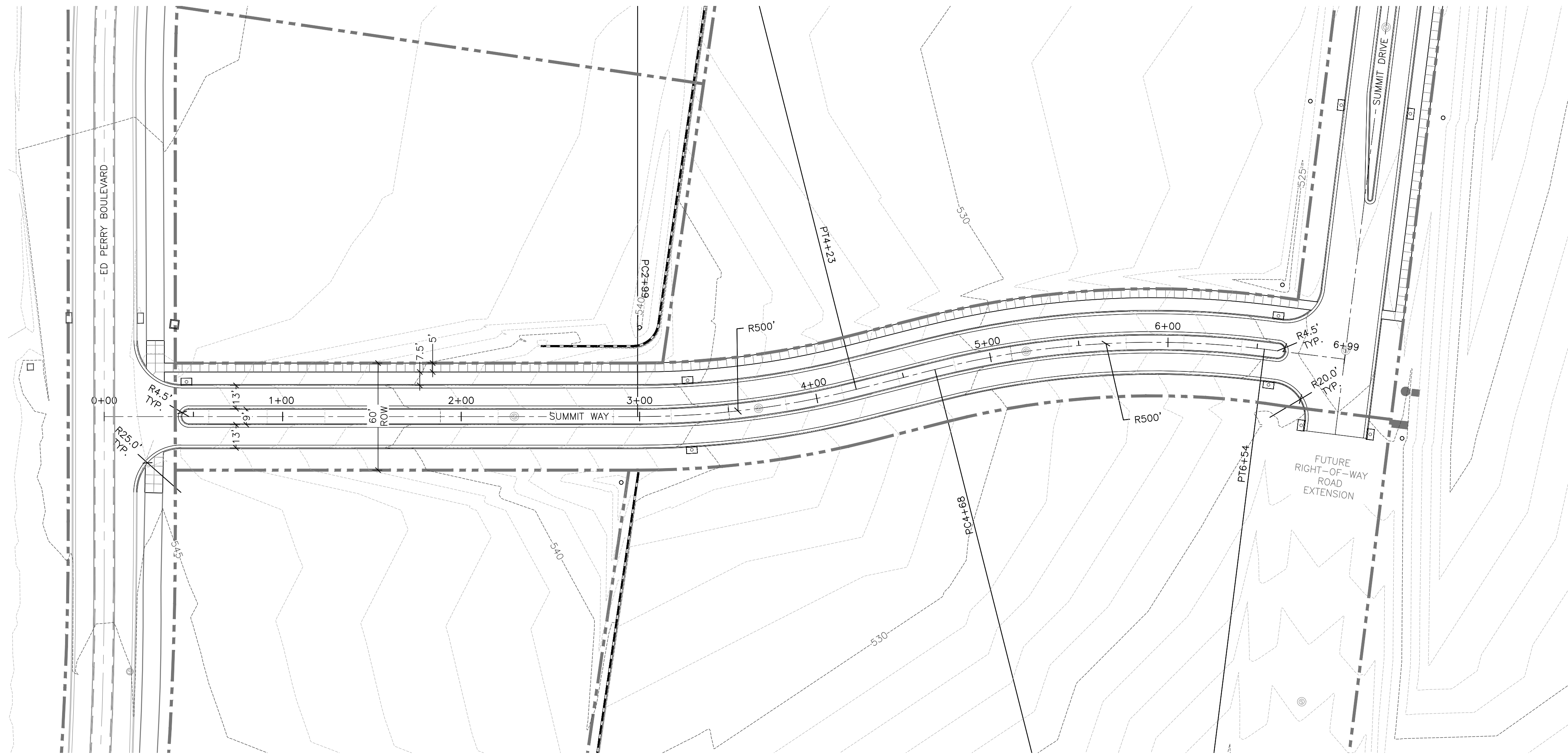


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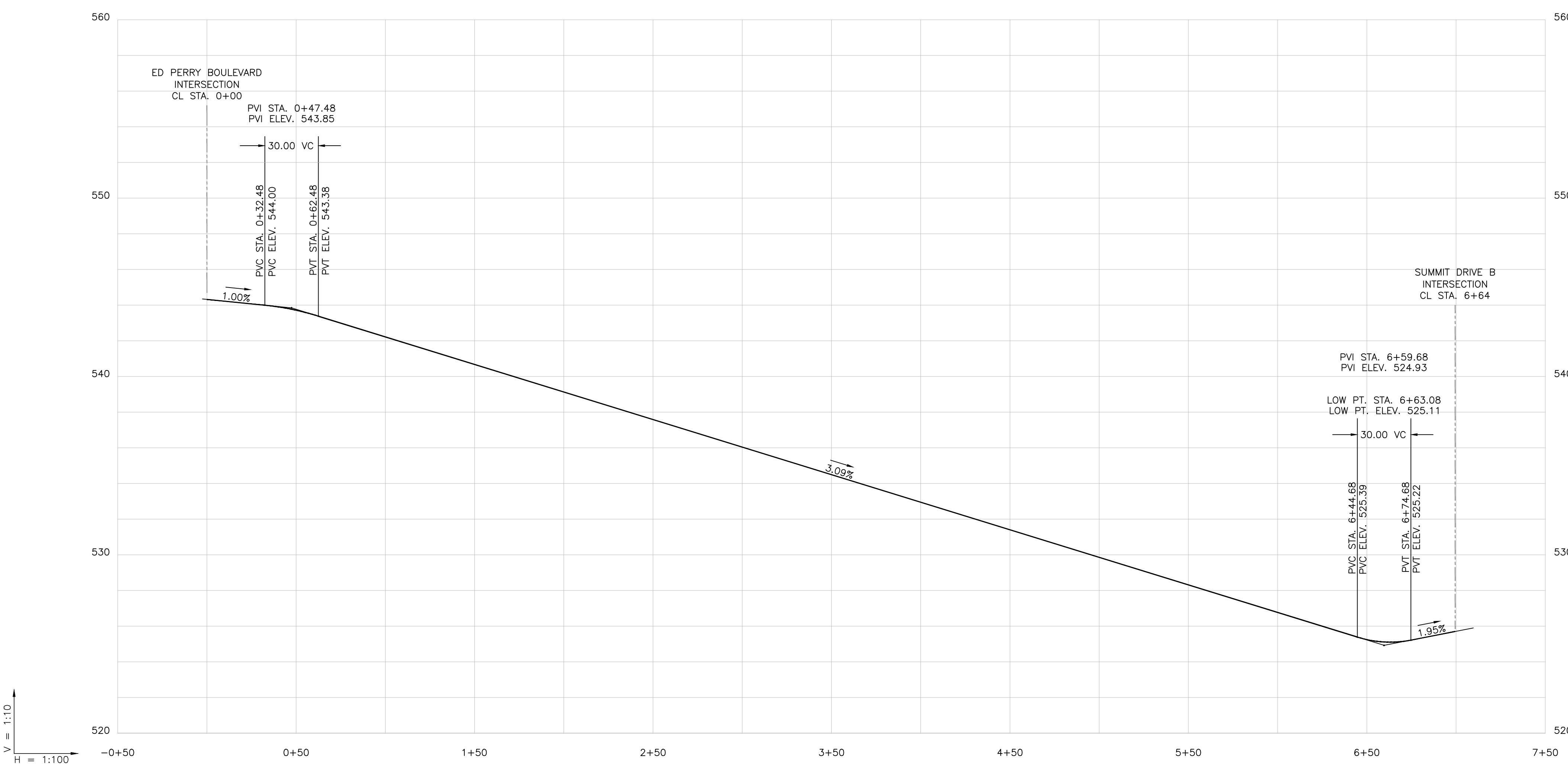
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- NOTES:
1. ALL CURB DIMENSIONS ARE TO FACE OF CURB
  2. ALL STRIPING AND SIGNAGE SHALL CONFORM TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).
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  4. ALL ACCESSIBLE ROUTES AND ACCESSIBLE PARKING BAYS SHALL MEET THE AMERICANS WITH DISABILITIES ACT (ADA) STANDARDS.
  5. SEE SHEET C101 FOR GENERAL GUIDELINES AND RECOMMENDATIONS FOR COMMENCEMENT OF WORK.
  6. REFER TO C500 SERIES FOR ADDITIONAL DETAILS.



SUMMIT WAY - PLAN VIEW  
 SCALE: 1" = 40'



SUMMIT WAY - PROFILE VIEW  
 SCALE: 1" = 40'

SUMMIT WAY - PLAN AND PROFILE  
 FOR  
 THE SUMMIT PHASE II  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

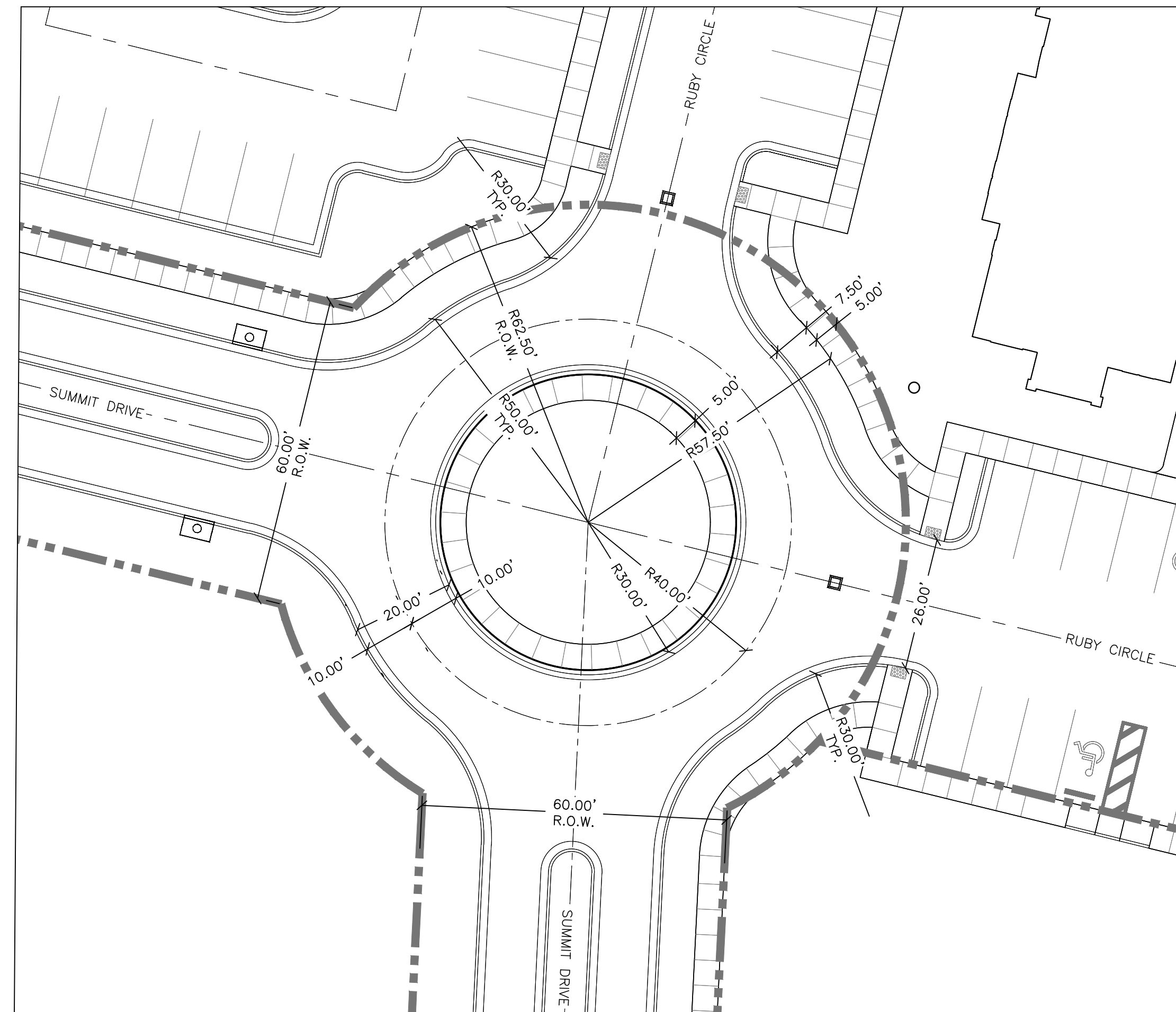
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**C304**

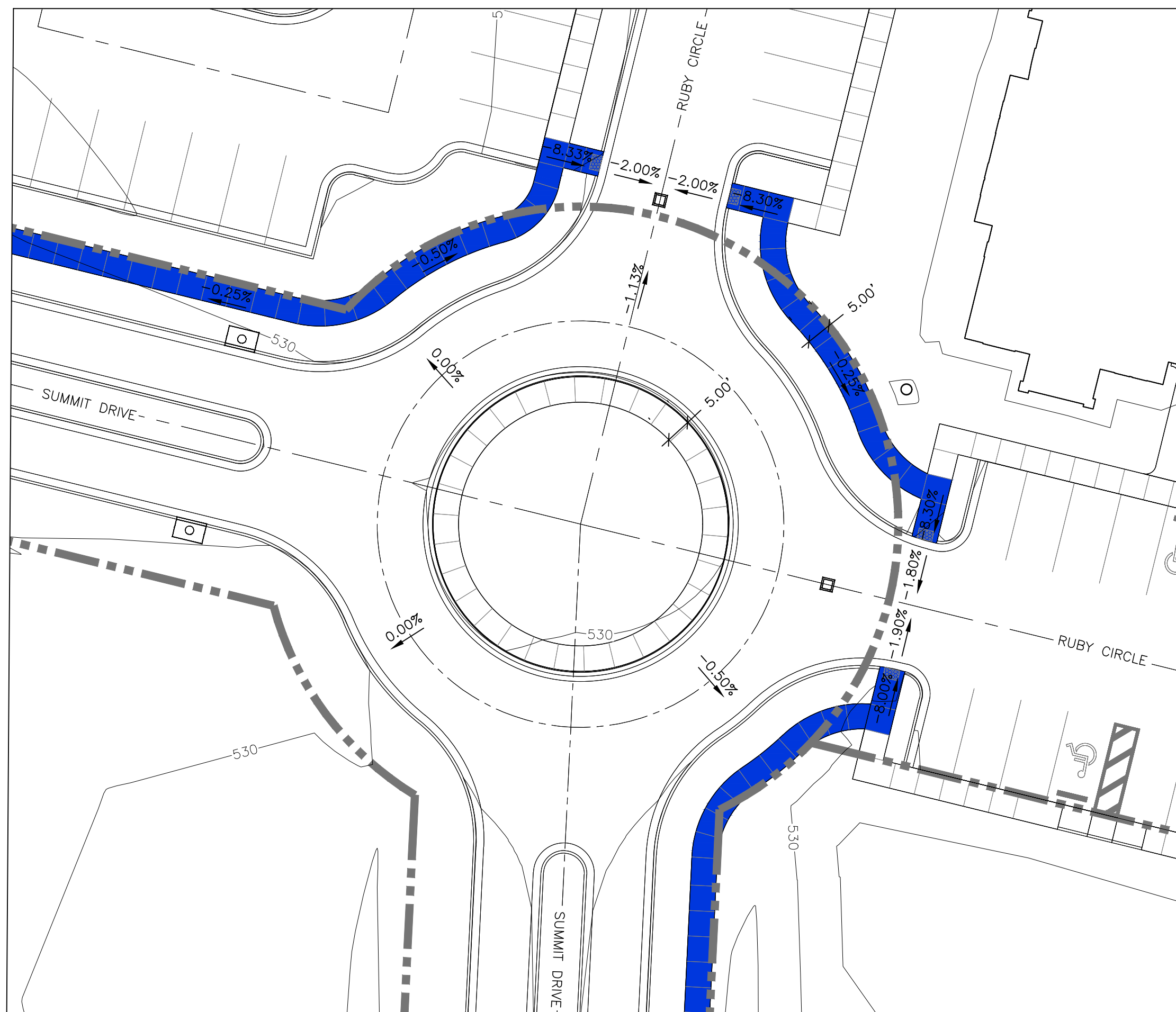
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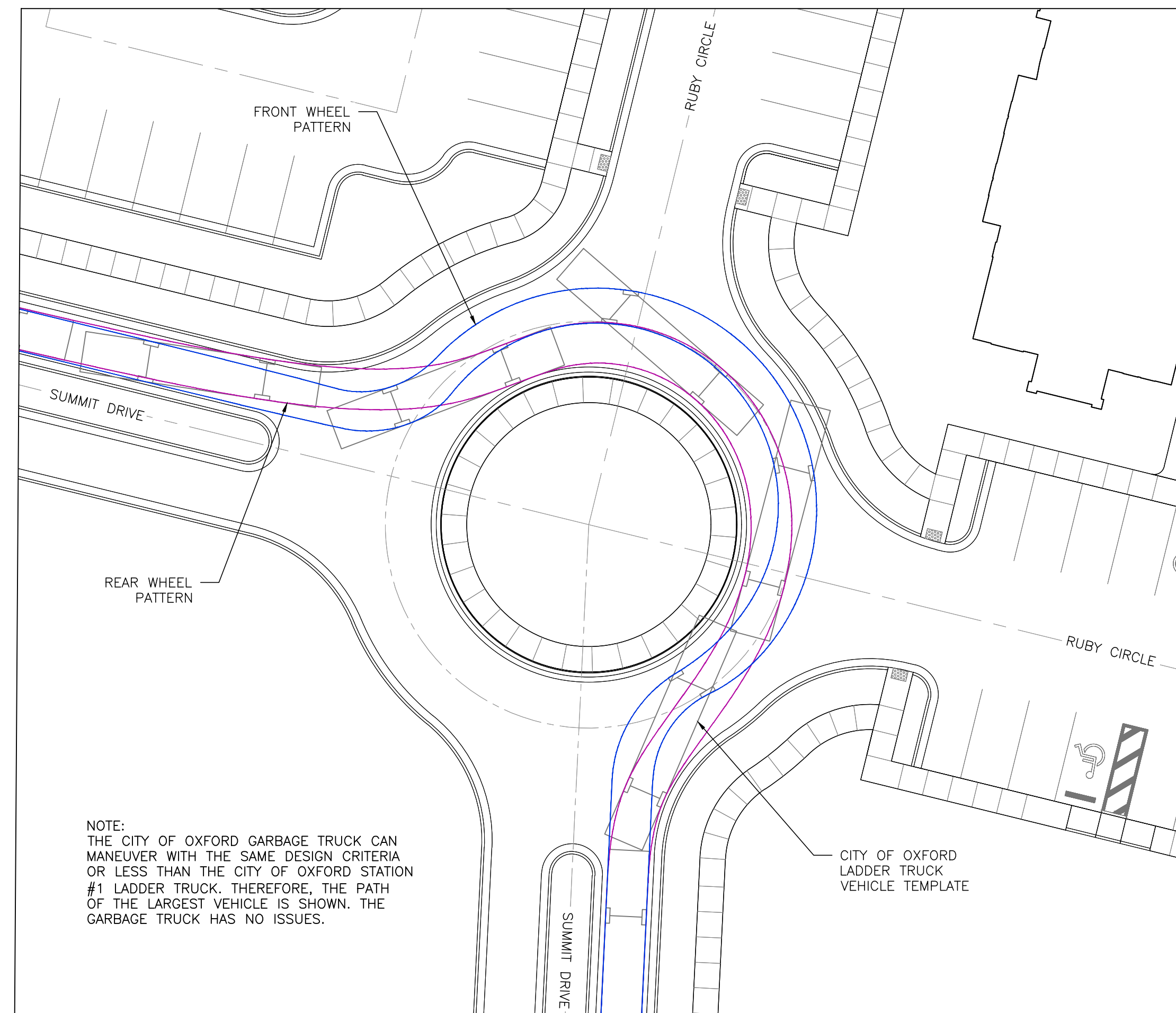
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**ROUNDABOUT - DIMENSION DETAIL**  
SCALE: 1" = 20'



**ROUNDABOUT - PEDESTRIAN CONNECTIVITY AND SLOPE GRADES**  
SCALE: 1" = 20'



**ROUNDABOUT - FIRE TRUCK ROUTE**  
SCALE: 1" = 20'

NOTES:

1. ALL CURB DIMENSIONS ARE TO FACE OF CURB
2. ALL STRIPING AND SIGNAGE SHALL CONFORM TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).
3. PAVEMENT MARKINGS IN THE RIGHT-OF-WAY ARE REQUIRED TO BE THERMOPLASTIC. ALL OTHER PAVEMENT MARKINGS AND PARKING STRIPES ARE ALLOWED TO BE PAINT (UNLESS OTHERWISE NOTED OR SPECIFIED BY THE OWNER).
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**ROUNDABOUT DETAILS**

FOR  
**THE SUMMIT PHASE II**  
AT OXFORD COMMONS  
OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

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PAGE NO.:  
**C305**

**ROUNDABOUT DETAILS**

SCALE: 1" = 20'

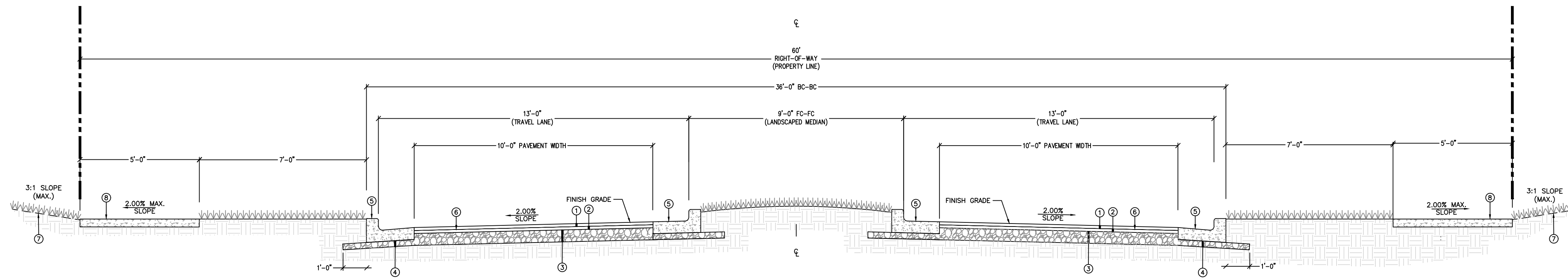




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- ① PROPOSED HOT MIX ASPHALT SURFACE COURSE, ST, (9.5 mm or 12.5 mm) 1.5" DEEP
- ② PROPOSED HOT MIX ASPHALT BASE, ST, 12.5 mm, 2" DEEP
- ③ PROPOSED CRUSHED LIMESTONE, 6" DEEP
- ④ PROPOSED CRUSHED LIMESTONE, 3" DEEP
- ⑤ PROPOSED COMBINATION CURB & GUTTER
- ⑥ PROPOSED ASPHALT FOR TACK COAT
- ⑦ SOLID SOD OR SEEDING REQUIRED
- ⑧ PROPOSED CONCRETE SIDEWALK, THICKNESS 4"

TYPICAL SECTION - DIVIDED MEDIAN (60' RIGHT-OF-WAY)

SCALE: N.T.S.

TYPICAL ROAD SECTIONS

FOR  
 THE SUMMIT PHASE II  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

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PAGE NO.:  
**C306**

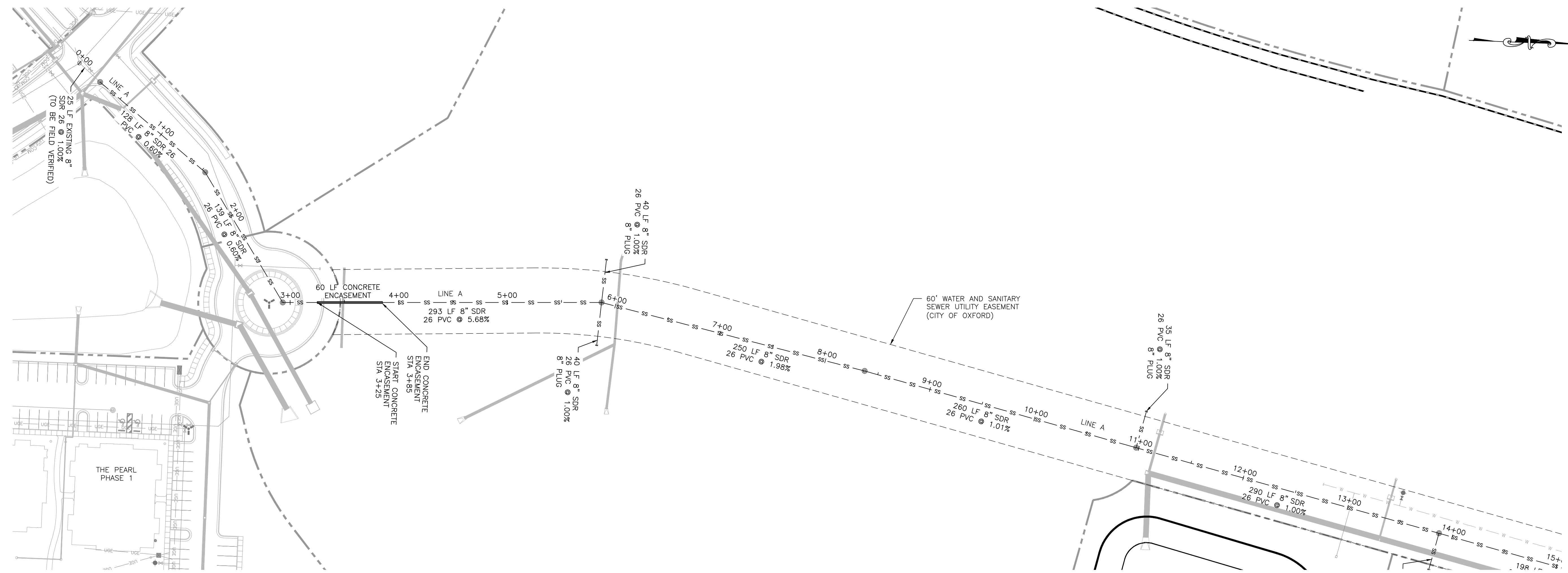
TYPICAL ROAD SECTIONS



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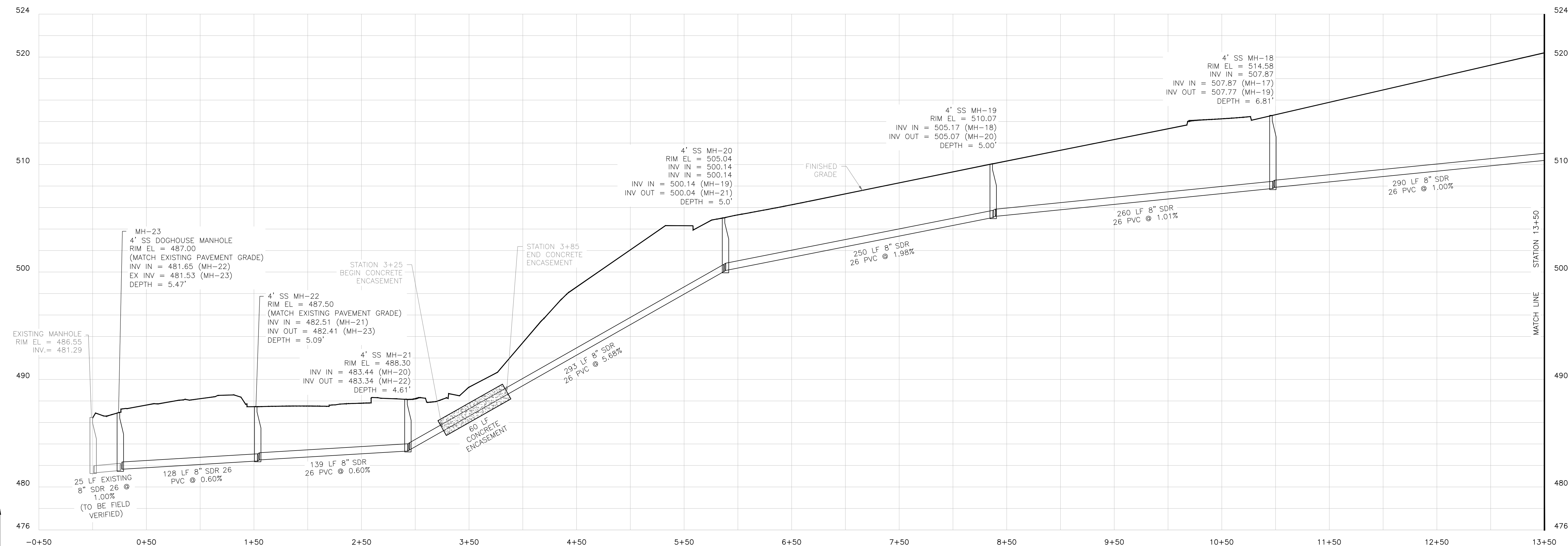
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SANITARY SEWER LINE A - PLAN VIEW (STA -0+50 - STA 13+50)

SCALE: 1" = 50'



SANITARY SEWER LINE A - PROFILE VIEW (STA -0+50 - STA 13+50)

SCALE: 1" = 50'

SANITARY SEWER PLAN AND PROFILE  
 LINE A  
 FOR  
 THE SUMMIT PHASE II  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

DRAWN BY:	HRW	8.30.2024
CHECKED BY:	PK	AS NOTED
PROJECT NO.:	23158	

PAGE NO.:  
**C401**

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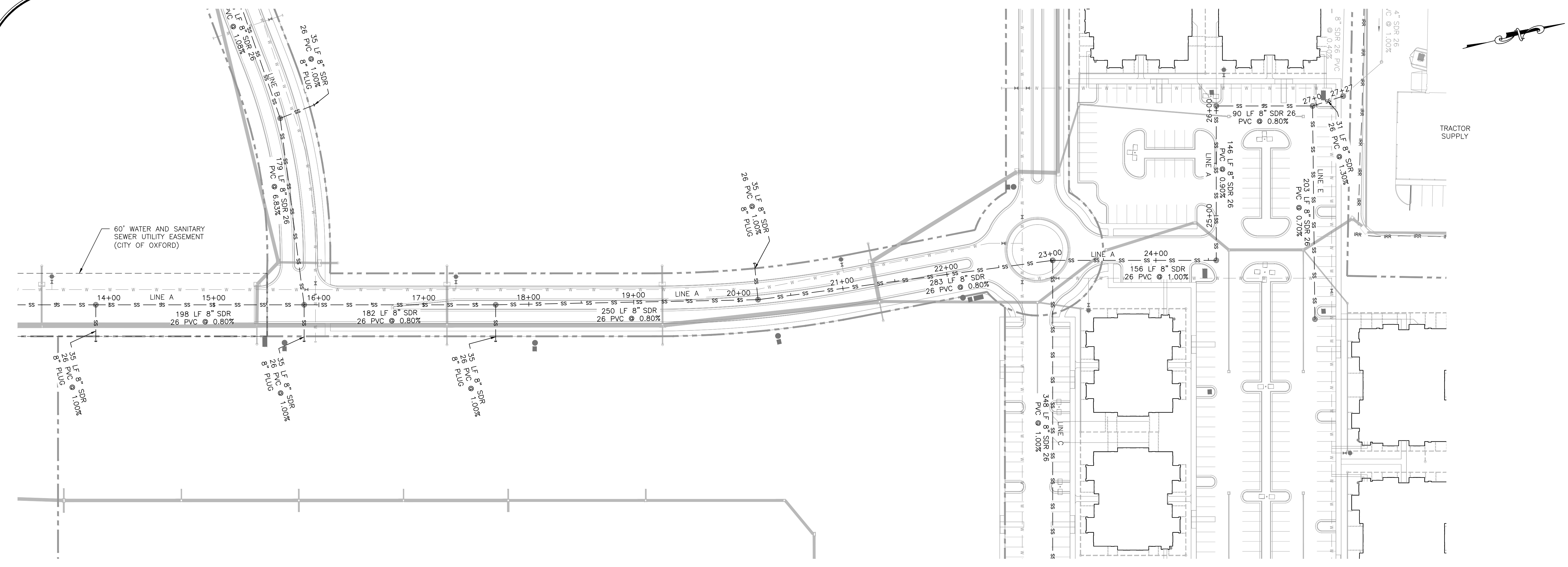
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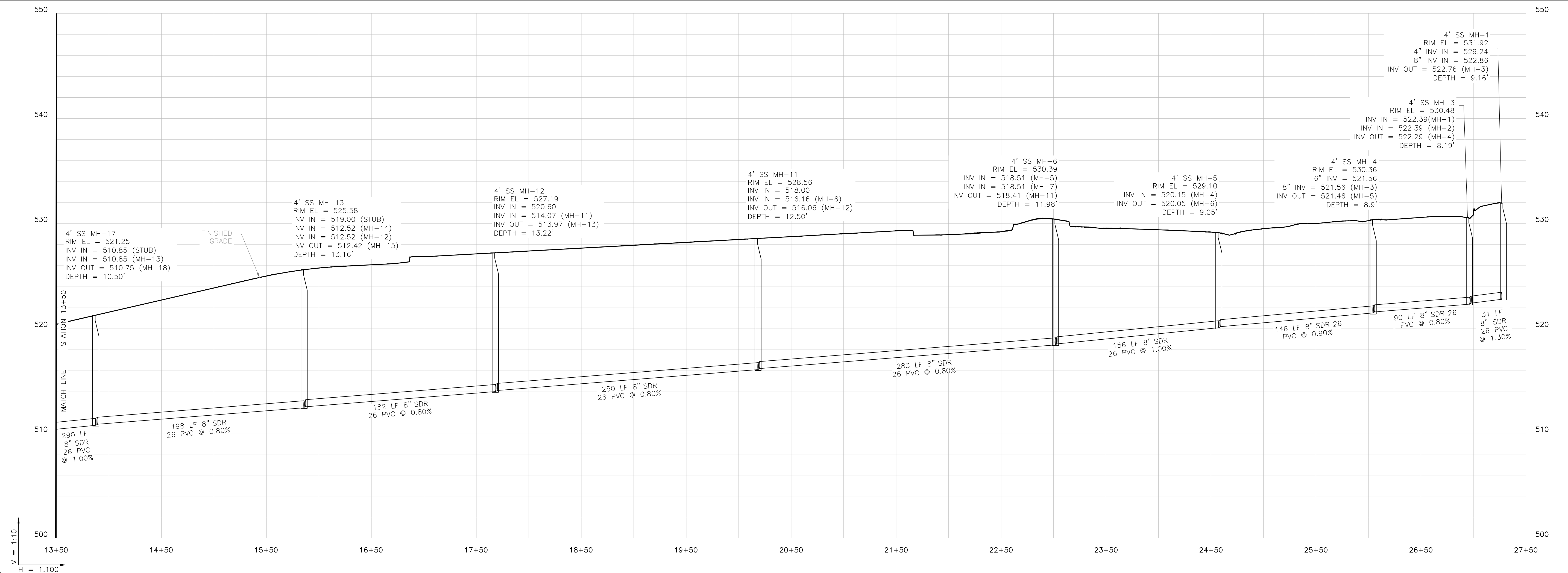
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SANITARY SEWER LINE A PLAN VIEW (STA 13+50 - STA 27+27)  
 SCALE: 1" = 50'



SANITARY SEWER LINE A PROFILE VIEW (STA 13+50 - STA 27+50)  
 SCALE: 1" = 50'

SANITARY SEWER PLAN AND PROFILE  
 LINE A  
 FOR  
 THE SUMMIT PHASE II  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

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**C402**

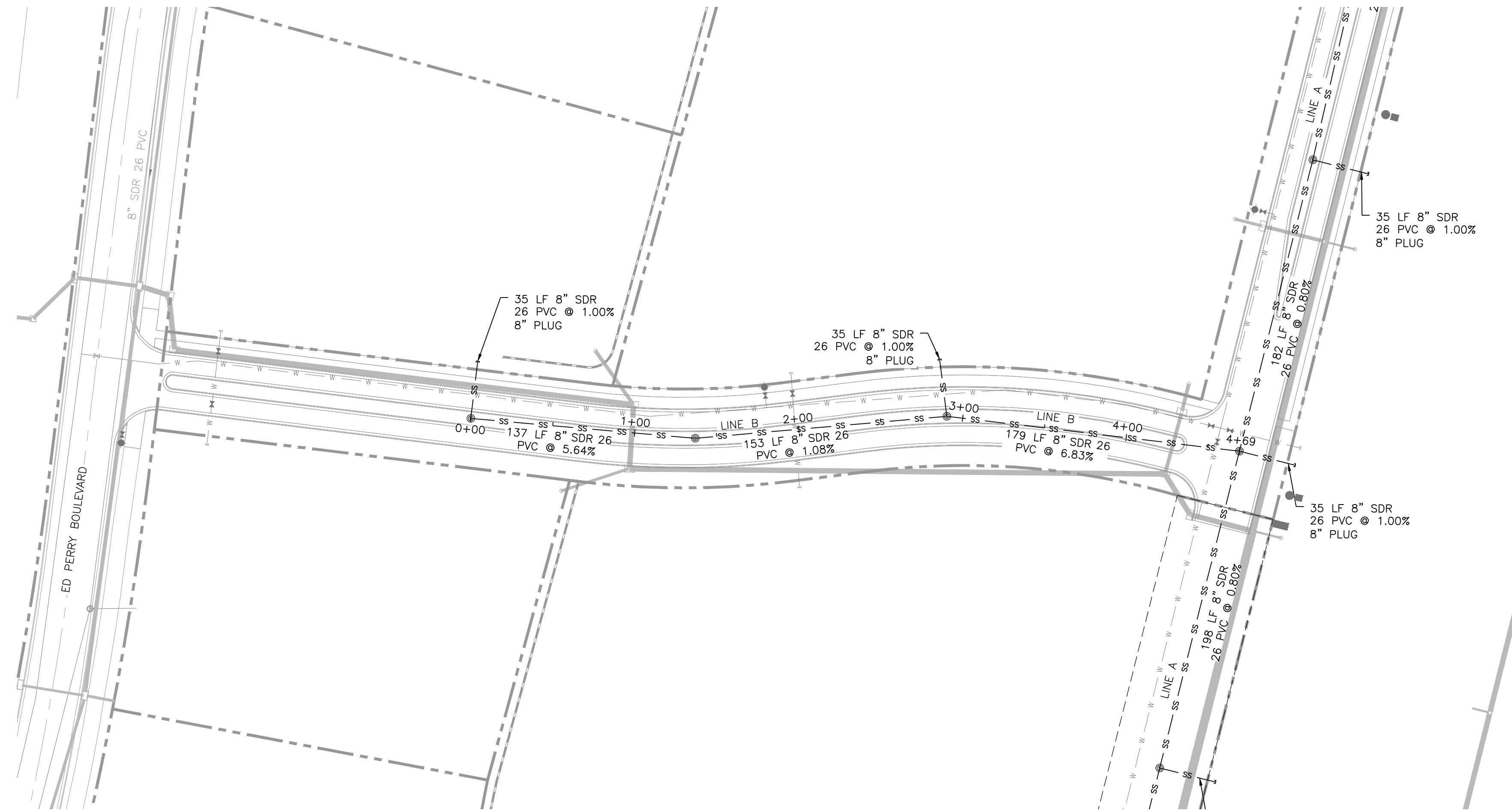
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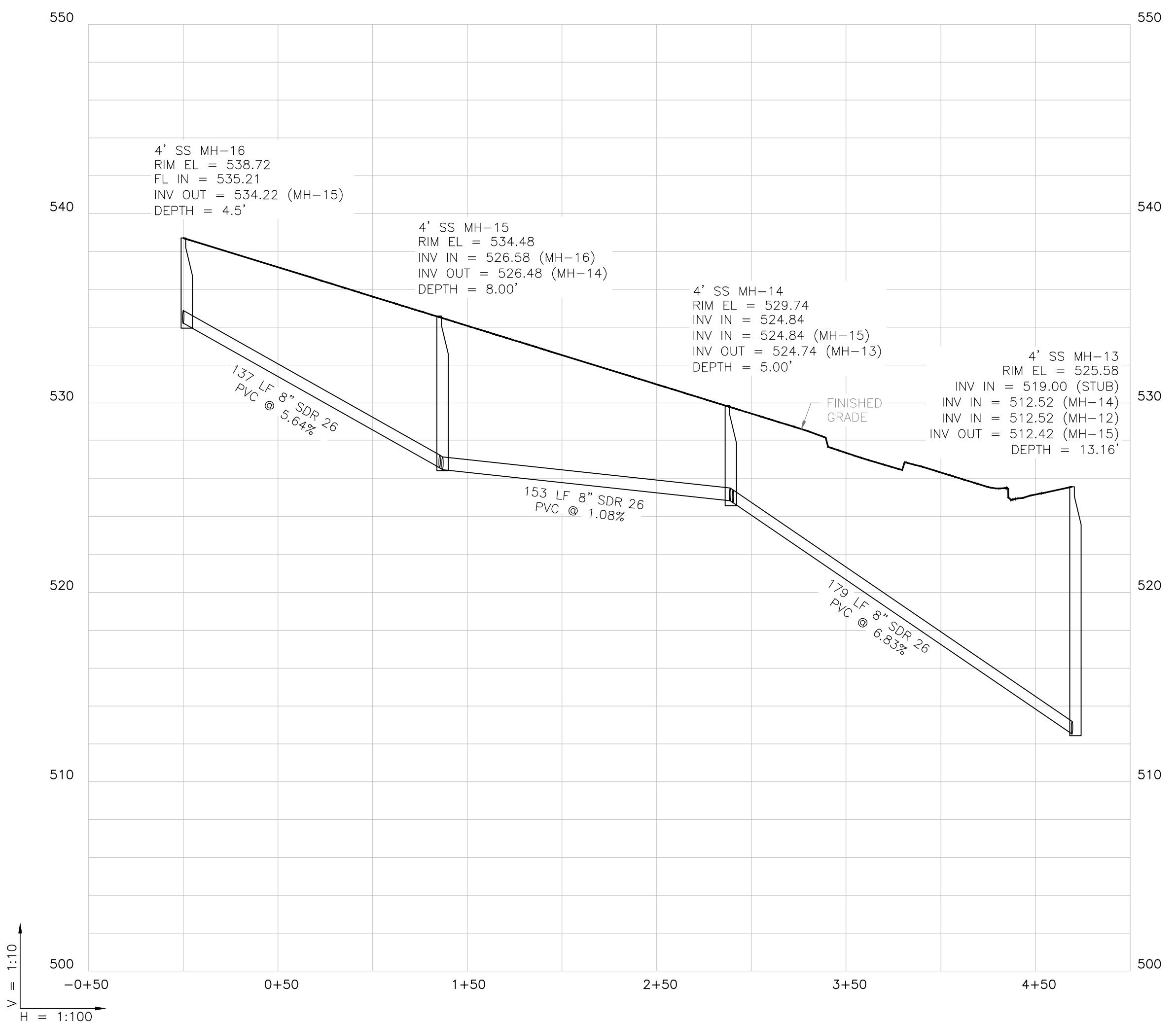
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NO.	DATE	DESCRIPTION	BY



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SCALE: 1" = 50'



SANITARY SEWER LINE B - PROFILE VIEW (STA -0+50 - STA 5+00)

SCALE: 1" = 50'

SANITARY SEWER PLAN AND PROFILE  
 LINE B  
 FOR  
 THE SUMMIT PHASE II  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

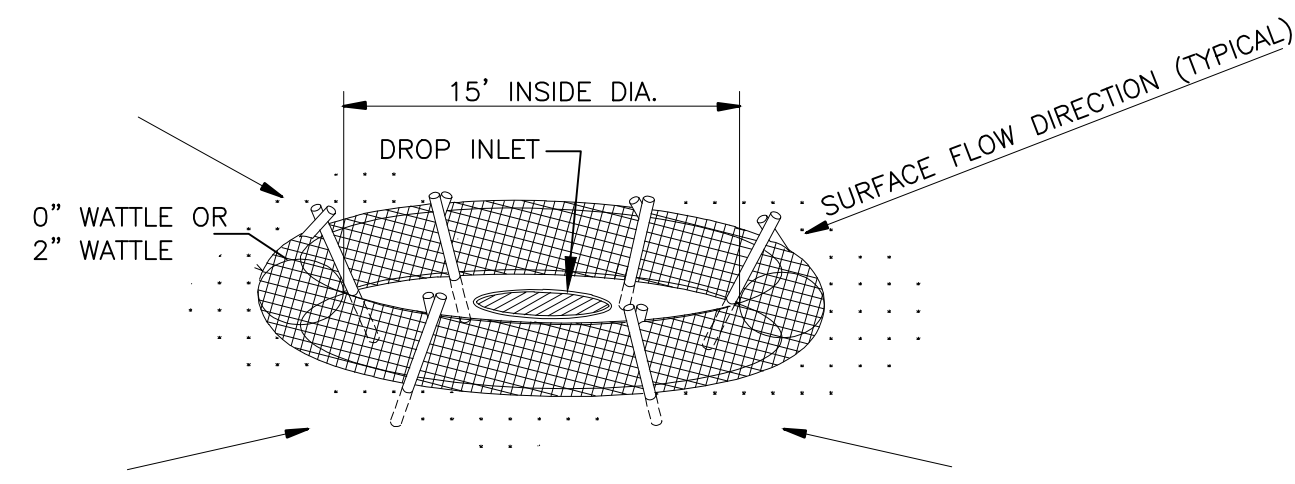
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PROJECT NO.:	23158	

PAGE NO.:  
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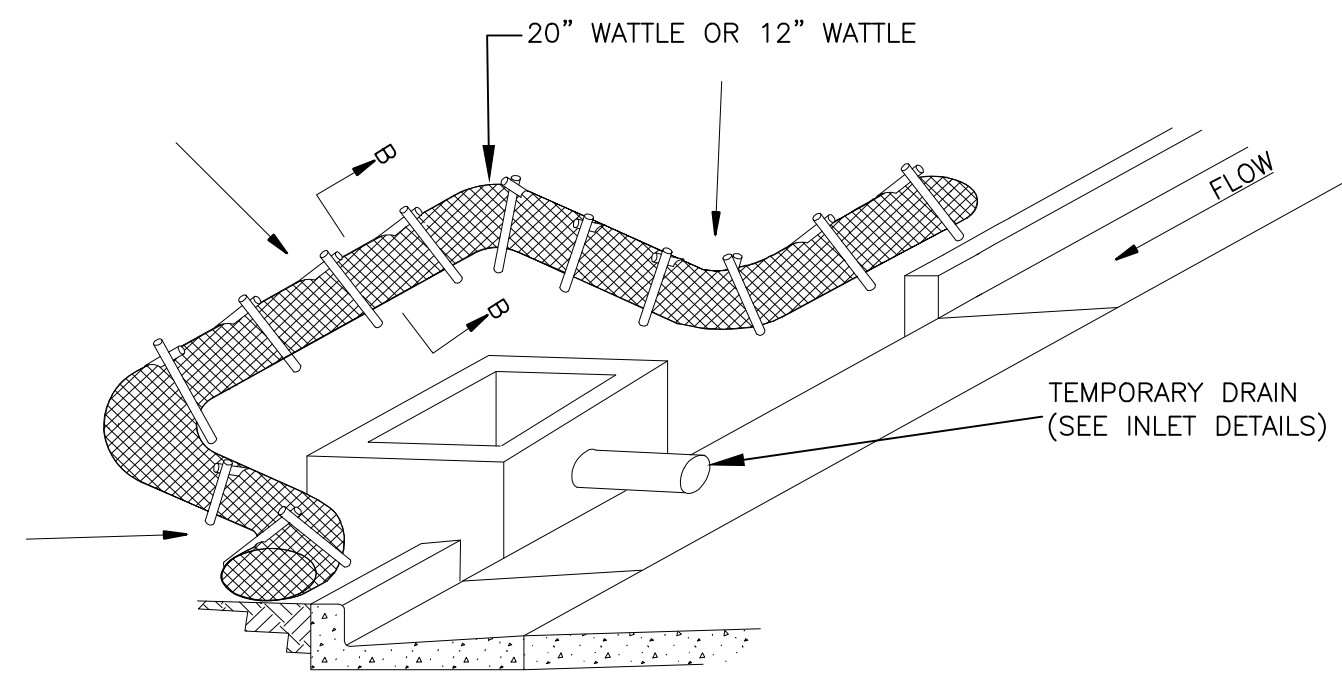
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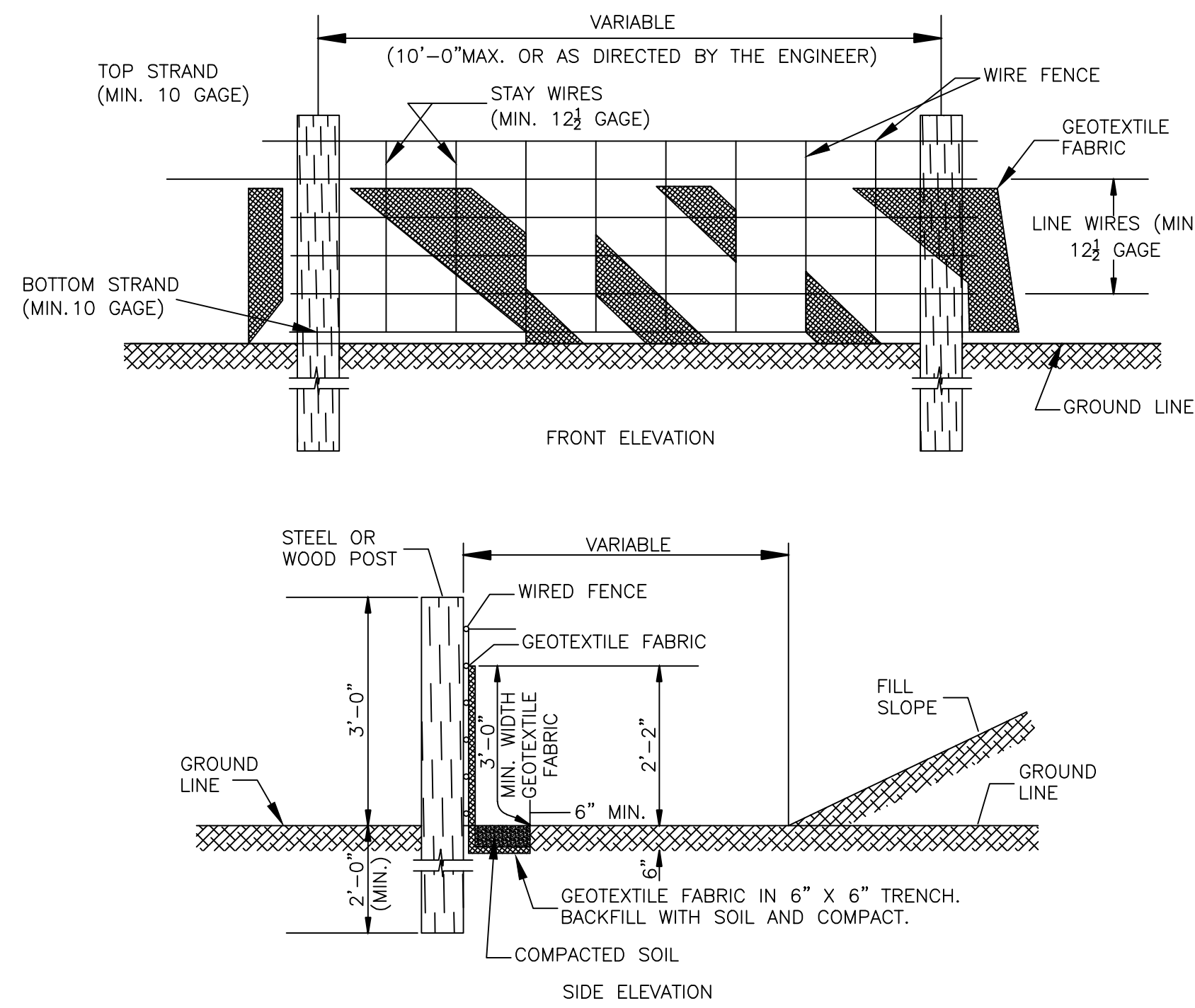


NOTE: SILT FENCE OF SANDBAGS MAY ALSO BE USED FOR THIS APPLICATION. HAY BALES NOT ACCEPTABLE DURING THIS STAGE.



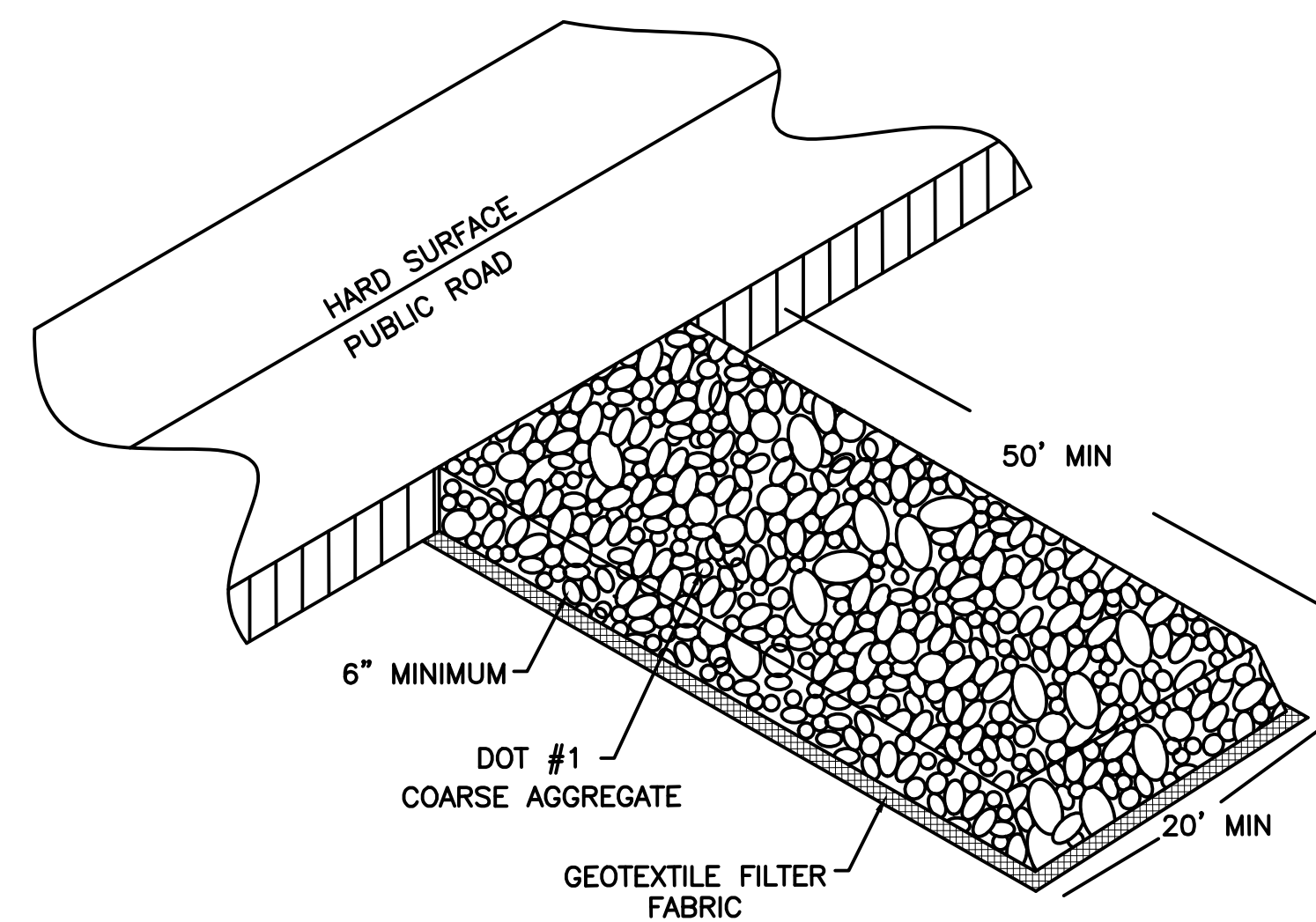
- NOTES:
1. ANCHORING STAKES SHALL BE SIZED, SPACED, AND BE OF A MATERIAL THAT EFFECTIVELY SECURES THE WATTLE. STAKE SPACING SHALL BE A MAXIMUM OF THREE FEET.
  2. OVERLAP ENDS OF WATTLES PER MANUFACTURER'S RECOMMENDATIONS (1' MIN., 3' MAX)
  3. TRENCHING OF WATTLES MAY BE NECESSARY IF PIPING BECOMES EVIDENT.
  4. IN THE EVENT WATTLES CANNOT BE SECURED IN PLACE USING WOOD STAKES, SANDBAGS MAY BE USED IN LIEU OF WOOD STAKES IN ORDER TO SECURE WATTLES IN PLACE. COST OF SANDBAGS USED IN THIS APPLICATION SHALL BE INCLUDED IN OTHER ITEMS BID.

**1** DETAILS OF WATTLES  
N.T.S.

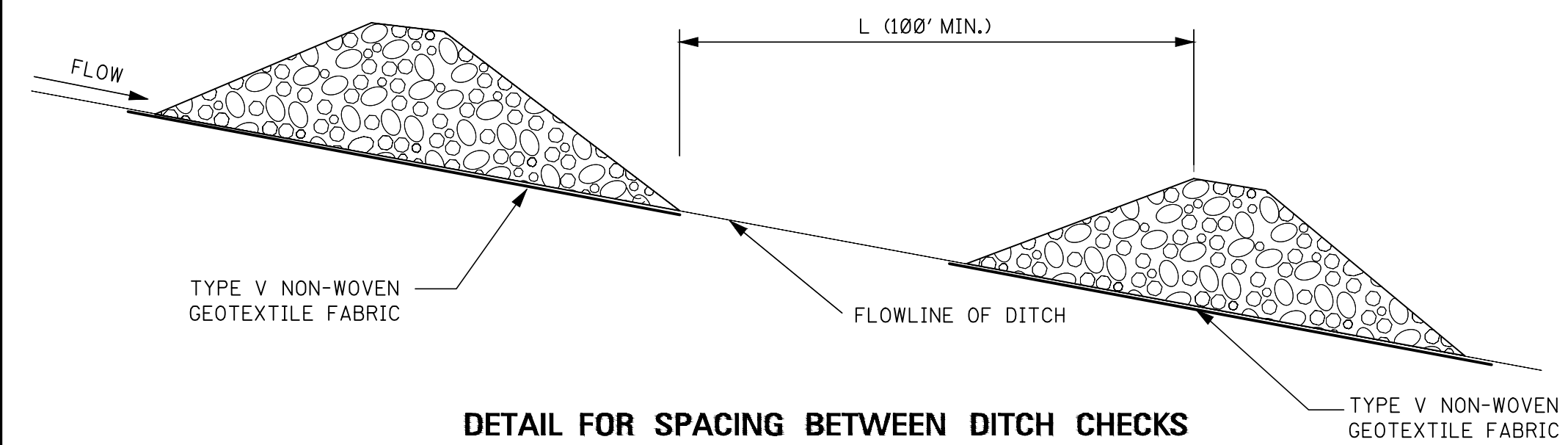
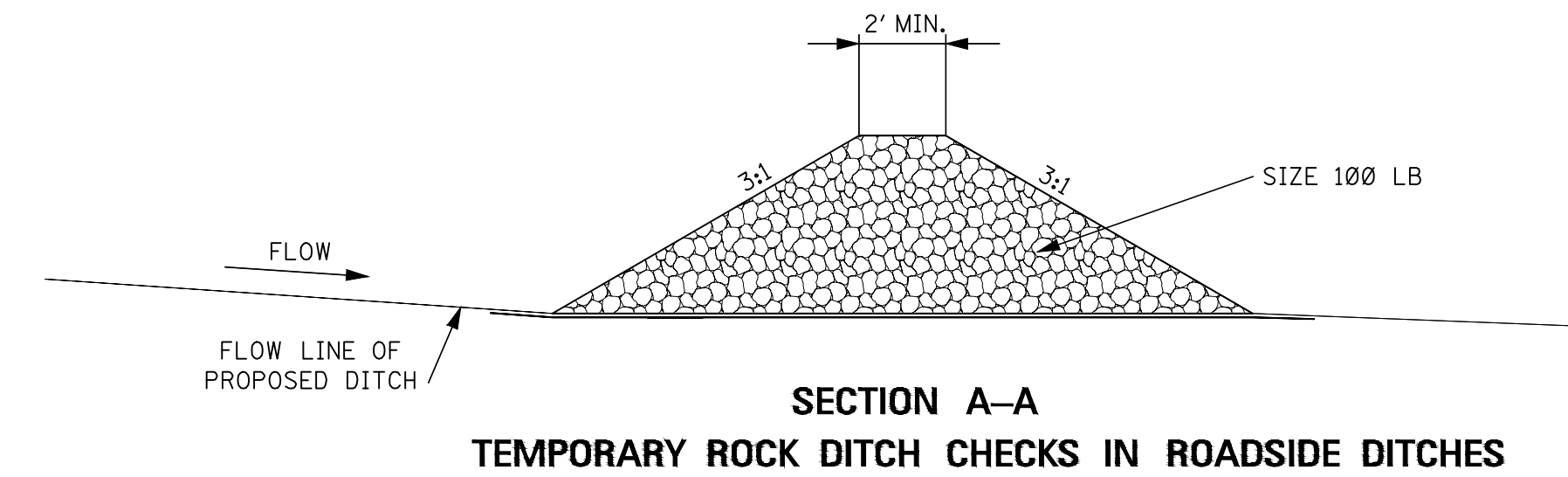
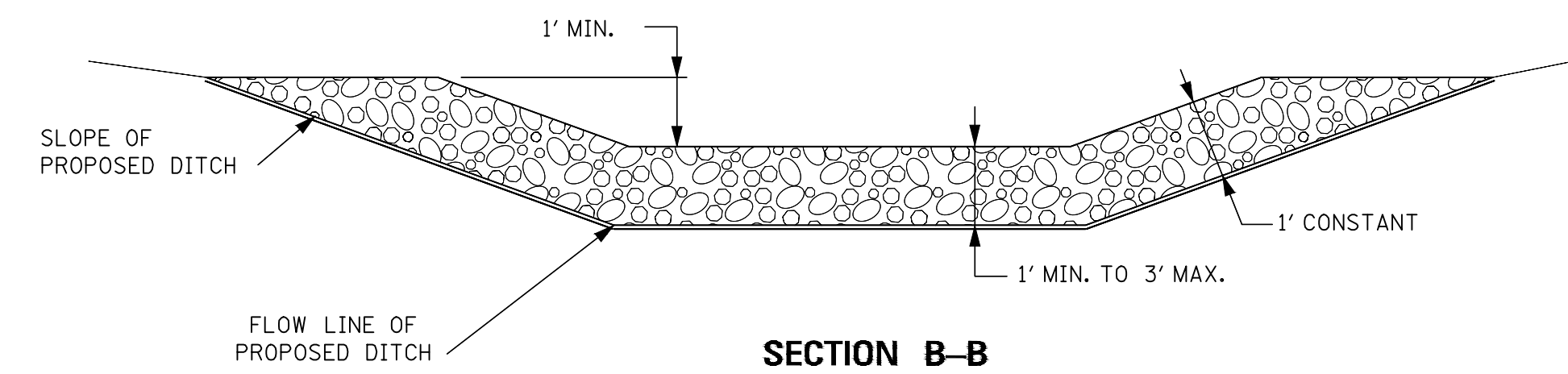
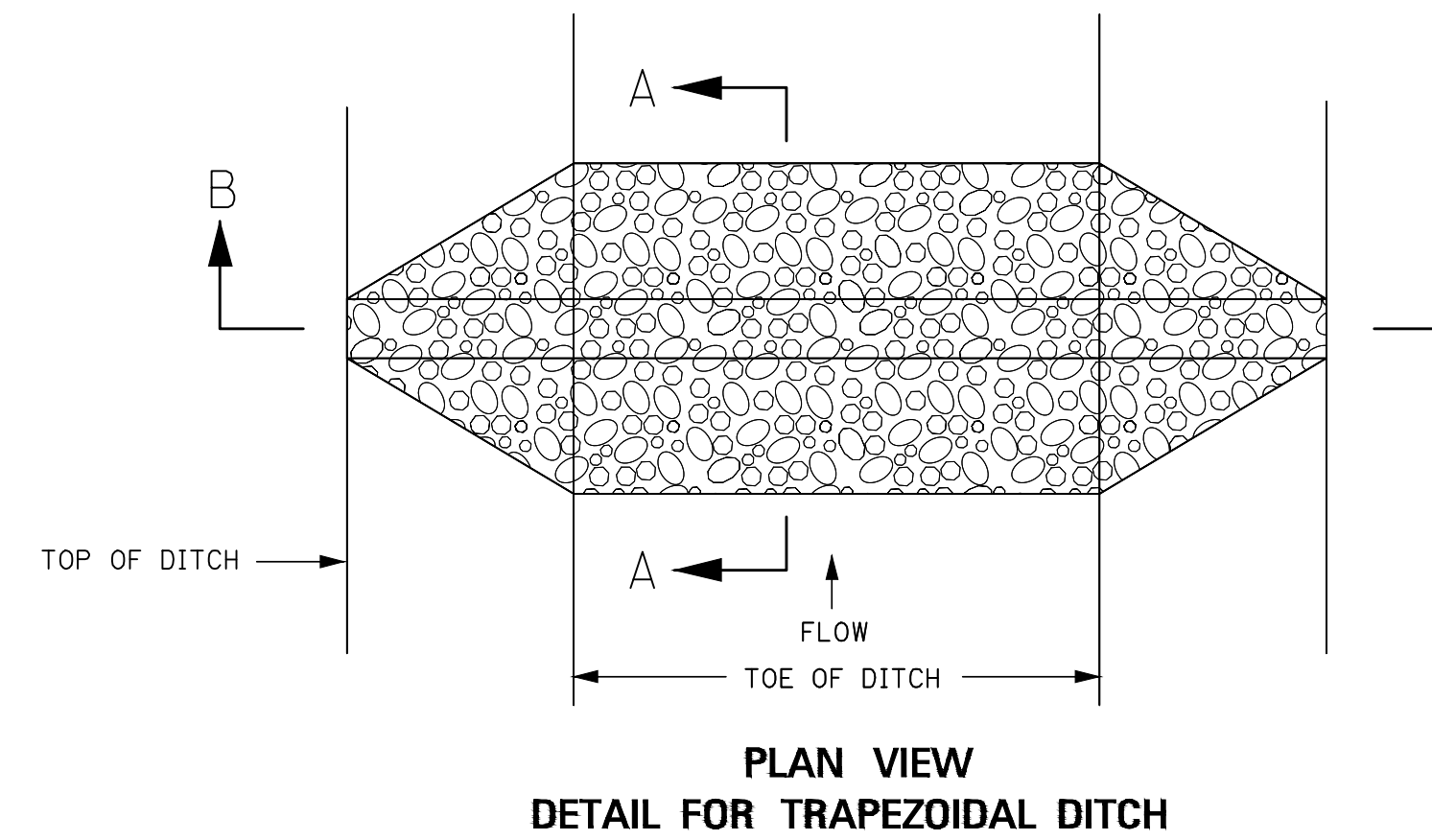


- NOTES:
1. WIRE SHALL BE MINIMUM OF 3/2\"/>

**2** TEMPORARY SILT FENCE  
N.T.S.



**3** GRAVEL CONSTRUCTION ENTRANCE  
N.T.S.



- NOTES:
1. ROCK DITCH CHECKS SHOULD ONLY BE USED FOR REDUCING THE VELOCITY OF FLOWING WATER.
  2. MINIMUM SPACING FOR ROCK DITCH CHECKS IS 100 FEET UNLESS OTHERWISE SHOWN ON THE PLANS OR EROSION CONTROL PLAN APPROVED BY THE ENGINEER. SEE SPACING GUIDANCE ON WK. NO. ECD-4.
  3. ROCK DITCH CHECKS SHOULD ONLY BE USED UP-GRADIENT OF AND ALONG WITH ADDITIONAL DOWN-GRADIENT SEDIMENT CONTROL BEST MANAGEMENT PRACTICES (BMP'S).
  4. THE COST OF FABRIC SHALL BE INCLUDED IN OTHER ITEMS BID.

**4** ROCK DITCH CHECK  
N.T.S.



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**DETAILS**

**FOR THE SUMMIT AT OXFORD COMMONS OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

DRAWN BY:	HRW	7.05.2024
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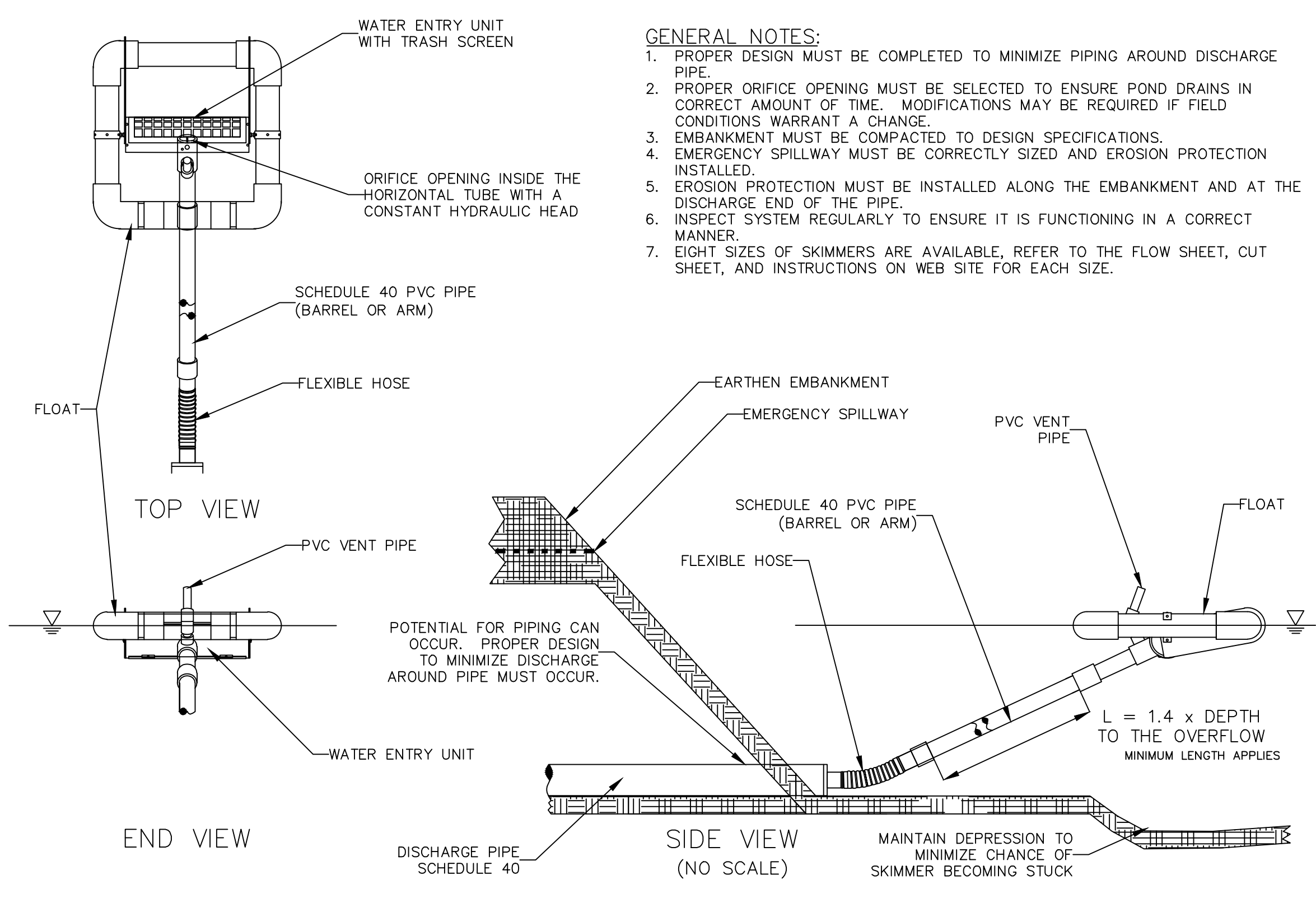
NO.	DATE	DESCRIPTION	BY

**DETAILS**  
 FOR  
**THE SUMMIT**  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

DRAWN BY:	HRW	7.05.2024
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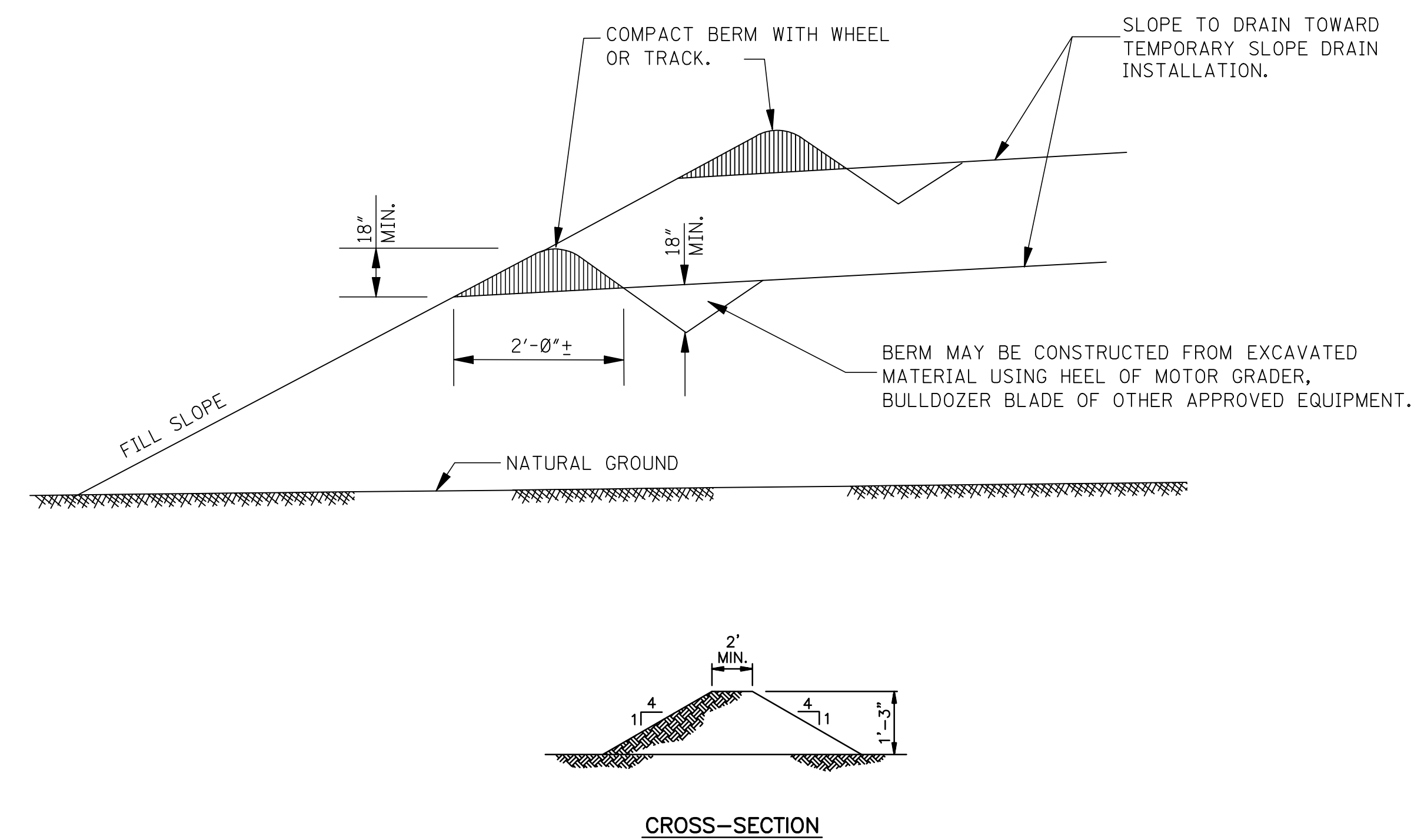
C502



- GENERAL NOTES:**
1. PROPER DESIGN MUST BE COMPLETED TO MINIMIZE PIPING AROUND DISCHARGE PIPE.
  2. PROPER ORIFICE OPENING MUST BE SELECTED TO ENSURE POND DRAINS IN CORRECT AMOUNT OF TIME. MODIFICATIONS MAY BE REQUIRED IF FIELD CONDITIONS WARRANT A CHANGE.
  3. EMBANKMENT MUST BE COMPACTED TO DESIGN SPECIFICATIONS.
  4. EMERGENCY SPILLWAY MUST BE CORRECTLY SIZED AND EROSION PROTECTION INSTALLED.
  5. EROSION PROTECTION MUST BE INSTALLED ALONG THE EMBANKMENT AND AT THE DISCHARGE END OF THE PIPE.
  6. INSPECT SYSTEM REGULARLY TO ENSURE IT IS FUNCTIONING IN A CORRECT MANNER.
  7. EIGHT SIZES OF SKIMMERS ARE AVAILABLE, REFER TO THE FLOW SHEET, CUT SHEET, AND INSTRUCTIONS ON WEB SITE FOR EACH SIZE.

1

**FAIRCLOTH SKIMMER DISCHARGE SYSTEM WITH EMBANKMENT**  
 N.T.S.

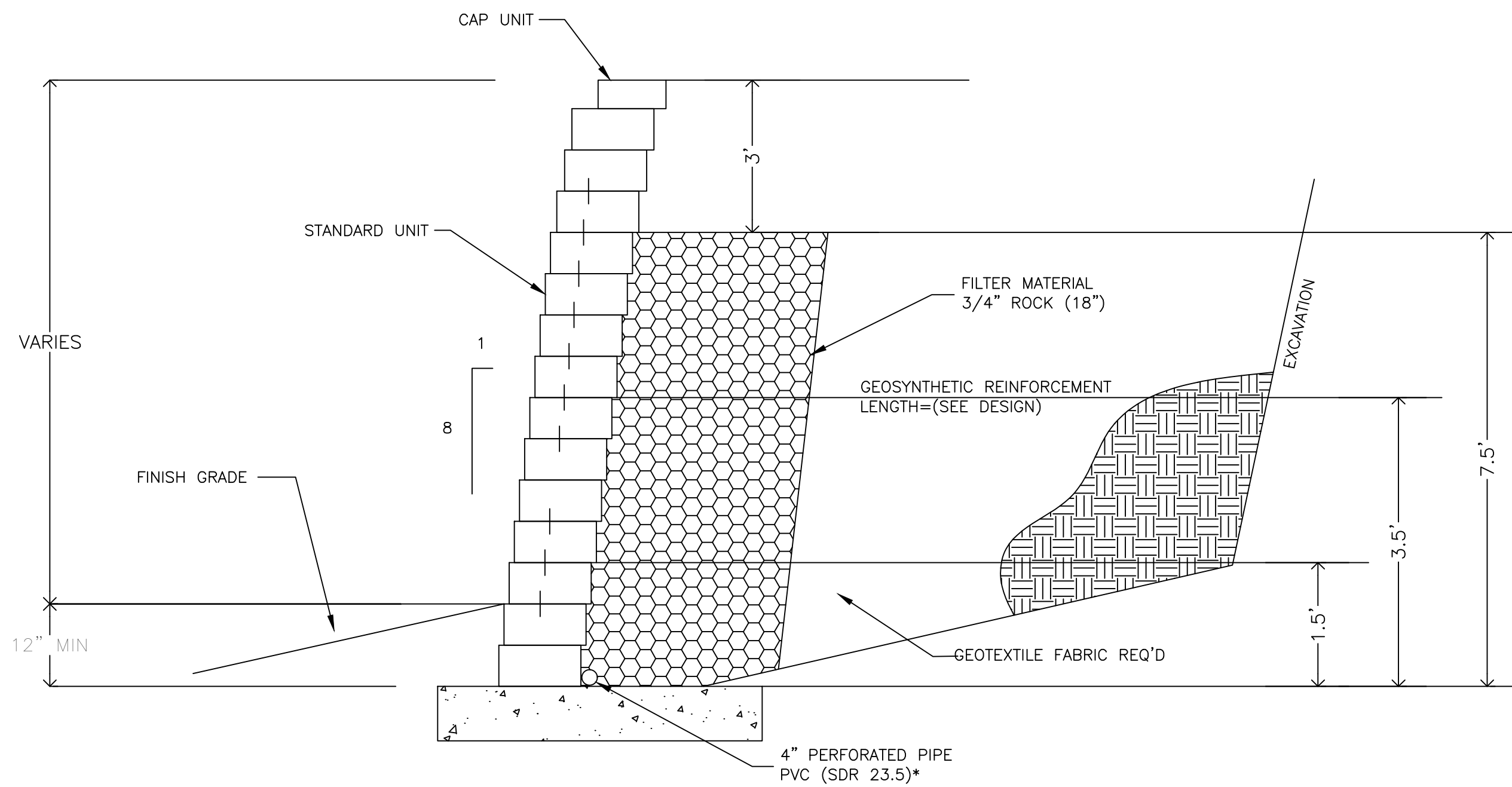


**CROSS-SECTION**

2

**EARTH CONTAINMENT BERM**  
 N.T.S.

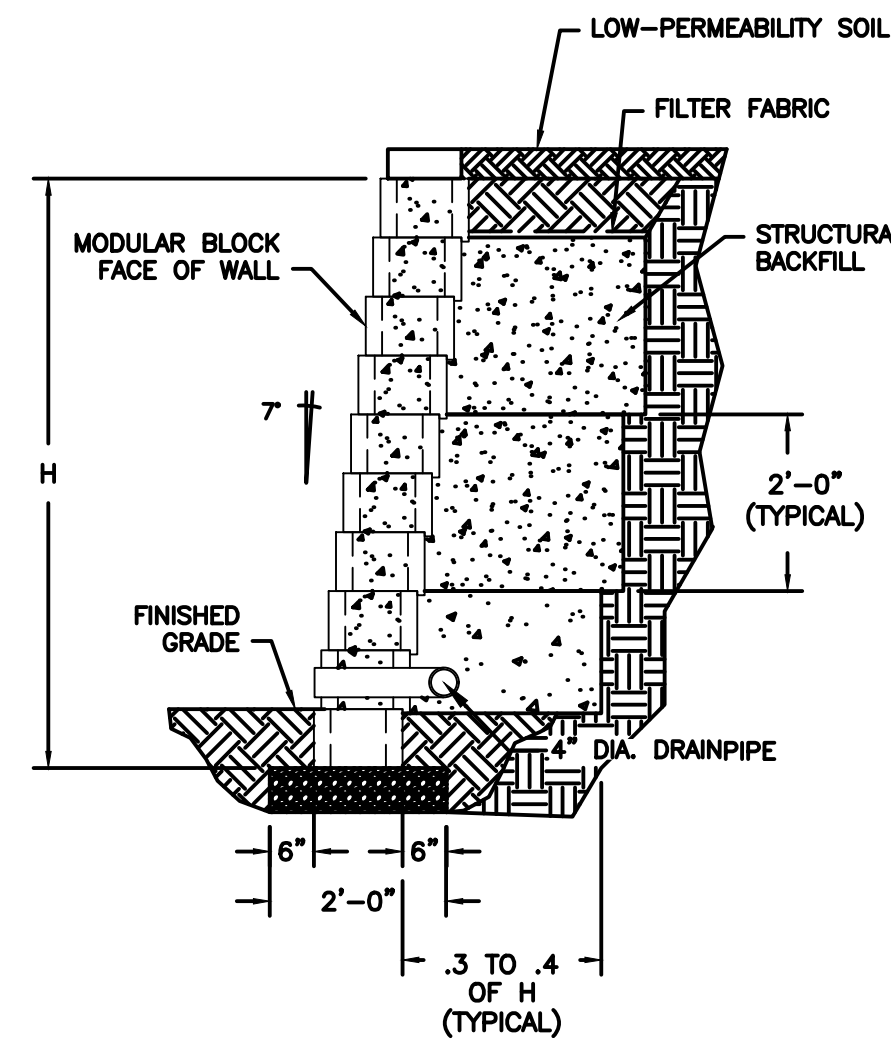
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**NOTES:**

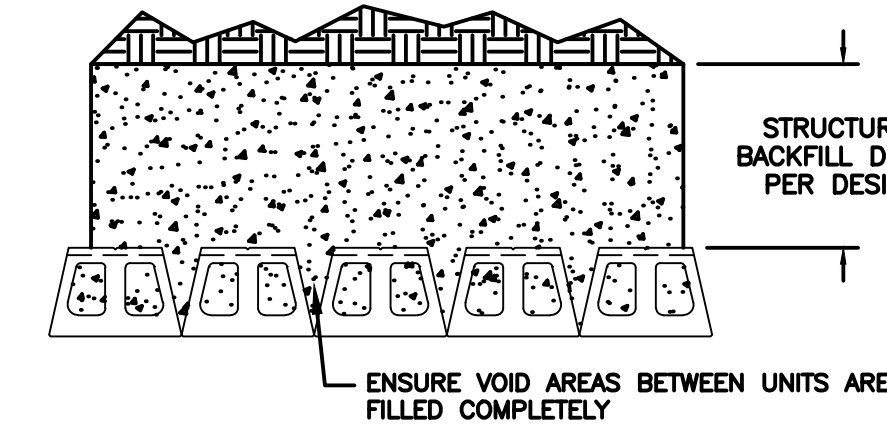
- 4" PERFORATED PIPE SHALL EXTEND BEYOND BOTH ENDS OF WALL IN ORDER TO DRAIN.
- RETAINING WALL TO BE CONSTRUCTED IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS.
- MANUFACTURER'S LITERATURE (INCLUDING MATERIALS DESCRIPTION, INSTALLATION INSTRUCTIONS, AND DESIGN SPECIFICATIONS) SHALL BE SUBMITTED PRIOR TO INSTALLATION.
- DETAILS SHOWN BELOW ARE TO BE USED AS A BASIC GUIDE (FOR ESTIMATING PURPOSES ONLY). FINAL DESIGN TO BE FURNISHED BY THE MANUFACTURER OR CONTRACTOR AND SIGNED AND SEALED BY A REGISTERED ENGINEER IN THE STATE OF MISSISSIPPI.
- STRATA SLEEVE--IT SYSTEM, OR APPROVED EQUAL, SHALL BE UTILIZED WHERE FENCE POST ARE REQUIRED TO BE INSTALLED DIRECTLY BEHIND THE WALL.

**1** SEGMENTAL BLOCK RETAINING WALL DETAIL  
(FOR ESTIMATING PURPOSES ONLY)  
N.T.S.



**NOTES:**

- RETAINING WALL TO BE CONSTRUCTED IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS.
- MANUFACTURER'S LITERATURE (INCLUDING MATERIALS DESCRIPTION, INSTALLATION INSTRUCTIONS, AND DESIGN SPECIFICATIONS) SHALL BE SUBMITTED PRIOR TO INSTALLATION.
- DETAILS SHOWN BELOW ARE TO BE USED AS A BASIC GUIDE (FOR ESTIMATING PURPOSES ONLY). FINAL DESIGN TO BE FURNISHED BY THE MANUFACTURER OR CONTRACTOR AND SIGNED AND SEALED BY A REGISTERED ENGINEER IN THE STATE OF MISSISSIPPI.
- 4" PERFORATED PIPE SHALL EXTEND BEYOND BOTH ENDS OF WALL IN ORDER TO DRAIN.
- ALL WALLS 30" OR GREATER IN HEIGHT FROM FINISHED GRADE TO TOP OF WALL SHALL HAVE FALL PROTECTION RAILING INSTALLED.
- STRATA SLEEVE--IT SYSTEM, OR APPROVED EQUAL, SHALL BE UTILIZED WHERE FENCE POST ARE REQUIRED TO BE INSTALLED DIRECTLY BEHIND THE WALL.

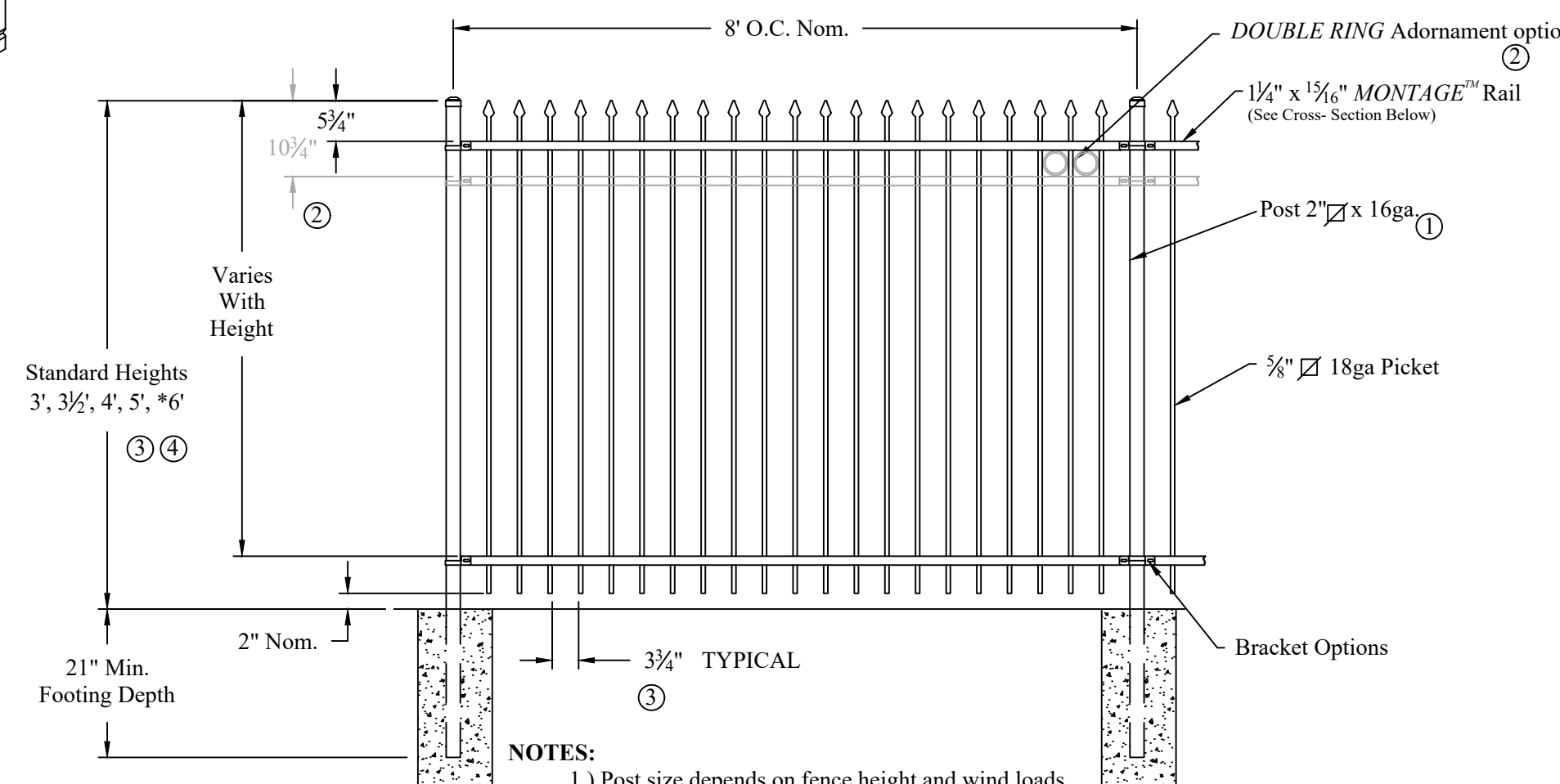
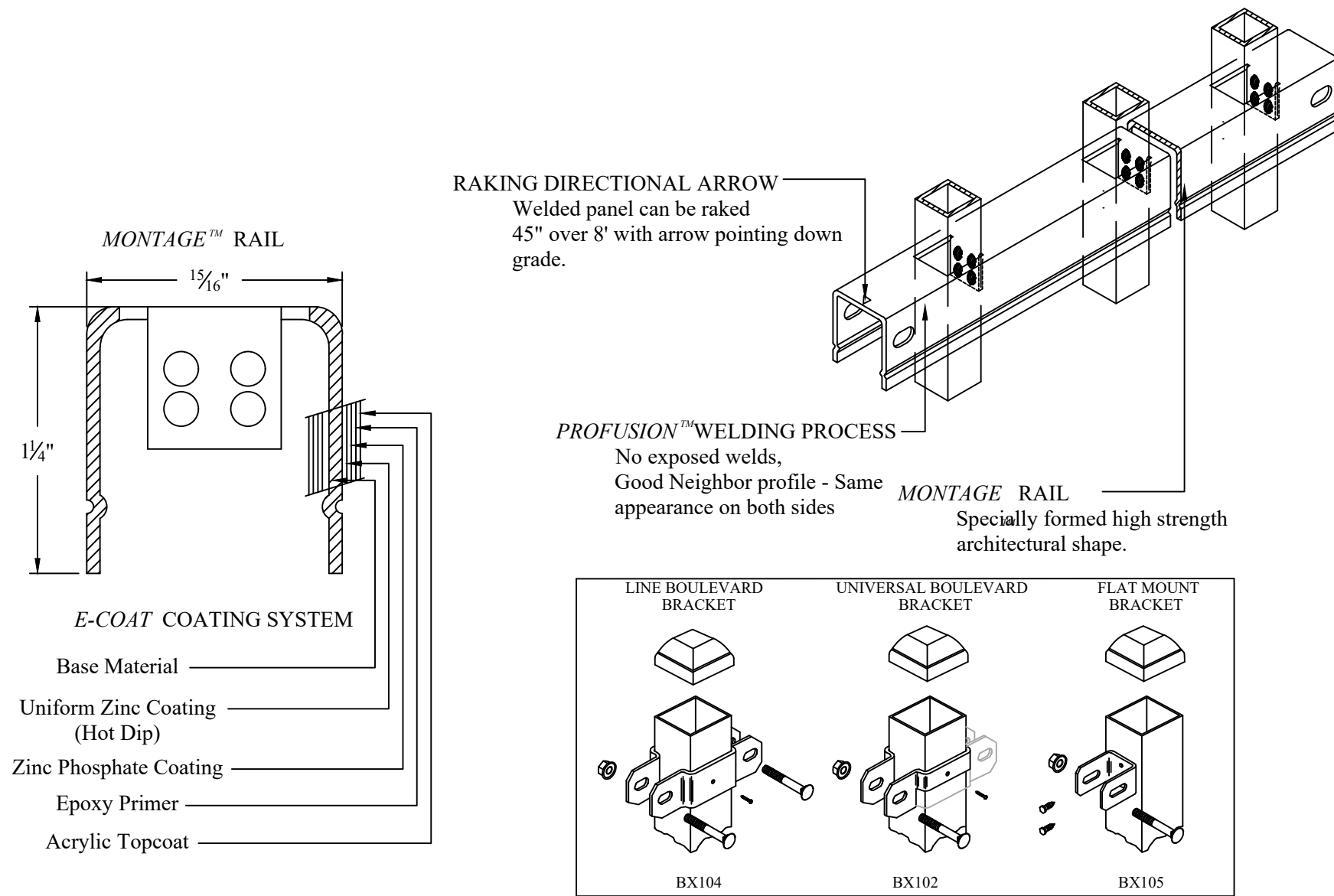


**NOTES:**

- STRUCTURAL BACKFILL IS TO BE PLACED IN 8- TO 24-INCH (TYPICAL) LIFTS
- STRUCTURAL BACKFILL MUST BE MANIPULATED INTO ALL VOIDS BETWEEN BLOCKS TO ENSURE ADEQUATE BOND BETWEEN BLOCK AND CONCRETE MASS.

**2** CONFINED SPACE SEGMENTAL BLOCK RETAINING WALL DETAIL  
(FOR ESTIMATING PURPOSES ONLY)  
N.T.S.

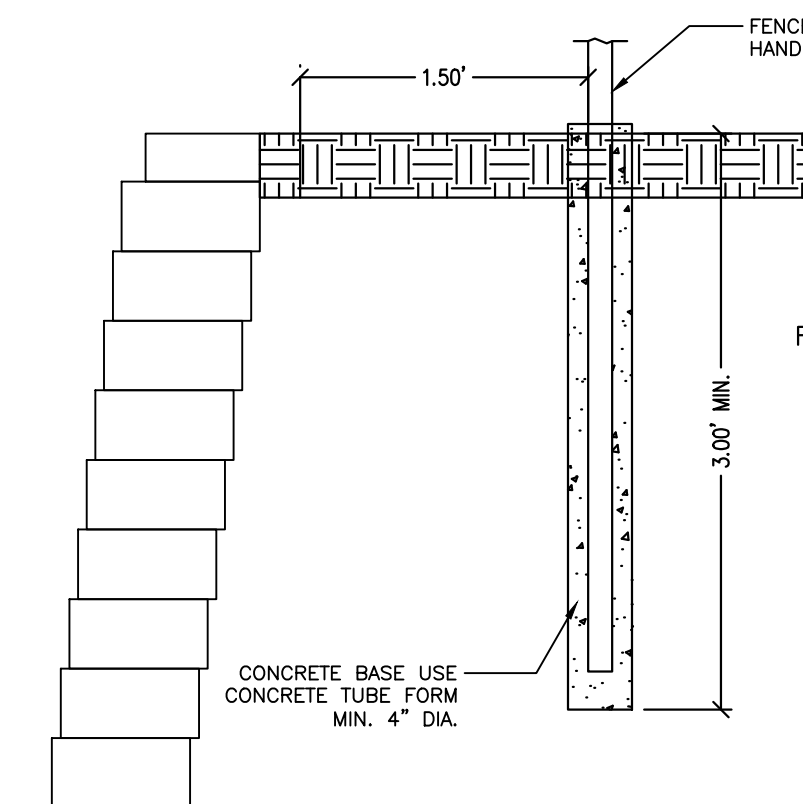
**AMERISTAR**  
1555 N. Mingo  
Tulsa, OK 74116  
1-888-333-3422  
www.ameristarfence.com



**NOTES:**

- 1.) Post size depends on fence height and wind loads. See MONTAGE specifications for post sizing chart.
  - 2.) Third rail required for Double Rings.
  - 3.) Available in 3" air space and/or Flush Bottom on most heights.
  - 4.) Three rails required for 6' tall.
- NOTES:**
- GUARD RAIL FENCING SHALL BE INSTALLED WHERE RETAINING WALL HEIGHT EXCEEDS 3 FT.
  - GUARD RAIL FENCING SHALL BE RESIDENTIAL WELDED STEEL PANEL (PRE-ASSEMBLED), MONTAGE CLASSIC 2/3-RAIL OR APPROVED EQUAL.
  - INSTALLATION:  
IN EXISTING SURFACES: CORE EXISTING SURFACE AND FILL WITH EPOXY GROUT.  
IN NEW SURFACES: PROVIDE SLEEVES IN NEW SURFACE. INSTALL NEW RAIL, AND FILL WITH EPOXY GROUT.

**3** GUARD RAIL FENCING DETAIL  
N.T.S.



- FENCE POST NOTES:**
- INSTALL TUBE FORM DURING WALL CONSTRUCTION
  - DRIVING OF POST MAY PIERCE UPPER LAYER OF GEOSYNTHETIC AS PER ENGINEER'S DESIGN.
  - DO NOT AUGER POST, DRIVE ONLY

**4** GUARD RAIL AT RETAINING WALL DETAIL  
N.T.S.



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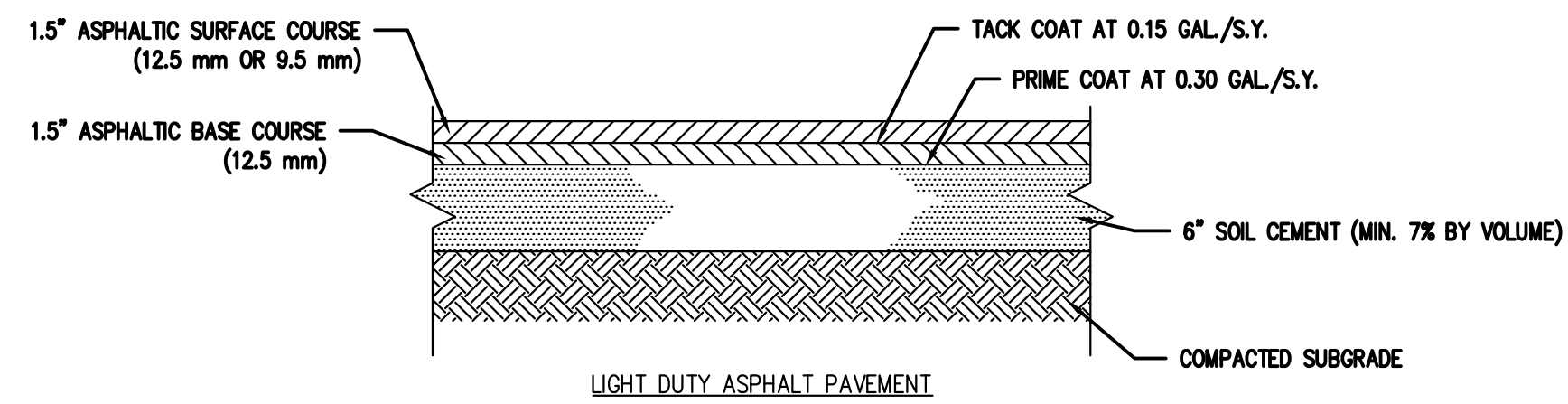
**DETAILS**

**FOR THE SUMMIT AT OXFORD COMMONS OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

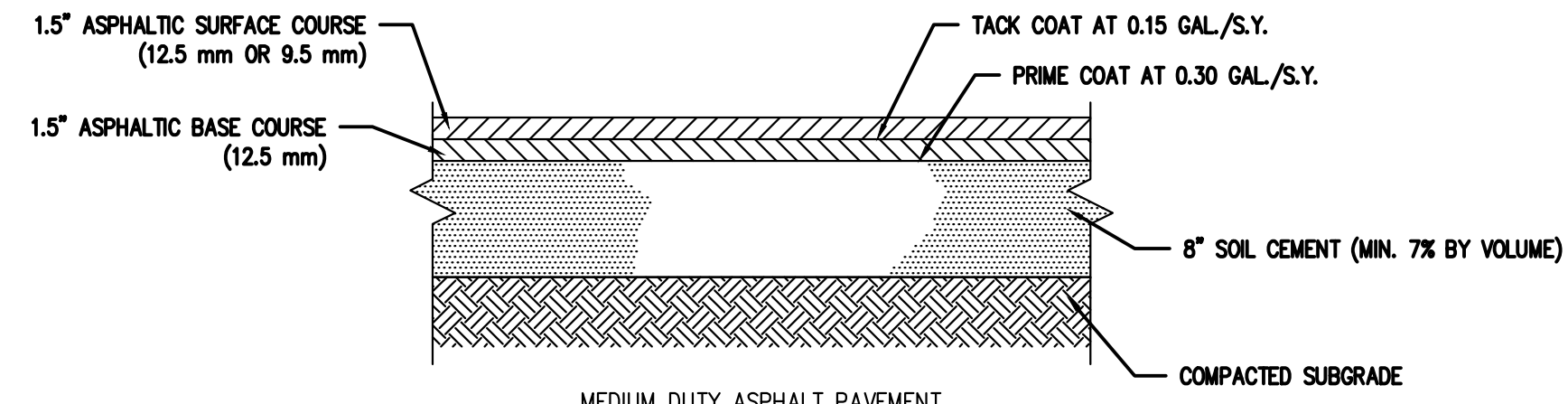
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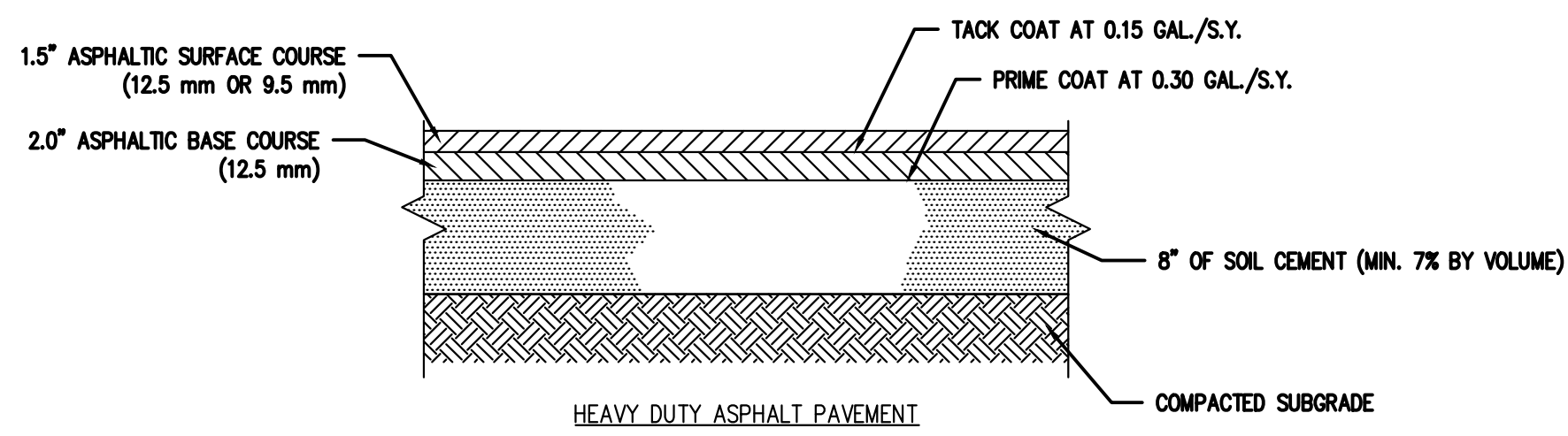
**C503**



LIGHT DUTY ASPHALT PAVEMENT

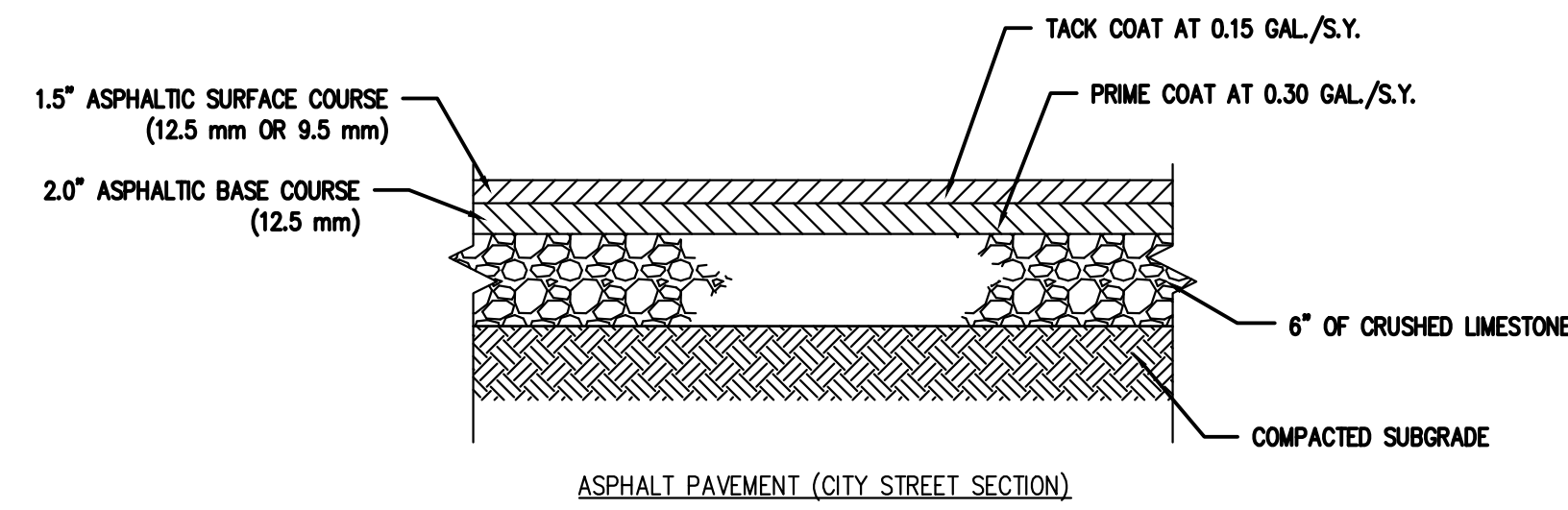


MEDIUM DUTY ASPHALT PAVEMENT



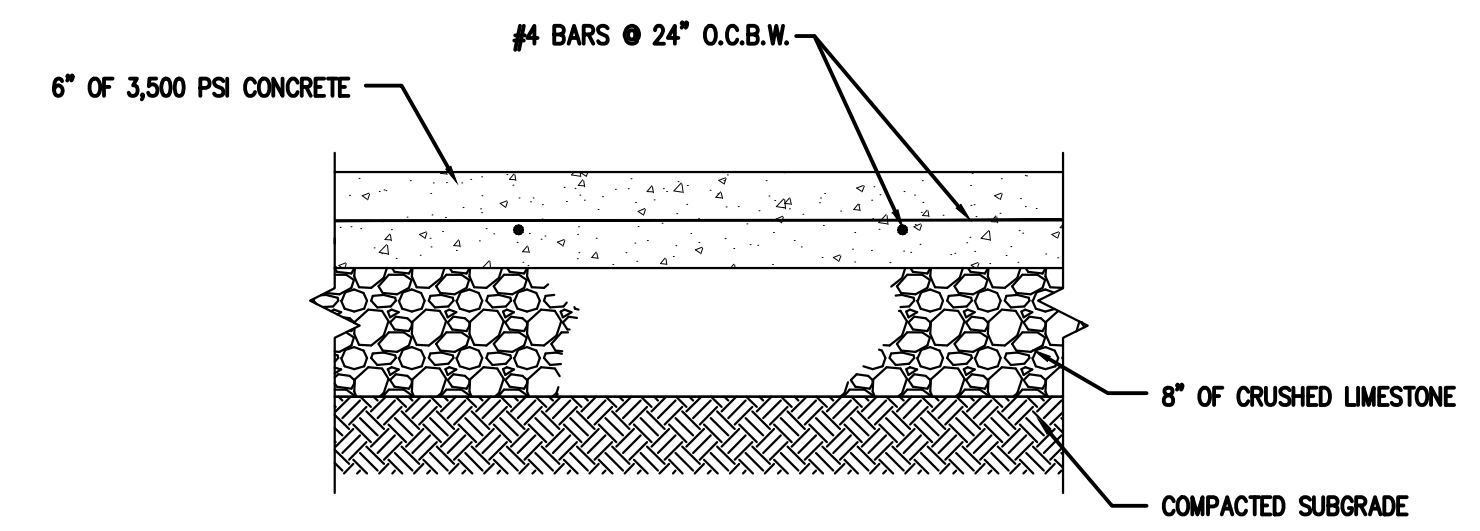
HEAVY DUTY ASPHALT PAVEMENT

1 FLEXIBLE PAVEMENT  
N.T.S.

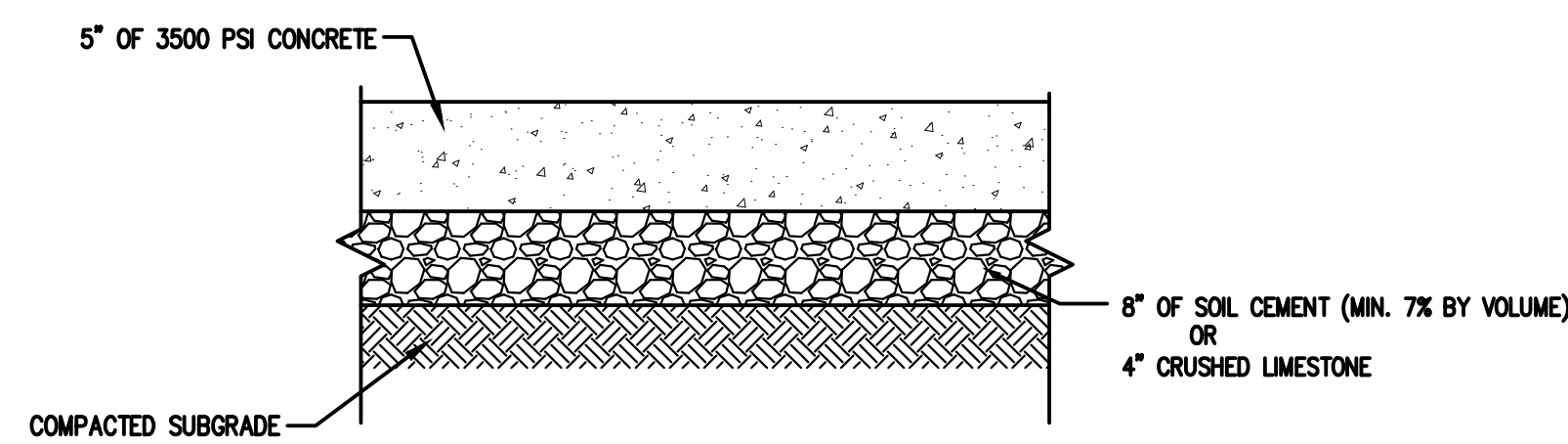


ASPHALT PAVEMENT (CITY STREET SECTION)

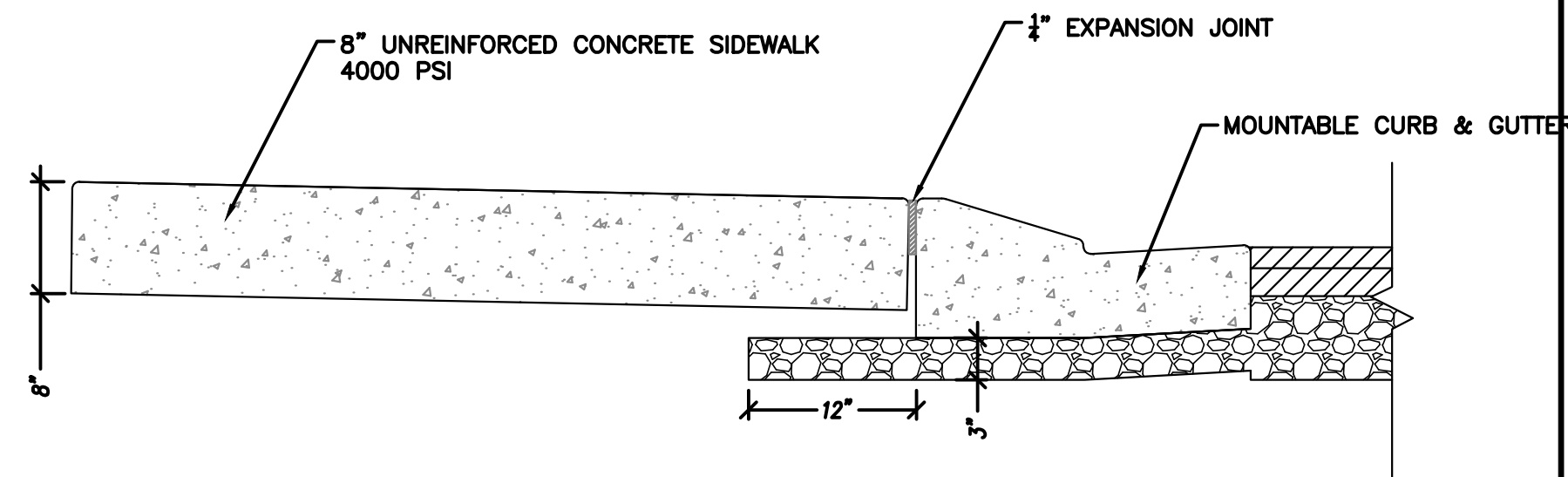
2 FLEXIBLE PAVEMENT (CITY STREET)  
N.T.S.



3 CONCRETE DUMPSTER APPROACH  
N.T.S.



4 CONCRETE DRIVEWAY PAVEMENT  
N.T.S.



5 CONCRETE APRON  
ADJACENT TO MOUNTABLE CURB AND GUTTER  
N.T.S.

6



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DETAILS

FOR  
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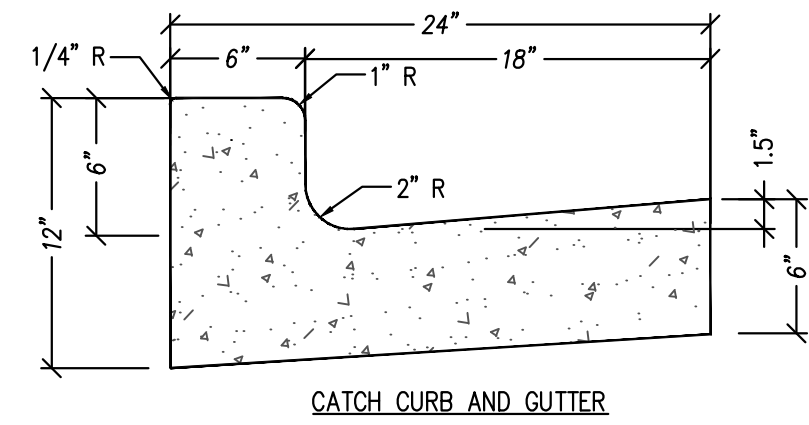
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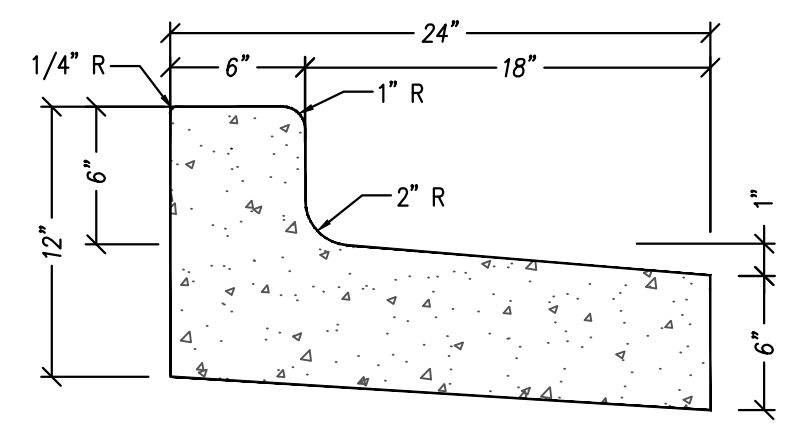
PAGE NO.:  
C504



- NOTES:
- CONTROL JOINTS REQUIRED AT 10' O.C.
  - EXPANSION JOINTS REQUIRED AT 30' O.C. (MAX) AND AT ALL RADIUS RETURNS UNLESS DIRECTED OTHERWISE BY THE ENGINEER.
  - 1/2" PREMOLDED JOINT FILLER REQUIRED AT ALL EXPANSION JOINTS



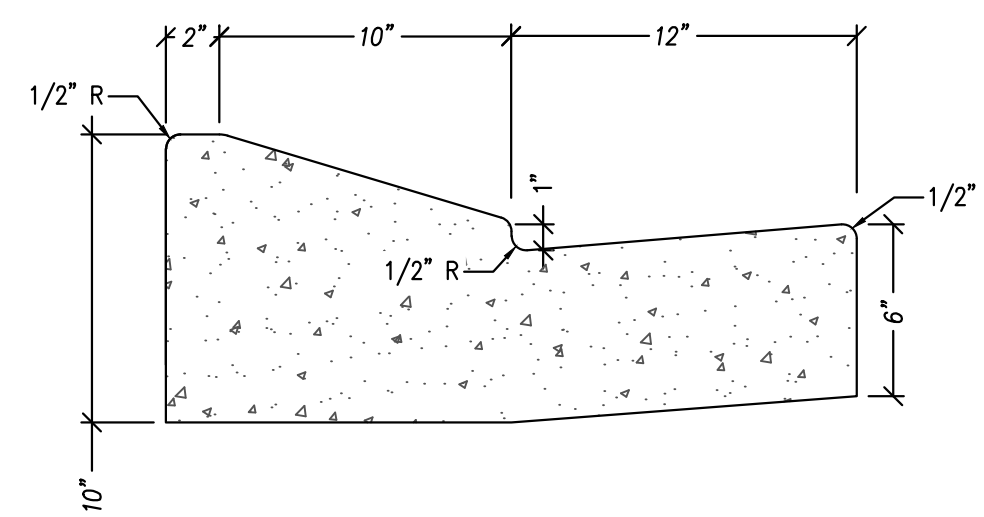
CATCH CURB AND GUTTER



SPILL CURB AND GUTTER

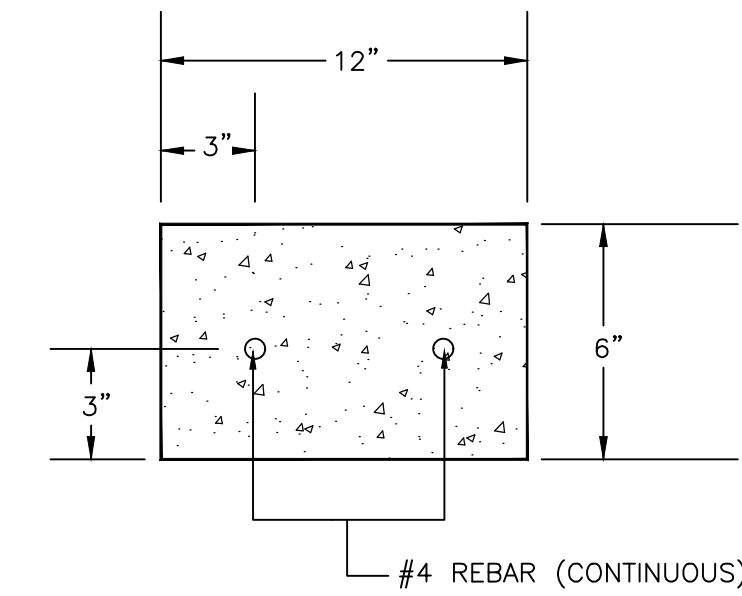
1 COMBINATION CURB AND GUTTER  
N.T.S.

- NOTE:
- CONTROL JOINTS REQUIRED AT 10' O.C.
  - EXPANSION JOINTS REQUIRED AT 30' O.C. (MAX) AND AT ALL RADIUS RETURNS UNLESS DIRECTED OTHERWISE BY THE ENGINEER. 1/2" PREMOLDED JOINT FILLER REQUIRED AT ALL EXPANSION JOINTS

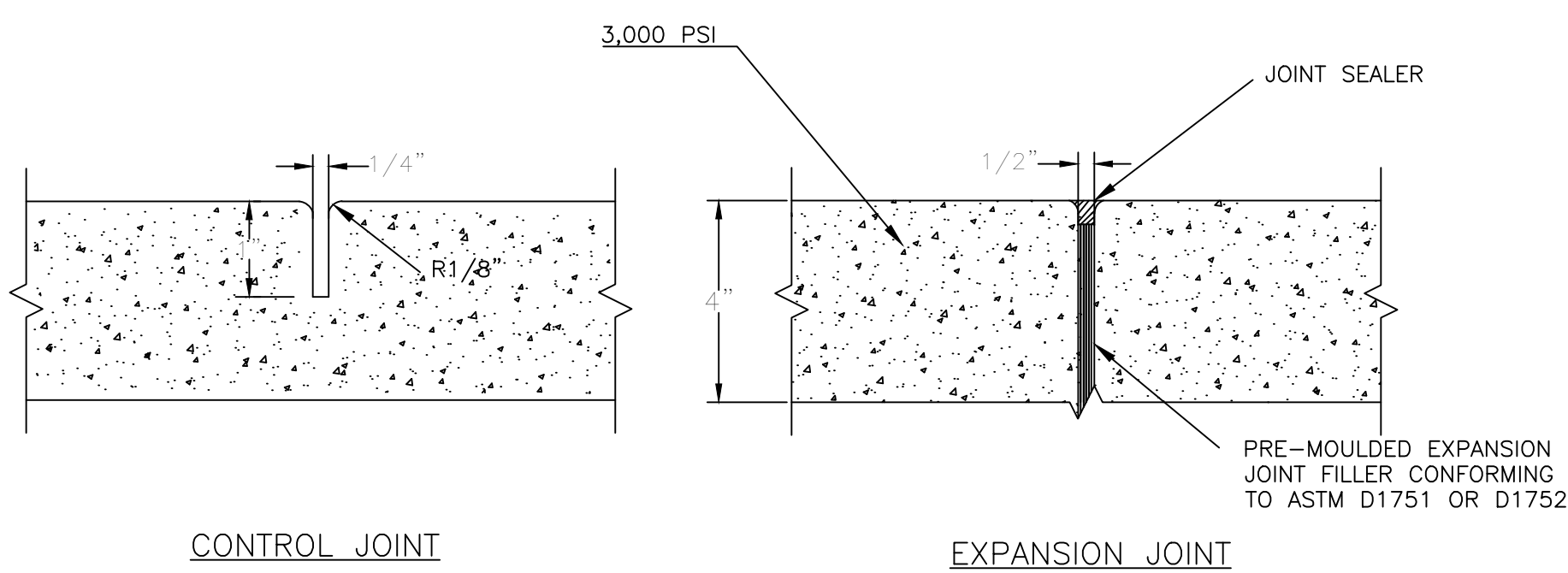
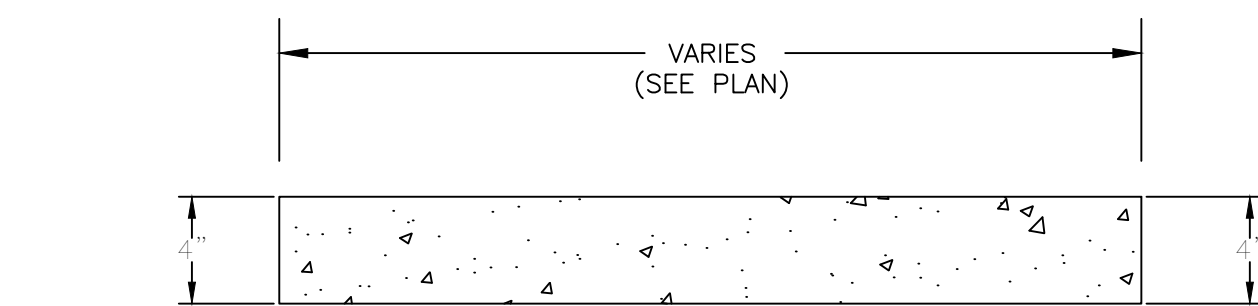


2 MOUNTABLE CURB AND GUTTER  
N.T.S.

- NOTE:
- CONTROL JOINTS REQUIRED AT 10' O.C.
  - EXPANSION JOINTS REQUIRED AT 40' O.C. (MAX) AND AT ALL RADIUS RETURNS UNLESS DIRECTED OTHERWISE BY THE ENGINEER. 1/2" PREMOLDED JOINT FILLER REQUIRED AT ALL EXPANSION JOINTS



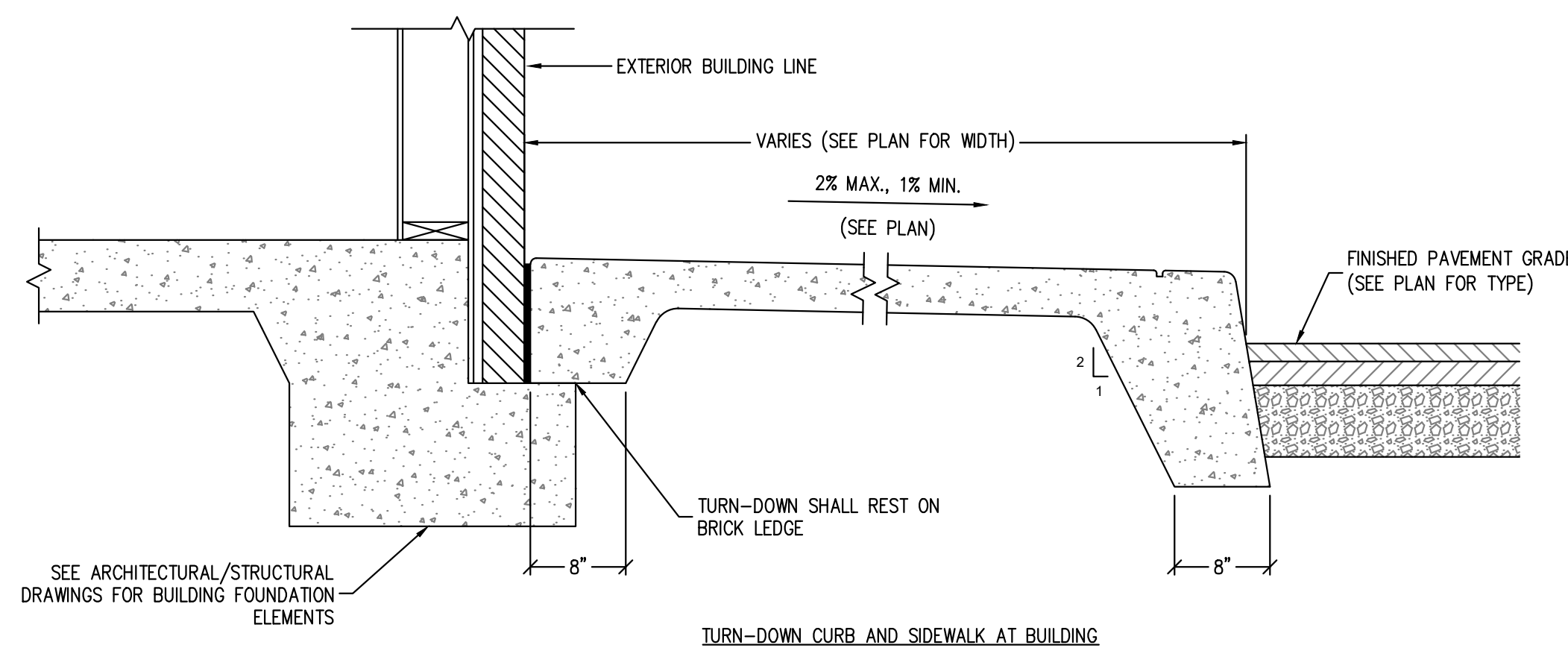
3 FLAT CONCRETE BORDER CURB (FIRE LANE)  
N.T.S.



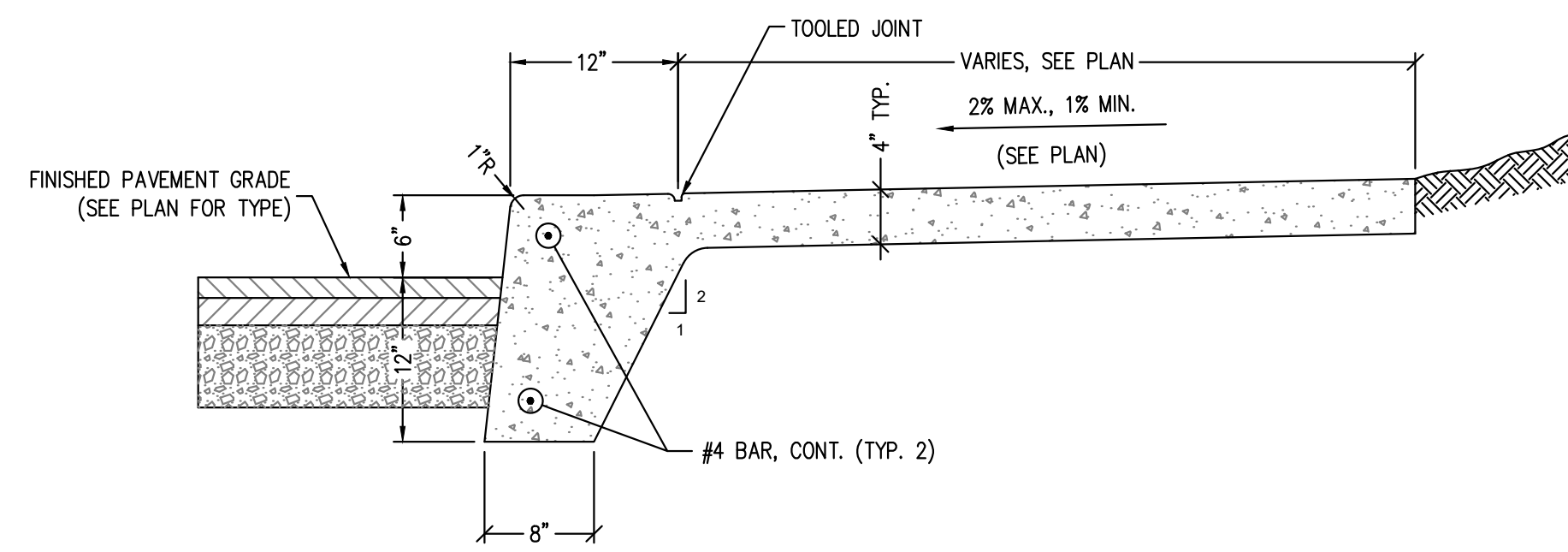
CONTROL JOINT

EXPANSION JOINT

4 CONCRETE SIDEWALK DETAIL  
(VARIOUS WIDTHS)  
N.T.S.

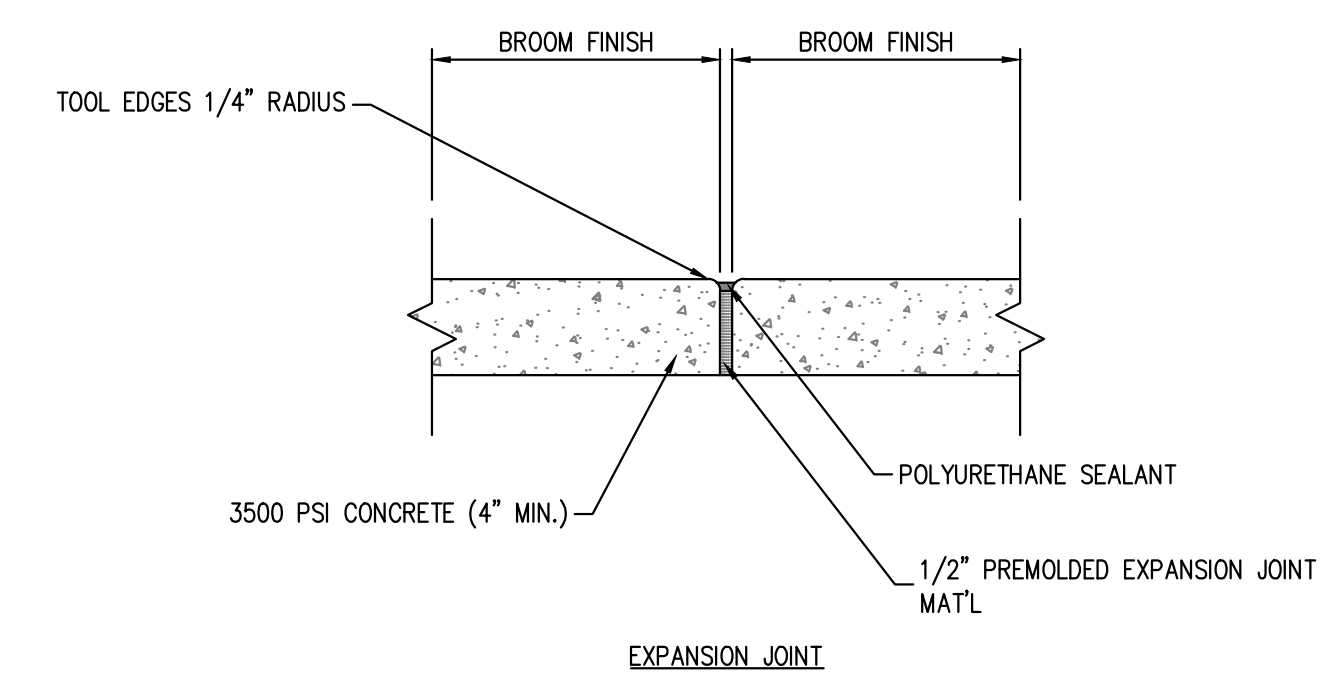


TURN-DOWN CURB AND SIDEWALK AT BUILDING

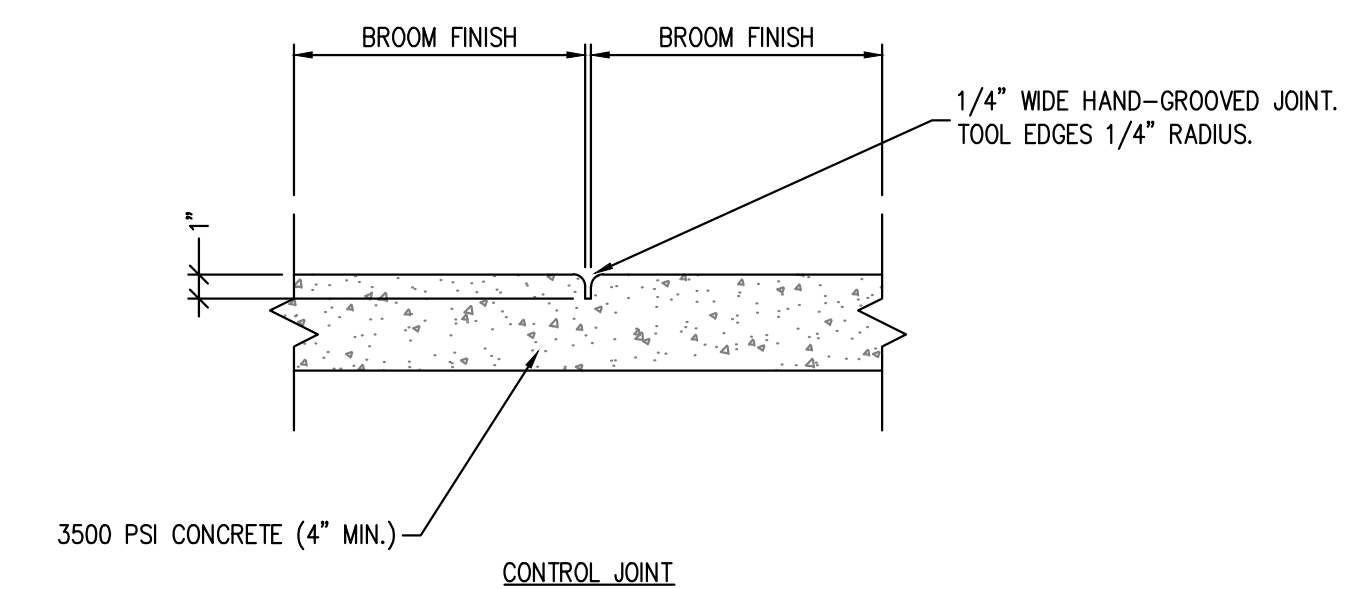


SIDEWALK WITH A TURN-DOWN CURB

5 TURN DOWN SIDEWALK DETAIL  
N.T.S.



EXPANSION JOINT



CONTROL JOINT

- NOTES:
- USE 3500 PSI CONCRETE.
  - PROVIDE CONTROL JOINTS AT 5' CENTERS.
  - PROVIDE EXPANSION JOINTS AT 30' CENTERS AND WHERE SIDEWALKS ABUT RIGID MATERIAL.



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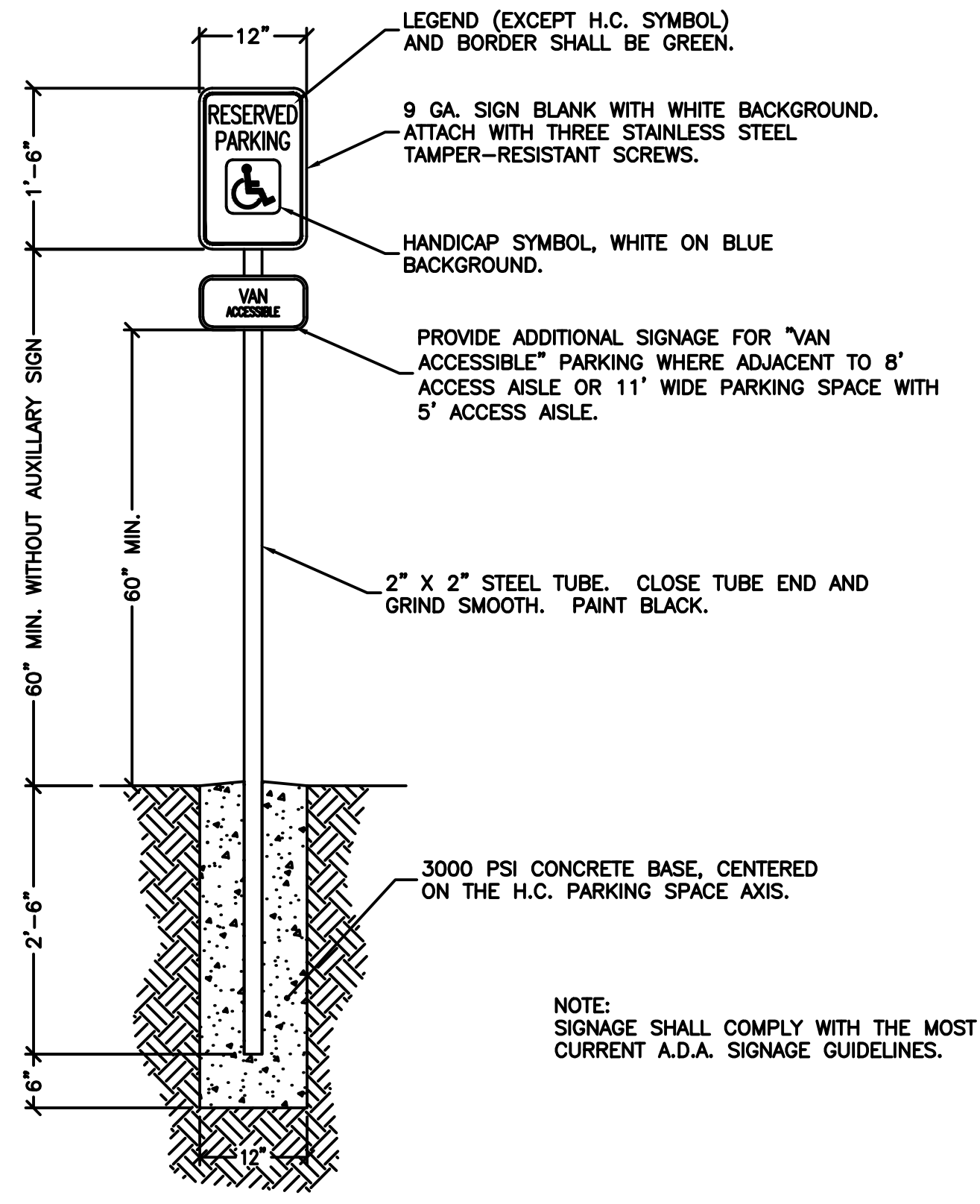
DETAILS

FOR  
THE SUMMIT  
AT OXFORD COMMONS  
OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

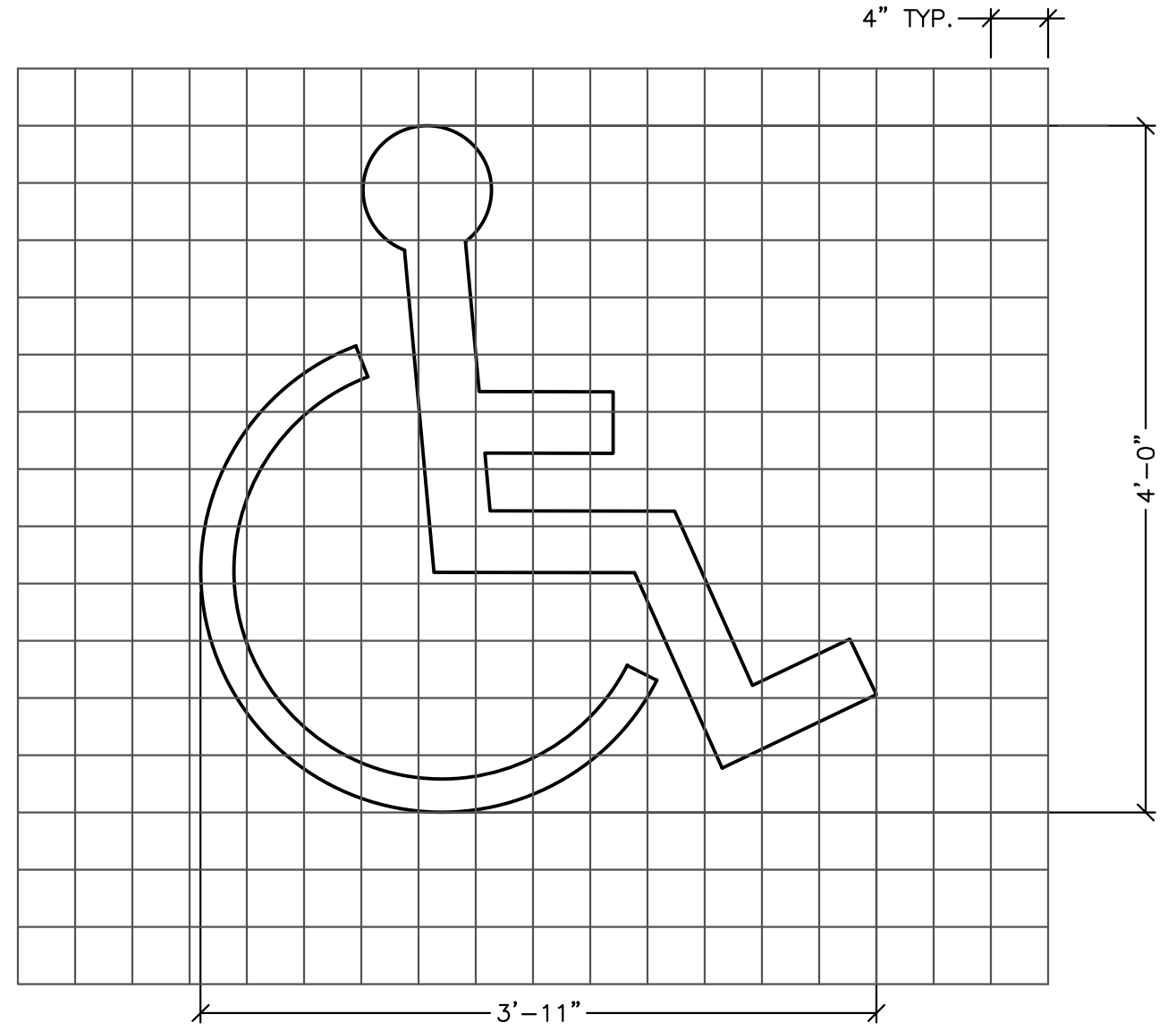
DRAWN BY:		7.05.2024
CHECKED BY:	PK	AS NOTED
PROJECT NO.:	23158	

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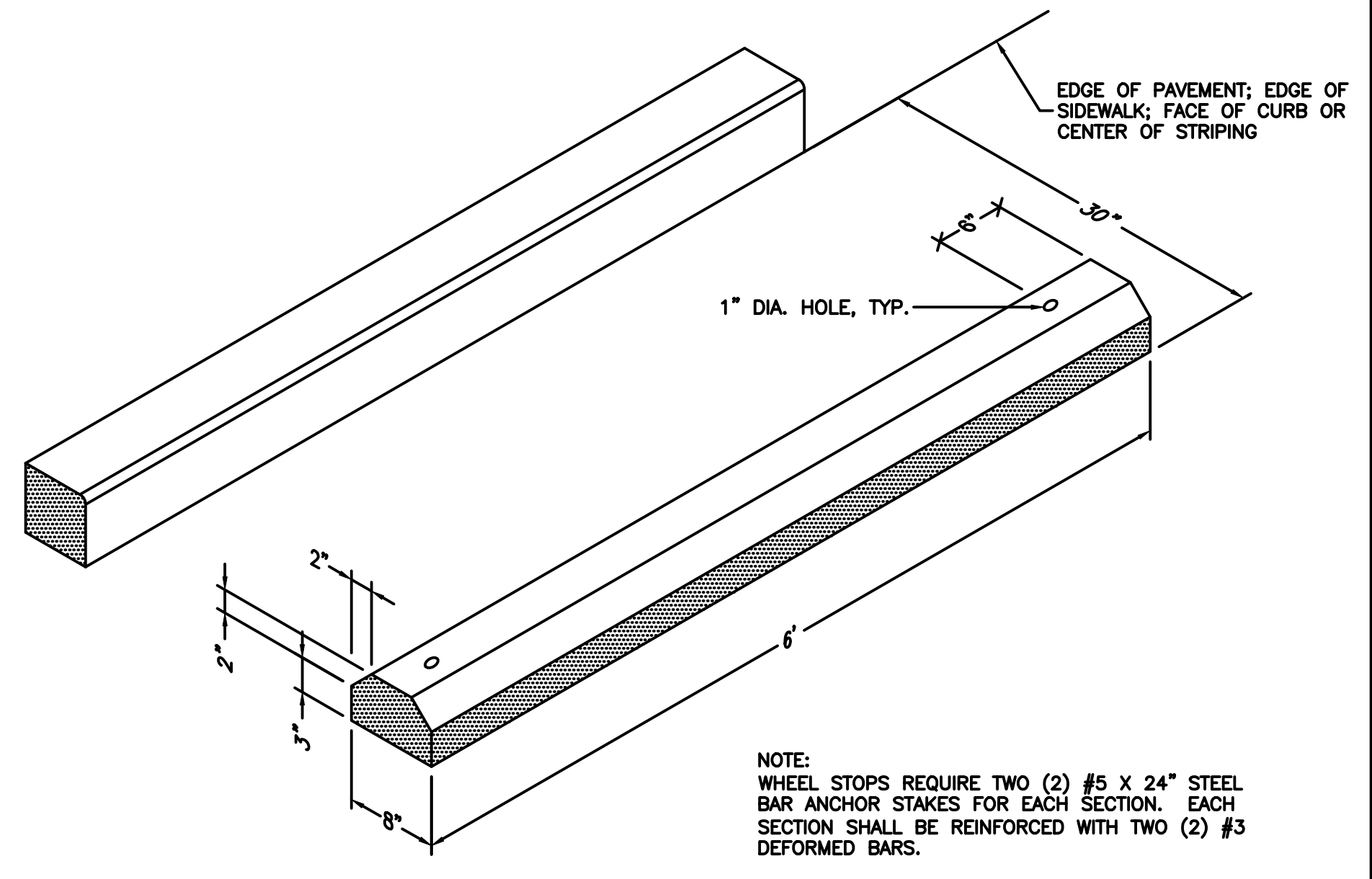
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C505



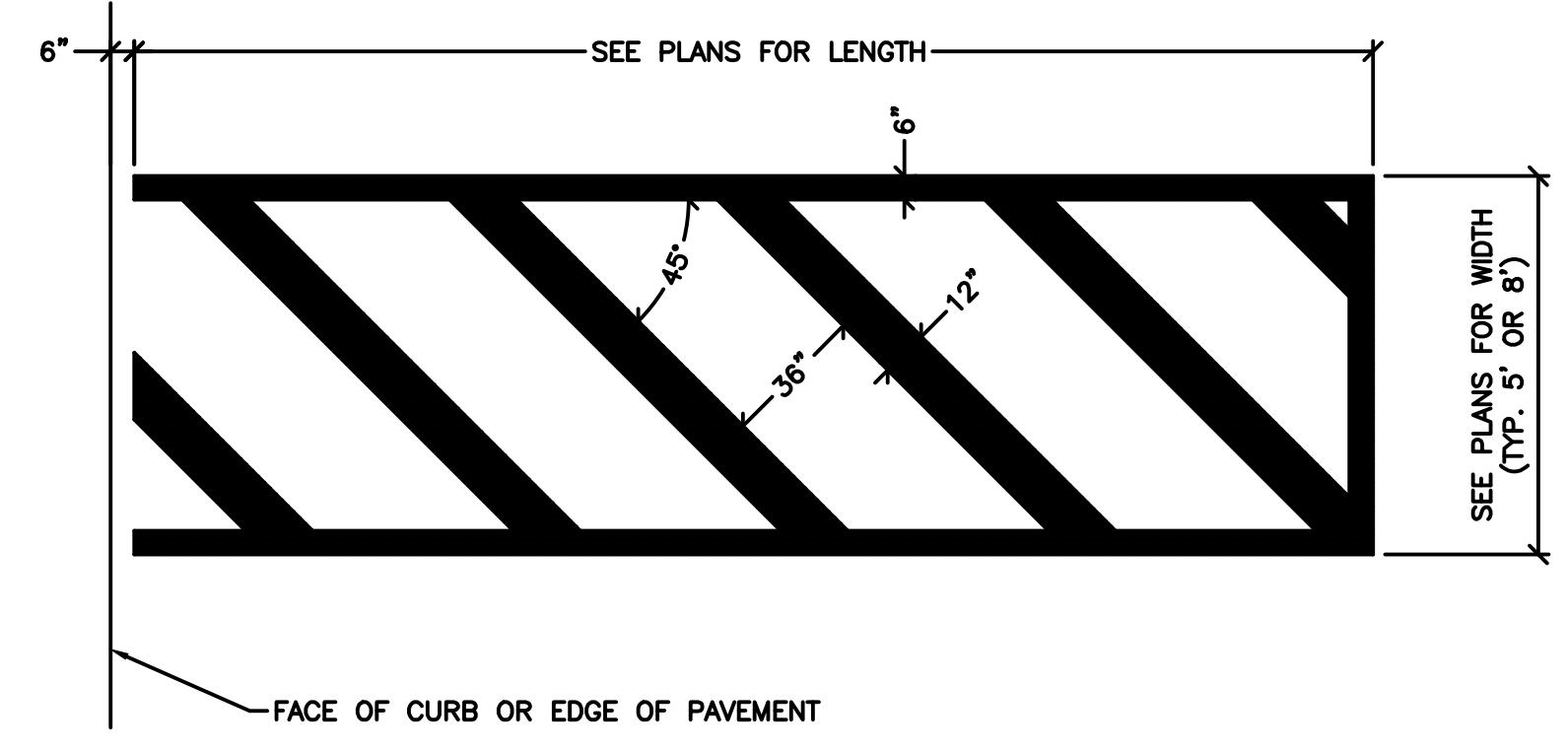
1 ACCESSIBLE PARKING SIGN  
N.T.S.



2 PAINTED ACCESSIBLE PARKING SYMBOL  
N.T.S.



3 PRECAST CONCRETE WHEEL STOP  
N.T.S.



4 ACCESSIBLE PARKING AISLE MARKING  
N.T.S.



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PHONE: (662) 234-8539 WEB SITE: PECORPMS.COM FAX: (662) 234-8639

REVISIONS:

NO.	DATE	DESCRIPTION	BY

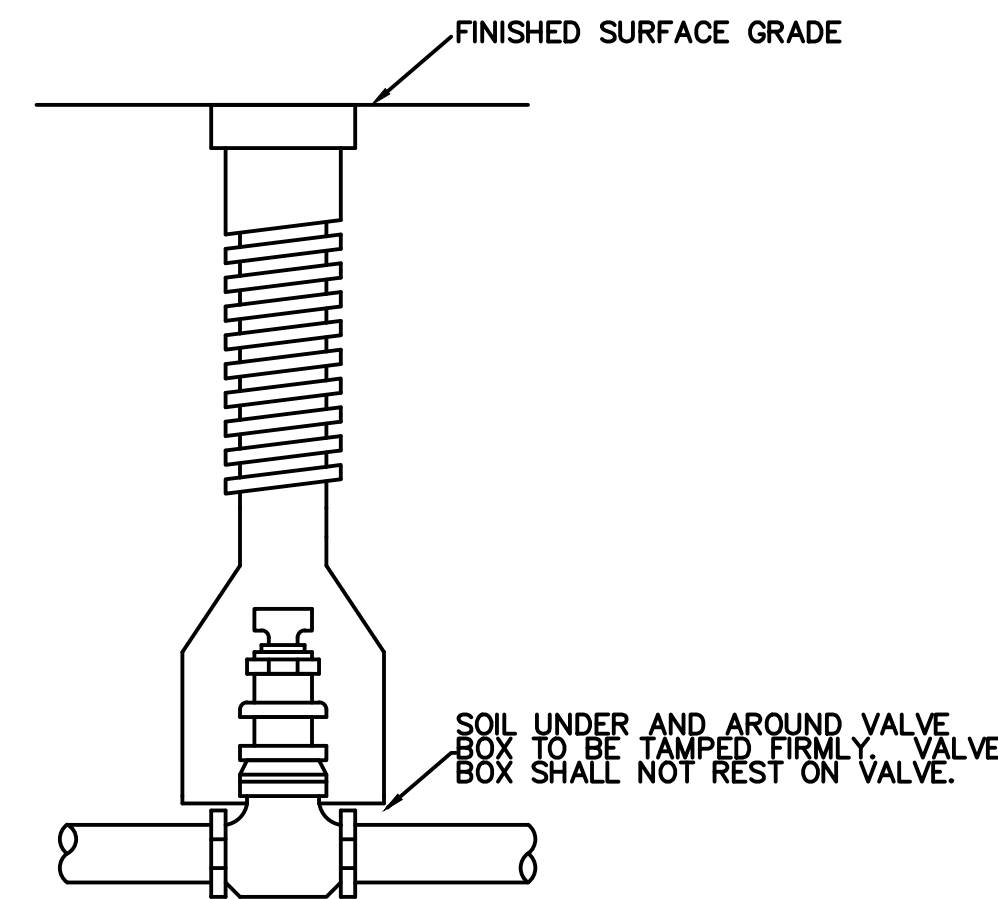
DETAILS  
FOR  
THE SUMMIT  
AT OXFORD COMMONS  
OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

DRAWN BY:		7.05.2024
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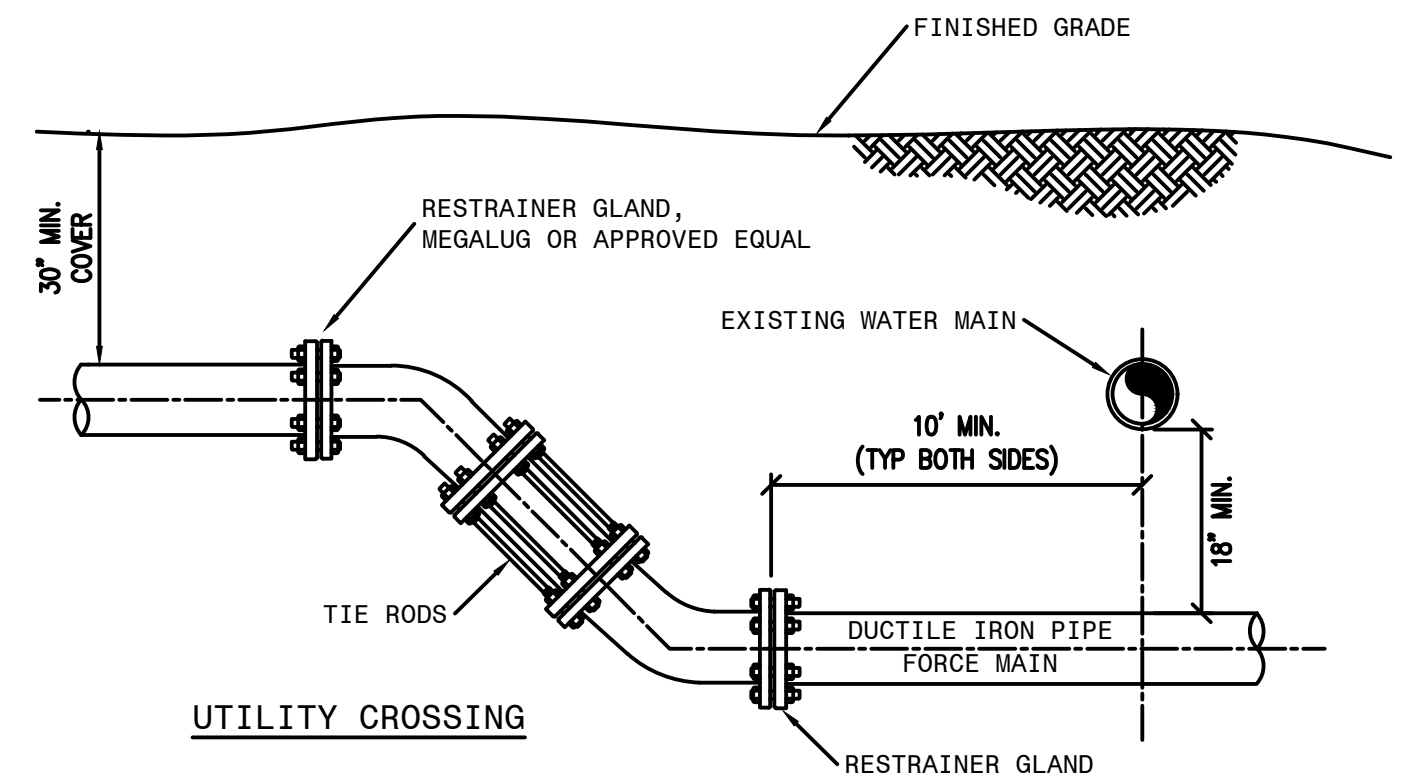
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PAGE NO.:  
**C506**

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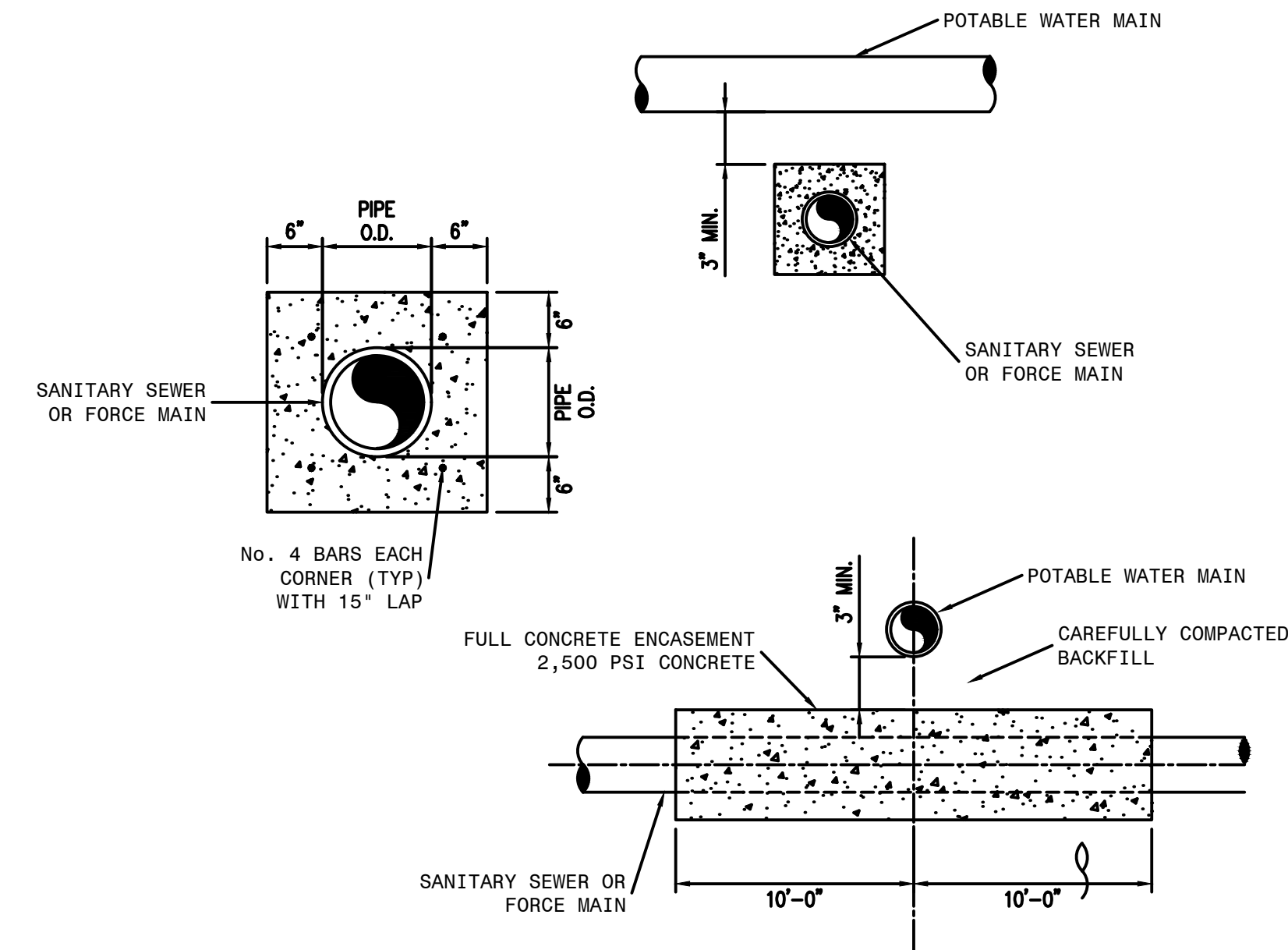


**1** VALVE AND BOX ASSEMBLY  
N.T.S.

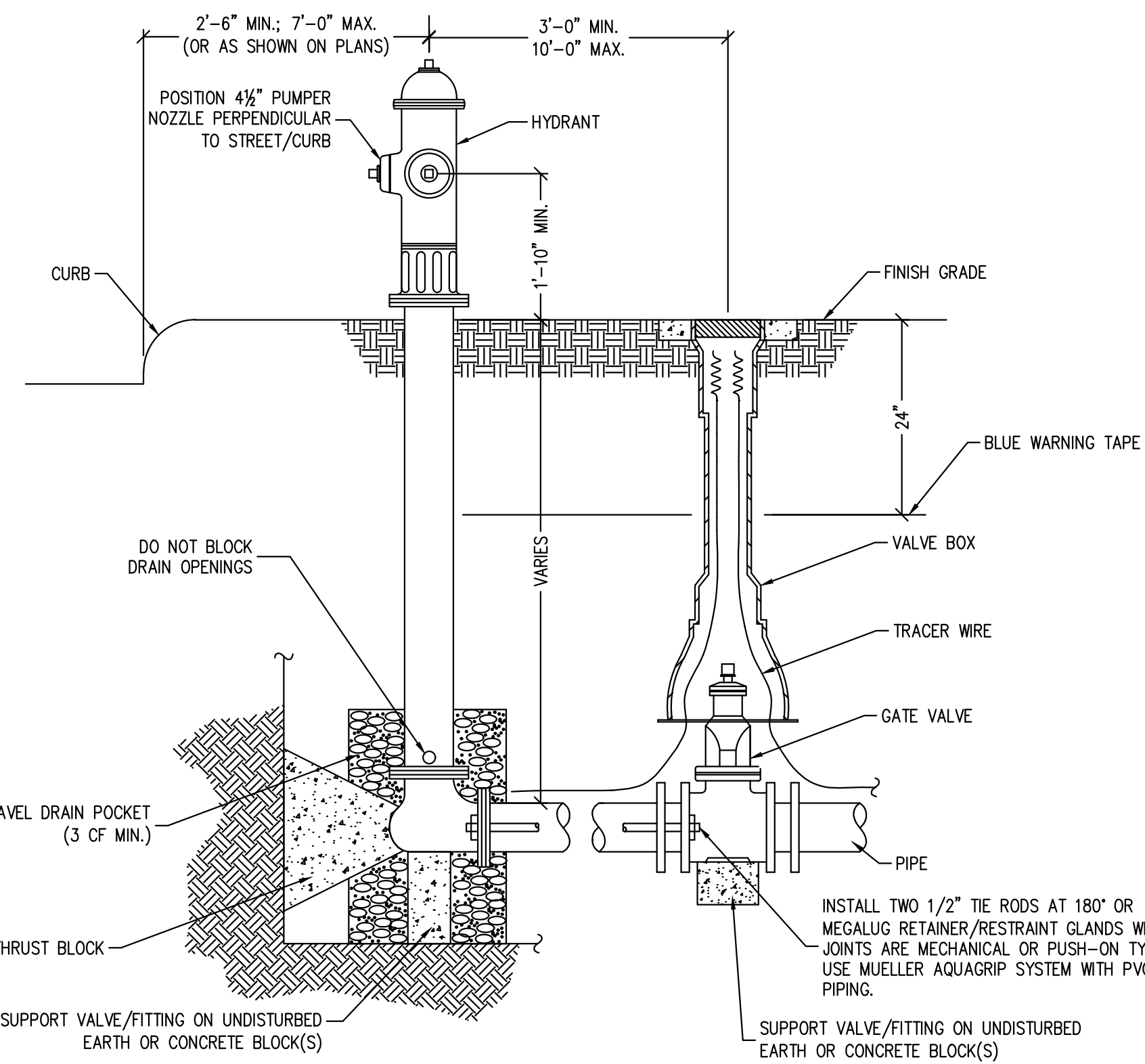


NOTE: TIE RODS SHALL MEET OR EXCEED THE MATERIAL REQUIREMENTS OF ANSI/AWWA C111/A21.1

**2** TYPICAL UTILITY CONFLICT  
N.T.S.

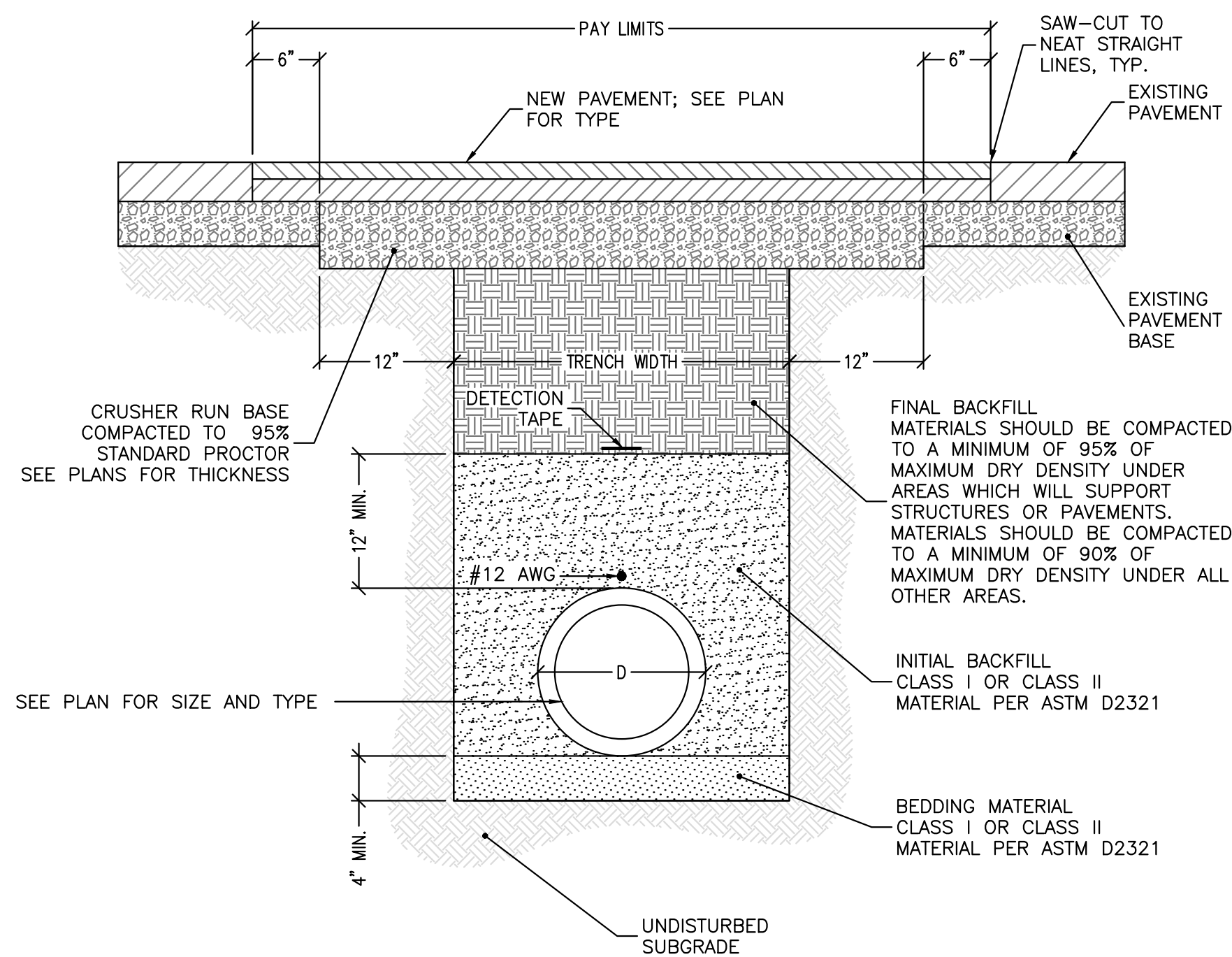


**3** UTILITY CONFLICT - CONCRETE ENCASEMENT  
N.T.S.

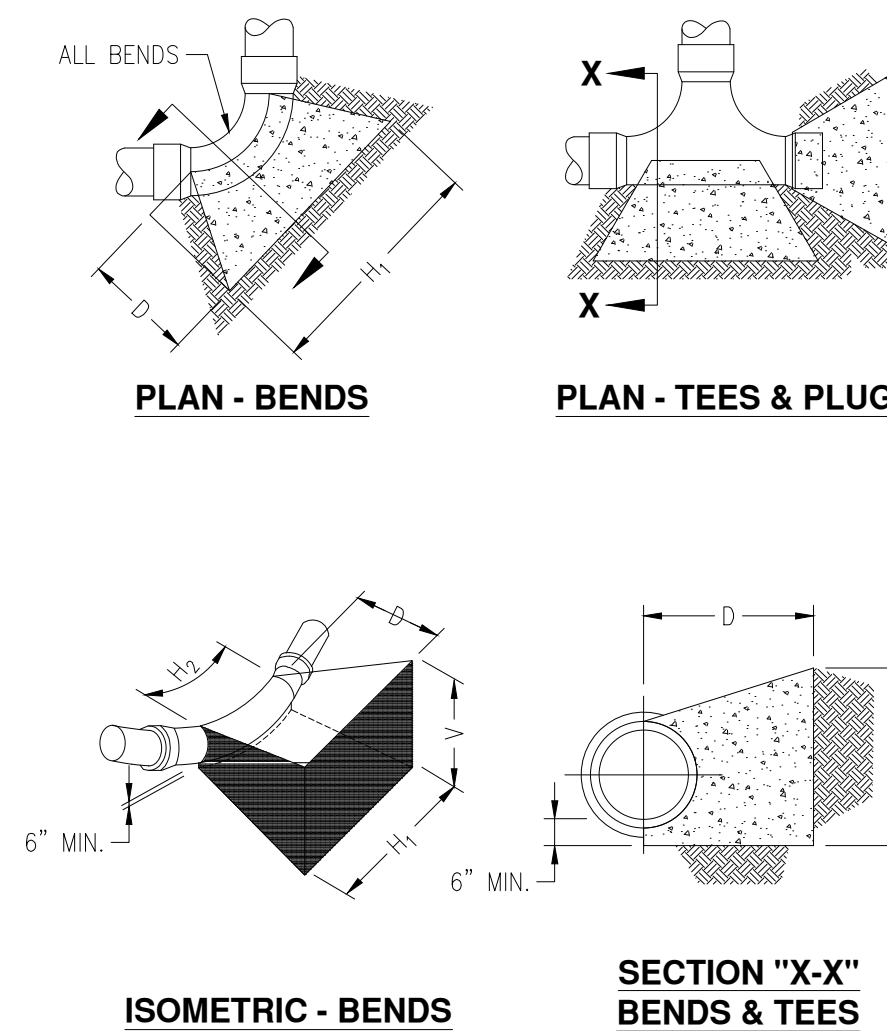


NOTES:  
FIRE HYDRANTS SHALL BE THREE WAY, M&H STYLE 129 OR CLOW MEDALLION SERIES.  
ALL HYDRANTS SHALL OPEN IN THE SAME DIRECTION AS THOSE PRESENTLY USED IN THE CITY WHICH IS OPEN LEFT (COUNTER-CLOCKWISE)  
ALL HYDRANTS SHALL BE YELLOW FROM MANUFACTURER.

**4** FIRE HYDRANT ASSEMBLY  
N.T.S.



**5** TYPICAL UTILITY TRENCH BACKFILL  
N.T.S.



Pipe Size	90° BEND			
	H <sub>1</sub>	H <sub>2</sub>	D	V
4"	24"	12"	12"	24"
6"	36"	16"	18"	30"
8"	48"	18"	18"	36"

Pipe Size	45° BEND			
	H <sub>1</sub>	H <sub>2</sub>	D	V
4"	24"	8"	12"	12"
6"	30"	10"	18"	20"
8"	36"	11"	18"	30"

Pipe Size	22 1/2° BEND			
	H <sub>1</sub>	H <sub>2</sub>	D	V
4"	12"	8"	12"	12"
6"	18"	10"	18"	18"
8"	27"	11"	18"	20"

Pipe Size	11 1/4° BEND			
	H <sub>1</sub>	H <sub>2</sub>	D	V
4"	12"	8"	12"	12"
6"	16"	10"	18"	12"
8"	18"	11"	18"	16"

Pipe Size	TEES & PLUGS			
	H <sub>1</sub>	H <sub>2</sub>	D	V
4"	24"	12"	12"	16"
6"	30"	16"	18"	24"
8"	40"	18"	18"	30"

DIMENSIONS BASED ON SOIL BEARING CAP. OF 1000 PSF & PRESSURE OF 150 PSI (100 PSI + 50% FOR WATER HAMMER).

**6** THRUST BLOCK DIMENSIONS  
N.T.S.



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REVISIONS:

NO.	DATE	DESCRIPTION	BY

DETAILS

FOR  
THE SUMMIT  
AT OXFORD COMMONS  
OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

DRAWN BY:		7.05.2024
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PAGE NO.:  
**C507**

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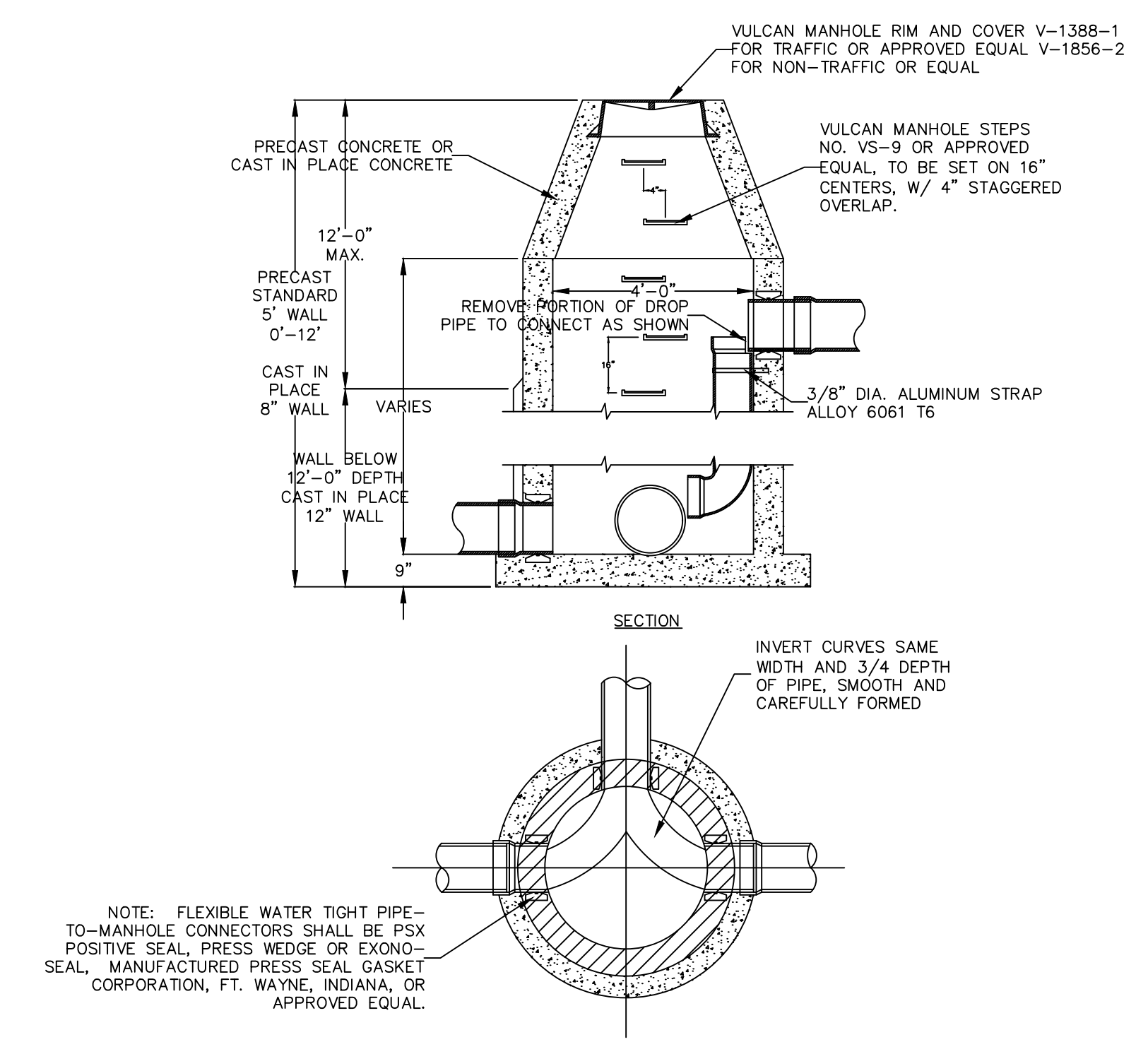
NO.	DATE	DESCRIPTION	BY

**DETAILS**  
 FOR  
**THE SUMMIT**  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

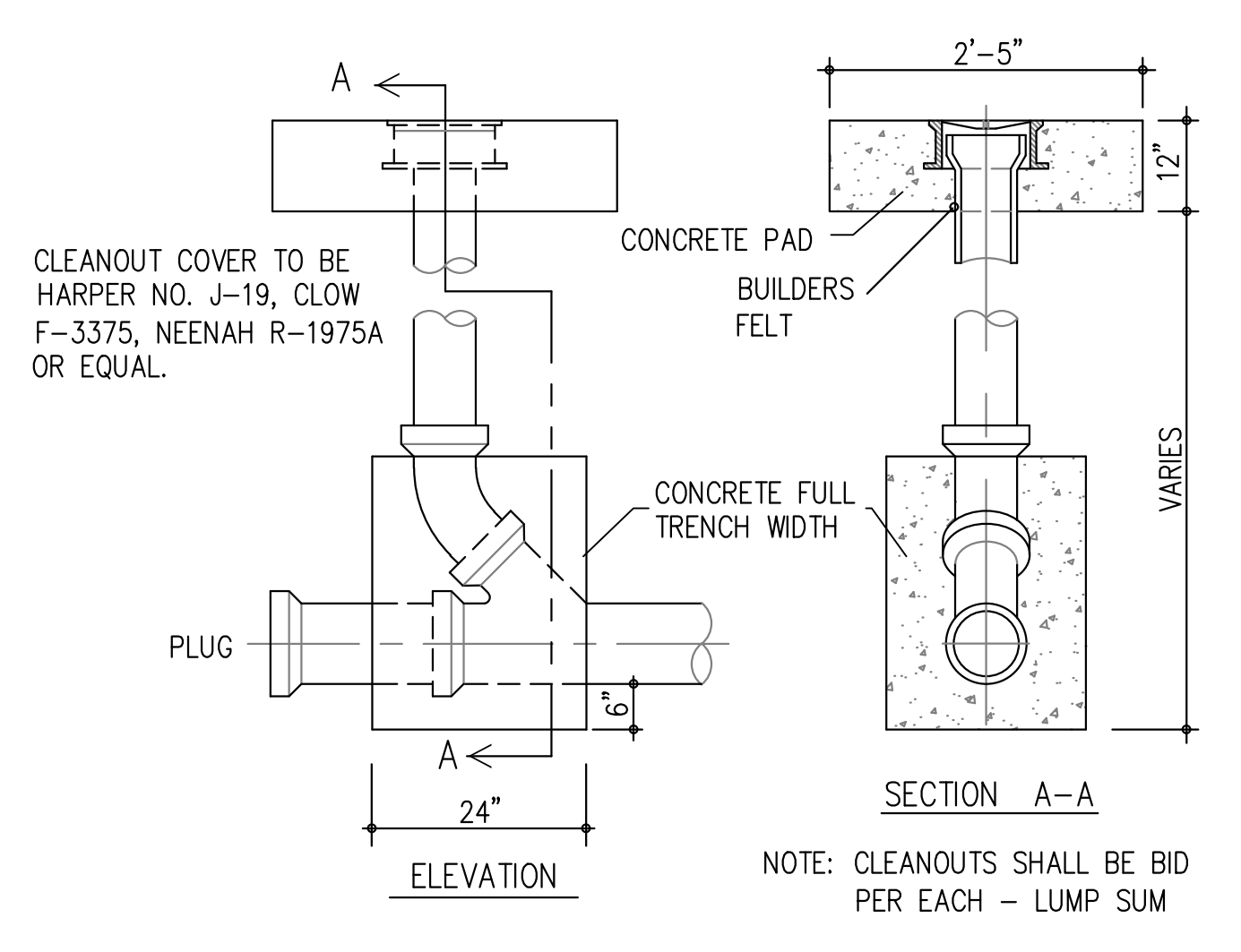
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CHECKED BY:	PK	AS NOTED
PROJECT NO.:	23158	

PAGE NO.:  
**C508**

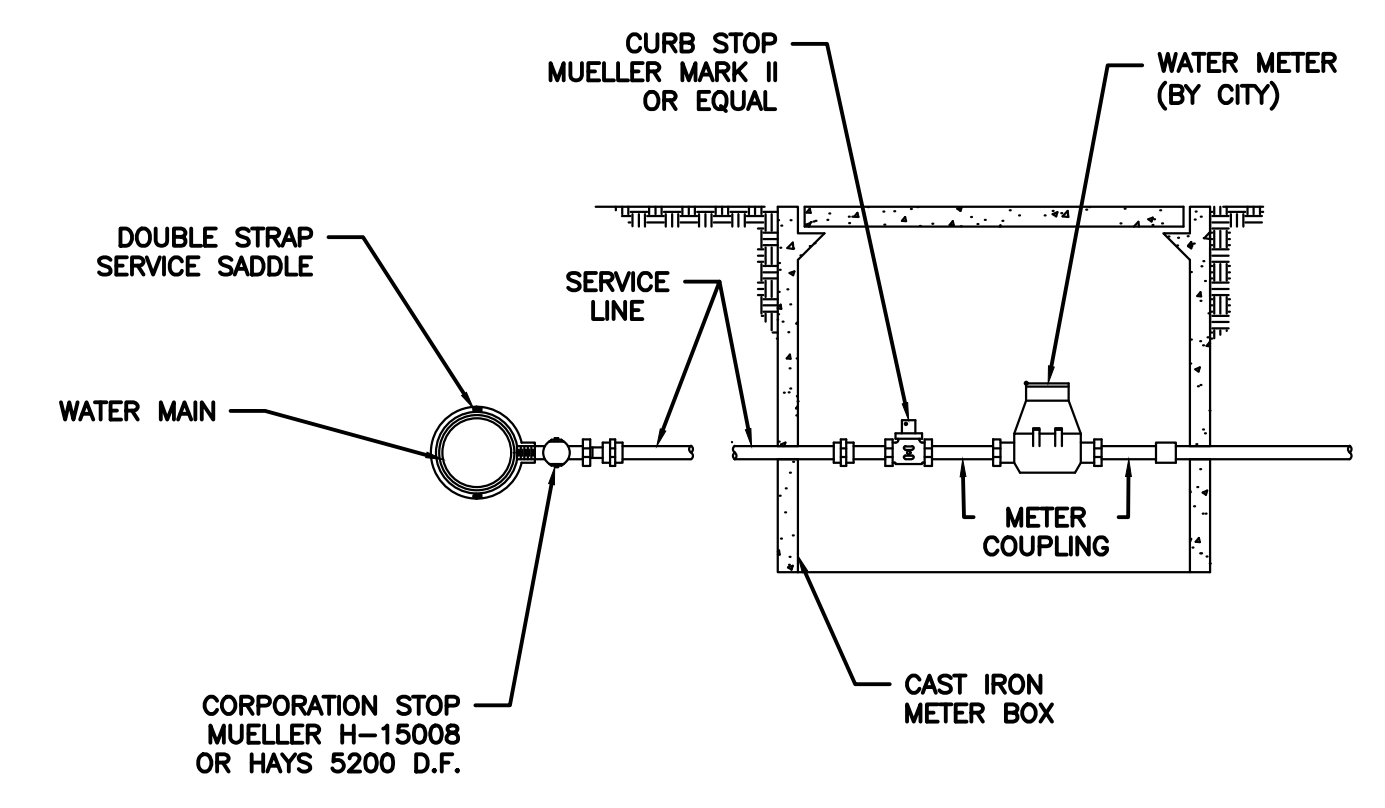
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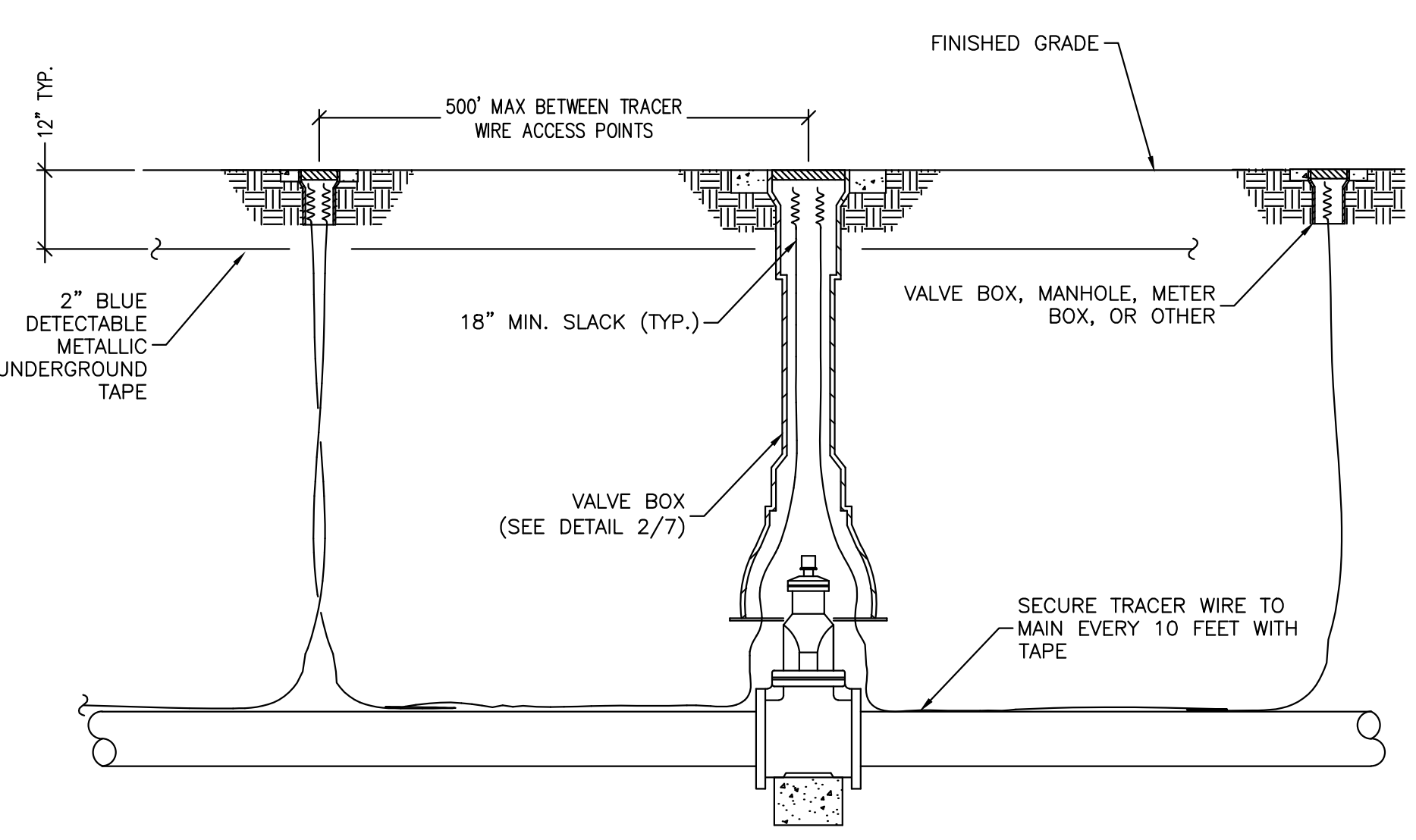
**3** STANDARD SANITARY SEWER MANHOLE  
 N.T.S.



**2** TYPICAL SANITARY SEWER CLEANOUT  
 N.T.S.



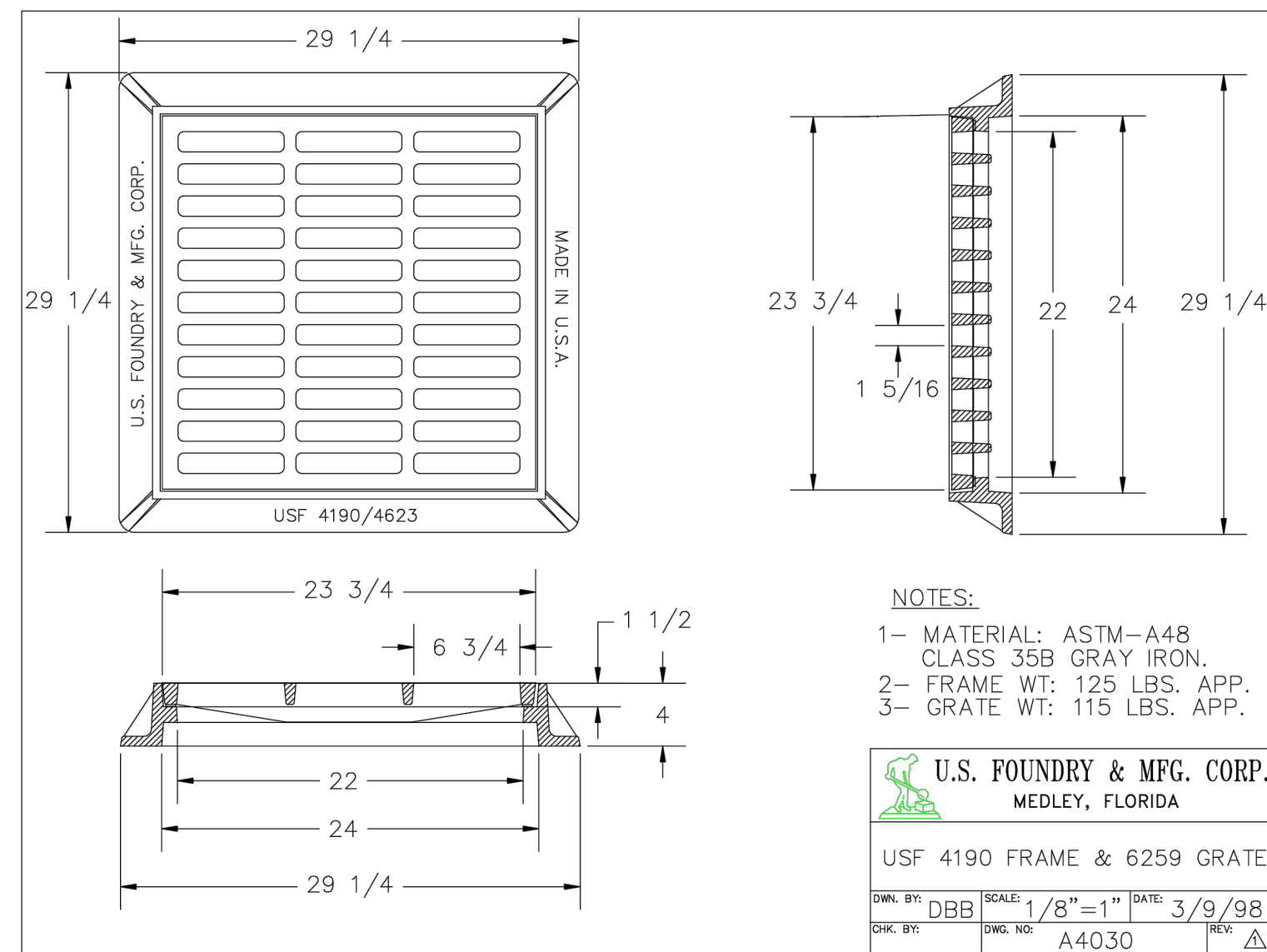
**1** TYPICAL WATER SERVICE INSTALLATION  
 N.T.S.



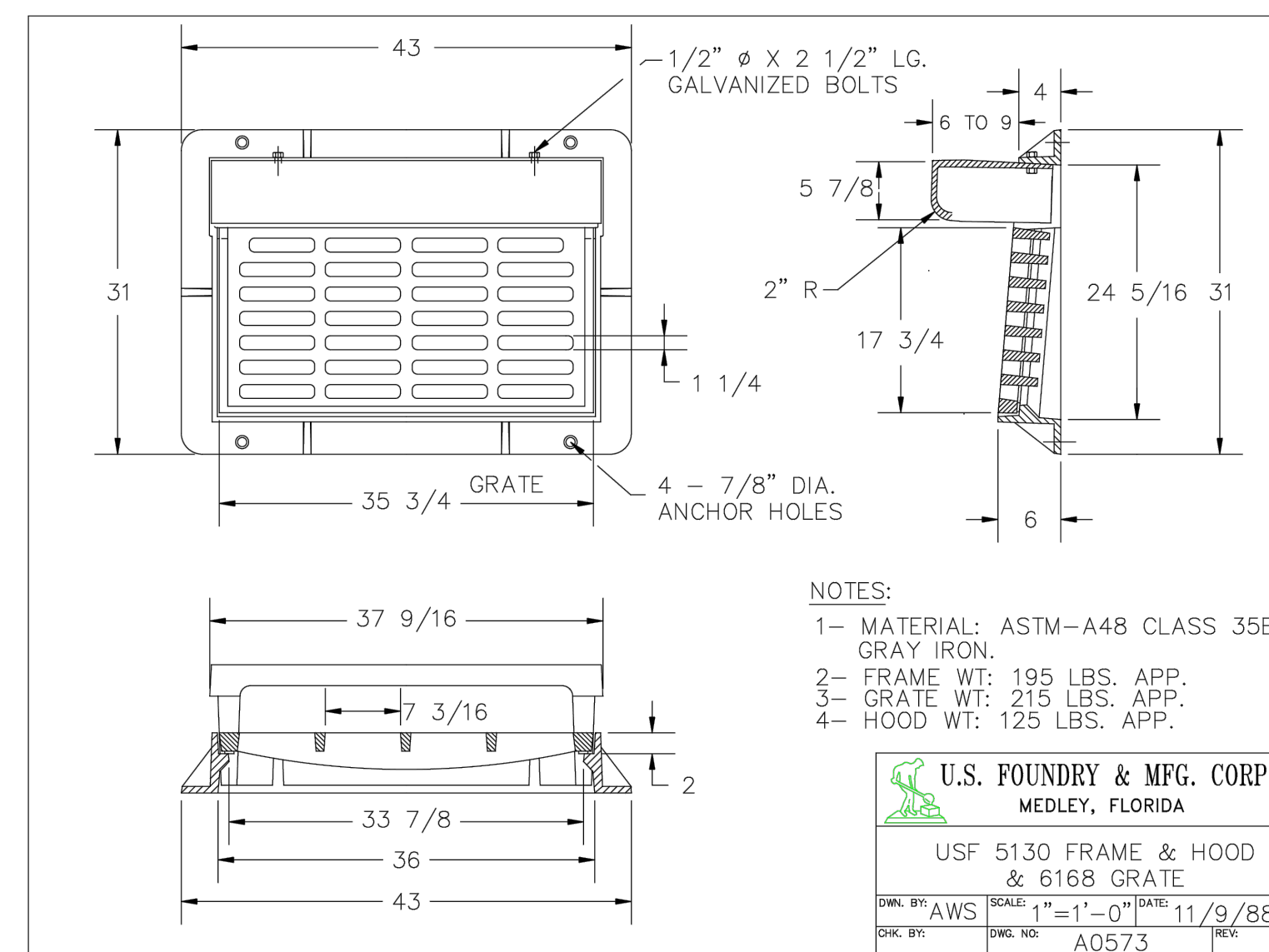
**4** TRACER WIRE DETAIL  
 N.T.S.

**6**

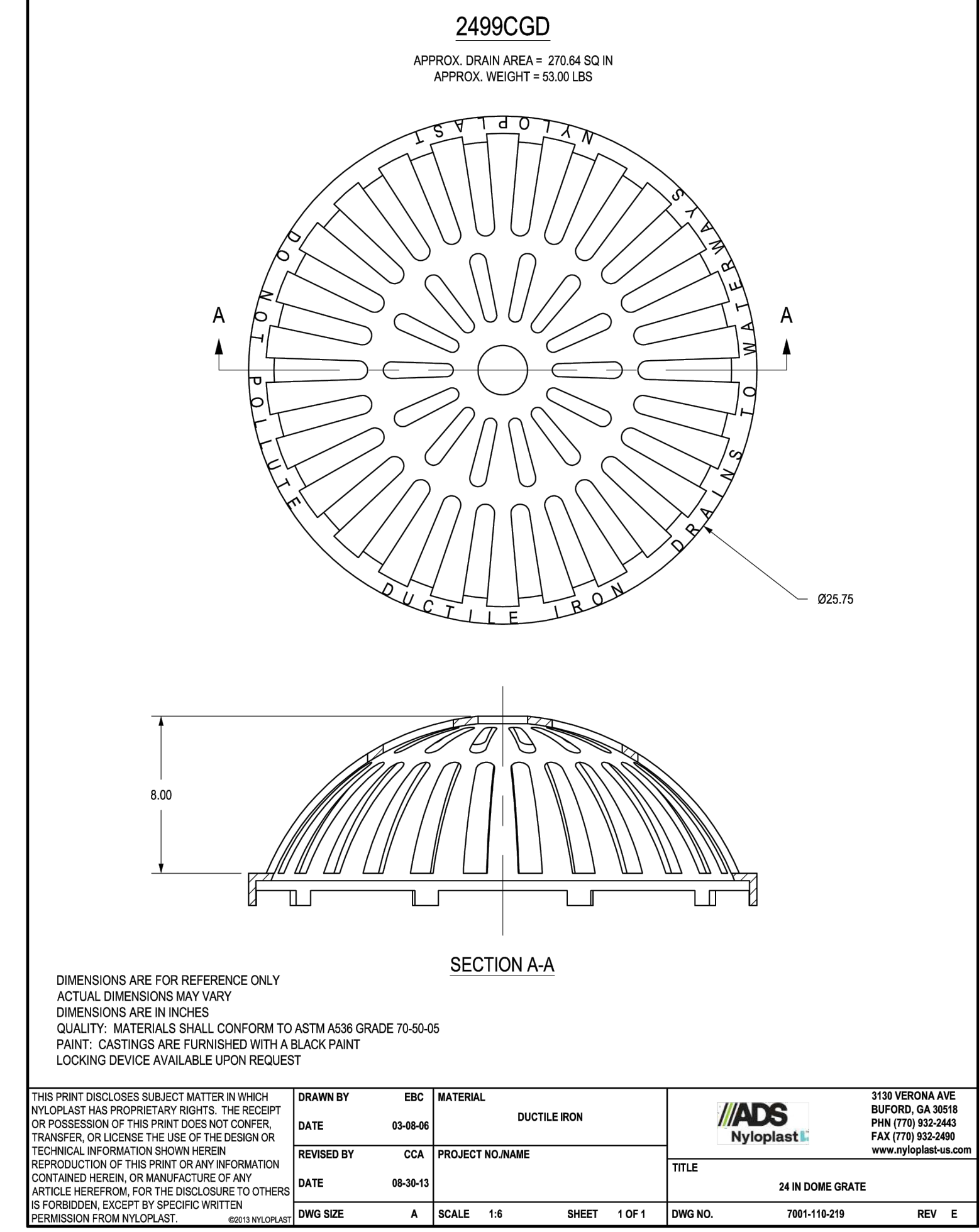
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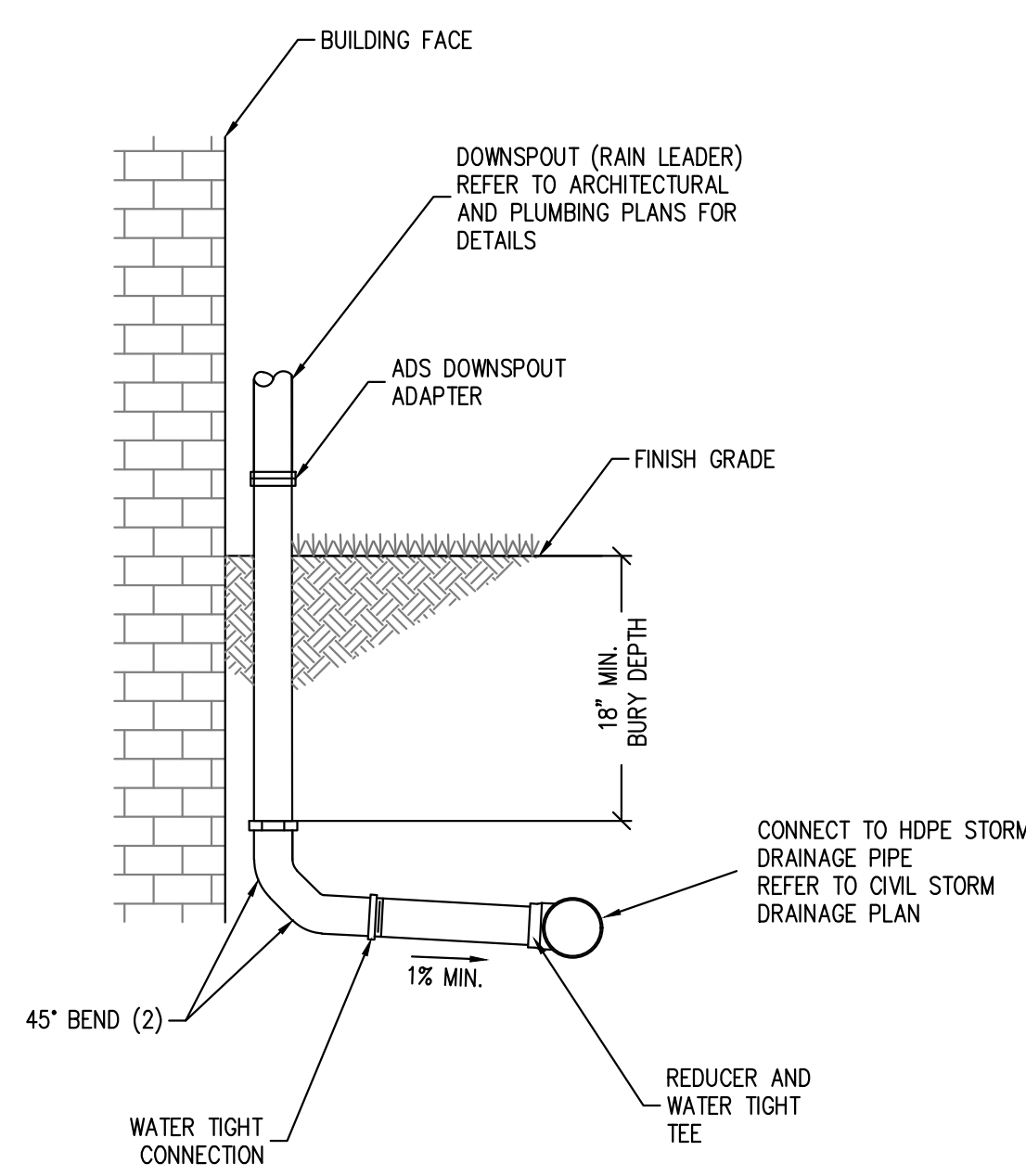
**1** USF 4190 FRAME & 6259 GRATE  
N.T.S.



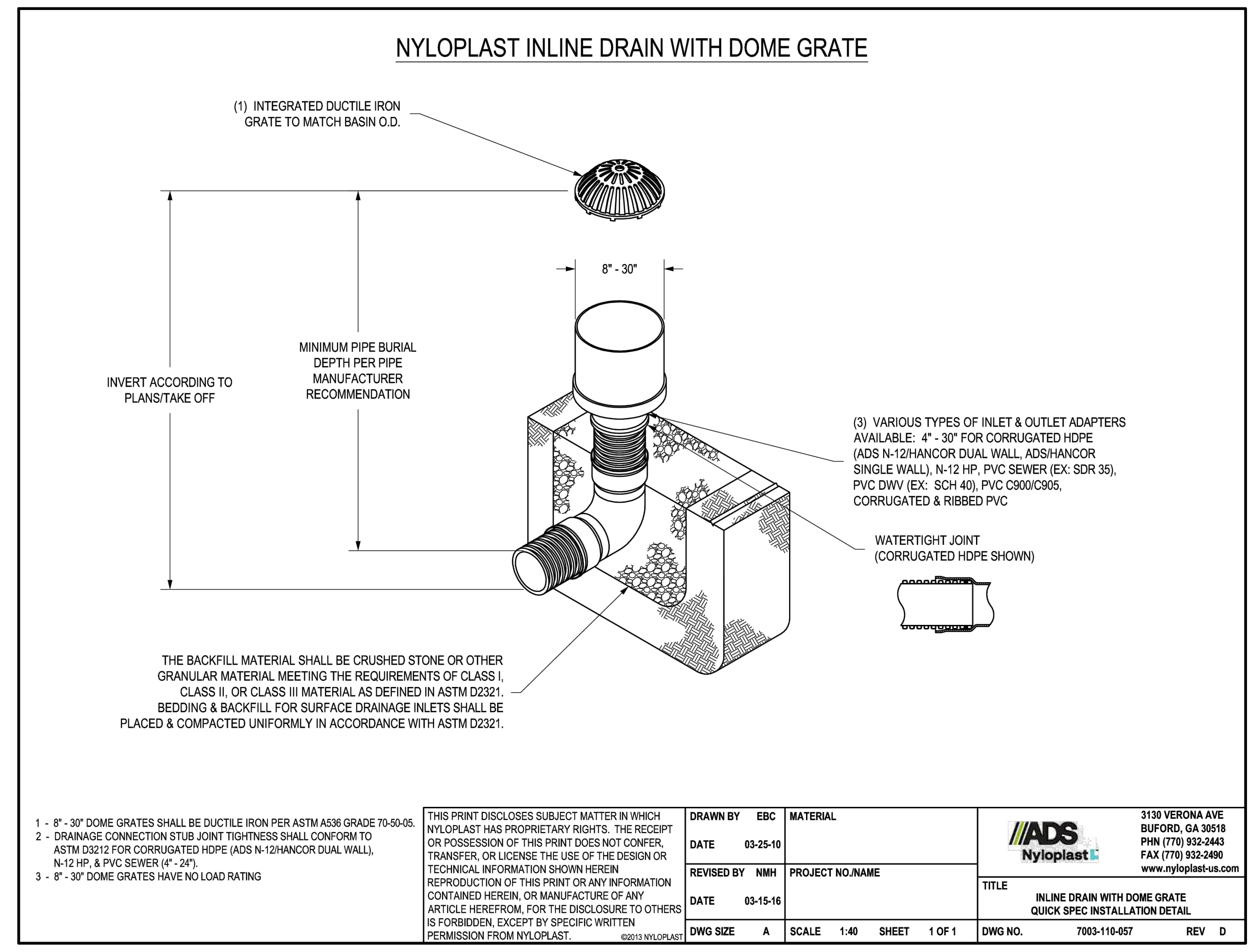
**2** USF 5130 FRAME & HOOD & 6168 GRATE  
N.T.S.



**3** 24" DOME GRATE - AREA INLET  
N.T.S.



**4** TYPICAL DOWNSPOUT CONNECTION TO STORM DRAIN  
N.T.S.



**5** INLINE DRAIN WITH DOME GRATE  
N.T.S.



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**REVISIONS:**

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**DETAILS**  
**FOR**  
**THE SUMMIT**  
**AT OXFORD COMMONS**  
**OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

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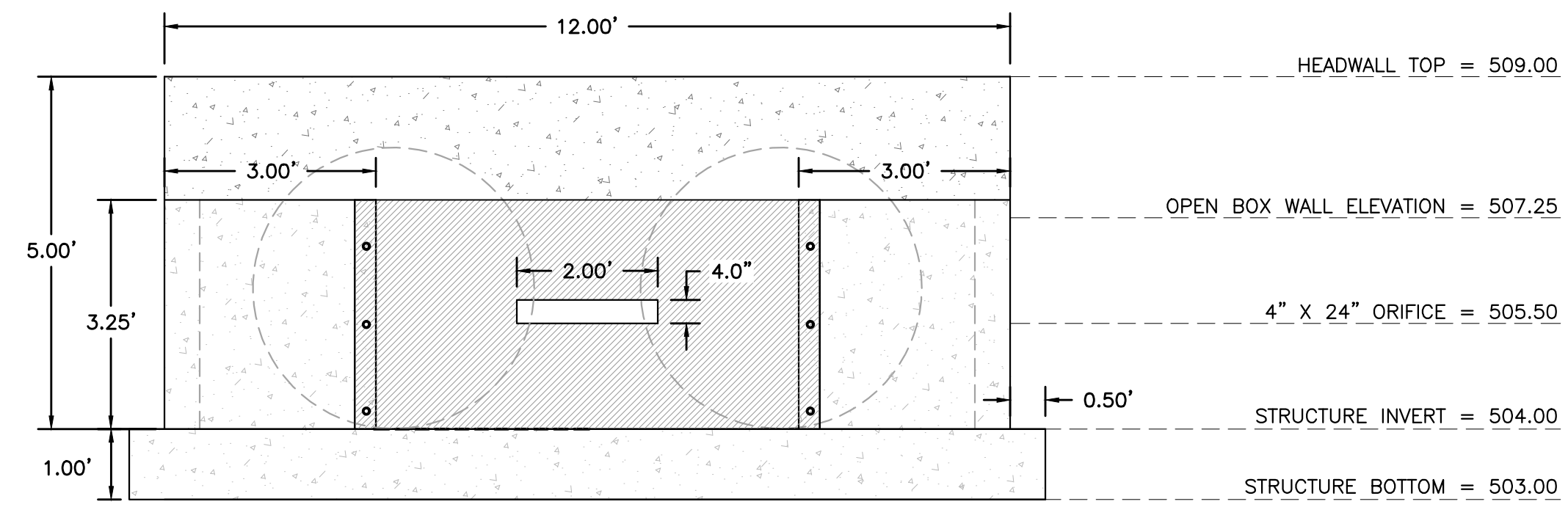




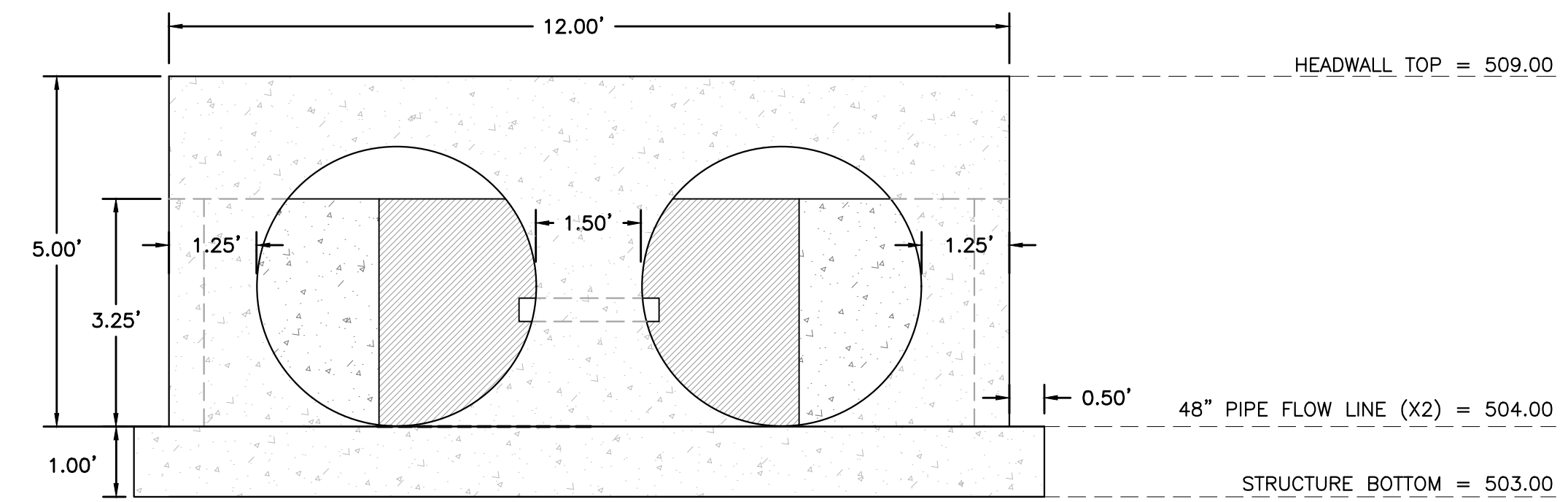
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 PHONE: (662) 234-8539 WEB SITE: PECORPMS.COM FAX: (662) 234-8639

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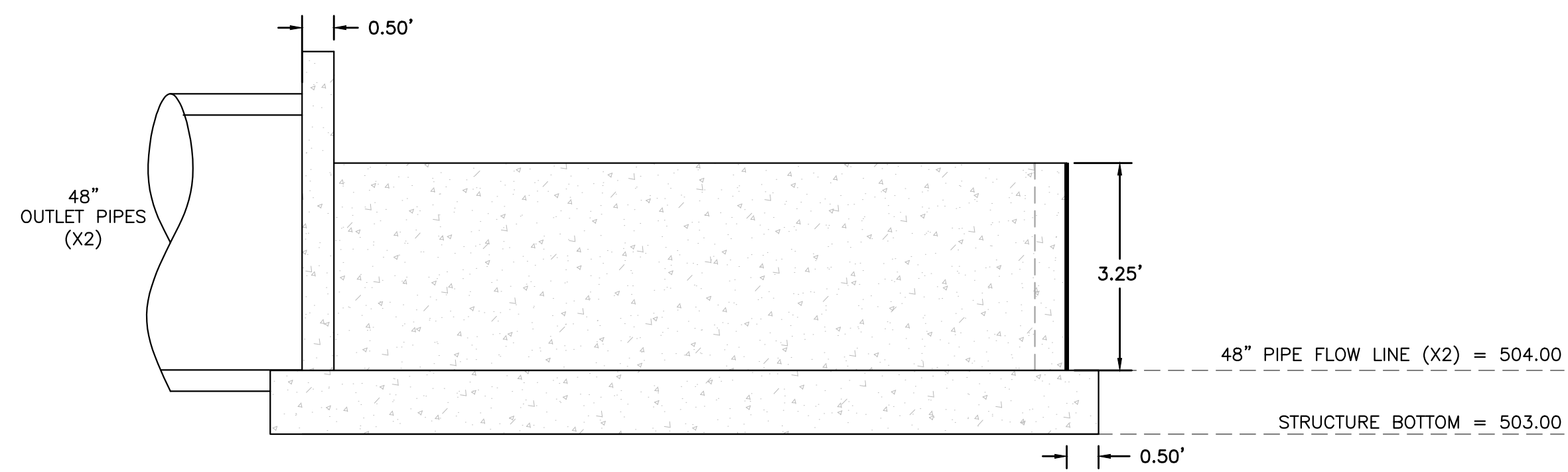
NO.	DATE	DESCRIPTION	BY



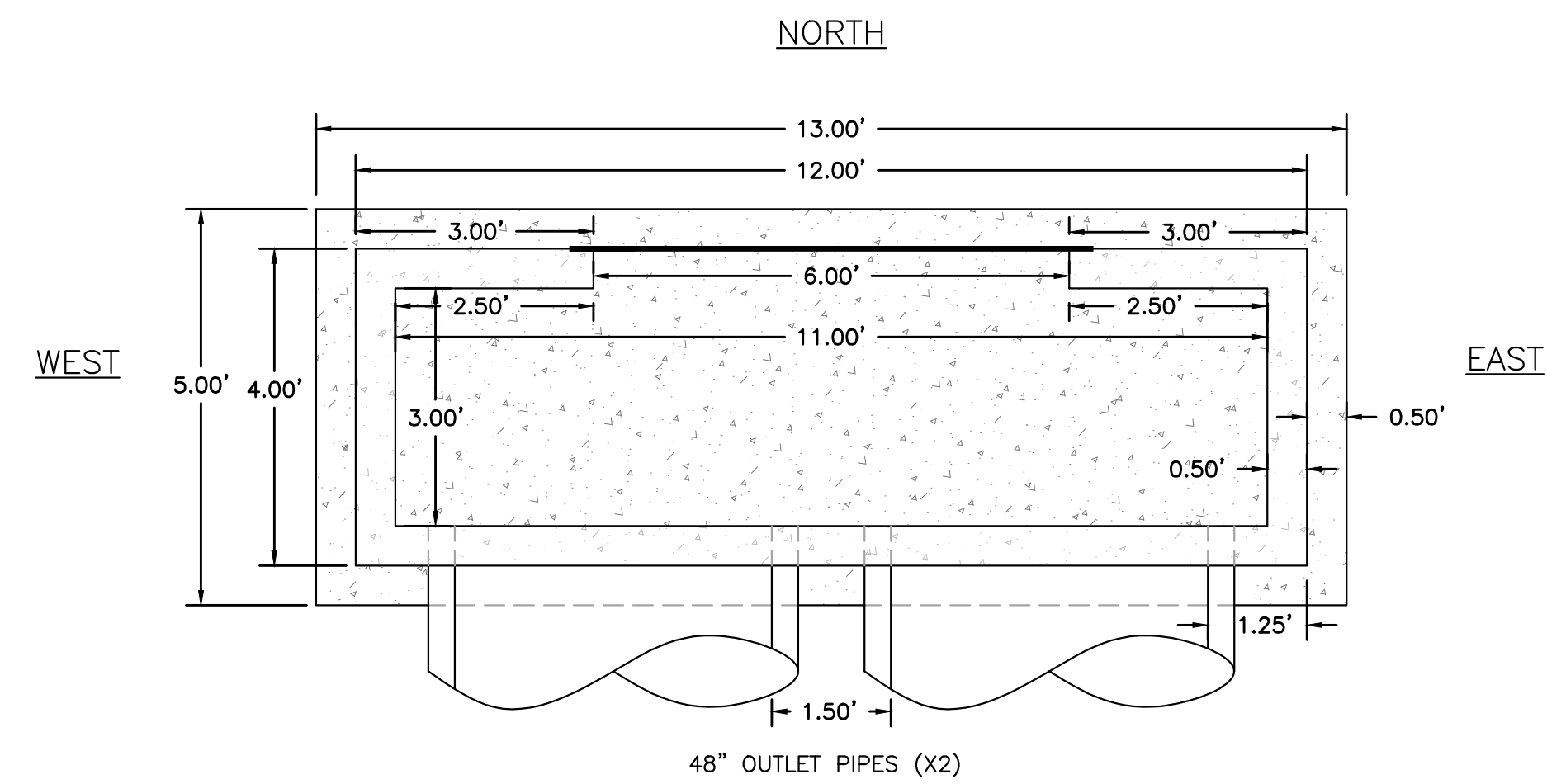
**ELEVATION VIEW (NORTH SIDE)**  
N.T.S.



**ELEVATION VIEW (SOUTH SIDE)**  
N.T.S.



**ELEVATION VIEW (EAST SIDE)**  
N.T.S.



**PLAN VIEW**  
N.T.S.

**DETAILS**

FOR  
**THE SUMMIT**  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

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PAGE NO.:  
**C512**

1

2

3

4



**The Summit at Oxford Commons, LLC**  
**825 Sisk Ave., Suite 200**  
**Oxford, MS 38655**

August 26, 2024

Mr. Ben Requet  
City of Oxford  
107 Courthouse Square  
Oxford, MS 38655

Re: The Summit Phase 2, Lot 1 Plat Amendment

Dear Mr. Requet:

All landowners encompassing the plat that was approved but not recorded for The Summit Phase 2, Lot 1 wish to have it amended. No other party is directly interested or adversely affected by this amendment since we own all the lots and property affected by the plat amendment.

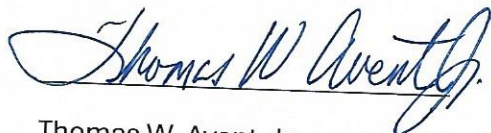
Sincerely,



David B. Blackburn

Manager, The Summit at Oxford Commons, LLC

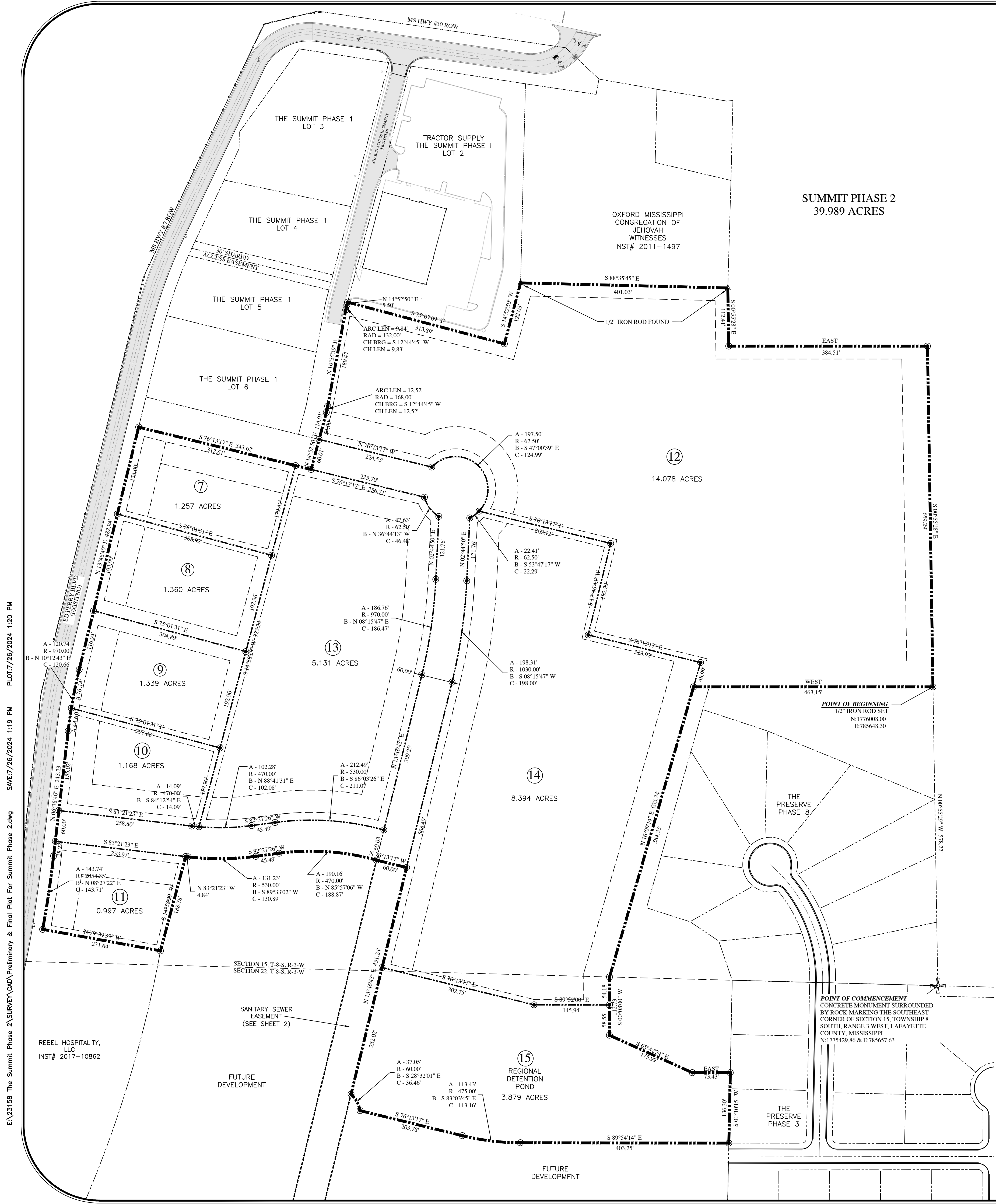
Manager, Blackburn Holdings, LLC



Thomas W. Avent, Jr.

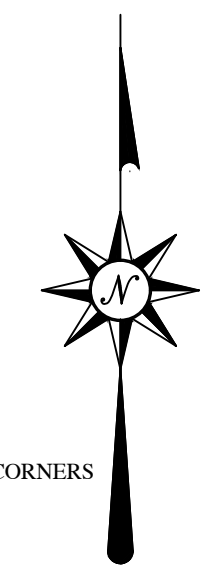


E. Murray Avent

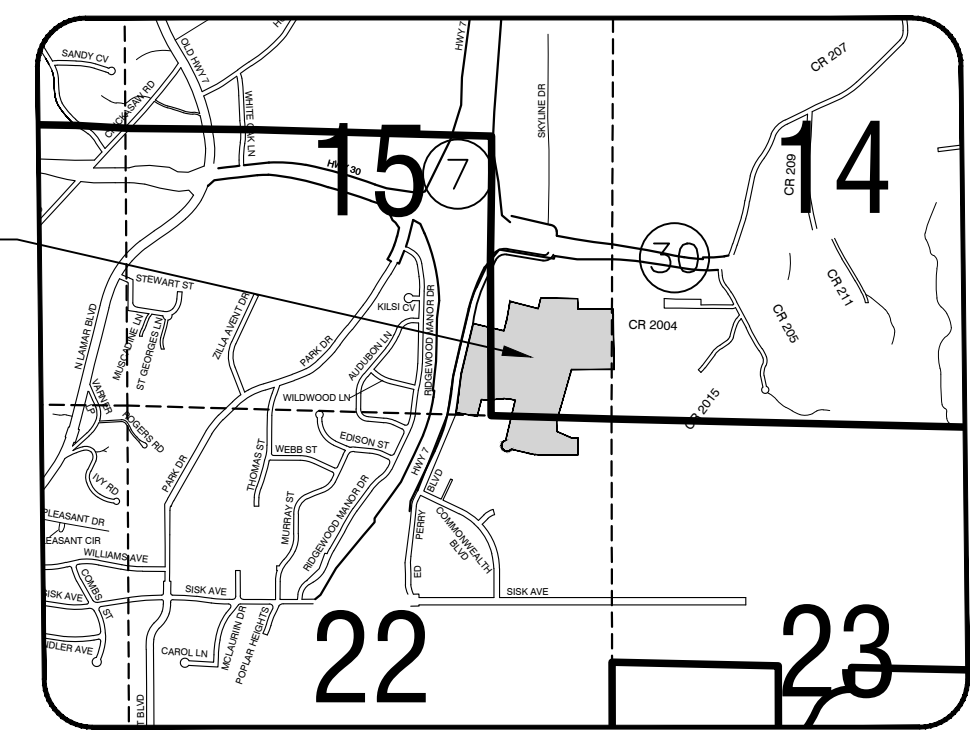
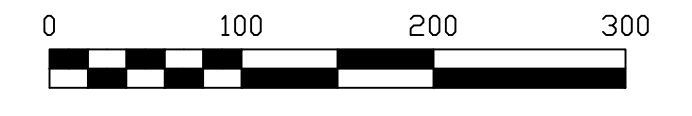


### LEGEND

- These standard symbols may be found in the drawing.
- PROPERTY LINES
  - - - ADJOINING PROPERTY LINES
  - - - EASEMENT LINES
  - - - SETBACK LINES
  - - - EDGE OF PAVEMENT
  - - - CENTERLINE OF ROAD
  - - - FENCE LINES
  - - - BUILDING
  - 1/2" IRON ROD SET AT PROPERTY CORNERS
  - △ EXISTING MONUMENTS



PROJECT LOCATION



VICINITY MAP  
N.T.S.



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 FAX: (662) 234-8639  
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 ADDRESS: 1776 N. LAMAR OXFORD, MS 38655

### REVISIONS:

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NO.	DATE	REVISIONS:	BY:
NO.	DATE	REVISIONS:	BY:
NO.	DATE	REVISIONS:	BY:
NO.	DATE	REVISIONS:	BY:
NO.	DATE	REVISIONS:	BY:

# PRELIMINARY AND FINAL PLAT

## FOR THE SUMMIT PHASE 2

IN THE SE 1/4 OF SEC. 15 & THE NE 1/4 OF 22, T-8-S, R-3-W, CITY OF OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

### ~DESCRIPTION OF PROPERTY~

The following description is based on the Mississippi East State Plane Coordinate System grid North as determined by GPS observations with a convergence of (-0° 22'18") and a scale factor of 0.999995146 calculated at the Point Of Commencement.

A parcel of land located in the Southeast Quarter of Section 15, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi and containing 39,989 Acres. This property described in more detail as follows:

Commencing at a concrete monument surrounded by rock recognized as being the Southeast Corner of Section 15, Township 8 South, Range 3 West Lafayette County, Mississippi. Said point being further defined by Mississippi East State Plane Coordinates of N:1,775,429.86 and E:785,657.63.

Run thence North 00 Degrees 55 Minutes 29 Seconds West a distance of 578.22 feet to a 1/2" iron rod set, said point being further defined by state plane coordinates of N: 1776008.00, E: 785648.30 and hereinafter referred to as the POINT OF BEGINNING;

From said Point of Beginning, run thence due West a distance of 463.15 feet to a 1/2" iron rod set; Thence South 16 Degrees 09 Minutes 14 Seconds West a distance of 584.35 feet to a 1/2" iron rod set; Thence South 09 Degrees 08 Minutes 00 Seconds West a distance of 112.73 feet to a 1/2" iron rod set; Thence South 65 Degrees 42 Minutes 24 Seconds East a distance of 175.99 feet to a 1/2" iron rod set; Thence due East a distance of 73.43 feet to a 1/2" iron rod set; Thence South 01 Degrees 10 Minutes 15 Seconds West a distance of 136.30 feet to a 1/2" iron rod set; Thence North 89 Degrees 54 Minutes 14 Seconds West a distance of 403.25 feet to a 1/2" iron rod set; Thence with a curve turning to the right having an arc length of 113.43 feet, a radius of 475.00 feet, a chord bearing of North 83 Degrees 03 Minutes 45 Seconds West, and a chord length of 113.16 feet, to a 1/2" iron rod set; Thence North 76 Degrees 13 Minutes 17 Seconds West a distance of 203.78 feet to a 1/2" iron rod set; Thence with a curve turning to the right having an arc length of 37.05 feet, a radius of 60.00 feet, a chord bearing of North 28 Degrees 32 Minutes 01 Seconds West, and a chord length of 36.46 feet, to a 1/2" iron rod set; Thence North 13 Degrees 46 Minutes 43 Seconds East a distance of 451.24 feet to a 1/2" iron rod set; Thence North 76 Degrees 13 Minutes 17 Seconds West a distance of 60.00 feet to a 1/2" iron rod set; Thence with a curve turning to the left having an arc length of 190.16 feet, a radius of 470.00 feet, a chord bearing of North 85 Degrees 57 Minutes 06 Seconds West, and a chord length of 188.87 feet, to a 1/2" iron rod set; Thence North 06 Degrees 27 Minutes 26 Seconds West a distance of 45.49 feet to a 1/2" iron rod set; Thence with a curve turning to the right having an arc length of 131.23 feet, a radius of 530.00 feet, a chord bearing of South 89 Degrees 33 Minutes 02 Seconds West, and a chord length of 130.89 feet, to a 1/2" iron rod set; Thence North 83 Degrees 21 Minutes 23 Seconds West a distance of 4.84 feet to a 1/2" iron rod set; Thence South 14 Degrees 58 Minutes 29 Seconds West a distance of 188.78 feet to a 1/2" iron rod set; Thence North 79 Degrees 39 Minutes 39 Seconds West a distance of 231.64 feet to a 1/2" iron rod set; Thence with a curve turning to the left having an arc length of 143.74 feet, a radius of 204.35 feet, a chord bearing of North 08 Degrees 27 Minutes 22 Seconds East, and a chord length of 143.71 feet, to a 1/2" iron rod set; Thence North 06 Degrees 38 Minutes 46 Seconds East a distance of 243.23 feet to a 1/2" iron rod set; Thence with a curve turning to the right having an arc length of 129.74 feet, a radius of 970.00 feet, a chord bearing of North 10 Degrees 12 Minutes 43 Seconds East, and a chord length of 120.66 feet, to a 1/2" iron rod set; Thence North 13 Degrees 46 Minutes 40 Seconds East a distance of 482.94 feet to a 1/2" iron rod set; Thence South 76 Degrees 13 Minutes 17 Seconds East a distance of 343.62 feet to a 1/2" iron rod set; Thence North 14 Degrees 52 Minutes 50 Seconds East a distance of 114.01 feet to a 1/2" iron rod set; Thence with a curve turning to the left having an arc length of 12.52 feet, a radius of 168.00 feet, a chord bearing of North 12 Degrees 44 Minutes 45 Seconds East, and a chord length of 12.52 feet, to a 1/2" iron rod set; Thence North 10 Degrees 36 Minutes 39 Seconds East a distance of 189.47 feet to a 1/2" iron rod set; Thence with a curve turning to the right having an arc length of 9.84 feet, a radius of 132.00 feet, a chord bearing of North 12 Degrees 44 Minutes 45 Seconds East, and a chord length of 9.83 feet, to a 1/2" iron rod set; Thence North 14 Degrees 52 Minutes 50 Seconds East a distance of 5.50 feet to a 1/2" iron rod set; Thence South 75 Degrees 07 Minutes 09 Seconds East a distance of 313.89 feet to a 1/2" iron rod set; Thence North 14 Degrees 52 Minutes 50 Seconds East a distance of 122.03 feet to a 1/2" iron rod found; Thence South 88 Degrees 35 Minutes 45 Seconds East a distance of 401.03 feet to a 1/2" iron rod found; Thence South 00 Degrees 55 Minutes 29 Seconds East a distance of 112.41 feet to a 1/2" iron rod set; Thence South 90 Degrees 00 Minutes 00 Seconds East a distance of 384.51 feet to a 1/2" iron rod set; Thence South 00 Degrees 55 Minutes 29 Seconds East a distance of 659.29 feet back to the Point of Beginning.

### ~COMMON AREA/DETENTION POND NOTES~

All common property/detention pond shall be maintained in perpetuity and cannot be developed for any other use which would limit or cause to limit the use of the common area/detention ponds. The common area/detention ponds shall be owned and/or maintained by the Property Owner's Association of the development and each property owner shall own a proportionate share of the common area/detention ponds and shall bear his proportionate responsibility for the continued maintenance in accordance with the City of Oxford and Lafayette County.

The Homeowners Association, (the "Association"), shall be responsible for the maintenance, upkeep, and payment of ad valorem taxes for all Common Property shown on this Plat. In the event of a permanent dissolution of the Association, all owners of lots within all phases of the Subdivision existing at the time of such permanent dissolution shall immediately thereupon hold title to the Common Property as tenants in common and shall collectively provide for the continued maintenance and upkeep thereof on a pro rata basis determined by the total number of lots within all phases of the Subdivision. Furthermore, in the event of such permanent dissolution, the ad valorem taxes for all Common Property shown on this Plat shall be assessed to each lot within the Subdivision on a pro rata basis determined by the total number of lots within all phases of the Subdivision.

### ~SURVEYORS CERTIFICATE~

I DO HEREBY CERTIFY THAT THIS CONFORMS TO THE MINIMUM REQUIREMENTS AS SET FORTH BY THE STATE BOARD FOR A CLASS "B" SURVEY AND THAT ALL PARTS OF THIS SURVEY AND DRAWING HAVE BEEN COMPLETED IN ACCORDANCE WITH THE CURRENT REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR SURVEYING IN THE STATE OF MISSISSIPPI TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Jonathan E. Adams Date  
 MS PS-2679

### ~SURVEYORS NOTES~

- This Property has a land use classification of Class "B" as defined in Appendix "A" and the boundary survey meets the Minimum Quality Requirements for Condition "B" as defined in Appendix "B" of the "MISSISSIPPI STANDARDS OF PRACTICE FOR SURVEYING".
- All Bearings Are Based On Mississippi East State Plane Coordinate System Grid North As Determined By GPS Observations With A Convergence Of (-0° 22'18") and a scale factor of 0.999995146 Calculated At The Point Of Commencement.
- Horizontal Datum based on NAD 83(2011) and Vertical Datum based on NAVD 88 as posted on below station  
 GCGC Real Time Network  
 CORS - This is a GPS Continuously Operating Reference Station  
 Designation - Oxford Cors ARP  
 CORS ID - MS0X  
 PID - DK6714  
 Lat - 34° 21' 50.93047"  
 Lon - 89° 31' 56.51638"
- Date Of Field Survey: December 2019.
- This Property is Zoned (SCN) Suburban Center, Setbacks For This Zone Are As Follows:  
 Front = 15/50' Side = 10' Rear = 25'
- This survey is subject to any easements recorded or unrecorded, shown or not shown on this Plat.
- This survey was done without the benefit of a Title search.
- Adjoining property owners shown hereon were obtained from Tri State Consulting Services Inc. as shown at the time of survey and may or may not be up to date.

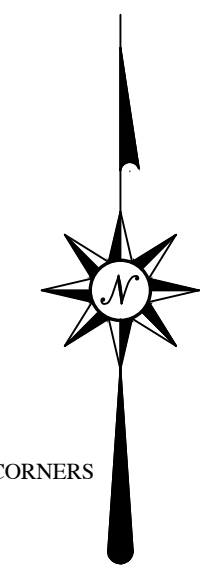
DRAWN BY: J. ADAMS, PS	DATE: 07/26/2024
CHECKED BY: J. ADAMS, PS	SCALE: 1"=100'
DRAWING NO.:	23158

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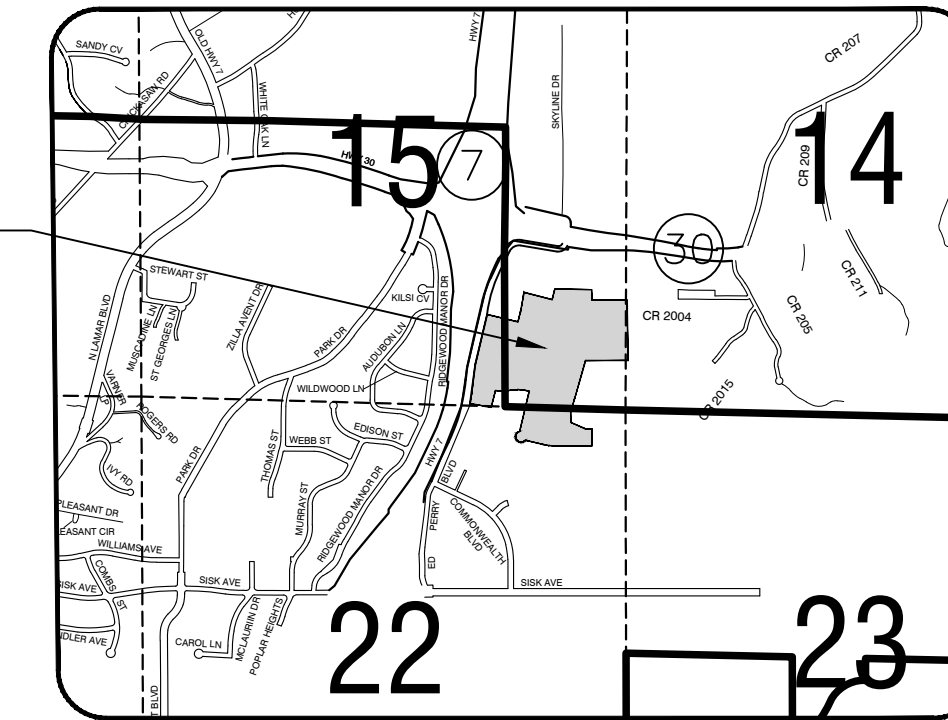
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### LEGEND

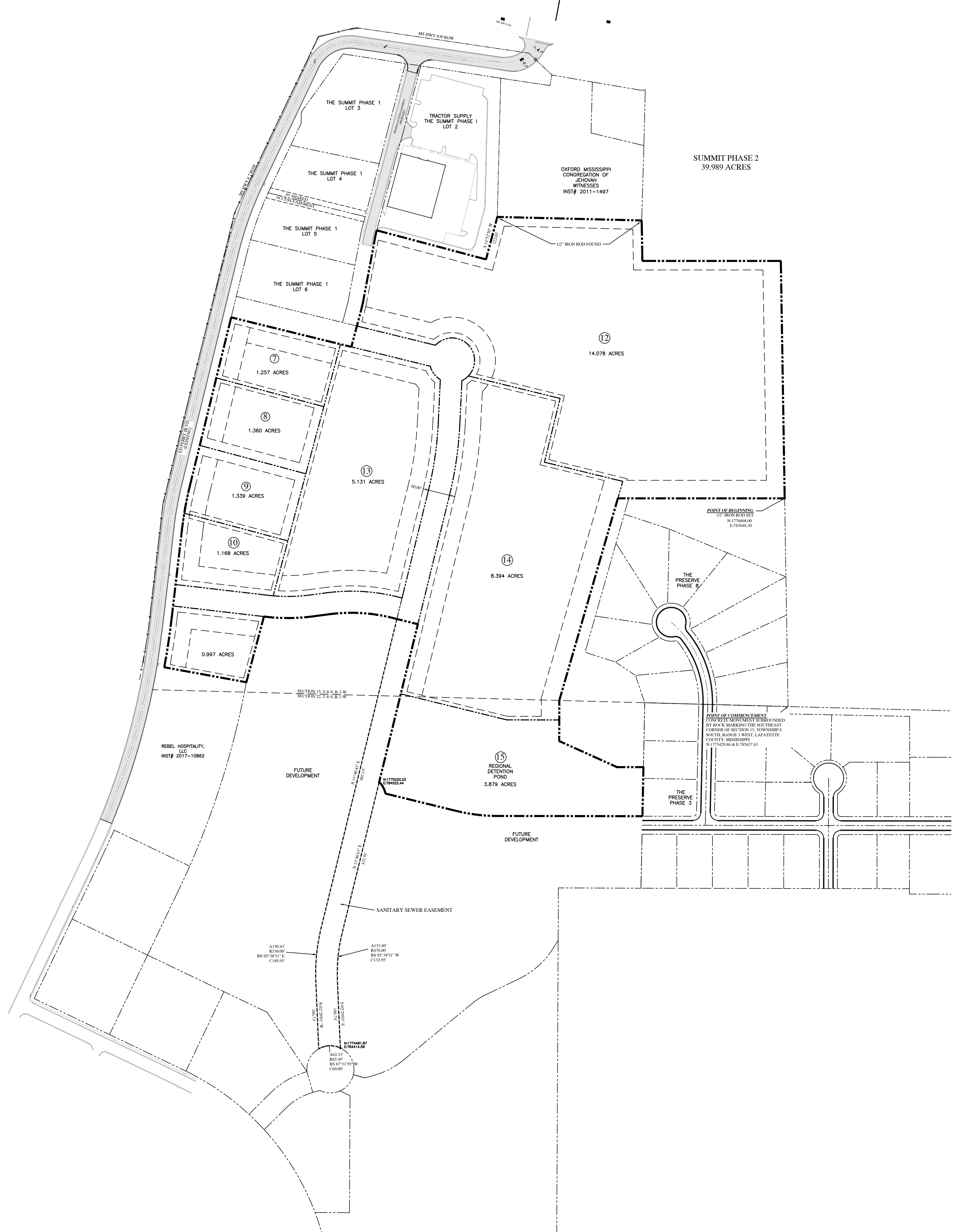
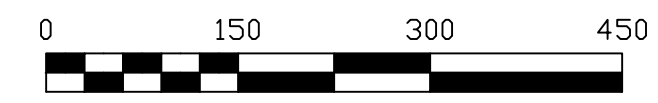
- These standard symbols may be found in the drawing.
- PROPERTY LINES
  - - - ADJOINING PROPERTY LINES
  - - - EASEMENT LINES
  - - - SETBACK LINES
  - - - EDGE OF PAVEMENT
  - - - CENTERLINE OF ROAD
  - - - FENCE LINES
  - - - BUILDING
  - 1/2" IRON ROD SET AT PROPERTY CORNERS
  - △ EXISTING MONUMENTS



PROJECT LOCATION



VICINITY MAP  
N.T.S.



PHONE: (662) 234-8539  
 FAX: (662) 234-8639  
 EMAIL: OXFORD@PECORPMS.COM  
 WEB SITE: PECORPMS.COM  
 ADDRESS: 1776 N. LAMAR OXFORD, MS 38655

#### REVISIONS:

NO.	DATE	REVISIONS:	BY:

# PRELIMINARY AND FINAL PLAT FOR THE SUMMIT PHASE 2 (EASEMENTS)

IN THE SE 1/4 OF SEC. 15 & THE NE 1/4 OF 22, T-8-S, R-3-W, CITY OF OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

~COMMON AREA/DETENTION POND NOTES~

All common property/detention pond shall be maintained in perpetuity and cannot be developed for any other use which would limit or cause to limit the use of the common area/detention ponds. The common area/detention ponds shall be owned and/or maintained by the Property Owner's Association of the development and each property owner shall own a proportionate share of the common area/detention ponds and shall bear his proportionate responsibility for the continued maintenance in accordance with the City of Oxford and Lafayette County.

The Homeowners Association, (the "Association"), shall be responsible for the maintenance, upkeep, and payment of ad valorem taxes for all Common Property shown on this Plat. In the event of a permanent dissolution of the Association, all owners of lots within all phases of the Subdivision existing at the time of such permanent dissolution shall immediately thereupon hold title to the Common Property as tenants in common and shall collectively provide for the continued maintenance and upkeep thereof on a pro rata basis determined by the total number of lots within all phases of the Subdivision. Furthermore, in the event of such permanent dissolution, the ad valorem taxes for all Common Property shown on this Plat shall be assessed to each lot within the Subdivision on a pro rata basis determined by the total number of lots within all phases of the Subdivision.

~SURVEYORS CERTIFICATE~

I DO HEREBY CERTIFY THAT THIS CONFORMS TO THE MINIMUM REQUIREMENTS AS SET FORTH BY THE STATE BOARD FOR A CLASS "B" SURVEY AND THAT ALL PARTS OF THIS SURVEY AND DRAWING HAVE BEEN COMPLETED IN ACCORDANCE WITH THE CURRENT REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR SURVEYING IN THE STATE OF MISSISSIPPI TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Jonathan E. Adams Date  
 MS PS-2879

~SURVEYORS NOTES~

- This Property has a land use classification of Class "B" as defined in Appendix "A" and the boundary survey meets the Minimum Quality Requirements for Condition "B" as defined in Appendix "B" of the "MISSISSIPPI STANDARDS OF PRACTICE FOR SURVEYING".
- All Bearings Are Based On Mississippi East State Plane Coordinate System Grid North As Determined By GPS Observations With A Convergence Of (-0° 22' 18") and a scale factor of 0.999995146 Calculated At The Point Of Commencement.
- Horizontal Datum based on NAD 83(2011) and Vertical Datum based on NAVD 88 as posted on below station  
 GCGC Real Time Network  
 CORS - This is a GPS Continuously Operating Reference Station  
 Designation - Oxford Cors ARP  
 CORS ID - MSOX  
 PID - DK6714  
 Lat - 34° 21' 50.93047"  
 Lon - 89° 31' 56.51638"
- Date Of Field Survey: December 2019.
- This Property is Zoned (SCN) Suburban Center, Setbacks For This Zone Are As Follows:  
 Front = 15/50' Side = 10' Rear = 25'
- This survey is subject to any easements recorded or unrecorded, shown or not shown on this Plat.
- This survey was done without the benefit of a Title search.
- Adjoining property owners shown hereon were obtained from Tri State Consulting Services Inc. as shown at the time of survey and may or may not be up to date.

DRAWN BY: J. ADAMS, PS	DATE: 07/26/2024
CHECKED BY: J. ADAMS, PS	SCALE: 1"=150'
DRAWING NO.: 23158	

ALL ENGINEERING DRAWINGS ARE IN CONFIDENCE AND DISSEMINATION MAY NOT BE MADE WITHOUT PRIOR WRITTEN CONSENT OF THE ENGINEER. ALL COMMON LAW RIGHTS OF COPYRIGHT AND OTHERWISE ARE HEREBY SPECIFICALLY RESERVED.

PAGE NO.:  
**2.0**

**~DESCRIPTION OF PROPERTY~**

THE FOLLOWING DESCRIPTION IS BASED ON THE MISSISSIPPI EAST STATE PLANE COORDINATE SYSTEM GRID NORTH AS DETERMINED BY GPS OBSERVATIONS WITH A CONVERGENCE OF (-0' 22'18") AND A SCALE FACTOR OF 0.999995146 CALCULATED AT THE POINT OF COMMENCEMENT.

A PARCEL OF LAND LOCATED IN THE SOUTHEAST QUARTER OF SECTION 15, TOWNSHIP 8 SOUTH, RANGE 3 WEST, CITY OF OXFORD, LAFAYETTE COUNTY, MISSISSIPPI AND CONTAINING 39.989 ACRES. THIS PROPERTY DESCRIBED IN MORE DETAIL AS FOLLOWS:

COMMENCING AT A CONCRETE MONUMENT SURROUNDED BY ROCK RECOGNIZED AS BEING THE SOUTHEAST CORNER OF SECTION 15, TOWNSHIP 8 SOUTH, RANGE 3 WEST LAFAYETTE COUNTY, MISSISSIPPI. SAID POINT BEING FURTHER DEFINED BY MISSISSIPPI EAST STATE PLANE COORDINATES OF N:1,776,429.86 AND E:785,657.63.

RUN THENCE NORTH 00 DEGREES 55 MINUTES 29 SECONDS WEST A DISTANCE OF 578.22 FEET TO A 1/2" IRON ROD SET; SAID POINT BEING FURTHER DEFINED BY STATE PLANE COORDINATES OF N: 1776008.00, E: 785648.30 AND HEREINAFTER REFERRED TO AS THE POINT OF BEGINNING;

FROM SAID POINT OF BEGINNING, RUN THENCE DUE WEST A DISTANCE OF 463.15 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 16 DEGREES 09 MINUTES 14 SECONDS WEST A DISTANCE OF 584.35 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 00 DEGREES 08 MINUTES 00 SECONDS WEST A DISTANCE OF 112.73 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 65 DEGREES 42 MINUTES 24 SECONDS EAST A DISTANCE OF 175.99 FEET TO A 1/2" IRON ROD SET; THENCE DUE EAST A DISTANCE OF 73.43 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 01 DEGREES 10 MINUTES 15 SECONDS WEST A DISTANCE OF 136.30 FEET TO A 1/2" IRON ROD SET; THENCE NORTH 89 DEGREES 54 MINUTES 14 SECONDS WEST A DISTANCE OF 403.25 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE RIGHT HAVING AN ARC LENGTH OF 113.43 FEET, A RADIUS OF 475.00 FEET, A CHORD BEARING OF NORTH 83 DEGREES 03 MINUTES 45 SECONDS WEST, AND A CHORD LENGTH OF 113.16 FEET, TO A 1/2" IRON ROD SET; THENCE NORTH 76 DEGREES 13 MINUTES 17 SECONDS WEST A DISTANCE OF 203.78 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE RIGHT HAVING AN ARC LENGTH OF 37.05 FEET, A RADIUS OF 60.00 FEET, A CHORD BEARING OF NORTH 28 DEGREES 32 MINUTES 01 SECONDS WEST, AND A CHORD LENGTH OF 36.46 FEET, TO A 1/2" IRON ROD SET; THENCE NORTH 13 DEGREES 46 MINUTES 43 SECONDS EAST A DISTANCE OF 451.24 FEET TO A 1/2" IRON ROD SET; THENCE NORTH 76 DEGREES 13 MINUTES 17 SECONDS WEST A DISTANCE OF 60.00 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE LEFT HAVING AN ARC LENGTH OF 190.16 FEET, A RADIUS OF 470.00 FEET, A CHORD BEARING OF NORTH 85 DEGREES 57 MINUTES 06 SECONDS WEST, AND A CHORD LENGTH OF 188.87 FEET, TO A 1/2" IRON ROD SET; THENCE SOUTH 82 DEGREES 27 MINUTES 26 SECONDS WEST A DISTANCE OF 45.49 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE RIGHT HAVING AN ARC LENGTH OF 131.23 FEET, A RADIUS OF 530.00 FEET, A CHORD BEARING OF SOUTH 89 DEGREES 33 MINUTES 02 SECONDS WEST, AND A CHORD LENGTH OF 130.89 FEET, TO A 1/2" IRON ROD SET; THENCE NORTH 83 DEGREES 21 MINUTES 23 SECONDS WEST A DISTANCE OF 4.84 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 14 DEGREES 58 MINUTES 29 SECONDS WEST A DISTANCE OF 188.78 FEET TO A 1/2" IRON ROD SET; THENCE NORTH 79 DEGREES 39 MINUTES 39 SECONDS WEST A DISTANCE OF 231.64 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE LEFT HAVING AN ARC LENGTH OF 143.74 FEET, A RADIUS OF 2054.35 FEET, A CHORD BEARING OF NORTH 08 DEGREES 27 MINUTES 22 SECONDS EAST, AND A CHORD LENGTH OF 143.71 FEET, TO A 1/2" IRON ROD SET; THENCE NORTH 06 DEGREES 38 MINUTES 46 SECONDS EAST A DISTANCE OF 243.23 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE RIGHT HAVING AN ARC LENGTH OF 120.74 FEET, A RADIUS OF 970.00 FEET, A CHORD BEARING OF NORTH 10 DEGREES 12 MINUTES 43 SECONDS EAST, AND A CHORD LENGTH OF 120.66 FEET, TO A 1/2" IRON ROD SET; THENCE NORTH 13 DEGREES 46 MINUTES 40 SECONDS EAST A DISTANCE OF 482.94 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 76 DEGREES 13 MINUTES 17 SECONDS EAST A DISTANCE OF 343.62

**~CITY OF OXFORD~  
~STATE OF MISSISSIPPI~**

APPROVED AND RECOMMENDED FOR ACCEPTANCE BY THE CITY OF OXFORD PLANNING COMMISSION, THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
JR RIGBY, CHAIRMAN  
CITY OF OXFORD PLANNING COMMISSION

**~OWNER'S CERTIFICATE~**

I, DAVID BLACKBURN, OWNERS OF THE SUMMIT, PHASE 2, AND AS OWNER OF THE TRACT OF LAND HEREIN DESCRIBED, CERTIFY THAT WE DID CAUSE SAID LAND TO BE SUBDIVIDED AND PLATED, AS SHOWN ON THE ATTACHED PLAT FOR THE SUMMIT, PHASE 2. STREETS ARE HEREBY DEDICATED TO THE USE BY THE PUBLIC AND/OR PRIVATE UTILITY COMPANIES WHICH SERVE THIS SUBDIVISION. UTILITY EASEMENTS ARE ALSO DEDICATED TO THE PUBLIC AND/OR PRIVATE UTILITY COMPANIES WHICH SERVE THIS SUBDIVISION. SUCH SUBDIVISION AND DEDICATION IS THE OWNER'S OWN ACT AND DEED OF THEIR OWN FREE WILL.

WITNESS MY HAND AND SIGNATURE



PHONE: (662) 234-8539 EMAIL: OXFORD@PECORPMS.COM ADDRESS: 1776 N. LAMAR  
FAX: (662) 234-8639 PECORPMS.COM OXFORD, MS 38653

**REVISIONS:**

NO.	DATE	REVISIONS	BY:

**~CITY ENGINEER'S CERTIFICATE~**

I CERTIFY THAT THE SUMMIT, PHASE 2 HAS COMPLIED WITH ONE OF THE FOLLOWING ALTERNATIVES FOR THE THE SUMMIT, PHASE 2:

1. ALL IMPROVEMENTS HAVE BEEN INSTALLED BY THE SUB-DIVIDER IN ACCORDANCE WITH THE REQUIREMENTS OF THESE REGULATIONS AND WITH THE ACTION OF THE BOARD OF ALDERMEN, GIVING APPROVAL OF THE PRELIMINARY PLAT, AND ACCEPTING MAINTENANCE OF UTILITIES AND STREETS.
2. A BOND, OR CERTIFIED CHECK HAS BEEN POSTED BY THE SUB-DIVIDER WHICH IS AVAILABLE TO THE CITY IN A SUFFICIENT AMOUNT TO ENSURE COMPLETION OF ALL REQUIRED IMPROVEMENTS.

AS OF THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
JOHN CRAWLEY, PE  
CITY ENGINEER, CITY OF OXFORD

**~ACKNOWLEDGEMENT~  
~COUNTY OF LAFAYETTE~  
~STATE OF MISSISSIPPI~**

PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED AUTHORITY IN AND FOR SAID COUNTY AND STATE, I, DAVID B. BLACKBURN, AS MANAGER OF OXFORD COMMONS III, LLC, AS OWNER OF THE TRACT OF LAND HEREIN DESCRIBED., WHO ACKNOWLEDGED THAT HE/SHE AS OWNER OF THE SUMMIT, PHASE 2, AND AS ITS ACT AND DEED HE/SHE SIGNED, EXECUTED AND DELIVERED THE ABOVE AND FOREGOING INSTRUMENT.

GIVEN UNDER MY HAND AND OFFICIAL SEAL OF OFFICE, THIS THE \_\_\_\_ OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
DAVID BLACKBURN, MANAGER  
OXFORD COMMONS III, LLC

\_\_\_\_\_  
NOTARY PUBLIC

**~SURVEYOR'S CERTIFICATE~**

I CERTIFY THAT THE WITHIN PLAT OF THE SUMMIT, PHASE 2 IN LAFAYETTE COUNTY, MISSISSIPPI, IS A TRUE AND CORRECT REPRESENTATION OF SAID SUBDIVISION AND THAT I SIGNED AND DELIVERED IT AS MY OWN ACT AND DEED.

WITNESS MY HAND AND SIGNATURE THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
JONATHAN E. ADAMS  
MISSISSIPPI PS. #2879

**~CITY OF OXFORD~  
~COUNTY OF LAFAYETTE~  
~STATE OF MISSISSIPPI~**

APPROVED AND RECOMMENDED FOR ACCEPTANCE BY THE CITY OF OXFORD, BOARD OF ALDERMEN, THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
ROBYN TANNEHILL  
MAYOR, CITY OF OXFORD

**~ENGINEER'S CERTIFICATE~**

I CERTIFY THAT THE SUMMIT PHASE 2 IS IN CONFORMANCE WITH THE DESIGN REQUIREMENTS OF THE SUBDIVISION REGULATIONS AND SPECIFIC CONDITIONS IMPOSED ON THIS DEVELOPMENT, AND TAKES INTO ACCOUNT ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS.

WITNESS MY HAND AND SIGNATURE THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
PAUL KOSHENINA  
MISSISSIPPI PE #14912

**~COUNTY OF LAFAYETTE~  
~STATE OF MISSISSIPPI~**

I, MIKE ROBERTS, CHANCERY CLERK IN AND FOR SAID COUNTY AND STATE, HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN MY OFFICE AT \_\_\_\_ O'CLOCK ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_, AND WAS DULY RECORDED IN PLAT CABINET \_\_\_\_, SLIDE \_\_\_\_.

WITNESS MY HAND AND OFFICIAL SEAL THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
MIKE ROBERTS  
CHANCERY CLERK

**~RESTRICTIVE COVENANTS~**

RECORDED IN INSTRUMENT NUMBER \_\_\_\_\_, OF THE LAND RECORDS IN THE CHANCERY CLERK'S OFFICE OF LAFAYETTE COUNTY, MISSISSIPPI.

**CERTIFICATE SHEET  
FOR  
THE SUMMIT PHASE 2  
IN THE SE 1/4 OF SEC. 15 & THE NE 1/4 OF 22, T-8-S, R-3-W, CITY OF  
OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

DRAWN BY: J. ADAMS, PS	DATE: 07/26/2024
CHECKED BY: J. ADAMS, PS	SCALE: NA
DRAWING NO.: 23458	

ALL ENGINEERING DRAWINGS ARE IN CONFIDENCE AND DISSEMINATION MAY NOT BE MADE WITHOUT PRIOR WRITTEN CONSENT OF THE ENGINEER. ALL COMMON LAW RIGHTS OF COPYRIGHT AND OTHERWISE ARE HEREBY SPECIFICALLY RESERVED.

PAGE NO.:  
**3.0**

**The Summit at Oxford Commons, LLC**  
**825 Sisk Ave., Suite 200**  
**Oxford, MS 38655**

September 3, 2024

Mr. Ben Requet  
City of Oxford  
107 Courthouse Square  
Oxford, MS 38655

Re: The Summit Phase 1, Lot 7 Plat Amendment

Dear Mr. Requet:

All landowners encompassing the plat that was approved but not recorded for The Summit Phase 1, Lot 7 wish to have it amended. No other party is directly interested or adversely affected by this amendment since we own all the lots and property affected by the plat amendment.

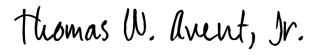
Sincerely,



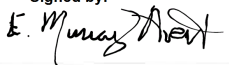
David B. Blackburn

Manager, The Summit at Oxford Commons, LLC

Manager, Blackburn Holdings, LLC

Signed by:  
  
98C83A890B9D4FC...

Thomas W. Avent, Jr.

Signed by:  
  
E570171C6BF441F...

E. Murray Avent

**The Summit at Oxford Commons, LLC**  
**825 Sisk Ave., Suite 200**  
**Oxford, MS 38655**

August 26, 2024

Mr. Ben Requet  
City of Oxford  
107 Courthouse Square  
Oxford, MS 38655

Re: The Summit Phase 2, Lot 1 Plat Amendment

Dear Mr. Requet:

All landowners encompassing the plat that was approved but not recorded for The Summit Phase 2, Lot 1 wish to have it amended. No other party is directly interested or adversely affected by this amendment since we own all the lots and property affected by the plat amendment.

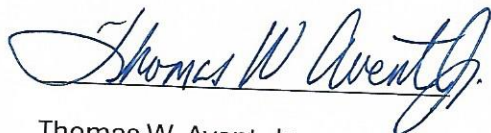
Sincerely,



David B. Blackburn

Manager, The Summit at Oxford Commons, LLC

Manager, Blackburn Holdings, LLC



Thomas W. Avent, Jr.



E. Murray Avent



# OXFORD

PLANNING  
DEPARTMENT

## Memorandum

**To:** Mayor and Board of Alderman  
**From:** Robert Baxter; Senior Planner  
**Date:** November 19, 2024  
**RE:** Request approval of a Final Plat Amendment for Case #3140, Oxford Commons Lots, LLC (David Blackburn) for 'The Summit, Phase 1, Lots 2-6', for property located at Ed Perry Boulevard (PPINs #40349, #40350, #40351, #40352)

---

The subject property is located at the northern end of Ed Perry Boulevard and is the current site of Tractor Supply and several undeveloped commercial lots. In conjunction with the Preliminary Plat for 'The Summit, Phase 2' this phase is being amended to indicate that the access easement on the south side of Lot 6 will be public right-of-way and be shifted south by six feet. Lot six will increase in size by +/- 0.04 acres and the other lots will remain unchanged.

Mississippi subdivision law requires that the applicant proposing any change in a platted subdivision notify all the "persons to be adversely affected thereby or directly interested herein," and requires their written approval of the proposed modification. The applicant is responsible for identifying such persons and obtaining their written approval as part of the application.

In considering parties named in a petition or application and whose approval was submitted, the Commission can decide whether those identified persons' approvals are sufficient or whether additional parties must be named and their signatures acquired. If the applicant cannot obtain those signatures, the application cannot proceed.

The applicant has provided letters of approval from two of the affected parties and an affidavit stating the other affected party has no objection.

This case was approved with the consent agenda at the November 2024 meeting of the Planning Commission with the 2 conditions listed in the Staff Report.

**Recommendation:** Staff and the Planning Commission recommend approval of the requested Final Plat Amendment for 'The Summit, Phase 1, Lots 2-6' with the following conditions:

1. Approval is for the plan as submitted.
2. Approval by the Mayor and Board of Aldermen for 'The Summit, Phase 1, Lots 2-6'

**OXFORD**PLANNING  
DEPARTMENT**Case #3140**

**To:** Oxford Planning Commission  
**From:** Robert Baxter, AICP; Senior Planner  
**Date:** November 12, 2024

**Applicant:** Oxford Commons Lots, LLC (David Blackburn)  
**Owner:** Same  
**Request:** Plat Amendment for 'The Summit, Phase 1, Lots 2-6'  
**Location:** Ed Perry Boulevard (PPIN'S #40349, #40350, #40351, #40352)  
**Zoning:** (SMF) Suburban Multi-Family & (NR) Neighborhood Residential

**Surrounding Zoning:**

**North & West:** (NR) Neighborhood Residential

**East:** (SMF) Suburban Multi Family and (SR) Suburban Residential

**South:** (SR) Suburban Residential

**Case History:** [Case #2617](#) – Preliminary & Final Plat – May 2020

**Planning Comments:** The subject property is located at the northern end of Ed Perry Boulevard and is the current site of Tractor Supply and several undeveloped commercial lots. In conjunction with the Preliminary Plat for 'The Summit, Phase 2' this phase is being amended to indicate that the access easement on the south side of Lot 6 will be public right-of-way and be shifted south by six feet. Lot six will increase in size by +/- 0.04 acres and the other lots will remain unchanged.

Mississippi subdivision law requires that the applicant proposing any change in a platted subdivision notify all the "persons to be adversely affected thereby or directly interested herein," and requires their written approval of the proposed modification. The applicant is responsible for identifying such persons and obtaining their written approval as part of the application.

In considering parties named in a petition or application and whose approval was submitted, the Commission can decide whether those identified persons' approvals are sufficient or whether additional parties must be named and their signatures acquired. If the applicant cannot obtain those signatures, the application cannot proceed.

The applicant has provided letters of approval from two of the affected parties and an affidavit stating the other affected party has no objection.



**Recommendation:** Staff recommends approval of the requested Final Plat Amendment for 'The Summit, Phase 1, Lots 2-6' with the following conditions:

1. Approval is for the plan as submitted.
2. Approval by the Mayor and Board of Aldermen for 'The Summit, Phase 1, Lots 2-6'

Geotechnical Engineering  
Hydraulic Engineering  
Civil Engineering  
Surveying

276 County Road 101  
Oxford, MS 38655  
[oxford@pecorpms.com](mailto:oxford@pecorpms.com)



Land Planning/Subdivisions  
Road and Bridge Design  
Utility System Design  
Materials Testing

Phone 662-234-8539  
Fax 662-234-8639  
[www.pecorpms.com](http://www.pecorpms.com)

September 16, 2024

Ben Requet  
City Planner  
107 Courthouse Square  
Oxford, MS 38566  
(662) 232-2305

Re: Request: Plat Amendment Approval  
The Summit Phase 1, Lots 2-6

Dear Mr. Requet,

The requested approval is for the Plat Amendment submittal of Phase 1 of The Summit Subdivision. This amendment near the Tractor Supply site. The plat is being updated to show the access easement on the south side of the lot 6 as a city street and to shift the street south by 6'.

If you have any questions or comments, please feel free to contact me at our office.

Sincerely,

Jonathan E. Adams  
Precision Engineering Corporation

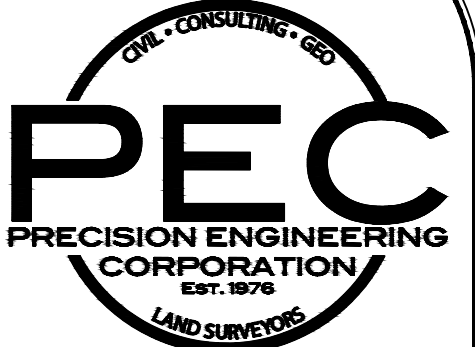
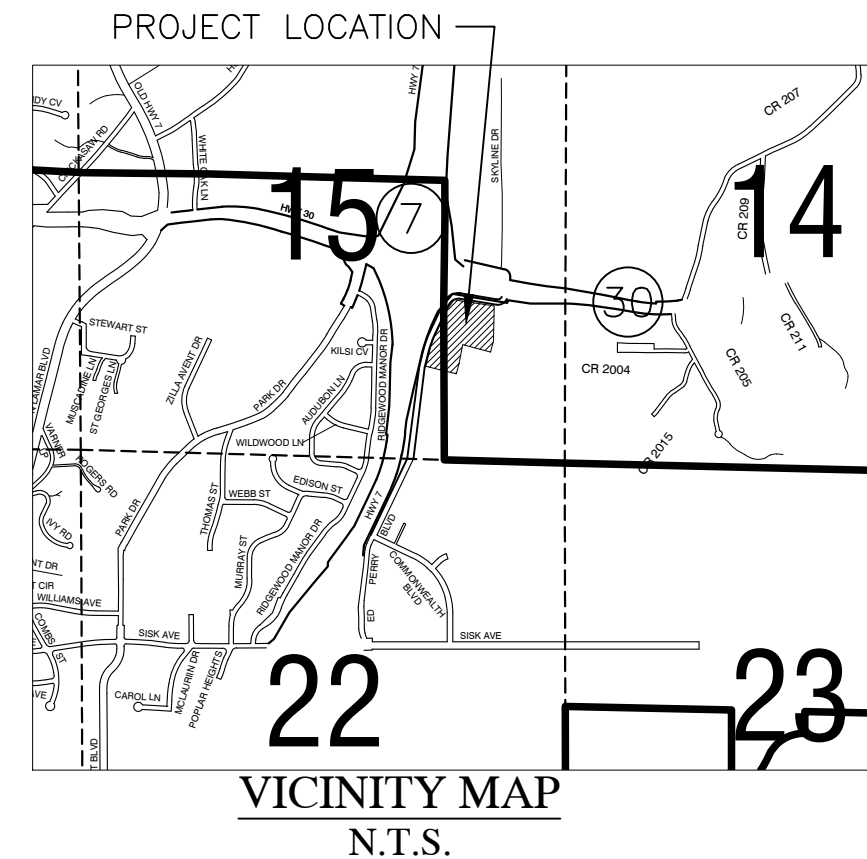
# LEGEND

These standard symbols may be found in the drawing.

- PROPERTY LINES
- ADJOINING PROPERTY LINES
- EASEMENT LINES
- SETBACK LINES
- EDGE OF PAVEMENT
- CENTERLINE OF ROAD
- FENCE LINES
- BUILDING
- PROPERTY CORNERS
- EXISTING MONUMENTS



NOTE: No lots may connect directly to Ed Perry Blvd. All access must come from one of the access easements shown on this plat

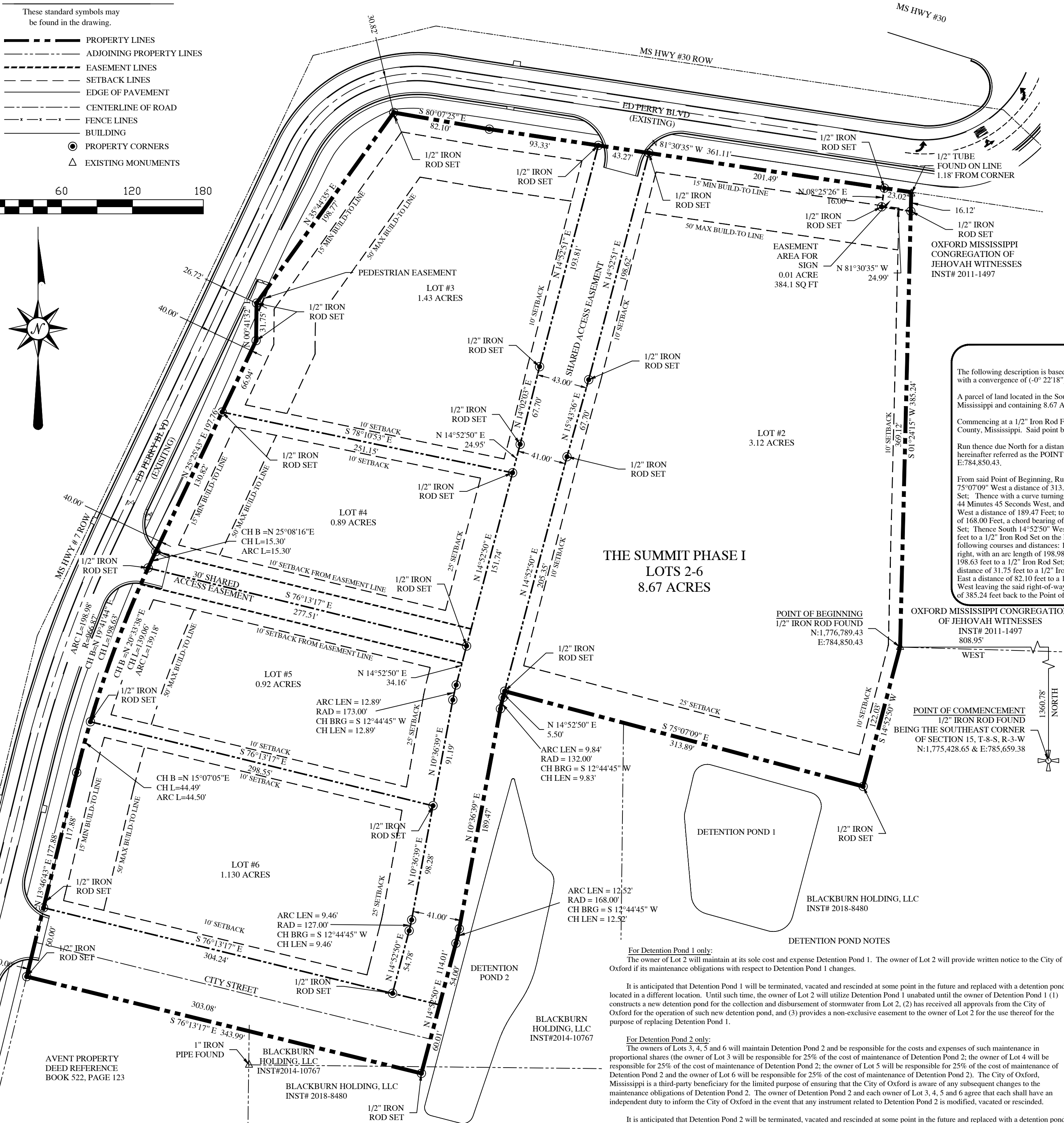


EMAIL: OXFORD@PECORPMS.COM  
 PHONE: (662) 234-8539 WEBSITE: PECORPMS.COM FAX: (662) 234-8639

### REVISIONS:

NO.	DATE	REVISIONS:	BY:

# PLAT OF SURVEY FOR THE SUMMIT, PHASE I, LOTS 2-6, FIRST AMENDMENT A FRACTION OF THE SE 1/4, SEC. 15, T-8-S, R-3-W CITY OF OXFORD, LAFAYETTE CO., MS



**~DESCRIPTION OF PROPERTY~**

The following description is based on the Mississippi East State Plane Coordinate System grid North as determined by GPS observations with a convergence of (-0° 22'18") and a scale factor of 0.999995146 calculated at the Point Of Commencement.

A parcel of land located in the Southeast Quarter of Section 15, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi and containing 8.67 Acres. This property described in more detail as follows:

Commencing at a 1/2" Iron Rod Found recognized as being the Southeast Corner of Section 15, Township 8 South, Range 3 West Lafayette County, Mississippi. Said point being further defined by Mississippi East State Plane Coordinates of N:1,775,428.65 and E:785,659.38.

Run thence due North for a distance of 1360.78 feet to Point, Thence due West for a distance of 808.95 feet to a 1/2" Iron Rod Found, hereinafter referred as the POINT OF BEGINNING, further defined by Mississippi East State Plane Coordinates of N:1,776,789.43 and E:784,850.43.

From said Point of Beginning, Run Thence South 14°52'50" West a distance of 122.03 feet to a 1/2" Iron Rod Set; Thence North 75°07'09" West a distance of 313.89 feet to a 1/2" Iron Rod Set; Thence South 14°52'50" West a distance of 5.50 feet to a 1/2" Iron Rod Set; Thence with a curve turning to the left with an arc distance of 9.84 Feet, a radius of 132.00 Feet, a chord bearing of South 12 Degrees 44 Minutes 45 Seconds West, and a chord distance of 9.83 Feet to a 1/2" Iron Rod Set; Thence South 10 Degrees 36 Minutes 39 Seconds West a distance of 189.47 Feet; to a 1/2" Iron Rod Set; Thence with a curve turning to the right with an arc distance of 12.52 Feet, a radius of 168.00 Feet, a chord bearing of South 12 Degrees 44 Minutes 45 Seconds West, and a chord distance of 12.52 Feet to a 1/2" Iron Rod Set; Thence South 14°52'50" West a distance of 114.01 feet to a 1/2" Iron Rod Set; Thence North 76°13'17" West a distance of 343.99 feet to a 1/2" Iron Rod Set on the East right-of-way of Ed Perry Boulevard; Thence along the said right-of-way of Ed Perry Boulevard the following courses and distances: 1) North 13°46'43" East a distance of 177.88 feet to a 1/2" Iron Rod Set; 2) with a curve turning to the right, with an arc length of 198.98 feet, with a radius of 966.87 feet, with a chord bearing of North 19°41'44" East, with a chord length of 198.63 feet to a 1/2" Iron Rod Set; 3) North 25°25'43" East a distance of 197.76 feet to a 1/2" Iron Rod Set; 4) North 00°41'32" East a distance of 31.75 feet to a 1/2" Iron Rod Set; 5) North 35°44'35" East a distance of 198.77 feet to a 1/2" Iron Rod Set; 6) South 80°07'25" East a distance of 82.10 feet to a 1/2" Iron Rod Set; 7) South 81°30'35" East a distance of 361.11 feet to a Point; Thence South 01°24'15" West leaving the said right-of-way of Ed Perry Boulevard (passing through a 1/2" Tube Found on line at a distance of 1.18 feet) a distance of 385.24 feet back to the Point of Beginning.

**~SURVEYORS NOTES~**

- This Property has a land use classification of Class "B" as defined in Appendix "A" and the boundary survey meets the Minimum Quality Requirements for Condition "B" as defined in Appendix "B" of the "MISSISSIPPI STANDARDS OF PRACTICE FOR SURVEYING".
- All Bearings Are Based On Mississippi East State Plane Coordinate System Grid North As Determined By GPS Observations With A Convergence Of (-0° 22'18") and a scale factor of 0.999995146 Calculated At The Point Of Commencement.
- Horizontal Datum based on NAD 83(2011) and Vertical Datum based on NAVD 88 as posted on base station
 

GCGC Real Time Network  
 CORS - This is a GPS Continuously Operating Reference Station  
 Designation - Oxford Cors ARP  
 CORS ID - MSOX  
 PID - DK6714  
 Lat - 34° 21' 50.93047"  
 Lon - 89° 31' 56.51638"
- Date Of Field Survey: December 2019.
- This Property is Zoned (SCN) Suburban Center, Setbacks For This Zone Are As Follows:  
 Front = 15/50' Side = 10' Rear = 25'
- This survey is subject to any easements recorded or unrecorded, shown or not shown on this Plat.
- This survey was done without the benefit of a Title search.
- Adjoining property owners shown hereon were obtained from Tri State Consulting Services Inc. as shown at the time of survey and may or may not be up to date.

**~SURVEYORS CERTIFICATE~**

I DO HEREBY CERTIFY THAT THIS CONFORMS TO THE MINIMUM REQUIREMENTS AS SET FORTH BY THE STATE BOARD FOR A CLASS "B" SURVEY AND THAT ALL PARTS OF THIS SURVEY AND DRAWING HAVE BEEN COMPLETED IN ACCORDANCE WITH THE CURRENT REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR SURVEYING IN THE STATE OF MISSISSIPPI TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Jonathan E. Adams Date  
 MS PS-2879

**DETENTION POND NOTES**

**For Detention Pond 1 only:**  
 The owner of Lot 2 will maintain at its sole cost and expense Detention Pond 1. The owner of Lot 2 will provide written notice to the City of Oxford if its maintenance obligations with respect to Detention Pond 1 changes.

It is anticipated that Detention Pond 1 will be terminated, vacated and rescinded at some point in the future and replaced with a detention pond located in a different location. Until such time, the owner of Lot 2 will utilize Detention Pond 1 unabated until the owner of Detention Pond 1 (1) constructs a new detention pond for the collection and disbursement of stormwater from Lot 2, (2) has received all approvals from the City of Oxford for the operation of such new detention pond, and (3) provides a non-exclusive easement to the owner of Lot 2 for the use thereof for the purpose of replacing Detention Pond 1.

**For Detention Pond 2 only:**  
 The owners of Lots 3, 4, 5 and 6 will maintain Detention Pond 2 and be responsible for the costs and expenses of such maintenance in proportional shares (the owner of Lot 3 will be responsible for 25% of the cost of maintenance of Detention Pond 2; the owner of Lot 4 will be responsible for 25% of the cost of maintenance of Detention Pond 2; the owner of Lot 5 will be responsible for 25% of the cost of maintenance of Detention Pond 2 and the owner of Lot 6 will be responsible for 25% of the cost of maintenance of Detention Pond 2). The City of Oxford, Mississippi is a third-party beneficiary for the limited purpose of ensuring that the City of Oxford is aware of any subsequent changes to the maintenance obligations of Detention Pond 2. The owner of Detention Pond 2 and each owner of Lot 3, 4, 5 and 6 agree that each shall have an independent duty to inform the City of Oxford in the event that any instrument related to Detention Pond 2 is modified, vacated or rescinded.

It is anticipated that Detention Pond 2 will be terminated, vacated and rescinded at some point in the future and replaced with a detention pond located in a different location. Until such time, each owner of Lot 3, 4, 5 and 6 will utilize Detention Pond 2 unabated until the owner of Detention Pond 2 (1) constructs a new detention pond for the collection and disbursement of stormwater from Lots 3, 4, 5 and 6, (2) has received all approvals from the City of Oxford for the operation of such new detention pond, and (3) provides a non-exclusive easement to each owner of Lot 3, 4, 5 and 6 for the use thereof for the purpose of replacing Detention Pond 2.

E:\6648 (RJ ALLEN- THE SUMMIT AT OXFORD COMMONS)\TRACTOR SUPPLY\SURVEY\CAD FILES\2024 PLAT AMENDMENT\2024-09-16 - SUMMIT PHASE I PLAT AMENDMENT LOTS 2-6.DWG

DRAWN BY: J. ADAMS	DATE: 09-16-2024
CHECKED BY: J. ADAMS	SCALE: 1" = 60'
DRAWING NO.: 6848	

ALL ENGINEERING DRAWINGS ARE IN CONFIDENCE AND DISSEMINATION MAY NOT BE MADE WITHOUT PRIOR WRITTEN CONSENT OF THE ENGINEER. ALL COMMON LAW RIGHTS OF COPYRIGHT AND OTHERWISE ARE HEREBY SPECIFICALLY RESERVED.	PAGE NO.: <b>1.0</b>
--	-------------------------



EMAIL: OXFORD@PECORPMS.COM  
 PHONE: (662) 234-8539 WEBSITE: PECORPMS.COM FAX: (662) 234-8639

**REVISIONS:**

NO.	DATE	REVISIONS:	BY:

**CERTIFICATE SHEET**  
 FOR  
**THE SUMMIT, PHASE I, LOTS 2-6**  
**FIRST AMENDMENT**  
 A FRACTION SE 1/4 SEC. 15, T-8-S, R-3-W,  
 CITY OF OXFORD, LAFAYETTE CO., MS

DRAWN BY: J. ADAMS	DATE: 09-16-2024
CHECKED BY: J. ADAMS	SCALE: NTS
DRAWING NO.: 6848	

ALL ENGINEERING DRAWINGS ARE IN CONFIDENCE AND DISSEMINATION MAY NOT BE MADE WITHOUT PRIOR WRITTEN CONSENT OF THE ENGINEER. ALL COMMON LAW RIGHTS OF COPYRIGHT AND OTHERWISE ARE HEREBY SPECIFICALLY RESERVED.

PAGE NO.:  
**2.0**

**~DESCRIPTION OF PROPERTY~**

The following description is based on the Mississippi East State Plane Coordinate System grid North as determined by GPS observations with a convergence of (-0° 22'18") and a scale factor of 0.999995146 calculated at the Point Of Commencement.

A parcel of land located in the Southeast Quarter of Section 15, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi and containing 8.63 Acre. This property described in more detail as follows:

Commencing at a 1/2" Iron Rod Found recognized as being the Southeast Corner of Section 15, Township 8 South, Range 3 West Lafayette County, Mississippi. Said point being further defined by Mississippi East State Plane Coordinates of N:1,775,428.65 and E:785,659.38.

Run thence due North for a distance of 1360.78 feet to Point, Thence due West for a distance of 808.95 feet to a 1/2" Iron Rod Found, hereinafter referred as the POINT OF BEGINNING, further defined by Mississippi East State Plane Coordinates of N:1,776,789.43 and E:784,850.43.

From said Point of Beginning, Run Thence South 14°52'50" West a distance of 122.03 feet to a 1/2" Iron Rod Set; Thence North 75°07'09" West a distance of 313.89 feet to a 1/2" Iron Rod Set; Thence South 14°52'50" West a distance of 5.50 feet to a 1/2" Iron Rod Set; Thence with a curve turning to the left with an arc distance of 9.84 Feet, a radius of 132.00 Feet, a chord bearing of South 12 Degrees 44 Minutes 45 Seconds West, and a chord distance of 9.83 Feet to a 1/2" Iron Rod Set; Thence South 10 Degrees 36 Minutes 39 Seconds West a distance of 189.47 Feet; to a 1/2" Iron Rod Set; Thence with a curve turning to the right with an arc distance of 12.52 Feet, a radius of 168.00 Feet, a chord bearing of South 12 Degrees 44 Minutes 45 Seconds West, and a chord distance of 12.52 Feet to a 1/2" Iron Rod Set; Thence South 14°52'50" West a distance of 114.01 feet to a 1/2" Iron Rod Set; Thence North 76°13'17" West a distance of 343.99 feet to a 1/2" Iron Rod Set on the East right-of-way of Ed Perry Boulevard; Thence along the said right-of-way of Ed Perry Boulevard the following courses and distances: 1) North 13°46'43" East a distance of 177.88 feet to a 1/2" Iron Rod Set; 2) with a curve turning to the right, with an arc length of 198.98 feet, with a radius of 966.87 feet, with a chord bearing of North 19°41'44" East, with a chord length of 198.63 feet to a 1/2" Iron Rod Set; 3) North 25°25'43" East a distance of 197.76 feet to a 1/2" Iron Rod Set; 4) North 00°41'32" East a distance of 31.75 feet to a 1/2" Iron Rod Set; 5) North 35°44'35" East a distance of 198.77 feet to a 1/2" Iron Rod Set; 6) South 80°07'25" East a distance of 82.10 feet to a 1/2" Iron Rod Set; 7) South 81°30'35" East a distance of 361.11 feet to a Point; Thence South 01°24'15" West leaving the said right-of-way of Ed Perry Boulevard (passing through a 1/2" Tube Found on line at a distance of 1.18 feet) a distance of 385.24 feet back to the Point of Beginning.

**~CITY OF OXFORD~  
~STATE OF MISSISSIPPI~**

APPROVED AND RECOMMENDED FOR ACCEPTANCE BY THE CITY OF OXFORD PLANNING COMMISSION, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 J.R. RIGBY, CHAIRMAN  
 CITY OF OXFORD PLANNING COMMISSION

**~CITY ENGINEER'S CERTIFICATE~**

I CERTIFY THAT THE SUMMIT, LOTS 2-6, FIRST AMENDMENT HAS COMPLIED WITH ONE OF THE FOLLOWING ALTERNATIVES FOR THE THE SUMMIT, LOTS 2-6, FIRST AMENDMENT:

1. ALL IMPROVEMENTS HAVE BEEN INSTALLED BY THE SUB-DIVIDER IN ACCORDANCE WITH THE REQUIREMENTS OF THESE REGULATIONS AND WITH THE ACTION OF THE BOARD OF ALDERMEN, GIVING APPROVAL OF THE PRELIMINARY PLAT, AND ACCEPTING MAINTENANCE OF UTILITIES AND STREETS.
2. A BOND, OR CERTIFIED CHECK HAS BEEN POSTED BY THE SUB-DIVIDER WHICH IS AVAILABLE TO THE CITY IN A SUFFICIENT AMOUNT TO ENSURE COMPLETION OF ALL REQUIRED IMPROVEMENTS,

AS OF THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 JOHN CRAWLEY, PE  
 CITY ENGINEER, CITY OF OXFORD

**~CITY OF OXFORD~  
~COUNTY OF LAFAYETTE~  
~STATE OF MISSISSIPPI~**

APPROVED AND RECOMMENDED FOR ACCEPTANCE BY THE CITY OF OXFORD, BOARD OF ALDERMEN, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 ROBYN TANNEHILL  
 MAYOR, CITY OF OXFORD

**~SURVEYOR'S CERTIFICATE~**

I CERTIFY THAT THE WITHIN PLAT OF THE SUMMIT, LOTS 2-6, FIRST AMENDMENT IN LAFAYETTE COUNTY, MISSISSIPPI, IS A TRUE AND CORRECT REPRESENTATION OF SAID SUBDIVISION AND THAT I SIGNED AND DELIVERED IT AS MY OWN ACT AND DEED.

WITNESS MY HAND AND SIGNATURE THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 JONATHAN E. ADAMS  
 MISSISSIPPI PS. #2879

**~ENGINEER'S CERTIFICATE~**

I CERTIFY THAT THE SUMMIT LOTS 2-6, FIRST AMENDMENT IS IN CONFORMANCE WITH THE DESIGN REQUIREMENTS OF THE SUBDIVISION REGULATIONS AND SPECIFIC CONDITIONS IMPOSED ON THIS DEVELOPMENT, AND TAKES INTO ACCOUNT ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS.

WITNESS MY HAND AND SIGNATURE THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 PAUL KOSHENINA  
 MISSISSIPPI PE #14912

**~COUNTY OF LAFAYETTE~  
~STATE OF MISSISSIPPI~**

I, MIKE ROBERTS, CHANCERY CLERK IN AND FOR SAID COUNTY AND STATE, HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN MY OFFICE AT \_\_\_\_\_ O'CLOCK ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, AND WAS DULY RECORDED IN PLAT CABINET \_\_\_\_\_, SLIDE \_\_\_\_\_.

WITNESS MY HAND AND OFFICIAL SEAL THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 MIKE ROBERTS  
 CHANCERY CLERK

**~RESTRICTIVE COVENANTS~**

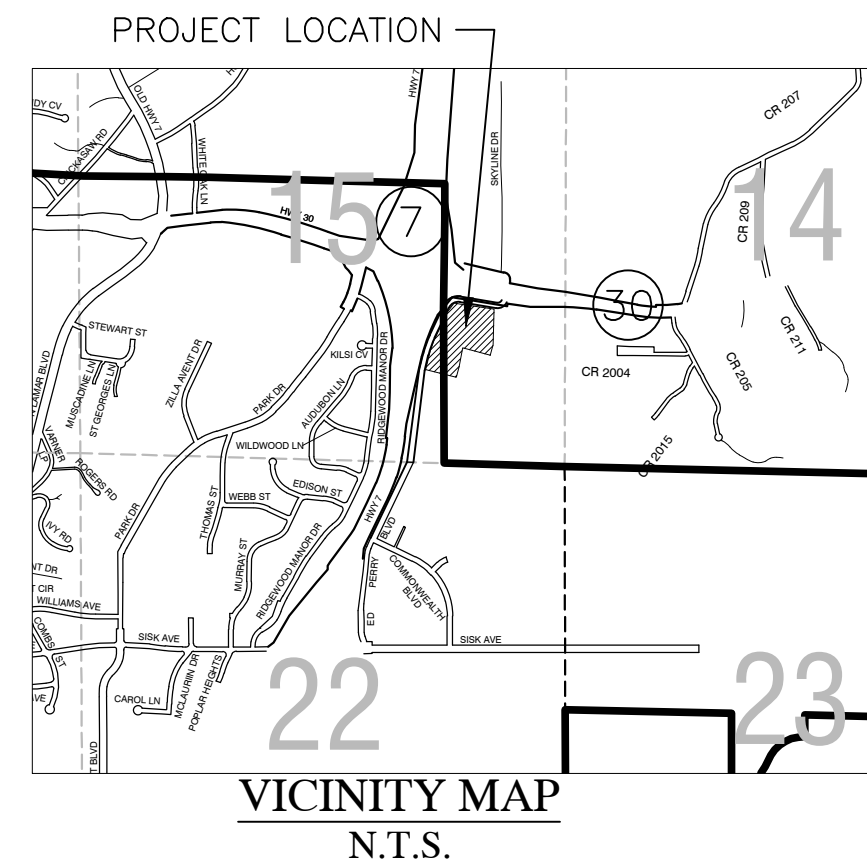
RECORDED IN INSTRUMENT NUMBER \_\_\_\_\_, OF THE LAND RECORDS IN THE CHANCERY CLERK'S OFFICE OF LAFAYETTE COUNTY, MISSISSIPPI.

# LEGEND

- These standard symbols may be found in the drawing.
- PROPERTY LINES
  - ADJOINING PROPERTY LINES
  - EASEMENT LINES
  - SETBACK LINES
  - EDGE OF PAVEMENT
  - CENTERLINE OF ROAD
  - FENCE LINES
  - BUILDING
  - PROPERTY CORNERS
  - EXISTING MONUMENTS



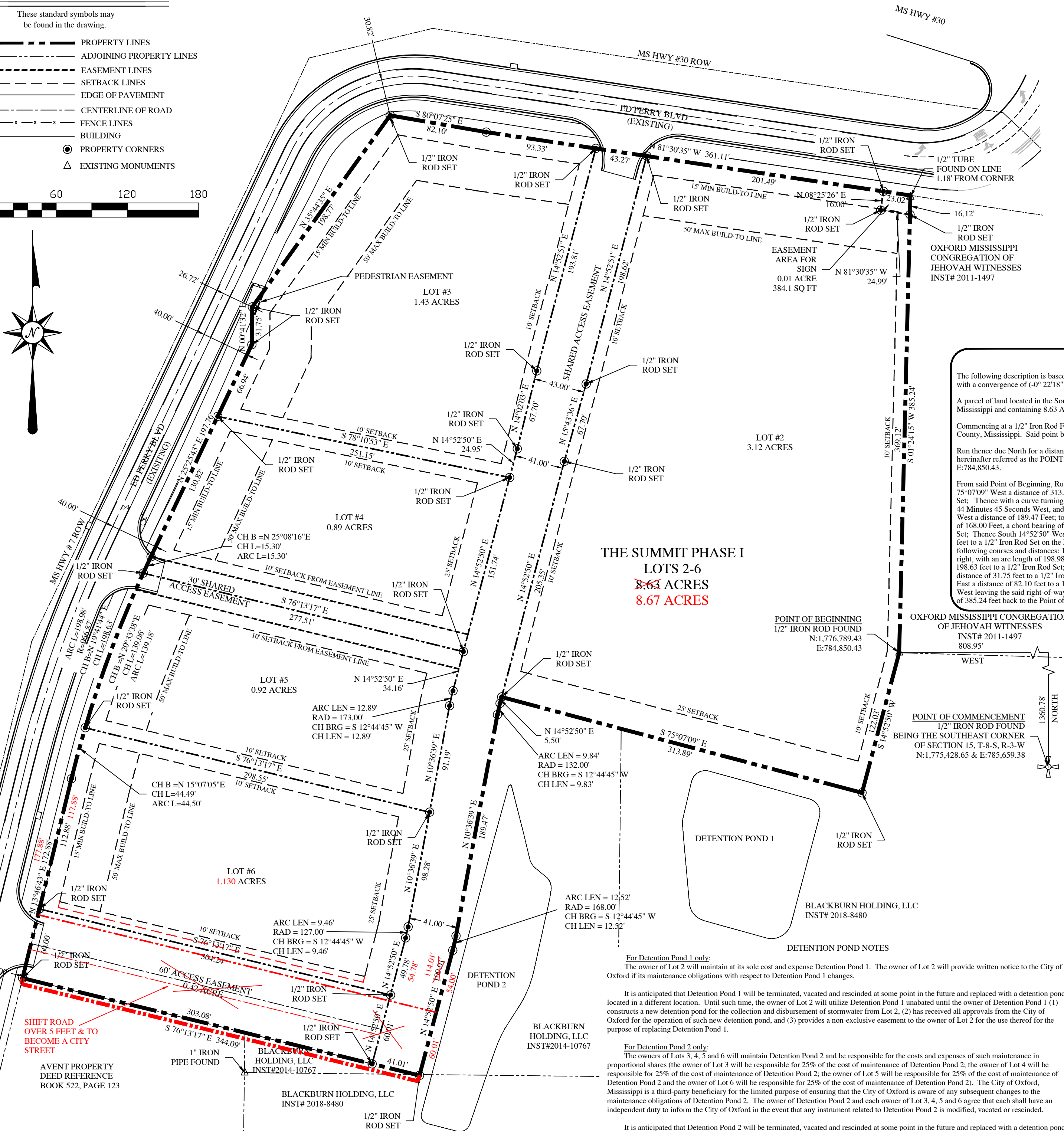
NOTE: No lots may connect directly to Ed Perry Blvd. All access must come from one of the access easements shown on this plat



PHONE: (662) 234-8539  
 FAX: (662) 234-8639  
 EMAIL: OXFORD@PECORPMS.COM  
 WEB SITE: PECORPMS.COM

### REVISIONS:

NO.	DATE	REVISIONS:	BY:



**~DESCRIPTION OF PROPERTY~**

The following description is based on the Mississippi East State Plane Coordinate System grid North as determined by GPS observations with a convergence of (-0° 22'18") and a scale factor of 0.999995146 calculated at the Point Of Commencement.

A parcel of land located in the Southeast Quarter of Section 15, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi and containing 8.63 Acre. This property described in more detail as follows:

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**~SURVEYORS NOTES~**

- This Property has a land use classification of Class "B" as defined in Appendix "A" and the boundary survey meets the Minimum Quality Requirements for Condition "B" as defined in Appendix "B" of the "MISSISSIPPI STANDARDS OF PRACTICE FOR SURVEYING".
- All Bearings Are Based On Mississippi East State Plane Coordinate System Grid North As Determined By GPS Observations With A Convergence Of (-0° 22'18") and a scale factor of 0.999995146 Calculated At The Point Of Commencement.
- Horizontal Datum based on NAD 83(2011) and Vertical Datum based on NAVD 88 as posted on below station  
 GCGC Real Time Network  
 CORS - This is a GPS Continuously Operating Reference Station  
 Designation - Oxford Cors ARP  
 CORS ID - MSOX  
 PID - DK6714  
 Lat - 34° 21' 50.93047"  
 Lon - 89° 31' 56.51638"
- Date Of Field Survey: December 2019.
- This Property is Zoned (SCN) Suburban Center, Setbacks For This Zone Are As Follows:  
 Front = 15/50' Side = 10' Rear = 25'
- This survey is subject to any easements recorded or unrecorded, shown or not shown on this Plat.
- This survey was done without the benefit of a Title search.
- Adjoining property owners shown hereon were obtained from Tri State Consulting Services Inc. as shown at the time of survey and may or may not be up to date.

**~SURVEYORS CERTIFICATE~**

I DO HEREBY CERTIFY THAT THIS CONFORMS TO THE MINIMUM REQUIREMENTS AS SET FORTH BY THE STATE BOARD FOR A CLASS "B" SURVEY AND THAT ALL PARTS OF THIS SURVEY AND DRAWING HAVE BEEN COMPLETED IN ACCORDANCE WITH THE CURRENT REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR SURVEYING IN THE STATE OF MISSISSIPPI TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Jonathan E. Adams  
 MS PS-2879

Date \_\_\_\_\_

**FINAL PLAT**  
 FOR  
**THE SUMMIT, PHASE I, LOTS 2-6**  
 A FRACTION OF THE SE 1/4, SEC. 15, T-8-S, R-3-W  
 CITY OF OXFORD, LAFAYETTE CO., MS

DRAWN BY: E. LORICK	DATE: 05-05-2020
CHECKED BY: J. ADAMS	SCALE: 1" = 60'
DRAWING NO.: 6848	

ALL ENGINEERING DRAWINGS ARE IN CONFIDENCE AND DISSEMINATION MAY NOT BE MADE WITHOUT PRIOR WRITTEN CONSENT OF THE ENGINEER. ALL COMMON LAW RIGHTS OF COPYRIGHT AND OTHERWISE ARE HEREBY SPECIFICALLY RESERVED.

PAGE NO.:  
**1.0**

E:\6848 (RJ ALLEN- THE SUMMIT AT OXFORD COMMONS)\TRACTOR SUPPLY SURVEY\2024 PLAT AMENDMENT\SURVEY\CAD FILES\RED LINES SUMMIT PHASE I PLAT AMENDMENT LOTS 2-6.DWG

October 16, 2024

Mr. Ben Requet, Director of Planning  
City of Oxford  
107 Courthouse Square  
Oxford, MS 38655

Re: Plat Amendment for The Summit Phase 1 Lots 2-6

Dear Sir,

Please accept this letter as notice that AVENT THOMAS W JR & E MURRAY, owner of the following properties, have no objection to the plat amendment for The Summit Phase 1, containing the changes attached to this letter:

135H-15-021.00

Sincerely,

Thomas W Avent Jr.  
E. Murray Avent



October 15, 2024

Mr. Ben Requet, Director of Planning  
City of Oxford  
107 Courthouse Square  
Oxford, MS 38655

Re: Plat Amendment for The Summit Phase 1 Lots 2-6

Dear Sir,

Please accept this letter as notice that the members of The Summit at Oxford Commons, LLC, owner of the following properties, have no objection to the plat amendment for The Summit Phase 1, containing the changes attached to this letter:

135H-15-020.00, 135H-15-020.03, 135H-15-020.04, 135H-15-020.05, 135H-15-020.06, & 135H-15-020.07

Sincerely,

A handwritten signature in blue ink, appearing to read "D B Slak".

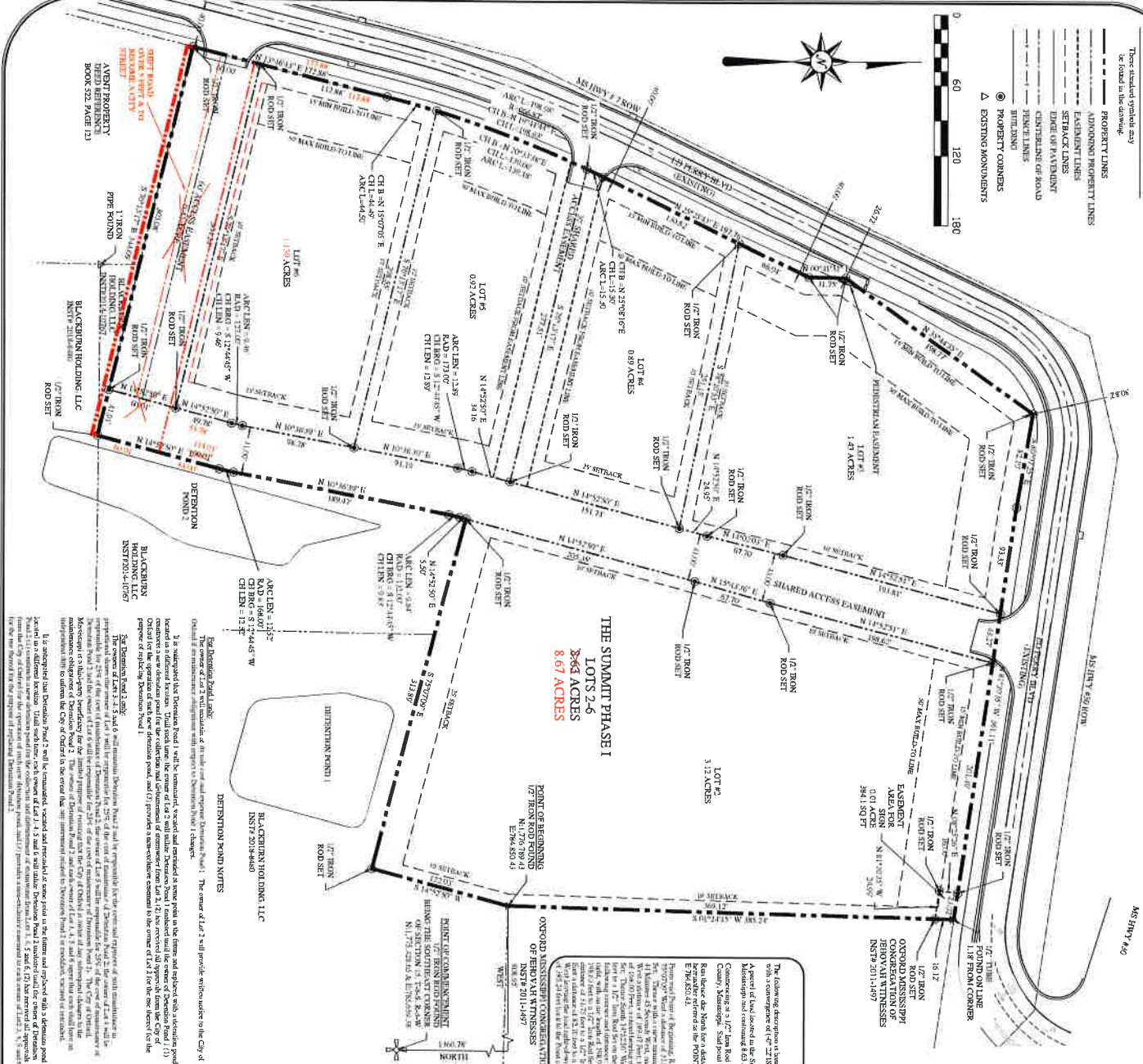


# LEGEND

- These standard symbols may be found in the drawing.
- PROPERTY LINES
  - ADJOINING PROPERTY LINES
  - EASEMENT LINES
  - SETBACK LINES
  - EDEGE OF UTILITY ADJUT
  - CENTERLINE OF ROAD
  - RIGHT-OF-WAY
  - BOUNDARY
  - PROPERTY CORNERS
  - ▲ EXISTING MONUMENTS



NOTE: No use may connect directly to Edgery Blvd. All access must come from one of the access easements shown on this plat.



**DESTRUCTION POINT NOTES**

For Destruction Point 1, the owner of Lot 2 will provide, without cost to the City of Oxford, the materials and labor necessary to reconstruct the destroyed portion of the road. The owner of Lot 2 will provide, without cost to the City of Oxford, the materials and labor necessary to reconstruct the destroyed portion of the road. The owner of Lot 2 will provide, without cost to the City of Oxford, the materials and labor necessary to reconstruct the destroyed portion of the road.

**DESCRIPTION OF PROPERTY**

The following description is based on the Mississippi Real State Place, Certificate System and North, as amended by GPS observations with a convergence of 49' 27.87" and a scale factor of 0.999995186, conducted at the Field Of Commencement. A parcel of land located in the Southeast Quarter of Section 15, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi, containing 8.67 Acres. The property is shown in more detail as follows:

**~SURVEYORS NOTES~**

- This Property is a land use classification of Class "B" as defined in Appendix "A" and the Appendix "B" of the MISSISSIPPI STANDARDS OF PRACTICE FOR SURVEYING.
- All Boundary Lines Based On Mississippi State Plane Coordinate System GCS NAD 83 Parameters By GPS Observations Collected At The Field Of Commencement.
- Horizontal Datum Based on NAD 83(2011) and Vertical Datum based on NAVD 83 as posted on below tables.

**~SURVEYORS CERTIFICATE~**

I DO HEREBY CERTIFY THAT THIS COMPARE TO THE ANOMALY REPERMITS AS SET FORTH BY THE STATE BOARD FOR A CLASS "B" SURVEYING STANDARDS OF PRACTICE FOR SURVEYING IN THE STATE OF MISSISSIPPI TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.



**~SURVEYORS CERTIFICATE~**

I DO HEREBY CERTIFY THAT THIS COMPARE TO THE ANOMALY REPERMITS AS SET FORTH BY THE STATE BOARD FOR A CLASS "B" SURVEYING STANDARDS OF PRACTICE FOR SURVEYING IN THE STATE OF MISSISSIPPI TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Signature: A. Sasser  
Date: \_\_\_\_\_

**~SURVEYORS NOTES~**

- This Property is a land use classification of Class "B" as defined in Appendix "A" and the Appendix "B" of the MISSISSIPPI STANDARDS OF PRACTICE FOR SURVEYING.
- All Boundary Lines Based On Mississippi State Plane Coordinate System GCS NAD 83 Parameters By GPS Observations Collected At The Field Of Commencement.
- Horizontal Datum Based on NAD 83(2011) and Vertical Datum based on NAVD 83 as posted on below tables.

OFFICE: Real Time, All-in-One  
 CODES: This is a GPS Continuously Operating Business System.  
 Database: Oxford City, MS  
 PPD: 03/07/14  
 LAL: 344 217 903347  
 Date: 06/21/2024

**~SURVEYORS CERTIFICATE~**

I DO HEREBY CERTIFY THAT THIS COMPARE TO THE ANOMALY REPERMITS AS SET FORTH BY THE STATE BOARD FOR A CLASS "B" SURVEYING STANDARDS OF PRACTICE FOR SURVEYING IN THE STATE OF MISSISSIPPI TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Signature: A. Sasser  
Date: \_\_\_\_\_

**PRECISION ENGINEERING CORPORATION**  
 1400 RIVERSIDE DRIVE  
 OXFORD, MISSISSIPPI 39373  
 (601) 934-1100

## FINAL PLAT

### FOR THE SUMMIT, PHASE I, LOTS 2-6

A FRACTION OF THE SE 1/4, SEC. 15, T-8-S, R-3-W  
 CITY OF OXFORD, LAFAYETTE CO., MS

DATE: 06/21/2024  
 TIME: 09:30:00 AM  
 DRAWN BY: J. SASSER  
 CHECKED BY: J. SASSER

**REVISIONS:**

NO.	DATE	DESCRIPTION
1	06/21/2024	ISSUED FOR RECORD

SCALE: AS SHOWN

DATE: 06/21/2024

TIME: 09:30:00 AM

DRAWN BY: J. SASSER

CHECKED BY: J. SASSER

# 1.0

DATE: 06/21/2024  
 TIME: 09:30:00 AM  
 DRAWN BY: J. SASSER  
 CHECKED BY: J. SASSER

---

# TURNER LAW

---

PLLC

P. O. Box 1155 (Mailing)  
200 Enterprise Drive (Physical)  
Oxford, Mississippi 38655

AMBERLY DAVIS  
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Tel: (662) 234-2248  
Fax: (662) 236-2784

October 28, 2024

**By Hand Delivery**

Precision Engineering Corporation  
Attn: Mr. Paul Koshenina  
1776 N Lamar Blvd  
Oxford, MS 38655

Re: The Summit at Oxford Commons, LLC Phase 1 Plat Amendment Affidavit

Dear David,

Please find enclosed the original Affidavit for The Summit at Oxford Commons, LLC Phase 1 Plat Amendment, Affidavit for the above-referenced transaction.

Please let me know if you have any questions. Thank you.

Very truly yours,

Turner Law, PLLC



## AFFIDAVIT

STATE OF MISSISSIPPI  
COUNTY OF LAFAYETTE

This day personally appeared before me, the undersigned authority in this jurisdiction, William F. Turner, Esq. ("Affiant"), who, after being duly sworn, deposes and states under oath the following:

1. Affiant is an attorney-at-law, duly licensed to practice law in the State of Mississippi, and in good standing with The Mississippi Bar, and Affiant's license to practice law in the State of Mississippi is active on the date hereof.
2. Affiant represents The Summit at Oxford Commons, LLC, a Mississippi limited liability company.
3. On October 25, 2024, Affiant spoke on the phone Mike Bauer, the principal owner of M.B. SR. Bloomington IL LLC, a Missouri limited liability company ("Lot 2 Owner"). Lot 2 Owner is the owner of the following property ("Lot 2"):

Lot 2, Final Plat for The Summit, Phase I, Lots 2-6, a subdivision according to the subdivision plat thereof filed in the office of the Chancery Clerk of Lafayette County, Mississippi in Plat Cabinet C, Slide 108, as ratified by Blackburn Holdings, LLC pursuant to that certain Ratification of Plat filed of record on August 27, 2020 as Instrument 2020-8005 in the office of the Chancery Clerk of Lafayette County, Mississippi.

LESS AND EXCEPT the following:

The following description is based on the Mississippi East State Plane Coordinate System grid North as determined by GPS observations with a convergence of (-0°22'18") and a scale factor of 0.999995146 calculated at the Point Of Commencement.

A parcel of land located in the Southeast Quarter of Section 15, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi and containing 0.01 Acre, more or less. This property described in more detail as follows:

Commencing at a 1/2" Iron Rod Found recognized as being the Southeast Corner of Section 15, Township 8 South, Range 3 West Lafayette County, Mississippi. Said point being further defined by

Mississippi East State Plane Coordinates of N:1,775,428.65 and E:785,659.38.

Run thence due North for a distance of 1360.78 feet to Point, Thence due West for a distance of 808.95 feet to a 1/2" Iron Rod Found; Thence North 01°24'15" East a distance of 369.12 feet to a 1/2" Iron Rod Set; hereinafter referred as the POINT OF BEGINNING, further defined by Mississippi East State Plane Coordinates of N:1,777,158.43 and E:784,859.48.

From said Point of Beginning, Run thence North 81 Degrees 30 Minutes 35 Seconds West a distance of 24.99 feet to a 1/2" Iron Rod Set; Thence North 08°25'26" East a distance of 16.00 Feet to a 1/2" Iron Rod Set on the South right-of-way of Ed Perry Blvd; Thence South 81°30'35" East a distance of 23.02 feet to a Point; Thence South 01°24'15" West leaving said right-of-way (passing through a 1/2" Tube Found at a distance of 1.18 feet) a distance of 16.12 feet back to the Point of Beginning.

4. Mr. Bauer told Affiant that (a) he had received a copy of the proposed amendment to the Final Plat for The Summit, Phase I, Lots 2-6 attached to this Affidavit as Exhibit A (the "Plat Amendment"), (b) the Plat Amendment did not affect Lot 2, and (c) since the Plat Amendment did not affect Lot 2, he had no objection to the Plat Amendment.

This Affidavit is executed by the undersigned this the 25<sup>th</sup> day of October, 2024.

  
\_\_\_\_\_  
William F. Turner, Esq.

SWORN TO AND SUBSCRIBED TO BEFORE ME this 25<sup>th</sup> day of October, 2024.



  
\_\_\_\_\_  
NOTARY PUBLIC

**Exhibit A**

[See attached.]





# OXFORD

PLANNING  
DEPARTMENT

## Memorandum

**To:** Mayor and Board of Alderman  
**From:** Kate Kenwright, Planner II  
**Date:** November 19, 2024  
**RE:** Request approval for Preliminary Plat and Final Plat Approval for Case #3156, Lonesome Oaks, LLC (Wil Matthews), for 'Village Station', for property located at 3004 Old Taylor Road. (PPIN #7730)

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The subject property is +/- 3.21 acres located on Old Taylor Road just before the intersection of Old Taylor and Virginia H. Crestman Drive.

The property fronts Old Taylor Road with Faulkner Flats at the rear of the property. The applicant proposes a 3-lot subdivision. According to the applicant, there is existing regional stormwater detention at Faulkner Flats that has already been approved to serve the proposed commercial development on this site.

Lots 1 and 3 feature existing buildings/businesses on-site. Lot 2 will be the site of two multifamily buildings.

This case was approved with the consent agenda at the November, 2024 meeting of the Planning Commission with the 8 conditions listed in the Staff Report.

**Recommendation:** Staff and the Planning Commission recommend approval of the requested Preliminary and Final Plat for 'Village Station' with the following conditions:

1. Approval is for the plan as submitted (Planning).
2. Approval of the Preliminary and Final Plat for 'Village Station' by the Mayor and Board of Aldermen (Planning).
3. A copy of the stamped recorded covenants shall be provided to the Planning Department (Planning).
4. All water and sewer connection fees are to be paid prior to issuance of any building permits (Engineering).

5. The existing 20 ft water main easement shall be added to the plat (Engineering).
6. Indicate a pedestrian easement on the plat at all locations where the existing sidewalk along Old Taylor Road leaves the right-of-way (Engineering).
7. Indicate cross-access easements on the plat between Lots 1 and 3 and between Lots 2 and 3 (Engineering).
8. Covenants for the property are to be provided before the final plat is recorded (Engineering).



**OXFORD**PLANNING  
DEPARTMENT**Case #3156**

**To:** Oxford Planning Commission  
**From:** Kate Kenwright; Planner II  
**Date:** November 12, 2024

**Applicant:** Lonesome Oaks, LLC (Wil Matthews)  
**Owner:** Same  
**Request:** Preliminary and Final Plat for 'Village Station'  
**Location:** 3004 Old Taylor Road (PPIN #7730)  
**Zoning:** (TNB) Traditional Neighborhood Business

**Surrounding Zoning:**

**North:** (SMF) Suburban Multi-Family & (TNB) Traditional Neighborhood Business  
**East & West:** (SMF) Suburban Multi-Family  
**South:** (Lafayette County)

**Case History:** N/A

**Planning Comments:**

The subject property is +/- 3.21 acres located on Old Taylor Road just before the intersection of Old Taylor and Virginia H. Crestman Drive.

The property fronts Old Taylor Road with Faulkner Flats at the rear of the property. The applicant proposes a 3-lot subdivision. According to the applicant, there is existing regional stormwater detention at Faulkner Flats that has already been approved to serve the proposed commercial development on this site.

Lots 1 and 3 feature existing buildings/businesses on-site. Lot 2 will be the site of two multifamily buildings.

**Engineering Comments:**Access

This subdivision lies within the Vineyard PUD and will have access via Faulkner Flats Condos Drive to the north and Virginia H. Crestman Drive to the south.

Water and Sewer

Water and sewer facilities within the property are existing. Water and sewer (per unit) connection fees are to be paid prior to issuance of building permits.

Stormwater Management

The proposed stormwater runoff from this subdivision is conveyed to an existing aboveground detention basin, which was modified in 2016 to service all Vineyard PUD properties.

**Recommendation:** Staff recommends approval of the requested Preliminary and Final Plat for 'Village Station' with the following conditions:

1. Approval is for the plan as submitted (Planning).
2. Approval of the Preliminary and Final Plat for 'Village Station' by the Mayor and Board of Aldermen (Planning).
3. A copy of the stamped recorded covenants shall be provided to the Planning Department (Planning).
4. All water and sewer connection fees are to be paid prior to issuance of any building permits (Engineering).
5. The existing 20 ft water main easement shall be added to the plat (Engineering).
6. Indicate a pedestrian easement on the plat at all locations where the existing sidewalk along Old Taylor Road leaves the right-of-way (Engineering).
7. Indicate cross-access easements on the plat between Lots 1 and 3 and between Lots 2 and 3 (Engineering).
8. Covenants for the property are to be provided before the final plat is recorded (Engineering).

For Final Review

**STORMWATER MANAGEMENT NOTES:**

1. For Village Station Subdivision, compliance with the City of Oxford's Stormwater Ordinance shall be achieved through the construction of a regional stormwater management facility located on the adjoining Faulkner Flats Development.

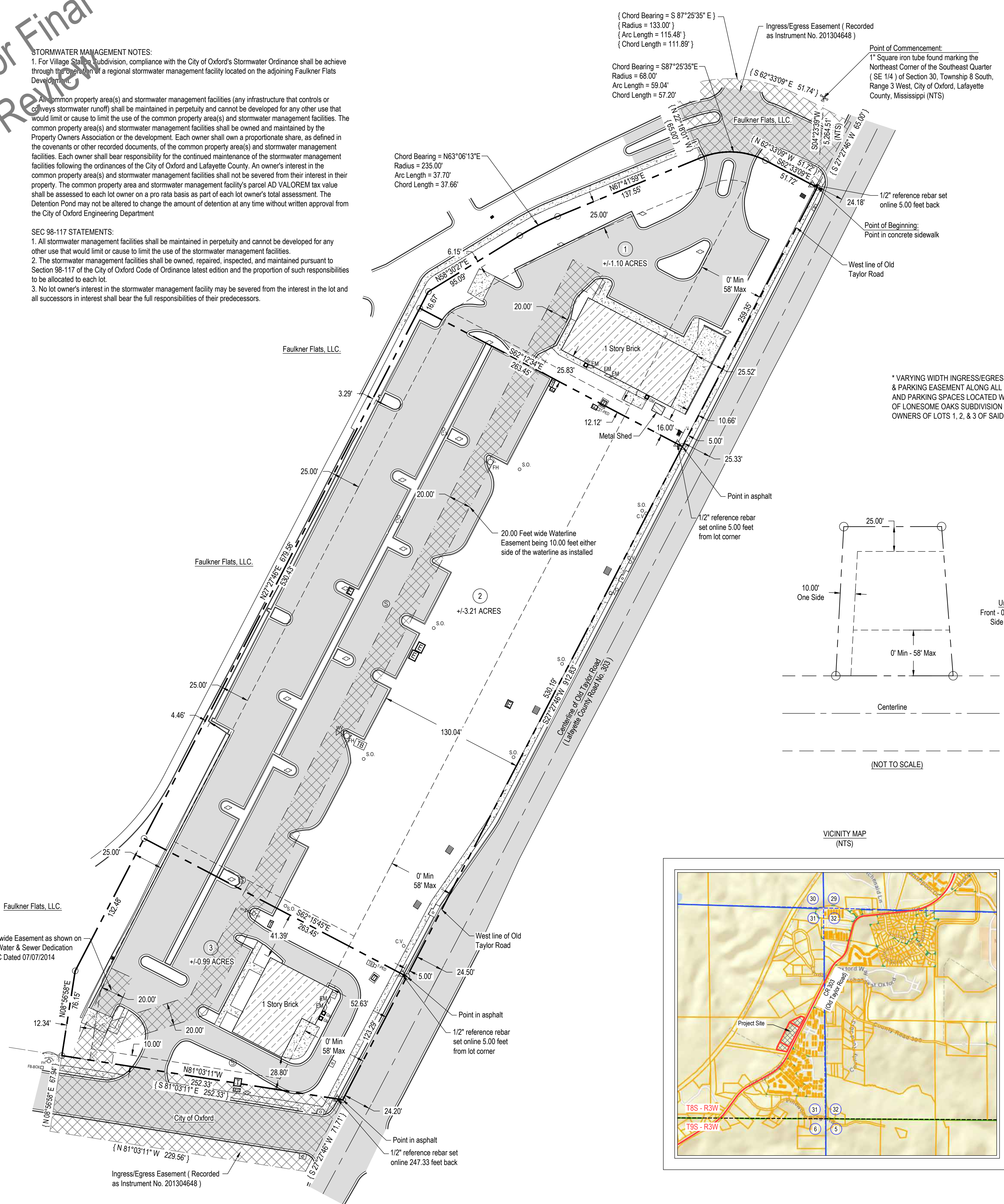
2. Common property area(s) and stormwater management facilities (any infrastructure that controls or conveys stormwater runoff) shall be maintained in perpetuity and cannot be developed for any other use that would limit or cause to limit the use of the common property area(s) and stormwater management facilities. The common property area(s) and stormwater management facilities shall be owned and maintained by the Property Owners Association or the development. Each owner shall own a proportionate share, as defined in the covenants or other recorded documents, of the common property area(s) and stormwater management facilities. Each owner shall bear responsibility for the continued maintenance of the stormwater management facilities following the ordinances of the City of Oxford and Lafayette County. An owner's interest in the common property area(s) and stormwater management facilities shall not be severed from their interest in their property. The common property area and stormwater management facility's parcel AD VALOREM tax value shall be assessed to each lot owner on a pro rata basis as part of each lot owner's total assessment. The Detention Pond may not be altered to change the amount of detention at any time without written approval from the City of Oxford Engineering Department.

**SEC 98-117 STATEMENTS:**

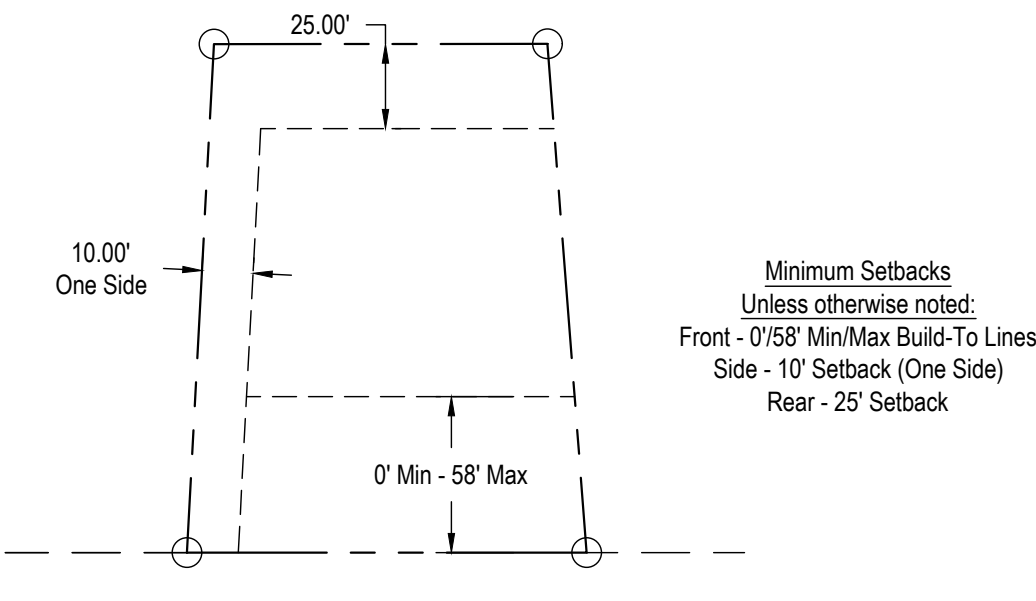
1. All stormwater management facilities shall be maintained in perpetuity and cannot be developed for any other use that would limit or cause to limit the use of the stormwater management facilities.

2. The stormwater management facilities shall be owned, repaired, inspected, and maintained pursuant to Section 98-117 of the City of Oxford Code of Ordinance latest edition and the proportion of such responsibilities to be allocated to each lot.

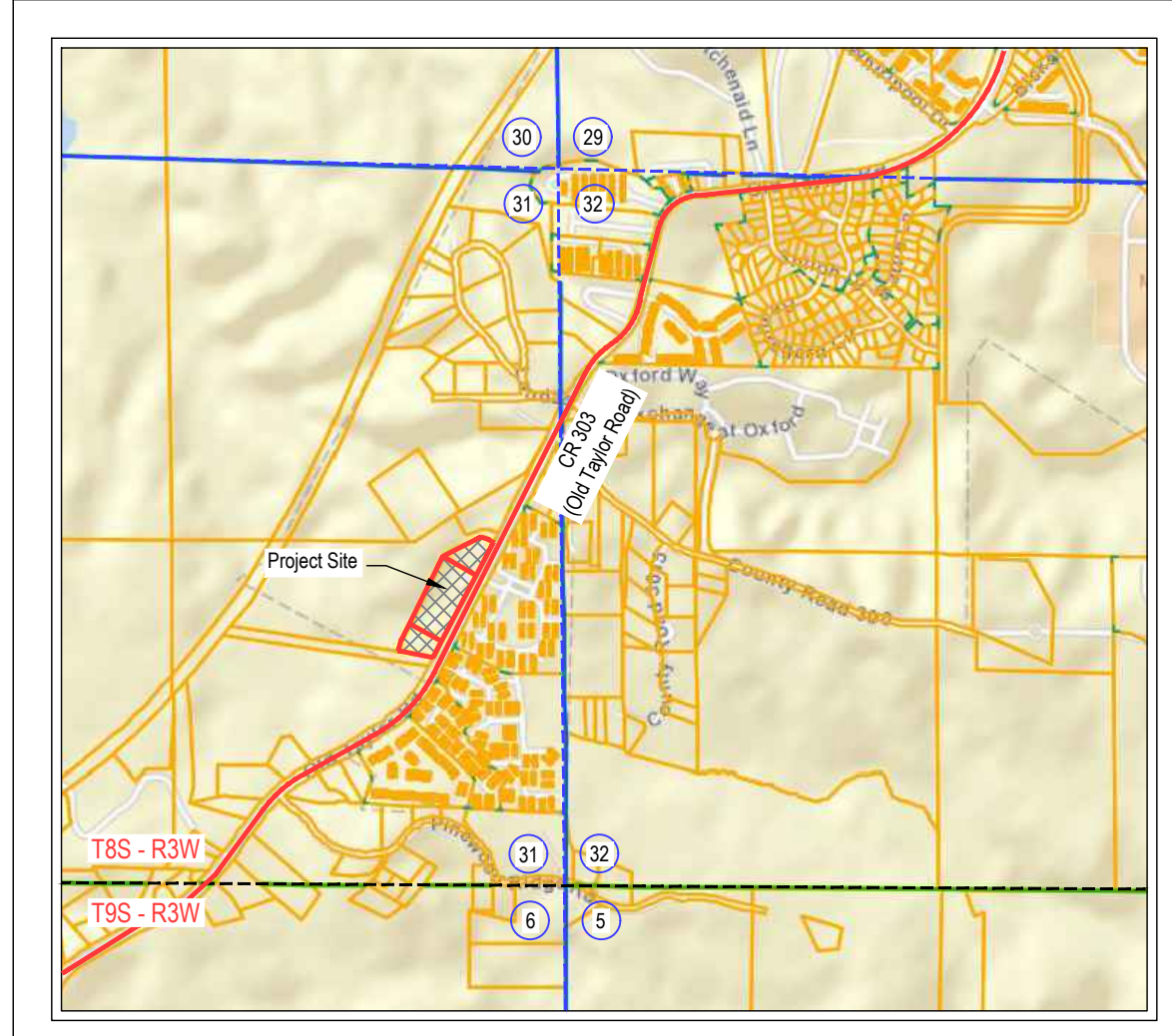
3. No lot owner's interest in the stormwater management facility may be severed from the interest in the lot and all successors in interest shall bear the full responsibilities of their predecessors.



\* VARYING WIDTH INGRESS/EGRESS CROSS-ACCESS & PARKING EASEMENT ALONG ALL EXISTING DRIVES AND PARKING SPACES LOCATED WITHIN THE BOUNDS OF LONESOME OAKS SUBDIVISION BENEFITING THE OWNERS OF LOTS 1, 2, & 3 OF SAID SUBDIVISION.



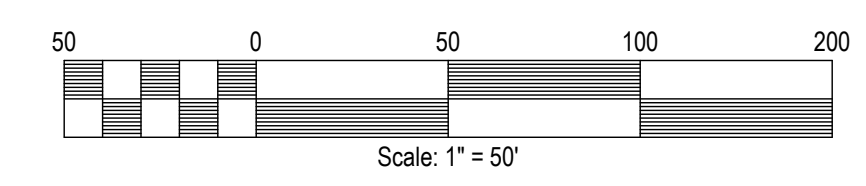
VICINITY MAP (NTS)



# Village Station Subdivision

3 Lot - Commercial Subdivision  
+/- 5.30 Acres

Lonesome Oaks, LLC  
201 East Barhead Street  
Abbeville, MS 38652



## LEGEND

---	RIGHT-OF-WAY LINES	□-BOX	TELEPHONE BOX
---	PROPERTY LINES	○	SECTION CORNER
---	SECTION TIE	○	PROPERTY CORNERS
---	CENTERLINE ROAD	○	MONUMENTS FOUND
---	APPARENT ADJOINING PROPERTY LINE	○	UTILITY POLES
---	BUILDING SETBACKS	○	GUY WIRE
---	OHL	○	LAMP POLES
---	OVERHEAD LINES	○	LIGHT POLES
---	W	○	MULTIPLE GUIDEWIRES
---	WATER LINES	○	FIRE HYDRANT
---	T	○	TELEPHONE PEDESTAL
---	UNDERGROUND TELEPHONE LINES	○	ELECTRIC BOX
---	WOOD FENCE LINES	○	ELECTRIC METERS
---	TRACES OF BARBED WIRE FENCE LINES	○	GAS METERS
---	UTILITY EASEMENT LINES	○	WATER METERS
---	BUILDING AREAS	○	WATER VALVE
---	COVERED AREAS	○	AIR CONDITIONING UNIT
---	CONCRETE AREAS	○	EXISTING SANITARY MANHOLES
---	ASPHALT AREAS	○	CLEANOUT
---	GRAVEL AREAS	○	TREES
---	EASEMENT AREAS	○	STUBOUT
---	CMP	○	SANITARY SEWER MANHOLE
---	CORRUGATED METAL PIPE	○	DEED CALLS
---	CL	○	MEASURED CALLS
---	CENTERLINE ROAD	○	
---	FF	○	
---	FINISHED FLOOR	○	
---	POB	○	
---	POINT OF BEGINNING	○	
---	POC	○	
---	POINT OF COMMENCEMENT	○	
---	(NTS)	○	

(All symbols in legend may not be used on current survey.)

**Notes:**

- This is a Class "B" Survey as set forth in Appendix "A" of the Standards of Practice for Land Surveying in the State of Mississippi.
- This survey meets the conditions of closure and accuracy for condition "B" as set forth in Appendix "B" of the standards of practice for Land Surveying in the State of Mississippi.
- Field survey completed May 31, 2024.
- "True" Geodetic Bearings were established from GPS Observation by Williams Engineering.
- Subject survey is Zoned TMB "Traditional Neighborhood Business District" as per City of Oxford Interactive Zoning Map Adopted March 19, 2019 and is subject to the regulations, setbacks, and easements found in the City of Oxford Land Development Code latest addition.
- This property is subject to any right-of-way or easements recorded or unrecorded shown or not shown on plat of survey.
- This property is subject to an "Access Easement Agreement" recorded in the office of the Chancery Clerk of Lafayette County, Mississippi, as Instrument No. 201304648 and the "Amendment to Access Easement Agreement" recorded as Instrument No. 201908546.
- All property corners set are 1/2" rebar with survey cap, unless otherwise stated.
- No underground utilities requested or shown on subject survey.
- Deed References:  
A. Deed Book-456, Page-275  
B. Deed Book-308, Page-512  
C. Deed Book-338, Page-215  
D. Deed Book-308, Page-510  
E. Deed Book-379, Page-217  
F. Instrument No. 200908546  
G. Instrument No. 201500152  
H. Instrument No. 201304647  
I. Instrument No. 201304648  
J. Instrument No. 201604358  
K. Instrument No. 201908546  
L. Instrument No. 202003969  
M. Instrument No. 201211354  
N. Instrument No. 202003664  
O. Instrument No. 200708780  
P. Instrument No. 202009445  
Q. Instrument No. 202009801  
R. Previous Boundary & Topographical Survey by WEC for Heritage Properties Dated January 18, 2013 with Project No. SD-122200  
S. Previous Water & Sewer Dedication Plat by WEC Dated 07/07/2014 and having Project No. SV-132470.  
T. Official Map of the City of Oxford on file in the Office of the Chancery Clerk of Lafayette County, Mississippi.  
U. Previous survey for Kirk Miami by WEC Dated 06/23/2015 with Project No. SV-152731.  
V. Previous Boundary & Topographical Survey for Stephano Capomazza Dated July 27, 2004 with Project No. SD-04993

Description: A tract of land being a fraction of the East Half ( E 1/2 ) of Section 31, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi; being described in more detail as follows:

Commencing at a 1" square iron tube found marking the Northeast Corner of the Southeast Quarter ( SE 1/4 ) of Section 30, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi; run thence S 04°23'39" W for a distance of 5,264.51 feet to a Point in a concrete sidewalk on the West line of Old Taylor Road ( 24.18 feet from centerline ), said Point being the Point of Beginning of this description; run thence S 27° 27' 46" W along said West line for a distance of 912.83 feet to a Point ( 24.20 feet from centerline ); run thence N 81° 03' 11" W leaving said West line for a distance of 252.33 feet to a 1/2" rebar previously set, passing through a 1/2" reference rebar set online 247.33 feet back; run thence N 08° 58' 58" E for a distance of 76.15 feet to a 1/2" rebar previously set; run thence N 27° 27' 46" E for a distance of 679.58 feet to a 1/2" rebar previously set; run thence N 58° 30' 27" E for a distance of 95.09 feet to a 1/2" rebar set at the beginning of a circular curve to the right; run thence along said curve having an arc length of 37.70 feet, a chord bearing of N 63° 06' 13" E, a chord length of 37.66 feet, and a radius of 235.00 feet to a 1/2" rebar set; run thence N 67° 41' 59" E for a distance of 137.55 feet to a 1/2" rebar set at the beginning of a circular curve to the right; run thence along said curve having an arc length of 59.04 feet, a chord bearing of S 87° 25' 35" E, a chord length of 57.20 feet, and a radius of 68.00 feet to a 1/2" rebar set; run thence S 62° 33' 09" E for a distance of 51.72 feet to the Point of Beginning of the herein described tract of land, passing through a 1/2" reference rebar set online 5.00 feet back. Said tract contains 5.30 acres, more or less.

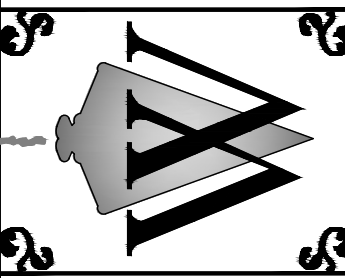
\*True\* Geodetic Bearings were established from GPS Observation by Williams Engineering Consultants, Inc. (662-236-9675)

Date: November 5, 2024

Richard S. Daniels, PLS No. 02922

For Final Review

WILLIAMS ENGINEERING CONSULTANTS, INC.  
Professional Engineers | Professional Land Surveyors



Subdivision Plat For:  
**Village Station Subdivision**  
A tract of land being a fraction of the East Half ( E 1/2 ) of Section 31, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi

REVISION	DATE

Scale: 1" = 50'  
Date: 11/05/2024  
File: SV-223579-Lonesome Oaks LLC CR 3031/SUB-division Plat/Map Station Subdivision Plat.dwg  
Proj No.: SV-223579  
Drawn By: JCP  
Checked By: RSD

Sheet Title:  
**Subdivision Plat**

Sheet No.:

For Final Review

# Village Station Subdivision

3 Lot - Commercial Subdivision

+/- 5.30 Acres

Lonesome Oaks, LLC.  
201 East Banhead Street  
Abbeville, MS 38652

**OWNERS CERTIFICATE (DEVELOPER):**

I, WIL MATTHEWS, MANAGING MEMBER OF LONESOME OAKS, LLC., OWNER OF LOT 2 AS SHOWN ON THIS PLAT OF LONESOME OAKS SUBDIVISION, CERTIFY THAT I DID CAUSE SAID LAND TO BE SUBDIVIDED AND PLATTED AS SHOWN ON THIS PLAT OF LONESOME OAKS SUBDIVISION. UTILITY EASEMENTS ARE DEDICATED TO THE PUBLIC AND/OR PRIVATE UTILITY COMPANIES WHICH SERVE THIS SUBDIVISION. SUCH SUBDIVISION AND DEDICATION IS THE OWNER'S OWN ACT AND DEED OF HIS OWN FREE WILL.

WITNESS MY HAND AND SIGNATURE THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SIGNED: \_\_\_\_\_  
WIL MATTHEWS  
MANAGING MEMBER OF LONESOME OAKS, LLC.

**NOTARY'S CERTIFICATE**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED AUTHORITY IN AND FOR THE SAID COUNTY AND STATE, ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ WITHIN MY JURISDICTION, THE WITHIN NAMED WIL MATTHEWS, WHO ACKNOWLEDGED THAT HE IS THE MANAGING MEMBER OF LONESOME OAKS, LLC., AND OWNER OF LOT 2 AS SHOWN ON THIS PLAT OF LONESOME OAKS SUBDIVISION, AND THAT IN SAID REPRESENTATIVE CAPACITY, EXECUTED THE ABOVE AND FOREGOING INSTRUMENT, AFTER FIRST HAVING BEEN DULY AUTHORIZED TO DO SO.

MY COMMISSION EXPIRES: \_\_\_\_\_

NOTARY PUBLIC \_\_\_\_\_

**OWNERS CERTIFICATE (DEVELOPER):**

I, \_\_\_\_\_ OF JJB OXFORD, LLC., OWNER OF LOTS 1 & 3 AS SHOWN ON THIS PLAT OF LONESOME OAKS SUBDIVISION, CERTIFY THAT I DID CAUSE SAID LAND TO BE SUBDIVIDED AND PLATTED AS SHOWN ON THIS PLAT OF LONESOME OAKS SUBDIVISION. UTILITY EASEMENTS ARE DEDICATED TO THE PUBLIC AND/OR PRIVATE UTILITY COMPANIES WHICH SERVE THIS SUBDIVISION. SUCH SUBDIVISION AND DEDICATION IS THE OWNER'S OWN ACT AND DEED OF HIS OWN FREE WILL.

WITNESS MY HAND AND SIGNATURE THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SIGNED: \_\_\_\_\_  
\_\_\_\_\_ OF JJB OXFORD, LLC.

**NOTARY'S CERTIFICATE**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED AUTHORITY IN AND FOR THE SAID COUNTY AND STATE, ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ WITHIN MY JURISDICTION, THE WITHIN NAMED \_\_\_\_\_ WHO ACKNOWLEDGED THAT HE IS THE \_\_\_\_\_ OF JJB OXFORD, LLC., AND OWNER OF LOTS 1 & 3 AS SHOWN ON THIS PLAT OF LONESOME OAKS SUBDIVISION, AND THAT IN SAID REPRESENTATIVE CAPACITY, EXECUTED THE ABOVE AND FOREGOING INSTRUMENT, AFTER FIRST HAVING BEEN DULY AUTHORIZED TO DO SO.

MY COMMISSION EXPIRES: \_\_\_\_\_

NOTARY PUBLIC \_\_\_\_\_

**ENGINEER'S CERTIFICATE:**

IT IS HEREBY CERTIFIED THAT THIS PLAT OF LONESOME OAKS SUBDIVISION, IS TRUE AND CORRECT, AND ALSO IN CONFORMANCE WITH THE DESIGN REQUIREMENTS OF THE SUBDIVISION REGULATIONS AND SPECIFIC CONDITIONS IMPOSED ON THIS DEVELOPMENT, AND TAKES INTO ACCOUNT ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS.

DATE: \_\_\_\_\_  
ENGINEER: JEFFERY W. WILLIAMS, PE NO. 12627

**SURVEYORS CERTIFICATE:**

THIS IS TO CERTIFY THAT I HAVE DRAWN SUBJECT PLAT FROM AN ACTUAL ON THE GROUND SURVEY AND FROM DEEDS OF RECORD AND THAT THE PLAT REPRESENTS THE INFORMATION AND THAT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATE: \_\_\_\_\_  
SURVEYOR: RICHARD S. DANIELS, PLS NO. 02922

**CITY ENGINEER'S CERTIFICATE**

I CERTIFY THAT \_\_\_\_\_ HAS COMPLIED WITH ONE OF THE FOLLOWING ALTERNATIVES FOR LONESOME OAKS SUBDIVISION:

1. ALL IMPROVEMENTS HAVE BEEN INSTALLED BY THE SUB-DIVIDER IN ACCORDANCE WITH THE REQUIREMENTS OF THESE REGULATIONS AND WITH THE ACTION OF THE BOARD OF ALDERMEN, GIVING APPROVAL OF THE PRELIMINARY PLAT, AND ACCEPTING MAINTENANCE OF UTILITIES AND STREETS.

2. A BOND OR CERTIFIED CHECK HAS BEEN POSTED BY THE SUB-DIVIDER WHICH IS AVAILABLE TO THE CITY IN A SUFFICIENT AMOUNT TO ENSURE COMPLETION OF ALL REQUIRED IMPROVEMENTS.

AS OF THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

JOHN CRAWLEY,  
CITY ENGINEER, CITY OF OXFORD

**CITY OF OXFORD PLANNING COMMISSION APPROVAL:**

CITY OF OXFORD  
STATE OF MISSISSIPPI

APPROVED AND RECOMMENDED FOR ACCEPTANCE BY THE CITY OF OXFORD PLANNING COMMISSION, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SIGNED: \_\_\_\_\_  
CHAIRMAN  
CITY OF OXFORD PLANNING COMMISSION

**CITY OF OXFORD BOARD OF ALDERMEN APPROVAL:**

CITY OF OXFORD  
COUNTY OF LAFAYETTE  
STATE OF MISSISSIPPI

APPROVED AND RECOMMENDED FOR ACCEPTANCE BY THE CITY OF OXFORD, BOARD OF ALDERMEN, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SIGNED: \_\_\_\_\_  
ROBYN TANNEHILL  
MAYOR, CITY OF OXFORD

ATTEST: \_\_\_\_\_  
CITY CLERK

**FILING CERTIFICATION BY CHANCERY CLERK:**

PERSONALLY APPEARED BEFORE ME, MIKE ROBERTS, CHANCERY CLERK, IN AND FOR LAFAYETTE COUNTY, MISSISSIPPI, WIL MATTHEWS & \_\_\_\_\_ WHO EXECUTED THE ATTACHED OWNER'S CERTIFICATE THAT WAS SIGNED AND DELIVERED OF HIS OWN FREE ACT AND DEED, AND ALSO APPEARED, RICHARD S. DANIELS, WHO EXECUTED THE ATTACHED SURVEYOR'S CERTIFICATE AND ACKNOWLEDGED THAT IT WAS SIGNED AND DELIVERED AS HIS OWN FREE ACT AND DEED.

WITNESS MY HAND AND SIGNATURE ON THIS, THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SIGNED: \_\_\_\_\_  
MIKE ROBERTS - CHANCERY CLERK  
COUNTY OF LAFAYETTE  
STATE OF MISSISSIPPI

I, MIKE ROBERTS, CHANCERY CLERK IN AND FOR SAID COUNTY AND STATE, HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN MY OFFICE AT \_\_\_\_\_ O'CLOCK ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, AND WAS DULY RECORDED IN PLAT CABINET \_\_\_\_\_, SLIDE \_\_\_\_\_.

WITNESS MY HAND AND SIGNATURE ON THIS, THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SIGNED: \_\_\_\_\_  
MIKE ROBERTS - CHANCERY CLERK

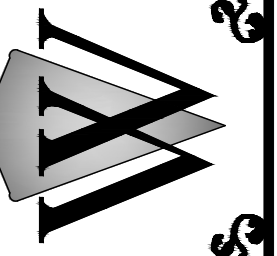
**RESTRICTIVE COVENANTS**

RECORDED IN INSTRUMENT NUMBER \_\_\_\_\_, OF LAND RECORDS IN THE CHANCERY CLERK'S OFFICE OF LAFAYETTE COUNTY, MISSISSIPPI.

THIS PROPERTY DOES NOT LIE IN A FLOOD HAZARD AREA TO THIS SURVEYOR'S KNOWLEDGE. LAFAYETTE COUNTY FLOOD INSURANCE MAP, COMMUNITY-PANEL NUMBER: 28071C0258C, 11/26/2010 (NOT PRINTED) AS SHOWN ON MSC.FEMA.GOV

WILLIAMS ENGINEERING CONSULTANTS, INC.  
Professional Engineers | Professional Land Surveyors

720 NORTH LAMAR BOULEVARD, SUITE A  
P.O. BOX 1197 OXFORD, MISSISSIPPI 38655  
662.236.9675



Subdivision Plat For:  
Village Station Subdivision  
A tract of land being a fraction of the East Half  
(E 1/2) of Section 31, Township 8 South, Range 3 West,  
City of Oxford, Lafayette County, Mississippi

REVISION	DATE

Scale:	NTS
Date:	11/05/2024
File:	SV-223579-Lonesome Oaks LLC CR 303(S)Sub Division Plat/Village Station Subdivision Plat.dwg
Proj.No.:	SV-223579
Drawn By:	JCP
Checked By:	RSD

Sheet Title:

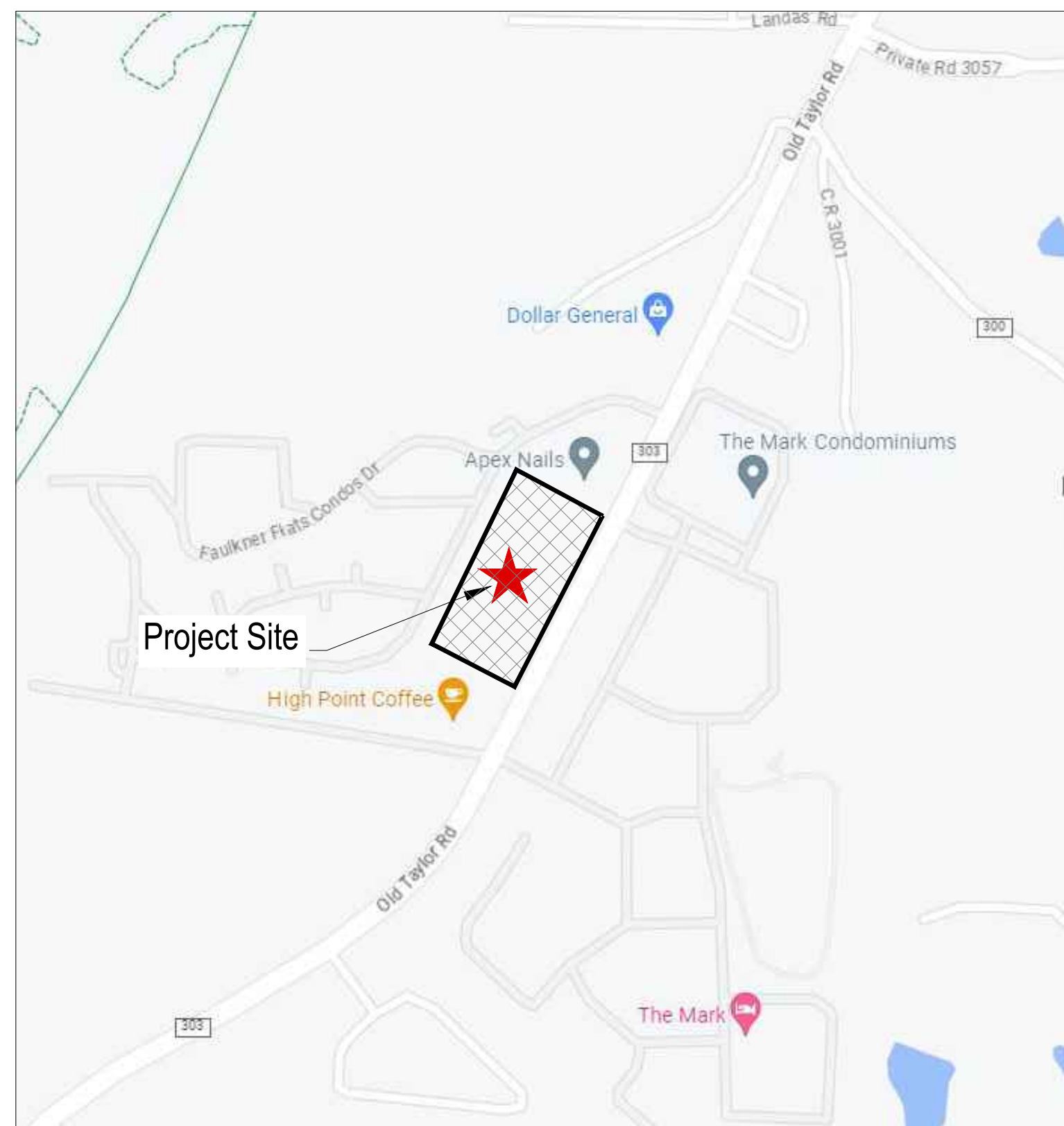
Signature Sheet

Sheet No.:

For Final Review

# CONSTRUCTION PLANS FOR: VILLAGE STATION COMMERCIAL Old Taylor Road

City of Oxford, Mississippi



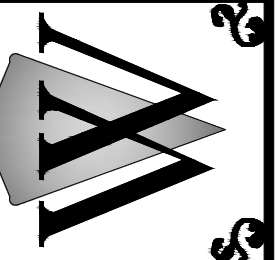
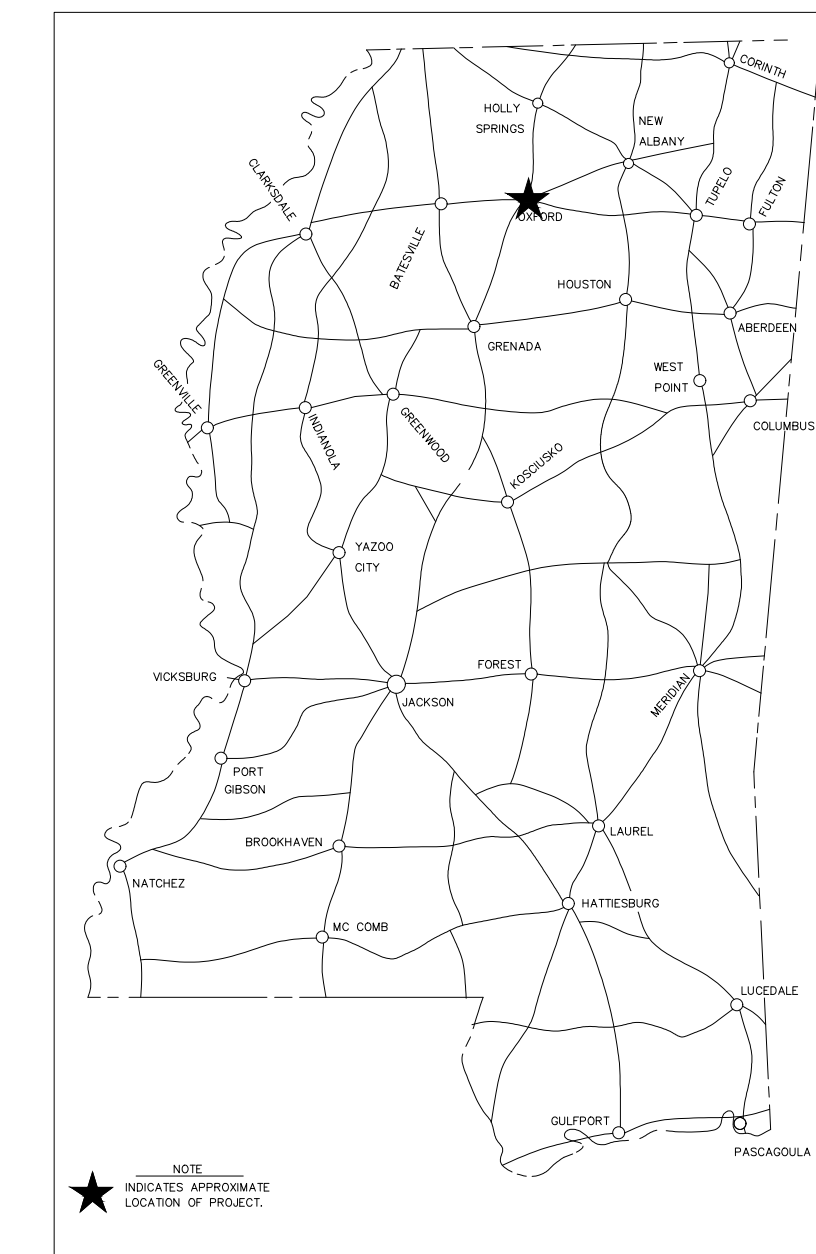
### VICINITY MAP

NOTE  
★ INDICATES APPROXIMATE  
LOCATION OF PROJECT.

### INDEX OF DRAWINGS

Sheet #	Sheet Name
C0.0	COVER
C1.0	EXISTING CONDITIONS
C2.0	SITE LAYOUT
C2.1	IMPERVIOUS AREAS
C2.2	CONNECTIVITY PLAN
C3.0	UTILITY LAYOUT
C3.1	WATER PLAN
C3.2	STORM DRAINAGE PLAN
C3.3	SEWER PLAN
C4.0	GRADING PLAN
C5.0	EROSION CONTROL PLAN
L1.0	PLANTING PLAN
L1.1	PLANTING DETAILS
C10.0/10.1	SITE DETAILS
C10.2	WATER DETAILS
C10.3	SEWER DETAILS
C10.4	STORM DRAIN DETAILS
C10.5	EROSION CONTROL DETAILS
C11.0	MAPS
A-101	FLOOR PLANS - BUILDING 1
A-102	FLOOR PLANS - BUILDING 2
A-200	ELEVATIONS - BUILDING 1
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A-900	3D

### LOCATION MAP



REVISION	DATE
City Comments 11-15-23	12/20/2023

Scale: NTS

Date: 8-18-2023

File: SD-142661\Oxsome Oaks, LLC -  
Village Station Design 8-18-23\Oxsome  
Oaks Topo\_05223.dwg

Proj.No.: SD-142661

Drawn By: JWW

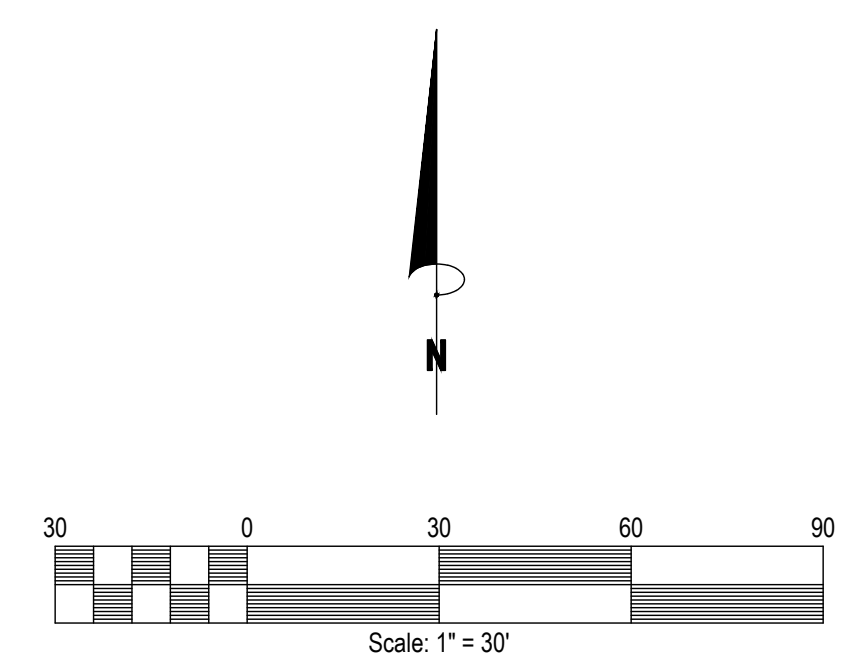
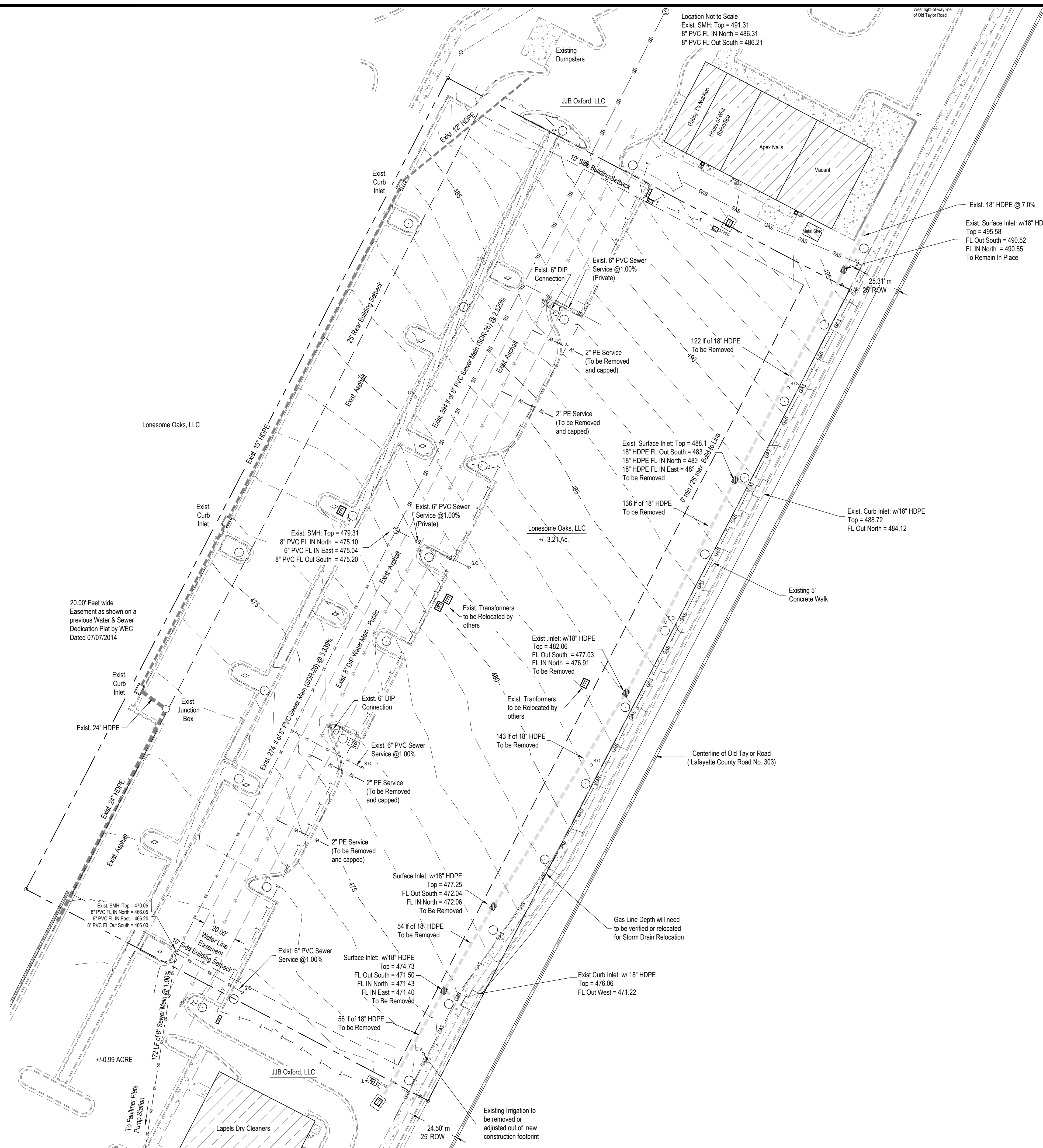
Checked By: JWW

Sheet Title:

COVER

Sheet No.:

C0.0



### LEGEND

	RIGHT-OF-WAY LINES		CONCRETE CURB AND GUTTER
	PROPERTY LINES		PROPERTY CORNERS
	CENTERLINE ROAD		MONUMENTS FOUND
	APPARENT ADJOINING PROPERTY LINE		REFERENCE CORNERS
	UTILITY EASEMENT LINES		BENCHMARKS
	UNDERGROUND ELECTRIC LINES		CURB INLET
	SEWER LINES		FIRE HYDRANT
	GAS LINES		ELECTRIC BOX
	WATER LINES		EXISTING SANITARY MANHOLES
	CHAIN LINK FENCE LINES		STUBOUT
	HEDGE ROW		HDPPE HIGH DENSITY POLYETHYLENE
	ASPHALT AREAS		INLET
	POINT OF BEGINNING (NTS)		WATER METERS
	PLAT CALLS		WATER VALVE
	MEASURED CALLS		SPOT ELEVATION
			EXISTING TREES
			EXISTING LAMP POLES

(All symbols in legend may not be used on current survey.)

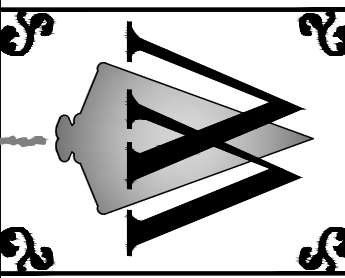
- Notes:
- This is a Class "B" Survey as set forth in Appendix "A" of the Standards of Practice for Land Surveying in the State of Mississippi.
  - This survey meets the conditions of closure and accuracy for condition "B" as set forth in Appendix "B" of the standards of practice for Land Surveying in the State of Mississippi.
  - Field survey completed December 14, 2022.
  - \*True\* Geodetic Bearings were established from GPS Observation by Williams Engineering.
  - Subject survey is Zoned TNB "Traditional Neighborhood Business District" as per City of Oxford Interactive Zoning Map Adopted March 19, 2019 and is subject to the regulations, setbacks, and easements found in the City of Oxford Land Development Code latest addition.
  - This property is subject to any right-of-way or easements recorded or unrecorded shown or not shown on plat of survey.
  - All property corners set are 1/2" rebar with survey cap, unless otherwise stated.
  - Underground utilities shown on this survey represent surface markings of the utilities on site by various utility owners. Underground utilities may exist which were not marked by various utility owners. Williams Engineering Consultants, Inc. is not responsible for utilities not shown that were not located by utility owners. Utility parameters are shown as provided by owners.
  - BM-1: Flange bolt on Eastside of fire hydrant with an assumed elevation of 305.50, said bolt located South 80.40 feet and West 11.24 feet from the POB.
  - Deed References:  
 A. Instrument 202012366 B. Instrument 201511157  
 C. Instrument 202012375  
 X. Official Plat of MSL Oxford Subdivision on file in the Office of the Chancery Clerk of Lafayette County, Mississippi, in Plat Cabinet-C, Slide-69.

Description: A tract of land being a fraction of the East Half (E 1/2) of Section 31, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi; being described in more detail as follows:

Commencing at a 1" Square iron tube found marking the Northeast Corner of the Southeast Quarter (SE 1/4) of Section 30, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi; run thence S 08°02'02" W for a distance of 5,409.42 feet to a 1/2" rebar previously set, said rebar being the Point of Beginning of this description; run thence S 62° 12' 34" E for a distance of 263.45 feet to a point in a concrete side walk on the West right-of-way line of Old Taylor Road (25.33 feet from centerline), passing through a 1/2" reference rebar previously set online 5.00 feet back; run thence S 27° 27' 46" W along said right-of-way line for a distance of 530.19 feet to a point in asphalt (24.50 feet from centerline); run thence N 62° 15' 45" W leaving said right-of-way line for a distance of 263.45 feet to a 1/2" rebar previously set, passing through a 1/2" reference rebar previously set online 258.45 feet back; run thence N 27° 27' 46" E for a distance of 530.43 feet to the Point of Beginning of the herein described tract of land. Said tract contains 3.21 acres, more or less.

\*True\* Geodetic Bearings were established from GPS Observation by Williams Engineering Consultants, Inc. (662-236-9675)

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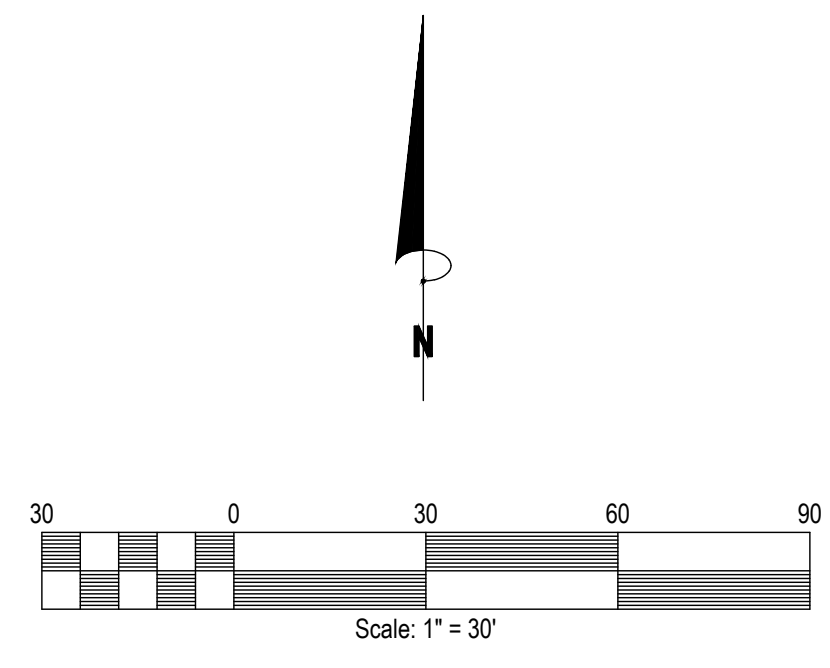
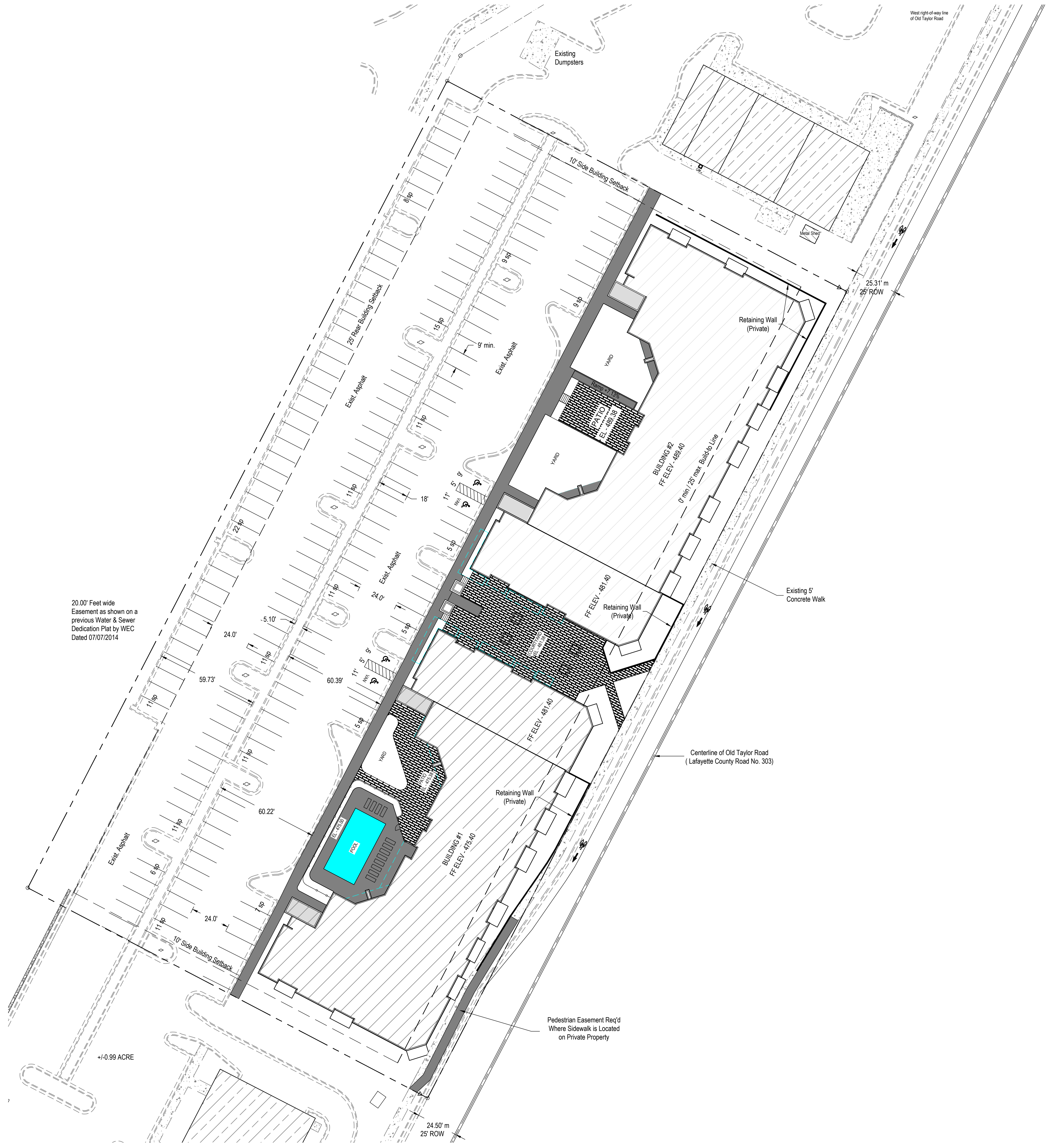
Construction Plans For:  
**Village Station Commercial**  
 Old Taylor Road  
 City of Oxford, Mississippi

REVISION	DATE
City Comments 11-15-23	12/20/2023

Scale: NTS  
 Date: 8-18-2023  
 File: SD-142661\Lonesome Oaks, LLC - Virginia Design 8-18-23\Lonesome Oaks Topo\_05223.dwg  
 Proj.No.: SD-142661  
 Drawn By: JWW  
 Checked By: JWW  
 Sheet Title:

**EXISTING CONDITIONS**

Sheet No.:



**LEGEND**

- |                         |                                  |     |                            |
|-------------------------|----------------------------------|-----|----------------------------|
| ---                     | RIGHT-OF-WAY LINES               | --- | CONCRETE CURB AND GUTTER   |
| ---                     | PROPERTY LINES                   | ○   | PROPERTY CORNERS           |
| ---                     | CENTERLINE ROAD                  | ⊙   | MONUMENTS FOUND            |
| ---                     | APPARENT ADJOINING PROPERTY LINE | △   | REFERENCE CORNERS          |
| ---                     | UTILITY EASEMENT LINES           | ⊕   | BENCHMARKS                 |
| ---                     | UNDERGROUND ELECTRIC LINES       | ⊕   | CURB INLET                 |
| ---                     | SEWER LINES                      | ⊕   | FIRE HYDRANT               |
| ---                     | GAS LINES                        | ⊕   | ELECTRIC BOX               |
| ---                     | WATER LINES                      | ⊕   | EXISTING SANITARY MANHOLES |
| ---                     | CHAIN LINK FENCE LINES           | ⊕   | STUBOUT                    |
| ---                     | HEDGE ROW                        | ⊕   | HIGH DENSITY POLYETHYLENE  |
| ---                     | ASPHALT AREAS                    | ⊕   | INLET                      |
| POB                     | POINT OF BEGINNING               | ⊕   | WATER METERS               |
| (NTS)                   | NOT TO SCALE                     | ⊕   | WATER VALVE                |
| [N 79°36'00" W 210.00'] | PLAT CALLS                       | ⊕   | SPOT ELEVATION             |
| [S 89°57'34" W 210.00'] | MEASURED CALLS                   | ⊕   | EXISTING LAMP POLES        |

(All symbols in legend may not be used on current survey.)

**SITE DATA TABLE**

TOTAL SITE AREA: 3.21 AC

ZONING: TNB: TRADITIONAL NEIGHBORHOOD BUSINESS DISTRICT

TOTAL MIXED-USE BUILDINGS: 2

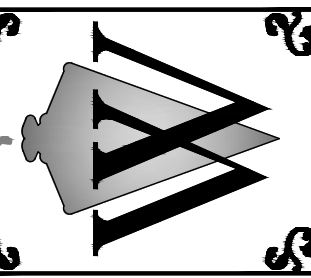
SQUARE FOOTAGE : 92,473 SF  
 COMMERCIAL: 10,704 SF (5,293 SF SHELL SPACE/LEASING)  
 RESIDENTIAL : 81,769 SF

TOTAL PARKING REQUIRED:

COMMERCIAL:	1 SPACE / 300 SF =	18
OTHER :	N/A	
45 UNITS-1BR:	1 SPACE / UNIT =	45
40 UNITS-2BR:	2 SPACES / UNIT =	80
GUESTS :	1 SPACE / 3 UNITS =	29
		172

TOTAL PARKING PROVIDED : 179

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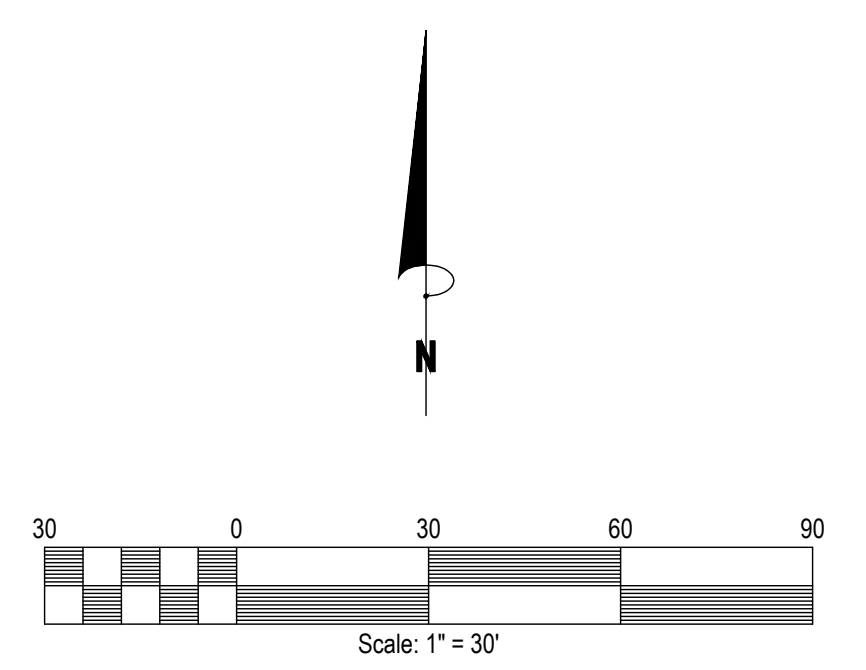
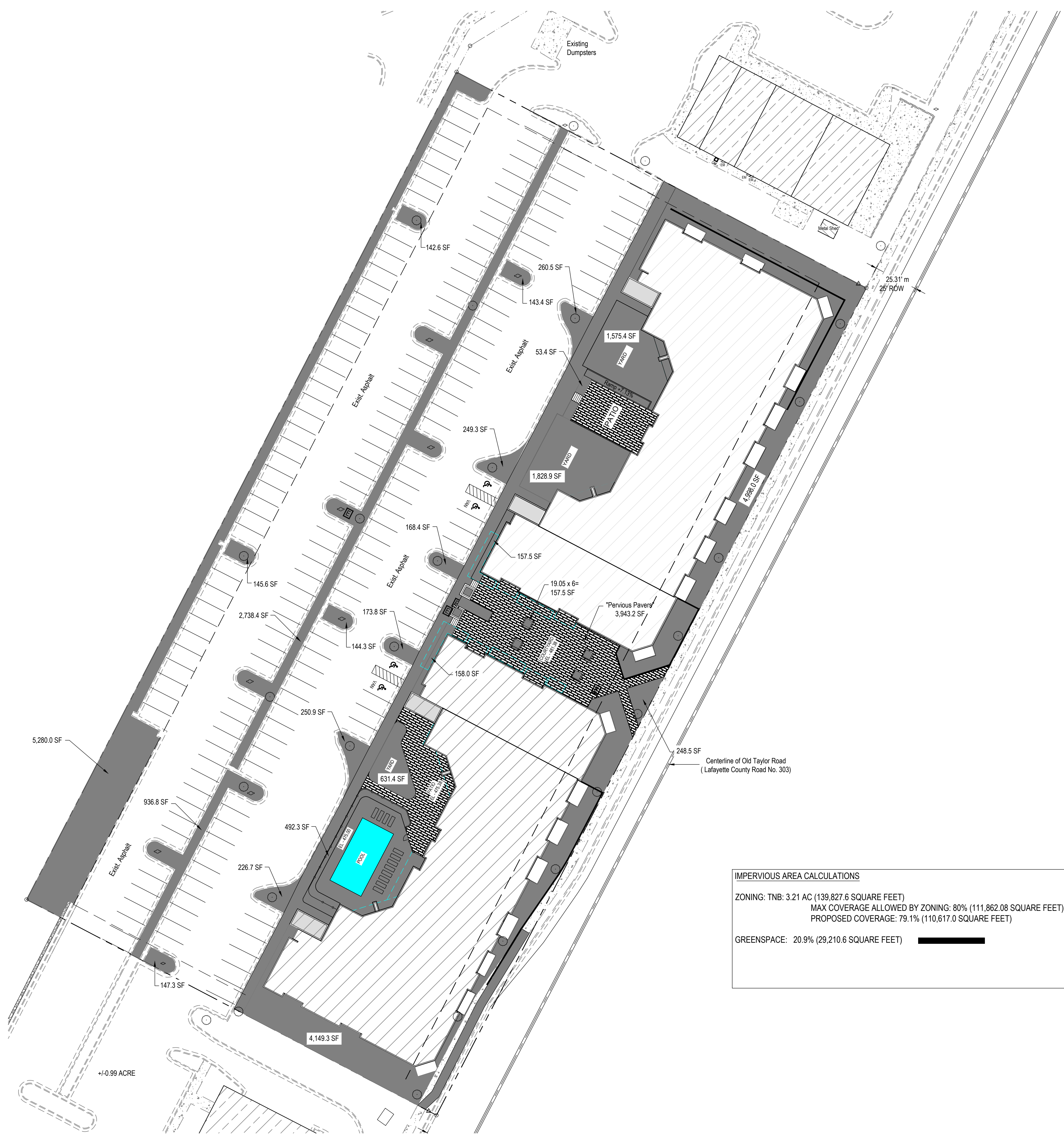
Construction Plans For:  
**Village Station Commercial**  
 Old Taylor Road  
 City of Oxford, Mississippi

REVISION	DATE
City Comments 11-15-23	12/20/2023

Scale:	NTS
Date:	8-18-2023
File:	SD-142661\142661\142661.dwg
Proj.No.:	SD-142661
Drawn By:	JWW
Checked By:	JWW
Sheet Title:	

**SITE LAYOUT**

Sheet No.:  
**C2.0**



### LEGEND

- |     |                                  |   |                            |
|-----|----------------------------------|---|----------------------------|
| --- | RIGHT-OF-WAY LINES               | ○ | CONCRETE CURB AND GUTTER   |
| --- | PROPERTY LINES                   | ○ | PROPERTY CORNERS           |
| --- | CENTERLINE ROAD                  | ○ | MONUMENTS FOUND            |
| --- | APPARENT ADJOINING PROPERTY LINE | △ | REFERENCE CORNERS          |
| --- | UTILITY EASEMENT LINES           | △ | BENCHMARKS                 |
| --- | UGE                              | △ | BM-4                       |
| --- | UNDERGROUND ELECTRIC LINES       | △ | CHUB INLET                 |
| --- | SS                               | △ | FIRE HYDRANT               |
| --- | GAS LINES                        | △ | ELECTRIC BOX               |
| --- | W                                | △ | EXISTING SANITARY MANHOLES |
| --- | W                                | △ | STUBOUT                    |
| --- | X                                | △ | HDPE                       |
| --- | X                                | △ | INLET                      |
| --- | CHAIN LINK FENCE LINES           | △ | WATER METERS               |
| --- | HEDGE ROW                        | △ | WATER VALVE                |
| --- | ASPHALT AREAS                    | △ | SPOT ELEVATION             |
| --- | POINT OF BEGINNING               | △ | EXISTING LAMP POLES        |
| --- | NOT TO SCALE                     | △ |                            |
| --- | PLAT CALLS                       | △ |                            |
| --- | MEASURED CALLS                   | △ |                            |

[N 79°36'00" W 210.00']  
S 89°57'34" W 210.00'

(All symbols in legend may not be used on current survey.)

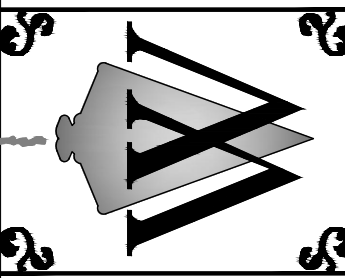
**IMPERVIOUS AREA CALCULATIONS**

ZONING: TNB: 3.21 AC (139,827.6 SQUARE FEET)  
 MAX COVERAGE ALLOWED BY ZONING: 80% (111,862.08 SQUARE FEET)  
 PROPOSED COVERAGE: 79.1% (110,617.0 SQUARE FEET)

GREENSPACE: 20.9% (29,210.6 SQUARE FEET)

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720 NORTH LAMAR BOULEVARD, SUITE A  
 OXFORD, MISSISSIPPI 38655  
 P.O. BOX 1197  
 662.236.9675



Construction Plans For:  
**Village Station Commercial**  
 Old Taylor Road  
 City of Oxford, Mississippi

REVISION	DATE
City Comments	12/20/2023

Scale: NTS

Date: 8-18-2023  
 File: S:\142661\142661\142661.dwg

Proj.No.: SD-142661

Drawn By: JWW

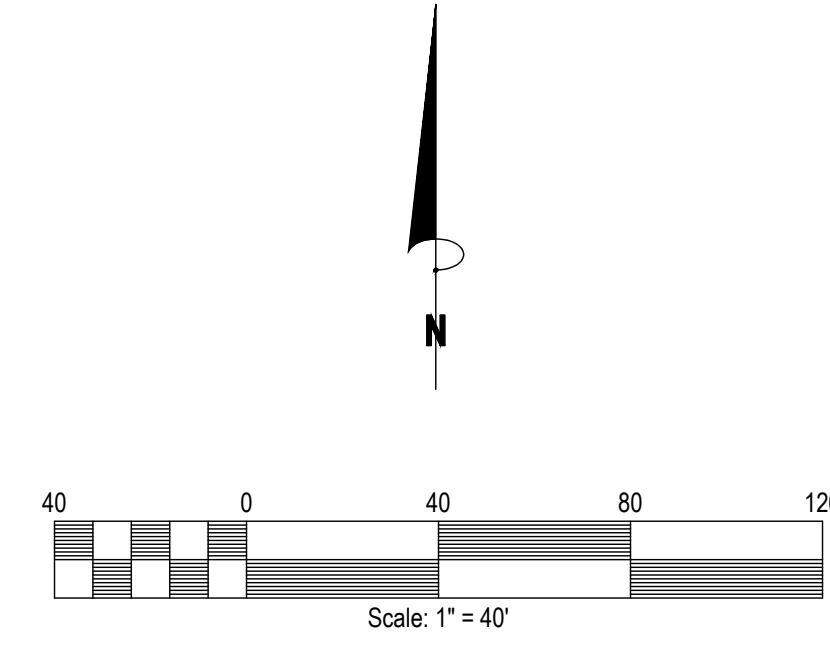
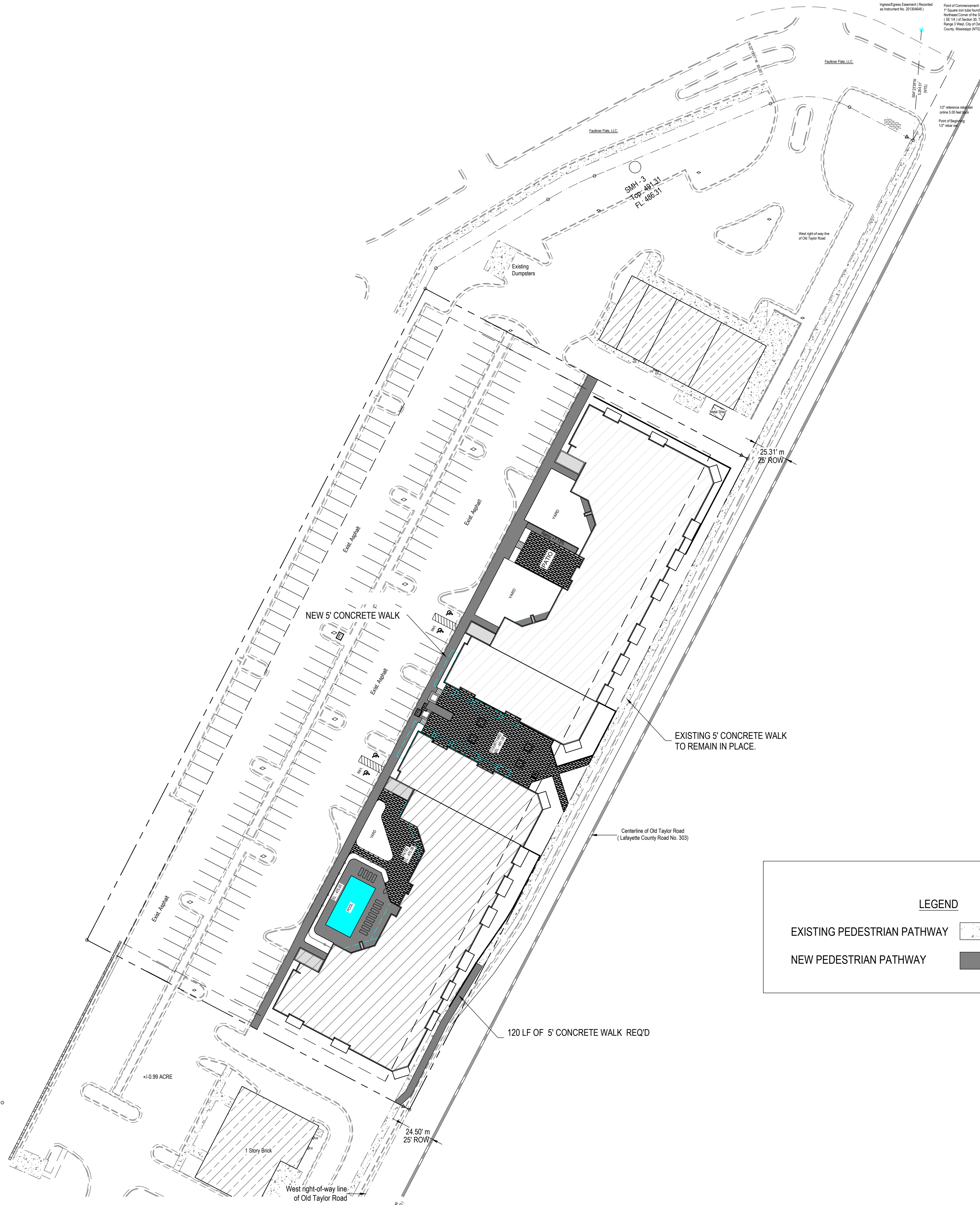
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Sheet Title:

**IMPERVIOUS AREAS**

Sheet No.:





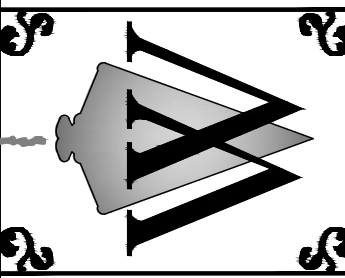
### LEGEND

---	RIGHT-OF-WAY LINES	---	CONCRETE CURB AND GUTTER
---	PROPERTY LINES	○	PROPERTY CORNERS
---	CENTERLINE ROAD	⊙	MONUMENTS FOUND
---	APPARENT ADJOINING PROPERTY LINE	△	REFERENCE CORNERS
---	UTILITY EASEMENT LINES	⊕	BENCHMARKS
---	UG	⊕	BENCHM. 4
---	SEWER LINES	⊕	CURB INLET
---	GAS LINES	⊕	FIRE HYDRANT
---	W	⊕	ELECTRIC BOX
---	W	⊕	EXISTING SANITARY MANHOLES
---	X	⊕	STUBOUT
---	CHAIN LINK FENCE LINES	⊕	HDPE
---	HEDGE ROW	⊕	INLET
---	ASPHALT AREAS	⊕	WATER METERS
---	POB	⊕	WATER VALVE
(NTS)	POINT OF BEGINNING	⊕	SPOT ELEVATION
[N 79°36'00" W 210.00']	NOT TO SCALE	⊕	EXISTING LAMP POLES
[S 89°57'34" W 210.00']	PLAT CALLS	⊕	
	MEASURED CALLS	⊕	

(All symbols in legend may not be used on current survey.)

LEGEND	
EXISTING PEDESTRIAN PATHWAY	
NEW PEDESTRIAN PATHWAY	

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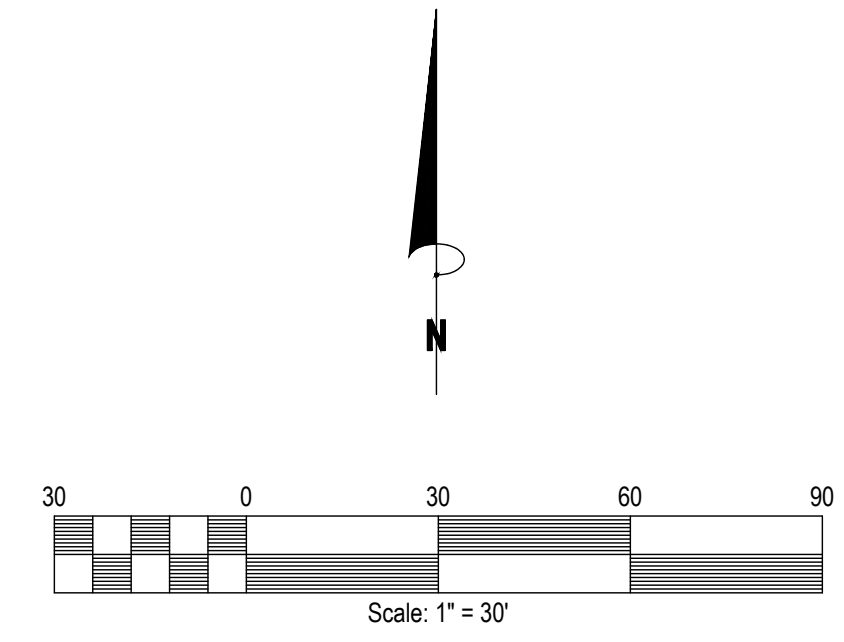
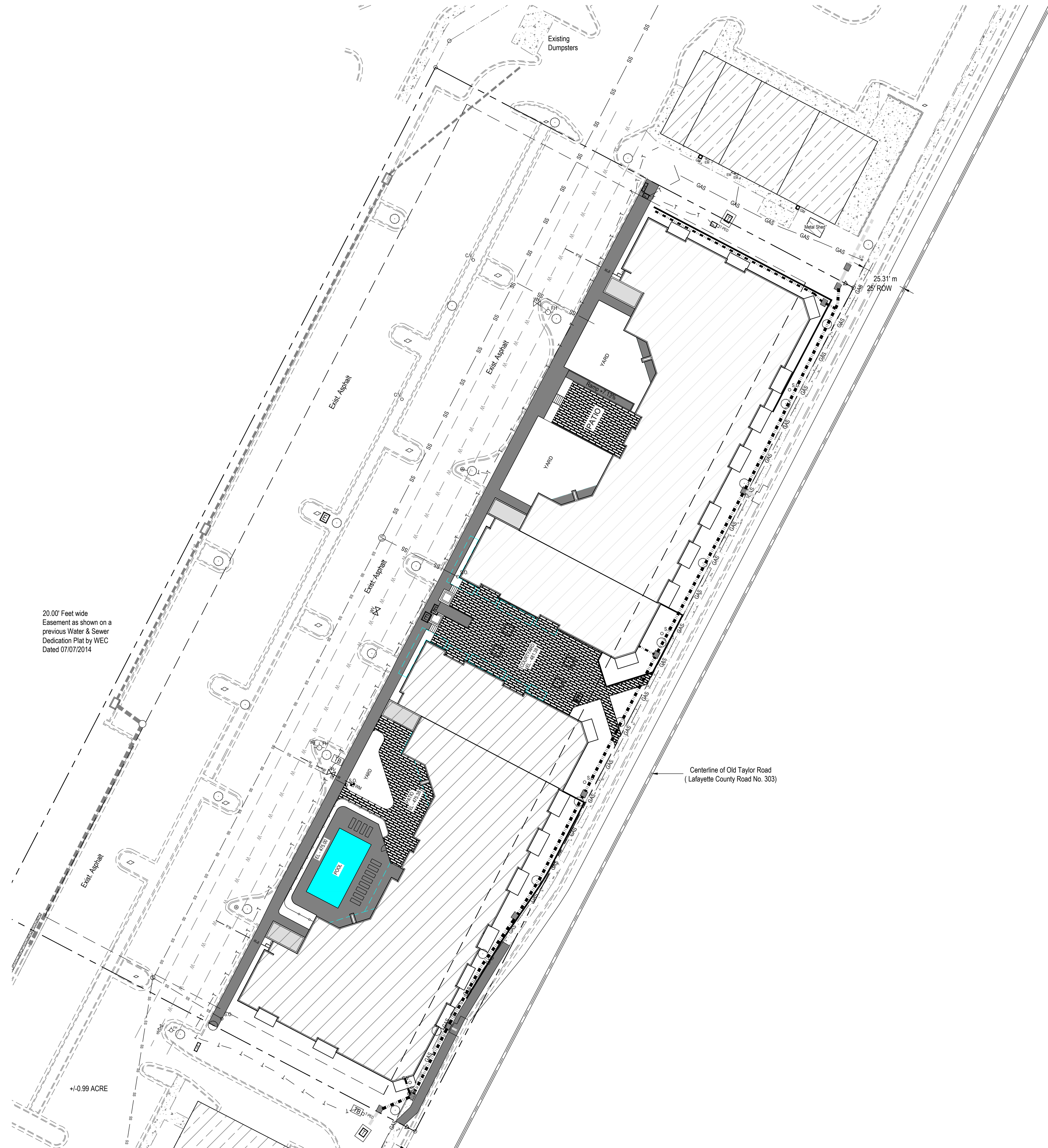
Construction Plans For:  
**Village Station Commercial**  
Old Taylor Road  
City of Oxford, Mississippi

REVISION	DATE
City Comments	11-15-23

Scale:	NTS
Date:	8-18-2023
File:	SD-142661\Drawings\18-231\Drawings\Oaks Topo_05223.dwg
Proj.No.:	SD-142661
Drawn By:	JWW
Checked By:	JWW
Sheet Title:	

**CONNECTIVITY PLAN**

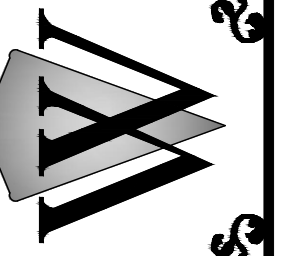
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**C 2.2**



### LEGEND

---	RIGHT-OF-WAY LINES	---	CONCRETE CURB AND GUTTER
---	PROPERTY LINES	○	PROPERTY CORNERS
---	CENTERLINE ROAD	○	MONUMENTS FOUND
---	APPARENT ADJOINING PROPERTY LINE	△	REFERENCE CORNERS
---	UTILITY EASEMENT LINES	⊙	BENCHMARKS
---	UNDERGROUND ELECTRIC LINES	⊙	CURB INLET
---	UGE	⊙	FIRE HYDRANT
---	SEWER LINES	⊙	ELECTRIC BOX
---	GAS LINES	⊙	EXISTING SANITARY MANHOLES
---	WATER LINES	⊙	STUBOUT
---	CHAIN LINK FENCE LINES	⊙	HDPPE
---	HEDGE ROW	⊙	HIGH DENSITY POLYETHYLENE
---	ASPHALT AREAS	⊙	INLET
---	POB	⊙	WATER METERS
---	(NTS)	⊙	WATER VALVE
---	NOT TO SCALE	⊙	SPOT ELEVATION
---	PLAT CALLS	⊙	EXISTING LAMP POLES
---	MEASURED CALLS	⊙	

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REVISION	DATE
City Comments 11-15-23	12/20/2023

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Date: 8-18-2023  
File: S:\142661\142661.dwg

Proj.No.: SD-142661

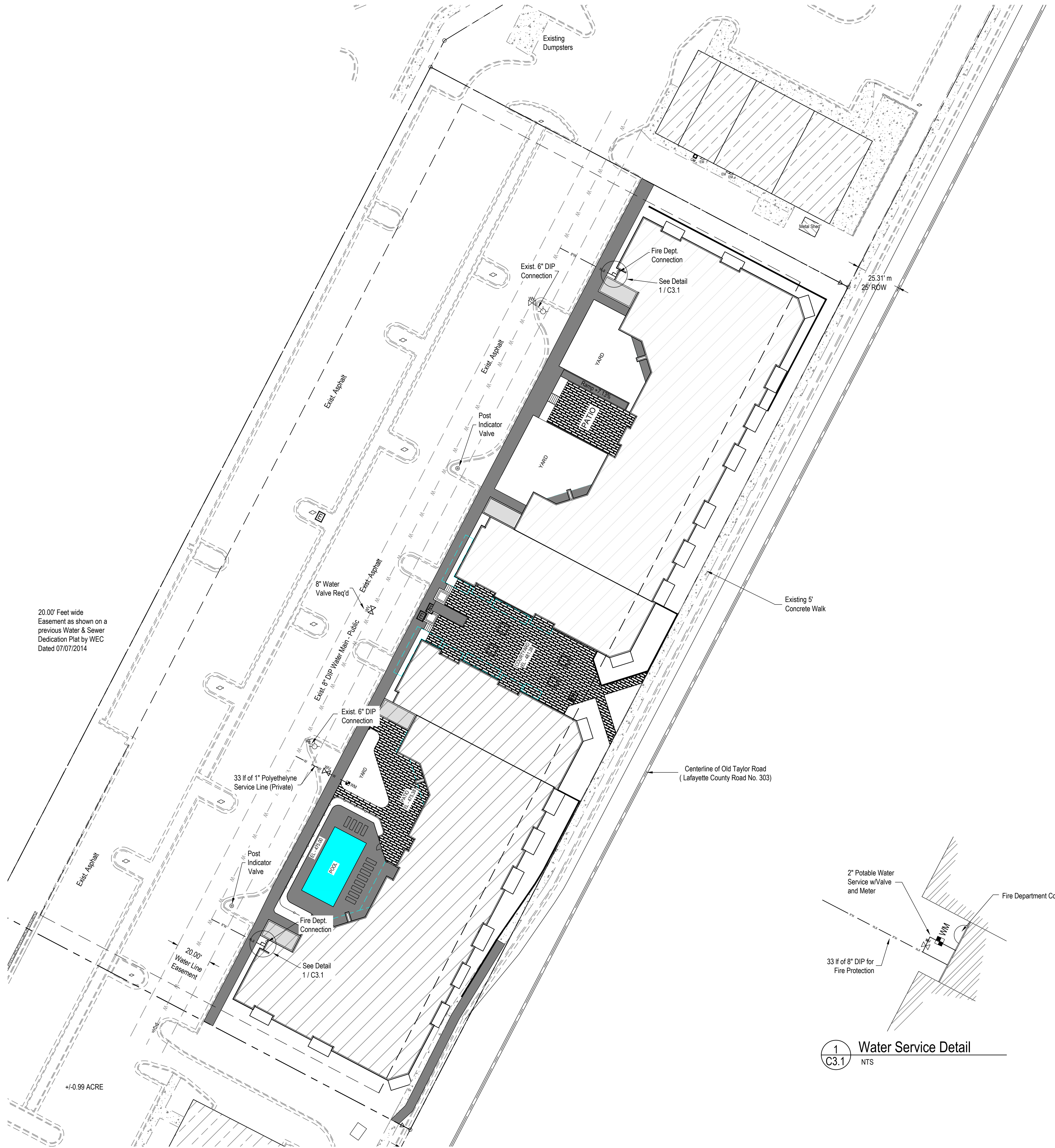
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Checked By: JWW

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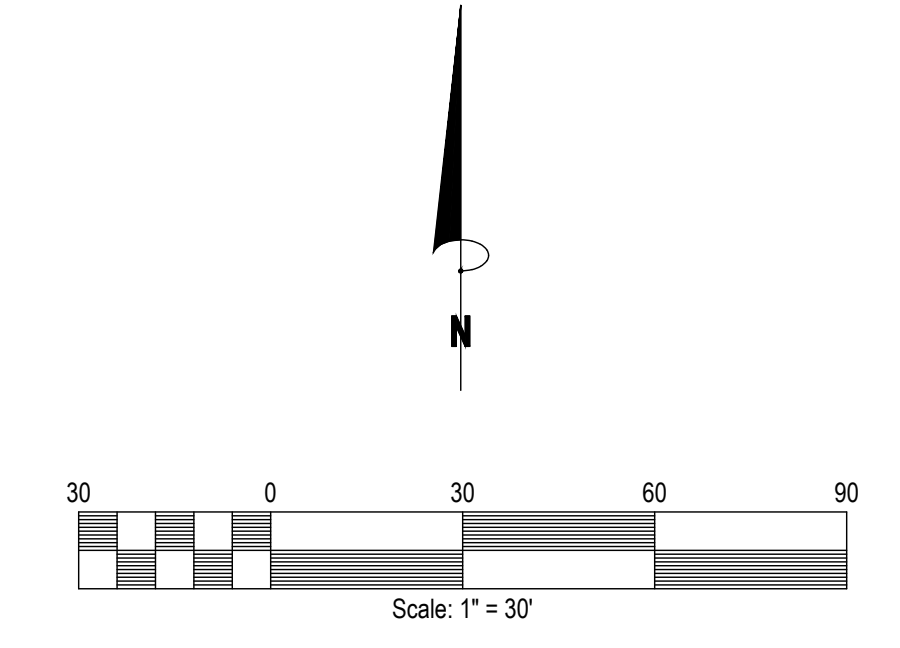
**UTILITY  
LAYOUT**

Sheet No.:



20.00' Feet wide Easement as shown on a previous Water & Sewer Dedication Plat by WEC Dated 07/07/2014

+/-0.99 ACRE



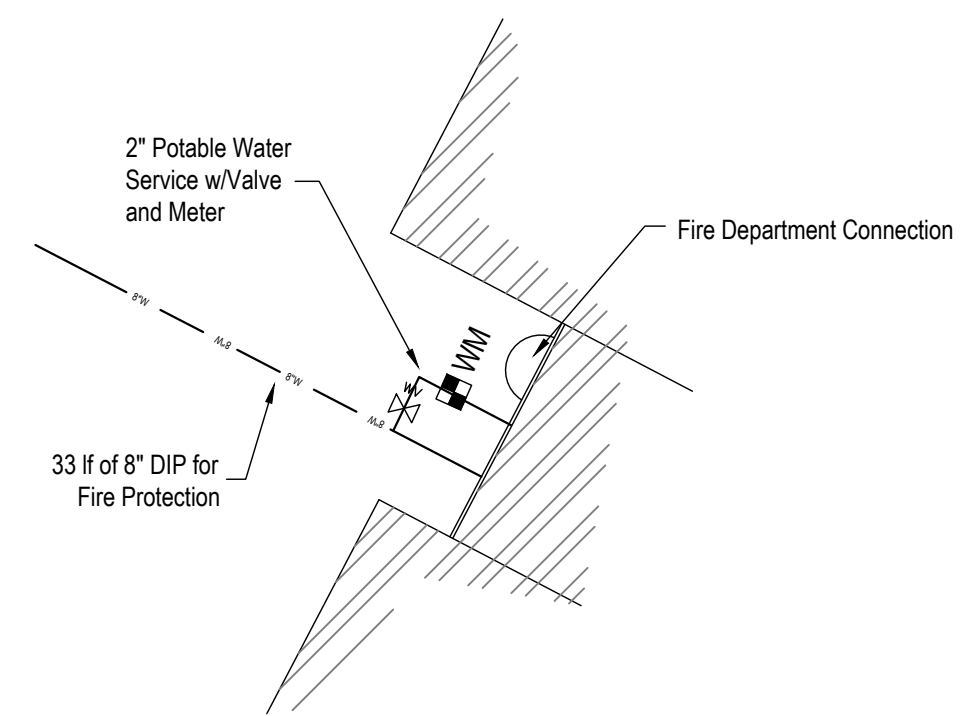
### LEGEND

---	RIGHT-OF-WAY LINES	---	CONCRETE CURB AND GUTTER
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---	SEWER LINES	⊕	FIRE HYDRANT
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---	CHAIN LINK FENCE LINES	⊕	STUBOUT
---	HEDGE ROW	⊕	HIGH DENSITY POLYETHYLENE
---	ASPHALT AREAS	⊕	INLET
---	POINT OF BEGINNING	⊕	WATER METERS
---	NOT TO SCALE	⊕	WATER VALVE
---	PLAT CALLS	⊕	SPOT ELEVATION
---	MEASURED CALLS	⊕	

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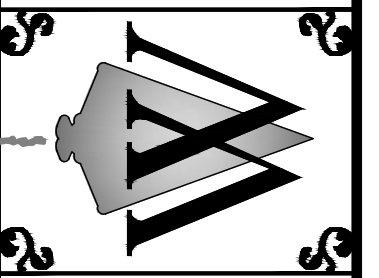
#### WATER INSTALLATION NOTES:

- ALL CONSTRUCTION METHODS AND MATERIALS USED IN THE WATER SYSTEM MUST COMPLY IN ALL RESPECTS TO THE CITY OF OXFORD WATER SPECIFICATIONS AND INSPECTION REQUIREMENTS. IF A DISCREPANCY BETWEEN THE CITY OF OXFORD SPECIFICATIONS AND THE CONSTRUCTION PLANS EXISTS, THE CITY OF OXFORD SPECIFICATIONS GOVERN.
- THRUST BLOCKING WILL BE USED AT ALL BENDS, PLUGS, AND TEES FOR LINES 4" IN DIA. AND LARGER.
- FIRE HYDRANTS SHOWN ON THE RADIUS OF A CURVE SHALL BE FIELD ADJUSTED SO THAT THE ACTUAL INSTALLATION OF FIRE HYDRANTS WILL BE A MIN. OF 3' OUTSIDE OF CURVE RADIUS.
- ANY CHANGES TO THE WATER DRAWINGS MUST BE APPROVED BY ENGINEER AND THE CITY OF OXFORD.
- ALL REFERENCE TO "3 WAY FH REQ'D" SHALL BE FIRE HYDRANT ASSEMBLIES THAT CONFORM TO THE SPECIFICATIONS OF THE CITY OF OXFORD. (SEE WATER DETAIL SH. C10-2)
- CONTRACTOR SHALL FOLLOW NFPA STANDARD FOR INSTALLATION OF ALL FIRE LINES AND MUST ALSO HAVE TEST CERTIFICATE ON HAND FOR THE FIRE MARSHAL'S REVIEW.
- THE CONTRACTOR SHALL PERMANENTLY MARK OR PHYSICALLY STAMP CURBS WITH A "W" WHERE WATER SERVICES CROSS THEM. MINIMUM LETTER SIZE SHALL BE 3" IN HEIGHT AND LETTERS SHALL BE VISIBLE FROM THE CENTERLINE OF STREET.
- ALL WATER SERVICES SHALL CONFORM TO THE SPECIFICATIONS OF THE CITY OF OXFORD AND SHALL EXTEND TO WITHIN 5' OF THE BUILDING LINE OR IN A POSITION WHERE THE MECHANICAL CONTRACTOR FOR THE BUILDING CAN EASILY CONNECT TO IT. ALL TERMINATION POINTS SHALL BE CLEARLY MARKED (SEE WATER DETAILS).
- METER BOXES MEETING THE CITY OF OXFORD'S REQUIREMENTS SHALL BE PROVIDED FOR EACH BUILDING BY THE DEVELOPER AND INSTALLED TO GRADE.
- WATER MAINS ARE INDICATED ON THE PLANS AS LOCATED BY MISSISSIPPI 811. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO FIELD VERIFY ALL UTILITIES AS NEEDED.
- COORDINATE NUMBER, SIZE AND LOCATION OF IRRIGATION METERS WITH LANDSCAPE DESIGN PLAN.
- LOCATION FOR DOMESTIC AND FIRE PROTECTIONS LINES ARE SHOWN ON PLANS. CONTRACTOR SHALL COORDINATE WITH MECHANICAL PLANS.
- ALL WATER SERVICE LINES SHALL MEET THE SPECIFICATIONS FOR THE CITY OF OXFORD.
- ALL TAPS MADE BY CITY OF OXFORD ARE TO BE PAID FOR BY CONTRACTOR / DEVELOPER.



1 Water Service Detail  
C3.1 NTS

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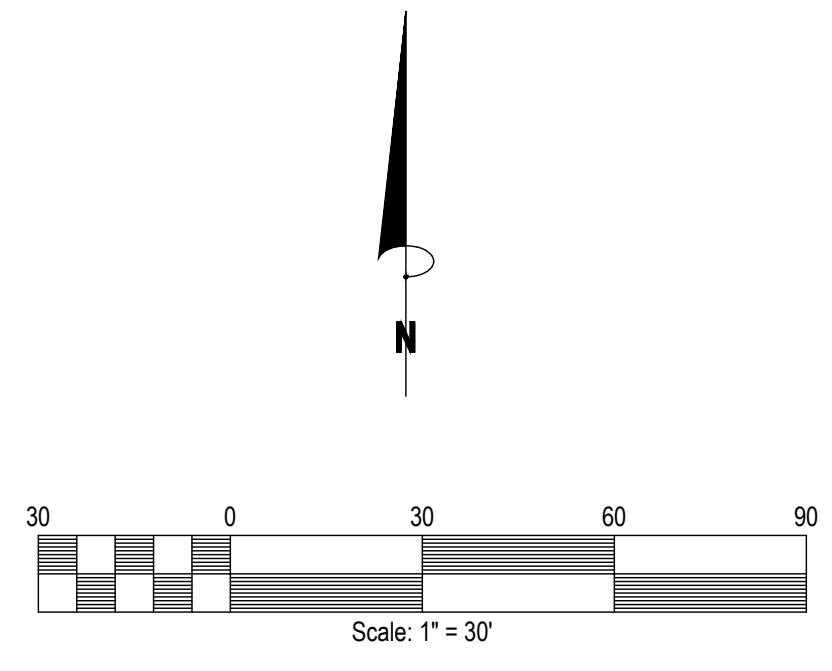
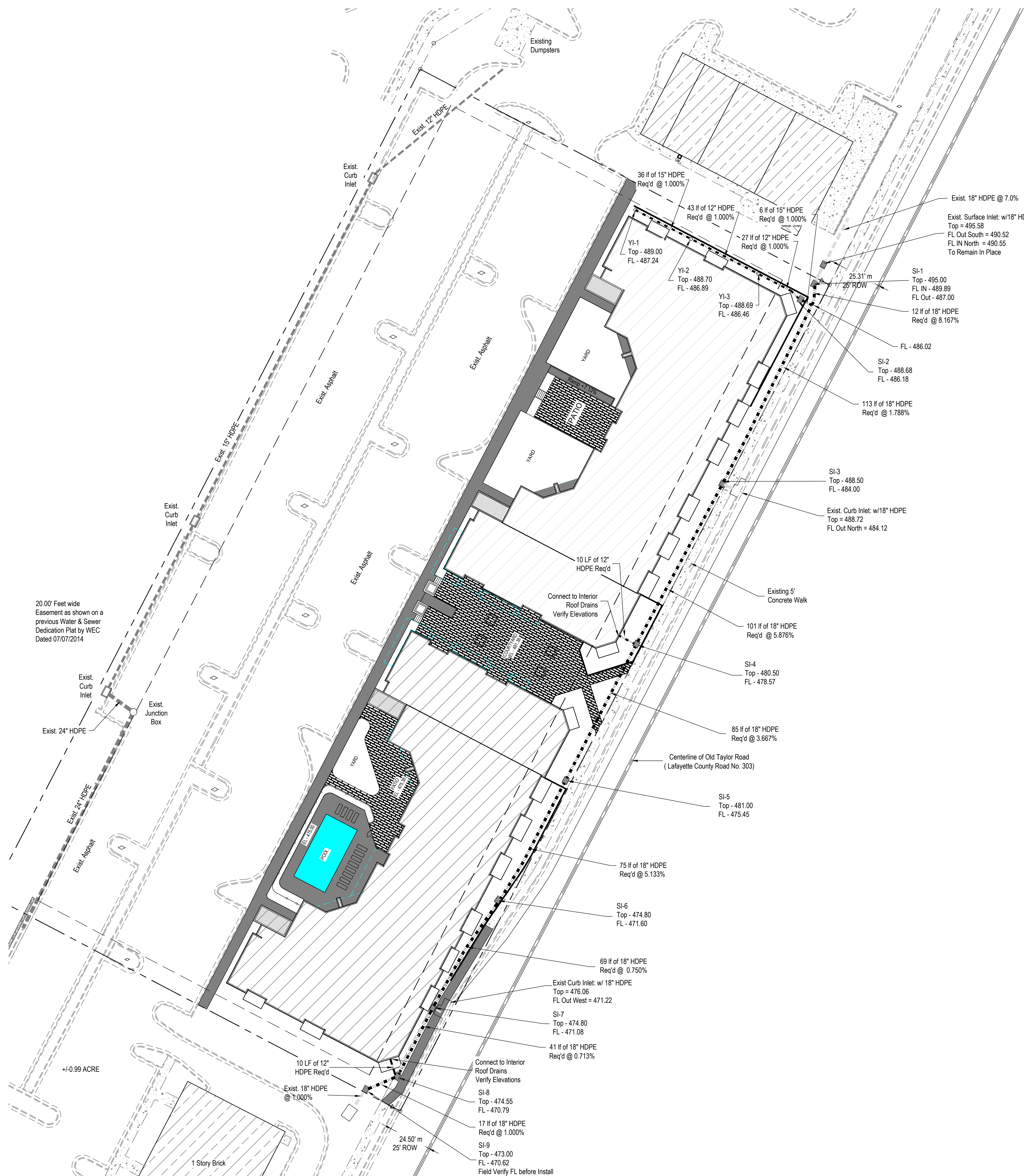
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File: SD-142661\Corsone Oaks, LLC - Village Station Design 8-18-23\Corsone Oaks Topo\_05223.dwg  
Proj. No.: SD-142661  
Drawn By: JWW  
Checked By: JWW

**WATER PLAN**

Sheet No.:  
**C 3.1**



### LEGEND

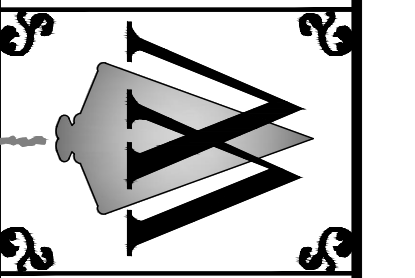
	RIGHT-OF-WAY LINES		CONCRETE CURB AND GUTTER
	PROPERTY LINES		PROPERTY CORNERS
	CENTERLINE ROAD		MONUMENTS FOUND
	APPARENT ADJOINING PROPERTY LINE		REFERENCE CORNERS
	UTILITY EASEMENT LINES		BENCHMARKS
	UNDERGROUND ELECTRIC LINES		CURB INLET
	SEWER LINES		FIRE HYDRANT
	GAS LINES		ELECTRIC BOX
	WATER LINES		EXISTING SANITARY MANHOLES
	CHAIN LINK FENCE LINES		STUBOUT
	HEDGE ROW		HIGH DENSITY POLYETHYLENE
	ASPHALT AREAS		INLET
	POINT OF BEGINNING		WATER METERS
	NOT TO SCALE		WATER VALVE
	PLAT CALLS		SPOT ELEVATION
	MEASURED CALLS		

(All symbols in legend may not be used on current survey.)

- STORM WATER NOTES:**
1. ALL CONSTRUCTION METHODS AND MATERIALS USED IN THE STORM WATER SYSTEM MUST COMPLY IN ALL RESPECTS TO THE CITY OF OXFORD SPECIFICATIONS AND INSPECTION REQUIREMENTS. IF A DISCREPANCY BETWEEN THE CITY OF OXFORD SPECIFICATIONS AND THE CONSTRUCTION PLANS, THE CITY OF OXFORD SPECIFICATIONS GOVERN.
  2. ANY CHANGES TO THE STORMWATER WATER DRAWINGS MUST BE APPROVED BY ENGINEER AND THE CITY OF OXFORD.
  3. ALL INLETS IN CITY ROW SHALL BE MDOOT SS-2 WITH CAST-IN-PLACE TOPS AND ACCESSIBLE LIDS.
  4. DRAINAGE BASINS IN CITY ROW SHALL BE CAST-IN-PLACE CONCRETE INLETS OR PRECAST CONCRETE INLETS.
  5. ONSITE INLETS SHALL BE NYLOPLAST BASINS OR APPROVED EQUAL. SEE MANUFACTURERS SPECIFICATIONS AND DETAILS.
  6. NO DRAINS WILL BE INSTALLED IN TRUCK DOCK AREAS. CONTRACTOR SHALL INSTALL PIPE AS SHOWN, TEMPORARY PLUG PIPE AND MARK FOR FUTURE CONNECTION. TIES WILL BE MADE TO CURB INLETS BY THE CONTRACTOR AS SHOWN.
  7. ALL PVC INSTALLED FOR ROOF DRAINS SHALL HAVE A CLEAN OUT AT TERMINI FOR ACCESS AND MAINTENANCE.
  8. ALL STORM DRAIN AND SEWER SHALL BE INSPECTED BY CAMERA AND IN THE PRESENCE OF A CITY REPRESENTATIVE. ANY DAMAGE OR DEFICIENCIES SHALL BE REMOVED AND REPLACED AND OR REPAIRED IN ACCORDANCE TO MANUFACTURERS AT THE DISCRETION OF THE CITY. ALL REPAIRS SHALL BE MADE PRIOR TO CITY ACCEPTANCE.

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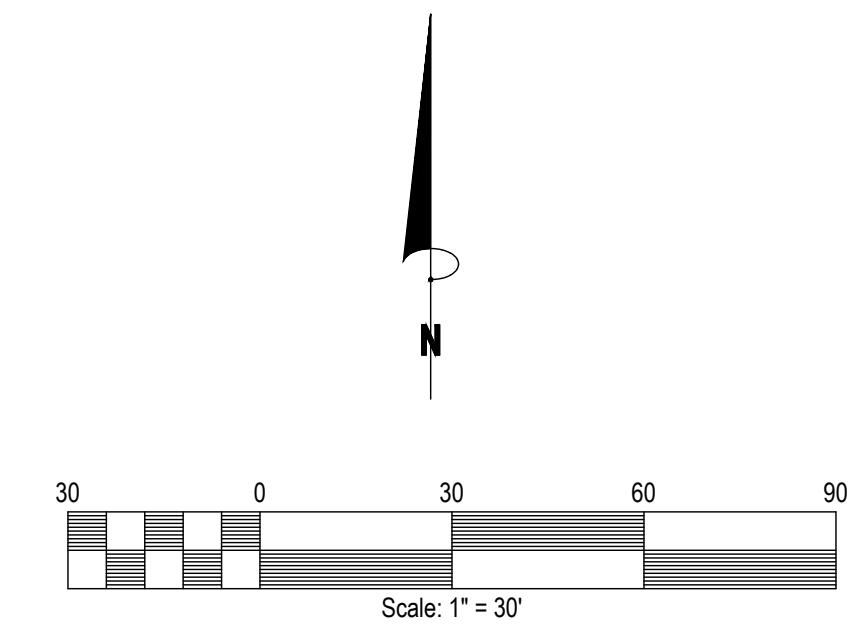
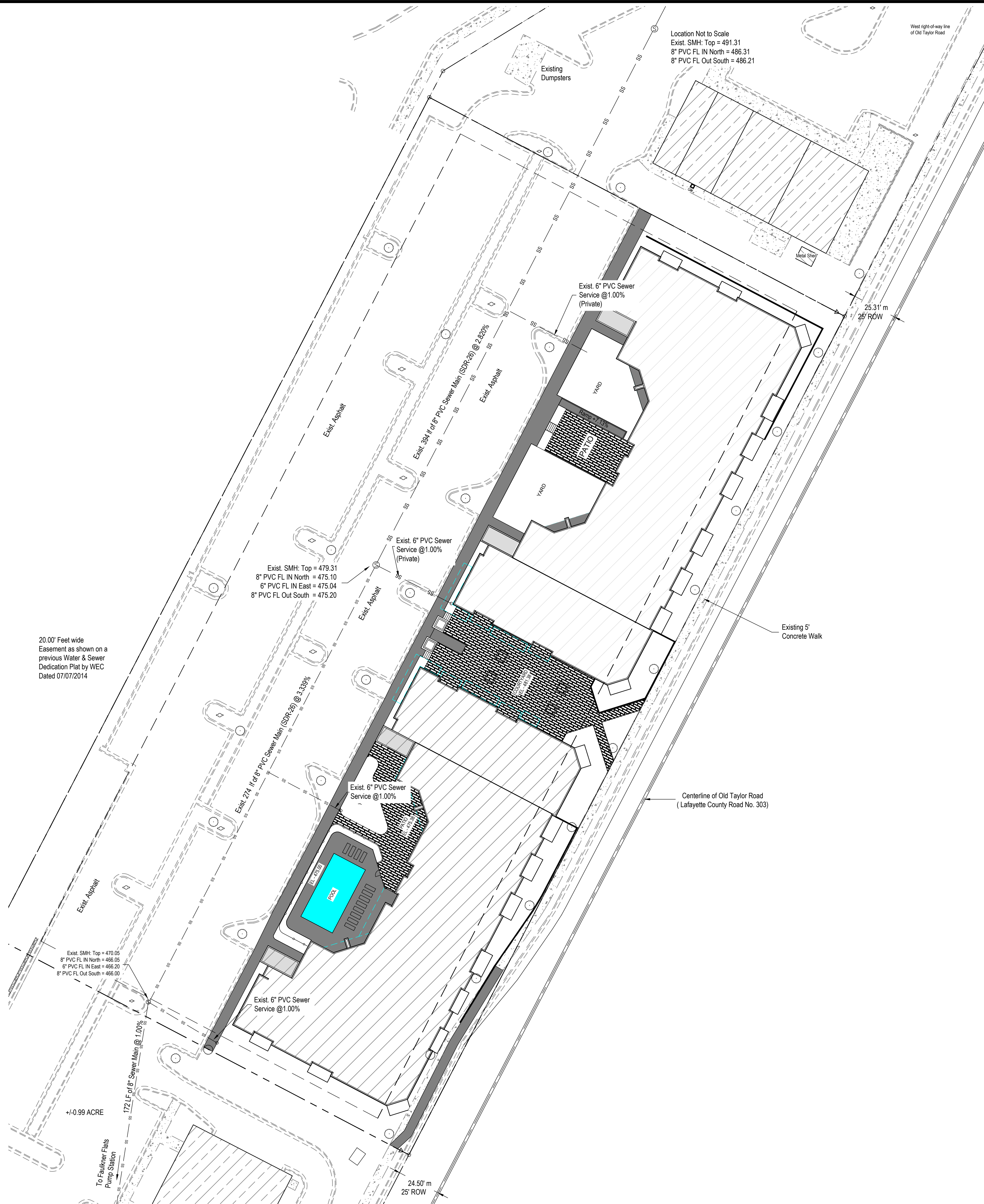


Construction Plans For:  
**Village Station Commercial**  
Old Taylor Road  
City of Oxford, Mississippi

REVISION	DATE
City Comments 11-15-23	12/20/2023

Scale:	NTS
Date:	8-18-2023
File:	SD-142661\Drawings\18-231\Drawings\Oaks Topo_05223.dwg
Proj.No.:	SD-142661
Drawn By:	JWW
Checked By:	JWW
Sheet Title:	

### STORM DRAINAGE PLAN



### LEGEND

	RIGHT-OF-WAY LINES		CONCRETE CURB AND GUTTER
	PROPERTY LINES		PROPERTY CORNERS
	CENTERLINE ROAD		MONUMENTS FOUND
	APPARENT ADJOINING PROPERTY LINE		REFERENCE CORNERS
	UTILITY EASEMENT LINES		BENCHMARKS
	UNDERGROUND ELECTRIC LINES		CURB INLET
	SEWER LINES		FIRE HYDRANT
	GAS LINES		ELECTRIC BOX
	WATER LINES		EXISTING SANITARY MANHOLES
	CHAIN LINK FENCE LINES		STUBOUT
	HEDGE ROW		HIGH DENSITY POLYETHYLENE
	ASPHALT AREAS		INLET
	POINT OF BEGINNING		WATER METERS
	NOT TO SCALE		WATER VALVE
	PLAT CALLS		SPOT ELEVATION
	MEASURED CALLS		

(All symbols in legend may not be used on current survey.)

- SEWER INSTALLATION NOTES:**
1. ALL WASTEWATER PIPE CONSTRUCTION MUST CONFORM TO ALL CITY OF OXFORD STANDARDS AND SPECIFICATIONS. IF A DISCREPANCY BETWEEN THE CITY OF OXFORD SPECIFICATIONS AND THE CONSTRUCTION PLANS, THE CITY OF OXFORD SPECIFICATIONS GOVERN.
  2. CONTRACTOR TO FIELD VERIFY LOCATION AND INVERT ELEVATIONS OF WASTEWATER PIPE FOR CONNECTION TO EXISTING WASTEWATER SYSTEMS.
  3. ALL PROPOSED SANITARY SEWER PIPING SHALL BE INSTALLED AT A GRADE OF NO LESS THAN 0.40 % OR PER CITY OF OXFORD STANDARDS, WHICHEVER IS GREATER.
  4. SEWERS SHOULD BE LAID AT LEAST 10 FEET HORIZONTALLY AND 18" VERTICALLY FROM ANY EXISTING OR PROPOSED WATER MAIN, WITH THE WATER MAIN ABOVE THE SEWER PIPE. SEWERS CROSSING WATER MAINS SHALL BE ARRANGED SO THAT THE SEWER JOINTS WILL BE EQUIDISTANT AND AS FAR AS POSSIBLE FROM THE WATER MAIN OR THE SEWER SHOULD BE DUCTILE IRON OR SHALL BE ENCASED IN DUCTILE IRON OR CONCRETE FOR A MINIMUM OF ONE FULL JOINT LENGTH ON EACH SIDE OF THE CROSSING.
  5. ALL SEWER SERVICE SHALL BE 6" PVC UP TO BUILDING CLEANOUTS, REFER TO ARCHITECTURAL DRAWINGS FOR ADDITIONAL INFORMATION. ALL SERVICE LINES SHALL MEET THE SPECIFICATIONS OF THE CITY OF OXFORD.
  6. SEWER SERVICES SHALL BE INSTALLED TO WITHIN 5' OF THE BUILDING.
  7. ALL STORM DRAIN AND SEWER SHALL BE INSPECTED BY CAMERA AND IN THE PRESENCE OF A CITY REPRESENTATIVE. ANY DAMAGE OR DEFICIENCIES SHALL BE REMOVED AND REPLACED AND OR REPAIRED IN ACCORDANCE TO MANUFACTURERS AT THE DISCRETION OF THE CITY. ALL REPAIRS SHALL BE MADE PRIOR TO CITY ACCEPTANCE.
  8. ALL SEWER CLEAN OUTS SHALL BE WATER TIGHT TO PREVENT INFILTRATION AND SHALL BE OF MATERIAL TYPE TO WITHSTAND HEAVY DUTY TRAFFIC (ie NEENAH 1975-A OR APPROVED EQUAL)
  9. ALL SEWER LOCATED OUTSIDE OF CITY RIGHT-OF-WAY WILL BE PRIVATELY OWNED AND MAINTAINED.

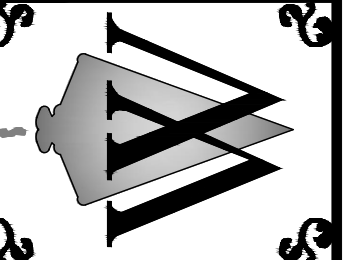
20.00' Feet wide Easement as shown on a previous Water & Sewer Dedication Plat by WEC Dated 07/07/2014

+/- 0.99 ACRE

To Faulkner Flats Pump Station

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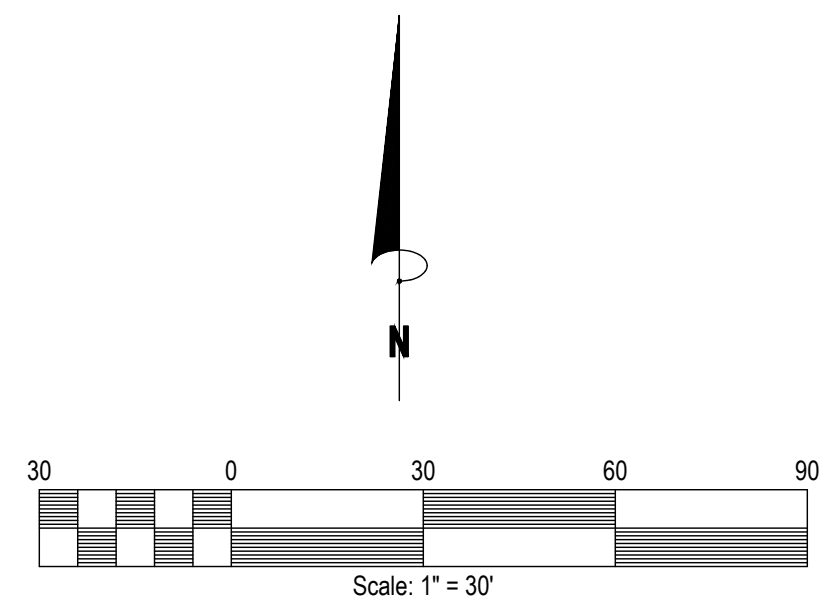
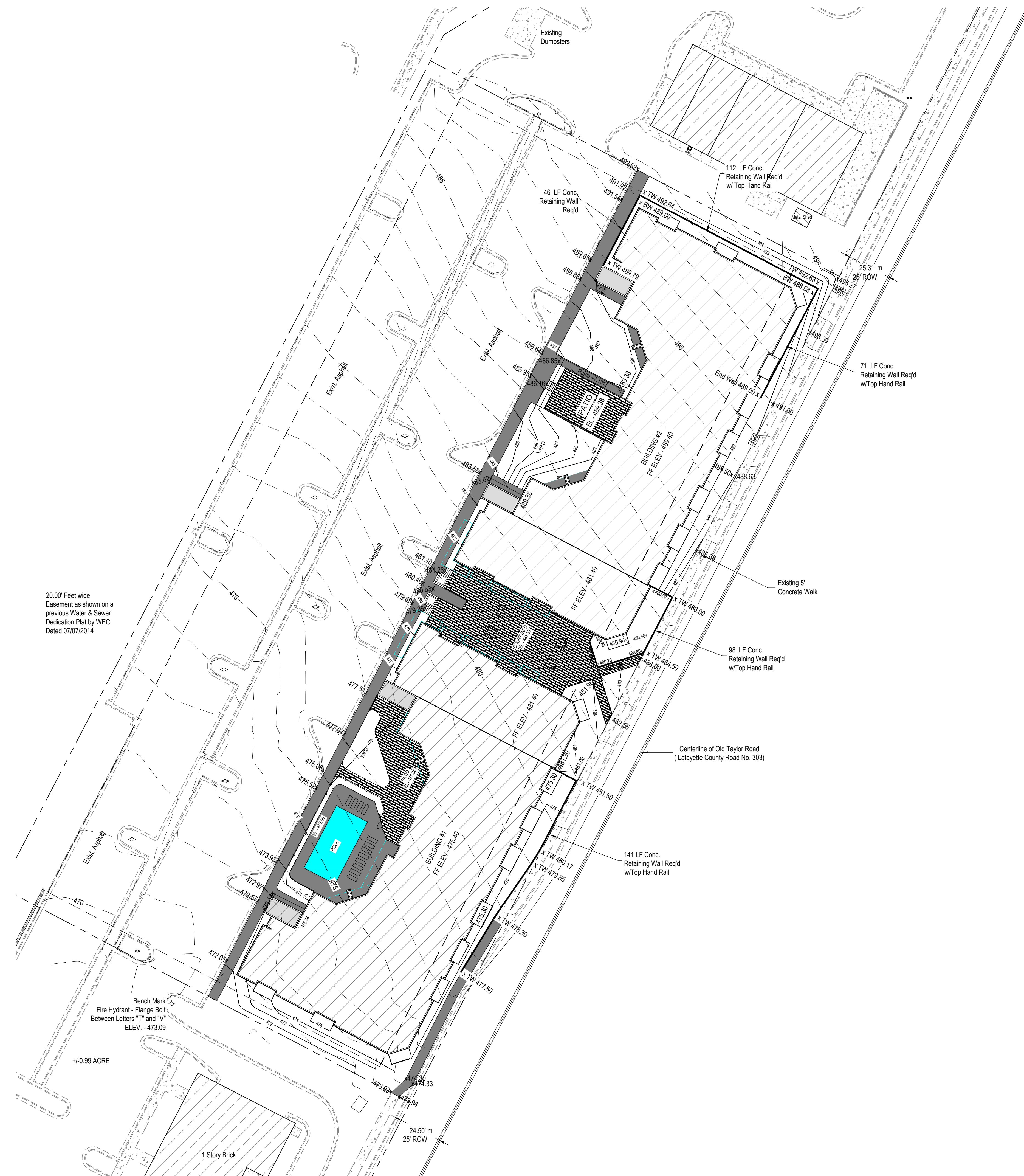
Construction Plans For:  
**Village Station Commercial**  
Old Taylor Road  
City of Oxford, Mississippi

REVISION	DATE
City Comments 11-15-23	12/20/2023

Scale:	NTS
Date:	8-18-2023
File:	SD-142661(Lonsome Oaks, LLC - Citywide Design 8-18-23)Lonsome Oaks Topo_05223.dwg
Proj. No.:	SD-142661
Drawn By:	JWW
Checked By:	JWW
Sheet Title:	

SEWER PLAN

Sheet No.:  
**C 3.3**

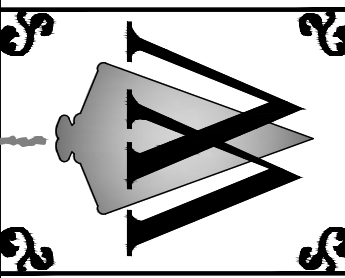


### LEGEND

- |     |                                  |     |                            |
|-----|----------------------------------|-----|----------------------------|
| --- | RIGHT-OF-WAY LINES               | --- | CONCRETE CURB AND GUTTER   |
| --- | PROPERTY LINES                   | ○   | PROPERTY CORNERS           |
| --- | CENTERLINE ROAD                  | ○   | MONUMENTS FOUND            |
| --- | APPARENT ADJOINING PROPERTY LINE | △   | REFERENCE CORNERS          |
| --- | UTILITY EASEMENT LINES           | △   | BENCHMARKS                 |
| --- | UGE                              | △   | CURB INLET                 |
| --- | UNDERGROUND ELECTRIC LINES       | △   | FIRE HYDRANT               |
| --- | SS                               | △   | ELECTRIC BOX               |
| --- | GAS LINES                        | △   | EXISTING SANITARY MANHOLES |
| --- | WATER LINES                      | △   | STUBOUT                    |
| --- | CHAIN LINK FENCE LINES           | △   | HDPPE                      |
| --- | HEDGE ROW                        | △   | INLET                      |
| --- | ASPHALT AREAS                    | △   | WATER METERS               |
| --- | POB (NTS)                        | △   | WATER VALVE                |
| --- | POINT OF BEGINNING               | △   | SPOT ELEVATION             |
| --- | NOT TO SCALE                     | △   |                            |
| --- | PLAT CALLS                       | △   |                            |
| --- | MEASURED CALLS                   | △   |                            |
- (All symbols in legend may not be used on current survey.)

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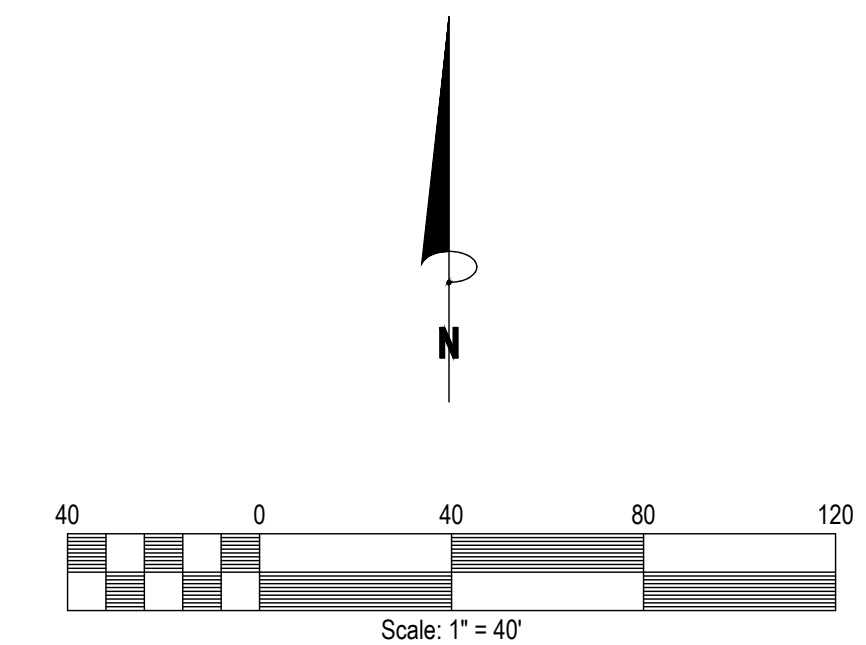
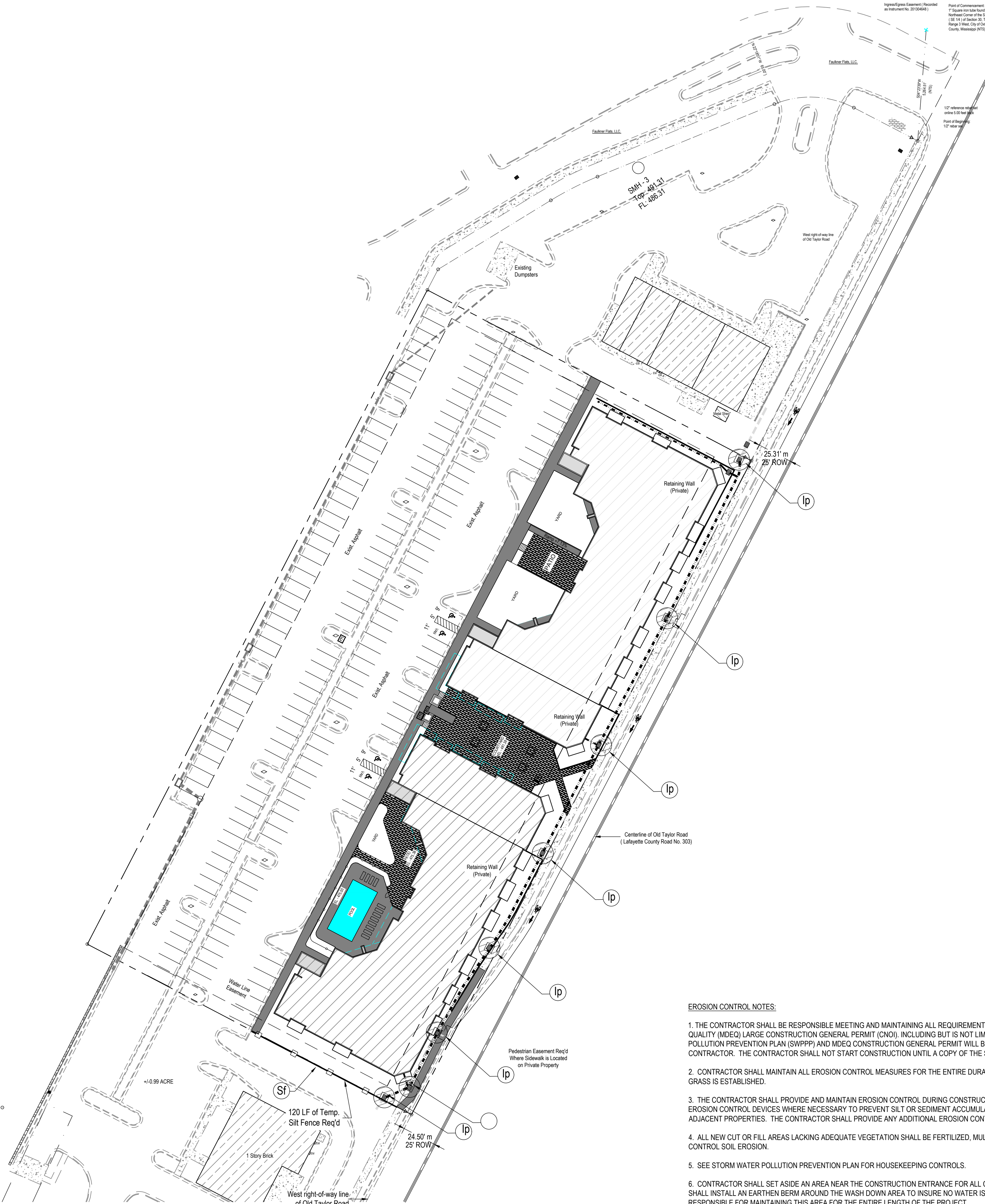
Construction Plans For:  
**Village Station Commercial**  
Old Taylor Road  
City of Oxford, Mississippi

REVISION	DATE
City Comments	11-15-23
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Proj.No.:	SD-142661
Drawn By:	JWW
Checked By:	JWW
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**GRADING PLAN**

Sheet No.:  
**C 4.0**



### LEGEND

---	RIGHT-OF-WAY LINES	---	CONCRETE CURB AND GUTTER
---	PROPERTY LINES	○	PROPERTY CORNERS
---	CENTERLINE ROAD	○	MONUMENTS FOUND
---	APPARENT ADJOINING PROPERTY LINE	△	REFERENCE CORNERS
---	UTILITY EASEMENT LINES	BM-4	BENCHMARKS
---	UGE	CH	CURB INLET
---	UNDERGROUND ELECTRIC LINES	CH	FIRE HYDRANT
---	SEWER LINES	EB	ELECTRIC BOX
---	GAS LINES	ES	EXISTING SANITARY MANHOLES
---	WATER LINES	ES	STUBOUT
---	CHAIN LINK FENCE LINES	HDPE	HIGH DENSITY POLYETHYLENE
---	HEDGE ROW	IN	INLET
---	ASPHALT AREAS	WM	WATER METERS
POB	POINT OF BEGINNING	WV	WATER VALVE
(NTS)	NOT TO SCALE	SE	SPOT ELEVATION
[N 79°36'00" W 210.00']	PLAT CALLS		
[S 89°57'34" W 210.00']	MEASURED CALLS		

(All symbols in legend may not be used on current survey.)

### UNIFORM CODING SYSTEM FOR SOIL EROSION AND SEDIMENT CONTROL PRACTICES

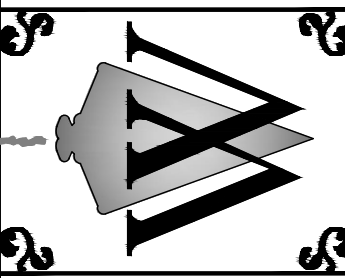
CODE	PRACTICE	DETAIL	MAP SYMBOL	DESCRIPTION
Co	CHECKDAM			A small temporary barrier or dam constructed across a swale, drainage ditch or area of concentrated flow.
Co	CONSTRUCTION EXIT			A stone-stabilized pad located at any point where traffic will be leaving a construction site to a public right of way, street, alley, sidewalk or parking lot.
Di	DIVERSION			An earth channel or dike located above, below, or across a slope to divert runoff. This may be a temporary or permanent structure.
Rd	ROCK FILTER DAM			A permanent or temporary stone filter dam installed across small streams or drainageways.
Re	RETAINING WALL			A wall is installed to stabilize cut and fill slopes where maximum permissible slopes are not obtainable. Each situation will require special design.
Sf	SILT FENCE			A barrier to prevent sediment from leaving the construction site. It may be sandbags, bales of straw or hay, brush, or a sediment fence. The barriers are usually temporary & reposable.
Ip	INLET SEDIMENT TRAP			An impounding area created by encircling around a storm drain inlet. The excavated area will be filled and stabilized on completion of construction activities.
Tsb	TEMPORARY SEDIMENT BASIN			A basin created by excavating or constructing a dam across a waterway. The surface water runoff is temporarily stored allowing the bulk of the sediment to drop out.
Sr	TEMPORARY STREAM CROSSING			A temporary bridge or culvert-type structure protecting a stream or watercourse from damage by crossing construction equipment.
St	STORM DRAIN OUTLET PROTECTION			A paved or short section of rip rap channel at the outlet of a storm drain system preventing erosion from the concentrated runoff.
Su	SURFACE ROUGHENING			A rough soil surface with horizontal depressions on a contour or slope left in a roughened condition after grading.
Tp	TOPSOILING			A practice of stripping off the more fertile topsoil, storing it, then spreading it over the disturbed area after the completion of the construction activities.

CODE	PRACTICE	DETAIL	MAP SYMBOL	DESCRIPTION
Bf	BUFFER ZONE			An undisturbed natural "green belt" separating the land-disturbed site from adjoining property and bordering streams.
Ds	DIST. AREA STABILIZATION (W/ PERMANENT VEGETATION)			Establishing permanent vegetative cover such as trees, shrubs, vines, grasses, sod, or legumes on disturbed areas.
Du	DUST CONTROL ON DISTURBED AREAS			Controlling surface and air movement of dust on construction sites, roadways, and similar sites.
Mb	SOIL MATTING			A protective covering (blanket) or soil stabilization mat used to establish permanent vegetation on steep slopes.

#### EROSION CONTROL NOTES:

- THE CONTRACTOR SHALL BE RESPONSIBLE MEETING AND MAINTAINING ALL REQUIREMENTS OF THE MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY (MDEQ) LARGE CONSTRUCTION GENERAL PERMIT (CNOI), INCLUDING BUT IS NOT LIMITED TO EROSION CONTROL INSPECTIONS. THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) AND MDEQ CONSTRUCTION GENERAL PERMIT WILL BE PROVIDED TO THE OWNER, BUT SHALL BE MAINTAINED BY THE CONTRACTOR. THE CONTRACTOR SHALL NOT START CONSTRUCTION UNTIL A COPY OF THE SWPPP AND MDEQ CONSTRUCTION GENERAL PERMIT IN HAND.
- CONTRACTOR SHALL MAINTAIN ALL EROSION CONTROL MEASURES FOR THE ENTIRE DURATION OF SITE CONSTRUCTION ACTIVITIES OR UNTIL GROWTH OF GRASS IS ESTABLISHED.
- THE CONTRACTOR SHALL PROVIDE AND MAINTAIN EROSION CONTROL DURING CONSTRUCTION BY THE PLACEMENT OF SILT FENCES, WATTLES OR OTHER EROSION CONTROL DEVICES WHERE NECESSARY TO PREVENT SILT OR SEDIMENT ACCUMULATION IN ANY DITCHES, PIPES, DRAINAGE STRUCTURES OR ON ADJACENT PROPERTIES. THE CONTRACTOR SHALL PROVIDE ANY ADDITIONAL EROSION CONTROL AS NEEDED OR AS DIRECTED BY THE ENGINEER.
- ALL NEW CUT OR FILL AREAS LACKING ADEQUATE VEGETATION SHALL BE FERTILIZED, MULCHED, SEEDED AND/OR SODDED AS REQUIRED TO EFFECTIVELY CONTROL SOIL EROSION.
- SEE STORM WATER POLLUTION PREVENTION PLAN FOR HOUSEKEEPING CONTROLS.
- CONTRACTOR SHALL SET ASIDE AN AREA NEAR THE CONSTRUCTION ENTRANCE FOR ALL CONCRETE WASH DOWN OPERATIONS. THE CONTRACTOR SHALL INSTALL AN EARTHEN BERM AROUND THE WASH DOWN AREA TO INSURE NO WATER IS ALLOWED TO LEAVE THE AREA. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING THIS AREA FOR THE ENTIRE LENGTH OF THE PROJECT.
- THE CONTRACTOR SHALL COMPLY WITH THE CITY OF OXFORD'S LANDSCAPE ORDINANCE BY INSTALLING AND MAINTAINING THE REQUIRED TREE PROTECTION FENCE.
- EXISTING VEGETATION ALONG PROPERTY LINES WILL BE RETAINED WHERE ALLOWABLE.
- NO MUD, SILT OR SEDIMENT IS ALLOWED TO GATHER ON PUBLIC ROADS. THE CONTRACTOR SHALL IMMEDIATELY TAKE ACTION TO REMOVE MATERIAL.
- CONTRACTOR SHALL BE RESPONSIBLE FOR KEEPING DUST TO A MINIMUM AT ALL TIMES.
- ALL INLET SHALL RECEIVE INLET PROTECTION AT ALL TIMES DURING CONSTRUCTION.
- CONCRETE WASH OUT AREA, MATERIAL STORAGE AREA AND EMERGENCY MAINTENANCE AREA TO BE LOCATED NEAR JOB TRAILER. JOB TRAILER LOCATION TO BE DETERMINED BY CONTRACTOR.
- CONTRACTOR SHALL LIMIT CONSTRUCTION ACTIVITIES ON EXISTING ESTABLISHED SLOPES.
- SILT FENCE SHALL BE INSTALLED FOR EROSION CONTROL PURPOSES AND AS A CONSTRUCTION BARRIER.
- IT IS ULTIMATELY THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THAT SEDIMENT DOES NOT LEAVE THE SITE OR ENTER ADJACENT DRAINAGE AREAS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO USE ADDITIONAL BEST MANAGEMENT PRACTICES AND SHALL BE ADDED AT THE CONTRACTORS EXPENSE.

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Construction Plans For:  
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City of Oxford, Mississippi

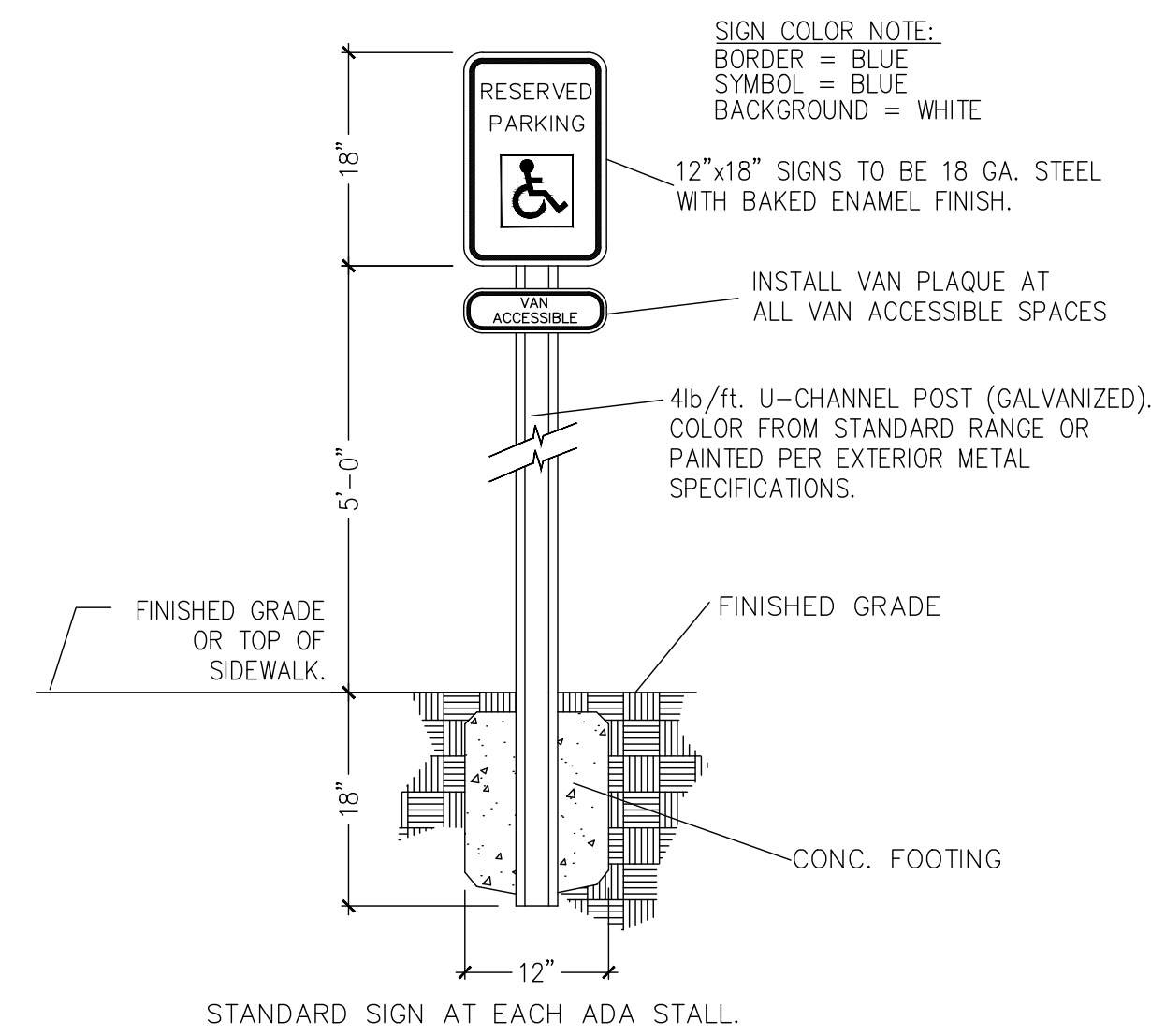
REVISION	DATE
City Comments 11-15-23	12/20/2023

Scale: NTS  
Date: 8-18-2023  
File: SD-142661 (Lonsome Oaks, LLC - Village Station Design 8-18-23) Lonsome Oaks Topo\_05223.dwg  
Proj.No.: SD-142661  
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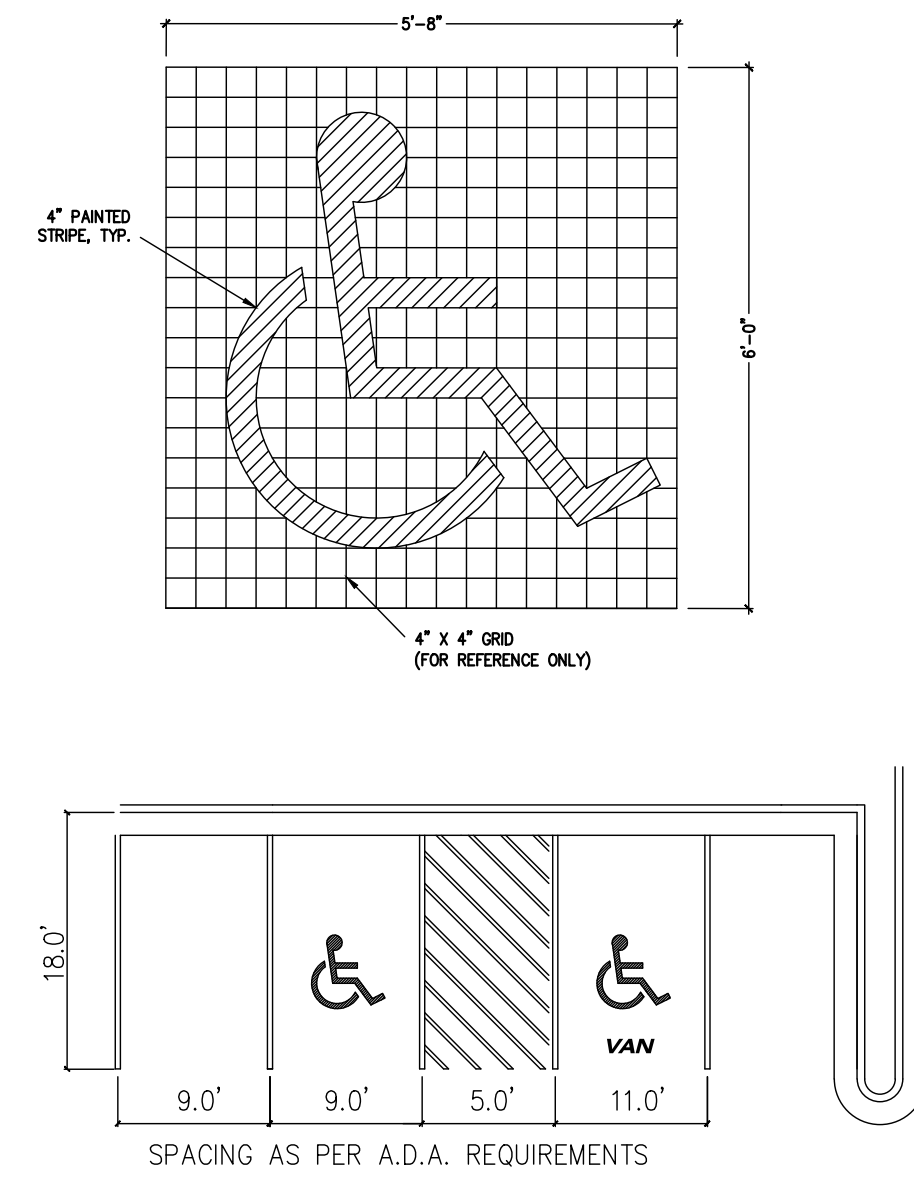
### EROSION CONTROL PLAN

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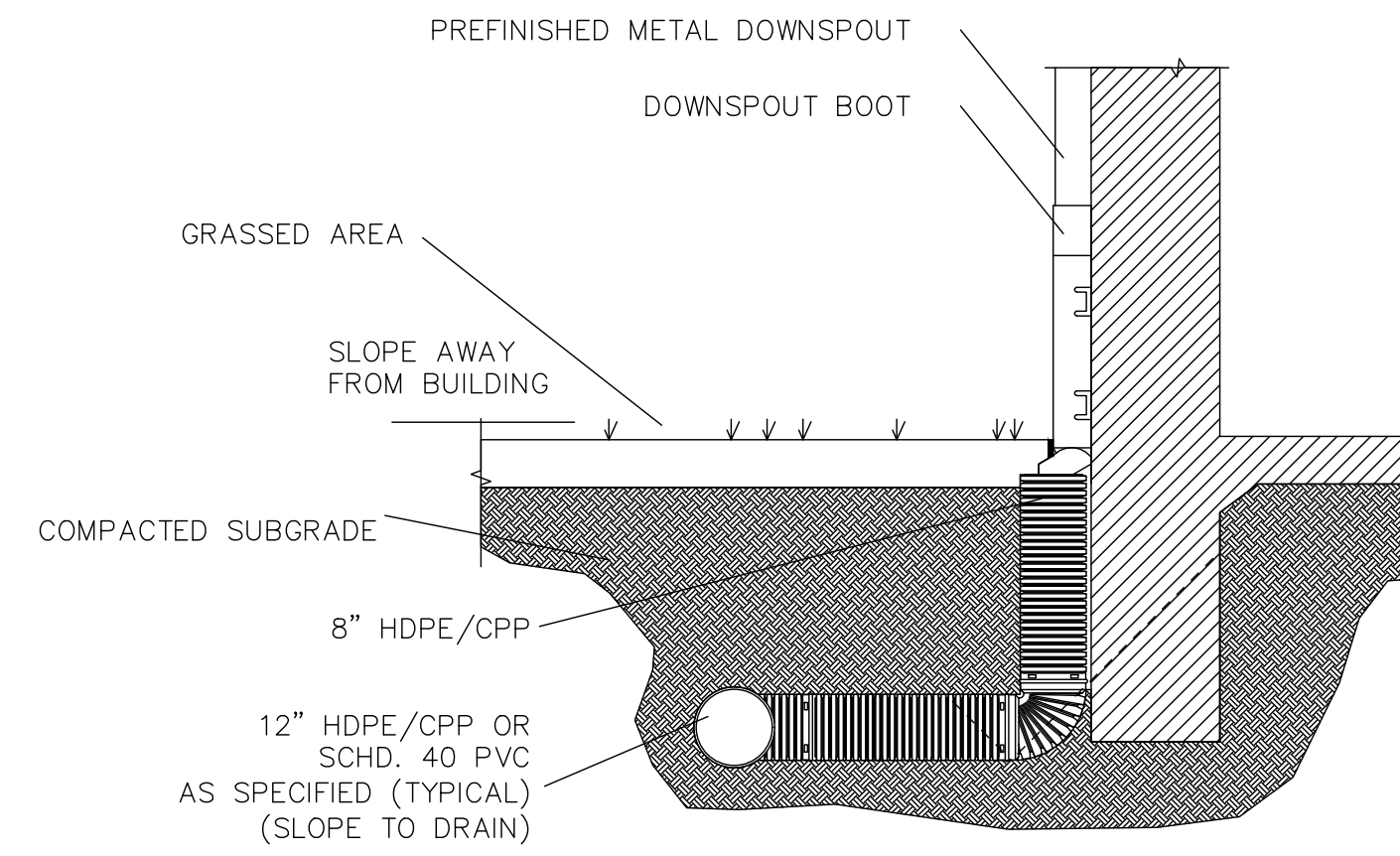
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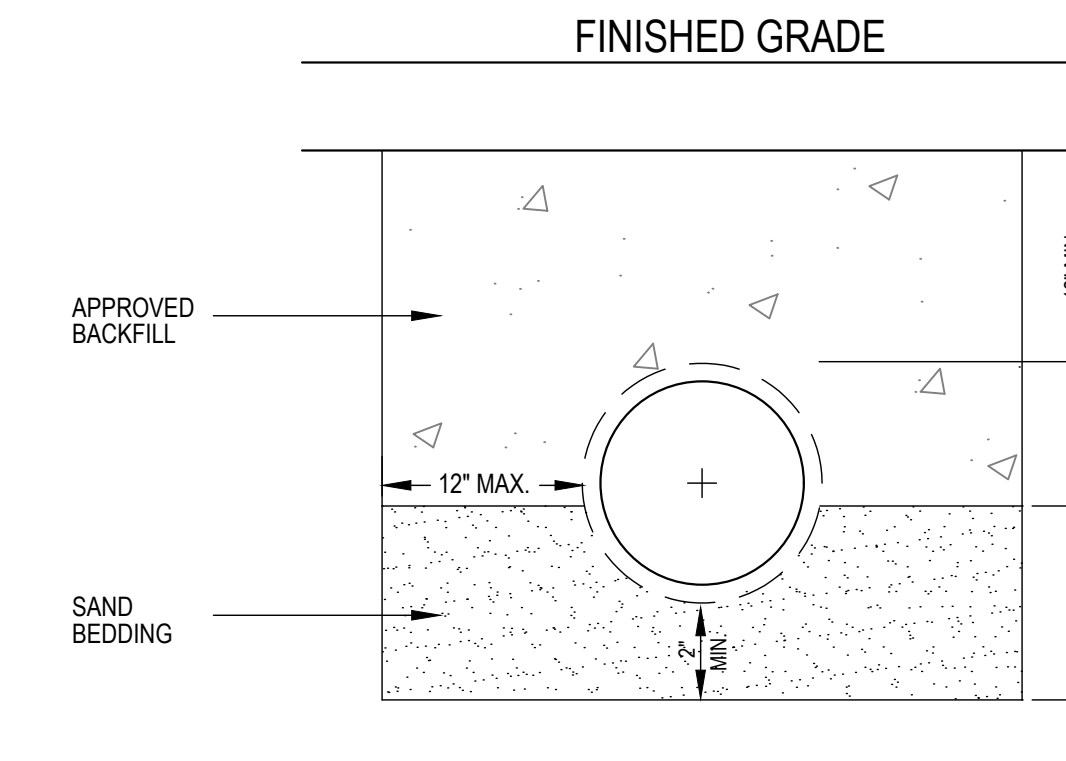
**TYPICAL ADA SIGNAGE**



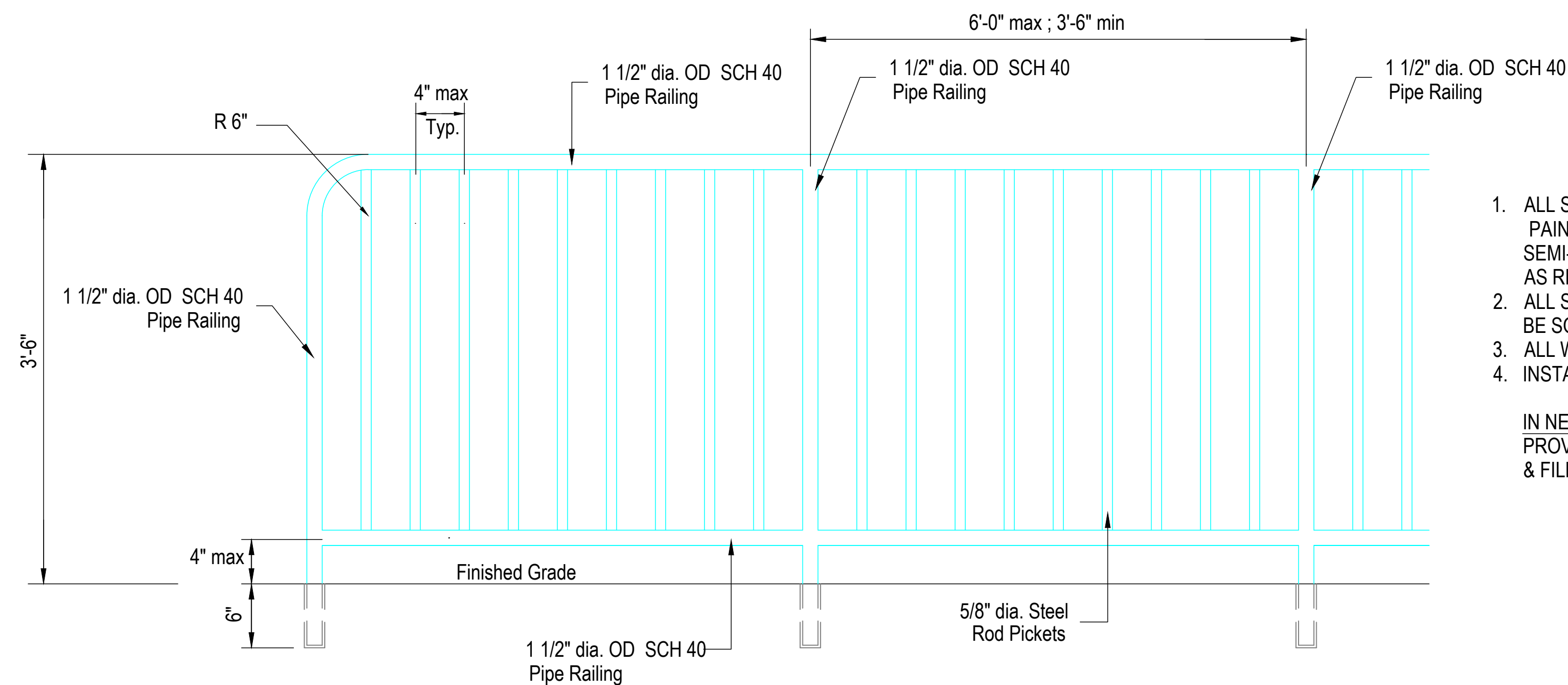
**TYPICAL ADA PARKING**



**TYPICAL DOWNSPOUT BOOT DETAIL**



**TYPICAL STORM DRAIN INSTALLATION**



**5 STANDARD HANDRAIL DETAIL**  
 N.T.S.

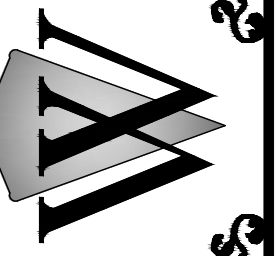
**GENERAL NOTES FOR HANDRAIL**

1. ALL STEEL TO BE SHOP PRIMED AND SHOP (SPRAYED) PAINTED W/ TWO (2) COATS OF BLACK SEMI-GLOSS PAINT. TOUCH-UP IN FIELD AS REQUIRED AFTER INSTALLATION.
2. ALL STEEL RAILING TO BE SCHEDULE 40. PICKETS TO BE SOLID STEEL.
3. ALL WELDS TO BE GRINDED AND SANDED SMOOTH.
4. INSTALLATION:

IN NEW SURFACES:  
 PROVIDE SLEEVES IN NEW SURFACE, INSTALL NEW RAIL, & FILL WITH EPOXY GROUT.

**GENERAL NOTES**

- 1) LIST OF PUBLIC UTILITIES:  
 OXFORD UTILITIES - CITY OF OXFORD - ROB NEELY - 662.232.2373  
 WATER - CITY OF OXFORD - CHAD McLARTY - 662.232.2399  
 SEWER - CITY OF OXFORD - CHAD McLARTY - 662.232.2399  
 ELECTRIC - CITY OF OXFORD - BRIAN HUDSON - 662.232.2373 EXT. 21  
 GAS - CENTERPOINT ENERGY - JOSH CUMMINGS - 662.816.0685
- 2) IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PROTECT EXISTING STRUCTURES SUCH AS PIPES, INLETS, CURBS, ETC. FROM DAMAGE WHICH MIGHT OCCUR DURING CONSTRUCTION. EXTREME CARE SHALL BE EXERCISED IN UNDERCUT AREAS AND THE UNDERCUT DEPTH MAY BE ADJUSTED AT CROSS DRAINS, AS DIRECTED BY THE ENGINEER. THE CONTRACTOR SHALL REPLACE OR REPAIR, AS DIRECTED BY THE ENGINEER, ANY STRUCTURES DAMAGED DURING THE LIFE OF THE CONTRACT. NO PAYMENT WILL BE MADE FOR REPLACEMENT OR REPAIR OF DAMAGES.
- 3) ALL EXISTING UTILITIES OR OTHER OBSTRUCTIONS, WHICH CONFLICT WITH REQUIRED CONSTRUCTION SHALL BE REMOVED AT THE CONTRACTOR'S EXPENSE AS AN ABSORBED ITEM.
- 4) THE EROSION CONTROL DEVICES REFERENCED IN THESE PLANS ARE A MINIMUM REQUIREMENT. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO INSURE THAT SILT DOES NOT LEAVE THE CONSTRUCTION SITE OR CONTAMINATE WATERS OF THE U.S. DURING CONSTRUCTION. THE CONTRACTOR SHALL MAINTAIN A "SMALL CONSTRUCTION NOTICE OF INTENT" PERMIT AS REQUIRED BY THE MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY AND MAINTAIN THE PLAN DURING CONSTRUCTION.
- 5) EXISTING UTILITIES ON THE DRAWINGS ARE SHOWN IN THEIR ORIGINAL LOCATION BASED UPON THE BEST INFORMATION AVAILABLE TO THE ENGINEER. THE ENGINEER CAN NOT AND DOES NOT WARRANT THAT THIS INFORMATION IS COMPLETE OR ACCURATE. THE CONTRACTOR MUST COORDINATE DIRECTLY WITH THE INVOLVED UTILITY OWNERS (INCLUDING MISSISSIPPI ONE CALL) TO HAVE UNDERGROUND UTILITY LINES LOCATED IN ADVANCE OF CONSTRUCTION.
- 6) WORK ON STRUCTURES FOR THIS PROJECT REQUIRES EXCAVATION IN THE IMMEDIATE VICINITY OF ADJACENT PROPERTIES. THEREFORE, THE RISK OF A FAILURE OCCURRING DURING THE EXCAVATION REQUIRES THAT EXTREME CAUTION BE EXERCISED. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO PLACE WHAT BRACING, SHORING OR GROUND SUPPORT SYSTEM THAT IS DEEMED NECESSARY TO PREVENT A FAILURE AND PROTECT THE PERSONS WORKING NEAR THE EXCAVATION, THE PUBLIC THAT MAY BE ABOVE THE EXCAVATION OR ANY STRUCTURE ADJACENT TO THE EXCAVATION. ALL COSTS FOR ANY PROTECTIVE MEASURES, INCLUDING THE MATERIALS AND LABOR FOR DESIGNING, DRAWING AND CONSTRUCTING THE FACILITY, SHALL BE INCLUDED IN THE PRICE BID FOR CONTRACT ITEMS.
- 7) IN ORDER TO HOLD SILT TO A MINIMUM, IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO INSTALL AND MAINTAIN TEMPORARY EROSION CONTROL MEASURES (SILT FENCE, DITCH DECKS, ETC.)
- 8) ANY AREAS DISTURBED DURING CONSTRUCTION SHALL BE RESTORED BY THE CONTRACTOR (TO INCLUDE GRASSING AND SITE GRADING) AS DIRECTED BY THE ENGINEER, ARCHITECT OR OWNER. CONTRACTOR SHALL PROVIDE TEMPORARY EROSION CONTROL FOR DISTURBED AREA UNTIL THEY HAVE BEEN GRASSED AND GROWTH ESTABLISHED.
- 9) THIS PLAN DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF INSTALLING TRAFFIC CONTROL DEVICES IN ACCORDANCE WITH THE MUTCD. OTHER SIGNS AND TRAFFIC CONTROL DEVICES MAY BE REQUIRED DURING THE VARIOUS PHASES OF CONSTRUCTION. ALL TRAFFIC CONTROL DEVICES ON THIS PROJECT SHALL COMPLY WITH PART VI OF THE M.U.T.C.D. (LATEST EDITION).
- 10) THE CONTRACTOR IS TO REMOVE AND RESET ANY SIGNS WHICH CONFLICT WITH CONSTRUCTION.
- 11) THE CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFICATION OF EXISTING GRADES AND MAKING ADJUSTMENTS AS NECESSARY WITH THE APPROVAL OF THE PROJECT ENGINEER BEFORE ORDERING MATERIALS.
- 12) BRICK RED TRUNCATED DOMES REQUIRED AT ALL SIDEWALK CROSSINGS
- 13) ALL MATERIALS USED SHALL MEET CITY OF OXFORD SPECIFICATIONS AND REQUIREMENTS.



REVISION	DATE
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Proj.No.: SD-142661

Drawn By: JWW

Checked By: JWW

Sheet Title:

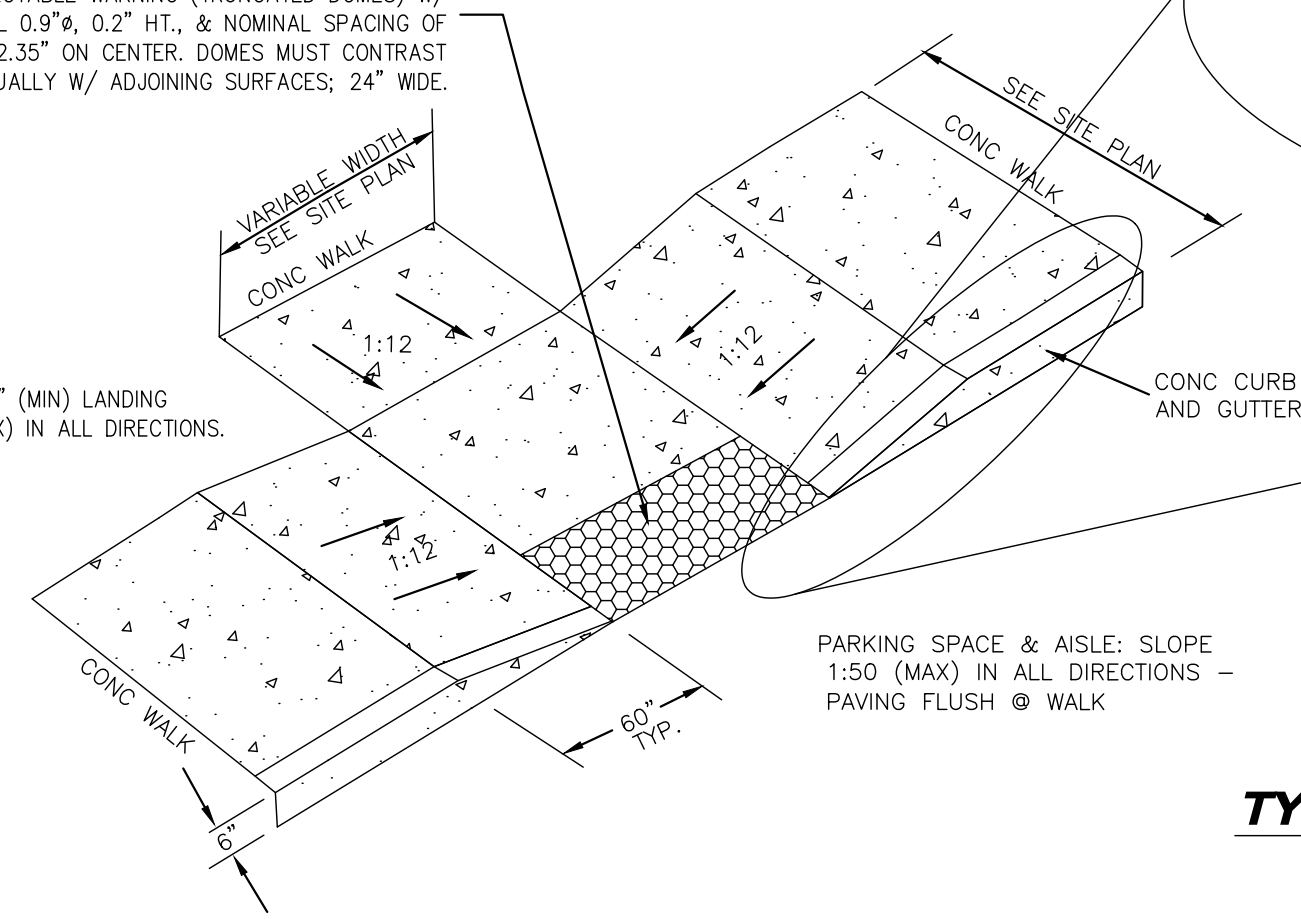
**SITE DETAILS**

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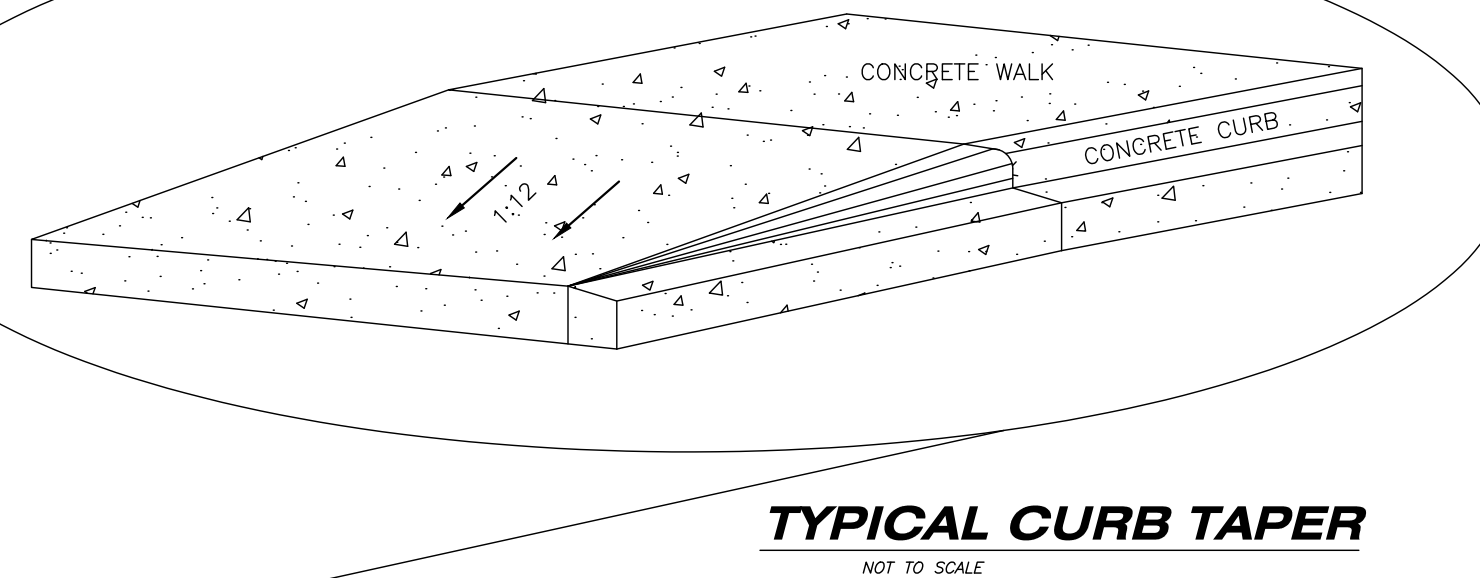


STANDARDIZED CONCRETE CAST-IN-PLACE DETECTABLE WARNING (TRUNCATED DUMES) W/ NOMINAL 0.9" Ø, 0.2" HT. & NOMINAL SPACING OF 2.35" ON CENTER. DUMES MUST CONTRAST VISUALLY W/ ADJOINING SURFACES; 24" WIDE.

PROVIDE A 60"x60" (MIN) LANDING SLOPING 1:50 (MAX) IN ALL DIRECTIONS.

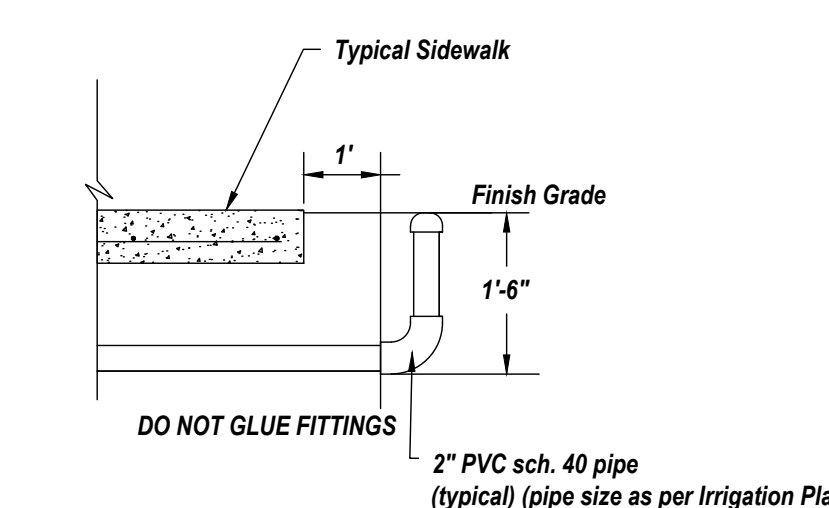
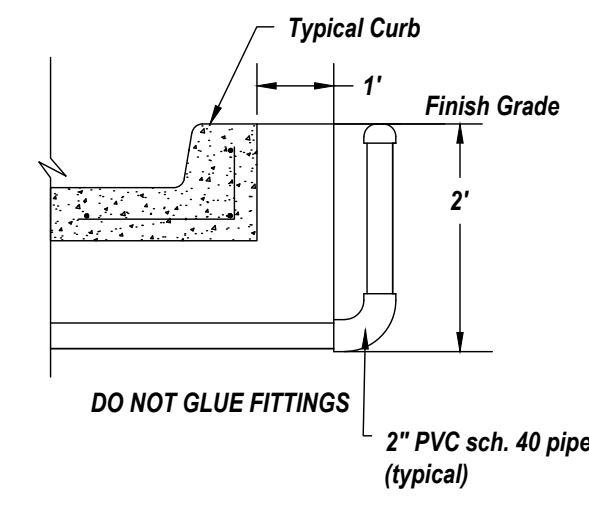


**TYPICAL ADA RAMP**  
NOT TO SCALE

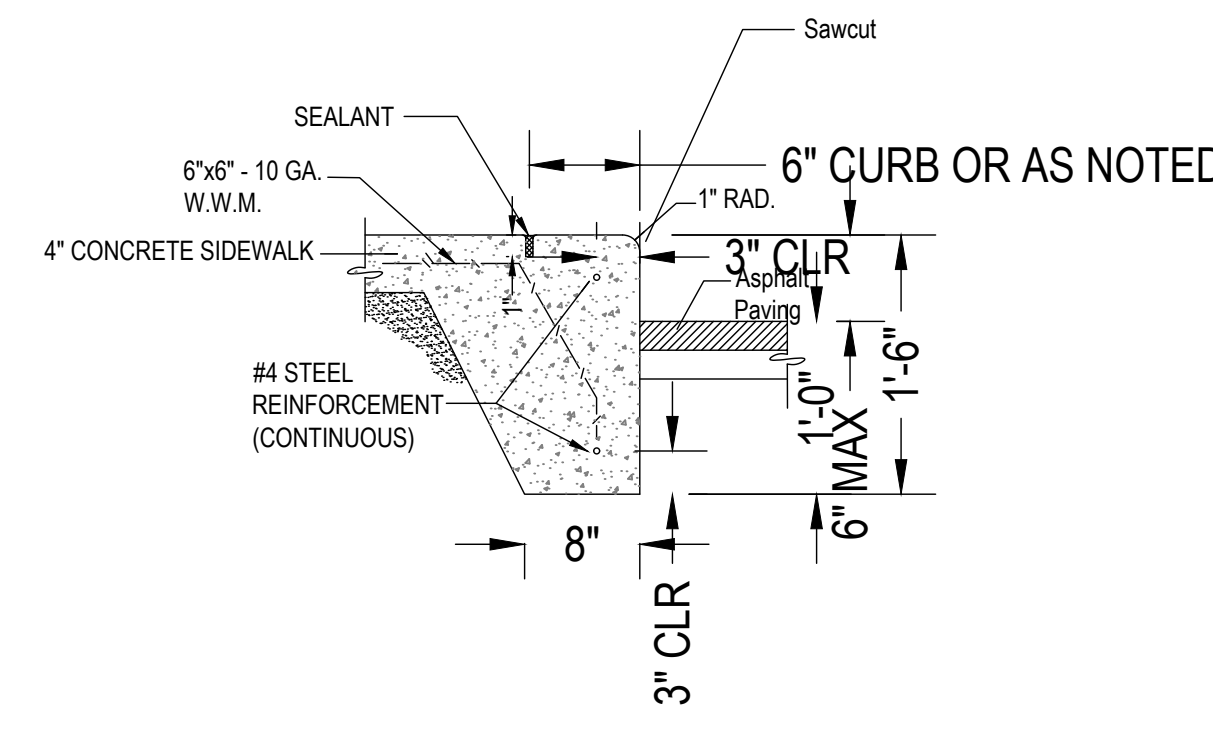


**TYPICAL CURB TAPER**  
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PARKING SPACE & AISLE: SLOPE 1:50 (MAX) IN ALL DIRECTIONS - PAVING FLUSH @ WALK



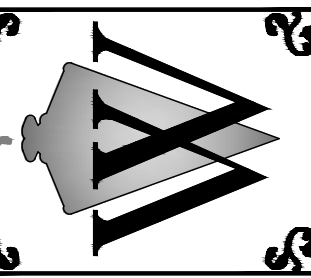
**IRRIGATION SLEEVE DETAIL**



**PAVEMENT EDGE CONCRETE SIDEWALK DETAIL**

**WILLIAMS ENGINEERING CONSULTANTS, INC.**  
Professional Engineers | Professional Land Surveyors

720 NORTH LAMAR BOULEVARD, SUITE A  
P.O. BOX 1197 OXFORD, MISSISSIPPI 38655  
662.226.9675



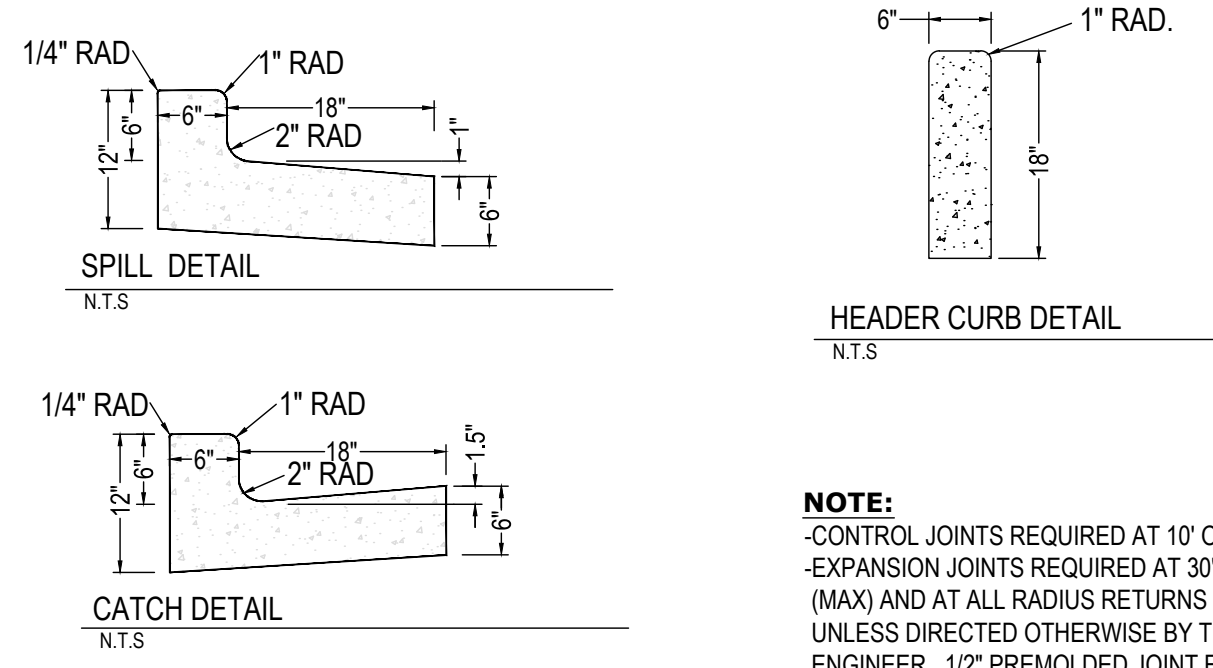
Construction Plans For:  
**Village Station Commercial**  
Old Taylor Road  
City of Oxford, Mississippi

REVISION	DATE
City Comments 11-15-23	12/20/2023

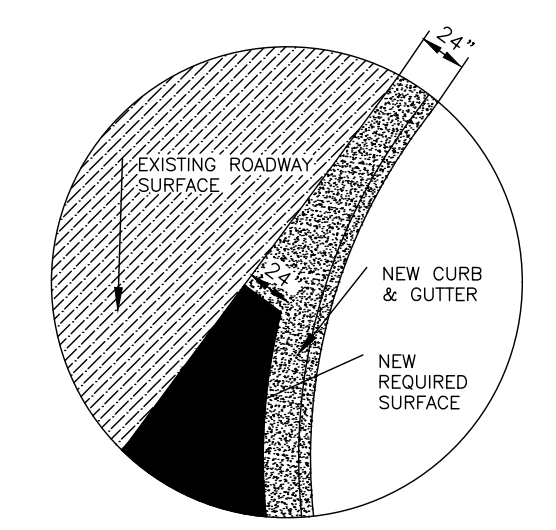
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Checked By: JWW  
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**SITE DETAILS**

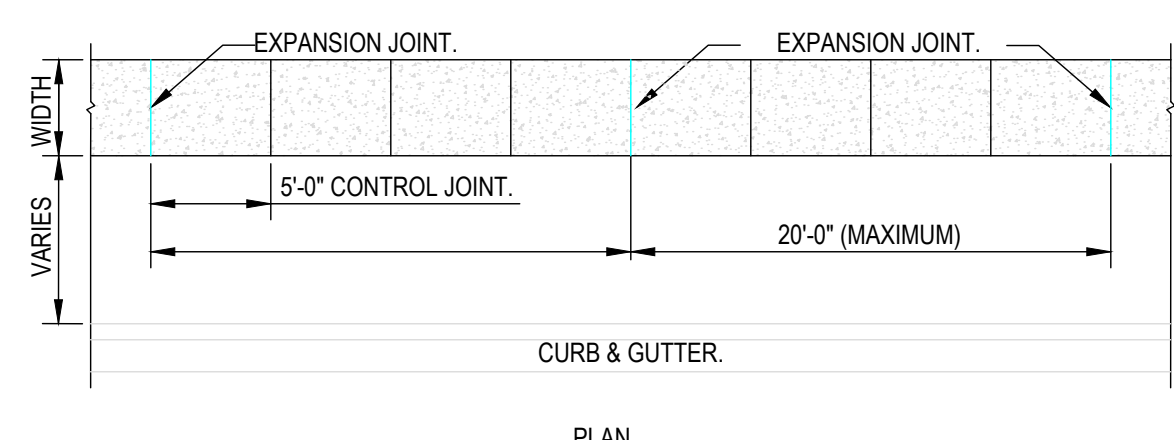
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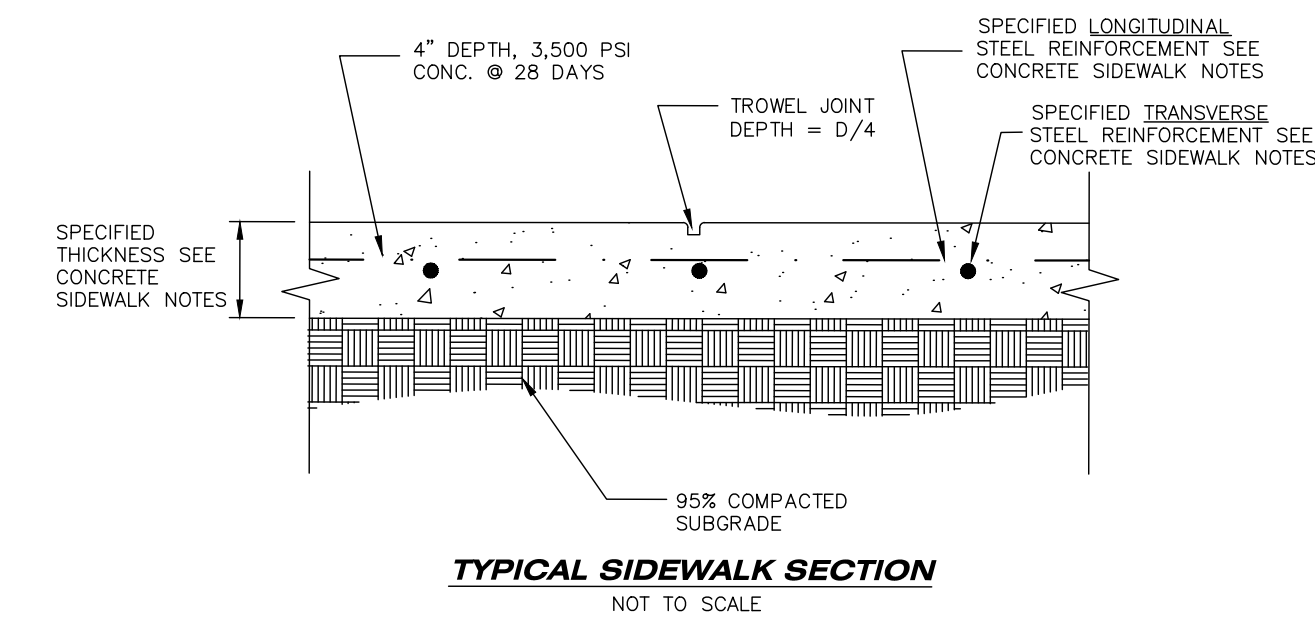
**TYPICAL TYPE 1 CURB AND GUTTER DETAIL**



**TYPICAL CURB & GUTTER DRIVE TIE DETAIL**



**TYPICAL SIDEWALK JOINT DETAIL**



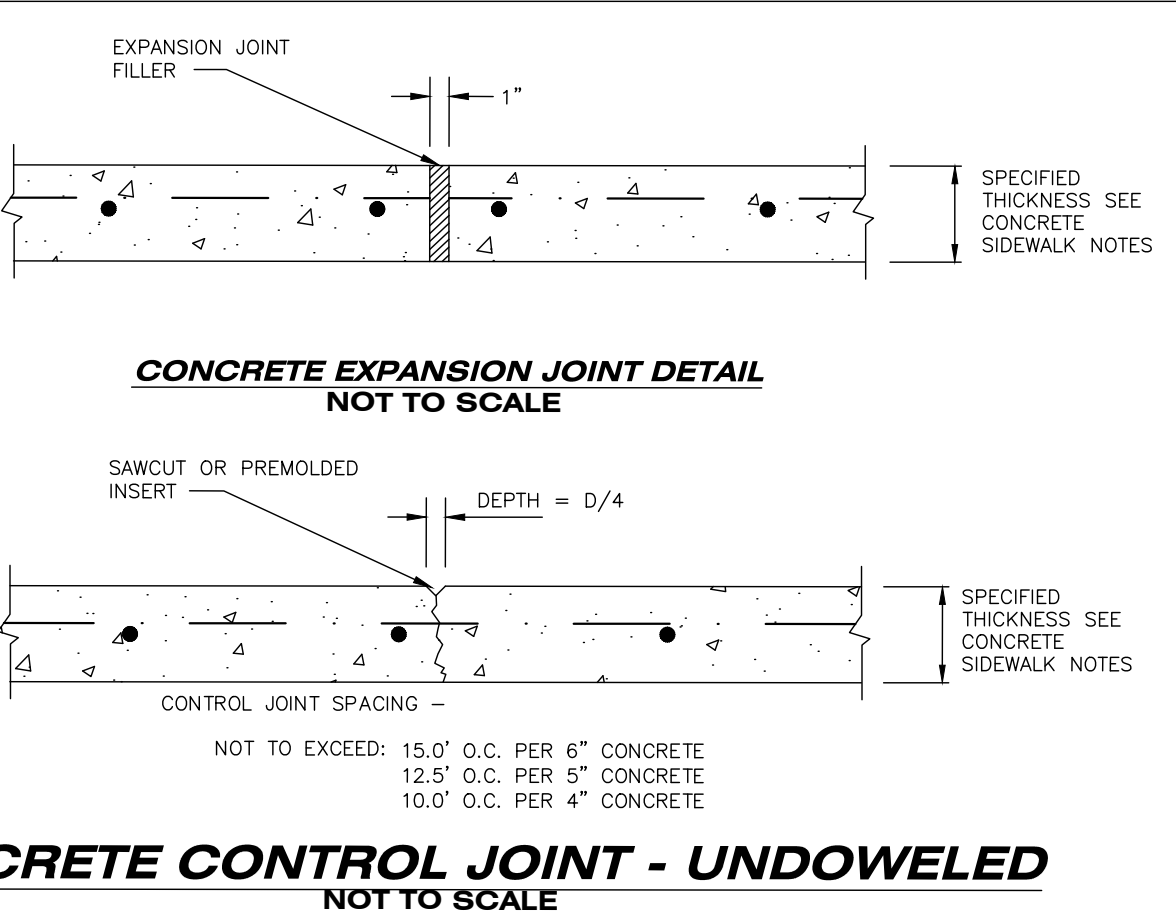
**CONCRETE SITEWORK DETAILS**  
SCALE: N.T.S.

**CONCRETE SIDEWALK NOTES**

- SIDEWALKS AND CURB RAMPS SHALL BE A MINIMUM OF 4" IN THICKNESS.
- MAXIMUM CROSS SLOPE FOR SIDEWALKS SHALL NOT EXCEED 2%.
- MAXIMUM LONGITUDINAL SLOPE SHALL BE 5% UNLESS APPROVED BY THE ENGINEER.
- ALL SIDEWALKS SHALL CONFORM TO ADA GUIDELINES.
- EXPANSION JOINTS REQUIRED AROUND ALL APPURTENANCES SUCH AS MANHOLES AND UTILITY POLES LOCATED WITHIN THE SIDEWALK.

**CONCRETE SITEWORK NOTES**

- EXPANSION JOINTS TO BE SPACED AT A MINIMUM OF 20' ON CENTER AS WELL AS AT THE POINTS OF CURVATURE AND POINTS OF TANGENCY OR AS DIRECTED BY THE ENGINEER.
- THE EXPANSION JOINT MATERIAL SHALL BE MATERIAL 1" THICK AND MEET MDOT SPECIFICATIONS SECTION 707.02.2, 707.02.3, OR 707.02.4.
- IN THE EVENT OF ANY CONFLICT, DISCREPANCY, OR INCONSISTENCY AMONG THE PLANS AND THESE STANDARD DETAILS, THE REQUIREMENTS OF THE STANDARD DRAWINGS SHALL GOVERN.
- EXPANSION JOINTS REQUIRED AROUND ALL APPURTENANCES.
- CONCRETE SHOULD EXHIBIT A MINIMUM 28-DAY COMPRESSIVE STRENGTH OF 3,500 PSI AND CONTAIN 5% (1 1/2% ±) OF ENTRAINED AIR.
- CONCRETE CURING AND PLACEMENT IS TO CONFORM TO THE RECOMMENDATIONS OF THE PORTLAND CEMENT ASSOCIATION AS WELL AS THE AMERICAN CONCRETE INSTITUTE.
- CURING COMPOUNDS UTILIZED SHALL MEET THE REQUIREMENTS OF THE MISSISSIPPI DEPARTMENT OF TRANSPORTATION.
- AT AMBIENT AIR TEMPERATURES AT OR ABOVE 92 DEGREES FAHRENHEIT, THE CONCRETE SHALL BE "WET CURED" BY COVERING WITH VISQUEEN PLASTIC OR WET BURLAP.



**CONCRETE CONTROL JOINT - UNDOWELED**  
NOT TO SCALE

**GENERAL DATA**

SS-2 INLET SIZE	WALL THICKNESS	INSIDE DIMENSION	OUTSIDE DIMENSION	RISE	RISE HEIGHT	3" INCREMENTS	TOP	BASE/RISE/TALEY	TOP	EXTENSION	EXTENSION TOP
FEET	INCHES	INCHES	INCHES	INCHES	INCHES		LB	LB/FT	LB	LB	LB
3 x 3.5	3	36	48	11.76	2.525	18.18	1190	1114	1980	1865	1009

3" x 5" WALL REINFORCEMENT (EQ. IN. PER LIN. FT.)

DEPTH OF REINFORCEMENT	BASE	TOP RISE	INTERIOR RISER #1	INTERIOR RISER #2	INTERIOR RISER #3	INTERIOR RISER #4
	AREA LB/FT	AREA LB/FT	AREA LB/FT	AREA LB/FT	AREA LB/FT	AREA LB/FT
0-8	0.40	0.56	0.64	0.72	0.80	0.88
0-12	0.60	0.84	0.96	1.12	1.28	1.44
0-16	0.80	1.12	1.28	1.44	1.60	1.76
0-20	1.04	1.44	1.60	1.76	1.92	2.08

**CONCRETE QUANTITIES**

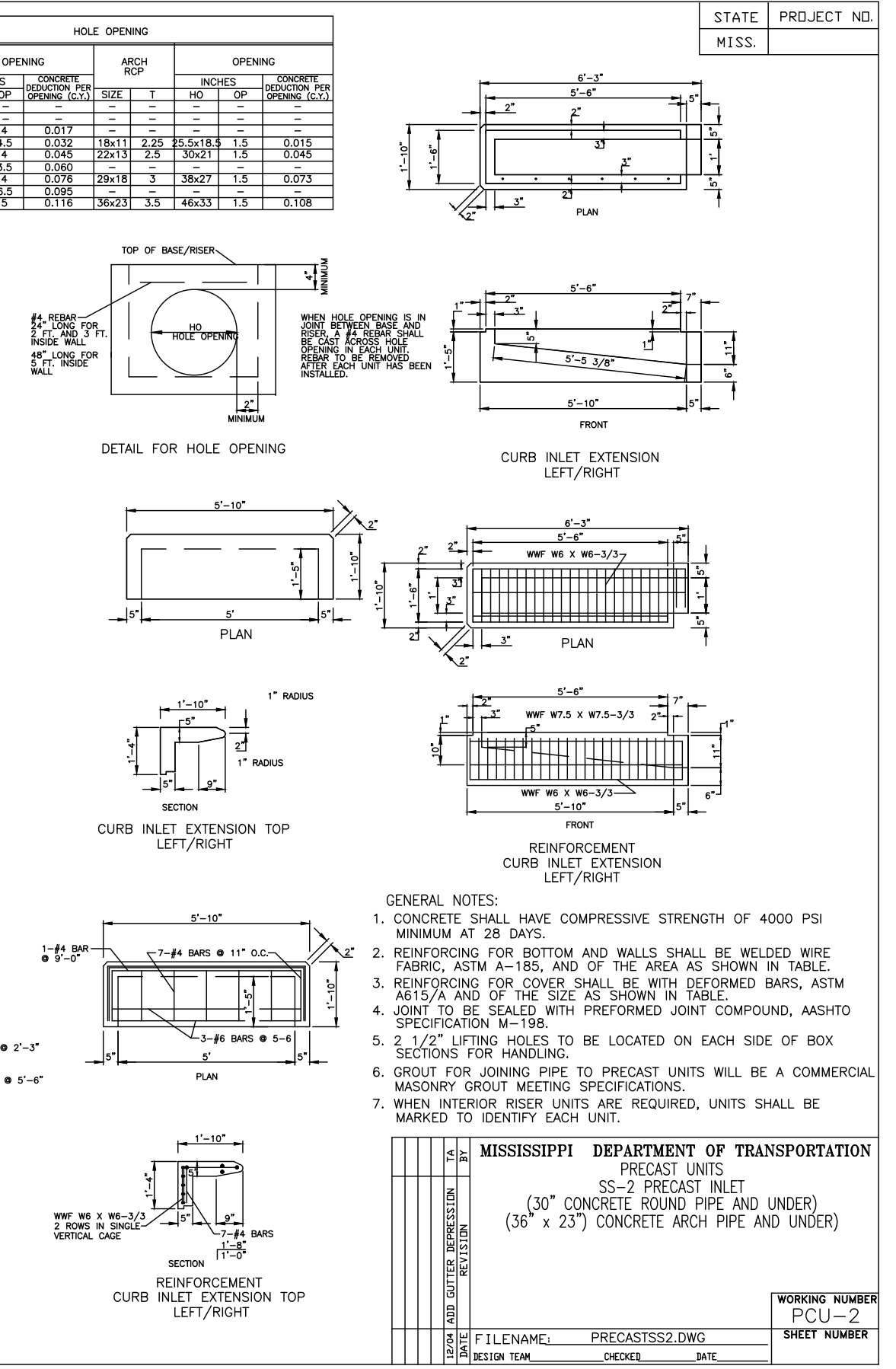
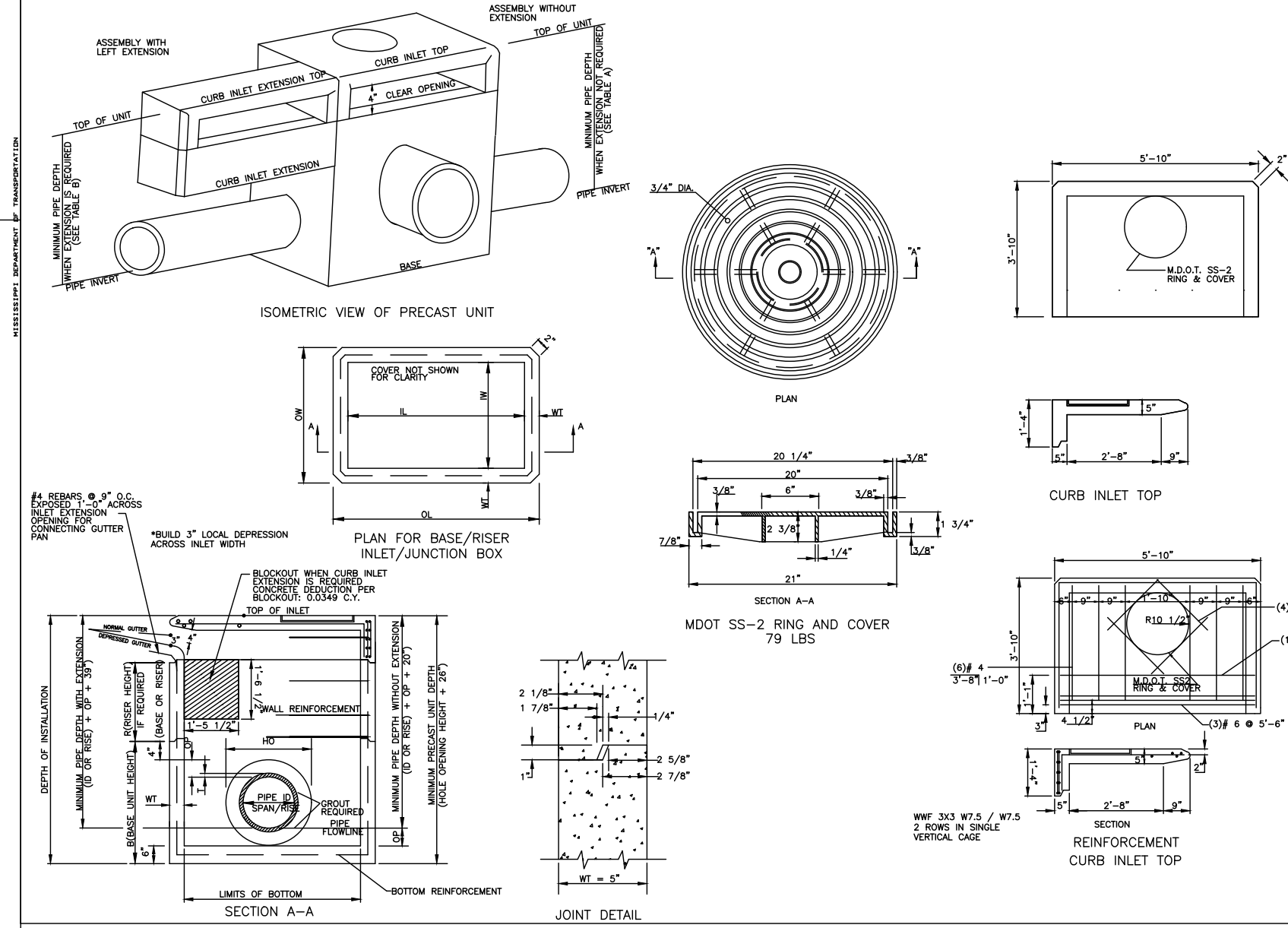
SS-2 INLET SIZE	BOTTOM DIMENSION	RISE DIMENSION	TOP DIMENSION	EXTENSION DIMENSION	SS-2 INLET SIZE	BOTTOM DIMENSION	RISE DIMENSION	TOP DIMENSION	EXTENSION DIMENSION
SIZE	CUY	CUY/FT	CUY	CUY	SIZE	CUY	CUY/FT	CUY	CUY
3x3.5	0.239	0.254	0.264	0.274	3x3.5	0.21	0.22	0.23	0.24

**MINIMUM PIPE DEPTH WITHOUT EXTENSION**

ROUND PIPE SIZE	DEPTH	ARCH	DEPTH	DEPTH
INCHES	INCHES	INCHES	INCHES	INCHES
12	25	—	—	—
14	30	18x11	25	—
16	35	22x13	32	—
18	42	28x16	38	—
20	50	34x20	45	—
24	62	42x24	55	—
27	72	—	—	—
30	85	52x28	65	—

**MINIMUM PIPE DEPTH WITH EXTENSION**

ROUND PIPE SIZE	DEPTH	ARCH	DEPTH	DEPTH
INCHES	INCHES	INCHES	INCHES	INCHES
12	25	—	—	—
14	30	18x11	35	—
16	35	22x13	42	—
18	42	28x16	50	—
20	50	34x20	60	—
24	62	—	—	—
27	72	—	—	—
30	85	52x28	95	—

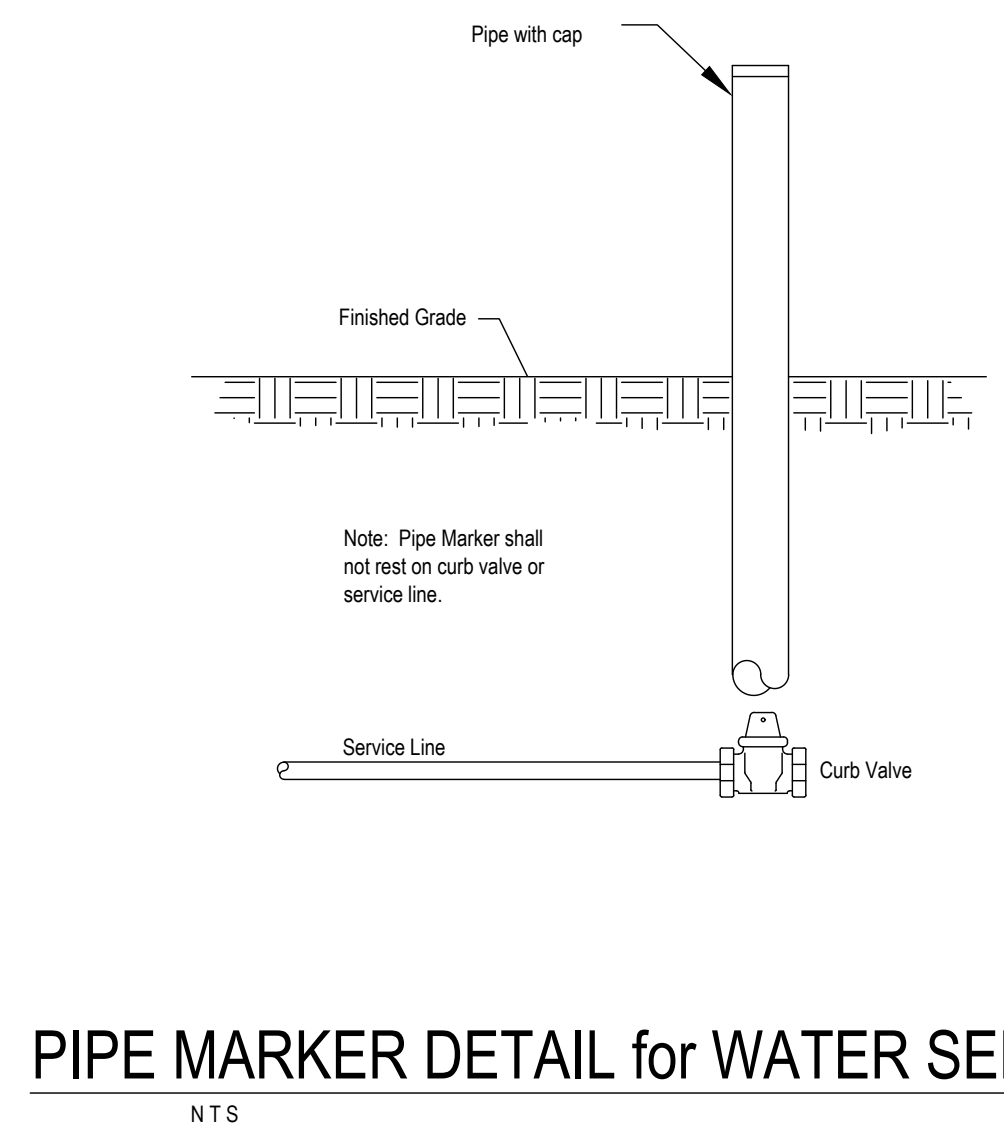
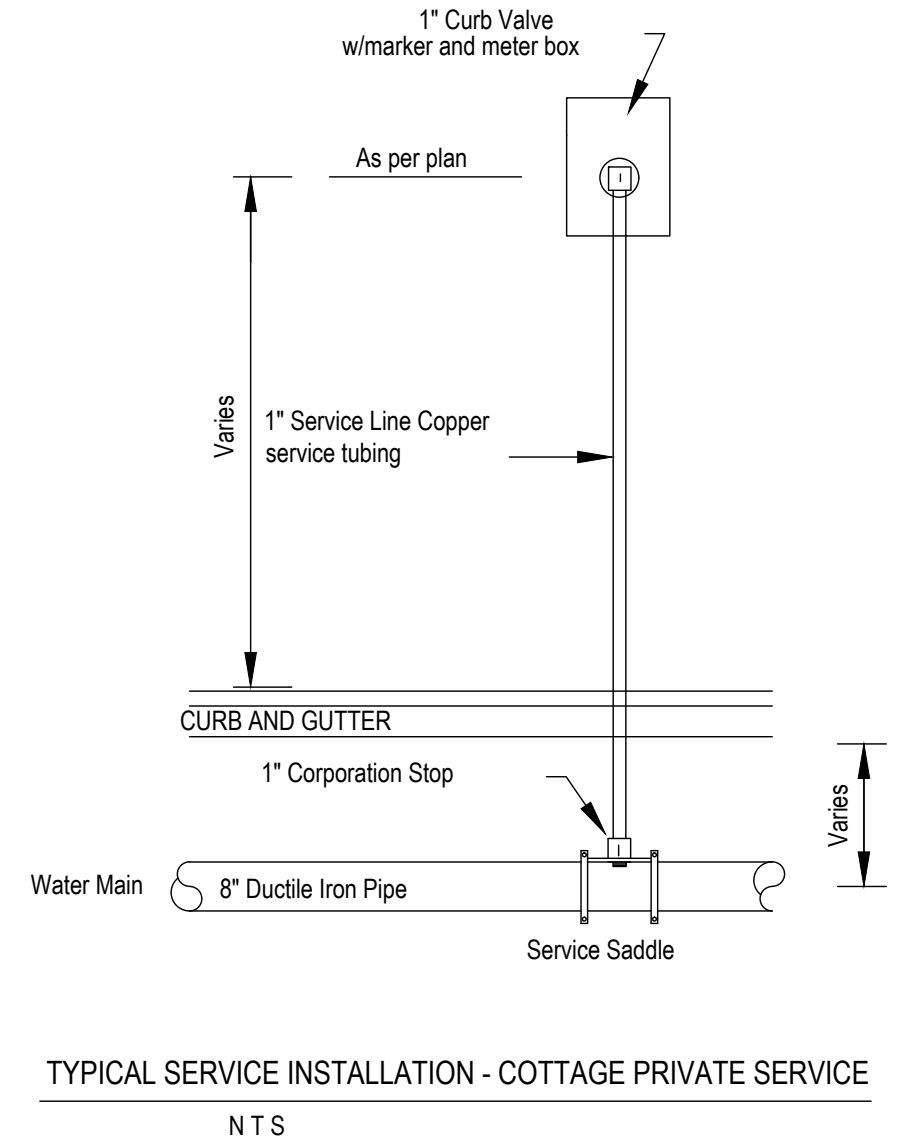
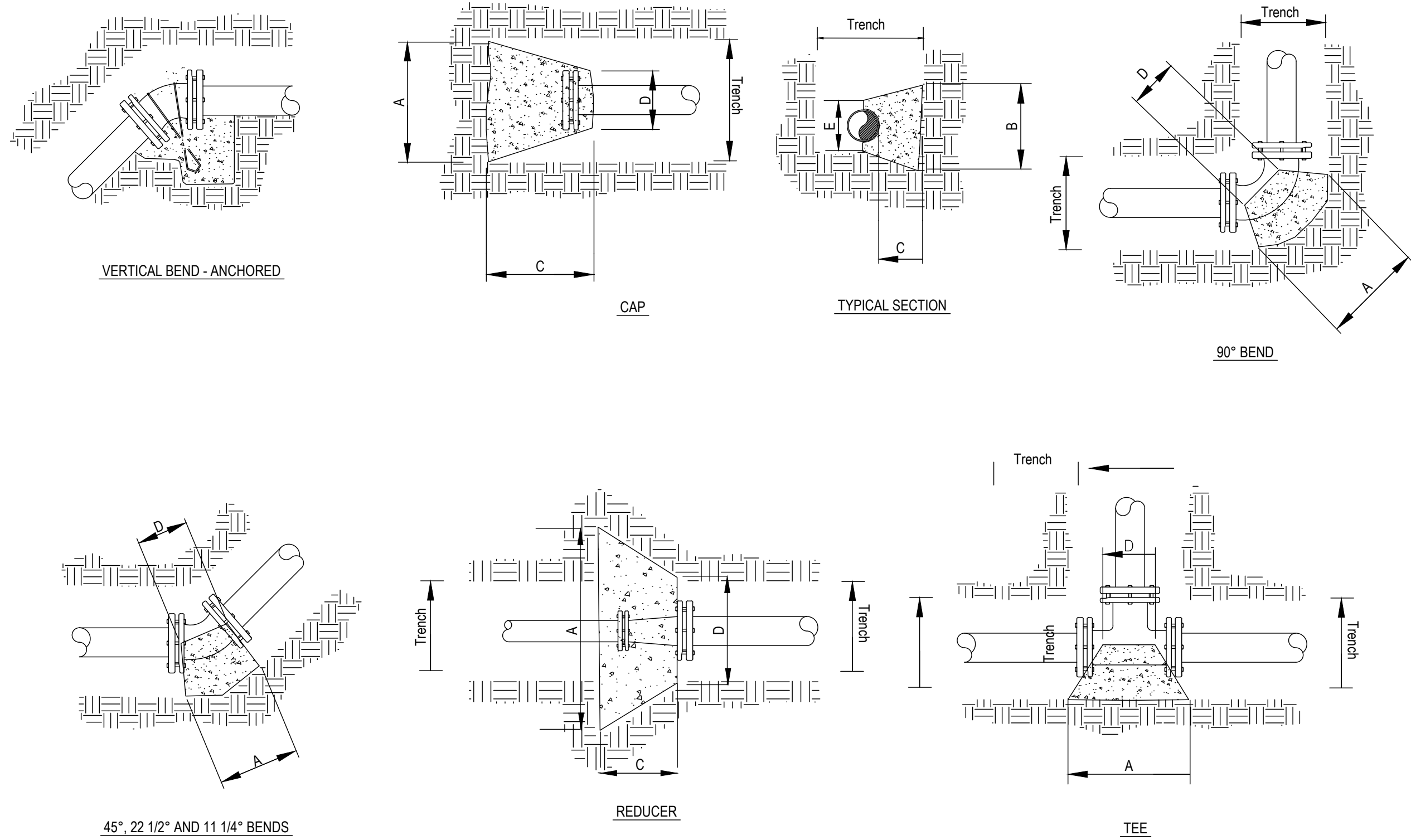


- GENERAL NOTES:**
- CONCRETE SHALL HAVE COMPRESSIVE STRENGTH OF 4000 PSI MINIMUM AT 28 DAYS.
  - REINFORCING FOR BOTTOM AND WALLS SHALL BE WELDED WIRE FABRIC, ASTM A-185, AND OF THE AREA AS SHOWN IN TABLE.
  - REINFORCING FOR COVER SHALL BE WITH DEFORMED BARS, ASTM A615/A AND OF THE SIZE AS SHOWN IN TABLE.
  - JOINT TO BE SEALED WITH PREFORMED JOINT COMPOUND, AASHTO SPECIFICATION M-198.
  - 2 1/2" LIFTING HOLES TO BE LOCATED ON EACH SIDE OF BOX SECTIONS FOR HANDLING.
  - GROUT FOR JOINING PIPE TO PRECAST UNITS WILL BE A COMMERCIAL MASONRY GROUT MEETING SPECIFICATIONS.
  - WHEN INTERIOR RISER UNITS ARE REQUIRED, UNITS SHALL BE MARKED TO IDENTIFY EACH UNIT.

**MISSISSIPPI DEPARTMENT OF TRANSPORTATION**

PRECAST UNITS  
SS-2 PRECAST INLET  
(30" CONCRETE ROUND PIPE AND UNDER)  
(36" x 23" CONCRETE ARCH PIPE AND UNDER)

FILE NAME	PRECASTSS2.DWG	WORKING NUMBER
SECTION	DATE	SHEET NUMBER
		PCU-2
		2



DIMENSION	90° BEND	PIPE DIAMETER					
		2"	4"	6"	8"	10"	12"
A	14"	18"	26"	34"	42"	48"	66"
B	14"	18"	26"	34"	42"	48"	66"
C	10"	12"	18"	22"	28"	32"	44"
D	8"	9"	11"	12"	15"	16"	20"
E	8"	9"	11"	12"	15"	16"	20"

LARGE	SMALL	DIMENSION				
		A	B	C	D	E
4"	3"	12"	12"	12"	12"	12"
6"	3"	20"	20"	14"	20"	20"
6"	4"	20"	20"	14"	20"	20"
8"	4"	26"	26"	18"	22"	22"
8"	6"	22"	22"	14"	22"	22"
10"	4"	32"	32"	22"	24"	24"
10"	6"	30"	30"	20"	24"	24"
10"	8"	24"	24"	15"	24"	24"
12"	4"	40"	40"	27"	28"	28"
12"	6"	38"	38"	26"	28"	28"
12"	8"	32"	32"	22"	28"	28"
12"	10"	28"	28"	18"	28"	28"
16"	6"	54"	54"	36"	36"	36"
16"	8"	50"	50"	34"	36"	36"
16"	10"	46"	46"	32"	36"	36"
16"	12"	40"	40"	27"	36"	36"

DIMENSION	45° BEND	PIPE DIAMETER					
		2"	4"	6"	8"	10"	12"
A	12"	16"	18"	24"	30"	36"	48"
B	12"	16"	18"	24"	30"	36"	48"
C	8"	9"	12"	12"	20"	24"	32"
D	8"	9"	11"	12"	15"	16"	20"
E	8"	9"	11"	12"	15"	16"	20"

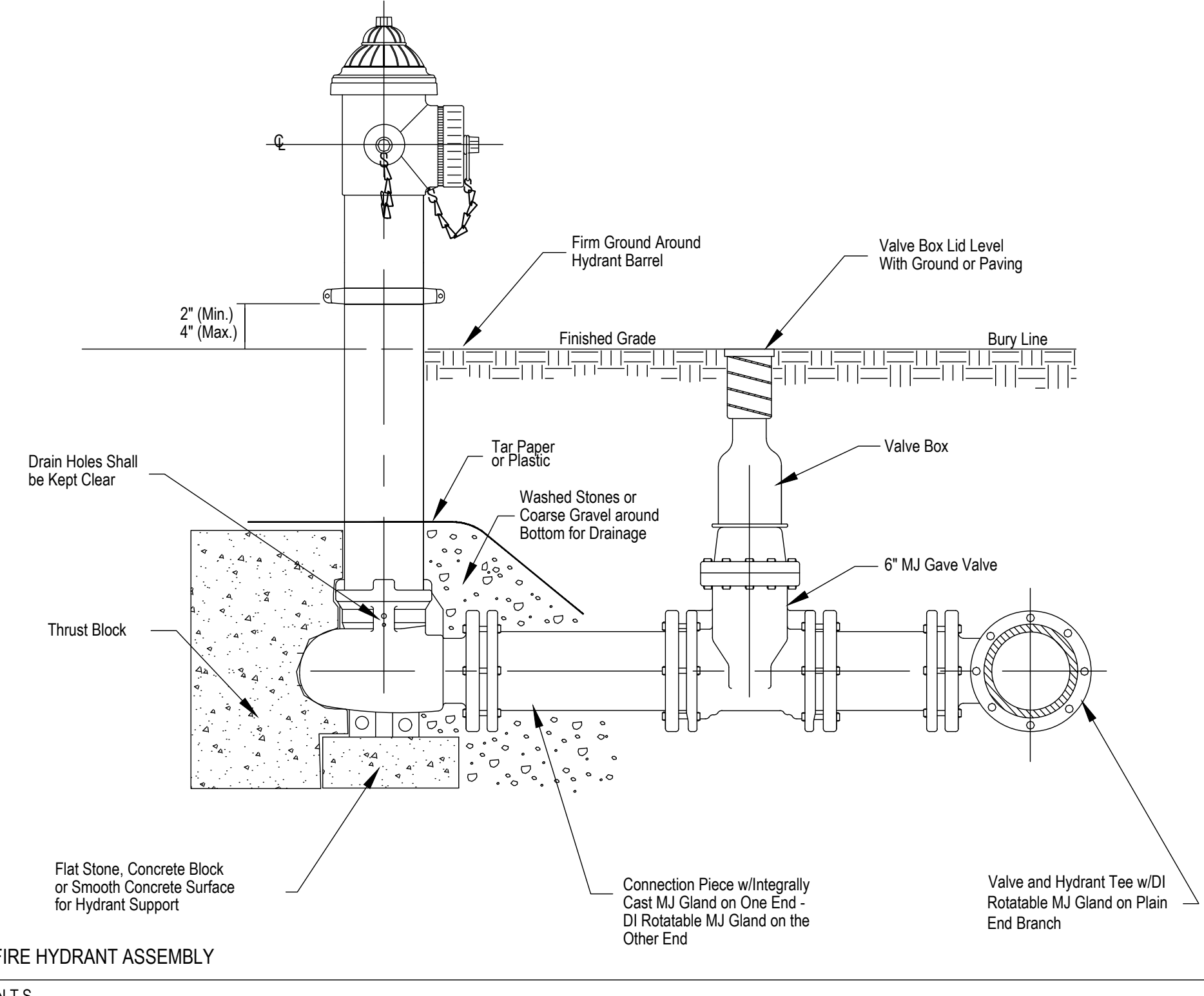
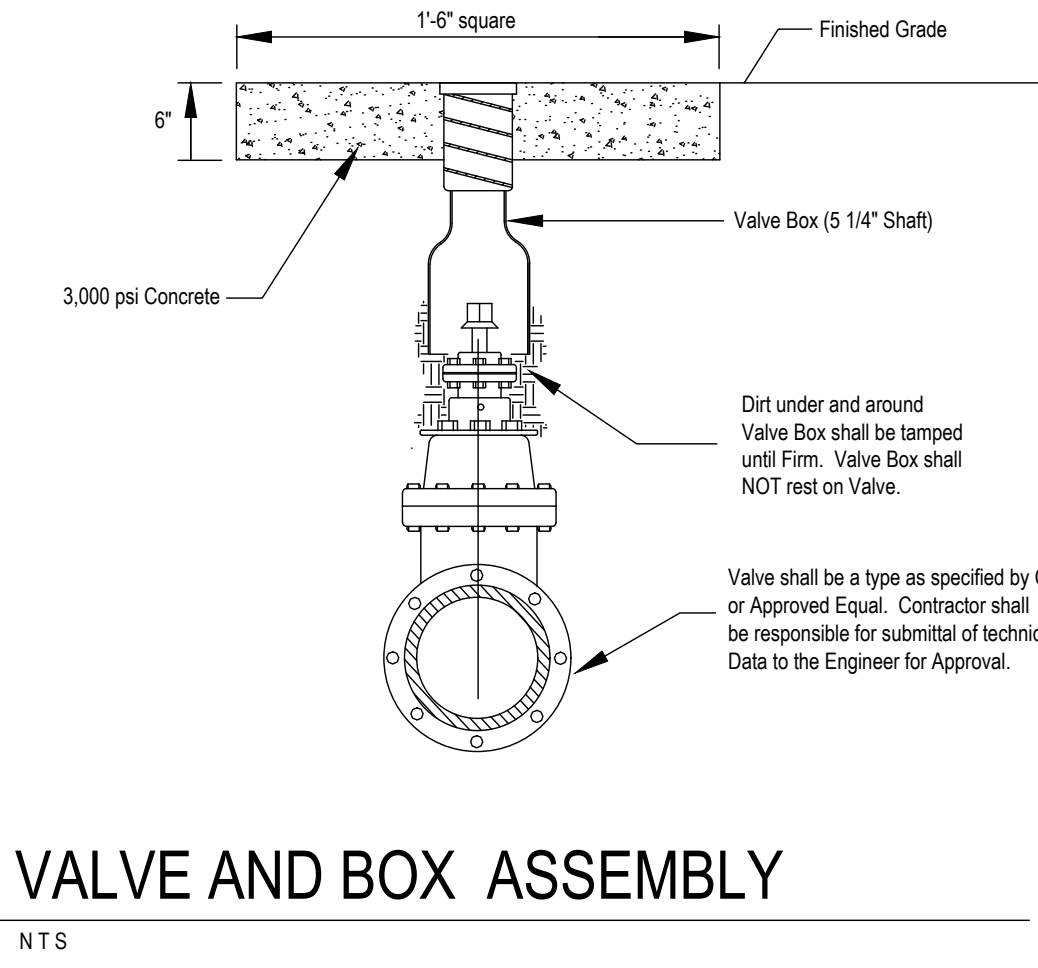
RUN	BRANCH	DIMENSION				
		A	B	C	D	E
2"	2"	16"	16"	12"	8"	8"
4"	3"	16"	16"	12"	13"	9"
4"	4"	18"	18"	12"	13"	9"
6"	3"	16"	16"	12"	16"	11"
6"	4"	18"	18"	12"	16"	11"
6"	6"	22"	22"	16"	16"	11"
8"	4"	18"	18"	12"	18"	12"
8"	6"	22"	22"	16"	18"	12"
8"	8"	28"	28"	20"	18"	12"
10"	4"	22"	22"	16"	22"	15"
10"	6"	22"	22"	16"	22"	15"
10"	8"	28"	28"	20"	22"	15"
10"	10"	36"	36"	24"	22"	15"
12"	4"	24"	24"	16"	24"	16"
12"	6"	24"	24"	16"	24"	16"
12"	8"	28"	28"	20"	24"	16"
12"	10"	36"	36"	24"	24"	16"
12"	12"	42"	42"	28"	24"	16"
16"	6"	30"	30"	20"	30"	20"
16"	8"	30"	30"	20"	30"	20"
16"	10"	36"	36"	24"	30"	20"
16"	12"	42"	42"	28"	30"	20"
16"	16"	54"	54"	36"	30"	20"

DIMENSION	22 1/2° BEND	PIPE DIAMETER					
		2"	4"	6"	8"	10"	12"
A	9"	12"	14"	18"	24"	28"	34"
B	9"	12"	14"	18"	24"	28"	34"
C	8"	8"	10"	10"	14"	18"	22"
D	8"	9"	11"	12"	15"	16"	20"
E	8"	9"	11"	12"	15"	16"	20"

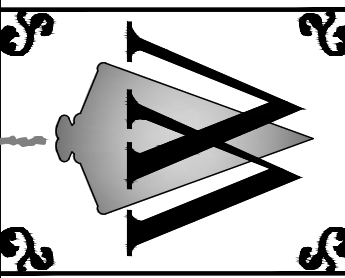
RUN	BRANCH	DIMENSION				
		A	B	C	D	E
2"	2"	16"	16"	12"	8"	8"
4"	3"	16"	16"	12"	13"	9"
4"	4"	18"	18"	12"	13"	9"
6"	3"	16"	16"	12"	16"	11"
6"	4"	18"	18"	12"	16"	11"
6"	6"	22"	22"	16"	16"	11"
8"	4"	18"	18"	12"	18"	12"
8"	6"	22"	22"	16"	18"	12"
8"	8"	28"	28"	20"	18"	12"
10"	4"	22"	22"	16"	22"	15"
10"	6"	22"	22"	16"	22"	15"
10"	8"	28"	28"	20"	22"	15"
10"	10"	36"	36"	24"	22"	15"
12"	4"	24"	24"	16"	24"	16"
12"	6"	24"	24"	16"	24"	16"
12"	8"	28"	28"	20"	24"	16"
12"	10"	36"	36"	24"	24"	16"
12"	12"	42"	42"	28"	24"	16"
16"	6"	30"	30"	20"	30"	20"
16"	8"	30"	30"	20"	30"	20"
16"	10"	36"	36"	24"	30"	20"
16"	12"	42"	42"	28"	30"	20"
16"	16"	54"	54"	36"	30"	20"

DIMENSION	11 1/4° BEND	PIPE DIAMETER					
		2"	4"	6"	8"	10"	12"
A	9"	10"	12"	14"	16"	20"	24"
B	9"	10"	12"	14"	16"	20"	24"
C	6"	8"	8"	10"	10"	14"	16"
D	8"	9"	11"	12"	15"	16"	20"
E	8"	9"	11"	12"	15"	16"	20"

DIMENSION	CAP	PIPE DIAMETER					
		2"	4"	6"	8"	10"	12"
A	15"	18"	22"	28"	36"	42"	54"
B	15"	18"	22"	28"	36"	42"	54"
C	10"	12"	16"	20"	24"	28"	36"
D	8"	9"	11"	12"	15"	16"	20"
E	8"	9"	11"	12"	15"	16"	20"



**NOTE:**  
 THRUST BLOCKS SHALL BE POURED AGAINST UNDISTURBED EARTH.  
 BENDS FOR VERTICAL GRADE CHANGE SHALL BE ANCHORED WITH RODS TO THE NEXT FITTING WHERE DISTANCE PERMITS.  
 BENDS FOR VERTICAL GRADE CHANGE SHALL BE ANCHORED WITH RODS TO THE NEXT FITTING WHERE DISTANCE PERMITS.  
 ALL VALVES, FITTINGS, TYPE AND OTHER MATERIALS USED FOR THE CONSTRUCTION OF WATER SUPPLY SHALL MEET CITY SPECIFICATIONS.

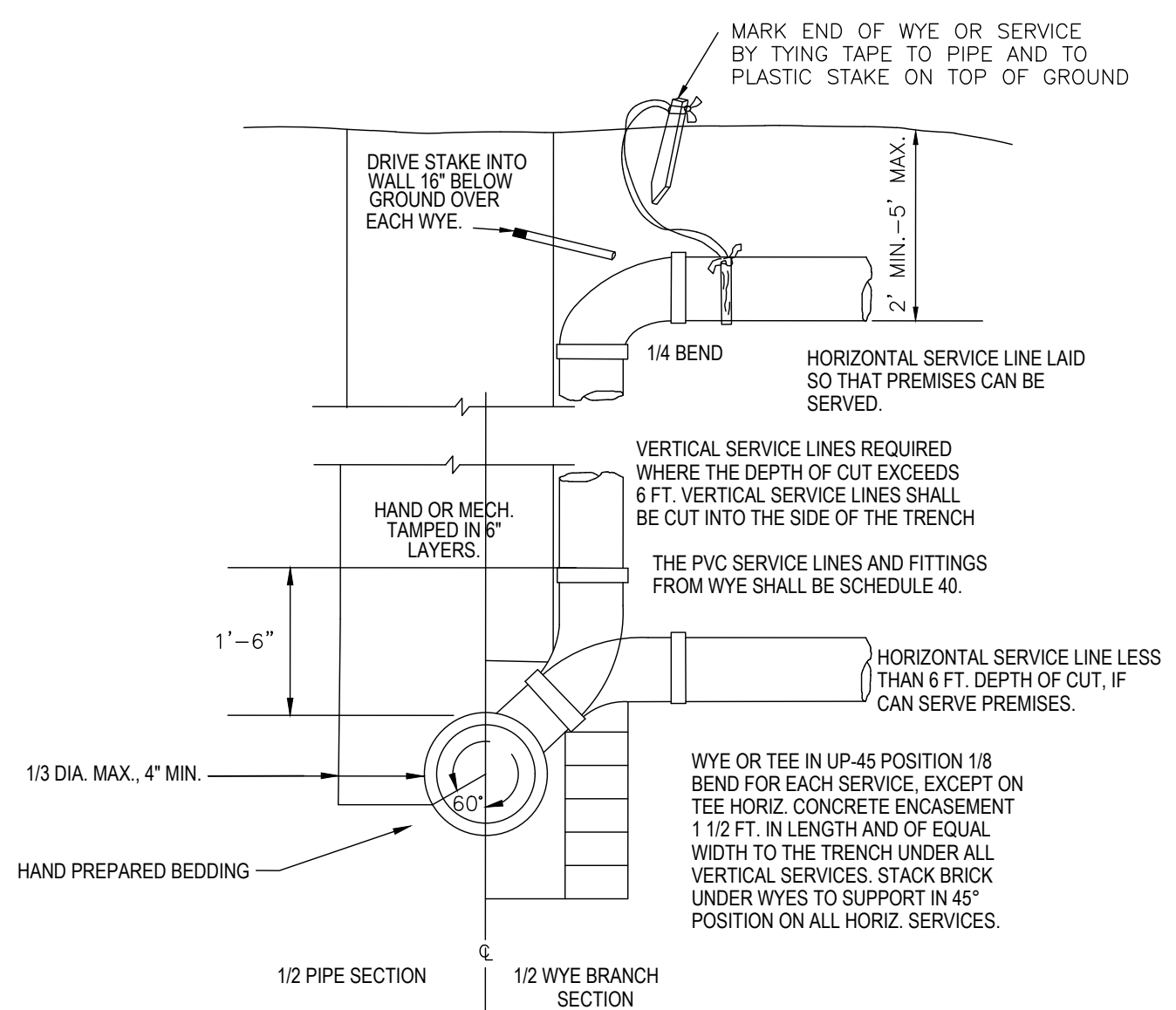
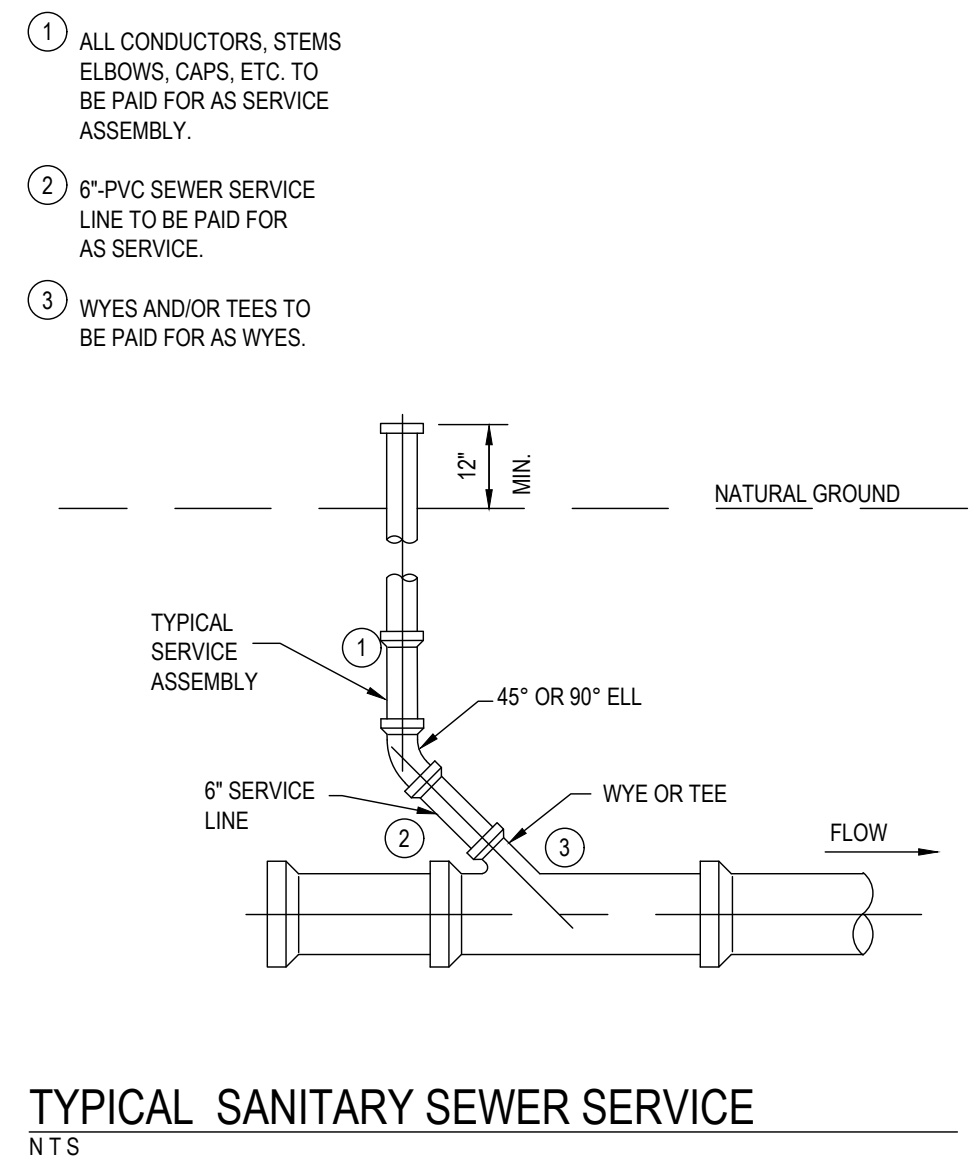
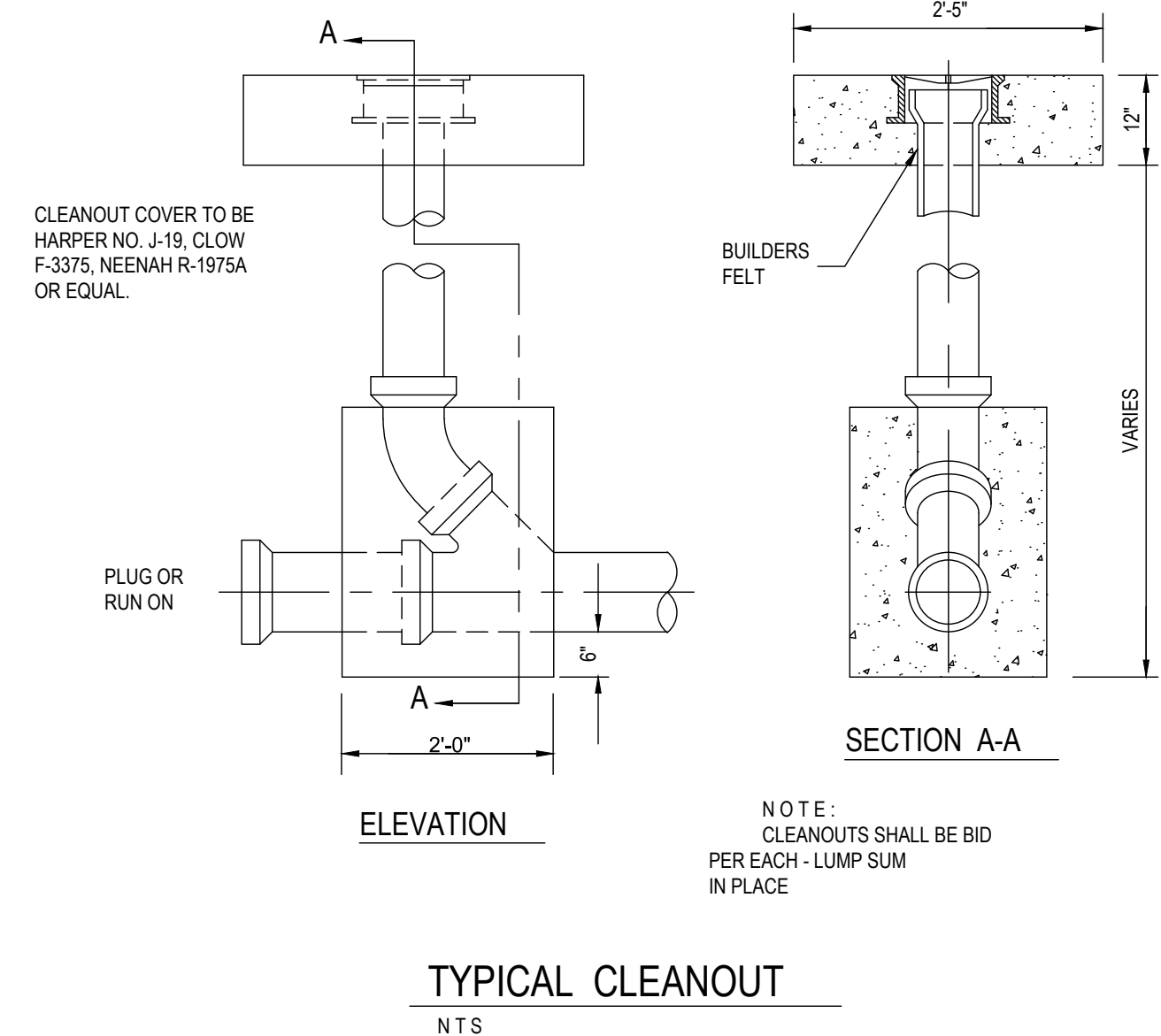


REVISION	DATE
City Comments 11-15-23	12/20/2023

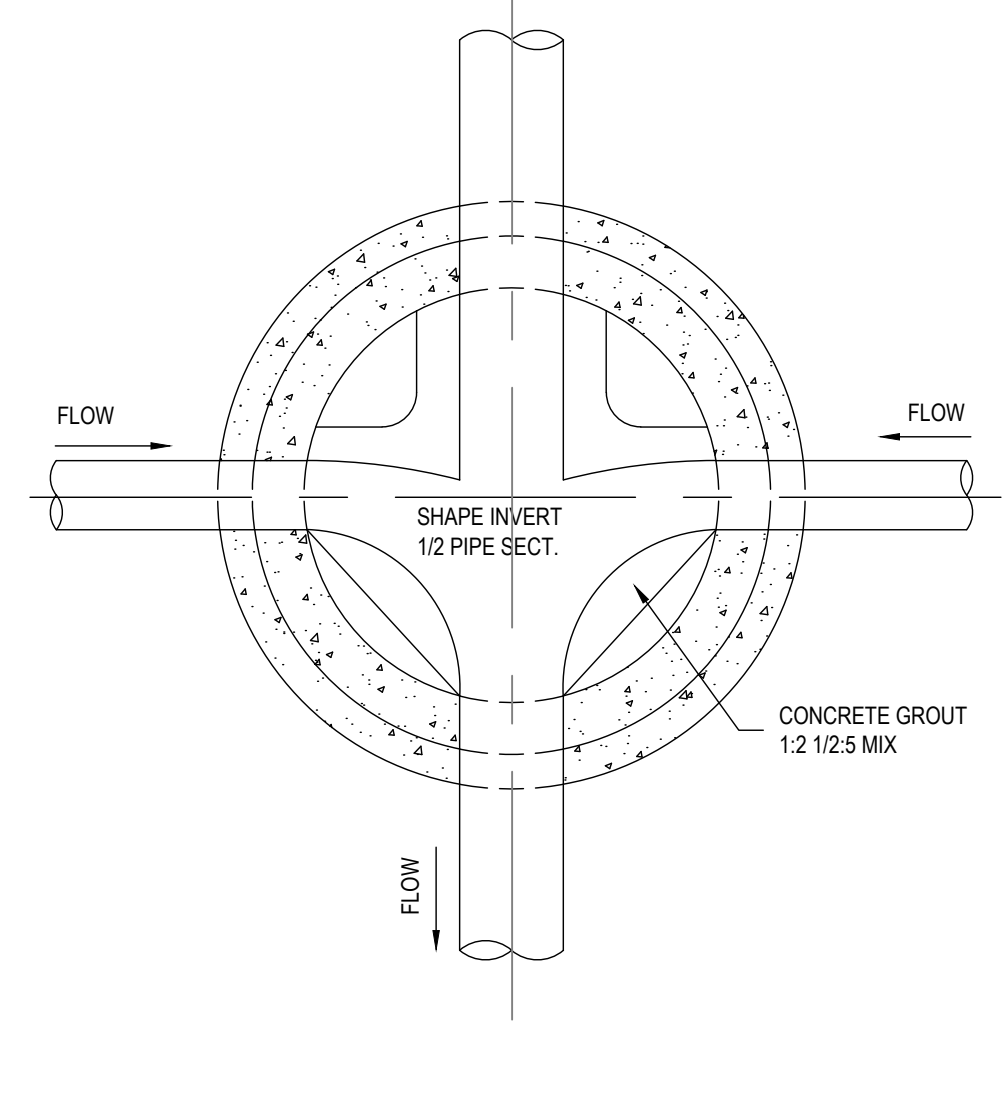
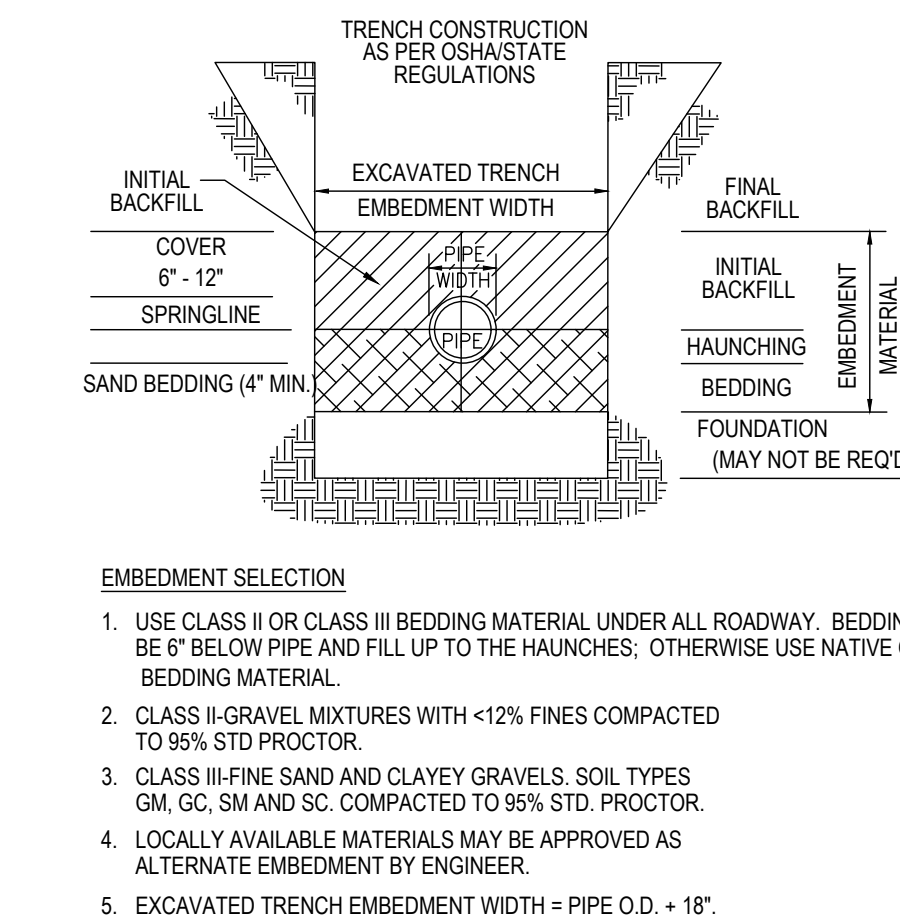
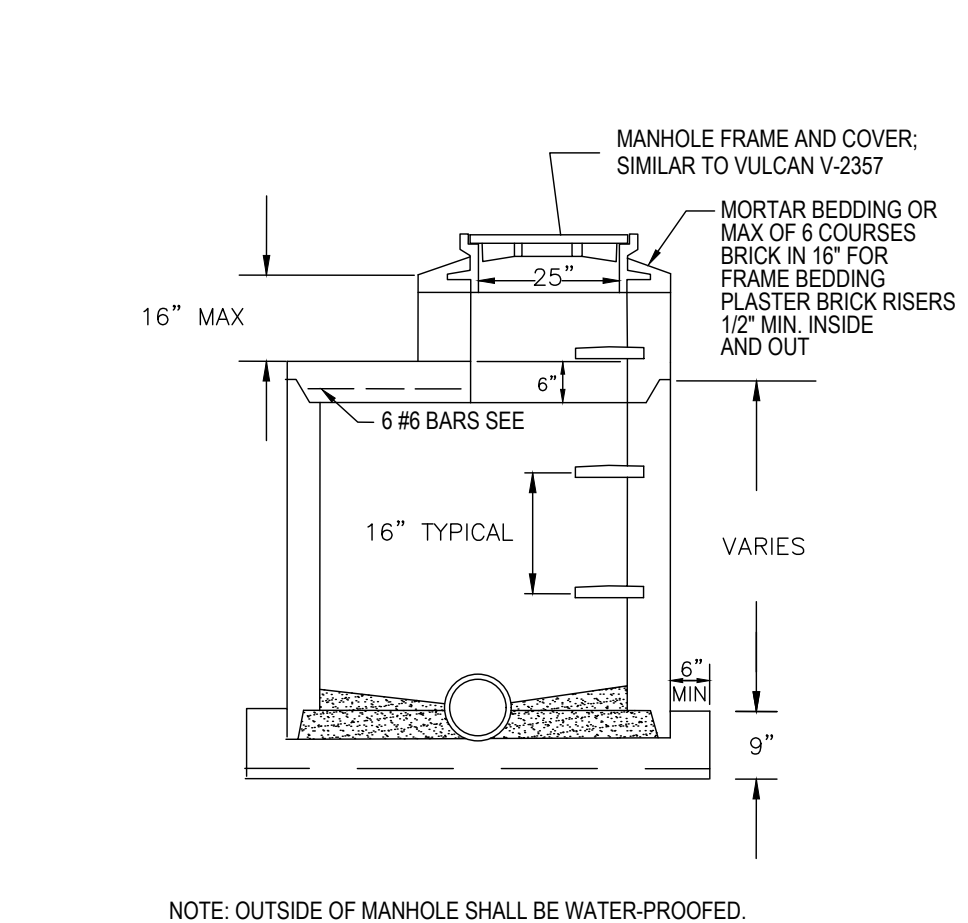
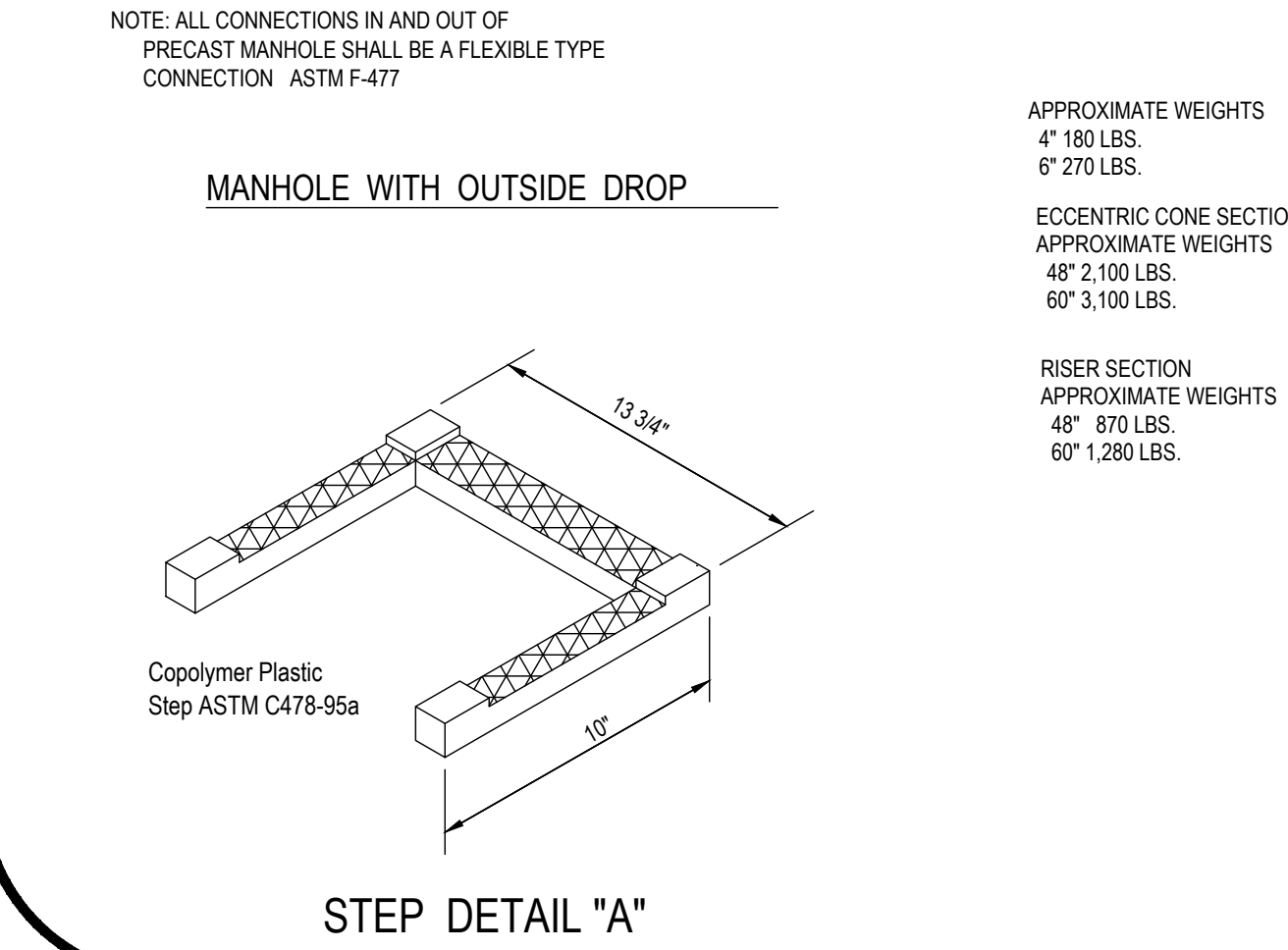
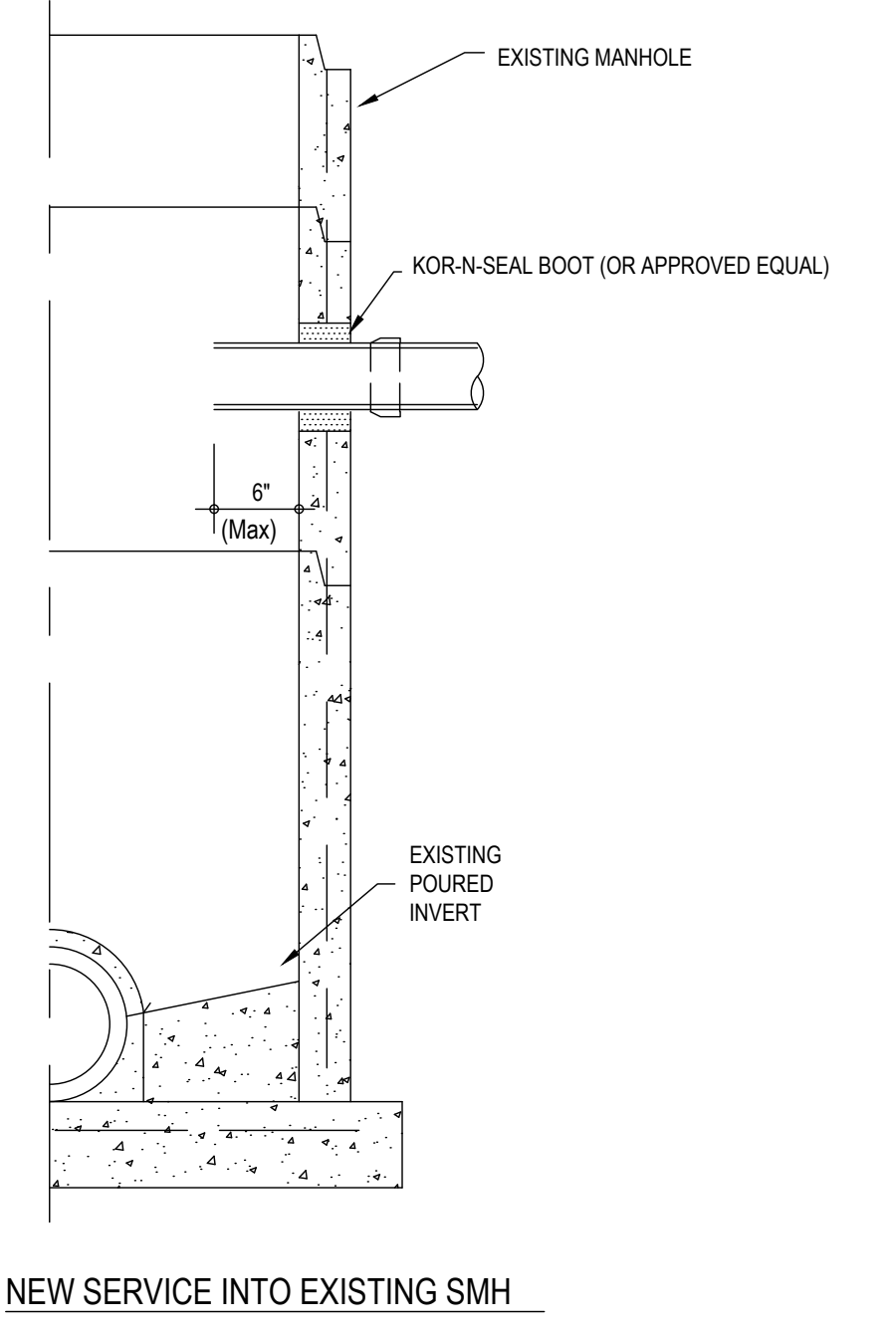
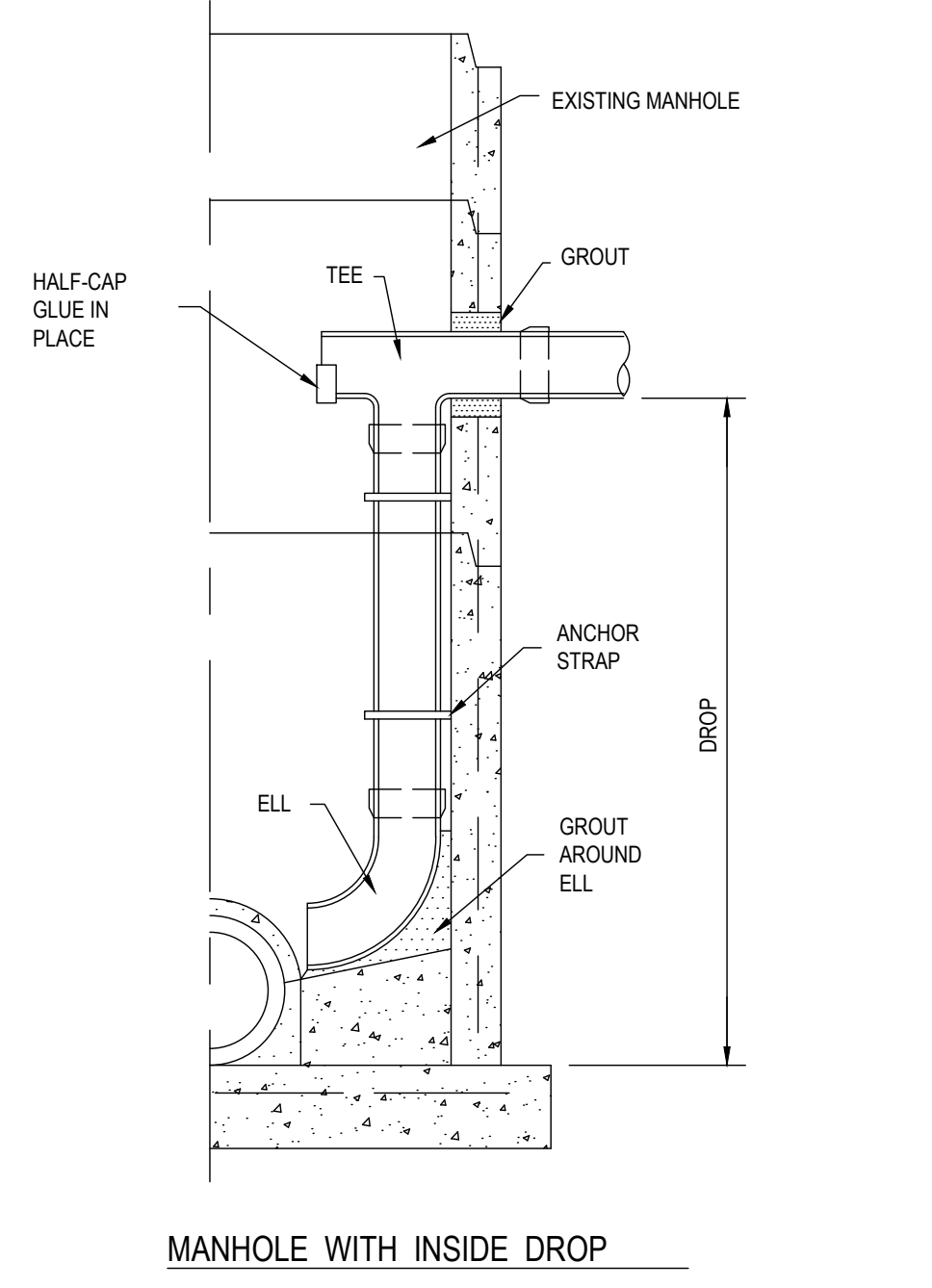
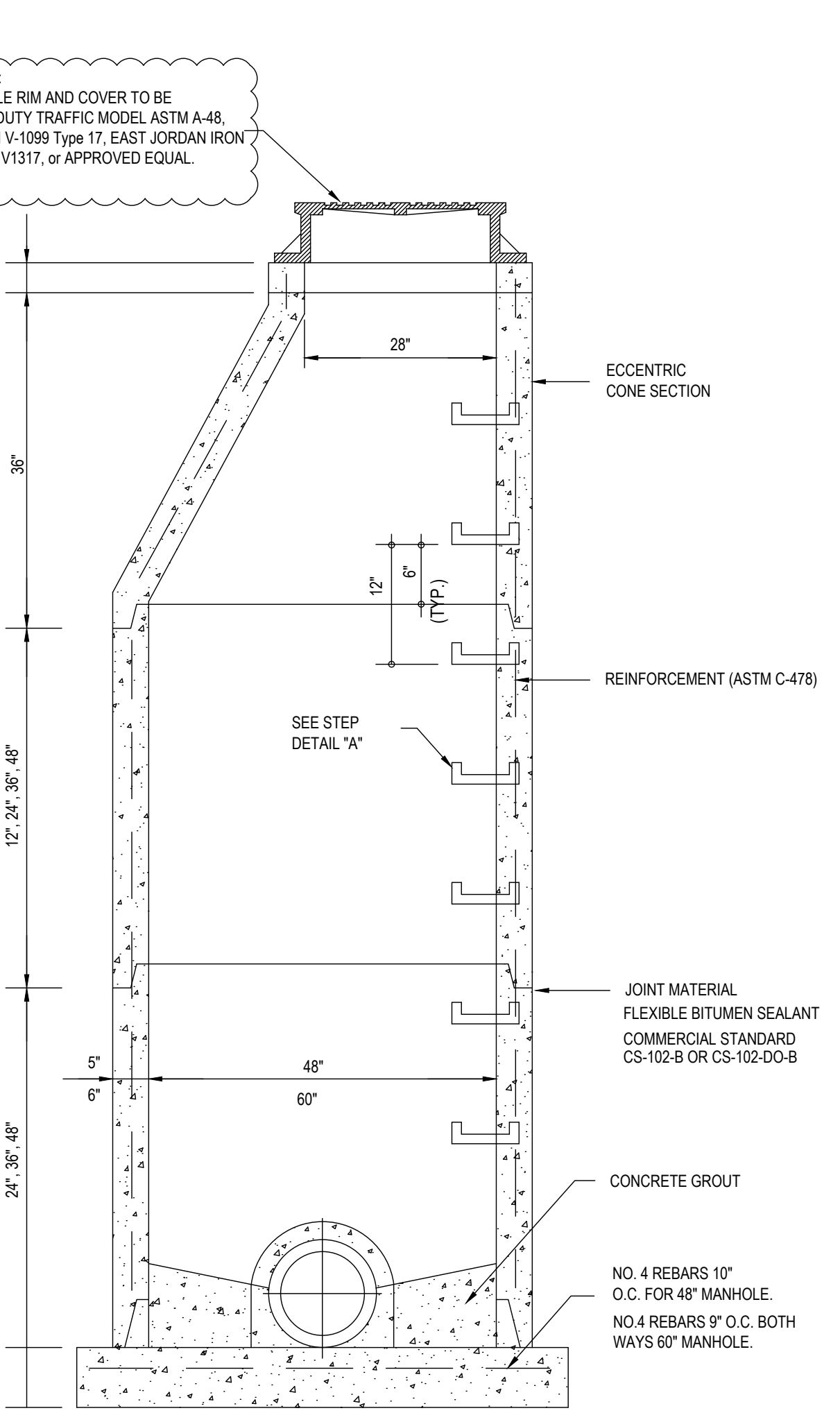
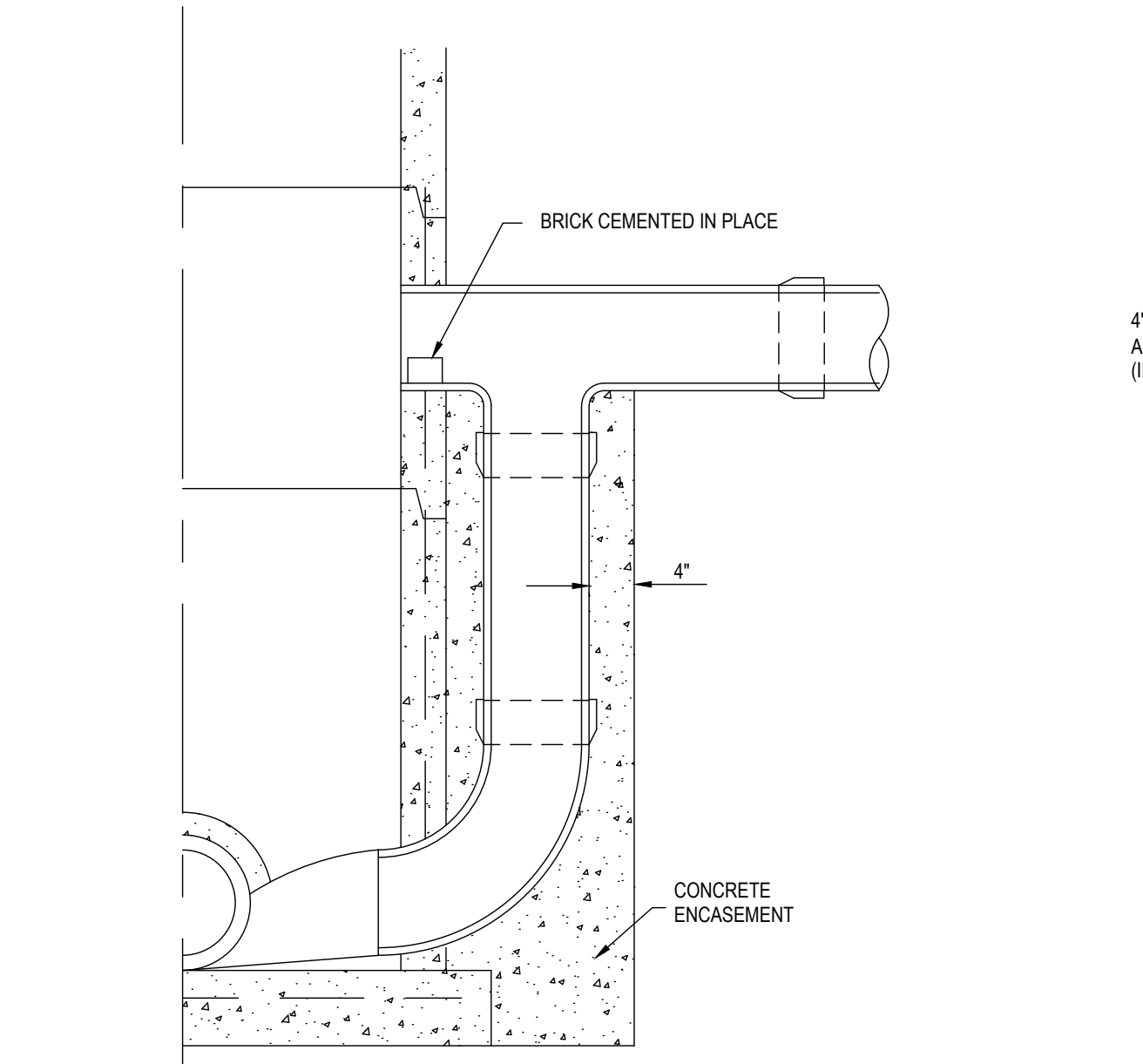
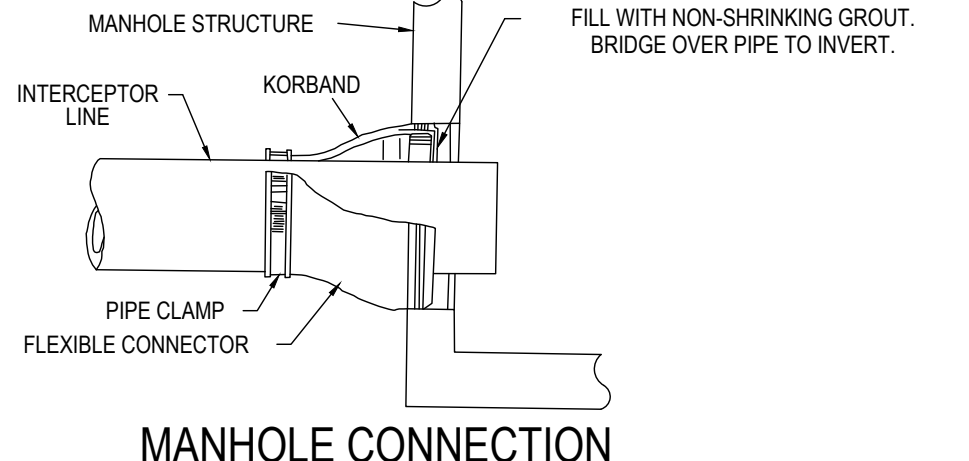
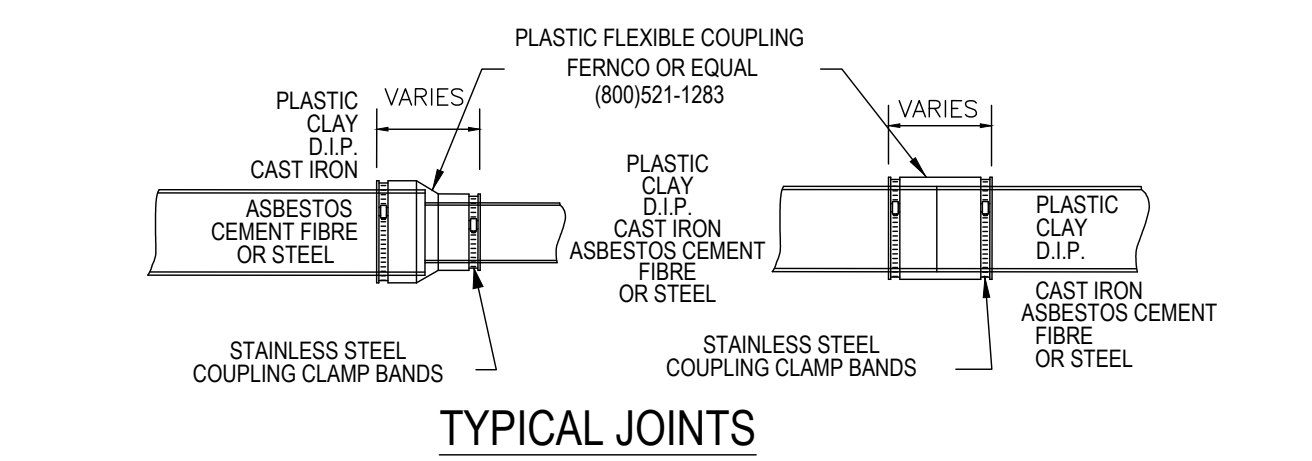
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Drawn By:	project No
Checked By:	JWW
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**WATER DETAILS**

Sheet No.:



- SEWER INSTALLATION NOTES:**
1. ALL WASTEWATER PIPE CONSTRUCTION MUST CONFORM TO ALL CITY OF OXFORD STANDARDS AND SPECIFICATIONS.
  2. CONTRACTOR TO FIELD VERIFY LOCATION AND INVERT ELEVATIONS OF WASTEWATER PIPE FOR CONNECTION TO EXISTING WASTEWATER SYSTEMS.
  3. ALL PROPOSED SANITARY SEWER PIPING SHALL BE INSTALLED AT A GRADE OF NO LESS THAN 0.40 % OR PER CITY OF OXFORD STANDARDS, WHICHEVER IS GREATER.
  4. SEWERS SHOULD BE LAID AT LEAST 10 FEET HORIZONTALLY AND 18" VERTICALLY FROM ANY EXISTING OR PROPOSED WATER MAIN WITH THE WATER MAIN ABOVE THE SEWER PIPE. SEWERS CROSSING WATER MAINS SHALL BE ARRANGED SO THAT THE SEWER JOINTS WILL BE EQUIDISTANT AND AS FAR AS POSSIBLE FROM THE WATER MAIN OR THE SEWER SHOULD BE DUCTILE IRON OR SHALL BE ENCASED IN DUCTILE IRON OR CONCRETE FOR A MINIMUM OF ONE FULL JOINT LENGTH ON EACH SIDE OF THE CROSSING.
  5. ALL SEWER SERVICE SHALL BE 6" PVC UP TO BUILDING CLEANOUTS, REFER TO ARCHITECTURAL DRAWINGS FOR ADDITIONAL INFORMATION. ALL SERVICE LINES SHALL MEET THE SPECIFICATIONS OF THE CITY OF OXFORD.
  6. SEWER SERVICES SHALL BE INSTALLED TO WITHIN 5' OF THE BUILDING.
  7. ALL ABANDONED SEWER LINES SHALL BE REMOVED OR PLUGGED AND GROUTED FULL.
  8. CONTRACTOR TO FIELD VERIFY NEW SEWER MANHOLE DEPTHS AND SIZES PRIOR TO ORDERING MATERIALS.
  9. ALL EXISTING SEWER SERVICES SHALL BE TIED INTO NEWLY RELOCATED SEWER LINES VIA CLEANOUTS WITH FLUSH MOUNTED BRASS CAPS.
  10. ALL UTILITIES SHALL BE VIDEOED AND RECORDED, AND ANY DEFICIENCIES FOUND SHALL BE CORRECTED PRIOR TO CITY ACCEPTANCE
  11. WHERE SOIL AT THE ELEVATION OF THE BASE OF A MANHOLE IS UNSTABLE, THE THICKNESS AND/OR BASE AREA WILL BE INCREASED AS DIRECTED BY THE ENGINEER.
  12. TAPS TO EXISTING MANHOLES SHALL BE MADE BY CORING WITH THE CONTRACTOR USING A KOR-N-SEAL BOOT (OR APPROVED EQUAL). BLIND DRILLING WILL ONLY BE PERMITTED IN LIEU OF CORING WITH PRIOR CITY APPROVAL. ALL TAPS MUST BE MADE BELOW TRANSITION SECTION AND ABOVE EXISTING POURED INVERT. NEW PIPE SHALL NOT EXTEND FURTHER THAN 6" INTO SMH.



REVISION	DATE
City Comments 11-15-23	12/20/2023

Scale: NTS

Date: 8-18-2023

File: S:\142661\Oxsome Oaks, LLC - Village Station Design 8-18-23\Oxsome Oaks Topo\_05223.dwg

Proj No.: SD-142661

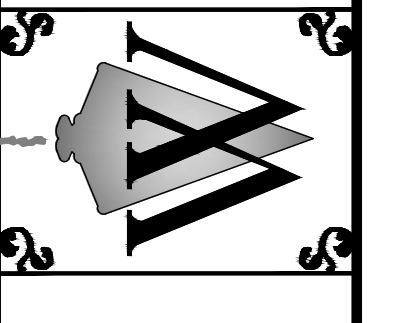
Drawn By: JWW

Checked By: JWW

Sheet Title:

**WILLIAMS ENGINEERING CONSULTANTS, INC.**  
Professional Engineers | Professional Land Surveyors

720 NORTH LAMAR BOULEVARD, SUITE A  
P.O. BOX 1197 OXFORD, MISSISSIPPI 38655  
662.236.9675



Construction Plans For:  
**Village Station Commercial**  
Old Taylor Road  
City of Oxford, Mississippi

HOLE OPENING				MINIMUM PIPE DEPTH				MAXIMUM PIPE SIZE			
ROUND RCP	INCHES	CONCRETE	OPENING	ROUND RCP	DEPTH	ARCH	DEPTH	ROUND RCP	DEPTH	ARCH	DEPTH
30"	1	12"	12"	30"	12"	12"	12"	30"	12"	12"	12"
36"	1	12"	12"	36"	12"	12"	12"	36"	12"	12"	12"
42"	1	12"	12"	42"	12"	12"	12"	42"	12"	12"	12"
48"	1	12"	12"	48"	12"	12"	12"	48"	12"	12"	12"
54"	1	12"	12"	54"	12"	12"	12"	54"	12"	12"	12"
60"	1	12"	12"	60"	12"	12"	12"	60"	12"	12"	12"
66"	1	12"	12"	66"	12"	12"	12"	66"	12"	12"	12"
72"	1	12"	12"	72"	12"	12"	12"	72"	12"	12"	12"
78"	1	12"	12"	78"	12"	12"	12"	78"	12"	12"	12"
84"	1	12"	12"	84"	12"	12"	12"	84"	12"	12"	12"
90"	1	12"	12"	90"	12"	12"	12"	90"	12"	12"	12"
96"	1	12"	12"	96"	12"	12"	12"	96"	12"	12"	12"
102"	1	12"	12"	102"	12"	12"	12"	102"	12"	12"	12"
108"	1	12"	12"	108"	12"	12"	12"	108"	12"	12"	12"
114"	1	12"	12"	114"	12"	12"	12"	114"	12"	12"	12"
120"	1	12"	12"	120"	12"	12"	12"	120"	12"	12"	12"
126"	1	12"	12"	126"	12"	12"	12"	126"	12"	12"	12"
132"	1	12"	12"	132"	12"	12"	12"	132"	12"	12"	12"
138"	1	12"	12"	138"	12"	12"	12"	138"	12"	12"	12"
144"	1	12"	12"	144"	12"	12"	12"	144"	12"	12"	12"
150"	1	12"	12"	150"	12"	12"	12"	150"	12"	12"	12"
156"	1	12"	12"	156"	12"	12"	12"	156"	12"	12"	12"
162"	1	12"	12"	162"	12"	12"	12"	162"	12"	12"	12"
168"	1	12"	12"	168"	12"	12"	12"	168"	12"	12"	12"
174"	1	12"	12"	174"	12"	12"	12"	174"	12"	12"	12"
180"	1	12"	12"	180"	12"	12"	12"	180"	12"	12"	12"
186"	1	12"	12"	186"	12"	12"	12"	186"	12"	12"	12"
192"	1	12"	12"	192"	12"	12"	12"	192"	12"	12"	12"
198"	1	12"	12"	198"	12"	12"	12"	198"	12"	12"	12"
204"	1	12"	12"	204"	12"	12"	12"	204"	12"	12"	12"
210"	1	12"	12"	210"	12"	12"	12"	210"	12"	12"	12"
216"	1	12"	12"	216"	12"	12"	12"	216"	12"	12"	12"
222"	1	12"	12"	222"	12"	12"	12"	222"	12"	12"	12"
228"	1	12"	12"	228"	12"	12"	12"	228"	12"	12"	12"
234"	1	12"	12"	234"	12"	12"	12"	234"	12"	12"	12"
240"	1	12"	12"	240"	12"	12"	12"	240"	12"	12"	12"
246"	1	12"	12"	246"	12"	12"	12"	246"	12"	12"	12"
252"	1	12"	12"	252"	12"	12"	12"	252"	12"	12"	12"
258"	1	12"	12"	258"	12"	12"	12"	258"	12"	12"	12"
264"	1	12"	12"	264"	12"	12"	12"	264"	12"	12"	12"
270"	1	12"	12"	270"	12"	12"	12"	270"	12"	12"	12"
276"	1	12"	12"	276"	12"	12"	12"	276"	12"	12"	12"
282"	1	12"	12"	282"	12"	12"	12"	282"	12"	12"	12"
288"	1	12"	12"	288"	12"	12"	12"	288"	12"	12"	12"
294"	1	12"	12"	294"	12"	12"	12"	294"	12"	12"	12"
300"	1	12"	12"	300"	12"	12"	12"	300"	12"	12"	12"

NOTE: CONCRETE QUANTITIES FOR INSTALLATION ARE BASED ON TOTAL RISER HEIGHT (RHS + C.V./FT) + COVER + GRADE OPENING + ANY HOLE OPENINGS.

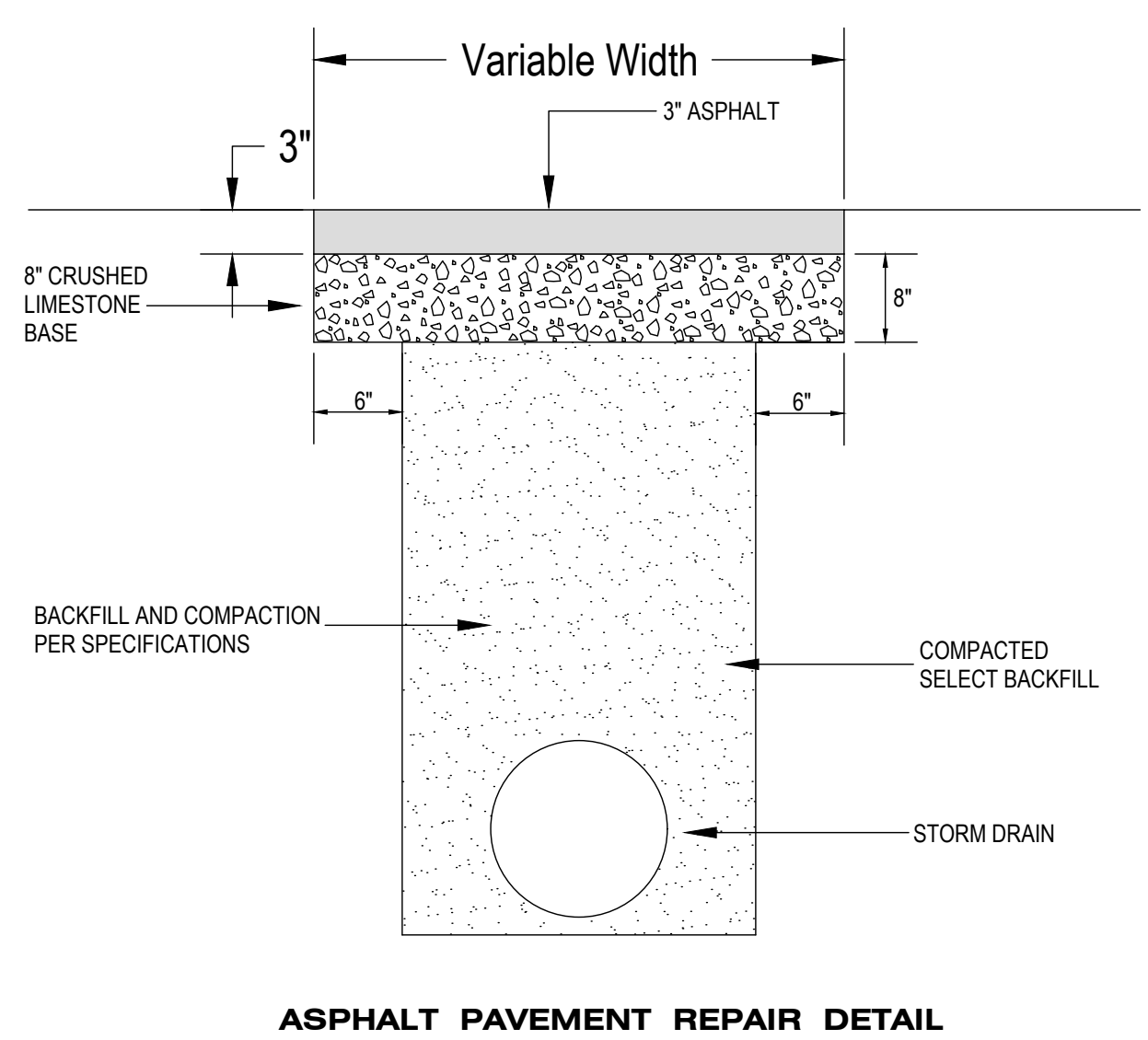
GENERAL NOTES:

- CONCRETE SHALL HAVE COMPRESSIVE STRENGTH OF 4000 PSI MINIMUM AT 28 DAYS.
- REINFORCING FOR BOTTOM AND WALLS SHALL BE RELIEVED WIRE FABRIC, ASTM A-180, AND OF THE AREA AS SHOWN IN TABLE.
- REINFORCING FOR COVER SHALL BE WITH DEFORMED BARS, ASTM A615/A AND OF THE SIZE AS SHOWN IN TABLE.
- JOINT TO BE SEALED WITH PREFORMED JOINT COMPOUND, AGHTO SPECIFICATION M-198.
- 2" LIFTING HOLES TO BE LOCATED ON EACH SIDE OF BOX SETTING FOR HANDLING.
- GRADE FOR JOINING PIPE TO PRECAST UNITS WILL BE A COMMERCIAL MASONRY GROUT MEETING SPECIFICATIONS.
- WHEN INTERIOR RISER UNITS ARE REQUIRED, UNITS SHALL BE MARKED TO IDENTIFY EACH UNIT.

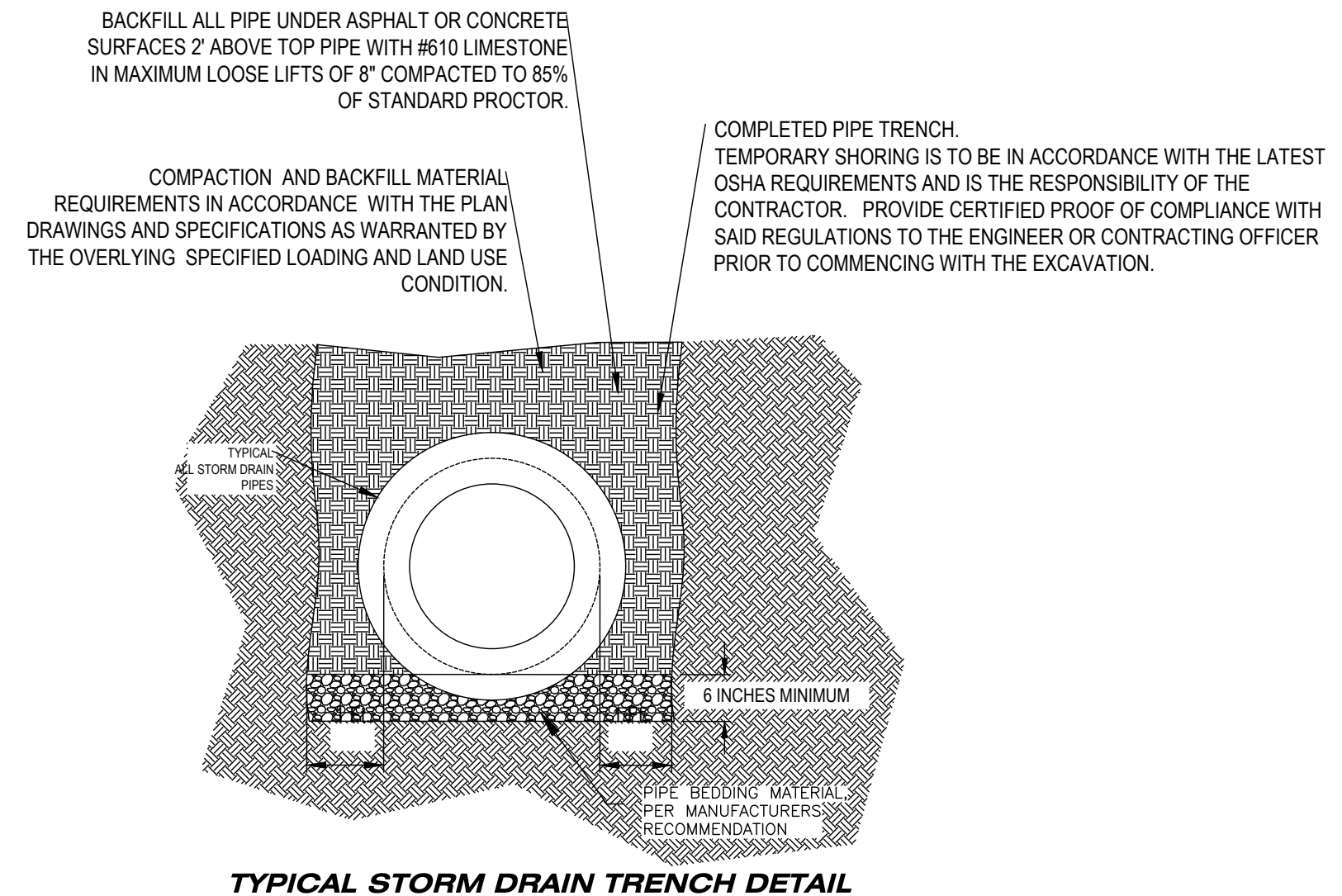
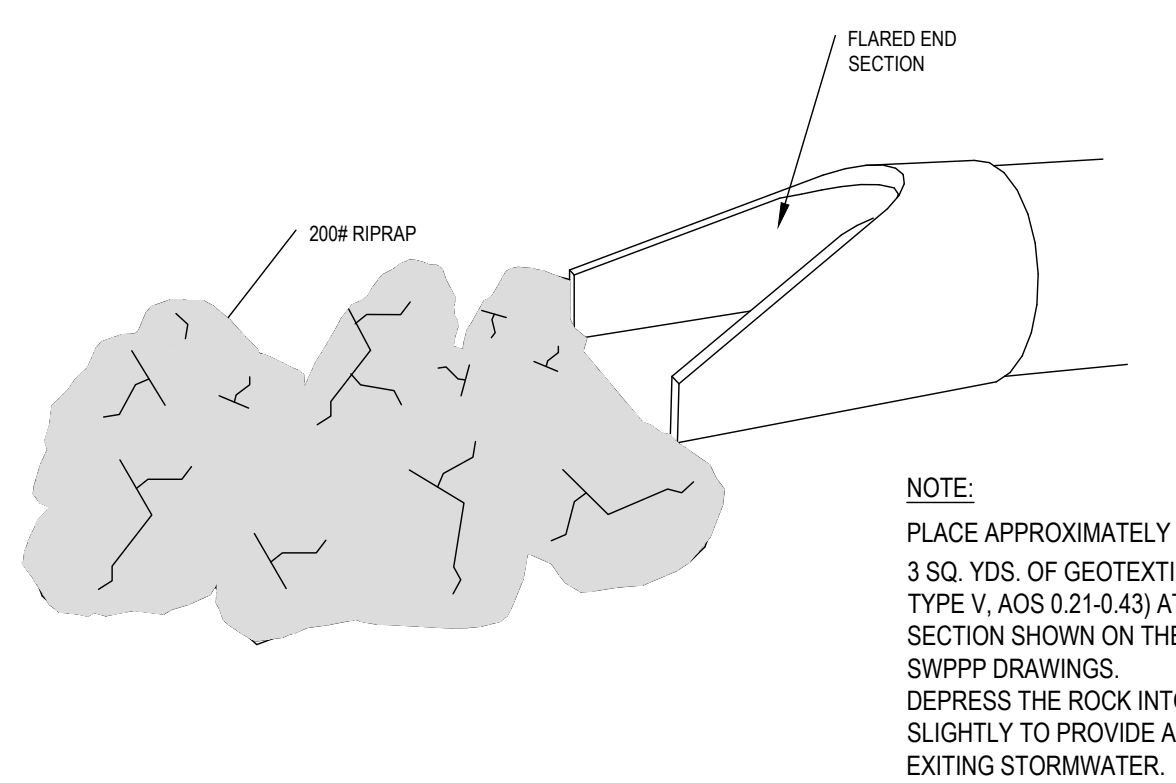
MISSISSIPPI DEPARTMENT OF TRANSPORTATION

PRECAST UNITS  
JUNCTION BOX, TYPE SS-3, AND  
DROP PRECAST INLET  
(36" x 23" CONCRETE ARCH PIPE AND UNDER)

WORKING NUMBER: PCU-1  
SHEET NUMBER: [ ]

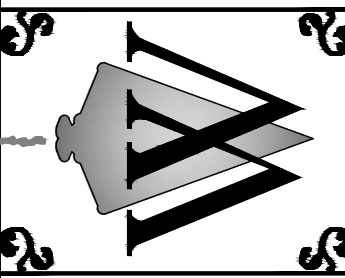


OUTLET WITHOUT DITCH PROTECTIVE APRON DIMENSIONS AND ESTIMATED QUANTITIES						
	CULVERT SIZE D (inches)	MDOT RIPRAP SIZE POUNDS (weight of mass)	LENGTH OF APRON (feet)	DEPTH OF APRON H (feet)	ESTIMATED RIPRAP QUANTITY (CY)	ESTIMATED GEOTEXTILE QUANTITY (SY)
WITH END SECTION	12	200#	4	1.5	2.2	5
	18	200#	6	1.5	3.9	9
	24	200#	8	1.5	5.6	14
	30	300#	12.5	2	10.9	28
	36	300#	16	2	15.6	37
WITHOUT END SECTION	42	300#	21	2.5	34.1	63
	48	500#	24	2.5	44.5	79
	12	200#	6	1.5	1.7	8
	18	200#	8	1.5	3.2	12
	24	200#	10	1.5	5.2	17
	30	300#	14.5	2	13.3	33
	36	300#	17	2	18.5	43
	42	400#	23	2.5	38.7	70
	48	400#	26	2.5	49.8	87



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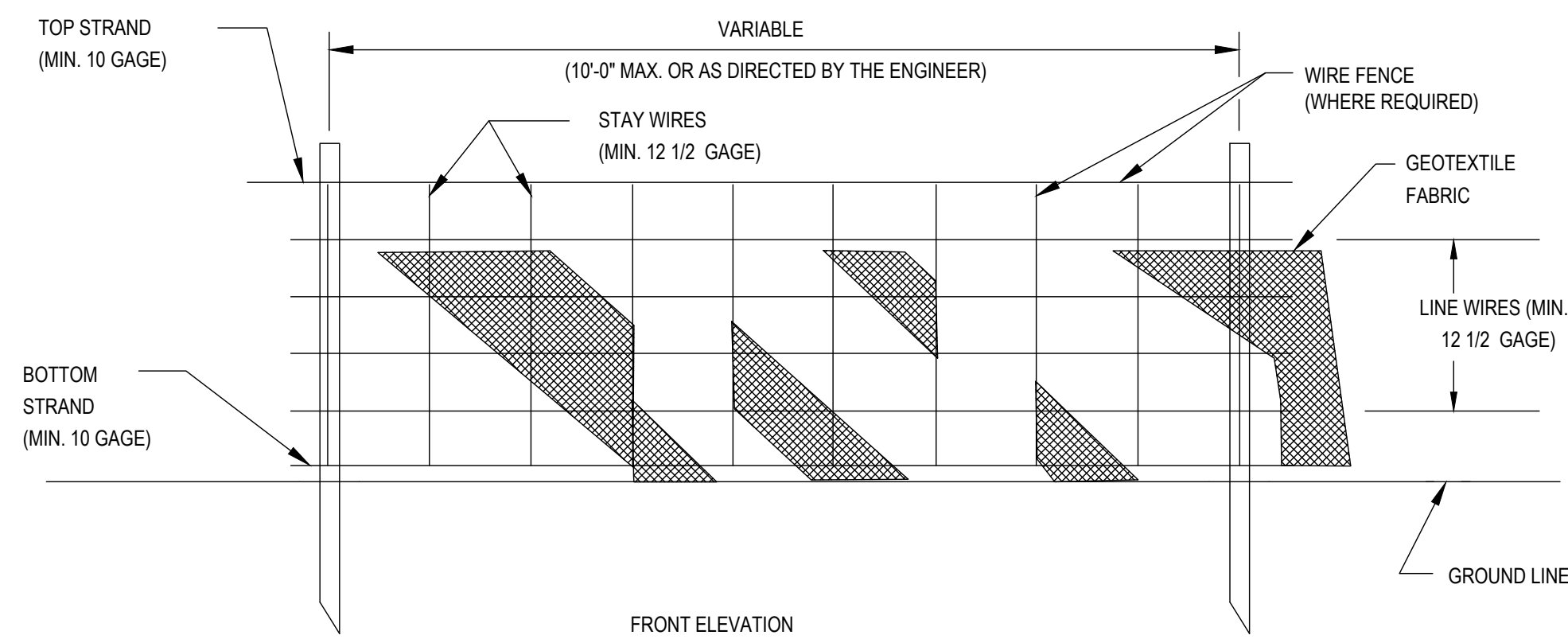
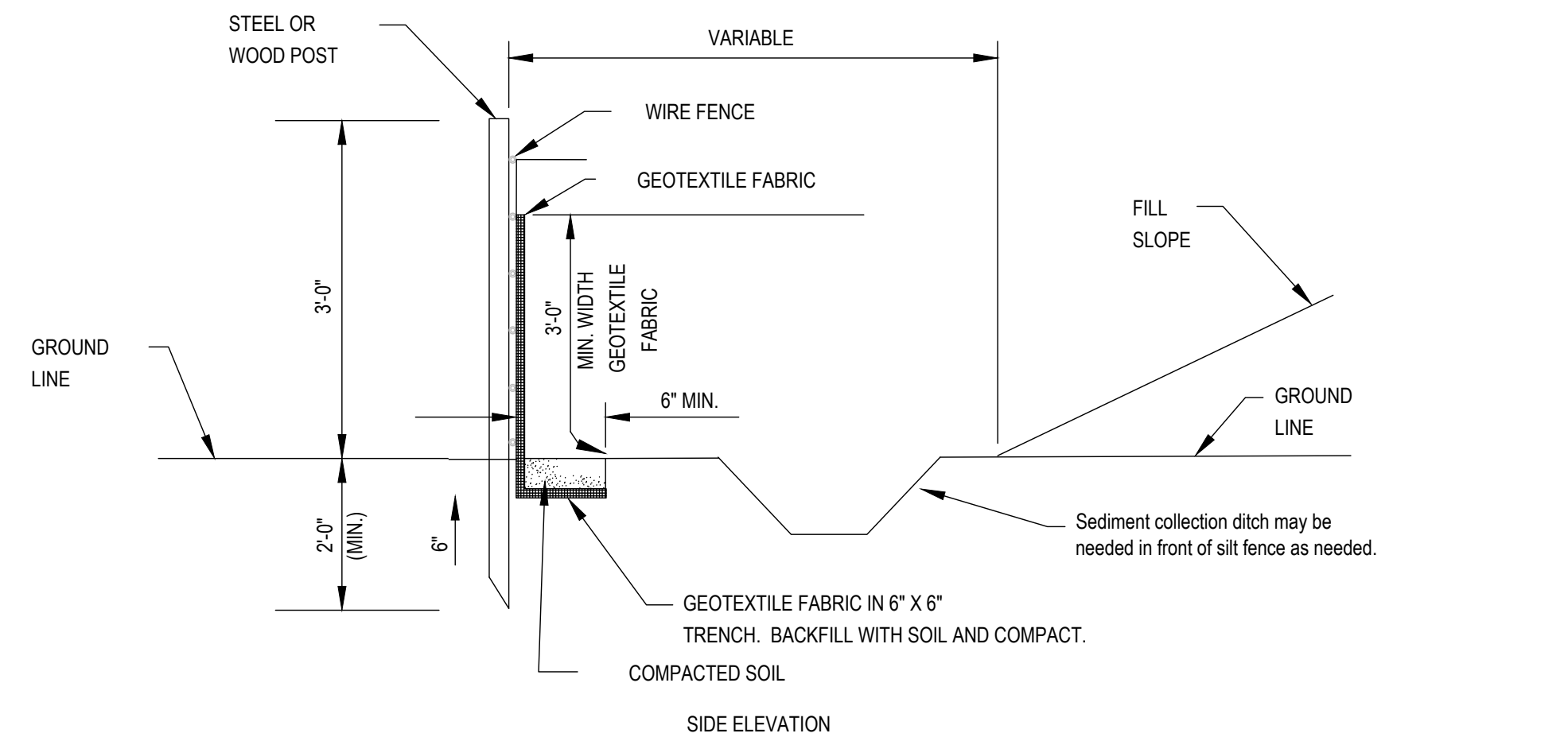


Construction Plans For:  
**Village Station Commercial**  
Old Taylor Road  
City of Oxford, Mississippi

REVISION	DATE
City Comments 11-15-23	12/20/2023

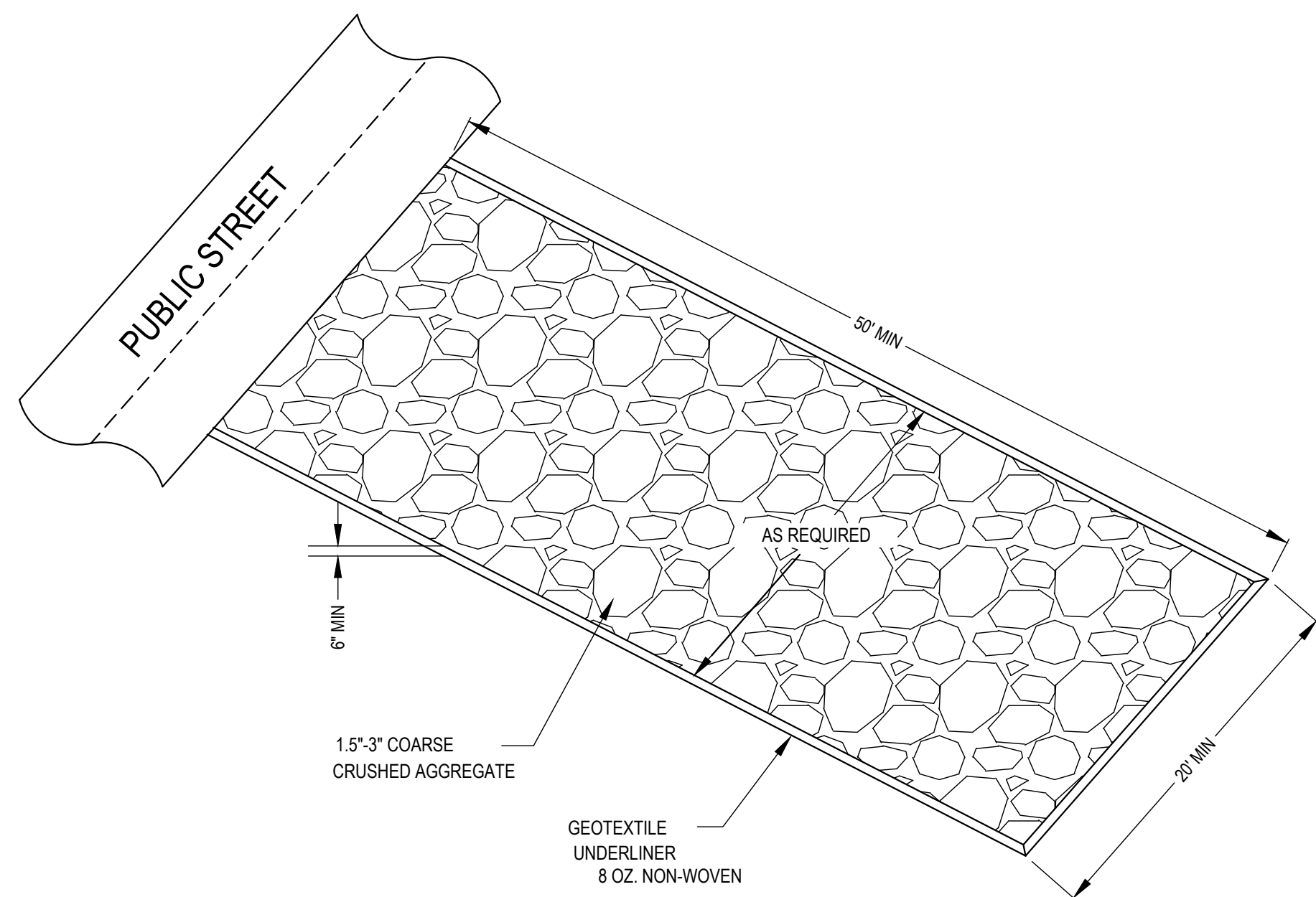
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Proj No.: SD-142661  
Drawn By: JWW  
Checked By: JWW  
Sheet Title:

STORM DRAIN DETAILS



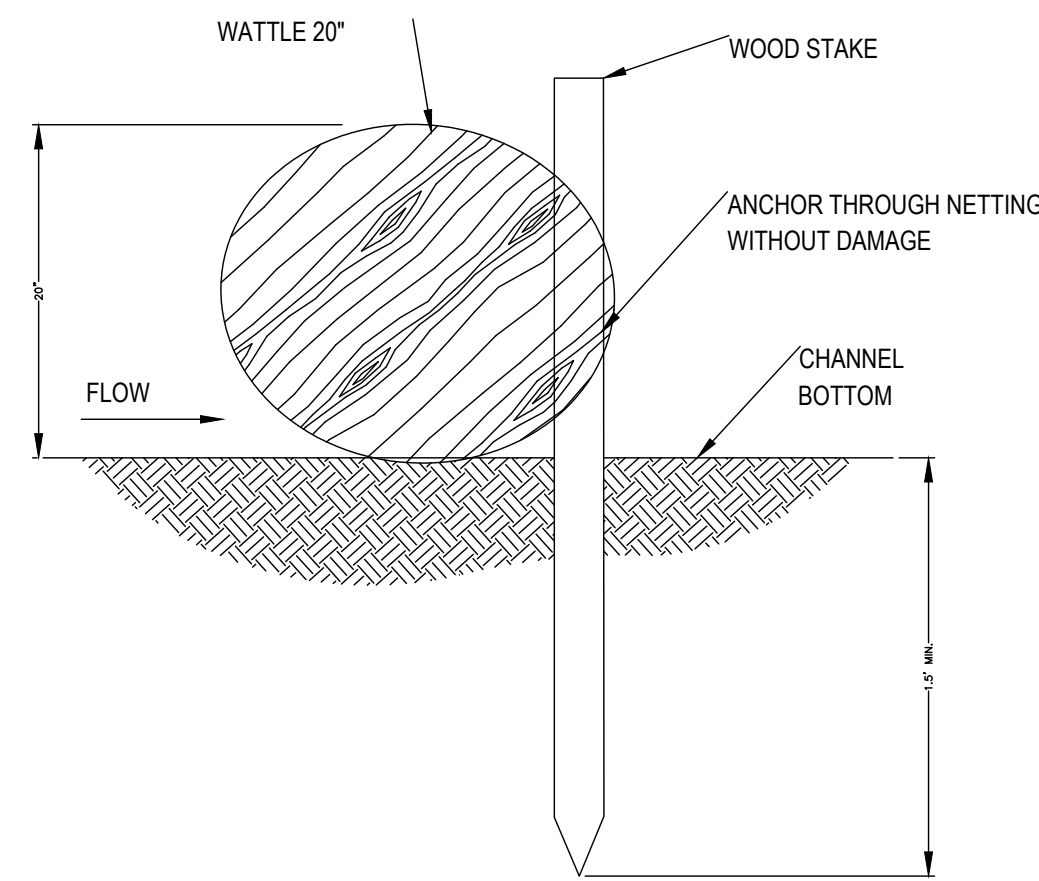
NOTES:

1. WIRE SHALL BE MINIMUM OF 32" IN WIDTH AND SHALL HAVE A MINIMUM OF 6 LINE WIRES WITH 12" STAY SPACING.
2. GEOTEXTILE FABRIC SHALL BE A MINIMUM OF 36" IN WIDTH AND SHALL BE FASTENED ADEQUATELY TO THE WIRE AS DIRECTED BY THE ENGINEER.
3. STEEL POST SHALL BE 5'-0" IN HEIGHT AND OF THE SELF-FASTENER ANGLE STEEL TYPE. WOOD POST SHALL BE A MINIMUM OF 5'-0" IN HEIGHT AND 3" OR MORE IN DIAMETER. WIRE FENCE SHALL BE FASTENED TO WOODEN POST WITH NOT LESS THAN 9 GAGE WIRE STAPLES 1" LONG.
4. GEOTEXTILE FABRIC MEETING THE TYPE II MATERIAL REQUIREMENTS AND INSTALLED ACCORDING TO SPECIFICATIONS MAY BE USED WITHOUT WIRE FENCE.

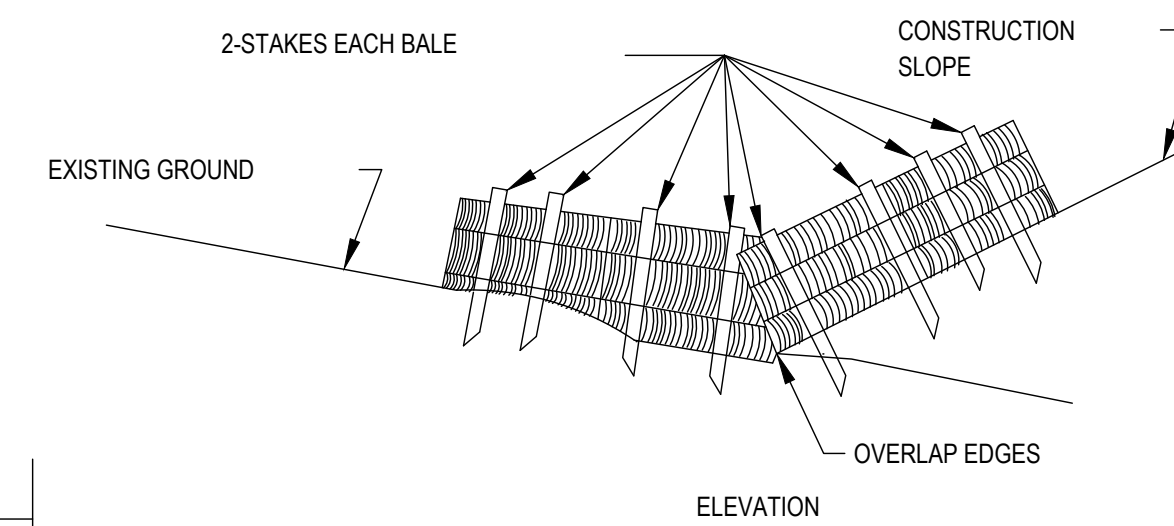
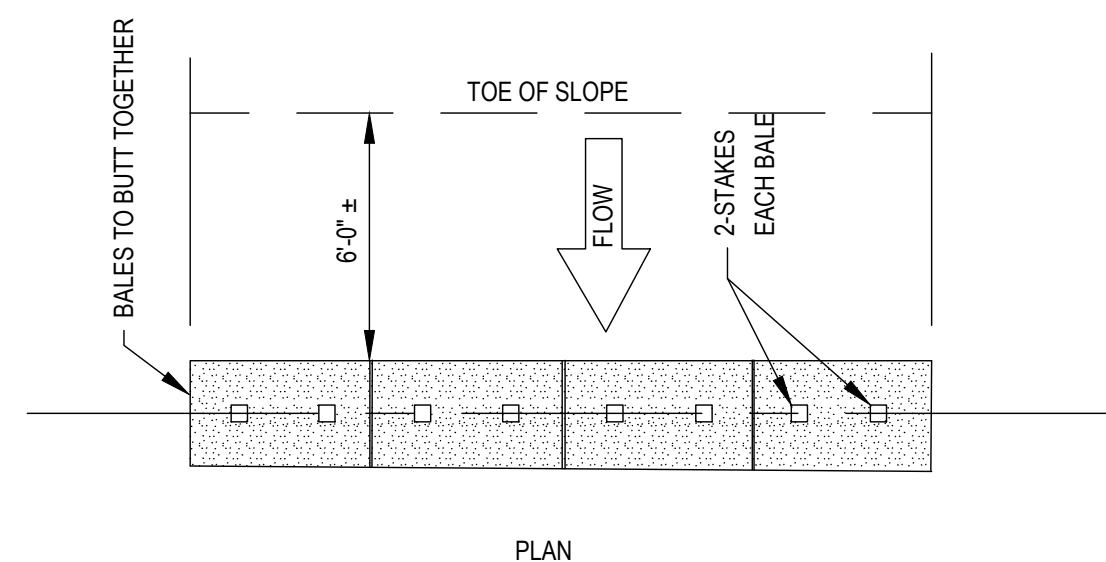
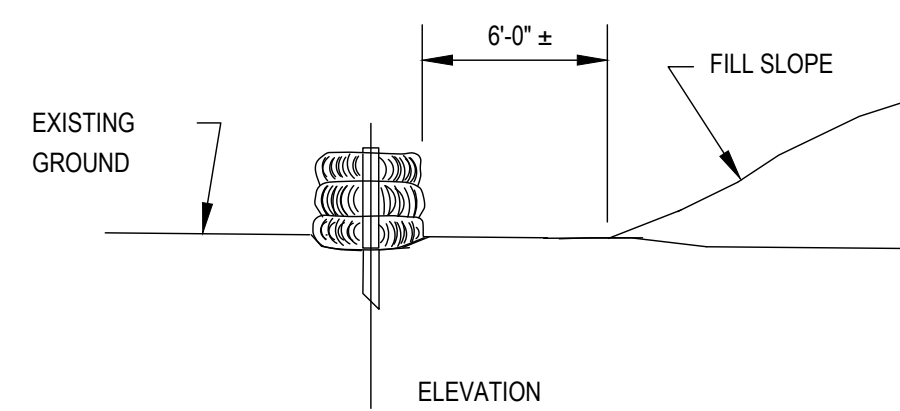


CONSTRUCTION EGRESS DETAIL

NOTES: DETAILS PROVIDED ARE MINIMUM REQUIREMENTS. CONTRACTOR IS RESPONSIBLE FOR INSTALLING AND IMPLEMENTING SUCH ADDITIONAL MEASURES AS MAY BE REQUIRED TO ENSURE SEDIMENT CONTROL.

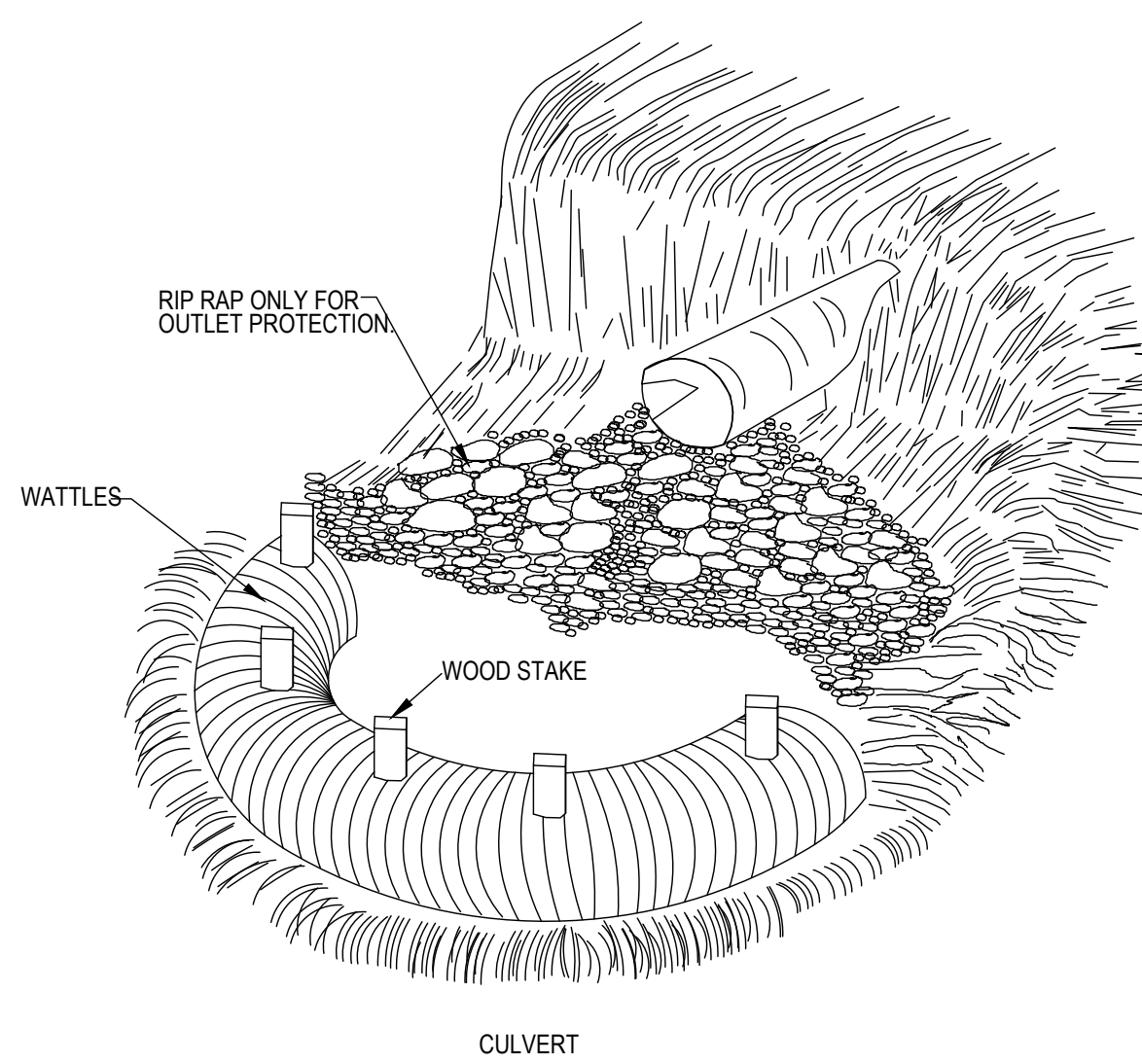


WATTLE DETAIL

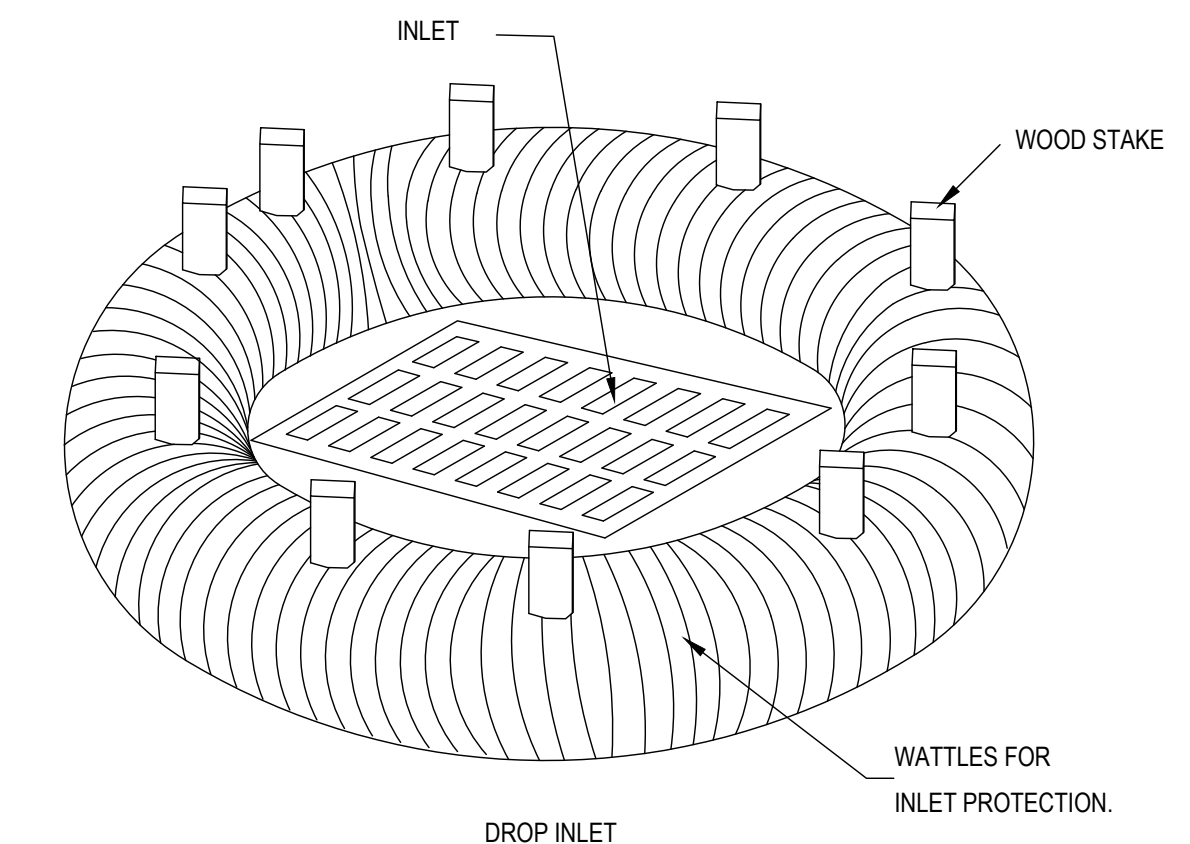


FALL OF DITCH (%)	DISTANCE* (ft)
0 - 1	100'
1 - 2	50'
>2	25'

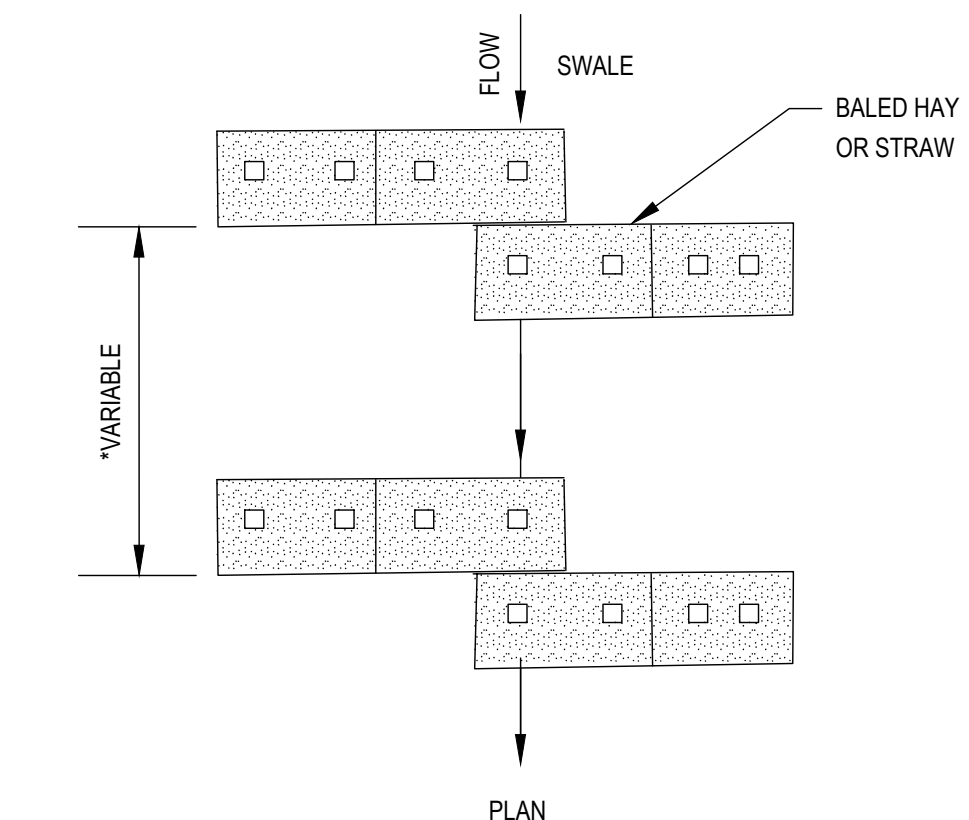
NOTE: EMBED ALL BALES 3" MINIMUM INTO GROUND AND STAKE (2" X 2" X 36") SECURELY.



CULVERT



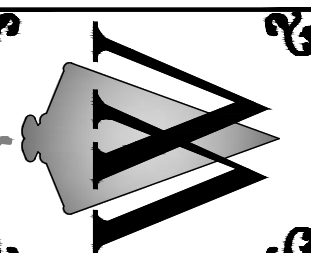
DROP INLET



TEMPORARY EROSION CHECKS USING HAY OR STRAW BALES

1. THE OWNER OR OWNER'S REPRESENTATIVE SHALL MONITOR RUNOFF FROM THE PROJECT SITE DURING AND IMMEDIATELY FOLLOWING RAINFALL AND SHALL TAKE CORRECTIVE ACTION AS NECESSARY WITHIN 24 HOURS OF DISCOVERY OF A PROBLEM OR AS SOON AS FIELD CONDITIONS ALLOW.
2. ALL EROSION CONTROLS SHALL BE INSPECTED AT LEAST ONCE EVERY CALENDAR WEEK.
3. COMMON BERMUDA GRASS SHALL BE PLANTED ON ALL SLOPES. RESOWING WILL BE REQUIRED IF SUBSEQUENT GROWTH AND COVERAGE WARRANT THE NECESSITY.
4. GROUND PREPARATION FOR VEGETATIVE PRACTICES REQUIRED FOR EROSION CONTROL SHALL CONSIST OF PLOWING AND PULVERIZING THE SOIL WITHIN THE AREA TO BE PLANTED OR SEEDED WHEN REQUIRED.
5. PRIOR TO CONSTRUCTION, TEMPORARY SILT FENCE SHALL BE INSTALLED WHERE APPLICABLE. FOR THE DURATION OF CONSTRUCTION ALL EROSION CONTROL MEASURES SHALL BE IN PLACE AND MAINTAINED AT ALL TIMES. WHEN WORK IS DISCONTINUED IN A DISTURBED AREA, APPROPRIATE VEGETATIVE PRACTICES, (SEEDING AND MULCHING), AND STRUCTURAL PRACTICES, (I.E.: RIP RAP) MUST BE INITIATED WITHIN SEVEN CALENDAR DAYS.
6. ALL ACCUMULATED SEDIMENT SHALL BE REMOVED FROM CONTROLS WHEN IT REACHES 1/3 TO 1/2 THE HEIGHT OF THE CONTROL.
7. ADDITIONAL STANDARDS AND PRACTICES CAN BE FOUND IN THE PLANNING AND DEVELOPMENT MANUAL FOR THE CONTROL OF EROSION, SEDIMENT, AND STORMWATER.
8. THE PURCHASER SHALL BE REQUIRED TO MAINTAIN THE PROPERTY IN SUCH A CONDITION AS TO MINIMIZE OFF-SITE DAMAGE FROM EROSION, SEDIMENT DEPOSITS AND STORMWATER. THIS REQUIREMENT WILL BE IN EFFECT FROM THE BEGINNING OF SITE PREPARATION AND CONTINUED THROUGH THE ESTABLISHMENT OF PERMANENT VEGETATIVE COVER. PURCHASER ACKNOWLEDGES AND AGREES THAT SELLER IS NOT RESPONSIBLE FOR DAMAGES WHICH MAY BE SUFFERED BY PURCHASER OR OTHER PROPERTY OWNERS OR PARTIES AS A RESULT OF SITE PREPARATION WORK CARRIED OUT BY PURCHASER AND HIS/HER SUBCONTRACTORS. PURCHASER AGREES TO HOLD SELLER HARMLESS FROM ANY SUCH DAMAGES SUSTAINED IN CONNECTION THEREWITH.
9. IT IS THE OWNER'S AND CONTRACTOR'S RESPONSIBILITY TO ENSURE SEDIMENT AND CONSTRUCTION DEBRIS DOES NOT LEAVE THE SITE.

\*SOURCES FOR NOTES MISSISSIPPI STANDARD SPECIFICATIONS FOR STATE AID ROAD AND BRIDGE CONSTRUCTION AND MISSISSIPPI'S PLANNING AND DESIGN MANUAL FOR THE CONTROL OF EROSION, SEDIMENT, AND STORMWATER.



REVISION	DATE
City Comments 11-15-23	12/20/2023

Scale: NTS

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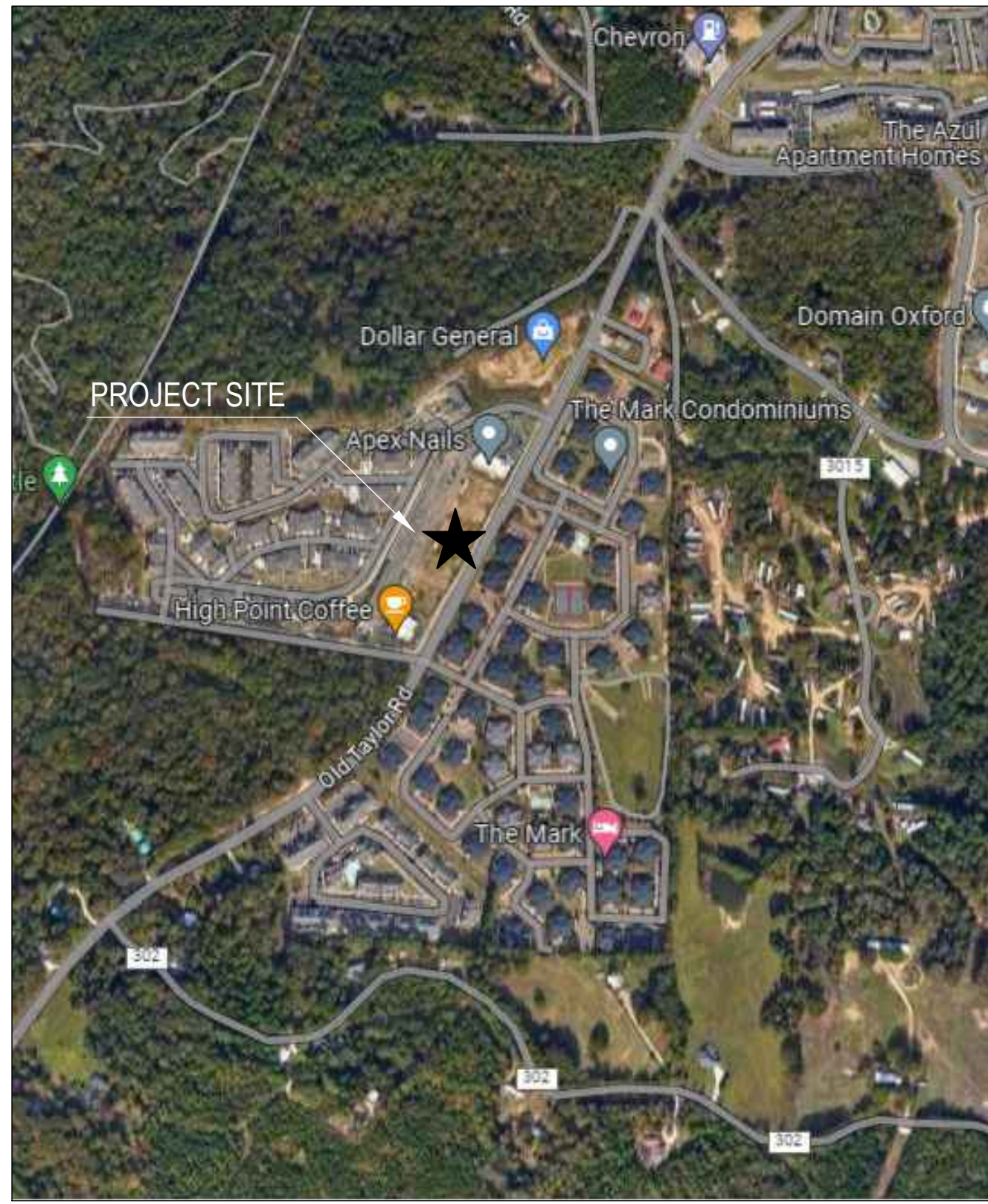
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Checked By: JWW

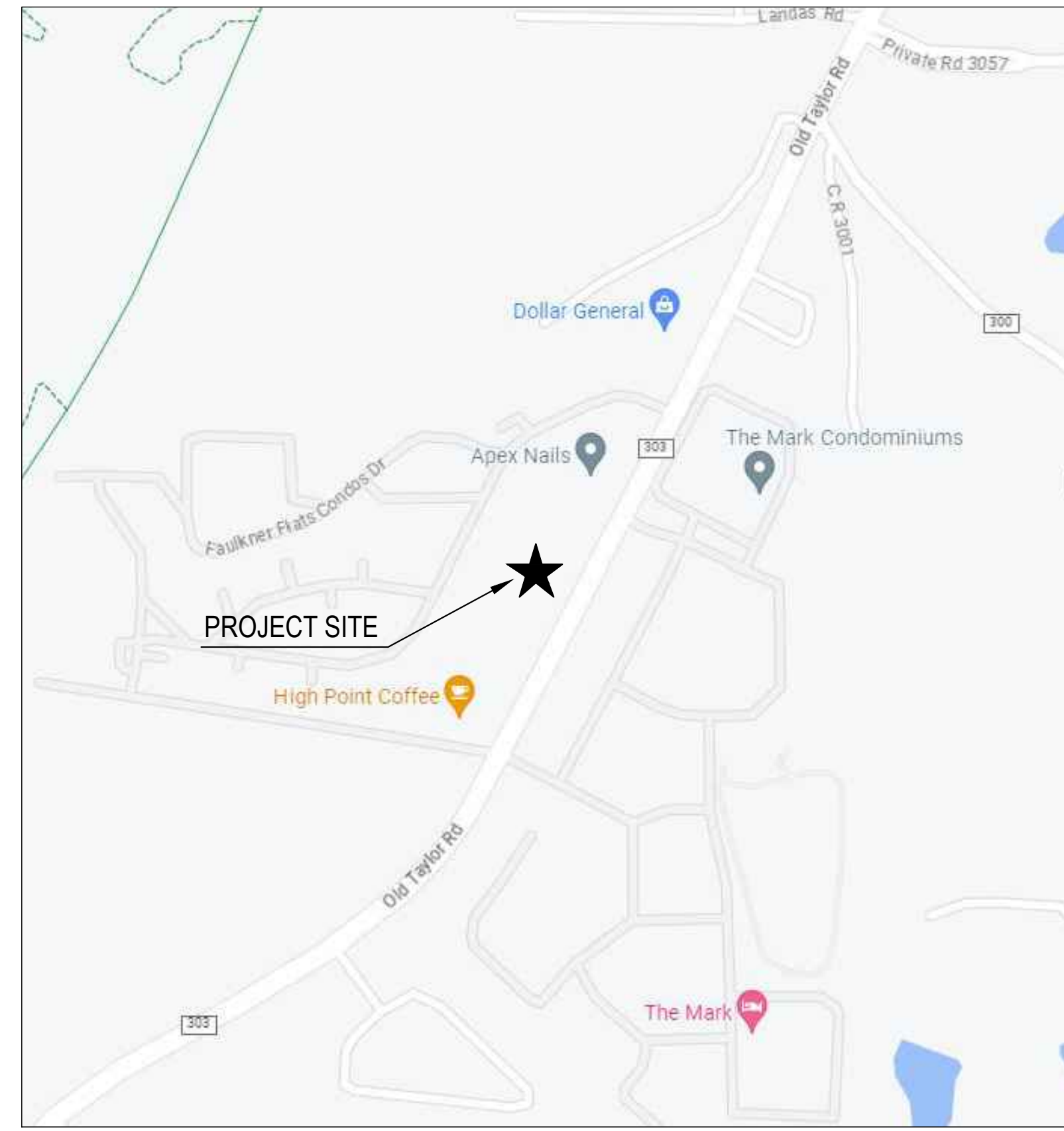
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EROSION CONTROL DETAILS

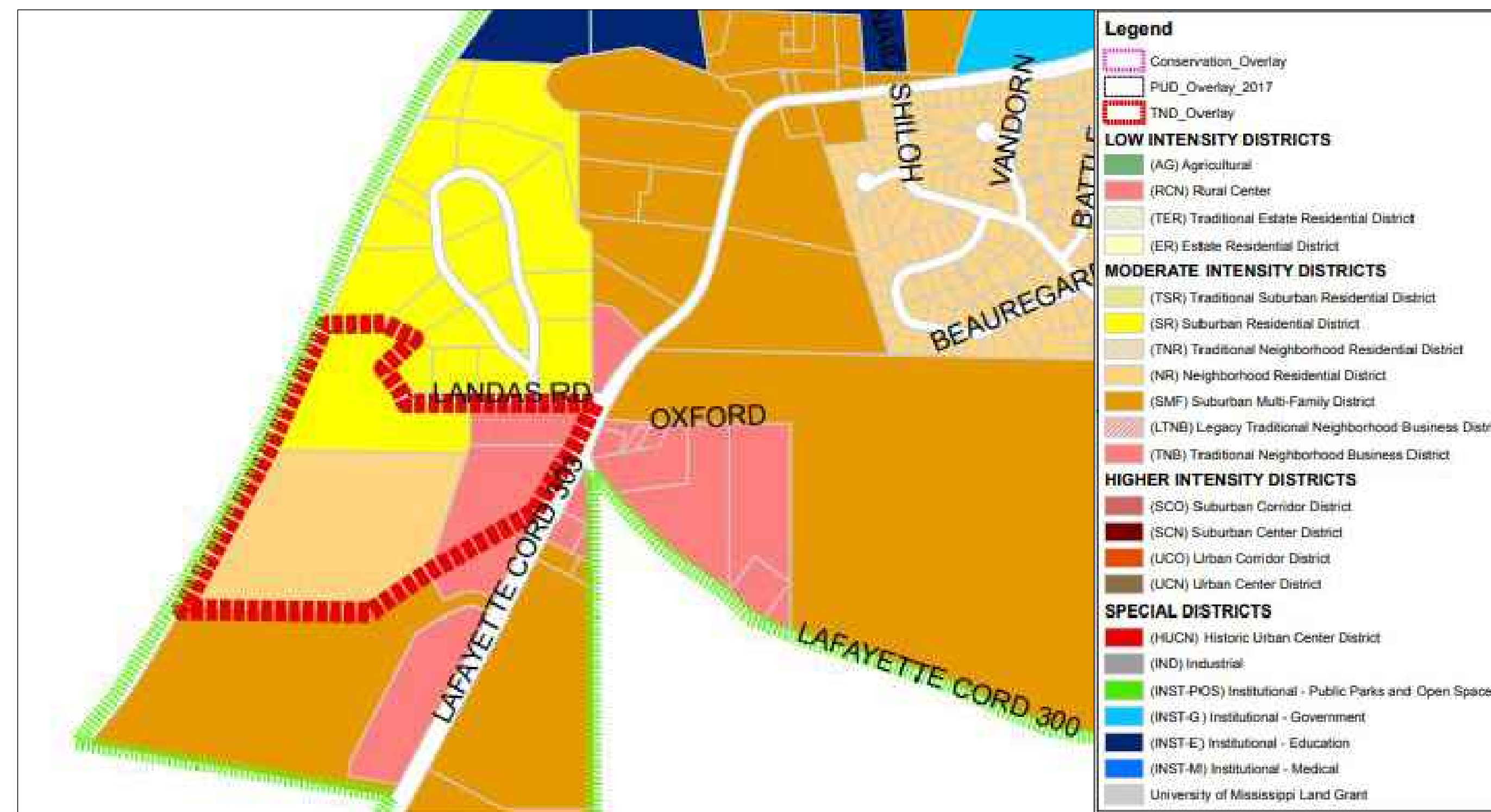
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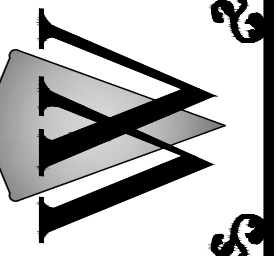
AERIAL PHOTO OF SURROUNDING AREAS



GENERAL MAP OF SURROUNDING AREAS



ZONING MAP OF SURROUNDING AREAS



REVISION	DATE
City Comments 11-15-23	12/20/2023

Scale: NTS

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Village Station Design 8-18-23\Oxsonoma  
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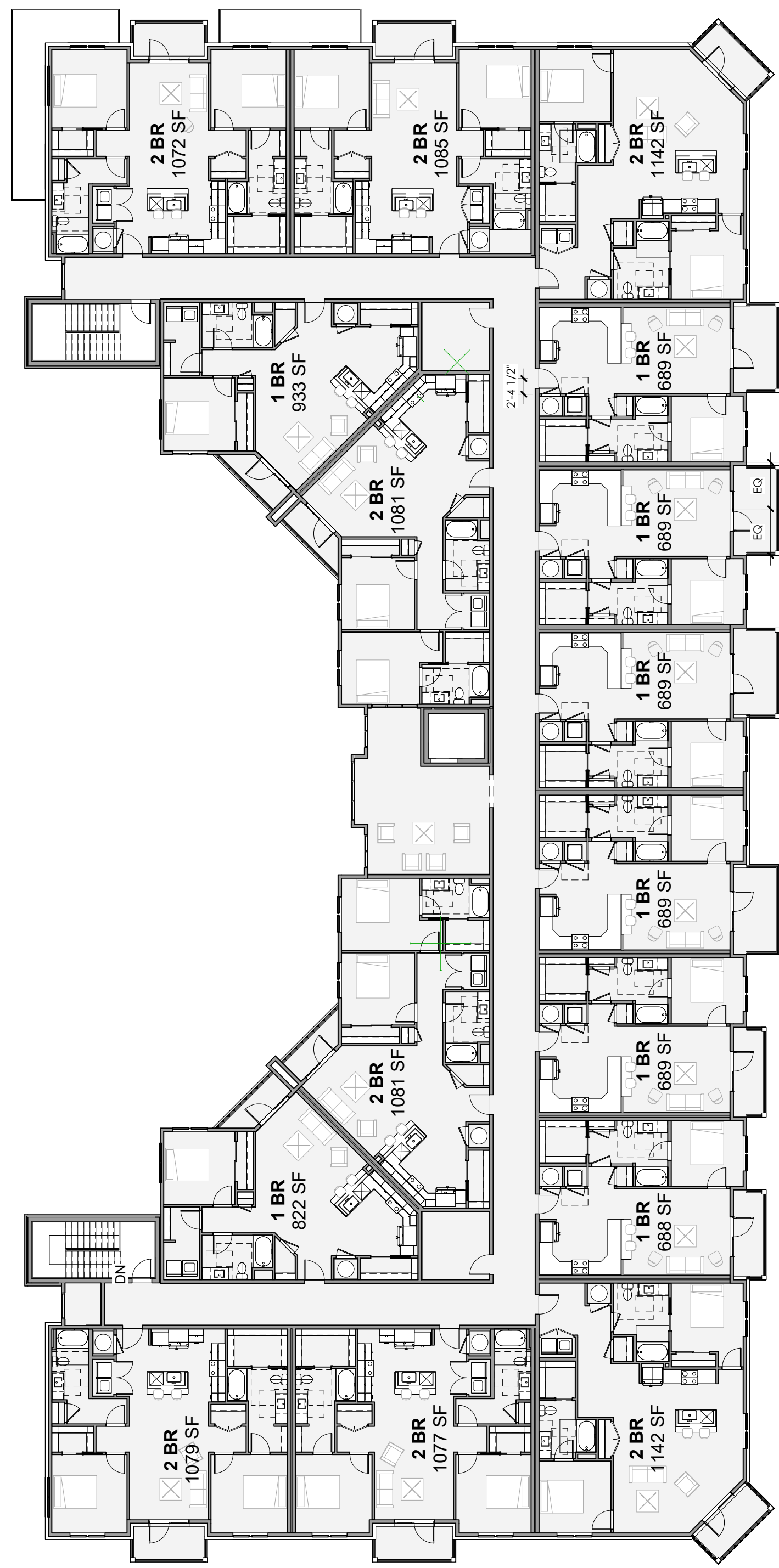
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MAPS

Sheet No.:

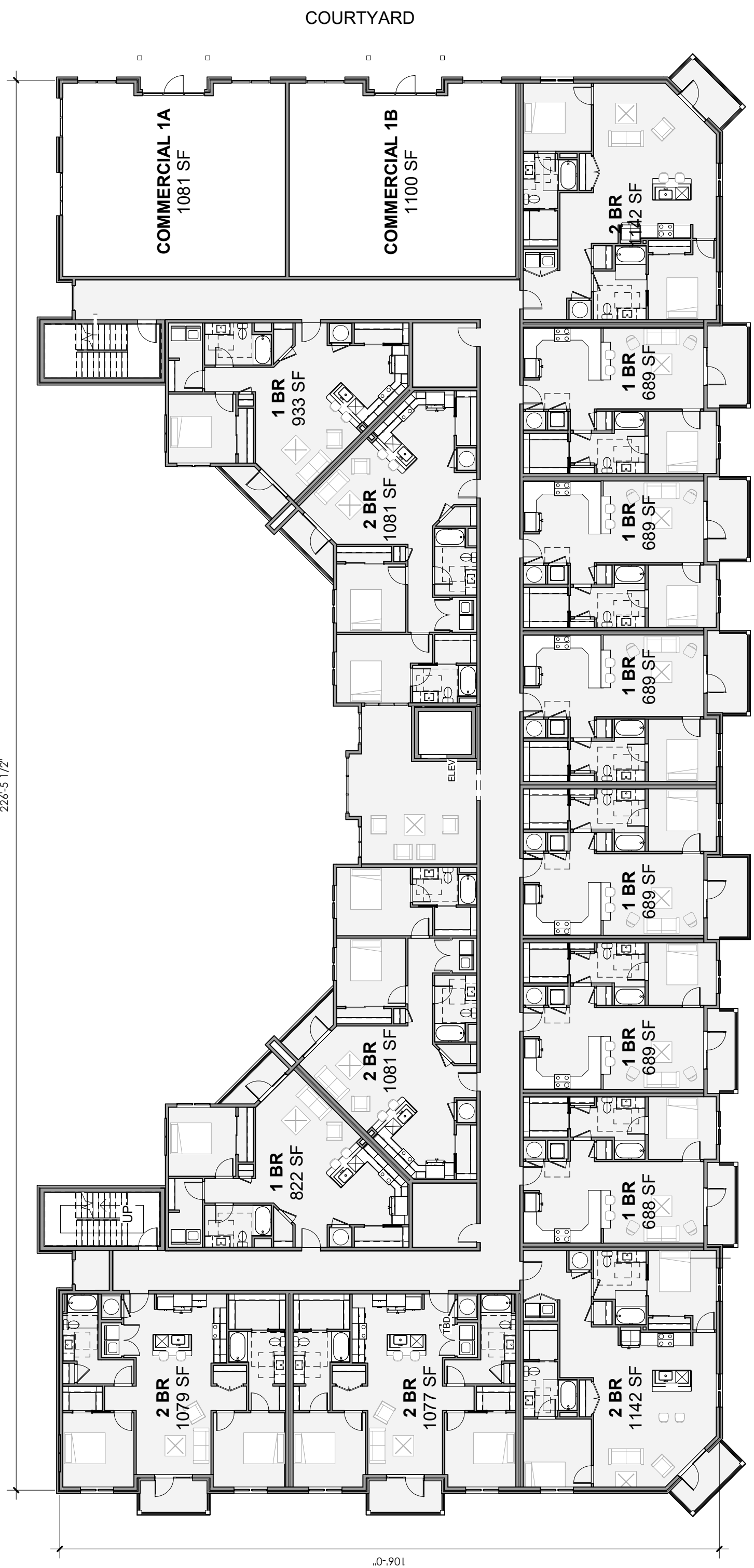
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NO.	DATE	DESCRIPTION



(8) 1 BR UNITS  
(8) 2 BR UNITS  
= 24 BEDS

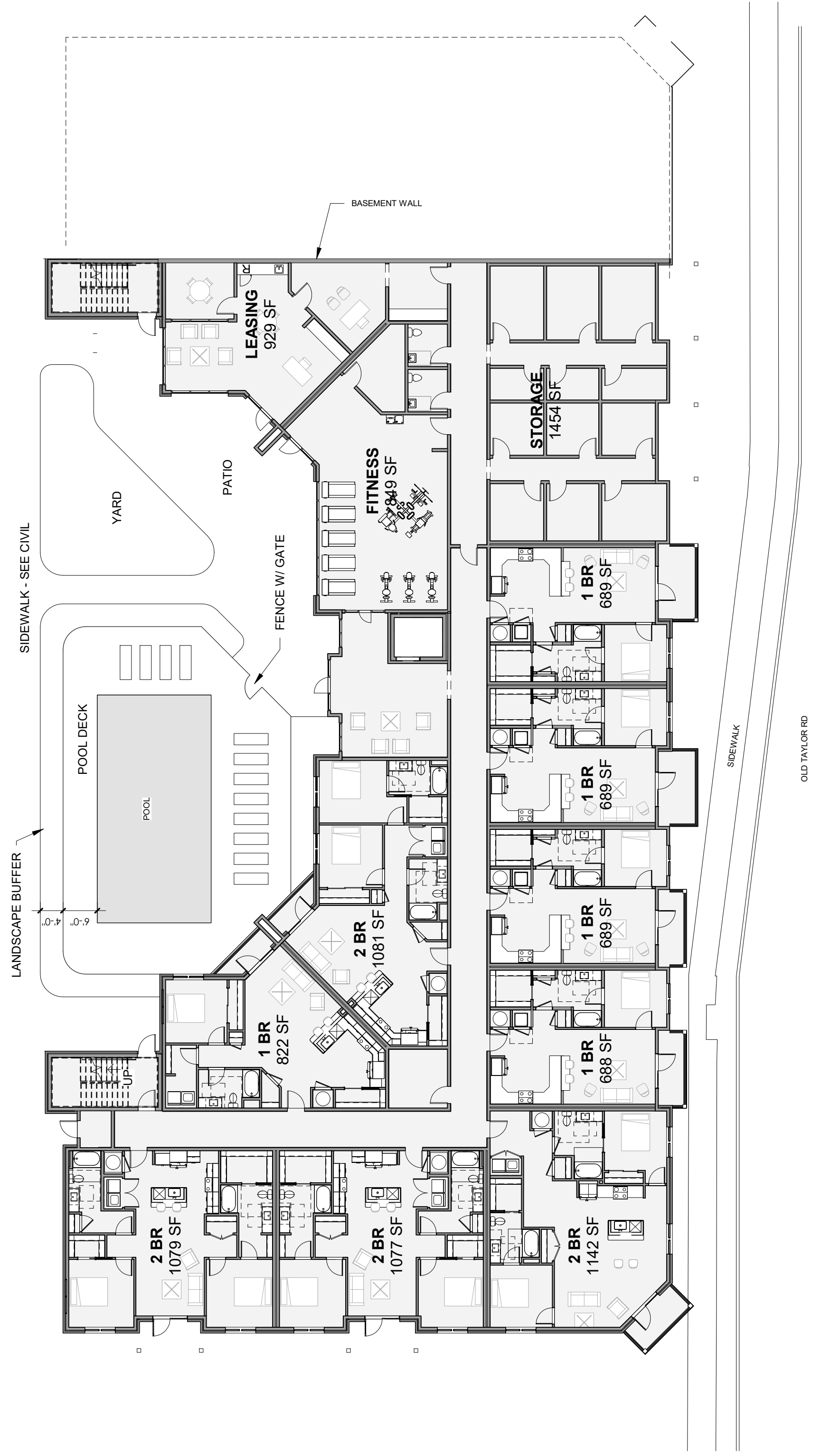
3 BLDG 1 - LEVEL 3  
1/16" = 1'-0"



(8) 1 BR UNITS  
(6) 2 BR UNITS  
= 20 BEDS  
COMMERCIAL - 1081 SF  
COMMERCIAL - 1100 SF

**BLDG 1 SUMMARY**  
57 BEDS  
OTHER USES - 6251 SF

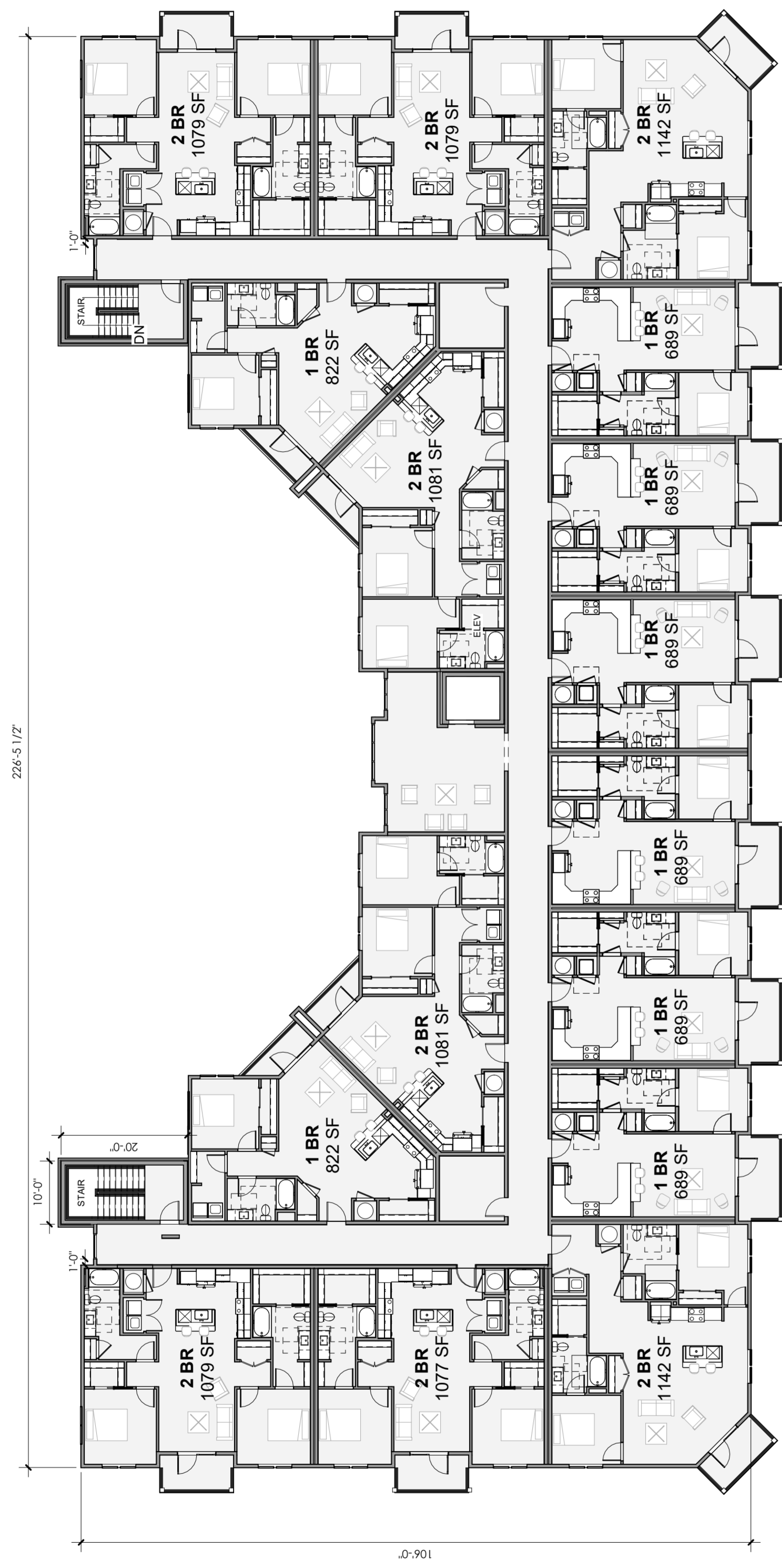
2 BLDG 1 - LEVEL 2  
1/16" = 1'-0"



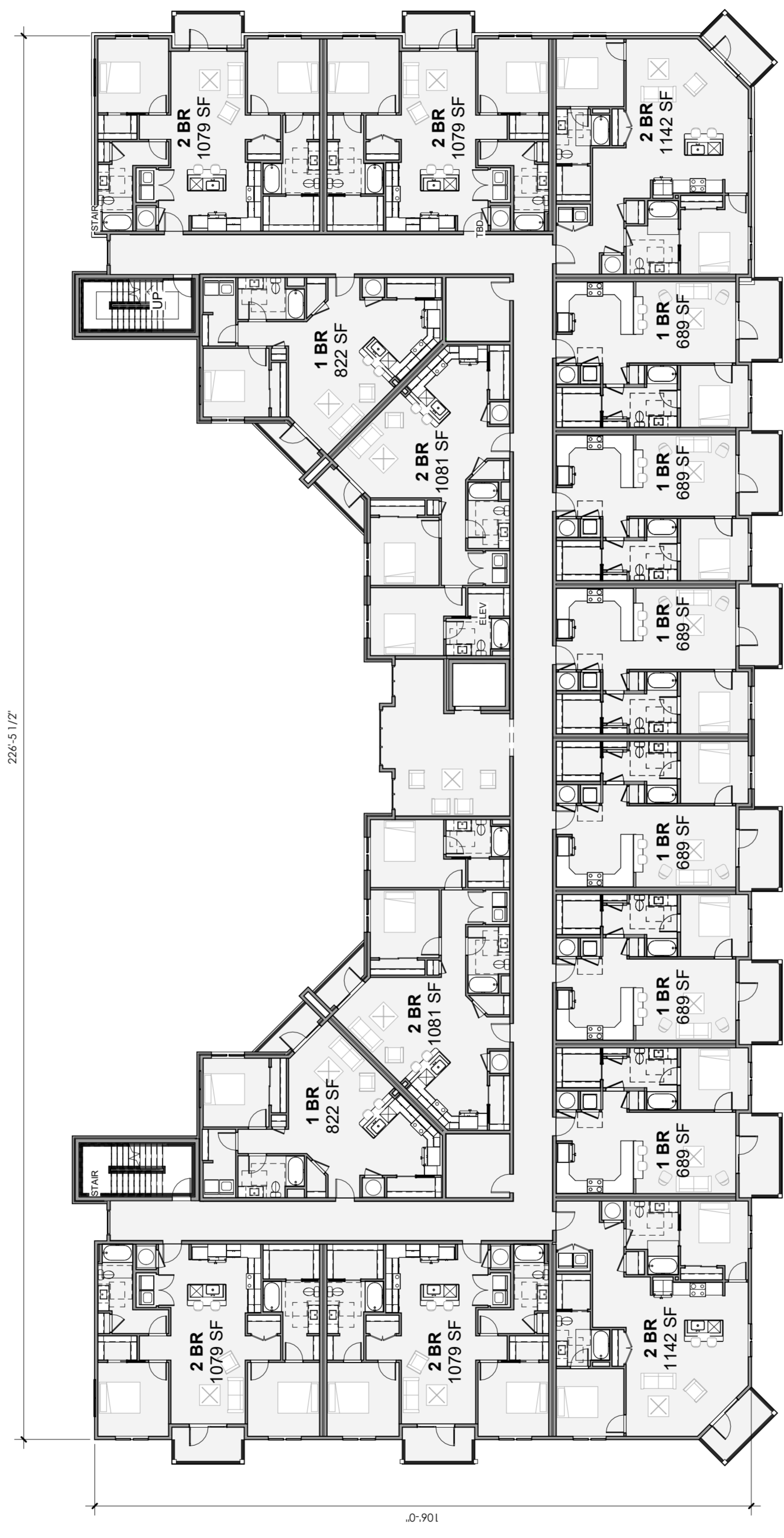
(5) 1 BR UNITS  
(4) 2 BR UNITS  
= 13 BEDS  
FITNESS - 1085 SF  
CLUB - 827 SF  
STORAGE - 1456 SF  
LEASING - 702 SF

1 BLDG 1 - LEVEL 1  
1/16" = 1'-0"



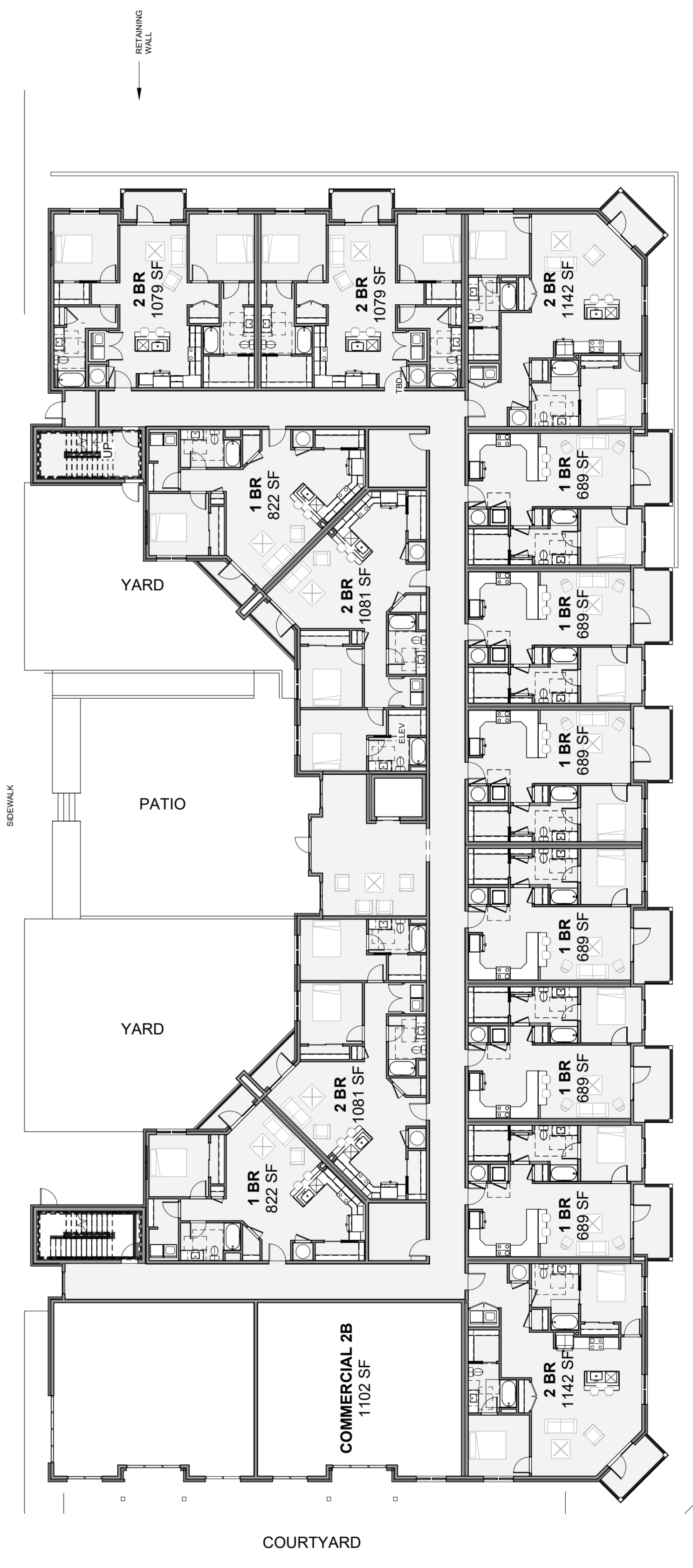


(8) 1 BR UNITS  
(8) 2 BR UNITS  
= 24 BEDS



(8) 1 BR UNITS  
(8) 2 BR UNITS  
= 24 BEDS

**BLDG 2 SUMMARY**  
68 BEDS  
OTHER USES - 2183 SF



(8) 1 BR UNITS  
(6) 2 BR UNITS  
= 20 BEDS

COMMERCIAL - 1081 SF  
COMMERCIAL - 1102 SF

3 BLDG 2 - LEVEL 3  
1/16" = 1'-0"

2 BLDG 2 - LEVEL 2  
1/16" = 1'-0"

1 BLDG 2 - LEVEL 1  
1/16" = 1'-0"

VILLAGE STATION  
OLD TAYLOR RD  
OXFORD, MS

Registered Design Professional  
(Allie) Stuart Povall  
Ms. Architect # 5314  
DEVELOP design studio, PLLC

SITE PLAN REVIEW  
ISSUE DATE: 9-22-23

NO.	DATE	DESCRIPTION

FLOOR PLANS -  
BUILDING 2





EXT FINISH LEGEND

1	FIBER CEMENT LAP SIDING
2	FIBER CEMENT PANEL SIDING
3	MASONRY
4	FIBER CEMENT TRIM
5	ALUM STOREFRONT SYSTEM
6	VINYL WINDOW / DOOR
7	FIBER CEMENT PANEL W/ METAL REGLET
8	FIBER CEMENT FAUX WD SIDING



6 NORTH ELEVATION - BLDG 1  
1/16" = 1'-0"



5 NORTH ELEV (PARTIAL) - BLDG 1  
1/16" = 1'-0"



4 SOUTH ELEVATION - BLDG 1  
1/16" = 1'-0"



3 SOUTH ELEV (PARTIAL) - BLDG 1  
1/16" = 1'-0"



2 EAST ELEVATION - BLDG 1  
1/16" = 1'-0"



1 WEST ELEVATION - BLDG 1  
1/16" = 1'-0"

VILLAGE STATION  
OLD TAYLOR RD  
OXFORD, MS

Registered Design Professional  
(Allie) Stuart Povall  
Ms. Architect # 5314  
DEVELOP design studio, PLLC

SITE PLAN REVIEW  
ISSUE DATE: 9-22-23

NO.	DATE	DESCRIPTION

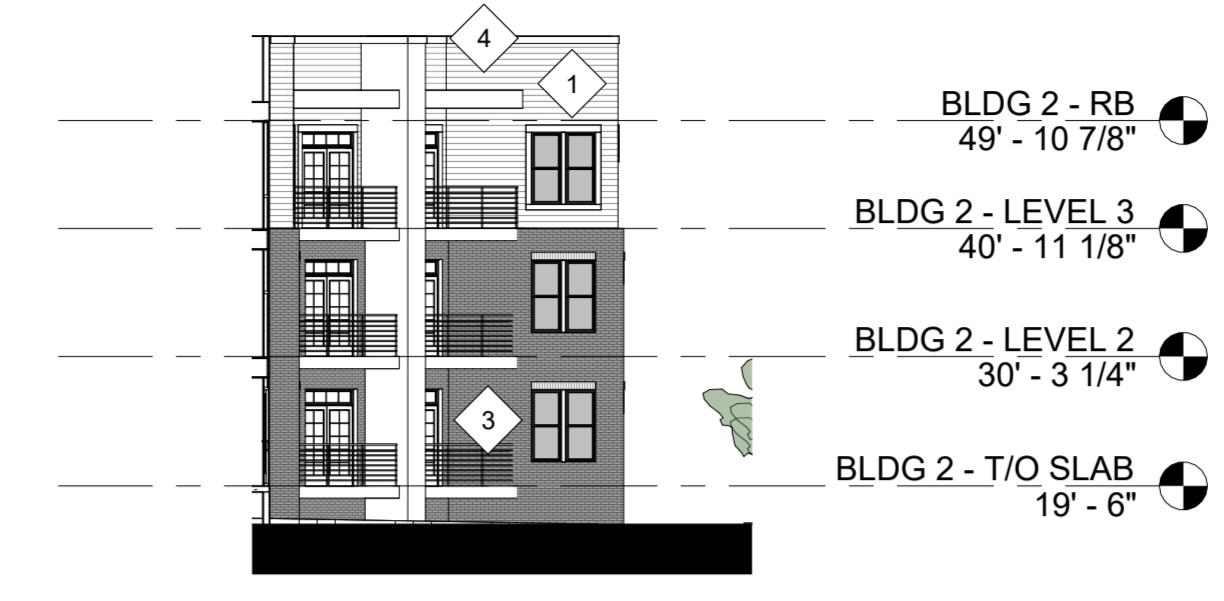
ELEVATIONS - BUILDING 1

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EXT FINISH LEGEND	
1	FIBER CEMENT LAP SIDING
2	FIBER CEMENT PANEL SIDING
3	MASONRY
4	FIBER CEMENT TRIM
5	ALUM STOREFRONT SYSTEM
6	VINYL WINDOW / DOOR
7	FIBER CEMENT PANEL W/ METAL REGLET
8	FIBER CEMENT FAUX WD SIDING



6 NORTH ELEVATION - BLDG 2  
1/16" = 1'-0"



5 NORTH ELEV (PARTIAL) BLDG 2  
1/16" = 1'-0"



4 SOUTH ELEVATION - BLDG 2  
1/16" = 1'-0"



3 SOUTH ELEV (PARTIAL) BLDG 2  
1/16" = 1'-0"



2 EAST ELEVATION - BLDG 2  
1/16" = 1'-0"



1 WEST ELEVATION - BLDG 2  
1/16" = 1'-0"

VILLAGE STATION  
OLD TAYLOR RD  
OXFORD, MS

Registered Design Professional  
(Allie) Stuart Povall  
Ms. Architect # 5314  
**DEVELOP** design studio, PLLC

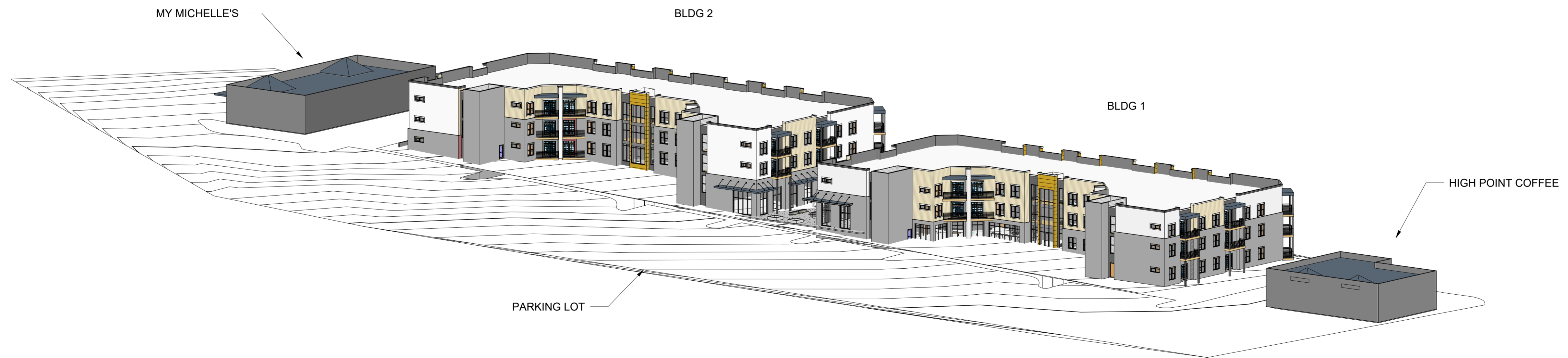
SITE PLAN REVIEW  
ISSUE DATE: 9-22-23

NO.	DATE	DESCRIPTION

ELEVATIONS - BUILDING 2



2 AERIAL - SOUTHEAST



1 AERIAL - SOUTHWEST

VILLAGE STATION  
OLD TAYLOR RD  
OXFORD, MS

Registered Design Professional  
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SITE PLAN REVIEW

ISSUE DATE: 9-22-23

NO.	DATE	DESCRIPTION



# OXFORD

PLANNING  
DEPARTMENT

## Memorandum

**To:** Mayor and Board of Alderman  
**From:** Ben Requet, AICP; Director of Planning  
**Date:** November 19, 2024  
**RE:** Request approval for a Preliminary and Final Plat for Case #3160, Rise Oxford (Sarah Nichols), for 'Oxford Farms, Phase 12', for property located at 1913 Oxford Way being further identified as PPIN #19332.

---

This request is for a Preliminary and Final Plat approval for the Oxford Farms, Phase 12. The subject properties are located on Oxford Way near the roundabout, just west of The Archive. The applicant proposes Rise Ole Miss, a mixed-use development that is primarily residential in nature, located in the northeast, southeast and southwest portions of the roundabout. The applicant is proposing a one lot subdivision for the property located on the south side of the roundabout. The proposed lot measures approximately +/- 5.20 acres. The applicant provided covenants in draft form; however, the applicant shall provide a stamped recorded copy of the covenants prior to the issuance of a Certificate of Occupancy.

Engineering provided comments related to Access, Water & Sewer, and Stormwater Management in the Planning Commission Staff Report (Case #3160).

At the November 12, 2024 Planning Commission meeting, the Planning Commission unanimously recommended approval of the request for Preliminary and Final Plat Approval for 'Oxford Farms, Phase 12' with the conditions that are listed in the staff report.

**Recommendation:** Staff recommends approval of the requested final plat for the 'Oxford Farms, Phase 12' with the following conditions:

1. Approval is for the plan as submitted subject to necessary technical revisions per the Site Plan Review Committee.
2. Approval by the Mayor and Board of Aldermen of the Final Plat for 'Oxford Farms, Phase 12'.
3. Covenants are required to be provided to Staff for review, and a copy of the stamped recorded covenants shall be provided to the City at the time the plat is recorded with the Chancery Clerk.



## OXFORD

PLANNING  
DEPARTMENT

### Case #3160

**To:** Oxford Planning Commission  
**From:** Benjamin Requet, AICP; Director of Planning  
**Date:** November 12, 2024

**Applicant:** (RISE) Sarah Nichols  
**Owner:** Same  
**Request:** Preliminary and Final Plat for 'Oxford Farms, Phase 12'  
**Location:** 1913 Oxford Way (PPIN # 19332)  
**Zoning:** (SMF) Suburban Multi-Family & (NR) Neighborhood Residential & (TNB) Traditional Neighborhood Business

#### Surrounding Zoning:

**North, East & West:** (NR) Neighborhood Residential

**South:** (SR) Suburban Residential

**Planning Comments:** The subject properties are located on Oxford Way near the roundabout, just west of The Archive. The applicant proposes Rise Ole Miss, a mixed-use development that is primarily residential in nature, located in the northeast, southeast and southwest portions of the roundabout. The applicant is proposing a one lot subdivision for the property located on the south side of the roundabout. The proposed lot measures approximately +/- 5.20 acres. The applicant provided covenants in draft form; however, the applicant shall provide a stamped recorded copy of the covenants prior to the issuance of a Certificate of Occupancy.

#### Engineering Comments:

##### Access

This one lot subdivision lies within the Oxford Farms Development will have access to Oxford Way via the existing roundabout on Oxford Way.

##### Water and Sewer

Water to the property will be a proposed public water main. Sewer facilities will be collected by a private sewer collection system and transmitted to a public sewer manhole in Oxford Way for transport and treatment.

Stormwater Management

Site-specific stormwater management will be required for this lot. Stormwater management will be addressed during the site plan review when the lot is developed.

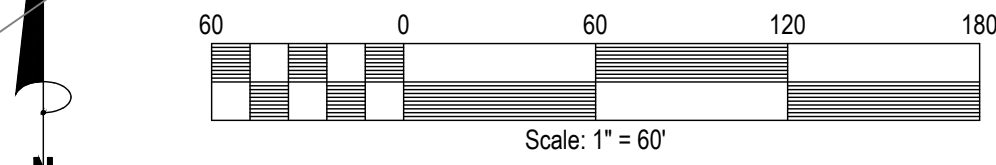
**Recommendation:** Staff recommends approval of the Preliminary and Final Plat for Oxford Farms, Phase 12 with the following conditions:

1. Approval is for the plan as submitted subject to necessary technical revisions per the Site Plan Review Committee.
2. Approval by the Mayor and Board of Aldermen of the Final Plat for 'Oxford Farms, Phase 12'.
3. Covenants are required to be provided to Staff for review, and a copy of the stamped recorded covenants shall be provided to the City at the time the plat is recorded with the Chancery Clerk.

PRELIMINARY

# OXFORD FARMS SUBDIVISION, PHASE 12

TOTAL AREA: 5.20 ACRES



## LEGEND

- |  |                                  |  |                                    |
|--|----------------------------------|--|------------------------------------|
|  | RIGHT-OF-WAY LINES               |  | FIBEROPTIC PEDESTAL                |
|  | PROPERTY LINES                   |  | CONCRETE CURB AND GUTTER           |
|  | SECTION TIE                      |  | SECTION CORNER                     |
|  | CENTERLINE ROAD                  |  | PROPERTY CORNERS                   |
|  | APPARENT ADJOINING PROPERTY LINE |  | 1/2" REBAR PREVIOUSLY SET          |
|  | UNDERGROUND ELECTRIC LINES       |  | BENCHMARKS                         |
|  | ZONING LINES                     |  | CURB INLET                         |
|  | UNDERGROUND TELEPHONE LINES      |  | LAMP POLES                         |
|  | BARBED WIRE FENCE LINES          |  | FIRE HYDRANT                       |
|  | SILT FENCE LINES                 |  | ELECTRIC BOX                       |
|  | TREE LINES                       |  | WATER METERS                       |
|  | BUILDING AREAS                   |  | WATER VALVE                        |
|  | ASPHALT AREAS                    |  | EXISTING SANITARY MANHOLES         |
|  | PROPOSED WATERLINE EASEMENT      |  | 16" WHITE OAK                      |
|  | PROPOSED RIGHT-OF-WAY            |  | ORNAMENTAL TREES                   |
|  | CONCRETE AREAS                   |  | FIBER OPTIC BOX                    |
|  | NOT TO SCALE                     |  | TELEPHONE BOX                      |
|  | COMMENCEMENT CALLS               |  | STORMDRAIN MANHOLE                 |
|  | PLAT CALLS                       |  | 1.5" x 1.5" IN GROUND ELECTRIC BOX |
|  | DEED CALLS                       |  | FIBEROPTIC MARKER                  |
|  | MEASURED CALLS                   |  | STUBOUT                            |
|  | POINT OF BEGINNING               |  | LAMP POLES                         |
|  | POB                              |  | HDPE                               |
|  | POC                              |  |                                    |
- (All symbols in legend may not be used on current survey.)

Oxford Farms, LLC.  
3883 Majestic Oaks Drive  
Oxford, MS 38655

Description: A tract of land being a fraction of the Southeast Quarter (SE 1/4) of Section 32, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi; being described in more detail as follows:

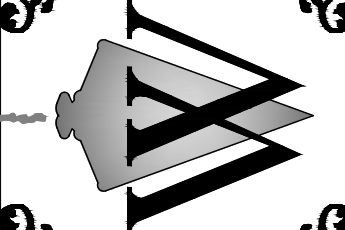
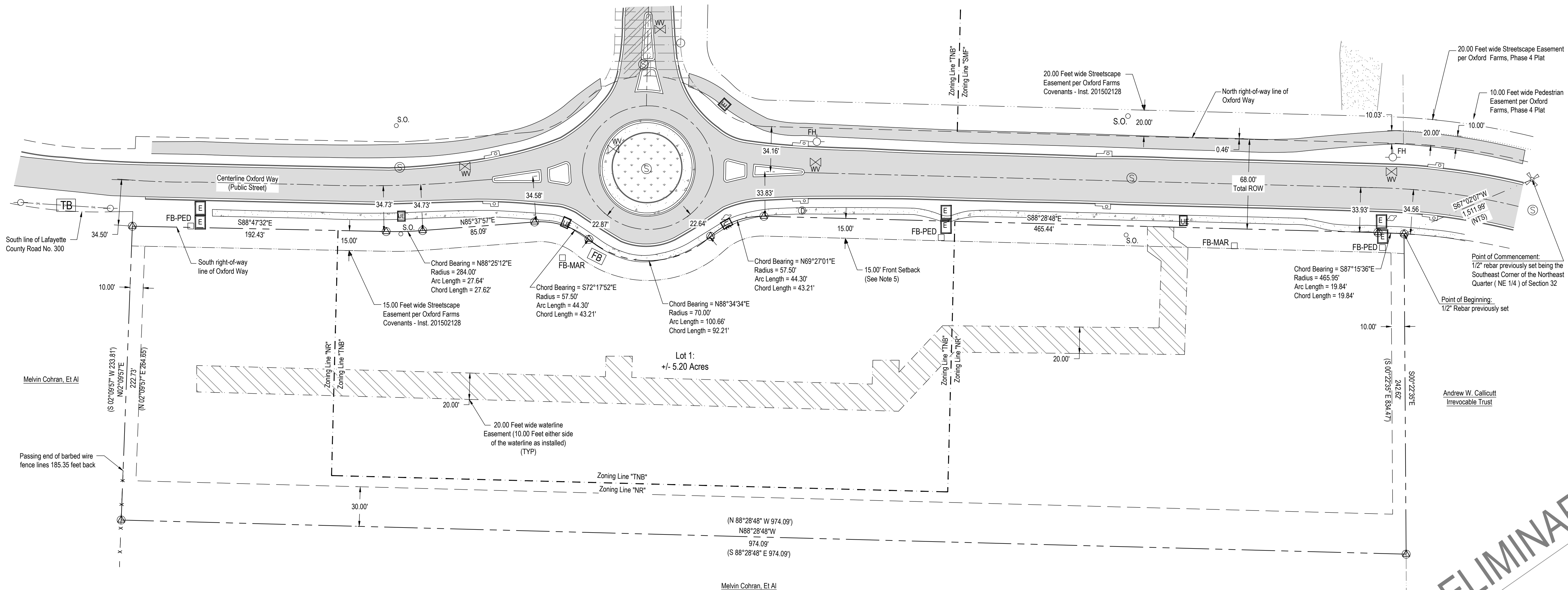
Commencing at a 1/2" rebar previously set marking the Northeast corner of the Southeast Quarter (SE 1/4) of Section 32, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi; run thence S 67° 02' 07" W for a distance of 1,511.99 feet to a 1/2" rebar previously set on the South right-of-way line of Oxford Way (34.56 feet from centerline), said rebar being the Point of Beginning of this description; run thence S 00° 22' 35" E leaving said South right-of-way line for a distance of 242.62 feet to a 1/2" rebar previously set; run thence N 88° 28' 48" W for a distance of 974.09 feet to a 1/2" rebar previously set near a barbed wire fence line; run thence N 02° 09' 57" E partially near and along said fence line for a distance of 222.73 feet to a 1/2" rebar previously set on the aforementioned South right-of-way line of Oxford Way (34.50 feet from centerline), passing end of said barbed wire fence line 185.35 feet back; run thence along said South right-of-way line as follows: S 88° 47' 32" E for a distance of 192.43 feet to a 1/2" rebar previously set (34.73 feet from centerline) at the beginning of a circular curve to the left; run thence along said curve having a chord bearing of N 88° 25' 12" E, a radius of 284.00 feet, an arc length of 27.64 feet, and a chord length of 27.63 feet to a 1/2" rebar previously set (34.73 feet from centerline); run thence N 85° 37' 57" E for a distance of 85.09 feet to a 1/2" rebar previously set (34.58 feet from centerline) at the beginning of a circular curve to the right; run thence along said curve having a chord bearing of S 72° 17' 52" E, a radius of 57.50 feet, an arc length of 44.30 feet, and a chord length of 43.21 feet to a 1/2" rebar previously set at the beginning of a circular curve to the left; run thence along said curve having a chord bearing of N 88° 34' 34" E, a radius of 70.00 feet, an arc length of 100.66 feet, and a chord length of 92.21 feet to a 1/2" rebar previously set at the beginning of a circular curve to the right; run thence along said curve having a chord bearing of N 69° 27' 01" E, a radius of 57.50 feet, an arc length of 44.30 feet, and a chord length of 43.21 feet to a 1/2" rebar previously set (33.83 feet from centerline); run thence S 88° 28' 48" E for a distance of 465.44 feet to a 1/2" rebar previously set (34.06 feet from centerline) at the beginning of a circular curve to the right; run thence along said curve having a chord bearing of S 87° 15' 36" E, a radius of 465.95 feet, an arc length of 19.84 feet, and a chord length of 19.84 feet to the Point of Beginning of the herein described tract of land. Said tract contains 5.20 acres more or less.

\*True\* Geodetic Bearings were established from GPS Observation by Williams Engineering Consultants, Inc. (662-236-9675)

### Notes:

- This is a Class "B" Survey as set forth in Appendix "A" of the Standards of Practice for Land Surveying in the State of Mississippi.
- This survey meets the conditions of closure and accuracy for condition "B" as set forth in Appendix "B" of the standards of practice for Land Surveying in the State of Mississippi.
- Field survey completed June 12, 2024.
- \*True\* Geodetic Bearings were established from GPS Observation by Williams Engineering.
- Subject survey is partially Zoned NR "Neighborhood Residential District", TNB "Traditional Neighborhood Business District", & SMF "Suburban Multi-Family" as per City of Oxford Interactive Zoning Map Adopted March 19, 2019 and is subject to the regulations, setbacks, and easements found in the City of Oxford Land Development Code latest addition. \*Setbacks shown provided by client are per Submitted Site Plan for approval.
- This property is subject to the "Declaration of Conditions, Covenants and Restrictions of Oxford Farms", as recorded in the Office of the Chancery Clerk of Lafayette County, Mississippi, recorded as Instrument No. 201502128, the First Amendment to said Covenants recorded as Instrument No. 201610657 and also the Amendment recorded as Instrument No. 202400190.
- Subject survey is subject to the Deed of Declaration for public streets known as Farm View Drive and Oxford Way recorded in Instrument No. 2024-0125. (in reference to Schedule B, Item 12 in the above referenced Title Commitment)
- This property is subject to any right-of-way or easements recorded or unrecorded shown or not shown on plat of survey.
- All property corners 1/2" rebars set, unless otherwise stated.
- No underground utilities requested or shown on subject survey.
- Deed References:
 

A. Deed Book-424, Page-432	B. Deed Book-479, Page-89	C. Instrument No. 201203281
D. Instrument No. 201602111	E. Instrument No. 201211577	F. Instrument No. 201505302
G. Instrument No. 201610655	H. Instrument No. 202211588	I. Instrument No. 200709560
J. Instrument No. 201211576	K. Instrument No. 201211577	L. Instrument No. 202203425
M. Instrument No. 202306103	N. Instrument No. 201609572	O. Instrument No. 201204072
P. Instrument No. 201610795	Q. Instrument No. 201405997	R. Instrument No. 201100609
S. Instrument No. 201400551	T. Instrument No. 202400190	U. Instrument No. 202404635
V. Instrument No. 201502128	W. Instrument No. 201400125	
- Official Plat of Oxford Farms, Phase 4 on file in the Office of the Chancery Clerk of Lafayette County, Mississippi, in Plat Cabinet-C, Slide-65.
- Official Plat of Oxford Farms, Phase 10 on file in the Office of the Chancery Clerk of Lafayette County, Mississippi, in Plat Cabinet-C, Slide-65.
- Official Plat of The Reserve, A Condominium, Phase 1 on file in the Office of the Chancery Clerk of Lafayette County, Mississippi, in Plat Cabinet-C, Slide-136.
- Official Plat of The Reserve, A Condominium, Phase 2 on file in the Office of the Chancery Clerk of Lafayette County, Mississippi, in Plat Cabinet-C, Slide-136.
- Previous survey for Callicutt / Cochran Property by WEC Dated 01/14/2016 with Project No. SD-152844
- Previous survey for Andy Callicutt by WEC Dated 03/24/08 with Project No. SV-071625
- Previous survey for Andy Callicutt by Daniels Williams Engineering, Inc. Dated 06/20/07 with Project No. SV-071585
- Previous ALTA/ACSM Survey for a portion of the W.D. Franklin by A2H Dated May 21, 2012 with Job Ref# 12153
- Previous survey for Andrew Callicutt by WEC Dated 03/15/2018 with Project No. SV-183132
- Previous survey for Stephen Brunton by WEC Dated 04/04/2014 with Project No. SV-142531
- Previous survey for Oxford Farms, Phase 7 by WEC Dated 06/07/2017 with Project No. SD-142526-5
- Official Plat of Shiloh Place Subdivision, Plat "G" on file in the Office of the Chancery Clerk of Lafayette County, Mississippi, in Plat Cabinet-B, Slide-33.
- Previous ALTANSPS Land Title Survey by WEC for Construction Enterprises Dated 07/30/2018 - CS-162965



WILLIAMS ENGINEERING CONSULTANTS, INC.  
Professional Engineers | Professional Land Surveyors

720 NORTH LAMAR BOULEVARD, SUITE A  
OXFORD, MISSISSIPPI 38655  
662.236.9675

Subdivision Plat For:  
**Oxford Farms Subdivision, Phase 12**  
A tract of land being a fraction of the Southeast Quarter  
(SE 1/4) of Section 32, Township 8 South, Range 3 West,  
City of Oxford, Lafayette County, Mississippi

REVISION	DATE

Scale: 1" = 40'

Date: 09/18/2024

File: SD-142526-17 (Oxford Farms Phase 12)/Oxford Farms Phase 12.dwg

Proj.No.: SD-142526-17

Drawn By: JCP

Checked By: RSD

Sheet Title:  
**Subdivision Plat**

Sheet No.:  
1 of 2

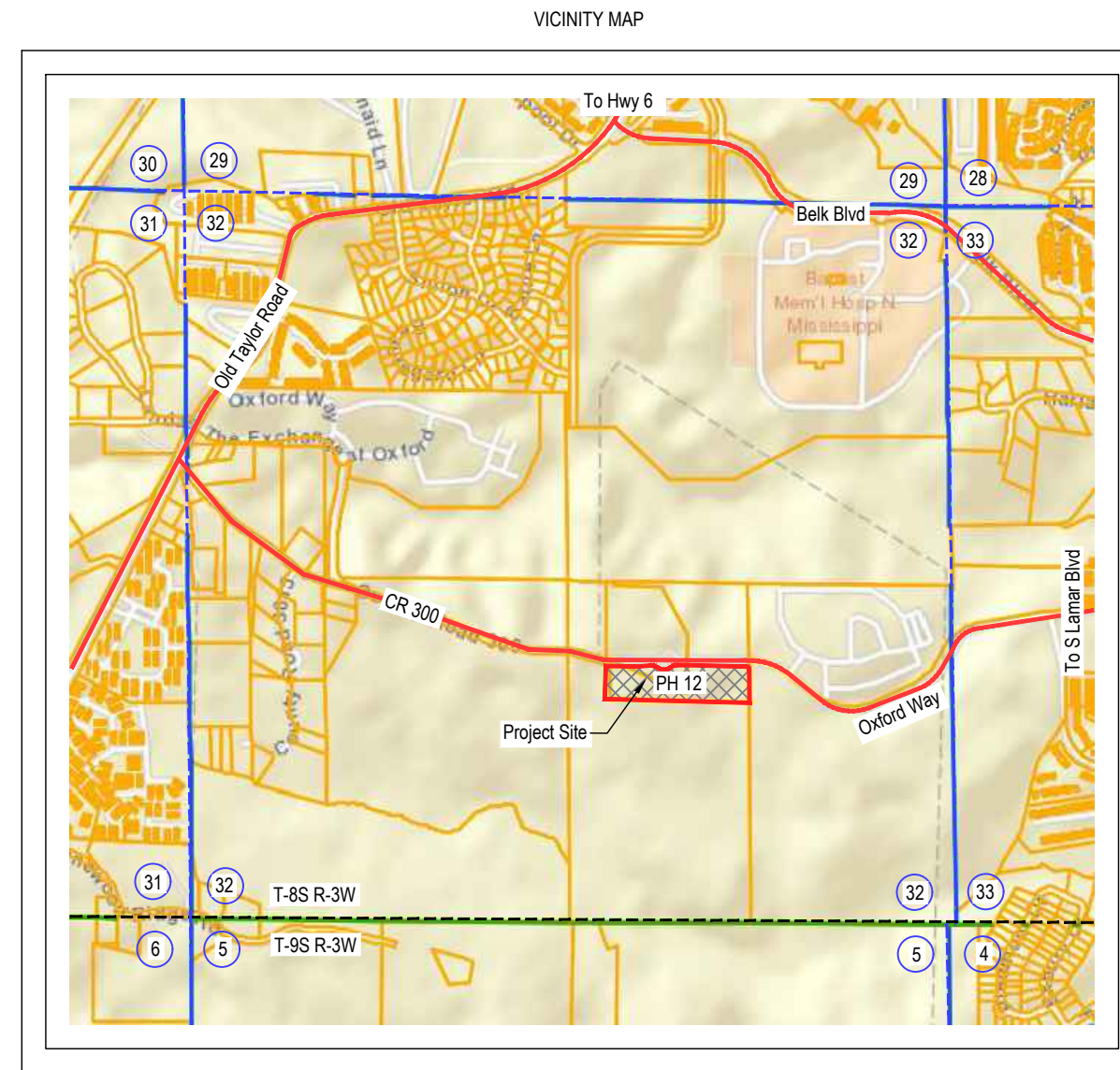
PRELIMINARY

PRELIMINARY

# OXFORD FARMS SUBDIVISION, PHASE 12

TOTAL AREA: 5.20 ACRES

Oxford Farms, LLC.  
3883 Majestic Oaks Drive  
Oxford, MS 38655



(NOT TO SCALE)

#### STORMWATER MANAGEMENT NOTES:

1. For Lot 1 Oxford Farms Phase 12, compliance with the City of Oxford's Stormwater Ordinance shall be achieved through the ownership, operation, and maintenance of a regional stormwater management facility located on Lot 1 Oxford Farms Phase 12.

2. All common property area(s) and stormwater management facilities (any infrastructure that controls or conveys stormwater runoff) shall be maintained in perpetuity and cannot be developed for any other use that would limit or cause to limit the use of the common property area(s) and stormwater management facilities. The common property area(s) and stormwater management facilities shall be owned and maintained by the Property Owners Association or the development. Each owner shall own a proportionate share, as defined in the covenants or other recorded documents, of the common property area(s) and stormwater management facilities. Each owner shall bear responsibility for the continued maintenance of the stormwater management facilities following the ordinances of the City of Oxford and Lafayette County. An owner's interest in the common property area(s) and stormwater management facilities shall not be severed from their interest in their property. The common property area and stormwater management facility's parcel AD VALOREM tax value shall be assessed to each lot owner on a pro rata basis as part of each lot owner's total assessment. The Detention Pond may not be altered to change the amount of detention at any time without written approval from the City of Oxford Engineering Department.

#### SEC 98-117 STATEMENTS:

- All stormwater management facilities shall be maintained in perpetuity and cannot be developed for any other use that would limit or cause to limit the use of the stormwater management facilities.
- The stormwater management facilities shall be owned, repaired, inspected, and maintained pursuant to Section 98-117 of the City of Oxford Code of Ordinance latest edition and the proportion of such responsibilities to be allocated to each lot.
- No lot owner's interest in the stormwater management facility may be severed from the interest in the lot and all successors in interest shall bear the full responsibilities of their predecessors.

#### OWNERS CERTIFICATE (DEVELOPER):

I, ANDREW W. CALLICUTT, MANAGING MEMBER OF OXFORD FARMS, LLC., OWNER OF THE TRACT OF LAND HEREIN DESCRIBED, CERTIFY THAT I DID CAUSE SAID LAND TO BE SUBDIVIDED AND PLATTED AS SHOWN ON THIS PLAT OF OXFORD FARMS SUBDIVISION, PHASE 12. UTILITY EASEMENTS ARE DEDICATED TO THE PUBLIC AND/OR PRIVATE UTILITY COMPANIES WHICH SERVE THIS SUBDIVISION. SUCH SUBDIVISION AND DEDICATION IS THE OWNER'S OWN ACT AND DEED OF HIS OWN FREE WILL.

WITNESS MY HAND AND SIGNATURE THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SIGNED: \_\_\_\_\_  
ANDREW W. CALLICUTT  
MANAGING MEMBER OF OXFORD FARMS, LLC.

#### NOTARY'S CERTIFICATE

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED AUTHORITY IN AND FOR THE SAID COUNTY AND STATE, ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ WITHIN MY JURISDICTION, THE WITHIN NAMED ANDREW W. CALLICUTT, WHO ACKNOWLEDGED THAT HE IS THE MANAGING MEMBER OF OXFORD FARMS, LLC. AND OWNER OF THE DESCRIBED OXFORD FARMS SUBDIVISION, PHASE 12, AND THAT IN SAID REPRESENTATIVE CAPACITY, EXECUTED THE ABOVE AND FOREGOING INSTRUMENT, AFTER FIRST HAVING BEEN DULY AUTHORIZED TO DO SO.

MY COMMISSION EXPIRES: \_\_\_\_\_

NOTARY PUBLIC

#### ENGINEER'S CERTIFICATE:

IT IS HEREBY CERTIFIED THAT THIS PLAT OF OXFORD FARMS SUBDIVISION, PHASE 12, IS TRUE AND CORRECT, AND ALSO IN CONFORMANCE WITH THE DESIGN REQUIREMENTS OF THE SUBDIVISION REGULATIONS AND SPECIFIC CONDITIONS IMPOSED ON THIS DEVELOPMENT, AND TAKES INTO ACCOUNT ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS.

DATE: \_\_\_\_\_  
ENGINEER: JOEY R. MOORE, PE NO. 28231

#### SURVEYORS CERTIFICATE:

THIS IS TO CERTIFY THAT I HAVE DRAWN SUBJECT PLAT FROM AN ACTUAL ON THE GROUND SURVEY AND FROM DEEDS OF RECORD AND THAT THE PLAT REPRESENTS THE INFORMATION AND THAT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATE: \_\_\_\_\_  
SURVEYOR: JEFFERY W. WILLIAMS, PLS NO. 2833

#### CITY ENGINEER'S CERTIFICATE

I CERTIFY THAT \_\_\_\_\_ HAS COMPLIED WITH ONE OF THE FOLLOWING ALTERNATIVES FOR OXFORD FARMS SUBDIVISION, PHASE 12:

- ALL IMPROVEMENTS HAVE BEEN INSTALLED BY THE SUB-DIVIDER IN ACCORDANCE WITH THE REQUIREMENTS OF THESE REGULATIONS AND WITH THE ACTION OF THE BOARD OF ALDERMEN, GIVING APPROVAL OF THE PRELIMINARY PLAT, AND ACCEPTING MAINTENANCE OF UTILITIES AND STREETS.
- A BOND OR CERTIFIED CHECK HAS BEEN POSTED BY THE SUB-DIVIDER WHICH IS AVAILABLE TO THE CITY IN A SUFFICIENT AMOUNT TO ENSURE COMPLETION OF ALL REQUIRED IMPROVEMENTS.

AS OF THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

JOHN CRAWLEY,  
CITY ENGINEER, CITY OF OXFORD

#### CITY OF OXFORD PLANNING COMMISSION APPROVAL:

CITY OF OXFORD  
STATE OF MISSISSIPPI

APPROVED AND RECOMMENDED FOR ACCEPTANCE BY THE CITY OF OXFORD PLANNING COMMISSION, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SIGNED: \_\_\_\_\_  
CHAIRMAN  
CITY OF OXFORD PLANNING COMMISSION

#### CITY OF OXFORD BOARD OF ALDERMEN APPROVAL:

CITY OF OXFORD  
COUNTY OF LAFAYETTE  
STATE OF MISSISSIPPI

APPROVED AND RECOMMENDED FOR ACCEPTANCE BY THE CITY OF OXFORD, BOARD OF ALDERMEN, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SIGNED: \_\_\_\_\_  
ROBYN TANNEHILL  
MAYOR, CITY OF OXFORD

ATTEST: \_\_\_\_\_  
CITY CLERK

#### FILING CERTIFICATION BY CHANCERY CLERK:

PERSONALLY APPEARED BEFORE ME, MIKE ROBERTS, CHANCERY CLERK, IN AND FOR LAFAYETTE COUNTY, MISSISSIPPI, ANDREW W. CALLICUTT, WHO EXECUTED THE ATTACHED OWNER'S CERTIFICATE THAT WAS SIGNED AND DELIVERED OF HIS OWN FREE ACT AND DEED, AND ALSO APPEARED, JEFFERY W. WILLIAMS, WHO EXECUTED THE ATTACHED SURVEYOR'S CERTIFICATE AND ACKNOWLEDGED THAT IT WAS SIGNED AND DELIVERED AS HIS OWN FREE ACT AND DEED.

WITNESS MY HAND AND SIGNATURE ON THIS, THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SIGNED: \_\_\_\_\_  
MIKE ROBERTS - CHANCERY CLERK  
COUNTY OF LAFAYETTE  
STATE OF MISSISSIPPI

I, MIKE ROBERTS, CHANCERY CLERK IN AND FOR SAID COUNTY AND STATE, HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN MY OFFICE AT \_\_\_\_\_ O'CLOCK ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, AND WAS DULY RECORDED IN PLAT CABINET \_\_\_\_\_, SLIDE \_\_\_\_\_.

WITNESS MY HAND AND SIGNATURE ON THIS, THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SIGNED: \_\_\_\_\_  
MIKE ROBERTS - CHANCERY CLERK

#### RESTRICTIVE COVENANTS

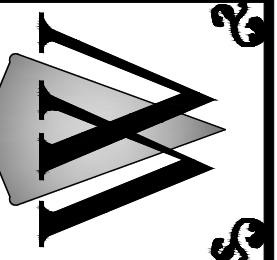
RECORDED IN INSTRUMENT NUMBER \_\_\_\_\_ OF LAND RECORDS IN THE CHANCERY CLERK'S OFFICE OF LAFAYETTE COUNTY, MISSISSIPPI.

#### FEMA NOTE:

THIS PROPERTY DOES NOT LIE IN A FLOOD HAZARD AREA AS PER LAFAYETTE COUNTY FLOOD INSURANCE MAP, COMMUNITY-PANEL NUMBER : 28071C0300C, EFFECTIVE DATE: NOVEMBER 26, 2010.

WILLIAMS ENGINEERING CONSULTANTS, INC.  
Professional Engineers | Professional Land Surveyors

720 NORTH LAMAR BOULEVARD, SUITE A  
P.O. BOX 1197 OXFORD, MISSISSIPPI 38655  
662.236.9675



Subdivision Plat For:  
Oxford Farms Subdivision, Phase 12  
A tract of land being a fraction of the Southeast Quarter  
(SE 1/4) of Section 32, Township 8 South, Range 3 West,  
City of Oxford, Lafayette County, Mississippi

REVISION	DATE

Scale: NTS

Date: 09/18/2024

File: SD-142526-17 (Oxford Farms Phase 12)/Oxford Farms Phase 12.dwg

Proj.No.: SD-142526-17

Drawn By: JCP

Checked By: RSD

Sheet Title:

Signature Sheet

Sheet No.:

PRELIMINARY





# OXFORD

PLANNING  
DEPARTMENT

## Memorandum

**To:** Mayor and Board of Aldermen  
**From:** Ben Requet, AICP, Planning Director  
**Date:** November 19, 2024  
**Re:** First Reading of a Zoning Map Amendment request (Case #3161) by Oxford Farms, LLC. (Andy Callicutt), to rezone +/- 52.7 acres from Suburban Residential (SR) to Suburban Multi-Family (SMF) for property located on Oxford Way. (PPIN #7984)

---

**Request:** This is a request for a Zoning Map Amendment to rezone approximately +/- 52.7 acres from Suburban Residential (SR) to Suburban Multi-Family (SMF) for property located on Oxford Way. At the November 12, 2024, Planning Commission meeting, a motion by Commissioner Murphy to recommend approval of the requested rezoning to the Mayor and Aldermen that was seconded by Commissioner Spragins passed with a 6-1 vote (Ayes: Commissioners Murphy, Spragins, Milam, Smith, Logan and Chairman Rigby – Nay: Commissioner Alexander). Therefore, the Commission recommended approval of the requested rezoning.

The subject property is located on the south side of Oxford Way in the Oxford Farms Development. It measures approximately +/- 52.7 acres, and it is zoned Suburban Residential (SR). The property is immediately south of The Archive, and the property to the west is the site being considered for a development known as Rise Oxford, while the property to the east is undeveloped. Currently, this property contains one existing structure, but it is mostly undeveloped. The applicant is requesting a Zoning Map Amendment to change the zoning for all +/- 52.7 acres from Suburban Residential (SR) to Suburban Multi-Family (SMF).

### **State Requirements for Rezoning:**

The criteria to rezone property are cited in a number of Mississippi cases and are as follows:

“Before a zoning board reclassifies property from one zone to another, there must be proof either:

(1) that there was a mistake in the original zoning, or (2) (a) that the character of the neighborhood has changed to such an extent as to justify reclassification, and (b) that there was a public need for rezoning.” (Burdine v. City of Greenville, 1999).

In another case, the court stated: “Before property is reclassified, applicant seeking rezoning must prove beyond by clear and convincing evidence either that there was mistake in original zoning, or that character of neighborhood had changed to such an extent as to justify rezoning, and that public need existed for rezoning” . (City of Biloxi v. Hilbert, 1992)

Finally, *Fondren North Renaissance v. Mayor and City Council of City of Jackson*, 1999, stated: “Under the “change and mistake” rule of municipal zoning, based on the presumption that the original zoning is well-planned and designed to be permanent, before a zoning board may reclassify property from one zone to another, there must be proof either: (1) that there was a mistake in the original zoning, or (2)(a) that the character of the neighborhood has changed to such an extent as to justify reclassification, and (b) that there was a public need for rezoning. Therefore, the merits of the applicant’s request for rezoning, based on the criteria established in the cited cases, is as follows:

**Change and Need:**

In the application, the applicant provided the following justifications for the change in the character of the neighborhood and the public need.

1. **Shift in Neighborhood Character:** Overtime, neighborhoods evolve, and it is crucial for zoning regulations to reflect these changes. In the case of the property in question, the character of the surrounding area has shifted substantially. The City of Oxford has recently expanded its city limits significantly in and around the area. Although the property was already within the city limits, the expansion has created a more integrated and comprehensive urban landscape. This growth necessitates an update to the zoning to ensure cohesive development and proper utilization of the newly incorporated areas.
2. **Completion of Oxford Way Construction:** Another significant factor contributing to the changed character of the neighborhood is the completion of Oxford Way and the development adjacent to roadway. Oxford Way provides a crucial east-west connection between S. Lamar Avenue and Old Taylor Road. This roadway significantly improves accessibility and traffic flow in the area, making the Oxford Farms property more viable and attractive for multi-family residential development. Rezoning the property to a higher residential density will align with the enhanced connectivity and support the increased residential demand anticipated from this new infrastructure.

The applicant also believes that there are other circumstances to justify the proposed zoning map amendment.

3. **University of Mississippi Growth:** The University of Mississippi has experienced substantial growth in recent years, increasing its student enrollment, faculty, and staff numbers. This expansion has led to a heightened demand for housing options that are conveniently located near the campus. The Oxford Farms property is ideally situated to meet this demand, providing a strategic location for multi-family residential development.
4. **Increased Enrollment and Housing Demand:** As enrollment at the University of Mississippi continues to rise, the need for nearby housing options has become more pressing. The existing housing market is struggling to keep pace with the influx of students, leading to higher

rental prices and limited availability. Rezoning the Oxford Farms property to SMF will help address this shortfall by increasing the supply of housing units, thereby easing the pressure on the housing market.

5. **Proximity to Campus:** The Oxford Farms property's proximity to the University of Mississippi makes it an ideal location for suburban multi-family housing. The short commute to campus will be highly attractive to students, faculty, and staff, providing convenient and accessible living options. This proximity supports the university community by reducing travel times and improving the overall quality of life for residents.
6. **Economic and Social Benefits:** The influx of university students and staff will bring economic benefits to the area, including increased local spending and job creation. The development of SMF housing will cater to this demographic, providing affordable and accessible living options. Additionally, the diverse population will contribute to the social fabric of the community, enhancing its vibrancy and inclusivity.

**Mistake:** There is no mistake in this instance.

The applicant points out that there have been changes in the character of the neighborhood partly attributed to Oxford's most recent annexation. Also noted is the completed construction of Oxford Way, which has created a needed connection between Old Taylor Road and South Lamar. This area continues to develop with housing and a mixed-use commercial center has been approved near this site. The City plans for a connection from Oxford Way to Belk Boulevard near the hospital.

This location confronts The Archive, a student housing development, and is near an area of Oxford with multi-family housing development that include Faulkner Flats, The Mark, The Domain, The Azul, and Taylor Bend.

As the community has seen over the past few years, there is considerable demand and need for housing in Oxford as the University enrollment has grown considerably since COVID. A multi-family facility at this location is in close proximity to the Ole Miss campus and could provide much needed housing for the Oxford community.

**Recommendation:** Staff believes that there is sufficient evidence of change and need to support the rezoning of this property as requested.

#### **Planning Commission Meeting (November 12, 2024)**

A link to the recording of the November 12<sup>th</sup>, 2024, Planning Commission meeting is provided below. As this meeting was held on Tuesday, the draft minutes are still in production.

[Case #3161 – Oxford Farms Rezoning](#) (This item should begin at 1:23:43)

**Planning Commission Recommendation:**

At the November 12, 2024, Planning Commission meeting, a motion by Commissioner Murphy to recommend approval of the requested rezoning to the Mayor and Aldermen that was seconded by Commissioner Spragins passed with a 6-1 vote (Ayes: Commissioners Murphy, Spragins, Milam, Smith, Logan and Chairman Rigby – Nay: Commissioner Alexander). Therefore, the Commission recommended approval of the requested rezoning.

**As this is a first reading, voting action is not required by the Mayor and Aldermen.**



# OXFORD

PLANNING  
DEPARTMENT

## Case #3161

**To:** Oxford Planning Commission  
**From:** Benjamin Requet, AICP; Director of Planning  
**Date:** November 12, 2024

**Applicant:** Oxford Farms, LLC (Andy Callicutt)  
**Owner:** Same  
**Request:** Zoning Map Amendment  
**Location:** Oxford Way (PPIN #7984)  
**Zoning:** (SR) Suburban Residential

### Surrounding Zoning:

**North:** (SMF) Suburban Multi-Family  
**East:** (NR) Neighborhood Residential  
**West:** (SR) Suburban Residential  
**South:** Lafayette County

### Planning Comments:

The subject property is located on the south side of Oxford Way in the Oxford Farms Development. It measures approximately +/- 52.7 acres, and it is zoned Suburban Residential (SR). The property is immediately south of The Archive, and the property to the west is the site being considered for a development known as Rise Oxford, while the property to the east is undeveloped. Currently, this property contains one existing structure, but it is mostly undeveloped. The applicant is requesting a Zoning Map Amendment to change the zoning for all +/- 52.7 acres from Suburban Residential (SR) to Suburban Multi-Family (SMF).

### State Requirements for Rezoning:

The criteria to rezone property are cited in a number of Mississippi cases and are as follows: "Before a zoning board reclassifies property from one zone to another, there must be proof either:

(1) that there was a mistake in the original zoning, or (2) (a) that the character of the neighborhood has changed to such an extent as to justify reclassification, and (b) that there was a public need for rezoning." (Burdine v. City of Greenville, 1999).

In another case, the court stated: "Before property is reclassified, applicant seeking rezoning must prove beyond by clear and convincing evidence either that there was mistake in original

zoning, or that character of neighborhood had changed to such an extent as to justify rezoning, and that public need existed for rezoning” . (City of Biloxi v. Hilbert, 1992)

Finally, *Fondren North Renaissance v. Mayor and City Council of City of Jackson*, 1999, stated: “Under the “change and mistake” rule of municipal zoning, based on the presumption that the original zoning is well-planned and designed to be permanent, before a zoning board may reclassify property from one zone to another, there must be proof either: (1) that there was a mistake in the original zoning, or (2)(a) that the character of the neighborhood has changed to such an extent as to justify reclassification, and (b) that there was a public need for rezoning. Therefore, the merits of the applicant’s request for rezoning, based on the criteria established in the cited cases, is as follows:

**Change and Need:**

In the application, the applicant provided the following justifications for the change in the character of the neighborhood and the public need.

1. **Shift in Neighborhood Character:** Overtime, neighborhoods evolve, and it is crucial for zoning regulations to reflect these changes. In the case of the property in question, the character of the surrounding area has shifted substantially. The City of Oxford has recently expanded its city limits significantly in and around the area. Although the property was already within the city limits, the expansion has created a more integrated and comprehensive urban landscape. This growth necessitates an update to the zoning to ensure cohesive development and proper utilization of the newly incorporated areas.
2. **Completion of Oxford Way Construction:** Another significant factor contributing to the changed character of the neighborhood is the completion of Oxford Way and the development adjacent to roadway. Oxford Way provides a crucial east-west connection between S. Lamar Avenue and Old Taylor Road. This roadway significantly improves accessibility and traffic flow in the area, making the Oxford Farms property more viable and attractive for multi-family residential development. Rezoning the property to a higher residential density will align with the enhanced connectivity and support the increased residential demand anticipated from this new infrastructure.

The applicant also believes that there are other circumstances to justify the proposed zoning map amendment.

3. **University of Mississippi Growth:** The University of Mississippi has experienced substantial growth in recent years, increasing its student enrollment, faculty, and staff numbers. This expansion has led to a heightened demand for housing options that are conveniently located near the campus. The Oxford Farms property is ideally situated to meet this demand, providing a strategic location for multi-family residential development.

4. **Increased Enrollment and Housing Demand:** As enrollment at the University of Mississippi continues to rise, the need for nearby housing options has become more pressing. The existing housing market is struggling to keep pace with the influx of students, leading to higher rental prices and limited availability. Rezoning the Oxford Farms property to SMF will help address this shortfall by increasing the supply of housing units, thereby easing the pressure on the housing market.
5. **Proximity to Campus:** The Oxford Farms property's proximity to the University of Mississippi makes it an ideal location for suburban multi-family housing. The short commute to campus will be highly attractive to students, faculty, and staff, providing convenient and accessible living options. This proximity supports the university community by reducing travel times and improving the overall quality of life for residents.
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**Mistake:** There is no mistake in this instance.

The applicant points out that there have been changes in the character of the neighborhood partly attributed to Oxford's most recent annexation. Also noted is the completed construction of Oxford Way, which has created a needed connection between Old Taylor Road and South Lamar. This area continues to develop with housing and a mixed-use commercial center has been approved near this site. The City plans for a connection from Oxford Way to Belk Boulevard near the hospital.

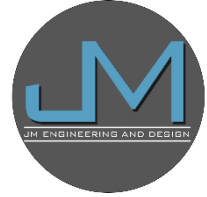
This location confronts The Archive, a student housing development, and is near an area of Oxford with multi-family housing development that include Faulkner Flats, The Mark, The Domain, The Azul, and Taylor Bend.

As the community has seen over the past few years, there is considerable demand and need for housing in Oxford as the University enrollment has grown considerably since COVID. A multi-family facility at this location is in close proximity to the Ole Miss campus and could provide much needed housing for the Oxford community.

**Recommendation:** Staff believes that there is sufficient evidence of change and need to support the rezoning of this property as requested.

# OXFORD FARMS REZONING REQUEST

PPIN 7984, OXFORD WAY



JM Engineering and Design is pleased to submit the rezoning application for PPIN 7984, located on Oxford Way in the Oxford Farms Development in Oxford, Mississippi. The property is currently zoned Suburban Residential (SR) and is approximately 52.7 Acres. The owner would like to rezone the property to Suburban Multi-Family (SMF).

## ***Please describe what has changed or the changing conditions that make the passage of this zoning amendment necessary?***

1. Shift in Neighborhood Character: Overtime, neighborhoods evolve, and it is crucial for zoning regulations to reflect these changes. In the case of the property in question, the character of the surrounding area has shifted substantially. The City of Oxford has recently expanded its city limits significantly in and around the area. Although the property was already within the city limits, the expansion has created a more integrated and comprehensive urban landscape. This growth necessitates an update to the zoning to ensure cohesive development and proper utilization of the newly incorporated areas.
2. Completion of Oxford Way Construction: Another significant factor contributing to the changed character of the neighborhood is the completion of Oxford Way and the development adjacent to roadway. Oxford Way provides a crucial east-west connection between S. Lamar Avenue and Old Taylor Road. This roadway significantly improves accessibility and traffic flow in the area, making the Oxford Farms property more viable and attractive for multi-family residential development. Rezoning the property to a higher residential density will align with the enhanced connectivity and support the increased residential demand anticipated from this new infrastructure.

## ***What other circumstances justify the proposed change?***

1. University of Mississippi Growth: The University of Mississippi has experienced substantial growth in recent years, increasing its student enrollment, faculty, and staff numbers. This expansion has led to a heightened demand for housing options that are conveniently located near the campus. The Oxford Farms property is ideally situated to meet this demand, providing a strategic location for multi-family residential development.
2. Increased Enrollment and Housing Demand: As enrollment at the University of Mississippi continues to rise, the need for nearby housing options has become more pressing. The existing housing market is struggling to keep pace with the influx of students, leading to higher rental prices and limited availability. Rezoning the Oxford Farms property to SMF will help address this shortfall by increasing the supply of housing units, thereby easing the pressure on the housing market.



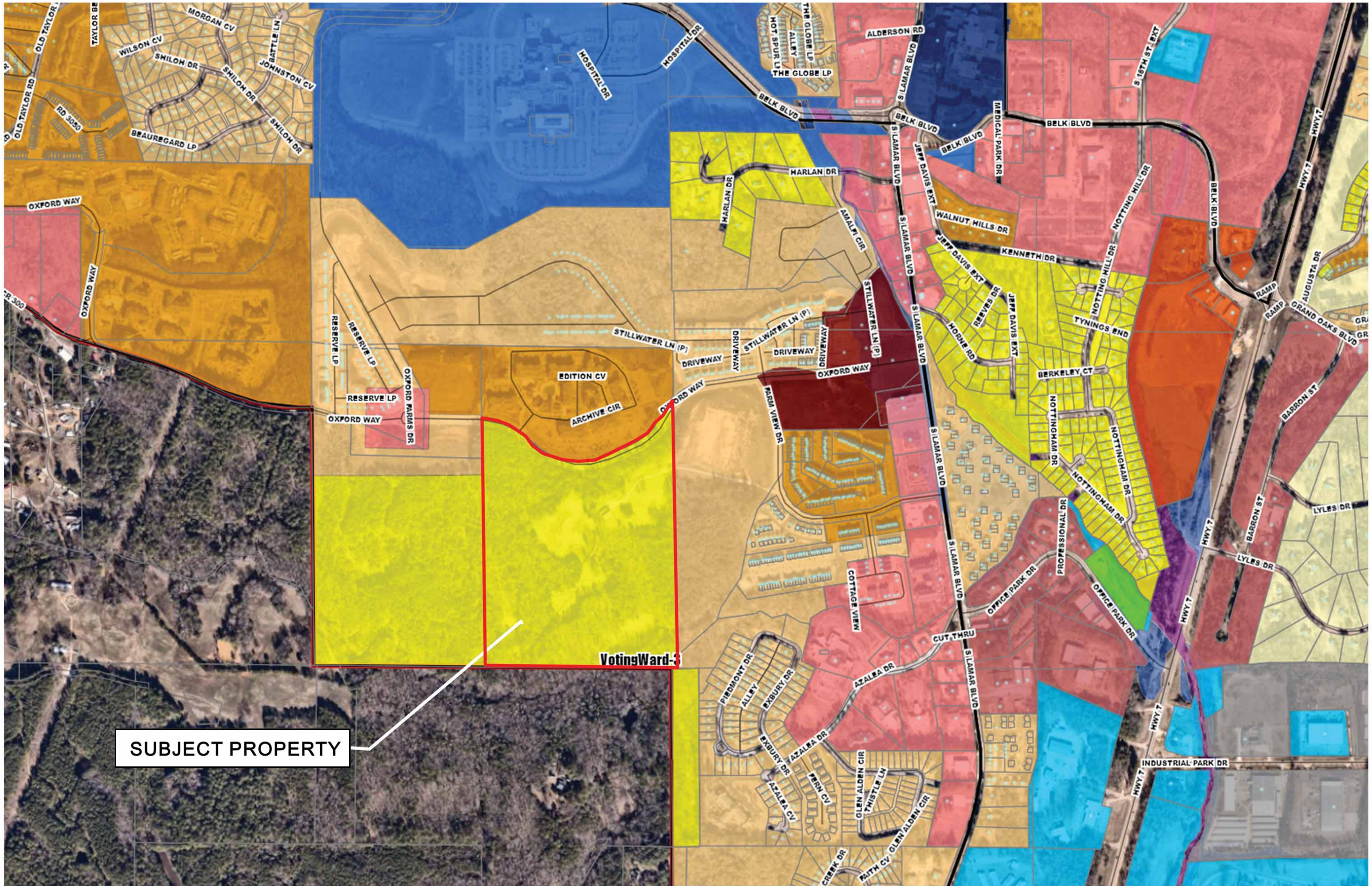
3. Proximity to Campus: The Oxford Farms property's proximity to the University of Mississippi makes it an ideal location for suburban multi-family housing. The short commute to campus will be highly attractive to students, faculty, and staff, providing convenient and accessible living options. This proximity supports the university community by reducing travel times and improving the overall quality of life for residents.
4. Economic and Social Benefits: The influx of university students and staff will bring economic benefits to the area, including increased local spending and job creation. The development of SMF housing will cater to this demographic, providing affordable and accessible living options. Additionally, the diverse population will contribute to the social fabric of the community, enhancing its vibrancy and inclusivity.

***What error(s), if any, in the Zoning Map would be corrected by the proposed amendment?***

We do not believe there is an error in the zoning map.

Sincerely,

Joey Moore, P.E.  
JM Engineering and Design, LLC  
Oxford, MS 38655  
662-801-8803



# OXFORD FARMS - PPIN 7984 - REZONING

JM ENGINEERING  
AND DESIGN, LLC  
OXFORD, MS  
(662) 801-8803



## City of Oxford FY24

### Animal Resource Center

First Name	Last Name	Position	Safety Sensitive
Kelli	Briscoe	Director	Yes
Misty	Burns	Animal Care Technician	Yes
Meagan	Cockayne	Assistant Director	Yes
Sheridian	Flint	Veterinarian Technician	Yes
Kathirina	McKinney	Operations Manager	Yes
Jonathan	Stark	Animal Resource Officer	Yes
Stephanie	Thomas	Animal Care Technician	Yes
Lacy	Horton	Animal Care Technician	Yes
Gabrielle	Isbell	Animal Care Technician	Yes

### Buildings and Grounds

First Name	Last Name	Position	Safety Sensitive
Whitney	Blanchard	Parks Supervisor	Yes
Thomas	Bullion	Grounds Supervisor	No
Cameren	Brewer	Grounds Worker	Yes
Allen	Coaten	Painter	Yes
Ontario	Fitts	Grounds Worker	Yes
Jamal	Giles	Grounds Worker	Yes
Michael	Grant	Assistant Superintendent	Yes
Dalton	Grilliette Moore	Grounds Worker	Yes
Jonathan	Hall	Grounds Worker	Yes
McKinley	Hamilton	Grounds Worker	Yes
Jmyris	Mason	Grounds Worker	Yes
Nicholas	Matthews	Grounds Foreman	Yes
Tyler	May	Grounds Worker	Yes
Desmond	Mayes	Grounds Worker	Yes
Colby	McCammon	Grounds Worker	Yes
AL	Neely	Downtown Grounds Supervisor	Yes
Lawrence	Nelson	Grounds Worker	Yes
Gregory	Pinion	Superintendent	Yes
Norma	Prewitt	Custodian	No
Rashun	Rockette	Grounds Worker	Yes

Daniel	Ross	Grounds Worker	Yes
Bradley	Smith	Grounds Worker	Yes
Donald	Smith	Grounds Worker	Yes
Travis	Trimble	Grounds Worker	Yes
Robert	White	Grounds Worker	No
<b>City Shop</b>			
<b>First Name</b>	<b>Last Name</b>	<b>Position</b>	<b>Safety Sensitive</b>
Matthew	Atkinson	Service Technician III	Yes
Travis	Chouccoli	Small Engine Technician	Yes
Allen	Cook	Service Technician I	Yes
Jonathan	Edge	Service Technician II	Yes
Denzel	Goolsby	Service Technician III	Yes
Lynwood	Jones	Superintendent	Yes
Bobbie	Pruitt	Service Technician II	Yes
Michelle	Robinson	Parts Manager	No
<b>Conference Center</b>			
<b>First Name</b>	<b>Last Name</b>	<b>Position</b>	<b>Safety Sensitive</b>
Spencer	Hillhouse	Event Coordinator	No
Sarah	Hollowell	Event Manager	No
Lori	Markle	Office Manager	No
Micah	Quinn	Executive Director	No
Jeremy	Williams	Event Production Supervisor	No
James	Wilson	Senior Event Coordinator	No
Monique	Horan	Sales Manager	No
<b>Development Services</b>			
<b>First Name</b>	<b>Last Name</b>	<b>Position</b>	<b>Safety Sensitive</b>
<b>Administration</b>			
Hollis	Green	Director	No
Lesley	Rakestraw	GIS Mapping Technician	No
<b>Building Department</b>			
Cory	Allen	Deputy Building Official	No
William	Black	Building Inspector	No
Michael	Brown	Zoning/ADA Inspector	No
Katrina	Drewery	Administrative Assistant	No

Johnathan	Mizell	Building Official	No
<b>Engineering</b>			
Stephen	Brunton	Storm Water Engineer	No
Ryley	Butler	Administrative Assistant	No
John	Crawley	City Engineer	No
Allison	Ferris	Office Manager	No
William	Heard	Engineering Technician	No
Kevin	Vanlandingham	Engineering Technician I	No
VACANT		Assistant City Engineer	No
<b>Planning</b>			
Robert	Baxter	Senior Planner	No
Jaclyn	Colameta	Administrative Assistant	No
Angela	Gragson	Planning Technician	No
Katherine	Kenwright	Planner II	No
Benjamin	Requet	City Planner	No
<b>Street Department</b>			
James	Bryant	Street Operator I	Yes
Chadwick	Coleman	Assistant Street Operator	Yes
Roderick	Fuller	Street Operator I	Yes
Steven	Kitchens	Street Operator I	Yes
Michael	Knight	Superintendent	Yes
Chadwick	Smith	Street Operator III	Yes
Shellan	Spence	Street Operator I	Yes
Jack	Sullivan	Street Operator I	Yes
William	Tidwell	Street Operator III	Yes
Joseph	Varner	Assistant Street Operator	Yes
Brayden	Warren	Street Operator I	Yes
John	Wiggers	Street Operator I	Yes
<b>Environmental Services</b>			
<b>First Name</b>	<b>Last Name</b>	<b>Position</b>	<b>Safety Sensitive</b>
Carlos	Barnes	Knuckleboom Driver	Yes
Terris	Blake	On Call Employee	Yes
Johnny	Britt	Knuckleboom Driver	Yes
Aff	Burt	Non CDL Driver	Yes

Deandra	Campbell	Non CDL Driver	Yes
Herbert	Carter	Non CDL Driver	Yes
Terrence	Carter	Roll Off Driver	Yes
Hunter	Casey	Equipment Operator	Yes
Ranyna	Eubanks	Environmental Coordinator	No
Willie	Dennis	Cemetery Crew Chief	Yes
Derrick	Gale	ASL Driver	Yes
Aaron	Gilliom	Grass Crew Chief	Yes
Jimmy	Gray	Equipment Operator	Yes
Cortez	Herod	Equipment Operator	Yes
Kevin	Herod	Recycling Crew Chief	Yes
Mallorie	House	Office Manager	No
Eddie	Isom	Front-End Loader Driver	Yes
Charles	Ivy	Front-End Loader Driver	Yes
Kendall	Johnson	ASL Driver	Yes
Tyeshia	Kirkwood	Transfer Station Employee	No
Amberlyn	Liles	Director	No
Rasheem	Malone	Equipment Operator	Yes
Kenneth	Mullin Jr	Front-End Loader Driver	Yes
Glenn	Pegues	Rear Loader Driver (Recycle)	Yes
Keith	Perry	Transfer Station Equipment Operator	Yes
Dale	Quarles	Front-End Loader Driver	Yes
Hayward	Quarles	Transfer Station Crew Chief	Yes
Joshua	Rayford	Transfer Station Equipment Operator	Yes
Delaine	Rockette	Foreman	Yes
Jamie	Shaw	Assistant Director	Yes
Perry	Slack	Street Sweeper Driver	Yes
Dexter	Turner	Non CDL Driver	Yes
Archie	Tyes	ASL Driver/Roll Off Driver	Yes
Melvin	Westbrook	8 Yard Truck Driver	Yes
Robert	Winters	Dozer Operator	Yes
Terry	Young	Grass Crew, Laborer	Yes
<b>Financial Administration</b>			
<b>First Name</b>	<b>Last Name</b>	<b>Position</b>	<b>Safety Sensitive</b>

Leigh	Atkinson	City Clerk	No
Lavina	Dyer	Deputy Clerk	No
Caitlan	McLarty	Deputy Clerk	No
Jessica	Tolleson	Comptroller	No
Daphanie	Vaughn	Deputy Clerk	No
Ashlee	Welch	Deputy Clerk	No
Dana	Wilemon	Deputy Clerk	No
<b>Emergency Management</b>			
<b>First Name</b>	<b>Last Name</b>	<b>Position</b>	<b>Safety Sensitive</b>
Shane	Fortner	Director	Yes
<b>Fire</b>			
<b>First Name</b>	<b>Last Name</b>	<b>Position</b>	<b>Safety Sensitive</b>
Clayton	Arbuckle	RDO	Yes
Michael	Bagwell	Capt. I/A-EMT	Yes
Ladwain	Bankston	Lt I/EMT	Yes
Charles	Barranco	Lt I	Yes
Dustin	Benjamin	RDO	Yes
Kevin	Black	Capt. II	Yes
John	Brown	RDO	Yes
Lawrence	Childs	Capt. I/A-EMT	Yes
Kenton	Collier	FF/Medic	Yes
Patrick	Conner	Capt I/EMT	Yes
Bill	Cooksey	Lt I	Yes
Eric	Craine	Capt I/EMT	Yes
Carsen	Dallas	FF	Yes
Dylan	Davis	RDO	Yes
Austin	Dennis	Capt. I/EMT	Yes
Brandon	Dockendorf	Pro	Yes
Andrew	Douglass	Capt I/EMT	Yes
Joshua	Dwyer	Lt I/EMT	Yes
Jordan	Ethridge	Lt I	Yes
Landon	Faust	FF/EMT	Yes
Joshua	Ferguson	Capt. II	Yes
Marvin	Fort	RDO/EMT	Yes

Adam	Gafford	BC I EMT	Yes
Joey	Gardner	Fire Chief	Yes
Brian	Gilliam	Pro	Yes
Wesley	Golson	Ltl/EMT	Yes
John	Gossett	Capt. V	Yes
Rochelle	Harwood	Capt. I/EMT	Yes
Miciah	Heard	RDO I	Yes
Larry	Hughes Jr	RDO I/EMT	Yes
Charlmers	Jarvis	Lt I	Yes
Christopher	Jenkins	Capt. I/EMT	Yes
Nicolaas	Jooste	Lt I/EMT	Yes
Jason	Keller	Lt I	Yes
Brian	Langston Jr	RDO I/EMT	Yes
Blake	Lowery	Pro	Yes
Brayden	Magee	FF/EMT	Yes
Brandon	Mardis	Capt. I/EMT	Yes
Jesi	Marsh	RDO I/EMT	Yes
Jeremy	Maxey	FF/EMT	Yes
Jonah	Mahan	Pro	Yes
Shannon	McCoy	Lt I	Yes
Chase	McDaniel	Capt. I	Yes
Larry	McKinney Jr	BC IV/EMT	Yes
Jordan	Mclendon	FF	Yes
Jacob	McVey	FF	Yes
Joshua	Mills	Pro	Yes
Thomas	Montgomery	Capt. I	Yes
Edward	Mounce	BC I/A-EMT	Yes
Joshua	Nichols	RDO	Yes
Sonny	Norton	FF/EMT	Yes
Andrew	Norwood	RDO	Yes
Israel	Ojeda	RDO I/EMT	Yes
David	Patton	Deputy Chief	Yes
Ronnie	Payne JR	RDO I	Yes
Brennon	Peacock	RDO	Yes



Jacob	Quarles	BC I EMT	Yes
Susan	Ray	Admin Assistant	No
Mathew	Scerbak	FF/EMT	Yes
Jamie	Shaw Jr	Pro	Yes
Brandon	Smith	RDO I	Yes
Demetrice	Steele	RDO	Yes
William	Stewart	BC IV/EMT	Yes
James	Tatum	Capt. II/EMT	Yes
Ronald	Taylor	FF/EMT	Yes
Jack	Todd	Pro	Yes
John	Tramel	Capt. I/EMT	Yes
James	Vaughn	Capt. I	Yes
Charles Henry	Wache	FF	Yes
Brion	Whitten	Capt I	Yes
David	Wilhite	RDO I	Yes
Corey	Williams	Capt I/EMT	Yes
Jeremy	Williams	Lt I/EMT	Yes
Sammie	Woodall	Capt. I	Yes
Hunter	Lehman	FF	Yes

**General Government**

First Name	Last Name	Position	Safety Sensitive
Mark	Levy	Special Projects Director	No
Michael	Robinson	Chief Operating Officer	No

**IT**

Tyler	Heavener	IT Support Specialist III	No
Bryce	Hertl	IT Support Specialist I	No
Chandler	Murabito	IT Support Specialist I	No
Christopher	Simmons	Director	No
Michael	Temple	IT Support Specialist II	No

**Mayor's Office**

First Name	Last Name	Position	Safety Sensitive
Kara	Giles	Exe. Asst/Com Director	No
Robyn	Tannehill	Mayor	No

**HR**

First Name	Last Name	Position	Safety Sensitive
Laurie	Steele	HR Manager	No
Holly	Tubbs	Payroll/Benefits Manager	No
Braxton	Tullos	HR Director	No
<b>Board of Aldermen</b>			
First Name	Last Name	Position	Safety Sensitive
Richard	Addy	Aldermen	No
William	Bailey	Aldermen	No
Mary	Crowe	Aldermen	No
Kesha	Howell Atkinson	Aldermen	No
Mark	Huelse	Aldermen	No
John	Hyneman	Aldermen	No
Preston	Taylor	Aldermen	No
<b>Police</b>			
First Name	Last Name	Position	Safety Sensitive
Avery	Adair	P5	Yes
Stephen	Allen	PACE	Yes
Alyssa	Amaral	P1	Yes
Zachary	Anderson	Sgt1	Yes
Jason	Asbury	P5	Yes
Bradley	Bagwell	P1	Yes
Nickolas	Bails	P3	Yes
Ryan	Baker	Fusion	Yes
Bridgette	Barnett	Communications Officer	Yes
Joseph	Bishop	Lieutenant	Yes
Brianna	Blake	Communications Officer	Yes
Valerie	Boothe	VOCA Administrator	No
Harrison	Bragg	P2	Yes
Jason	Brill	P1	Yes
Jason	Brown	Sgt1	Yes
Michael	Burks Jr	Sgt Inv	Yes
LaErin	Burton	Communications Officer	Yes
Brandon	Byrd	P5 K9	Yes
Damya	Campbell	Communications Officer	Yes

Nehemiah	Carter	P1	Yes
Chadwick	Carwile	P5 CPL	Yes
Kristi	Carwile	Communications Officer	Yes
Brandon	Cissna Elliott	P2	Yes
Hillary	Coney	P5 CPL	Yes
Carra	Cornelius	Records Clerk	No
Cole	Cromwell	P2	Yes
Wilmer	Diaz	P3	Yes
Jeffrey	Dukes	P5	Yes
DeAndre	Edwards	P3	Yes
Greg	Galloway	P5	Yes
Kagan	Garrison	P1	Yes
Michael	Gibbs	P5	Yes
Diarra	Giddens	Sgt1	Yes
Brittany	Gilleylen	P5	Yes
Ronnie	Goudy	P5	Yes
Benjamin	Hamilton	Lieutenant	Yes
Larrie	Hardy	Records Clerk	No
Peter	Heim	P5 CPL	Yes
Debbie	Herdahl	Communications Officer	Yes
Shelby	Hernandez	Records Clerk	No
Da Kamree	Herod	Inv2	Yes
Christina	Hervey	Victims Services Asst	No
Macarell	Hickinbottom	P5	Yes
Brandon	Higgason	P2	Yes
Mark	Hodges	Lieutenant Inv	Yes
Joel	Hollowell II	Inv2	Yes
Roderick	Holmes	Communications Officer	Yes
Robert	Horton	P5	Yes
Brandon	House	PACE	Yes
Kenneth	Howell	P4 K9	Yes
Brelynn	Hudgins	P3	Yes
Dylan	Hudson	P4	Yes
Johnie	Hudson	PACE	Yes

Kody	Hunter	P3	Yes
Austin	Irby	P2	Yes
Breck	Jones	Technology Manager	No
Kenneth	King	P2	Yes
Trayven	Lesueur	Inv1	Yes
Donovan	Lyons	Capt1	Yes
Sheridan	Maiden	Deputy Chief	Yes
Devin	Martin	Sgt1	Yes
Kayla	Martin	Executive Asst	No
Jeffrey	McCutchen	Chief of Police	Yes
David	Misenhelter	P5	Yes
Joseph	Misenhelter	P5	Yes
Michael	Mitchell	P5 CPL	Yes
William	Moffett	Lieutenant	Yes
Marley	Newton	P5 CPL	Yes
Emily	Olsen	P2	Yes
Atziri	Ortiz	Inv1	Yes
Morgan	Owens	P1	Yes
John	Parker	Capt1	Yes
Canaan	Pearson	P4 K9	Yes
Barron	Pruitt	Sgt1	Yes
Trae	Pruitt	P5	Yes
Rusty	Raspberry	Capt1	Yes
Keddrick	Redmond	PACE	Yes
DeMarcus	Rogers	P2	Yes
Mackenzie	Rogers	P2 K9 SRO	Yes
Samuel	Rutherford	P4	Yes
David	Sabin	Lieutenant 2	Yes
LaTessa	Salter	Communications Officer	Yes
Hildon	Sessums III	Capt1	Yes
Paul	Sheppard	Sgt1	Yes
Taylor	Shipp	P3 - SRO	Yes
James	Smith	P5	Yes
Mark	Smith	Sgt1	Yes

Richard	Smith	P4	Yes
John	Sneed Jr	P5	Yes
Roman	Sones	P5	Yes
Hunter	Stewart	P4	Yes
William	Stewart	P3	Yes
Joshua	Stockton	P2	Yes
Marty	Stokes	P2	Yes
Micah	Taylor	P2	Yes
Orrin	Todd	Lieutenant	Yes
Joseph	Tutor	P1	Yes
Jhoanna	Veliz	Communications Officer	Yes
Christie	Walls	Communications Officer	Yes
Ashley	Williams	Sgt1	Yes
Lee	Williams	P4	Yes
Marcus	Wilson	P5 CPL	Yes
Matthew	Wilson	P2	Yes
Hunter	Cates	Training Grant	Yes
Sarah-Jane	Rowley	Training Grant	Yes
Jamil	Johns	P1	Yes
Richard	LaRochelle	P1	Yes
Jason	Bertelsen	P1	Yes
Charles	Hefner	PACE	Yes
Kali	King	Communications Officer	Yes
JeKendra	Milliner	Communications Officer	Yes
Cole	Dungan	P1	Yes

**Metro**

First Name	Last Name	Position	Safety Sensitive
Alicia	Dooley	Administrative Assistant	No
Lloyd	East	Investigator	Yes
Alex	Fauver	Director	Yes
Aric	Stratton	Investigator	Yes
Ladazeric	Williams	Investigator	Yes

**mTrade Park**

First Name	Last Name	Position	Safety Sensitive
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Barry	Arrington	Turf Grass Manager	Yes
Thaddeus	Blake	Turf Grass Specialist	Yes
Steven	Brownlee	Assistant Director	No
Kelsey	Cooper	Administrative Assistant	No
Douglas	Ewing	Assistant Turf Grass Manager	No
Brad	Freeman	Director	No
Jordan	Slate	Turf Grass Specialist	Yes
Austin	Smith	Turf Grass Specialist	Yes
Jodey	Varner	Turf Grass Specialist	Yes
Alec	Vaughn	Turf Grass Specialist	Yes
Derek	Williams	Maintenance Supervisor	Yes
<b>Municipal Court</b>			
<b>First Name</b>	<b>Last Name</b>	<b>Position</b>	<b>Safety Sensitive</b>
Qyalycia	Benson	Deputy Court Clerk	No
Bela	Chain III	Prosecutor	No
Nickie	Denley	Court Clerk	No
Kelsey	Hawkins	Deputy Court Clerk	No
Marie	Matthews	Deputy Court Clerk	No
Jacqueline	Moreno-Aguilar	Deputy Court Clerk	No
Margaret	Ragon	Deputy Court Clerk	No
Michael	Watts	Municipal Court Judge	No
<b>Park Commission</b>			
<b>First Name</b>	<b>Last Name</b>	<b>Position</b>	<b>Safety Sensitive</b>
Michael	Austin	Maintenance	Yes
Emily	Bryant	Recreation Manager	No
John	Davis	Community Relations Dir	No
Seth	Gaines	Director	No
Nathan	John	Program Manager	No
Christopher	Joyner	Athletic Manager	No
Devin	Little	Athletic Manager	No
Chrystal	Love	Business Manager	No
Jeremy	Massie	Athletic Manager	No
Felisa	McKnight	Recreation Director	No
Kimberly	Pettis	Office Manager	No

Samuel	Pryor	Activity Centers Director	Yes
Walton	Webb	Maintenance Foreman	Yes
Michael	Young	Deputy Director	Yes
Chris	Rippon	Activity Centers Manager	Yes
<b>Stronger Together</b>			
First Name	Last Name	Position	Safety Sensitive
Marlee	Carpenter	Director	No
Micah	Uline	Community Partner Liason	No
<b>Utilities</b>			
First Name	Last Name	Position	Safety Sensitive
Abel	Margaret	Office Manager	No
Anderson	Chris	Lineman Apprentice Class 4	Yes
Armstrong	Kyla T	Cashier	No
Baker	William	Engineering Technician	No
Barefoot	John "Taylor"	Waste Water Treatment Plant Operator I	Yes
Beckham	Tyler	Water/Waste Water Service Tech I	Yes
Bishop	Trina	Accounting Manager	No
Busby	Christopher	Water Treatment Plant Superintendent	Yes
Carwile	Chasity	Accountant	No
Castle	William "Shedd"	Apprentice Lineman II	Yes
Cotton	Nathanael	Waste Water/Water Service Coordinator/Foreman	Yes
DePriest	Brian	Lift Station Superintendent	Yes
Vacant	Vacant	Customer Service Director	No
Evans	Kantress	Cashier	No
Ferguson	Timothy (Chad)	Water Locator (Punkin)	Yes
Fikes	Del	Working Line Foreman	Yes
Hale	Richard "Brente"	Water/Waste Water Tech II	Yes
Hale	Steven	Apprentice Lineman Step 3	Yes
Hale	Walker D.	Water/Waste Water Tech I	Yes
Hamilton	Chad	Waste Water/Water Asst Supt/Foreman	Yes
Hamilton	Jackson	Meter/GIS Technician	No
Hervey	Bobby	Journey Lineman/Right-of-Way Foreman	Yes
House	David	Lift Station Operator II	Yes
House	Kaleb	Water/Waster Tech I	Yes

House	Kenny	Water/Waste Water Superintendent	Yes
Houston	Hunter	Inventory Control Manager	No
Hudson	Brian	Electrical Engineer	No
Jacobson	Matthew	Utility Locator II	Yes
Jenkins	Jeffrey	Waste Water Treatment Plant Operator III - Lead	Yes
Keith	Adam	Apprentice Lineman Step 5	Yes
Killen	Susan	Cashier	No
Knight	Jason	Waste Water/Water Service Tech III	Yes
Lewis	Troy	Water/Waste Water Service Tech I	Yes
McCachren	Matthew	Waste Water Treatment Plant Operator II/Lead	Yes
McCormick	Leslie P	Billing Supervisor	No
McCoy	Brad	Operation Superintendent	Yes
McCullough	Middleton	Meter Reader	No
Mooney	Glen	Lift Station Operator II	Yes
Mooney	Jason	Waste Water/Water Service Tech I	Yes
Moore	Seth	Working Line Foreman	Yes
Neely	Robert M III	Superintendent	No
Odom	Tanner R.	Water/Waste Water Tech I	Yes
Pierce	Thomas	Service Dept Supervisor	No
Rogers	Perry	Waste Water Treatment Plan Superintendent	Yes
Russell	Randall Shane	Serviceman/Meter Technician	No
Simmons	Mark	Lift Station Operator	Yes
Slate	Eddie	Meter Reader	No
Smith	Wyatt	Apprentice Lineman Step 3	Yes
Sneed	David	Waste Water Plant Assistant Superintendent	Yes
Spence	Austin	WasteWater/Water Service Tech I	Yes
Staggs	Christopher "Sean"	Waste Water Plant Operator IV - Parts Specialist	Yes
Thomas	Christopher "Wyatt"	Water Treatment Plant Operator	Yes
Thomas	Robert	Waste Water/Water Service Tech II	Yes
Thompson	Jacob	WWTP Operator III/Lab Technician	Yes
Thompson	Laverne	Cashier	No
Warren	Stone	Apprentice Lineman Step1   R.O.W Groundman	Yes
Washington	Brandon B	Apprentice Lineman Step 2	Yes
<b>Visit Oxford</b>			



<b>First Name</b>	<b>Last Name</b>	<b>Position</b>	<b>Safety Sensitive</b>
Kinney	Ferris	Executive Director	No
Nadia	Thornton	Director of Sales & Marketing	No
Hanna	Teevan	Partnerships Manager	No
Laine	Mitchell	Digital Content Manager	No
Leah	Veazy	Office Administrator	No



**OXFORD**  
GENERAL  
GOVERNMENT

# MEMORANDUM

---

**To:** Board of Aldermen

**From:** Mark Levy, PLA

**CC:** Shane Fortner; Chris Simmons; Hollis Green

**Date:** November 19, 2024

**Re:** Permission to reject the Downtown Camera System Bid and Rebid the project

---

The City received one bid for the Downtown Camera System on November 14<sup>th</sup> from Howard Technologies, Inc. The Howard submission included a “Bid Exception Letter” agreeing to the contract contingent on several material changes. We recommend rejecting the bid based on informalities.

We are seeking permission to rebid the Downtown Camera System.



**OXFORD**  
GENERAL  
GOVERNMENT

# MEMORANDUM

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**To:** Board of Aldermen

**From:** Mark Levy, PLA

**CC:** Hildon Sessums; Hollis Green

**Date:** November 19, 2024

**Re:** Permission to reject the Oxford Police Vehicle Equipment and Upfitting bid and rebid the project.

---

The City received one bid for the Oxford Police Vehicle Equipment and Upfitting on November 14<sup>th</sup> from Dana Safety Supply, Inc. The Dana submission did not include a Bid Bond or a Certified Check for 5% of the bid amount, and should be considered unresponsive. We recommend rejecting the bid.

We are seeking permission to rebid the Oxford Police Vehicle Equipment and Upfitting project.



Change Order Request #: 14

Date: November 14, 2024

Project # and Name: Oxford Police Department

Owner : City of Oxford

Architect : McCarty & Associates

Attention : Tripp Bolin @ ICM

Tripp,

Please see the additional costs for additional landscaping items per Mark Levy of the City of Oxford Landscaping department and ICM. Work will commence once written approval has been given.

**Subcontractor Work”**

**GrasshopperO(See attached Quote)**

	<b>\$ 4,960.00</b>
<b>Subtotal</b>	<b>\$ 4,960.00</b>
<b>10% OH &amp; P</b>	<b>\$ 496.00</b>
<b>Total COR</b>	<b>\$ 5,356.00</b>

Thanks

Russ Shows,  
Project Manager

**RECIPIENT:**

**DCS Services**

PO Box 2293  
Oxford, MS 38655

**SERVICE ADDRESS:**

Oxford, Mississippi

<b>Quote #617</b>	
Sent on	Nov 12, 2024
<b>Total</b>	<b>\$5,194.50</b>

Product/Service	Description	Qty.	Unit Price	Total
Dirt Work/Excavation	Prepare the ground by removing existing grass, adjusting the grade by building up along the foundation, and filling in low areas on the east and west side of the building	1	\$950.00	\$950.00*
Dirt Work/Excavation	Grasshoppers will provide four loads of fill dirt.	4	\$165.00	\$660.00*
Sod Installation	- We will meticulously prepare and install 6,100 sq ft of Celebration Bermuda sod on both the east and west sides of the building. - All sod will be expertly cut, edged, and meticulously cleaned up.	1	\$3,350.00	\$3,350.00

This quote is valid for the next 30 days, after which values may be subject to change.

\* Non-taxable

<b>Subtotal</b>	\$4,960.00
<b>Tax (7.0%)</b>	\$234.50
<b>Total</b>	<b>\$5,194.50</b>



Celebration Bermuda  
 407 (200 ft)  
 407 (200 ft)  
 15 gal (2)  
 Parson's Juniper  
 3 gal (10)  
 2-10' (2)  
 12' (2)  
 Weigela 'Eddie Bauer'  
 1 gal (3)  
 Parson's Juniper  
 3 gal (13)  
 Viburnum Downy  
 1 gal (5)

Parson's Juniper  
 3 gal (10)  
 Everblo Japanese Sedge  
 1 gal (23)  
 Celebration Bermuda  
 407 (200 ft)  
 Dunbar River Birch  
 15 gal (4)

Everblo Japanese Sedge  
 (26) 1 gal  
 Sweet Bay  
 (2) 2' galper  
 Adam Japanese  
 (8) 4" gal  
 Parson's Juniper  
 (8) 1 gal  
 Emerald Pine Hydroponic

Celebration Bermuda  
 407 (200 ft)  
 407 (200 ft)  
 15 gal (2)  
 Parson's Juniper  
 (2) 3 gal

Parson's Juniper  
 (2) 3 gal  
 Tiger Flower  
 (2) 5 gal  
 2" gal

Parson's Juniper  
 (13) 1 gal  
 Yucca Jack Frost  
 (27) 3 gal

American Sycamore  
 (1) 10' gal

**General Landscape Notes**

1. This location does not take into account underground utilities and/or existing tree distributions. It is the contractor's responsibility to verify all utility lines and overhead power lines, and to coordinate with utilities for any changes or relocations as the contractor is responsible to repair or replace if no additional work is required.
2. Contractor to identify & clearly mark all utilities prior to work. There is a utility line in the vicinity of the building as indicated on the site plan. The contractor shall be responsible for any changes or relocations as the contractor is responsible to repair or replace if no additional work is required.
3. All concrete bases in vehicular use areas & along walks shall be finished to a height of 1/8" above the curb finish & maximum dimension to be as indicated.
4. Verify all quantities on site to be certain plants fit areas to be landscaped prior to any installation.
5. All work under this contract shall be guaranteed by the contractor for a period of one year from the date of completion. This guarantee shall cover any and all work under this contract. This guarantee shall not be construed as a warranty of performance or quality of work.
6. The contractor shall be responsible for any and all work under this contract. The contractor shall be responsible for any and all work under this contract.
7. The contractor shall be responsible for any and all work under this contract. The contractor shall be responsible for any and all work under this contract.
8. Contractor is responsible for replacing all plant material that dies within one year after planting with plant material of the same or similar species. If the plant material dies, the contractor shall be responsible for replacing it with plant material of the same or similar species.
9. Contractor shall mark and remove all of individual planting in the area to be replaced with the same or similar species. The contractor shall be responsible for replacing all plant material that dies within one year after planting with plant material of the same or similar species.
10. Match planting to the concrete existing material, unless otherwise noted. Match color of concrete to match, a continuous match color.
11. Spacing right of way adjacent to left street. Lines shall be back to form an open end on existing.
12. There is to be no excavation or grading, paving, curbing, or other work to be done in the vicinity of the building. All work shall be done in the vicinity of the building. All work shall be done in the vicinity of the building.
13. All landscape materials shall be delivered to the site in a timely manner. All landscape materials shall be delivered to the site in a timely manner. All landscape materials shall be delivered to the site in a timely manner.
14. All landscaping to be done in accordance with the specifications and details shown on this plan. All landscaping to be done in accordance with the specifications and details shown on this plan. All landscaping to be done in accordance with the specifications and details shown on this plan.



PROJECT TITLE  
**OXFORD POLICE STATION RELOCATION**  
**CITY OF OXFORD**  
**08 INDUSTRIAL PARK DR.**  
**OXFORD, MS 38655**

PROJECT NO:  
 • 22041  
 DESIGN BY:  
 • Author  
 CHECKED BY:  
 • Checker  
 DATE ISSUED:  
 • August 21, 2023

REVISIONS & ADDENDUMS

SHEET TITLE  
**Landscape Plan**

SHEET NUMBER  
**L100**  
 of



**OXFORD**  
DEVELOPMENT  
SERVICES

# MEMORANDUM

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**To:** Board of Aldermen

**From:** John Crawley, City Engineer

**CC:** Bart Robinson, P.E., COO/ Hollis Green, Director, Development Services  
Rob Neely, P.E., General Manager, Oxford Utilities  
Shane Fortner, Director, Emergency Management

**Date:** November 19, 2024

**Re:** Request Permission to Advertise for Bids for:  
Installation of Emergency Generators at the Industrial Park Well and  
Industrial Park Water Treatment Plant/Elevated Tank Sites, North Industrial  
Park

---

Engineering requests permission to advertise for bids for the above-captioned project. This project would be partially funded by a grant from MEMA, which the Board of Alderman approved at their previous meeting on November 5<sup>th</sup>, 2024.



**OXFORD**  
DEVELOPMENT  
SERVICES

# MEMORANDUM

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**To:** Board of Aldermen

**From:** John Crawley, City Engineer

**CC:** Bart Robinson, P.E., COO/ Hollis Green, Director, Development Services  
Rob Neely, P.E., General Manager, Oxford Utilities

**Date:** November 19, 2024

**Re:** Request Permission to Close Portions of Hurricane Lane for Construction of North Lamar Sewer Improvements Project

---

Construction will begin in early December on the North Lamar Sewer Improvements Project, which includes installing a new gravity sewer line along Hurricane Lane from North Lamar to the new intersection at Ferndale Boulevard. Due to the nature of this work, it will be necessary to close portions of Hurricane Lane while the open trenching is taking place. The work will progress from manhole to manhole and will be a length of approximately 400 feet.

Engineering requests permission to close sections of the roadway, as necessary, as the work progresses along these segments. The contractor will supply the appropriate detour signage. The access to driveways will remain clear at all times.





**OXFORD**  
DEVELOPMENT  
SERVICES

# MEMORANDUM

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**To:** Board of Aldermen

**From:** John Crawley, City Engineer

**CC:** Bart Robinson, P.E., COO/ Hollis Green, Director, Development Services  
Rob Neely, P.E., General Manager, Oxford Utilities

**Date:** November 19, 2024

**Re:** Request Permission to Close Varner Loop from North Lamar Boulevard to Rogers Road

---

Engineering requests permission to close Varner Loop, from its intersection with North Lamar Boulevard to Rogers Road, until the planned drainage improvement project is completed. Due to the rainy season moving in, Varner Loop would remain flooded until the drainage conveyance under North Lamar is replaced. The above-referenced drainage improvement project is currently being advertised for bids, and construction is planned to begin shortly after the first of the year. Ivy Road and Rogers Road would remain accessible.



**OXFORD**  
DEVELOPMENT  
SERVICES

# MEMORANDUM

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**To:** Board of Aldermen

**From:** John Crawley, City Engineer

**CC:** Bart Robinson, P.E., COO/ Hollis Green, Director, Development Services  
Johnathan Mizell, Chief Building Official

**Date:** November 19, 2024

**Re:** Request for Overnight Work Hours at 14 Thacker Loop, Out-A-Space Storage Facility

---

Oden-Hardy Construction, the General Contractor for the Out-A-Space Storage Facility at 14 Thacker Loop, is requesting to perform an overnight concrete pour at 3:00 A.M. on Tuesday, November 26th. The pour should be done by 6:00 A.M. on Wednesday, November 27th. In the event of inclement weather, the contractor has asked for an alternate date of Wednesday, November 27<sup>th</sup>. The concrete pour will be approximately 374 cubic yards, utilizing 47 trucks. See the attached document.

Engineering recommends approval of this request.



**ODEN • HARDY  
CONSTRUCTION**

**Out-A-Space Self Storage/Thacker Storage**

**14 Thacker Loop. Oxford MS 38655**

**Permit # BLDC-005779-2024 MPC # MC-31160006**

**Project Start: 7/22/2024 Completion Date: 4/17/2025**

**Owner: Jay Luna/Trinity Group**

**Rough Dimension: 244x84**

**Foot Print sq ft: 18,698**

**Total sq ft: 74,792**

**Total Units: 612 for all 4 Floors**

**Concert Supplier: BBM Concrete Contractor: Abby Bridges**

**2<sup>nd</sup> portion of the 2<sup>nd</sup> Floor Pour, approx. yards: 108 Truck count: 14**

**3<sup>rd</sup> Floor Pour approx. yards: 253 Truck count: 32**

**4<sup>th</sup> Floor Pour approx. yards: 253 Truck count: 32**

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**2<sup>nd</sup> Portion of the 2<sup>nd</sup> Floor Pour, set up at 3:00 AM with Light Towers, Pump at 3:30 AM, start Pour at 4:00 AM Scheduling 80 yards per hour. Poured out by 6:00.**

**3<sup>rd</sup> Floor Pour, set up at 12:30 AM with Light Towers, Pump at 1:00 AM, start Pour at 2:00AM. Scheduling 80 yards per hour. Poured out by 6:00 AM.**

**4<sup>th</sup> Floor Pour, set up at 12:30 AM with Light Towers, Pump at 1:00 AM, start Pour at 2:00 AM, Scheduling 80 yards per hour. Poured out by 6:00 AM.**

**Project Superintendent: Mark Grant...Cell# (828-234-4974) mgrant@odenhardy.com**

**Oden Hardy Construction 1400 59<sup>th</sup> Street West Bradenton FL 34209...Office (941-792-2233)**

**State of Mississippi Contractor License # 20099-MC Expires Jul. 31, 2025**

**AGREEMENT BETWEEN THE CITY OF OXFORD, MISSISSIPPI, AND LAFAYETTE COUNTY, MISSISSIPPI, PERTAINING TO THE DETENTION AND CARE OF CITY DETAINEES AT THE LAFAYETTE COUNTY DETENTION CENTER**

This Agreement is executed by and between the City of Oxford, Mississippi (“the City”) and the Board of Supervisors of Lafayette County, Mississippi (“the County”), pursuant to the authority granted by Section 19-25-71, Section 19-25-73, Section 47-1-39, and Section 47-1-57 of the Mississippi Code Annotated, and is effective as of the \_\_\_\_ day of \_\_\_\_\_, 2024.

WITNESSETH:

**Whereas**, Section 19-25-71 authorizes the Sheriff of the County to be the jailer of the County and employ jailers to have charge of the prisoners in the County jail; and

**Whereas**, Section 19-25-73 authorizes Board of Supervisors of the County to provide for the feeding of prisoners in the County jail, by the methods stated therein and to charge any political subdivision for housing, feeding and otherwise caring for such in an amount allowed by law; and

**Whereas**, Section 47-1-39 authorizes the governing authorities of municipalities to contract with the Board of Supervisors for the use of the County jail by the municipality; and

**Whereas**, Section 47-1-57 provides that the Sheriff shall provide certain medical care for those prisoners held in the County jail; and

**Whereas**, the Parties desire to work in coordination and cooperation with each other for their mutual benefit;

**NOW, THEREFORE**, in consideration of the mutual covenants and premises set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties do hereby agree as follows:

**I. PURPOSE.**

The purpose of this Agreement is to provide for space to be made available within the Lafayette County Detention Center (hereinafter “the Jail”), of which the Lafayette County Sheriff is custodian, for individuals arrested by the City (hereinafter referred to as “City detainees” or “City inmates”).

**II. AGREEMENT AND RESPONSIBILITIES OF THE PARTIES.**

1. Detainees arrested by the City on felony charges and detained at the Jail shall remain City inmates until the first of the following events occurs: (a) such time as the inmate is bound over to the Grand Jury following a preliminary hearing or formal waiver of preliminary hearing, or (b) if the detainee neither receives nor waives his or her right to a preliminary hearing, such time as the inmate is indicted on felony charges. Once a City inmate formally waives his or right to a preliminary hearing or receives a preliminary hearing and is bound over to the Grand Jury, he or she shall be come the responsibility of Lafayette County as a County

inmate, and shall no longer be considered a City inmate for purposes of this Agreement. Detainees arrested by the City on misdemeanor charges and detained in the Jail shall remain City inmates so long as they are detained in the Jail for such misdemeanor charges.

2. During the period that City inmates are detained at the Jail under the circumstances described above, the City shall be obligated to pay the County a per day fee in the amount stated in Paragraph 3, below, for each City detainee, and shall also be obligated to pay the costs of all non-routine medical care provided to each City inmate, as more fully described below. Once an inmate ceases to be a City inmate as defined above, he or she shall become the responsibility of Lafayette County as a County inmate (or pursuant to such other agreement the County may have with a separate or different governmental entity for the care and keeping of such inmates) and the County shall be responsible for all aspects of that prisoner's detention and medical care, and the City will no longer be required to pay the fees and the costs stated above, or the fees and the costs of non-routine medical care for that inmate from that date forward.

3. For City inmates as described above, the County shall be compensated for housing each City inmate in the amount of \$55.00 for every 24-hour day that a City inmate is housed in the Jail, for the first twenty (20) days he or she is detained in the Jail. Thereafter, the County shall be compensated for housing each City inmate in the amount of \$32.71 for every 24-hour day that a City inmate is housed in the Jail, so long as such inmate remains detained in the Jail. This compensation shall cover all Jail costs, including administration fees, clothing, shelter and routine medical care, but does not include actual medical expenses incurred by the City inmates, it being specifically understood that all non-routine medical expenses required by an inmate shall be paid for by the appropriate entity, as more specifically set out hereinafter.

4. City inmates as described above shall be entitled to routine medical care and treatment at no cost to the City, which care is defined to mean the assessment and monitoring of Jail inmates and the provision of sick call services provided by the Lafayette County Detention Center medical staff, it being understood that the cost of such routine medical care is defrayed by the per day fee paid by the City. "Routine medical care" does not include the costs of prescription medicines and other actual costs of medical services provided City inmates beyond that provided by the Jail medical staff.

5. If the Jail medical staff recommends non-routine medical treatment (medical, mental, and/or dental treatment) to be provided by other medical care providers, Jail medical staff will make the necessary medical appointments for the inmate, and take such actions as may be necessary to ensure the City inmate receives the required medical treatment, with administrative costs to be borne by the County. The County shall provide a full accounting of the medical costs of such non-routine medical treatment for each City inmate, upon submission of any invoices to the City for repayment of such costs, and the City shall be responsible for paying such costs of non-routine medical treatment to the County within forty-five (45) days of receipt of such invoices.

6. The Parties, nor either of them, intend by this Agreement to assume, pay or waive reimbursement of the costs of medical care for City or County inmates who have other lawful, available means for payment or reimbursement of such care. Where such costs may be borne, defrayed, or reimbursed by other means or sources of payments, the Parties intend for those

means or sources to apply instead of, or as a first means of payment for such care. Further both Parties retain the right to seek reimbursement by available legal means of all medical costs from inmates or other proper sources for all such payments or costs expended or paid.

8. The City shall be responsible for ensuring that City detainees are provided their initial appearances pursuant to applicable law.

9. The Parties agree to continue to work toward the goal of minimizing Jail time for pretrial detainees to the extent reasonably possible. The parties agree to explore mutual opportunities on behalf of City and County detainees for early intervention for assignment of counsel; more efficient presentation of detainees for grand jury consideration; and such other steps as may be practicable to assist in the early adjudication of detainees held in the Jail, whether on account of City or County arrests.

10. The terms and conditions set forth in this agreement supersede and replace all previous agreements entered by the City and County for the housing of City prisoners in the County detention facility.

11. The term of this agreement shall from the date of execution through June 30, 2024.

12. This Agreement may only be amended in writing as mutually agreed upon by the Parties.

13. Should any provisions of this Agreement be found to be unconstitutional, or otherwise be contrary to the laws of the State of Mississippi or the United States of America, to the extent that it is reasonably possible to do so, the remainder of this Agreement shall remain in full force and effect.

SO EXECUTED AND AGREED THIS \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

CITY OF OXFORD, MISSISSIPPI

By: \_\_\_\_\_  
Robyn Tannehill, Mayor

LAFAYETTE COUNTY, MISSISSIPPI

By: \_\_\_\_\_  
Brent Larson, President, Board of Supervisors



**City of Oxford  
Board of Aldermen  
Regular Meeting-BOA  
December 3, 2024, 5:00 pm - 7:30 pm  
City Hall Courtroom**

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## MINUTES

City of Oxford  
Board of Aldermen  
Regular Meeting-BOA  
Tuesday, December 3, 2024, 5:00 pm - 7:30 pm  
City Hall Courtroom



THE CITY OF  
OXFORD

1. Call to order.

The meeting of the Mayor and Board of Alderman of the City of Oxford, Mississippi, was called to order by Mayor Tannehill at 5:00pm on Tuesday, December 3, 2024 in the courtroom of Oxford City Hall when and where the following were present:

Robyn Tannehill, Mayor  
Rick Addy, Alderman Ward I-via Microsoft Teams  
Mark Huelse, Alderman Ward II  
Brian Hyneman, Alderman Ward III  
Kesha Howell-Atkinson, Alderman Ward IV  
Preston Taylor, Alderman Ward V  
Jason Bailey, Alderman Ward VI  
Mary Martha Crowe, Alderman-At-Large

Mayo Mallette, PLLC- Of Counsel  
Ashley Atkinson- City Clerk  
Bart Robinson- Chief Operating Officer  
Ben Requet- Director of Planning  
Jeff McCutchen- Police Chief  
Sheridan Maiden-Deputy Police Chief  
Braxton Tullos- Human Resources Director  
Joey Gardner- Fire Chief  
Shane Fortner-Emergency Management Director  
Seth Gaines- Director of Oxford Park Commission  
Mike Young- Asst. Director of Oxford Park Commission  
Marlee Carpenter- Stronger Together Director  
Rob Neely- General Manager of Oxford Utilities  
Lynwood Jones- Superintendent of City Shop-absent  
Amberlyn Liles- Environmental Services Director  
Greg Pinion- Buildings & Grounds Superintendent  
Kara Giles- Executive Assistant to the Mayor  
Hollis Green- Director of Development Services  
John Crawley- City Engineer  
Brad Freeman- mTrade Park Director-absent  
Clay Brownlee- mTrade Park Assistant Director-absent  
Michael Temple- IT Department-absent  
Chris Simmons- IT Director-absent  
Chandler Murabito-IT Department  
Mark Levy- General Government  
Laurie Steele-HR Department  
Kelli Briscoe-Animal Resource Center Director  
David Sabin-Police Department  
Robert Baxter-Planning Dept.  
Kate Kenwright-Planning Dept.

2. Adopt the agenda for the meeting.

It was moved by Alderman Hyneman, seconded by Alderman Bailey to adopt the agenda for the meeting with the addition of items 10, 11, and 21. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3. Mayor's Report

4. Authorize the approval of the minutes of the Regular Meeting on November 19, 2024. (Ashley Atkinson)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Taylor to approve the minutes of the Regular Meeting on November 19, 2024. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

5. Authorize a correction to the minutes from the July 2, 2024 meeting, to add a serial number for a mower that was declared surplus in the Environmental Services Department. (Ashley Atkinson)

It was moved by Alderman Huelse, seconded by Alderman Hyneman to approve a correction to the minutes of the July 2, 2024 meeting to add a serial number for a mower that was declared surplus in the Environmental Services Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Authorize the approval of accounts for all city departments. (Ashley Atkinson)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe to approve the accounts for all city department including a claims docket showing General Fund Claims numbered 134256-134385 and ACHs 178-183, Water & Sewer claims numbered 39614-39647 and ACHs 214-215, Trust & Agency claims numbered 51859-51917 and ACHs 114-116, Metro Narcotics claims numbered 9140-9146 and ACHs 51-52, a Bond & Interest claim numbered 7018, and OPC Activity Fund claims numbered 3787-3791, and totaling \$1,236,514.01. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

7. Consider the consent agenda:

It was moved by Alderman Hyneman, seconded by Alderman Taylor to approve the following consent agenda. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

a. Fixed Assets Management:

- i. Request permission to declare an HP Laserjet Pro with SN PHBCHC11302 and a list of 88 Axon Taser X2s surplus in the Oxford Police Department and authorize their disposal. (Jeff McCutchen)
- ii. Request permission to declare a 2012 Ram 2500 with VIN 3C7WD4HT3CG192697 and asset tag 2471 surplus in the Oxford Utilities-Water & Sewer Division and authorize its disposal. (Rob Neely)

b. Grants:

- i. Request permission to accept Grant #22CS225, a cyber security grant, from the MS Office of Homeland Security, in the amount of \$94,000.00. (Shane Fortner)

c. Human Resources:

- i. Request permission to accept the retirement of Environmental Services Department employees, Charles Ivy, Willie Dennis, and Delaine Rockette, effective December 31, 2024. (Braxton Tullos)
- ii. Request permission to accept the resignation of Environmental Services Department employee, Andrea Dickerson, effective December 3, 2024. (Braxton Tullos)
- iii. Request permission to approve a promotion for Jeran Brown, from Part-time Laborer to Full-time Laborer in the Environmental Services Department, with a new annual salary of \$35,568.00. (Braxton Tullos)
- iv. Request permission to approve unpaid volunteers for the Oxford Animal Resource Center. (Kelli Briscoe)

d. Miscellaneous:

- i. Request approval of water and/or sewer adjustments in accordance with the Oxford Utilities Leak Adjustment Policy. (Rob Neely)
  - ii. Accept reports from the Oxford-Lafayette County Public Library for September and October 2024.
  - iii. Request permission to accept donations on behalf of the Oxford ARC. (Kelli Briscoe)
- e. Travel Requests:
- i. Request permission for an employee to attend the Spring Session of the Certified Municipal Clerk's Program on February 12-14, 2025 in Ridgeland, MS at an estimated cost of \$1,000.00. (Ashley Atkinson)
  - ii. Request permission for four employees to attend the FBI Crisis Negotiation Course on December 2-6, 2024 in Hernando, MS at no cost to the City. (Jeff McCutchen)
  - iii. Request permission for an employee to travel with the OHS Basketball team on December 19-22, 2024 at an estimated cost of \$344.00. (Jeff McCutchen)
  - iv. Request permission for an employee to attend the CTAA Leadership Academy in Washington, DC on March 2-8, 2025 at an estimated cost of \$6,616.48 (80% covered by RTAP grant). (Donna Zampella)
  - v. Request permission for an employee to attend the MEMA CRS Floodplain Class on January 13-15, 2024 in Biloxi, MS at an estimated cost of \$361.30. (Hollis Green)

8. Authorize an appointment to the Municipal Reserve & Trust Committee.

It was moved by Alderman Bailey, seconded by Alderman Crowe to appoint Ty Deamer to the Municipal Reserve & Trust Committee. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

9. Authorize two appointments to the Oxford-University Transit Commission.

It was moved by Alderman Bailey, seconded by Alderman Hyneman to appoint Alice Ricks and Andrew Robinson to the Oxford-University Transit Commission. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

10. Request permission to approve and authorize the Mayor to sign a contract with Viewpoint for advertising.

It was moved by Alderman Huelse, seconded by Alderman Bailey to approve and authorize the Mayor to sign a contract with Viewpoint for advertising. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

11. Request permission to approve and authorize the Mayor to sign the 2024 Tree City USA Application for Certification.

It was moved by Alderman Bailey, seconded by Alderman Howell-Atkinson to approve and authorize the Mayor to sign the 2024 Tree City USA Application for Certification. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

12. Request permission to approve Shivers Towing and Chandler Towing for the City of Oxford Wrecker Rotation Contracts for calendar years 2025-2027. (Jeff McCutchen)

It was moved by Alderman Hyneman, seconded by Alderman Huelse to approve Shivers Towing and Chandler Towing for the City of Oxford Wrecker Rotation Contracts for calendar years 2025-2027. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

13. Second reading and public hearing on a proposed Ordinance amending the Official City Zoning Map, for Case #3161, Oxford Farms, LLC (Andy Callicutt), to rezone +/- 52.7 acres from Suburban Residential (SR) to Suburban Multi-Family (SMF) for property located on Oxford Way, being further identified as PPIN 7984. (Ben Requet)

The third reading and vote on this proposed Ordinance will be at the next regular meeting.

14. Request permission to accept the bid received and approve a contract for the mTrade Park Quad C Turf Expansion Project. (Mark Levy)

It was moved by Alderman Bailey, seconded by Alderman Huelse to accept the bid received and approve a contract to FieldTurf USA, Inc., in the amount of \$102,945.00, for the mTrade Park Quad C Turf Expansion Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

15. Consider Change Order #2 from Business Communications, Inc. for additional patch panels at the new OPD Building. (Mark Levy)

It was moved by Alderman Bailey, seconded by Alderman Crowe to approve Change Order #2 from Business Communications, Inc., in the amount of (\$2,557.49), for additional patch panels (substituting 75" touch monitors for 86" touch monitors) at the new OPD Building. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

16. Consider a request from Oden-Hardy Construction for overnight work hours for a concrete pour at 14 Thacker Loop. (John Crawley)

It was moved by Alderman Bailey, seconded by Alderman Huelse to approve a request from Oden-Hardy Construction for overnight work hours on Thursday, December 5th, beginning at 12:30am or the alternate date of Friday, December 6th, for a concrete pour at 14 Thacker Loop. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

17. Consider a request from ICM Construction for Special Work Hours at Oxford Middle School. (John Crawley)

It was moved by Alderman Bailey, seconded by Alderman Huelse to approve a request from ICM Construction for Special Work hours at Oxford Middle School to complete a concrete pour. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

Alderman Bailey recused himself and left the meeting.

18. Consider a request from RH-Design Build to work on Sundays in December for the construction of The Belle within The Lamar development. (John Crawley)

It was moved by Alderman Addy, seconded by Alderman Huelse to approve a request from RH-Design to work on Sundays in December for the construction of The Belle within The Lamar development. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

19. Consider a request from The Magnolia Collection to abandon three parking meters on Tyler Avenue for the installation of a fire lane. (John Crawley)

It was moved by Alderman Addy, seconded by Alderman Huelse to approve a request from The Magnolia Collection to abandon three parking meters on Tyler Avenue for the installation of a fire lane. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

Alderman Bailey returned to the meeting.

20. Consider an executive session.

It was moved by Alderman Hyneman, seconded by Alderman Crowe to consider an executive session for a personnel matter and a matter related to potential litigation. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Huelse to enter into an executive session for a personnel matter in the Environmental Services Department and a matter of potential litigation related to a contract. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson to consider the Intellisafe contract at the next meeting. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Huelse, seconded by Alderman Howell-Atkinson to return to regular session. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

21. Consider the IntelliSafe contract.

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson to consider the IntelliSafe contract at the next meeting. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

22. Adjourn.

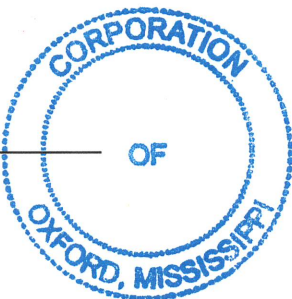
It was moved by Alderman Bailey, seconded by Alderman Huelse to adjourn the meeting. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

*Robyn Tannehill*

Robyn Tannehill, Mayor

*Ashley Atkinson*

Ashley Atkinson, City Clerk





# MEMORANDUM

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**To:** Board of Alderman

**From:** Ashley Atkinson

**Re:** Item #5 - Correction to Minutes for the 7/2/2024 BOA Meeting

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While working on the FY23/24 Surplus List for the auditors, we realized that a serial number for one piece of equipment that was declared surplus was inadvertently omitted from the minutes.

The change was made to item 6.a.ii and is shown in red in the accompanying PDF document.

**MINUTES**

**City of Oxford  
Board of Aldermen  
Regular Meeting - BOA  
Tuesday, July 2, 2024, 5:00 pm - 7:00 pm  
City Hall Courtroom**



A. Signed, approved minutes

1. Call to order.

The meeting of the Mayor and Board of Alderman of the City of Oxford, Mississippi, was called to order by Mayor Tannehill at 5:00pm on Tuesday, July 2, 2024 in the courtroom of Oxford City Hall when and where the following were present:

Robyn Tannehill, Mayor  
Rick Addy, Alderman Ward I  
Mark Huelse, Alderman Ward II  
Brian Hyneman, Alderman Ward III  
Kesha Howell-Atkinson, Alderman Ward IV  
Preston Taylor, Alderman Ward V  
Jason Bailey, Alderman Ward VI  
Mary Martha Crowe, Alderman-At-Large

Mayo Mallette, PLLC- Of Counsel  
Ashley Atkinson- City Clerk  
Bart Robinson- Chief Operating Officer  
Ben Requet- Director of Planning  
Jeff McCutchen- Police Chief  
Sheridan Maiden-Deputy Police Chief  
Braxton Tullos- Human Resources Director  
Joey Gardner- Fire Chief  
Shane Fortner-Emergency Management Director  
Seth Gaines- Director of Oxford Park Commission  
Mike Young- Asst. Director of Oxford Park Commission  
Marlee Carpenter- Stronger Together Director-absent  
Rob Neely- General Manager of Oxford Utilities  
Lynwood Jones- Superintendent of City Shop-absent  
Amberlyn Liles- Environmental Services Director  
Greg Pinion- Buildings & Grounds Superintendent  
Kara Giles- Executive Assistant to the Mayor  
Hollis Green- Director of Development Services  
John Crawley- City Engineer  
Brad Freeman- mTrade Park Director-absent  
Clay Brownlee- mTrade Park Assistant Director-absent  
Michael Temple- IT Department-absent  
Chris Simmons- IT Director-absent  
Chandler Murabito-IT Department  
Mark Levy- General Government  
Laurie Steele-HR Department  
Kelli Briscoe-Animal Resource Center Director  
David Sabin-Police Department  
Robert Baxter-Planning Dept.-absent  
Kate Kenwright-Planning Dept.

2. Adopt the agenda for the meeting.

It was moved by Alderman Hyneman, seconded by Alderman Addy to adopt the agenda for the meeting with the addition of items 6c(ix, x, xi) and 6d(ii). All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

3. Mayor's Report

4. Authorize the approval of the minutes of the Regular Meeting on June 18, 2024. (Ashley Atkinson)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Taylor to approve the minutes of the Regular Meeting on June 18, 2024. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

5. Authorize the approval of accounts for all city departments. (Ashley Atkinson)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Bailey to approve the accounts for all city departments including a claims docket showing General Fund claims numbered 132242- 132417 and ACHs 68- 76, Trust & Agency claims numbered 50943- 51002 and ACHs 62- 64, Water & Sewer claims numbered 39211- 39245 and ACHs 189- 190, Metro Narcotics claims numbered 9065- 9068 and ACHs 29- 30, a Bond & Interest claim numbered 7009, OPC Activity Fund claims numbered 3363- 3430, an HB603-28(bc) claim numbered 2042, an HB603-28(in) claim numbered 2004, and a HB1353 claim numbered 8007, and totaling \$2,253,988.04. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Consider the consent agenda:

It was moved by Alderman Hyneman, seconded by Alderman Crowe to approve the following consent agenda. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

a. Fixed Assets Management:

- i. Request permission to declare a 2015 Apollo Glaval bus with VIN 4UZAEDT2FCGH3738, a 2015 Apollo Glaval bus with VIN 4UZAEDT0FCGH3740, a 2015 Apollo Glaval bus with VIN 4UZAEDT0FCGH3737, a 2016 Ford Starcraft bus with VIN 1FD4E4FS3GDC17116, a 2014 Dodge van with VIN 2C7WDGBG5ER473183, a 2010 Ford Cutaway van with VIN 1FDEE3FS1ADA42359, and a 2016 Ford Cutaway van with VIN 1FD4E4FS1GDC17115 surplus in the Oxford-University Transit Department and authorize their disposal. (Donna Zampella)
- ii. Request permission to declare an Exmark mower with SN 402151039 and asset tag 1911, and an Exmark mower with SN 402151038 and asset tag 3043 surplus in the Environmental Services Department and authorize their disposal. (Amberlyn Liles)
- iii. Request permission to accept a list of weapons into the inventory for the Oxford Police Department pursuant to MS Code Section 41-29-181(7a) and attached court order. (Jeff McCutchen)

b. Grants:

c. Human Resources:

- i. Request permission to accept the resignation of Dana Faggert in the Oxford Conference Center, effective July 10, 2024. (Braxton Tullos)
- ii. Request permission to approve a stipend increase for Lead SRO Zachary Anderson in the Oxford Police Department. The \$7,500.00 annual stipend is reimbursed by the Oxford School District. (Braxton Tullos)
- iii. Request permission to transfer Peter Heim from Investigations to Patrol in the Oxford Police Department, with a new annual salary of \$63,960.00. (Braxton Tullos)
- iv. Request permission to promote Uriah Shepard from Part-time Seasonal Laborer to Part-Time Driver with an hourly rate of \$17.00, to promote Archie Tyes for receiving his Rubbish Site Certification, his new salary will be \$47,792.66; to promote Tyeshia



Kirkwood for receiving her Rubbish Site Certification, her new salary will be \$36,635.04; and to promote Johnny Britt for receiving his Rubbish Site Certification, his new salary will be \$46,649.23, in the Environmental Services Department. (Braxton Tullos)

- v. Request permission to accept the resignation of Serena Woodhouse in the Animal Resource Center, effective July 2, 2024. (Braxton Tullos)
  - vi. Request permission to promote Eddie Mounce from Captain II-A/EMT to Battalion Chief, with a new salary of \$80,047.55, to promote Andrew Douglas from Lieutenant I/EMT to Captain I/EMT with a new annual salary of \$65,377.77, and to promote Chase McDaniel from Lieutenant I to Captain I, with a new annual salary of \$63,434.73 in the Oxford Fire Department. (Braxton Tullos)
  - vii. Request permission to hire Blake Lowery, Brandon Seale, Jonah Mayhan, and Jeremy McIntosh as Firefighters, each with an annual salary of \$47,616.30; and to hire Landon Faust as a Firefighter/EMT with an annual salary of \$49,044.79; and to hire Mathew Scerba as a Firefighter/EMT with an annual salary of \$52,417.78 in the Oxford Fire Department. (Braxton Tullos)
  - viii. Request permission to accept the resignation of Aliyah Herod in the Oxford Fire Department, effective July 19, 2024. (Braxton Tullos)
  - ix. Request permission to accept the resignation of William Hollowell in the Oxford Police Department, effective July 10, 2024. (Braxton Tullos)
  - x. Request permission to hire Hunter Houston as an Inventory Control Manager in the Oxford Utilities Department, with an annual salary of \$56,160.00. (Braxton Tullos)
  - xi. Request permission to accept Gabriel Carter as an Assistant Public Defender in the Municipal Court Department. (Braxton Tullos)
  - xii. Request permission to approve unpaid volunteers for the Oxford Animal Resource Center. (Kelli Briscoe)
- d. Miscellaneous:
- i. Request approval of water and/or sewer adjustments in accordance with the Oxford Utilities Leak Adjustment Policy. (Rob Neely)
  - ii. Adopt a Proclamation declaring July 6-7, 2024 as Children of the American Revolution Days.
  - iii. Request permission to accept donations on behalf of the Oxford ARC. (Kelli Briscoe)
- e. Travel Requests:
- i. Request permission for an employee to attend a Crisis Negotiation Workshop on August 6, 2024 in Oxford at an estimated cost of \$234.00. (Jeff McCutchen)
  - ii. Request permission for seven employees to attend FBI-LEEDA Supervisor Institute on July 8-13, 2024 in Oxford at an estimated cost of \$5,565.00. (Jeff McCutchen)
  - iii. Request permission for three employees to attend the NASRO 2024 Conference on July 14-19, 2024 in Phoenix, AZ at an estimated cost of \$1,542.00. (Jeff McCutchen)
  - iv. Request permission for five employees to attend Crisis Intervention Training in Oxford on July 15-19, 2024 at no cost to the City. (Jeff McCutchen)
  - v. Request permission for four employees to attend Mounted Patrol School on July 15-19, 2024 in Oxford at no cost to the City. (Jeff McCutchen)
  - vi. Request permission for an employee to attend the 2024 MASRO Conference on July 7-12, 2024 in Biloxi, MS at an estimated cost of \$354.00. (Jeff McCutchen)
  - vii. Request permission for three employees to attend ALERRT AAIR Instructor training on July 15-19, 2024 at no cost to the City. (Jeff McCutchen)
  - viii. Request permission for two employees to attend Emotional Response Instructor training on July 25-26, 2024 in Moorhead, MS at an estimated cost of \$1,456.00. (Jeff

McCutchen)

- ix. Request permission for five employees to attend ALERRT Level 1 Instructor training on July 8-12, 2024 in Oxford at no cost to the City. (Jeff McCutchen)
  - x. Request permission for an officer to attend SFST Instructor training on August 5-9, 2024 in Ridgeland, MS at no cost to the City. (Jeff McCutchen)
  - xi. Request permission for an officer to attend Report Writing Refresher Course training on July 29-30, 2024 in Jackson, MS at no cost to the city. (Jeff McCutchen)
  - xii. Request permission for an employee to attend Basic Supervisor Liability training on August 12, 2024 in Oxford at an estimated cost of \$350.00. (Jeff McCutchen)
  - xiii. Request permission for an employee to attend Resiliency Training on August 14, 2024 in Germantown, TN at no cost to the City. (Jeff McCutchen)
7. Public hearing for the proposed demolition of a structure located at 12 Gater Road. (Johnathan Mizell)

Building Official, Johnathan Mizell, opened the public hearing for the proposed demolition of structures located at 12 Gater Road. City Attorney, Pope Mallette, asked him questions regarding the property itself and the notification procedures that were followed. There are multiple structures on the property and one shed will not be considered for demolition. The structures are not inhabitable and have not had active utility service since 2013. Johnathan had visited the property on multiple occasions and took numerous pictures (which are attached for the record). Letters were sent to the heirs of the owner of record (proof of delivery is also attached for the record), as well as an attorney representing the estate of the deceased owner. These letters specified that the property was in violation of the International Building Code as adopted by the City, as well as local City ordinances. The recommendation is that the 3 mobile homes on the property be demolished and removed. There were three quotes obtained and the low quote from Demolition Specialists was \$9,500.00. Based on these facts, it was moved by Alderman Taylor, seconded by Alderman Addy to follow the recommendation of the Building Official and remove the structures from the property and assess the cost to the tax roll. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8. Request permission to accept the annual report from Watkins, Ward, & Stafford for the Municipal Reserve & Trust Fund for the year ended March 31, 2024, as approved by the Municipal Reserve & Trust Committee. (Ed Maxwell)

It was moved by Alderman Bailey, seconded by Alderman Addy to accept the annual report from Watkins, Ward, & Stafford for the Municipal Reserve & Trust Fund for the year ended March 31, 2024, as approved by the Municipal Reserve & Trust Committee. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

9. Request approval of and authorize the Mayor to sign the ice rink agreement for Holly Jolly Holidays.

It was moved by Alderman Bailey, seconded by Alderman Crowe to approve, pending counsel's review, and authorize the Mayor to sign the ice rink agreement for Holly Jolly Holidays. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

10. Request permission to expand bus services for the Oxford-University Transit System. (Donna Zampella)

It was moved by Alderman Addy, seconded by Alderman Taylor to expand bus services for the Oxford-University Transit System. The expanded services will include Sunday routes. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

11. Discuss transport costs for the Animal Resource Center. (Kelli Briscoe)

It was moved by Alderman Bailey, seconded by Alderman Taylor to approve ARC transport costs for the remainder of the fiscal year for Mary Shaw. She lives in Louisiana and her schedule is random, so transports are arranged when she travels through our area and when we have dogs

available for transport. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

12. Request permission to approve a Parade/Assembly Permit for the Oxford Square Alliance to host the annual Sidewalk Sale on July 12-13, 2024 from 9:00am-5:30pm. (Jeff McCutchen)

Alderman Huelse recused himself.

It was moved by Alderman Addy, seconded by Alderman Taylor to approve a Parade/Assembly Permit for the Oxford Square Alliance to host the annual Sidewalk Sale on July 12-13, 2024 from 9:00am-5:30pm. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

13. Second Reading and Public Hearing of a Proposed Ordinance Amending the Land Development Code to establish a Housing Accelerator Overlay District (Case # 3098). (Ben Requet)

After calling for public comment, Dr. Janice Antonow spoke. She serves on the Affordable Housing Commission and asked the Board to support this Ordinance. It was moved by Alderman Hyneman, seconded by Alderman Taylor to approve the proposed Ordinance amending the Land Development Code to establish a Housing Accelerator Overlay District (Case #3098). All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

14. Second Reading and Public Hearing of a Proposed Zoning Map Amendment for the Housing Accelerator Overlay District (HAO) (Case # 3099) for property west of George G 'Pat' Patterson Parkway (PPIN #s 39161, 39159, 15716, 39160, 2877, and 14847). (Ben Requet)

After calling for public comment and receiving none, it was moved by Alderman Bailey, seconded by Alderman Hyneman to approve the proposed Ordinance amending the Official Zoning Map for the Housing Accelerator Overlay District (HAO) (Case #3099) for property west of George G. "Pat" Patterson Parkway for PPINs 39161, 39159, 15716, 39160, 2877, and 14847. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

15. Consider an easement for NE Power for mTrade Park. (Mark Levy)

It was moved by Alderman Addy, seconded by Alderman Bailey to approve an easement for Northeast MS Electric Power Association for mTrade Park. This easement is for the installation of needed infrastructure for the new pavilion next to the IPF. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

16. Request permission to advertise for bids for upgrades to the College Hill Lift station. (John Crawley)

It was moved by Alderman Addy, seconded by Alderman Bailey to advertise for bids for upgrades to the College Hill Lift Station. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

17. Consider an executive session.

It was moved by Alderman Bailey, seconded by Alderman Crowe to consider an executive session for personnel matters, a matter related to potential litigation, and a matter related to property ownership. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Huelse to enter into an executive session for personnel matters in the Buildings & Grounds and Environmental Services Departments, a matter of potential litigation related to a contract, and a matter related to property ownership of an unopened street. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Crowe to allow counsel to seek an Attorney General's Opinion regarding jail fees, if no agreement can be reached with the Sheriff. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Hyneman, seconded by Alderman Bailey to follow the recommendation of the Department Head and the HR Director and suspend Buildings & Grounds

employee Jamaris Mason for three days for violation of City policy. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

Alderman Addy recused himself and left the meeting.

It was moved by Alderman Bailey, seconded by Alderman Huelse to negotiate an offer for the unopened section of 13th Street based on appraisals received. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

Alderman Addy returned to the meeting.

It was moved by Alderman Crowe, seconded by Alderman Howell-Atkinson to return to regular session. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Crowe, seconded by Alderman Bailey to advertise for a position in the Environmental Services Department to replace Ashley Gonce Davis when she leaves at the end of the year and to amend the budget as needed. This hire is needed now to facilitate a smooth transition and allow for training. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

18. Recess to meet on Tuesday, July 16, 2024 at 9:00am.

It was moved by Alderman Bailey, seconded by Alderman Crowe to recess to meet on Tuesday, July 16, 2024 at 9:00am. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

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Robyn Tannehill, Mayor

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Ashley Atkinson, City Clerk



THE CITY OF  
**OXFORD**

**SURPLUS FORM**

**PLEASE USE A DIFFERENT FORM FOR EACH ITEM YOU WANT TO DECLARE SURPLUS.  
BE SURE TO PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT THE ASSET  
BEING SURPLUSSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.**

Date of Request: 12/3/24  
Department that owns Fixed Asset: Oxford Police Department  
Fixed Asset Tag Number (If item is not tagged, please put N/A): \_\_\_\_\_  
Physical Location of Asset: Oxford Police Department

If the item being surplused is a vehicle or a piece of equipment, please provide:

HP \ Laser Jet Pro \  
\_\_\_\_\_  
Make Model Year  
PHBHC11302 \ WHITE  
\_\_\_\_\_  
VIN / Serial Number Color

If the item being surplused is a tool, please provide:

Description of Tool (including brand): \_\_\_\_\_  
\_\_\_\_\_  
Serial Number (if none, write N/A) Color

For all other assets, please provide a complete description of the asset to be surplused:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Person Submitting Surplus Request: Kayla Martin

Date Approved by BOA: \_\_\_\_\_

**107 Courthouse Square  
Oxford, MS 38655**

**(p) 662-236-1310  
(f) 662-232-2337**



THE CITY OF  
**OXFORD**

**SURPLUS FORM**

**PLEASE USE A DIFFERENT FORM FOR EACH ITEM YOU WANT TO DECLARE SURPLUS.  
BE SURE TO PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT THE ASSET  
BEING SURPLUSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.**

Date of Request: November 20, 2024

Department that owns Fixed Asset: Police

Fixed Asset Tag Number (If item is not tagged, please put N/A): \_\_\_\_\_

Physical Location of Asset: OPD

If the item being surplused is a vehicle or a piece of equipment, please provide:

Taser \ X2 \ \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

VIN / Serial Number \_\_\_\_\_ Color \_\_\_\_\_

If the item being surplused is a tool, please provide:

Description of Tool (including brand): \_\_\_\_\_

Serial Number (if none, write N/A) \_\_\_\_\_ Color \_\_\_\_\_

For all other assets, please provide a complete description of the asset to be surplused:

Surplus 88 Axon Taser X2s. See attachment for Serial Numbers.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Person Submitting Surplus Request: Jeff McCutchen

Date Approved by BOA: \_\_\_\_\_



Report generated by:

User Sessums, Hildon (05)  
 Username HSessums  
 Department Oxford Police Dept. - MS  
 Local Timezone America/Chicago  
 Generated on Nov 20, 2024 12:27 PM

Model	Serial Number	Device Name	Assignee	Last Upload	Device Status	Error Status	Firmware	MAC Addresses	Warranty	Last Docked	Camera State
TASER X2	X2900C7AC	X2900C7AC	-	2-Aug-21	In Stock	Good	04.038	-	6-Nov-24	-	-
TASER X2	X2900C7H0	X2900C7H0	-	2-Aug-21	In Stock	Good	04.038	-	6-Nov-24	-	-
TASER X2	X3000422V	X3000422V	-	31-Mar-21	In Stock	Good	04.038	-	9-Dec-21	-	-
TASER X2	X30007XP0	X30007XP0	-	31-Mar-21	In Stock	Good	04.038	-	17-Jan-24	-	-
TASER X2	X30004244	X30004244	-	31-Mar-21	In Stock	Good	04.037	-	9-Dec-21	-	-
TASER X2	X2900C79F	X2900C79F	-	15-Mar-21	In Stock	Good	04.038	-	6-Nov-24	-	-
TASER X2	X30004246	X30004246	-	16-Nov-20	In Stock	Good	04.038	-	9-Dec-21	-	-
TASER X2	X30007XMV	X30007XMV	-	14-Oct-20	In Stock	Good	04.037	-	17-Jan-24	-	-
TASER X2	X3000416N	X3000416N	-	2-Sep-20	In Stock	Good	04.038	-	9-Dec-21	-	-
TASER X2	X30007XKE	X30007XKE	-	13-Jul-20	In Stock	Good	04.038	-	17-Jan-24	-	-
TASER X2	X30002TE7	X30002TE7	-	13-Jul-20	In Stock	Good	04.038	-	7-Dec-16	-	-
TASER X2	X3000422X	X3000422X	-	13-Jul-20	In Stock	Good	04.037	-	9-Dec-21	-	-
TASER X2	X2900C7E9	X2900C7E9	-	10-Jul-20	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X30007XKD	X30007XKD	-	10-Jul-20	In Stock	Good	04.037	-	17-Jan-24	-	-
TASER X2	X30007XPT	X30007XPT	-	10-Jul-20	In Stock	Good	04.037	-	17-Jan-24	-	-
TASER X2	X2900C7MV	X2900C7MV	-	10-Jul-20	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X30006HP1	X30006HP1	-	9-Jul-20	In Stock	Good	04.037	-	9-Dec-21	-	-
TASER X2	X2900C7F8	X2900C7F8	-	8-Jul-20	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X2900C7M8	X2900C7M8	-	8-Jul-20	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X30002TE2	X30002TE2	-	8-Jul-20	In Stock	Good	04.038	-	7-Dec-16	-	-
TASER X2	X30002TCX	X30002TCX	-	8-Jul-20	In Stock	Good	04.038	-	7-Dec-16	-	-
TASER X2	X30002TDN	X30002TDN	-	8-Jul-20	In Stock	Good	04.037	-	7-Dec-16	-	-
TASER X2	X2900C7CC	X2900C7CC	-	8-Jul-20	In Stock	Good	04.037	-	6-Nov-24	-	-

Model	Serial Number	Device Name	Assignee	Last Upload	Device Status	Error Status	Firmware	MAC Addresses	Warranty	Last Docked	Camera State
TASER X2	X2900C7H6	X2900C7H6	-	8-Jul-20	In Stock	Good	04.038	-	6-Nov-24	-	-
TASER X2	X30002V0N	X30002V0N	-	8-Jul-20	In Stock	Good	04.037	-	7-Dec-16	-	-
TASER X2	X2900C7C9	X2900C7C9	-	8-Jul-20	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X2900C7CK	X2900C7CK	-	8-Jul-20	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X2900C7FF	X2900C7FF	-	8-Jul-20	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X30007XW8	X30007XW8	-	7-Jul-20	In Stock	Good	04.037	-	17-Jan-24	-	-
TASER X2	X30003XW7	X30003XW7	-	7-Jul-20	In Stock	Good	04.037	-	19-Dec-16	-	-
TASER X2	X2900C7MX	X2900C7MX	-	7-Jul-20	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X2900C7P8	X2900C7P8	-	6-Jul-20	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X2900C7C3	X2900C7C3	-	6-Jul-20	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X30004227	X30004227	-	6-Jul-20	In Stock	Good	04.038	-	9-Dec-21	-	-
TASER X2	X2900C7EY	X2900C7EY	-	6-Jul-20	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X2900C7MK	X2900C7MK	-	6-Jul-20	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X30002TRK	X30002TRK	-	6-Jul-20	In Stock	Good	04.037	-	7-Dec-16	-	-
TASER X2	X2900CFPF	X2900CFPF	-	6-Jul-20	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X30002HF8	X30002HF8	-	6-Jul-20	In Stock	Good	04.037	-	7-Dec-16	-	-
TASER X2	X2900C7C7	X2900C7C7	-	6-Jul-20	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X2900C7PD	X2900C7PD	-	6-Jul-20	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X2900C7H7	X2900C7H7	-	6-Jul-20	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X2900C7AF	X2900C7AF	-	6-Jul-20	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X2900C7CR	X2900C7CR	-	6-Jul-20	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X30007XN3	X30007XN3	-	2-Jul-20	In Stock	Good	04.038	-	17-Jan-24	-	-
TASER X2	X30007XW7	X30007XW7	-	2-Jul-20	In Stock	Good	04.037	-	17-Jan-24	-	-
TASER X2	X30007H45	X30007H45	-	30-Jun-20	In Stock	Good	04.038	-	17-Jan-24	-	-
TASER X2	X30002TD2	X30002TD2	-	30-Jun-20	In Stock	Good	04.037	-	7-Dec-16	-	-
TASER X2	X30007Y21	X30007Y21	-	27-Jun-20	In Stock	Good	04.037	-	17-Jan-24	-	-
TASER X2	X300041KR	X300041KR	-	27-Jun-20	In Stock	Good	04.037	-	9-Dec-21	-	-



Model	Serial Number	Device Name	Assignee	Last Upload	Device Status	Error Status	Firmware	MAC Addresses	Warranty	Last Docked	Camera State
TASER X2	X30004215	X30004215	-	27-Jun-20	In Stock	Good	04.037	-	9-Dec-21	-	-
TASER X2	X30002TDP	X30002TDP	-	27-Jun-20	In Stock	Good	04.037	-	7-Dec-16	-	-
TASER X2	X3000421N	X3000421N	-	27-Jun-20	In Stock	Good	04.024	-	9-Dec-21	-	-
TASER X2	X3000412H	X3000412H	-	10-Jun-20	In Stock	Good	04.024	-	9-Dec-21	-	-
TASER X2	X30002HF6	X30002HF6	-	9-Jun-20	In Stock	Good	04.020	-	7-Dec-16	-	-
TASER X2	X2900CFR1	X2900CFR1	-	9-Jun-20	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X2900C79Y	X2900C79Y	-	21-Oct-19	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X30002R0D	X30002R0D	-	17-Oct-19	In Stock	Good	04.037	-	7-Dec-16	-	-
TASER X2	X2900C7AK	X2900C7AK	-	17-Oct-19	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X300041K6	X300041K6	-	17-Oct-19	In Stock	Good	04.037	-	9-Dec-21	-	-
TASER X2	X300041HP	X300041HP	-	17-Oct-19	In Stock	Good	04.037	-	9-Dec-21	-	-
TASER X2	X3000421H	X3000421H	-	17-Oct-19	In Stock	Good	04.037	-	9-Dec-21	-	-
TASER X2	X30002TA8	X30002TA8	-	17-Oct-19	In Stock	Good	04.037	-	7-Dec-16	-	-
TASER X2	X300041CT	X300041CT	-	17-Oct-19	In Stock	Good	04.037	-	9-Dec-21	-	-
TASER X2	X30007XX1	X30007XX1	-	17-Oct-19	In Stock	Good	04.037	-	17-Jan-24	-	-
TASER X2	X30007XMN	X30007XMN	-	17-Oct-19	In Stock	Good	04.037	-	17-Jan-24	-	-
TASER X2	X30002TEM	X30002TEM	-	17-Oct-19	In Stock	Good	04.037	-	7-Dec-16	-	-
TASER X2	X2900C7M7	X2900C7M7	-	17-Oct-19	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X2900C7N9	X2900C7N9	-	17-Oct-19	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X30007XK0	X30007XK0	-	17-Oct-19	In Stock	Good	04.037	-	17-Jan-24	-	-
TASER X2	X2900C7NA	X2900C7NA	-	17-Oct-19	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X2900C7PK	X2900C7PK	-	17-Oct-19	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X2900C7NC	X2900C7NC	-	17-Oct-19	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X30007XV3	X30007XV3	-	16-Oct-19	In Stock	Good	04.037	-	17-Jan-24	-	-
TASER X2	X3000414M	X3000414M	-	16-Oct-19	In Stock	Good	04.037	-	9-Dec-21	-	-
TASER X2	X30002TE4	X30002TE4	-	16-Oct-19	In Stock	Good	04.020	-	7-Dec-16	-	-
TASER X2	X2900CFR7	X2900CFR7	-	16-Oct-19	In Stock	Good	04.037	-	6-Nov-24	-	-

Model	Serial Number	Device Name	Assignee	Last Upload	Device Status	Error Status	Firmware	MAC Addresses	Warranty	Last Docked	Camera State
TASER X2	X30002TDR	X30002TDR	-	16-Oct-19	In Stock	Good	04.037	-	7-Dec-16	-	-
TASER X2	X30002TAN	X30002TAN	-	16-Oct-19	In Stock	Good	04.037	-	7-Dec-16	-	-
TASER X2	X2900C7P4	X2900C7P4	-	15-Oct-19	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X30007XPV	X30007XPV	-	15-Oct-19	In Stock	Good	04.037	-	17-Jan-24	-	-
TASER X2	X300041HV	X300041HV	-	15-Oct-19	In Stock	Good	04.037	-	9-Dec-21	-	-
TASER X2	X300041K3	X300041K3	-	14-Oct-19	In Stock	Good	04.037	-	9-Dec-21	-	-
TASER X2	X2900C7MF	X2900C7MF	-	14-Oct-19	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X2900C7C6	X2900C7C6	-	14-Oct-19	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X2900C7N2	X2900C7N2	-	14-Oct-19	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X2900C7FC	X2900C7FC	-	14-Oct-19	In Stock	Good	04.037	-	6-Nov-24	-	-
TASER X2	X30004228	X30004228	-	14-Oct-19	In Stock	Good	04.024	-	9-Dec-21	-	-

**2. Request permission to declare equipment surplus at Oxford Utilities and authorize its disposal. (Rob Neely)**

Please see attached surplus form for item description, which belongs to the Water Division. This item is Ram 2500 Pickup truck which is no longer serviceable and has been replaced. We plan to list the truck on Govdeals and sell to the highest bidder.



THE CITY OF  
OXFORD

SURPLUS FORM

PLEASE USE A DIFFERENT FORM FOR EACH ITEM YOU WANT TO DECLARE SURPLUS.  
BE SURE TO PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT THE ASSET  
BEING SURPLUSSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.

Date of Request: 11.25.24

Department that owns Fixed Asset: Oxford Utilities/WWTP

Fixed Asset Tag Number (If item is not tagged, please put N/A): 02471

Physical Location of Asset: WWTP

If the item being surplused is a vehicle or a piece of equipment, please provide:

RAM TK19Z \ 2500 \ 2012

3CTWD4HT3CG192697 / Tag # G6090 \ White  
VIN / Serial Number Color

If the item being surplused is a tool, please provide:

Description of Tool (including brand): \_\_\_\_\_

Serial Number (if none, write N/A) \_\_\_\_\_ Color \_\_\_\_\_

For all other assets, please provide a complete description of the asset to be surplused:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Person Submitting Surplus Request: \_\_\_\_\_

Date Approved by BOA: \_\_\_\_\_

107 Courthouse Square  
Oxford, MS 38655

(p) 662-236-1310  
(f) 662-232-2337



STATE OF MISSISSIPPI  
TATE REEVES, GOVERNOR  
DEPARTMENT OF PUBLIC SAFETY  
SEAN J. TINDELL, COMMISSIONER

## MISSISSIPPI OFFICE OF HOMELAND SECURITY STATE AND LOCAL CYBERSECURITY GRANT PROGRAM SUB-RECIPIENT GRANT AWARD

**Sub-Recipient Name:** Oxford Emergency Management

**Project Title:** State and Local Cyber Security Grant Program

**Grant Period:** 12/1/2024-11/30/2026

**Date of Award:** 12/1/2024

**Total Amount of Award:** \$94,000.00

**Grant Number:** 22CS225

In accordance with the provisions of Federal Fiscal Year 2022 FEMA State and Local Cybersecurity Grant Program, the Mississippi Office of Homeland Security (MOHS), State Administrative Agency (SAA), hereby awards to the foregoing Sub-Recipient a grant in the federal amount shown above. The CFDA number is 97.137 and MOHS federal grant number is EMW-2022-CY-00005-SO1. Authorizing Authority for Program: Section 2002 of the *Homeland Security Act of 2002*, as amended (Pub. L. No. 107-296), (6 U.S.C.603).

Enclosed is a signed grant agreement obligating federal funds as outlined above. Please review the grant agreement in full, sign in the designated signature areas and return to the MOHS by **January 15, 2025**. Strict adherence to these provisions is essential to ensure compliance with applicable federal and state statutes, rules, regulations, and guidelines.

Grant funds will be disbursed to Sub-Recipients (according to the approved project budget) upon receipt of evidence that funds have been invoiced and products received and/or that funds have been expended (i.e., invoices, contracts, itemized expenses, etc.).

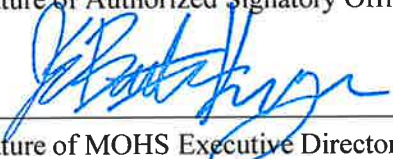
**I certify that I understand and agree that funds will only be expended for those projects outlined in the funding amounts as individually listed above.** I also certify that I understand and agree to comply with the general and fiscal terms and conditions of the grant including special conditions and the Mississippi Department of Public Safety, Office of Homeland Security, State and Local Cybersecurity Grant Program, Policies and Procedures Manual; to comply with provisions of the Act governing these funds and all other federal laws and regulations; that all information is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit the applicant to these requirements; that costs incurred prior to grant application approval will result in the expenses being absorbed by the Sub-Recipient; and that all agencies involved with this project understand that all federal funds are limited to a twelve-month period.

**Supplantation:** The Sub-Recipient provides assurance that funds will not be used to supplant or replace local, state funds or other resources that would otherwise have been available for homeland security activities. In compliance with that mandate, I certify that the receipt of federal funds through the MOHS shall in no way supplant or replace state or local funds or other resources that would have been made available for homeland security activities.

ACCEPTANCE OF THE FEDERAL GRANT AWARD FOR THE SUB-RECIPIENT

---

Signature of Authorized Signatory Official

 12/1/24

---

Signature of MOHS Executive Director/SAA

**1. Consider water and/or sewer bill adjustments in accordance with Oxford Utilities Leak Adjustment Policy. (Rob Neely)**

The Oxford Utilities Billing Supervisor has reviewed the accounts listed in the attached spreadsheet and confirmed that 1) The leaks associated with the referenced accounts meet the criteria of the Board approved leak adjustment policy and 2) The customer did not receive the benefit of the utility service being adjusted. Based on those findings, Oxford Utilities recommends that the board approve the adjustment of the referenced accounts.

**WATER/SEWER ADJUSTMENTS | OXFORD UTILITIES**

**11/13/24 - 11/26/24**

**TO BE APPROVED: 12/6/24**

<b>ACCOUNT NUMBER</b>	<b>CUSTOMER NAME</b>	<b>ADDRESS</b>	<b>WATER ADJUSTMENT</b>	<b>SEWER ADJUSTMENT</b>	<b>ADJUSTMENT TYPE</b>
206066-105963	FNB OXFORD BANK	101 COURTHOUSE SQUARE	-\$14.82	-\$18.41	INSIDE
004089-049627	SARAH JOHNSON	106 ROBBINS CIRCLE	-\$100.47	-\$133.58	INSIDE
200680-035473	CHRISTOPHER BAUTZ	2100 OLD TAYLOR ROAD APT. 341	-\$33.73	-\$44.84	INSIDE
208444-047995	MALCOLM GHOLSTON	27 PRIVATE ROAD 3151 APT. 4	-\$64.26	-\$85.43	INSIDE
208719-039518	CHRISTHOPHER GRAY	3 PRIVATE ROAD 3151 APT. 6	-\$80.59	-\$107.14	INSIDE
004302-040304	SHARI DROPIK-HERNANDEZ	300 PAUL T CIRCLE	-\$119.64	-\$159.06	INSIDE
003865-046911	OLIVIA GRANDVILLE	314 BRAMLETT BLVD UNIT 801	-\$110.05	-\$146.32	INSIDE
208322-040704	JASMINE TOWNSEND	39 PRIVATE ROAD 3151 APT. 3	-\$73.84	-\$98.18	INSIDE
210580-039184	TONYA WALKER	72 ASPEN LOOP	-\$42.25	-\$56.17	INSIDE
208777-049131	TERRENCE DISHMON	8 PRIVATE ROAD 3151 APT. 12	-\$150.88	-\$200.60	INSIDE
207538-009217	JOSHEPHINE MARSALIS	309 PRICE STREET	-\$71.00	X	LANDSCAPE
001535-041435	HUB AT OXFORD HSRE	623 ANCHORAGE ROAD - BLDG 2	-\$88.13	X	LANDSCAPE
224184-040607	ASHLYN SMITH	1001 CRAWFORD CIRCLE	-\$101.30	-\$227.55	OUTSIDE
206335-109933	DAVID SHELTON	1014 HAYES AVENUE	-\$15.62	-\$41.06	OUTSIDE
002012-048868	MILLER MCLAUGHLIN	118 TANGLEWOOD DRIVE	-\$41.54	-\$110.45	OUTSIDE
209112-044390	AUSTIN CHURCHILL	134 GREYSTONE BLVD	-\$65.32	-\$173.70	OUTSIDE
206531-047786	AMY TAYLOR	1416 PIERCE AVENUE	-\$40.47	-\$107.14	OUTSIDE
002201-041290	SHELBY EGERSON	1425 CYPRESS PARK	-\$78.81	-\$209.10	OUTSIDE
003359-107843	JOHNNY MIMS	817 PARK DRIVE	-\$38.70	-\$102.42	OUTSIDE
225215-123043	JANET WOO	820 DEERFIELD DRIVE	-\$1,193.64	-\$2,681.39	OUTSIDE
206484-103872	AYERS SPENCER	1583 BUCHANAN AVENUE	X	-\$88.74	SW ONLY
207284-107081	PAT TATUM	605 N LAMAR BLVD	X	-\$15.45	SW ONLY
226563-124390	BEAR HORNE	101 WESTMINSTER DRIVE	-\$58.44	X	WT ONLY
006662-046003	JULIE DAVIS	134 ANCHORAGE ROAD	-\$69.58	X	WT ONLY
224716-122544	TOMMY LAMBERT	800 PRAIRIEVIEW ROAD	-\$167.53	X	WT ONLY
<b>TOTAL:</b>			<b>-\$2,820.61</b>	<b>-\$4,806.73</b>	



# LAFAYETTE COUNTY

## First Regional Library Branch Report Lafayette County & Oxford Public Library (Oxford) September 2024 Happenings

Meridith Wulff, Branch Head Librarian

In September, the library kicked off a year of new and exciting programs. In addition to favorites for children and families like Storytime, Baby Storytime, and Pokemon Playdate, new offerings include an evening Family Storytime, an evening Family Art Night, and Afterschool Zone, which offers a different self-directed activity each week. The library began expanding its adult offerings, including



new morning sessions of Art with Jan and Check It Out Bookclub, Conversation Cafe (a monthly series featuring coffee and pastries while a local author, artist, or other community member talks about their work. September's featured speaker was local author Larry Wells), and Bringing Up Baby, a three-part series led by Lafayette Pediatric Clinic's Dr. Anne Kristen Glaser. The highlight of September was Neighborhood Nature, attended by 261 community members and made possible by a grant from SciStarter and partnerships with the university's Center for Mathematics and Science Education, the Department of Biology, Delta Wind Birds, and Wonder Walks. This collaborative effort provided hands-on opportunities for all ages to get up close with nature and learn how to participate in citizen science.



Outreach included the Oxford School District's English Learners Family Night, Christ Presbyterian Church's Women's English Learners Program, hosting students from NMRC for storytime and a craft, and recording an episode of the University's "What's the Scoop" podcast to promote the library to students, staff, and faculty.

# LAFAYETTE COUNTY

## First Regional Library Branch Report Lafayette County & Oxford Public Library (Oxford) October 2024 Happenings

Meridith Wulff, Branch Head Librarian

Nearly 200 community members enjoyed classic field day activities such as sack races, ring toss, and parachute play at Field Day with Ole Miss Athletics. Members of the Ole Miss Track and Football teams joined in and had photo booth fun with kids and families. Trick or Treat at the Library brought costumed youth of all ages to the library for candy and photo booth shenanigans. The library introduced monthly Family Storytime and Family Art Night programs as part of its efforts to increase the number of activities available to working families. As always, Afterschool Zone, Storytime, and other regularly scheduled programs provided library fun and community connection. Outreach activities for children and families included the first of the library's new monthly visits from Mary Cathey Head Start Center, where students and teachers enjoyed a fun storytime, library tour, and the opportunity to select a book to check out and enjoy in the classroom.



Highlights of the library's October offerings for adults included Get Started with Orchids, Open Mic Night, a reading and signing by author Sheila Sundar, Don't Be Spooked by Scams with FNB Oxford, a visit from the North Mississippi Regional Center, and a month-long exhibit of local artist Lee Harper's History Bones series capped off by her presentation at Conversation Cafe.

Oxford University Transit  
Travel Request Form

List all Travelers: Donna Zampella  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain Reason For Travel:  
Leadership Academy – shadow a CTAA Board member at the Capitol Building for the Legislative Fly in to discuss legislative priorities for community and public transit industry with relevant Congressional Offices.  
\_\_\_\_\_  
\_\_\_\_\_

Destination: Washington DC

Departure Date: March 2, 2025 Return Date: March 8, 2025

**Estimated Traveler Meals and Transportation Cost**

Airfare Estimate: 453.00  
Estimated Mileage Expense: 68.12  
Parking Expense: \_\_\_\_\_  
Rental Car Expense: \_\_\_\_\_  
Estimated Meal Expense: 200.00

**Other Cost**

Motel/Hotel Name Hilton Garden Inn Washington DC Downtown

Lodging Cost: 2,045.36

Registration Cost: 3850.00

Method of Travel Personal Vehicle - Plane

Travel Cost \_\_\_\_\_

Total Cost Per Person \_\_\_\_\_ Total Cost For Trip 6,616.48

Funding Source Grant 80% - RATP Dev Travel Funds 10% - City/University 10%

MDOT Approval \_\_\_\_\_ Date \_\_\_\_\_

Aldermen Board Approval \_\_\_\_\_ Date \_\_\_\_\_



# CTAA LEGISLATIVE FLY-IN 2025 AGENDA

★ MARCH  
5-7, 2025

★ NATIONAL  
PRESS CLUB

★ WASHINGTON,  
DC

WEDNESDAY, MARCH

5

**LEGISLATIVE FLY-IN BRIEFING**

4:00 PM



**WELCOME RECEPTION**

5:00 - 6:00 PM

THURSDAY, MARCH

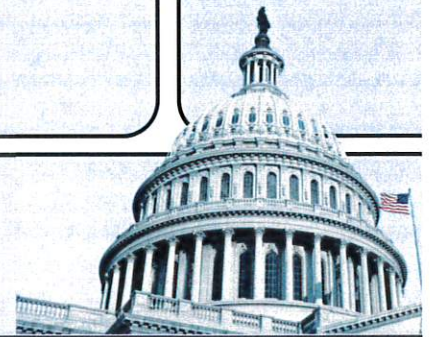
6

**BREAKFAST**

8:00 AM

**MEETINGS ON CAPITOL HILL**

9:30 AM - 5:00 PM



**LEGISLATIVE FLY-IN CELEBRATION**

5:15 - 7:00 PM

FRIDAY, MARCH

7

**FTA LEGISLATIVE MEETING & BREAKFAST**

8:00 AM



[WWW.CTAA.ORG/HILL-DAY-2025](http://WWW.CTAA.ORG/HILL-DAY-2025)



## PROGRAM OVERVIEW

Leadership is an activity, a verb. If others are looking to you for answers, you are a leader regardless of your title or official position. These past few years have presented unusual tribulations. Leadership is mobilizing people to do tough work. Leveraging influence to encourage people to do things they may not do alone. Leadership is about dignity, the inherent worth of every person.

Leadership in transit is more than transporting people; it's understanding the dignity of riders, and those who work in your agency. We want the future transit leaders to support their employees and assist riders in arriving at their dreams and not just their destination.

- Did you come up through the transit agency, start as a driver, bus cleaner, mechanic and now you find yourself managing people?

- Are you coming to transit as your 2nd career?
- Do you work for a state DOT, transit authority, public, or private transportation agency, and need more understanding of the daily demands of transit agencies?
- Do you want to learn how to develop people?
- Time for professional development?
- Do you find yourself wanting to move up but desire more skills?
- Do you want to assist your agency in establishing successful succession plans?

If you answered yes to any of the above questions, you should not hesitate to join Cohort 7 of CTAA's Leadership Academy (formerly Emerging Leaders Academy or ELA)!

Interested in getting involved in Leadership Academy in another way? [Check out the Promotional Opportunities we offer](#), including sponsoring a scholarship, presenting a workshop, and more!

## CORE COMPETENCIES

This immersive five day experience will provide professional instruction that will focus on self-discovery, engaging learning activities, group discussions, and practical management techniques.

Participants will be ready to lead their agency with core competencies that include: Concepts of Supervision, Leading with Powerful Questions, Adjusting to Change, Ethics and Values, Sensemaking, Adaptive Leadership, Performance Gap Analysis, Communications Basics, Creating Trustworthy Processes, and much more!

## APPLICATION TIMELINE

CTAA Leadership Academy – Cohort 7 will be a week-long academy held at CTAA's offices in Washington, D.C. from Sunday, March 2 to Friday, March 7, 2025. There are no virtual participation options, with all meetings being held in-person during these dates.

- [Application is available here](#). Application must be submitted by October 31, 2024 11:59pm EST. Please note that a letter of recommendation is also due at this time.

Prior to attending Leadership Academy in Washington, D.C., academy participants must:

- Submit their current workplace challenge that they will spend the week working through with the instructor team.
- Participate in the Leadership Academy Cohort 7 Kick Off Meeting (Virtual, Date/Time TBD).
- Complete the required reading and be prepared to discuss the modules in class.

## PROGRAM SCHEDULE

Back by popular demand, Cohort 7 will spend Thursday, March 6 engaging with CTAA's Board of Directors and staff, along with industry leaders, for CTAA's Annual Legislative Fly-In. Each Leadership Academy participant will be paired with members of the CTAA Board and staff to discuss key legislative priorities for the community and public transit industry with relevant Congressional offices. Past Leadership Academy participants have noted that meeting with these targeted Congressional members gave them increased insight as to how Member offices influence transit policy and funding. CTAA's Legislative Fly-In not only proves to be educational, but exciting, as you walk the halls of Congress with fellow transit professionals.

### **Sunday, March 2**

- *Kick off dinner*

### **Monday, March 3**

- *Breakfast and lunch provided*
- *All day leadership training*
- *Dinner on own*

### **Tuesday, March 4**

- *Breakfast and lunch provided*
- *All day leadership training*
- *Dinner on own*

**Wednesday, March 5**

- *Breakfast and lunch provided*
- *Meet the Gurus: Meet transit leaders and prepare for Legislative Fly-In*
- *Legislative Fly-In Networking Reception*
- *Dinner on own*

**Thursday, March 6**

- *Breakfast provided*
- *Spend the day on Capitol Hill – Join CTAA's Board of Directors and staff in transit focused legislative meetings. Leadership Academy participants will shadow CTAA staff and board and their respective Legislative Fly-In meetings.*
- *Lunch on the Hill (on own)*
- *Evening reception with CTAA Board of Directors and other transit leaders*
- *Dinner on own*

**Friday, March 7**

- *Morning leadership breakfast with CTAA Board of Directors*
- *Leadership Academy Graduation Ceremony*
- *Leadership Academy concludes prior to lunch*



# SPONSORING ORGANIZATION COMMITMENT

CEOs, General Managers, and Executive Directors sponsoring candidates recognize that an employee's participation in CTAA Leadership Academy is extremely valuable to their organizations. Sponsors understand that their commitment and support means allowing their Leadership Academy participant to attend the planned activities and events.

All participants are required to submit a letter of recommendation from the agency's CEO, General Manager, or Executive Director of their transit agency. Letter of recommendation due to [Lance@ctaa.org](mailto:Lance@ctaa.org) by October 31, 2024 11:59pm EST.

# PROGRAM REQUIREMENTS

CTAA's Leadership Academy is designed for passenger transportation employees who have shown promise as a future leader.

- Must be in "good standing" with your transit agency
- Must be a full time, permanent-status employee (not on probationary status)
- Must have at least three (3) years of managerial experience, with a preference of all years of managerial experience in the passenger transportation industry and have subordinates or directly manage others
- Must fill out and submit the approved application
- Must submit a recommendation from one of the following: the CEO, General Manager, or Executive Director of their transit agency

## COST

The tuition for the 2025 Cohort 7 Leadership Academy will be \$3,650 per participant. This cost includes all the instruction, mentorship and registration for EXPO 2025. All travel, some meals\*, lodging and incidental expenses will be the responsibility of the participant or the participant's employer.

\*CTAA will provide breakfast and lunch for most days. Dinners on the participants own unless otherwise noted.

CTAA will set up a hotel block for attendees to make their own reservations. Participants are highly encouraged to stay at the host hotel, as we find that most networking and informal meetings are coordinated there following the day's planned activities.

## QUESTIONS

For questions on the CTAA Leadership Academy, contact Loreal Lance at [lance@ctaa.org](mailto:lance@ctaa.org).

## SPONSOR LEADERSHIP ACADEMY!

# Download the Promotional Opportunities Prospectus



Facebook



LinkedIn

The Community Transportation Association of America (CTAA) and its members believe that mobility is a basic human right. From work and education to life-sustaining health care and human services programs to shopping and visiting with family and friends, mobility directly impacts quality of life.

## Join

- [Membership](#)
- [Membership Benefits](#)
- [Member's Only Site](#)
- [Awards](#)

## About

- [Mission](#)
- [Board of Directors](#)
- [State & Tribal Delegates](#)
- [Staff List & Bios](#)
- [Accessibility Statement](#)

## Resources

- [FedCentral](#)
- [DigitalCT](#)
- [InfoCards](#)
- [Webinar Archive](#)

# VIEWPOINT

— WITH DENNIS QUAID —

## Studio Production Authorization

To the Attention of: Robyn Tannehill

Participant Company: City of Oxford MS.

Storyline: Discover America: Great Places to Live, Visit and Start a Business

Producer: Anthony Davis

Date: Thursday, December 5, 2024

## Public Television Distribution

This VIEWPOINT short-form documentary series will be distributed to Public Television stations in all 50 states. The overall project will include the production of one (1) 3-5-minute educational segment produced as a standalone short-form documentary for distribution to Public Television Stations nationwide (estimated reach for one year is 60 million households). VIEWPOINT maintains editorial control for the series format following Public TV Standards and will adhere to guidelines for Public Television's official practices. The host of VIEWPOINT for Public Television is Dennis Quaid. Mr. Quaid's image may not be used for any other *broadcasts* other than for this Public Television series. City of Oxford MS. agrees to be a content expert for VIEWPOINT and understands that the format of the Public Television segment is non-commercial and strictly educational in nature. In adherence with Public Television Standards and Practices, there are no fees associated with the Public Television portion of the project. All fees outlined in this Authorization cover production costs for the value-added production and distribution services outlined below.

*As a special thanks, VIEWPOINT will provide the following value-added services.*

## 5-6 Minute Corporate Profile

VIEWPOINT will provide the production of one (1) broadcast quality, 5-6-minute educational documentary profile with expansive and detailed information documenting the issues and educational message that are applicable to your target audience. This is produced and edited on digital HD media. The format is educational and informational and is designed to promote your educational message within the context of the feature story line. Production includes interviews, narration, program/set design, script writing, videography, graphics, music, editing, high-end computer-generated graphics, and 2-D animation and/or graphics of your logo, phone number, and website will complete the production.

## Educational Commercial Television Airings

VIEWPOINT will provide the production of one (1) high end one-minute educational commercial segment used for network distribution. Your segment will be broadcast once primetime in over 84 million homes via MSNBC, CNBC, CNN, or an equivalent network. Your educational commercial segment will also air 400 times in many of the top 100 Designated Marketing Areas during peak and primetime on networks such as CNBC, CNN, CNN Headline News, Discovery Life, Fox Business Network, The Learning Channel, Discovery Channel, or equivalent networks (a media schedule will be set in advance to guarantee these spots and post airing affidavits (proof of airing) will be provided upon request following the airings).

---

VIEWPOINT

P. 561-244-7620 • [info@viewpointproject.com](mailto:info@viewpointproject.com)

# VIEWPOINT

WITH DENNIS QUAID

## Internet Distribution

VIEWPOINT will digitize your segments into digital files for streaming on your website and will be delivered in a format for streaming on social media sites. VIEWPOINT will design and generate an email campaign to your narrowcasted audience sending up to 1,000,000 video emails from our email database.

## Project Cycle: 90-120 Days

Day 1: Contract signed, and organization is scheduled for participation in the project.

Days 2-14: Project Fee is due on receipt of invoice; Questionnaire and Collaterals Sent.

Days 15-45: Project assigned to a field producer, producer reviews literature, acclimates to storyline.

Days 46-75: Scripts written and approved. Shoot location determined and shoot day set.

Days 76-90+: Shoot Day occurs; studio edits film; segments are approved & media schedule is set for airing.

## Requirements of City of Oxford MS.

- a. Completion of the Research Questionnaire. (Available online, by email, & in Welcome Package)
- b. Collateral materials sent necessary to the storyline and to aid the producer and field producer in scripting. (Included should be all necessary literature, marketing materials, past video work, master files of previously shot video (if available), company logo(s); all helpful creating the script.
- c. A list of potential interviewees and site locations where the educational story may be shot.
- d. City of Oxford MS. does hereby commit to participate in this project described above and agrees to pay the \$25,900 underwriting and scheduling fee upon receipt of invoice (there are no post-production fees).
- e. The one day one location shoot will be provided for a location fee of \$3,400 to shoot onsite in the continental U.S. This location expense will be the responsibility of City of Oxford MS.. Alternately, a field production crew can be provided on location at an appropriate facility in South Florida (West Palm Beach to Miami) to shoot all footage and interviews for this project at no additional expense if the organization has a South Florida location to shoot story in use by an end user.
- f. Expert advice on the technical accuracy of script and video for the 5-minute educational documentary and one-minute segment within 5 business days of receipt of these deliverables.
- g. City of Oxford MS. agrees to sign up for a free six-month ClipStock Enterprise Membership (the duration of the project). This membership is essential because it includes unlimited access to necessary stock footage, music and SFX for the project. As a VIEWPOINT featured guest, City of Oxford MS. will receive both licensing and distribution rights to the stock footage, music, SFX along with the 6-minute corporate documentary and educational commercial at no additional cost. Your team will also have final sign-off and approval on all 3 segments prior to airings and distribution.

Robyn Tannehill  
Authorized Signature

MAYOR

Position

12/5/24

Date

[Signature]  
Pioneer Production Services, LLC

[Signature]

Position

12/12/24

Date

VIEWPOINT  
Senior Producer  
Anthony Davis

~~Venue for any claim relating to this agreement, or to the breach of this agreement, shall be in Palm Beach County, Florida. This agreement shall be interpreted under the laws of the state of Florida.~~ *RMJ*

VIEWPOINT

P. 561-244-7620 • info@viewpointproject.com

# NATIONAL

## **Public Television Documentary**

Viewpoint short-form documentary (3-5 minutes) will be distributed to Public Television stations in all 50 states, airing for one year, for unlimited broadcast (estimated reach for one year is 60 million households). The short-form documentary is hosted by Dennis Quaid.

## **5-6 Minute Corporate Profile**

Viewpoint will provide the production of one (1) broadcast quality, 5-6 minute educational documentary profile in HD with expansive and detailed information documenting the issues and educational message that concern your target audience.

## **Internet Media**

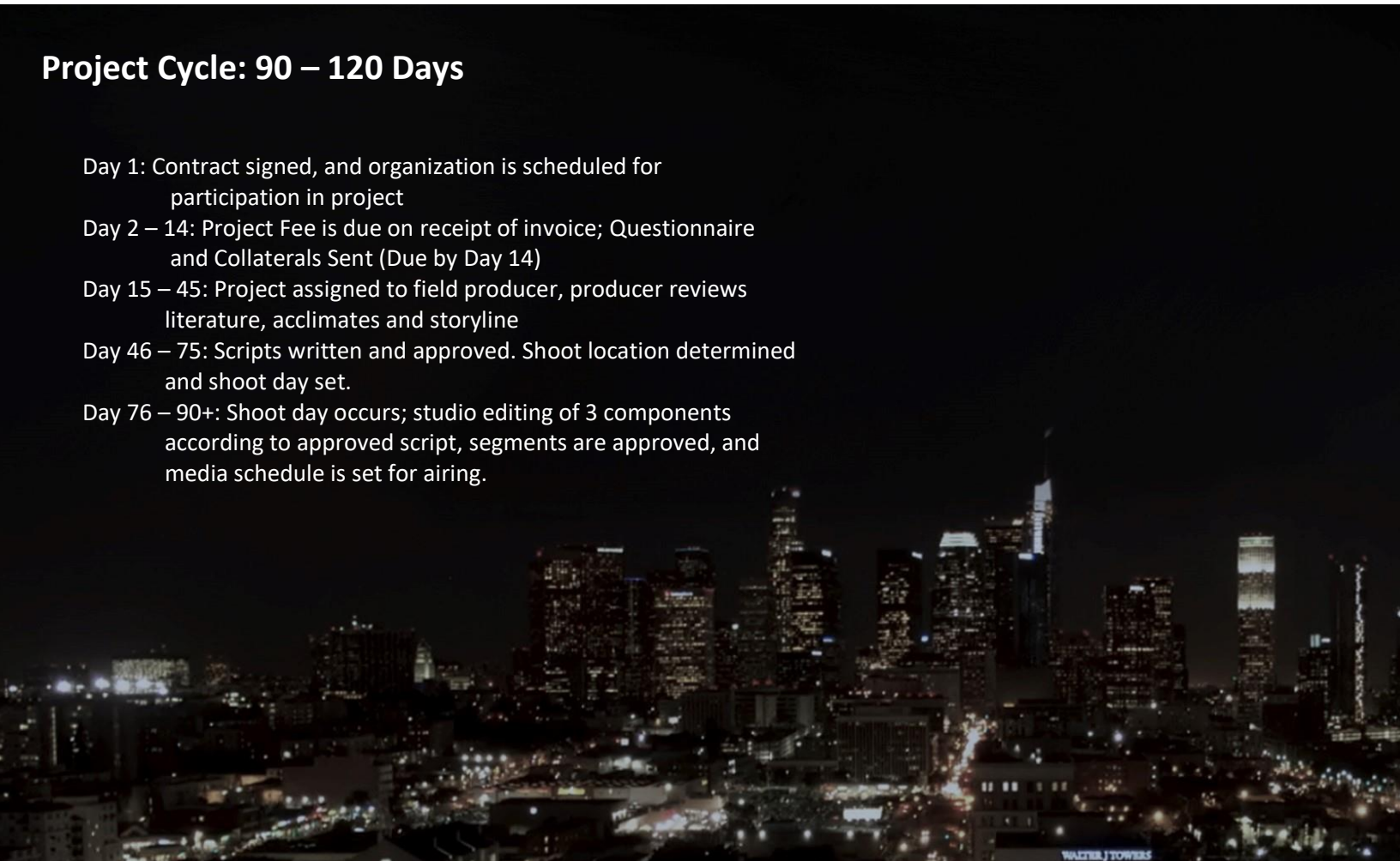
Viewpoint will digitize the 5-6 minute documentary into a digital file for streaming on your company or organization's website, and will be delivered in a format for streaming on social media. Viewpoint will design and generate an email campaign to your narrowcasted audience sending up to 1,000,000 video emails from the Viewpoint email database.

## **Commercial Television Airings**

Viewpoint will provide the production of one (1) highend one-minute educational commercial segment used for network distribution, broadcast once prime time in over 84 million homes via MSNBC, CNBC, or an equivalent network; and airing 400 times in the top 100 Designated Market Areas during peak and prime time on networks such as CNBC, CNN Headline News, The Learning Channel, Discovery Life, Discovery Channel, or equivalent networks.

## **Project Cycle: 90 – 120 Days**

- Day 1: Contract signed, and organization is scheduled for participation in project
- Day 2 – 14: Project Fee is due on receipt of invoice; Questionnaire and Collaterals Sent (Due by Day 14)
- Day 15 – 45: Project assigned to field producer, producer reviews literature, acclimates and storyline
- Day 46 – 75: Scripts written and approved. Shoot location determined and shoot day set.
- Day 76 – 90+: Shoot day occurs; studio editing of 3 components according to approved script, segments are approved, and media schedule is set for airing.



# VIEWPOINT

WITH DENNIS QUAID



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# VIEWPOINT

— WITH DENNIS QUAID —

## CONTENT PROVIDER BENEFITS

### PARTNERING WITH VIEWPOINT

**VIEWPOINT** is uniquely positioned in the educational media market. The segments created are not just for a "general" audience; rather, these segments are customized to feature important aspects of your specific industry. Our partnerships allow VIEWPOINT to feature the biggest names, organizations, and breaking storylines to create the most intuitive and entertaining content available for the viewer.

### PUBLIC TELEVISION SEGMENT

**VIEWPOINT** will develop and deliver a 3-5 minute educational segment comprehensively covering your field, hosted by Dennis Quaid. This cutting edge, network ready segment will feature topics specifically pertaining to your industry, and what role your organization plays in it. Every segment highlights new technologies, trends, and advancements being made while abiding by the strict educational statutes expected by Public Television.

### PROJECT DELIVERABLES

As a thank you for participating as a Content Provider for the VIEWPOINT, a high end Commercial and Custom Documentary will be created and distributed to a wide array of national and international media outlets with millions of viewers. This content is high-quality, informative, and content-specific. These files will be provided as HD digital files at the completion of the project.



# VIEWPOINT

— WITH DENNIS QUAID —

## NETWORK EXPOSURE

### COMMERCIAL DISTRIBUTION

**VIEWPOINT** utilizes strategic partnerships with various networks such as CNBC, MSNBC, The Learning Channel, CNN, Fox Business, The Discovery Channel, and many more to place commercial segments that are constructed to communicate the key issues impacting your target markets. These national spots reach over 84 million households nationwide, and only air in peak and prime-time slots.

Additionally, these spots are independently distributed on a regional basis in the top one hundred DMAs across the country, reaching an additional 30 million households.

## DOCUMENTARY

### CUSTOM CORPORATE DOCUMENTARY

The **VIEWPOINT** team understands that to have the proper content, it is critical to secure exemplary stories from our participant's. We also understand and realize the need for organizations such as yours to have a valuable set of deliverables at the conclusion of the project.

In addition to the other segments created, **VIEWPOINT** will utilize the resources provided, such as the additional footage obtained on the one-day location shoot, to produce a 5-6 minute corporate identity segment solely featuring your organization, and for your exclusive use. Using the driving industry story from our Content Providers as the backbone, this customized segment will feature the content in groundbreaking ways. The final segment can serve as a conduit to audiences online and elsewhere.

# VIEWPOINT

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## WITH DENNIS QUAID

## INTERNET EXPOSURE

### INTERNET DISTRIBUTION & NARROWCASTING

**VIEWPOINT** has a unique laser targeted approach to internet branding for the series and our participant's educational content. Our Narrowcasting campaign involves the demographic targeting of audiences most inclined to take interest in your story and/or product. Content Providers and Partners of the **VIEWPOINT** have the ability to Narrowcast information and link directly to the video and/or applicable online content through a customized email campaign. Those receiving the email are demographically selected opt-in viewers who have an explicit interest in the topic and content presented.

## PTV FACTS

### PUBLIC TELEVISION FACTS

Public Television base is Affluent, Educated Adults as a Target Audience.  
Public Television Viewers in areas of: (% more likely than US Average)

### WEALTH

- 84% more likely to own \$150,000+ in stocks
- 42% more likely to have used money management or financial counsel
- 21% more likely to own investment real estate
- 67% more likely to have spent \$6,000+ in foreign travel in the last year

### EMPLOYMENT

- 14% more likely to have the job title of Vice President
- 13% more likely to have the job title of President

### EDUCATION

- 25% more likely to have completed post-graduate education
- 25% more likely to have taken adult education courses in the last year
- 54% more likely to attend museums
- 44% more likely to be a book club member

# VIEWPOINT

— WITH DENNIS QUAID —

## PRODUCTION CYCLE

### PRE-PRODUCTION SCHEDULE

- Sign and Return Production Authorization - Upon Receipt
- Pre-Production Fee Due - Upon Receipt of Invoice, net 14 days
- Fill out and Return Project Research Questionnaire - Within 2 weeks of Receipt
- Send Collateral Materials (Logos, documents, website, etc.) - Within 2 weeks of Receipt

### PRODUCTION SCHEDULE (90 DAY PROJECT SCHEDULE)

**Day 1** - Field Producer Assigned to your Project at beginning of the Month

**Day 2-3** - Field Producer reviews Project Research Questionnaire and Collateral Materials and Speaks with the Participant

**Day 7-8** - Shoot Date and Location are confirmed by Participant

**Day 30-45** - Script is Written and Story Board is developed

**Day 35-50** - Participant Informs Field Producer of Script Approval or Technical Revisions within a Week of Receipt

**Day 55-65** - Shoot Takes Place on Date and Location Selected by Participant

**Day 65-80** - Segments are Edited based on Approved Script and Shot List

**Day 85-90** - Segments are Approved by Participant within 10 days of Receipt

**Day 90** - Segments are Delivered to the Participant in HD format on a Flash Drive

**Day 90+** - Participant is Notified of Public Television Distribution and Scheduled for Commercial Airings and Internet Distribution



**Jeff McCutchen**

*Chief of Police*

jmccutchen@oxfordpolice.net

**Date:** 11/19/2024

**Subject:** Towing / Wrecker Service contracts

I, Lt. David Sabin, recommend approval of applicants Shivers Towing and Chandler Towing for the two City of Oxford Rotation Wrecker contracts from January 1, 2025 to December 31, 2027. I cannot find anything that would restrict or prevent either company from operating in this capacity for the City of Oxford.

Chief Jeff McCutchen  
Oxford Police Department

---

Date

Lieutenant David Sabin  
Oxford Police Department

*David Sabin*

11-19-24

---

Date

Officer Brandon House  
Oxford Police Department

*Brandon House*

11-19-24

---

Date

Oxford Police Department

715 Molly Barr Rd.

Oxford, MS 38655

Phone: (662) 232-2400

Fax: (662) 232-2314



# OXFORD

PLANNING  
DEPARTMENT

## Memorandum

**To:** Mayor and Board of Aldermen  
**From:** Ben Requet, AICP, Planning Director  
**Date:** December 3, 2024  
**Re:** Second Reading and Public Hearing of a Zoning Map Amendment request (Case #3161) by Oxford Farms, LLC. (Andy Callicutt), to rezone +/- 52.7 acres from Suburban Residential (SR) to Suburban Multi-Family (SMF) for property located on Oxford Way. (PPIN #7984)

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**Request:** This is a request for a Zoning Map Amendment to rezone approximately +/- 52.7 acres from Suburban Residential (SR) to Suburban Multi-Family (SMF) for property located on Oxford Way. At the November 12, 2024, Planning Commission meeting, a motion by Commissioner Murphy to recommend approval of the requested rezoning to the Mayor and Aldermen that was seconded by Commissioner Spragins passed with a 6-1 vote (Ayes: Commissioners Murphy, Spragins, Milam, Smith, Logan and Chairman Rigby – Nay: Commissioner Alexander). Therefore, the Commission recommended approval of the requested rezoning.

The subject property is located on the south side of Oxford Way in the Oxford Farms Development. It measures approximately +/- 52.7 acres, and it is zoned Suburban Residential (SR). The property is immediately south of The Archive, and the property to the west is the site being considered for a development known as Rise Oxford, while the property to the east is undeveloped. Currently, this property contains one existing structure, but it is mostly undeveloped. The applicant is requesting a Zoning Map Amendment to change the zoning for all +/- 52.7 acres from Suburban Residential (SR) to Suburban Multi-Family (SMF).

### **State Requirements for Rezoning:**

The criteria to rezone property are cited in a number of Mississippi cases and are as follows:

“Before a zoning board reclassifies property from one zone to another, there must be proof either:

(1) that there was a mistake in the original zoning, or (2) (a) that the character of the neighborhood has changed to such an extent as to justify reclassification, and (b) that there was a public need for rezoning.” (Burdine v. City of Greenville, 1999).

In another case, the court stated: “Before property is reclassified, applicant seeking rezoning must prove beyond by clear and convincing evidence either that there was mistake in original zoning, or that character of neighborhood had changed to such an extent as to justify rezoning, and that public need existed for rezoning” . (City of Biloxi v. Hilbert, 1992)

Finally, *Fondren North Renaissance v. Mayor and City Council of City of Jackson*, 1999, stated: “Under the “change and mistake” rule of municipal zoning, based on the presumption that the original zoning is well-planned and designed to be permanent, before a zoning board may reclassify property from one zone to another, there must be proof either: (1) that there was a mistake in the original zoning, or (2)(a) that the character of the neighborhood has changed to such an extent as to justify reclassification, and (b) that there was a public need for rezoning. Therefore, the merits of the applicant’s request for rezoning, based on the criteria established in the cited cases, is as follows:

**Change and Need:**

In the application, the applicant provided the following justifications for the change in the character of the neighborhood and the public need.

1. **Shift in Neighborhood Character:** Overtime, neighborhoods evolve, and it is crucial for zoning regulations to reflect these changes. In the case of the property in question, the character of the surrounding area has shifted substantially. The City of Oxford has recently expanded its city limits significantly in and around the area. Although the property was already within the city limits, the expansion has created a more integrated and comprehensive urban landscape. This growth necessitates an update to the zoning to ensure cohesive development and proper utilization of the newly incorporated areas.
2. **Completion of Oxford Way Construction:** Another significant factor contributing to the changed character of the neighborhood is the completion of Oxford Way and the development adjacent to roadway. Oxford Way provides a crucial east-west connection between S. Lamar Avenue and Old Taylor Road. This roadway significantly improves accessibility and traffic flow in the area, making the Oxford Farms property more viable and attractive for multi-family residential development. Rezoning the property to a higher residential density will align with the enhanced connectivity and support the increased residential demand anticipated from this new infrastructure.

The applicant also believes that there are other circumstances to justify the proposed zoning map amendment.

3. **University of Mississippi Growth:** The University of Mississippi has experienced substantial growth in recent years, increasing its student enrollment, faculty, and staff numbers. This expansion has led to a heightened demand for housing options that are conveniently located near the campus. The Oxford Farms property is ideally situated to meet this demand, providing a strategic location for multi-family residential development.
4. **Increased Enrollment and Housing Demand:** As enrollment at the University of Mississippi continues to rise, the need for nearby housing options has become more pressing. The existing housing market is struggling to keep pace with the influx of students, leading to higher

rental prices and limited availability. Rezoning the Oxford Farms property to SMF will help address this shortfall by increasing the supply of housing units, thereby easing the pressure on the housing market.

5. **Proximity to Campus:** The Oxford Farms property's proximity to the University of Mississippi makes it an ideal location for suburban multi-family housing. The short commute to campus will be highly attractive to students, faculty, and staff, providing convenient and accessible living options. This proximity supports the university community by reducing travel times and improving the overall quality of life for residents.
6. **Economic and Social Benefits:** The influx of university students and staff will bring economic benefits to the area, including increased local spending and job creation. The development of SMF housing will cater to this demographic, providing affordable and accessible living options. Additionally, the diverse population will contribute to the social fabric of the community, enhancing its vibrancy and inclusivity.

**Mistake:** There is no mistake in this instance.

The applicant points out that there have been changes in the character of the neighborhood partly attributed to Oxford's most recent annexation. Also noted is the completed construction of Oxford Way, which has created a needed connection between Old Taylor Road and South Lamar. This area continues to develop with housing and a mixed-use commercial center has been approved near this site. The City plans for a connection from Oxford Way to Belk Boulevard near the hospital.

This location confronts The Archive, a student housing development, and is near an area of Oxford with multi-family housing development that include Faulkner Flats, The Mark, The Domain, The Azul, and Taylor Bend.

As the community has seen over the past few years, there is considerable demand and need for housing in Oxford as the University enrollment has grown considerably since COVID. A multi-family facility at this location is in close proximity to the Ole Miss campus and could provide much needed housing for the Oxford community.

**Recommendation:** Staff believes that there is sufficient evidence of change and need to support the rezoning of this property as requested.

#### **Planning Commission Meeting (November 12, 2024)**

A link to the recording of the November 12<sup>th</sup>, 2024, Planning Commission meeting is provided below. As this meeting was held on Tuesday, the draft minutes are still in production.

[Case #3161 – Oxford Farms Rezoning](#) (This item should begin at 1:23:43)

**Planning Commission Recommendation:**

At the November 12, 2024, Planning Commission meeting, a motion by Commissioner Murphy to recommend approval of the requested rezoning to the Mayor and Aldermen that was seconded by Commissioner Spragins passed with a 6-1 vote (Ayes: Commissioners Murphy, Spragins, Milam, Smith, Logan and Chairman Rigby – Nay: Commissioner Alexander). Therefore, the Commission recommended approval of the requested rezoning.

**As this is a first reading, voting action is not required by the Mayor and Aldermen.**





# OXFORD

PLANNING  
DEPARTMENT

## Case #3161

**To:** Oxford Planning Commission  
**From:** Benjamin Requet, AICP; Director of Planning  
**Date:** November 12, 2024

**Applicant:** Oxford Farms, LLC (Andy Callicutt)  
**Owner:** Same  
**Request:** Zoning Map Amendment  
**Location:** Oxford Way (PPIN #7984)  
**Zoning:** (SR) Suburban Residential

### Surrounding Zoning:

**North:** (SMF) Suburban Multi-Family  
**East:** (NR) Neighborhood Residential  
**West:** (SR) Suburban Residential  
**South:** Lafayette County

### Planning Comments:

The subject property is located on the south side of Oxford Way in the Oxford Farms Development. It measures approximately +/- 52.7 acres, and it is zoned Suburban Residential (SR). The property is immediately south of The Archive, and the property to the west is the site being considered for a development known as Rise Oxford, while the property to the east is undeveloped. Currently, this property contains one existing structure, but it is mostly undeveloped. The applicant is requesting a Zoning Map Amendment to change the zoning for all +/- 52.7 acres from Suburban Residential (SR) to Suburban Multi-Family (SMF).

### State Requirements for Rezoning:

The criteria to rezone property are cited in a number of Mississippi cases and are as follows:

“Before a zoning board reclassifies property from one zone to another, there must be proof either:

(1) that there was a mistake in the original zoning, or (2) (a) that the character of the neighborhood has changed to such an extent as to justify reclassification, and (b) that there was a public need for rezoning.” (Burdine v. City of Greenville, 1999).

In another case, the court stated: “Before property is reclassified, applicant seeking rezoning must prove beyond by clear and convincing evidence either that there was mistake in original

zoning, or that character of neighborhood had changed to such an extent as to justify rezoning, and that public need existed for rezoning” . (City of Biloxi v. Hilbert, 1992)

Finally, *Fondren North Renaissance v. Mayor and City Council of City of Jackson*, 1999, stated: “Under the “change and mistake” rule of municipal zoning, based on the presumption that the original zoning is well-planned and designed to be permanent, before a zoning board may reclassify property from one zone to another, there must be proof either: (1) that there was a mistake in the original zoning, or (2)(a) that the character of the neighborhood has changed to such an extent as to justify reclassification, and (b) that there was a public need for rezoning. Therefore, the merits of the applicant’s request for rezoning, based on the criteria established in the cited cases, is as follows:

**Change and Need:**

In the application, the applicant provided the following justifications for the change in the character of the neighborhood and the public need.

1. **Shift in Neighborhood Character:** Overtime, neighborhoods evolve, and it is crucial for zoning regulations to reflect these changes. In the case of the property in question, the character of the surrounding area has shifted substantially. The City of Oxford has recently expanded its city limits significantly in and around the area. Although the property was already within the city limits, the expansion has created a more integrated and comprehensive urban landscape. This growth necessitates an update to the zoning to ensure cohesive development and proper utilization of the newly incorporated areas.
2. **Completion of Oxford Way Construction:** Another significant factor contributing to the changed character of the neighborhood is the completion of Oxford Way and the development adjacent to roadway. Oxford Way provides a crucial east-west connection between S. Lamar Avenue and Old Taylor Road. This roadway significantly improves accessibility and traffic flow in the area, making the Oxford Farms property more viable and attractive for multi-family residential development. Rezoning the property to a higher residential density will align with the enhanced connectivity and support the increased residential demand anticipated from this new infrastructure.

The applicant also believes that there are other circumstances to justify the proposed zoning map amendment.

3. **University of Mississippi Growth:** The University of Mississippi has experienced substantial growth in recent years, increasing its student enrollment, faculty, and staff numbers. This expansion has led to a heightened demand for housing options that are conveniently located near the campus. The Oxford Farms property is ideally situated to meet this demand, providing a strategic location for multi-family residential development.

4. **Increased Enrollment and Housing Demand:** As enrollment at the University of Mississippi continues to rise, the need for nearby housing options has become more pressing. The existing housing market is struggling to keep pace with the influx of students, leading to higher rental prices and limited availability. Rezoning the Oxford Farms property to SMF will help address this shortfall by increasing the supply of housing units, thereby easing the pressure on the housing market.
5. **Proximity to Campus:** The Oxford Farms property's proximity to the University of Mississippi makes it an ideal location for suburban multi-family housing. The short commute to campus will be highly attractive to students, faculty, and staff, providing convenient and accessible living options. This proximity supports the university community by reducing travel times and improving the overall quality of life for residents.
6. **Economic and Social Benefits:** The influx of university students and staff will bring economic benefits to the area, including increased local spending and job creation. The development of SMF housing will cater to this demographic, providing affordable and accessible living options. Additionally, the diverse population will contribute to the social fabric of the community, enhancing its vibrancy and inclusivity.

**Mistake:** There is no mistake in this instance.

The applicant points out that there have been changes in the character of the neighborhood partly attributed to Oxford's most recent annexation. Also noted is the completed construction of Oxford Way, which has created a needed connection between Old Taylor Road and South Lamar. This area continues to develop with housing and a mixed-use commercial center has been approved near this site. The City plans for a connection from Oxford Way to Belk Boulevard near the hospital.

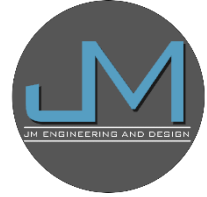
This location confronts The Archive, a student housing development, and is near an area of Oxford with multi-family housing development that include Faulkner Flats, The Mark, The Domain, The Azul, and Taylor Bend.

As the community has seen over the past few years, there is considerable demand and need for housing in Oxford as the University enrollment has grown considerably since COVID. A multi-family facility at this location is in close proximity to the Ole Miss campus and could provide much needed housing for the Oxford community.

**Recommendation:** Staff believes that there is sufficient evidence of change and need to support the rezoning of this property as requested.

# OXFORD FARMS REZONING REQUEST

PPIN 7984, OXFORD WAY



JM Engineering and Design is pleased to submit the rezoning application for PPIN 7984, located on Oxford Way in the Oxford Farms Development in Oxford, Mississippi. The property is currently zoned Suburban Residential (SR) and is approximately 52.7 Acres. The owner would like to rezone the property to Suburban Multi-Family (SMF).

## ***Please describe what has changed or the changing conditions that make the passage of this zoning amendment necessary?***

1. Shift in Neighborhood Character: Overtime, neighborhoods evolve, and it is crucial for zoning regulations to reflect these changes. In the case of the property in question, the character of the surrounding area has shifted substantially. The City of Oxford has recently expanded its city limits significantly in and around the area. Although the property was already within the city limits, the expansion has created a more integrated and comprehensive urban landscape. This growth necessitates an update to the zoning to ensure cohesive development and proper utilization of the newly incorporated areas.
2. Completion of Oxford Way Construction: Another significant factor contributing to the changed character of the neighborhood is the completion of Oxford Way and the development adjacent to roadway. Oxford Way provides a crucial east-west connection between S. Lamar Avenue and Old Taylor Road. This roadway significantly improves accessibility and traffic flow in the area, making the Oxford Farms property more viable and attractive for multi-family residential development. Rezoning the property to a higher residential density will align with the enhanced connectivity and support the increased residential demand anticipated from this new infrastructure.

## ***What other circumstances justify the proposed change?***

1. University of Mississippi Growth: The University of Mississippi has experienced substantial growth in recent years, increasing its student enrollment, faculty, and staff numbers. This expansion has led to a heightened demand for housing options that are conveniently located near the campus. The Oxford Farms property is ideally situated to meet this demand, providing a strategic location for multi-family residential development.
2. Increased Enrollment and Housing Demand: As enrollment at the University of Mississippi continues to rise, the need for nearby housing options has become more pressing. The existing housing market is struggling to keep pace with the influx of students, leading to higher rental prices and limited availability. Rezoning the Oxford Farms property to SMF will help address this shortfall by increasing the supply of housing units, thereby easing the pressure on the housing market.

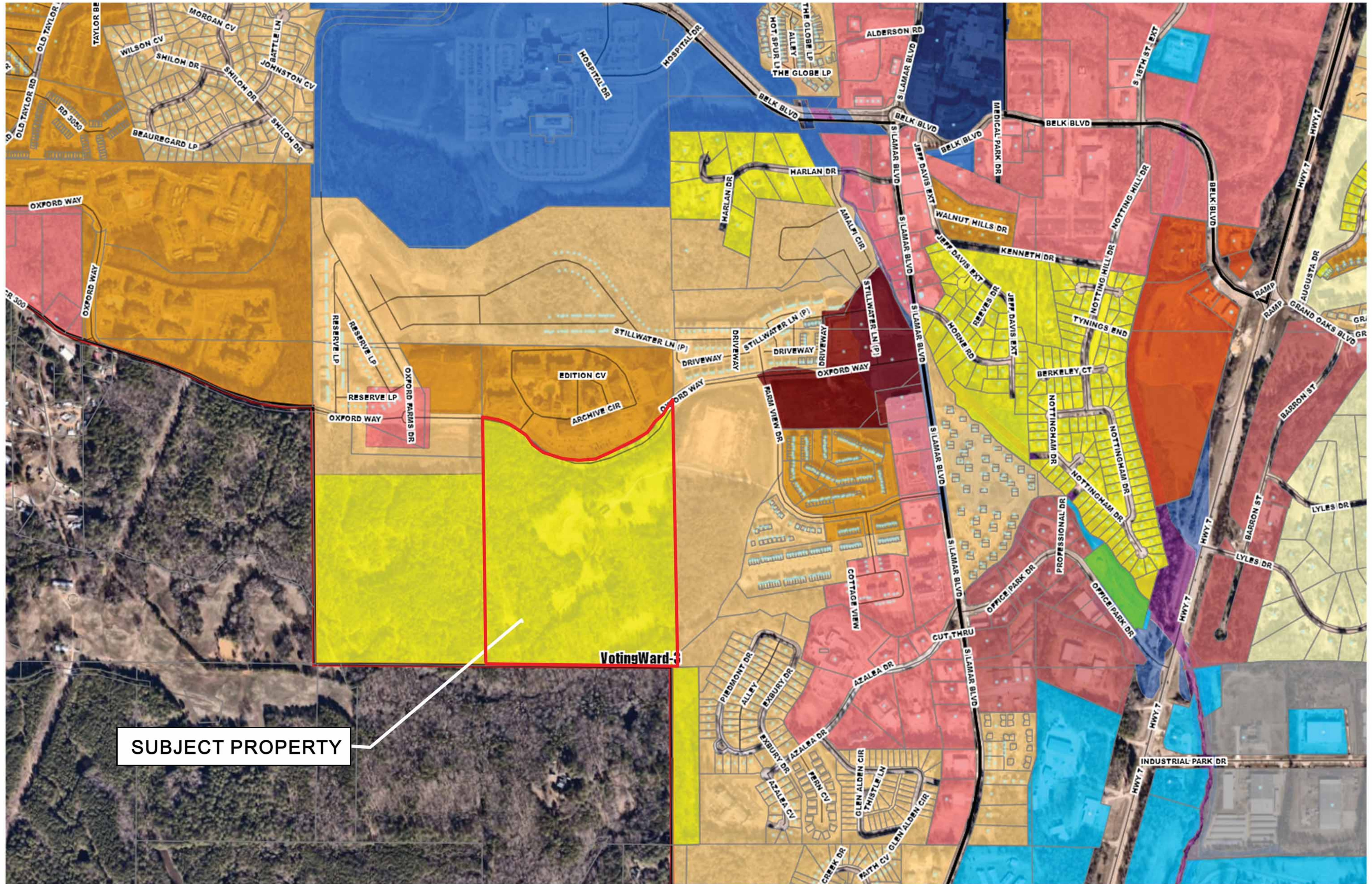
3. Proximity to Campus: The Oxford Farms property's proximity to the University of Mississippi makes it an ideal location for suburban multi-family housing. The short commute to campus will be highly attractive to students, faculty, and staff, providing convenient and accessible living options. This proximity supports the university community by reducing travel times and improving the overall quality of life for residents.
4. Economic and Social Benefits: The influx of university students and staff will bring economic benefits to the area, including increased local spending and job creation. The development of SMF housing will cater to this demographic, providing affordable and accessible living options. Additionally, the diverse population will contribute to the social fabric of the community, enhancing its vibrancy and inclusivity.

***What error(s), if any, in the Zoning Map would be corrected by the proposed amendment?***

We do not believe there is an error in the zoning map.

Sincerely,

Joey Moore, P.E.  
JM Engineering and Design, LLC  
Oxford, MS 38655  
662-801-8803



# OXFORD FARMS - PPIN 7984 - REZONING

JM ENGINEERING  
AND DESIGN, LLC  
OXFORD, MS  
(662) 801-8803





**OXFORD**  
GENERAL  
GOVERNMENT

# MEMORANDUM

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**To:** Board of Aldermen

**From:** Mark Levy, PLA

**CC:** Brad Freeman, Clay Brownlee

**Date:** December 3, 2024

**Re:** Permission to accept bid from FieldTurf USA Inc in the amount of \$102,945.00 for the mTrade Park Quad C Turf Expansion Project

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The City received one bid for the mTrade Park Quad C Turf Expansion Project on November 2th at 11:00 am. The bid from FieldTurf USA Inc for \$102,945.00 came in under the budgeted amount for the project. If approved, the project will begin later December-early January and will take 45 days to complete. The project will allow for Quad C to accommodate 90 foot bases.

mTrade staff recommends accepting the bid and permission to enter contract with FieldTurf USA.

Enclosure (2)

Certified Bid Tabulation  
Bid Proposal Form and supporting documents

**Bid Tabulation**

Mtrade Park Quad C Infield Synthetic Turf Expansion

11/27/2024

11:00 AM



THE CITY OF  
**OXFORD**

	<b>Contractor</b>	<b>Certificate of Responsibility</b>	<b>Bid Bond</b>	<b>Base Bid</b>
1	FieldTurf	16435-SC	Federal Insurance Company	\$102,945.00
2				
3				
4				
5				
6				
7				
8				
9				

I certify that this is a correct tabulation of all bids received for this project on the above date.

Mark Levy, PLA, ASLA

11/27/2024

Date



**PROPOSAL FORM**

To: City of Oxford  
107 Courthouse Square  
Oxford, Mississippi 38655

Re: Project # 2024-0020  
Project Title mTrade Park Quad C Turf Expansion  
Location 107 Courthouse Square, Oxford, MS 38655

I propose to complete all work in accordance with the Bid Specifications and Drawings within 45 consecutive calendar days for the sum of:

**BASE BID:** (Write in the amount of the base bid in words and numbers. In case of conflict, the written word governs.)

Words: One hundred and two thousand, nine hundred forty five Dollars Figures:  
(\$ 102,945 )

**ALTERNATES:** (Write in the amount of all of the alternates in words and numbers. In case of conflict, the written word governs.)

**Alternate #1**  Adds  Deducts

Words: \_\_\_\_\_ Dollars  
(\$ \_\_\_\_\_)

Description: \_\_\_\_\_  
\_\_\_\_\_

**Alternate #2**  Adds  Deducts

Words: \_\_\_\_\_ Dollars  
(\$ \_\_\_\_\_)

Description: \_\_\_\_\_  
\_\_\_\_\_

**Alternate #3**  Adds  Deducts

Words: \_\_\_\_\_ Dollars  
(\$ \_\_\_\_\_)

Description: \_\_\_\_\_  
\_\_\_\_\_

**Alternate #4**  Adds  Deducts

Words: \_\_\_\_\_ Dollars  
(\$ \_\_\_\_\_)

Description: \_\_\_\_\_  
\_\_\_\_\_

**Alternate #5**  Adds  Deducts

Words: \_\_\_\_\_ Dollars  
(\$ \_\_\_\_\_)


Description: \_\_\_\_\_  
\_\_\_\_\_

**ADDENDA ACKNOWLEDGMENT:**

No. \_\_\_\_\_ No. \_\_\_\_\_ No. \_\_\_\_\_  
No. \_\_\_\_\_ No. \_\_\_\_\_ No. \_\_\_\_\_

**ACCEPTANCE:**

I certify that I am authorized to enter into a binding contract, if this Proposal is accepted.

Signature  Date 11/27/20204  
 Name and Title Marie-Christine Raymond, Vice President Customer Operations  
 Name of Business FieldTurf USA Inc.  
 Address 175 N Industrial Blvd NE (mailing)  
 Address 175 N Industrial Blvd NE (physical)  
 City/State/Zip Code Calhoun, GA 30701 County \_\_\_\_\_  
 Phone 205-908-5608 Fax \_\_\_\_\_ Email craig.yancey@fieldturf.com

■ **BIDDER'S CERTIFICATE OF RESPONSIBILITY NUMBER:** 16435-SC

■ **Mechanical / Plumbing / Electrical Contractors:**

Regarding said Divisions of the Specifications of the Owner's Standard Form of Agreement Between The Owner and The Contractor:

List any Mechanical/Plumbing and/or Electrical Sub-Contractors that will perform work of this contract, regardless of cost even for under \$50,000.00. COR must be included where sub-contract exceeds \$50,000.00. If no sub-contractor is listed, and such work is within scope of contract and over \$50,000.00, bidder's own COR classification(s) must be sufficient to self-perform any such work. If no sub-contractor is listed, then use of sub-contractor to perform such scope will not be permitted.

Mechanical Contractor: \_\_\_\_\_ Certificate of Responsibility No. \_\_\_\_\_  
 Plumbing Contractor: \_\_\_\_\_ Certificate of Responsibility No. \_\_\_\_\_  
 Electrical Contractor: \_\_\_\_\_ Certificate of Responsibility No. \_\_\_\_\_

**Federal Insurance Company****AIA Document A310™ - 2010 Bid Bond**

---

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**CONTRACTOR**

*(Name, legal status and address):*

Fieldturf USA, Inc.  
7445 Cote-de-Liesse Rd., Ste. 200  
Montreal, Quebec, Canada, H4T 1G2

**OWNER**

*(Name, legal status and address):*

The City of Oxford  
107 Courthouse Square  
Oxford, MS 38655

**BOND AMOUNT** Five Percent of Amount Bid (5%)

**SURETY**

*(Name, legal status and principal place of business):*

**Federal Insurance Company**  
**202B Halls Mill Rd., PO Box 1650**  
**Whitehouse Station, NJ 08889-1650**

**PROJECT**

*(Name, location or address, and Project number, if any)*

mTrade Park Quad C Infield Synthetic Turf Expansion, 107 Courthouse Square, Oxford, MS 38655, PN: 2024-0020

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted here from and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 25th day of November, 2024

Tahira Khan  
(Witness) Tahira Khan, Paralegal

Fieldturf USA, Inc.

By: Darren Gill  
(Principal) Darren Gill



Executive Vice President  
(Title)

Jacki Bryant  
(Witness) Jacki Bryant

Federal Insurance Company

By: Jeffrey M. Wilson  
(Attorney-in-Fact) Jeffrey M. Wilson



(Corporate Seal)

Countersigned By: Charles F. Porter  
Charles F. Porter, MS Licensed Resident Agent  
MS License #7713512



**Power of Attorney**

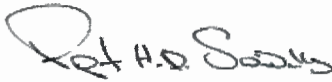
Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company

Westchester Fire Insurance Company | ACE American Insurance Company

**Know All by These Presents**, that **FEDERAL INSURANCE COMPANY**, an Indiana corporation, **VIGILANT INSURANCE COMPANY**, a New York corporation, **PACIFIC INDEMNITY COMPANY**, a Wisconsin corporation, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** corporations of the Commonwealth of Pennsylvania, do each hereby constitute and appoint Anna Childress, Mark W. Edwards II, Alisa B. Ferris, Robert R. Freel, Richard H. Mitchell, William M. Smith and Jeffrey M. Wilson of Birmingham, Alabama; Robert Read Davis of Atlanta, Georgia; Richard E. Daniels of Pensacola, Florida and Robert M. Verdin of Metairie, Louisiana

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, **PACIFIC INDEMNITY COMPANY**, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** have each executed and attested these presents and affixed their corporate seals on this 2<sup>nd</sup> day of April 2024.

  
 \_\_\_\_\_  
 Rupert HD Swindells, Assistant Secretary

  
 \_\_\_\_\_  
 Warren Eichhorn, Vice President



STATE OF NEW JERSEY  
 County of Hunterdon SS.

On this 2<sup>nd</sup> day of April, 2024 before me, a Notary Public of New Jersey, personally came Rupert HD Swindells and Warren Eichhorn, to me known to be Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY, the companies which executed the foregoing Power of Attorney, and the said Rupert HD Swindells and Warren Eichhorn, being by me duly sworn, severally and each for himself did depose and say that they are Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY and know the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that their signatures as such officers were duly affixed and subscribed by like authority.

Notarial Seal



Albert Contursi  
 NOTARY PUBLIC OF NEW JERSEY  
 No 50202369  
 Commission Expires August 22, 2027

  
 \_\_\_\_\_  
 Notary Public

**CERTIFICATION**

Resolutions adopted by the Boards of Directors of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY on August 30, 2016; WESTCHESTER FIRE INSURANCE COMPANY on December 11, 2006; and ACE AMERICAN INSURANCE COMPANY on March 20, 2009:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
- (2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.
- (3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

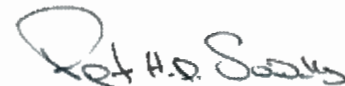
FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Rupert HD Swindells, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY (the "Companies") do hereby certify that

- (i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect,
- (ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this November 25, 2024



  
 \_\_\_\_\_  
 Rupert HD Swindells, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:  
 Telephone (908) 903-3493 Fax (908) 903-3656 e-mail: surety@chubb.com

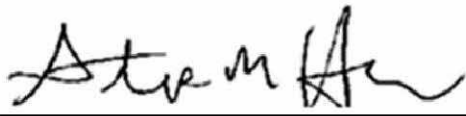
**SURETY BOND CORPORATE SEAL NOTICE AND ADDENDUM**

In an effort to facilitate the use of our respective corporate seals during the COVID-19 pandemic, FEDERAL INSURANCE COMPANY (“FEDERAL”) has authorized its respective Attorneys-in-Fact to affix FEDERAL’S corporate seal to any surety bond executed on behalf of FEDERAL by any such Attorney-in-Fact by attaching this Notice and Addendum to said bond.

To the extent this Notice and Addendum is attached to a surety bond that is executed on behalf of FEDERAL by its Attorney-in-Fact, FEDERAL hereby agrees that the corporate seal below for FEDERAL shall be deemed affixed to said bond to the same extent as if its raised corporate seal was physically affixed to the face of the bond.

Dated this 30th day of March, 2020.

FEDERAL INSURANCE COMPANY

By: 

Stephen M. Haney, Vice President



# State of Mississippi

## BOARD OF CONTRACTORS

**ACTIVE**

FIELDTURF USA, INC.  
7445 COTE-DE-LEISSEE STE. 200  
MONTREAL, QUEBEC, - H4T1G2

is duly registered and entitled to perform

- 1) ASPHALT
- 2) ATHLETIC FIELDS/GOLF COURSES
- 3) EXCAVATION, GRADING & DRAINAGE



*We have hereunto set our hand and caused the Seal of the Mississippi Board of Contractors to be affixed this 8 day of May., 2024*

**CERTIFICATE OF RESPONSIBILITY**

**No. 16435-SC**

Expires May. 8, 2025

*Joel Q. Cavell*

CHAIRMAN OF THE BOARD

Select Year:  

## The 2023 Florida Statutes (including Special Session C)

[Title XIX](#)[Chapter 287](#)[View Entire Chapter](#)

PUBLIC BUSINESS    PROCUREMENT OF PERSONAL PROPERTY AND SERVICES

**287.084    Preference to Florida businesses.—**

(1)(a) When an agency, university, college, school district, or other political subdivision of the state is required to make purchases of personal property through competitive solicitation and the lowest responsible and responsive bid, proposal, or reply is by a vendor whose principal place of business is in a state or political subdivision thereof which grants a preference for the purchase of such personal property to a person whose principal place of business is in such state, then the agency, university, college, school district, or other political subdivision of this state shall award a preference to the lowest responsible and responsive vendor having a principal place of business within this state, which preference is equal to the preference granted by the state or political subdivision thereof in which the lowest responsible and responsive vendor has its principal place of business. In a competitive solicitation in which the lowest bid is submitted by a vendor whose principal place of business is located outside the state and that state does not grant a preference in competitive solicitation to vendors having a principal place of business in that state, the preference to the lowest responsible and responsive vendor having a principal place of business in this state shall be 5 percent.

(b) Paragraph (a) does not apply to transportation projects for which federal aid funds are available.

(c) As used in this section, the term “other political subdivision of this state” does not include counties or municipalities.

(2) A vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts.

(3)(a) A vendor whose principal place of business is in this state may not be precluded from being an authorized reseller of information technology commodities of a state contractor as long as the vendor demonstrates that it employs an internationally recognized quality management system, such as ISO 9001 or its equivalent, and provides a warranty on the information technology commodities which is, at a minimum, of equal scope and length as that of the contract.

(b) This subsection applies to any renewal of any state contract executed on or after July 1, 2012.

**History.**—s. 1, ch. 77-460; s. 117, ch. 79-400; s. 215, ch. 95-148; s. 3, ch. 95-420; ss. 16, 53, ch. 99-228; s. 6, ch. 2000-340; s. 23, ch. 2002-207; s. 14, ch. 2012-32.



TECHNICAL PRODUCT SPECIFICATION

**CLASSIC HD**



**SLIT-FILM 2"**

PROPERTY	VALUE	UNITS	METHOD
Product Stock Code	FTHD-2-CoolPlay		
Pile Yarn Type	UV-resistant polyethylene		n/a
Yarn Structure	Slit-Film		n/a
Yarn Denier	10800	Denier	D1907
Tape Thickness	130	Microns	D3218
Pile Height	2	inches	D5823
Pile Weight	30	oz/yd <sup>2</sup>	D5848
Primary Backing Weight	7+	oz/yd <sup>2</sup>	D5848
Secondary Backing Weight (Finger-Unit)	14+	oz/yd <sup>2</sup>	D5848
Total Carpet Weight	51	oz/yd <sup>2</sup>	D5848
Stitch Gauge	3/4 inch centers		D5793
Tuft Bind	8+	lbs/force	D1335
Grab Tear Length	>200	lbs/force	D5034
Grab Tear Width	>200	lbs/force	D5034
Pill Burn Test	Pass		D2859
Impact Attenuation (Gmax)	<200	gmax	F1936
Water Permeability	>40	inch/hour	F1551;DIN 18-035
CoolPlay Composite	0.6	Lbs/ft <sup>2</sup>	
Cryogenic SBR Rubber Infill	2	Lbs/ft <sup>2</sup>	
Sand	3.65	Lbs/ft <sup>2</sup>	
Total Product Weight	951	oz/yd <sup>2</sup>	

Issue Date: 9/14/2021

Disclaimer: Variation of +/-5% on above listed property values is within normal manufacturing tolerances





**TESTING SERVICES, INC.**  
 817 SHOWALTER AVE. • P.O. BOX 2041  
 DALTON, GEORGIA 30722-2041  
 PHONE: (706) 226-1400 • FAX: (706) 226-6118  
 Prepared for:



THE ULTIMATE  
SURFACE EXPERIENCE

REPORT NUMBERS:	56334, 57224
LAB TEST NUMBERS:	2480-4369, 2508-5440
TEST DATES:	October 5, 2012 January 31, 2013

Test Material:

<b>Turf Identification</b>
FTHD-2-CoolPlay

Test Scope: Synthetic turf samples were submitted for a battery of testing to analyze construction and physical properties.

PRODUCT TESTING	Test Method	Test Description	Test Result	
	ASTM D5848-10	Total Product Weight	54.02 oz/yd <sup>2</sup>	
	ASTM D5848-10	Pile Yarn Fiber Weight	30.02 oz/yd <sup>2</sup>	
	ASTM D5848-10	Primary Backing Weight	7.61 oz/yd <sup>2</sup>	
	ASTM D5848-10	Secondary Backing Weight	16.39 oz/yd <sup>2</sup>	
	ASTM D5823-05a	Average Pile Height	2.00"	
	ASTM D1335-11	Average Tuft Bind Strength	11.5 lbs/force	
	ASTM D5034-09	Average Grab Tear Strength	MD: 268.1 lbs/force	CMD: 250.1 lbs/force
	ASTM D5793-05	Binding Sites	Stitch Per Inch: 3.66	Gauge: 3/4"

<sup>1</sup>Product Testing Completed on October 5, 2012

PERFORMANCE TESTING	Test Method	Test Description	*Test Results with specified infill
	ASTM F355-10a	Gmax	130
	ASTM D2859-06(2011)	Pill Flammability	Passes
	ASTM F1551-09; DIN 18-035	Water Permeability	64.2 inches per hour

<sup>2</sup>Performance Testing Completed on January 31, 2013

\*All Performance Testing was conducted with the specified infill per client's request.

Individual Testing Reports are available upon request, which provide the detailed test results and specific procedures.

Approved By:

\_\_\_\_\_  
 Erle Miles, Jr VP  
 Testing Services Inc

# LABORATORY TESTING TEMPERATURE EVALUATION



## Project Information

<b>Project Name</b>	Coolplay Temperature Evaluation	
<b>Client Information</b>	FieldTurf 175 North Industrial Blvd. Calhoun, GA 30701	
<b>Date</b>	September 27, 2017	
<b>Report Status</b>	Final	
<b>Job No.</b>	92705/2836	
<b>Prepared &amp; Checked by</b>	Jeffrey Gentile Laboratory Director	

### Notes:

1. This report has been prepared by Sports Labs USA with all reasonable skill, care and diligence within the terms of the contract with the Client and within the limitations of the resources devoted to it.
2. This report is confidential to the Client and Sports Labs USA accepts no responsibility whatsoever to third parties to whom this report, or any part thereof, is made known. Any such party relies upon the report at their own risk.
3. This report shall not be used for engineering or contractual purposes unless signed by the Author and the Checker and unless the report status is "Final."

## Summary

The following testing was performed to determine the relative effect infill can have on the surface temperature of a synthetic turf system. A number of synthetic turf systems were tested, each used the same synthetic turf carpet with only the infill varied between systems. All were exposed to infra-red heat lamps for a prolonged period to simulate the heating of the sun in a controlled environment. The resulting temperatures were observed and recorded.

INFORMATION, ADVICE & KNOW-HOW: FROM THE SYNTHETIC SPORTS SURFACE EXPERTS



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# LABORATORY TESTING TEMPERATURE EVALUATION



## Introduction

Sports Labs USA was commissioned to perform a temperature evaluation on a number of turf systems, each with a different infill composition paired with the same synthetic turf carpet used in each system. The results will be compared to show a relative temperature difference.

## Procedure

Each system was constructed and prepared per EN 12229: Surfaces for sports areas - Procedure for the preparation of synthetic turf and textile pieces.

Each system was constructed using the infill combinations shown in the systems description table below.

The samples were conditioned to room temperature for at least 24 hours.

The following sensors were used to capture and record measurements to a digital data logger every 30 seconds:

- (3) thermo-couples mounted in series to provide a 3 point average of the surface temperature.
- (1) thermo-couple placed inside of the infill for heat transfer across the performance layer.

The samples were heated for 4 hours. All of the data was compiled and the average temperatures for each hour were found. This report will present for each system, the hourly average temperature recorded at each sensor as well as the average for each type of temperature measurement sensor.

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# LABORATORY TESTING TEMPERATURE EVALUATION



## System Descriptions

System ID	System Description
Coolplay / Sand	<p>Synthetic Turf Carpet: FieldTurf Revolution</p> <p>Infill Combination: 0.6lbs/ft of Coolplay 2.4lbs/ft of cryogenic rubber "A" 14-30 mixed with 5.2lbs of sand 1lb/ft sand on the bottom</p>
SBR Rubber / Sand	<p>Synthetic Turf Carpet: FieldTurf Revolution</p> <p>Infill Combination: 0.4lbs/ft of cryogenic rubber "B" 10-14 2.6lbs/ft of cryogenic rubber "A" 14-30 mixed with 5.2lbs of sand 1lb/ft sand on the bottom</p>

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# LABORATORY TESTING TEMPERATURE EVALUATION



## Results Tables

### Coolplay

Avg Temperature per Time Period				
Temperature (F°) per Sensor				
Exposure Time Period	Surface Sensor Location #1	Surface Sensor Location #2	Surface Sensor Location #3	Sensor Embedded in Infill
0hr-1hr	108.7	111.3	102.0	72.7
1hr-2hr	135.6	131.7	119.3	80.0
2hr-3hr	142.5	136.9	124.2	93.1
3hr-4hr	147.2	140.9	127.7	103.1

### SBR Rubber/Sand

Avg Temperature per Time Period				
Temperature (F°) per Sensor				
Exposure Time Period	Surface Sensor Location #1	Surface Sensor Location #2	Surface Sensor Location #3	Sensor Embedded in Infill
0hr-1hr	160.9	162.5	153.8	93.4
1hr-2hr	186.3	183.1	178.0	137.4
2hr-3hr	189.6	187.4	180.8	155.7
3hr-4hr	191.8	191.8	183.4	162.8

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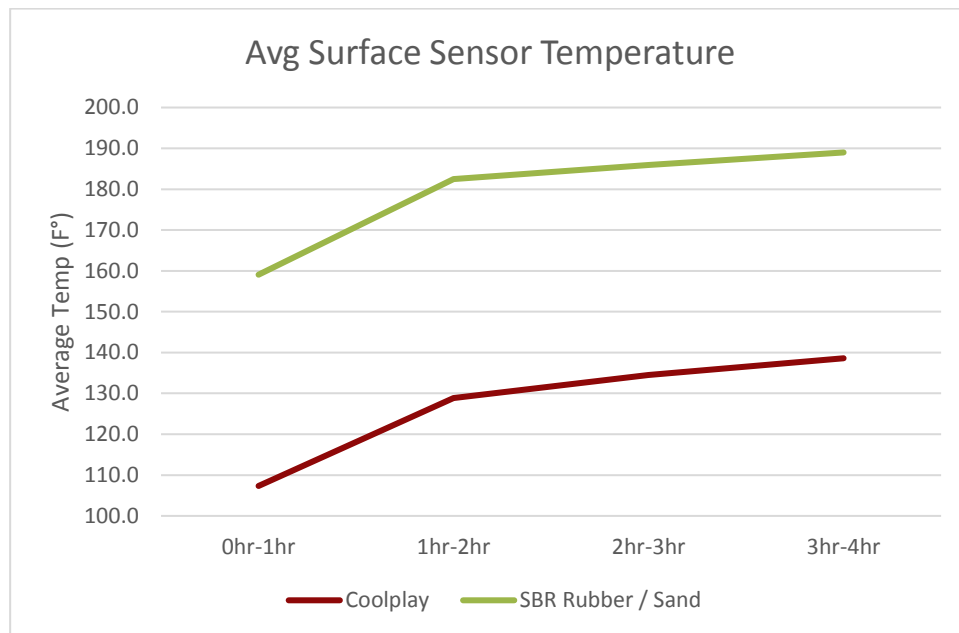
Accreditation #88949

# LABORATORY TESTING TEMPERATURE EVALUATION



## Results Graphs

Average Surface Sensor Temperature per Time Period			
Average Temperature (F°) per Sensor Type			
Exposure Time Period	Coolplay	Temp Difference (F°)	SBR Rubber / Sand
0hr-1hr	107.3	-51.7	159.1
1hr-2hr	128.9	-53.6	182.5
2hr-3hr	134.5	-51.4	185.9
3hr-4hr	138.6	-50.4	189.0



INFORMATION, ADVICE & KNOW-HOW: FROM THE SYNTHETIC SPORTS SURFACE EXPERTS



**SPORTS LABS USA**

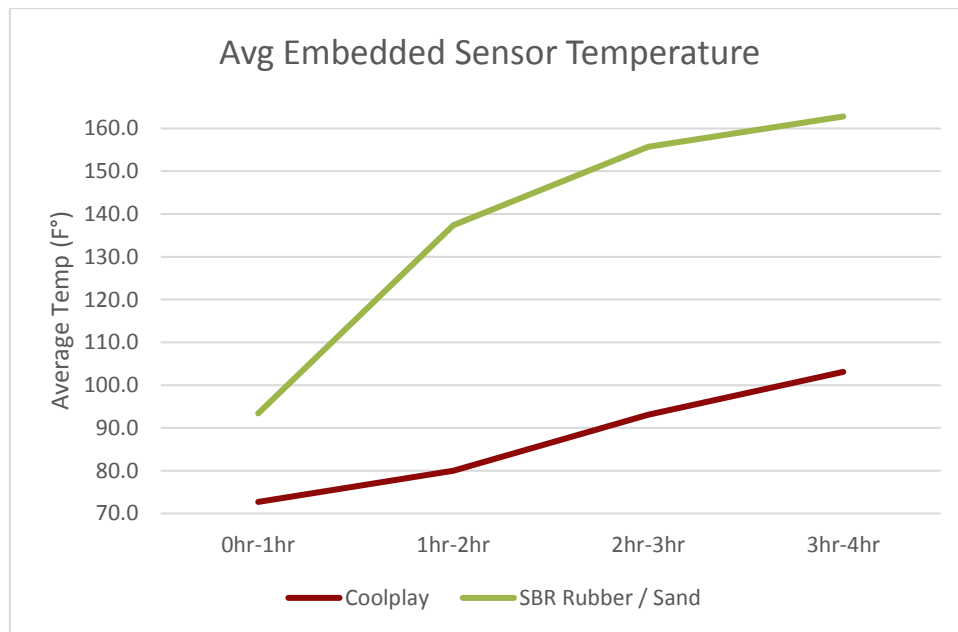
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# LABORATORY TESTING TEMPERATURE EVALUATION



Average Embedded Sensor Temperature per Time Period			
Average Temperature (F°) per Sensor Type			
Exposure Time Period	Coolplay	Temp Difference (F°)	SBR Rubber / Sand
0hr-1hr	72.7	-20.7	93.4
1hr-2hr	80.0	-57.4	137.4
2hr-3hr	93.1	-62.6	155.7
3hr-4hr	103.1	-59.7	162.8



End of Report

INFORMATION, ADVICE & KNOW-HOW: FROM THE SYNTHETIC SPORTS SURFACE EXPERTS



**SPORTS LABS USA**

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# FieldTurf Product Certification



FieldTurf USA, Inc.  
175 N. Industrial Blvd. NE  
Calhoun, GA 30701  
P: 800-724-2969  
F: 514-340-9374

REF. mTrade Park Quad C Turf Expansion

SUBJECT Product Certification

To Whom It May Concern:

We hereby certify that the product that we will supply for this project, our FieldTurf FTHD-2 will meet or exceed the performance requirements outlined in the project specifications.

If you have any questions, please do not hesitate in contacting us toll free at 1-800-724-2969

Best Regards,

FieldTurf USA, Inc.

Amanda Rennie  
Project Manager  
[amanda.rennie@fieldturf.com](mailto:amanda.rennie@fieldturf.com)

PROJECT NAME	INSTALLATION DATE	SQ.FT	CITY	STATE	TURF PRODUCT FAMILY
Chattooga County High School Stadium & Track	2023-05-10	105816	Summerville	GA	Vertex Prime
Crockett County Football Stadium	2023-05-10	103844	Alamo	TN	Vertex Prime Core
Oxford High School Indoor Practice Field	2023-05-08	38643	Oxford	AL	Classic HD
Navarro College Practice Field	2023-05-08	134647	Corsicana	TX	Classic HD
Los Amigos High School	2023-05-08	79494	Fountain Valley	CA	Revolution 360
Villages High School Practice	2023-05-02	101976	Wildwood	FL	Classic HD
Twin Boro Park Improvements	2023-05-01	198357	Bergenfield	NJ	Prestige Vertex
Wilbur Cross High School	2023-05-01	81000	New Haven	CT	Classic HD
Clairemont High School	2023-05-01	88620	San Diego	CA	Vertex Prime
Alief ISD Crump Stadium Replacement	2023-04-28	81594	Houston	TX	Vertex Prime Core
Wally Choice Community Center	2023-04-20	84767	Montclair	NJ	Classic HD
Rancho Alamitos High School	2023-04-17	79462	Garden Grove	CA	Revolution 360
University of Louisiana Monroe - Malone Stadium	2023-04-17	92024	Monroe	LA	Vertex Prime Core
Village of Pinehurst - Cannon Park	2023-04-14	87685	Pinehurst	NC	Classic HD
Rabkin Park Union Township	2023-04-10	129556	Union	NJ	Classic HD
East Roswell Park Field #1	2023-04-10	62339	Roswell	GA	Classic HD
East Roswell Park Field #2	2023-04-10	68250	Roswell	GA	Classic HD
Chickasha High School Stadium Field	2023-04-07	88518	Chickasha	OK	Vertex Prime Core
Banning High School	2023-03-27	78516	Banning	CA	Vertex Prime
Unity Junior High School	2023-03-27	102480	Cicero	IL	Vertex Prime
Johnson C. Smith University Stadium	2023-03-23	82815	Charlotte	NC	Vertex Prime Core
Jaycee Park Softball Infield	2023-03-16	26758	Hattiesburg	MS	XT
Villages High School Stadium	2023-03-14	110416	The Villages	FL	Classic HD
Santiago High School	2023-03-13	79494	Garden Grove	CA	Revolution 360
Suffield Academy Field B	2023-03-13	87650	Suffield	CT	XT
Santa Anita Park	2023-03-06	85690	Santa Ana	CA	Vertex Prime
Burlington High School Stadium Field	2023-02-22	92042	Burlington	KS	Vertex Prime
Hopper Lower Field Improvements	2023-02-20	102559	Waldwick	NJ	Classic HD
Villages High School Baseball	2023-02-20	137292	The Villages	FL	Prestige Vertex
Villages High School Softball	2023-02-20	49129	The Villages	FL	Prestige Vertex
Jaycee Park Softball Infield	2023-02-20	26758	Hattiesburg	MS	XT
New Mexico State University - Aggie Memorial Stadium	2023-02-13	90603	Las Cruces	NM	Classic HD
West Morris Mendham High School Stadium	2023-02-13	92047	Mendham	NJ	Vertex Prime Core
Burlington High School Stadium Field	2023-02-09	92042	Burlington	KS	Vertex Prime
Aubrey Rogers High School Stadium	2023-02-06	97082	Naples	FL	Classic HD
Jaycee Park Baseball Infield	2023-02-06	26750	Hattiesburg	MS	XT
Wake Forest University Truist Field Replacement	2023-01-25	95238	Winston Salem	NC	Vertex Prime Core
Clemson University Snow Rec Multi	2023-01-19	44200	Seneca	SC	Vertex Prime
Hinchliffe Stadium	2023-01-19	103724	Paterson	NJ	Revolution 360
Vander Plaat MP Field	2023-01-09	120433	Fair Lawn	NJ	Classic HD
North Carolina State University Doak Baseball Field Halo	2023-01-09	39070	Raleigh	NC	Classic HD
Mt. Bethel Christian Academy	2023-01-04	77200	Marietta	GA	XT
17 Springs Sports Complex Field 1	2022-12-15	106000	Millbrook	AL	Vertex Prime
Zoo City Sportsplex Field 7	2022-12-12	96400	Asheboro	NC	Classic HD
Timbers Providence Park Replacement	2022-12-12	95184	Portland	OR	Core
USD Manchester Field	2022-12-12	130394	San Diego	CA	Vertex Prime Core
Clemson University Snow Rec Softball Field	2022-12-09	71711	Seneca	SC	Vertex Prime
Soccer Spectrum Richardson Main Field	2022-12-09	48950	Richardson	TX	XT
St. John's College High School Baseball Multi	2022-12-05	156634	Washington	DC	Classic HD
Portland Timbers Training Center Replacement	2022-12-02	80500	Beaverton	OR	Core
STP Salmen High School Football	2022-11-21	88698	Slidell	LA	Classic HD
Zoo City Sportsplex Field 5	2022-11-18	96400	Asheboro	NC	Classic HD
Bound Brook High School Replacement	2022-11-16	88589	Bound Brook	NJ	XM
Mount Miguel High School	2022-10-31	79399	Spring Valley	CA	Vertex Prime Core
PSJA North High School Football	2022-10-26	99795	Pharr	TX	Classic HD
Zoo City Sportsplex Field 6	2022-10-24	96400	Asheboro	NC	Classic HD
Zoo City Sportsplex Field 8	2022-10-10	96400	Asheboro	NC	Classic HD
STP Mandeville High School Football	2022-10-07	88210	Mandeville	LA	Classic HD
Marco Island Academy Soccer	2022-10-05	59200	Marco Island	FL	Classic HD
Florida State University - Baseball Stadium	2022-10-05	21561	Tallahassee	FL	Classic HD
Hendrix Park Football Replacement	2022-10-05	73521	Ellabell	GA	Vertex Prime
Santa Fe Christian Schools - Santa Fe Christi	2022-10-03	39359	Solana Beach	CA	Prestige Vertex
Zoo City Sportsplex Field 2	2022-10-03	82585	Asheboro	NC	Classic HD
Maria Gatta Field 1	2022-10-03	87400	Oceanport	NJ	Classic HD
Maria Gatta Field 2	2022-10-03	87400	Oceanport	NJ	Classic HD
Maria Gatta Field 3	2022-10-03	87400	Oceanport	NJ	Classic HD
San Bernardino Valley College	2022-10-03	40324	San Bernardino	CA	Vintage
Cauley Creek Park 1 & 2	2022-09-30	240600	Johns Creek	GA	Vertex Prime
Caven Soccer and Lacrosse Field	2022-09-23	105070	Houston	TX	Classic HD
Dallas College Eastfield Baseball	2022-09-21	134879	Mesquite	TX	Prestige Vertex
17 Springs Sports Complex Field 3	2022-09-20	106000	Millbrook	AL	Vertex Prime
Zoo City Sportsplex Field 3	2022-09-19	98505	Asheboro	NC	Classic HD
Great Falls Nike Field 4 Replacement	2022-09-16	83213	Great Falls	VA	Classic HD
Palmdale School District Track and Field	2022-09-07	77269	Palmdale	CA	Vertex Prime Core
South Fontana Sports Park Field 3	2022-09-06	75201	Fontana	CA	Core
South Fontana Sports Park- Field 4	2022-09-06	74291	Fontana	CA	Core

PROJECT NAME	INSTALLATION DATE	SQ.FT	CITY	STATE	TURF PRODUCT FAMILY
Zoo City Sportsplex Field 4	2022-09-06	98505	Asheboro	NC	Classic HD
PSJA Southwest High School Football	2022-09-06	99790	Pharr	TX	Classic HD
Glynn Co - Brunswick High School	2022-08-29	100485	Brunswick	GA	Vertex Prime Core
South Fontana Sports Park Field 2	2022-08-22	74776	Fontana	CA	Core
PSJA Memorial High School Football	2022-08-22	99872	Alamo	TX	Classic HD
UISD United High School Football	2022-08-17	94015	Laredo	TX	Prestige Vertex
MBA Soccer Replacement	2022-08-17	77710	Nashville	TN	Vertex Prime Core
South Fontana Sports Park Field 1	2022-08-15	74291	Fontana	CA	Core
Clayton High School Soccer	2022-08-12	79611	Clayton	NC	XT
Trenton Central High School Stadium Field	2022-08-11	91443	Trenton	NJ	Vertex Prime
Beaumont School Multipurpose Field	2022-08-11	86513	Cleveland Heights	OH	Revolution 360
Susquenita High School Stadium Field	2022-08-10	95066	Duncannon	PA	XT
PSJA ECHigh School Football Field	2022-08-10	99858	San Juan	TX	Classic HD
Bixby High School Soccer Field	2022-08-10	105463	Bixby	OK	Classic HD
Crawford County High School	2022-08-09	94125	Roberta	GA	Vertex Prime
STP Pearl River High School Football	2022-08-08	93518	Pearl River	LA	Classic HD
Muirlands Middle School	2022-08-08	119440	La Jolla	CA	Vertex Prime
Hurricane High School Replacement	2022-08-03	90078	Hurricane	UT	Vertex Prime
Walnut Grove High School Stadium	2022-08-01	93847	Loganville	GA	Vertex Prime
STP Fontainebleau High School Football	2022-07-29	81510	Mandeville	LA	Classic HD
Williamson County - Summit High School	2022-07-29	96037	Spring Hill	TN	Revolution 360
Pinewood Prep School	2022-07-28	81577	Summerville	SC	Vertex Prime
Trailside East Community Park Field 1	2022-07-28	82250	Park City	UT	Vertex Prime
Trailside East Community Park Field 2	2022-07-28	82250	Park City	UT	Vertex Prime
Homestead High School Soccer	2022-07-27	130830	Fort Wayne	IN	XM
Cranford High School	2022-07-25	94064	Cranford	NJ	Core
Twentynine Palms High School	2022-07-25	88480	Twentynine	CA	Revolution 360
Valley Christian High School	2022-07-25	93333	San Jose	CA	Vertex Prime
Williamson Co - Independence High School	2022-07-21	97213	Thompsons Station	TN	Revolution 360
Oak Grove Park-Miami-Dade Co.	2022-07-19	86400	Miami	FL	Classic HD
Monroe High School Stadium	2022-07-18	93579	Monroe	GA	Vertex Prime
Santa Ana Stadium	2022-07-18	81246	Santa Ana	CA	Vertex Prime Core
East Jackson High School Stadium	2022-07-15	78378	Commerce	GA	Revolution 360
Alabama State University Practice Field Replacement	2022-07-14	85985	Montgomery	AL	Classic HD
Scripps Ranch High School	2022-07-11	90349	San Diego	CA	Vertex Prime
SVVSD Niwot High School Stadium	2022-07-11	91236	Niwot	CO	Vertex Prime
Glynn Co - Stadium Field	2022-07-08	93001	Brunswick	GA	Vertex Prime Core
Polk Co - Rockmart High School	2022-07-08	92734	Rockmart	GA	Vertex Prime
Polk Co - Cedartown High School	2022-07-08	91603	Cedartown	GA	Vertex Prime
Glynn Co - Glynn Academy	2022-07-07	54900	Brunswick	GA	Vertex Prime Core
STP Slidell High School Football	2022-07-07	98503	Slidell	LA	Classic HD
Hall County - Flowery Branch High School - Field Only	2022-07-06	79307	Flowery Branch	GA	Core
Olympic Park Field 9	2022-07-06	87699	Schaumburg	IL	Vertex Prime
Franklin County High School	2022-07-01	90000	Carnesville	GA	Vertex Prime
Oklahoma State University - Boone Pickens Stadium Replacement	2022-07-01	84578	Stillwater	OK	Vertex Prime Core
Del Rio High School Stadium	2022-06-27	83758	Del Rio	TX	XM
Hoover High School	2022-06-27	77669	San Diego	CA	Vertex Prime
Mills Pond Park E and F	2022-06-24	196133	Fort Lauderdale	FL	Classic HD
Mills Pond Park D	2022-06-22	90400	Fort Lauderdale	FL	Classic HD
Texas AM Javelina Stadium	2022-06-22	69707	Kingsville	TX	Classic HD
Loganville High School Stadium	2022-06-21	92810	Loganville	GA	Vertex Prime
Alabama State University Stadium Replacement	2022-06-21	96568	Montgomery	AL	Vertex Prime Core
West Covina High School	2022-06-20	83052	Los Angeles	CA	Vertex Prime Core
Santana High School	2022-06-20	76117	Santee	CA	Vertex Prime Core
Sprague Stadium Replacement	2022-06-20	88217	Montclair	NJ	Vertex Prime
Skyline High School Practice Field	2022-06-17	70538	Salt Lake City	UT	Vertex Prime
Humboldt High School Stadium Field	2022-06-17	90275	Saint Paul	MN	Prestige Vertex
Cathedral Catholic High School, San Diego	2022-06-13	86047	San Diego	CA	Vertex Prime Core
West Aurora High School Replacement	2022-06-10	83989	Aurora	IL	Vertex Prime Core
Oklahoma State University - Smith Center Outdoor Replacement	2022-06-10	88660	Stillwater	OK	Vertex Prime Core
Poplarville High School - Football	2022-06-08	84710	Poplarville	MS	Vertex Prime
River Oaks Baptist Stadium Replacement	2022-06-07	79774	Houston	TX	Classic HD
UISD Alexander High School Football	2022-06-06	92034	Laredo	TX	Prestige Vertex
Brien McMahon High School Softball	2022-06-02	48948	Norwalk	CT	Classic HD
Underhill Turf Field Replacement	2022-06-01	92784	Maplewood	NJ	Classic HD
Dixie State College End Zones and Logos	2022-05-31	12214	Saint George	UT	Revolution 360
Wichita Collegiate High School	2022-05-30	99034	Wichita	KS	Vertex Prime Core
Mt. Vernon High School Replacement	2022-05-27	86163	Mount Vernon	GA	Vertex Prime Core
Miami University of Ohio - Yager Stadium Replacement	2022-05-26	99965	Oxford	OH	Core
Saint Brendan High School Baseball/Softball field	2022-05-20	107439	Miami	FL	Classic HD
University of Central Oklahoma - Chad Richison Stadium	2022-05-16	100557	Edmond	OK	Vertex Prime Core
UISD LBJ High School Football	2022-05-16	100735	Laredo	TX	Prestige Vertex
Mater Dei High School	2022-05-16	88256	Chula Vista	CA	Vertex Prime
Raymondville ISD Stadium	2022-05-16	101683	Raymondville	TX	Vertex Prime
American Heritage Plantation Replacement	2022-05-10	78485	Plantation	FL	Classic HD
Cushman Roof Turf	2022-05-09	11018	Miami	FL	Vintage

PROJECT NAME	INSTALLATION DATE	SQ.FT	CITY	STATE	TURF PRODUCT FAMILY
SVVSD Skyline High School Stadium	2022-05-09	91236	Longmont	CO	Vertex Prime
Allie Clark Baseball Field Improvements 2	2022-05-09	41078	South Amboy	NJ	Prestige Vertex
Allie Clark Baseball Field Improvements 3	2022-05-09	41078	South Amboy	NJ	Prestige Vertex
Allie Clark Baseball Field Improvements 1	2022-05-09	41078	South Amboy	NJ	Prestige Vertex
East Mississippi Community College - Football Field	2022-05-02	89689	Scooba	MS	Vertex Prime
Passaic Valley Regional High School	2022-05-02	108615	Little Falls	NJ	Classic HD
Jesse Allen Park Field	2022-04-27	135400	Newark	NJ	Vintage
Zoo City Sportsplex Field 1	2022-04-26	99902	Asheboro	NC	Classic HD
UISD United South High School Football	2022-04-20	91284	Laredo	TX	Prestige Vertex
Covington High School Football Field	2022-04-20	77140	Covington	TN	Vertex Prime Core
Cornerstone Quad B Infield 5	2022-04-19	13788	Starkville	MS	Prestige Vertex
Cornerstone Quad B Infield 6	2022-04-19	23278	Starkville	MS	XT
Cornerstone Quad B Infield 7	2022-04-19	23278	Starkville	MS	XT
Cornerstone Quad B Infield 8	2022-04-19	13788	Starkville	MS	Prestige Vertex
Saint Brendan High School Stadium Replacement	2022-04-18	94512	Miami	FL	Classic HD
Farmington Sports Arena	2022-04-18	86057	Farmington	CT	Classic HD
White Co High School Stadium	2022-04-14	94449	Cleveland	GA	Vertex Prime
Whitman Park	2022-04-11	85800	Camden	NJ	Classic HD
Balmerhea ISD New High School Football	2022-04-04	67497	Balmerhea	TX	Revolution 360
Mount Olive High School Baseball	2022-04-01	115942	Flanders	NJ	Classic HD
Munford High School Football Field	2022-03-30	78810	Munford	TN	Vertex Prime Core
East Laurens High School Stadium	2022-03-23	95427	East Dublin	GA	Vertex Prime
Crescent High School	2022-03-23	92400	Iva	SC	Vertex Prime
Stafford Park - Fairfax Parks	2022-03-21	80500	Fairfax	VA	Vertex Prime
Long Branch High School Stadium	2022-03-21	108002	Long Branch	NJ	Classic HD
Holy Redeemer Replacement	2022-03-14	42496	Kensington	MD	Classic HD
Brighton High School Football Field	2022-03-11	97190	Brighton	TN	Vertex Prime Core
Archbishop McCarthy High School Stadium	2022-03-10	78442	Southwest Ranches	FL	Classic HD
Weehawken Stadium Replacement	2022-03-08	105461	Weehawken	NJ	Classic HD
Hawkinsville High School Stadium	2022-03-07	89648	Hawkinsville	GA	Vertex Prime
West Laurens High School Stadium	2022-03-07	82472	Dexter	GA	Vertex Prime
Emerson Bandini Elementary School	2022-02-28	23621	San Diego	CA	Classic HD
17 Springs Sports Complex Field 2	2022-02-22	106000	Millbrook	AL	Vertex Prime
Mountain Brook Field 1	2022-02-17	75604	Mountain Brk	AL	Vertex Prime
Cornerstone Quad A Infield 1	2022-02-15	13788	Starkville	MS	XT
Cornerstone Quad A Infield 2	2022-02-15	13788	Starkville	MS	XT
Cornerstone Quad A Infield 3	2022-02-15	13788	Starkville	MS	XT
Cornerstone Quad A Infield 4	2022-02-15	13788	Starkville	MS	XT
Cornerstone Quad C Infield 9	2022-02-15	13788	Starkville	MS	Prestige Vertex
Cornerstone Quad C Infield 12	2022-02-15	13788	Starkville	MS	Prestige Vertex
Cornerstone Quad C Infield 10	2022-02-15	13788	Starkville	MS	Prestige Vertex
Cornerstone Quad C Infield 11	2022-02-15	13788	Starkville	MS	Prestige Vertex
Del Norte High School	2022-02-07	201300	San Diego	CA	Vertex Prime
Gateway Regional High School Replacement	2022-01-19	93067	Woodbury	NJ	Classic HD
MTrade Park Field 13	2022-01-17	12839	Oxford	MS	Classic HD
MTrade Park Field 14	2022-01-17	14070	Oxford	MS	Classic HD
Manchester Regional High School	2022-01-10	96525	Haledon	NJ	Core
Gainesville High School Track and Field	2021-12-17	87075	Gainesville	GA	Vertex Prime
Starkville Sportsplex	2021-12-15	88011	Starkville	MS	Vertex Prime
Occidental College	2021-12-13	104294	Los Angeles	CA	Prestige Vertex
University of Texas Austin - Clark Recreation Field	2021-12-13	104171	Austin	TX	Classic HD
Hollywood West Sports Complex	2021-12-01	106600	Hollywood	FL	XT
Humble ISD Turner Football Stadium	2021-12-01	78102	Humble	TX	Core
Ridgefield Veterans Memorial Park	2021-11-22	13949	Ridgefield	NJ	Classic HD
Sand Pine Park Field A	2021-11-15	72025	Boca Raton	FL	Classic HD
Sand Pine Park Field B	2021-11-15	62964	Boca Raton	FL	Classic HD
York Community High School	2021-11-08	69108	Elmhurst	IL	Core
Melas Park Softball Infield 1 Replacement	2021-11-01	15602	Mount Prospect	IL	Classic HD
Melas Park Softball Infield 2 Replacement	2021-11-01	15602	Mount Prospect	IL	Classic HD
Melas Park Softball Infield 3 Replacement	2021-11-01	15602	Mount Prospect	IL	Classic HD
Melas Park Softball Infield 4 Replacement	2021-11-01	15602	Mount Prospect	IL	Classic HD
King Chavez School	2021-10-14	67571	San Diego	CA	Classic HD
Waco ISD Paul Tyson Field	2021-10-04	100058	Waco	TX	Revolution 360
Morehouse College Stadium	2021-09-27	78289	Atlanta	GA	Vertex Prime Core
Matawan Regional High School	2021-09-10	88551	Matawan	NJ	Revolution 360
Clayton High School Stadium	2021-09-07	95708	Clayton	NC	XT
Watching Elementary School Field Replacement	2021-09-06	83850	Montclair	NJ	XM
West Hall High School Stadium	2021-08-31	81415	Oakwood	GA	Core
Morristown High School stadium field	2021-08-30	71797	Morristown	NJ	Revolution 360
Roripaugh Ranch Community Sports Park Soccer 1	2021-08-30	76250	Temecula	CA	Core
Roripaugh Ranch Community Sports Park Soccer 2	2021-08-30	76250	Temecula	CA	Core
Russell County High School Football	2021-08-30	79377	Seale	AL	Vertex Prime
Baldwin High School Stadium	2021-08-23	92095	Milledgeville	GA	Vertex Prime
Count Basie Red Bank	2021-08-20	93788	Red Bank	NJ	Revolution 360
Brookwood High School	2021-08-13	93128	Snellville	GA	Core
Donna ISD Bennie La Prade Stadium	2021-08-12	98105	Donna	TX	Classic HD

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Chastatee High School Stadium	2021-08-11	78640	Gainesville	GA	Core
Lake Oconee Academy Stadium	2021-08-11	81700	Greensboro	GA	Classic HD
Fairview High School Stadium	2021-08-09	97235	Fairview	TN	Revolution 360
Boston Landing New Balance	2021-08-06	66000	Brighton	MA	Other
University of Missouri Stankowski Field	2021-08-06	134400	Columbia	MO	Vertex Prime
Santa Barbara City College La Playa Stadium	2021-08-02	92059	Santa Barbara	CA	Vertex Prime Core
Rowland High School	2021-08-02	85925	Rowland	CA	Vertex Prime
Nogales High School	2021-08-02	94035	La Puente	CA	Vertex Prime
Ravenwood High School Stadium	2021-07-31	100402	Brentwood	TN	Revolution 360
East Hall High School Stadium	2021-07-30	81900	Gainesville	GA	Core
Long Beach City College Soccer	2021-07-26	190491	Long Beach	CA	Revolution 360
UF Multipurpose Field	2021-07-26	109653	Gainesville	FL	Classic HD
Centennial High School Stadium	2021-07-21	94665	Franklin	TN	Revolution 360
Shiloh High School	2021-07-20	94710	Snellville	GA	Core
Niles West High School	2021-07-19	93547	Skokie	IL	Vertex Prime
Mead High School	2021-07-19	90747	Longmont	CO	Vertex Prime
Weatherford College Baseball Field	2021-07-16	119253	Weatherford	TX	Prestige Vertex
Panthers Bank of America Stadium	2021-07-15	102505	Charlotte	NC	Vertex Prime Core
Amity Regional High School	2021-07-12	100930	Woodbridge	CT	Classic HD
Cherokee Bluff High School Stadium	2021-07-12	84045	Flowery Branch	GA	Core
Murray High School	2021-07-12	93778	Murray	UT	Vertex Prime
Stephens Co High School Stadium	2021-07-09	92973	Toccoa	GA	Vertex Prime
Loyola High School	2021-07-09	79211	Los Angeles	CA	Vertex Prime Core
Desert Mountain High School	2021-07-09	78055	Scottsdale	AZ	Revolution 360
Linfield Christian High School	2021-07-06	81700	Temecula	CA	Vertex Prime Core
Kendall Soccer Field 3	2021-07-03	86400	Miami	FL	Classic HD
University of Texas - DKR Memorial Stadium	2021-07-01	90341	Austin	TX	Core
Pine Island Park Soccer Field	2021-06-24	98173	Plantation	FL	Classic HD
Johnson High School Stadium	2021-06-21	81560	Gainesville	GA	Core
Norcross High School	2021-06-21	91541	Norcross	GA	Core
Harvard Westlake School	2021-06-18	90278	Los Angeles	CA	Vertex Prime
University of New Mexico Stadium Replacement	2021-06-18	115446	Albuquerque	NM	Vertex Prime
Skyline High School	2021-06-16	90441	East Millcreek	UT	Vertex Prime
Nordonia High School Stadium Field	2021-06-14	77842	Macedonia	OH	Vertex Prime Core
Valhalla High School	2021-06-14	79399	El Cajon	CA	Vertex Prime Core
Maple Grove High School - Field 1	2021-06-14	113921	Maple Grove	MN	Vertex Prime
Lincoln Way West High School Replacement	2021-06-11	101103	New Lennox	IL	Core
Gwinnett Co Cemetery Field	2021-06-04	80050	Norcross	GA	Prestige Vertex
Kinnelon High School	2021-06-03	85939	Kinnelon	NJ	Revolution 360
Degnan Park Softball	2021-05-26	49191	West Orange	NJ	Classic HD
Long Beach City College Softball	2021-05-24	55557	Long Beach	CA	Vintage
Lamar University Provost Umphrey Stadium	2021-05-20	87545	Beaumont	TX	Classic HD
Kendall Soccer Park - Field 1	2021-05-07	86400	Miami	FL	Classic HD
Oxford High School Lamar Field Alt	2021-05-07	89572	Oxford	AL	Vertex Prime
West Rocks School	2021-05-06	92010	Norwalk	CT	Vertex Prime
Kendall Soccer Field 2	2021-05-03	86400	Miami	FL	Classic HD
Gloucester City High School	2021-04-21	97346	Gloucester City	NJ	Revolution 360
Saint Sebastian School	2021-04-12	21204	Santa Paula	CA	Classic HD
Summerville High School	2021-04-05	76069	Summerville	SC	Revolution 360
Patriot High School Stadium	2021-03-15	79840	Riverside	CA	Core
BoBasebally Bonds Park	2021-03-05	85675	Riverside	CA	Classic HD
Providence Day School	2021-01-18	87402	Charlotte	NC	Prestige Vertex
Robstown ISD Cotton Picker Stadium	2021-01-11	95906	Robstown	TX	Classic HD
Cullman High School Stadium Replacement	2021-01-07	87302	Cullman	AL	Vertex Prime Core
Cold Spring Harbor High School	2021-01-06	94972	Cold Spring Harbor	NY	Prestige Vertex
Wild Horse Casino	2020-12-23	15145	Chandler	AZ	Prestige Vertex
Oglethorpe U Stadium Replacement	2020-12-17	96714	Atlanta	GA	Vertex Prime
Kenwood Elementary School Plaza v2	2020-12-11	16533	Miami	FL	Classic HD
Wellington High School Sports Complex	2020-12-09	421446	Wellington	FL	Classic HD
Kendall Soccer Park - Field 5	2020-12-07	86400	Miami	FL	Classic HD
Kendall Soccer Park - Field 4	2020-12-02	86400	Miami	FL	Classic HD
Rancho Cotate High School	2020-11-26	97085	Rohnert Park	CA	Core
Damien High School	2020-11-23	79431	La Verne	CA	Vertex Prime Core
Middletown - Normandy Park Soccer Complex Field B	2020-11-18	113572	Middletown	NJ	Revolution 360
Tyler JC Pat Hartley Field	2020-11-18	95750	Tyler	TX	Classic HD
Rio Mesa High School	2020-11-16	78970	Oxnard	CA	Core
CFISD Cypress Falls High School Baseball	2020-11-09	136801	Houston	TX	XT
May Whitney Elementary School	2020-11-06	96796	Lake Zurich	IL	Revolution 360
Rushmore Playground Field	2020-11-05	87960	Plainfield	NJ	Revolution 360
CFISD Cypress Falls High School SB	2020-11-04	47357	Houston	TX	XT
Egg Harbor High School	2020-11-02	96288	Egg Harbor	NJ	Vertex Prime
Channel Islands High School	2020-11-02	78970	Oxnard	CA	Core
Univ of Florida Maguire Field	2020-10-30	120000	Gainesville	FL	Classic HD
Reeves County Recreation Center Field	2020-10-29	106000	Pecos	TX	XT
Rolling Meadows High School Replacement	2020-10-28	92711	Rolling Meadows	IL	Vertex Prime
Oxnard High School	2020-10-19	78970	Oxnard	CA	Core

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CFISD Cypress Ridge High School Baseball	2020-10-19	133446	Houston	TX	XT
CFISD Cypress Ranch High School Baseball	2020-10-12	133703	Cypress	TX	XT
CFISD Cypress Ridge High School SB	2020-10-09	47106	Houston	TX	XT
CFISD Cypress Ranch High School SB	2020-10-01	47106	Cypress	TX	XT
Middletown - Normandy Park Soccer Complex Field A	2020-09-21	93600	Middletown	NJ	Revolution 360
Leonia High School Turf Field	2020-09-18	155852	Leonia	NJ	Revolution 360
CFISD Cypress Woods High School Baseball	2020-09-14	133927	Cypress	TX	XT
City of Mountain Brook - Field 3-Baseball	2020-09-11	20840	Mountain Brook	AL	Prestige Vertex
City of Mountain Brook - Field 4 - Softball	2020-09-11	21279	Mountain Brook	AL	Prestige Vertex
Morris Knolls High School Middle field	2020-09-07	87400	Denville	NJ	Revolution 360
CFISD Cypress Woods High School SB	2020-09-04	47106	Cypress	TX	XT
St Francis Episcopal School	2020-08-31	78853	Houston	TX	Classic HD
City of Mountain Brook - Field 5-Softball	2020-08-26	40853	Mountain Brook	AL	Prestige Vertex
Nike Sports Complex	2020-08-18	105300	Naperville	IL	Vertex Prime
Hasbrouck Heights Depken Field and Track Replacement	2020-08-17	115718	Hasbrouck Heights	NJ	Classic HD
City of Mountain Brook - Field 7-Softball	2020-08-17	41281	Mountain Brook	AL	Prestige Vertex
Tyler Consolidated High School Multi Field	2020-08-14	184753	Sistersville	WV	Classic HD
Socorro ISD Baseball Field	2020-08-12	117511	El Paso	TX	Prestige Vertex
Fontana Central City Park Field 1	2020-08-10	72277	Fontana	CA	Core
Fontana Central City Park Field 2	2020-08-10	75613	Fontana	CA	Core
Fontana Central City Park Field 3	2020-08-10	63616	Fontana	CA	Core
Deptford Twsp High School Stadium	2020-08-10	95253	Deptford	NJ	Revolution 360
Langston Hughes High School Fulton County	2020-08-07	84340	Fairburn	GA	Core
Central Gwinnett High School Stadium Field	2020-07-31	91750	Lawrenceville	GA	Core
Red Bank Regional High School	2020-07-31	92096	Little Silver	NJ	Vertex Prime
Roosevelt Elementary	2020-07-30	86221	South Salt Lake	UT	Vertex Prime
Ridgewood High School Stevens Field Replacement	2020-07-30	102632	Ridgewood	NJ	Revolution 360
Waco ISD Stadium	2020-07-30	85570	Waco	TX	Revolution 360
Socorro ISD Softball Field	2020-07-29	46773	El Paso	TX	Prestige Vertex
LA Trade Tech	2020-07-27	63218	Los Angeles	CA	Revolution 360
ASU Recreation Fields	2020-07-27	85500	Tempe	AZ	Prestige Vertex
Wellington High School Sports Complex Stadium	2020-07-27	90574	Wellington	FL	Classic HD
Weatherford College Softball Field	2020-07-24	47782	Weatherford	TX	Prestige Vertex
York High School Replacement	2020-07-23	86580	Elmhurst	IL	Core
Palmetto Ridge High School Replacement	2020-07-23	102330	Naples	FL	Classic HD
Cloverdale High School	2020-07-22	82135	Cloverdale	CA	Vertex Prime Core
Hinsdale Central High School Stadium Field	2020-07-20	81218	Hinsdale	IL	Core
Naperville Knoch Park	2020-07-20	109200	Naperville	IL	Vertex Prime
Andrew High School Replacement	2020-07-17	94221	Tinley Park	IL	Core
Jones County High School Football	2020-07-17	82950	Gray	GA	Vertex Prime
South Kearns Elementary	2020-07-16	51870	Kearns	UT	Vertex Prime
Paramus High School	2020-07-16	90625	Paramus	NJ	Revolution 360
St Marys Episcopal Day School	2020-07-13	62052	Tampa	FL	Classic HD
Golden Gate Elementary School	2020-07-13	17064	Naples	FL	Classic HD
St Andrews Episcopal School Brumbaugh Field	2020-07-10	67380	Potomac	MD	Core
Community School of Naples Stadium Field	2020-07-10	86285	Naples	FL	Classic HD
Collins Hill High School Stadium Field	2020-07-10	91410	Suwanee	GA	Core
Naperville North High School	2020-07-09	86915	Naperville	IL	Vertex Prime
Pooler Stadium Field	2020-07-09	83341	Pooler	GA	Vertex Prime
East Leyden High School	2020-07-09	109084	Franklin Park	IL	Vertex Prime Core
St Andrews Episcopal School Hope Field	2020-07-07	150065	Potomac	MD	Core
West Milford High School Replacement	2020-07-07	78254	West Milford	NJ	Core
DePaul College Prep High School	2020-07-07	86190	Chicago	IL	Vertex Prime
Tyler Consolidated High School Stadium	2020-07-01	89517	Sistersville	WV	Vertex Prime
Meadowcreek High School Stadium Field	2020-06-29	81450	Norcross	GA	Core
Glenbard North High School	2020-06-25	79790	Carol Stream	IL	Core
Maple Grove Sports Dome	2020-06-24	92000	Maple Grove	MN	Vertex Prime
Sandburg High School Replacement	2020-06-23	90302	Orland Park	IL	Core
Avon Lake High School Field 1	2020-06-22	73260	Avon Lake	OH	Vertex Prime
Stagg High School Replacement	2020-06-17	92087	Palos Hills	IL	Core
PSJA High School Softball	2020-06-17	58318	San Juan	TX	Prestige Vertex
St. Anne-Pacelli High School Stadium Combo Field	2020-06-15	124919	Columbus	GA	Classic HD
Diamond Bar High School	2020-06-15	97154	Diamond Bar	CA	Vertex Prime Core
Harpeth Hall School Replacement	2020-06-15	84138	Nashville	TN	Vertex Prime
Naperville Central High School	2020-06-09	82188	Naperville	IL	Vertex Prime
PSJA Southwest High School Baseball	2020-06-09	40921	Pharr	TX	XT
Hinsdale South High School Stadium Field	2020-06-08	80831	Darien	IL	Core
College of Dupage Football Field	2020-06-01	101952	Glen Ellyn	IL	Vertex Prime
Barron Stadium Replacement Field	2020-06-01	79481	Rome	GA	Vertex Prime
Walnut Valley High School	2020-06-01	92476	Walnut	CA	Vertex Prime
Rock Island High School	2020-05-28	80332	Rock Island	IL	Revolution 360
Pacifica High School	2020-05-26	85333	Oxnard	CA	Core
Tonopah Valley High School	2020-05-22	88795	Tonopah	AZ	Revolution 360
Greater Atlanta Christian School Stadium Replacement	2020-05-18	87893	Norcross	GA	Core
Adolfo Camarillo High School	2020-05-18	78360	Camarillo	CA	Core
Hueneme High School	2020-05-18	78518	Oxnard	CA	Core

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Adlai Stevenson High School	2020-05-18	91929	Lincolnshire	IL	Core
Rider University Replacement	2020-05-15	107520	Lawrenceville	NJ	Core
Hinsdale Central High School Practice Field	2020-05-15	74390	Hinsdale	IL	Core
Hattiesburg High School Football Field	2020-05-15	97439	Hattiesburg	MS	Vertex Prime
Edison High School Baseball Field	2020-05-13	122323	Edison	NJ	Vertex Prime
Linden High School	2020-05-11	103950	Linden	NJ	Revolution 360
East Central ISD Stadium	2020-05-04	78172	San Antonio	TX	Classic HD
Towson University Uinitas Stadium	2020-05-01	85746	Towson	MD	Revolution 360
Esperanza High School	2020-04-27	79226	Anaheim	CA	Vertex Prime
West Jackson High School Stadium	2020-04-27	77399	Hoschton	GA	Revolution 360
Hinsdale South High School Practice Field	2020-04-27	74100	Darien	IL	Core
Whitefield Academy Stadium Replacement	2020-04-20	94385	Smyrna	GA	Core
Roseville West Park High School Football	2020-04-13	87505	Roseville	CA	Revolution 360
Freedom Park	2020-04-01	45796	Berwyn	IL	Classic HD
Saddleback College Stadium	2020-03-30	94329	Mission Viejo	CA	Revolution 360
Monsignor Pace High School Stadium Field	2020-03-30	88408	Miami	FL	Classic HD
Epicenter - Sports City Coffey Field 1 Replacement	2020-03-23	12685	Santa Rosa	CA	Classic HD
Seguin High School Matador Stadium	2020-03-06	102832	Seguin	TX	Vertex Prime
Cypress Park Woodbridge	2020-03-04	35420	Port Reading	NJ	Classic HD
Bergen Catholic High School Replacement	2020-02-27	82731	Oradell	NJ	Core
Ruben Ayala Park	2020-02-10	112385	Chino	CA	XT
Jose Marti Middle School Replacement	2020-02-10	39009	Elizabethport	NJ	Classic HD
Woodbridge High School	2020-01-27	78574	Irvine	CA	Core
Columbia Park Dunellen	2020-01-27	91236	Dunellen	NJ	Revolution 360
Esencia Sports Park	2020-01-21	64086	Trabuco Canyon	CA	Core
Union County High School Field Replacement	2020-01-16	103659	Blairsville	GA	Core
Yucca Valley High School	2020-01-13	86187	Yucca Valley	CA	Revolution 360
FNC Baseball Infield 12	2020-01-07	15025	Oxford	MS	Classic HD
FNC Baseball Infield 11	2020-01-07	15025	Oxford	MS	Classic HD
FNC Baseball Infield 10	2020-01-07	15025	Oxford	MS	Classic HD
FNC Baseball Infield 9	2020-01-07	15025	Oxford	MS	Classic HD
Gwen Cherry Park Stadium Field	2020-01-03	76130	Miami	FL	Classic HD
Slater Elementary	2019-12-23	66493	Mountain View	CA	Classic HD
University of Southern Mississippi Baseball field	2019-12-23	134322	Hattiesburg	MS	Prestige Vertex
Everglades School Baseball Field	2019-12-16	88808	Ochopee	FL	Classic HD
Grace Place Sports Field	2019-12-04	11650	Naples	FL	Classic HD
PSJA Memorial High School Softball	2019-11-21	60127	Alamo	TX	Prestige Vertex
PSJA North High School Softball	2019-11-20	59282	Pharr	TX	Prestige Vertex
Goulds Park Football Field	2019-11-18	76299	Miami	FL	Classic HD
Piedmont College Soccer LAX Field Replacement	2019-11-18	81000	Demorest	GA	Core
Morgantown High School Pony Lewis Field	2019-11-18	89567	Morgantown	WV	Classic HD
Hadley Park Soccer Field	2019-11-15	90160	Miami	FL	Revolution 360
PSJA Memorial High School Baseball	2019-11-11	41713	Alamo	TX	XT
PSJA North High School Baseball	2019-11-04	41603	Pharr	TX	XT
Holiday Park East Field	2019-11-01	76000	Fort Lauderdale	FL	Classic HD
Crimson Cliffs High School	2019-11-01	88497	St. George	UT	Revolution 360
Jefferson Junior High School	2019-10-30	109792	Woodridge	IL	Classic HD
Lamar County High School Practice Field	2019-10-24	76000	Barnesville	GA	Revolution 360
West Point High School	2019-10-23	79844	Avondale	AZ	Revolution 360
Holiday Park South Multi Purpose Field	2019-10-11	155250	Fort Lauderdale	FL	Classic HD
Saddleback College Practice Fields	2019-10-07	287915	Mission Viejo	CA	Revolution 360
Utica District Park	2019-09-30	187200	Frederick	MD	Vertex Prime
Othello Regional Park	2019-09-30	102600	Knoxville	MD	Vertex Prime
Reed and Grant Park Field 3	2019-09-23	39445	Santa Clara	CA	Revolution 360
Reed and Grant Park Field 4	2019-09-23	39445	Santa Clara	CA	Revolution 360
Reed and Grant Park Field 5	2019-09-23	23404	Santa Clara	CA	Revolution 360
Reed and Grant Park Field 1	2019-09-23	88110	Santa Clara	CA	Revolution 360
VVSD Romeoville High School JV Baseball	2019-09-23	24925	Romeoville	IL	Classic HD
VVSD Romeoville High School JV Softball	2019-09-23	11865	Romeoville	IL	Classic HD
VVSD Romeoville High School Varsity Baseball	2019-09-23	34009	Romeoville	IL	Classic HD
VVSD Romeoville High School Varsity Softball	2019-09-23	11865	Romeoville	IL	Classic HD
Tampa Preparatory School Stadium Field	2019-09-16	109634	Tampa	FL	Classic HD
Adlai Stevenson High School Multi Use	2019-09-13	169460	Lincolnshire	IL	Core
University of North Texas Outdoor Practice	2019-09-09	35978	Denton	TX	Classic HD
Hendrix Park Football Field	2019-09-03	73521	Ellabell	GA	Vertex Prime
ECU Soccer Practice Field	2019-08-30	82484	Greenville	NC	Classic HD
Rutgers Newark Replacement	2019-08-26	112441	Newark	NJ	Core
Ramsey High School Stadium Replacement	2019-08-23	79740	Ramsey	NJ	Revolution 360
The Walker School	2019-08-23	77554	Marietta	GA	Vertex Prime
Indian Hills High School Replacement 2	2019-08-22	97539	Oakland	NJ	Vertex Prime
Ramapo High School Replacement 2	2019-08-19	94328	Franklin Lakes	NJ	Vertex Prime
Horseshoe Lake Roxbury	2019-08-13	86353	Succasunna	NJ	XM
VVSD Bolingbrook High School Varsity Baseball	2019-08-06	27624	Bolingbrook	IL	Classic HD
VVSD Bolingbrook High School Varsity Softball	2019-08-06	12435	Bolingbrook	IL	Classic HD
Northern Valley Demarest Replacement	2019-08-01	89567	Demarest	NJ	Revolution 360
Cardinal Mooney High School Stadium	2019-07-30	101713	Sarasota	FL	Classic HD

PROJECT NAME	INSTALLATION DATE	SQ.FT	CITY	STATE	TURF PRODUCT FAMILY
Wayne Valley High School Replacement	2019-07-29	80650	Wayne	NJ	Revolution 360
Northern Valley Old Tappan Replacement	2019-07-29	90095	Old Tappan	NJ	Revolution 360
LA Southwest College	2019-07-29	94953	Los Angeles	CA	Core
The College of New Jersey	2019-07-26	101633	Ewing	NJ	Core
Creighton University Soccer Stadium Replacement	2019-07-25	107468	Omaha	NE	Core
Claremont Middle School	2019-07-25	17460	Oakland	CA	Classic HD
Northbrook Park District	2019-07-24	172800	Northbrook	IL	Classic HD
Legion Field Stadium	2019-07-23	105485	Birmingham	AL	Revolution 360
BCISD Bay City Stadium	2019-07-22	88692	Bay City	TX	Vertex Prime
Rubidoux High School Hawkins Stadium	2019-07-22	76917	Riverside	CA	Core
Yorba Linda High School	2019-07-22	78796	Yorba Linda	CA	Vertex Prime
Trinity University Football Stadium	2019-07-19	70200	San Antonio	TX	Vertex Prime
Saraland High School Stadium Field	2019-07-17	83275	Saraland	AL	Core
Golden Gate High School	2019-07-15	82932	Naples	FL	Classic HD
Wayne Hills High School Replacement	2019-07-15	85805	Wayne	NJ	Revolution 360
New Providence High School Lieder Field	2019-07-15	79883	New Providence	NJ	Revolution 360
Holy Trinity Episcopal Academy Material ODP	2019-07-15	92005	Melbourne	FL	Classic HD
Johns Creek High School Fulton County	2019-07-12	93245	Johns Creek	GA	Core
Towns County High School Stadium Field	2019-07-10	99535	Hiawassee	GA	Core
Austin Achieve High School Field	2019-07-10	68360	Austin	TX	Vertex Prime
Warren Hills High School Replacement	2019-07-10	85617	Washington	NJ	Vertex Prime
Niles North High School	2019-07-10	91467	Skokie	IL	Vertex Prime
Desert Hills High School	2019-07-08	85512	St. George	UT	Revolution 360
Monrovia High School Replacement	2019-07-08	78764	Monrovia	CA	Revolution 360
Bakersfield College	2019-07-05	81491	Bakersfield	CA	Core
Marietta High School NorthCutt Stadium	2019-07-03	68250	Marietta	GA	Revolution 360
University of Oregon Autzen Stadium	2019-07-02	78810	Eugene	OR	Vertex Prime Core
Olympic Park Field 1	2019-07-01	74954	Schaumburg	IL	Vertex Prime
Olympic Park Field 2	2019-07-01	68930	Schaumburg	IL	Vertex Prime
Olympic Park Field 3	2019-07-01	64284	Schaumburg	IL	Vertex Prime
Romeoville High School	2019-07-01	85272	Romeoville	IL	Core
Dumont High School	2019-06-28	104470	Dumont	NJ	Revolution 360
Copley High School Stadium	2019-06-24	84077	Akron	OH	Revolution 360
ECU Hight Football Field	2019-06-24	72547	Greenville	NC	Classic HD
Coronado High School Stadium	2019-06-24	85368	Coronado	CA	Vertex Prime
Bolingbrook High School	2019-06-24	91203	Bolingbrook	IL	Core
Graham Reservoir Football	2019-06-19	91406	Mountain View	CA	Classic HD
Maple Grove Fernbrook Fields	2019-06-18	396175	Maple Grove	MN	Vertex Prime
North Springs Charter High School Main Field	2019-06-18	92746	Sandy Springs	GA	Core
Tri Cities High School Main Field	2019-06-18	89428	East Point	GA	Core
Alamo Heights ISD Cambridge Elementary School	2019-06-14	47595	San Antonio	TX	XM
Bonita High School	2019-06-10	85769	La Verne	CA	Classic HD
Chaminade College Preparatory Stadium	2019-06-10	93086	West Hills	CA	Vertex Prime
Mt SAC Athletics	2019-06-03	78084	Walnut	CA	Revolution 360
Bolsa Grande High School	2019-06-03	76909	Garden Grove	CA	Revolution 360
Towson University Soccer	2019-05-29	99450	Towson	MD	Revolution 360
Towson University Football Practice	2019-05-29	132877	Towson	MD	Revolution 360
Lincoln Way East High School Replacement	2019-05-28	100897	Frankfurt	IL	Core
Lincoln Way Central High School Replacement	2019-05-28	100041	New Lennox	IL	Core
Banneker High School Stadium Field	2019-05-24	94856	Atlanta	GA	Core
Bartlett High School Stadium Field	2019-05-22	88356	Bartlett	TN	Revolution 360
Correia Middle School	2019-05-20	125066	San Diego	CA	Classic HD
Moreno Valley High School	2019-05-20	77775	Moreno Valley	CA	Core
McDonough High School Stadium Henry County	2019-05-17	89480	McDonough	GA	Revolution 360
Buford NEW School Football Field	2019-05-10	81850	Buford	GA	Revolution 360
Portland Timbers Stadium Expansion	2019-05-08	94085	Portland	OR	Core
Biola University - Barbour Replacement	2019-05-06	78752	La Mirada	CA	Revolution 360
Vista Del Lago High School	2019-05-06	77744	Moreno Valley	CA	Core
Southern Illinois University Carbondale Replacement	2019-05-06	98411	Carbondale	IL	Classic HD
Centenary College Mayo Field	2019-04-23	93896	Shreveport	LA	Classic HD
Benedictine Military School Stadium Field	2019-04-22	111828	Savannah	GA	Core
Liberty Field	2019-04-17	83660	North Caldwell	NJ	Revolution 360
Pasadena City College	2019-03-25	84707	Pasadena	CA	Revolution 360
Hampton High School - Stadium Field Henry County	2019-03-25	89171	Hampton	GA	Revolution 360
Eagles Landing High School Stadium Field	2019-03-15	89821	McDonough	GA	Revolution 360
Posnack Jewish Day School Main Field	2019-02-12	104970	Davie	FL	Revolution 360
Draper Park Fairfax Fields Replacement	2019-02-11	157435	Fairfax	VA	Vertex Prime
Dobyns Bennett High School Replacement - J Fred Johnson Stadium	2019-01-30	162100	Kingsport	TN	Classic HD
Warhill Sports Complex Stadium	2019-01-14	92223	Williamsburg	VA	Core
Celebration Town Field	2019-01-08	64572	Celebration	FL	Classic HD
Warhill Sports Complex Field 3	2019-01-07	91004	Williamsburg	VA	Core
Warhill Sports Complex Field 6	2019-01-07	92454	Williamsburg	VA	Core
Warhill Sports Complex Field 4	2018-12-19	84743	Williamsburg	VA	Core
Warhill Sports Complex Field 1	2018-12-18	83438	Williamsburg	VA	Core
Grossmont College	2018-12-17	102240	El Cajon	CA	Classic HD
College of Marin Baseball Field	2018-12-10	128943	Kentfield	CA	Classic HD



PROJECT NAME	INSTALLATION DATE	SQ.FT	CITY	STATE	TURF PRODUCT FAMILY
Warhill Sports Complex Field 2	2018-12-10	83438	Williamsburg	VA	Core
Warhill Sports Complex Field 5	2018-12-10	84743	Williamsburg	VA	Core
The City of Midland Grande Stadium	2018-12-06	112908	Midland	TX	Vertex Prime
Pascack Hills High School Replacement	2018-11-29	78805	Montvale	NJ	Core
Orange Bowl Belle Glade Field	2018-11-28	75267	Belle Glade	FL	Classic HD
Cuyahoga Heights High School	2018-11-12	72394	Cleveland	OH	Core
Pompton Lakes High School	2018-10-31	86679	Pompton Lakes	NJ	Core
Roosevelt High School Yonkers	2018-10-25	96104	Yonkers	NY	Classic HD
Bartholomew Sports Park 3 and 4 Replacement	2018-10-22	247086	Elk Grove	CA	Revolution 360
Dougherty High School Stadium Field	2018-10-19	87603	Albany	GA	Core
Westover High School Stadium Field	2018-10-19	87397	Albany	GA	Core
James C Conlon Field	2018-10-19	75250	Union	NJ	Revolution 360
Manasquan High School	2018-10-15	84842	Manasquan	NJ	Revolution 360
Cooper City Flamingo West Park Field 4	2018-10-10	37975	Cooper City	FL	Classic HD
Cooper City Flamingo West Park Field 2	2018-10-10	81900	Cooper City	FL	Classic HD
Bartholomew Sports Park 2 Replacement	2018-10-05	137169	Elk Grove	CA	Revolution 360
Hillside High School	2018-09-28	76975	Hillside	NJ	Core
University of Florida Band Field	2018-09-24	70656	Gainesville	FL	Classic HD
Bartholomew Sports Park 1 Replacement	2018-09-24	136181	Elk Grove	CA	Revolution 360
Cooper City Flamingo West Park Field 3	2018-09-06	37975	Cooper City	FL	Classic HD
Bancroft Elementary School	2018-09-01	10586	Washington	DC	Classic HD
East Coweta Stadium	2018-08-31	99597	Sharpsburg	GA	Core
Sayreville Rec Complex	2018-08-31	126000	Sayreville	NJ	Revolution 360
New Milford	2018-08-24	125888	New Milford	NJ	Revolution 360
Cooper City Flamingo West Park Field 1	2018-08-22	81900	Cooper City	FL	Classic HD
Valley View High School	2018-08-20	78556	Moreno Valley	CA	Core
Tres Volcanes PK-8 Playfield	2018-08-20	78464	Albuquerque	NM	Classic HD
Tenaflly M.C. Replacement	2018-08-17	82606	Tenaflly	NJ	Revolution 360
Woodward Academy Main Field	2018-08-16	82100	College Park	GA	Core
Buford NEW School Soccer Field	2018-08-13	97500	Buford	GA	Revolution 360
Texas Scottish Rite Hospital	2018-08-10	12364	Frisco	TX	Classic HD
Sayreville Veterans Field	2018-08-10	99971	Sayreville	NJ	Revolution 360
Rice CISD High School Stadium	2018-08-08	95429	Garwood	TX	Vertex Prime
Livingston High School Replacement	2018-08-08	85620	Livingston	NJ	Revolution 360
Dixie High School	2018-08-06	76667	St. George	UT	Revolution 360
Newnan Stadium	2018-07-30	87806	Newnan	GA	Core
Page High School	2018-07-30	87516	Franklin	TN	Revolution 360
Monroe Township High School Soccer Replacement	2018-07-27	87400	Monroe	NJ	Revolution 360
North Hall High School Stadium Field	2018-07-26	78405	Gainesville	GA	Core
Snyderville Basin Rec	2018-07-25	28175	Park City	UT	Vertex Prime
St Olaf College Soccer Field	2018-07-25	95625	Northfield	MN	Revolution 360
Springfield Township High School Soccer	2018-07-23	74741	Erdenheim	PA	Classic HD
Schaumburg Park Field 5 Soccer	2018-07-21	59389	Schaumburg	IL	XT
Schaumburg Park Field 7 Soccer	2018-07-21	62314	Schaumburg	IL	XT
Grand Avenue Park	2018-07-19	168578	Chino Hills	CA	Core
Corona High School Replacement	2018-07-19	85654	Corona	CA	Classic HD
Northgate Stadium	2018-07-18	89524	Newnan	GA	Core
De La Salle High School	2018-07-16	111475	Chicago	IL	Classic HD
Arcadia High School	2018-07-16	81256	Phoenix	AZ	Revolution 360
Snow Canyon High School	2018-07-16	97348	St. George	UT	Revolution 360
Hilldale High School	2018-07-16	101103	Muskogee	OK	Core
Schaumburg Park Field 4 Soccer	2018-07-15	60914	Schaumburg	IL	XT
Downers Grove Park District	2018-07-13	84392	Downers Grove	IL	Classic HD
St Jeanne School Soccer	2018-07-09	127564	Tustin	CA	XT
Prospect Ridge Academy	2018-07-09	77885	Broomfield	CO	Revolution 360
Alpharetta High School - Main Field	2018-07-05	91776	Alpharetta	GA	Core
Centennial High School	2018-07-03	92573	Roswell	GA	Core
Murch Elementary School	2018-07-02	23881	Washington	DC	Classic HD
Northwood High School	2018-07-02	80675	Irvine	CA	Core
Macalester College	2018-06-27	94780	St.Paul	MN	Core
Collierville High School Stadium	2018-06-27	86969	Collierville	TN	Revolution 360
Santiago High School Replacement	2018-06-25	77701	Corona	CA	Classic HD
Harlingen CISD Harlingen South High School	2018-06-25	93854	Harlingen	TX	Vertex Prime
Oakridge High School Replacement	2018-06-25	83710	El Dorado Hills	CA	Revolution 360
Fellowship Christian School Stadium Field	2018-06-22	89965	Roswell	GA	Core
Buford High School Main Upper Field	2018-06-22	84665	Buford	GA	Revolution 360
Chattahoochee High School Stadium	2018-06-21	91567	Johns Creek	GA	Core
Heavenly Farms Field 1 Replacement	2018-06-18	119700	East Brunswick	NJ	Core
Heavenly Farms Field 2 Replacement	2018-06-18	119700	East Brunswick	NJ	Core
Pascack Valley High School Replacement	2018-06-18	104527	Hillside	NJ	Core
Maranatha High School Replacement	2018-06-18	102319	Pasadena	CA	Core
East County Reserve Replacement	2018-06-18	84700	East County	NJ	Revolution 360
Harlingen CISD Harlingen High School	2018-06-11	93854	Harlingen	TX	Vertex Prime
Riverwood High School Stadium	2018-06-01	94116	Sandy Springs	GA	Core
Westlake high School Stadium	2018-06-01	76875	Atlanta	GA	Core
Lake Havasu High School	2018-05-31	79157	Lake Havasu City	AZ	Revolution 360

PROJECT NAME	INSTALLATION DATE	SQ.FT	CITY	STATE	TURF PRODUCT FAMILY
Franklin High School Stadium	2018-05-30	95449	Franklin	TN	Revolution 360
Montclair State University - Pittser Red Bulls Replacement	2018-05-25	93210	Montclair	NJ	Core
University of North Texas Apogee Stadium	2018-05-23	95792	Denton	TX	Classic HD
Ransom High School Main Field	2018-05-19	68686	Miami	FL	Core
Westminster College	2018-05-14	99685	Salt Lake City	UT	Core
Century High School	2018-05-14	78157	Santa Ana	CA	Classic HD
Pickens High School Stadium	2018-05-03	97918	Jasper	GA	Revolution 360
Woodbridge High School	2018-04-30	92671	Woodbridge	NJ	Core
South Beach Park	2018-04-26	53261	Jacksonville	FL	Classic HD
Perry High School Stadium Field	2018-04-24	92850	Perry	GA	Revolution 360
Little Haiti Soccer Park	2018-04-17	90160	Miami	FL	Revolution 360
Decatur High School Ogle Stadium	2018-04-16	94135	Decatur	AL	Revolution 360
Jannarone Park Parsippany	2018-03-29	78540	Parsippany	NJ	Revolution 360
Stockbridge High School Stadium Field	2018-03-28	88987	Stockbridge	GA	Revolution 360
Calvary Day School	2018-03-26	83669	Savannah	GA	Core
Moreno Valley Community Park	2018-03-26	309414	Moreno Valley	CA	Classic HD
City of Joliet - Silver Cross	2018-03-23	131465	Joliet	IL	Classic HD
Gittone Stadium	2018-03-21	91243	Vineland	NJ	Vertex Prime
Union Grove High School - Stadium Field	2018-03-07	89520	McDonough	GA	Revolution 360
Fieldstone School Full Field	2018-02-19	202985	Montvale	NJ	Revolution 360
Gulfports Middle School Sportsplex Baseball 11	2018-02-14	50820	Gulfport	MS	Classic HD
Lamar CISD Dickinson Elementary Large Field	2018-02-12	58439	Sugar Land	TX	Classic HD
Lamar CISD Dickinson Elementary Small Field	2018-02-12	14827	Sugar Land	TX	Classic HD
Gulfports Middle School Sportsplex Baseball 16	2018-02-07	50820	Gulfport	MS	Classic HD
Bamford Park Bronco Field	2018-02-06	90733	Davie	FL	Classic HD
Bamford Park Mustang Field	2018-02-06	98972	Davie	FL	Classic HD
Gulfports Middle School Sportsplex Baseball 13	2018-02-02	50820	Gulfport	MS	Classic HD
Luella High School - Stadium Field	2018-01-26	87065	Locust Grove	GA	Revolution 360
Gulfports Middle School Sportsplex Baseball 15	2018-01-25	50820	Gulfport	MS	Classic HD
Gulfports Middle School Sportsplex Baseball 14	2018-01-17	50820	Gulfport	MS	Classic HD
Ontario Soccer Complex Field 1	2018-01-12	81747	Ontario	CA	Revolution 360
Ontario Soccer Complex Field 2	2018-01-12	81747	Ontario	CA	Revolution 360
Gulfport Middle School Sportsplex Baseball 12	2018-01-10	50820	Gulfport	MS	Classic HD
Ola High School Stadium Field	2018-01-10	87166	McDonough	GA	Revolution 360
Jaycee Memorial Ballfield	2018-01-09	43485	Pittsburg	KS	Vertex Prime
Sealy ISD Stadium	2018-01-08	82853	Sealy	TX	Revolution 360
Lamar CISD Campbell Elementary	2018-01-08	48892	Sugar Land	TX	Classic HD

# REFERENCES



## University of Memphis – Indoor & Outdoor Practice

Contact Name: Jeff Crane  
Information: [Jeff.C@memphis.edu](mailto:Jeff.C@memphis.edu)  
901-678-2308

## University of Alabama – Indoor Practice

Contact Name: Brandon Sevedge  
Information: [bsevedge@ia.ua.edu](mailto:bsevedge@ia.ua.edu)  
205-348-3573 (email only please)

## University of Southern Mississippi – Football, Baseball, Recreation

Contact Name: Mark Crager & Scott Berry  
Information: [mark.crager@usm.edu](mailto:mark.crager@usm.edu), & [scott.berry@usm.edu](mailto:scott.berry@usm.edu)  
601-266-5405 & 601-266-5821

## University of Louisiana-Monroe – Football

Contact Name: John Hartwell  
Information: [hartwell@ulm.edu](mailto:hartwell@ulm.edu)  
318-237-5000

## Memphis University School – Football

Contact Name: Rankin Fowlkes  
Information: [rankin.fowlkes@musowls.org](mailto:rankin.fowlkes@musowls.org)  
901-260-1306

## Hattiesburg High School - Football

Contact Name: Tony Vance  
Information: [tony.vance@hattiesburgpsd.com](mailto:tony.vance@hattiesburgpsd.com)  
601-647-4656

## Decatur High School – Football

Contact Name: Jere Adcock  
Information: [Jere.Adcock@dcs.edu](mailto:Jere.Adcock@dcs.edu)  
256-552-3011

## Cullman High School – Football & Softball

Contact Name: Mark Britton  
Information: [mbritton@cullmancats.net](mailto:mbritton@cullmancats.net)  
256-347-1761

## Russell County High School

Contact Name: Dillon Griggs  
Information: [griggisd@russellcsd.net](mailto:griggisd@russellcsd.net)  
334-672-0346

## Tipton County Schools – Brighton, Covington, Munford Football (Vertex Core + CoolPlay)

Contact Name: Dr. John Combs (under construction)  
Information: [jcombs@tipton-county.com](mailto:jcombs@tipton-county.com)  
901-476-7148



**OXFORD**  
GENERAL  
GOVERNMENT

# MEMORANDUM

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**To:** Board of Aldermen

**From:** Mark Levy, PLA

**CC:** Chief Jeff McCutchen, Chris Simmons, Hollis Green

**Date:** December 3, 2024

**Re:** Consider Change Order No. 2 from Business Communications Inc. (BCI) for additional patch panels for access controls.

---

Change Order #2 (Package N-Technology) was requested by the IT department to separate the access control switches from the primary panel at the new Police Station.

The total deduct of \$2,557.49 results from a credit substituting 86" touch monitors to 75" touch monitors (\$17,116.65).

Staff recommends approval of the deductive Change Order.



**Change Order, Construction Manager as Adviser Edition**

**PROJECT:** *(name and address)*  
Oxford Police Department Relocation  
09 Industrial Park Drive  
Oxford, 38655

**OWNER:** *(name and address)*  
The City of Oxford  
107 Courthouse Square  
Oxford, MS 38655

**CONTRACTOR:** *(name and address)*  
Business Communications Inc.  
442 Highland Colony Parkway  
Ridgeland, MS 39157

**CONTRACT INFORMATION:**  
Contract For: Package N (Technology)  
Date: 04-09-2024

**CHANGE ORDER INFORMATION:**  
Change Order Number: 002  
Date: 11-26-2024

**ARCHITECT:** *(name and address)*  
McCarty Architects Professional  
533 West Main Street  
Tupelo, MS 38804

**CONSTRUCTION MANAGER:** *(name and address)*  
ICM Construction  
P.O. Box 1515  
Oxford, 38655

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

1. Difference in cost to switch to the 75" dell touch monitor in lieu of the 86" monitor due to the 86" monitor being discontinued.	(\$17,116.65)
2. Cost to add additional switches to port access control devices in patch panels separate from building technology systems.	\$14,559.16
<b>Total for Change Order 002</b>	<b>(\$2,557.49)</b>

The original Contract Sum was	\$ 959,000.00
Net change by previously authorized Change Orders	\$ 45,443.12
The Contract Sum prior to this Change Order was	\$ 1,004,443.12
The Contract Sum will be decreased by this Change Order in the amount of	\$ (2,557.49)
The new Contract Sum including this Change Order will be	\$ 1,001,885.63

The Contract time will be unchanged by ( ) days.  
The Contractor's Work shall be substantially complete on .

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.**

*Kurt Shettles*

**ARCHITECT** *(Signature)*

BY: Kurt Shettles, AIA, President & CEO/Architect  
*(Printed name, title, and license number if required)*

12/02/2024  
Date

*John D Bennett*

**CONSTRUCTION MANAGER** *(Signature)*

BY: John Bennett, Senior Project Manager  
*(Printed name and title)*

12/02/2024  
Date

*Craig Henley*

**CONTRACTOR** (Signature)

BY: Craig Henley  
(Printed name and title)

12/02/2024

Date

**OWNER** (Signature)

BY: Robyn Tannehill, Mayor  
(Printed name and title)

Date





Quote #: 045625 Version: 1

Business Communications, Inc.  
442 Highland Colony Parkway / Ridgeland, MS 39157  
Phone: 601.898.1890 / Fax: 601.898.1310

## Dell 86" Swap

### Quote Information:

Quote #: 045625  
Version: 1  
Delivery Date: 11/18/2024  
Expiration Date: 12/18/2024

### Bill To:


City of Oxford  
107 Courthouse Square  
Oxford, MS 38655  
Chris Simmons  
csimmons@oxfordms.net  
(662) 232-2307

### Ship To:

City of Oxford  
715 MOLLY BARR RD.  
Oxford, MS 38655  
Chris Simmons  
csimmons@oxfordms.net  
(662) 232-2307



### CHANGES

Part #	Description	Price	Qty	Ext. Price
210-BJZH	Dell 75 4K Interactive Touch Monitor - P7524QT, 189.2 cm (74.5"), 4K, HDMI, DP, VGA, Spkr	\$2,249.82	5	\$11,249.10
 DELL-P8624QT	Dell 86 4K Interactive Touch Monitor - P8624QT 217.4 cm (85.6 Inch) 4K HDMI DP USB-C Spkr - 3 Years Basic Hardware Service with Advanced Exchange (Disti SNS) (C8621QT replaced w/P8624QT))	\$5,673.15	-5	(\$28,365.75)
Subtotal:				<b>(\$17,116.65)</b>

Quote Summary	Amount
CHANGES	(\$17,116.65)
Total	<b>(\$17,116.65)</b>

**Return Policy:** All requests to return merchandise and/or materials purchased are subject to manufacturer's authorization and return policy. If purchased materials and/or merchandise is damaged, defective, and/or non-functional on arrival, customers have 30 days from date of invoice to request a return. All returned materials and/or merchandise must be complete with all manuals, cables, warranty cards, static bags, etc., just as the Customer received them. All other materials and/or merchandise can only be returned if the box and/or packaging has not been opened. Authorization of these returns are subject to the manufacturer's approval and are subject to a restocking fee.



Quote #: 045625 Version: 1

Business Communications, Inc.  
442 Highland Colony Parkway / Ridgeland, MS 39157  
Phone: 601.898.1890 / Fax: 601.898.1310

By signing this document the customer acknowledges that they have received and read a copy of the BCI General Customer Agreement and agrees to all the terms contained therein. This quote is valid through 12/18/2024 12:00:00 AM.

Customer signature and acceptance of this quote serves as authorization for BCI to procure the products and services detailed in the quote on behalf of the customer and to invoice customer accordingly.

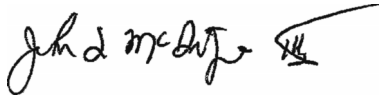
Pricing includes 3% discount for payments made by cash, check, or ACH.

BCI will generate an invoice for the customer when the hardware ships from the supplier.

City of Oxford

Business Communications, Inc

Accepted By: \_\_\_\_\_  
Signature

By:   
Signature

Name \_\_\_\_\_

Name John McIntyre

Title \_\_\_\_\_

Title Account Executive

Date \_\_\_\_\_

Date November 18, 2024

John McIntyre, Account Executive

442 Highland Colony Parkway  
Ridgeland, MS 39157

Office: 601.427.4254

Fax 601.898.1310

Email: [jmcintyre@bcianswers.com](mailto:jmcintyre@bcianswers.com)

Website: <http://bcianswers.com/>



## 9200L Add Switch 2024

**Quote Information:**

Quote #: 045676  
 Version: 1  
 Delivery Date: 11/22/2024  
 Expiration Date: 12/19/2024

**Bill To:**

City of Oxford  
 715 MOLLY BARR RD.  
 Oxford, MS 38655  
 Chris Simmons  
 csimmons@oxfordms.net  
 (662) 232-2307

**Ship To:**

City of Oxford  
 107 Courthouse Square  
 Oxford, MS 38655  
 Chris Simmons  
 csimmons@oxfordms.net  
 (662) 232-2307



Hardware

Part #	Description	Price	Qty	Ext. Price
MISC	QUOTE MARKUP <b>16% of \$12,551.00 = \$2,008.16</b>	<del>\$2,012.12</del>	<del>1</del>	<del>\$2,012.12</del>
C9200L-48P-4X-E	CATALYST 9200L 48-PORT POE+, 4 X 10G, NETWORK ESSENTIALS	\$6,275.50	2	\$12,551.00
CON-SSSNT-C9200L4X	SOLN SUPP 8X5XNBD Catalyst 9200L 48-port PoE+, 4 x 10G, Ne	\$0.00	2	\$0.00
C9K-ACC-SCR-4	Cisco - Screw kit (pack of 4 pieces) - for P/N: C9300X-24HX-1A		2	
C9200L-DNA-E-48	C9200L CISCO DNA ESSENTIALS, 48-PORT TERM LICENSE		2	
CON-SSTCM-C92LE48	SOLN SUPP SW SUBC9200L Cisco DNA Ess	\$0.00	2	\$0.00
C9200L-DNA-E-48-3Y	Cisco Digital Network Architecture Essentials - Term License (3 years) - 48 ports - for P/N: C9200L-48P-4X-E-WS, C9200L-48PXG-2Y-E, C9200L-48PXG-4X-E, C9200L-48T-4G-E-WS	\$0.00	2	\$0.00
C9200L-STACK-KIT	Cisco - Network stacking module (pack of 2) - for Catalyst 9200L	\$0.00	2	\$0.00
C9200-STACK	Cisco - Network stacking module - for Catalyst 9200		4	
CAB-TA-NA	Cisco - Power cable - IEC 60320 C15 to NEMA 5-15 (M) - AC 110 V - 8 ft - North America - for Catalyst 3850-24, 3850-48, 9200, 9300		4	
CAB-GUIDE-1RU	Cisco - Cable management guide - 1U - for P/N: C9300X-24HX-1A		2	
C9200L-NW-E-48	C9200L NETWORK ESSENTIALS, 48-PORT LICENSE		2	



Hardware

Part #	Description	Price	Qty	Ext. Price
C9K-ACC-RBFT	Cisco - Rubber feet - for P/N: C9300X-24HX-1A		2	
STACK-T4-50CM	Cisco - Stacking cable - 1.6 ft - for Catalyst 9200, 9200L		2	
PWR-C5-1KWAC/2	Cisco Config 5 Secondary Power Supply - Power supply - hot-plug / redundant (plug-in module) - AC 100-240 V - 1000 Watt - for P/N: C9200L-48P-4G-10E, C9200L-48P-4X-RE, C9200L-48PXG2Y-10E, C9200L-48PXG-2Y-1A	\$0.00	2	\$0.00
NETWORK-PNP-NONE	Cisco Network Plug and Play - License - for P/N: C9105AXI-D, C9105AXWT-Z, C9120AXE-Q, C9124AXD-E, C9300-48UN-1E, C9300X-12Y-EDU		2	

~~Subtotal: \$14,563.12~~

**Subtotal: \$14,559.16**

GBICs

Part #	Description	Price	Qty	Ext. Price
SFP-10GSR-85	10 G SFP	\$0.00	2	\$0.00

Cables

Part #	Description	Price	Qty	Ext. Price
0m2lcdx		\$0.00	2	\$0.00

Quote Summary	Amount
<del>Hardware</del>	<del>\$14,563.12</del>
<del>Total</del>	<del>\$14,563.12</del>

**Return Policy:** All requests to return merchandise and/or materials purchased are subject to manufacturer's authorization and return policy. If purchased materials and/or merchandise is damaged, defective, and/or non-functional on arrival, customers have 30 days from date of invoice to request a return. All returned materials and/or merchandise must be complete with all manuals, cables, warranty cards, static bags, etc., just as the Customer received them. All other materials and/or merchandise can only be returned if the box and/or packaging has not been opened. Authorization of these returns are subject to the manufacturer's approval and are subject to a restocking fee.

**Total: \$14,559.16**



Quote #: 045676 Version: 1

Business Communications, Inc.  
442 Highland Colony Parkway / Ridgeland, MS 39157  
Phone: 601.898.1890 / Fax: 601.898.1310

By signing this document the customer acknowledges that they have received and read a copy of the BCI General Customer Agreement and agrees to all the terms contained therein. This quote is valid through 12/19/2024 12:00:00 AM.

Customer signature and acceptance of this quote serves as authorization for BCI to procure the products and services detailed in the quote on behalf of the customer and to invoice customer accordingly.

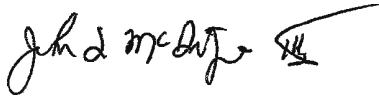
Pricing includes 3% discount for payments made by cash, check, or ACH.

BCI will generate an invoice for the customer when the hardware ships from the supplier.

City of Oxford

Business Communications, Inc

Accepted By: \_\_\_\_\_  
Signature

By:   
Signature

Name \_\_\_\_\_

Name John McIntyre

Title \_\_\_\_\_

Title Account Executive

Date \_\_\_\_\_

Date November 22, 2024

John McIntyre, Account Executive

442 Highland Colony Parkway  
Ridgeland, MS 39157

Office: 601.427.4254

Fax 601.898.1310

Email: [jmcintyre@bcianswers.com](mailto:jmcintyre@bcianswers.com)

Website: <http://bcianswers.com/>



**OXFORD**  
DEVELOPMENT  
SERVICES

# MEMORANDUM

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**To:** Board of Aldermen

**From:** John Crawley, City Engineer

**CC:** Bart Robinson, P.E., COO/ Hollis Green, Director, Development Services  
Johnathan Mizell, Chief Building Official

**Date:** December 3, 2024

**Re:** Request for Overnight Work Hours at 14 Thacker Loop, Out-A-Space Storage Facility

---

Oden-Hardy Construction, the General Contractor for the Out-A-Space Storage Facility at 14 Thacker Loop, is requesting to perform an overnight concrete pour on Wednesday, December 4<sup>th</sup>, with set-up beginning at 12:30 A.M. They should be done with the pour by 6:00 A.M. on December 4<sup>th</sup>. In the event of inclement weather, the contractor has asked for an alternate date Thursday, December 5<sup>th</sup>. The concrete pour will be approximately 253 cubic yards, utilizing 32 trucks. See the attached document.

Engineering recommends approval of this request.



**ODEN • HARDY  
CONSTRUCTION**

**Out-A-Space Self Storage/Thacker Storage**

**14 Thacker Loop. Oxford MS 38655**

**Permit # BLDC-005779-2024 MPC # MC-31160006**

**Project Start: 7/22/2024 Completion Date: 4/17/2025**

**Owner: Jay Luna/Trinity Group**

**Rough Dimension: 244x84**

**Foot Print sq ft: 18,698**

**Total sq ft: 74,792**

**Total Units: 612 for all 4 Floors**

**Concert Supplier: BBM Concrete Contractor: Abby Bridges**

**3<sup>rd</sup> Floor Pour approx. yards: 253 Truck count: 32**

**4<sup>th</sup> Floor Pour approx. yards: 253 Truck count: 32**

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**3<sup>rd</sup> Floor Pour, set up at 12:30 AM with Light Towers, Pump at 1:00 AM, start Pour at 2:00AM.  
Scheduling 80 yards per hour. Poured out by 6:00 AM.**

**4<sup>th</sup> Floor Pour, set up at 12:30 AM with Light Towers, Pump at 1:00 AM, start Pour at 2:00 AM,  
Scheduling 80 yards per hour. Poured out by 6:00 AM.**

**Project Superintendent: Mark Grant...Cell# (828-234-4974) mgrant@odenhardy.com**

**Oden Hardy Construction 1400 59<sup>th</sup> Street West Bradenton FL 34209...Office (941-792-2233)**

**State of Mississippi Contractor License # 20099-MC Expires Jul. 31, 2025**



**OXFORD**  
DEVELOPMENT  
SERVICES

# MEMORANDUM

---

**To:** Board of Aldermen

**From:** John Crawley, City Engineer

**CC:** Bart Robinson, P.E., COO/ Hollis Green, Director, Development Services  
Johnathan Mizell, Chief Building Official

**Date:** December 3, 2024

**Re:** Request from ICM Construction for Special Work Hours at Oxford Middle School

---

ICM Construction, the General Contractor for the Oxford School District, has requested special work hours for a concrete pour at Oxford Middle School for the Athletic Building Project. ICM is requesting to begin the concrete pour at 4:00 A.M. on either the morning of Thursday, December 12<sup>th</sup>, or Friday, December 13<sup>th</sup>. They request an early start time to ensure the concrete trucks finish before the beginning of school traffic.

Engineering recommends approval of this request.



Outlook

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**Re: Extended work Hours request**

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**From** Allison Ferris <allison@oxfordms.net>**Date** Thu 11/21/2024 10:26 AM**To** Chase Sims <csims@icm.construction>; John Crawley <john@oxfordms.net>**Cc** Chuck Pirtle <cpirtle@icm.construction>

Chase,

This request for the next regular **Board of Alderman meeting on Tuesday, December 3rd**, has been received.

John is out of the office today, but he will let you know if he needs any further information.

Our office will follow up after the meeting.

If anything further is needed, please let us know!

Thanks,

Allison

**Allison Ferris***Office Manager***Engineering Department**107 Courthouse Square  
Oxford, MS 38655

t: (662) 232-2306

e: [allison@oxfordms.net](mailto:allison@oxfordms.net)w: [www.oxfordms.net](http://www.oxfordms.net)

---

**From:** Chase Sims <csims@icm.construction>**Sent:** Thursday, November 21, 2024 10:01 AM**To:** John Crawley <john@oxfordms.net>**Cc:** Allison Ferris <allison@oxfordms.net>; Chuck Pirtle <cpirtle@icm.construction>**Subject:** Extended work Hours request

Mr. Crawley,

We would like to request permission for extended working hours at the Oxford Middle School Campus for the Athletic Building project.

This is for another concrete pour that will take place on either 12/12 or 12/13. We would like to begin the pour around 4am, if possible.

Please let me know if you need any additional information.

Thank you,

Chase Sims



p: 662.715.2606 | c: 601.954.0115

e: [csims@icm.construction](mailto:csims@icm.construction) | w: [www.icm.construction](http://www.icm.construction)

Twitter: [@ICM\\_LL\\_C](https://twitter.com/ICM_LL_C) | Instagram: [@ICM\\_LL\\_C](https://www.instagram.com/ICM_LL_C) | LinkedIn: [Innovative Construction Management, LLC](https://www.linkedin.com/company/Innovative-Construction-Management-LLC)





**OXFORD**  
DEVELOPMENT  
SERVICES

# MEMORANDUM

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**To:** Board of Aldermen

**From:** John Crawley, City Engineer

**CC:** Bart Robinson, P.E., COO/ Hollis Green, Director, Development Services  
Johnathan Mizell, Chief Building Official

**Date:** December 3, 2024

**Re:** Request by RH Design-Build to Work on Sundays in December at The Lamar

---

RH Design-Build, the General Contractor for the current construction of The Belle at The Lamar development, has requested permission to work on Sundays in December. The dates requested are below:

**December 8, 2024**  
**December 15, 2024**  
**December 22, 2024**  
**December 29, 2024**

The contractor indicates the work is behind schedule and this approval would help them catch up. Their email request with contact information is attached hereto.



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**RE: The Belle at The Lamar: Sunday Work Permit - December**

---

**From** Brian Wittendorfer <bwittendorfer@rhdesign-build.com>

**Date** Wed 11/20/2024 8:17 AM

**To** Allison Ferris <allison@oxfordms.net>; John Crawley <john@oxfordms.net>

**Cc** Ryley Butler <riley@oxfordms.net>; Daniel Cooper <daniel@reedhaysconstruction.com>; George Hodgson <ghodgson@rhdesign-build.com>; Robert Hays <rhays@rhdesign-build.com>; Hollis Green <hgreen@oxfordms.net>

Ok, sounds good. Thank you for the update.

	<p><b>Brian Wittendorfer</b> <b>Project Manager</b> Phone: (251) 486-0300 Cell: (251) 404-6087 Email: <a href="mailto:bwittendorfer@rhdesign-build.com">bwittendorfer@rhdesign-build.com</a> Address: 28490 2<sup>nd</sup> Street Suite A Daphne, AL 36526</p>
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**From:** Allison Ferris <allison@oxfordms.net>

**Sent:** Wednesday, November 20, 2024 8:15 AM

**To:** Brian Wittendorfer <bwittendorfer@rhdesign-build.com>; John Crawley <john@oxfordms.net>

**Cc:** Ryley Butler <riley@oxfordms.net>; Daniel Cooper <daniel@reedhaysconstruction.com>; George Hodgson <ghodgson@rhdesign-build.com>; Robert Hays <rhays@rhdesign-build.com>; Hollis Green <hgreen@oxfordms.net>

**Subject:** Re: The Belle at The Lamar: Sunday Work Permit - December

Brian,

Per John, this request would have to go before the Board of Alderman at their **next regular meeting on Tuesday, December 3rd**. Therefore, the requested dates would have to be:

- **December 8, 2024**
- **December 15, 2024**
- **December 22, 2024**
- **December 29, 2024**

If anything further is needed, please let our office know!

Thanks,

Allison

**Allison Ferris***Office Manager***Engineering Department**

107 Courthouse Square  
Oxford, MS 38655

t: (662) 232-2306 e: [allison@oxfordms.net](mailto:allison@oxfordms.net)

w: [www.oxfordms.net](http://www.oxfordms.net)

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**From:** Brian Wittendorfer <[bwittendorfer@rhdesign-build.com](mailto:bwittendorfer@rhdesign-build.com)>  
**Sent:** Wednesday, November 20, 2024 7:55 AM  
**To:** John Crawley <[john@oxfordms.net](mailto:john@oxfordms.net)>  
**Cc:** Allison Ferris <[allison@oxfordms.net](mailto:allison@oxfordms.net)>; Ryley Butler <[ryley@oxfordms.net](mailto:ryley@oxfordms.net)>; Daniel Cooper <[daniel@reedhaysconstruction.com](mailto:daniel@reedhaysconstruction.com)>; George Hodgson <[ghodgson@rhdesign-build.com](mailto:ghodgson@rhdesign-build.com)>; Robert Hays <[rhays@rhdesign-build.com](mailto:rhays@rhdesign-build.com)>  
**Subject:** The Belle at The Lamar: Sunday Work Permit - December

John,

Good morning. I would like to submit another Sunday Work Permit request for the following dates:

- December 1, 2024
- December 8, 2024
- December 15, 2024
- December 22, 2024
- December 29, 2024

Thanks,

	<p><b>Brian Wittendorfer</b>  <b>Project Manager</b>  Phone: (251) 486-0300 Cell: (251) 404-6087  Email: <a href="mailto:bwittendorfer@rhdesign-build.com">bwittendorfer@rhdesign-build.com</a>  Address: 28490 2<sup>nd</sup> Street Suite A Daphne, AL 36526</p>
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**From:** Allison Ferris <[allison@oxfordms.net](mailto:allison@oxfordms.net)>  
**Sent:** Wednesday, November 6, 2024 9:50 AM  
**To:** Brian Wittendorfer <[bwittendorfer@rhdesign-build.com](mailto:bwittendorfer@rhdesign-build.com)>  
**Cc:** Daniel Cooper <[daniel@reedhaysconstruction.com](mailto:daniel@reedhaysconstruction.com)>; George Hodgson <[ghodgson@rhdesign-build.com](mailto:ghodgson@rhdesign-build.com)>; Hollis Green <[hgreen@oxfordms.net](mailto:hgreen@oxfordms.net)>; John Crawley <[john@oxfordms.net](mailto:john@oxfordms.net)>; Ryley Butler <[ryley@oxfordms.net](mailto:ryley@oxfordms.net)>  
**Subject:** Re: The Belle at The Lamar: Sunday Work Permit - November  
**Importance:** High

Brian,

Per John, the BOA approved the request to work on Sundays in November for The Belle in The Lamar with the condition that should complaints arise from noise or other disruptions, they would revoke this approval.

If anything changes or anything further is needed, please let our office know!

Thanks,

Allison



**Allison Ferris**

*Office Manager*

**Engineering Department**

107 Courthouse Square  
Oxford, MS 38655

t: (662) 232-2306 e: [allison@oxfordms.net](mailto:allison@oxfordms.net)

w: [www.oxfordms.net](http://www.oxfordms.net)

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**From:** Brian Wittendorfer <[bwittendorfer@rhdesign-build.com](mailto:bwittendorfer@rhdesign-build.com)>

**Sent:** Wednesday, October 23, 2024 2:43 PM

**To:** John Crawley <[john@oxfordms.net](mailto:john@oxfordms.net)>

**Cc:** Daniel Cooper <[daniel@reedhaysconstruction.com](mailto:daniel@reedhaysconstruction.com)>; George Hodgson <[ghodgson@rhdesign-build.com](mailto:ghodgson@rhdesign-build.com)>; Allison Ferris <[allison@oxfordms.net](mailto:allison@oxfordms.net)>; Ryley Butler <[riley@oxfordms.net](mailto:riley@oxfordms.net)>

**Subject:** RE: The Belle at The Lamar: Sunday Work Permit - November

Sounds good, thanks!



**Brian Wittendorfer**

**Project Manager**

Phone: (251) 586-8642 Cell: (251) 404-6087

Email: [bwittendorfer@rhdesign-build.com](mailto:bwittendorfer@rhdesign-build.com)

Address: 28490 2<sup>nd</sup> Street Suite A Daphne, AL 36526

---

**From:** John Crawley <[john@oxfordms.net](mailto:john@oxfordms.net)>

**Sent:** Wednesday, October 23, 2024 2:38 PM

**To:** Brian Wittendorfer <[bwittendorfer@rhdesign-build.com](mailto:bwittendorfer@rhdesign-build.com)>

**Cc:** Daniel Cooper <[daniel@reedhaysconstruction.com](mailto:daniel@reedhaysconstruction.com)>; George Hodgson <[ghodgson@rhdesign-build.com](mailto:ghodgson@rhdesign-build.com)>; Allison Ferris <[allison@oxfordms.net](mailto:allison@oxfordms.net)>; Ryley Butler <[riley@oxfordms.net](mailto:riley@oxfordms.net)>  
**Subject:** RE: The Belle at The Lamar: Sunday Work Permit - November

Brian, that request will go before the BOA on November 5


---

**From:** Brian Wittendorfer <[bwittendorfer@rhdesign-build.com](mailto:bwittendorfer@rhdesign-build.com)>  
**Sent:** Wednesday, October 23, 2024 2:27 PM  
**To:** John Crawley <[john@oxfordms.net](mailto:john@oxfordms.net)>  
**Cc:** Daniel Cooper <[daniel@reedhaysconstruction.com](mailto:daniel@reedhaysconstruction.com)>; George Hodgson <[ghodgson@rhdesign-build.com](mailto:ghodgson@rhdesign-build.com)>  
**Subject:** RE: The Belle at The Lamar: Sunday Work Permit - November

John,

Good afternoon. I wanted to follow up with you on the November Sunday Work permit request. Any update?

Thanks,

	<p><b>Brian Wittendorfer</b> Project Manager Phone: (251) 586-8642 Cell: (251) 404-6087 Email: <a href="mailto:bwittendorfer@rhdesign-build.com">bwittendorfer@rhdesign-build.com</a> Address: 28490 2<sup>nd</sup> Street Suite A Daphne, AL 36526</p>
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**From:** Brian Wittendorfer  
**Sent:** Tuesday, October 15, 2024 11:05 AM  
**To:** [john@oxfordms.net](mailto:john@oxfordms.net)  
**Cc:** Robert Hays <[rhays@reedhaysconstruction.com](mailto:rhays@reedhaysconstruction.com)>; Daniel Cooper <[daniel@reedhaysconstruction.com](mailto:daniel@reedhaysconstruction.com)>; George Hodgson <[ghodgson@rhdesign-build.com](mailto:ghodgson@rhdesign-build.com)>  
**Subject:** The Belle at The Lamar: Sunday Work Permit - November

John,

Good morning. I would like to submit another Sunday Work Permit request for the following dates:

- November 3, 2024
- November 10, 2024
- November 17, 2024
- November 24, 2024

Thanks,

	<p><b>Brian Wittendorfer</b> Project Manager Phone: (251) 586-8642 Cell: (251) 404-6087 Email: <a href="mailto:bwittendorfer@rhdesign-build.com">bwittendorfer@rhdesign-build.com</a> Address: 28490 2<sup>nd</sup> Street Suite A Daphne, AL 36526</p>
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**From:** John Crawley <[john@oxfordms.net](mailto:john@oxfordms.net)>  
**Sent:** Wednesday, October 2, 2024 7:14 AM  
**To:** Brian Wittendorfer <[bwittendorfer@rhdesign-build.com](mailto:bwittendorfer@rhdesign-build.com)>  
**Cc:** Robert Hays <[rhays@reedhaysconstruction.com](mailto:rhays@reedhaysconstruction.com)>; Daniel Cooper <[daniel@reedhaysconstruction.com](mailto:daniel@reedhaysconstruction.com)>; Allison

Ferris <[allison@oxfordms.net](mailto:allison@oxfordms.net)>; Ryley Butler <[ryley@oxfordms.net](mailto:ryley@oxfordms.net)>; Hollis Green <[hgreen@oxfordms.net](mailto:hgreen@oxfordms.net)>  
**Subject:** RE: The Belle at The Lamar: Sunday Work Permit

Brian, the BOA approved this Sunday work last night....with the condition that should complaints arise from noise or other disruption they would revoke the approval.

John

---

**From:** Brian Wittendorfer <[bwittendorfer@rhdesign-build.com](mailto:bwittendorfer@rhdesign-build.com)>  
**Sent:** Tuesday, September 24, 2024 8:38 AM  
**To:** John Crawley <[john@oxfordms.net](mailto:john@oxfordms.net)>  
**Cc:** Robert Hays <[rhays@reedhaysconstruction.com](mailto:rhays@reedhaysconstruction.com)>; Daniel Cooper <[daniel@reedhaysconstruction.com](mailto:daniel@reedhaysconstruction.com)>  
**Subject:** The Belle at The Lamar: Sunday Work Permit


John,

Per our conversation, we are the GC working on The Belle at The Lamar project and would like to request a Sunday work permit for the dates below. We are trying to make up some delay days and this would help us out tremendously.

- October 6, 2024
- October 13, 2024
- October 20, 2024
- October 27, 2024

Feel free to call or email with any questions.

Thanks,

 <p>DESIGN BUILD</p>	<p><b>Brian Wittendorfer</b> <b>Project Manager</b> Phone: (251) 586-8642 Cell: (251) 404-6087 Email: <a href="mailto:bwittendorfer@rhdesign-build.com">bwittendorfer@rhdesign-build.com</a> Address: 28490 2<sup>nd</sup> Street Suite A Daphne, AL 36526</p>
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**OXFORD**  
DEVELOPMENT  
SERVICES

# MEMORANDUM

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**To:** Board of Aldermen

**From:** John Crawley, City Engineer

**CC:** Bart Robinson, P.E., COO/ Hollis Green, Director, Development Services  
Jeff McCutchen, Chief, Oxford Police Department  
Joey Gardner, Chief, Oxford Fire Department  
Lt. David Sabin, Oxford Police Department  
Johnathan Mizell, Chief Building Official

**Date:** December 3, 2024

**Re:** Request from The Magnolia Collection to Abandon Three Parking Meters on Tyler Avenue for Fire Lane

---

The Magnolia Collection is requesting permission for three parking meters on Tyler Avenue to be abandoned in order to utilize the area for a fire-lane.

Engineering recommends approval of this request.



**City of Oxford  
Board of Aldermen  
Regular Meeting-BOA  
December 17, 2024, 5:00 pm - 7:00 pm  
City Hall Courtroom**

**DOCUMENTS**



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## MINUTES

City of Oxford  
Board of Aldermen  
Regular Meeting-BOA  
Tuesday, December 17, 2024, 5:00 pm - 7:00 pm  
City Hall Courtroom



### 1. Call to order.

The meeting of the Mayor and Board of Alderman of the City of Oxford, Mississippi, was called to order by Mayor Tannehill at 5:00pm on Tuesday, December 17, 2024 in the courtroom of Oxford City Hall when and where the following were present:

Robyn Tannehill, Mayor  
Rick Addy, Alderman Ward I-absent  
Mark Huelse, Alderman Ward II  
Brian Hyneman, Alderman Ward III  
Kesha Howell-Atkinson, Alderman Ward IV  
Preston Taylor, Alderman Ward V  
Jason Bailey, Alderman Ward VI  
Mary Martha Crowe, Alderman-At-Large

Mayo Mallette, PLLC- Of Counsel  
Ashley Atkinson- City Clerk  
Bart Robinson- Chief Operating Officer  
Ben Requet- Director of Planning  
Jeff McCutchen- Police Chief  
Sheridan Maiden-Deputy Police Chief  
Braxton Tullos- Human Resources Director  
Joey Gardner- Fire Chief  
Shane Fortner-Emergency Management Director  
Seth Gaines- Director of Oxford Park Commission  
Mike Young- Asst. Director of Oxford Park Commission  
Marlee Carpenter- Stronger Together Director  
Rob Neely- General Manager of Oxford Utilities  
Lynwood Jones- Superintendent of City Shop-absent  
Amberlyn Liles- Environmental Services Director  
Greg Pinion- Buildings & Grounds Superintendent  
Kara Giles- Executive Assistant to the Mayor  
Hollis Green- Director of Development Services  
John Crawley- City Engineer  
Brad Freeman- mTrade Park Director-absent  
Clay Brownlee- mTrade Park Assistant Director-absent  
Michael Temple- IT Department-absent  
Chris Simmons- IT Director-absent  
Chandler Murabito-IT Department  
Mark Levy- General Government  
Laurie Steele-HR Department  
Kelli Briscoe-Animal Resource Center Director  
David Sabin-Police Department  
Robert Baxter-Planning Dept.  
Kate Kenwright-Planning Dept.

### 2. Adopt the agenda for the meeting.

It was moved by Alderman Hyneman, seconded by Alderman Bailey to adopt the agenda for the meeting with the deletion of items 8 and 17 and the addition of items 6e(vii), 6e(viii) and 19. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

### 3. Mayor's Report

### 4. Authorize the approval of the minutes of the Regular Meeting on December 3, 2024. (Ashley Atkinson)

It was moved by Alderman Taylor, seconded by Alderman Crowe to approve the minutes of the Regular Meeting on December 3, 2024. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

### 5. Authorize the approval of accounts for all city departments. (Ashley Atkinson)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Crowe to approve the accounts for all city departments including a claims docket showing General Fund claims numbered 134388-134573 and ACHs 184-191, Trust & Agency claims numbered 51939-52004 and ACHs 117-121, Water & Sewer claims numbered 39648-39691 and ACHs 216-217, Metro Narcotics claims numbered 9147-9151 and ACHs 53-54, a Bond & Interest claim numbered 7019,

and OPC Activity Fund claims numbered 3805-3825, and totaling \$6,351,607.83. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

6. Consider the consent agenda:

It was moved by Alderman Hyneman, seconded by Alderman Taylor to approve the following consent agenda. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

Alderman Addy arrived at the meeting.

a. Fixed Assets Management:

- i. Request permission to declare a John Deere field machine with SN TC1200A165278 and asset tag 2763 and a Phillips 55 inch TV with asset tag 3420 surplus in the Buildings & Grounds Department and authorize their disposal. (Greg Pinion)
- ii. Request permission to accept the donation of gym equipment from multiple donors, for the benefit of the Oxford Police Department. (Jeff McCutchen)
- iii. Request permission to declare a Samsung 50-inch TV with SN 080D33CDKA01378T and asset tag 1899, a Samsung 50 inch TV with SN 072W3CSKC01007P and asset tag 3491, a HP Laserjet CP4525 with SN JPBC38093 and asset tag 3487, and a HP Laser Jet 3800dn with SN JPWCX02600 and asset tag 1816 surplus in the Oxford Park Commission and authorize their disposal. (Seth Gaines)

b. Grants:

c. Human Resources:

- i. Request permission to appoint ARC employee, Kathirina McKinney, as a Safety Leader and approve the required stipend of \$1,200.00 annually. (Braxton Tullos)
- ii. Request permission to accept the resignation of Environmental Services Department employee, Cortez Herod, effective December 5, 2024. (Braxton Tullos)
- iii. Request permission to promote Environmental Services Department employee, Tylisha Hodges, from Part-time Driver to Full-Time Driver, with a new annual salary of \$44,990.40. (Braxton Tullos)
- iv. Request permission to promote the following employees in the Oxford Utilities-Electric Division: Adam Keith from Apprentice Lineman Step 5 to Apprentice Lineman Step 6, with a new hourly rate of \$32.74; Steven Hale from Apprentice Lineman Step 3 to Apprentice Lineman Step 4, with a new hourly rate of \$28.57; Wyatt Smith from Apprentice Lineman Step 3 to Apprentice Lineman Step 4, with a new hourly rate of \$28.57; Brandon Washington from Apprentice Lineman Step 2 to Apprentice Lineman Step 3, with a new hourly rate of \$26.69, and Shedd Castle from Apprentice Lineman Step 2 to Apprentice Lineman Step 3, with a new hourly rate of \$26.69. (Braxton Tullos)
- v. Request permission to hire Emil Anderson as a Firefighter in the Oxford Fire Department, with an annual salary of \$49,044.79. (Braxton Tullos)
- vi. Request permission to hire Deterio Scott as a Concession Worker in the mTrade Park Department, with an hourly rate of \$9.25. (Braxton Tullos)
- vii. Request permission to accept the resignation of Oxford ARC Department employee, Sheridian Flint, effective January 31, 2025. (Braxton Tullos)
- viii. Request permission to accept the retirement of General Government Department employee, Michael Bart Robinson, effective December 31, 2024. (Braxton Tullos)
- ix. Request permission to approve unpaid volunteers for the Oxford Animal Resource Center. (Kelli Briscoe)

d. Miscellaneous:

- i. Request approval of water and/or sewer adjustments in accordance with the Oxford Utilities Leak Adjustment Policy. (Rob Neely)
- ii. Request permission to accept a donation for the benefit of the Stronger Together Oxford Department. (Marlee Carpenter)
- iii. Request permission to accept donations on behalf of the Oxford ARC. (Kelli Briscoe)

e. Travel Requests:

- i. Request permission for an alderman to attend the 2025 Mid-Winter Legislative Conference on January 14-16, 2025 in Jackson, MS at an estimated cost of \$1,500.00. (Ashley Atkinson)
- ii. Request permission for an employee to attend the MS SWANA Board Meeting in Biloxi, MS on January 23-24, 2025 at an estimated cost of \$136.00. (Amberlyn Liles)
- iii. Request permission for employees to attend the US Composting Counsel, Compost 2025 Conference in Phoenix, AZ on January 26-29, 2025 at an estimated cost of \$1,625.00. (Amberlyn Liles)
- iv. Request permission for an employee to attend the TVPPA Engineering and Operations Planning meeting on January 12, 2025 in Chattanooga, TN at an estimated cost of

\$200.00. (Rob Neely)

- v. Request permission for an employee to attend Inside the Tape training on January 7-9, 2025 in Murfreesboro, TN at an estimated cost of \$941.18. (Jeff McCutchen)
- vi. Request permission for three employees to attend the MS State Fire Academy for 1001 classes on January 5, 2025 at an estimated cost of \$1,250.00. (Joey Gardner)
- vii. Request permission for an employee to attend the Twin States Conference in Gulf Shores, AL on February 21-23, 2025 at an estimated cost of \$1,128.18. (Bart Robinson)
- viii. Request permission to approve the training calendar for the 405D DUI Impaired Driving Training Grant. (Jeff McCutchen)

7. Adopt a Retirement Resolution for General Government employee, Michael Bart Robinson, COO.

It was moved by Alderman Huelse, seconded by Alderman Bailey to adopt a Retirement Resolution for General Government employee, Michael Bart Robinson, COO. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

8. Request permission to accept the bids/proposals received and approve a contract for the Municipal Court Software. (Nickie Denley)

This item was removed from the agenda.

9. Request permission to submit the FY 2025-2026 Rural Area 5311 Program Budget to MDOT for the Oxford-University Transit Program. (Donna Zampella)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Bailey to submit the FY 2025-2026 Rural Area 5311 Program Budget to MDOT for the Oxford-University Transit Program. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

10. Request permission to approve a Parade/Assembly Permit for the Community Church to host a Christmas Eve Celebration on December 24, 2024 from 3:30-7:00pm. (Jeff McCutchen)

It was moved by Alderman Addy, seconded by Alderman Bailey to approve a Parade/Assembly Permit for the Community Church to host a Christmas Eve Celebration on December 24, 2024 from 3:30-7:30pm. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

11. Request permission to accept the reverse auction bids received and authorize a purchase agreement for equipment in the Environmental Services Department. (Amberlyn Liles)

It was moved by Alderman Bailey, seconded by Alderman Huelse to accept the reverse auction bid received and authorize a purchase agreement for an ASL garbage truck from Sansom Equipment, in the amount of \$465,300.00. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Huelse to accept the reverse auction bid received and authorize a purchase agreement for a loader for the transfer station from Thompson Machinery, in the amount of \$274,188.18. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

12. Request permission to advertise for bids for ROW Maintenance Services for FY 2025. (Amberlyn Liles)

It was moved by Alderman Crowe, seconded by Alderman Bailey to advertise for bids for ROW Maintenance Services for FY 2025. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

13. Request permission to accept the reverse auction bid received and authorize a purchase agreement for equipment in the Buildings & Grounds Department. (Greg Pinion)

It was moved by Alderman Bailey, seconded by Alderman Hyneman to accept the reverse auction bids received and authorize a purchase agreement from Vermeer Mid-South, Inc., in the amount of \$89,850.00 for a mulch blower for the Buildings & Grounds Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

14. Request approval of a Final Plat Amendment for Case #3163, Kathari, LLC for "Six West, A Commercial Subdivision, Phase 3", for property located at 401 Hwy 6 West, being further identified as PPIN 7686. (Robert Baxter)

It was moved by Alderman Bailey, seconded by Alderman Taylor to approve, with state conditions, a Final Plat Amendment for Case #3163, Kathari, LLC for "Six West, A Commercial Subdivision, Phase 3", for property located at 401 Hwy 6 West, being further identified as PPIN 7686. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

15. Request approval of a Preliminary Plat for Case #3165, Oxford Commons Lots, LLC (David Blackburn) for "The Summit, Phase 3", for property located at Ed Perry Boulevard, being further identified as PPIN 4712. (Robert Baxter)

It was moved by Alderman Addy, seconded by Alderman Huelse to approve, with stated conditions, a Preliminary Plat for Case #3165, Oxford Commons Lots, LLC (David Blackburn) for "The Summit, Phase 3", for property located at Ed Perry Boulevard, being further identified as PPIN 4712. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

16. Request approval of a Preliminary and Final Plat for Case #3167, The Grove at North Lamar (Jay Evans) for "Savannah Square Oxford, Phase VII", for property located at 1205 Pleasant Drive, being further identified as PPIN 5119. (Robert Baxter)

It was moved by Alderman Hyneman, seconded by Alderman Addy to approve, with stated conditions, a Preliminary and Final Plat for Case #3167, The Grove at North Lamar (Jay Evans) for "Savannah Square Oxford, Phase VII", for property located at 1205 Pleasant Drive, being further identified as PPIN 5119. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

17. Third reading and vote on a proposed Ordinance amending the Official City Zoning Map, for Case #3161, Oxford Farms, LLC (Andy Callicutt), to rezone +/- 52.7 acres from Suburban Residential (SR) to Suburban Multi-Family (SMF) for property located on Oxford Way, being further identified as PPIN 7984. (Ben Requet)

This item was removed from the agenda.

18. First reading of a proposed Ordinance to amend the Land Development Code for Case #3172. (Ben Requet)

The second reading and public hearing on this proposed Ordinance will be at the next regular meeting.

19. Consider a request from the Oxford-Lafayette Fuller Center for the waiver of Building Permit and Water Tap fees. (Ben Requet)

It was moved by Alderman Bailey, seconded by Alderman Addy to approve a request from the Oxford-Lafayette Fuller Center for the waiver of \$1,853.02 in Building Permit and Water Tap fees. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

20. Consider the adoption of the Revised Oxford Historic District Design Guidelines. (Kate Kenwright)

It was moved by Alderman Bailey, seconded by Alderman Hyneman to adopt the Revised Oxford Historic District Guidelines, as presented. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

21. First reading of a proposed Ordinance amending Chapter 54-Historic Preservation of the Code of Ordinances for the City of Oxford. (Kate Kenwright)

The second reading and public hearing on this proposed Ordinance will be at the next regular meeting.

22. Request permission to approve and authorize the Mayor to sign a letter of understanding from Blue Cross Blue Shield to participate in their Healthy Workplace Initiative. (Braxton Tullos)

It was moved by Alderman Howell-Atkinson, seconded by Alderman Bailey to approve and authorize the Mayor to sign a letter of understanding from Blue Cross Blue Shield to participate in their Healthy Workplace Initiative. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

23. Consider a contract for professional services with Eagle Specialties for Traffic Signal Maintenance. (John Crawley)

It was moved by Alderman Addy, seconded by Alderman Huelse to approve a contract with Eagle Specialties for Traffic Signal Maintenance. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

24. Consider a request from Oden-Hardy Construction for overnight work hours for a concrete pour at 14 Thacker Loop. (John Crawley)

It was moved by Alderman Bailey, seconded by Alderman Huelse to approve a request from Oden-Hardy Construction for overnight work hours for a concrete pour at 14 Thacker Loop and to give the City Engineer, John Crawley, the authority to guide the project going forward and approve any future requests, as he sees fit. There have been no complaints received from citizens regarding their overnight pours. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

25. Consider Change Order #1-Final for the Punkin Water Acquisition-Booster Pumps Project. (John Crawley)

It was moved by Alderman Addy, seconded by Alderman Bailey to approve Change Order #1-Final from Cleveland Construction Co., Inc., in the amount of \$3,130.00, for the Punkin Water Acquisition-Booster Pumps Project. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

26. Consider Change Order #1 for the SR-7 Water & Sewer Relocations Project, Phase IIB. (John Crawley)

It was moved by Alderman Addy, seconded by Alderman Huelse to approve Change Order #1 from Argo Construction, in the amount of (\$116,400.00), for the SR-7 Water & Sewer Relocations Project, Phase IIB. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

27. Consider a request for the Mayor and Board of Aldermen to enter into a Memorandum of Understanding for the SR-7 Water Main Relocation Projects. (John Crawley)

It was moved by Alderman Huelse, seconded by Alderman Howell-Atkinson to approve a Memorandum of Understanding for the SR-7 Water Main Relocation Projects. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

28. Consider an executive session.

It was moved by Alderman Crowe, seconded by Alderman Hyneman to consider an executive session for personnel issues and matters related to potential litigation. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Crowe to enter into an executive session for personnel issues in the City Shop, Oxford Police Department, Municipal Court, Buildings & Grounds, and Development Services-Planning Department and matters of potential litigation related to a recent project and a proposed contract. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Huelse, seconded by Alderman Bailey to advertise for a Planner I in the Development Services-Planning Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Crowe to outsource any repairs needed for the Oxford Fire Department fire engines, pumpers, and ladder trucks, and to amend the budget as necessary to facilitate those repairs. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Addy, seconded by Alderman Huelse to authorize counsel to seek an AG's opinion regarding the proposed jail contract. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Addy to return to regular session. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

It was moved by Alderman Bailey, seconded by Alderman Huelse to match the salary offered to a Buildings & Grounds employee by mTrade Park, and amend the Buildings & Grounds budget accordingly, if the employee stays in the Buildings & Grounds Department. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

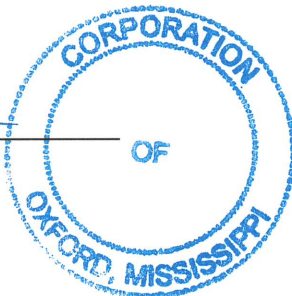
It was moved by Alderman Addy, seconded by Alderman Bailey to follow the recommendation of the HR Director and Department Head and suspend Oxford Police Department employee, Ronnie Goudy, for two weeks, demote him from Patrol Officer to PACE Officer upon his return, and to require the successful completion of a 90-day alcohol treatment program. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

29. Adjourn.

It was moved by Alderman Bailey, seconded by Alderman Addy to adjourn the meeting. All the aldermen present voting aye, Mayor Tannehill declared the motion carried.

  
Robyn Tannehill, Mayor

  
Ashley Atkinson, City Clerk





THE CITY OF  
OXFORD

SURPLUS FORM

PLEASE USE A DIFFERENT FORM FOR EACH ITEM YOU WANT TO DECLARE SURPLUS.  
BE SURE TO PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT THE ASSET  
BEING SURPLUSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.

Date of Request: 12-9-24  
Department that owns Fixed Asset: Building & Grounds  
Fixed Asset Tag Number (If item is not tagged, please put N/A): 02763  
Physical Location of Asset: \_\_\_\_\_

If the item being surplused is a vehicle or a piece of equipment, please provide:

John Deere \ Feild Machine \ \_\_\_\_\_  
Make Model Year  
TC1200A165278 \ Green \ \_\_\_\_\_  
VIN / Serial Number Color

If the item being surplused is a tool, please provide:

Description of Tool (including brand): \_\_\_\_\_  
Serial Number (if none, write N/A) Color

For all other assets, please provide a complete description of the asset to be surplused:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Person Submitting Surplus Request: [Signature]

Date Approved by BOA: \_\_\_\_\_

107 Courthouse Square  
Oxford, MS 38655

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(f) 662-232-2337



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BE SURE TO PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT THE ASSET  
BEING SURPLUSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.

Date of Request: 12-2-24

Department that owns Fixed Asset: Building & Grounds

Fixed Asset Tag Number (If item is not tagged, please put N/A): 03420

Physical Location of Asset: B+G

If the item being surplused is a vehicle or a piece of equipment, please provide:

Philips / 55 inch / TV  
Make Model Year

\_\_\_\_\_  
VIN / Serial Number Color

If the item being surplused is a tool, please provide:

Description of Tool (including brand): \_\_\_\_\_

\_\_\_\_\_  
Serial Number (if none, write N/A) Color

For all other assets, please provide a complete description of the asset to be surplused:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Person Submitting Surplus Request: [Signature]

Date Approved by BOA: \_\_\_\_\_



# FITNESS EXPO



DECEMBER 10, 2024

QUOTE

BRYANT HIRSHBERG  
 OXFORD, MS

OXFORD POLICE DEPT.

<u>QTY</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>TOTAL</u>
1	SPIRIT CT800 COMMERCIAL TREADMILL	4999.00	4999.00
**QUOTE GOOD FOR 30 DAYS**			
QUESTIONS PLEASE CONTACT:			
CHAD MILTON		SUBTOTAL	\$4999.00
FITNESS EXPO		DISCOUNT	\$- 1009.00
JACKSON, MS		SHIPPING	\$152.00
601-594-5681		INSTALL	\$199.00
<a href="mailto:CHADMILTON@FITNESSEXPOSTORES.COM">CHADMILTON@FITNESSEXPOSTORES.COM</a>		TAX	\$303.87
		TOTAL	\$4644.87

# FITNESS EXPO



DECEMBER 10, 2024

QUOTE

BILL ABINGTON  
OXFORD, MS

OXFORD POLICE DEPT.

<u>QTY</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>TOTAL</u>
1	BS SOFT SIDE PLYO BOX 3 WAY	299.00	299.00
3	POW 9' SPEED JUMP ROPE	7.00	21.00
550LB	US RUBBER HEX DUMBBELLS 5 TO 50 LBS	2.80	1540.00
395LB	US KETTLEBELL 2-20,2-40,2-60,1-35,1-50,1-70	2.70	1066.50
<p><b>**QUOTE GOOD FOR 30 DAYS**</b>            QUESTIONS PLEASE CONTACT:</p>			
CHAD MILTON		SUBTOTAL	\$2926.50
FITNESS EXPO		DISCOUNT	\$- 771.00
JACKSON, MS		SHIPPING	\$201.00
601-594-5681		INSTALL	\$110.00
<a href="mailto:CHADMILTON@FITNESSEXPOSTORES.COM">CHADMILTON@FITNESSEXPOSTORES.COM</a>		TAX	\$172.66
		TOTAL	\$2639.16

# FITNESS EXPO



DECEMBER 10, 2024

QUOTE

SCOTT VASILYEV  
OXFORD, MS

OXFORD POLICE DEPT.

<u>QTY</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>TOTAL</u>
500LB	US GPR RUBBER GRIP PLATE OLY PLATES (8-45,2-35,2-25,2-10)	2.70	1350.00
1	VTX MEDICINE BALL RACK W/4,6,8,10,12,15 LB BALLS	525.00	525.00
<p><b>**QUOTE GOOD FOR 30 DAYS**</b>            QUESTIONS PLEASE CONTACT:</p>			
CHAD MILTON		SUBTOTAL	\$1875.00
FITNESS EXPO		DISCOUNT	\$- 390.00
JACKSON, MS		SHIPPING	\$149.00
601-594-5681		INSTALL	\$89.00
<a href="mailto:CHADMILTON@FITNESSEXPOSTORES.COM">CHADMILTON@FITNESSEXPOSTORES.COM</a>		TAX	\$120.61
		TOTAL	\$1843.61

# FITNESS EXPO



DECEMBER 10, 2024

QUOTE

PRESTON LEE  
OXFORD, MS

OXFORD POLICE DEPT.

<u>QTY</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>TOTAL</u>
2	HOIST HF-5165 FLAT/INCLINE/DECLINE BENCH	550.00	1100.00
**QUOTE GOOD FOR 30 DAYS**			
QUESTIONS PLEASE CONTACT:			
CHAD MILTON		SUBTOTAL	\$1100.00
FITNESS EXPO		DISCOUNT	\$- 102.00
JACKSON, MS		SHIPPING	\$79.00
601-594-5681		INSTALL	\$50.00
<a href="mailto:CHADMILTON@FITNESSEXPOSTORES.COM">CHADMILTON@FITNESSEXPOSTORES.COM</a>		TAX	\$78.89
		TOTAL	\$1205.89



THE CITY OF  
OXFORD

SURPLUS FORM

PLEASE USE A DIFFERENT FORM FOR EACH ITEM YOU WANT TO DECLARE SURPLUS.  
BE SURE TO PROVIDE AS MUCH INFORMATION AS POSSIBLE ABOUT THE ASSET  
BEING SURPLUSSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.

Date of Request: 12/12/2024

Department that owns Fixed Asset: Park Commission

Fixed Asset Tag Number (If item is not tagged, please put N/A): 001899

Physical Location of Asset: Oxford Activity Center

If the item being surplused is a vehicle or a piece of equipment, please provide:

Samsung 50 inch TV

Make	Model	Year
<u>080D3CDKA01378T</u>		<u>Black</u>
VIN / Serial Number	Color	

If the item being surplused is a tool, please provide:

Description of Tool (including brand): \_\_\_\_\_

Serial Number (if none, write N/A)	Color

For all other assets, please provide a complete description of the asset to be surplused:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Person Submitting Surplus Request: Mike Young

Date Approved by BOA: \_\_\_\_\_

107 Courthouse Square  
Oxford, MS 38655

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(f) 662-232-2337



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OXFORD

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BEING SURPLUS. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.

Date of Request: 12/12/2024

Department that owns Fixed Asset: Park Commission

Fixed Asset Tag Number (If item is not tagged, please put N/A): 03491

Physical Location of Asset: Oxford Activity Center

If the item being surplused is a vehicle or a piece of equipment, please provide:

Samsung 50 inch TV

Make	Model	Year
<u>072W3CSKC01007P</u>		<u>Black</u>

VIN / Serial Number	Color

If the item being surplused is a tool, please provide:

Description of Tool (including brand): \_\_\_\_\_

Serial Number (if none, write N/A)	Color

For all other assets, please provide a complete description of the asset to be surplused:

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Name of Person Submitting Surplus Request: Mike Young

Date Approved by BOA: \_\_\_\_\_

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BEING SURPLUSSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.

Date of Request: 12/12/2024

Department that owns Fixed Asset: Park Commission

Fixed Asset Tag Number (If item is not tagged, please put N/A): 03487

Physical Location of Asset: Oxford Activity Center

If the item being surplused is a vehicle or a piece of equipment, please provide:

HP Color LaserJet CP4525

Make	Model	Year
<u>JPBCC38093</u>		<u>White</u>

VIN / Serial Number	Color

If the item being surplused is a tool, please provide:

Description of Tool (including brand): \_\_\_\_\_

Serial Number (if none, write N/A)	Color

For all other assets, please provide a complete description of the asset to be surplused:

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Name of Person Submitting Surplus Request: Mike Young

Date Approved by BOA: \_\_\_\_\_

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BEING SURPLUSSED. TURN COMPLETED FORMS IN TO THE CITY CLERK'S OFFICE.

Date of Request: 12/12/2024

Department that owns Fixed Asset: Park Commission

Fixed Asset Tag Number (If item is not tagged, please put N/A): 01816

Physical Location of Asset: Oxford Activity Center

If the item being surplused is a vehicle or a piece of equipment, please provide:

HP Color LaserJet 3800dn

Make	Model	Year
<u>JPWCX02600</u>	<u>White</u>	
VIN / Serial Number		Color

If the item being surplused is a tool, please provide:

Description of Tool (including brand): \_\_\_\_\_

Serial Number (if none, write N/A)	Color
_____	_____

For all other assets, please provide a complete description of the asset to be surplused:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Person Submitting Surplus Request: Mike Young

Date Approved by BOA: \_\_\_\_\_

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Oxford, MS 38655

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**1. Consider water and/or sewer bill adjustments in accordance with Oxford Utilities Leak Adjustment Policy. (Rob Neely)**

The Oxford Utilities Billing Supervisor has reviewed the accounts listed in the attached spreadsheet and confirmed that 1) The leaks associated with the referenced accounts meet the criteria of the Board approved leak adjustment policy and 2) The customer did not receive the benefit of the utility service being adjusted. Based on those findings, Oxford Utilities recommends that the board approve the adjustment of the referenced accounts.

**WATER/SEWER ADJUSTMENTS | OXFORD UTILITIES**

**11/26/24 - 12/11/24**

**TO BE APPROVED: 12/17/24**

<b>ACCOUNT NUMBER</b>	<b>CUSTOMER NAME</b>	<b>ADDRESS</b>	<b>WATER ADJUSTMENT</b>	<b>SEWER ADJUSTMENT</b>	<b>ADJUSTMENT TYPE</b>
212373-037551	JILL GRAVES	101 PINECREST DRIVE	-\$132.42	-\$176.06	INSIDE
005083-050152	CLAUDIA SHELTON	102 FARM VIEW DRIVE UNIT 303	-\$121.41	-\$161.42	INSIDE
202736-019539	ELIZABETH RANDALL	1077 AUGUSTA DRIVE	-\$18.82	-\$25.02	INSIDE
212874-042160	PATRICK NEAL SPARKS	121 TWIN OAKS COVE	-\$191.35	-\$254.41	INSIDE
211468-027198	CHANS KABUKI INC	1631 JACKSON AVENUE W	-\$556.10	-\$691.01	INSIDE
000343-047281	EMMA HOWARD	2100 OLD TAYLOR ROAD APT. 260	-\$66.74	-\$88.74	INSIDE
007782-048656	NANCY DYER	360 STILLWATER LANE	-\$29.82	-\$39.65	INSIDE
004256-049432	MCKENNA WILLIAMS	506 GRAFTON COVE	-\$60.35	-\$80.24	INSIDE
211556-111395	RENASANT BANK	2527 JACKSON AVENUE W - LANDSCAPE	-\$809.47	X	LANDSCAPE
212450-112190	CORRINE CULLEN	407 COUNTRY CLUB ROAD - LANDSCAPE	-\$237.85	X	LANDSCAPE
004017-020682	REBEL MERCANTILE HOLDINGS LLC	MERCHANTS DRIVE - LANDSCAPE	-\$1,936.48	X	LANDSCAPE
006832-042347	JS OXFORD, LLC	1208 PLEASANT DRIVE	-\$60.35	-\$160.01	OUTSIDE
213492-113309	WILLOW OAKS	1602 JACKSON AVENUE W	-\$1,561.29	-\$4,151.24	OUTSIDE
201056-101101	MICHAEL WELDY	1804 GARFIELD AVENUE	-\$46.86	-\$124.14	OUTSIDE
210634-050242	SHAILA NAZNEEN	2018 DUNDEE STREET	-\$37.28	-\$99.12	OUTSIDE
201694-101689	PHILLIPS GROCERY	2406 S LAMAR BLVD	-\$277.29	-\$689.12	OUTSIDE
202591-102593	BILLY AUTRY	3887 MAJESTIC OAKS DRIVE	-\$536.05	-\$1,425.44	OUTSIDE
205440-047758	RON SMITH	400 WHITNEY COVE	-\$72.78	-\$193.05	OUTSIDE
209521-109341	COURTNEY HALL	416 NORTHPOINTE LAKE DRIVE	-\$139.77	-\$313.43	OUTSIDE
210102-025780	JOSEPH G BURNETT	824 MAPLEWOOD DRIVE	-\$52.90	-\$140.18	OUTSIDE
210125-007555	JOY MEEK	902 MAPLEWOOD COVE	X	-\$59.94	POOL
210071-109894	PATRICK S BROWN	203 WOODLAWN DRIVE	-\$112.18	X	WT ONLY
004063-116020	SUSAN KENDRICK	230 KEYSTONE LOOP	-\$71.10	X	WT ONLY
208075-107826	JOHNNY MCPHAIL	385 HIGHWAY 7 S	-\$111.83	X	WT ONLY
007826-002092	ADREAIN PEGUES	68 COUNTY ROAD 181	-\$47.73	X	WT ONLY
<b>TOTAL:</b>			<b>-\$7,288.22</b>	<b>-\$8,872.22</b>	



**OXFORD**

ENVIRONMENTAL  
SERVICES

# MEMORANDUM

---

**To:** Board of Alderman  
**From:** Amberlyn Liles  
**CC:** Mayor, Board of Alderman and City Clerk  
**Date:** 12.12.2024  
**Re:** Compost2025

Permission to send 5 Environmental Service Employees to Compost2025, Phoenix, AZ, January 26-30, 2025, \$1,625

Registration, Airline & Hotel – Paid by Sansom Equipment – Included in Reverse Auction Bids for Training

Travel (Mileage) = \$0

Meals \$68.00 per day = \$1625

Total = \$1625



# THE CITY OF OXFORD

## RESOLUTION

*WHEREAS*, Michael Bart Robinson, Chief Operating Officer will retire after over 26 years of outstanding service to the City of Oxford and her citizens; and

*WHEREAS*, Michael Bart Robinson a licensed civil engineer, affectionally called “Bart”, began his career on May 26, 1998 hired as a civil engineer in the Public Works Department; and

*WHEREAS*, Michael Bart Robinson served faithfully for four mayors, 23 Aldermen and over 50 Department Heads throughout his illustrious career; and

*WHEREAS*, through his work ethic, technical ability, and trustworthiness, Michael Bart Robinson gained the confidence of his coworkers, rising quickly to Assistant City Engineer, then to City Engineer and Public Works Director, and eventually, to Chief Operating Officer; and

*WHEREAS*, in a leadership capacity for the City of Oxford, Michael Bart Robinson skillfully established policy during the rapid expansion of the city - including three annexations, doubling of the municipal limits, and a population growth of more than 102%; and

*WHEREAS*, during Oxford’s growth, Michael Bart Robinson can be credited with developing and maintaining a safe and robust water and sanitary sewer system including many miles of new water and sewer lines; new wastewater treatment facilities, water tanks, water wells, lift stations, and acquisition of multiple rural water systems; and

*WHEREAS*, Michael Bart Robinson can be credited with the acquisition of city property and the planning, design, and construction of many miles of new sidewalks, roads, and bridges; and more than 90 miles of new streets; and

*WHEREAS*, when Oxford’s growth resulted in the need for municipal services, Michael Bart Robinson can be credited with the construction of Oxford’s parks and recreational system; Lamar Park, mTrade Park, John Leslie Tennis Center, and the Ulysses “Coach” Howell Activity Center as well Oxford’s emergency management system; the new Police Station and all four fire stations, in addition to infrastructure facilities; Oxford Utilities Building, the Downtown Parking Garage, and a host of other expansions and improvements to existing facilities and properties; and

*WHEREAS*, as Chief Operating Officer, Michael Bart Robinson oversaw more than 100 million dollars in construction projects, all the while expertly managing bonding and balancing the city’s annual budget; and

*WHEREAS*, while Michael Bart Robinson’s career accomplishments are truly remarkable and too numerous to recount, they pale in comparison to the impact he had on those around him, and

*WHEREAS*, Michael Bart Robinson, by telling a story or two, made friends with all, supported and encouraged those around him, and selflessly invested in others; and

*WHEREAS*, Michael Bart Robinson during his tenure worked humbly, patiently, calmly, and was always quick to listen - serving the Mayor, Board of Aldermen, city employees, and Oxford’s citizens with profound restraint and wisdom; and

*WHEREAS*, a mere list of career accomplishments, character traits, and accolades are truly inadequate to describe Michael Bart Robinson’s ubiquitous fingerprints on the City of Oxford; and,

*WHEREAS*, Michael Bart Robinson’s departure will leave behind a permanent void in the city, and his absence will be keenly felt; and, yet still the City of Oxford will benefit from Bart’s legacy for many years to come. Lo,

### *Therefore, be it resolved*

that the Mayor and Board of Aldermen of the City of Oxford express their utmost appreciation and gratitude to

MICHAEL BART ROBINSON

for his unmatched career in service to the community. Be it further resolved that a copy of this resolution be spread upon the minutes of the City of Oxford and that a copy of same be presented to Michael Bart Robinson.

---

*Mayor Robyn Tannehill*

*Alderman Rick Addy Alderman Jason Bailey Alderwoman Mary Martha Crowe*

*Alderwoman Kesha Howell-Atkinson Alderman Brian Hyneman Alderman Mark Huelse Alderman Preston Taylor*

## BUDGET NARRATIVE

## City of Oxford

October 1, 2025 to September 30, 2026

Capital Expenses

<u>Qty.</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total</u>	<u>Budg. Amt.</u>
1.	Communications Equipment			42,000
12	Radio rental	3,500	42,000	
0		0	0	
0		0	0	
0		0	0	
0		0	0	
			42,000	
2.	Major Components ( <b>List separately</b> engines, transmissions, A/C, etc.)			141,000
1	Transmission	14,000	14,000	
1	Engine	10,000	10,000	
1	AC/Heat, Electrical	5,000	5,000	
14	Duel Fuel conversion on Starcraft to propane/gas fuel	8,000	112,000	
0		0	0	
			141,000	
3.	Office Equipment/Computer Hardware			300,000
3	Computer and/or Equipment replacment or upgrade	3,000	9,000	
16	Stop Indicators, GPS, Cameras	13,500	216,000	
15	Head Signs - Hanover	5,000	75,000	
0		0	0	
			300,000	
4.	Facilities			-
0		0	0	
0		0	0	
0		0	0	
0		0	0	
			0	
5.	Mobility Manager			51,000
1	NITA Regional Mobility Manager	51,000	51,000	
0		0	0	
			51,000	
6.	Shelter/Bus Stops			60,000
100	New SafeRide Signs/Bus Stop Signs	80	8,000	
10	Garbage Cans Replacements/New	1,700	17,000	
1	Shelter for New Transfer station in the City	35,000	35,000	
0		0	0	
			60,000	
7.	Vehicles			-
0		0	0	
0		0	0	
0		0	0	
0		0	0	
			0	
8.	Other: Shop Secure Heavy Duty Lift			225,000
1	Secure Shop Koni Heavy Duty Lift for 1 bay	225,000	225,000	
0	This lift is a safety need to handle the large buses that are lifted	0	0	
0		0	0	
0		0	0	
			225,000	

**BUDGET NARRATIVE**

**Administrative Expenses**

	<u>Qty.</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total</u>	<u>Budg. Amt.</u>
10		Project Director			-
	0		0	0	
11.		Secretary			53,000
	1	HR Manager, due to the increase in staff and services	53,000	53,000	
	0	warranted an increase in pay.	0	<u>0</u>	
				53,000	
12.		Bookkeeper			-
	0		0	0	
	0		0	<u>0</u>	
				0	
13.		Other Staff			-
	0		0	0	
	0		0	<u>0</u>	
				0	
14.		Revenue Applied To Non-Operating Salaries			-
	0		0	0	
	0		0	<u>0</u>	
				0	
16		Fringes			19,610
	1	Health, Vision, Dental, Life, WC, Insurance	19,610	19,610	
	0	50% Health	9,805	0	
	0	5% Dental, Life, Vision	981	0	
	0	45% W/C	8,824	0	
	0		0	<u>0</u>	
				19,610	
17		Travel/Memberships/Training			15,000
	12	Travel, membership fees and trainings	1,250	15,000	
	0		0	0	
	0		0	0	
	0		0	0	
	0		0	<u>0</u>	
				15,000	
18		Audit			-
	0		0	0	
19		Office Supplies/Software/Office Equipment			7,500
	12	Normal Office Supplies used in an office	625	7,500	
	0	Other office essentials used to run an efficient program	0	0	
	0		0	0	
	0		0	0	
	0		0	0	
	0		0	<u>0</u>	
				7,500	
20		Telephone			1,560
	12	Telephone usage	130	1,560	
	0		0	0	
	0		0	<u>0</u>	
				1,560	

21	Printing & Advertising			6,000
	12	Maps, signs, banners,newspaper ads, radio ads	500	6,000
	0	Other marketing items essential for advertising the program	0	0
	0		0	0
	0		0	<u>0</u>
				6,000

**BUDGET NARRATIVE**

<u>Qty.</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total</u>	<u>Budg. Amt.</u>
22	Property Insurance/Bonds			540,000
12	Auto General Liability, Fidelity Bond	45,000	540,000	
0		0	0	
0		0	0	
			540,000	
23	Rent/Utilities			18,600
12	Utilities	1,550	18,600	
0		0	0	
0		0	0	
			18,600	
24	Other:			138,000
12	RATP Dev USA Management Contract	11,500	138,000	
0		0	0	
0		0	0	
0		0	0	
			138,000	
26	Indirect			-
0		0	0	
0		0	0	
0		0	0	
			0	
29	Revenues Applied to Non-Operating Expenses			-
0		0	0	
0		0	0	
0		0	0	
0		0	0	
			0	
33	Local Cash Share			323,654
1	City, University and Lafayette County Local Match	330,054	330,054	
0		0	0	
0		0	0	
			330,054	ERROR!
<b><u>Operating Expenses</u></b>				
36	Operations Supervisor			63,000
1	Ridership increase, added responsibility in additional services	63,000	63,000	
0	add, and increase in staff warranted a increase in pay	0	0	
			63,000	
37	Drivers, Full-time			1,681,680
52	CDL Drivers	32,340	1,681,680	
0	Overtime for Football Game Days	0	0	
0	Overtime for staff shortages	0	0	
0	Non CDL Drivers	0	0	
			1,681,680	
38	Drivers - Part-time			61,000
10	Weekend Part-Time drivers for Saturday and Sunday Services	6,100	61,000	
0		0	0	
0		0	0	
			61,000	



October 1, 2025 to September 30, 2026

**BUDGET NARRATIVE**

<u>Qty.</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total</u>	<u>Budg. Amt.</u>
39	Mechanic(s)			261,000
6	Increase mechanics due to the increase in buses and training	43,500	261,000	
0	All mechanics are certified which also causes an increase in pay	0	0	
0		0	0	
			261,000	
40	Secretary			55,000
1	Maintenance Manager	55,000	55,000	
0		0	0	
			55,000	
41	Dispatcher			180,000
4	Increase dispatch to cover Saturday and Sunday servicees	45,000	180,000	
0	warranted an increase in pay	0	0	
0		0	0	
0		0	0	
			180,000	
42	Other Staff			127,000
1	Assist. Ops Manager	60,000	60,000	
1	Project Road Manager	50,000	50,000	
1	Contracted IT Specialist	17,000	17,000	
0		0	0	
			127,000	
43	Other Staff			111,500
5	Maintenance Crew	22,300	111,500	
0	Bus washers	0	0	
0	Ground Maintenance	0	0	
0	Building Maintenance	0	0	
			111,500	
44	Fringes			965,268
1	Health, Vision, Dental, Life, WC Insurance	965,268	965,268	
0	40% Health	386,107	0	
0	20% Dental, Vision, Life	193,054	0	
0	40% W/C	386,107	0	
			965,268	
45	Vehicle Insurance			-
0		0	0	
0		0	0	
0		0	0	
0		0	0	
			0	
46	Fuel & Oil			660,000
12	Fuel, oil, disposal fee	55,000	660,000	
0		0	0	
0		0	0	
			660,000	
47	Tires			45,000
12	Tire replacement, mounting and disposal	3,750	45,000	

October 1, 2025 to September 30, 2026

**BUDGET NARRATIVE**

<u>Qty.</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total</u>	<u>Budg. Amt.</u>
0		0	0	
0		0	0	
			45,000	
48	Preventive Maintenance Parts			24,000
12	PM parts and inspections	2,000	24,000	
0		0	0	
0		0	0	
			24,000	
49	Preventive Maintenance Labor			1,500
12	Outsourced labor	125	1,500	
0		0	0	
0		0	0	
			1,500	
50	Repairs Parts			135,000
12	Repair inhouse and outsourced	11,250	135,000	
0		0	0	
0		0	0	
			135,000	
51	Repairs Labor			30,000
12	Outsourced labor	2,500	30,000	
0	Tag, Crows, Metro Ford, Samuel Adams	0	0	
0	Other outsourced repair vendors	0	0	
			30,000	
52	License Tags			-
0		0	0	
0		0	0	
			0	
53	Rent/Utilities			-
0		0	0	
0		0	0	
0		0	0	
0		0	0	
			0	
54	Driver Expenses			30,000
12	Uniforms, Drug Testing, Medical Card Renewal, Concern	2,500	30,000	
0		0	0	
0		0	0	
0		0	0	
			30,000	
55	Other:			96,000
12	Building, grounds, shop maintenance and equipment	8,000	96,000	
0	Driver office supplies, towing, janitorial supplies, other	0	0	
0	supplies needed for maintenance	0	0	
0		0	0	
			96,000	
57	Fares (Projected)			-
0		0	0	
0		0	0	

**BUDGET NARRATIVE**

<u>Qty.</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Total</u>	<u>Budg. Amt.</u>
0		0	<u>0</u>	
			0	
58	Other Revenue			40,500
1	Yearly contract - apartments	40,500	40,500	
0		0	0	
0		0	0	
0		0	<u>0</u>	
			40,500	
61	Charter Profit			-
0		0	0	
0		0	0	
0		0	<u>0</u>	
			0	
62	Contracts (Sources and Amounts)			-
0		0	0	
0		0	0	
0		0	0	
0		0	0	
0		0	0	
0		0	0	
0		0	0	
0		0	0	
0		0	0	
0		0	<u>0</u>	
			0	
63	Advertising			-
0		0	0	
0		0	0	
0		0	0	
0		0	<u>0</u>	
			0	
64	Local Source: City of Oxford, University, Lafayette County			2,243,224
1		2,243,224	2,243,224	
0		0	0	
0		0	0	
0		0	0	
0		0	0	
0		0	0	
0		0	<u>0</u>	
			2,243,224	

# APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION		3. DATE RECEIVED BY STATE	State Application Identifier
Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier (Unique Entity ID-Formally DUNS)
Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction			
5. APPLICANT INFORMATION			
Legal Name: <b>City of Oxford</b>		Organizational Unit:	
Address (give city, county, state, and zip code): 107 Courthouse Square Oxford, MS 38655		Name and telephone number of the person to be contacted on matters involving this application (give area code): <b>Donna Zampella, General Manager 662-234-3540</b>	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): <b>64 - 6000938</b>		7. TYPE OF APPLICANT: (enter appropriate letter in box) <input checked="" type="checkbox"/> C	
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es). A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify)		A. State H. Independent School District B. County I. State Controlled Institution of Higher Learning C. Municipal J. Private University D. Township K. Indian Tribe E. Interstate L. Individual F. Intermunicipal M. Profit Organization G. Special District N. Other (Specify) _____	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:  TITLE: <b>FORMULA GRANTS FOR RURAL AREAS</b>		9. NAME OF FEDERAL AGENCY: <b>DEPARTMENT OF TRANSPORTATION FEDERAL TRANSIT ADMINISTRATION</b>	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): <b>City of Oxford, University of Mississippi, and Lafayette County</b>		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: <b>Rural transit operations for Oxford Mississippi, University of Mississippi and Lafayette County. Funding for operations, administration, and capital expenses in the provision of fixed route, demand response, and paratransit services for the elderly and disabled public system.</b>	
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF:	
Start Date <b>10/01/25</b>	Ending Date <b>09/30/26</b>	a. Applicant Mr. Vernon R. Kelley, III	b. Project 5311 Grant for Rural Area Transit
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a Federal	\$ <b>3,537,840</b> .00	a YES THIS PREAPPLICATION-APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON  DATE <u>22-Jul-21</u>	
b Applicant	\$ - .00	b NO <input type="checkbox"/> PROGRAM IS NOT COVERED BY E O 12372	
c State	\$ - .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d Local	\$ <b>2,607,378</b> .00		
e Other	\$ - .00		
f Program Income	\$ - .00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
g TOTAL	\$ <b>6,145,218</b> .00	<input type="checkbox"/> Yes If "Yes", attach an explanation. <input checked="" type="checkbox"/> No	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION-PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Typed Name of Authorized Representative <b>Robyn Tannehill</b>		b. Title <b>Mayor - City of Oxford</b>	c. Telephone number <b>662-232-2340</b>
d. Signature of Authorized Representative		e. Date Signed	



**OXFORD POLICE DEPARTMENT**

**Jeff McCutchen**

*Chief of Police*

**Sheridan Maiden**

*Deputy Chief of Police*

**SPECIAL EVENT, PARADE, OR PUBLIC ASSEMBLY PERMIT APPLICATION**

In accordance with the City of Oxford, Mississippi Code of Ordinances - Chapter 102, Article XX, Section 102-637- Permit Required, no person shall engage in or conduct any parade or public assembly unless a permit is issued by the Chief of Police.

Application must be submitted to the City Clerk's Office in City Hall at least fourteen (14) days prior to the proposed parade or public assembly. Application fee is due at the time the application is submitted.

**I. Applicant Information:**

Name: Fish Robinson  
Phone Number: (66)-816-9111 E-mail Address: communityoxford@gmail.com  
peggie.coo@gmail.com  
Address: 3917 HWY 334  
Oxford , MS , 38655  
(City) (State) (Zip Code)

Are you submitting this application on behalf of a business or organization?

Yes  No

If yes, please provide the following information about the business/organization:

Name of Business/Organization: Community Church Oxford  
Director of Business/Organization: Fish Robinson  
Phone Number: 662-380-5014 E-mail Address: communityoxford@gmail.com  
Address: 3917 HWY 334  
Oxford , MS , 38655  
(City) (State) (Zip Code)  
Name of On-Site Contact Person at Event: Fish Robinson or Peggie Wilson  
Phone Number: (66)-816-9111 E-mail Address: peggie.coo@gmail.com  
Peggie - 662-801-1900

II. Event Information:

Date: 12/24/24 Start Time: 3:30pm End Time: 7:00pm

Type of Event: Christmas Eve Service

Event Location Information:

Starting Point Location: Front City Hall

Finish Line Location: City Hall

Detailed Route: \_\_\_\_\_

Other Information: \_\_\_\_\_

Designation of any City of Oxford Facilities and/or Equipment to be Utilized: \_\_\_\_\_

Number of Expected Participants: 20 Number of Expected Spectators: 500

Spacing Intervals to be Maintained Between Units: \_\_\_\_\_

Description of Attention-Getting Devices, Signs, Banners, or Recording Equipment to be Used by Event: \_\_\_\_\_

III. Application Fee:

The application fee is \$25.00, and it must be paid at the time the application is submitted.

IV. Police Protection Fee:

As per Chapter 102, Article XX, Section 102-641- Police Protection, the Chief of Police shall determine whether and to what extent additional police protection is reasonably necessary for the parade or public assembly for traffic control and public safety. If additional police protection is deemed necessary by the Chief of Police, the applicant will be solely responsible for this cost and must remit payment prior to the date of the event.

V. Signatures:

[Signature]

12/10/24

Applicant Signature

Date

Approved By: Chief of Police, Oxford Police Department

Date

**PAYMENT DATE**  
12/10/2024  
**COLLECTION STATION**  
Station 1

**City of Oxford**  
**City Clerk's Office**  
**107 Courthouse Square**  
**Oxford, MS 38655**

**BATCH NO.**  
2025-00000189  
**RECEIPT NO.**  
2025-00000999  
**CASHIER**  
Joy Welch

**RECEIVED FROM**  
Community Church Oxford  
**DESCRIPTION**  
Christmas Eve service @ City Hall

PAYMENT CODE	RECEIPT DESCRIPTION	TRANSACTION AMOUNT																																								
OPD	Oxford Police Dept. Fees Christmas Eve Service, 12/24/24, 3:30-7:00 pm 001-001-01 CASH GENERAL FUND \$25.00 001-000-305 INCOME FROM POLICE DEPT FEES \$25.00	\$25.00																																								
	<table border="0" style="width: 100%;"> <tr> <td style="width: 15%;"><b>Payments:</b></td> <td style="width: 15%;"><b>Type</b></td> <td style="width: 40%;"><b>Detail</b></td> <td style="width: 30%; text-align: right;"><b>Amount</b></td> </tr> <tr> <td></td> <td>Cash</td> <td></td> <td style="text-align: right;">\$25.00</td> </tr> <tr> <td></td> <td></td> <td><b>Total Cash</b></td> <td style="text-align: right;"><b>\$25.00</b></td> </tr> <tr> <td></td> <td></td> <td><b>Total Check</b></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> <tr> <td></td> <td></td> <td><b>Total Charge</b></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> <tr> <td></td> <td></td> <td><b>Total Wire</b></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> <tr> <td></td> <td></td> <td><b>Total Other</b></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> <tr> <td></td> <td></td> <td><b>Total Remitted</b></td> <td style="text-align: right;"><b>\$25.00</b></td> </tr> <tr> <td></td> <td></td> <td><b>Change</b></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> <tr> <td></td> <td></td> <td><b>Total Received</b></td> <td style="text-align: right;"><b>\$25.00</b></td> </tr> </table>	<b>Payments:</b>	<b>Type</b>	<b>Detail</b>	<b>Amount</b>		Cash		\$25.00			<b>Total Cash</b>	<b>\$25.00</b>			<b>Total Check</b>	<b>\$0.00</b>			<b>Total Charge</b>	<b>\$0.00</b>			<b>Total Wire</b>	<b>\$0.00</b>			<b>Total Other</b>	<b>\$0.00</b>			<b>Total Remitted</b>	<b>\$25.00</b>			<b>Change</b>	<b>\$0.00</b>			<b>Total Received</b>	<b>\$25.00</b>	
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	<b>Total Amount:</b>	<b>\$25.00</b>																																								

Customer Copy



**OXFORD**  
ENVIRONMENTAL  
SERVICES

**Memorandum**

**To:** Mayor and Board of Aldermen  
**From:** Amberlyn Liles  
**Date:** 12.12.2024  
**Regarding:** Request permission to accept bids from reverse auction bids for equipment for the Environmental Services Department.

---

Request permission to advertise for reverse auction bids for equipment for the Environmental Services Department.

One Automated Side Load Refuse Collection Truck  
Sansom Equipment Company \$465,300

Transfer Station Loader (60/40 Split with County)  
Thompson Machinery \$274,188.18



<b>Title:</b>	Transfer Station Wheel Loader
<b>Agency:</b>	Mississippi > City of Oxford
<b>Start date:</b>	11-Dec-2024 10:00:00 AM CST
<b>End date:</b>	11-Dec-2024 10:30:00 AM CST

<b>BIDID</b>	<b>Username</b>	<b>Bid Amount</b>	<b>Bid Submittal Date/Time</b>	<b>First Name</b>	<b>Last Name</b>	<b>Company name</b>	<b>Email Address</b>	<b>Phone Number</b>
102538	ThompsonMachinery	274188.1800	11-Dec-2024 10:02:36 AM CST	Clay	Durley	Thompson Machinery	clay.durley@tmcat.com	9013445692

<b>Title:</b>	Automated Side Load Refuse Truck
<b>Agency:</b>	Mississippi > City of Oxford
<b>Start date:</b>	11-Dec-2024 10:00:00 AM CST
<b>End date:</b>	11-Dec-2024 10:30:00 AM CST

<b>BidID</b>	<b>Username</b>	<b>Bid Amount</b>	<b>Bid Submittal Date/Time</b>	<b>First Name</b>	<b>Last Name</b>	<b>Company name</b>	<b>Email Address</b>	<b>Phone Number</b>
102539	MUNICIPALEQUIPMENTSALES	466300.0000	11-Dec-2024 10:03:01 AM CST	Dustin	Jones	Sansom Equipment Company	dustinjones@secequip.com	6019661266

<b>Title:</b>	Trailer mounted bark & mulch blower
<b>Agency:</b>	Mississippi > City of Oxford
<b>Start date:</b>	11-Dec-2024 2:30:00 PM CST
<b>End date:</b>	11-Dec-2024 3:30:00 PM CST

BidID	Username	Bid Amount	Bid Submittal Date/Time	First Name	Last Name	Company name	Email Address	Phone Number
102663	VermeerFN	89850.0000	11-Dec-2024 2:45:41 PM CST	Forest	Nabors	Vermeer MidSouth, Inc.	forest@vermeermidsouth.com	9016348408

# Sales Quote



1200 Vermeer Cv, Cordova, TN, 38018-6579  
 Phone: (901) 758-1928 Fax: (901) 758-8967  
 Salesperson: Jay Kyle

Order Date: 05/07/2024  
 Order Type: Quote Order  
 Status: Quote  
 Page No.: Page 1 of 1  
 Quote No.: 240507WA8R38A

**Bill To:** City of Oxford  
**Attn. To:** City of Oxford Bulding & Grounds  
**Address:** 719 Molley Barr Road  
 Oxford, MS 38655  
**Phone:** (662) 232-2359  
**Fax:**

**Ship To:** City of Oxford  
**Attn. To:** City of Oxford Bulding & Grounds  
**Address:** 719 Molley Barr Road  
 Oxford, MS 38655  
**Ship Via:** Vermeer Truck

## Quoted Items

Item	Description	Unit	Quantity
	FINN BB302 Bark Blower Hopper Capacity- 1.5 cubic yd built in feed chute Engine-35.1 Yanamar 3TNV88C-DYEM Tier IV Final Blower- 500CFM@10psi Trailer with electric brakes, DOT Lights & Hitch Extinsion Hose-Manual reel w/100'x4" and 50' x4" standard duty hose w/quick couplers 12 volt electrical system, 3 function/radio remote controperation	Each	1.00
<b>Sub-total for Quoted Items:</b>			<b>\$89,050.00</b>

## Additional Comments

Thanks

Jay Kyle  
 Vermeer Midsouth  
 901-828-0481

## Terms: Payable on Delivery

Prices are valid for 30 days with signed Quotation.

<b>Subtotal:</b>	<b>\$89,050.00</b>
:	\$0.00
<b>Tax:</b>	\$0.00
<b>Freight and Prep:</b>	<b>\$800.00</b>
<b>Grand Total:</b>	<b>\$89,850.00</b>

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Vermeer Signature \_\_\_\_\_ Date \_\_\_\_\_

The new equipment warranty for Vermeer Industrial Products is attached to this Sales Order and is part of this contract. Please read it carefully before signing. No express warranty is made unless identified on this Sales Order. YOUR RIGHTS AND REMEDIES PERTAINING TO THIS PURCHASE ARE LIMITED AS INDICATED ON BOTH SIDES OF THIS PURCHASE ORDER. WHERE PERMITTED BY LAW, NO IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS IS MADE.

# FINN Bark Blower

Model BB302



The FINN BB302 Bark Blower applies landscape mulch and other bulk materials with unprecedented efficiency, and eliminates the need for labor-intensive hand application. The 1.5 cubic yard hopper is perfect for smaller jobs and hard to reach areas.

### Versatile.

BB302 applications include commercial and residential mulch beds, slopes, public gardens, playgrounds, amusement parks, mall interiorscapes, and other applications that require precise placement of bulk materials. Apply standard bark mulch, wood chips, compost, and other similar bulk materials. Mulch can be applied on virtually any terrain, even in wet conditions.

### Labor Saver.

The BB302 Bark Blower significantly reduces worker fatigue. Two operators can easily apply more than 10 cubic yards of bark mulch per hour, compared to approximately 1 cubic yard per man-hour via hand methods. The BB302

helps reduce material cost from 20% to 40% by breaking up material clumps and by producing an even mulch spreading pattern, with fine particles on top.

### Capably Equipped.

The BB302 propels bark mulch utilizing a specially engineered air lock and blower system through various lengths of durable 4" flexible hose for application up to 200' away. Remote controls allow the operator to control power and material flow from any operating distance. Units are equipped with 150' of hose, with additional lengths available in 50' or 100' sections. A rear mounted hose reel is standard.

As the world leader for over 80 years in the design and manufacture of innovative, quality equipment for the erosion control industry, FINN Corporation is committed to your complete satisfaction.

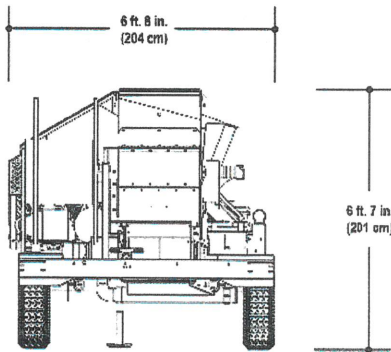
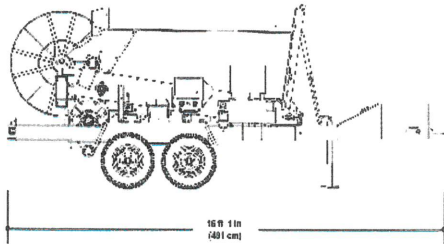
\$ 90,000

*Model shown may include optional equipment.*

# FINN Bark Blower

## Model BB302 with Tier 4Final Diesel Engine

### BB302 BARK BLOWER



### FINN MODEL BB302 TECHNICAL SPECIFICATIONS

POWER ..... Yanmar 3TNV88C-DYEM, 35.1hp (26.2kw), 3 cylinder water cooled diesel engine. Tier 4Final. 1.642L

ENGINE SAFETY.....Low oil pressure, electronic engine control and SYSTEM monitoring

CAPACITY.....1.5 cubic yd (1.2m<sup>3</sup>)

FUEL TANK .....11 gallon (41.6 liter) CAPACITY

BLOWER.....500 cfm @ 10 psi (14 cmm @ 69 kPa)

EMPTY WEIGHT .....5,350 lbs. (2,427 kg)

GVWR.....6,500 lbs. (2,948 kg)

FINN Corporation has a policy of continuous product improvement, and reserves the right to change design and specifications without notice.

FINN Design® Logo is a trademark of FINN Corporation.



9281 LeSaint Drive • Fairfield, OH 45014-5457  
Toll Free 800.543.7166 / 513.874.2818  
FINNcorp.com



# OXFORD

PLANNING  
DEPARTMENT

## Memorandum

**To:** Mayor and Board of Alderman  
**From:** Robert Baxter; Senior Planner  
**Date:** December 17, 2024  
**RE:** Request approval of a Final Plat Amendment for Case #3163, Kathari, LLC for 'Six West, A Commercial Subdivision, Phase 3', for property located at 401 Hwy 6 West (PPIN #7686)

---

The subject property is located on the South side of Highway 6 between Waller Funeral Home and Centerpoint Energy and is the site of GoShine Carwash (Case #2874A). The applicant was approved for a single-lot subdivision called 'GoShine Express Car Wash Subdivision' in January 2022 (Case #2821). The applicant returns to amend the subdivision to change the name to 'Six West, A Commercial Subdivision, Phase 3'.

Mississippi subdivision law requires that the applicant proposing any change in a platted subdivision notify all the "persons to be adversely affected thereby or directly interested herein," and requires their written approval of the proposed modification. The applicant is responsible for identifying such persons and obtaining their written approval as part of the application.

In considering parties named in a petition or application and whose approval was submitted, the Commission can decide whether those identified persons' approvals are sufficient or whether additional parties must be named and their signatures acquired. If the applicant cannot obtain those signatures, the application cannot proceed.

The applicant has identified the two parties they believe to be directly interested in this change and have provided their letters of approval.

This case was approved with the consent agenda at the December 2024 meeting of the Planning Commission with the 2 conditions listed in the Staff Report.

**Recommendation:** Staff and the Planning Commission recommend approval of the requested Final Plat Amendment for 'Six West, A Commercial Subdivision, Phase 3' with the following conditions:

1. Approval is for the plan as submitted subject to necessary technical revisions per the Site Plan Review Committee.
2. Approval by the Mayor and Board of Aldermen of the Final Plat for 'Six West, A Commercial Subdivision, Phase 3'.

**OXFORD**PLANNING  
DEPARTMENT**Case #3163**

**To:** Oxford Planning Commission  
**From:** Robert Baxter, AICP; Senior Planner  
**Date:** December 9, 2024

**Applicant:** Kathari, LLC (Petty Hardin)  
**Owner:** Same  
**Request:** Final Plat Amendment for 'Six West, A Commercial Subdivision, Phase 3'  
**Location:** 401 Highway 6 West (PPIN #7686)  
**Zoning:** (SCO) Suburban Corridor District

**Surrounding Zoning:**

**North:** (SCO) Suburban Corridor District  
**South:** (TNB) Traditional Neighborhood Business District  
**East:** (SCO) Suburban Corridor District  
**West:** (SCO) Suburban Corridor District

**Case History:** Case #2821 – Preliminary and Final Plat Approval – January 2022  
Case #2874A – Site Plan Approval – July 2022

**Planning Comments:** The subject property is located on the South side of Highway 6 between Waller Funeral Home and Centerpoint Energy and is the site of GoShine Carwash (Case #2874A). The applicant was approved for a single-lot subdivision called 'GoShine Express Car Wash Subdivision' in January 2022 (Case #2821). The applicant returns to amend the subdivision to change the name to 'Six West, A Commercial Subdivision, Phase 3'.

Mississippi subdivision law requires that the applicant proposing any change in a platted subdivision notify all the "persons to be adversely affected thereby or directly interested herein," and requires their written approval of the proposed modification. The applicant is responsible for identifying such persons and obtaining their written approval as part of the application.

In considering parties named in a petition or application and whose approval was submitted, the Commission can decide whether those identified persons' approvals are sufficient or whether additional parties must be named and their signatures acquired. If the applicant cannot obtain those signatures, the application cannot proceed.



The applicant has identified the two parties they believe to be directly interested in this change and have provided their letters of approval.

**Recommendation:** Staff recommends approval of the requested Final Plat Amendment for 'Six West, A Commercial Subdivision, Phase 3' with the following conditions:

1. Approval is for the plan as submitted subject to necessary technical revisions per the Site Plan Review Committee.
2. Approval by the Mayor and Board of Aldermen of the Final Plat for 'Six West, A Commercial Subdivision, Phase 3'.

T.W. ELLIOTT, PE/PS (1963-2011)  
L.L. BRITT, PE/PS  
KEVIN W. McLEOD, PE

**ELLIOTT & BRITT ENGINEERING, P.A.**  
ENGINEERS - CONSULTANTS - SURVEYORS  
823 N. LAMAR BLVD. - P. O. BOX 308  
OXFORD, MISSISSIPPI 38655  
eb@elliottbritt.com

TEL (662) 234-1763  
FAX (662) 234-3835

November 21, 2024

Ben Requet, AICP, City Planner  
107 Courthouse Square  
Oxford, MS 38655

Re: GoShine Express Car Wash  
Subdivision Plat Amendment

The GoShine Express Car Wash Subdivision was previously approved by the Board of Aldermen, but was never recorded. In the process of preparations to get it recorded, the GoShine representatives were approached by the adjacent land owner/developer about renaming their subdivision. There are two other subdivision plats within the area which will share access to two private drives. One is Six West, A Commercial Subdivision, Phase I and the other is Six West, A Commercial Subdivision, Phase 2.

This request for a plat amendment is to rename the previously approved GoShine Express Car Wash Subdivision to Six West, A Commercial Subdivision, Phase 3.

In my opinion, there are two interested parties in this proposed subdivision plat amendment:

1. Juke's Chicken, LLC – the owner of Six West, A Commercial Subdivision, Phase 1, Lot 1
2. Heritage Developments, LLC – the owner of the two lots in Six West, A Commercial Subdivision, Phase 2

Their letters of approval will be obtained prior to the case being heard at the Oxford Planning Commission.

If you have any questions, do not hesitate to call. Thank you.

Sincerely,

ELLIOTT & BRITT ENGINEERING, P.A.



Kevin W. McLeod, PE  
Consulting Engineer

# Six West, A Commercial Subdivision, Phase 3

## OWNER'S CERTIFICATE

I, The Undersigned, Owner(s) or Authorized Representative Of The Owner Of The Property Shown And Described Herein, Hereby Adopt This As My Plan Of Subdivision And Dedicated The Right-Of-Way Shown On The Plat Of The Subdivision For Public Use Forever And Reserve For The Public Utilities The Utility Easements As Shown On The Plat. I Hereby Certify That I Am The Owner In Fee Simple Of The Property And That No Taxes Have Become Due And Payable This The \_\_\_\_\_ Day Of \_\_\_\_\_, 2024.

Witness My Hand And Signature This \_\_\_\_\_ Day Of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Petthey Hardin, Manager  
Kathari, LLC

## ACKNOWLEDGEMENT COUNTY OF LAFAYETTE, STATE OF MISSISSIPPI

Personally Appeared Before Me, The Undersigned Authority By And For Said County And State, Kathari, LLC, Who Acknowledged That It Is Owner Of Said Subdivision, And As Its Act And Deed It Signed, Executed, And Delivered The Above And Foregoing Instrument.

Given Under My Hand And Official Seal Of Office, The The \_\_\_\_\_ Day Of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Notary Public

## SURVEYOR'S CERTIFICATE

I Certify That The Within Plat Of Six West, A Commercial Subdivision, Phase 3 In Lafayette County, Mississippi is a True And Correct Representation Of Said Subdivision And That I Signed And Delivered It as My Own Act And Deed.

Witness My Hand And Signature This \_\_\_\_\_ Day Of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Larry L. Britt  
Mississippi PS No. 2078

## ENGINEER'S CERTIFICATE

I Certify That Six West, A Commercial Subdivision, Phase 3 Subdivision In Lafayette County, Mississippi, Is In Conformance With The Design Requirements Of The Subdivision Regulations And Specific Conditions Imposed On This Development, And Takes Into Account All Applicable Federal, State, And Laws And Regulations.

Witness My Hand And Signature This \_\_\_\_\_ Day Of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Kevin W. McLeod  
Mississippi PE No. 15151

## CITY ENGINEER'S CERTIFICATE

I Certify That Kathari, LLC Has Complied With One Of The Following Alternatives for Six West, A Commercial Subdivision, Phase 3:

1. All Improvements Have Been Installed by The Sub-Divider In Accordance With The Requirements Of These Regulations And With The Action Of The Board Of Aldermen, Giving Approval Of The Preliminary Plat, And Accepting Maintenance Of Utilities And Streets.
2. A Bond, Certified Check Or Irrevocable Letter Of Credit Has Been Posted By The Sub-Divider Which Is Available To The City In A Sufficient Amount To Ensure Completion Of All Required Improvements,

As Of This \_\_\_\_\_ Day Of \_\_\_\_\_, 2024.

\_\_\_\_\_  
John Crawley  
City Engineer, City Of Oxford

## CITY OF OXFORD, COUNTY OF LAFAYETTE, STATE OF MISSISSIPPI

Approved And Recommended For Acceptance By The City Of Oxford Planning Commission, This

The \_\_\_\_\_ Day Of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Chairman,  
City Of Oxford Planning Commission

## CITY OF OXFORD, COUNTY OF LAFAYETTE, STATE OF MISSISSIPPI

Approved And Accepted By The City Of Oxford Board Of Aldermen,

This The \_\_\_\_\_ Day Of \_\_\_\_\_, 2024.

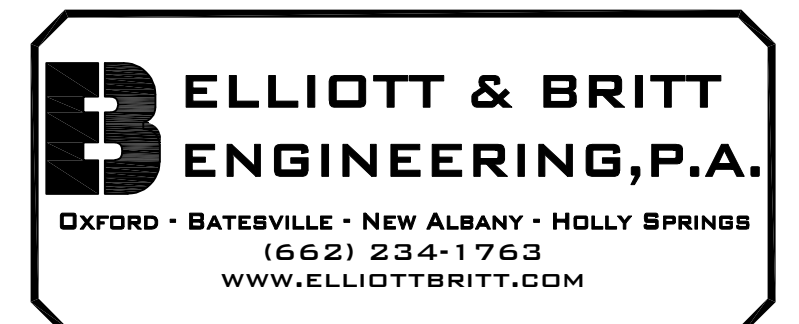
\_\_\_\_\_  
Robyn Tannehill  
Mayor, City Of Oxford

## COUNTY OF LAFAYETTE, STATE OF MISSISSIPPI

I, Mike Roberts, Chancery Clerk, In And For Lafayette County, Mississippi, Hereby Certify That This Instrument Was Filed For Record In My Office At \_\_\_\_\_ O'clock On The \_\_\_\_\_ Day Of \_\_\_\_\_, 2024, And Was Duly Recorded In Plat Cabinet \_\_\_\_\_, Slide \_\_\_\_\_.

Witness My Hand And Signature This The \_\_\_\_\_ Day Of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mike Roberts  
Chancery Clerk



Final Plat of Subdivision:

Six West, A Commercial Subdivision, Phase 3

City of Oxford, Lafayette County, Mississippi

DRAWN	KWM
CHECKED	KWM
ENGINEER	KWM
DATE	11.21.24

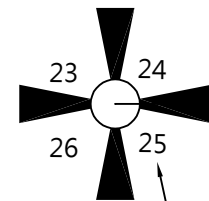
1 of 2

SCALE: 1" = 50'  
STATE PLANE COORDINATE SYSTEM:

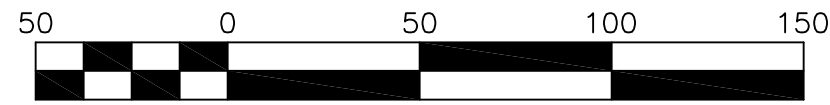
BEARINGS: GRID  
ZONE: MS EAST  
DATUM: NAD 83 (2011)  
DERIVED FROM: GPS REFERENCE NETWORK SYSTEM

COORDINATES ESTABLISHED FROM  
CORS STATION M5OX, OXFORD, MS

N=1770206.1080  
E=773290.9550  
EL=557.180



POINT OF COMMENCEMENT  
A 1" IRON PIPE IN CONCRETE FOUND AT  
THE NORTHWEST CORNER OF SECTION 25,  
TOWNSHIP 8 SOUTH, RANGE 4 WEST  
LAFAYETTE COUNTY, MS  
N=1770619.6310  
E=758885.0850  
S.F.=1.00000814  
CONVG.= -0°25'17.55"



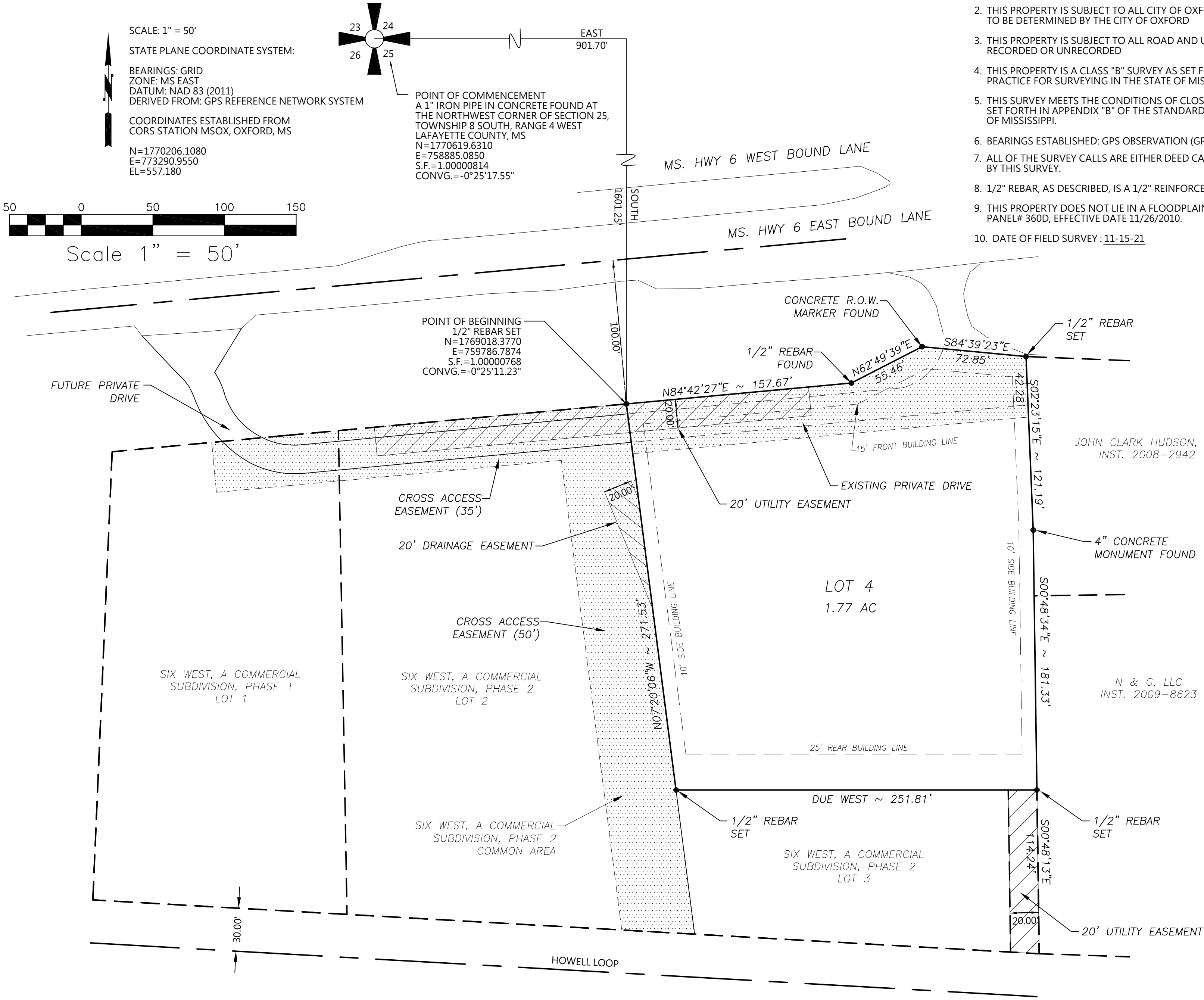
Scale 1" = 50'

NOTES:

1. THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE SEARCH AND BASED ON LIMITED RESEARCH BY THE SURVEYOR OR DOCUMENTS FURNISHED BY THE CLIENT OR OWNER.
2. THIS PROPERTY IS SUBJECT TO ALL CITY OF OXFORD RULE AND REGULATIONS. ZONING OF PARCEL TO BE DETERMINED BY THE CITY OF OXFORD
3. THIS PROPERTY IS SUBJECT TO ALL ROAD AND UTILITY EASEMENTS AND RIGHT-OF-WAY OF RECORD. RECORDED OR UNRECORDED
4. THIS PROPERTY IS A CLASS "B" SURVEY AS SET FORTH IN APPENDIX "A" OF THE STANDARDS OF PRACTICE FOR SURVEYING IN THE STATE OF MISSISSIPPI
5. THIS SURVEY MEETS THE CONDITIONS OF CLOSURE AND ACCURACY FOR CONDITION "A" AS SET FORTH IN APPENDIX "B" OF THE STANDARDS OF PRACTICE OF SURVEYING IN THE STATE OF MISSISSIPPI.
6. BEARINGS ESTABLISHED: GPS OBSERVATION (GRID).
7. ALL OF THE SURVEY CALLS ARE EITHER DEED CALLS, PLAT CALLS OR MEASURED CALLS ESTABLISHED BY THIS SURVEY.
8. 1/2" REBAR, AS DESCRIBED, IS A 1/2" REINFORCEMENT BAR.
9. THIS PROPERTY DOES NOT LIE IN A FLOODPLAIN ACCORDING TO INSURANCE RATE MAP 28013C0360D, PANEL# 360D, EFFECTIVE DATE 11/26/2010.
10. DATE OF FIELD SURVEY : 11-15-21

DESCRIPTION: A ± 1.77 acre tract of land located in the Southwest Quarter (SW1/4) of the Northwest Quarter (NW1/4) of Section 25, Township 8 South, Range 4 West in Lafayette County, Mississippi and begin more particularly as described below:

Begin at a 1/2" rebar set (N=1769018.3770, E=759786.7874), and also located on the south right-of-way line of MS Highway 6, marking the proposed southwest corner of the property and located 1601.25 feet south of and 901.70 feet east of a 1" iron pipe (N=1770619.6310, E=758885.0850) in concrete known as the Northwest Corner of Section 25, Township 8 South, Range 4 West in Lafayette County, Mississippi; run thence N84°42'27"E along said south right-of-way line of MS Highway 6 for a distance of 157.67 feet to a 1/2" rebar found; run thence N62°49'39"E for a distance of 55.46 feet to a found concrete right-of-way marker; run thence S84°39'23"E for a distance of 72.85 feet to a 1/2" rebar set at the northeast corner of said property; run thence S02°23'15"E leaving said south right-of-way line of MS Highway 6 for a distance of 121.19 feet to a 4" concrete monument found; run thence S00°48'34"E for a distance of 181.33 feet to a 1/2" rebar set at the southeast corner of the property; run thence Due West for a distance of 251.81 feet to a 1/2" rebar set at the southwest corner of the property; run thence N07°20'06"W for a distance of 271.53 feet to the point of beginning containing 1.77 acres, more or less.



**ELLIOTT & BRITT**  
**ENGINEERING, P.A.**  
OXFORD - BATESVILLE - NEW ALBANY - HOLLY SPRINGS  
(662) 234-1763  
WWW.ELLIOTTBRITT.COM

Final Plat of Subdivision:  
**Six West, A Commercial Subdivision, Phase 3**  
City of Oxford, Lafayette County, Mississippi

DRAWN	KWM
CHECKED	KWM
ENGINEER	KWM
DATE	11.21.24

**2 of 2**

As the Owner(s) of the property located at Highway 6 West, Oxford MS

In Oxford, Mississippi, we:

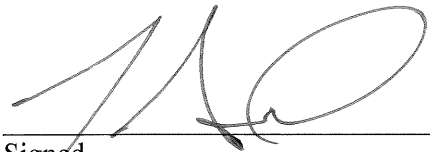
                     Approve of the Proposed Plat Amendment to rename GoShine Car Wash Subdivision to Six West, A Commercial Subdivision Phase III

                     Disapprove of the Proposed Plat Amendment to rename GoShine Car Wash Subdivision to Six West, A Commercial Subdivision Phase III

                     Request more information

SIGNED:

DATE:

  
\_\_\_\_\_  
Signed

12/4/2024  
\_\_\_\_\_

Ross Dickson Manager  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Printed Name

As the Owner(s) of the property located at Highway 6 Subdivision

In Oxford, Mississippi, we:

✓  
\_\_\_\_\_ Approve of the Proposed Plat Amendment to rename GoShine Car Wash  
Subdivision to Six West, A Commercial Subdivision Phase III

\_\_\_\_\_ Disapprove of the Proposed Plat Amendment to rename GoShine Car Wash  
Subdivision to Six West, A Commercial Subdivision Phase III

\_\_\_\_\_ Request more information

SIGNED:

DATE:

[Signature]  
Signed

12-3-20

[Signature]  
Printed Name

\_\_\_\_\_  
Signed

\_\_\_\_\_

\_\_\_\_\_  
Printed Name



# OXFORD

PLANNING  
DEPARTMENT

## Memorandum

**To:** Mayor and Board of Alderman  
**From:** Robert Baxter; Senior Planner  
**Date:** December 17, 2024  
**RE:** Request approval of a Preliminary Plat for Case #3165, Oxford Commons Lots, LLC (David Blackburn) for 'The Summit, Phase 3', for property located at Ed Perry Boulevard (PPIN #4712)

---

The subject property is +/- 20.515 acres located mostly in the Oxford Commons PUD, west of 'The Preserve', south of 'The Summit, Phase 2' and north of 'The Pearl'. The applicant proposes a 2-lot subdivision of +/- 9.844 acres and +/- 7.996 acres to be the third phase of 'The Summit'. This phase will connect Lakewood Hill Drive to Summit Drive providing access to Ed Perry Boulevard.

Both of these lots meet the dimensional standards of the underlying SCN zoning. Those areas inside the PUD will have additional standards for use, intensity, and density as prescribed in the Oxford Commons PUD plan (Case #3001, October 2023).

Engineering provided comments in the attached Staff Report regarding Access, Water & Sewer, and Stormwater Management.

This case was approved unanimously by the Planning Commission at the December 2024 meeting with the 4 conditions listed in the Staff report.

**Recommendation:** Staff and the Planning Commission recommend approval of the requested Preliminary Plat for 'The Summit, Phase 3' with the following conditions:

1. Approval is for the plan as submitted subject to necessary technical revisions per the Site Plan Review Committee.
2. Approval by the Mayor and Board of Aldermen of the Preliminary Plat for 'The Summit, Phase 3'.
3. A copy of the stamped recorded covenants shall be provided to the City at the time the plat is recorded with the Chancery Clerk.

4. All engineering comments and conditions relating to the site plan review for this development must be met prior to a land disturbance permit being issued.





# OXFORD

PLANNING  
DEPARTMENT

## Case #3165

**To:** Oxford Planning Commission  
**From:** Robert Baxter, AICP; Senior Planner  
**Date:** December 9, 2024

**Applicant:** Oxford Commons Lots, LLC (David Blackburn)  
**Owner:** Same  
**Request:** Preliminary Plat for 'The Summit, Phase 3  
**Location:** Ed Perry Boulevard (PPIN #4712)  
**Zoning:** (SCN) Suburban Center District

### Surrounding Zoning:

**North:** (SCN) Suburban Center District

**East:** (SR) Suburban Residential

**South & West:** (SCO) Suburban Corridor District

**Planning Comments:** The subject property is +/- 20.515 acres located mostly in the Oxford Commons PUD, west of 'The Preserve', south of 'The Summit, Phase 2' and north of 'The Pearl'. The applicant proposes a 2-lot subdivision of +/- 9.844 acres and +/- 7.996 acres to be the third phase of 'The Summit'. This phase will connect Lakewood Hill Drive to Summit Drive providing access to Ed Perry Boulevard.

Both of these lots meet the dimensional standards of the underlying SCN zoning. Those areas inside the PUD will have additional standards for use, intensity, and density as prescribed in the Oxford Commons PUD plan (Case #3001, October 2023).

### Engineering Comments:

#### Access

This project proposes 2 lots and the construction of 2 proposed public streets. One street is the proposed "Summit Drive", which will connect from the north in Summit Phase 2, to the south at the existing roundabout constructed as part of the Pearl development. The other is a proposed extension of Lakewood Hill Drive from the Preserve development to the east.

#### Water & Sewer

The project proposed to construct new water and sewer facilities to serve this development.

### Stormwater Management

A brief history of the stormwater approvals is provided for reference: As part of the site plan approval for "The Commons" Lot 4 Phase 1, Case #2660, a stormwater management plan dated February 9, 2021, was presented and approved on March 5, 2021. Subsequently, the site plan approval for an Entertainment center (Case #2774) provided a letter stating that the stormwater design approved in Case #2660 would be used to satisfy the site's stormwater management requirements. Stormwater was not submitted as part of the Final Plat amendment (case 2928), and the case report states that stormwater management was previously approved under Case #2660. The stormwater management plan for the Pearl site plan was approved under Case #2938. Runoff from this phase of the Summit currently passes through these facilities. Peak discharge rates from the stormwater management are limited by the 48-inch diameter pipe draining the facility. The stormwater modeling indicates that this pipe is already operating near its maximum flow capacity under the existing conditions. The additional runoff generated from any development within this phase of the subdivision will be limited due to the pipe size.

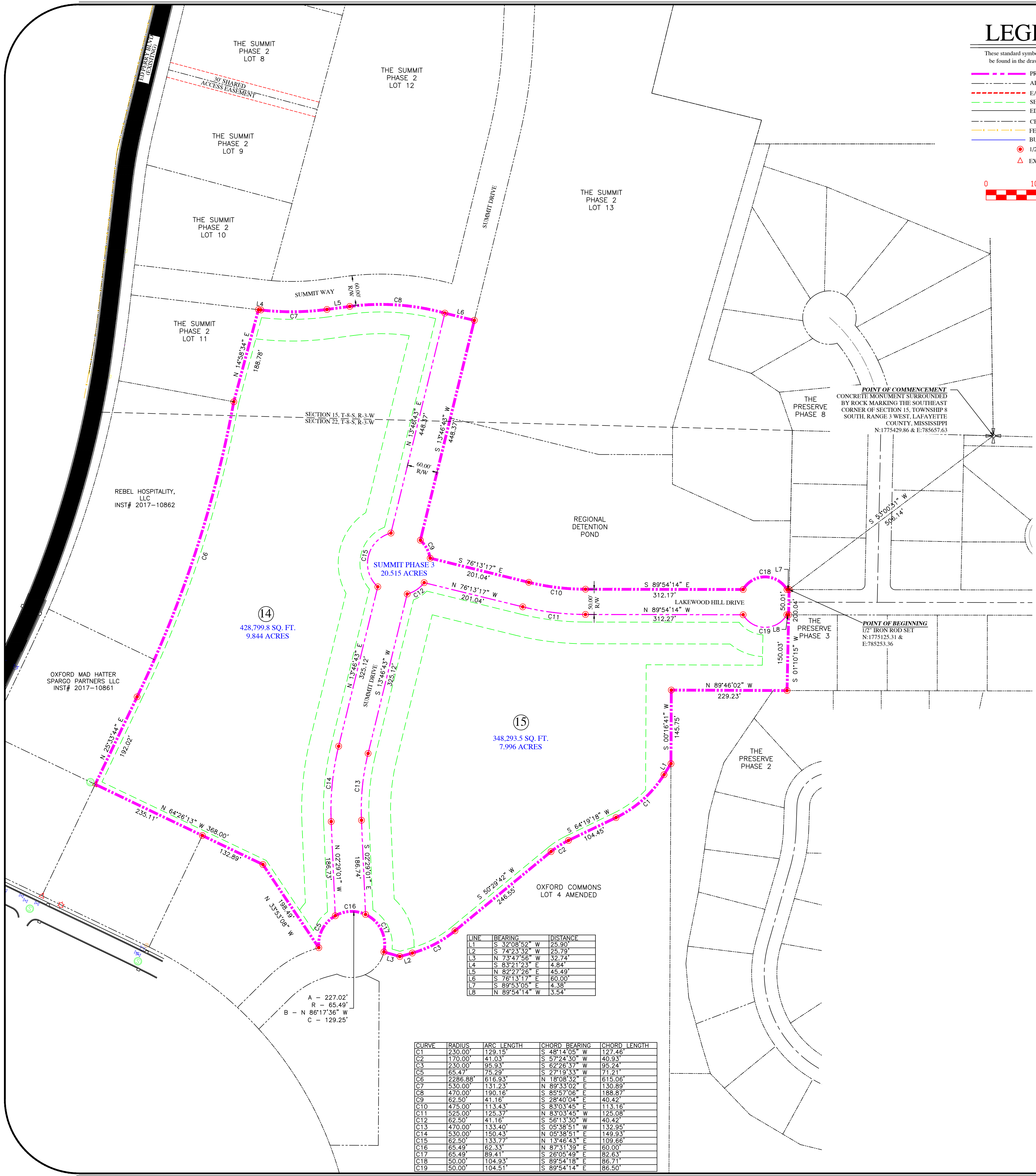
The stormwater management plan submitted as part of the Summit Phase 2 final plat documents (Case #3132) proposes modifying the natural channel storage portion of the previously approved stormwater management plan for the Pearl. Additionally, the plan proposes a retention pond in the southeast portion of the subdivision that will function as a regional detention facility for a portion of the subdivision. The primary purpose for enlarging the existing natural channel and constructing the retention ponds is to provide managed storage of the runoff volume since discharge rates from the subdivision are already limited.

Additional site-specific stormwater management may be needed to ensure the storage capacity of the retention pond approved as part of Phase 2 is not exceeded.

The Engineering Department has approved the Stormwater Management Plan for this plat.

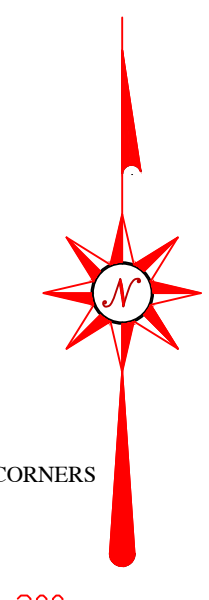
**Recommendation:** Staff recommends approval of the requested Preliminary Plat for 'The Summit, Phase 3' with the following conditions:

1. Approval is for the plan as submitted subject to necessary technical revisions per the Site Plan Review Committee.
2. Approval by the Mayor and Board of Aldermen of the Preliminary Plat for 'The Summit, Phase 3'.
3. A copy of the stamped recorded covenants shall be provided to the City at the time the plat is recorded with the Chancery Clerk.
4. All engineering comments and conditions relating to the site plan review for this development must be met prior to a land disturbance permit being issued.

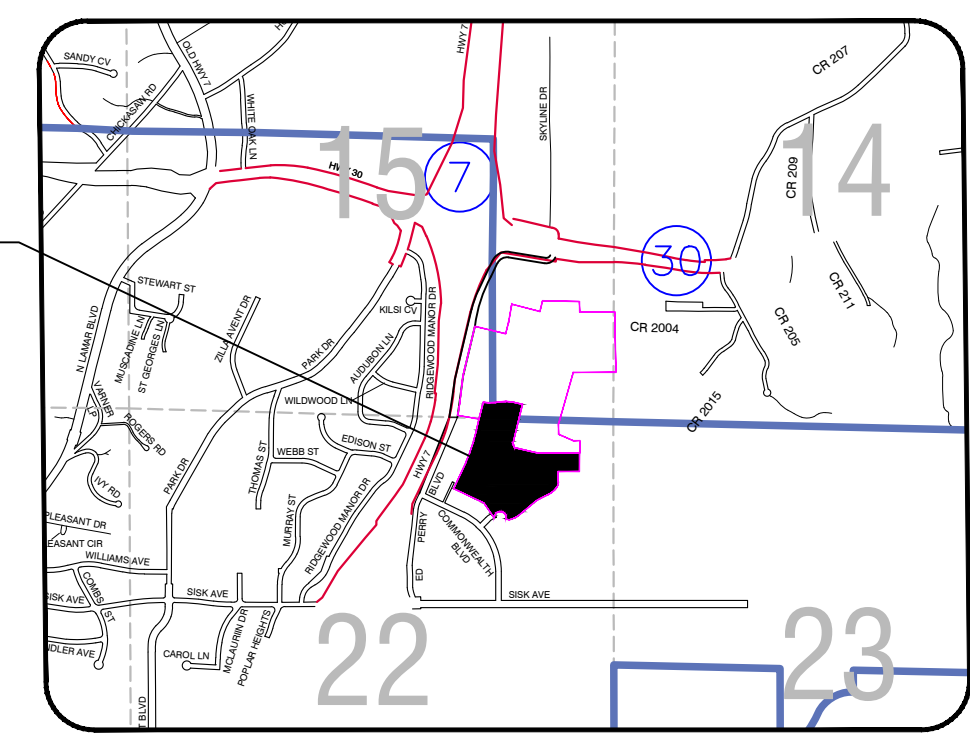


**LEGEND**

- These standard symbols may be found in the drawing.
- PROPERTY LINES
- ADJOINING PROPERTY LINES
- EASEMENT LINES
- SETBACK LINES
- EDGE OF PAVEMENT
- CENTERLINE OF ROAD
- FENCE LINES
- BUILDING
- 1/2" IRON ROD SET AT PROPERTY CORNERS
- EXISTING MONUMENTS



PROJECT LOCATION



VICINITY MAP  
N.T.S.



**~DESCRIPTION OF PROPERTY~**

The following description is based on the Mississippi East State Plane Coordinate System Grid North as determined by GPS observations with a convergence of (-0° 22'18") and a scale factor of 0.999995146 calculated at the Point Of Commencement.

A parcel of land located in the Southeast Quarter of Section 15 and the Northeast Quarter of Section 22, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi, and containing 20.515 Acres. This property described in more detail as follows:

Commencing at a concrete monument surrounded by rock recognized as being the Southeast Corner of Section 15, Township 8 South, Range 3 West Lafayette County, Mississippi. Said point being further defined by Mississippi East State Plane Coordinates of N:1775429.86 and E:785657.63.

Run thence South 53 Degrees 00 Minutes 31 Seconds West a distance of 506.14 feet to a 1/2" iron rod set at the POINT OF BEGINNING, said point being further defined by state plane coordinates of N: 1775125.31 & E: 785253.36.

From said Point of Beginning, Run South 01 Degrees 10 Minutes 15 Seconds West a distance of 200.04 feet to a 1/2" iron rod set. Thence North 89 Degrees 46 Minutes 02 Seconds West a distance of 229.23 feet to a 1/2" iron rod set. Thence South 00 Degrees 10 Minutes 41 Seconds West a distance of 145.75 feet to a 1/2" iron rod set. Thence South 32 Degrees 08 Minutes 52 Seconds West a distance of 25.90 feet to a 1/2" iron rod set. Thence with a curve turning to the right having an arc length of 129.15 feet, a radius of 230.00 feet, a chord bearing of South 48 Degrees 14 Minutes 05 Seconds West, and a chord length of 127.46 feet, to a 1/2" iron rod set. Thence South 64 Degrees 19 Minutes 18 Seconds West a distance of 104.45 feet to a 1/2" iron rod set. Thence with a curve turning to the left having an arc length of 41.03 feet, a radius of 170.00 feet, a chord bearing of South 57 Degrees 24 Minutes 50 Seconds West, and a chord length of 40.93 feet, to a 1/2" iron rod set. Thence South 50 Degrees 29 Minutes 42 Seconds West a distance of 246.53 feet to a 1/2" iron rod set. Thence with a curve turning to the right having an arc length of 95.93 feet, a radius of 230.00 feet, a chord bearing of South 62 Degrees 26 Minutes 37 Seconds West, and a chord length of 95.24 feet, to a 1/2" iron rod set. Thence North 74 Degrees 23 Minutes 32 Seconds West a distance of 25.79 feet to a 1/2" iron rod set. Thence North 73 Degrees 47 Minutes 56 Seconds West a distance of 32.74 feet to a 1/2" iron rod set. Thence with a curve turning to the left having an arc length of 227.02 feet, a radius of 65.49 feet, a chord bearing of North 56 Degrees 17 Minutes 36 Seconds West, and a chord length of 129.25 feet, to a 1/2" iron rod set. Thence North 33 Degrees 53 Minutes 08 Seconds West a distance of 198.49 feet to a 1/2" iron rod set. Thence North 64 Degrees 26 Minutes 13 Seconds West a distance of 368.00 feet to a 1/2" iron rod set. Thence North 25 Degrees 33 Minutes 44 Seconds East a distance of 192.02 feet to a 1/2" iron rod set. Thence with a curve turning to the left having an arc length of 616.93 feet, a radius of 2286.88 feet, a chord bearing of North 18 Degrees 08 Minutes 32 Seconds East, and a chord length of 615.06 feet, to a 1/2" iron rod set. Thence North 14 Degrees 58 Minutes 34 Seconds East a distance of 188.78 feet to a 1/2" iron rod set. Thence South 83 Degrees 21 Minutes 23 Seconds East a distance of 4.84 feet to a 1/2" iron rod set. Thence with a curve turning to the left having an arc length of 131.23 feet, a radius of 530.00 feet, a chord bearing of North 89 Degrees 33 Minutes 02 Seconds East, and a chord length of 130.89 feet, to a 1/2" iron rod set. Thence North 82 Degrees 27 Minutes 26 Seconds East a distance of 45.49 feet to a 1/2" iron rod set. Thence with a curve turning to the right having an arc length of 190.16 feet, a radius of 470.00 feet, a chord bearing of South 85 Degrees 17 Minutes 06 Seconds East, and a chord length of 188.87 feet, to a 1/2" iron rod set. Thence with a curve turning to the left having an arc length of 113.43 feet, a radius of 475.00 feet, a chord bearing of South 57 Degrees 06 Seconds East, and a chord length of 113.16 feet, to a 1/2" iron rod set. Thence South 76 Degrees 13 Minutes 17 Seconds East a distance of 60.00 feet to a 1/2" iron rod set. Thence South 13 Degrees 46 Minutes 43 Seconds West a distance of 448.37 feet to a 1/2" iron rod set. Thence with a curve turning to the right having an arc length of 41.16 feet, a radius of 62.50 feet, a chord bearing of South 28 Degrees 40 Minutes 04 Seconds East, and a chord length of 40.42 feet, to a 1/2" iron rod set. Thence South 76 Degrees 13 Minutes 17 Seconds East a distance of 201.04 feet to a 1/2" iron rod set. Thence with a curve turning to the left having an arc length of 113.43 feet, a radius of 475.00 feet, a chord bearing of South 85 Degrees 17 Minutes 06 Seconds East, and a chord length of 113.16 feet, to a 1/2" iron rod set. Thence South 89 Degrees 54 Minutes 14 Seconds East a distance of 312.17 feet to a 1/2" iron rod set. Thence with a curve turning to the right having an arc length of 104.93 feet, a radius of 50.00 feet, a chord bearing of South 89 Degrees 54 Minutes 18 Seconds East, and a chord length of 86.71 feet, to a 1/2" iron rod set. Thence South 89 Degrees 53 Minutes 05 Seconds East a distance of 4.38 feet back to the Point of Beginning.

**~SURVEYORS NOTES~**

1. This Property has a land use classification of Class "B" as defined in Appendix "A" and the boundary survey meets the Minimum Quality Requirements for Condition "B" as defined in Appendix "B" of the "MISSISSIPPI STANDARDS OF PRACTICE FOR SURVEYING".
2. All Bearings Are Based On Mississippi East State Plane Coordinate System Grid North As Determined By GPS Observations With A Convergence Of (-0° 22'18") and a scale factor of 0.999995146 Calculated At The Point Of Commencement.
3. Horizontal Datum based on NAD 83(2011) and Vertical Datum based on NAVD 88 as posted on below station  
 GCGC Real Time Network  
 CORS - This is a GPS Continuously Operating Reference Station  
 Designation - Oxford Cors ARP  
 CORS ID - MSON  
 PID - DK6714  
 Lat - 34° 21' 50.93047"  
 Lon - 89° 31' 56.51638"
4. Date Of Field Survey: December 2019.
5. This Property is Zoned (SCN) Suburban Center, and (SCO) Suburban Corridor. Setbacks For These Zones Are As Follows:  
 Front yard build-to line: minimum 15 feet/58 feet  
 Side yard setback line: minimum 10 feet on one side unless it abuts ER, SR, or NR, then 50 feet  
 Rear yard setback line: minimum 25 feet unless it abuts residential uses in ER, SR, or NR, then 50 feet
6. This survey is subject to any easements recorded or unrecorded, shown or not shown on this Plat.
7. This survey was done without the benefit of a Title search.
8. Adjoining property owners shown hereon were obtained from Tri State Consulting Services Inc. as shown at the time of survey and may or may not be up to date.

**~SURVEYORS CERTIFICATE~**

I DO HEREBY CERTIFY THAT THIS CONFORMS TO THE MINIMUM REQUIREMENTS AS SET FORTH BY THE STATE BOARD FOR A CLASS "B" SURVEY AND THAT ALL PARTS OF THIS SURVEY AND DRAWING HAVE BEEN COMPLETED IN ACCORDANCE WITH THE CURRENT REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR SURVEYING IN THE STATE OF MISSISSIPPI TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Jonathan E. Adams Date  
MS PS-2879

LINE	BEARING	DISTANCE
L1	S 32°08'52" W	25.90
L2	S 74°23'32" W	25.79
L3	N 73°47'56" W	32.74
L4	S 83°21'23" E	4.84
L5	N 82°27'26" E	45.49
L6	S 76°13'17" E	60.00
L7	S 89°53'05" E	4.38
L8	N 89°54'14" W	3.54

CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	230.00	129.15	S 48°14'05" W	127.46
C2	170.00	41.03	S 57°24'30" W	40.93
C3	230.00	95.93	S 62°26'37" W	95.24
C4	65.49	75.29	S 27°19'33" W	71.21
C5	2286.88	616.93	N 18°08'32" E	615.06
C6	530.00	131.23	N 89°33'02" E	130.89
C7	470.00	190.16	S 85°57'06" E	188.87
C8	62.50	41.16	S 28°40'04" E	40.42
C9	475.00	113.43	S 83°03'45" E	113.16
C10	525.00	125.37	N 83°03'45" W	125.08
C11	62.50	41.16	S 56°13'30" W	40.42
C12	470.00	133.40	S 05°38'51" W	132.95
C13	530.00	150.43	N 05°38'51" E	149.93
C14	62.50	133.77	N 13°46'43" E	109.66
C15	65.49	82.33	N 87°31'59" E	60.00
C16	65.49	89.41	S 26°05'49" E	82.63
C17	50.00	104.93	S 89°54'18" E	86.71
C18	50.00	104.93	S 89°54'18" E	86.71
C19	50.00	104.51	S 89°54'14" E	86.50



PHONE: (662) 234-8539 FAX: (662) 234-8639  
 EMAIL: OXFORD@PECORPMS.COM PECORPMS.COM  
 ADDRESS: 1776 N. LAMAR WEB SITE: PECORPMS.COM OXFORD, MS 38655

**REVISIONS:**

NO.	DATE	REVISIONS	BY:

**PRELIMINARY PLAT**  
 FOR  
**THE SUMMIT PHASE 3**  
 IN THE SE 1/4 OF SEC. 15 & THE NE 1/4 OF 22, T-8-S, R-3-W, CITY OF OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

DRAWN BY: J. ADAMS, PS	DATE: 10/18/2024
CHECKED BY: J. ADAMS, PS	SCALE: 1"=100'
DRAWING NO: 23158	

ALL ENGINEERING DRAWINGS ARE IN CONFIDENCE AND DISSEMINATION MAY NOT BE MADE WITHOUT PRIOR WRITTEN CONSENT OF THE ENGINEER. ALL COMMON LAW RIGHTS OF COPYRIGHT AND OTHERWISE ARE HEREBY SPECIFICALLY RESERVED.

PAGE NO.:  
**1.0**

**-DESCRIPTION OF PROPERTY-**

THE FOLLOWING DESCRIPTION IS BASED ON THE MISSISSIPPI EAST STATE PLANE COORDINATE SYSTEM GRID NORTH AS DETERMINED BY GPS OBSERVATIONS WITH A CONVERGENCE OF (-0' 22'18") AND A SCALE FACTOR OF 0.999985146 CALCULATED AT THE POINT OF COMMENCEMENT.

A PARCEL OF LAND LOCATED IN THE SOUTHEAST QUARTER OF SECTION 15, TOWNSHIP 8 SOUTH, RANGE 3 WEST, CITY OF OXFORD, LAFAYETTE COUNTY, MISSISSIPPI AND CONTAINING 20.515 ACRES. THIS PROPERTY DESCRIBED IN MORE DETAIL AS FOLLOWS:

COMMENCING AT A CONCRETE MONUMENT SURROUNDED BY ROCK RECOGNIZED AS BEING THE SOUTHEAST CORNER OF SECTION 15, TOWNSHIP 8 SOUTH, RANGE 3 WEST LAFAYETTE COUNTY, MISSISSIPPI. SAID POINT BEING FURTHER DEFINED BY MISSISSIPPI EAST STATE PLANE COORDINATES OF N:1,775,429.86 AND E:785,657.63.

RUN THENCE SOUTH 53 DEGREES 00 MINUTES 31 SECONDS WEST A DISTANCE OF 506.14 FEET TO A 1/2" IRON ROD SET AT THE POINT OF BEGINNING, SAID POINT BEING FURTHER DEFINED BY STATE PLANE COORDINATES OF N: 1775125.31 & E: 785253.36;

FROM SAID POINT OF BEGINNING, RUN SOUTH 01 DEGREES 10 MINUTES 15 SECONDS WEST A DISTANCE OF 200.04 FEET TO A 1/2" IRON ROD SET; THENCE NORTH 89 DEGREES 46 MINUTES 02 SECONDS WEST A DISTANCE OF 229.23 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 00 DEGREES 16 MINUTES 41 SECONDS WEST A DISTANCE OF 145.75 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 32 DEGREES 08 MINUTES 52 SECONDS WEST A DISTANCE OF 25.90 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE RIGHT HAVING AN ARC LENGTH OF 129.15 FEET, A RADIUS OF 230.00 FEET, A CHORD BEARING OF SOUTH 48 DEGREES 14 MINUTES 05 SECONDS WEST, AND A CHORD LENGTH OF 127.46 FEET, TO A 1/2" IRON ROD SET; THENCE SOUTH 64 DEGREES 19 MINUTES 18 SECONDS WEST A DISTANCE OF 104.45 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE LEFT HAVING AN ARC LENGTH OF 41.03 FEET, A RADIUS OF 170.00 FEET, A CHORD BEARING OF SOUTH 57 DEGREES 24 MINUTES 30 SECONDS WEST, AND A CHORD LENGTH OF 40.93 FEET, TO A 1/2" IRON ROD SET; THENCE SOUTH 50 DEGREES 29 MINUTES 42 SECONDS WEST A DISTANCE OF 246.55 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE RIGHT HAVING AN ARC LENGTH OF 95.93 FEET, A RADIUS OF 230.00 FEET, A CHORD BEARING OF SOUTH 62 DEGREES 26 MINUTES 37 SECONDS WEST, AND A CHORD LENGTH OF 95.24 FEET, TO A 1/2" IRON ROD SET; THENCE SOUTH 74 DEGREES 23 MINUTES 32 SECONDS WEST A DISTANCE OF 25.79 FEET TO A 1/2" IRON ROD SET; THENCE NORTH 73 DEGREES 47 MINUTES 56 SECONDS WEST A DISTANCE OF 32.74 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE LEFT HAVING AN ARC LENGTH OF 227.02 FEET, A RADIUS OF 65.49 FEET, A CHORD BEARING OF NORTH 86 DEGREES 17 MINUTES 36 SECONDS WEST, AND A CHORD LENGTH OF 129.25 FEET, TO A 1/2" IRON ROD SET; THENCE NORTH 33 DEGREES 53 MINUTES 08 SECONDS WEST A DISTANCE OF 198.49 FEET TO A 1/2" IRON ROD SET; THENCE NORTH 64 DEGREES 26 MINUTES 13 SECONDS WEST A DISTANCE OF 368.00 FEET TO A 1/2" IRON ROD SET; THENCE NORTH 25 DEGREES 33 MINUTES 44 SECONDS EAST A DISTANCE OF 192.02 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE LEFT HAVING AN ARC LENGTH OF 616.93 FEET, A RADIUS OF 2286.88 FEET, A CHORD BEARING OF NORTH 18 DEGREES 08 MINUTES 32 SECONDS EAST, AND A CHORD LENGTH OF 615.06 FEET, TO A 1/2" IRON ROD SET; THENCE NORTH 14 DEGREES 58 MINUTES 34 SECONDS EAST A DISTANCE OF 188.78 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 83 DEGREES 21 MINUTES 23 SECONDS EAST A DISTANCE OF 4.84 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE LEFT HAVING AN ARC LENGTH OF 131.23 FEET, A RADIUS OF 530.00 FEET, A CHORD BEARING OF NORTH 89 DEGREES 33 MINUTES 02 SECONDS EAST, AND A CHORD LENGTH OF 130.89 FEET, TO A 1/2" IRON ROD SET; THENCE NORTH 82 DEGREES 27 MINUTES 28 SECONDS EAST A DISTANCE OF 45.49 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE RIGHT HAVING AN ARC LENGTH OF 190.16 FEET, A RADIUS OF 470.00 FEET, A CHORD BEARING OF SOUTH 85 DEGREES 57 MINUTES 08 SECONDS EAST, AND A CHORD LENGTH OF 188.87 FEET, TO A 1/2" IRON ROD SET; THENCE SOUTH 76 DEGREES 13 MINUTES 17 SECONDS EAST A DISTANCE OF 80.00 FEET TO A 1/2" IRON ROD SET; THENCE SOUTH 13 DEGREES 46 MINUTES 43 SECONDS WEST A DISTANCE OF 448.37 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE RIGHT HAVING AN ARC LENGTH OF 41.16 FEET, A RADIUS OF 62.50 FEET, A CHORD BEARING OF SOUTH 28 DEGREES 40 MINUTES 04 SECONDS EAST, AND A CHORD LENGTH OF 40.42 FEET, TO A 1/2" IRON ROD SET; THENCE SOUTH 76 DEGREES 13 MINUTES 17 SECONDS EAST A DISTANCE OF 201.04 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE LEFT HAVING AN ARC LENGTH OF 113.43 FEET, A RADIUS OF 475.00 FEET, A CHORD BEARING OF SOUTH 83 DEGREES 03 MINUTES 45 SECONDS EAST, AND A CHORD LENGTH OF 113.16 FEET, TO A 1/2" IRON ROD SET; THENCE SOUTH 89 DEGREES 54 MINUTES 14 SECONDS EAST A DISTANCE OF 312.17 FEET TO A 1/2" IRON ROD SET; THENCE WITH A CURVE TURNING TO THE RIGHT HAVING AN ARC LENGTH OF 104.93 FEET, A RADIUS OF 50.00 FEET, A CHORD BEARING OF SOUTH 89 DEGREES 54 MINUTES 18 SECONDS EAST, AND A CHORD LENGTH OF 86.71 FEET, TO A 1/2" IRON ROD SET; THENCE SOUTH 89 DEGREES 53 MINUTES 05 SECONDS EAST A DISTANCE OF 4.38 FEET BACK TO THE POINT OF BEGINNING.

**-CITY OF OXFORD-  
-STATE OF MISSISSIPPI-**

APPROVED AND RECOMMENDED FOR ACCEPTANCE BY THE CITY OF OXFORD PLANNING COMMISSION, THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

JR RIGBY, CHAIRMAN  
CITY OF OXFORD PLANNING COMMISSION

**-OWNER'S CERTIFICATE-**

I, DAVID BLACKBURN, OWNERS OF THE SUMMIT, PHASE 3, AND AS OWNER OF THE TRACT OF LAND HEREIN DESCRIBED, CERTIFY THAT WE DID CAUSE SAID LAND TO BE SUBDIVIDED AND PLATTED, AS SHOWN ON THE ATTACHED PLAT FOR THE SUMMIT, PHASE 3. STREETS ARE HEREBY DEDICATED TO THE USE BY THE PUBLIC AND/OR PRIVATE UTILITY COMPANIES WHICH SERVE THIS SUBDIVISION. UTILITY EASEMENTS ARE ALSO DEDICATED TO THE PUBLIC AND/OR PRIVATE UTILITY COMPANIES WHICH SERVE THIS SUBDIVISION. SUCH SUBDIVISION AND DEDICATION IS THE OWNER'S OWN ACT AND DEED OF THEIR OWN FREE WILL.

WITNESS MY HAND AND SIGNATURE



PHONE: (662) 234-8539  
EMAIL: OXFORD@PECORPMS.COM  
FAX: (662) 234-8639  
WEB SITE: PECORPMS.COM  
ADDRESS: 1776 N. LAMAR OXFORD, MS 38655

**REVISIONS:**

NO.	DATE	REVISIONS:	BY:

**-CITY ENGINEER'S CERTIFICATE-**

I CERTIFY THAT THE SUMMIT, PHASE 3 HAS COMPLIED WITH ONE OF THE FOLLOWING ALTERNATIVES FOR THE THE SUMMIT, PHASE 3:

1. ALL IMPROVEMENTS HAVE BEEN INSTALLED BY THE SUB-DIVIDER IN ACCORDANCE WITH THE REQUIREMENTS OF THESE REGULATIONS AND WITH THE ACTION OF THE BOARD OF ALDERMEN, GIVING APPROVAL OF THE PRELIMINARY PLAT, AND ACCEPTING MAINTENANCE OF UTILITIES AND STREETS.
2. A BOND OR CERTIFIED CHECK HAS BEEN POSTED BY THE SUB-DIVIDER WHICH IS AVAILABLE TO THE CITY IN A SUFFICIENT AMOUNT TO ENSURE COMPLETION OF ALL REQUIRED IMPROVEMENTS.

AS OF THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

JOHN CRAWLEY, PE  
CITY ENGINEER, CITY OF OXFORD

**-ACKNOWLEDGEMENT-  
-COUNTY OF LAFAYETTE-  
-STATE OF MISSISSIPPI-**

PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED AUTHORITY IN AND FOR SAID COUNTY AND STATE, I, DAVID B. BLACKBURN, AS MANAGER OF OXFORD COMMONS III, LLC, AS OWNER OF THE TRACT OF LAND HEREIN DESCRIBED., WHO ACKNOWLEDGED THAT HE/SHE AS OWNER OF THE SUMMIT, PHASE 3, AND AS ITS ACT AND DEED HE/SHE SIGNED, EXECUTED AND DELIVERED THE ABOVE AND FOREGOING INSTRUMENT.

GIVEN UNDER MY HAND AND OFFICIAL SEAL OF OFFICE, THIS THE \_\_\_\_ OF \_\_\_\_\_, 20\_\_\_\_.

DAVID BLACKBURN, MANAGER  
OXFORD COMMONS III, LLC

NOTARY PUBLIC

**-SURVEYOR'S CERTIFICATE-**

I CERTIFY THAT THE WITHIN PLAT OF THE SUMMIT, PHASE 3 IN LAFAYETTE COUNTY, MISSISSIPPI, IS A TRUE AND CORRECT REPRESENTATION OF SAID SUBDIVISION AND THAT I SIGNED AND DELIVERED IT AS MY OWN ACT AND DEED.

WITNESS MY HAND AND SIGNATURE THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

JONATHAN E. ADAMS  
MISSISSIPPI PS. #2879

**-CITY OF OXFORD-  
-COUNTY OF LAFAYETTE-  
-STATE OF MISSISSIPPI-**

APPROVED AND RECOMMENDED FOR ACCEPTANCE BY THE CITY OF OXFORD, BOARD OF ALDERMEN, THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

ROBYN TANNEHILL  
MAYOR, CITY OF OXFORD

**-ENGINEER'S CERTIFICATE-**

I CERTIFY THAT THE SUMMIT PHASE 3 IS IN CONFORMANCE WITH THE DESIGN REQUIREMENTS OF THE SUBDIVISION REGULATIONS AND SPECIFIC CONDITIONS IMPOSED ON THIS DEVELOPMENT, AND TAKES INTO ACCOUNT ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS.

WITNESS MY HAND AND SIGNATURE THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

PAUL KOSHENINA  
MISSISSIPPI PE #14912

**-COUNTY OF LAFAYETTE-  
-STATE OF MISSISSIPPI-**

I, MIKE ROBERTS, CHANCERY CLERK IN AND FOR SAID COUNTY AND STATE, HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN MY OFFICE AT \_\_\_\_ O'CLOCK ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, AND WAS DULY RECORDED IN PLAT CABINET \_\_\_\_, SLIDE \_\_\_\_.

WITNESS MY HAND AND OFFICIAL SEAL THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

MIKE ROBERTS  
CHANCERY CLERK

**-RESTRICTIVE COVENANTS-**

RECORDED IN INSTRUMENT NUMBER \_\_\_\_\_ OF THE LAND RECORDS IN THE CHANCERY CLERK'S OFFICE OF LAFAYETTE COUNTY, MISSISSIPPI.

**CERTIFICATE SHEET  
FOR  
THE SUMMIT PHASE 3  
IN THE SE 1/4 OF SEC. 15 & THE NE 1/4 OF 22, T-8-S, R-3-W, CITY OF  
OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

DRAWN BY: J. ADAMS, PS	DATE: 07/26/2024
CHECKED BY: J. ADAMS, PS	SCALE: NA
DRAWING NO.: 23158	

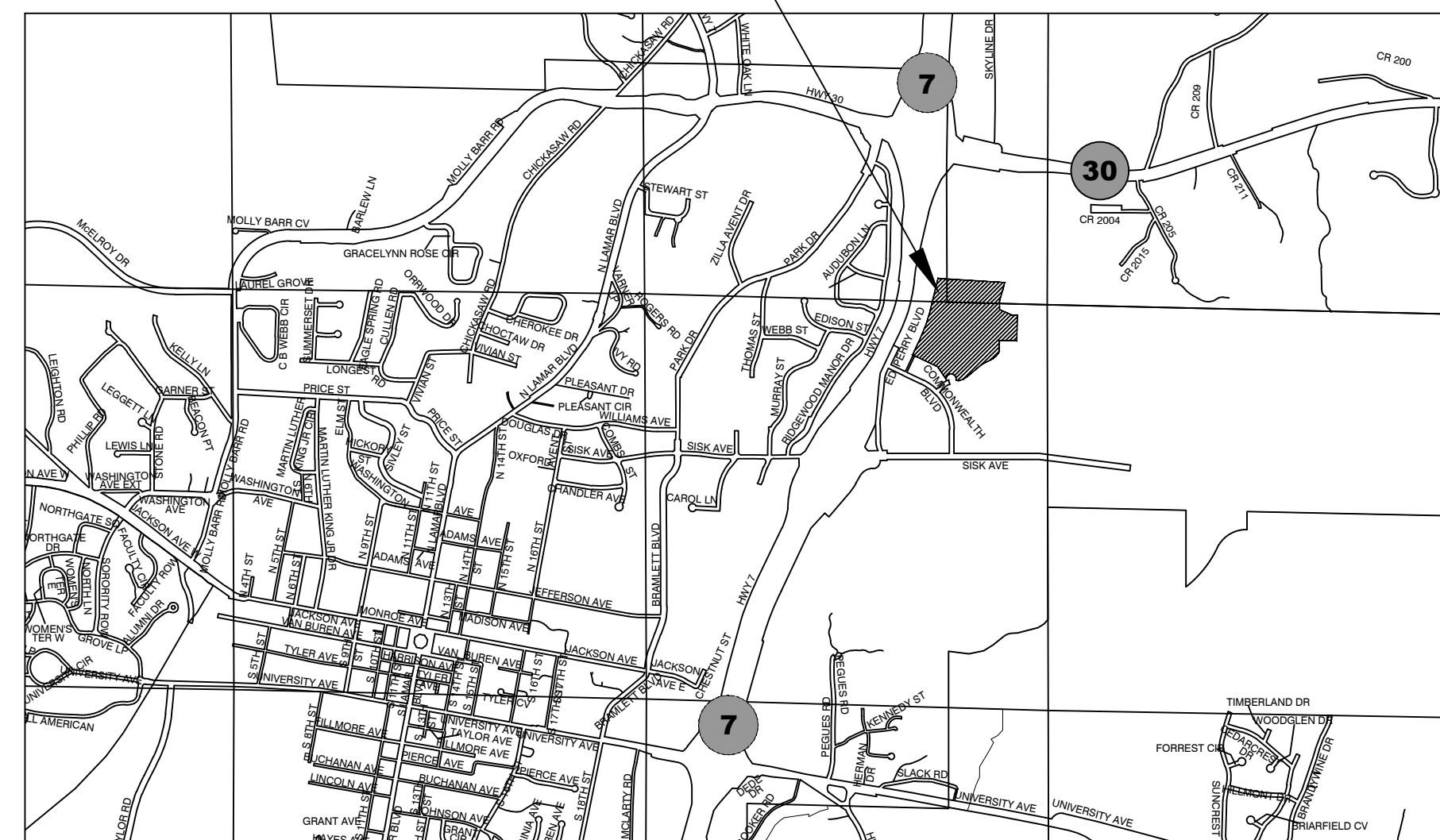
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PAGE NO.:

**3.0**

# CONSTRUCTION PLANS FOR THE SUMMIT PHASE III AT THE OXFORD COMMONS

PROJECT LOCATION



**VICINITY MAP**  
N.T.S.

OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

**OWNER/DEVELOPER:**  
THE SUMMIT AT OXFORD COMMONS, LLC  
825 SISK AVENUE, SUITE 200  
OXFORD, MS 38655



**CONSULTING ENGINEER:**  
PRECISION ENGINEERING CORPORATION  
1776 NORTH LAMAR BOULEVARD  
OXFORD, MS 38655  
(662) 234-8539

**INDEX OF SHEETS:**

- C101 GENERAL NOTES
- C102 EXISTING CONDITIONS
- C103 EROSION CONTROL PLAN
- C104 OVERALL SITE PLAN
- C105 SITE PLAN
- ~~C106 DEMOLITION~~
- C107 OVERALL GRADING PLAN
- C108 DETAILED GRADING A
- C109 DETAILED GRADING B
- C110 OVERALL STORM DRAINAGE PLAN
- C111 DETAILED STORM A
- C112 DETAILED STORM B
- C113 OVERALL UTILITY PLAN
- C114 WATER UTILITY PLAN A
- C115 WATER UTILITY PLAN B
- ~~C116 SITE LIGHTING AND ELECTRIC~~
  
- C201 HARDSCAPE PLAN
- ~~C202 SUMMIT DRIVE PLAN AND PROFILE~~
- ~~C203 SUMMIT DRIVE PLAN AND PROFILE~~
- ~~C204 LAKEWOOD HILL DRIVE PLAN AND PROFILE~~
  
- C501 DETAILS
- C502 DETAILS
- C503 DETAILS
- C504 DETAILS
- C505 DETAILS
- ~~C506 DETAILS~~

NOVEMBER 4, 2024 (1st SUBMITTAL)

**OWNER/DEVELOPER INFORMATION**

OWNER/DEVELOPER: THE SUMMIT AT OXFORD COMMONS, LLC  
 CONTACT PERSON: DAVID BLACKBURN  
 CONTACT ADDRESS: 825 SISK AVENUE, SUITE 200  
 CONTACT PHONE: (662) 513-4194  
 CONTACT EMAIL: dblackburn@blackburngroup.net

**SUBJECT PROPERTY INFORMATION**

TAX PARCEL ID NO(s): 135H-15-019.00, 135J-22-001.00, & 135J-22-002.00  
 PPIN: 4707, 4712, & 4721  
 SUBJECT PROPERTY DEED: 2018-8480; DEED BOOK 512 PAGE 561; DEED BOOK 522 PAGE 123  
 CURRENT ZONING DISTRICT: SUBURBAN CORRIDOR DISTRICT (SCD)  
 SUBURBAN RESIDENTIAL DISTRICT (SR)  
 OXFORD COMMONS PUD

**BUILDING SETBACKS and UTILITY EASEMENTS**

BUILDING SETBACKS SHALL BE AS FOLLOWS UNLESS NOTED OTHERWISE ON THE PLAT:  
**SUBURBAN CORRIDOR DISTRICT (SCD)**  
 FRONT YARD BUILD-TO LINE (MIN/MAX) - 15/58 FEET  
 REAR YARD SETBACK LINE - 25 FEET (50 FEET ABUTTING ER, SR, OR NR ZONING)  
 SIDE YARD SETBACK LINE - 10 FEET ONE SIDE (50 FEET ABUTTING ER, SR, OR NR ZONING)  
**SUBURBAN RESIDENTIAL DISTRICT (SR)**  
 FRONT YARD BUILD-TO LINE (MIN/MAX) - 20/50 FEET  
 REAR YARD SETBACK LINE (MIN) - 20 FEET  
 SIDE YARD SETBACK LINE (MIN) - 10 FEET

UTILITY EASEMENTS:  
 a. EXISTING EASEMENTS ARE AS SHOWN OR NOTED ON THE PLANS.  
 b. PROPOSED EASEMENTS ARE AS SHOWN OR NOTED ON THE PLANS.

**UTILITY AND EMERGENCY CONTACT INFORMATION**

**ELECTRIC DEPARTMENT**  
 NORTH EAST MISSISSIPPI ELECTRIC POWER ASSOCIATION (NEMEPA)  
 10 PR 2050  
 OXFORD, MS 38655  
 662-234-6331  
 CONTACT(S): 662-234-6331  
 service@northestpower.org

**ENVIRONMENTAL SERVICES (SOLID WASTE)**  
 SOLID WASTE DEPARTMENT  
 CITY OF OXFORD  
 107 COURTHOUSE SQUARE  
 OXFORD, MS 38655  
 CONTACT(S): AMBERLYN LILES, SUPERINTENDENT  
 662-232-2359  
 amberlyn@oxfordms.net

**ENGINEERING (STREETS, WATER, & SEWER)**  
 ENGINEERING DEPARTMENT  
 CITY OF OXFORD  
 107 COURTHOUSE SQUARE  
 OXFORD, MS 38655  
 CONTACT(S): JOHN CRAWLEY, P.E., CITY ENGINEER  
 662-232-2308  
 john@oxfordms.net

**PLANNING**  
 PLANNING DEPARTMENT  
 CITY OF OXFORD  
 107 COURTHOUSE SQUARE  
 OXFORD, MS 38655  
 CONTACT(S): BEN REQUET, DIRECTOR OF PLANNING  
 662-232-2305  
 brequet@oxfordms.net

**BUILDING DEPARTMENT**  
 BUILDING & INSPECTION DEPARTMENT  
 CITY OF OXFORD  
 107 COURTHOUSE SQUARE  
 OXFORD, MS 38655  
 CONTACT(S): JOHNNATHAN MIZELL, BUILDING OFFICIAL  
 662-232-2324  
 johnathan@oxfordms.net

**FIRE DEPARTMENT**  
 OXFORD FIRE DEPARTMENT  
 P.O. BOX 863  
 OXFORD, MS 38655  
 CONTACT(S): JOEY GARDNER, FIRE CHIEF  
 662-232-2411  
 jgardner@oxfordms.net  
 WILLIAM STEWART, INSPECTOR/PUBLIC EDUCATOR  
 662-232-2408  
 ofinspection2@oxfordms.net

**POLICE DEPARTMENT**  
 CITY OF OXFORD POLICE DEPARTMENT  
 715 MOLLY BARR ROAD  
 OXFORD, MS 38655  
 CONTACT(S): JEFF McCUTCHEM, CHIEF OF POLICE  
 662-232-2400  
 jmccutchen@oxfordpolice.net  
 JOHNNY SOSSAMAN, CODE ENFORCEMENT OFFICER  
 662-816-3726  
 jsossaman@oxfordpolice.net

**MISSISSIPPI 811, INC.**  
 MISSISSIPPI 811, INC.  
 5258 CEDAR PARK DRIVE  
 SUITE H  
 JACKSON, MS 39206  
 LOCATE REQUESTS: 811 or (800)227-8477  
 ONLINE eLOCATE: <http://geocal.ms811.org/geocal/portal/>



**GENERAL NOTES**

**GENERAL PROJECT NOTES AND CONSTRUCTION SPECIFICATIONS**

**GENERAL NOTES**

1. THE SUBJECT PROPERTY IS LOCATED IN A FRACTION OF THE SOUTHEAST QUARTER OF SECTION 15 AND A FRACTION OF THE NORTHEAST QUARTER OF SECTION 22, TOWNSHIP 8 SOUTH, RANGE 3 WEST, LAFAYETTE COUNTY, MISSISSIPPI.
  2. THE CONTRACTOR SHALL CHECK ALL EXISTING CONDITIONS, (i.e., INVERTS, UTILITY ROUTINGS, UTILITY CROSSINGS, AND DIMENSIONS) IN THE FIELD PRIOR TO COMMENCEMENT OF WORK. REPORT ANY DISCREPANCIES TO THE ENGINEER.
  3. THE CONTRACTOR SHALL VERIFY THE EXACT LOCATION OF ALL EXISTING UTILITIES, TAKE CARE TO PROTECT UTILITIES THAT ARE TO REMAIN. REPAIR ANY DAMAGE ACCORDING TO LOCAL STANDARDS AND AT THE CONTRACTOR'S EXPENSE. COORDINATE ALL CONSTRUCTION WITH THE APPROPRIATE UTILITY COMPANY. THE CONTRACTOR SHALL CALL MISSISSIPPI ONE CALL (811) 72 HOURS PRIOR TO PROCEEDING WITH ANY EXCAVATION.
  4. THE CONTRACTOR SHALL CONFORM TO ALL LOCAL CODES AND RECEIVE APPROVAL WHERE NECESSARY BEFORE CONSTRUCTION.
  5. EXISTING PAVEMENT OF PUBLIC ROADWAYS SHALL BE PATCHED IN ACCORDANCE WITH LAFAYETTE COUNTY STANDARDS WHEREVER UTILITY INSTALLATION REQUIRES REMOVAL OF THE EXISTING PAVEMENT. COORDINATE PAVEMENT TRENCHING LOCATIONS WITH CIVIL, PLUMBING AND ELECTRICAL PLANS, WHEN AND IF APPLICABLE.
  6. PROVIDE A SMOOTH TRANSITION BETWEEN EXISTING PAVEMENT AND NEW PAVEMENT. SLIGHT FIELD ADJUSTMENT OF FINAL GRADES MAY BE NECESSARY.
  7. DIMENSIONS ARE TO FACE OF CURB, UNLESS OTHERWISE NOTED.
  8. CONCRETE FOR CURBS AND SIDEWALKS SHALL BE A MINIMUM OF 2500 PSI CONCRETE. WHERE PLANS, DETAILS OR SPECIFICATIONS INDICATE HIGHER COMPRESSIVE STRENGTHS, THE GREATER SHALL BE USED.
  9. ANY WORK UNACCEPTABLE TO THE OWNER'S REPRESENTATIVE OR THE ENGINEER SHALL BE REPAIRED OR REPLACED BY THE CONTRACTOR AT NO ADDITIONAL EXPENSE TO THE OWNER.
  10. ACCESSIBLE RAMPS SHALL HAVE A MAXIMUM SLOPE OF 1:12. GRADES WITHIN DESIGNATED ACCESSIBLE SPACES SHALL BE A MAXIMUM OF 2% IN ALL DIRECTIONS. MAXIMUM CROSS-SLOPE FOR SIDEWALKS (INCLUDING DRIVEWAY CROSSINGS) SHALL NOT EXCEED 2%.
  11. CURBS SHALL BE PARALLEL TO THE CENTERLINE OF ROADS/DRIVES. THE CURB SHALL BE PLACED ONLY AFTER HAVING ALL BREAK POINTS (PC & PT OR CURVES) LOCATED AT THE FACE OF CURB OR AT A CONSISTENT OFFSET BY A REGISTERED LAND SURVEYOR.
  12. THE CONTRACTOR SHALL PAVE IN THE DIRECTION OF TRAFFIC.
  13. THE CONTRACTOR WILL BE REQUIRED TO ADJUST GRADES OF INTERSECTING STREETS, ALLEYS, PUBLIC ENTRANCES AND PRIVATE DRIVES AS DIRECTED BY THE ENGINEER.
  14. ALL ROADWAY AND SIDEWALK CONSTRUCTION SHALL CONFORM TO THE REQUIREMENTS AND SPECIFICATIONS OF THE CITY OF OXFORD AND LAFAYETTE COUNTY.
  15. ALL CONSTRUCTION MATERIALS AND INSTALLATION SHALL CONFORM TO CITY, COUNTY, AND MDOT REGULATIONS AND SPECIFICATIONS.
- DEMOLITION NOTES**
1. ALL MATERIALS BEING REMOVED AND NOT RELOCATED UNDER THE NEW CONSTRUCTION, INCLUDING TREES AND SHRUBS, SIGNS, UTILITY STRUCTURES, ARTIFACTS, ETC., SHALL BE FIRST OFFERED TO THE OWNER'S REPRESENTATIVE AND IF NOT ACCEPTED SHALL THEN BE PROPERLY DISPOSED OF BY THE CONTRACTOR.
  2. THE CONTRACTOR IS RESPONSIBLE FOR LOCATING ALL CHARTED AND UNCHARTED UTILITIES. TAKE CARE TO PROTECT UTILITIES THAT ARE TO REMAIN. REPAIR ANY DAMAGE ACCORDING TO LOCAL STANDARDS AND AT THE CONTRACTOR'S EXPENSE. COORDINATE ALL CONSTRUCTION WITH THE APPROPRIATE UTILITY COMPANY.
  3. THE CONTRACTOR SHALL VERIFY THE LIMITS OF DEMOLITION WITH THE OWNER'S REPRESENTATIVE PRIOR TO COMMENCEMENT OF WORK.
  4. IN AREAS WHERE EXISTING PAVEMENT, WALKS, OR CURBS ARE TO BE REMOVED, SAW CUT TO PROVIDE A CLEAN EDGE. COORDINATE EXTENT OF PAVEMENT DEMOLITION WITH THE LIMIT OF NEW IMPROVEMENTS ON THE SITE LAYOUT PLAN & UTILITY PLAN.
  5. CONTRACTOR SHALL COORDINATE PHASING OF THE DEMOLITION WITH THE OWNER'S REPRESENTATIVE AND THE CITY OF OXFORD PRIOR TO BEGINNING WORK. DISRUPTION OF EXISTING UTILITY SERVICES AND TRAFFIC PATTERNS SHALL BE MINIMIZED TO THE EXTENT POSSIBLE AND INITIATED ONLY AFTER APPROVAL BY THE CITY OF OXFORD AND THE UTILITY COMPANIES.
  6. CAVITIES LEFT BY STRUCTURE REMOVAL SHALL BE SUITABLY BACKFILLED AND COMPACTED IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS.
  7. THE CONTRACTOR SHALL USE WATER SPRINKLING AND OTHER SUITABLE METHODS AS NECESSARY TO CONTROL DUST AND DIRT CAUSED BY THE DEMOLITION WORK.
  8. THE CONTRACTOR IS RESPONSIBLE FOR ALL DEMOLITION AND REMOVAL NECESSARY TO ACCOMPLISH THE PROPOSED IMPROVEMENT SHOWN ON THESE PLANS.
  9. THE CONTRACTOR SHALL PRESERVE AND PROTECT SURVEY CONTROL POINTS AND SHALL BE RESPONSIBLE FOR REPLACEMENT OF ANY DISTRIBUED CONTROL POINTS.
  10. NO UTILITY OR STORM SEWER LINES SHALL BE DEMOLISHED UNTIL THE NEW LINES HAVE BEEN INSTALLED AND ARE PLACED INTO OPERATION.
  11. THE CONTRACTOR SHALL INCORPORATE INTO HIS WORK ANY ISOLATION VALVES OR TEMPORARY PLUGS REQUIRED TO CONSTRUCT NEW UTILITY LINES AND DEMOLISH EXISTING UTILITY LINES.
- EROSION PREVENTION AND SEDIMENT CONTROL NOTES**
1. THE CONSTRUCTION-PHASE EROSION PREVENTION CONTROLS SHALL BE IMPLEMENTED TO MINIMIZE THE DISLOGGING AND SUSPENSION OF SOIL IN WATER. SEDIMENT CONTROLS SHALL BE IMPLEMENTED TO RETAIN MOBILIZED SEDIMENT ON SITE.
  2. ALL CONTROL MEASURES MUST BE PROPERLY SELECTED, INSTALLED AND MAINTAINED IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS (WHERE APPLICABLE) AND GOOD ENGINEERING PRACTICES. ALL CONTROL MEASURES SELECTED MUST BE ABLE TO SLOW RUNOFF SO THAT RILL AND GULLY FORMATION IS PREVENTED. WHEN STEEP SLOPES AND/OR FINE PARTICLE SOILS ARE PRESENT AT THE SITE, ADDITIONAL PHYSICAL OR CHEMICAL TREATMENT OF STORM WATER RUNOFF MAY BE REQUIRED. IF PERIODIC INSPECTIONS OR OTHER INFORMATION INDICATES A CONTROL HAS BEEN USED INAPPROPRIATELY OR INCORRECTLY, THE CONTRACTOR MUST REPLACE OR MODIFY THE CONTROL FOR RELEVANT SITE SITUATIONS.
  3. IF PERMANENT OR TEMPORARY VEGETATION IS TO BE USED AS A CONTROL MEASURE, THEN THE CONTRACTOR SHALL ADHERE TO THE TIMING OF THE PLANTING DISCUSSED IN THE SWPPP. DELAY IN PLANTING COVER VEGETATION UNTIL WINTER MONTHS OR DRY MONTHS SHOULD BE AVOIDED, IF POSSIBLE.
  4. IF SEDIMENT ESCAPES THE CONSTRUCTION SITE, OFF-SITE ACCUMULATIONS OF SEDIMENT THAT HAVE NOT REACHED A STREAM MUST BE REMOVED AT A FREQUENCY SUFFICIENT TO MINIMIZE OFFSITE IMPACTS (i.e., FUGITIVE SEDIMENT THAT HAS ESCAPED THE CONSTRUCTION SITE AND HAS COLLECTED IN A STREET MUST BE REMOVED SO THAT IT IS NOT SUBSEQUENTLY WASHED INTO STORM SEWERS AND STREAMS BY THE NEXT RAIN AND/OR SO THAT IT DOES NOT POSE A SAFETY HAZARD TO USERS OF PUBLIC STREETS). THE CONTRACTOR SHALL NOT INITIATE REMEDIATION/RESTORATION OF A STREAM WITHOUT CONSULTING THE MISSISSIPPI DEQ FIRST. THE NPDES STORM WATER CONSTRUCTION PERMIT DOES NOT AUTHORIZE ACCESS TO PRIVATE PROPERTY. ARRANGEMENTS CONCERNING REMOVAL OF SEDIMENT ON ADJOINING PROPERTY MUST BE SETTLED BY THE CONTRACTOR WITH THE ADJOINING LANDOWNER.
  5. SEDIMENT SHOULD BE REMOVED FROM SEDIMENT TRAPS, SILT FENCES, SEDIMENTATION PONDS AND OTHER SEDIMENT CONTROLS AS NECESSARY AND MUST BE REMOVED WHEN DESIGN CAPACITY HAS BEEN REDUCED BY 50%.
  6. LITTER, CONSTRUCTION DEBRIS AND CONSTRUCTION CHEMICALS EXPOSED TO STORM WATER SHALL BE PICKED UP PRIOR TO ANTICIPATED STORM EVENTS OR BEFORE BEING CARRIED OFF OF THE SITE BY WIND (E.G. FORECASTED BY LOCAL WEATHER REPORTS), OR OTHERWISE PREVENTED FROM BECOMING A POLLUTANT SOURCE FOR STORM WATER DISCHARGES (i.e., SCREENING OUTFALLS, DAILY PICK-UP, ETC.) AFTER USE, MATERIALS USED FOR EROSION PREVENTION AND SEDIMENT CONTROL SHOULD BE REMOVED OR OTHERWISE PREVENTED FROM BECOMING A POLLUTANT SOURCE FOR STORM WATER DISCHARGES.
  7. OFFSITE ERODIBLE MATERIAL STORAGE AREAS (ALSO INCLUDING OVERBURDEN AND STOCKPILES OF DIRT, ETC.) ARE CONSIDERED A PART OF THE PROJECT AND SHALL ADHERE TO THE PROVISIONS OF THE SWPPP.
  8. PRE-CONSTRUCTION VEGETATIVE GROUND COVER SHALL NOT BE DESTROYED, REMOVED OR DISTURBED MORE THAN 10 DAYS PRIOR TO GRADING OR EARTH MOVING UNLESS THE AREA IS SEEDED AND/OR MULCHED OR OTHER TEMPORARY COVER IS INSTALLED.
  9. CLEARING AND GRUBBING MUST BE HELD TO THE MINIMUM NECESSARY FOR GRADING AND EQUIPMENT OPERATION.
  10. CONSTRUCTION MUST BE SEQUENCED TO MINIMIZE THE EXPOSURE TIME OF GRADED OR DENUDED AREAS.
  11. EROSION PREVENTION AND SEDIMENT CONTROL MEASURES MUST BE IN PLACE AND FUNCTIONAL BEFORE EARTH MOVING OPERATIONS BEGIN AND MUST BE CONSTRUCTED AND MAINTAINED THROUGHOUT THE CONSTRUCTION PERIOD. TEMPORARY MEASURES MAY BE REMOVED AT THE BEGINNING OF THE WORKDAY BUT MUST BE REPLACED AT THE END OF WORKDAY.
  12. THE CONTRACTOR SHALL MAINTAIN A RAIN GAUGE AND DAILY RAINFALL RECORDS AT THE SITE OR USE A REFERENCE SITE FOR A RECORD OF DAILY AMOUNT OF PRECIPITATION.

**SITE GRADING NOTES**

1. THE SUBJECT PROPERTY CONTAINS APPROXIMATELY 2.60 ACRES IN THE FUTURE RIGHT-OF-WAY. THE DISTURBED AREA FOR THIS PROJECT WAS INCLUDED IN MASS GRADING FOR THE OVERALL DEVELOPMENT FOR A TOTAL OF 56.27 ACRES.
2. THIS PROPERTY IS LOCATED IN ZONE "X" (AREA OF MINIMAL FLOOD HAZARD), ACCORDING TO NFIP FLOOD INSURANCE RATE MAP NUMBER 28071C0175C, LAFAYETTE COUNTY, MISSISSIPPI, HAVING AN EFFECTIVE DATE OF NOVEMBER 26, 2010.
3. CONSTRUCT SILT BARRIERS BEFORE GRADING OPERATIONS.
4. MULCH AND SEED ALL DISTURBED AREAS AS SOON AS POSSIBLE AFTER FINAL GRADING IS COMPLETED, UNLESS OTHERWISE INDICATED. CONTRACTOR SHALL TAKE WHATEVER MEANS NECESSARY TO ESTABLISH PERMANENT SOIL STABILIZATION.
5. THE CONTRACTOR SHALL VERIFY THE EXACT LOCATION OF ALL EXISTING UTILITIES. TAKE CARE TO PROTECT UTILITIES THAT ARE TO REMAIN. DAMAGE TO EXISTING UTILITIES BY THE CONTRACTOR SHALL BE REPAIRED IN ACCORDANCE WITH LOCAL STANDARDS AND SHALL BE DONE AT THE CONTRACTOR'S EXPENSE. COORDINATE ALL CONSTRUCTION WITH THE APPROPRIATE UTILITY COMPANY.
6. PROVIDE TEMPORARY CONSTRUCTION ACCESSES AT THE POINTS WHERE CONSTRUCTION VEHICLES EXIT THE CONSTRUCTION AREA. MAINTAIN PUBLIC ROADWAYS FREE OF TRACKED MUD AND DIRT.
7. THE CONTRACTOR SHALL CHECK ALL EXISTING GRADES AND DIMENSIONS IN THE FIELD PRIOR TO BEGINNING WORK AND REPORT ANY DISCREPANCIES TO THE ENGINEER.
8. THE CONTRACTOR SHALL ADJUST THE CASTINGS OF ALL NEW AND EXISTING STRUCTURES TO MATCH PROPOSED FINISH GRADES.
9. THE CONTRACTOR SHALL COMPLY WITH ALL PERTINENT PROVISIONS OF THE MANUAL OF ACCIDENT PREVENTION AND CONSTRUCTION ISSUED BY AGC OF AMERICA, INC. AND THE SAFETY AND HEALTH REGULATIONS OF CONSTRUCTION ISSUED BY THE U.S. DEPARTMENT OF LABOR.
10. PROPOSED CONTOUR LINES AND SPOT ELEVATIONS ARE THE RESULT OF AN ENGINEERED GRADING DESIGN AND REFLECT A PLANNED INTENT WITH REGARD TO DRAINAGE AND MOVEMENT OF MATERIALS. SHOULD THE CONTRACTOR HAVE ANY QUESTION OF THE INTENT OR ANY PROBLEM WITH THE CONTINUITY OF GRADES, THE ENGINEER SHALL BE CONTACTED IMMEDIATELY.
11. ALL CUT AND FILL SLOPES SHALL BE 3 HORIZONTAL TO 1 VERTICAL OR FLATTER UNLESS OTHERWISE INDICATED ON THE PLANS.
12. MINIMUM GRADE ON ASPHALT PAVING SHALL BE 1.0% AND 0.50% FOR CONCRETE SURFACES UNLESS OTHERWISE NOTED. THE MAXIMUM GRADES WITHIN ACCESSIBLE SPACES SHALL BE 2% IN ANY DIRECTION.
13. CONTRACTOR SHALL CONFORM TO ALL APPLICABLE CODES AND OBTAIN APPROVAL AS NECESSARY BEFORE BEGINNING CONSTRUCTION.
14. ALL EARTHWORK, INCLUDING THE EXCAVATED SUBGRADE AND EACH LAYER OF FILL, SHALL BE MONITORED AND APPROVED BY A QUALIFIED GEOTECHNICAL ENGINEER, OR HIS REPRESENTATIVE.
15. IF ANY SPRINGS OR UNDERGROUND STREAMS ARE EXPOSED DURING CONSTRUCTION PERMANENT FRENCH DRAINS MAY BE REQUIRED. THE DRAINS SHALL BE SPECIFIED AND LOCATED DURING CONSTRUCTION AS REQUIRED BY THE CONDITIONS WHICH ARE ENCOUNTERED, AND SHALL BE APPROVED BY THE ENGINEER.
16. THIS GRADING & DRAINAGE PLAN IN NOT A DETERMINATION OR GUARANTEE OF THE SUITABILITY OF THE SUBSURFACE CONDITIONS FOR THE WORK INDICATED. DETERMINATION OF THE SUBSURFACE CONDITIONS FOR THE WORK INDICATED IS SOLELY THE RESPONSIBILITY OF THE CONTRACTOR.
17. THE CONTRACTOR SHALL TAKE SPECIAL CARE TO COMPACT FILL SUFFICIENTLY AROUND AND OVER ALL PIPES, STRUCTURES, VALVE STEMS, ETC. INSIDE THE PROPOSED PAVED AREAS TO AVOID SETTLEMENT. ANY SETTLEMENT DURING THE WARRANTY PERIOD SHALL BE RESTORED BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER.
18. IN NO CASE SHALL SLOPE, HEIGHT, SLOPE INCLINATION, OR EXCAVATION DEPTH, INCLUDING TRENCH CONSTRUCTION, EXCEED THOSE SPECIFIED IN LOCAL, STATE AND FEDERAL REGULATIONS. SPECIFICALLY THE CURRENT OSHA HEALTH AND SAFETY STANDARDS FOR EXCAVATIONS (29 CFR PART 1926) SHALL BE FOLLOWED.
19. DO NOT DISTURB VEGETATION OR REMOVE TREES EXCEPT WHEN NECESSARY FOR GRADING PURPOSES.
20. STRIP TOPSOIL FROM ALL CUT AND FILL AREAS AND STOCKPILE. UPON COMPLETION OF GENERAL GRADING, COVER ALL DISTURBED AREAS TO A MINIMUM DEPTH OF 6 INCHES. CONTRACTOR SHALL SUPPLY ADDITIONAL TOP SOIL IF SUFFICIENT QUANTITIES DO NOT EXIST ONSITE.
21. TOP OF GRATE ELEVATIONS AND LOCATION OR COORDINATES FOR DRAINAGE STRUCTURES SHALL BE AS SHOWN ON THE PLANS, UNLESS NOTED OTHERWISE. THE GRATES SHALL SLOPE LONGITUDINALLY WITH THE PAVEMENT GRADES.
22. ALL DRAINAGE CONSTRUCTION MATERIALS AND INSTALLATION SHALL CONFORM TO THE REQUIREMENTS AND SPECIFICATIONS OF THE CITY OF OXFORD.
23. POSITIVE DRAINAGE SHALL BE ESTABLISHED AS THE FIRST ORDER OF WORK AND SHALL BE MAINTAINED AT ALL TIMES DURING AND AFTER CONSTRUCTION. SOIL SOFTENED BY PERCHED WATER IN FOUNDATION OR PAVEMENT AREAS MUST BE UNDERCUT AND REPLACED WITH SUITABLE FILL MATERIALS APPROVED BY THE GEOTECHNICAL ENGINEER. GROUNDWATER INFILTRATIONS INTO EXCAVATIONS SHALL BE EXPECTED, AND THE WATER SHALL BE REMOVED USING GRAVITY DRAINAGE OR PUMPING.
24. FILL SLOPES 3:1 AND GREATER SHALL BE PLACED AND COMPACTED 5' BEYOND PROPOSED LIMITS AND THEN EXCAVATED BACK TO THE PROPOSED LOCATION.
25. THE CONTRACTOR SHALL PROVIDE AN AS-BUILT SURVEY STAMPED BY A LICENSED SURVEYOR IN THE SAME STATE OF THE PROJECT OF ALL PUBLIC STORM SYSTEMS AND ONSITE DETENTION PONDS AND WATER QUALITY MEASURES VERIFYING COMPLIANCE WITH DESIGN DOCUMENTS.
26. ALL FILL MATERIAL SHALL BE APPROVED BY THE GEOTECHNICAL ENGINEER PRIOR TO PLACEMENT. THIS MATERIAL SHALL BE PLACED IN LIFTS DIRECTED BY THE GEOTECHNICAL ENGINEER AND COMPACTED AS SPECIFIED BY THE GEOTECHNICAL ENGINEER.
27. THE LOCATION OF ALL DIVERSION SWALES AND DITCHES SHALL BE FIELD ADJUSTED TO AVOID TREES AS POSSIBLE. THE CONTRACTOR SHALL WALK THE ALIGNMENT OF THESE SWALES AND DITCHES IN THE FIELD TO VERIFY AVOIDANCE OF TREES.
28. SEDIMENT REMOVED FROM SEDIMENT CONTROL STRUCTURES IS TO BE PLACED AT A SITE APPROVED BY THE LOCAL JURISDICTION. IT SHALL BE TREATED IN A MANNER SO THAT THE AREA AROUND THE DISPOSAL SITE WILL NOT BE CONTAMINATED OR DAMAGED BY THE PLACEMENT OF SUCH MATERIAL. COST FOR THIS TREATMENT IS TO BE INCLUDED IN BID PRICE FOR EARTHWORK. THE CONTRACTOR SHALL MAINTAIN THE DISPOSAL SITE AS PART OF THIS WORK.
29. STOCKPILED TOPSOIL OR FILL MATERIAL IS TO BE TREATED SO THE SEDIMENT RUN-OFF WILL NOT CONTAMINATE SURROUNDING AREAS OR ENTER NEARBY STREAMS.
30. ANY SITE USED FOR DISPOSAL AND/OR STOCKPILE OF ANY MATERIAL SHALL BE PROPERLY PERMITTED FOR SUCH ACTIVITY. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO SEE THAT ALL REQUIRED PERMITS ARE SECURED FOR EACH PROPERTY UTILIZED. A COPY OF THE APPROVED PERMIT MUST BE PROVIDED TO THE INSPECTOR PRIOR TO COMMENCEMENT OF WORK ON ANY PROPERTY. FAILURE TO DO SO MAY RESULT IN THE CONTRACTOR REMOVING ANY ILLEGALLY PLACED MATERIAL AT HIS OWN EXPENSE.
31. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO WASTE EXCESS EARTH MATERIAL OFF SITE AT NO ADDITIONAL COST TO THE OWNER. THE CONTRACTOR SHALL FIRST OFFER THE EXCESS MATERIAL TO THE OWNER. IF NOT ACCEPTED BY THE OWNER, THE CONTRACTOR SHALL DISPOSE OFF SITE. IT SHALL ALSO BE THE CONTRACTOR'S RESPONSIBILITY TO IMPORT SUITABLE MATERIAL (AT NO ADDITIONAL COST TO THE OWNER) FOR EARTHWORK OPERATIONS IF SUFFICIENT AMOUNTS OF EARTH MATERIAL ARE NOT AVAILABLE ON SITE.

**SITE UTILITY NOTES**

1. THE SANITARY SEWER SHALL BE OF THE MATERIAL INDICATED ON THE PLAN. POLYVINYLCHLORIDE (PVC) SHALL BE (SDR26). DUCTILE IRON PIPE (D.I.P.) SHALL BE CL 350.
2. ALL WATER LINES, SEWER LINES, AND APPURTENANCES SHALL BE OF MATERIALS AND CONSTRUCTION THAT CONFORM TO THE CITY OF OXFORD STANDARDS AND SPECIFICATIONS.
3. PROVIDE A MINIMUM OF 36" OF COVER OVER ALL WATER LINES.
4. THE CONTRACTOR SHALL MAINTAIN 10 FEET HORIZONTAL SEPARATION BETWEEN SANITARY SEWER LINES AND WATER LINES. WHERE THESE CRITERIA CANNOT BE MET, THE CONTRACTOR SHALL MAINTAIN 18" VERTICAL SEPARATION BETWEEN WATER AND SEWER LINES.
5. THE CONTRACTOR SHALL FIELD VERIFY THE EXACT HORIZONTAL AND VERTICAL LOCATION OF EXISTING MANHOLES OR SANITARY SEWER LINES AT THE POINT OF CONNECTION PRIOR TO THE COMMENCEMENT OF ORDERING MATERIALS OR CONSTRUCTION AND SHALL REPORT ANY DISCREPANCIES TO THE ENGINEER IMMEDIATELY.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING THE SEQUENCING OF CONSTRUCTION FOR ALL UTILITY LINES SO THAT WATER LINES DO NOT CONFLICT WITH SANITARY SEWERS, SANITARY SEWER SERVICES, STORM SEWERS, OR ANY OTHER UTILITY OR STRUCTURES, EXISTING OR PROPOSED.
7. THE LOCATION OF EXISTING UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE ONLY. THE CONTRACTOR SHALL NOTIFY EACH INDIVIDUAL UTILITY OWNER OF HIS PLAN OF OPERATION IN THE AREA OF THE UTILITIES. PRIOR TO COMMENCING WORK, THE CONTRACTOR SHALL CONTACT THE UTILITY OWNERS AND REQUEST THEM TO PROPERLY LOCATE THEIR RESPECTIVE UTILITY ON THE GROUND. THIS NOTIFICATION SHALL BE GIVEN AT LEAST THREE (3) BUSINESS DAYS PRIOR TO COMMENCEMENT OF OPERATIONS AROUND THE UTILITY.
8. BEFORE CONNECTIONS ARE MADE TO EXISTING UTILITIES, THE NEW LINES ARE TO BE FLUSHED AND TESTED BY THE CONTRACTOR IN ACCORDANCE WITH THE APPLICABLE UTILITY DEPARTMENT SPECIFICATIONS.
9. REPAIR ALL DAMAGE TO EXISTING FEATURES (i.e. DRIVES, ROADS, YARDS, LANDSCAPING, ETC...) TO PRE-CONSTRUCTION CONDITION.
10. THE CONTRACTOR SHALL PROVIDE ALL HORIZONTAL AND VERTICAL BENDS TO ATTAIN THE ALIGNMENT INDICATED ON THE PLANS. PROVIDE VERTICAL BENDS WHERE NECESSARY TO ALLOW WATER LINES TO PASS UNDER OR OVER OTHER UTILITY LINES (ALL BENDS AND BRACES NEEDED MAY NOT BE ACTUALLY SHOWN). PROVIDE BRACING AND/OR RODDING AT ALL BENDS AND TEES AS REQUIRED BY WATER DEPARTMENT.
11. WATER METERS SHALL BE NO DEEPER THAN 24" FROM TOP OF METER TO PROPOSED FINISHED GRADE.
12. THE CONTRACTOR SHALL VERIFY REQUIRED PIPE LENGTHS; EXISTING PIPE MATERIALS; AND EXISTING PIPE SIZES. REPORT DISCREPANCIES WITH THE PLANS TO THE ENGINEER IMMEDIATELY.
13. REPAIR EXISTING PAVEMENT, CURBS, WALKS, LANDSCAPING, ETC. THAT ARE DAMAGED BY CONSTRUCTION ACTIVITIES TO A LIKE NEW CONDITION AT NO ADDITIONAL COST TO THE OWNER.
14. THE PROPOSED ELECTRIC LINE CONSTRUCTION AND INSTALLATION SHALL BE COORDINATED WITH THE LOCAL ELECTRIC COMPANY BY THE CONTRACTOR.
15. THE PROPOSED TELEPHONE LINE CONSTRUCTION AND INSTALLATION SHALL BE COORDINATED WITH THE LOCAL TELEPHONE COMPANY BY THE CONTRACTOR.
16. WHERE DRAINAGE OR UTILITY LINES OCCUR IN PROPOSED FILL AREAS, THE FILL MATERIAL IS TO BE PLACED AND COMPACTED TO 95% OF MAXIMUM DRY DENSITY ACCORDING TO ASTM D2167-08 PRIOR TO INSTALLATION OF DRAINAGE OR UTILITY LINES. FILL IS TO BE INSPECTED BY A PROFESSIONAL GEOTECHNICAL ENGINEERING TESTING FIRM EMPLOYED BY THE OWNER. RESULTS OF THE TEST SHALL BE FURNISHED TO THE OWNER'S REPRESENTATIVE. CONTRACTOR TO PAY FOR ANY RETESTING.
17. THE CONTRACTOR SHALL ADJUST THE ALIGNMENT OF THE WATER LINES (HORIZONTALLY AND/OR VERTICALLY) TO ALLOW THE REQUIRED BRACING AT BENDS AND TEES.
18. EXISTING CASTINGS LOCATED IN FILL/CUT AREAS SHALL BE ADJUSTED TO ENSURE THAT THE TOP OF CASTING IS FLUSH WITH THE FINISHED GRADE.
19. THE CONTRACTOR WILL PROVIDE ALL NECESSARY PROTECTIVE MEASURES TO SAFEGUARD EXISTING UTILITIES FROM DAMAGE DURING CONSTRUCTION OF THIS PROJECT. IN THE EVENT THAT SPECIAL EQUIPMENT IS REQUIRED TO WORK OVER AND AROUND THE UTILITIES, THE CONTRACTOR WILL BE REQUIRED TO FURNISH SUCH EQUIPMENT AT NO ADDITIONAL COST TO THE OWNER.
20. PRIOR TO SUBMITTING HIS BID, THE CONTRACTOR WILL BE SOLELY RESPONSIBLE FOR CONTACTING OWNERS OF ALL AFFECTED UTILITIES IN ORDER TO DETERMINE THE EXTENT TO WHICH UTILITY RELOCATIONS AND/OR ADJUSTMENTS WILL HAVE UPON THE SCHEDULE OF WORK FOR THE PROJECT. WHILE SOME WORK MAY BE REQUIRED AROUND UTILITY FACILITIES THAT WILL REMAIN IN PLACE, OTHER UTILITY FACILITIES MAY NEED TO BE ADJUSTED CONCURRENTLY WITH THE CONTRACTOR'S OPERATIONS.
21. ALL CONNECTIONS TO EXISTING MANHOLES SHALL BE BY THE CORING AND RESILIENT SEAL METHOD.
22. FIRE HYDRANT ASSEMBLES INCLUDE THE APPROPRIATE SIZED TEE (WITH KICKER), 6" LINE TO HYDRANT, 6" GATE VALVE (WITH VALVE BOX), AND FIRE HYDRANT (WITH KICKER). HYDRANTS SHALL BE INSTALLED AT LOCATIONS SHOWN ON THE PLANS.
23. THE CONCRETE CAPS AND ENCASUREMENTS ON WATER AND SEWER LINES SHALL BE A MINIMUM OF 6" THICK. USE 3000 PSI CONCRETE.
24. CONTRACTOR SHALL MARK THE LOCATION OF ALL NEW PVC LINES WITH #10 WIRE UNLESS OTHERWISE SPECIFIED BY THE LOCAL AUTHORITY.



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NOT FOR CONSTRUCTION

**GENERAL NOTES**  
**FOR**  
**THE SUMMIT PHASE 3**  
**AT OXFORD COMMONS**  
**OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

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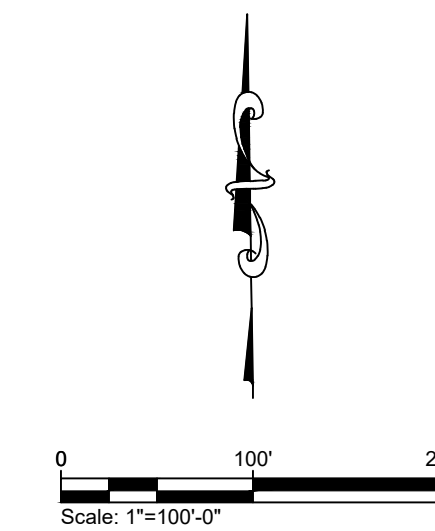
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**C101**  
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**EXISTING CONDITIONS**

SCALE: 1" = 100'



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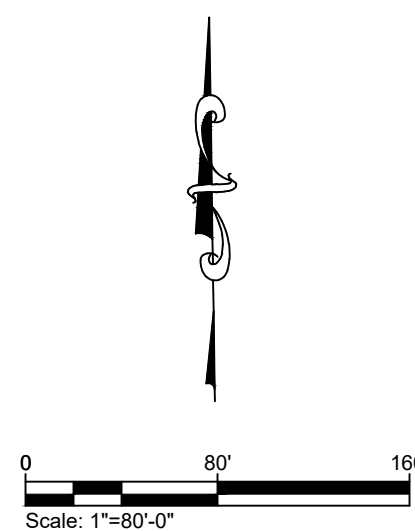
NO.	DATE	DESCRIPTION	BY

**EXISTING CONDITIONS  
 FOR  
 THE SUMMIT PHASE 3  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

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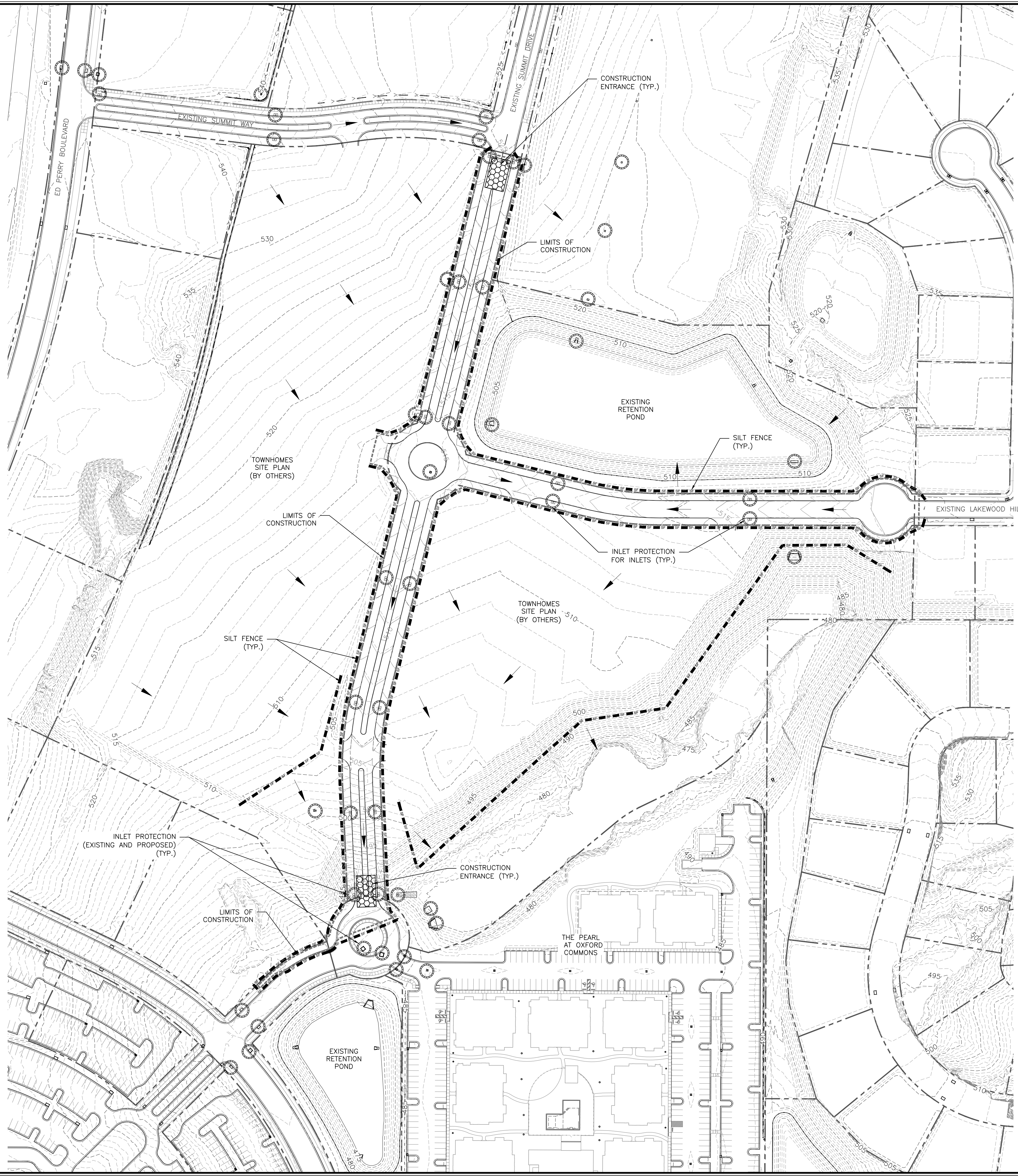
**LEGEND**

	SILT FENCE
	LIMITS OF CONSTRUCTION
	DIRECTION FLOW ARROWS
	CONSTRUCTION ENTRANCE
	INLET PROTECTION

DISTURBED AREA: 2.91 ACRES

**EROSION & SEDIMENT CONTROL NOTES:**

- SEE SHEET C101 FOR GENERAL EROSION CONTROL GUIDELINES AND RECOMMENDATIONS.
- THIS PLAN SHALL BE UPDATED AND AMENDED BY THE CONTRACTOR SO AS TO APPROPRIATELY RESPOND TO THE CHANGING SITE CONDITIONS AS THE PROJECT MOVES FROM THE EXISTING TO PROPOSED STATE. THE CONSTRUCTION MANAGER SHALL OUTLINE PHASING OF CONSTRUCTION ACTIVITIES AND SHALL COORDINATE THE TIMING OF ALL LAND-DISTURBING ACTIVITIES WITH EROSION AND SEDIMENT CONTROL MEASURES PLANNED FOR THE PROJECT.
- THE CONTRACTOR SHALL PROVIDE AND MAINTAIN EROSION CONTROL DURING CONSTRUCTION BY THE PLACEMENT OF SILT FENCES AND/OR HAY BALES WHERE NECESSARY TO PREVENT DOWNSTREAM SILTATION OF ANY DITCHES, PIPES, DRAINAGE STRUCTURES OR ADJACENT PROPERTIES. THE CONTRACTOR SHALL PROVIDE ANY ADDITIONAL EROSION CONTROL AS NEEDED OR AS DIRECTED BY THE ENGINEER AND SHALL MAINTAIN ALL EROSION CONTROL MEASURES FOR THE ENTIRE LENGTH OF THE PROJECT.
- ALL NEW CUT OR FILL AREAS LACKING ADEQUATE VEGETATION SHALL BE FERTILIZED, MULCHED, SEEDED AND/OR SODDED AS REQUIRED TO EFFECTIVELY CONTROL SOIL EROSION.
- SEE STORM WATER POLLUTION PREVENTION PLAN FOR HOUSEKEEPING CONTROLS.
- CONTRACTORS SHALL BE RESPONSIBLE FOR NOTIFYING ANY UTILITY COMPANY WHICH MAINTAINS A UTILITY LINE WITHIN THE BOUNDARIES OF THE PROJECT PRIOR TO INITIATION OF THE PROJECT. THE CONTRACTOR SHALL ALSO ASSUME RESPONSIBILITY FOR ANY DAMAGE INCURRED BY ANY UTILITY COMPANY FOR THEIR UTILITY LINES, WHETHER SHOWN IN THE CONSTRUCTION PLANS OR NOT, DURING WORK ON THE PROJECT.
- CONTRACTOR SHALL SET ASIDE AN AREA NEAR THE CONSTRUCTION ENTRANCE FOR ALL CONCRETE WASHDOWN OPERATIONS. THE CONTRACTOR SHALL INSTALL AN EARTHEN BERM AROUND THE WASHDOWN AREA TO ENSURE THAT RUNOFF IS NOT ALLOWED TO LEAVE THE AREA. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING THIS AREA FOR THE ENTIRE LENGTH OF THE PROJECT.
- BEFORE ANY CONSTRUCTION ACTIVITY CAN BEGIN CONTRACTOR SHALL INSTALL ALL PERIMETER SILT FENCING. ALL INTERIOR SILT FENCING SHALL BE INSTALLED AS THE AREAS OF GRADING BECOMES COMPLETE OR AS NEEDED TO EFFECTIVELY PREVENT EROSION.
- THE CONTRACTOR SHALL BE RESPONSIBLE MEETING AND MAINTAINING ALL REQUIREMENTS OF THE MDEQ CONSTRUCTION GENERAL PERMIT. THIS INCLUDES, BUT IS NOT LIMITED TO ALL NECESSARY EROSION CONTROL INSPECTIONS AND COMPLETION OF INSPECTION FORMS AS SPECIFIED BY MDEQ. THE STORMWATER POLLUTION PREVENTION PLAN (SWPPP) AND MDEQ CONSTRUCTION GENERAL PERMIT WILL BE INITIALLY PROVIDED BY THE ENGINEER, BUT SHALL BE MAINTAINED BY THE CONTRACTOR. THE CONTRACTOR SHALL NOT START ANY CONSTRUCTION ACTIVITY ON THE SITE UNTIL ALL ONSITE REPRESENTATIVES OF THE CONTRACTOR HAVE A COPY OF THE SWPPP AND MDEQ CONSTRUCTION GENERAL PERMIT IN HAND.



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**EROSION CONTROL PLAN**

FOR  
**THE SUMMIT PHASE 3**  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

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**C103**

**EROSION CONTROL PLAN**

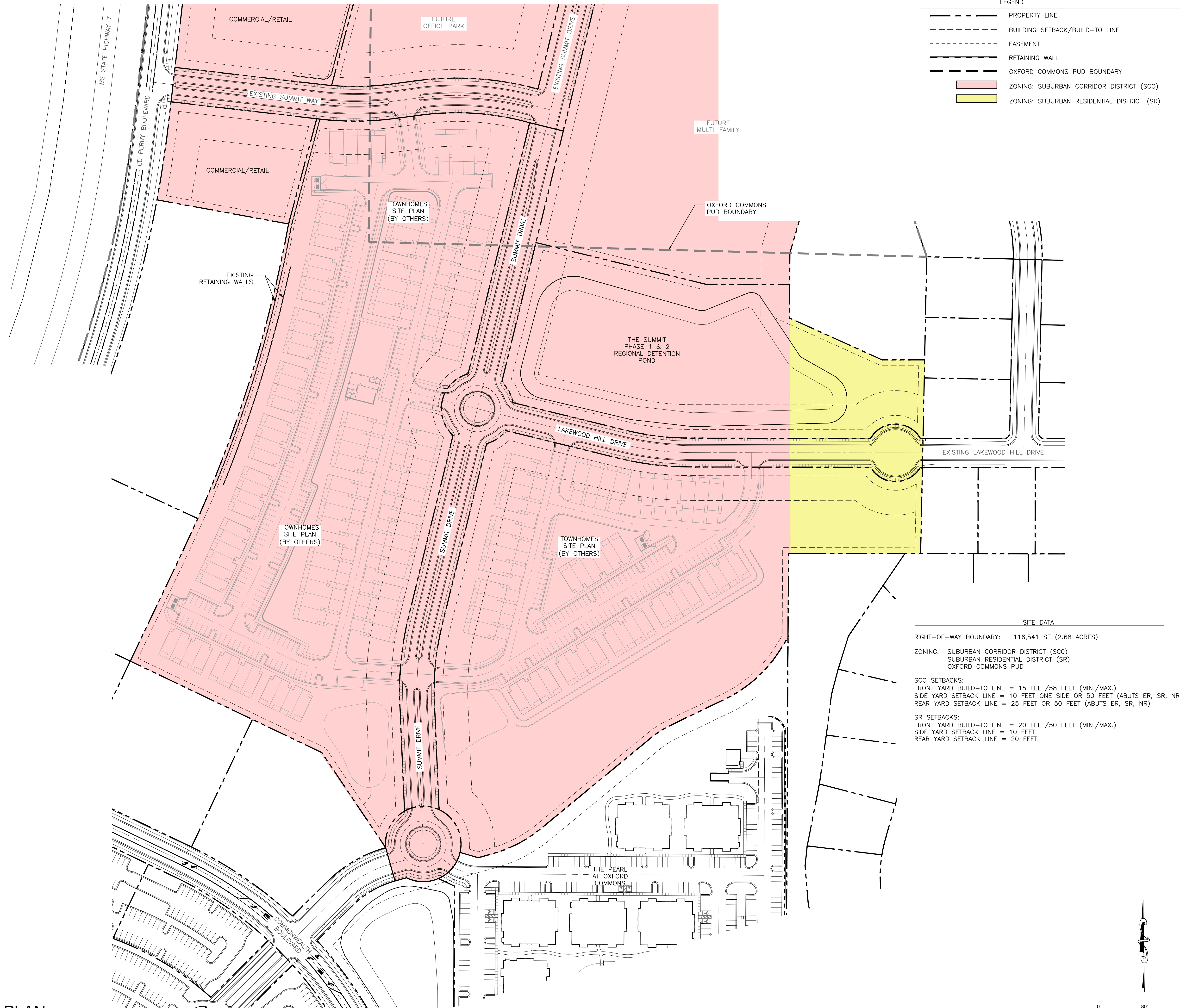
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**OVERALL SITE PLAN**  
SCALE: 1" = 80'



- LEGEND**
- PROPERTY LINE
  - - - BUILDING SETBACK/BUILD-TO LINE
  - - - EASEMENT
  - - - RETAINING WALL
  - - - OXFORD COMMONS PUD BOUNDARY
  - ZONING: SUBURBAN CORRIDOR DISTRICT (SCO)
  - ZONING: SUBURBAN RESIDENTIAL DISTRICT (SR)

**SITE DATA**

RIGHT-OF-WAY BOUNDARY: 116,541 SF (2.68 ACRES)

ZONING: SUBURBAN CORRIDOR DISTRICT (SCO)  
SUBURBAN RESIDENTIAL DISTRICT (SR)  
OXFORD COMMONS PUD

SCO SETBACKS:  
FRONT YARD BUILD-TO LINE = 15 FEET/58 FEET (MIN./MAX.)  
SIDE YARD SETBACK LINE = 10 FEET ONE SIDE OR 50 FEET (ABUTS ER, SR, NR)  
REAR YARD SETBACK LINE = 25 FEET OR 50 FEET (ABUTS ER, SR, NR)

SR SETBACKS:  
FRONT YARD BUILD-TO LINE = 20 FEET/50 FEET (MIN./MAX.)  
SIDE YARD SETBACK LINE = 10 FEET  
REAR YARD SETBACK LINE = 20 FEET



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**OVERALL SITE PLAN**  
FOR  
**THE SUMMIT PHASE 3**  
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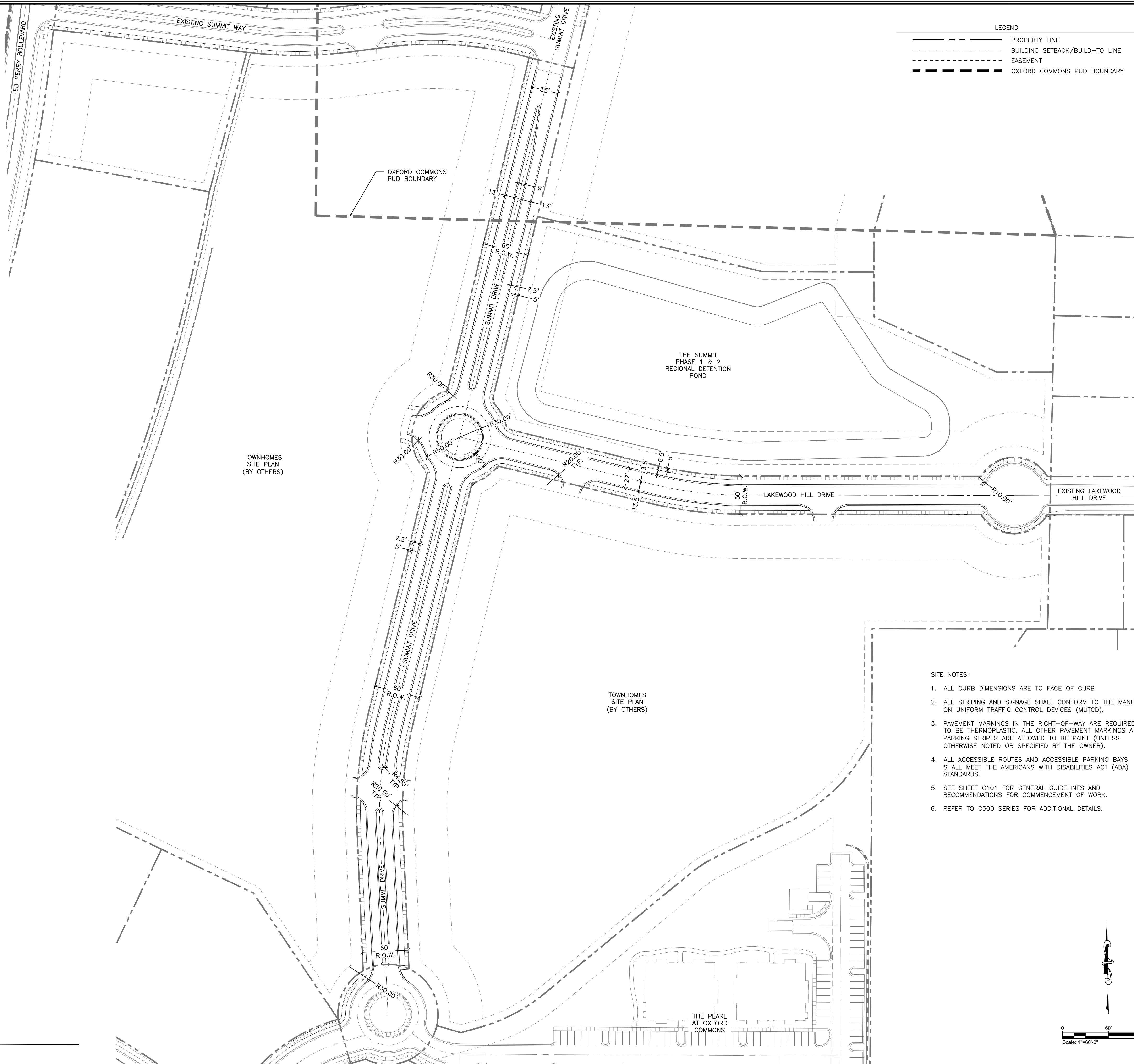
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**SITE PLAN**  
SCALE: 1" = 60'



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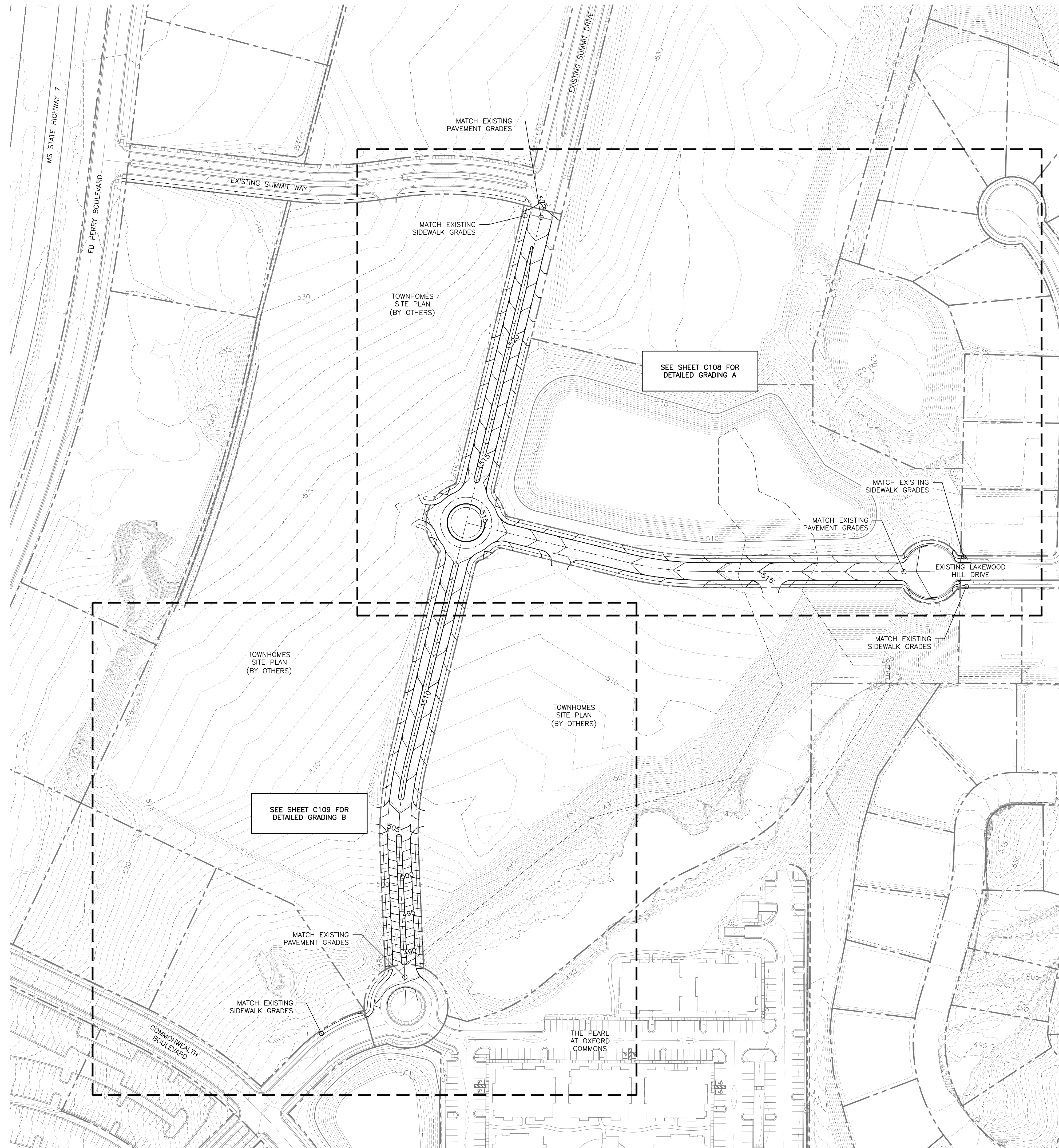
**SITE PLAN**  
 FOR  
**THE SUMMIT PHASE 3**  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

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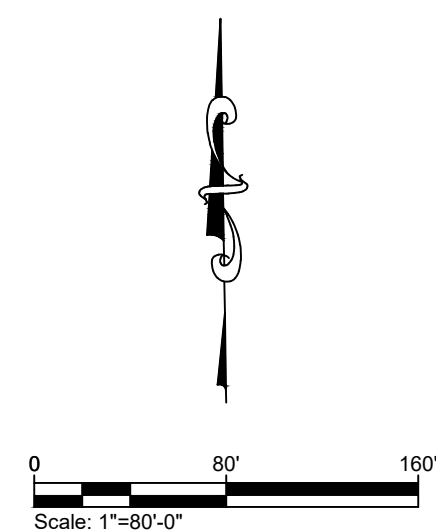
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**C105**

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**OVERALL GRADING PLAN**

SCALE: 1" = 80'



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**OVERALL GRADING PLAN**

FOR  
**THE SUMMIT PHASE 3**  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

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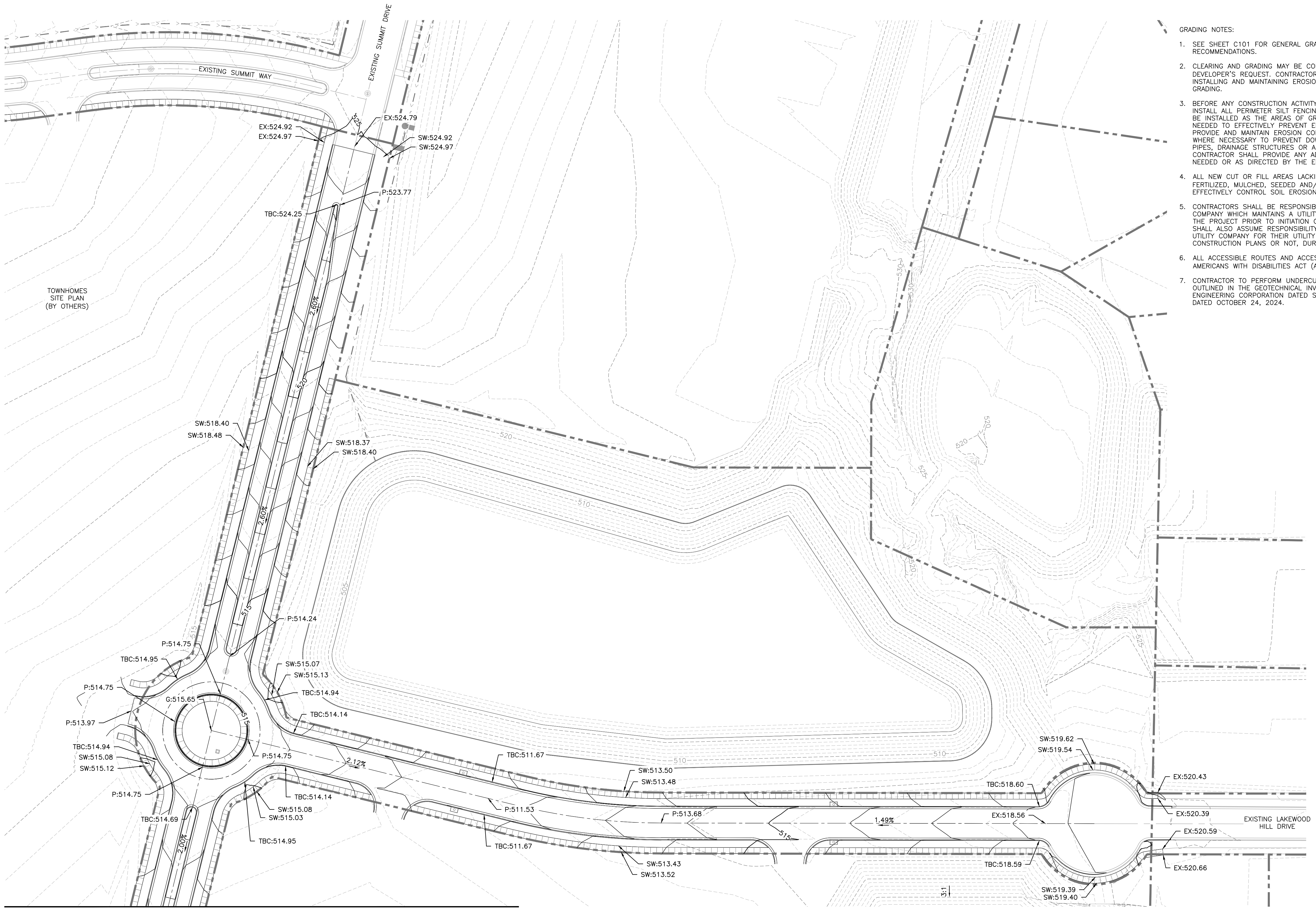


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- GRADING NOTES:
- SEE SHEET C101 FOR GENERAL GRADING GUIDELINES AND RECOMMENDATIONS.
  - CLEARING AND GRADING MAY BE COMPLETED IN PHASES PER THE DEVELOPER'S REQUEST. CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLING AND MAINTAINING EROSION CONTROL FOR EACH PHASE OF GRADING.
  - BEFORE ANY CONSTRUCTION ACTIVITY CAN BEGIN CONTRACTOR SHALL INSTALL ALL PERIMETER SILT FENCING. ALL INTERIOR SILT FENCING SHALL BE INSTALLED AS THE AREAS OF GRADING BECOMES COMPLETE OR AS NEEDED TO EFFECTIVELY PREVENT EROSION. THE CONTRACTOR SHALL PROVIDE AND MAINTAIN EROSION CONTROL DURING CONSTRUCTION PHASES WHERE NECESSARY TO PREVENT DOWNSTREAM SILTATION OF ANY DITCHES, PIPES, DRAINAGE STRUCTURES OR ADJACENT PROPERTIES. THE CONTRACTOR SHALL PROVIDE ANY ADDITIONAL EROSION CONTROL AS NEEDED OR AS DIRECTED BY THE ENGINEER.
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  - CONTRACTORS SHALL BE RESPONSIBLE FOR NOTIFYING ANY UTILITY COMPANY WHICH MAINTAINS A UTILITY LINE WITHIN IN THE BOUNDARIES OF THE PROJECT PRIOR TO INITIATION OF THE PROJECT. THE CONTRACTOR SHALL ALSO ASSUME RESPONSIBILITY FOR ANY DAMAGE INCURRED BY ANY UTILITY COMPANY FOR THEIR UTILITY LINES, WHETHER SHOWN IN THE CONSTRUCTION PLANS OR NOT, DURING WORK ON THE PROJECT.
  - ALL ACCESSIBLE ROUTES AND ACCESSIBLE PARKING BAYS SHALL MEET THE AMERICANS WITH DISABILITIES ACT (ADA) STANDARDS.
  - CONTRACTOR TO PERFORM UNDERCUT, BACKFILL, AND GRADING AS OUTLINED IN THE GEOTECHNICAL INVESTIGATION PREPARED BY PRECISION ENGINEERING CORPORATION DATED SEPTEMBER 13, 2024 AND ADDENDUM 1 DATED OCTOBER 24, 2024.



DETAILED GRADING A

SCALE: 1" = 40'

MATCH LINE SEE SHEET C109

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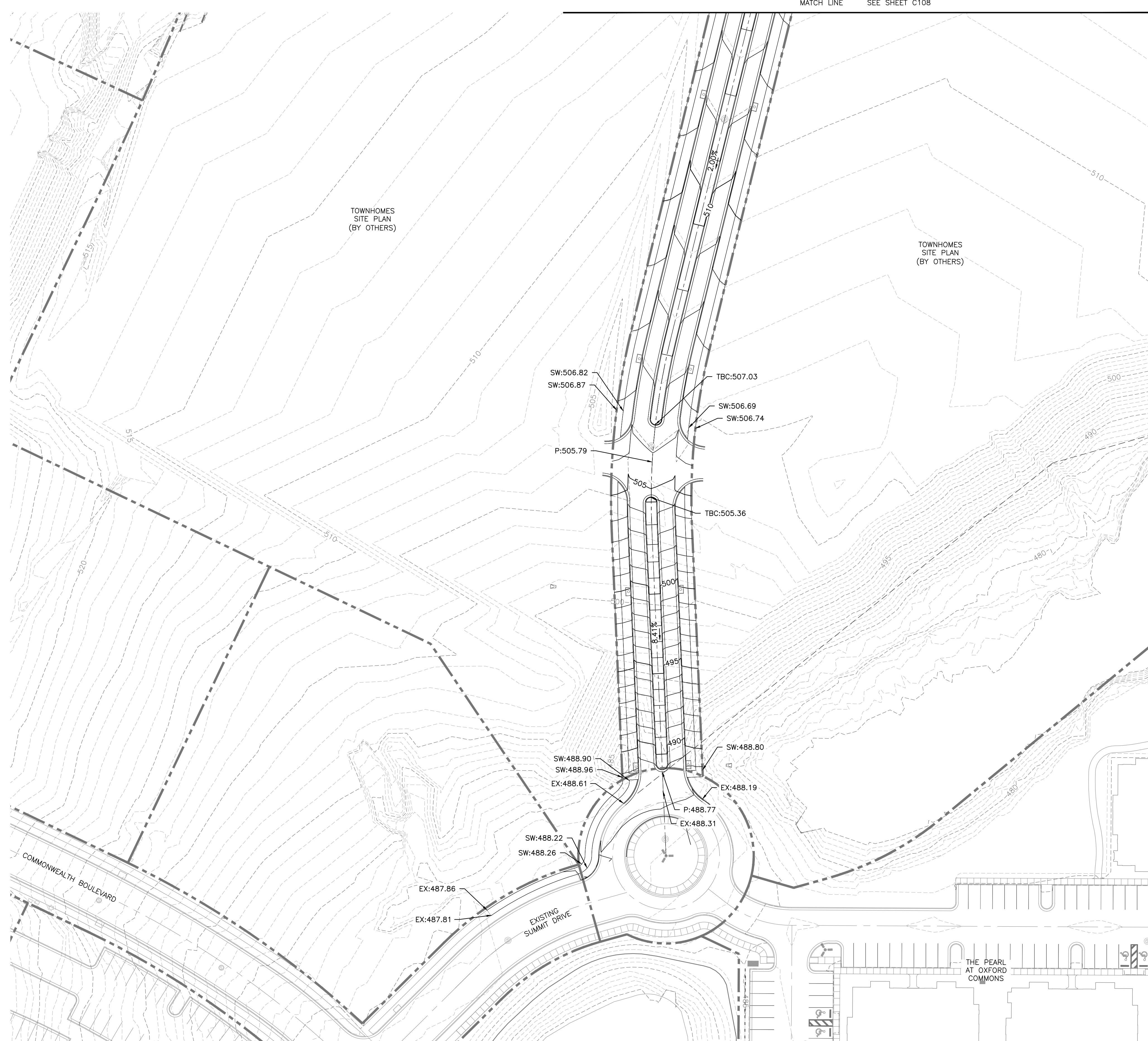
DETAILED GRADING A  
 FOR  
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MATCH LINE SEE SHEET C108

LEGEND

x SW:500.00	SIDEWALK GRADE
x TBC:500.00	TOP OF BACK OF CURB GRADE
x P:500.00	PAVEMENT GRADE
x G:500.00	GROUND ELEVATION
x EX:500.00	EXISTING PAVEMENT GRADE

GRADING NOTES:

- SEE SHEET C101 FOR GENERAL GRADING GUIDELINES AND RECOMMENDATIONS.
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- ALL ACCESSIBLE ROUTES AND ACCESSIBLE PARKING BAYS SHALL MEET THE AMERICANS WITH DISABILITIES ACT (ADA) STANDARDS.
- CONTRACTOR TO PERFORM UNDERCUT, BACKFILL, AND GRADING AS OUTLINED IN THE GEOTECHNICAL INVESTIGATION PREPARED BY PRECISION ENGINEERING CORPORATION DATED SEPTEMBER 13, 2024 AND ADDENDUM 1 DATED OCTOBER 24, 2024.



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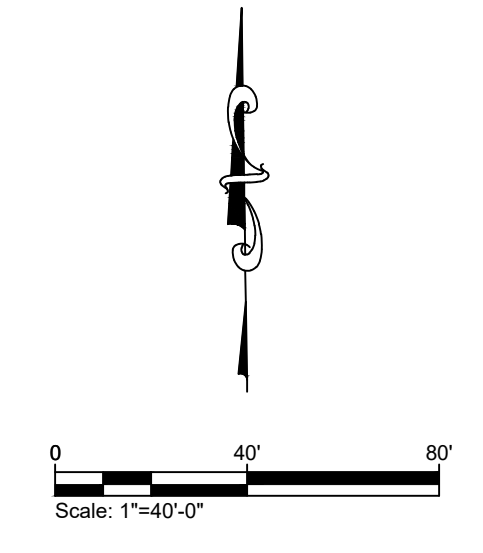
**DETAILED GRADING B**  
 FOR  
**THE SUMMIT PHASE 3**  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

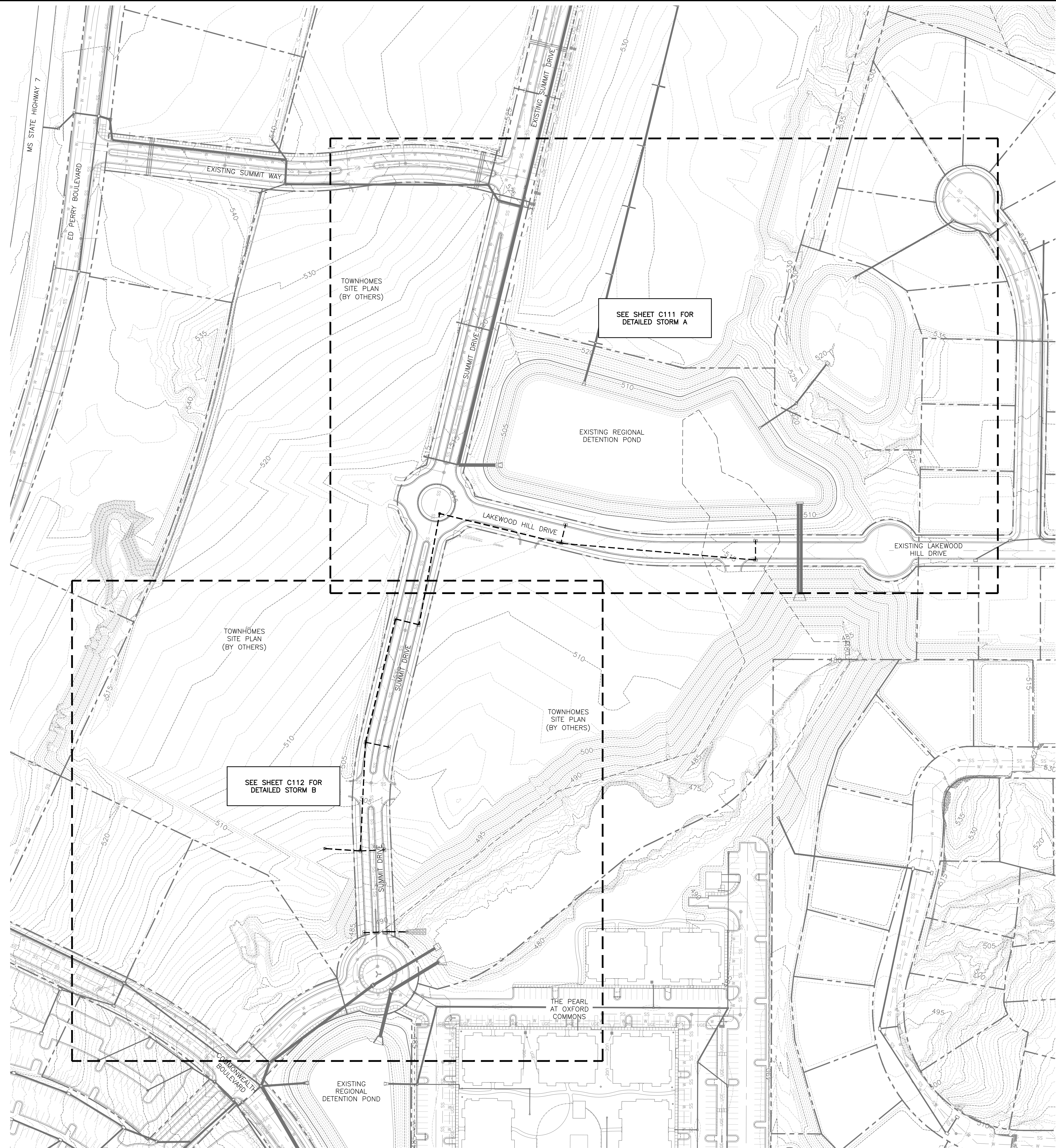
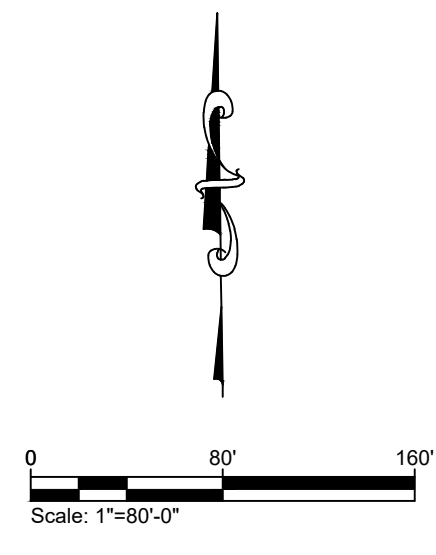
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**DETAILED GRADING B**  
 SCALE: 1" = 40'





**OVERALL STORM DRAINAGE PLAN**  
SCALE: 1" = 80'

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**OVERALL STORM DRAINAGE PLAN**  
FOR  
**THE SUMMIT PHASE 3**  
AT OXFORD COMMONS  
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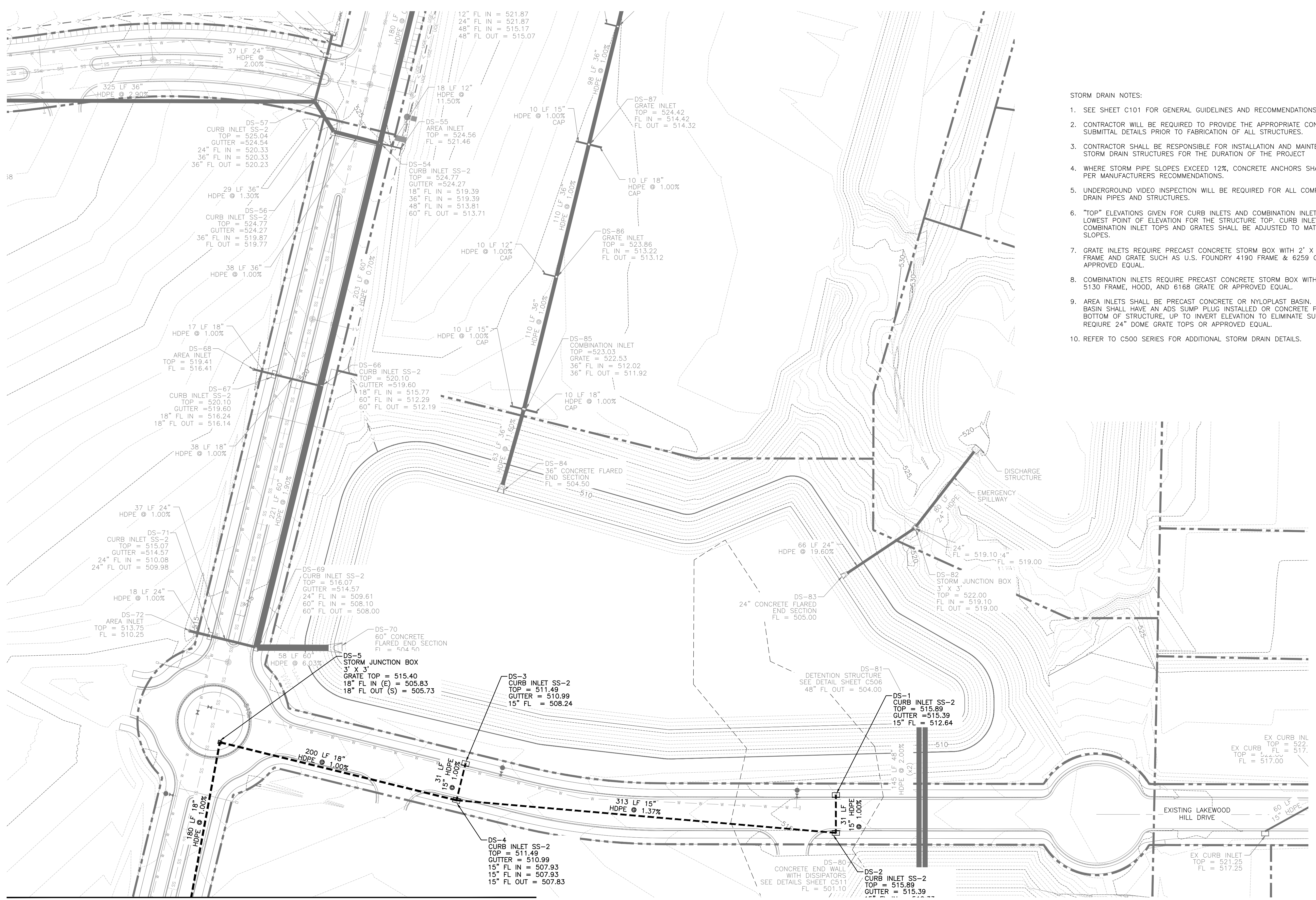
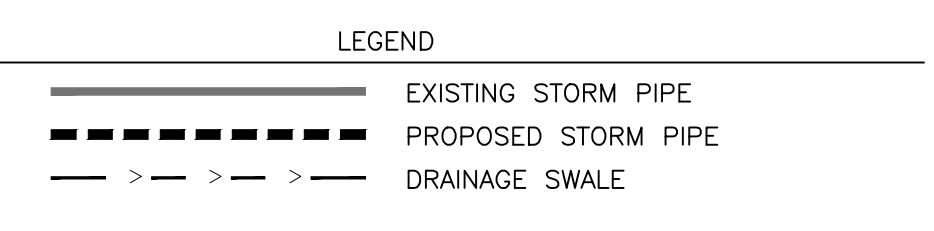
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**STORM DRAIN NOTES:**

- SEE SHEET C101 FOR GENERAL GUIDELINES AND RECOMMENDATIONS.
- CONTRACTOR WILL BE REQUIRED TO PROVIDE THE APPROPRIATE CONSTRUCTION SUBMITTAL DETAILS PRIOR TO FABRICATION OF ALL STRUCTURES.
- CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLATION AND MAINTENANCE OF THE STORM DRAIN STRUCTURES FOR THE DURATION OF THE PROJECT
- WHERE STORM PIPE SLOPES EXCEED 12%, CONCRETE ANCHORS SHALL BE INSTALLED PER MANUFACTURERS RECOMMENDATIONS.
- UNDERGROUND VIDEO INSPECTION WILL BE REQUIRED FOR ALL COMPLETED STORM DRAIN PIPES AND STRUCTURES.
- "TOP" ELEVATIONS GIVEN FOR CURB INLETS AND COMBINATION INLETS ARE THE LOWEST POINT OF ELEVATION FOR THE STRUCTURE TOP, CURB INLETS AND COMBINATION INLET TOPS AND GRATES SHALL BE ADJUSTED TO MATCH CURB SLOPES.
- GRATE INLETS REQUIRE PRECAST CONCRETE STORM BOX WITH 2' X 2' CAST IRON FRAME AND GRATE SUCH AS U.S. FOUNDRY 4190 FRAME & 6259 GRATE OR APPROVED EQUAL.
- COMBINATION INLETS REQUIRE PRECAST CONCRETE STORM BOX WITH U.S. FOUNDRY 5130 FRAME, HOOD, AND 6168 GRATE OR APPROVED EQUAL.
- AREA INLETS SHALL BE PRECAST CONCRETE OR NYLOPLAST BASIN. ANY NYLOPLAST BASIN SHALL HAVE AN ADS SUMP PLUG INSTALLED OR CONCRETE POURED INTO THE BOTTOM OF STRUCTURE, UP TO INVERT ELEVATION TO ELIMINATE SUMP. AREA INLETS REQUIRE 24" DOME GRATE TOPS OR APPROVED EQUAL.
- REFER TO C500 SERIES FOR ADDITIONAL STORM DRAIN DETAILS.

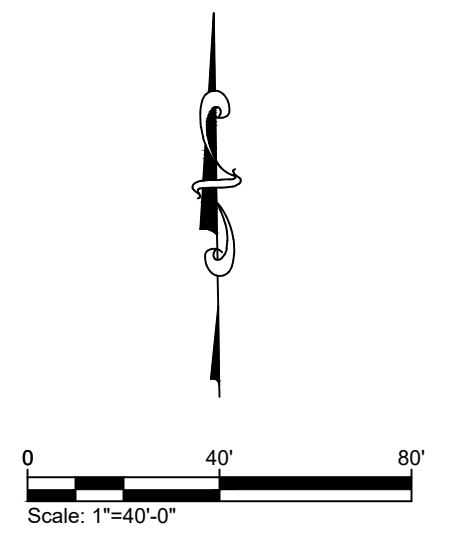


**DETAILED STORM A**  
**FOR**  
**THE SUMMIT PHASE 3**  
**AT OXFORD COMMONS**  
**OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

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**C111**

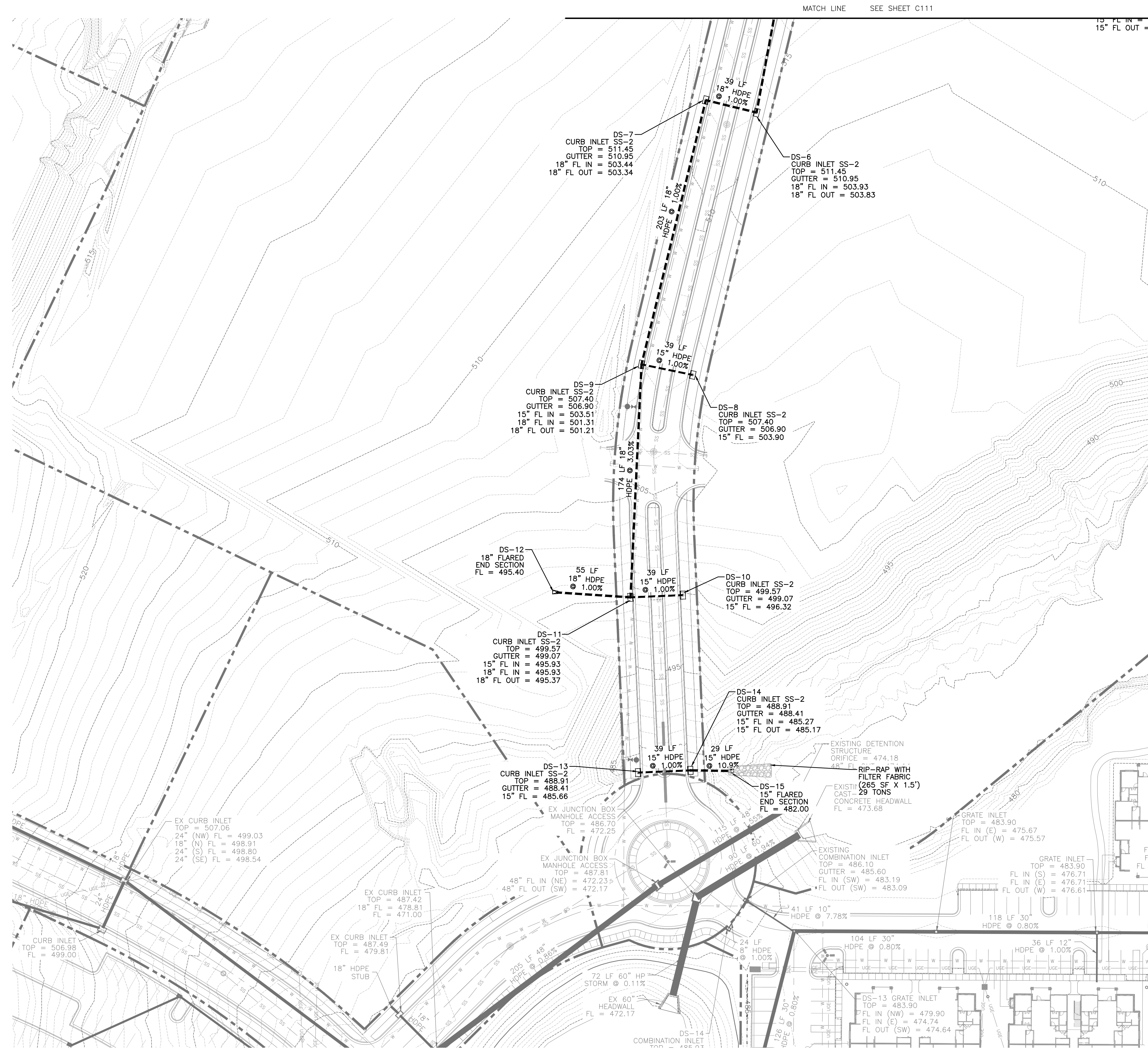


**DETAILED STORM A**

SCALE: 1" = 40'

E:\23158 The Summit Phase 2 & 3\CIVIL\TOWNHOMES\CAO\SHEET\_GRAD & STORM.dwg SAVE:11/4/2024 3:41 PM PLOT:11/4/2024 3:47 PM

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MATCH LINE SEE SHEET C111



- STORM DRAIN NOTES:
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  - REFER TO C500 SERIES FOR ADDITIONAL STORM DRAIN DETAILS.



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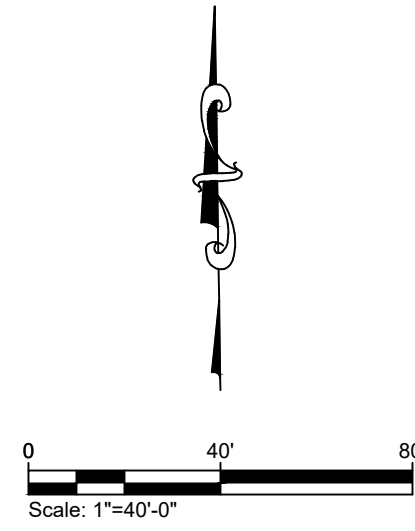
DETAILED STORM B  
FOR  
THE SUMMIT PHASE 3  
AT OXFORD COMMONS  
OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

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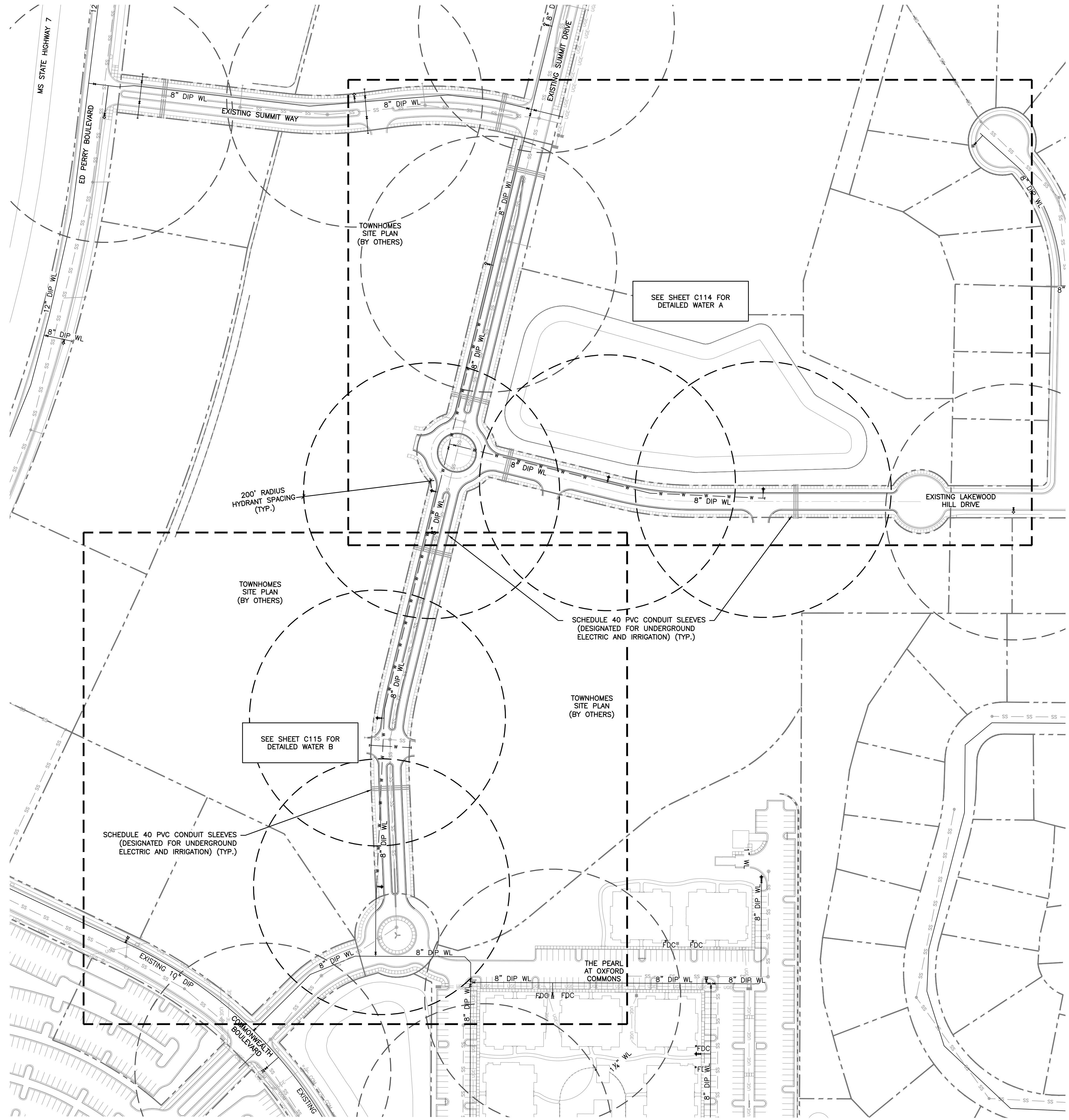
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DETAILED STORM B  
SCALE: 1" = 40'







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**OVERALL UTILITY PLAN  
 FOR  
 THE SUMMIT PHASE 3  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

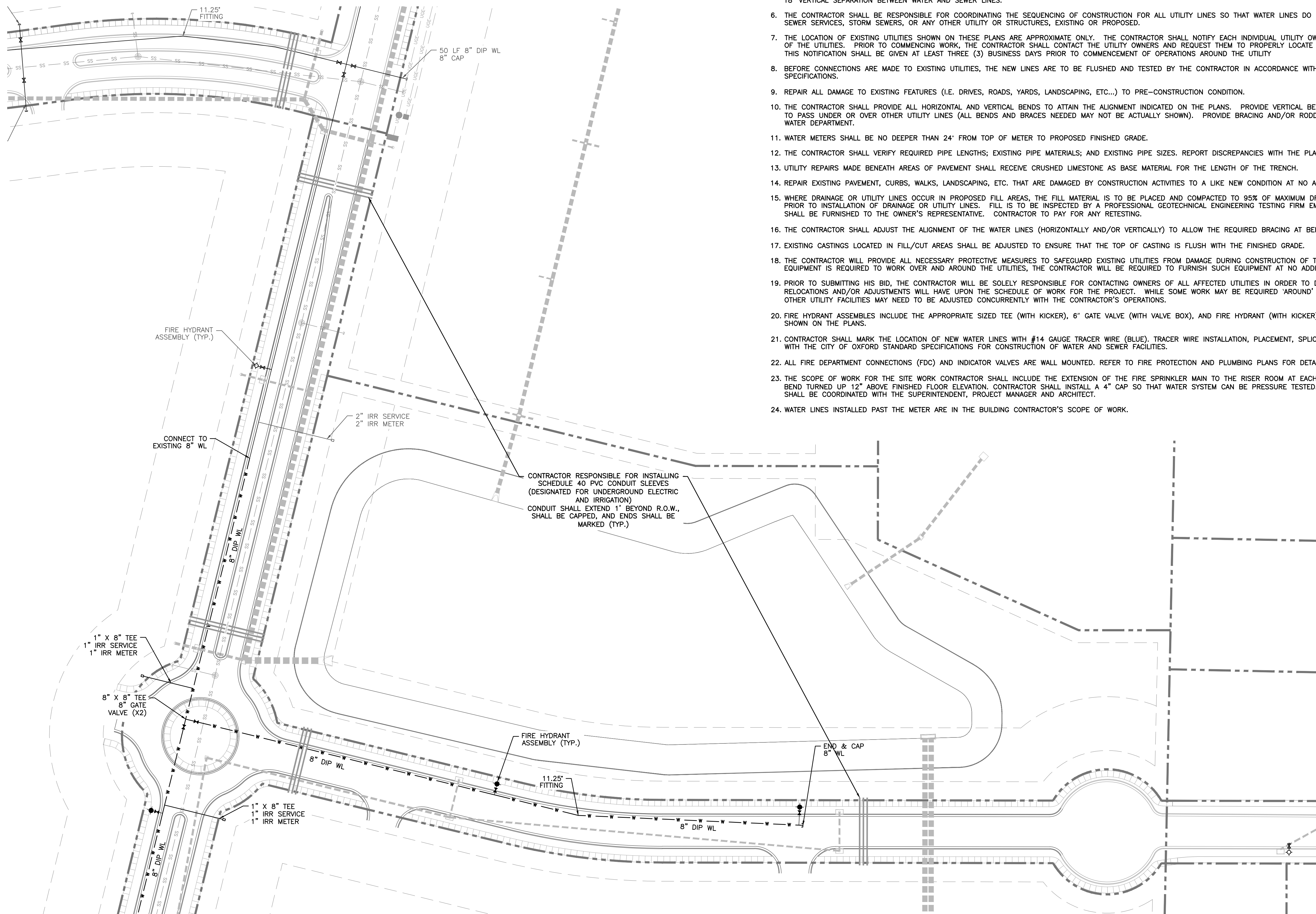
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LEGEND	
	PROPOSED WATER LINE
	EXISTING WATER LINE
	EXISTING SANITARY SEWER LINE
	STORM PIPE
	UTILITY EASEMENT
	PROPERTY SETBACK/BUILD-TO LINE



WATER UTILITY NOTES

- ALL WATER MAINS SHALL BE OF 8" DUCTILE IRON PIPE (D.I.P.) UNLESS OTHERWISE NOTED. ALL FIRE HYDRANT FEEDS SHALL BE 6" D.I.P. UNLESS OTHERWISE NOTED. DUCTILE IRON PIPE (D.I.P.) SHALL BE CL 350.
- 4" OR 6" FIRE SERVICE LINE SHALL BE DUCTILE IRON PIPE (D.I.P.) UNLESS OTHERWISE NOTED. WATER SERVICES LESS THAN 2" ARE REQUIRED TO BE COPPER. ANY 2" WATER SERVICES SHALL BE POLYETHYLENE TUBING OR COPPER.
- ALL WATER LINES AND APPURTENANCES SHALL BE OF MATERIALS AND CONSTRUCTION THAT CONFORM TO THE CITY OF OXFORD STANDARDS AND SPECIFICATIONS. INCLUDING THE FOLLOWING:
  - 3/4" WATER SERVICE CONNECTIONS: FORD CORP STOP 3/4" FB 1000-3G ALL GRIP COMPRESSION
  - 1" WATER SERVICE CONNECTIONS: FORD CORP STOP 1" FB 1000-4G ALL GRIP COMPRESSION
  - 1 1/2" WATER SERVICE CONNECTIONS: FORD CORP STOP IP X IP 1-1/2" BALL VALVE FB 500-6
  - 2" WATER SERVICE CONNECTIONS: FORD CORP STOP IP X IP 2" BALL VALVE FB 500-7
- PROVIDE A MINIMUM OF 36" OF COVER OVER ALL WATER LINES.
- THE CONTRACTOR SHALL MAINTAIN 10 FEET HORIZONTAL SEPARATION BETWEEN SANITARY SEWER LINES AND WATER LINES. WHERE THESE CRITERIA CANNOT BE MET, THE CONTRACTOR SHALL MAINTAIN 18" VERTICAL SEPARATION BETWEEN WATER AND SEWER LINES.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING THE SEQUENCING OF CONSTRUCTION FOR ALL UTILITY LINES SO THAT WATER LINES DO NOT CONFLICT WITH SANITARY SEWERS, SANITARY SEWER SERVICES, STORM SEWERS, OR ANY OTHER UTILITY OR STRUCTURES, EXISTING OR PROPOSED.
- THE LOCATION OF EXISTING UTILITIES SHOWN ON THESE PLANS ARE APPROXIMATE ONLY. THE CONTRACTOR SHALL NOTIFY EACH INDIVIDUAL UTILITY OWNER OF HIS PLAN OF OPERATION IN THE AREA OF THE UTILITIES. PRIOR TO COMMENCING WORK, THE CONTRACTOR SHALL CONTACT THE UTILITY OWNERS AND REQUEST THEM TO PROPERLY LOCATE THEIR RESPECTIVE UTILITY ON THE GROUND. THIS NOTIFICATION SHALL BE GIVEN AT LEAST THREE (3) BUSINESS DAYS PRIOR TO COMMENCEMENT OF OPERATIONS AROUND THE UTILITY.
- BEFORE CONNECTIONS ARE MADE TO EXISTING UTILITIES, THE NEW LINES ARE TO BE FLUSHED AND TESTED BY THE CONTRACTOR IN ACCORDANCE WITH THE APPLICABLE UTILITY DEPARTMENT SPECIFICATIONS.
- REPAIR ALL DAMAGE TO EXISTING FEATURES (I.E. DRIVES, ROADS, YARDS, LANDSCAPING, ETC...) TO PRE-CONSTRUCTION CONDITION.
- THE CONTRACTOR SHALL PROVIDE ALL HORIZONTAL AND VERTICAL BENDS TO ATTAIN THE ALIGNMENT INDICATED ON THE PLANS. PROVIDE VERTICAL BENDS WHERE NECESSARY TO ALLOW WATER LINES TO PASS UNDER OR OVER OTHER UTILITY LINES (ALL BENDS AND BRACES NEEDED MAY NOT BE ACTUALLY SHOWN). PROVIDE BRACING AND/OR RODDING AT ALL BENDS AND TEES AS REQUIRED BY WATER DEPARTMENT.
- WATER METERS SHALL BE NO DEEPER THAN 24" FROM TOP OF METER TO PROPOSED FINISHED GRADE.
- THE CONTRACTOR SHALL VERIFY REQUIRED PIPE LENGTHS; EXISTING PIPE MATERIALS; AND EXISTING PIPE SIZES. REPORT DISCREPANCIES WITH THE PLANS TO THE ENGINEER IMMEDIATELY.
- UTILITY REPAIRS MADE BENEATH AREAS OF PAVEMENT SHALL RECEIVE CRUSHED LIMESTONE AS BASE MATERIAL FOR THE LENGTH OF THE TRENCH.
- REPAIR EXISTING PAVEMENT, CURBS, WALKS, LANDSCAPING, ETC. THAT ARE DAMAGED BY CONSTRUCTION ACTIVITIES TO A LIKE NEW CONDITION AT NO ADDITIONAL COST TO THE OWNER.
- WHERE DRAINAGE OR UTILITY LINES OCCUR IN PROPOSED FILL AREAS, THE FILL MATERIAL IS TO BE PLACED AND COMPACTED TO 95% OF MAXIMUM DRY DENSITY ACCORDING TO ASTM D2167-08 PRIOR TO INSTALLATION OF DRAINAGE OR UTILITY LINES. FILL IS TO BE INSPECTED BY A PROFESSIONAL GEOTECHNICAL ENGINEERING TESTING FIRM EMPLOYED BY THE OWNER. RESULTS OF THE TEST SHALL BE FURNISHED TO THE OWNER'S REPRESENTATIVE. CONTRACTOR TO PAY FOR ANY RETESTING.
- THE CONTRACTOR SHALL ADJUST THE ALIGNMENT OF THE WATER LINES (HORIZONTALLY AND/OR VERTICALLY) TO ALLOW THE REQUIRED BRACING AT BENDS AND TEES.
- EXISTING CASTINGS LOCATED IN FILL/CUT AREAS SHALL BE ADJUSTED TO ENSURE THAT THE TOP OF CASTING IS FLUSH WITH THE FINISHED GRADE.
- THE CONTRACTOR WILL PROVIDE ALL NECESSARY PROTECTIVE MEASURES TO SAFEGUARD EXISTING UTILITIES FROM DAMAGE DURING CONSTRUCTION OF THIS PROJECT. IN THE EVENT THAT SPECIAL EQUIPMENT IS REQUIRED TO WORK OVER AND AROUND THE UTILITIES, THE CONTRACTOR WILL BE REQUIRED TO FURNISH SUCH EQUIPMENT AT NO ADDITIONAL COST TO THE OWNER.
- PRIOR TO SUBMITTING HIS BID, THE CONTRACTOR WILL BE SOLELY RESPONSIBLE FOR CONTACTING OWNERS OF ALL AFFECTED UTILITIES IN ORDER TO DETERMINE THE EXTENT TO WHICH UTILITY RELOCATIONS AND/OR ADJUSTMENTS WILL HAVE UPON THE SCHEDULE OF WORK FOR THE PROJECT. WHILE SOME WORK MAY BE REQUIRED 'AROUND' UTILITY FACILITIES THAT WILL REMAIN IN PLACE, OTHER UTILITY FACILITIES MAY NEED TO BE ADJUSTED CONCURRENTLY WITH THE CONTRACTOR'S OPERATIONS.
- FIRE HYDRANT ASSEMBLIES INCLUDE THE APPROPRIATE SIZED TEE (WITH KICKER), 6" GATE VALVE (WITH VALVE BOX), AND FIRE HYDRANT (WITH KICKER). HYDRANTS SHALL BE INSTALLED AT LOCATIONS SHOWN ON THE PLANS.
- CONTRACTOR SHALL MARK THE LOCATION OF NEW WATER LINES WITH #14 GAUGE TRACER WIRE (BLUE). TRACER WIRE INSTALLATION, PLACEMENT, SPLICING, AND ACCESS SHALL BE IN ACCORDANCE WITH THE CITY OF OXFORD STANDARD SPECIFICATIONS FOR CONSTRUCTION OF WATER AND SEWER FACILITIES.
- ALL FIRE DEPARTMENT CONNECTIONS (FDC) AND INDICATOR VALVES ARE WALL MOUNTED. REFER TO FIRE PROTECTION AND PLUMBING PLANS FOR DETAILS.
- THE SCOPE OF WORK FOR THE SITE WORK CONTRACTOR SHALL INCLUDE THE EXTENSION OF THE FIRE SPRINKLER MAIN TO THE RISER ROOM AT EACH BUILDING (9 BUILDINGS) WITH A 90 DEGREE BEND TURNED UP 12" ABOVE FINISHED FLOOR ELEVATION. CONTRACTOR SHALL INSTALL A 4" CAP SO THAT WATER SYSTEM CAN BE PRESSURE TESTED. THE FINAL LOCATION IN THE RISER ROOM SHALL BE COORDINATED WITH THE SUPERINTENDENT, PROJECT MANAGER AND ARCHITECT.
- WATER LINES INSTALLED PAST THE METER ARE IN THE BUILDING CONTRACTOR'S SCOPE OF WORK.



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**WATER PLAN A**  
 FOR  
**THE SUMMIT PHASE 3**  
**AT OXFORD COMMONS**  
**OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

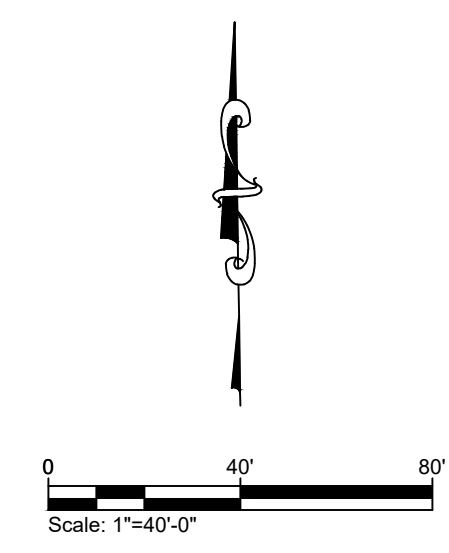
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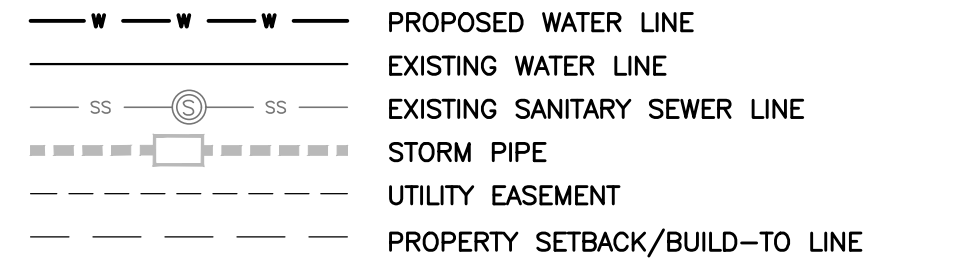
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**WATER PLAN A**  
 SCALE: 1" = 40'



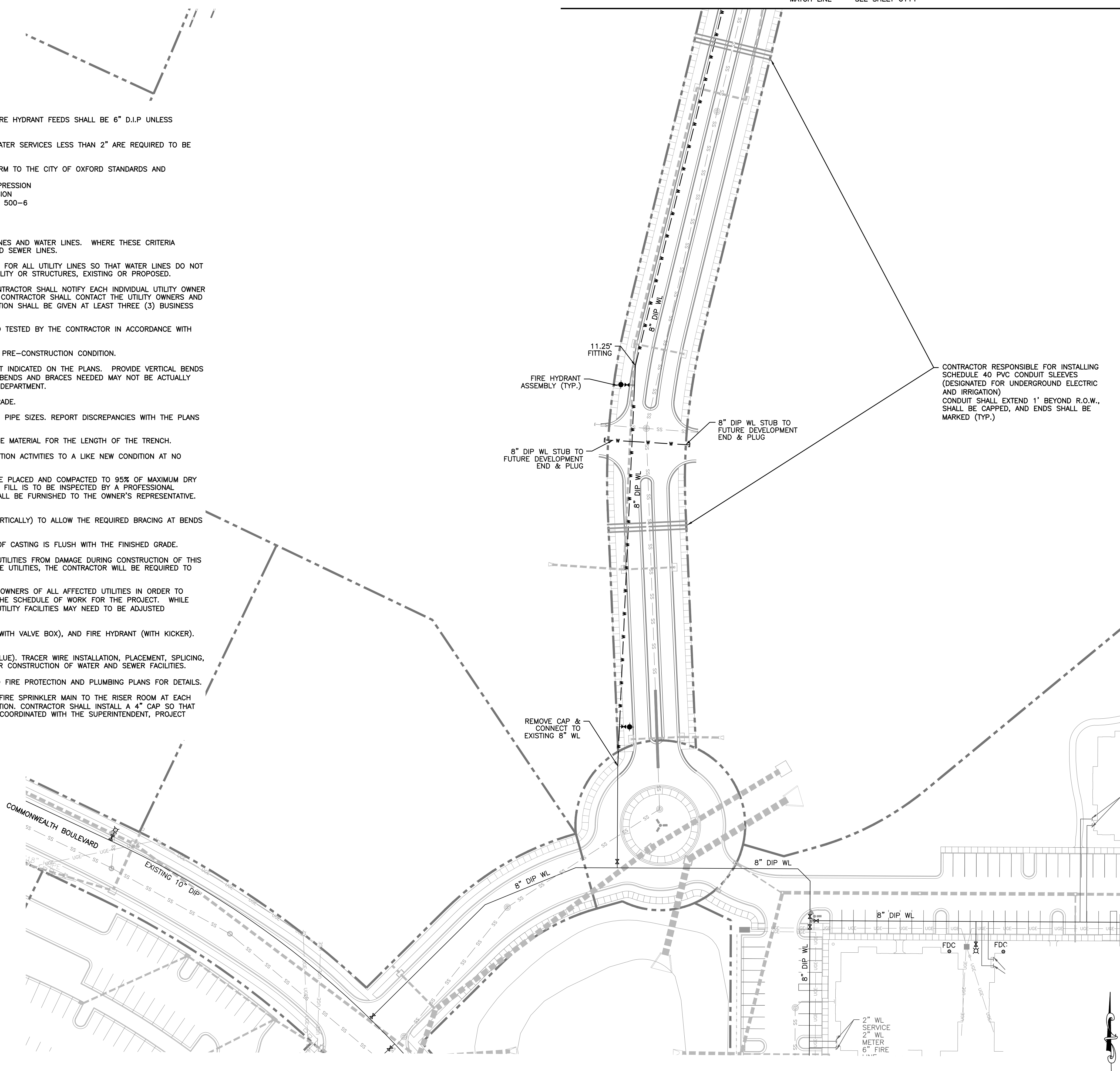
MATCH LINE SEE SHEET C115

LEGEND



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- WATER LINES INSTALLED PAST THE METER ARE IN THE BUILDING CONTRACTOR'S SCOPE OF WORK.



MATCH LINE SEE SHEET C114

CONTRACTOR RESPONSIBLE FOR INSTALLING SCHEDULE 40 PVC CONDUIT SLEEVES (DESIGNATED FOR UNDERGROUND ELECTRIC AND IRRIGATION) CONDUIT SHALL EXTEND 1' BEYOND R.O.W., SHALL BE CAPPED, AND ENDS SHALL BE MARKED (TYP.)



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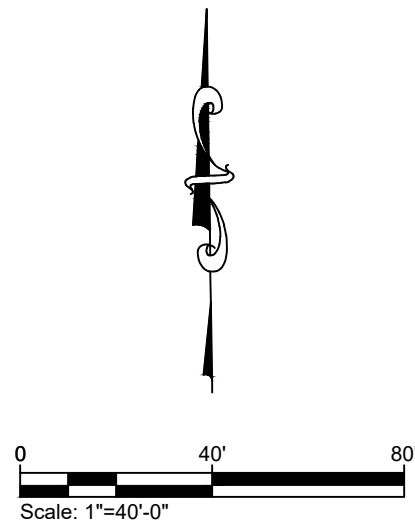
NO.	DATE	DESCRIPTION	BY

**WATER PLAN B**  
 FOR  
**THE SUMMIT PHASE 3**  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

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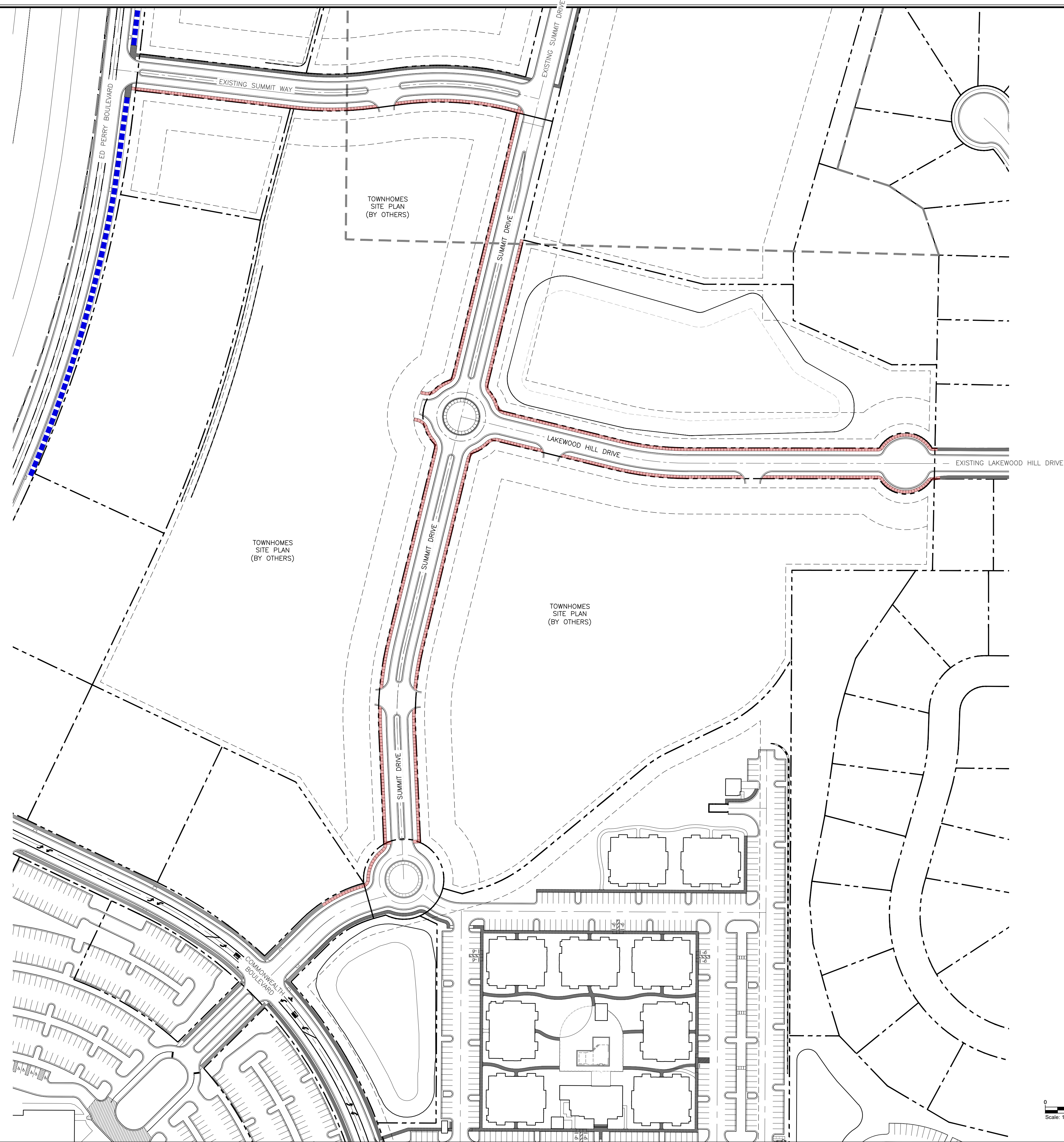
**WATER PLAN B**  
 SCALE: 1" = 40'

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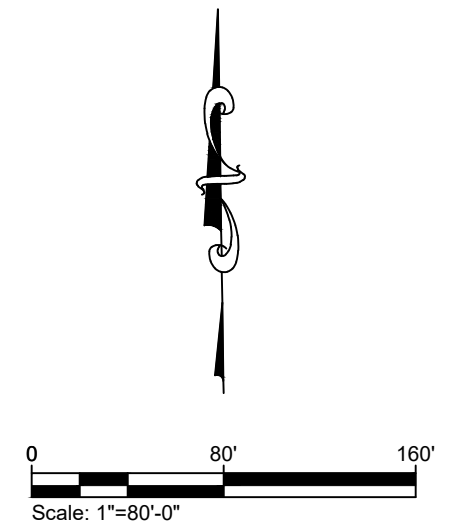
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LEGEND

	PROPERTY LINE
	BUILDING SETBACK/BUILD-TO LINE
	EXISTING SIDEWALK
	EXISTING MULTI-USE PATH
	PROPOSED SIDEWALK



**COMPLETE STREETS PLAN**  
SCALE: 1" = 80'



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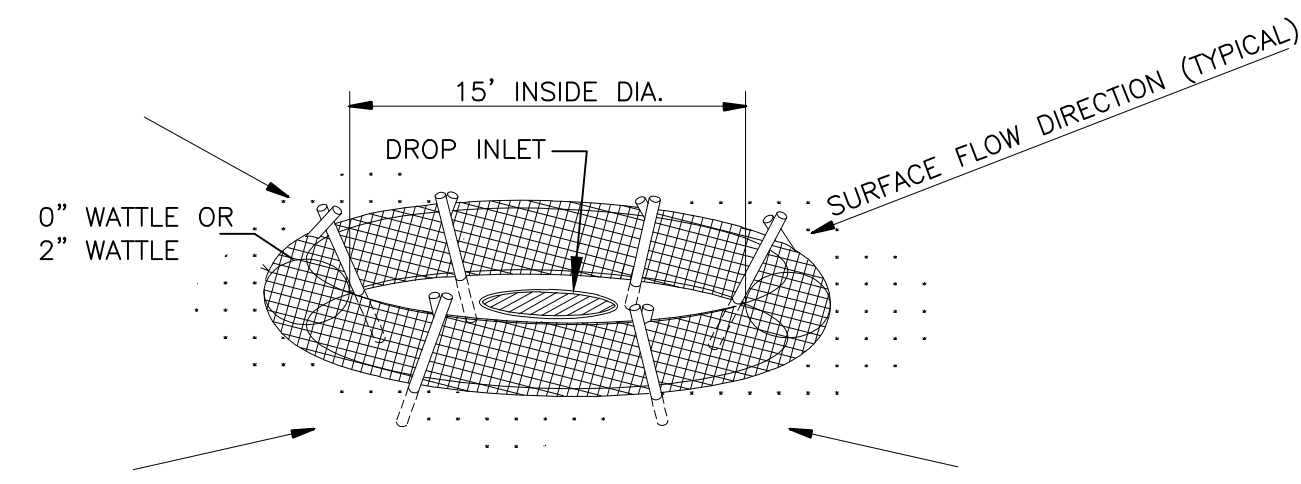
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**COMPLETE STREETS PLAN**  
FOR  
**THE SUMMIT PHASE 3**  
AT OXFORD COMMONS  
OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

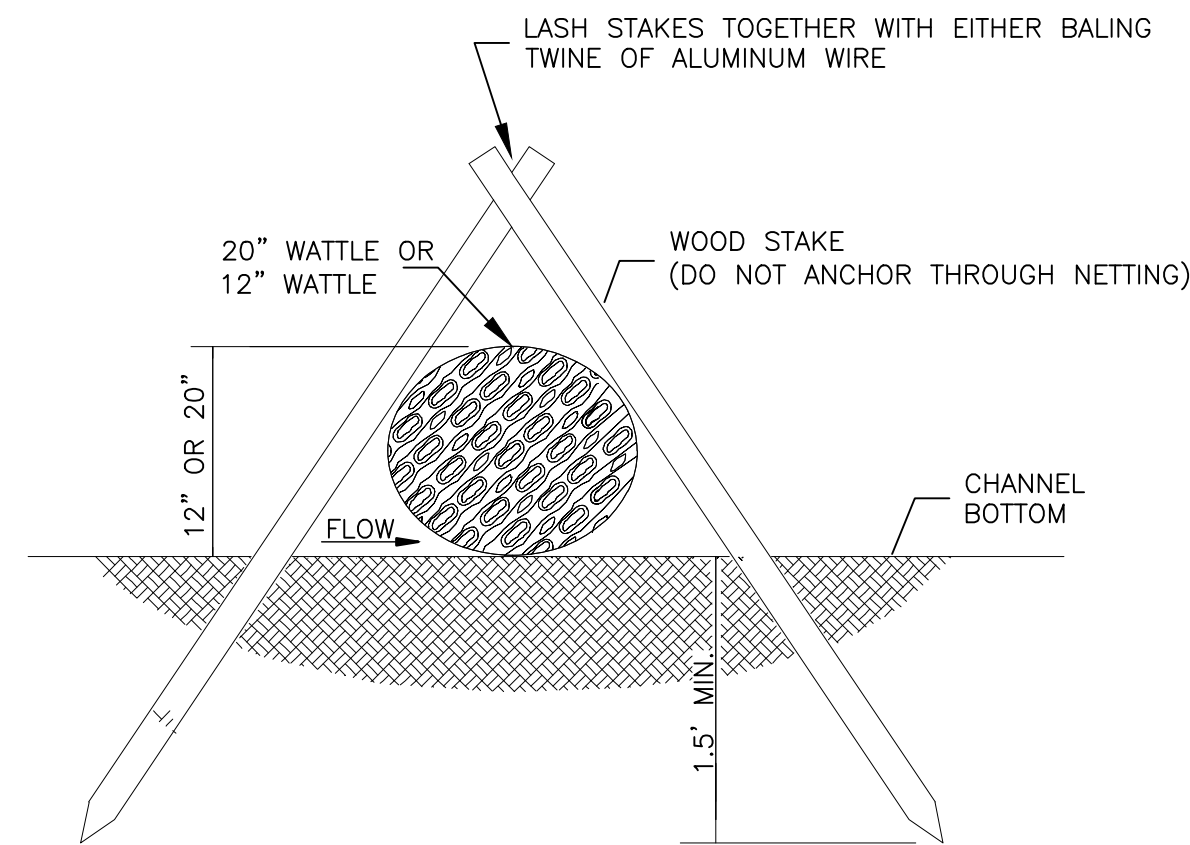
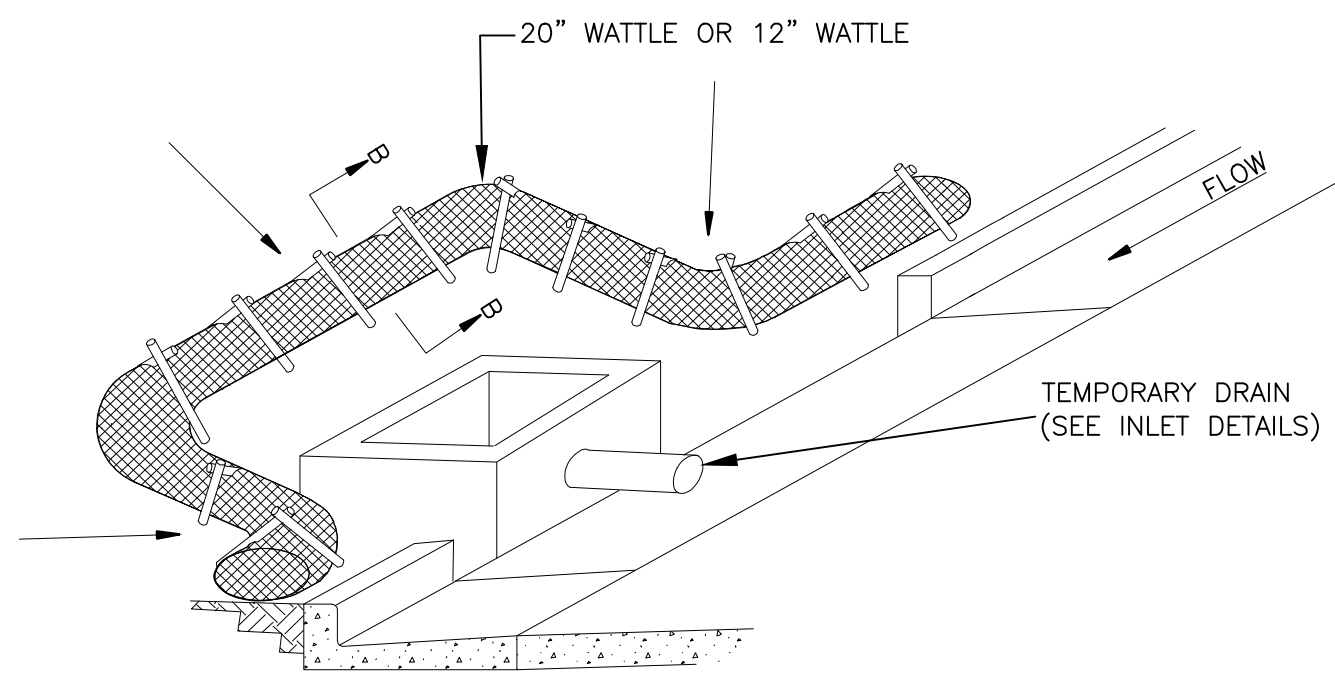
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PROJECT NO.:	23158	

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PAGE NO.:  
**C201**

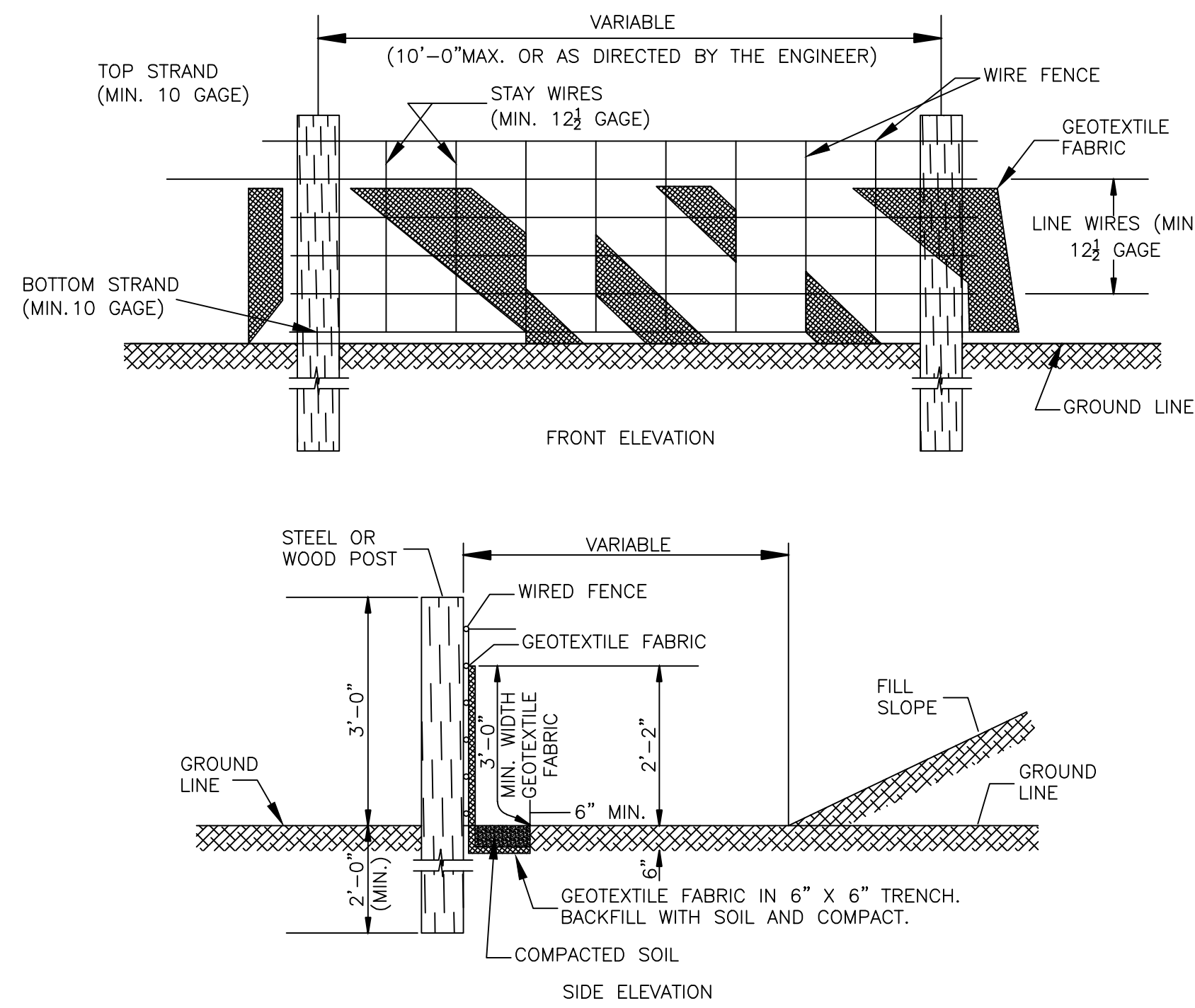


NOTE: SILT FENCE OF SANDBAGS MAY ALSO BE USED FOR THIS APPLICATION. HAY BALES NOT ACCEPTABLE DURING THIS STAGE.



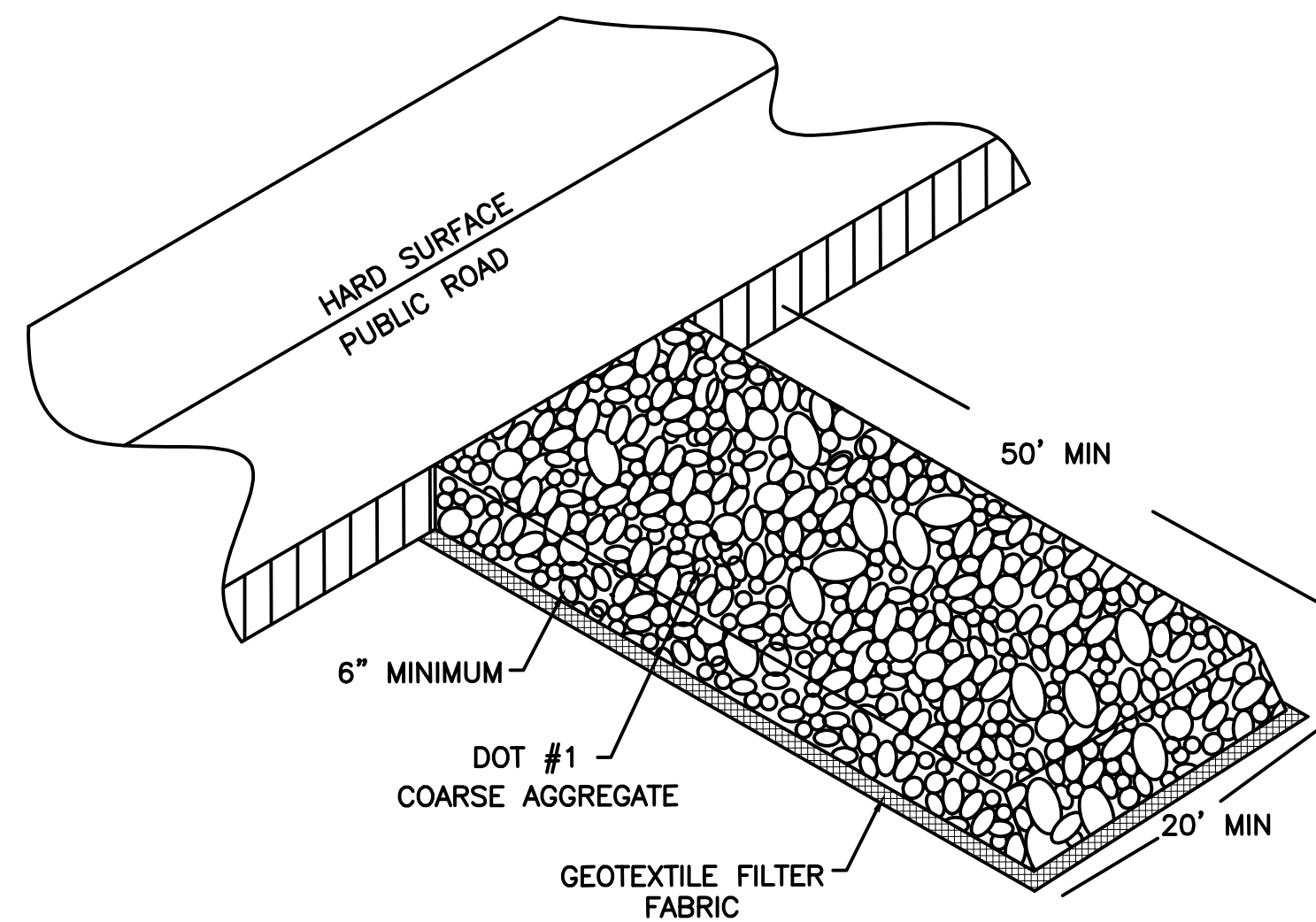
- NOTES:
1. ANCHORING STAKES SHALL BE SIZED, SPACED, AND BE OF A MATERIAL THAT EFFECTIVELY SECURES THE WATTLE. STAKE SPACING SHALL BE A MAXIMUM OF THREE FEET.
  2. OVERLAP ENDS OF WATTLES PER MANUFACTURER'S RECOMMENDATIONS (1' MIN., 3' MAX)
  3. TRENCHING OF WATTLES MAY BE NECESSARY IF PIPING BECOMES EVIDENT.
  4. IN THE EVENT WATTLES CANNOT BE SECURED IN PLACE USING WOOD STAKES, SANDBAGS MAY BE USED IN LIEU OF WOOD STAKES IN ORDER TO SECURE WATTLES IN PLACE. COST OF SANDBAGS USED IN THIS APPLICATION SHALL BE INCLUDED IN OTHER ITEMS BID.

**1** DETAILS OF WATTLES  
N.T.S.

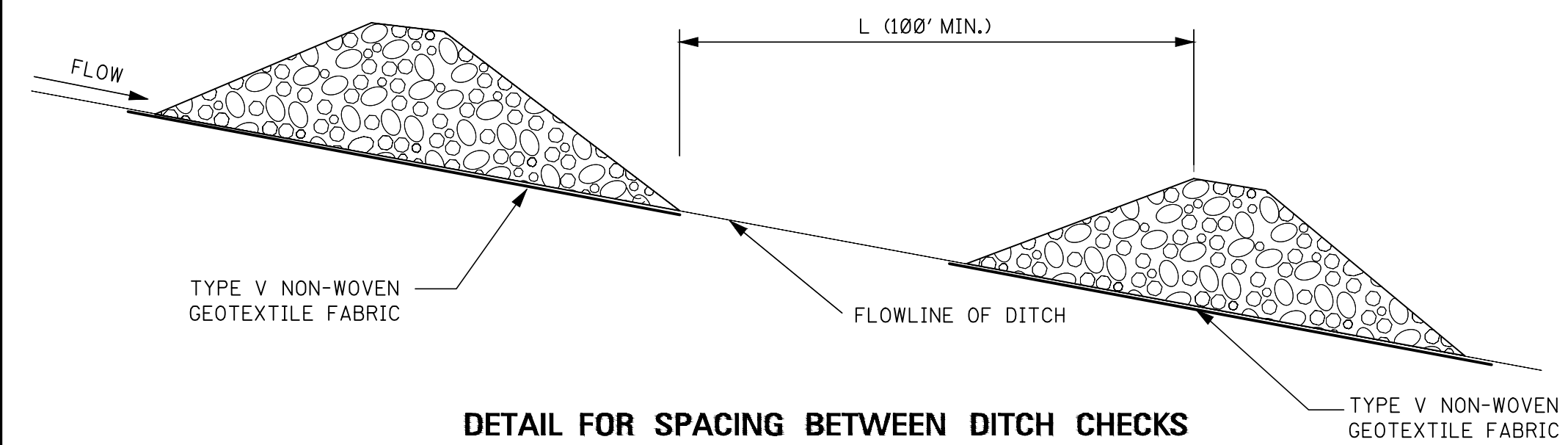
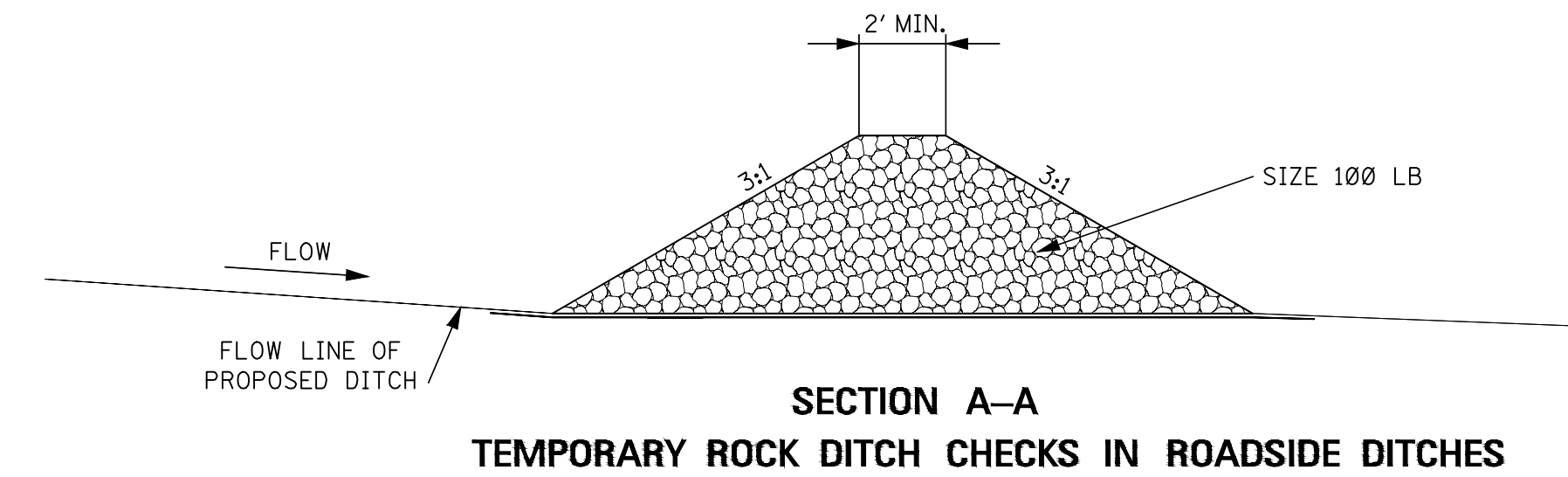
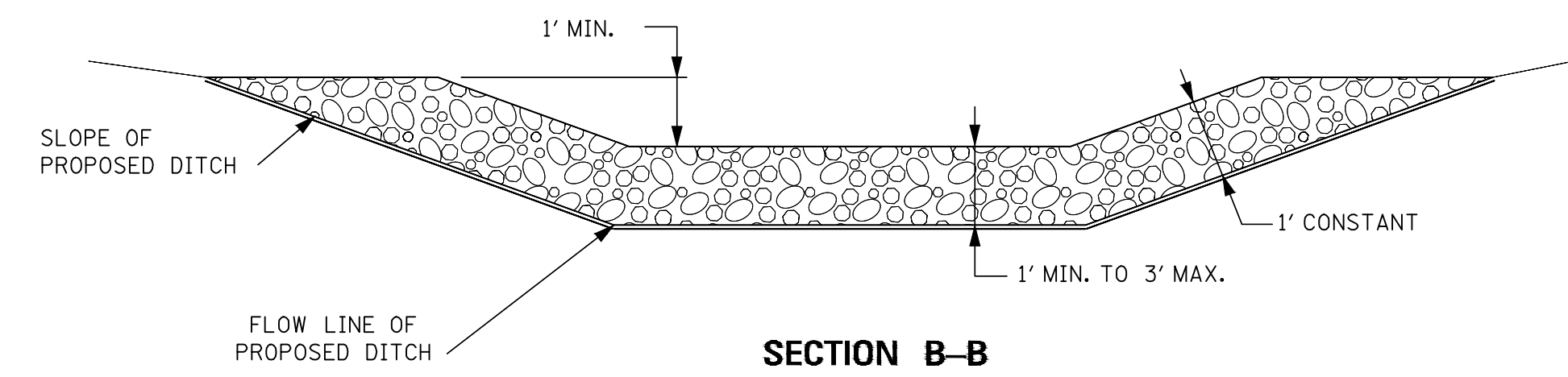
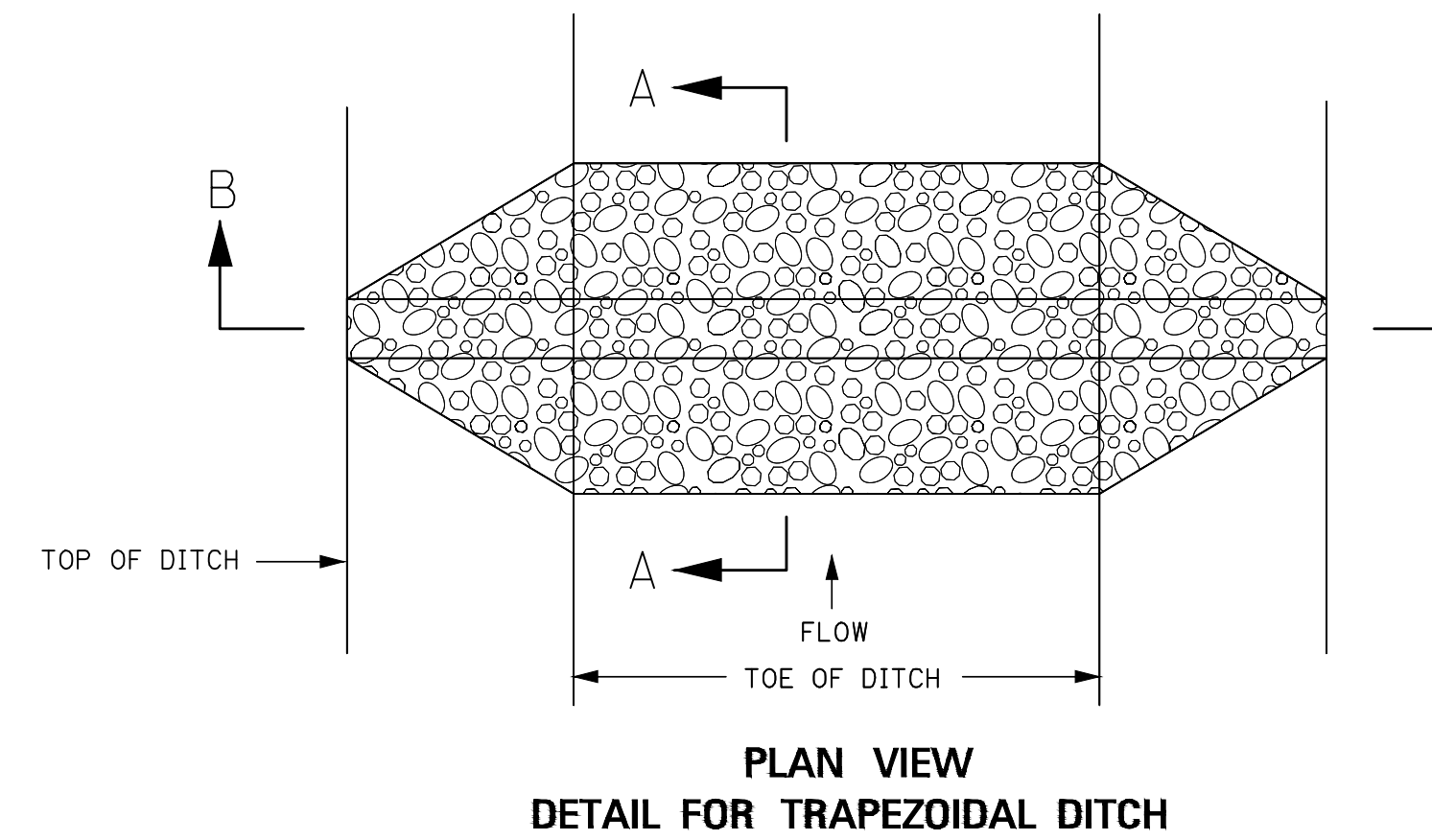


- NOTES:
1. WIRE SHALL BE MINIMUM OF 3/2\"/>

**2** TEMPORARY SILT FENCE  
N.T.S.



**3** GRAVEL CONSTRUCTION ENTRANCE  
N.T.S.



- NOTES:
1. ROCK DITCH CHECKS SHOULD ONLY BE USED FOR REDUCING THE VELOCITY OF FLOWING WATER.
  2. MINIMUM SPACING FOR ROCK DITCH CHECKS IS 100 FEET UNLESS OTHERWISE SHOWN ON THE PLANS OR EROSION CONTROL PLAN APPROVED BY THE ENGINEER. SEE SPACING GUIDANCE ON WK. NO. ECD-4.
  3. ROCK DITCH CHECKS SHOULD ONLY BE USED UP-GRADIENT OF AND ALONG WITH ADDITIONAL DOWN-GRADIENT SEDIMENT CONTROL BEST MANAGEMENT PRACTICES (BMP'S).
  4. THE COST OF FABRIC SHALL BE INCLUDED IN OTHER ITEMS BID.

**4** ROCK DITCH CHECK  
N.T.S.



EMAIL: OXFORD@PECORPMS.COM FAX: (662) 234-8539  
WEB SITE: PECORPMS.COM (662) 234-8639

**REVISIONS:**

NO.	DATE	DESCRIPTION	BY

**DETAILS**

FOR  
**THE SUMMIT PHASE 3  
AT OXFORD COMMONS  
OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

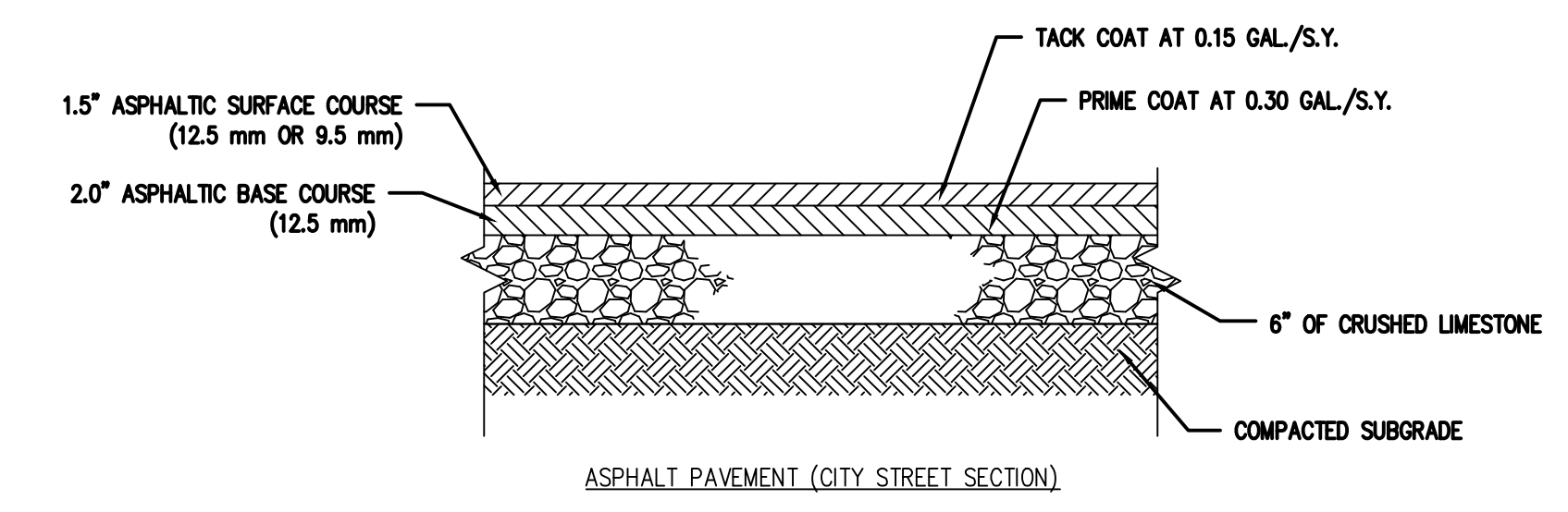
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PROJECT NO.:	23158	

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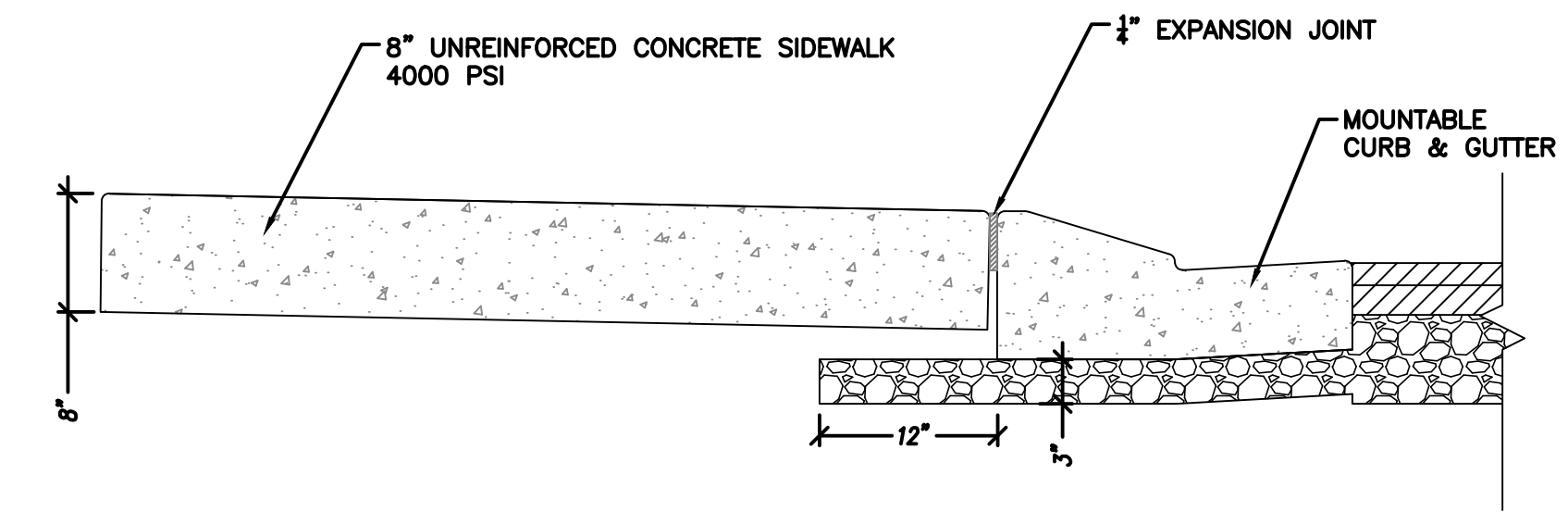
PAGE NO.:  
**C501**

REVISIONS:

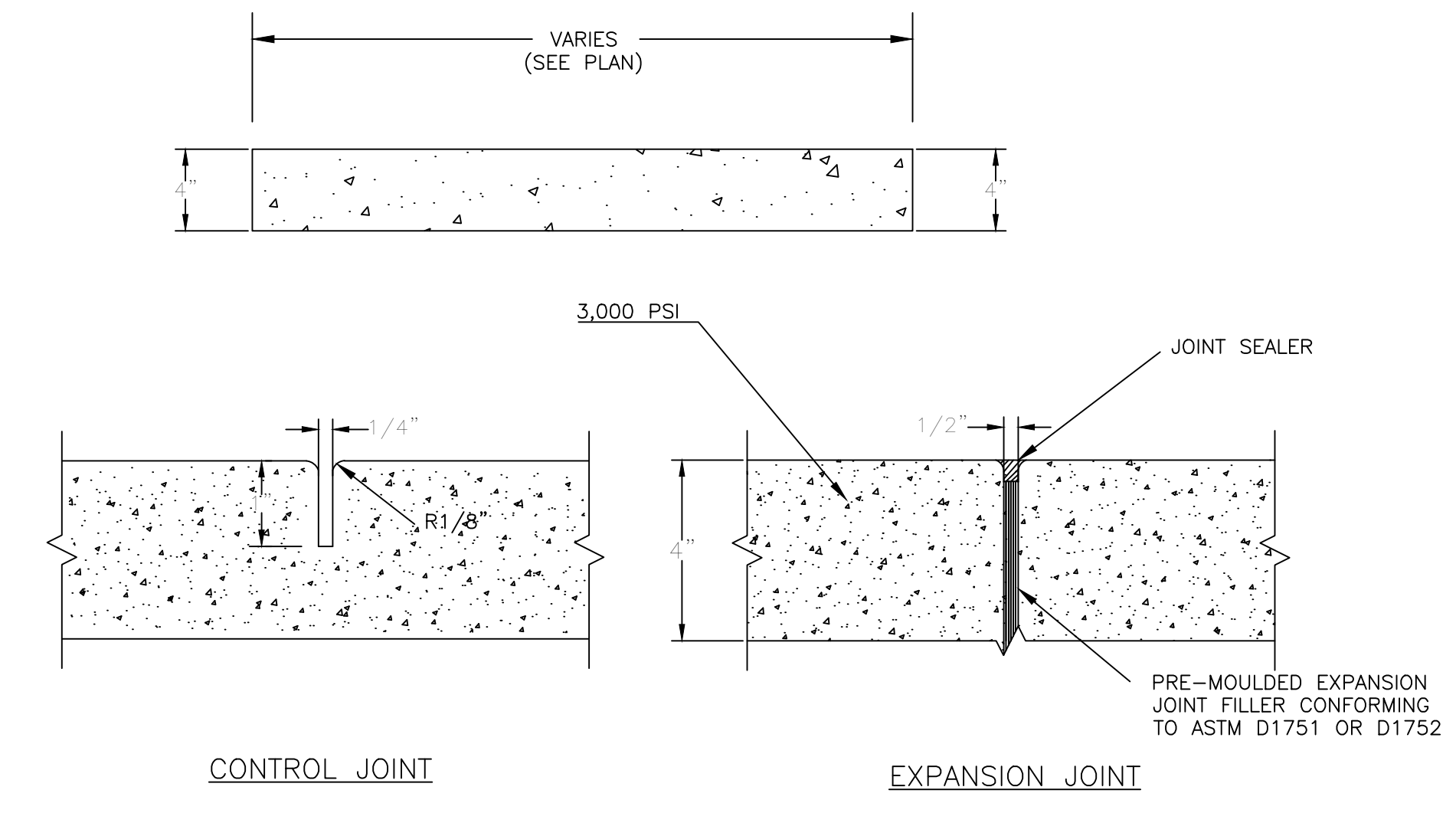
NO.	DATE	DESCRIPTION	BY



**1** FLEXIBLE PAVEMENT (CITY STREET)  
N.T.S.

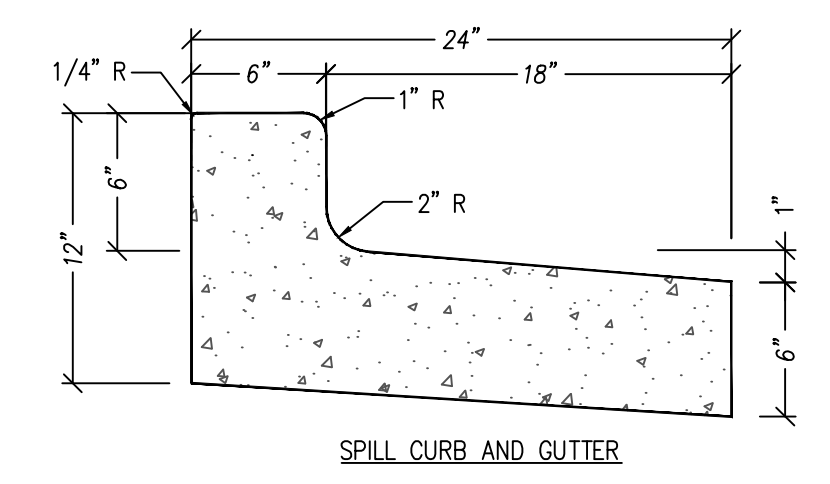
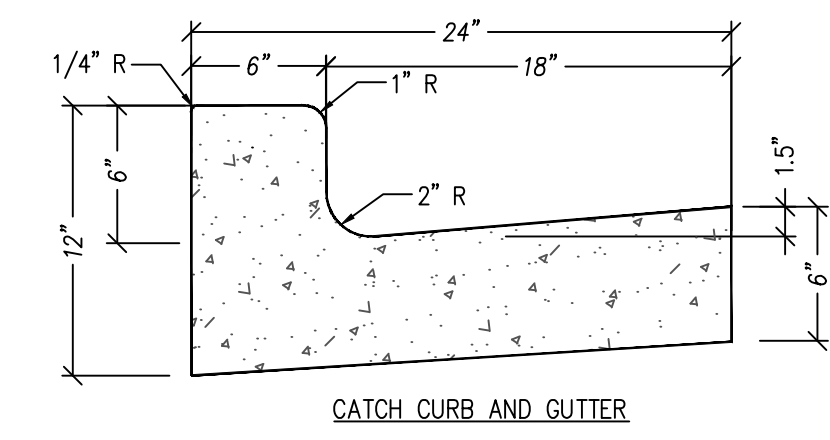


**2** CONCRETE APRON ADJACENT TO MOUNTABLE CURB AND GUTTER  
N.T.S.



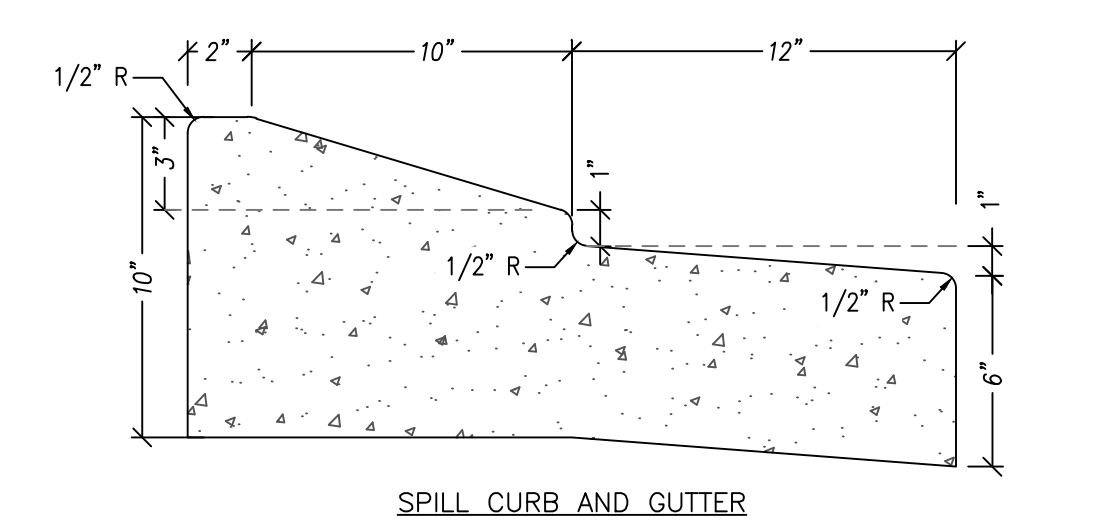
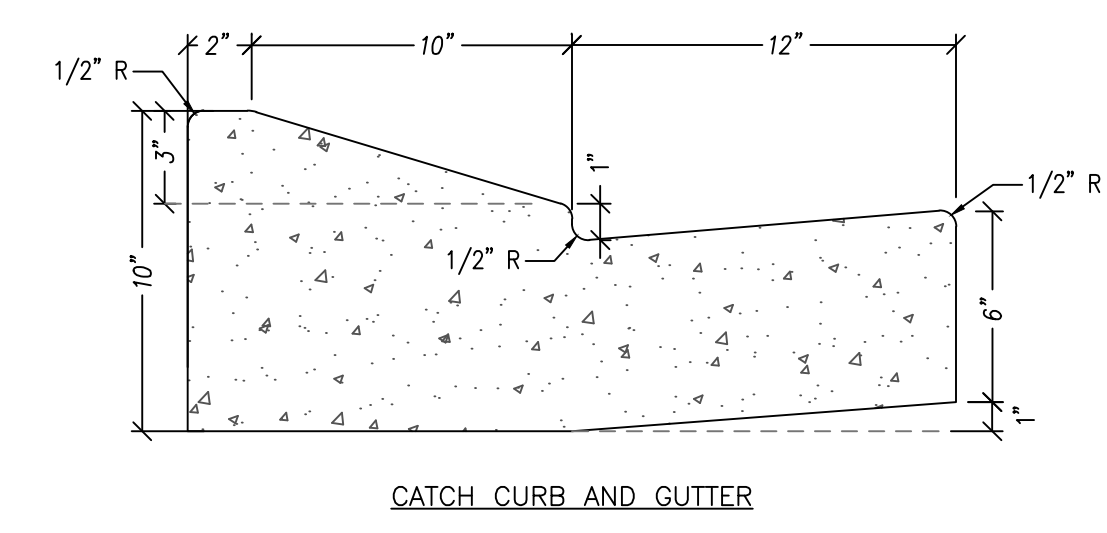
**3** CONCRETE SIDEWALK DETAIL  
N.T.S.

- NOTES:
- CONTROL JOINTS REQUIRED AT 10' O.C.
  - EXPANSION JOINTS REQUIRED AT 30' O.C. (MAX) AND AT ALL RADIUS RETURNS UNLESS DIRECTED OTHERWISE BY THE ENGINEER.
  - 1/2" PREMOULDED JOINT FILLER REQUIRED AT ALL EXPANSION JOINTS



**4** COMBINATION CURB AND GUTTER  
N.T.S.

- NOTE:
- CONTROL JOINTS REQUIRED AT 10' O.C.
  - EXPANSION JOINTS REQUIRED AT 30' O.C. (MAX) AND AT ALL RADIUS RETURNS UNLESS DIRECTED OTHERWISE BY THE ENGINEER. 1/2" PREMOULDED JOINT FILLER REQUIRED AT ALL EXPANSION JOINTS



**5** MOUNTABLE CURB AND GUTTER  
N.T.S.

**6**

DETAILS

FOR  
 THE SUMMIT PHASE 3  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

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CHECKED BY:	BPB	AS NOTED
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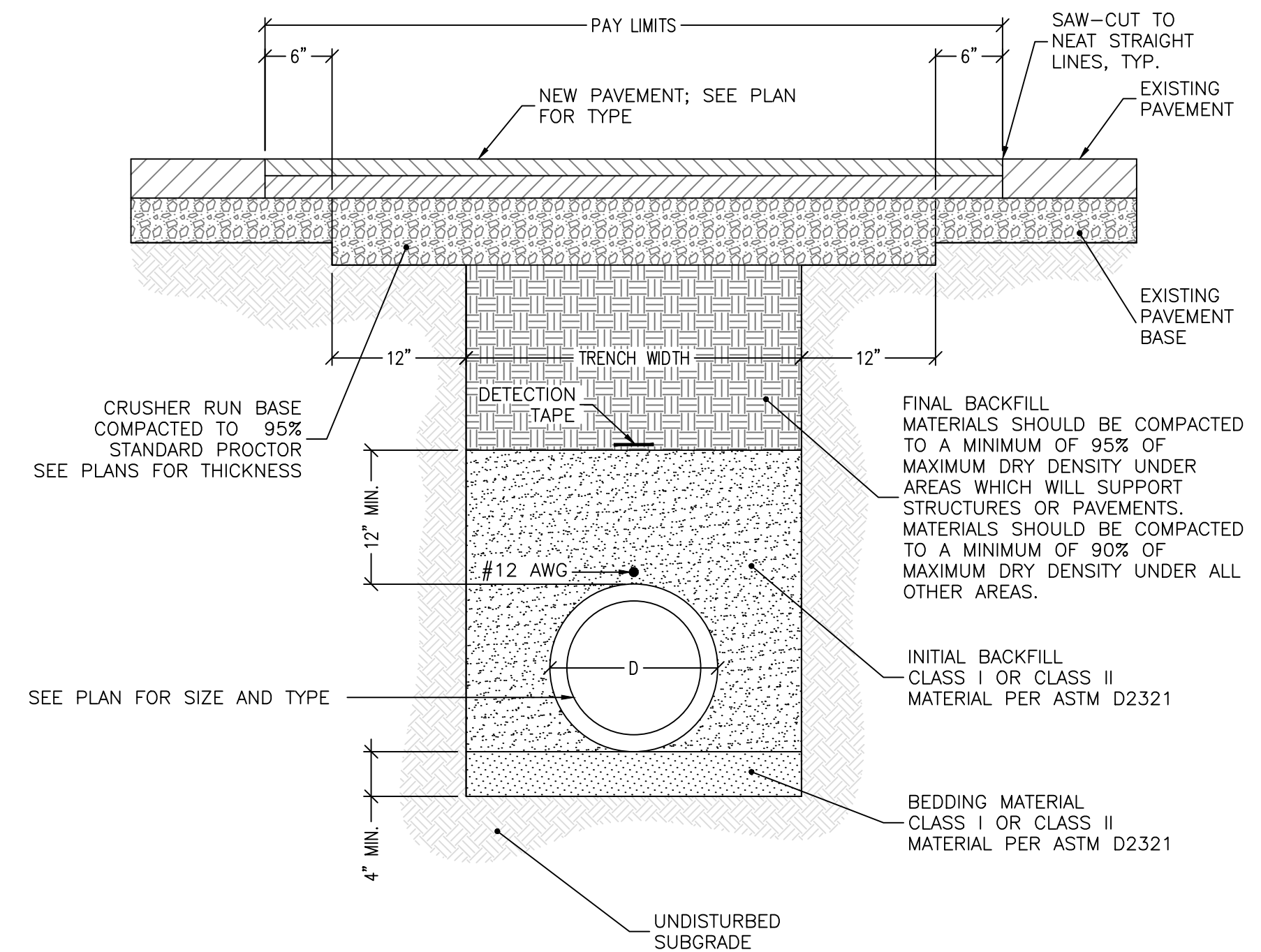
**DETAILS**

**FOR THE SUMMIT PHASE 3 AT OXFORD COMMONS OXFORD, LAFAYETTE COUNTY, MISSISSIPPI**

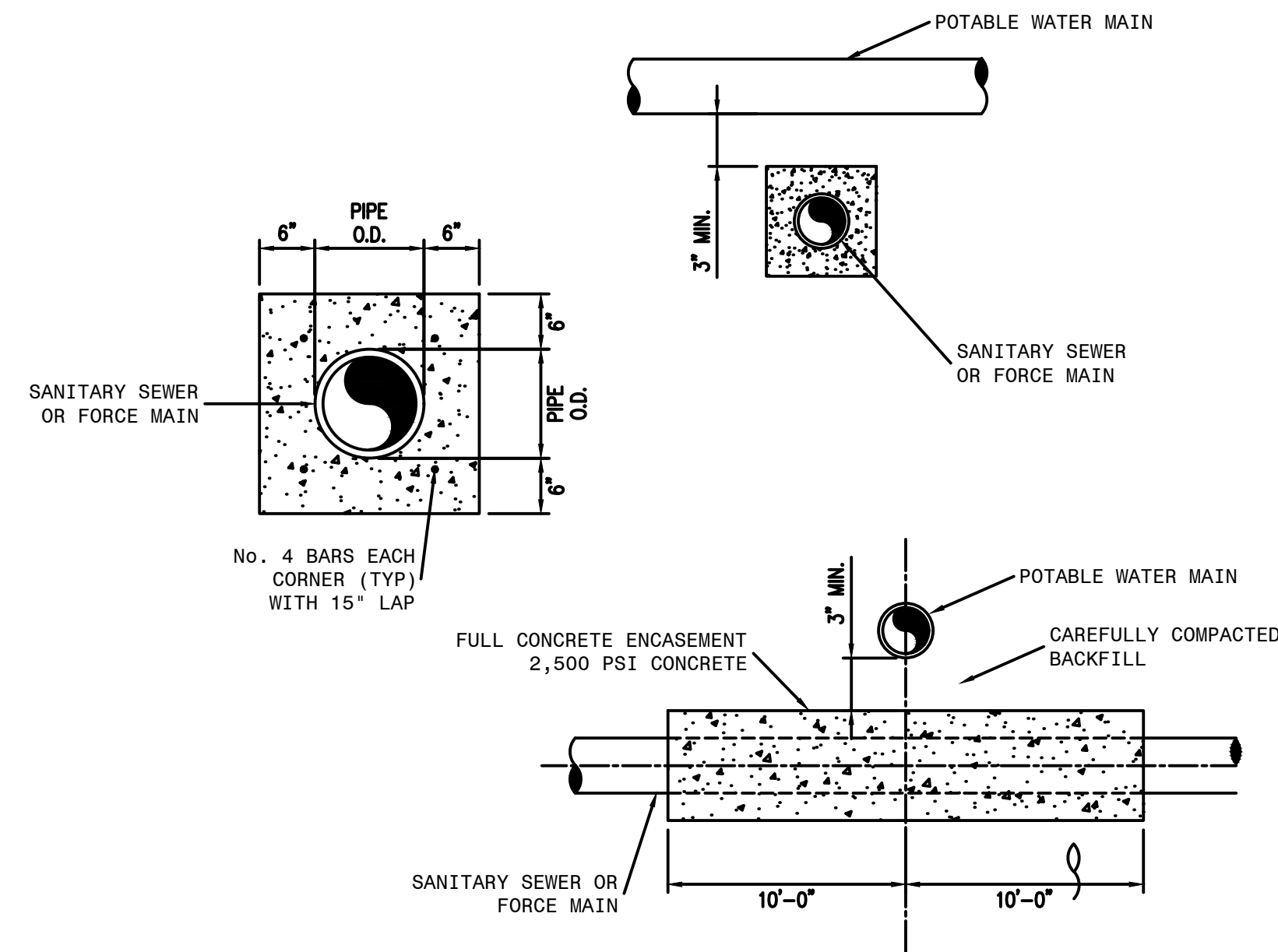
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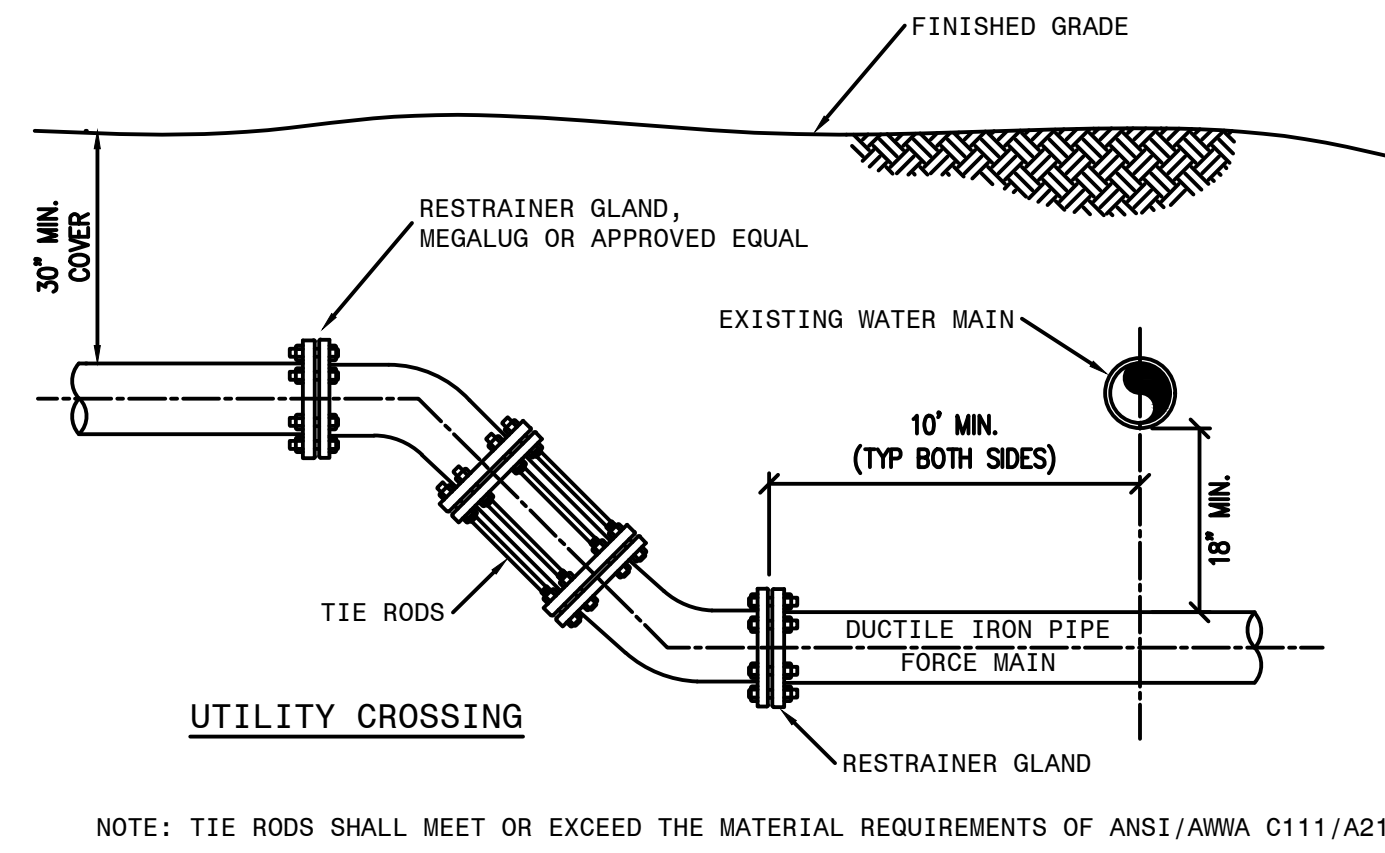
PAGE NO.: **C503**



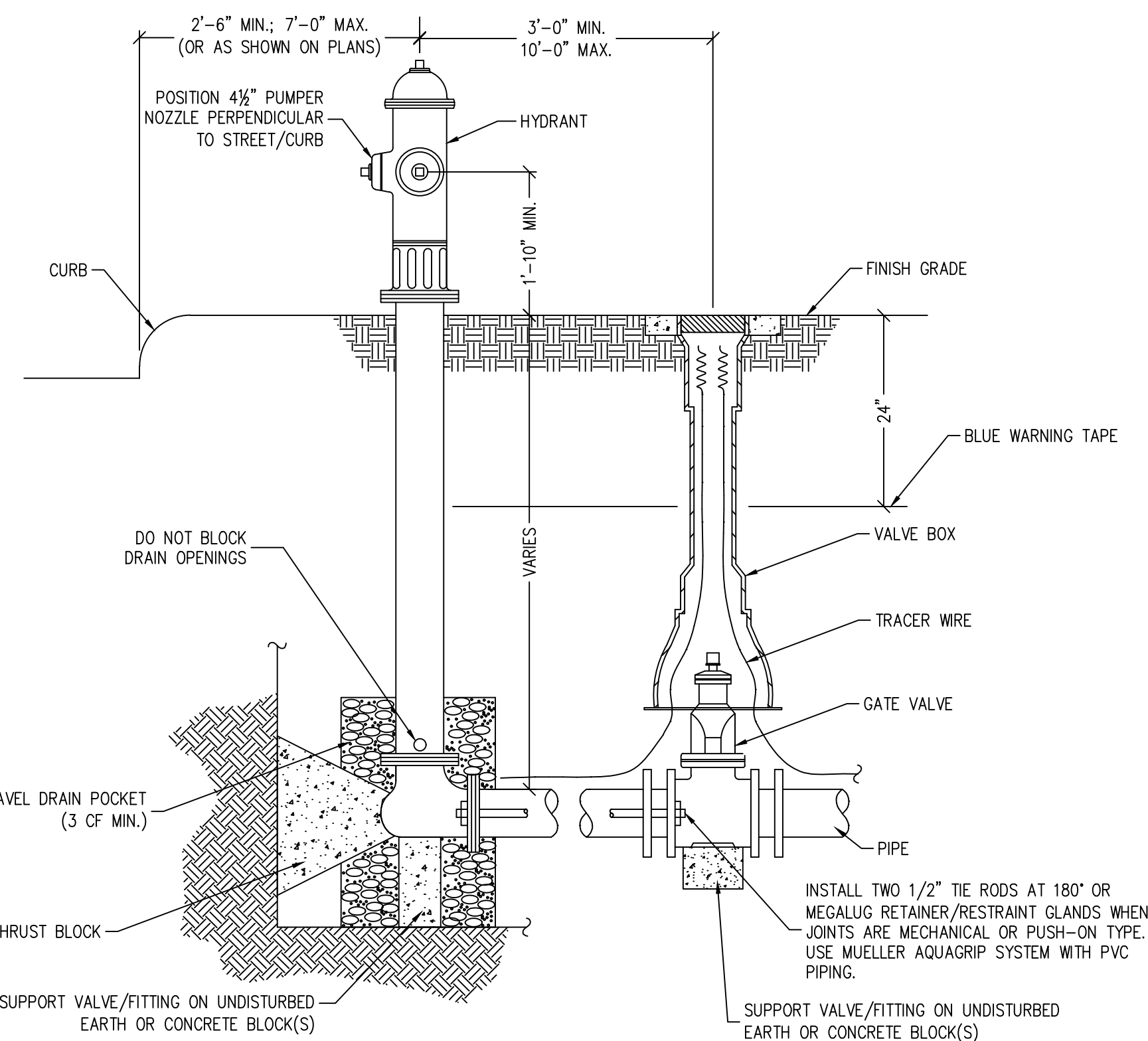
**3 TYPICAL UTILITY TRENCH BACKFILL**  
N.T.S.



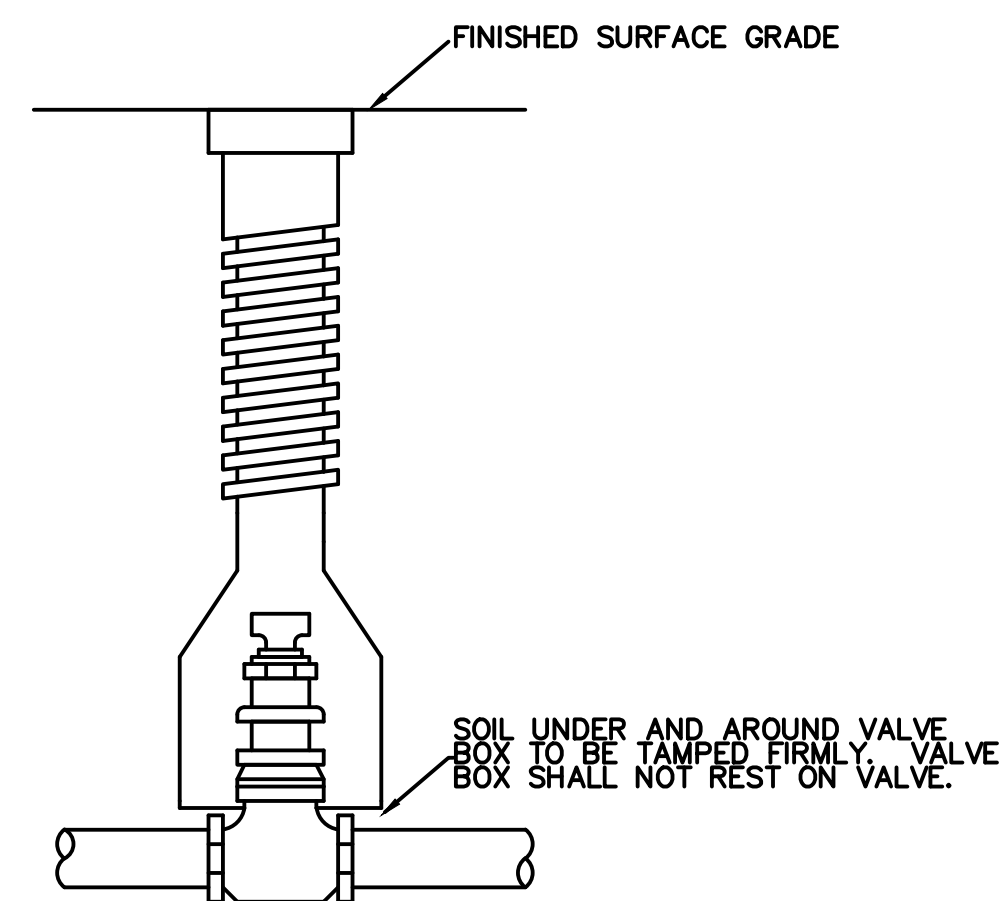
**2 UTILITY CONFLICT - CONCRETE ENCASEMENT**  
N.T.S.



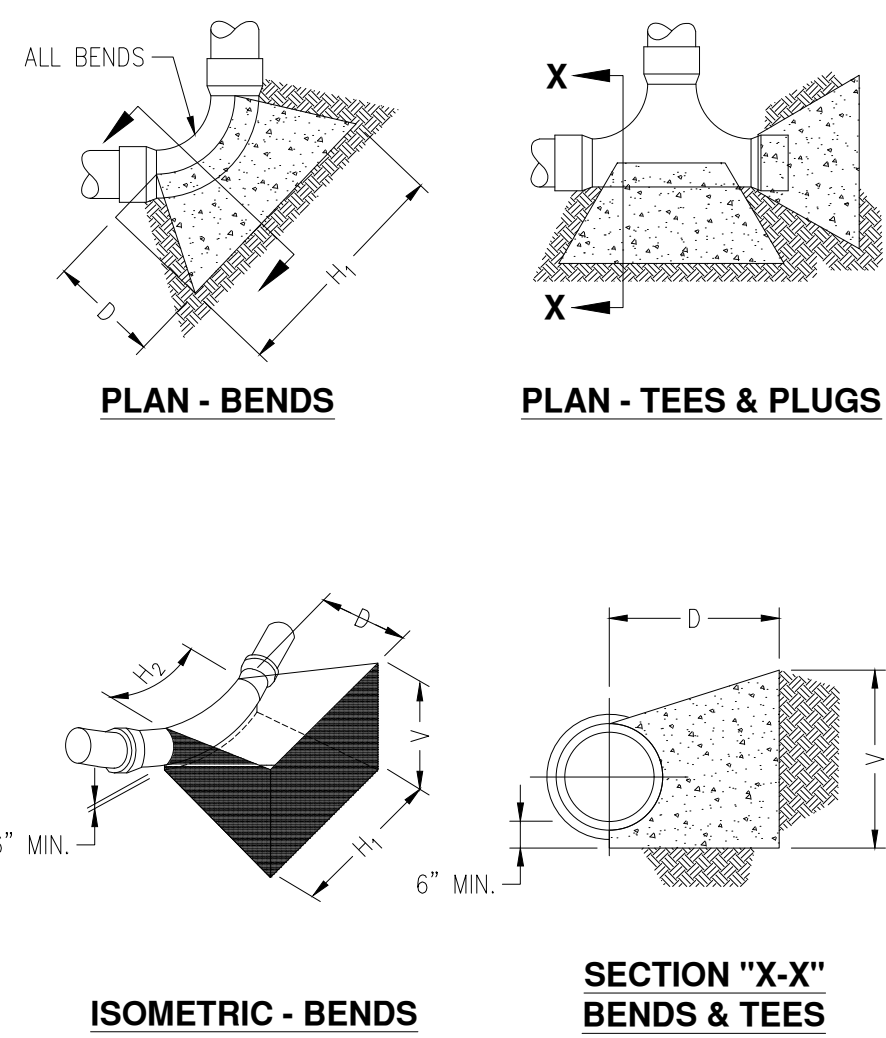
**1 TYPICAL UTILITY CONFLICT**  
N.T.S.



**5 FIRE HYDRANT ASSEMBLY**  
N.T.S.



**6 VALVE AND BOX ASSEMBLY**  
N.T.S.



**4 THRUST BLOCK DIMENSIONS**  
N.T.S.

90° BEND				
Pipe Size	H <sub>1</sub>	H <sub>2</sub>	D	V
4"	24"	12"	12"	24"
6"	36"	16"	18"	30"
8"	48"	18"	18"	36"

45° BEND				
Pipe Size	H <sub>1</sub>	H <sub>2</sub>	D	V
4"	24"	8"	12"	12"
6"	30"	10"	18"	20"
8"	36"	11"	18"	30"

22 1/2° BEND				
Pipe Size	H <sub>1</sub>	H <sub>2</sub>	D	V
4"	12"	8"	12"	12"
6"	18"	10"	18"	18"
8"	27"	11"	18"	20"

11 1/4° BEND				
Pipe Size	H <sub>1</sub>	H <sub>2</sub>	D	V
4"	12"	8"	12"	12"
6"	16"	10"	18"	12"
8"	18"	11"	18"	16"

TEES & PLUGS				
Pipe Size	H <sub>1</sub>	H <sub>2</sub>	D	V
4"	24"	12"	12"	16"
6"	30"	16"	18"	24"
8"	40"	18"	18"	30"

DIMENSIONS BASED ON SOIL BEARING CAP. OF 1000 PSF & PRESSURE OF 150 PSI (100 PSI + 50% FOR WATER HAMMER).

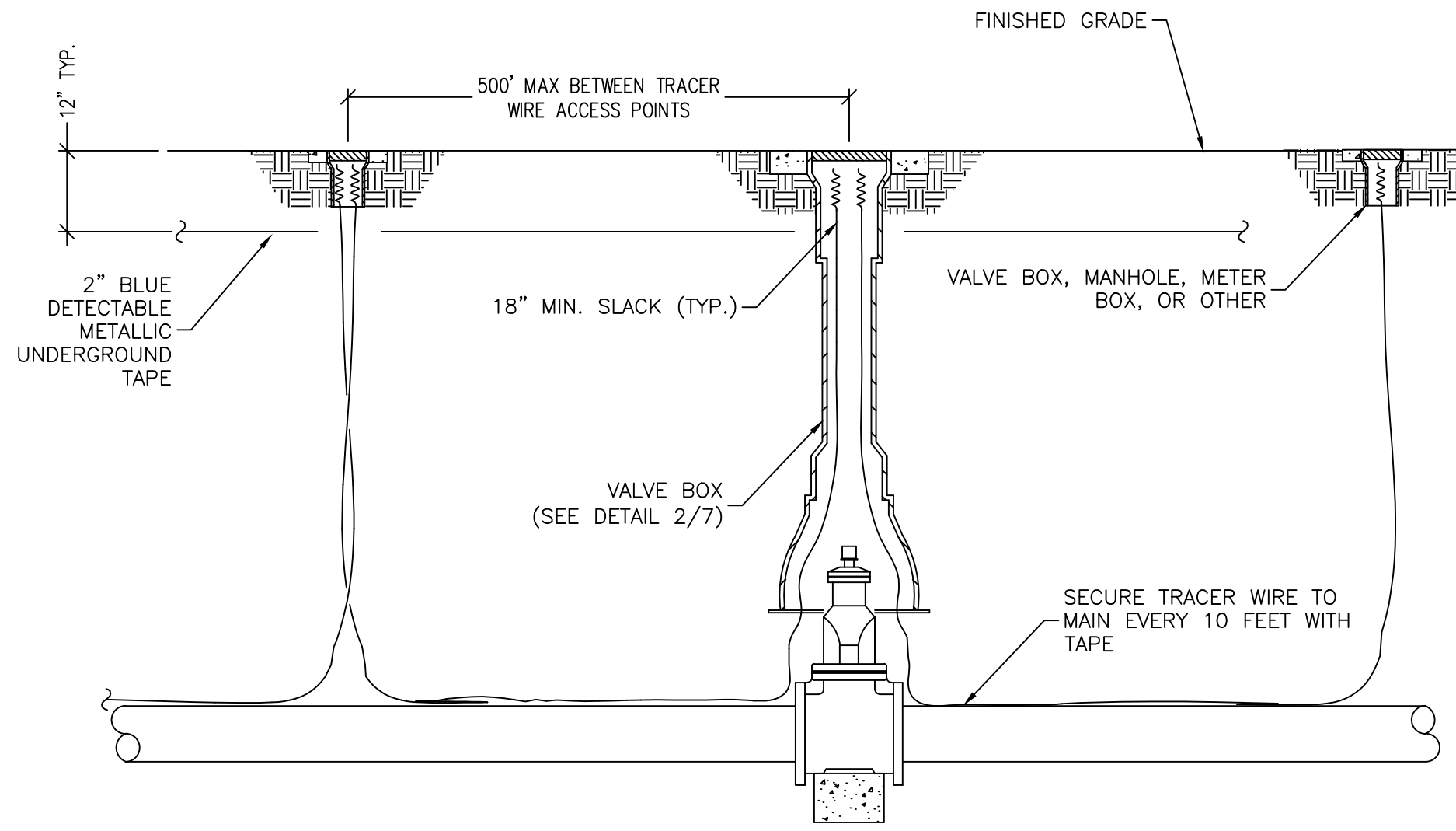
**NOTES:**  
 FIRE HYDRANTS SHALL BE THREE WAY, M&H STYLE 129 OR CLOW MEDALLION SERIES.  
 ALL HYDRANTS SHALL OPEN IN THE SAME DIRECTION AS THOSE PRESENTLY USED IN THE CITY WHICH IS OPEN LEFT (COUNTER-CLOCKWISE)  
 ALL HYDRANTS SHALL BE YELLOW FROM MANUFACTURER.



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**REVISIONS:**

NO.	DATE	DESCRIPTION	BY



**1** TRACER WIRE DETAIL  
N.T.S.

**2**

**3**

**DETAILS**  
 FOR  
**THE SUMMIT PHASE 3**  
 AT OXFORD COMMONS  
 OXFORD, LAFAYETTE COUNTY, MISSISSIPPI

DRAWN BY:		11.01.2024
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**C504**

**4**

**5**

**6**




W=2'-6"		BILL OF REINFORCING STEEL FOR 1-5'-0" INLET																								
H	BAR "A" L = 4'-2" #4 @ 9"	BAR "C" L = 5'-8" #4 @ 12"	BAR "S" L = 5'-8" #4 @ 12"	BAR "D" L = 5'-8" #4 @ 12"	BAR "F" L=9'-8" #6	BAR "J" L=2'-3" #4	BAR "B" #4 @ 9"	BAR "K" #4 @ 9"	* TOTAL STEEL	TOTAL CONC.																
3'-6"	6 17 7 27 5 19 5 19 5 73 4 6 3'-10" 7 18 2'-7" 7 12 190	1.99	4'-0"	6 17 7 27 5 19 7 26 5 73 4 6 4'-4" 7 20 3'-1" 7 14 202	2.15	4'-6"	6 17 7 27 5 19 7 26 5 73 4 6 4'-10" 7 23 3'-7" 7 17 207	2.31	5'-0"	6 17 7 27 5 19 9 34 5 73 4 6 5'-4" 7 25 4'-1" 7 19 219	2.47	5'-6"	6 17 7 27 5 19 9 34 5 73 4 6 5'-10" 7 27 4'-7" 7 21 224	2.62	6'-0"	6 17 7 27 5 19 11 42 5 73 4 6 6'-4" 7 30 5'-1" 7 24 230	2.78	6'-6"	6 17 7 27 5 19 11 42 5 73 4 6 6'-10" 7 32 5'-7" 7 26 240	2.94	7'-0"	6 17 7 27 5 19 13 49 5 73 4 6 7'-4" 7 34 6'-1" 7 28 253	3.10	7'-6"	6 17 7 27 5 19 13 49 5 73 4 6 7'-10" 7 37 6'-7" 7 31 257	3.25

W=3'-0"		BILL OF REINFORCING STEEL FOR 1-5'-0" INLET																								
H	BAR "A" L = 4'-8" #4 @ 9"	BAR "C" L = 6'-2" #4 @ 12"	BAR "S" L = 5'-8" #4 @ 12"	BAR "D" L = 5'-8" #4 @ 12"	BAR "F" L=9'-8" #6	BAR "J" L=2'-3" #4	BAR "B" #4 @ 9"	BAR "K" #4 @ 9"	* TOTAL STEEL	TOTAL CONC.																
3'-6"	6 19 7 29 5 19 5 19 5 73 4 6 3'-10" 7 18 2'-7" 7 12 194	2.15	4'-0"	6 19 7 29 5 19 7 26 5 73 4 6 4'-4" 7 20 3'-1" 7 14 206	2.32	4'-6"	6 19 7 29 5 19 7 26 5 73 4 6 4'-10" 7 23 3'-7" 7 17 211	2.49	5'-0"	6 19 7 29 5 19 9 34 5 73 4 6 5'-4" 7 25 4'-1" 7 19 223	2.65	5'-6"	6 19 7 29 5 19 9 34 5 73 4 6 5'-10" 7 27 4'-7" 7 21 228	2.82	6'-0"	6 19 7 29 5 19 11 42 5 73 4 6 6'-4" 7 30 5'-1" 7 24 240	2.99	6'-6"	6 19 7 29 5 19 11 42 5 73 4 6 6'-10" 7 32 5'-7" 7 26 245	3.15	7'-0"	6 19 7 29 5 19 13 49 5 73 4 6 7'-4" 7 34 6'-1" 7 28 257	3.32	7'-6"	6 19 7 29 5 19 13 49 5 73 4 6 7'-10" 7 37 6'-7" 7 31 262	3.49

W=3'-6"		BILL OF REINFORCING STEEL FOR 1-5'-0" INLET																								
H	BAR "A" L = 5'-2" #4 @ 9"	BAR "C" L = 6'-8" #4 @ 12"	BAR "S" L = 5'-8" #4 @ 12"	BAR "D" L = 5'-8" #4 @ 12"	BAR "F" L=9'-8" #6	BAR "J" L=2'-3" #4	BAR "B" #4 @ 9"	BAR "K" #4 @ 9"	* TOTAL STEEL	TOTAL CONC.																
3'-6"	6 21 7 31 5 19 6 23 5 73 4 6 3'-10" 7 18 2'-7" 7 12 202	2.31	4'-0"	6 21 7 31 5 19 8 30 5 73 4 6 4'-4" 7 20 3'-1" 7 14 214	2.49	4'-6"	6 21 7 31 5 19 8 30 5 73 4 6 4'-10" 7 23 3'-7" 7 17 219	2.66	5'-0"	6 21 7 31 5 19 10 38 5 73 4 6 5'-4" 7 25 4'-1" 7 19 231	2.84	5'-6"	6 21 7 31 5 19 10 38 5 73 4 6 5'-10" 7 27 4'-7" 7 21 236	3.01	6'-0"	6 21 7 31 5 19 12 45 5 73 4 6 6'-4" 7 30 5'-1" 7 24 248	3.19	6'-6"	6 21 7 31 5 19 12 45 5 73 4 6 6'-10" 7 32 5'-7" 7 26 253	3.37	7'-0"	6 21 7 31 5 19 14 53 5 73 4 6 7'-4" 7 34 6'-1" 7 28 265	3.54	7'-6"	6 21 7 31 5 19 14 53 5 73 4 6 7'-10" 7 37 6'-7" 7 31 270	3.72

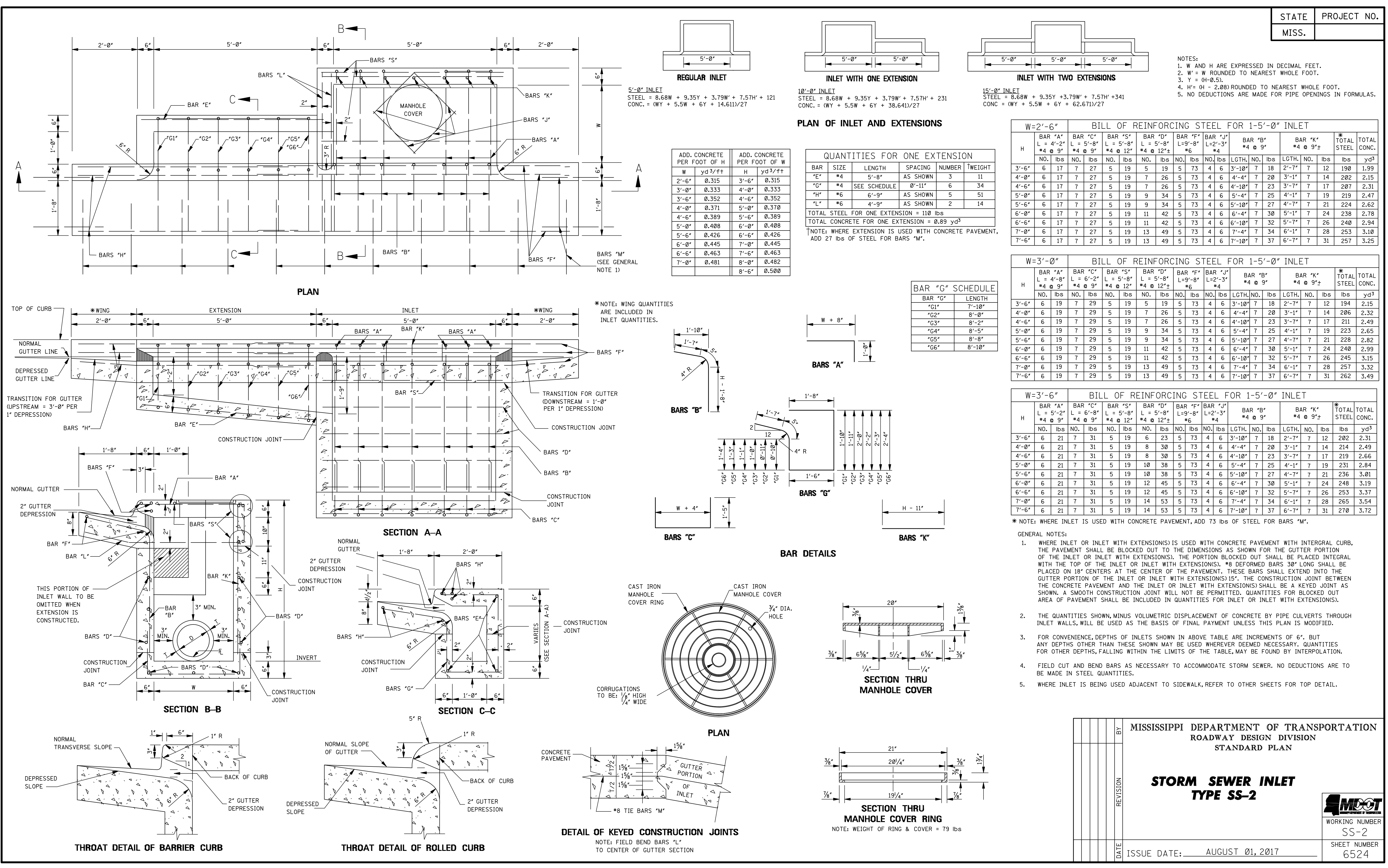
\* NOTE: WHERE INLET IS USED WITH CONCRETE PAVEMENT, ADD 73 LBS OF STEEL FOR BARS "M".

- GENERAL NOTES:
- WHERE INLET OR INLET WITH EXTENSIONS IS USED WITH CONCRETE PAVEMENT WITH INTEGRAL CURB, THE PAVEMENT SHALL BE BLOCKED OUT TO THE DIMENSIONS AS SHOWN FOR THE GUTTER PORTION OF THE INLET OR INLET WITH EXTENSIONS. THE PORTION BLOCKED OUT SHALL BE PLACED INTEGRAL WITH THE TOP OF THE INLET OR INLET WITH EXTENSIONS. #8 DEFORMED BARS 30" LONG SHALL BE PLACED ON 18" CENTERS AT THE CENTER OF THE PAVEMENT. THESE BARS SHALL EXTEND INTO THE GUTTER PORTION OF THE INLET OR INLET WITH EXTENSIONS 15". THE CONSTRUCTION JOINT BETWEEN THE CONCRETE PAVEMENT AND THE INLET OR INLET WITH EXTENSIONS SHALL BE A KEVED JOINT AS SHOWN. A SMOOTH CONSTRUCTION JOINT WILL NOT BE PERMITTED. QUANTITIES FOR BLOCKED OUT AREA OF PAVEMENT SHALL BE INCLUDED IN QUANTITIES FOR INLET OR INLET WITH EXTENSIONS.
  - THE QUANTITIES SHOWN, MINUS VOLUMETRIC DISPLACEMENT OF CONCRETE BY PIPE CULVERTS THROUGH INLET WALLS, WILL BE USED AS THE BASIS OF FINAL PAYMENT UNLESS THIS PLAN IS MODIFIED.
  - FOR CONVENIENCE, DEPTHS OF INLETS SHOWN IN ABOVE TABLE ARE INCREMENTS OF 6", BUT ANY DEPTHS OTHER THAN THESE SHOWN MAY BE USED WHEREVER DEEMED NECESSARY. QUANTITIES FOR OTHER DEPTHS, FALLING WITHIN THE LIMITS OF THE TABLE, MAY BE FOUND BY INTERPOLATION.
  - FIELD CUT AND BEND BARS AS NECESSARY TO ACCOMMODATE STORM SEWER. NO DEDUCTIONS ARE TO BE MADE IN STEEL QUANTITIES.
  - WHERE INLET IS BEING USED ADJACENT TO SIDEWALK, REFER TO OTHER SHEETS FOR TOP DETAIL.

DATE	REVISION	BY	MISSISSIPPI DEPARTMENT OF TRANSPORTATION ROADWAY DESIGN DIVISION STANDARD PLAN
			<b>STORM SEWER INLET TYPE SS-2</b>
			WORKING NUMBER SS-2
			SHEET NUMBER 6524
			ISSUE DATE: AUGUST 01, 2017

DRAWN BY:		11.01.2024
CHECKED BY:	BPB	AS NOTED
PROJECT NO.:	23158	
PAGE NO.:		C505

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# OXFORD

PLANNING  
DEPARTMENT

## Memorandum

**To:** Mayor and Board of Alderman  
**From:** Robert Baxter; Senior Planner  
**Date:** December 17, 2024  
**RE:** Request approval of a Preliminary and Final Plat for Case #3167, The Grove at North Lamar (Jay Evans) for 'Savannah Square Oxford, Phase VII', for property located at 1205 Pleasant Drive (PPIN #5119)

---

The subject property is +/- 2.51 acres in the Savannah Square development at the intersection of North Lamar and Pleasant Drive. The applicant was approved for 'Savannah Square Mixed Use' at this location most recently in March 2023 (Case #2940).

The applicant has returned to propose a two-lot subdivision for this property. Each of these lots meet the dimensional requirements of the underlying TNB zoning and the lot lines are drawn so as to make sure the existing and under-construction buildings are compliant with setbacks.

Engineering provided comments in the attached Staff Report regarding Access and Stormwater Management.

This case was approved unanimously by the Planning Commission at the December 2024 meeting with the 7 conditions listed in the Staff report.

**Recommendation:** Staff and the Planning Commission recommend approval of the requested Preliminary and Final Plat for 'Savannah Square Oxford, Phase VII' with the following conditions:

1. Approval is for the plan as submitted subject to necessary technical revisions per the Site Plan Review Committee.
2. Approval of the Preliminary and Final Plat for 'Savannah Square Oxford, Phase VII' by the Mayor and Board of Aldermen.
3. A copy of the stamped and recorded covenants are required prior to the issuance of a Certificate of Occupancy.

4. The stormwater management facility must be certified before issuance of a Certificate of Occupancy.
5. A cross-access easement should be shown on both plats between lots 1 and 2.
6. Approval of the revised stormwater management plan must be obtained before the plats can go to the Board of Alderman.
7. Planned improvements to North Lamar Boulevard, including the installation of a left turn lane into Pleasant Drive must be complete prior to the issuance of certificates of occupancy.
1. All engineering comments and conditions relating to the site plan review for this development must be met prior to a land disturbance permit being issued.

**OXFORD**PLANNING  
DEPARTMENT**Case #3167**

**To:** Oxford Planning Commission  
**From:** Robert Baxter, AICP; Senior Planner  
**Date:** December 9, 2024

**Applicant:** The Grove at North Lamar (Jay Evans)  
**Owner:** Same  
**Request:** Preliminary and Final Plat for 'Savannah Square Oxford, Phase VII'  
**Location:** 1205 Pleasant Drive (PPIN #5119)  
**Zoning:** (TNB) Traditional Neighborhood Business

**Surrounding Zoning:**

**North, East & South:** (TNB) Traditional Neighborhood Business

**West:** (SR) Suburban Residential

**Case History:** [Case #2300](#) – Site Plan Approval – May 2018  
[Case #2441](#) – Site Plan Modifications – Jan 2019  
[Case #2583](#) – Site Plan Approval – Jan 2020  
[Case #2756](#) – Build to Variance – July 2021  
[Case #2842](#) – Side Yard Variance – March 2022  
[Case #2873](#) – Building Height & Ground Floor Residential Special Exception – June 2022  
Case #2940 – Site Plan Amendment – March 2023

**Planning Comments:** The subject property is +/- 2.51 acres in the Savannah Square development at the intersection of North Lamar and Pleasant Drive. The applicant was approved for 'Savannah Square Mixed Use' at this location most recently in March 2023 (Case #2940).

The applicant has returned to propose a two-lot subdivision for this property. There will be a +/-1.22-acre lot associated with 'Building A' towards South Lamar, a +/- 0.90-acre lot associated with 'Building B' towards Pleasant Drive and +/- 0.39 acres associated with common detention. Each of these lots meet the dimensional requirements of the underlying TNB zoning and the lot lines are drawn so as to make sure the existing and under-construction buildings are compliant with setbacks.

**Engineering Comments:**Access

The preliminary and final plat of this subdivision are a modification of a previously approved common interest development, which was approved in case #2940 in February, 2024.

Stormwater Management

A stormwater management plan for the plat was approved as part of Case #2940. A surface detention basin meets the stormwater management requirements with inlets and pipes conveying runoff. When Case #2940 came before the planning commission, it was to be a common interest development. Now that it is being changed to a subdivision, the approved detention basin will become a regional detention facility serving the two lots of the subdivision.

The Engineering Department has not approved the Stormwater Management Plan for this plat. Not all of the requirements under Section 98-119 Regional Stormwater Management of the City of Oxford's stormwater management ordinance have been met at the time of this report. Engineering staff is awaiting a resubmittal to address comments but does not anticipate any issues preventing approval of the stormwater management plan.

**Recommendation:** Staff recommends approval of the requested Preliminary and Final Plat for 'Savannah Square Oxford, Phase VII' with the following conditions:

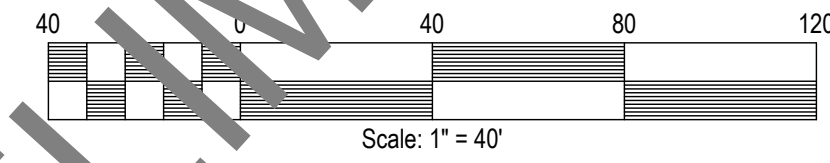
1. Approval is for the plan as submitted subject to necessary technical revisions per the Site Plan Review Committee.
2. Approval of the Preliminary and Final Plat for 'Savannah Square Oxford, Phase VII' by the Mayor and Board of Aldermen.
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5. A cross-access easement should be shown on both plats between lots 1 and 2.
6. Approval of the revised stormwater management plan must be obtained before the plats can go to the Board of Alderman.
7. Planned improvements to North Lamar Boulevard, including the installation of a left turn lane into Pleasant Drive must be complete prior to the issuance of certificates of occupancy.

PRELIMINARY

## Savannah Square Oxford, Phase VII

TOTAL AREA: 2.50 ACRES

The Grove on North Lamar, LLC.  
1306 University Boulevard Suite F  
Oxford, MS 38655



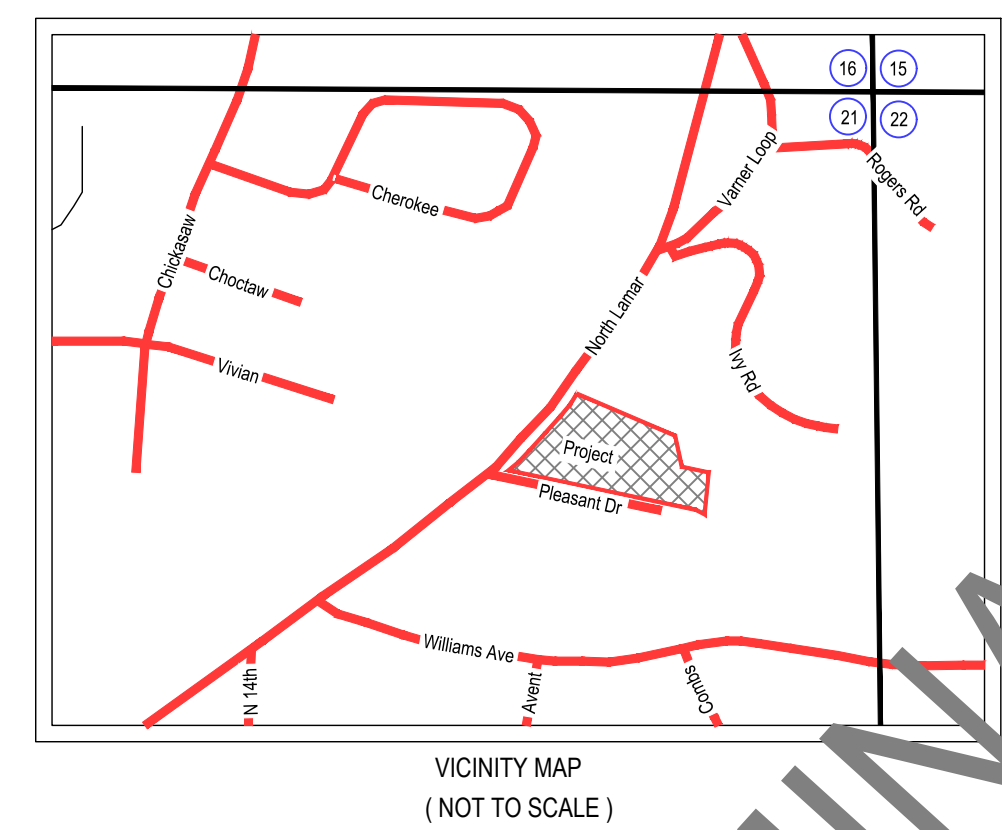
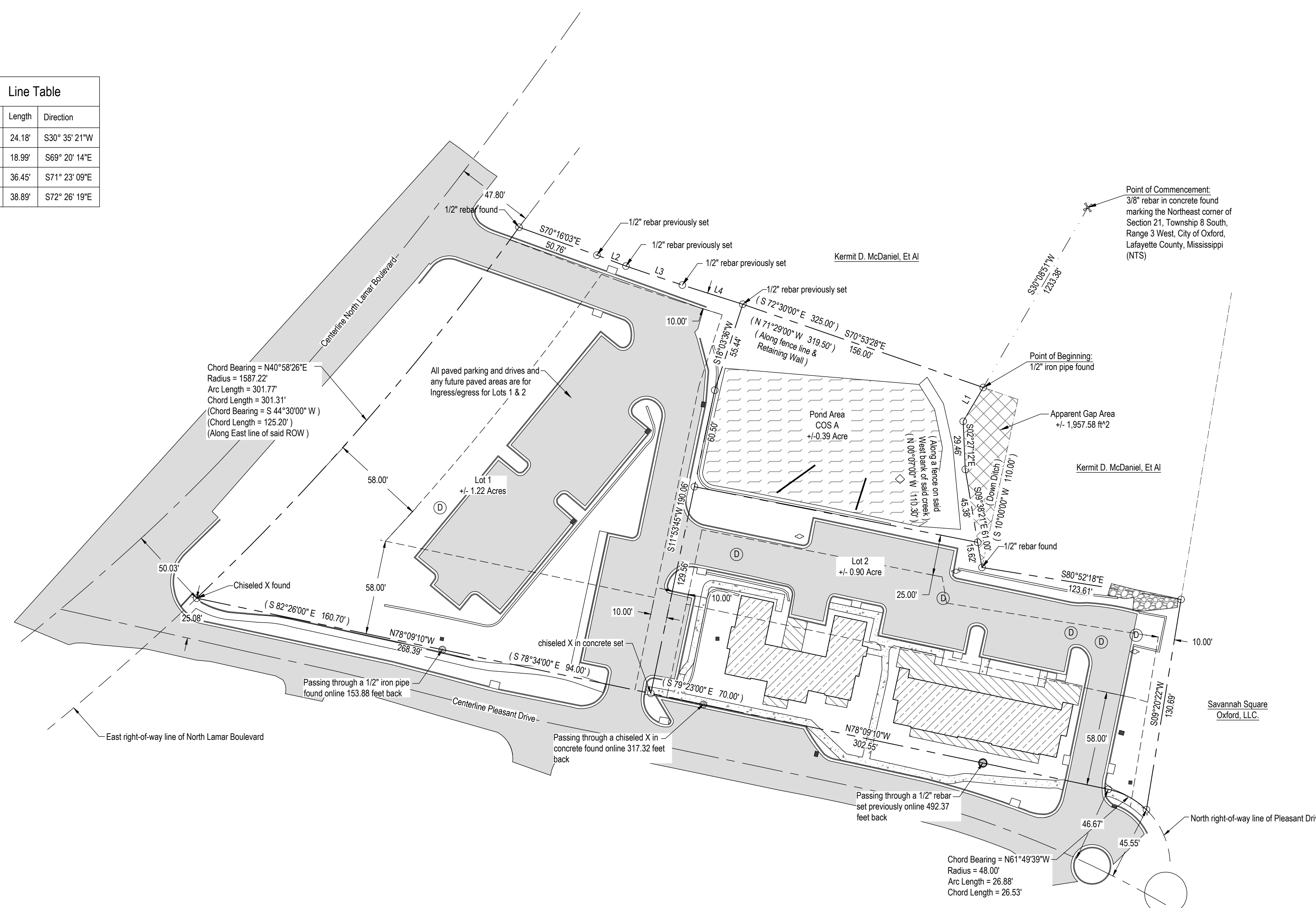
Line Table		
Line #	Length	Direction
L1	24.18'	S30° 35' 21"W
L2	18.99'	S69° 20' 14"E
L3	36.45'	S71° 23' 09"E
L4	38.89'	S72° 26' 19"E

### LEGEND

<ul style="list-style-type: none"> <li>--- RIGHT-OF-WAY LINES</li> <li>--- PROPERTY LINES</li> <li>--- SECTION TIE</li> <li>--- CENTERLINE ROAD</li> <li>--- APPARENT ADJOINING PROPERTY LINE</li> <li>--- BUILDING SETBACKS</li> <li>x - x BARBED WIRE FENCE LINES</li> <li>[Hatched] BUILDING AREAS</li> <li>[Hatched] COVERED AREAS</li> <li>[Hatched] CONCRETE AREAS</li> <li>[Hatched] ASPHALT AREAS</li> <li>(NTS) NOT TO SCALE</li> <li>(N 79°36'00" W 210.00') DEED CALLS</li> <li>(S 89°57'34" W 210.00') MEASURED CALLS</li> </ul>	<ul style="list-style-type: none"> <li>[Symbol] CONCRETE CURB AND GUTTER</li> <li>[Symbol] INLET</li> <li>[Symbol] SECTION CORNER</li> <li>[Symbol] PROPERTY CORNERS</li> <li>[Symbol] MONUMENTS FOUND</li> <li>[Symbol] CURB INLET</li> <li>[Symbol] LAMP POLES</li> <li>[Symbol] ELECTRIC METERS</li> <li>[Symbol] GAS METERS</li> <li>[Symbol] WATER METERS</li> <li>[Symbol] AIR CONDITIONING UNIT</li> <li>[Symbol] EXISTING SANITARY MANHOLE</li> <li>[Symbol] STORMDRAIN MANHOLE</li> <li>[Symbol] POB POINT OF BEGINNING</li> <li>[Symbol] POC POINT OF COMMENCEMENT</li> </ul>
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(All symbols in legend may not be used on current survey.)

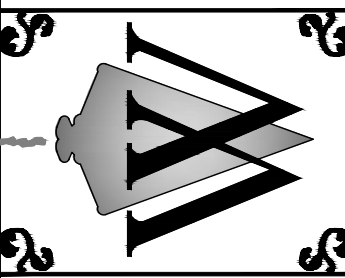
- Notes:**
1. This is a Class "B" Survey as set forth in Appendix "A" of the Standards of Practice for Land Surveying in the State of Mississippi.
  2. This survey meets the conditions of closure and accuracy for condition "B" as set forth in Appendix "B" of the standards of practice for Land Surveying in the State of Mississippi.
  3. Field survey completed XX X, XXXX.
  4. "True" Geodetic Bearings were established from GPS Observation by Williams Engineering.
  5. Subject survey is Zoned TNB "Traditional Neighborhood Business" as per City of Oxford Interactive Zoning Map Adopted March 19, 2019 and is subject to the regulations, setbacks, and easements found in the City of Oxford Land Development Code latest addition.
  6. This property is subject to any right-of-way or easements recorded or unrecorded shown or not shown on plat of survey.
  7. This property is subject to the Protective Covenants for XXXXXXX, as recorded in the Office of the Chancery Clerk of Lafayette County, Mississippi, in Deed Book-XXX, Page-XXX, and any amendments made thereafter.
  8. All property corners set are 1/2" rebar with survey cap, unless otherwise stated.
  9. No underground utilities requested or shown on subject survey.
  10. All paved parking and drives and any future paved areas are for Ingress/Egress for Lots 1 & 2.
  11. Deed References:
    - A. Deed Book-386, Page-644 B. Instrument No. 201704787 C. Instrument No. 201910160
    - D. Instrument No. 201608609
    - E. Official Map of the City of Oxford on file in the Office of the Chancery Clerk of Lafayette County, Mississippi.
    - F. Previous survey for The Grov on North Lamar, LLC. by WEC dated 5/16/2017 with Project No. SV-162942



PRELIMINARY

WILLIAMS ENGINEERING CONSULTANTS, INC.  
Professional Engineers | Professional Land Surveyors

720 NORTH LAMAR BOULEVARD, SUITE A  
P.O. BOX 1197 OXFORD, MISSISSIPPI 38655  
662.226.9675



Subdivision Plat For:  
Savannah Square Oxford, Phase VII  
A tract of land being a fraction of the Northeast Quarter (NE 1/4) of Section 21,  
Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi

REVISION	DATE

Scale: 1"=40'

Date: 10/17/2024

File: SV-162942 (College Station-N Lamar Pleasant Dr-Savannah Square Oxford Plat) D:\G

Proj.No.: SV-162942

Drawn By: JBM

Checked By: RSD

Sheet Title:

Subdivision  
Plat

Sheet No.:

1 of 2

PRELIMINARY

# Savannah Square Oxford, Phase VII

## TOTAL AREA: 2.50 ACRES

The Grove on North Lamar, LLC,  
1306 University Boulevard Suite F  
Oxford, MS 38655

### OWNER'S CERTIFICATE (DEVELOPER):

I, JAY EVANS, MANAGING MEMBER OF THE GROVE ON NORTH LAMAR, LLC., OWNER OF THE TRACT OF LAND HEREIN DESCRIBED, CERTIFY THAT I DID CAUSE SAID LAND TO BE SUBDIVIDED AND PLATTED AS SHOWN ON THIS PLAT OF THE GROVE AT NORTH LAMAR. UTILITY EASEMENTS ARE DEDICATED TO THE PUBLIC AND/OR PRIVATE UTILITY COMPANIES WHICH SERVE THIS SUBDIVISION. SUCH SUBDIVISION AND DEDICATION IS THE OWNER'S OWN ACT AND DEED OF HIS OWN FREE WILL.

WITNESS MY HAND AND SIGNATURE THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SIGNED: \_\_\_\_\_

JAY EVANS  
THE GROVE ON NORTH LAMAR, LLC.

### NOTARY'S CERTIFICATE

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED AUTHORITY IN AND FOR THE SAID COUNTY AND STATE, ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ WITHIN MY JURISDICTION, THE WITHIN NAMED JAY EVANS, WHO ACKNOWLEDGED THAT HE IS THE MANAGING MEMBER OF THR GROVE ON NORTH LAMAR, LLC. AND OWNER OF THE DESCRIBED THE GROVE AT NORTH LAMAR, AND THAT IN SAID REPRESENTATIVE CAPACITY, EXECUTED THE ABOVE AND FOREGOING INSTRUMENT, AFTER FIRST HAVING BEEN DULY AUTHORIZED TO DO SO.

MY COMMISSION EXPIRES: \_\_\_\_\_

NOTARY PUBLIC

### ENGINEER'S CERTIFICATE:

IT IS HEREBY CERTIFIED THAT THIS PLAT OF THE GROVE AT NORTH LAMAR, IS TRUE AND CORRECT, AND ALSO IN CONFORMANCE WITH THE DESIGN REQUIREMENTS OF THE SUBDIVISION REGULATIONS AND SPECIFIC CONDITIONS IMPOSED ON THIS DEVELOPMENT, AND TAKES INTO ACCOUNT ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS.

DATE: \_\_\_\_\_  
ENGINEER: JOEY R. MOORE, PE NO. 28231

### SURVEYORS CERTIFICATE:

THIS IS TO CERTIFY THAT I HAVE DRAWN SUBJECT PLAT FROM AN ACTUAL ON THE GROUND SURVEY AND FROM DEEDS OF RECORD AND THAT THE PLAT REPRESENTS THE INFORMATION AND THAT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

DATE: \_\_\_\_\_  
SURVEYOR: JEFFERY W. WILLIAMS, PLS NO. 2833

### CITY ENGINEER'S CERTIFICATE

I CERTIFY THAT \_\_\_\_\_ HAS COMPLIED WITH ONE OF THE FOLLOWING ALTERNATIVES FOR THE GROVE AT NORTH LAMAR:

- ALL IMPROVEMENTS HAVE BEEN INSTALLED BY THE SUB-DIVIDER IN ACCORDANCE WITH THE REQUIREMENTS OF THESE REGULATIONS AND WITH THE ACTION OF THE BOARD OF ALDERMEN, GIVING APPROVAL OF THE PRELIMINARY PLAT, AND ACCEPTING MAINTENANCE OF UTILITIES AND STREETS.
- A BOND OR CERTIFIED CHECK HAS BEEN POSTED BY THE SUB-DIVIDER WHICH IS AVAILABLE TO THE CITY IN A SUFFICIENT AMOUNT TO ENSURE COMPLETION OF ALL REQUIRED IMPROVEMENTS.

AS OF THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

REANNA MAYORAL,  
CITY ENGINEER, CITY OF OXFORD

### CITY OF OXFORD PLANNING COMMISSION APPROVAL:

CITY OF OXFORD  
STATE OF MISSISSIPPI

APPROVED AND RECOMMENDED FOR ACCEPTANCE BY THE CITY OF OXFORD PLANNING COMMISSION, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SIGNED: \_\_\_\_\_

CHAIRMAN  
CITY OF OXFORD PLANNING COMMISSION

### CITY OF OXFORD BOARD OF ALDERMEN APPROVAL:

CITY OF OXFORD  
COUNTY OF LAFAYETTE  
STATE OF MISSISSIPPI

APPROVED AND RECOMMENDED FOR ACCEPTANCE BY THE CITY OF OXFORD, BOARD OF ALDERMEN, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SIGNED: \_\_\_\_\_

ROBYN TANNEHILL  
MAYOR, CITY OF OXFORD

ATTEST: \_\_\_\_\_

CITY CLERK

### FILING CERTIFICATION BY CHANCERY CLERK:

PERSONALLY APPEARED BEFORE ME, SHERRY WALL, CHANCERY CLERK, IN AND FOR LAFAYETTE COUNTY, MISSISSIPPI, JAY EVANS, WHO EXECUTED THE ATTACHED OWNER'S CERTIFICATE THAT WAS SIGNED AND DELIVERED OF HIS OWN FREE ACT AND DEED, AND ALSO APPEARED, JEFFERY W. WILLIAMS, WHO EXECUTED THE ATTACHED SURVEYOR'S CERTIFICATE AND ACKNOWLEDGED THAT IT WAS SIGNED AND DELIVERED AS HIS OWN FREE ACT AND DEED.

WITNESS MY HAND AND SIGNATURE ON THIS, THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SIGNED: \_\_\_\_\_

SHERRY WALL - CHANCERY CLERK  
COUNTY OF LAFAYETTE  
STATE OF MISSISSIPPI

I, SHERRY WALL, CHANCERY CLERK IN AND FOR SAID COUNTY AND STATE, HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD IN MY OFFICE AT \_\_\_\_\_ O'CLOCK ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, AND WAS DULY RECORDED IN PLAT CABINET \_\_\_\_\_, SLIDE \_\_\_\_\_.

WITNESS MY HAND AND SIGNATURE ON THIS, THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SIGNED: \_\_\_\_\_

SHERRY WALL - CHANCERY CLERK

### RESTRICTIVE COVENANTS

RECORDED IN INSTRUMENT NUMBER \_\_\_\_\_ OF LAND RECORDS IN THE CHANCERY CLERK'S OFFICE OF LAFAYETTE COUNTY, MISSISSIPPI.

### STORMWATER MANAGEMENT NOTES:

1. For The Grove at North Lamar, compliance with the City of Oxford's Stormwater Ordinance shall be achieved through the joint ownership, operation, and maintenance of a regional stormwater management facility located on Lot 2 The Grove at North Lamar.

2. All common property area(s) and stormwater management facilities (any infrastructure that controls or conveys stormwater runoff) shall be maintained in perpetuity and cannot be developed for any other use that would limit or cause to limit the use of the common property area(s) and stormwater management facilities. The common property area(s) and stormwater management facilities shall be owned and maintained by the Property Owners Association or the development. Each owner shall own a proportionate share, as defined in the covenants or other recorded documents, of the common property area(s) and stormwater management facilities. Each owner shall bear responsibility for the continued maintenance of the stormwater management facilities following the ordinances of the City of Oxford and Lafayette County. An owner's interest in the common property area(s) and stormwater management facilities shall not be severed from their interest in their property. The common property area and stormwater management facility's parcel AD VALOREM tax value shall be assessed to each lot owner on a pro-rata basis as part of each lot owner's total assessment. The Detention Pond may not be altered to change the amount of detention at any time without written approval from the City of Oxford Engineering Department.

### SEC 98-117 STATEMENTS:

- The stormwater management facilities are considered common elements.
- An owner's interest in the stormwater management facilities shall not be severed from their interest in their lot.
- The City of Oxford does not own stormwater management facilities and is not responsible for maintaining them. Suppose the Association fails to maintain them appropriately. In that case, the City of Oxford may, at its sole discretion, maintain and repair such facilities and tax such costs to the association and may, if necessary, assert a lien against every lot owner on a pro-rata basis. If the association is dissolved or otherwise inactive, the City of Oxford shall retain its right to place a lien upon every lot Owner on a pro-rata basis to cover costs.
- Common elements used for stormwater management in perpetuity and cannot be developed for any use unless the City of Oxford has approved such use.

Description: A tract of land being a fraction of the Northeast Quarter (NE 1/4) of Section 21, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi; being described in more detail as follows:

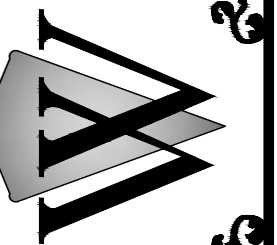
Commencing at a 3/8" rebar in concrete found marking the Northeast corner of Section 21, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi; run thence S 30° 35' 21" W for a distance of 24.18 feet to a 1/2" rebar set at traces of old barbed wire fence line; run thence S 02° 27' 12" E for a distance of 29.46 feet to a 1/2" rebar set at traces of old barbed wire fence line; run thence S 09° 38' 21" E for a distance of 61.00 feet to a 1/2" rebar found near the South side of a barbed wire fence line; run thence S 80° 52' 18" E near said South side of fence line for a distance of 123.61 feet to a 1/2" rebar found; run thence S 09° 20' 22" W for a distance of 130.69 feet to a 1/2" rebar set on the North right-of-way line of Pleasant Dive ( 45.55 feet from centerline ), said rebar also being at the beginning of a circular curve to the left; run thence along said right-of-way line as follows: along said curve having an arc length of 26.88 feet, a chord bearing of N 61° 49' 39" W, a chord length of 26.53 feet, and a radius of 48.00 feet to a 1/2" rebar set ( 46.67 feet from centerline ); run thence N 78° 09' 10" W for a distance of 317.32 feet to a Point in concrete on the East right-of-way line of North Lamar Boulevard ( 25.08 feet from centerline of Pleasant Drive and 50.30 feet from centerline of North Lamar Boulevard ), passing through a 1/2" rebar previously set online 492.37 feet back and passing through a chiseled X in concrete found online 317.32 feet back and passing through a 1/2" iron pipe found online 153.88 feet back, said point also being at the beginning of a circular curve to the left; run thence along said right-of-way line and along said curve having an arc length of 301.77 feet, a chord bearing of N 40° 58' 26" E, a chord length of 301.31 feet, and a radius of 1587.22 feet to a 1/2" rebar found ( 47.80 feet from centerline ); run thence S 70° 16' 03" E leaving said right-of-way line for a distance of 50.76 feet to a 1/2" rebar previously set; run thence S 69° 20' 14" E for a distance of 18.99 feet to a 1/2" rebar previously set; run thence S 71° 23' 09" E for a distance of 36.45 feet to a 1/2" rebar previously set; run thence S 72° 26' 19" E for a distance of 38.89 feet to a 1/2" rebar previously set; run thence S 70° 53' 28" E for a distance of 156.00 feet to the Point of Beginning of the herein described tract of land. Said tract contains 2.50 acres, more or less.

"True" Geodetic Bearings were established from GPS Observation by Williams Engineering Consultants, Inc. (662-236-9675)

Date: October 17, 2024

WILLIAMS ENGINEERING CONSULTANTS, INC.  
Professional Engineers | Professional Land Surveyors

720 NORTH LAMAR BOULEVARD, SUITE A  
P.O. BOX 1197 OXFORD, MISSISSIPPI 38655  
662.236.9675



Subdivision Plat For:  
Savannah Square Oxford, Phase VII  
A tract of land being a fraction of the Northeast Quarter (NE 1/4) of Section 21, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi

REVISION	DATE

Scale: 1"=40'

Date: 10/17/2024

SV-162942 (College Station-N Lamar  
File: Pleasant Dr - Savannah Sub Plat Sub Plat.DWG)

Proj.No.: SV-162942

Drawn By: JBM

Checked By: RSD

Sheet Title:

Subdivision  
PLat

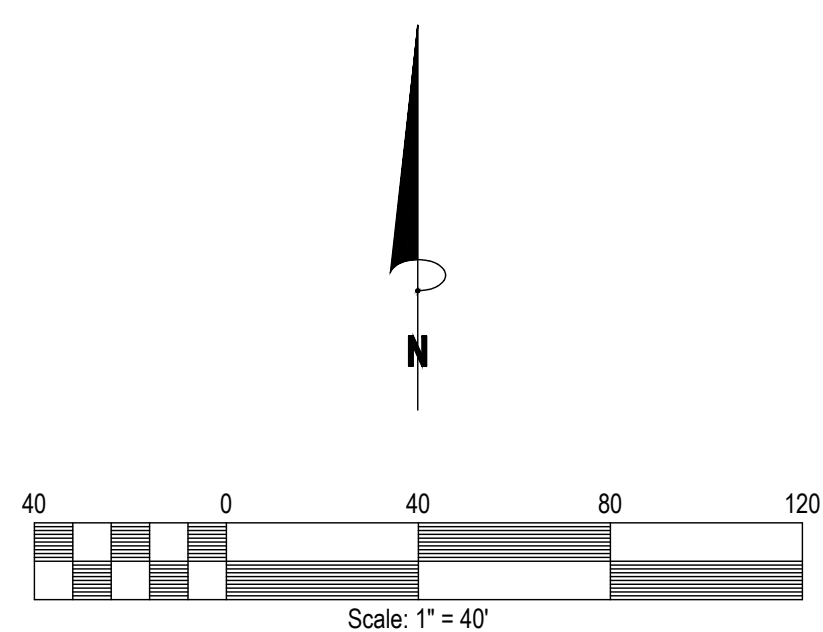
Sheet No.:

PRELIMINARY

# The Grove at North Lamar Subdivision

## TOTAL AREA: 2.50 ACRES

The Grove at North Lamar, LLC.  
1306 University Boulevard Suite F  
Oxford, MS 38655



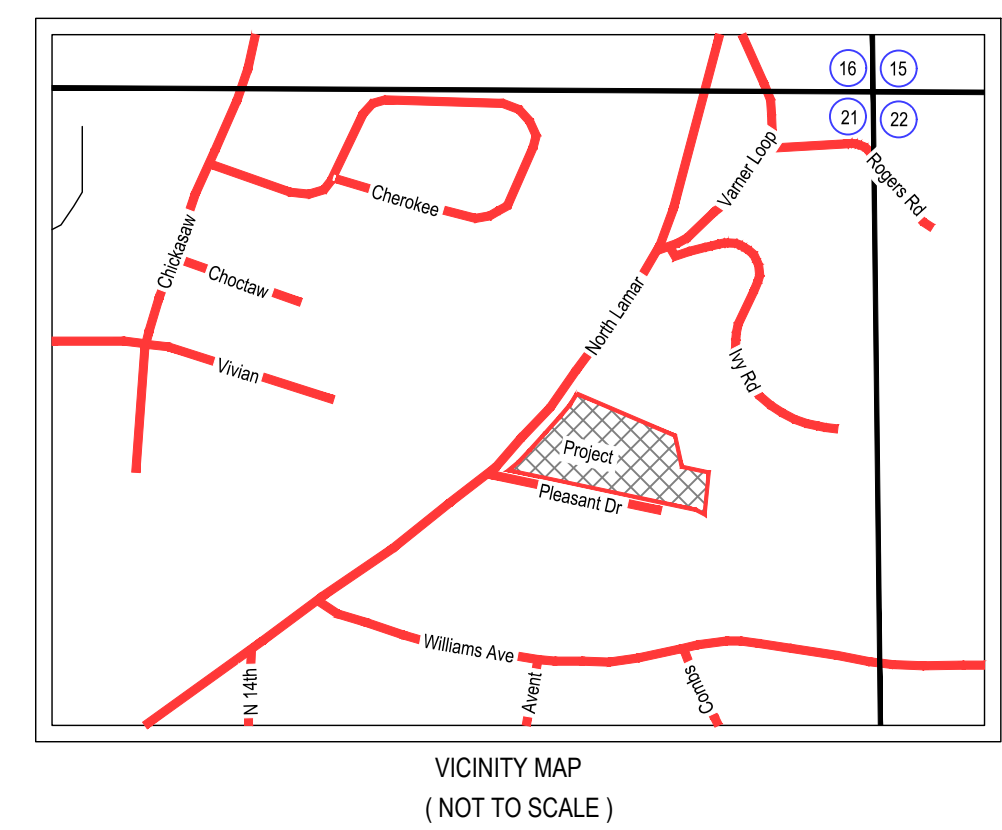
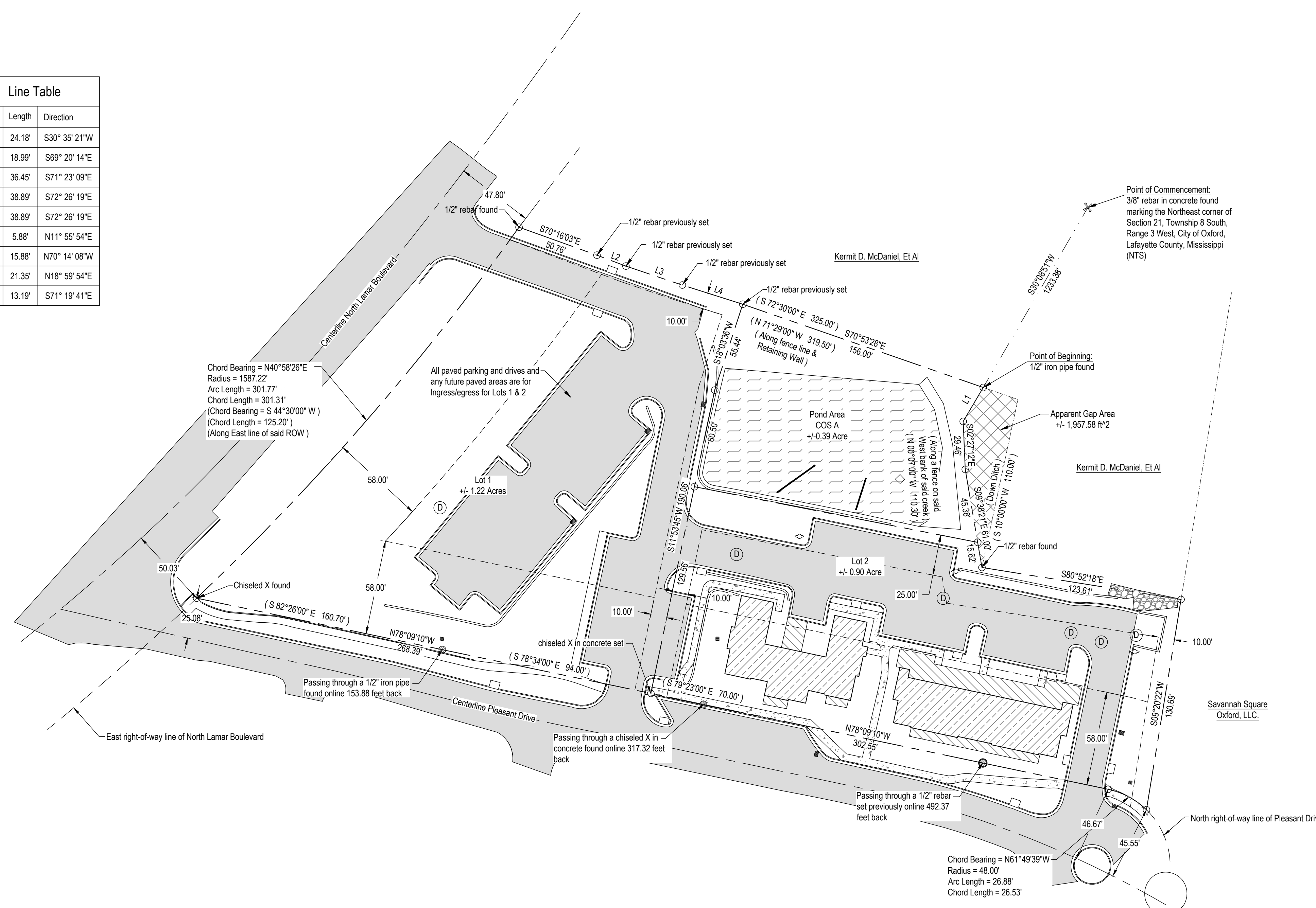
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L3	36.45'	S71° 23' 09"E
L4	38.89'	S72° 26' 19"E
L5	38.89'	S72° 26' 19"E
L6	5.88'	N11° 55' 54"E
L7	15.88'	N70° 14' 08"W
L8	21.35'	N18° 59' 54"E
L9	13.19'	S71° 19' 41"E

### LEGEND

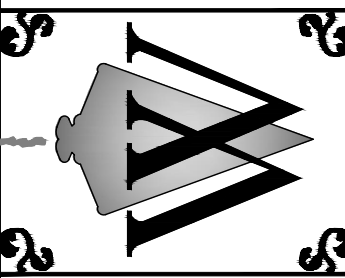
---	RIGHT-OF-WAY LINES	—	CONCRETE CURB AND GUTTER
---	PROPERTY LINES	■	INLET
---	SECTION TIE	○	SECTION CORNER
---	CENTERLINE ROAD	○	PROPERTY CORNERS
---	APPARENT ADJOINING PROPERTY LINE	○	MONUMENTS FOUND
---	BUILDING SETBACKS	○	CURB INLET
x — x	BARBED WIRE FENCE LINES	○	LAMP POLES
▨	BUILDING AREAS	EM	ELECTRIC METERS
▨	COVERED AREAS	SM	GAS METERS
▨	CONCRETE AREAS	WM	WATER METERS
▨	ASPHALT AREAS	AC	AIR CONDITIONING UNIT
(NTS)	NOT TO SCALE	⊙	EXISTING SANITARY MANHOLE
(N 79°36'00" W 210.00')	DEED CALLS	⊙	STORMDRAIN MANHOLE
(S 89°57'34" W 210.00')	MEASURED CALLS	⊙	POB
		⊙	POINT OF BEGINNING
		⊙	POC
		⊙	POINT OF COMMENCEMENT

(All symbols in legend may not be used on current survey.)

- Notes:
- This is a Class "B" Survey as set forth in Appendix "A" of the Standards of Practice for Land Surveying in the State of Mississippi.
  - This survey meets the conditions of closure and accuracy for condition "B" as set forth in Appendix "B" of the standards of practice for Land Surveying in the State of Mississippi.
  - Field survey completed XX X, XXXX.
  - "True" Geodetic Bearings were established from GPS Observation by Williams Engineering.
  - Subject survey is Zoned TNB "Traditional Neighborhood Business" as per City of Oxford Interactive Zoning Map Adopted March 19, 2019 and is subject to the regulations, setbacks, and easements found in the City of Oxford Land Development Code latest addition.
  - This property is subject to any right-of-way or easements recorded or unrecorded shown or not shown on plat of survey.
  - This property is subject to the Protective Covenants for XXXXXXX, as recorded in the Office of the Chancery Clerk of Lafayette County, Mississippi, in Deed Book-XXX, Page-XXX, and any amendments made thereafter.
  - All property corners set are 1/2" rebar with survey cap, unless otherwise stated.
  - No underground utilities requested or shown on subject survey.
  - All paved parking and drives and any future paved areas are for Ingress/Egress for Lots 1 & 2.
  - Deed References:
    - A. Deed Book-386, Page-644
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    - C. Instrument No. 201910160
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    - F. Previous survey for The Grov on North Lamar, LLC. by WEC dated 5/16/2017 with Project No. SV-162942



WILLIAMS ENGINEERING CONSULTANTS, INC.  
Professional Engineers | Professional Land Surveyors



Subdivision Plat For:  
**The Grove at North Lamar**  
A tract of land being a fraction of the Northeast Quarter (NE 1/4) of Section 21, Township 8 South, Range 3 West, City of Oxford, Lafayette County, Mississippi

REVISION	DATE

Scale: 1"=40'  
Date: 10/17/2024  
File: SV-162942 (College Station-N Lamar Pleasant Dr-Savannah)Sub-PlatSub-Plat.DWG  
Proj.No.: SV-162942  
Drawn By: JBM  
Checked By: RSD

Sheet Title:  
**Subdivision Plat**

Sheet No.:  
1 of 2





# OXFORD

PLANNING  
DEPARTMENT

## Memorandum

**To:** Mayor and Board of Aldermen  
**From:** Ben Requet, AICP, Planning Director  
**Date:** December 17, 2024  
**Re:** Third Reading and Vote of a Zoning Map Amendment request (Case #3161) by Oxford Farms, LLC. (Andy Callicutt), to rezone +/- 52.7 acres from Suburban Residential (SR) to Suburban Multi-Family (SMF) for property located on Oxford Way. (PPIN #7984)

---

**Request:** This is a request for a Zoning Map Amendment to rezone approximately +/- 52.7 acres from Suburban Residential (SR) to Suburban Multi-Family (SMF) for property located on Oxford Way. At the November 12, 2024, Planning Commission meeting, a motion by Commissioner Murphy to recommend approval of the requested rezoning to the Mayor and Aldermen that was seconded by Commissioner Spragins passed with a 6-1 vote (Ayes: Commissioners Murphy, Spragins, Milam, Smith, Logan and Chairman Rigby – Nay: Commissioner Alexander). Therefore, the Commission recommended approval of the requested rezoning.

The subject property is located on the south side of Oxford Way in the Oxford Farms Development. It measures approximately +/- 52.7 acres, and it is zoned Suburban Residential (SR). The property is immediately south of The Archive, and the property to the west is the site being considered for a development known as Rise Oxford, while the property to the east is undeveloped. Currently, this property contains one existing structure, but it is mostly undeveloped. The applicant is requesting a Zoning Map Amendment to change the zoning for all +/- 52.7 acres from Suburban Residential (SR) to Suburban Multi-Family (SMF).

### **State Requirements for Rezoning:**

The criteria to rezone property are cited in a number of Mississippi cases and are as follows:

“Before a zoning board reclassifies property from one zone to another, there must be proof either:

(1) that there was a mistake in the original zoning, or (2) (a) that the character of the neighborhood has changed to such an extent as to justify reclassification, and (b) that there was a public need for rezoning.” (Burdine v. City of Greenville, 1999).

In another case, the court stated: “Before property is reclassified, applicant seeking rezoning must prove beyond by clear and convincing evidence either that there was mistake in original zoning, or that character of neighborhood had changed to such an extent as to justify rezoning, and that public need existed for rezoning” . (City of Biloxi v. Hilbert, 1992)

Finally, *Fondren North Renaissance v. Mayor and City Council of City of Jackson*, 1999, stated: “Under the “change and mistake” rule of municipal zoning, based on the presumption that the original zoning is well-planned and designed to be permanent, before a zoning board may reclassify property from one zone to another, there must be proof either: (1) that there was a mistake in the original zoning, or (2)(a) that the character of the neighborhood has changed to such an extent as to justify reclassification, and (b) that there was a public need for rezoning. Therefore, the merits of the applicant’s request for rezoning, based on the criteria established in the cited cases, is as follows:

**Change and Need:**

In the application, the applicant provided the following justifications for the change in the character of the neighborhood and the public need.

1. **Shift in Neighborhood Character:** Overtime, neighborhoods evolve, and it is crucial for zoning regulations to reflect these changes. In the case of the property in question, the character of the surrounding area has shifted substantially. The City of Oxford has recently expanded its city limits significantly in and around the area. Although the property was already within the city limits, the expansion has created a more integrated and comprehensive urban landscape. This growth necessitates an update to the zoning to ensure cohesive development and proper utilization of the newly incorporated areas.
2. **Completion of Oxford Way Construction:** Another significant factor contributing to the changed character of the neighborhood is the completion of Oxford Way and the development adjacent to roadway. Oxford Way provides a crucial east-west connection between S. Lamar Avenue and Old Taylor Road. This roadway significantly improves accessibility and traffic flow in the area, making the Oxford Farms property more viable and attractive for multi-family residential development. Rezoning the property to a higher residential density will align with the enhanced connectivity and support the increased residential demand anticipated from this new infrastructure.

The applicant also believes that there are other circumstances to justify the proposed zoning map amendment.

3. **University of Mississippi Growth:** The University of Mississippi has experienced substantial growth in recent years, increasing its student enrollment, faculty, and staff numbers. This expansion has led to a heightened demand for housing options that are conveniently located near the campus. The Oxford Farms property is ideally situated to meet this demand, providing a strategic location for multi-family residential development.
4. **Increased Enrollment and Housing Demand:** As enrollment at the University of Mississippi continues to rise, the need for nearby housing options has become more pressing. The existing housing market is struggling to keep pace with the influx of students, leading to higher

rental prices and limited availability. Rezoning the Oxford Farms property to SMF will help address this shortfall by increasing the supply of housing units, thereby easing the pressure on the housing market.

5. **Proximity to Campus:** The Oxford Farms property's proximity to the University of Mississippi makes it an ideal location for suburban multi-family housing. The short commute to campus will be highly attractive to students, faculty, and staff, providing convenient and accessible living options. This proximity supports the university community by reducing travel times and improving the overall quality of life for residents.
6. **Economic and Social Benefits:** The influx of university students and staff will bring economic benefits to the area, including increased local spending and job creation. The development of SMF housing will cater to this demographic, providing affordable and accessible living options. Additionally, the diverse population will contribute to the social fabric of the community, enhancing its vibrancy and inclusivity.

**Mistake:** There is no mistake in this instance.

The applicant points out that there have been changes in the character of the neighborhood partly attributed to Oxford's most recent annexation. Also noted is the completed construction of Oxford Way, which has created a needed connection between Old Taylor Road and South Lamar. This area continues to develop with housing and a mixed-use commercial center has been approved near this site. The City plans for a connection from Oxford Way to Belk Boulevard near the hospital.

This location confronts The Archive, a student housing development, and is near an area of Oxford with multi-family housing development that include Faulkner Flats, The Mark, The Domain, The Azul, and Taylor Bend.

As the community has seen over the past few years, there is considerable demand and need for housing in Oxford as the University enrollment has grown considerably since COVID. A multi-family facility at this location is in close proximity to the Ole Miss campus and could provide much needed housing for the Oxford community.

**Recommendation:** Staff believes that there is sufficient evidence of change and need to support the rezoning of this property as requested.

#### **Planning Commission Meeting (November 12, 2024)**

A link to the recording of the November 12<sup>th</sup>, 2024, Planning Commission meeting is provided below. As this meeting was held on Tuesday, the draft minutes are still in production.

[Case #3161 – Oxford Farms Rezoning](#) (This item should begin at 1:23:43)

**Planning Commission Recommendation:**

At the November 12, 2024, Planning Commission meeting, a motion by Commissioner Murphy to recommend approval of the requested rezoning to the Mayor and Aldermen that was seconded by Commissioner Spragins passed with a 6-1 vote (Ayes: Commissioners Murphy, Spragins, Milam, Smith, Logan and Chairman Rigby – Nay: Commissioner Alexander). Therefore, the Commission recommended approval of the requested rezoning.



# OXFORD

PLANNING  
DEPARTMENT

## Case #3161

**To:** Oxford Planning Commission  
**From:** Benjamin Requet, AICP; Director of Planning  
**Date:** November 12, 2024

**Applicant:** Oxford Farms, LLC (Andy Callicutt)  
**Owner:** Same  
**Request:** Zoning Map Amendment  
**Location:** Oxford Way (PPIN #7984)  
**Zoning:** (SR) Suburban Residential

### Surrounding Zoning:

**North:** (SMF) Suburban Multi-Family  
**East:** (NR) Neighborhood Residential  
**West:** (SR) Suburban Residential  
**South:** Lafayette County

### Planning Comments:

The subject property is located on the south side of Oxford Way in the Oxford Farms Development. It measures approximately +/- 52.7 acres, and it is zoned Suburban Residential (SR). The property is immediately south of The Archive, and the property to the west is the site being considered for a development known as Rise Oxford, while the property to the east is undeveloped. Currently, this property contains one existing structure, but it is mostly undeveloped. The applicant is requesting a Zoning Map Amendment to change the zoning for all +/- 52.7 acres from Suburban Residential (SR) to Suburban Multi-Family (SMF).

### State Requirements for Rezoning:

The criteria to rezone property are cited in a number of Mississippi cases and are as follows: "Before a zoning board reclassifies property from one zone to another, there must be proof either:

(1) that there was a mistake in the original zoning, or (2) (a) that the character of the neighborhood has changed to such an extent as to justify reclassification, and (b) that there was a public need for rezoning." (Burdine v. City of Greenville, 1999).

In another case, the court stated: "Before property is reclassified, applicant seeking rezoning must prove beyond by clear and convincing evidence either that there was mistake in original

zoning, or that character of neighborhood had changed to such an extent as to justify rezoning, and that public need existed for rezoning” . (City of Biloxi v. Hilbert, 1992)

Finally, *Fondren North Renaissance v. Mayor and City Council of City of Jackson*, 1999, stated: “Under the “change and mistake” rule of municipal zoning, based on the presumption that the original zoning is well-planned and designed to be permanent, before a zoning board may reclassify property from one zone to another, there must be proof either: (1) that there was a mistake in the original zoning, or (2)(a) that the character of the neighborhood has changed to such an extent as to justify reclassification, and (b) that there was a public need for rezoning. Therefore, the merits of the applicant’s request for rezoning, based on the criteria established in the cited cases, is as follows:

**Change and Need:**

In the application, the applicant provided the following justifications for the change in the character of the neighborhood and the public need.

1. **Shift in Neighborhood Character:** Overtime, neighborhoods evolve, and it is crucial for zoning regulations to reflect these changes. In the case of the property in question, the character of the surrounding area has shifted substantially. The City of Oxford has recently expanded its city limits significantly in and around the area. Although the property was already within the city limits, the expansion has created a more integrated and comprehensive urban landscape. This growth necessitates an update to the zoning to ensure cohesive development and proper utilization of the newly incorporated areas.
2. **Completion of Oxford Way Construction:** Another significant factor contributing to the changed character of the neighborhood is the completion of Oxford Way and the development adjacent to roadway. Oxford Way provides a crucial east-west connection between S. Lamar Avenue and Old Taylor Road. This roadway significantly improves accessibility and traffic flow in the area, making the Oxford Farms property more viable and attractive for multi-family residential development. Rezoning the property to a higher residential density will align with the enhanced connectivity and support the increased residential demand anticipated from this new infrastructure.

The applicant also believes that there are other circumstances to justify the proposed zoning map amendment.

3. **University of Mississippi Growth:** The University of Mississippi has experienced substantial growth in recent years, increasing its student enrollment, faculty, and staff numbers. This expansion has led to a heightened demand for housing options that are conveniently located near the campus. The Oxford Farms property is ideally situated to meet this demand, providing a strategic location for multi-family residential development.

4. **Increased Enrollment and Housing Demand:** As enrollment at the University of Mississippi continues to rise, the need for nearby housing options has become more pressing. The existing housing market is struggling to keep pace with the influx of students, leading to higher rental prices and limited availability. Rezoning the Oxford Farms property to SMF will help address this shortfall by increasing the supply of housing units, thereby easing the pressure on the housing market.
5. **Proximity to Campus:** The Oxford Farms property's proximity to the University of Mississippi makes it an ideal location for suburban multi-family housing. The short commute to campus will be highly attractive to students, faculty, and staff, providing convenient and accessible living options. This proximity supports the university community by reducing travel times and improving the overall quality of life for residents.
6. **Economic and Social Benefits:** The influx of university students and staff will bring economic benefits to the area, including increased local spending and job creation. The development of SMF housing will cater to this demographic, providing affordable and accessible living options. Additionally, the diverse population will contribute to the social fabric of the community, enhancing its vibrancy and inclusivity.

**Mistake:** There is no mistake in this instance.

The applicant points out that there have been changes in the character of the neighborhood partly attributed to Oxford's most recent annexation. Also noted is the completed construction of Oxford Way, which has created a needed connection between Old Taylor Road and South Lamar. This area continues to develop with housing and a mixed-use commercial center has been approved near this site. The City plans for a connection from Oxford Way to Belk Boulevard near the hospital.

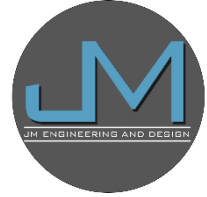
This location confronts The Archive, a student housing development, and is near an area of Oxford with multi-family housing development that include Faulkner Flats, The Mark, The Domain, The Azul, and Taylor Bend.

As the community has seen over the past few years, there is considerable demand and need for housing in Oxford as the University enrollment has grown considerably since COVID. A multi-family facility at this location is in close proximity to the Ole Miss campus and could provide much needed housing for the Oxford community.

**Recommendation:** Staff believes that there is sufficient evidence of change and need to support the rezoning of this property as requested.

# OXFORD FARMS REZONING REQUEST

PPIN 7984, OXFORD WAY



JM Engineering and Design is pleased to submit the rezoning application for PPIN 7984, located on Oxford Way in the Oxford Farms Development in Oxford, Mississippi. The property is currently zoned Suburban Residential (SR) and is approximately 52.7 Acres. The owner would like to rezone the property to Suburban Multi-Family (SMF).

## ***Please describe what has changed or the changing conditions that make the passage of this zoning amendment necessary?***

1. Shift in Neighborhood Character: Overtime, neighborhoods evolve, and it is crucial for zoning regulations to reflect these changes. In the case of the property in question, the character of the surrounding area has shifted substantially. The City of Oxford has recently expanded its city limits significantly in and around the area. Although the property was already within the city limits, the expansion has created a more integrated and comprehensive urban landscape. This growth necessitates an update to the zoning to ensure cohesive development and proper utilization of the newly incorporated areas.
2. Completion of Oxford Way Construction: Another significant factor contributing to the changed character of the neighborhood is the completion of Oxford Way and the development adjacent to roadway. Oxford Way provides a crucial east-west connection between S. Lamar Avenue and Old Taylor Road. This roadway significantly improves accessibility and traffic flow in the area, making the Oxford Farms property more viable and attractive for multi-family residential development. Rezoning the property to a higher residential density will align with the enhanced connectivity and support the increased residential demand anticipated from this new infrastructure.

## ***What other circumstances justify the proposed change?***

1. University of Mississippi Growth: The University of Mississippi has experienced substantial growth in recent years, increasing its student enrollment, faculty, and staff numbers. This expansion has led to a heightened demand for housing options that are conveniently located near the campus. The Oxford Farms property is ideally situated to meet this demand, providing a strategic location for multi-family residential development.
2. Increased Enrollment and Housing Demand: As enrollment at the University of Mississippi continues to rise, the need for nearby housing options has become more pressing. The existing housing market is struggling to keep pace with the influx of students, leading to higher rental prices and limited availability. Rezoning the Oxford Farms property to SMF will help address this shortfall by increasing the supply of housing units, thereby easing the pressure on the housing market.



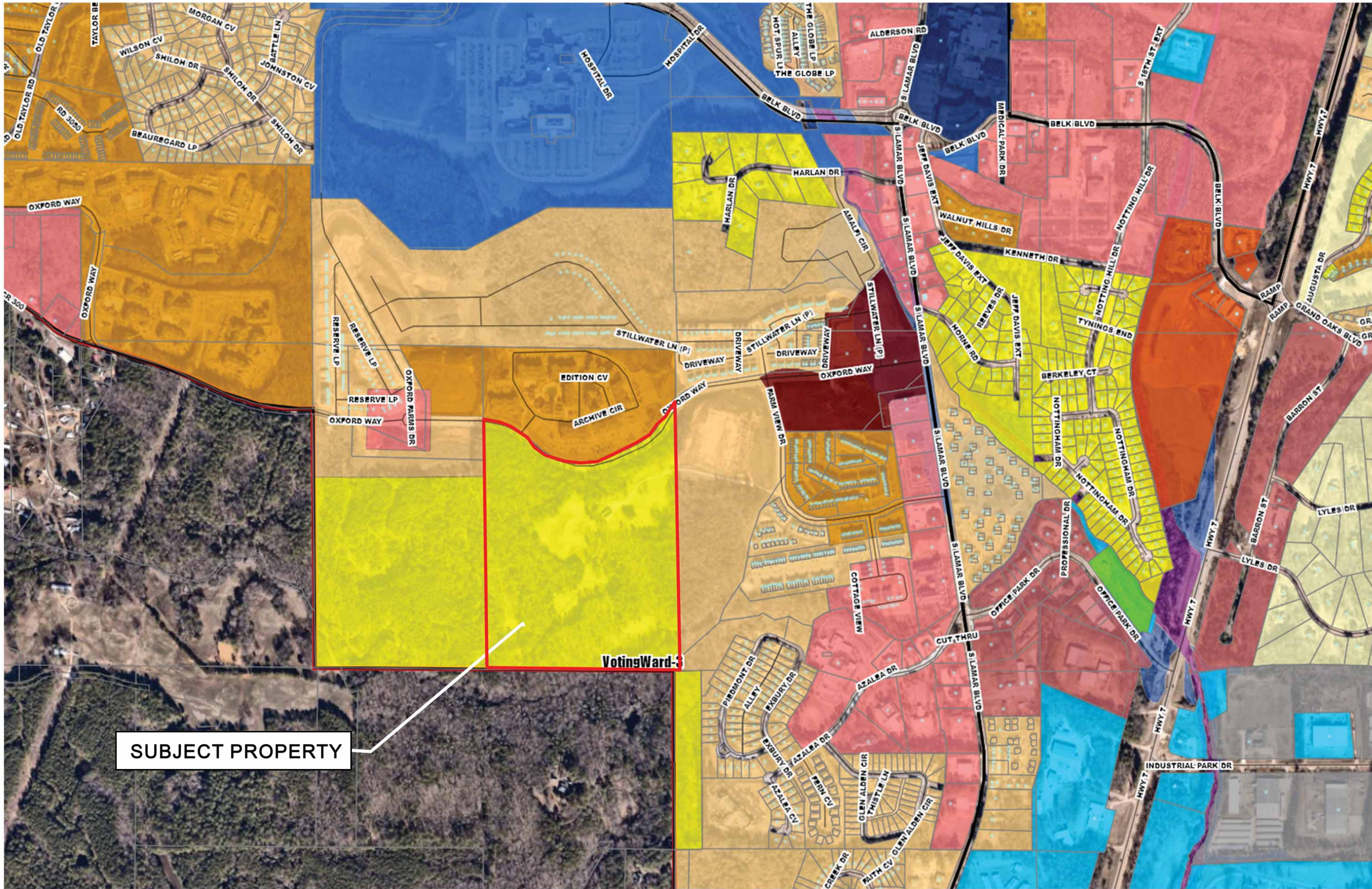
3. Proximity to Campus: The Oxford Farms property's proximity to the University of Mississippi makes it an ideal location for suburban multi-family housing. The short commute to campus will be highly attractive to students, faculty, and staff, providing convenient and accessible living options. This proximity supports the university community by reducing travel times and improving the overall quality of life for residents.
4. Economic and Social Benefits: The influx of university students and staff will bring economic benefits to the area, including increased local spending and job creation. The development of SMF housing will cater to this demographic, providing affordable and accessible living options. Additionally, the diverse population will contribute to the social fabric of the community, enhancing its vibrancy and inclusivity.

***What error(s), if any, in the Zoning Map would be corrected by the proposed amendment?***

We do not believe there is an error in the zoning map.

Sincerely,

Joey Moore, P.E.  
JM Engineering and Design, LLC  
Oxford, MS 38655  
662-801-8803



# OXFORD FARMS - PPIN 7984 - REZONING

JM ENGINEERING  
AND DESIGN, LLC  
OXFORD, MS  
(662) 801-8803





# OXFORD

PLANNING  
DEPARTMENT

## Memorandum

**To:** Mayor and Board of Alderman  
**From:** Benjamin Requet, AICP; Director of Planning  
**Date:** December 17, 2024  
**RE:** First Reading of a Proposed Ordinance Amending the Land Development Code

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### Planning Comments:

Staff is proposing a several modifications to the Land Development Code. These changes were presented to the Ordinance Review Committee on November 26<sup>th</sup>, 2024, and to the City of Oxford Planning Commission on December 9<sup>th</sup>, 2024. The following proposed changes reflect the feedback from those meetings.

### Article 3 (Changes shall also be reflected in the Table of Use 3.3)

#### 3.5.1 Dwellings - Detached.

3.5.1.1 Definition: A freestanding structure (including modular dwellings) for human habitation that is designed as a single dwelling, which is not attached to any other dwelling by any means. Occupancy limitations for dwellings are governed, and are subject to the limitations established in Chapter 87, Article IV, Section 87-61 of the City of Oxford Code of Ordinances.

#### 3.5.1.2 Districts Permitted:

- a. Detached Dwellings are permitted uses in the AG, RCN, ER, and SR; and in NR when five or fewer dwellings are proposed in a development.
- b. Detached dwellings in developments of more than five dwellings are special uses in NR ~~if they have 3 or fewer bedrooms~~ **when 25% or fewer of the dwellings proposed have four bedrooms.**
- c. Detached Dwellings in developments of more than five dwellings are special exceptions in the SMF, TNB, SCN, SCO; and in NR ~~when proposed with four or more bedrooms~~ **when more than 25% of the dwellings proposed have four or more bedrooms; and in NR if any dwellings proposed are more than four-bedroom units.**

#### 3.5.1.3 Parking:

- a. Required Parking
  - I. Dwellings on Individual Lots – Two Spaces per Unit
  - II. Dwellings in RCID

- 1) One, Two & Three Bedroom Units – Two Spaces per Unit
- 2) Four Bedroom Unit – One Space per Bedroom
- 3) One Guest Space for Every 3 Units

3.5.1.4 Loading: None.

3.5.1.5 Additional Standards: None.

### 3.5.2 Dwellings - Detached, Zero Lot Line (Patio Homes).

3.5.2.1 Definition: A type of detached structure designed for human habitation constructed with one or more walls located upon or near a side or rear lot line (also referred to as “patio homes”). (See also Residential Common Interest Developments.) Occupancy limitations for dwellings are governed, and are subject to the limitations established in Chapter 87, Article IV, Section 87-61 of the City of Oxford Code of Ordinances.

#### 3.5.2.2 Districts Permitted:

- a. Zero Lot Line Dwellings are special uses in the NR, ~~SCN, SCO~~ and SMF districts **when three-bedroom or fewer dwelling units are proposed; and in NR and SMF when 25% or fewer of the dwellings proposed have four bedrooms.**
- b. Zero Lot Line Dwellings are special exceptions in the ER, SR, ~~and~~ TNB, SCN, SCO districts; and in NR and SMF if more than 25% have four ~~or more~~ bedrooms; **and in NR and SMF if any dwellings proposed are more than four-bedroom units. ~~five-bedroom units.~~**

#### 3.5.2.3 Parking: See Section 4.9 for general requirements.

##### a. Required Parking

I. Dwellings on Individual Lots – Two Spaces per Unit

II. Dwellings in RCID

- 1) One, Two & Three Bedroom Units – Two Spaces per Unit
- 2) Four Bedroom Unit – One Space per Bedroom
- 3) One Guest Space for Every 3 Units

#### 3.5.2.4 Additional Standards:

- a. Front yard Build-To / Setback. The front yard build-to line or setback shall be determined by the requirements of the underlying zoning.
- b. Side yard setback. The side yard setback shall measure a minimum of 10 feet along one side of the lot between the side lot line and the surface of the side building wall. No overhang, windows, doors or other openings shall be permitted on this side. No minimum side yard is required for the other side of the principle structure.
- c. Where adjacent dwellings are not constructed against a common lot line, the developer must provide a perpetual wall maintenance easement measuring five feet along the adjacent lot and parallel with such wall. In no case may a zero lot line dwelling be built closer than 10 feet to the lot line of a lot zoned in a different residential district.
- d. Rear yard setback. Rear yards shall measure a minimum of 10 feet between the rear lot line and the surface of the rear building wall. Unattached accessory structures may be located a

minimum of five feet from a rear or side lot line, but may not be located closer than 60 feet to the front lot line.

e. Minimum lot width. The minimum lot width shall be 40 feet measured at the building setback line.

f. Minimum lot area. The minimum lot size shall be 3,200 square feet in all permitted districts.

g. Maximum building height. The maximum building height shall be 30 feet.

h. Buffer area. Where the adjoining land is not under the ownership of the developer of the zero lot line project, a 10-foot side yard or a 25-foot rear yard shall be maintained between the zero lot line project and adjoining land. Where adjoining land is not owned by the same person owning the development site, a buffer must be maintained. The buffer must contain a minimum side yard buffer of ten feet and a 20-foot rear buffer between the project and the adjoining land.

i. Window and door openings. No window or door openings shall be permitted along the exterior wall of the structure facing a side yard.

j. Rooflines may not overhang the property line.

k. Maximum impervious surface coverage is limited to 60%.

l. Density established by the underlying district.

### 3.5.3 Dwellings, Attached, Townhouse.

3.5.3.1 Definition: A structure designed for human habitation containing dwellings (normally 2-3 stories) that are attached, usually via a common vertical side wall, to other such dwelling units. Also called a "Row House." (See also Residential Common Interest Developments.) Occupancy limitations for dwellings are governed, and are subject to the limitations established in Chapter 87, Article IV, Section 87-61 of the City of Oxford Code of Ordinances.

#### 3.5.3.2 Districts Permitted:

a. Townhouses are Special uses in NR, ~~and SMF, TNB, SCN, SCO, UCO, UCN, and HUCN~~ when three-bedroom or fewer dwelling units are proposed; and in NR and SMF when fewer than 25% or fewer of the dwellings proposed have four ~~or more~~ bedrooms.

~~b. Townhouses are Special Exception uses in NR, SMF, TNB, SCN, SCO, UCO, UCN, and HUCN when more than 25% of the dwellings proposed have four or more bedrooms; and in NR, SMF, TNB, SCN, SCO, UCO, UCN, and HUCN if any dwellings proposed are more than four-bedroom units. or if any are proposed to have five or more bedrooms.~~

b. Townhouses are Special Exception uses in TNB, SCN, SCO, UCO, UCN, and HUCN; and in NR, and SMF when more than 25% of the dwellings proposed have four bedrooms; and in NR and SMF if any dwellings proposed are more than four-bedroom units.

#### 3.5.3.3 Parking:

##### a. Required Unit Parking

I. One Bedroom Unit (including Studio) – One Space per Unit

II. Two & Three Bedroom Unit – Two Spaces per Unit

III. Four Bedroom Unit – One Space per Bedroom

##### b. Required Guest Parking

I. One & Two Bedroom Unit (Including Studio) – One Space for Every 3 Units

## II. Three or More Bedroom Unit – One Space per Unit

### 3.5.3.4 Additional Standards:

- a. Townhomes shall have no more than six contiguous attached units built in a row.
- b. Unless a greater setback is required with a zoning district, a minimum setback of 50 feet is required from any side and rear property lines abutting residential uses in an TER or SR district.

### 3.5.4 Dwellings, Attached: Duplex, Triplex, or Quadplex.

3.5.4.1 Definition: A structure designed for human habitation containing dwellings attached to one to three other dwellings (duplex (2-unit), triplex (3-unit), or quadraplex (4-unit) by common walls that may be horizontal or vertical. No more than two attached dwelling units in such a structure may be at ground level. The individual dwellings in such structures are usually of similar size. (See also Residential Common Interest Developments.) Occupancy limitations for dwellings are governed, and are subject to the limitations established in Chapter 87, Article IV, Section 87-61 of the City of Oxford Code of Ordinances.

### 3.5.4.2 Districts Permitted:

~~a. All attached dwellings with less than four bedrooms, except quadraplexes, are special uses in the NR, SMF and UCO districts. All attached dwellings with more than three bedrooms are special exceptions in the same districts.~~ Attached dwellings are Special Uses in NR & SMF when three-bedroom or fewer bedroom dwelling units are proposed; and in NR & SMF when 25% or fewer of the dwellings proposed have four bedrooms.

b. Attached dwellings are Special Exception uses in NR & SMF when more than 25% of dwellings proposed have four ~~or more~~ bedrooms; and in NR & SMF if any dwellings proposed are more than four-bedroom; and when proposed in TNB, SCN, SCO, UCN, UCO and HUCN.

~~b. Quadplexes are special exception uses in NR, SMF, and UCO if four bedroom units are proposed; and in TNB, SCN, SCO, UCN, UCO.~~

### 3.5.4.3 Parking:

#### a. Required Unit Parking

- I. One Bedroom Unit (Including Studio) – One space per Unit
- II. Two & Three Bedroom Unit – Two Spaces per Unit
- III. Four Bedroom Unit – One Space Per Bedroom

#### b. Required Guest Parking

- I. One & Two Bedroom Unit (Including Studio) – One Space for Every 3 Units
- II. Three or More Bedroom Unit – One Space per Unit

### 3.5.4.4 Loading: None.

### 3.5.4.5 Additional Standards:

- a. Attached dwellings must have an architectural appearance and massing like a large single family home common to the neighborhood in which they are located.
- b. The main entrance to attached dwelling units shall be directly from and face the street. Each ground floor unit must be accessed through a single main entrance. Second story units may be accessed through the main entrance or by an exterior stairway that does not face a public street. Duplexes on corner lots may be designed so that each side facing the public street is a front facade, and each dwelling has primary pedestrian and automobile access from a different street.
- c. Trash and recycling receptacles must be located on a portion of the lot not visible from the public street.
- d. When a development with attached dwellings backs into an existing street of detached dwellings it must propose lots of similar size as the abutting lots, and no more than 50% attached dwellings.
- e. Attached dwellings in NR shall be a special use with up to 25% 4 bedrooms, otherwise a special exception.
- f. Duplexes in NR shall be a special exception when more than 25% of the units are proposed to be 3 bedrooms, or when any units are proposed to have 4 bedrooms.

### 3.5.5 Dwellings - Multi-Family.

3.5.5.1 Definition: A structure designed for human habitation containing more than four attached dwellings. (See also Residential Common Interest Developments.) Occupancy limitations for dwellings are governed, and are subject to the limitations established in Chapter 87, Article IV, Section 87-61 of the City of Oxford Code of Ordinances.

#### 3.5.5.2 Districts Permitted:

- a. Multi-Family Dwellings are special uses in the SMF District **when three-bedroom or fewer dwelling units are proposed; and in SMF when fewer than 25% of the dwellings proposed have four bedrooms.**; and when located on the upper floors of mixed-use buildings in TNB, SCN, SCO, UCN, UCO, and HUCN **when 25% or fewer of the dwellings proposed have four bedrooms.**
- b. Multi-Family dwellings are special exceptions in SMF **when more than 25% of the dwellings proposed have four bedrooms; and when located on upper floors of mixed-use buildings in TNB, SCN, SCO, UCN, UCO, and HUCN when more than 25% of the dwellings proposed have four bedrooms; and in TNB, SCN, SCO, UCN, UCO, and HUCN when multi-family dwellings are proposed to be located on the ground floor. ~~TNB, SCO, SCN, UCO, UCN, and HUCN; and in SMF if more than 25% of units are proposed to have four or more bedrooms.~~**
- c. **Multi-Family dwellings with more than four bedrooms are not allowed.**

#### 3.5.5.3 Parking: See Section 4.9 general requirements.

##### a. Required Unit Parking

- I. One Bedroom Unit (Including Studio) or Age Restricted Developments (55+) – One Space per Unit

II. Two & Three Bedroom Unit – Two Spaces per Unit

III. Four Bedroom Unit – One Space per Bedroom

b. Required Guest Parking

I. One & Two Bedroom Unit (Including Studio) or Age Restricted Developments (55+) – One space for Every 3 Units

II. Three or More Bedroom Unit – One Space per Unit

3.5.5.4 Loading: None.

3.5.5.5 Additional Standards:

a. Trash and recycling receptacles must be located on portions of the site not visible from the public street and must be screened from dwelling units on at least three sides.

b. On infill development sites in residential districts or when abutting an established residential area sharing a public street, multi-family buildings shall be designed to blend in with surrounding single-family residential buildings to the maximum extent practicable with regards to building design, setbacks, driveway and garage design and location, porches, and sidewalks.

c. Signage – Multi-family residential complexes may have one monument sign not to exceed eight feet in height and 24 square feet in sign area for each street frontage where an entry drive is located, and one wall sign not to exceed 20 square feet in sign area. Alternatively, the master sign plan option in Section 7.1 may be used. For a complete list of additional sign requirements, please refer to Article 7. Sign Regulations.

d. Site design - Site designs shall create a sense of “neighborhood” and shall meet all the following requirements.

i. Buildings shall be sited with front entrances and porches oriented toward streets, drives, and plazas, rather than clustered around parking lots. In no case shall rear garages and rear facades face primary streets.

ii. An internal vehicular circulation system for private streets, when included, shall be reflective of a single-family residential street system.

iii. Parking lots shall be located behind or under buildings, except where it is deemed appropriate to use a parking lot as a buffer from an arterial street, or where such parking area will directly abut a property line exterior to the development site when located in or adjacent to a residential district of lower density.

iv. Walkways shall connect all buildings with parking areas, play areas, clubhouses, and existing public sidewalks adjacent to the development site.

v. Plazas, clubhouses, pools, and recreational facilities shall be centrally located when provided.

e. Unless a greater setback is required with a zoning district, a minimum setback of 50 feet is required from any side and rear property lines abutting ER, SR, or NR district.

3.5.5.6 Residential Bonus. In a mixed-use development in the SMF, TNB, SCN, and SCO districts a residential use bonus allowing up to (and no more than) 65 bedrooms per acre may be considered by special exception. A finding must be made that special conditions and circumstances exist



which are peculiar to the land, structure, or building(s) involved and which are not applicable to other lands, structures, or buildings in the same district.

### 3.8.6 Offices - Professional.

3.8.6.1 Definition: A place in which business, clerical, or professional activities are conducted.

3.8.6.2 Districts Allowed:

a. Offices - Professional are permitted in the RCN, SMF, TNB, SCN, SCO, UCN, UCO, HUCN and IND districts.

~~b. Offices—Professional are special uses in the RCN, SMF and TNB districts.~~

3.8.6.3 Parking: One space is required for each 300 square feet of gross office floor area. See Article 4 for general requirements.

3.8.6.4 Loading: No use-specific requirement. See Article 4 for general requirements.

3.8.6.5 Additional Standards: In RCN, ~~TNB~~ SMF one sign shall be permitted for each professional office; and signs for professional offices which may be permitted shall not exceed eight square feet in area or 2 ½ feet in height.

### 3.8.9 Restaurants.

3.8.9.1 Definition: A business establishment that provides of prepared food for patrons for consumption on the premises (inside or outside service) or for take-out; which establishment may (or may not) provide alcoholic beverages, beer, and light wine; and live entertainment. Alcoholic beverages (wine, beer, spirits, light wine) may be sold and consumed in conjunction with the food service and shall meet all applicable state and local laws, regulations, and ordinances.

3.8.9.2 Districts Allowed:

a. Restaurants are special uses in the RCN, TNB, SCN, SCO, UCO, UCN, and HUC districts.

b. Restaurants are special exceptions in the in RCN and TNB when drive-in service or drive-window pickup are proposed; in the IND district; and in SMF when proposed as part of a multi-family development.

3.8.9.3 Parking: See Article 4 for general requirements.

a. One space is required for each 100 square feet of patron area.

b. Restaurants with taverns are also required to provide one additional space for each 100 square feet of patron area.

c. Restaurants with drive through (fast food) 10 spaces plus 1 space for each 4 seats of total capacity

3.8.9.4 Loading: No use-specific requirement. See Section 4.9 for general requirements.

3.8.9.5 Additional Standards:

a. They shall comply with the City of Oxford Sound Ordinance (Code 1968, Chapter 34, Article III) that regulates amplified music, loudspeakers and other similar sounds

- b. Drive-in service or Drive-window pickup facilities are allowed only by Special Exception in the TNB and RCN districts and must have sufficient stacking space to prevent backups onto access roads.
- c. Restaurants are allowed only by Special Exception as part of a larger multi-family development in the SMF district.
- d. Service of alcoholic beverages must meet all Mississippi regulations and City ordinances.

### 3.11.6 Common Interest Developments. Mixed-Use and Non-Residential.

3.11.6.1 Definition: A development of commercial, service, and office uses (such as, but not limited to a shopping center or mixed-use building); or a mix of commercial and residential uses.

3.11.6.2 Districts Permitted: Mixed-Use and Non-Residential Common Interest Developments are special uses in the TNB, SCN, SCO, UCN, UCO, HUCN and IND districts.

3.11.6.3 Parking: See standards for proposed uses and Article 4 for general requirements.

3.11.6.4 Loading: See standards for proposed uses and Article 4 for general requirements.

#### 3.11.6.5 Additional Standards:

- a. There may be individual ownership of structures or individual units in a structure (or structures), or the land upon which structures are built; or alternatively there may be common ownership and management of all structures, with structures or portions of structure functioning as rental properties; and
- b. Common areas may include, but are not limited to: roads, sidewalks, stormwater facilities, parking areas, or other infrastructure or amenity facilities.
- c. Signage. Shopping Complex Signs. Entrance signs may contain additional square footage not to exceed ten square feet for each business located within the shopping center when such additional footage is devoted exclusively to individual businesses located within such shopping center and when no freestanding signs are to be erected. If no individual signs are to be erected as part of the shopping center entrance sign or erected as freestanding signs on the shopping center property, then such shopping center entrance sign may contain a total of 100 square feet.
- d. Alternatively, the master sign plan option in Article 7 may be used.
- e. Development Standards. See standards for the applicable zoning district.

## Article 6

6.1.3.2 Trees cleared for agriculture or forestry in districts where allowed, or for the installation or maintenance of public utility easements, or the safety and protection of property are exempted if 50-foot buffers are maintained along property lines, next to bodies of water, and along either side of stream beds.

On a Certified Tree Farm (verification from Mississippi Forestry Commission required) **that has been certified and operated as a tree farm since January 1, 2018 or earlier**, a final harvest done according to

the requirements for harvest on a certified tree farm may be carried out with no Tree Mitigation requirement if completed following Mississippi Best Management Practices for Forestry in Mississippi and the American Forest Foundation Standards of Sustainability, and completed as required according to the Forest Management Plan established for the Certified Tree Farm.

Prior to the harvest the owner must contact the Planning Department to inform the City of the intended harvest, and the intended harvesting plan. After the harvest, a report from the Forestry Commission must be provided certifying that the harvest was completed as stated in the harvesting plan. The land will then subject to Tree Mitigation based on the trees remaining after that harvest. The harvest must also leave a 50-foot buffer along property lines and around bodies of water; along both sides of any perennial or intermittent stream, and a 25-foot buffer along both sides of any drainage channel, and along any public roads running adjacent to or through the property. **A site plan shall be provided to the Planning Department that indicates all required buffers, proposed haul roads on the property and through the City, and a landscaping plan. A land disturbance permit shall be required, and a site restoration bond for the area to be disturbed.**

A land disturbance permit to allow tree harvesting may be requested on property of ten or more acres in any zoning district that has been under single ownership since 2007 or earlier. A Tree Inventory is required, no clearing shall be permitted in perimeter site buffer areas, and the site must be seeded and protected after harvesting to prevent erosion. Up to 50 percent of the trees on the property may be harvested before mitigation is required.

## Article 9

**9.2.13 Decisions of the Planning Commission. Whenever application for a Site Plan Approval has been denied by the Planning Commission, then the Planning Commission shall not consider any further petition requesting the same or substantially the same change or amendment for the same property within six months from the date of the Planning Commission's final legal action on that petition or from the date of the Planning Commission's decision ~~hearing~~ of that petition. For the purpose of this section, any petition withdrawn prior to a decision ~~the hearing~~ by the Planning Commission may be resubmitted without regard to the six-month limitation.**

**9.3.3 Decisions of the Planning Commission. Whenever application for a Special Exception has been denied by the Planning Commission, then the Planning Commission shall not consider any further petition requesting the same or substantially the same change or amendment for the same property within six months from the date of the Planning Commission's final legal action on that petition or from the date of the Planning Commission's decision ~~hearing~~ of that petition. For the purpose of this section, any petition withdrawn prior to a decision ~~the hearing~~ by the Planning Commission may be resubmitted without regard to the six-month limitation.**

9.4.3 Decisions of the Planning Commission. Whenever application for a variance ~~or~~ has been denied ~~heard or finally acted upon~~ by the Planning Commission, then the Planning Commission shall not consider any further petition requesting the same or substantially the same change or amendment for the same property within six months from the date of the Planning Commission's final legal action on that petition or from the date of the Planning Commission's decision ~~hearing~~ of that petition. For the purpose of this section, any petition withdrawn prior to a decision ~~the hearing~~ by the Planning Commission may be resubmitted without regard to the six-month limitation.

**Recommendation:** Staff and the Planning Commission recommend approval of the proposed Land Development Code modifications.



# OXFORD

PLANNING  
DEPARTMENT

## Memorandum

**To:** Mayor and Board of Alderman  
**From:** Kate Kenwright, Planner II  
**Date:** December 17, 2024  
**RE:** Request Adoption of the Updated Oxford Historic District Guidelines

---

The City of Oxford, MS received a FY 2023 grant from the Mississippi Department of Archives and History for an update to the Oxford Design Guidelines. The project was paid for by a matching grant with Mississippi Department of Archives and History (\$7,500) and the City of Oxford (\$7,500) as partners.

Attached is the final draft of the updated Design Guidelines, which were updated by Integrity, Consulting in partnership with the City and MDAH. The goal of the update was expansion of current chapters to include appropriateness of modern materials and technologies, more specificity in the demolitions section, and to include more graphic and photo-based content to make the guidelines easier to access for applicants and professionals.

Public comment was solicited from the general public, design professionals, and the two City preservation Commissions throughout the update process.

**Staff Recommendation:** Staff requests that the Mayor and Board of Aldermen adopt the updated Design Guidelines, and that they would be in effect beginning January 1<sup>st</sup>, 2025.



THE CITY OF  
OXFORD

# HISTORIC DISTRICT DESIGN GUIDELINES



# ACKNOWLEDGMENTS

## Oxford Historic Preservation Commission

- Jack Garner - Chairman
- Lucius Lamar Heiskell, Jr.
- Joel Little
- Virginia Lueckenbach
- Jimmy Mogridge
- Joli Nichols
- Diane Scruggs
- Rachel Malone West
- Priscilla Wright

## Courthouse Historic Preservation Commission

- Stuart Poval - Chairman
- Lee Benoit
- Laurie Beth Ellis
- Amanda Hyneman
- Dorothy Laurenzo
- Andy Phillips
- Taylor Webb

## InteGritty Consultants

- Katrina Hourin
- Lo Magee
- Tiffany Hatcher Smith
- Julie Kern Spears

*InteGritty would like to thank Howorth and Associates Architects, Kyle Palmer - Historic Preservation Officer and Planner with Eureka Springs, AR, and The Lakota Group for allowing us use of their graphics. All historic photographs courtesy of Lafayette County Digital Museum.*

## Oxford Mayor and Board of Aldermen

- Robyn Tannehill - Mayor
- Rick Addy, Ward I
- Mark Huelse, Ward II
- Brian Hyneman, Ward III
- Kesha Howell Atkinson, Ward IV
- Preston E. Taylor, Ward V
- Jason Bailey Pro-Tem, Ward VI
- Mary Martha Crowe, Alderman At-Large

## Planning Department

- Ben Requet - AICP Director of Planning
- Robert Baxter - AICP Senior Planner
- Kate Kenwright - Planner II
- Angela Gregson - Planning Technician
- Jaclyn Colameta - Planning Administrator

## Mississippi Department of Archives and History

This publication has been financed in part with Federal funds from the National Park Service, U. S. Department of the Interior, through the Historic Preservation Division of the Mississippi Department of Archives and History. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior or the Mississippi Department of Archives and History, nor does the mention of trade names, commercial products or consultants constitute endorsement or recommendation by these agencies. This program received Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U. S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs.

*If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to:*

*Office of Equal Opportunity  
National Park Service  
1849 C Street, N.W.  
Washington, D.C. 20240*

## Who is InteGritty?

InteGRITY, LLC was formed specifically for this project in 2023. It consists of four professional women with roots in Oxford. Three of the four members of InteGRITY are residents of the Oxford community and two live in the South Lamar Historic District. We are all personally involved and invested in the Oxford community. One of our members is a practicing local architect who served on the Historic Preservation Commission for 3 years: **Julie Kern Spears**. Another is both an attorney and architect, who served as legal consultant for Oxford's Historic Preservation Commissions and drafted policies and procedures that are still in use: **Tiffany Hatcher Smith**. The third member worked for the City of Oxford for 10 years, serving as an administrator to both Historic Preservation Commissions: **Katrina Hourin**. The fourth, and youngest, member of InteGRITY is a talented graphic designer who designed this document: **Lo Magee**.

An RFP, funded in part by a Certified Local Government grant from the Department of Archives History, was circulated by the City in late 2023. The project was awarded to InteGRITY after approval by the Mayor and Board of Alderman and the women of InteGRITY began work on the project.

InteGRITY worked closely with Planning Department staff throughout the process of updating the Historic Guidelines and their knowledge and expertise shows in the details of the finished product. InteGRITY also received valuable comments from members of both Historic Preservation Commissions, local design professionals and city stakeholders during several public meetings that greatly improved the quality of the final product.

The women of InteGRITY are passionate about Oxford, great architecture, sustainable design, and about preserving the history of this beautiful city. We are very proud of the final product of this endeavor and hope that all users of the Historic Guidelines find the document easy to use and understand, informative, and helpful when navigating the COA process.

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# INTRODUCTION

## Overview

During a period of unprecedented growth in 2004, the City of Oxford, Mississippi established its first historic preservation district<sup>1</sup> and committed to preserving Oxford's historic resources and unique qualities. As Oxford continued to grow and change over the years, preserving Oxford's historic structures and protecting the visual record of the architectural and social history of the city became even more crucial. Oxford's historic structures serve as links to the past and tangible reminders of the people and events that shaped the city's development. Today, historic preservation remains vital to maintaining Oxford's character and charm, as well as guiding the orderly growth and development of the city. The unique historical character of Oxford's historic town square provides an important contribution to the community's economic growth through increased property values, increased sales tax receipts, and the growth of Oxford as a place for architectural and cultural tourism. Additionally, the North and South Lamar Historic Districts feature historic residential structures that provide a gateway to downtown Oxford and are comprised of buildings that are significant architecturally on the national and state-wide level, as well as on the local level for their ability to represent broader themes of significance in eras of economic prosperity, development and redevelopment, and of changing periods of architectural styles.

<sup>1</sup>In 2004, the Oxford Historic Preservation Commission included the North Lamar District, South Lamar District, Jefferson Madison District and the Depot District. The Courthouse Square Historic Preservation Commission was established in 2007. Although the district lines have changed over time, Oxford's commitment to historic preservation is consistent.

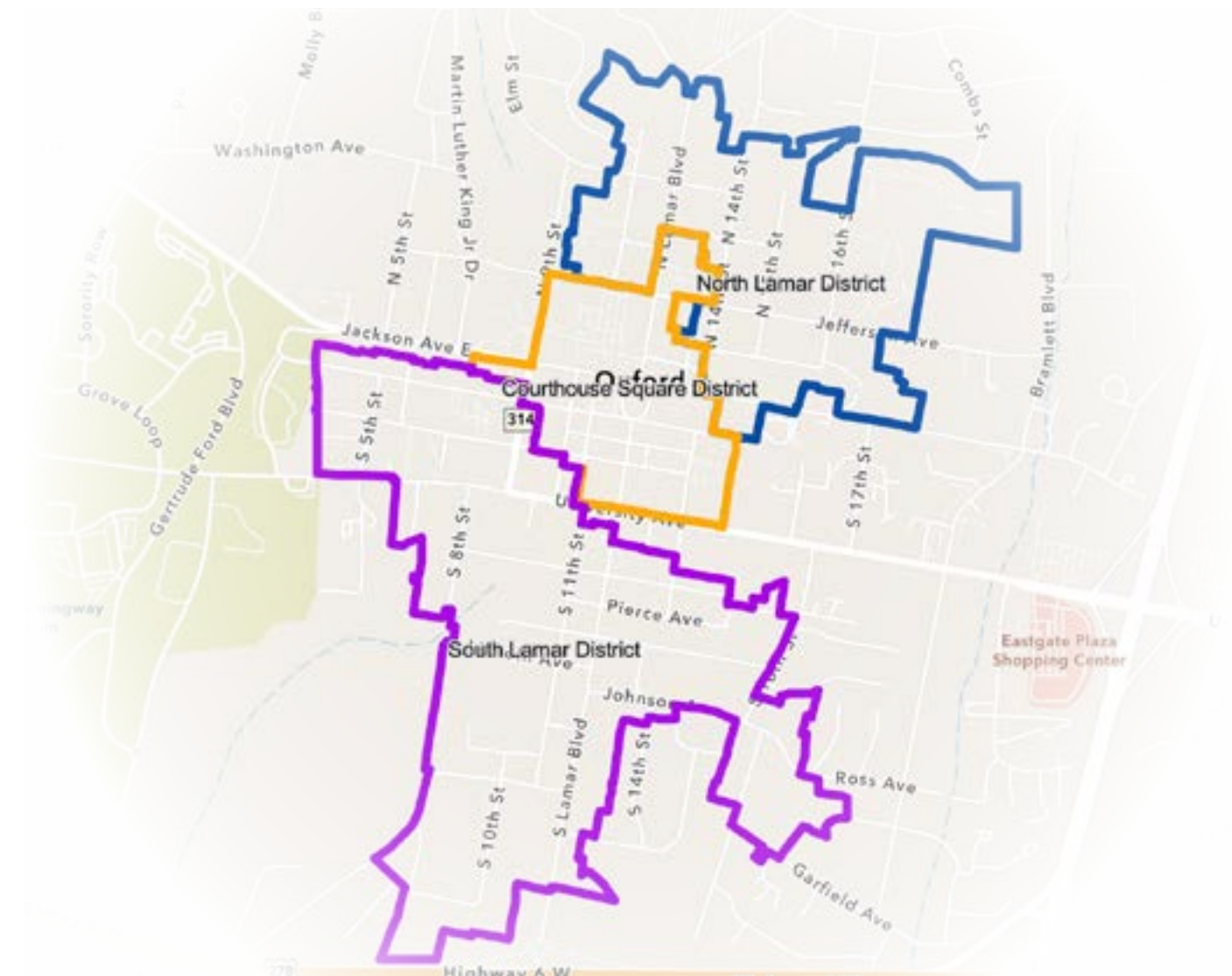


Rowan Oak, c. 1840  
Source: A Touch of Teal

## Historic Preservation Districts

Oxford's Historic Preservation Commissions and Planning Department regulates exterior changes in the city's locally designated preservation districts. Oxford currently has three historic preservation districts: Courthouse Square Historic District, North Lamar Historic District, and South Lamar Historic District, and two historic preservation commissions: the Courthouse Square Historic Preservation Commission (hereinafter CSHPC) and the Historic Preservation Commission (hereinafter HPC).

To view the current district maps, click [here](#).



## Historic Preservation Commissions

The CSHPC and HPC members volunteer their time and talents to protect and promote the preservation of the district's important collection of historic buildings older than fifty years. They are responsible for administering the historic preservation ordinance and design guidelines for properties within their designated districts. They review applications proposing construction, alteration, demolition, or relocation of any resource in the district.

The Courthouse Square Historic Preservation Commission is a seven-member, city-appointed body consisting of residents of the City of Oxford. The majority of members of the CSHPC are property or business owners within the Courthouse Square District. The CSHPC reviews COA applications for property located in the Courthouse Square Preservation District.

The Historic Preservation Commission is a nine-member, city-appointed body consisting of residents of the City of Oxford. The HPC reviews COA applications for property located in the North Lamar Historic District and the South Lamar Historic District.

For meeting dates, times, and locations for the CSHPC and the HPC, please see the [City's website](#) or contact the Planning Department.

To view the current CSHPC or HPC members, please see the [City's website](#) or contact the Planning Department.

## Using the Historic District Guidelines

The CSHPC, HPC, and city staff use Oxford's Historic District Design Guidelines (or the Design Guidelines), the [Secretary of the Interior's Standards for Rehabilitation](#), and the [City's Historic Preservation Ordinance Chapter 54](#) to determine the appropriateness of any proposed changes within the historic preservation districts. Any property owner planning to construct a new building or contemplating changes to the exterior of a historic resource in one of the City's locally designated preservation districts must obtain a Certificate of Appropriateness from the CSHPC or HPC before work can begin. If the proposed change is consistent with Oxford's Historic District Design Guidelines and the Secretary of the Interior's Standards for Rehabilitation or is approved by the Commission at a public hearing, the applicant receives a Certificate of Appropriateness, and work can begin after all permits are received from other city departments.

The Design Guidelines are intended to provide guidance for owners, design professionals, and members of the Historic Preservation Commissions in navigating the process of obtaining a Certificate of Appropriateness. However, the Design Guidelines do not provide case-specific advice or address exceptions. The unique conditions and characteristics of each property and the appropriateness of any proposed alterations are examined on a case-by-case basis. If the Design Guidelines conflict with the Oxford Preservation Ordinance or any other local ordinance, state law, or federal law, the ordinance or law controls. Ultimately, the Design Guidelines seek to support Oxford's preservation goals, including maintaining Oxford's unique identity and special sense of place.

## Architectural Styles of Oxford

The City of Oxford possesses an abundance of historic architecture constructed over a period spanning almost two hundred years. Oxford is home to National Historic Landmarks, such as the LQC Lamar House, William Faulkner House (Rowan Oak), and Ammadelle, buildings listed on the National Register of Historic Places, such as the Lafayette County Courthouse, the Isom House and St. Peter's Episcopal Church, and a plethora of homes that are listed on the National Register.

Most architectural historians agree on the following major periods of architectural development in the United States: the Colonial Period (1600-1820); the Romantic Period (1820-1880); the Victorian Era (1860-1900); Period Revival (1880-1940); Early Modern (1900-1940); Mid-Century Modern (1935-1980); and Contemporary/Late 20th Century Modern (1975-2000). Each of these periods produced many different styles that were interpreted and re-interpreted during different building eras.

Oxford has a diversity of architectural styles, both grand and small. This section of the Historic District Design Guidelines will identify Oxford's most prevalent architectural styles (within each major period) and will provide a basic history of each style as it developed in the area. Unfortunately, many styles were necessarily omitted. If information about a style that is not included in this section is needed or if additional detail about a particular style is included, you may find the book, *A Field Guide to American Houses* by Virginia Savage McAlester helpful.

Although the architecture of Colonial America had a major effect on all styles of architecture that followed, it will not be specifically addressed in these design guidelines because only the styles that are most relevant to understanding Oxford's historic buildings are specifically addressed. For the remaining periods, it is important to understand that mixtures of styles are common in American architecture. Some stylistic mixtures were intentionally created by architects who knowingly combined different styles to achieve the desired result, and other stylistic mixtures were created over time by combining elements of different styles as the house was altered over time. It is important to be able to recognize the difference. Changes resulting from poor stylistic choices with additions or alterations to historic structures should be avoided. A basic yet important responsibility of the Historic Preservation Commission - and historic preservation in Oxford in general - is to protect historic structures. This includes preventing future improper changes or additions to structures in Oxford's historic districts that would harm the character or details of the structure or obscure the original style. Some examples of common alterations or additions to historic homes that could cause such **harm** are **(1) adding, removing, or altering a porch, (2) changing facade elements such as doors, windows, or wall materials to mimic current fashion, (3) adding space to the existing footprint and (4) replacing or substituting materials to minimize maintenance.** These concepts will be addressed more specifically in other parts of the Design Guidelines.

Many of the structures discussed for each architectural style are houses. However, notable examples of a particular style, such as churches or commercial buildings, will be addressed within the discussion of the particular style.

Additionally, many of Oxford's houses do not fit cleanly into a formal style but are "vernacular" or developed from local needs, traditions, and construction materials. The most common vernacular architectural forms found in Oxford are the cottage and the bungalow. These styles, along with the Cape Cod, Gable and Wing, I house, and Cross-gable, contribute to the overall fabric of the historic districts and specifically reflect the local history and traditions of Oxford. As such, they should be appreciated and protected.

### DID YOU KNOW?

The architectural style is the set of characteristics and features that make it notable or historically distinctive and identifiable.



## ROMANTIC PERIOD STYLES (1820 - 1880)

In the United States, the Romantic Period (in the middle 1800s) was a period of rapid growth and expansion. Movements in literature, music, art, and architecture reflected themes of nationalism, individualism, freedom, and democracy. The invention of the printing press brought about the ability to widely disseminate information. In 1842, the first popular pattern book of house styles with full-scale drawings, Andrew Jackson Downing's *Cottage Residences*, catapulted the popularity of the Romantic period styles.

Stylistically, the Romantic styles emerged as a break from the formal classicism that had dominated art and architecture for two centuries. Emotion, individualism, and imagination were emphasized, and architecture looked to the romantic past for inspiration. The following Romantic styles are seen most often in Oxford and will be discussed in more detail.

**Greek Revival (1820 - 1860)**  
**Gothic Revival (1840 - 1880)**  
**Italianate (1840 - 1885)**

## Greek Revival (1820 - 1860)

Greek Revival, the dominant American style from about 1830 to 1850, was the first popular Romantic style. The newly formed United States adopted the architecture of the classical world as a visual representation or symbol of democracy. For example, Greek Revival-style houses normally have very wide bands of trim beneath the eaves, mimicking the entablature of Greek temples. The Greek Revival style moved with the early American settlers from the older states, who followed the wealthy southern planters as they moved westward into Mississippi and built plantation homes. In Oxford, the Greek Revival style can be seen in grand homes such as Oxford's Rowan Oak (Old Taylor Road), the Thompson-Chandler house (911 South 13th Street), Cedar Oaks (moved from North Lamar to 601 Murray Avenue), and the Neilson-Culley house (712 South 11th Street). However, the Greek Revival style was also popular on more modest homes, such as the small, one-story porticoed masonry cottage known as Lindfield (1215 South 11th Street).

### DID YOU KNOW?

Approximately fifteen residences constructed before the Civil War are still standing. Most of these houses were constructed in the Greek Revival style.

The most recognizable elements of the Greek Revival style as it is found in Oxford include rectangular block form, low-pitched roofs and a wide band of trim beneath the cornice, little or no surface decoration, square-headed openings, and rectangular transoms surrounding the door openings on the major elevations, classical order columns and pilasters, with square or box columns, architraves doorways that are shouldered and tapered, six-over-six windows, double-hung sash, doors with two or four vertical panels that are elaborated with Grecian molding profiles. Stone was the preferred building material since the ancient temples on which these buildings were modeled were built of stone, but scored stucco or rusticated wood provided a good substitute, especially in Mississippi, where there is little good building stone. Additionally, most of the Greek Revival houses of Oxford have porticoes with square or box columns.

It should be noted that in North Mississippi, particularly in the Oxford and Holly Springs areas, antebellum house forms, which are usually Greek Revival in style, whether it be a planter's cottage, an I House, or a grander mansion often have different porch configurations than houses of the same period found elsewhere in the state. Porches on mid-19th century houses in North Mississippi usually are central gable-fronted porticos supported by two columns or two sets of paired columns or posts. Central and South Mississippi, as well as the Delta, usually feature full-length colonnaded galleries, which are undercut porches or can be shed porches. These different approaches to porches reflect different settlement patterns as early settlers to North Mississippi largely came from the upper south such as Virginia, Kentucky, and Tennessee. In contrast, settlers in the southern and central portions of the state were more influenced by the Carolinas, and the older building styles of French-influenced Louisiana also may have inspired full-length gallery designs.

In addition to Greek Revival houses, Oxford has an exceptional example of a commercial building in the style: the Thompson House. It was built on the square in 1870 and is distinguished by the pilastrade across its façade.

## DEFINING CHARACTERISTICS

- Classical style featuring a symmetrical facade and rows of impressive columns
- Front porch has prominent, classical columns (round or rectangular), commonly with pilasters
- Low-pitched gable or hipped roof
- Wide band of trim below the cornice of the main roof and porch roof
- Elaborate door surrounds, typically with narrow rectangular panes of glass on the sides and top of the door
- Six-pane windows with trim that is less elaborate than the door surround
- Small frieze-band windows set below a thick cornice and covered with an iron or wood grate depicting a decorative Greek pattern



712 South 11th Street, c. 1850

## Gothic Revival (1840-1880)

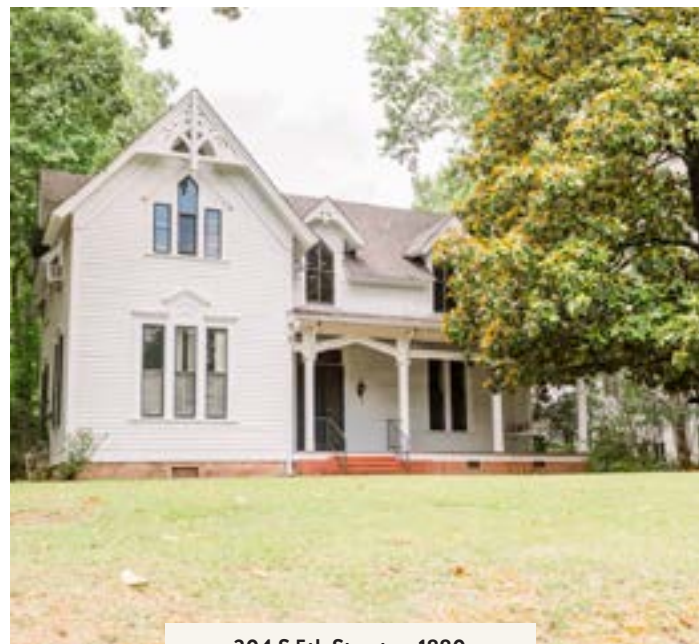
Gothic Revival, derived from European medieval architecture, was a style that was popularized in the United States through pattern books. However, the Civil War and Reconstruction halted building, especially in the South, during the time when this style was popular. Fanciful decorative ornamentation, cut from wood by the newly perfected scroll, is a dominant feature in most Gothic Revival houses.

The most distinguishing architectural feature of Gothic Revival buildings is the pointed arch. Other characteristics include steeply pitched roofs, hood molds over doors and windows, bargeboards, pinnacles, battlements, buttresses, and window tracery. The Carpenter Gothic applies the Gothic Revival style to wood-framed buildings. The style was popular for single-family dwellings and, not surprisingly, for churches.

St. Peter's Episcopal Church (113 South 9th Street), built in the Gothic Revival style, is listed on the National Register of Historic Places and is Oxford's oldest church structure. Construction of St. Peter's began in 1859.

### DEFINING CHARACTERISTICS

- Picturesque, decorative style emphasizing verticality
- Pointed arches are frequently used
- Primary façade with one or more prominent, steeply pitched front gables
- Entrance contained in a full or partial-width, one-story porch with flattened pointed arches
- Walls with a stone foundation and wood siding and ornamented with traditional Gothic motifs (such as towers and turrets, window bays, quatrefoils, label molding, and foliated ornament)
- Wood siding (usually board-and-batten style)
- Wood siding extended uninterrupted into gables, emphasizing verticality and pointed arches
- Windows extended into Gables
- Tall, rectangular windows with label molding or pointed arch shapes
- Casement or stained-glass windows
- Elaborate paneled wood doors
- Decorated bargeboard and finials (emphasizing high peaks)



304 S 5th Street, c. 1880



St. Peter's Church, c. 1860

## Italianate (1840 - 1885)

The Italianate style, based on the rambling farmhouses of northern Italy, was another style that was popularized throughout the United States with the spread of architectural pattern books. The style was easily adaptable and seen on a wide range of building types.

Italianate buildings tend to have low-pitched roofs with wide, overhanging bracketed eaves. Window openings are narrower, often with arched or curved heads and molded hoods, and have pane configurations of four-over-four, two-over-two, or one-over-one. Doors feature arched panels or panels with hollow corners. Porches feature bracketed and chamfered posts, often on pedestals and sawn balustrades. Chimneys are sometimes elaborately detailed with panels and corbeled caps. A belvedere is common with the Italianate style, as well as cast iron decoration.

Ammadelle (637 North Lamar) is one of Oxford's notable Italianate houses. This National Historic Landmark is generally considered the finest example of Italianate architecture in the State of Mississippi and perhaps the entire southeast.

Another landmark Italianate residential structure is Fiddler's Folly (520 North Lamar), which was constructed in 1878 from prefabricated parts.



637 N Lamar Boulevard, Ammadelle, c.1859  
Credit: Lindsey Millar



520 N Lamar Boulevard, Fiddler's Folly, c.1878

### DEFINING CHARACTERISTICS

- Ornamental style featuring decorative details, low-pitched roofs, decorative brackets under an ornamental cornice, tall and narrow arched windows
- Boxy form, constructed of wood or masonry
- Two or more stories
- Prominent entrance on a primary façade, accentuated by a usually small, one-story porch with square, bevel-cornered columns
- Gently sloping, low-pitched, hipped roof
- Wide overhanging eaves
- Large decorative brackets supporting the eaves
- Tall, narrow, regularly spaced windows, often with an arch or curve above
- Two-over-two, double-hung window sash configurations (two panes of glass in the upper sash over two panes of glass in the lower sash) or one-over-one configurations
- Heavily ornamented window hoods (squared, curved, or arched)
- Paneled wood doors (may have large panes of glass on upper panels)
- Heavily ornamented door surround (curved, arched, or squared), similar yet more elaborate than the window hoods

## VICTORIAN PERIOD STYLES (1860 - 1900)

The Victorian Era, named for England's Queen Victoria, was a period of creative expansion in American architecture. Rapid industrialization and the growth of railroads led to dramatic changes in American house design and construction. Complex house components, such as doors, windows, roofing, siding, and decorative detailing, could be mass-produced and shipped throughout the country. Victorian styles clearly reflect these changes through their use of complex shapes and elaborate detailing. Most Victorian styles have multi-textured walls, asymmetrical facades, and steeply pitched roofs. The following Victorian styles are seen most often in Oxford and will be discussed in more detail:

Second Empire (1860 - 1900)  
Queen Anne (1880 - 1910)  
Romanesque Revival (1870 - 1900)

## Second Empire (1860 - 1885)

The Second Empire style takes its name from the French Second Empire during the reign of Napoleon III between 1852 and 1870. The style imitated the latest French building fashions and, in contrast with the Italianate and Gothic Revival styles that were prevalent at the same time, Second Empire homes were considered very modern. The Second Empire's defining feature is the mansard roof, a hipped roof with a double slope on all four sides that was named after the French architect Francois Mansart. Second Empire homes also feature bold detailing, such as quoins at corners, elaborate window surrounds, and belt courses. While there are significant, richly ornamented high-style examples, most residential Second Empire dwellings are simple in form and embellishment. The popularity of the style declined after the panic of 1873 and the subsequent depression.

Due to the devastation of the Civil War, the Second Empire Style is extremely rare in Mississippi as this style was most popular in the years immediately following the war.

An outstanding example of the Second Empire style in Mississippi is the Roberts-Neilson house (911 South Lamar). It was constructed in about 1870 with a distinctive Mansard roof.

### DEFINING CHARACTERISTICS

- Boxy form, typically characterized by Mansard roofs, bold detailing, projecting bay windows, and hooded dormer
- Mansard Roof (dual-pitch, hipped roof form with a steep lower slope and a shallow upper slope)
- Roof form is bound by molded cornices at the edges of each roof pitch
- Brackets under eaves
- Dormers or windows with projecting hoods on the lower slope roof pitch
- Decorative hoods and moldings over windows
- Decorative door detailing



911 S Lamar Boulevard, c. 1885

## Queen Anne (1880 - 1910)

Queen Anne was the dominant style of domestic building throughout the United States for approximately 30 years beginning around 1880. The style was popularized by architect Richard Norman Shaw and became even more fanciful as it made its way to the South. Pattern books and mail-order house plans promoted the style and the expanding railroad network expedited the process of making pre-cut architectural details conveniently available.

Queen Anne uses wall surfaces as primary decorative elements. This is accomplished by using bays, towers, overhangs, and wall projections to avoid plain, flat walls. Several wall materials of differing textures are used whenever flat surfaces occur. The Queen Anne style is identified by its steeply-pitched and irregularly-shaped roof, usually with a dominant front-facing gable, patterned shingles, cutaway bay windows, and asymmetrical facade with a partial or full-width porch that is one story high and extends along one or both side walls.



706 S Lamar Boulevard, c. 1885

### DEFINING CHARACTERISTICS

- Dramatic style, known for asymmetrical facade
- Numerous design devices were used, such as projecting cut-away bays, projecting cross gables, and corner turrets
- Elaborate open porches with a spindle-work frieze and porch supports
- Porches may be partial or full-width and may extend alongside walls
- Recessed porches on upper floors
- Patterned brick, wood clapboard, or fish-scale shingled walls, often in combination, to avoid a smooth-wall appearance
- Stone foundations
- Irregular roof shape, formed by a steeply pitched cross-gable or a hipped roof with cross gables below the dominant ridgeline
- Dominant gable on primary facade
- Roof finials and cresting



1701 Johnson Avenue, c. 1920

The Queen Anne style influence abounds in Oxford. A prominent bay window, one-story wrap-around porch, and steep, irregular roof are identifiable elements of the style at 1701 Johnson Ave. Decorative box valances at the gable and scroll sawn ornament on the porch vary the texture of the facade.

Two prominent examples of the Queen Anne style exist just one block apart on South Lamar. Both boast steep, complex roof forms, including towers, asymmetrical facades, and full-length or wrap-around porches.

## Romanesque Revival (1870-1900)

Architect Henry Hobson Richardson's adaptations of Romanesque architecture sparked the Romanesque Revival. Around 1880, he designed his first Romanesque houses and the monumental Trinity Church in Boston. Prior to that - in the 1860s and 1870s - he designed houses in the Second Empire and Queen Anne styles. After his premature death in 1886, his Romanesque-style adaptations became popular.

Romanesque Revival derives from the eleventh-century architecture based on Roman and Byzantine elements and features massive articulated wall structures and rounded arched entrances. Masonry is always used and usually shows at least some rough-faced stonework. Round-topped arches occur over windows, porch supports, or entrance masonry walls. Facades, usually asymmetrical, are flanked by towers, sometimes of varying heights, with conical roofs. These elements create a somewhat fortress-like appearance.

Because solid masonry construction was always used for this style (the masonry veneering process was not yet perfected), Romanesque Revival, or Richardson Romanesque, houses were much more expensive to build than the late Victorian styles that could be executed in wood. For that reason, the Romanesque Revival style is mostly seen in public and institutional buildings in the late nineteenth and early twentieth century.

In Oxford, the Federal Building (now City Hall) was constructed in 1885 in the Romanesque style. Additionally, the First Presbyterian Church (924 Van Buren Avenue) was one of the first churches constructed after the Civil War - around 1880 - and displays the Romanesque Revival style.



107 Courthouse Square, City Hall, c. 1885



First Presbyterian Church, c. 1881  
Credit: Glimpse of the South

### DEFINING CHARACTERISTICS

- Massive quality is achieved with thick walls, sturdy pillars, pronounced arches, and heavy stone or masonry construction
- Thick masonry walls with deep entryways and window openings
- Stone or brick (often combination) facade
- Rounded arches over entryways and windows, emphasized with a change in material or material detail
- Round or square towers with conical roofs

## ECLECTIC/PERIOD REVIVAL STYLES (1880 - 1940)

The first phase of the Eclectic movement, which stressed relatively pure copies of domestic architecture as built in the colonies and in Europe, includes the following:

- Colonial Revival (1880-1955)**
- Neo-Classical (1895-1955)**
- Tudor (1840 - 1880)**

These styles gained popularity after the Chicago Columbian Exposition of 1893, which stressed classical styles of architecture. Popularity for the Eclectic waned in the first two decades of the 20th century (as the Modern styles were evolving). However, after World War I, fashions shifted back to traditional styles as American soldiers returned from observing historic homes firsthand. These Period Revival styles stressed “correct” architectural detailing. Two factors helped spread these more authentic copies of European styles: 1) inexpensive methods of producing photographs allowed illustration of historic details, and 2) the technique of veneer brick brought affordability to masonry houses that did not previously exist. This phase included:

- Mission (1890-1920)**

## Colonial Revival (1880 – 1955)

Since the Colonial Revival began in the 1880s, a version of the style can be seen throughout the architectural history of the United States. The Philadelphia Centennial of 1876 is credited with first awakening and interest in our colonial heritage. Early examples of the Colonial Revival style were free interpretations of the style. However, with the printing press came the ability to disseminate information on the correct proportions and details of the style, and most Colonial Revival houses built between 1915 and 1935 are historically correct copies of early colonial architecture. The depression of the 1930s and changing postwar fashions led to a simplification of the style in the 1940s and 1950s (for example: side-gabled, simple door surrounds, cornices and details that only suggest colonial precedents. Colonial ranch houses were built in the 1940s - 1960s. Although the popularity of the style waned in the 1950s, built-in garage subtypes continued in pattern books until 1980, when New Traditional versions of the Colonial Revival emerged.

**DID YOU KNOW?**  
From 1910 to 1930, about 40% of the houses in the United States were built in the Colonial Revival style.



1205 S 11th Street, c. 1910

### DEFINING CHARACTERISTICS

- Simple, practical design style
- Symmetrical primary facade with primary entrance accentuated by a porch or portico
- Unornamented
- Rectangular plan
- Walls with little to no ornament
- Usually brick construction, but wood clapboard examples exist
- Cornice ornamented with dentils
- Regular placement of doors, windows, and dormers
- Double-hung window sashes, often with multi-pane glazing
- Windows commonly in adjacent pairs
- Corner quoins on masonry examples

Key features of the Colonial Revival: accentuated front door, normally with a decorative crown supported by pilasters or extended forward and supported by slender columns to form an entry porch; doors with overhead fanlights or sidelights, facade normally symmetrical windows and center door; windows with double-hung sashes, usually with multi-pane glazing; windows frequently in adjacent pairs.



503 N Lamar Boulevard, c. 1920

Many of the houses in Oxford with Colonial Revival influence have clapboard siding and are simple in form and ornament. The house at 210 S. 5th Street is an exhibit of groupings of double-hung windows with a 9-over-9 pattern, a characteristic of the style. A fanlight tops the entrance door. Other examples of the style in Oxford are often symmetrical on the front facade, with a porch accentuating the front entrance.

## Neo-Classical (1895 - 1955)

The Neo-Classical style represents a revival of interest in classical models of architecture that began at the World's Columbian Exposition, held in Chicago in 1893. The theme of the exposition was "classical," and all the world's best-known architects designed dramatic, symmetrical, heavily colonnaded buildings that became the latest fashion in architecture. Countless commercial buildings constructed

in the following decades were inspired by the monumental scale of the exposition buildings, but the style can be seen in residential architecture of the time as well. The Swaney residence (634 N. Lamar Blvd.), built around 1910, is an example of a Neo-classical design with dramatic, classical columns on a symmetrical facade and a full-height porch.

### DEFINING CHARACTERISTICS

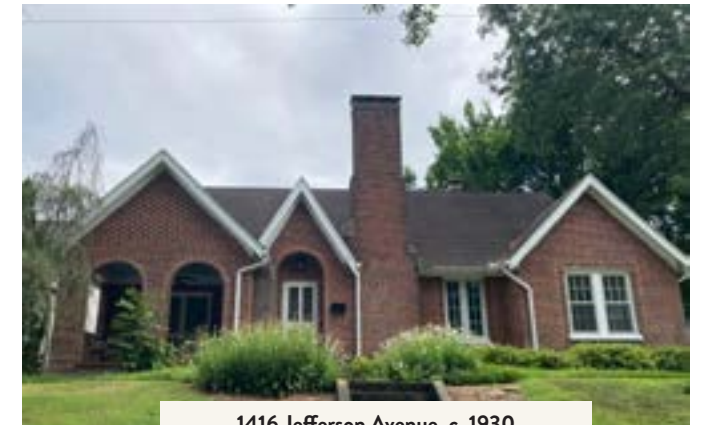
- Characterized by grandeur of scale, simple geometric forms, dramatic use of columns and blank walls
- Symmetrically balanced facade, often with a full-height porch supported by classical columns with Ionic or Corinthian capitals
- Elaborate door surrounds, typically with narrow, rectangular glass panes on the sides and top of the door



634 N Lamar Boulevard, c. 1910

## Tudor Revival (1890 - 1940)

The earliest American Tudor homes were architect-designed landmark houses patterned after late Medieval buildings with Renaissance detailing. After World War I, less pretentious Tudor houses featuring half-timbering and symmetrical facades became popular as masonry veneering techniques allowed even modest examples to mimic the brick and stone exteriors of English prototypes. Wall materials greatly influence the appearance and give the Tudor-style home a typical appearance that is unique to the area. The asymmetry of the style allowed versatility in floor planning and later allowed for ease of incorporating additions.



1416 Jefferson Avenue, c. 1930

One of the only examples in Oxford of a Tudor Revival style influence with half-timbering details and stone masonry in the facade exists at 1013 S. Lamar. Other character-defining features include the asymmetrical facade and narrow windows in multiple groupings. Most other examples of the style's influence in Oxford are brick masonry construction, which commonly features a semicircle arch porch entry and a prominent chimney on the front facade.

### DEFINING CHARACTERISTICS

- Classical style featuring a symmetrical facade and rows of impressive columns
- Walls of stone or brick masonry with stucco
- Wood half-timbering in the upper gables
- Stone foundation
- Steeply pitched roof, with prominent cross gables
- Large-scale, prominent chimney
- Narrow windows of multiple groupings and many window panes
- Round or Tudor arch at front door or entry porch



1013 S. Lamar Boulevard, c. 1920



## Mission (1890-1920)

The Mission style originated in California. Typically Hispanic design elements, including shaped parapets, arches, quatrefoils windows, were adapted to traditional shapes. The Mission-shaped dormer or roof parapet is the most identifiable feature of the Mission style. Other common features include: red tile roof covering, widely overhanging eaves, usually open porch roofs supported by large, square piers, commonly arched above, wall surfaces are usually smooth stucco.

### DEFINING CHARACTERISTICS

- Simple style with covered archways supported by large, square columns
- Symmetrical plan (square or rectangular)
- Smooth, unadorned stucco walls
- Hipped roof
- Mission-shaped dormers or roof parapets
- Red clay tiled roof with wide overhanging eaves and exposed rafter tails



402 Van Buren Avenue, c. 1928

## MODERN PERIOD STYLES (1900 - PRESENT) -----

### EARLY MODERN

#### Craftsman (1840-1880)

American architect Frank Lloyd Wright shaped the early Modern movement in the United States. By 1902, he had created an entirely new kind of house, the Prairie, with free-flowing interior spaces, new spatial effects, and an innovative vocabulary of ornament that did not mimic historic forms. Greene and Greene, Wright's contemporary on the West Coast, perfected the Craftsman style and spread its American Arts and Crafts ornamentation throughout the United States.

#### Modernistic (1920 - 1940)

European architects drastically changed the Modern movement by rejecting ornament and designing "machine age" buildings that were reduced to basic functional forms, beginning the mainstream modernism movement. In the 1930s, the Bauhaus School of European architects (Walter Gropius, Mies van der Rohe, and Marcel Breuer) fleeing Hitler brought the International style to the United States in the 1930s - 1950s. Its stark forms proved more popular for skyscrapers than homes. However, Art Deco and Art Moderne-style houses were built during this time, and apartment buildings were even more common in this style.

### MAINSTREAM (OR BANKERS) MODERN

After World War II, the United States adopted a goal that all returning veterans would be able to own a home. In the mid-century, the Federal Housing Administration's mortgage insurance program regulated the type of homes that could be built in typical neighborhoods. The FHA refused to finance starkly modern houses, and the more conservative branch of modernism, "Banker's Modern" or Mainstream Modern, was born. The following Mainstream Modern styles were primarily used in Oxford:

#### Minimal Traditional (1935 - 1950)

#### Ranch (1940 - 1970)

## Craftsman (1900 – 1930)

Around 1903, architects Greene & Greene began designing simple Craftsman-style bungalows. These one, or one and one half, story bungalows feature low-pitched, gabled roofs with wide, unenclosed eave overhangs; exposed roof rafters; decorative false beams added under gables; porches, full or partial width with roofs supported by tapered square columns; columns or piers frequently extend to the ground level. This was the dominant style for smaller houses built throughout the country during the period from about 1905 until the early 1920s and was spread through pattern books and popular magazines during the 1930s.



927 Hayes Avenue, c. 1925

### DEFINING CHARACTERISTICS

- Inspired by the Arts and Crafts movement, with an emphasis on beautiful craftsmanship
- Natural, oversized bungalow appearance
- One or one-and-one-half stories
- Partial or full-width open front porch with heavy piers and square or tapered columns
- Continuous piers or columns (i.e. piers continue to the ground without a break at the porch floor)
- Walls of stucco, brick, stone, or wood, usually in combination
- Broad gable or hipped roof with overhanging eaves
- Exposed roof rafters
- One or two large roof dormers on the front façade
- Decorative false beams under the roof gables
- Wood windows with three-over-one, or four-over-one, grouped light sash



904 S Lamar Boulevard, C. 1920

## Modernistic (1920-1940)

The Art Deco, or “zigzag” modernistic style of architect Eliel Saarinen, was commonly used in apartment buildings in the 1920s and 1930s. It has smooth wall surfaces, usually of stucco; zigzags, chevrons, and other stylized and geometric motifs; and vertical projections above the roof line for vertical emphasis. “The Flamingo” building in Oxford is an example of the Art Deco style.



1013 University Avenue, The Flamingo, c. 1937

### DEFINING CHARACTERISTICS

- Style characterized by emphasis on asymmetrical compositions and minimal ornamentation
- Inspired by industrial design and aerodynamic forms
- Horizontal design emphasis
- Asymmetrical facade
- Smooth wall surface, usually created with stucco
- Flat roof
- Horizontal lines, grooves, and banding (coping) at roof line
- Embellishments: horizontal railings, glass block sections of wall or windows, round windows or rounded corners
- Neutral or muted colors



911 Filmore Avenue, c. 1947

The Art Moderne, or streamlined modernistic style, was influenced by streamlined industrial design for ships, airplanes, and automobiles. The style has smooth wall surfaces, usually of stucco; a flat roof, usually with a small ledge or coping at the roof line; horizontal grooves or lines in walls and horizontal balustrade elements give it a horizontal emphasis, and the facade is usually asymmetrical. One or more corners of the building may be curved, and windows frequently continue around corners. Glass blocks are often used in windows or as entire sections of walls, and small round windows are common.

## Minimal Traditional (1935-1950)

Large concentrations of Minimal Traditional homes were built throughout the United States after World War II, sometimes using only a few designs in a subdivision. They were small houses that could be built quickly with FHA-insured loans in the midst of the Great Depression. These late 1940s developments, such as Avent Acres in Oxford, were necessary to fulfill the wartime GI Bill promise that every returning serviceman would be able to purchase a home. A flood of house plans and pattern books for small houses were published between 1935 and 1950, and many included careful descriptions of the FHA loans available to build these homes. Because the Minimal Traditional style had prior approval by the FHA, loans were easily approved for this style of home. Homes with a more modern look often encounter obstacles and delays.

The minimal traditional home is a small, simple, generally one-story house with minimal detail. It has a low-pitched, often gabled roof, roof eaves with little or no overhang, double-hung windows, typically multi-pane or 1/1, and rarely dormers.

### DEFINING CHARACTERISTICS

- Designed to be simple, economical, mass-producible
- Large versions usually have masonry lower walls and wood siding in gables
- Smaller/ simpler versions do not have chimneys and feature one siding material
- Some versions have a small garage attached to one facade
- One to one-and-a-half stories with a rectangular footprint
- Front entrance is usually located under a portico or slightly recessed under the main roof (no porch)
- Minimal decoration
- Concrete (or occasionally stone) foundation
- Simple roof line, often shallow side-gabled roof with a front-facing cross-gable
- Chimney is often located at an end wall



412 South 11th Street, c. 1950



Avent Acres, c. 1950

## Ranch (1935-1975)

The Ranch style is another small house type that was approved under FHA financing guidelines after World War II and was promoted for the family-oriented lifestyle of post-war American families. In the 1950s and 1960s, the ranch-style home was undoubtedly the most popular house style in the United States. Ranch-house suburbs became a dominant part of many American cities, made possible by the country's increasing use of the automobile. A single developer often built entire subdivisions and learned how to inexpensively vary the appearance of similar house plans. As developers also lobbied for higher loan limits, the typical size of the Ranch style house increased greatly in the 1950s and 1960s.

Ranch-style houses can be found throughout Oxford's neighborhoods in many variations. It is primarily identified by its broad, one-story, low-to-the-ground shape. It usually has a low-pitched roof without dormers and a wide roof overhang. The front entry is usually located off-center and sheltered under the main roof of the house, and the garage is typically attached to the main facade, although the orientation varies -front, side, or rear. A large picture window is usually present on an asymmetrical facade. The typical Ranch house sits on a pre-fab concrete slab foundation and has a low, usually eight-foot, ceiling height, creating a linear, rambling appearance. Most Ranch houses do not feature details from a single style but rather freely mix and match details loosely based on Spanish, French, or English precedents.

### DEFINING CHARACTERISTICS

- Broad single-story shape, usually built low to the ground
- Asymmetrical facade
- Open concept plan
- One-story
- Off-center front entry sheltered under the main roof
- Garage, usually apparent on the facade
- Single low-pitched gabled or hipped roof
- No dormers
- Moderate to wide overhangs
- Large picture windows



1315 Pierce Avenue, c. 1955

## Vernacular Architectural Forms

Vernacular architecture, sometimes characterized as “Traditional” or “Folk Houses,” refers to historic residential dwellings that were not designed by an architect and do not conform to a particular style. Rather, they were developed based on local needs, the availability of construction materials, and local construction expertise. Many different types of vernacular architecture exist; the following are the main types found in Oxford’s historic districts: Cottage, Bungalow, Cape Cod / Hall and Parlor, Gable and Wing, I House, and Cross Gable.

Vernacular architecture is generally simpler in design and uses little ornamentation. The overall form, building footprint, and massing define these homes rather than elaborate ornamentation and architectural features. Because these homes are the result of local ingenuity, they are usually socially conscious and sustainable and reflect the local history in their details. Many of Oxford’s vernacular homes are influenced by the high styles discussed above but do not follow the formal description of the style. They should, however, be appreciated and protected generally for their contribution to the overall fabric of the historic districts and specifically for their reflection of the local history and traditions of Oxford.

### Cottage

The cottage is a small, cozy, modest house characterized mainly by its modest size: usually one or one and a half stories. Oxford has many cottages that vary in stylistic influence.



1580 Buchanan Avenue, c. 1935



602 Tyler Avenue, c. 1900



1013 S. Lamar Boulevard, c. 1920



1221 Buchanan Avenue, c. 1935

### Gable and Wing

The Gable and Wing, or Upright and Wing, vernacular house type has a one-and-a-half to two-story wing with a front-facing gable roof and a side wing set at a right angle. Many of these homes were laid out in a “L” shape, with the entryway shifted to the “wing” section under a covered porch.



912 University Avenue, c. 1890



906 Van Buren Avenue, c. 1880

### Bungalow

The bungalow is a small, comfortable, affordable type of house that became popular all across the United States in the 1910s and 1920s to fulfill the growing demand for homeownership and remains popular today. This low-style house was easily adapted to many different architectural styles. Bungalows usually have a broad front porch and large sloping roofs with deep overhangs and porches. They are usually one or one and a half stories with a larger first floor than the second floor and the upper rooms set in the roof using dormer windows. The bungalow was typically constructed with wood siding and had plain woodwork. However, it may feature brick, stucco, or stone exterior walls. It has a large chimney and one room that extends across the front of the house. Multiple roof configurations are used for a bungalow.



331 Van Buren Avenue, c. 1925

### Cape Cod / Hall and Parlor

The Hall and Parlor type of vernacular house was popular in colonial America and rural England. They were modest, practical houses defined by their steep roofs, central chimney(s), symmetrical design, dormer windows and natural materials. They were rectangular, two-room houses. The “hall,” or front room was smaller and served as the reception room. The “parlor” was the larger room in the back of the house, meant for entertaining.

The Cape Cod was a later iteration of the Hall and Parlor style house that was typically one and a half stories, with smaller rooms, a central front door and an area in the center of the house for a chimney.



1604 Buchanan Avenue, c. 1949



819 Filmore Avenue, c. 1950

### Cross Gable

The Cross-Gable is usually a bungalow sub-type with gables on at least two sides, usually intersecting at 90 degrees (length and height of gables can vary).



821 Fillmore Avenue, c. 1942

### I - House

The I-House was popular from the colonial period through the late 19th century. This typically two-story house is identifiable by its side gabled roof form and its layout of two rooms wide, one room deep. Its facade is usually symmetrical with a central entrance and a room to each side. The I house may be of wood frame, brick, or stone construction.



824 University Avenue, c. 1858

## Commercial Vernacular (1850-1920)

Oxford was founded in 1836 when a 50-acre tract of land was donated to establish the town. A town square was quickly constructed of mostly wood frame structures in the center of the town, and Oxford soon became the commercial and agricultural center of the surrounding areas. Although none of these original buildings exist today because they were burned during the Civil War, this arrangement established the Courthouse Square area that remains the heart of Oxford today. Reconstruction was complete in Oxford by 1870 and, with some exceptions such as the Greco-Italianate courthouse and the Romanesque Revival style Federal Building (now City Hall), the newly rebuilt Oxford Square consisted mainly of commercial vernacular buildings.



Sanborn Map of Oxford from February 1916



Lafayette County Courthouse and the Oxford Square in 2024

The commercial vernacular, similar to the vernacular house types discussed above, is a simple, modest commercial building design with no distinct style but rather is characterized by its defining features. The typical three-part commercial vernacular consists of a storefront, upper stories, and a cornice or parapet.

The simply-designed commercial vernacular buildings of the Oxford Square in the late 1800s were generally one or two stories high, with a storefront system on the first floor and large retail display windows. Most second stories had a simple arrangement of windows. Above the storefront was usually a simple cornice or I-beam. The ornament was minimal and usually included a projecting cornice with brick corbeling, wood or metal friezes, and sometimes with a scrolled bracket at each end. As Oxford grew and expanded, partly due to agricultural endeavors, the commercial vernacular became the 20th Century Commercial style, and cotton gins and warehouses were constructed in downtown Oxford. Although most commercial vernacular, or 20th Century Commercial, buildings of the Oxford Square did not reflect any specific style, many were heavily influenced by the high styles. For example, Square Books is an example of the Italianate Style. Elements characteristic of the Italianate style in residential design appear in commercial buildings in the form of tall, regularly spaced windows with heavy window hoods. The use of arches at the entrance and decorative brackets and brick detail at the cornice are also hallmarks of the style. The bank building adjacent to Square Books at 154 Courthouse Square has a high Victorian Italianate influence as well. The stand-out features are the Mansard-style roof with segmental and rectangle parapet projections as well as corbell and bracketed cornice details. Elements of the Colonial Revival style appear on the square at 1106 Van Buren (Marchbanks Real Estate), and Off-Square Books has Eclectic style features such as a shaped roof parapet, stucco facade, and diamond-shaped blind panels.



114 Courthouse Square, c. 1875




211 S. Lamar, c. 1929



160 Courthouse Square, c. 1880



129 Courthouse Square, c. 1880



**COA APPLICATION  
AND DESIGN  
REVIEW PROCESS**

# COA APPLICATION AND DESIGN REVIEW PROCESS

A property owner proposing work on any property in one of Oxford’s historic districts must consider the requirements of the Historic Preservation District. This section of the Design Guidelines discusses the process of determining whether a Certificate of Appropriateness must be issued by the Historic Preservation Commission (or with administrative approval) prior to commencing work and explains the process of applying for the Certificate of Appropriateness and presenting the project to the appropriate Historic Preservation Commission.

## COA Application and Design Review Overview

**The first step of the design review process is to determine whether a COA is required. See “COA Application Determination.”**

- The threshold question is whether the property is located in a historic district. If yes, then ask:
  1. Are the changes or additions considered ordinary repairs or routine maintenance? If yes, ask:
  2. Does the change or addition alter the appearance of the structure? If yes, ask:
  3. Does the change or addition require a building permit? **If yes, then a COA is required.**

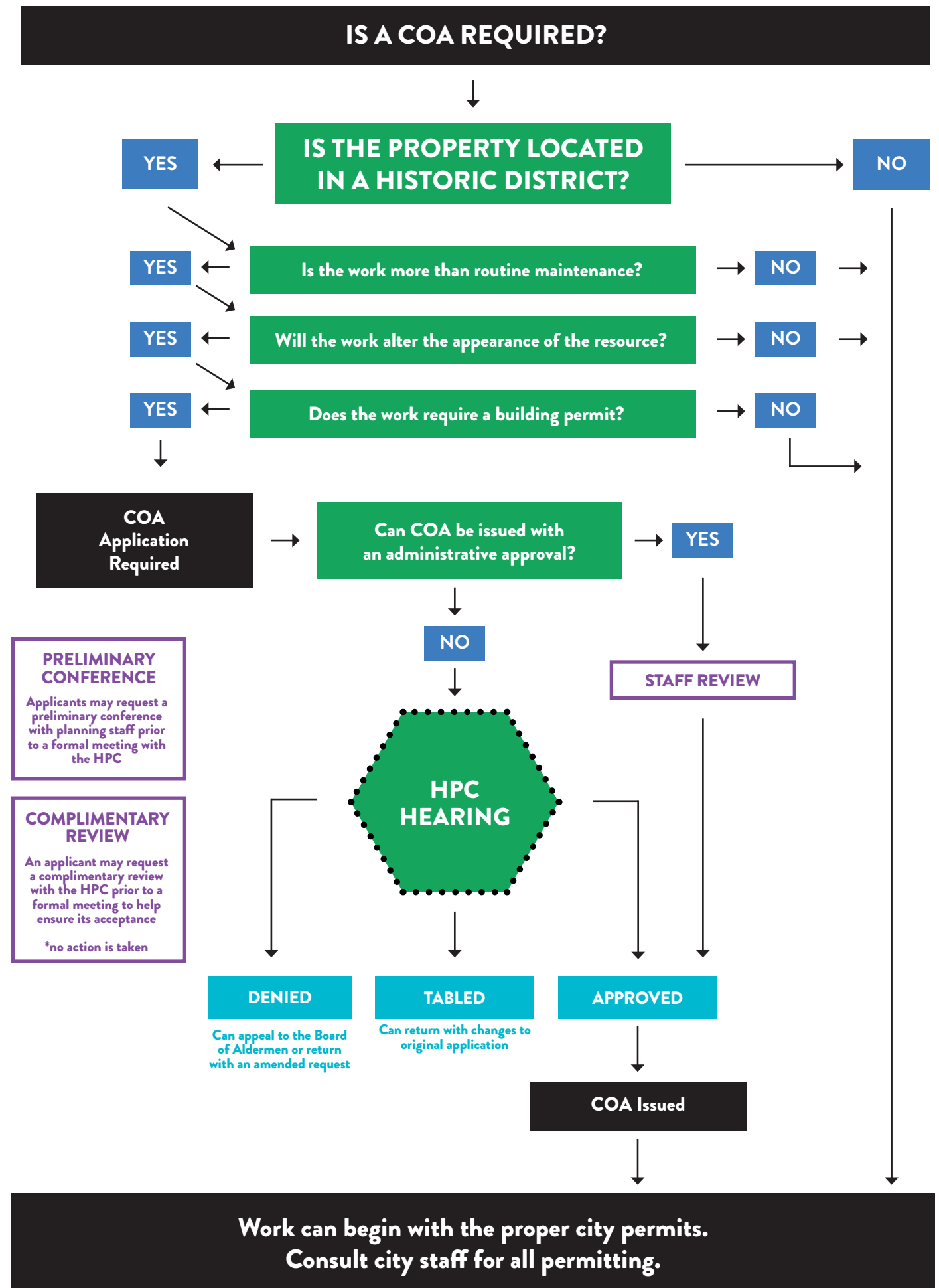
See “COA Application Requirements” for details of the application process.

**The next step is to determine whether the COA can be issued with administrative approval or whether approval from the HPC is required.**

- If administrative approval is appropriate, then staff will review the COA Application and recommend approval and issuance of the COA. See “Administrative Review”
- If HPC review is required, the HPC will review the COA application and evaluate the proposal at the next appropriate HPC meeting. See “HPC Review.” At the HPC meeting, the HPC will:
  1. Deny the COA Application and the applicant may appeal to the Board of Alderman or return with an amended request, or
  2. Table the COA Application and allow the applicant to return with changes to the application, or
  3. Approve the COA Application and issue a COA.

Once a COA is issued and all additional required city permits are received, work may begin.

See also “Preliminary Conference / Complimentary Review” for additional types of informal review of a COA Application.



# COA Application Determination

## How does a property owner know if HPC approval is required to begin work?

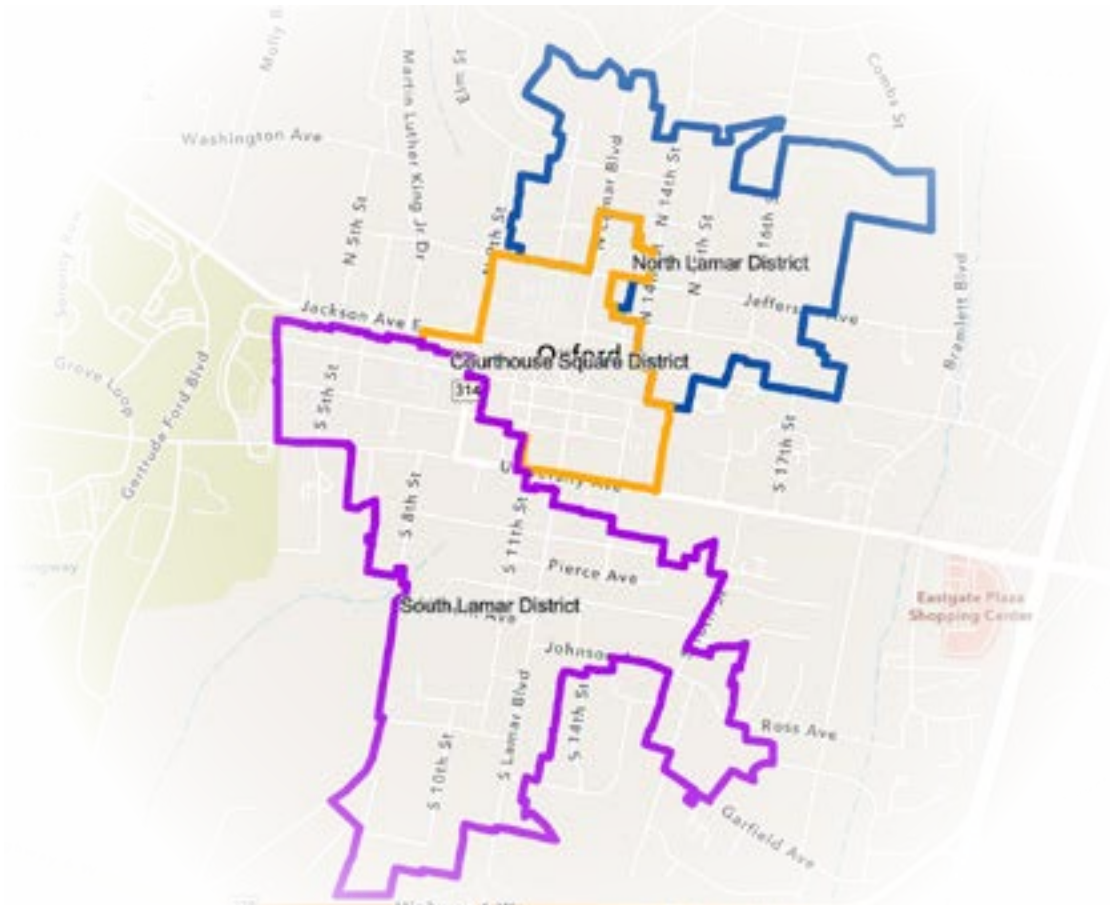
If a property owner proposes any work, including new construction, additions, demolition, material replacement or signs, on any property in one of Oxford's historic districts, a Certificate of Appropriateness may be required. A Certificate of Appropriateness (hereinafter COA) is a document evidencing a preservation commission's approval of work proposed by an applicant on a resource within a historic district. All work that requires a building permit must first receive a COA from the appropriate HPC. Conversely, obtaining a COA does not guarantee that a building permit will be issued. Each project must comply with many zoning, building, and safety codes that the HPC is not responsible for considering. If a building permit is not required, a COA may still be required if the proposed work alters the appearance of the building. This section and the following chart demonstrate the process for obtaining a COA. A property owner should always, however, contact the Planning Department prior to beginning work in a historic district.



## Is the property located in a historic district?

In determining whether a COA is required, an applicant must first determine if the property is located in one of Oxford's locally protected historic districts: Courthouse Square Historic District, North Lamar Historic District, and South Lamar Historic District.

To view the current district maps, click [here](#).



## Are the changes or additions considered ordinary repairs or routine maintenance?

Work involving “ordinary repairs” or “routine maintenance” does not require a COA, as long as it does not involve a change in the design, material, or appearance of the building. A home or building owner proposing work in a historic district that could be considered ordinary repair and/ or routine maintenance should consult the City of Oxford's Planning Department.

“Routine maintenance” generally involves the least amount of work needed to preserve the historic materials and features of a building. For example, routine maintenance of a wood-sided building would include scraping, caulking, and repainting. Repairs to historical material, such as wood siding, generally involve patching and piecing in with new material that matches the historical material in type, design, dimension, texture, detailing, and exterior appearance (in-kind).

“Ordinary repair” is work done to prevent deterioration of a resource or any part thereof by returning the resource to its condition prior to such deterioration, decay, or damage.

Regular maintenance of individual historic structures is vitally important to the longevity of locally protected historic districts as a whole. Because routine maintenance helps to preserve buildings and property, it also protects real estate values and investments and keeps Oxford an attractive place to live, work, and visit. Therefore, Oxford encourages, and in some instances requires, protective maintenance of properties in historic districts. At a minimum, the exterior features of properties in a historic district must meet Oxford's minimum housing and building codes.

## Does the change or addition alter the appearance of the structure?

Any change that alters the exterior appearance of the building or structure, including a change in design, material, or appearance, requires a COA.

The following examples would alter the appearance of the structure and would, therefore, require a COA:

- Replacement of ANY historic material with a different material, such as replacing true wood with fiber cement (Hardi) or vinyl products
- Any window or door replacement
- Painting masonry that was not previously painted

## Does the change or addition require a building permit?

In most instances, if a building permit (or similar authorization from the City) is required prior to any work on a building or structure in a historic district, a COA is also required. Contact the Director of Planning with any questions.





## COA Application Requirements

Once a determination is made that a COA is required, an applicant must complete and submit an application to the City of Oxford's Planning Department for an initial review. Planning Staff will comply with all public notice requirements and will then include the application on the next available agenda for the appropriate HPC meeting.

Depending on the type and complexity of the application, additional materials may be required for a COA application to be considered complete. For example, a proposal for an addition to a structure would likely require a site plan, elevation drawings, a materials list, and any necessary specifications for new materials. For a commercial sign, a complete application would likely include a drawing or rendering, dimensions, materials, and installation details.

An applicant should consult the Planning Staff with any questions about what documentation is required for the HPC to have a complete understanding of the proposed project. If all required information is not provided in a timely manner, the application process will be delayed.

### DID YOU KNOW?

The cost of a COA is based on a sliding scale and depends on the estimated value of the project.

## Design Review

### Administrative Review or HPC Review?

After a complete COA application is received, including all requested drawings and documents, the Director of Planning determines whether an administrative review is appropriate or if an HPC hearing is required.

### Administrative Review

Administrative review is allowed in order to expedite the processing of COA applications for routine, minor, or compatible work. It is appropriate when the work is not likely to have a significant effect on the historic character of the property. The Director of Planning may, at any time, determine that the application requires HPC approval.

If an application is approved administratively, work can begin immediately after receipt of the necessary building permits or other required City approvals. The item is placed on the appropriate HPC agenda as an administrative approval item so that the documentation is available to the public.

### Preliminary Conference/Complimentary Review

Any applicant may request a preliminary conference with the Director of Planning or Planning Department Staff for the purpose of resolving design issues prior to HPC review.

### DID YOU KNOW?

No COA can be issued from a complimentary review or preliminary conference.

An applicant may also request a complimentary review before the appropriate HPC prior to finalizing the details of the COA application. If the Director of Planning determines that a complimentary review would be helpful and appropriate, the applicant is added to the agenda for the next appropriate HPC meeting. Documents that the applicant would like to present to commission members for complimentary review are due seven days prior to the HPC meeting.

## Historic Preservation Commission Review

The HPC holds a public hearing once a month to review applications for COAs. Each applicant seeking a COA, or applicant's representative, has the opportunity to present the project and all relevant evidence in support thereof to the members of the HPC. If necessary, the HPC then recommends changes or modifications to bring the proposal in compliance with these design guidelines, the historic preservation ordinance, and the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.

At the HPC public hearing, the commissioners consider the following general factors when evaluating a COA application:

- Architectural design of the existing building, structure, or appurtenance and proposed alteration
- Historical significance of the resource
- The general appearance of the resource
- Condition of the resource
- Materials composing the resource
- Size of the resource
- Relationship of factors 1-6 and their effect on the architectural character and integrity of the historic district as a whole.

### DID YOU KNOW?

Changes to a project after receiving a COA can invalidate it! If changes are proposed to the design or details of the project after receiving a COA, contact the Planning Department to determine whether the changes require additional action.

More specific considerations are found in the appropriate sections of these Design Guidelines.

If the application is approved, the HPC issues a letter of approval and gives notice to the applicant and the building official. The applicant must then move forward with any other city requirement, such as a building permit, special use permit, variance, or other authorization.

If the HPC denies the COA application, the applicant may appeal to the Director of Planning, who forwards the appeal to the Mayor and Board of Aldermen for consideration.

### Expiration of COA

Work covered under an approved COA must be commenced within one year of granting the COA, or it will expire. If any building permits, variances, or other authorizations required expire prior to the expiration of the COA, then the COA also expires.

## Historic Property Ratings

All properties in Oxford's local historic districts were evaluated and cataloged in a [historic resources inventory](#).

Each property in the inventory is "rated" on the historic resources inventory as a contributing (C) or non-contributing (NC) resource. This rating system exists because some resources in the historic districts have a greater historical and/or architectural significance than other resources. A contributing resource is one that was found to be from a specific period of significance and has enough of its original features and character intact to retain its integrity. A non-contributing resource is a resource that does not generally or individually "contribute" to the overall historic designation of the historic district. There are several reasons that a resource could fall short of the "contributing" standard. The resource may be less than 50 years old, or it may be altered to the point that its historical significance and integrity were lost.

HPC members review the individual historic resources inventory for each COA application prior to the meeting and consider the property rating. It is important to note, however, that a non-contributing designation does not diminish the value or worth of the resource. For example, a resource may have a "non-contributing" designation because a previous alteration or addition destroyed or obscured its historic qualities. In that case, restoration of the "contributing" designation could be a welcomed goal for the proposed work on the resource. In most cases, alterations to contributing should be minimized to maintain the resource's historic integrity. Each property is reviewed based on its individual characteristics.

## Frequently Asked Questions (FAQS)

### What is a (COA) Certificate of Appropriateness?

A document evidencing the Oxford Preservation Commission's approval of work proposed on a resource within a historic district.

### How much does it cost to get a COA?

The cost of a COA is based on a sliding scale and depends on the estimated value of the project. Consult with the City of Oxford's Planning Department staff for more information on costs.

### Does work to the interior of a resource require a COA?

The HPC only has jurisdiction over the exterior of properties. However, any interior work that alters the facade or exterior of a structure requires a COA.

### What kind of documentation do I need to submit with my application?

A set of plans and drawings showing all exterior elevations proposed for additions, alterations, rehabilitation, or new construction and the type of work proposed, including overall dimensions and type of materials to be used on walls, roofs, windows, trim, and siding.

A site plan indicating property lines, setbacks, location of the structure or proposed location of a new structure, accessory building, parking facilities, exterior lighting, fencing, landscaping, and screening for utilities. Photographs of existing structures, or if for new construction, a photograph of the lot and the adjoining structures.

### What is a contributing resource?

A resource within a historic district is found to be from a specific period of significance and has enough of its original features and character intact to retain its integrity.

### What is a non-contributing resource?

A resource within a historic district that has been altered to the point that its historical significance and integrity have been lost. In some cases, a resource can be reverted to contributing by removing, if possible, the previously altered portion of the resource. For example, if a structure has been resided with vinyl and that siding is removed and replaced with wood siding or alternatively appropriate material it may then be reconsidered as contributing.

### Who regulates the Historic Preservation Districts?

There are two Historic Preservation Commissions. The Courthouse Square HPC has jurisdiction over the Courthouse Square Historic District. This commission has five members who serve three years of staggering terms. The Historic Preservation Commission has jurisdiction over the North Lamar and South Lamar Historic Districts and has nine members. The members of both commissions are appointed by the Mayor and Board of Aldermen and can be reappointed. Additionally, the majority of members in the CSHPC must live or own a business in the district, and the majority of HPC members must own or reside in a district.

### Can an application be approved administratively?

After all required review materials for a COA are received, the Director of Planning determines whether administrative review is appropriate or if an HPC review is required. Administrative review is allowed in order to expedite the processing of COA applications for routine, minor, or compatible work. It is appropriate when the work is not likely to have a significant effect on the historic character of the property. The Director of Planning may request additional documentation and may, at any time, determine that the application requires HPC approval.

### What are the benefits to living in a historic district?

A locally designated district protects the historic character of the neighborhood. These neighborhoods tend to be more stable and have a positive effect on property values. It also guards against the intrusion of incompatible new construction.

### What is a Complimentary Review?

If an owner or agent of the owner desires to do so, they can request a complimentary review from the Commission. This allows the owner or agent constructive feedback for the purpose of making changes or adjustments to their project, which may help ensure its acceptance. No action is taken for a complimentary review requiring the applicant to return with a formal application.

### What is demolition by neglect?

Demolition by neglect means improper maintenance or lack of maintenance of any resource, which results in substantial deterioration of the resource and threatens its continued preservation.

### What is ordinary repair or routine maintenance?

Ordinary repair or routine maintenance means work done to prevent deterioration of a resource or any part thereof by returning the resource to its conditions prior to such deterioration, decay, or damage. Repainting or minor repairs are considered ordinary repairs or routine maintenance.

Ordinary repair or maintenance is not considered an action controlled by the Oxford Preservation Ordinance.

### What is a historic resource?

A historic resource is an individual building, site, monument, structure, or area that has been determined to have historical significance and whose distinctive character conveys unique architectural and/or cultural heritage.

### What if my application is denied?

Applications that are denied shall not be resubmitted in substantially the same form for six months after denial.

### What if my plan is not approved and I disagree with the HPC's recommendations?

The applicant may appeal to the Mayor and Board of Aldermen at their next regularly scheduled meeting.

### Who can I call if I have questions about repairs, alterations or the COA process?

The Planning Department staff are qualified and happy to assist in answering any technical questions, explaining the review process, and helping fill out the application.

### Do I need to hire a professional to prepare my application to the HPC?

An individual owner or owner agent may present a COA application to the HPC, however hiring a professional who is familiar with the process and can prepare plans for any alteration is an option to be considered to expedite approval.

### Can the HPC have the authority to tell me what color to paint my house?

The HPC does not regulate color. However, commission approval is required when painting a resource that has not been previously painted. Unpainted materials, like brick, should remain unpainted.

### Where is the HPC meeting held?

The Historic Preservation Commission meeting is held every third Monday of the Month at 5 p.m. in City Hall's upstairs courtroom. Likewise, the Courthouse Square HPC meets on the first Monday of the month at 5 p.m. in City Hall's upstairs courtroom.

### What if I make changes to a plan during construction after the COA has been granted?

Any changes deviating from an approved COA plan, is considered a violation of the city code and requires an amended COA. If the completed project does not match the approved plans, a final inspection permit and certificate of occupancy will not be issued. The HPC can require the removal of the amended alteration.



# DEMOLITION

# DEMOLITION

## Overview

The demolition of all, or portions, of a structure in one of Oxford's historic districts is considered drastic since the character of the area is altered. As a result, the demolition of a contributing or non-contributing structure within a district is rarely considered appropriate.

A Certificate of Appropriateness for Demolition from the appropriate Historic Preservation Commission is required to demolish a structure in a historic district. Demolition is defined as the complete or partial removal of a building, structure, object, or site, including landscape features.

Demolition requests are subject to additional notice requirements and additional supporting document requirements. Therefore, a property owner seeking demolition in a historic district should always consult the requirements of the [Historic Preservation Ordinance, Sec. 53-27](#), and seek guidance from Planning Staff prior to submitting an application for demolition.

## Factors Evaluated For a COA For Demolition

The HPC must specifically consider the following criteria when evaluating the appropriateness of demolition in a historic district:

1. The **individual** architectural, cultural, and/or historical significance of the structure.

The HPC will consider the individual history and significance of the structure, including its style, detail, and unique features. The condition of the structure will also be evaluated to determine whether the structure retains its integrity. Loss of integrity, if any, should be substantiated with photographic evidence and a detailed description of the property, with reports from licensed professionals, if applicable.

2. The importance or contribution of the resource to the architectural character of the **district**.

The HPC will consider the structure's place in the history of the area and will determine the impact of removing the structure relative to its context. The HPC will consider what will be rebuilt in place of the demolished structure and will further consider the future utilization of the entire site.

3. The difficulty or impossibility of reproducing such a resource is due to its texture, design, material, or detail.

Recreating historic details such as columns, windows, and trim is difficult and unlikely because of changes in technology, craftsmanship, and production. Therefore, the HPC will also consider alternatives to demolition.

4. The **amount** or percentage of demolition.

The HPC will consider the ratio of the proposed demolition to the amount of the remaining structure. No more than thirty (30) percent of an individual facade or forty (40) percent of the building as a whole may be permanently or temporarily removed. The applicant must provide evidence of compliance with this requirement in the COA application.

5. The methods and techniques proposed to execute the demolition. A demolition and stabilization plan is required with each demolition application.

The reason or need for the demolition must be provided to the HPC. If structural issues are the reason, a structural report must be included with the application. In most cases, a COA for Demolition can not be issued unless a COA for new construction is also approved.

## Discouraged

- Demolition of original features such as porches, wings, cupolas, or significant existing additions
- Demolition that results in an altered style, including demolition for the purpose of adding historicized details
- Demolition of an original roof line, including a change in pitch or height that is visible to the public or obscuring an existing roof with a new roof of a different pitch or material
- Demolition in full of existing siding
- Enlarging or obscuring existing door or window openings
- Creating new door or window openings

## Recommended

- If demolition is approved, donation of salvageable materials such as windows, doors, hardware, shutters, bricks, and siding to an architectural salvage company for use in other projects rather than disposal in landfills is recommended.

**DID YOU KNOW?**  
The Design Guidelines do not discuss "partial" demolition because demolition of any part of a structure in a historic district is evaluated in the same manner as a complete demolition and, thus, requires a COA for demolition.

## Demolition of Accessory Buildings

In general, the demolition of accessory buildings or structures, such as sheds, carports, detached garages, and storage buildings, is evaluated by the appropriate HPC in the same manner as a complete demolition. Therefore, a COA for Demolition is required from the appropriate historic preservation commission for an accessory building.

In many cases, accessory buildings, or buildings that are not the main building or structure on a site, contribute significantly to the overall property or historic context. However, not all accessory buildings are compatible with the historic site and should be evaluated on a case-by-case basis. If an accessory building is considered historically or architecturally significant, demolition should not be allowed. In evaluating its historical or architectural significance, the appropriate HPC should consider whether the accessory building was:

1. Constructed at the same time as the principal building on the site?
2. Constructed after the principal building on the site but was used for a significant function?
3. Representative of an important architectural design or construction method?
4. Associated with an important event or person related to the property?
5. Built incorporating distinctive characteristics of form, style, materials, or detailing, or does it share those with the principal structure?

## Relocation & Moving a Structure

Maintenance and preservation of buildings in their original locations are encouraged, and moving any building from its original site should be avoided if possible. Once a building has been moved, it loses its association with the site and, thus, its place in time.

The appropriate HPC will consider the following in determining whether relocation of a structure into, out of, or within a historic district is appropriate:

1. The historical or cultural significance of the structure
2. The alternatives to relocation
3. The importance of the structure to the historic district
4. The future utilization of the site

If the appropriate HPC determines that retaining a structure at its original location is not feasible and all other alternatives have been explored, an application to move or relocate a structure can be considered. A COA application to relocate or move a structure is available on the City of Oxford website. The online application will prompt the applicant to provide the necessary documents. Documentation requirements vary based on the type and complexity of the project. See historic preservation ordinance, Sec., for requirements and contact Planning Department for additional details.



A sepia-toned photograph of a two-story house with a porch, showing signs of neglect and decay. The house has a gabled roof, a front porch with decorative columns, and a bay window. The porch has several rocking chairs. The house appears to be in poor condition, with some siding missing and windows that look like they might be boarded up or broken. The background shows trees and a cloudy sky.

# DEMOLITION BY NEGLIGENCE

# DEMOLITION BY NEGLECT

## Overview

The term “demolition by neglect” refers to the improper or lack of maintenance of any resource, which results in substantial deterioration of the resource, threatens its continued preservation, or allows a hazardous or unsafe condition to occur. As required by the City of Oxford’s housing code, building code, and historic preservation ordinance, all property owners must maintain the exterior features of buildings in historic districts and must keep the structures free from decay, deterioration, and unreasonable structural defects. If the HPC determines that a historic building is in a state of disrepair that threatens “demolition by neglect,” it will inform the property owner of the issues, encourage the property owner to protect the structure from irreparable damage, and enforce the “demolition by neglect” ordinance if necessary ([Section 54-27\(b\) of the City of Oxford’s Historic Preservation Ordinance](#)).

See Oxford’s adopted Policy and Procedure for Demolition by Neglect.

### How does the “demolition by neglect” process begin?

A concerned citizen, commission member, or city official requests that the HPC consider whether demolition by neglect is occurring on a property within a historic district. They submit a request to the Oxford planning department with the following information: address, owner’s name, photographs of the property and a description of the deterioration. The planning office then notifies the owner and places the request on the appropriate HPC agenda.

**DID YOU KNOW?**

Demolition by Neglect is a term used to describe a situation where a building’s maintenance is neglected so egregiously that its existence is threatened.

### What happens if the HPC receives evidence that a property appears to be neglected to such an extent that it is in danger of being lost?

After a demolition by neglect concern is brought to the HPC, a public hearing is held (at least 30 days after the request was filed) to discuss possible demolition by neglect. The HPC reviews the evidence of decay, deterioration, and structural defects, and if a majority of the commission members vote to proceed, they instruct the building official to visually inspect the property. The building official then makes a report with the findings of the inspection. If evidence of deterioration is not found, the process concludes and may not be initiated for 24 months. If evidence of deterioration is found, the city reports the findings to the property owner and gives the owner 30 days to repair, provide a plan for repair, or provide a rebuttal from a licensed professional.

### What if the HPC finds that irreparable damage is occurring to the property?

If the majority of commission members, after reviewing all information from the building official, owner, and any experts, find that the property is improperly maintained and that irreparable damage is occurring to the structure, it will make a preliminary finding of demolition by neglect. The owner receives notice of the finding and is given the opportunity to correct the deterioration.

### What if, after receiving notice of the deterioration of the property, the owner does not work to preserve the structure?

If the property owner fails to correct the issues brought to him/her by the commission members, the HPC holds another public hearing to make an official finding that the property is suffering demolition by neglect. After notice is again given to the owner and additional attempts are made to assist the owner in making a plan to maintain the property, charges may be filed by the building official, and fines may be levied against the property. The owner may, of course, appeal to the Mayor and Board of Aldermen.

Additional examples of demolition by neglect may be found in the historic preservation ordinance, Sec.54-27(b).



A large, two-story white house with a prominent front porch and a second-floor balcony. The house features classical architectural elements such as columns and decorative moldings. The entire image is overlaid with a semi-transparent blue filter. A white horizontal bar is positioned on the right side of the image, containing the word 'RESIDENTIAL' in bold, blue, uppercase letters.

**RESIDENTIAL**



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**Accessory Structures**

**MATERIALS**

**Overview**

Historic buildings are typically made of high quality materials, such as old-growth wood, brick, stucco, tile, and cast iron or wrought iron. It is largely because of the quality of the materials that many historic buildings have lasted hundreds of years. These high-quality materials do not deteriorate quickly, and are easy to repair when they begin to show wear. The materials on historic structures also define features and styles of many buildings in the historic districts. For these reasons, owners of historic properties should always prioritize retaining and preserving these high-quality materials on a structure. Their preservation is necessary to preserving the integrity of the historic districts.

The use of substitute materials is a complex issue with many factors one must consider depending on the material. Generally speaking, substitute materials do not have the longevity or strength of the original material, and the upkeep is often the same (cleaning, painting, etc.) The initial upfront cost is sometimes lower than historic materials but if the replacement of new materials is frequent due to deterioration from lower-quality materials and fabrication methods, cost advantages are then lost.

According to the National Park Service Preservation Brief #16: The Use of Substitute Materials on Historic Building Exteriors and the Secretary of the Interior’s Standards for Rehabilitation requires that “deteriorated architectural features be repaired rather than replaced”, wherever possible. In the event that replacement is necessary, the new material should match the original or historic material in composition, design, color, texture, and other visual properties. Use substitute materials only on a limited basis and only when they will match the appearance and general properties of the historic material and will not damage the historic resource.

Take great care when using substitute materials on historic building exteriors. Ultraviolet light, moisture penetration behind joints, and stresses caused by changing temperatures can impair the performance of substitute materials over time. Undertake this work only after consideration of all options, in consultation with qualified professionals, fabricators, and contractors, along with the development of carefully written specifications.

# Wood

Wood has played a major role in the construction of historic buildings in almost every period and style. It is used structurally for flooring, siding, ornaments, and interior finishes. Wood's availability and ability to be planed, sawn, gouged, and carved contribute to its usefulness and popularity. Wood is the most common historic exterior siding used in residential buildings in Oxford. You can see different types of siding below.



## Guidelines To Preserve And Repair Wood Siding And Trim

- Retain and repair historic board siding when possible. Regular maintenance and repainting to prevent water infiltration are key to preserving wood siding.
- Do not cover or conceal historic wood elements.
- Scrape, paint, and inspect for regularly needed maintenance.
- Sections of siding that have severe alligating or peeling may require total paint removal before repainting. Both the electric heat plate and the electric heat gun are proven to work effectively. Generally, chemicals are not necessary except to supplement thermal methods. Do not use a blow torch, which can set fire to the building.
- Do not pressure wash. Any washing should occur by hand or at a very low PSI to prevent water infiltration beyond the siding.
- Follow the instructions of paint manufacturers when making paint selections and applying paint. If you intend to use latex paint atop oil paint, be sure to apply an oil-based primer before applying latex paint. Also, follow instructions concerning weather conditions and drying time. If a building is painted properly, the painted finish can last ten years with occasional washing and touch-ups.
- With the approval of the Commission, it is appropriate to remove synthetic siding and restore the original siding materials
- Minimize the replacement of wood siding to elements that are so severely damaged that replacement is the only option. If only a small area of siding or ornamentation is deteriorated, repair or replace only the damaged section rather than an entire board or architectural detail.
- Match the historic design, profile, and materials when repairing a section of historic wood.



Scrape paint by hand for regularly needed maintenance



Hand wash siding to prevent water infiltration beyond the siding.

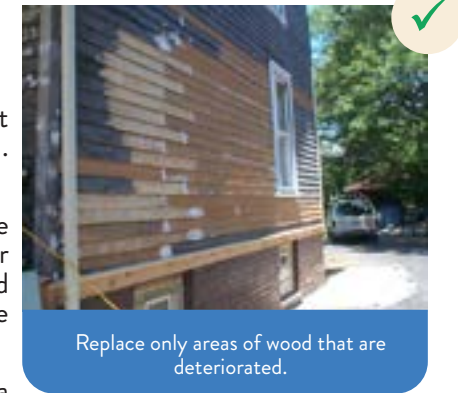


Do not pressure wash siding.

## Guidelines For Replacing Wood Siding and Trim

- Match the original or historic material in composition, design, color, texture, dimensions, profile, material, and other visual properties. Use substitute materials only on a limited basis and only when they will match the appearance and general properties of the historic material and will not damage the historic resource.
- Consider replacement when a repair is not feasible. Replacement should be based on the physical and/or photographic evidence of the original feature.

- Wood is the best replacement for wood for making repairs.
- Do not cover deteriorated wood siding with synthetic siding.
- Replace only areas that are deteriorated. Do not replace more than 25 percent of an area's total facade unless significant deterioration can be demonstrated. This volume of replacement would require approval by the HPC.



Replace only areas of wood that are deteriorated.



Remove vinyl siding to uncover wood original wood.

original wood.

- Do not use vinyl siding on historic homes.

## SIDING MATERIAL REPLACEMENTS

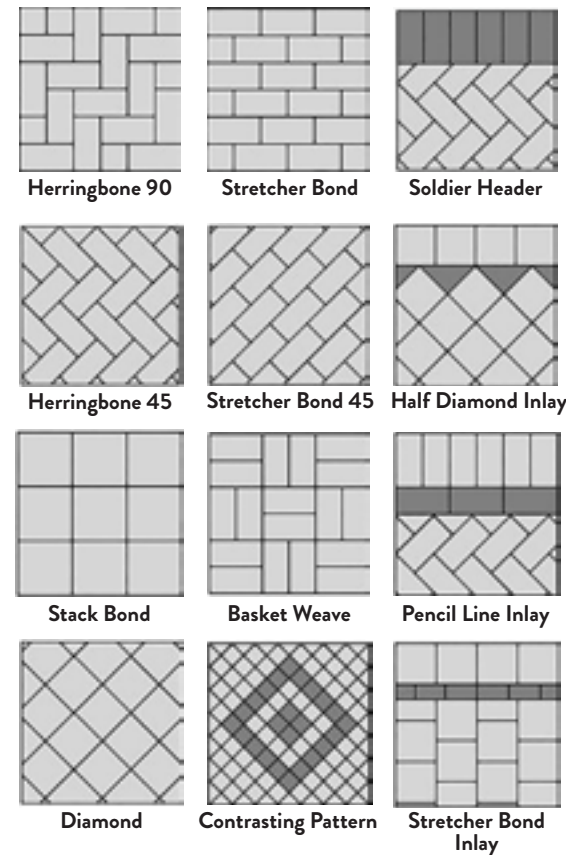
MATERIAL		MAINTENANCE
<b>Asbestos</b> Asbestos-shingles are no longer manufactured, by property owners can often locate stockpiles of shingles for replacement of cracked and broken shingles. As the materials is considered toxic when handled, using it as a new siding is not recommended.	✗	Should be removed by professionals.
<b>Fiberglass</b> A common type of fiber-reinforced plastic using glass fiber.	✓	Appropriate in inaccessible locations and new construction or an alternative to ornate or carved elements.
<b>Permastone</b> Permastone is a trade name that is now generally used to describe a variety of synthetic substances that resemble stone.	✗	Should be removed by professionals.
<b>Aluminum</b> Aluminum is a trade name that is now generally used to describe a variety of synthetic substances that resemble stone.	✗	Should be removed by professionals to uncover original wood siding.
<b>Vinyl</b> Original vinyl siding dates back to the late twentieth century. Many historic homeowner's installed vinyl atop their original wood siding for ease of maintenance. However, the paint fades and the material conceal damage from moisture and termites.	✗	Should be removed by professionals to uncover original wood siding. Do not use vinyl on historic homes
<b>Smooth fiber cement</b> Fiber cement is made from cement, sand, water and cellulose fibers or wood pulp. It is a durable and low maintenance material commonly used to cover the exterior of homes. The smooth side should be used.	✓	Appropriate on residential rear additions and new construction.
<b>Epoxy</b> A resinous two-part thermosetting material as a patching compound, an adhesive, a consolidant, and molding resin and is used to repair damaged material.	✓	It is used to patch or fill wood and is suitable for sculptural details.

# Masonry

Brick and stone are two of the most durable historic building materials. In the eighteenth and nineteenth centuries, brick and stone served as structural materials as well as siding. In twentieth-century buildings, brick and stone are more likely to be veneers applied to buildings that are framed in wood or metal. The most common types of stone used in historic buildings in the United States are sandstone, limestone, marble, granite, slate, and fieldstone. Stone was not a popular building material in Mississippi since good stone had to be imported. The use of stone in early buildings was generally limited to lintels, keystones, thresholds, splash blocks, and paving. Stone was sometimes used in the early twentieth century on facades of banks and public buildings. Most of the masonry buildings in Oxford are brick. The brick of Oxford's nineteenth and early twentieth-century buildings are structural, but later buildings are brick veneer.



Brick can be decorative as well as functional with some buildings featuring brick cornices, recessed brick panels, brick arches defining windows and doors, and patterned brickwork.



## Guidelines to Preserve and Repair Brick and Stone

- Retain and repair original masonry.
- Prevent moisture from wicking up the building through masonry by sloping the ground away from the building to allow proper drainage. Make sure that water from downspouts does not pool at the base of spouts and that spouts channel water away from the building.
- Avoid exterior waterproof coatings
- Water can penetrate the tops of masonry, often at parapet walls. Capping the parapet wall with metal is the only solution to falling damp and deteriorating interior wall surfaces.
- Do not cover masonry with stucco to cover moisture in the brick. In an effort to halt and/or cover the damage caused by rising and falling damp, many property owners and contractors have applied stucco to the bases or tops of walls.

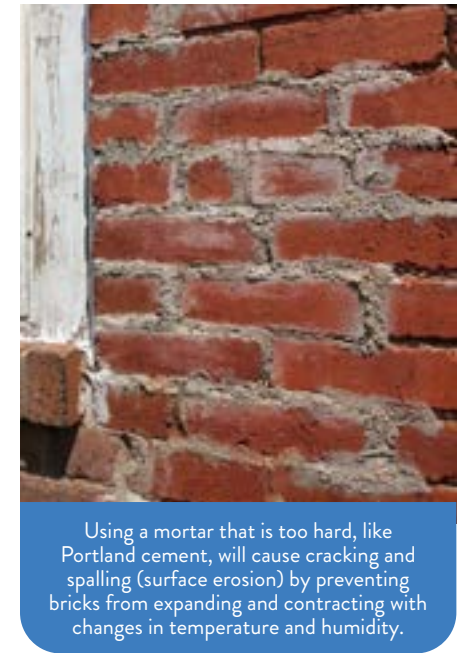
**DID YOU KNOW?**

Covering damage from moisture in brick with stucco accelerates the problem. The moisture will continue to move up or down the brick wall because the stucco impedes it from being evaporated.

- Maintain gutters and door and window sills, flashing, capping, roofing, and caulking to prevent water penetration into brick walls.
- Clean brick and stone only when necessary to halt deterioration or to remove very heavy soiling. Employ the gentlest means possible and use only low-pressure water and a mild detergent. Avoid high-pressure water or sandblasting. Conduct a test cleaning patch prior to proceeding with cleaning to ensure the method is safe and effective.
- Bricks and stones that have never been painted should remain unpainted, and commercial sealants or waterproof coatings should not be applied.

## Guidelines to Preserve and Repair Mortar

- Preserve original mortar where possible and replace (re-point) only where necessary. Mortar used to bond masonry should be softer than the material that it binds to allow for contraction and expansion and to allow for removal and replacement. The recommended formula for brick mortar is one part lime by volume to two parts sand. To increase workability, Portland cement can be added, but only to a maximum of one-fifth of the volume of lime.
- Mortar for re-pointing should match the original mortar in color, texture, and form (type of mortar joint; the manner in which the joint was originally struck by the mason). Mortar joints should be slightly recessed, and masonry surfaces should be free of mortar.
- To match the color of mortar for re-pointing, samples need to be laid up weeks before work begins to allow for color changes in drying.



Using a mortar that is too hard, like Portland cement, will cause cracking and spalling (surface erosion) by preventing bricks from expanding and contracting with changes in temperature and humidity.

## Guidelines to Replace Brick, Stone, and Mortar

- Consider replacement when it is not feasible to repair masonry features by patching, piecing, or consolidating.
- Replacement should be based on the physical and/or photographic evidence of the original feature. For example, replacement bricks should match the original in size, color, and texture.
- Consider substituting compatible materials only if the same kind of material is not technically or economically feasible.

MASONRY MATERIAL REPLACEMENTS		
MATERIAL		APPLICATION
<b>Cast Stone</b> A refined architectural concrete building unit manufactured to simulate natural-cut stone and used in a masonry application.	✓	Dry tamped cast stone has the strength and texture of natural cut limestone. Wet cast is a smoother finish. Use on the rear if an addition. Never place cast stone adjacent to the natural stone it is replacing.
<b>Glass-fiber Reinforced Cast Stone (GFR)</b> Has a cast stone appearance with less weight than cast stone.	✓	Used in non-load bearing applications.
<b>Precast Concrete</b>	✓	Suitable for wall stone, door and window surrounds, stair treads, paving, parapets, urns and balusters.
<b>Composite Stone</b> A siding material meant to simulate the look and texture of stone.	✗	

## Concrete

Concrete is the name used for composition material consisting of sand, gravel, crushed stone, or other coarse material that is bound with cementitious material, such as lime or cement. Adding water causes a chemical reaction that causes the mixture to harden. Various concrete mixtures have been used in buildings for centuries, but concrete is generally considered to be a twentieth-century building material. Reinforced concrete is strengthened by the inclusion of metal bars, which increase the tensile strength. Both un-reinforced and reinforced concrete can be cast-in-place or pre-cast. Hollow-cast concrete blocks with rusticated or vermiculated surfaces became popular in the early twentieth century. Precast concrete buildings also became popular in the early twentieth century, although not many were built in Mississippi.

### Guidelines to Preserve and Repair Concrete

- Moisture is the primary source of concrete deterioration. Cracking is inevitable over a period of time, and hairline, nonstructural cracks are not a major problem as long as they do not provide a conduit for water to enter the building.

## Stucco

Stucco is the term used for exterior plaster, traditionally a mixture of lime and sand, with hair or straw added as a binder. Typically, stucco is applied as a two or three-part coating directly onto masonry or applied over a wood or metal lath to a wood frame structure. Stucco became popular during the Federal and Greek Revival periods when it featured a smooth surface and was typically scored to resemble blocks of stone. Frequently, scored stucco was decoratively painted and veined to heighten its resemblance to stone or marble. Stucco with a rough texture is a common finish for Bungalow or Mediterranean Revival styles. Builders and/or masons sometimes apply stucco to arrest structural deterioration caused by soft brick, which easily erodes when exposed to the elements. In the early twentieth century, builders and/or masons also began to use hard Portland cement as a stucco finish, causing irreparable damage to historic masonry structures. Portland cement is only appropriate as a stucco finish on concrete buildings.



Lafayette County Courthouse  
Source: A Touch of Teal

Traditional stucco is applied by hand in a three-part process on solid masonry walls or on lath made of metal (twentieth century) or wood. Historic stucco is not a very long-lasting building material and needs regular maintenance.

### Guidelines to Preserve and Repair Stucco

- Periodically whitewash stucco to renew the finish, fill hairline cracks, and increase stability. Like other masonry materials, most stucco deterioration derives from water infiltration. The causes of water infiltration are generally the same for stucco as for other forms of masonry.
- Repairs should be designed to keep excessive water away from the stucco, with emphasis on repairs to the roof, gutters, downspouts, flashing, and parapet walls, as well as directing rainwater runoff at ground level.

#### DID YOU KNOW?

Portland cement stucco is harder than historic lime stucco. The harder Portland cement stucco (or mortar) does not allow the masonry to breathe and can trap moisture in the brick, irreparably damaging the structure.

- Inappropriate repairs and treatments often contribute to deterioration, particularly if hard Portland cement is used to make repairs. Like mortar used to bond masonry, stucco used in repairs should not be harder than the original material. Portland cement is harder than brick and stone and is impossible to remove without irreparably damaging the masonry.
- Commercially available caulking compounds are not suitable for patching cracks in stucco because dirt attaches more readily to the surface of caulk, which also weathers differently.
- Most stucco repairs require the skill and experience of a professional plasterer.
- Unlike modern synthetic stucco, cementitious stucco has high impact resistance and sheds water. It also breathes to allow water vapor to escape.

### CONCRETE AND STUCCO MATERIAL REPLACEMENTS

MATERIAL		MAINTENANCE
Re-cast Concrete	✓	Suitable for wall stone, door and window surrounds, stair treads, paving, parapets, urns, and balusters.
EIFS (Exterior Insulation Finishing Systems) Stucco Replacement	✗	It's ability to retain moisture and mask termite damage are cons of EIFS

## Metal

Metals used in historic buildings include lead, tin, zinc, copper, bronze, brass, iron, steel, and, to a lesser extent, nickel alloys, stainless steel, and aluminum. Metal has been used both to roof buildings and to clad exterior walls. In the 1920s, 30s and 40s, corrugated tin was used both as a roofing material and siding material in rural America. Corrugated tin as exterior siding returned to popularity in the 1990s, when it was embraced by architects designing modern houses for wealthy clients.



512 N. 14th St. c. 1890 has an historic metal roof.

Pressed metal has also been used for interior ceilings and exterior cladding.

### Guidelines to Preserve and Repair Metal

- Original metal should be preserved and repaired.
- Metals should be identified to make sure that incompatible metals are not placed together. For example, cast iron, steel, tin, and aluminum should not be used with copper. Sometimes, inexperienced craftsmen unknowingly install copper roofing, gutters, and spouts with incompatible metals.
- Avoid allowing water to stand on architectural metal. Allowing water to stand on architectural metal causes corrosion.
- Repair deteriorated architectural metal by patching, splicing, and reinforcing whenever possible.
- Use the gentlest means possible to clean architectural metal. If sanding, scraping, and wire brushing do not sufficiently prepare the surface for repainting, low-pressure sandblasting can be used safely and effectively. Always make a test patch in an inconspicuous place before sandblasting.
- Avoid alkaline paint removers and acidic cleaners since the chemicals seep through cracks and cause damage to the hidden interior surfaces.
- Metals that were originally painted should be repainted following the recommendations of paint manufacturers.
- Do not use water-based paints because they cause immediate oxidation on the surface of the metal. Also, make sure that metal surfaces are completely dry before painting.

### Guidelines to Replace Metal

- Architectural metal that is too deteriorated to repair should be replaced, when possible, with architectural metal exactly matching the missing original.
- If the same kind of material is not available or is economically unfeasible, use a substitute material that conveys the same visual material. Missing cast iron uprights (rectangular or square in section) on storefronts can be easily replicated in wood. Some metal ornament can be replicated in fiberglass.

METAL MATERIAL REPLACEMENT <small>*only if the exact replacement of the original material is not available</small>		
MATERIAL		MAINTENANCE
Wood or Fiberglass	✘	Rarely appropriate.
Cast Aluminum	✓	Only when used for decorative features. Cast aluminum has potential for corrosion and a lower strength capacity than cast iron.
Epoxies <small>A resinous two-part patching compound</small>	✓	Used for creating missing features; however, they have the potential to trap water.

## Glass

Each type of glass has unique characteristics, sometimes purely functional, and other times the glass is both functional and decorative. Glass can be clear plate, colored, leaded, or have prisms, come in large and small sizes, or even a combination in a single window. This variety imparts character and architectural interest, making glass an important material for preservation.

### Structural Glass

Structural glass became a popular building and siding material during the first half of the twentieth century and is usually associated with the Art Moderne and Art Deco styles. Structural glass includes glass building blocks and reinforced plate glass, which are essentially windows. It also includes opaque pigmented structural glass, more commonly known by the trade names of Carrara or Vitrolite, which was often installed as exterior siding. By the 1930s and 40s, pigmented structural glass was available in over 30 different colors. Pigmented structural glass was especially popular in the construction of movie theaters, restaurants, and other commercial buildings. It also represented a quick way to modernize the exteriors of older buildings. Structural glass panels varied in thickness from about ¼ to 1 ¼ inches and were produced in varying sizes depending on placement and use. The glass panels could be applied to flat masonry surfaces. Although not recommended, the glass panels were also sometimes applied to wood. Generally, a bonding coat was applied to the backing surface, and the panels were attached with an asphalt mastic. On exterior surfaces, angle irons or metal clips bolted to the substrate helped hold the panels in place. Cork tape or joint cement was used to mortar the joints between panels.



The Flamingo, 1013 University Ave

### Guidelines to Preserve and Repair Structural Glass

- Retain and repair original structural glass whenever possible. Patching is preferable to replacement.
- Deterioration of structural glass is usually due to failure of the mechanical support system or breakage from accidents or vandalism. Failure of the mechanical support system usually results from moisture penetration through the joints between panels. The moisture weakens the bond between the mastic and masonry, and it also rusts the angle irons or metal clips. Failure also can result from long-term hardening of the mastic adhesive. Many times, it is necessary to remove unbroken or cracked panels to make repairs to the substrate and/or to reapply mastic adhesive. The glass panels can be removed with solvents and a taut piano wire. Steam can also be used effectively to soften mastic.

### Guidelines to Replace Structural Glass

- Historic pigmented structural glass is no longer manufactured in the United States. Sometimes, but rarely, recycled glass can be located for replacement.
- The only replacement for brightly colored structural glass is a substitute material; one of the best products is spandrel glass, which can be ordered in custom colors.
- Less expensive alternatives include painting the back of plate glass to simulate the color of the original or applying sheet plastics. However, both painted plate glass and sheet plastic are likely to fade over time.

## Clear Glass and Prism Glass

Clear glass with a small level of distortion, or wave, characterizes most typical historic window and storefront glass. This wave is a result of the glass manufacturing process in the 19th and early 20th centuries, where the glass was hand-blown as huge cylinders, cut, and laid out flat on a table to cool. While the result is a flat piece of glass, it was not possible to remove all distortions. The modern manufactured glass features smooth surfaces.

Prism glass is commonly used in commercial storefronts at the transom level. It is manufactured with angles or prisms that refract additional light into the space to maximize daylight. Prism glass should be retained and preserved whenever possible.

### Guidelines to Preserve and Repair Clear and Prism Glass

- Clean the glass carefully and gently with plain water or water and non-ionic detergent, and a soft cloth.
- Do not use chemical cleaners. If unsure, consult with a leaded glass window professional for an evaluation.
- Repair leaded glass assemblies whenever possible.

### Guidelines to Replace Clear and Prism Glass

- If prism glass is available as a specialty product.
- Glass block is not an accurate substitution for prism glass and should be avoided.

## Leaded Glass

Several architectural styles in Oxford are known for including leaded glass.



Stained glass window in St. Peter's Church sanctuary

### Guidelines to Preserve and Repair Leaded Glass

- Clean the glass carefully and gently with plain water or water and non-ionic detergent, and a soft cloth.
- Do not use chemical cleaners. If unsure, consult with a leaded glass window professional for an evaluation.
- Repair leaded glass assemblies whenever possible.

### Guidelines to Replace Leaded Glass

- If part of the original design, replace sealants when worn out.

## CLEAR OR PRISM GLASS MATERIAL REPLACEMENTS

MATERIAL		MAINTENANCE
Clear Glass	✓	
Low E Glass	✗	Low E can be replaced if "no tint" is specified
Glass Block	✗	

## Terra-cotta



The terra cotta roof on this mission-style house is a character-defining feature of the home

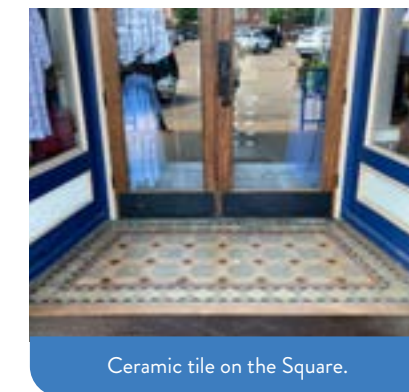
Terra-cotta, like brick, is a kiln-dried clay product that became popular in the late nineteenth century. Terra-cotta is fired to a hardness, and compactness is not possible with bricks.

### Guidelines to Preserve and Repair Terra-cotta

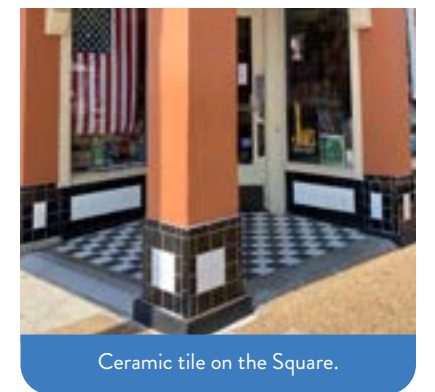
- Recommendations for maintaining and repairing brick and stone applied to terra cotta.
- The mortar used in re-pointing should be softer than terra-cotta.
- Do not re-point terra-cotta with waterproof caulking compounds.

## Ceramic Tile

Ceramic tile is a kiln-dried clay product similar to terra-cotta and is used both on the exterior and interior of buildings. The exterior use of glazed ceramic tile was fairly widespread in the first half of the twentieth century. Ceramic tile was used both as a wall cladding and as a floor finish.



Ceramic tile on the Square.



Ceramic tile on the Square.

### Guidelines to Preserve and Repair Ceramic Tile

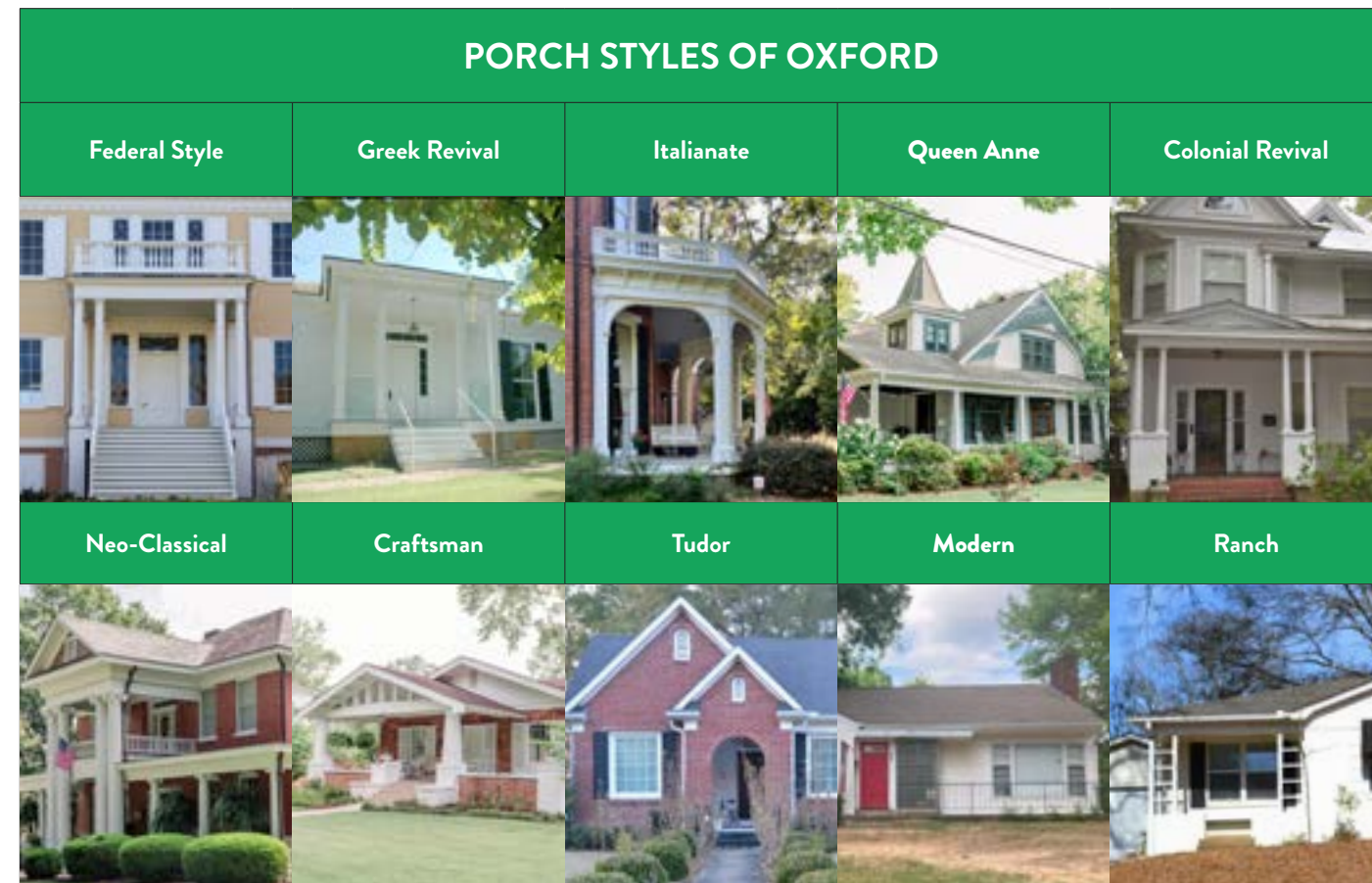
- The same principles that apply to the maintenance and repair of terra-cotta apply to ceramic tile.

# ARCHITECTURAL FEATURES

## Porches and Entry Steps

Porch is a broad term that encompasses porticoes, galleries, piazzas, and verandas— terms that are both regionally and architecturally inspired. Houses built in the South, where the climate is warm, are more likely to have porches than their architectural counterparts in the North. Sometimes, a Federal or Greek Revival cottage in the Lower Mississippi Valley features a full-width porch that is integral rather than attached—the porch is actually inset beneath the front slope of the gable roof of the house.

Porches are often the dominant exterior architectural feature of a historic house or commercial building. They are both functional and decorative. Porches conserve energy by providing shade and outdoor living space in the summer and protect sheltered portions of a building from deterioration. A historic porch with its columns, posts, balustrades, brackets, or other decorative details is also an important determiner of the building’s style and period of construction.



## Guidelines to Preserve and Repair Porches and Entry Steps

- Clean and maintain gutters to avoid deterioration of posts.
- Retain and repair, if possible, original porch materials and detailing, such as columns, flooring, railings, and detailed trim.
- Retain and repair deteriorated porch elements as needed with materials that match the original materials in kind, size, scale, appearance, profile, and placement.
- Repair existing turned posts, columns, and balusters with modern-day epoxies.
- Repair box columns or rectangular posts with lap joints, when possible, to shed water.
- Paint porches and decking to slow the deterioration of perimeter beams and joists. Joints and cracks in posts, columns, and balustrades should be carefully caulked to prevent water infiltration.
- Protect and maintain historic ceramic tile that may be a decorative feature of a concrete deck.
- Avoid planting trees that grow so large that their root systems damage nearby concrete porch decks or patios that are original features of twentieth-century historic houses.
- Preserve and maintain the location and configuration of original porches, stoops, and Porte cocheres with their associated components and details, if possible.

## Guidelines to Replace Porches and Entry Steps

- When making repairs to decking, use wood that has been pressure-treated to increase its resistance to rot and infestation.
- Replace or repair porch materials or steps with matching materials. If no evidence exists to document the original entry steps, new steps should be based on the architectural style of the building.
- Aluminum or metal replacements are discouraged but may be used to replace deteriorated wood porch columns on rear facades.
- Avoid enclosing porches on highly visible elevations with screen, glass, or other material.
- If enclosure of porches on side or rear facades is desired, use screen or glass panels with the minimum number of vertical and horizontal framing members needed to support the screening. Recess panels behind existing porch columns and rails. Use wooden frames only, and do not remove any historic elements to accommodate the enclosure.
- Avoid installing porch railings on porches where railings were not historically present unless required for safety or access reasons. Required railings should be simple in design.
- Avoid adding architectural features that are not original to the historic porch. These features include alterations such as the addition of limestone caps to steps, pilasters, and decorative molding.
- Avoid enclosing a Porte Cochere
- Avoid precast or preformed concrete steps on primary facades.
- Simple entry steps without risers are appropriate for historic dependency buildings, country stores, or

other vernacular buildings.

- When replacing historic wood porch flooring, use new, treated, tongue-and-groove flooring in a width that matches the original porch flooring or is suitable for the period in which the house was built. If in doubt, match the width of the interior flooring of the house. Prime all sides of the tongue-and-groove flooring before installation. Be sure that the flooring boards extend sufficiently beyond the fascia board (1 ½ to 2 inches) to allow water to run off without damaging the fascia board and any cove molding.



Original wood entry steps replaced by new wood entry steps.

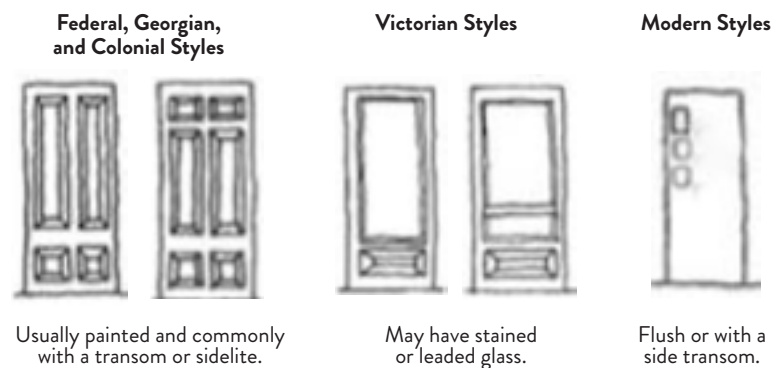


Original wood entry steps replaced by brick steps divert attention from the original detailing of the house.

## Doors and Entrances

Doors do not punctuate buildings as frequently as windows, but they are often the focal point of a building's façade. Georgian, Federal, Greek Revival, and Italianate buildings often feature doors that are accentuated by frontispieces, sidelights, and transoms. Queen Anne doors are sometimes richly ornamented with wood carving and exhibit etched or stained-glass panels. The leaded-glass doorways of some Colonial Revival houses are the most outstanding architectural element of the building.

Doors provide clues to both the style and date of a building. Federal-style doors usually feature six or more molded panels. Greek Revival doors typically have only four or two (vertically divided) molded panels. Colonial Revival doors often have five horizontal panels. Bungalows and Spanish Colonial Revival houses might have doors with two panels that divide horizontally. Altering and removing historic doors decreases the historic value of a building and removes important clues that identify its date and style.



## Guidelines to Preserve and Repair Doors and Entrances

- Wherever possible, retain and repair original doors and door openings, including frames, lintels, fan lights, side lights, transoms, hardware, moldings, and screen doors.
- Historic hardware should be preserved, if possible, and replaced with reproductions to match the original. Elaborately decorated, cast-metal hinges, for example, are suitable for grand Queen Anne houses but are inappropriate for Federal or Greek Revival cottages.
- Original doors which have never been previously painted should remain unpainted.
- Doors that were originally painted should remain painted. Original wood graining and other decorative finishes should be preserved.
- Avoid dip-dripping or sand-blasting original wood doors.

## Guidelines to Replace Doors and Entrances

- If an original door is too deteriorated to repair, it should be replaced with a door that matches as closely as possible the original door in size, design, and finish.
- Original doors that are too altered to repair should be replaced with a door that matches as closely as possible the original door.
- Replace non-original doors of inappropriate style of the building with a new door based both on historical evidence and the architectural style of the building. Without a historic evidence, an original door from a building similar in age and style can also serve as a design source for a new custom-made door.
- Avoid replacement doors that are not compatible with the style of the house.
- Avoid replacing original historic doors with mass-produced, leaded-glass doors that are suitable for new construction but inappropriate for historic buildings.
- New screen doors for historic houses should be made of wood, with rails and stiles echoing the design of the entrance door. They should be painted or stained to match the entrance door.
- Metal screen doors and stock screen doors, when not a compatible size for the opening, are inappropriate for historic buildings.
- Storm doors should be restricted to doors on secondary elevations that are not visible from the right of way. If installed on a primary elevation, the storm door should be made of wood with rails and styles echoing the design of the entrance doorway.
- Metal burglar doors are inappropriate for historic entrance doorways, and their use should be restricted to doorways not visible from the public right-of-way.
- Do not alter historic doors.

**DID YOU KNOW?**  
The most common examples of door alterations involve splitting a single-leaf door to create a double-leaf door and/or inserting or removing glass panels.



# Windows

Windows are an important character-defining feature of a building and contribute to its architectural richness, especially in the patterning of the window muntins (also called mullions or sash bars) and in the arrangement of the windows themselves. Windows were a necessity before electricity and air-conditioning because they provided light and ventilation. Porches and louvered shutters allow windows to remain open during the rain. Screens provide protection from insects.

Owners and builders should make every effort to preserve existing historic windows and to repair and restore them rather than replace them with new modern windows.

## Windows Functions

1. Admitting light to the interior spaces
2. Providing fresh air and ventilation to the interior
3. Providing a visual link to the outside world, and
4. Enhancing the appearance of the building.



## REASONS TO KEEP AND REPAIR HISTORIC WINDOWS

1. **Architectural and Historic Character** - Replacement of original windows devalues an historic building and removes important clues that indicate its age or style. Original windows are a product of their time and significant character-defining element of a structure.
2. **Aesthetics** - Original windows look correct with the other original materials of an historic structure. Modern windows have different proportions, colors, materials and glass and look jarring on historic structures.
3. **Superior Materials** - Old-growth wood is tight-grained and naturally rot-resistant. Wood elements on new windows are often only warranted for 10-years.
4. **Durable and Sustainable** - Original wood windows have proved their value in their survival, lasting indefinitely, 100-150+ years is common. Modern windows require replacement every 20-35 years for various windows.
5. **Easy to Repair** - Historic Wood windows are made to repair with windows from the local hardware store. 40,000+ catalogue parts are available to repair windows made after 1950.
6. **Valuable Architectural Detail** - Modern window are often flat and lack personality
7. **Performance** - Historic wood sashes outperform all competitors in durability and the thermal conductivity of wood is less than any other material used in window construction. Modern windows are not necessarily more energy efficient. A quick Google search reveals studies comparing the energy efficiency of wood window and vinyl or metal clad windows. Beware of sales pitches for energy efficiency. Often “maintenance free is translated disposable.”
8. **Broken Glass** - Broken glass is easy and economical to replace. Broken glass in modern windows often requires replacing the entire window or compromising the vacuum seal and warranty of the window.
9. **Cost** - The cost of maintenance and repair over a 100-year period for a wood window is less than the cost of maintenance, repair, and replacement of modern windows over the same period of time.
10. **Hype** - Salesmen of modern windows may exaggerate claims of their window’s performance in order to sell more windows. Sometimes “maintenance free” is translated “disposable.”

Majority of the content of this taken and adapted from [www.painintheglass.us](http://www.painintheglass.us)

Original Wood Replacement Cost				
	Cost to Replace Window	Regular Maintenance Per Window (Repaint, glazing, putty, weather strip every 5 years)	Replace Broken Glass Per Window (Every 20 years)	TOTAL
	\$0	\$130	\$60	
<b>Cost Over 100 years</b>	\$0	\$750	\$300	<b>\$1,080 per window</b>

Wood-Clad Replacement Cost				
	Cost to Replace Window	Regular Maintenance Per Window (Repaint, glazing, putty, weather strip every 5 years)	Replace Broken Glass Per Window (Every 20 years)	TOTAL
	\$800 - \$1000 every 30 years	Assume \$0	Assume have to replace entire window if glass breaks	
<b>Cost Over 100 years</b>		Assume \$0		<b>\$2,400 - \$3000 per window</b>

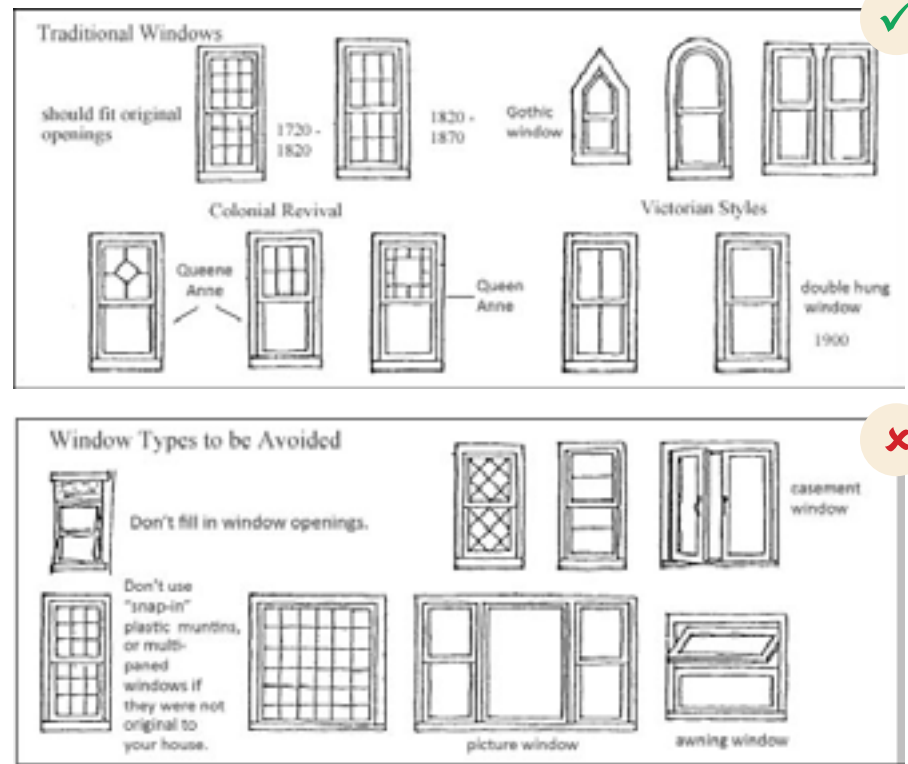
Statistics borrowed from Eureka Springs Historic Design Guidelines

## Windows should be considered significant to a building if they:

- Reflect the period or regional styles or building practices. The design of a building's windows is indicative of the building's age and style.
- Graphic to show different patterns and styles that correspond to different styles?
- Are examples of exceptional craftsmanship or design.
- Are original
- Reflect the overall design intent of the building
- Reflect changes to the building resulting from major periods or event
- After evaluating window significance, owners and builders can plan appropriate treatments based on an investigation of the physical condition of the window

Today's mass-produced windows do not have the character or detail of historic windows and lack such features as imperfections in glass panes and specially milled sash and muntins that reflect the style and period of the building.

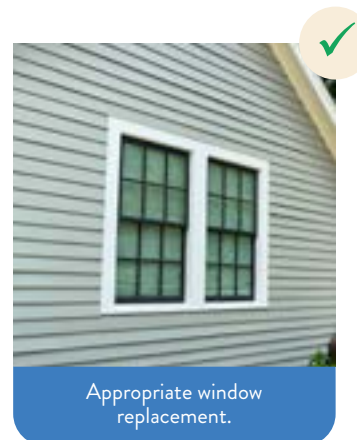
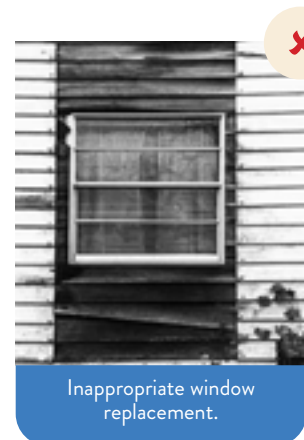
Owners and builders should make every effort to preserve existing historic windows and to repair and restore them, rather than replace them with new modern windows. Replacement of original windows devalues a historic building and removes important clues that indicate its age and style. Historic wood windows have proved their value in their very survival. In Natchez, for example, many houses dating from 150 to 200 years old retain the majority of their original wood windows. Repairing is also less expensive than replacing the window and will maintain the historic character and value of the building.



Source: <https://www.oldsaybrookct.gov/>

## Guidelines to Preserve and Repair Windows

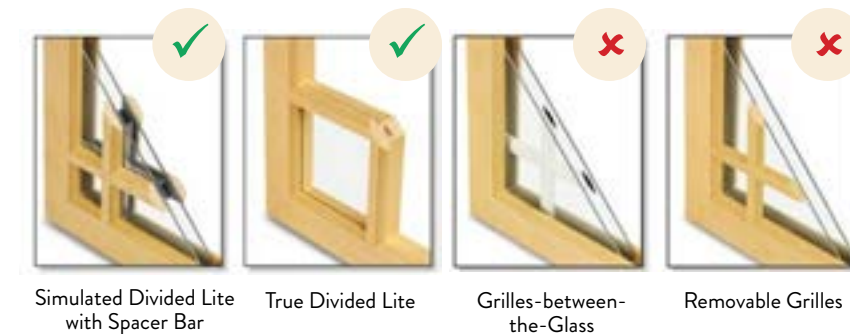
- Preserve and maintain historic windows.
- Keep historic windows and all associated components; do not remove.
- Maintain window openings. Do not enlarge, reduce, or alter the window opening.



- Keep sill and wood components well-painted. Replace curling or missing putty. Scraping, painting, glazing, planning, and weather stripping can make a historic window look better, operate easier, and conserve energy.
- Repair of historic windows is preferable to replacement.
- If excessive rot exists, new pieces can be made to replace the rotten ones, or repair the rotten areas with wood filler and fresh paint.

## Guidelines to Replace Windows

- When a historic window sash is beyond repair, a replacement sash is necessary.
- Avoid adding new windows to the front of the house or easily visible facades. Relocating a window from an inconspicuous area of the house to a more prominent location is preferable to replacing a window of incompatible design.
- Replacement windows should match the original window in material, style, historic appearance, and character. Consider and match the following characteristics of windows when replacing windows:
  - The pattern of the openings and their size;
  - Proportions of the frame and sash;
  - Configurations of window panes;
  - Profiles of the window muntins
  - Type of wood
  - Characteristics of the glass.
  - The position of the window in the wall, i.e. how deep it is set back into the wall.
- Use true-divided lite (TDL) or simulated divided lite (SDL) windows. Avoid using removable grilles or grilles between the glass (GBG).



- Use clear glass in replacement panes on the front facade and where highly visible from the street.
- Windows on the primary or street-facing façade(s) should be of material consistent with the historic period for the building, such as wood or metal, and clear non-reflective glass, and windows on less visible or rear façades may be of substitute materials such as aluminum or fiberglass..
- Replacing existing incompatible, non-historic windows with similarly incompatible new windows does not meet the Secretary of the Interior's Standards for Rehabilitation. Look to neighboring buildings of similar style and time period or reference old pictures for examples of what the original window once looked like.
- The best replacement is a custom-made sash to duplicate the original. This not only maintains the historic appearance of the building, but it so simplifies and lowers the cost of installation.
- Although the use of recycled historic materials is often discouraged by architectural historians, as it confuses the physical history of a building, salvage and wrecking yards are good sources for inexpensive, matching sash. Recycled historic windows are a better choice than replacement windows of incompatible design.

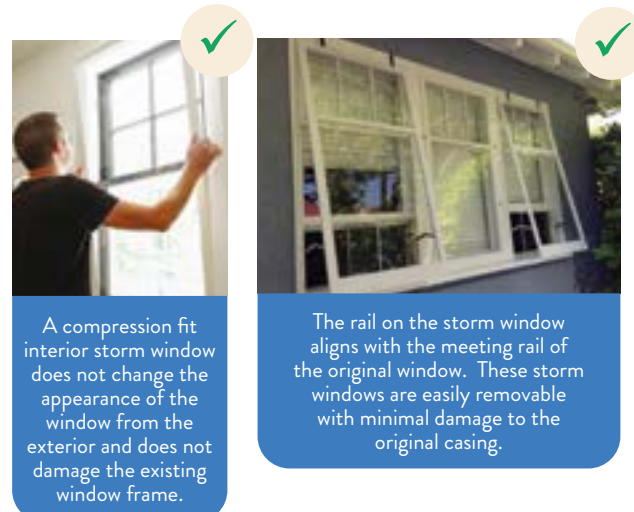
WINDOW MATERIAL REPLACEMENT		
MATERIAL		MAINTENANCE
Wood	✓	Acceptable in any application where wood windows exist or previously existed. Windows on a primary facade much match the original window in material and style, including details such as the profile, size, pattern, and glass color.
Aluminum-Clad	✓	Acceptable on a non-primary facade. Windows must match the historical window in size, configuration, and general characteristics; although, they may incorporate simpler detailing.
Fiberglass	✓	Acceptable on a non-primary facade. Windows must match the historical window in size, configuration, and general characteristics; although, they may incorporate simpler detailing.
Vinyl	✗	Vinyl windows are not appropriate within the Historic Districts.

## Window Screens, Storm Windows, and Burglar Bars

Historic window screens are typically of two types—(1) exterior, full-size screens in wooden frames that hang from brackets at the top and latch from the inside at the bottom, and (2) interior, half-size screens in wooden frames that slide on interior tracks. Both types of window screens were easy to install and remove seasonally. With the advent of air-conditioning, many owners of older homes have discarded the screens, and new houses often have windows with no provision for window screening.

### Guidelines for Window Screens, Storm Windows, and Burglar Bars

- Repairing existing wood screens and storm windows is preferable to replacement. Original storm windows should be maintained and repaired in the same manner as historic window sash.
- Avoid the exterior, full-size aluminum screens that are available today as they detract from the historic appearance of the building and are easy to damage by bending.
- Light-weight wood and aluminum screens that are portable and adjustable in width are an acceptable alternative to aluminum screens.. They are available in a variety of heights and generally cost less than ten dollars a window. These screens consist of two sliding frames that adjust to fit inside an open window and are held in place by the window tracks and the weight of the upper sash.
- When installing new storm windows and screens, match the original window size, shape, and configuration. Use a full-light storm window or screen to allow visibility of the historic window, or match the stile and rail configuration of the window or door if needed.
- Use a storm window to avoid the replacement of historic decorative glass.
- A historic window with weatherstripping and in good repair, coupled with a storm window, has the same energy efficiency as a modern insulated glass (IG) unit.
- Use wood or aluminum screen doors with anodized or baked enamel finishes or that have been primed and painted a color to complement the entrance or window.
- Design with large expanses of screening or glass to maintain the visibility of the original door.
- The use of thermoplastic available at hardware stores is not recommended
- Burglar bars are not recommended for windows in historic districts. The installation of burglar bars radically alters the exterior appearance of a historic building. Only in major urban districts were burglar bars an original feature of some buildings.



STORM WINDOW MATERIAL REPLACEMENT			
INTERIOR		EXTERIOR	
Does not obscure the details of the historic window Negates the physical damage to the window Often more economical		Obscures the details of the historic window Use wood or aluminum, no vinyl Match the color to the window sash or choose accent color Line up the meeting rail of the storm window with the meeting rail of the sashes	
<b>Compression Fit</b> Does not require screwing into the window.	✓	<b>Clip-In</b>	✓
<b>Magnetic</b>	✓	<b>Thermoplastic Film</b>	✗
<b>Screw-in Place</b> Does not require screwing into the window. Should not be used where a window is a point of emergency egress. Involves screwing into the window; avoid if possible.	✗	<b>Screw-in Place</b> Should not be used where a window is a point of emergency egress. Involves screwing into the window; avoid if possible.	✗
		<b>Track or Double-Track Storm Windows</b> These typically jut out beyond the surface of the wall and window frame, and commonly screw to the window casing.	✗
		<b>Low-E Storm Windows</b> Acceptable if there is no tint to the glass.	✓
		<b>Custom-Made Storm Windows</b>	✓

## Blinds and Shutters

Architectural historians use the term blind in reference to the hinged louvered panels affixed to the outside of a window or door and the term shutter in reference to hinged panels or boards that have no louvers. In early houses, paneled and batten shutters provide privacy, security, and protection from storms. Blinds fulfill those same functions, but they also admit light and air. Closing shutters and blinds during the day reduces heat intake.

**DID YOU KNOW?**  
Today people generally use the term shutter to encompass both shutters and blinds.

Some early buildings featured shutters on the first story and blinds on the upper story. Many nineteenth-century and early twentieth-century commercial buildings featured doors with paneled shutters or store doors with integral shutters that were removed during the day. These integral shutters fastened to the door and covered only the glass portion. Some twentieth-century historic houses, like Colonial Revival houses dating from 1920 through about 1950, feature original shutters or blinds that are purely ornamental and were never operable. Such shutters and blinds are often nailed to the house on the outside of the window frame. These houses will have no evidence of shutter hardware.

### Guidelines to Preserve and Repair Blinds and Shutters

- Window and door shutters and blinds should be maintained and repaired rather than replaced.
- Avoid dip-stripping historic shutters and blinds because it loosens joints and hastens deterioration. Scrape and sand shutters and blinds before repainting.
- Retain the original shutter and blind hardware, where possible, and replace them with reproduction hardware to match the missing original.
- Blinds too deteriorated to repair, can provide spare parts for the repair of other blinds.

## Guidelines to Replace Blinds and Shutters

- Replace shutters and blinds too deteriorated to repair with replacement shutters and blinds of the same material and design. If all original shutters or blinds are missing, make new shutters or blinds based on a historic photograph or patterned after the original shutter or blinds from a similar historic building.
- Do not install shutters or blinds when inappropriate for the architectural style of the building or when no evidence of historic shutters or blinds exists.
- Use original hardware to hang shutters and blinds, where possible, and buy reproduction hardware where needed so shutters appear operable.
- Make sure replacement shutters or blinds are the same height and width as the window opening. Installing shutters or blinds on picture windows or ganged or double windows, is inappropriate.
- Vinyl shutters and blinds, as well as most modern replacements of wood, are inappropriate for most historic buildings.
- Blinds too deteriorated to repair, can provide spare parts for the repair of other blinds.
- Do not damage historic wall materials or window surrounds when installing new shutters.

## Awnings

Awnings on commercial and residential buildings have been popular since the nineteenth century. Awnings help control temperature, prevent merchandise from fading in display windows, and protect customers from sun and rain. Some twentieth-century commercial buildings, particularly those dating to 1920 and later, originally featured suspended canopies of metal and/or wood.

Canvas awnings were not widely used on residential buildings, but historic photographs document some operable awnings on late nineteenth and early twentieth-century houses. Bracketed wood awnings are also an original feature of some historic houses, particularly Italian-style houses dating back to the nineteenth century.

## Guidelines for Awnings

- Original awnings and canopies of wood and/or metal should be preserved and repaired.
- Original awnings and canopies of wood and/or metal that are missing or too deteriorated to repair should be replaced to match the original as existing or documented in historic photographs
- Install new awnings without damaging window trim or other architectural fabric.
- Metal and wood awnings are inappropriate for historic buildings, unless they were an original design feature of the building.
- Vinyl awnings are inappropriate for historic buildings.
- Take care to ensure that the awning does not become a source of water infiltration.

## Roofs, Chimneys, Gutters, and Dormers

A weather-tight roof with good water run-off is essential to the long-term preservation of a historic building. A poorly maintained roof accelerates deterioration and, if unchecked, will ultimately cause general disintegration of the structure. The varying shapes, ornaments, and finishes make roofs decorative as well as functional. A building's roof provides clues to its style and period of construction.

Some features of roofs are both functional and decorative. Chimneys, which are functional, are also indicative of a building's style and age.

Roofs are sometimes crowned by clerestory rooms, towers, cupolas, spires, metal cresting, and balustrades. In some Gothic Revival and Queen Anne-style buildings, roof gables terminate in decorative verge boards (also called bargeboards). Ornamental brackets support the roof eaves of Italianate-style buildings. Roof surfaces can also be decorative with patterns and textures created by stamped-

metal shingles, ceramic tiles, or slate shingles arranged in patterns of color.

In Oxford, most roofs are gabled and hipped. However, the city also has some representative examples of pyramidal, gambrel, and flat roofs. Wood shingles were used in Mississippi throughout the nineteenth century and into the early twentieth century, but few homeowners opt for wood shingles today. Nineteenth-century Mississippi builders tended to use imported slate only for grand brick buildings built after 1835. Standing-seam metal roofs were not widely used in Mississippi until after the Civil War and were used more in commercial buildings than residential buildings until the late nineteenth and early twentieth century. The most common roof materials in Oxford today are composition shingles, asbestos shingles, metal both standing-seam and v-crimp with galvalume finish to mimic a tin roof, and corrugated tin and clay tile.

## Roofs

### Guidelines to Preserve and Repair Roofs

- Conduct regular inspections to ensure proper maintenance of the roof and prevent disrepair. If leaks are present, conduct a thorough investigation prior to replacing the roof as there are multiple potential causes of leaks beyond the roof. (summarized from existing text)
- Retain and repair, if possible, original roofing materials like slate shingles, standing-seam metal, pressed metal shingles, clay tile shingles, and asbestos shingles.
- Retain and repair any ornamental roof detailing, including chimneys
- Repair only the damaged areas if only a portion of the roof is failing.
- Roof repair should be performed by a professional roofing contractor.



The "dogear" detail of this roof is a character-defining feature of the house. Shingles and the dogear detail are appropriate for the Craftsman style.

### Guidelines to Replace Roofs

- Preserve historic roof forms and materials. Roofing sections on the main and other visible facades should remain unaltered.
- If too deteriorated to repair, install new roofing to match the original, if feasible. If not feasible, use a substitute material that approximates the original as closely as possible in texture, pattern, and color.
- Remove old roofing material before installing new roofing material.
- Replace only the damaged areas if only a portion of the roof is failing.
- Because varying roof materials require different installation techniques and the work is dangerous, roof replacement should be performed by a professional roofing contractor.



Metal roofing is not an appropriate substitute for a style that should have shingles.

## Chimneys



714 S. 11th Street

### Guidelines to Preserve and Repair Chimneys

- Retain and repair chimneys in accordance with the guidelines for masonry.
- Do not cover a brick chimney with stucco or alter the appearance of a historic chimney.

### Guidelines to Replace Chimneys

- Do not alter the appearance of a historic chimney
- If a chimney is unstable and needs to be replaced, rebuild the chimney to match the original appearance of the chimney, if known. If not known, rebuild the chimney with a design and materials appropriate for the age and style of the building.
- If desired, appropriate chimney caps include: clay, slate, stone, low-profile metal caps that do not overhang the rim of the chimney (painted to match the brick).

## Gutters

### Guidelines to Preserve and Repair Gutters

- Surviving, original box gutters and any original scuppers should be retained and repaired, if possible. Attaching a gutter in front of a boxed cornice changes the character of the building.
- Preserve original downspout boots or splash blocks.

### Guidelines to Replace Gutters

- Remove deteriorated gutters and spouts even if replacement is economically impossible.
- Use gutters, downspouts, and splash blocks in a design appropriate to the age of the building they support. Use half-round gutters if the building dates from before the 1930s. Use ogee gutters if the building dates from after the 1930s.
- Round gutters are also less likely to cause moisture problems when attached to masonry buildings.

## Dormers

### Guidelines for Dormers

- Preserve and maintain historic dormers. Replace only damaged areas with materials and detailing to match the original. See the guidelines for replacing the appropriate materials.



911 S Lamar Boulevard

## Foundations and Crawl Space Enclosures

Historic frame buildings are traditionally built on piers or foundation walls. Nationwide, most piers and foundation walls of historic frame buildings are built of brick. A lesser number of them are built of stone, and some vernacular buildings even feature piers fashioned from wood stumps. Only a small number of historic buildings in Mississippi had stone piers, and few, if any, had stone foundations. Historically, masons left openings in foundation walls for ventilation, and these openings were often filled with metal grilles or wood architectural features like framed louvers or framed bars.

Most historic houses that rest on piers originally featured some type of crawl space enclosure to keep animals from getting beneath the house. Spaces between perimeter piers were most frequently filled with lattice panels. However, many historic houses featured louvered panels, spaced horizontal or vertical boards, or simple chicken wire. Usually, the grander the house, the grander the crawl space enclosure.

### Guidelines to Preserve and Repair Foundations and Crawl Space Enclosures

- Maintain and repair existing original brick piers and foundation walls, stone piers and walls, or wood stump piers if possible. Follow guidelines in the general masonry section for maintenance and repair of brick piers and foundation walls.
- Maintain and repair, if possible, original grilles or other original ventilation infill in foundation walls. Replace it to match if the original feature is too deteriorated for repair.
- Add additional ventilation, if necessary, to address problems of moisture accumulation.
- Treat wood stump piers with a preservative to prevent termites from damaging the foundation or building structure.
- Original crawl space enclosures should be preserved and repaired when possible.
- Do not paint previously unpainted masonry foundations.
- Do not damage historic foundations when installing utility or mechanical equipment. Place new equipment in locations not visible from the public right-of-way.

Historic homeowners who seek more enclosure than what is provided by the appropriate historic treatment have options that are inexpensive and do not compromise the historic character of the building. Simply stapling black roofing paper or attaching black-painted, insulation panels to the backs of traditional lattice panels will block chilling winds without being visible. The black backing showing through the green lattice simply reads like darkness beneath the house. The backing has the added benefit of blocking sunlight, which fosters the growth of weeds behind the lattice.



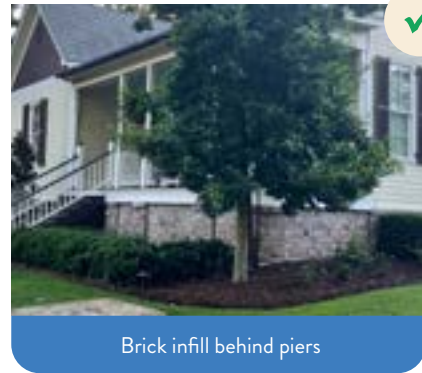
The brick infill is flush with the historic foundation piers, making the infill visually inappropriate, and the infill has no vents to provide air circulation beneath the house.

## Guidelines to Replace Foundations and Crawl Space Enclosures

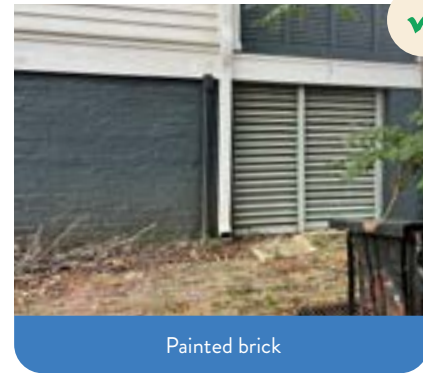
- If piers are too deteriorated to repair, the mason should build new piers on the perimeter of the building that exactly match or appear to match the deteriorated original.
- In replacing piers that are not visible, the mason can use concrete blocks or less expensive bricks that do not match the original.
- The design of replacement infill should be based on physical evidence or historic photographs, when available. In the absence of such documentation, the design of the crawl space enclosure should be based on the documentation for a similar property in the same geographic area.
- Do not use lattice panels; they are an inappropriate infill.
- Do not obscure historic foundations or apply artificial materials such as stone veneers, aluminum, or vinyl siding.
- If enclosing a foundation is desirable, new masonry walls can be recessed behind the face of the original piers. Match the masonry as much as possible to the original brick, or paint the new brick a dark color to allow the piers to remain a significant feature of the historic structure.



Lattice



Brick infill behind piers



Painted brick

Appropriate foundation enclosures preserve the look of original piers with a contrasting or recessed infill material.

## ACCESSORY STRUCTURES

Historic houses originally featured associated outbuildings, which are also known as dependency buildings and support buildings. In the South, during the pre-Civil War period, these outbuildings might have included any number of the following building types: kitchen, privy, slave quarters, overseer's house, smokehouse, cistern house, dairy, gazebo, greenhouse, cold frame, corn crib, poultry house, plantation store, barn, stable, carriage house, billiard hall, ten pin alley, office, and chapel. The number of outbuildings decreased throughout the nineteenth century, and by World War II, most of America's houses featured only a detached garage. By the end of the twentieth century, even the garage had become an integral part of the residence itself. Historic outbuildings represent a particularly endangered historic resource since most have become functionally obsolete. Many historic homeowners, who juggle time and resources, often have to choose between the preservation of the main house and its historic outbuildings.



## Guidelines for Outbuildings / Accessory Structures

- Maintain and repair historic outbuildings, if possible. Build an additional outbuilding rather than replace a historic building that no longer fulfills its original function.
- The same guidelines for preserving, repairing, and altering residential historic structures apply to outbuildings. Consult the appropriate sections (Chapter IV) of the design guidelines handbook for recommendations.
- Maintain the original location of historic accessory structures.
- Investigate new uses for an obsolete outbuilding. A historic garage may be inadequate for today's multi-car, modern family, but it can be sensitively and adaptively rehabilitated as an office, storage house, or guesthouse.

## SECTION 2 ADDITIONS AND NEW CONSTRUCTION

### Design Considerations: Site, Scale, Mass, and Form

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#### Accessory Structures

## DESIGN CONSIDERATIONS: SITE, SCALE, MASS, AND FORM

### Overview

It is important that new additions be compatible in size and scale, setback, materials, and design as the main structure. Poorly designed additions can dramatically change and often destroy the historic qualities of a structure.

Additions should be done in a manner that does not diminish the character of the building and district. Significant existing additions should be preserved. Pre-Civil War houses often had late nineteenth or early twentieth-century rear wings that represented early attempts to bring the kitchen into the house. Some of these additions were done well without sacrificing the architectural integrity of the main house. However, not all additions are significant and worthy of preservation. Many later additions were poorly designed and constructed, and they sacrificed the original form, materials, or craftsmanship of the historic building to which they were added.

A new addition to a historic building is considered to be successful if it:

- Preserves significant historic materials and features;
- Preserves the historic character
- Protects the historical significance by making a visual distinction between what is old and what is new.



1428 S. 10th St. c. 1925 with a side and rear addition c. 1960

# Guidelines for Additions to Historic Buildings

## Design Considerations

- New additions should not remove, damage, or obscure character-defining architectural features.
- Significant existing additions should be preserved.
- Additions should be considered only after the determination that a new use cannot be met without altering significant interior spaces.
- Additions should be compatible in materials, design, roof form, and proportion to the main structure.
- Additions, like new construction, are representative of the time in which they are built. Therefore, contemporary designs are permitted but should always be compatible with the existing structure.
- An addition should never mimic or recreate the architecture of the primary structure. Consider replicating a historic addition only if historical documentation exists.
- Additions should be clearly identifiable as such.
- Design all new additions to be reversible without significant damage to the historic building or loss of its architectural detailing.
- Architectural details should complement the main structure but should be clearly differentiated through the use of differentiating methods such as roof breaks, wall insets, wall off-sets, material changes, and lower eave lines. A combination of these methods should be considered based on the specific context of the building and the site.



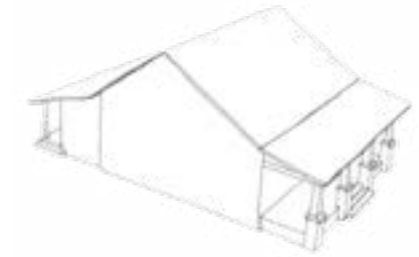
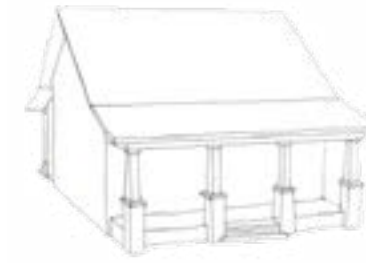
### DESIGN PRINCIPLES OF COMPATIBILITY

- 1. Setback and Lot Coverage**
- 2. Orientation** - the direction a building faces
- 3. Scale** - the relative or apparent size of a building in relation to its neighbors and the apparent or relative size of building elements, such as windows, doors, and cornices to each other and the building.
- 4. Proportion** - the relationship of the dimensions of building elements to each other and the overall building elevations.
- 5. Rhythm** - the spacing of repetitive facade elements
- 6. Massing** - the articulation of a building facade through the use of dormers, towers, bays, porches, and steps.
- 7. Height**
- 8. Materials**
- 9. Color**
- 10. Roof Shape**
- 11. Details and Ornamentation**
- 12. Landscape Features**

Street View

Overall View

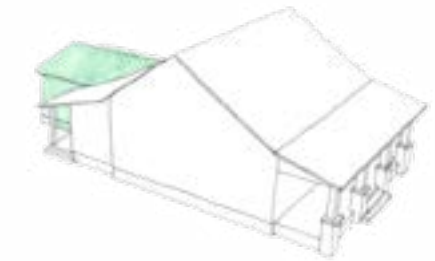
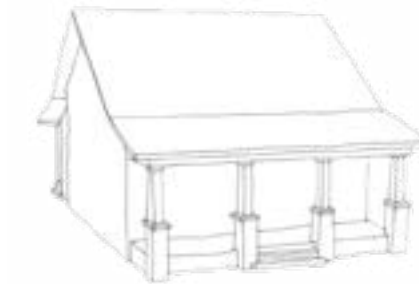
#### Existing Building



#### Appropriate Additions

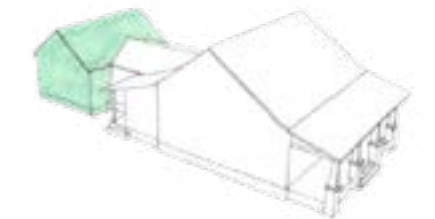
##### One-story Attached

- Placed in the rear
- Clearly distinguishable from the original house
- Clear inset
- Differing materials



##### One and One-Half Story with Connector

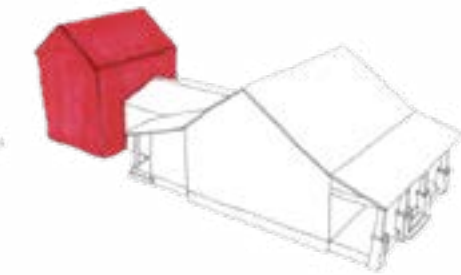
- Placed in the rear
- Distinguished from the original house with an inset connector



#### Inappropriate Additions

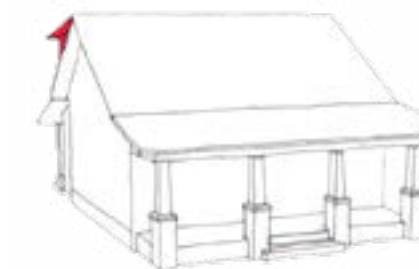
##### “Pop-up Addition”

- “Pop-up” compromising the scale relationship between the historic structure and the addition
- The addition is not subordinate to the original house



##### Alterations

- The new form alters the original roof-line, a character defining feature



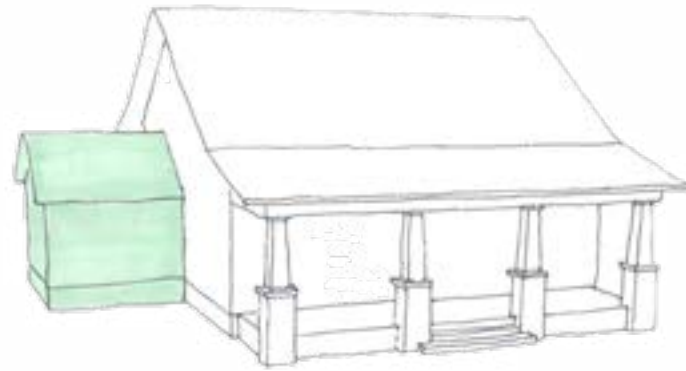


## Site / Placement

- Additions should be located to the non-character defining elevation at the rear of the building or on an obscured facade not readily visible from the street in order to minimize their impact.
- Orient additions so that the overall characteristics of the site (site topography, character-defining site features, trees, and significant district vistas and public views) are retained.

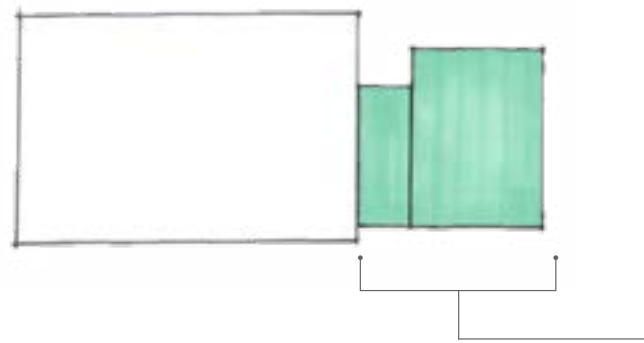
## Scale / Size

- New additions should be constructed at a scale smaller than the existing structure so as not to overpower the existing building.
- If a rear addition is not feasible, an addition on the side facade may be appropriate when it is properly designed to complement the original building without overpowering it. An addition on the side facade should set back from the historic forms and avoid alteration to or distraction from character-defining historic features.



Rear additions are more appropriate than side additions. When a side addition is necessary, set the front of the addition back from the historic house front. Size the addition to be subordinate to the house (no more than 1/3 of the width of the front facade).

- Design new additions to replicate the scale and rhythm of features of the historic building.
- Design the size and height of an addition to be subordinate to that of the historic building. Should the footprint of the new addition exceed 50% of the historical portion of the building, the Commission shall evaluate the new design carefully in the context of the Design Guidelines recommendations related to the scale, massing, rhythm, and proportion of new additions. Special consideration shall also be given to the proposed addition in the context of the size of the lot and the height and massing of neighboring structures.



A building addition should not exceed 50% of original house footprint.

## Mass and Form

- The design of a new addition should be clearly differentiated so the addition reads as an addition and not as part of the historic building. The genuine historic building should stand out from any new additions.
- The most successful way to add an addition to a historic building is to build a small hyphen or connector. This results in minimal damage to the historic building and clearly differentiates the new from the old. Architectural hyphens or connectors should be recessed from the streetscape. Design the connection to be inconspicuous and to ensure that the historic buildings continue to read as distinct and separate entities



A recessed hyphen distinguishes the addition from the historic home, causing minimal damage to the original structure. Design by Julie Spears Architecture with Design Develop Studio.

- Design roof shapes, pitch, and level of complexity to be similar to but subordinate to the historic building.
- Use similar height lines, matching the foundation and floor-to-ceiling heights of an addition to that of the historic building.
- Make window and door openings retain the general size and rhythm of the openings of the historic building.
- If an addition or porch enclosure obscures an original window or door opening, retain the opening. Perhaps install shutters or blinds or shallow shelving in the opening
- Architectural detailing should complement rather than exactly duplicate the detailing of the historic resource.



Similar height lines, window openings that retain the size and rhythm of the original structure and architectural detailing that complements the original detailing contribute to the compatibility of the design of the addition to this house. Design by Howorth & Associates Architects

## Guidelines for New Construction to Historic Buildings

Designing a new building that contributes to, rather than detracts from, the character of the Historic District begins with an analysis of the character-defining features of the existing buildings, streets, and landscapes. Character-defining features include setback and lot coverage, orientation, scale, proportion, rhythm, massing, height, materials, color, roof shape, details, and ornamentation, as well as the location and design landscape features, such as plants, trees, fences, sidewalks and driveways, and the design and location of secondary buildings, such as garages, also significantly contributes to the character of the District.



520 N. 11th Street

## Site, Orientation, and Setbacks

- The front of a new building should not extend beyond the line created by the fronts of existing buildings, even if allowed to do so by code.
- The space between buildings should respect the existing pattern of property development within the district. The existing lot coverage within a District sets a pattern or rhythm of solid [building] and void [green space] that relates to the visual continuity of the street. This pattern should be analyzed and respected even if zoning permits otherwise.
- Most buildings squarely face a street, with their principal facade and entrance in full view. A new building should respect the primary orientation of its neighbors.



Graphic courtesy of Eureka Springs and The Lokata Group

## Scale, Size, Proportion, and Rhythm

- The scale of a new structure should usually respect the prevailing scale of its neighbors and be of a similar scale as the existing built environment. In a few cases, a new building's use or symbolic importance may make it appropriate for its scale to differ from that of its neighbors.
- A new structure should never overpower the existing adjacent buildings, thus drawing attention to itself and detracting from the remainder of the historic district. New buildings should not block the view of historic buildings from public viewsheds so that the historic buildings retain their prominence.
- Residential new construction should refer to adjacent dwellings for foundation and porch heights, as well as for the occurrence and scale of bay windows and dormers, to ensure compatibility of scale and form.
- Use similar cornice alignment, foundation heights, and window and door heights as adjacent buildings.



The house at 1408 S. Lamar built in 2005 takes cues from neighboring houses for porch and building height, window rhythms and patterns, and materials.

- The design of a new building should respect, but not necessarily exactly duplicate, the existing proportions of neighboring buildings. The proportions of a new building should be compatible with those of its neighbors.
- A new building should be compatible with the established rhythm and spacing of repetitive facade elements, such as projecting bays, storefronts, windows, doors, belt courses, and the like, of existing buildings and the street.

## Height

- Floor-to-floor heights of new buildings should be similar to the proportions of the existing buildings in the district
- Design for height compatibility with existing historic residential buildings on the same block face as the new residential building. Achieve height compatibility by designing within ten percent of the average height of the historic buildings on the same block face. Height must also not exceed the Zoning Ordinance requirements.
- The zoning ordinance establishes the allowable building height. However, the height of the existing structures helps establish the overall character of a Historic District. This character should be respected even if zoning permits otherwise.
- Buildings within the historic district are of similar heights. The height of a new building shall be compatible with other buildings in the district.



The height of new construction should follow the general rule to be within 10% of the average height of buildings on the street.

## Mass and Form

- Massing is derived from the articulation of a building's facade through the use of dormers, towers, and other roof projections, as well as façade projections such as bays, porches, and steps. A new building should respect and be compatible with the massing of neighboring buildings.
- A new building's height-to-width ratio should be consistent with existing structures.
- The use of a roof shape or a parapet should be compatible with the general District, provide visual continuity along the street, and be compatible with the District
- The introduction of a different roof shape, such as a flat roof within a district of sloped roofs, does not keep with the existing character of the district.
- The overall building massing and placement on the lot should be similar to that of other buildings in the historic district.

## Details and Ornamentation

- Some buildings contain elaborate details and ornamentation, while others are relatively plain. A contemporary interpretation of historic details and ornamentation can be a good way to differentiate a new building from a historic one. A new building should consider the amount, location, and elaborateness of details and ornamentation of existing neighboring buildings in its design.
- Existing details and ornamentation may be used as the basis for those on a new building, but they should not be copied exactly.



New construction in 2019 at 1224 Johnson Avenue

# MATERIALS

The materials used for walls, windows, sloping roofs, detail, and other visible elements within a Historic District should be respected in the design of a new building. In some districts, where most or all of the buildings on the street use the same exterior materials, the new building should normally use those or similar materials. In streets where the existing buildings use diverse exterior materials, a range of exterior materials may be used by a compatible new building. The size, texture, surface finish, and other defining characteristics of exterior materials are as important as the type of material itself. Use materials that are common to the district, such as brick, stone, terra-cotta, wood, and metal.

For a detailed list of appropriate materials, see Residential Section 1 Materials.

## Guidelines for Exterior Materials on Additions

- Do not damage or remove historic building features or materials during the construction of an addition. If some removal is unavoidable, salvage and reuse those historic materials and features.
- Use compatible building materials that are subtly different from historic materials. This slight change helps differentiate the addition from the historic building.
- Choose durable and high-quality materials for additions and new construction. Integrate the historic material palette in the new design, keeping in mind that new materials may be a suitable solution. For example, cast stone may work well for an addition to a historic stone building. Since it is important to visually differentiate the old from the new, consider substitute materials that may be similar to the historic but have subtle variations in color, texture, and surface finish.
- Horizontal sidings such as clapboard, tongue and groove, small wood shingles and shakes, and scalloped shingles are acceptable. Lap siding exposure should be consistent with that of neighboring buildings.
- Larger, more rustic architectural characters of shingles and shakes should not be used.
- Vertical siding, such as board and batten, should not be used.
- Vinyl siding should not be used.
- A wood-fiber cement product may be appropriate for new construction as it clearly differentiates from the historic material while providing visual compatibility. Use a smooth fiber-cement board.
- Trim elements such as edge boards should be used with all wood siding types.
- Use materials and exterior finishes that complement the historic building, such as frame, brick, or stone. Frame additions are recommended when the historic building is brick or stone.



305 S 5th Street

## Guidelines for Exterior Materials in New Construction

- New residential and commercial construction should use materials typical of the architectural style and compatible with adjacent buildings.
- Modern materials are appropriate for new buildings. Whenever modern materials are used, they should be similar in their physical qualities to historic materials found in the district. Materials used should be appropriate to the architectural character and building type. (see chart)
- See the list of common materials used in the Historic Districts in Chapter IV.



526 N. 11th Street.  
Design by Howorth & Associates Architects

# ARCHITECTURAL FEATURES

## Porches, Entry Steps, and Porte Cocheres

### Guidelines for Additions of Porches, Entry Steps, and Porte Cocheres

- Attach new porches to rear or side facades with minimal visibility.
- Avoid adding porches or stoops to front facades or highly visible facades if they did not exist historically. If architectural or historical evidence exists that supports the previous existence of a porch, it may be reconstructed.
- Avoid altering the size of existing porches.
- Design the scale, proportion, and character of porch elements to be compatible yet less elaborate than the historic details.
- Use materials and details appropriate to the historic building design. Avoid contemporary materials and pre-cast steps visible from the street.
- Design screened or glassed porch additions with the minimum number of vertical and horizontal framing members needed to support the screening. Use wooden frames only.
- Design porches so that the height and slopes are compatible with the historic building and the roof line does not interfere with the second-story facades.
- Avoid adding a porte cochere to a historic building unless there is evidence that one previously existed.

### Guidelines for New Construction of Porches, Entry Steps, and Porte Cocheres

- Design porches and stoops to continue the rhythm of these elements on the street.
- When designing a porch or stoop, consider the location, proportion, height, roof form, supports, steps, and ornamentation relative to historic porches or stoops in the district.
- Design rear or side porches to be subordinate in character to the front porch.

## Doors and Entrances

### Guidelines for Doors and Entrances on Additions

- Avoid adding new entrances to front facades or where highly visible from the street.
- Design doors and doorways to the addition to read as secondary in appearance and detailing of the historic building.
- Design screen doors with large expanses of screening or glass to maintain the visibility of the original door.
- Use traditional materials appropriate to the building's style and similar in detail to the other entrances on the historic building and in the district.
- If a historic door is removed for an addition, consider reusing it on the addition.

## Guidelines for Doors and Entrances on New Construction

- Design new buildings with their main entrances on the front facade. If desired, provide entrances on facades facing both streets for corner lots.
- Design new doors and doorways to blend well with other historic buildings on the street, including solid-to-void ratio, rhythm and spacing, and scale and intricacy.
- Use traditional materials and details, such as casement trim, sidelights, or transoms, that resemble the doors on nearby historic buildings.

## Decks

The outdoor deck is a contemporary exterior feature frequently introduced in residential historic districts. It is an uncovered wooden structure, similar to a back porch, located above grade at the rear of the structure. Decks shall conform to local building codes.

### Guidelines for Decks

- Design decks so that the historic structure and its character-defining features and details are not damaged or obscured. Install decks so they can be removed in the future without damage to the structure.
- New decks should be constructed in inconspicuous locations, usually on the building's rear elevation. When feasible, new decks should not be visible from the public right-of-way.
- Design and detail decks and associated railings and steps to reflect materials, scale, and proportions of the building.

## Windows

Windows are an important character-defining feature of a building and contribute to its architectural richness, especially in the patterning of the window muntins (also called mullions or sash bars) and in the arrangement of the windows themselves.

### Guidelines for Windows on Additions and New Construction

- Design new windows to be compatible with the size, detailing, placement, rhythm, and relationship of solids to voids of those on the historic building.
- Where multi-pane windows are utilized, “true divided light” (TDL) windows or simulated divided lite (SDL) should be used, especially on the ground floor. “Snap-in” muntins [i.e., detachable vertical or horizontal glass plane dividers or glass pane dividers sandwiched between layers of glass] should not be used in commercial, mixed-use, or civic buildings.



- Use wood windows to match the windows on the house or a relocated window from another area of the house on the primary facades.
- Design windows to match the historic materials found on the building but composite materials that have the appearance of wood are appropriate for windows, stops, jambs, and trim.
- If a historic window is removed to accommodate the addition, consider reusing it on the addition.
- Determine whether shutters are compatible with the architectural style of the building. Where appropriate, use wood shutters that appear operable and fit the reveal of the window precisely.

## Shutters

### Guidelines for Shutters on Additions and New Construction

- Design shutters to precisely be the same height and width as the window opening, and use hardware so the shutters appear operable.
- Determine whether shutters are compatible with the architectural style of the building.
- Use wood shutters.



## Awnings

### Guidelines for Awnings on Additions and New Construction

- Install canvas awnings to emphasize rather than obscure a historic building's architectural detailing. For example, installing individual awnings above window and door openings can expose decorative cast-iron posts and other architectural features.
- Install individual awnings over each window rather than spanning two windows with a single awning.
- Install canvas awnings to emphasize rather than obscure the architectural detailing of a building.
- Adding a canvas awning to shelter a house's entrance is preferable to adding a structural porch, canopy, or porte cochere.
- Choose patterns and designs for residential use that are subdued and do not disrupt the character of the neighborhood.
- Metal and wood awnings are inappropriate for historic buildings unless they were an original design feature.
- Vinyl awnings are inappropriate for historic buildings.

## Roofs

### Guidelines for Roofs on Additions and New Construction

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- Design the roof shape for additions should be similar in roof shape, pitch, and complexity but also subordinate to the historic building.
- Design the roof shape of new construction in keeping with the existing character of the District and to provide visual continuity along the street.
- The roof shape of a new building should be compatible with the roof shapes of neighboring buildings
- Design the pitch of the roof to be compatible with the architectural style of the house.
- Use historically compatible roof materials such as asphalt, wood, slate, fiberglass shingles, or standing-seam metal, which are traditionally used with the architectural style of the building.

## Chimneys

### Guidelines for Chimneys on Additions and New Construction

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- If desired, appropriate chimney caps include clay, slate, stone, and low-profile metal caps that do not overhang the rim of the chimney (painted to match the brick).
- Design chimneys for an addition to be compatible in material and detailing but subordinate in massing and height to historic chimneys in the neighborhood.
- Appropriate materials for a chimney include stone, brick, brick veneer, or stucco.

## Gutters

### Guidelines for Gutters on Additions and New Construction

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- Use gutters, downspouts, and splash blocks in a design appropriate to the age of the building they support. Use half-round gutters if the building dates from before the 1930s. Use ogee gutters if the building dates from after the 1930s.
- Round gutters are also less likely to cause moisture problems when attached to masonry buildings.
- Locate downspouts in less visible locations and away from architectural features.

## Dormers

### Guidelines for Dormers on Additions and New Construction

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- Dormer additions should not be visible from the main facade or street. If visible, visibility should be obscured. Limit dormer additions to rear or side facades with minimal visibility.
- Size and locate dormer additions to fit with the historic architectural style and roof shape of the building. Dormers should be designed to be similar yet subordinate in detailing, scale, width, and massing to existing dormers.
- Relate the scale, style, and proportion of dormer windows to the windows on the historic structure and main body of the house.
- Dormers should have a minimum 3:12 roof pitch and no less than half the roof pitch of the main roof.
- A dormer should be located below the main roof ridge.
- The sidewalls of a dormer should be 30” or more away from the sides of the main roof body.
- A dormer addition should be set back at least 1’ from the wall of the main building.

## Foundations and Crawl Space Enclosures

### Guidelines for Foundations and Crawl Space Enclosures on Additions and New Construction

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- Design foundations and piers of additions to be compatible with those on the historic building. If the historic building is masonry and concrete blocks are used for the foundation, paint the foundation of an addition a color to match the exposed mortar joints in the historic building. Match masonry veneer to the original stone or brick.
- Use materials such as brick, stucco, or frame to compliment the character of the District.
- Do not design slab-on-grade foundations. The foundation level should be about 18” above grade.
- Foundation materials on frame buildings should not exceed the height of the finished floor.
- Indicate the foundation level of brick buildings with some type of belt course, such as a soldier or sailor course.
- Provide adequate ventilation to prevent moisture accumulation beneath the house.
- Design foundation materials on frame buildings so that they do not exceed the height of the finished floor.
- Use materials that are similar in character to nearby historic buildings, such as brick, stone, concrete, or painted or parged concrete blocks.



Appropriate delineation of floor level with the use of a belt course in the brick pattern.

# ACCESSORY STRUCTURES

The outdoor deck is a contemporary exterior feature frequently introduced in residential historic districts. It is an uncovered wooden structure, similar to a back porch, located above grade at the rear of the structure. Decks shall conform to local building codes.

## Guidelines for Additions to Accessory Structures

- Design additions to outbuildings to complement rather than detract from historic buildings by following the guidelines for new additions and new construction.
- Additions to new outbuildings should reflect the character of the historic property.
- The construction of new outbuildings should not destroy significant landscape features.
- Porches and balconies were not common to historic accessory structures. Consider only adding porches or balconies if placed out of the public view and subordinate in footprint, size, mass, and scale to the main form of the accessory structure.
- Avoid the use of chimneys on accessory structures. Freestanding outdoor chimneys may be appropriate if sited so that they are not readily visible from the street.
- Accessory structures should not exceed 1-½ stories. Design accessory structures to be secondary in prominence to the principal historic building on site.
- Locate new accessory structures behind the rear plane of the principal building.

## Guidelines for New Accessory Structures

### Site, Scale, Mass, and Form

- Design new outbuildings to complement rather than detract from historic buildings by following the guidelines for residential new additions and new construction. New outbuildings should match the material, scale, and roof form of the principal structure on the site and reflect the character and style of the historic property. Victorian gazebos, for instance, are out of character in the front yards of ranch-style houses.
- The entirety of the new outbuilding should be visually subordinate in size, mass, and height to the principal structure on the site. A new outbuilding should not exceed 1 ½ stories.
- Maintain the location of the original outbuilding, if applicable. Locate new outbuildings in the rear yard of the main structure behind the rear plane of the house. Only locate an outbuilding to the side of the main structure when it is historically appropriate, as it is with some 20th-century styles. The construction of new outbuildings should not destroy significant landscape features.



A new garage located at the rear of the site is subservient in scale to the historic residence at 650 N. Lamar Blvd.



The new construction compliments the historic residence in material, form, and detail.

- Orient outbuildings so the front facade is parallel with the front facade of the main structure.
- New outbuildings should be compatible in proportion with historic structures. If larger-than-historic proportions are desired, break up the mass of the new structure into smaller portions to reflect the traditional sizing and form.
- Porches and balconies were not common to historic accessory structures. Consider only adding porches or balconies if placed out of the public view and subordinate in footprint, size, mass, and scale to the main form of the accessory structure.
- Avoid the use of chimneys on accessory structures. Freestanding outdoor chimneys may be appropriate if sited so that they are not readily visible from the street.

## Materials, Windows, Awnings, Breezeways, and Entrances

- Use materials used on the main structure or materials that are compatible with those used on the main structure.
- Details and ornamentation should complement the character of the main building but be less elaborate.
- Doors should have similar proportions, designs, and materials to those typically found on historic outbuildings.
- Refer to the guidelines for windows and awnings for additions and new construction when considering outbuildings.
- Design a breezeway that is simple in detailing and subordinate to the accessory structure. Choose a breezeway location that lessens its length and expanse.

## Dormers

- Appropriately sized dormers to fit with the style and windows of the principal house.
- Locate dormer side walls at least 30” from the side wall of the outbuilding.
- The Dormer front wall should be recessed at least 1 foot from the front wall of the outbuilding.
- The roof pitch of dormers should be a minimum of 3:12 and not less than half of the roof pitch of the outbuilding.



**SITE**

**FEATURES**

# SITE FEATURES

## Fences and Walls

Most historic houses built before 1900 featured fences.

During the antebellum period, rural Mississippi residences typically featured only wood fencing. Picket fences enclosed house yards, and rail fences ran along roadsides. In the late nineteenth century, wire fencing came into common use.

### DID YOU KNOW?

The pickets that held the gate latch in a picket fence were often painted dark to obscure fingerprints. This also helped pedestrians identify the point of entry.

Urban areas featured both wood and iron fences, but picket fences were more common. Picket fencing typically extended along sidewalks only in front of houses unless the house had a corner location. Picket fencing in the nineteenth century often featured a skirt or baseboard, which could be easily replaced when deteriorated without disturbing the pickets above.

Iron fencing became popular in the 1830s, but it was never as widely used as wood picket fencing.

Iron fencing can be either wrought or cast, depending on the manufacturing process, with more ornate fencing cast in molds. During the antebellum period, iron fencing usually extended only across the front of a historic property.

Urban areas also featured vertical board fences to enclose rear yards, screen side yards, and provide privacy between buildings. The structural members of board fences traditionally faced inward, with the smooth face of the fence facing outward.

In the late nineteenth and early 20th-century, many vernacular houses featured chicken wire and hog wire fencing. In the mid-20th century, chain link fencing became the most popular fencing material in America. Generally, in Mississippi, masonry walls were not original features of historic landscapes unless they functioned as retaining walls.

## Guidelines to Preserve, Repair, or Replace Fences and Walls

- Original fences and walls should be retained and repaired, if possible. Guidelines for maintaining and repairing historic fences and walls are generally the same as those for buildings. Consult the appropriate sections of the design guidelines for recommendations.
- Repair individual pickets rather than replace an entire section of the fence.
- The wood used in repair should be chosen for its resistance to rot and infestation.
- Replace deteriorated or missing historic fencing and walls with new fencing or walls to match the original as documented by surviving physical evidence or in historic photographs and/or drawings.
- Vinyl picket and rail fencing are inappropriate for the historic districts.
- Stucco-coated concrete block is a reasonable substitute for stucco-coated brick.



Fence at Ammadelle

## Guidelines for New Fences and Walls

- If no documentation exists for the design of the original fencing or walls, base new designs on surviving or documented original fencing or walls at a similar house of the same style in the same neighborhood. New fences should harmonize with the architectural style of the house and complement historic or new fencing based on historic precedent.
- Vertical board fences and masonry walls taller than three feet are not appropriate in front of historic buildings.
- Avoid fence designs that mix construction materials, unless documented by physical evidence or historic photographs and drawings. Inappropriate for historic houses are fences constructed of vertical brick piers that are spanned by vertical boards or panels of wrought iron.
- In general, metal fences should have metal posts, and wood fences should have wood posts.
- Chain link fencing is not appropriate for historic properties and should be used only where it is not visible from the street.
- Always install new board fences with the framing members facing inward and the smooth surface facing outward.
- Install new fences, without historic precedent, to screen parking areas, mechanical equipment, garbage cans, or other unsightly areas. Such fences may be composed of pickets, vertical boards, lattices, or jalousies.

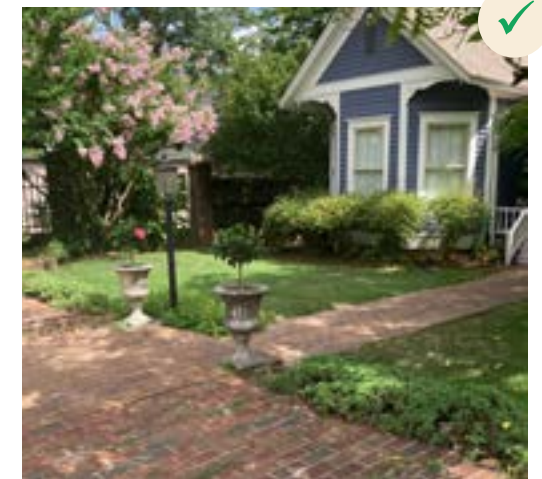


Homeowners once used fences like this to keep animals such as livestock out of the yard. Today, this historical design is an appropriate way to keep pets inside the yard within the historic districts.

## Sidewalks and Site Paving

Paved sidewalks, walkways, driveways, courtyards, and patios are all landscape features that are associated with urban buildings. Rural buildings generally featured graveled drives and graveled walks, with brick used sparingly as an exterior paving material. Brick was the most common paving material in the 19th century, and it was typically laid without mortar on a bed of sand. Pre-Civil War houses sometimes had extensive rear courtyards that were paved in brick. Paved sidewalks were typically composed of bricks laid in a herringbone pattern. Imported slate was sometimes used for paving material for some mansion houses and fine public buildings. Cement was first used as a paving material in the mid-19th century when it was used for flooring in brick-dependency buildings and basement rooms. The use of cement and/or concrete as a paving material for sidewalks, walkways, and driveways dates primarily to the 20th century.

Paved driveways and parking areas are generally additions to historic buildings built before 1920. Except for patios and courtyards, the installation of new paving is generally a response to the growing number of automobiles. In accommodating new driveways, parking areas, and walkways, property owners need to consider the historic character of the site and the setting, as well as the materials used for paving. New paved driveways and parking areas need to be as unobtrusive as possible.



Red brick is an appropriate paving material in the historic districts.



## Guidelines for Sidewalks and Site Paving

- Maintain and repair historic paving when possible.
- Do not repair historic brick or slate paving by filling cracks with mortar.
- Maintain and repair historic graveled drives and walks.
- If repairing historic paving is not possible, new paving should be installed to match the deteriorated original.
- Install new paved driveways or parking areas in the least conspicuous part of the historic property.
- Do not install circular driveways or create parking areas in front of historic buildings unless documented historically.
- Inappropriate paving materials for historic districts include asphalt and stamped concrete to resemble brick or cobblestone.
- Appropriate paving materials for historic districts include red brick, concrete, exposed aggregate concrete, and pervious concrete systems such as Grasscrete molds filled with grass or loose gravel.
- New brick sidewalks, walkways, and driveways for historic properties should be butt-jointed or laid without mortar joints.



## Fountains, Urns, Benches, and Yard Art

### Guidelines for Fountains, Urns, Benches, and Yard Art

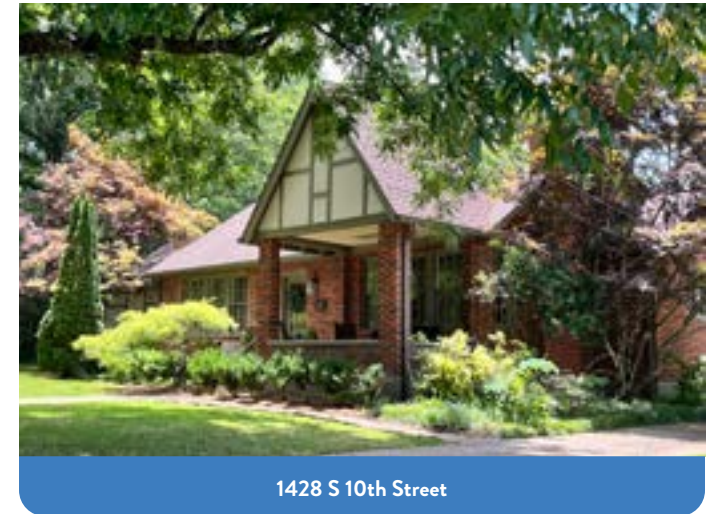
- Maintain and repair historic fountains, urns, benches, sundials, trellises, bird baths, and other landscape ornaments that are original to historic properties.
- Replace missing or badly deteriorated landscape ornaments based on physical evidence or historic photographs and/or drawings.
- Avoid the introduction of new landscape ornaments whose scale and design are inappropriate for historic properties.
- Refrain from over-decorating front yards with too many landscape ornaments.
- Yard art, like wood cutouts, plastic animals, and sculptures, is also not appropriate for the front yards of historic neighborhoods.



## Landscape and Topography

### Guidelines for Trees, Hedges, Shrubs, Flower Beds, Etc.

- Retain historic plant material, large trees, and historic formal gardens unless it is causing damage to historic buildings or is jeopardizing the safety of building occupants. Replace historic plant material with new plants of the same or similar species.
- Use quick-growth dense shrubbery to hide parking areas, mechanical systems, and neighboring intrusions.
- Do not plant trees with damaging root systems near building foundations, walkways, sidewalks, driveways, patios, or courtyards.
- Tall hedges should not be planted in front of historic properties.
- Avoid significantly altering or grading the topography of a property.



## Lighting

### Guidelines for Lighting

- Install exterior lighting fixtures that complement the architectural style of the house.
- Large-scale lamp posts are meant for street lighting and should not be used in the yards of historic houses.
- Repair and retrofit historic light fixtures whenever possible and replace missing light fixtures if sufficient documentation exists.
- Where historic fixtures remain, and additional lighting is needed, add new fixtures to be subordinate to the historic fixtures in terms of placement, scale, design, and illumination.
- Use existing or ambient streetlight or storefront lighting rather than adding new lighting whenever possible.
- Install lighting only at the ground level of buildings.
- Minimize negative impacts to a historic building facade when installing lighting. Locate and install light features so they may be removed without significant damage to historic building fabric.



# MODERN FEATURES

# MODERN FEATURES

## Solar Panels

Preservation of the character of the historic structures and sites within Oxford’s historic districts is of the utmost importance. The Oxford Historic Preservation Commission and the Courthouse Square Preservation Commission (the Commissions) encourage the installation of solar panels and solar devices as alternative energy sources. However, there may be instances where solar panels or solar devices are not appropriate on a particular building or site if such a device is determined to be detrimental to the character of the historic district. The following criteria are intended to guide the discussion of applications for Certificates of Appropriateness involving solar panels or solar devices in historic districts.

A Certificate of Appropriateness shall not be issued for solar panel proposals without prior approval by the Oxford Electric Department.

Solar panels on new construction or building additions are encouraged to be integrated into the building design.

### Guidelines for Solar Panels on Existing Historical Structures

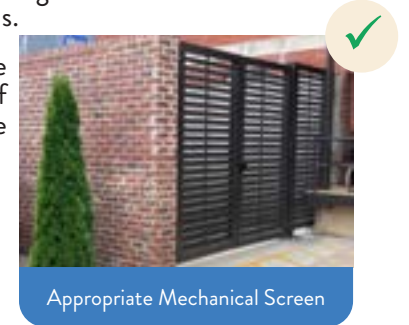
- Solar panels shall be placed on a non-character-defining roof line of a non-primary elevation.
- Solar panels shall not be visible from public streets.
- Solar panels that contrast with the color of the roof are inappropriate and found to be detrimental to the character of the historic district.
- Solar panels shall be located so as not to alter a historic roof line or character-defining feature such as a dormer or chimney.
- Installation of panels must be reversible and not damage the historic integrity of the resource and district.
- For flat roofs, solar panels shall be setback from the edge of the roof to minimize visibility and may be set at a pitch or elevated if not highly visible from public streets.
- Install solar panels on flat roofs if the roof structure can bear the increased load.
- Solar panels shall run parallel to the original roof line and shall not exceed nine inches above the roof line.
- Detached arrays of solar panels at a historic site may be located in the rear or side yard if the arrays are not highly visible from the public streets and do not detract from other major character defining aspects of the site.
- Character-defining elements such as historic windows, walls, siding or shutters, which face public streets or contribute to the character of the building, shall not be altered in connection with the installation of solar panels.
- Existing trees shall not be eliminated in order to install solar panels.



# Mechanical and Communications Equipment

## Guidelines for Mechanical and Communications Equipment

- Place ground-mounted mechanical or communications equipment behind buildings or out of view from the front facade or street, and screen it from street view with landscaping, fencing, or walls.
- Place roof-mounted systems such that distance or architectural elements like parapets keep them from view. If there are limitations to the placement of mechanical equipment, screening on the roof may be appropriate to minimize the visual impact.
- Avoid using window mechanical systems where visible from the street.



## Ramps and Lifts

The enactment of the Americans with Disabilities Act in 1990 (also the Architectural Barriers Act of 1968 and Section 504 of the Rehabilitation Act of 1973) has presented new challenges to owners of historic properties open to the public. According to the Secretary of the Interior’s Standards for Rehabilitation, “The goal is to provide the highest level of access with the lowest level of impact.” Successful projects are usually the result of carefully balancing historic preservation concerns with accessibility needs.

Most historic buildings open to the public are not exempt from providing accessibility.

In many cases, historic buildings can be made accessible with few physical alterations. Modification may be as simple and inexpensive as a ramp and the creation of a designated parking space. Some buildings, particularly those with first stories raised high above ground level, present a formidable challenge that can only be overcome by the installation of an elevator and associated exterior and interior remodeling. Programmatic access, which can be achieved through an exhibit or audio-visual program, maybe the only solution to providing access to areas of some historic buildings or to natural attractions.

### Guidelines for Ramps and Lifts

- Place ground-mounted mechanical or communications equipment behind buildings or out of view from the front facade or street, and screen it from street view with landscaping, fencing, or walls.
- Place roof-mounted systems such that distance or architectural elements like parapets keep them from view. If there are limitations to the placement of mechanical equipment, screening on the roof may be appropriate to minimize the visual impact.
- Avoid using window mechanical systems where visible from the street.



## Skylights

### Guidelines for Skylights

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- Position Skylights so they are not visible from the street.

## Stairs and Fire Escapes

### Guidelines for Stairs and Fire Escapes

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- Locate fire escapes and staircases on rear facades or at a location where they are not visible from the front facade or the street.
- Avoid removing or damaging architectural features for the installation of fire escapes and staircases.



The Lyric, 1006 Van Buren Avenue



**COMMERCIAL**

# COMMERCIAL ARCHITECTURAL FEATURES

## Storefronts

The term storefront architecture is often used to describe the architectural form of downtown commercial buildings. Since many historic commercial buildings share party walls and their rear elevations face service alleys, the storefront is the architectural identity of the building.

Early commercial buildings in the Federal style resembled residential buildings with hipped or gabled roofs and bay or oriel display windows. Greek Revival storefronts were similar to the first-story storefront, sometimes defined by Grecian pilasters that supported an entablature or frieze with molded cornice. Both Federal and Greek Revival storefronts typically featured single or double-leaf doors with small glass panes atop molded panels.



Paralleling the evolution of glass size was the 19th-century development of architectural cast iron, which allowed structural members to reduce in size and accommodate larger pieces of glass. The parapet facade also became a character-defining feature for storefront architecture during the nineteenth century. Cast-iron posts, both structural and ornamental, flanked the storefront sections and supported the upper walls, which typically rested on an iron beam.

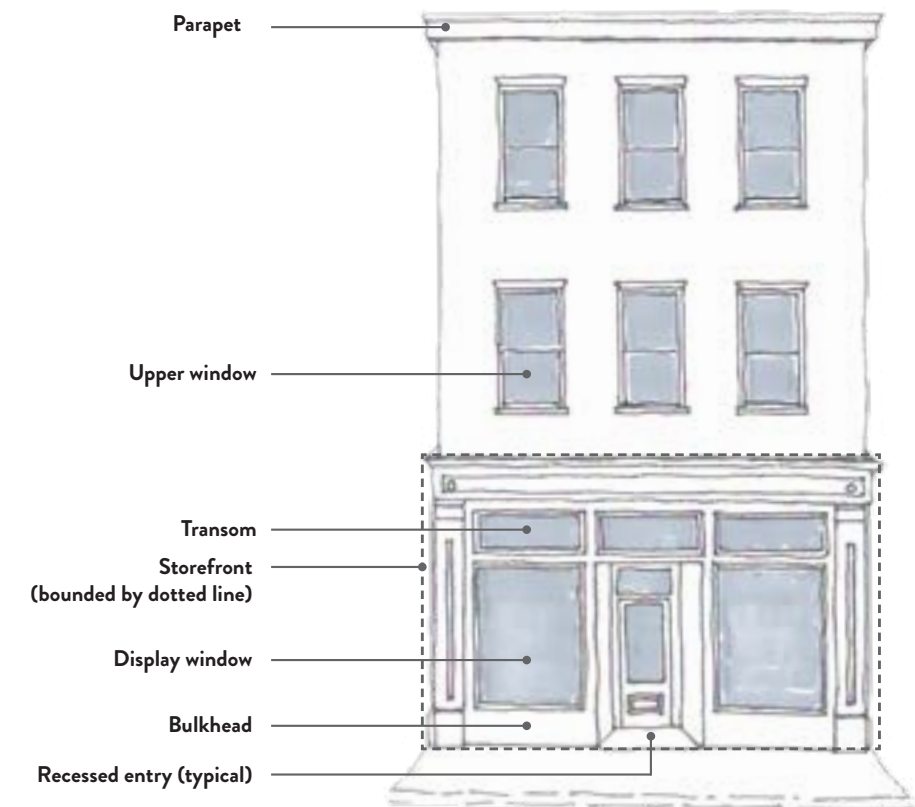
A large number of storefronts featured repeating doorways, which allowed the entire storefront to be thrown open to accommodate shoppers and to ventilate the interior during warm weather. Recessed entrances also became popular to provide shelter for sidewalk shoppers and protect merchandise from the sun.

Today's "modern" storefronts date principally from the innovations in the 1920's and 30's, which witnessed the widespread uses of plate glass and the introduction of aluminum, stainless steel, pigmented structural glass, tinted and mirrored glass, glass block, and neon to storefront architecture.



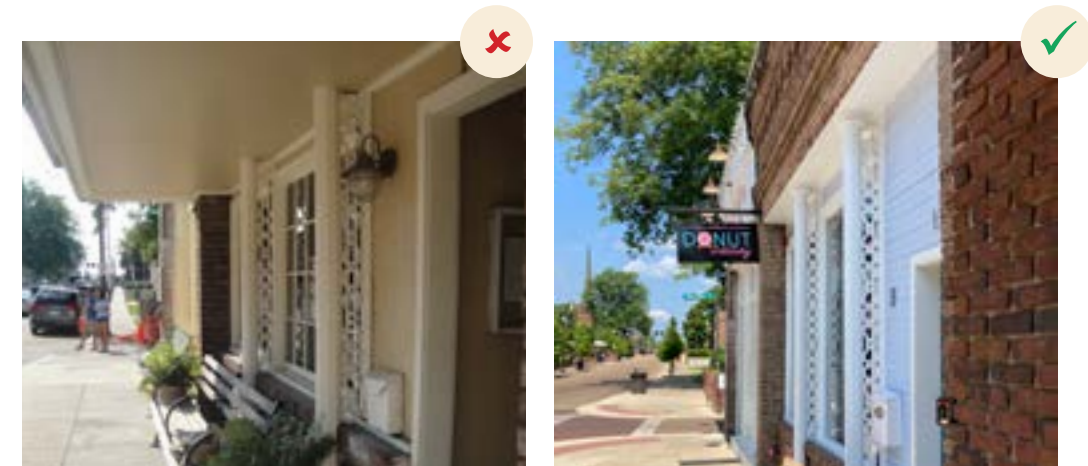
The images above are examples of how innovations in glass technology have impacted storefronts in Oxford. Mirrored glass, glass block, aluminum roll-up doors, and large expanses of plate glass.

Owners of historic commercial buildings confront several issues in maintaining and rehabilitating storefronts. They need to determine the original appearance of the building and evaluate both the condition of the building and the significance of the later changes. They also need to consider the commercial use of the building. For example, historic buildings remodeled for use as jewelry stores in the mid-twentieth century are not generally functional for other retail uses since the amount of display glass was greatly reduced.



## Guidelines to Preserve, Repair Storefronts

- Restore and repair original features of storefronts, such as the cornice line, the bulkhead, and transom shape if possible.
- If restoring a storefront, use photographic evidence whenever possible.
- Evaluate the condition and significance of later changes to determine whether the remodeling itself is significant. If the later remodeling and its architectural features are insignificant and/or deteriorated, the property owner may decide to restore the original appearance of the commercial building based on the surviving physical evidence and/or historic photographs.



Changes to this storefront were insignificant and detracted from the character defining features of the storefront. Although cost prevented the Owners from fully restoring the storefront, the removal of the inappropriate awning and ceiling allowed visibility of historic storefront form and features.

## Guidelines to Replace and Install New Storefronts

- Avoid creating historic appearances that never existed.
- If an existing storefront needs replacement, it is acceptable to install a contemporary treatment that respects both the character of the historic building and is compatible with the streetscape. The new storefront openings might echo the conjectural size and placement of original openings but feature simple glass infill.
- Consider retaining a non-original storefront where it has achieved historic importance.
- Design new storefronts with traditional storefront character and elements, such as bulkheads, cornice lines, display windows, and transoms.
- Use clear glass. Avoid reflective glass, tinted glass, or other treatments that inhibit views into the building.



The new Storefront openings echo possible size and placement of original openings and continue the rhythm of the windows on the street.

## Porches and Balconies



Most of the facades around the square didn't have balconies, and only a few had canopies. The addition of balconies has drastically altered the historic appearance of the square. Some of the balcony additions may be considered significant historic additions, while others detract from the historic significance of the district.

## Guidelines to Preserve and Repair Porches and Balconies

- Retain and repair, if possible, original balcony materials and detailing, such as columns, flooring, railings, and detailed trim.
- Retain and repair deteriorated balcony elements as needed with materials that match the original materials in kind, size, scale, appearance, profile, and placement.
- Repair existing turned posts, columns, and balusters with modern-day epoxies.
- Preserve and maintain the location and configuration of original balconies with their associated components and detailing, if possible.
- Do not alter the design by adding or removing feature stories or by shortening or elongating their length across the façade.
- Significant existing balcony additions should be preserved. If an existing, not-historic porch or balcony is not contributing to the character of the district or deteriorated beyond repair, the Owner may consider restoring the building to its original appearance. Use photographic evidence to restore a structure.
- In making repairs to decking, use wood that has been pressure-treated to increase its resistance to rot and infestation.
- Replace or repair balcony materials with matching materials. If no evidence exists to document the original materials, replacements should be based on the architectural style of the building.
- When removing a balcony due to life-safety issues, disassemble the feature in a way that does not damage the historic façade. Once removed, repair the anchor points on the façade using in-kind material and Dutchman repair.
- Avoid aluminum, metal, or vinyl replacements to replace deteriorated wood porch columns.
- Avoid enclosing porches or balconies on highly visible elevations with screen, glass, or other material.
- Avoid adding architectural features that are not original to the historic porch or balcony. These features include alterations such as the addition of limestone caps to steps, pilasters, and decorative molding.
- When replacing historic wood porch flooring, use new, treated, tongue-and-groove flooring in a width that matches the original porch flooring or is suitable for the period in which the structure was built. If in doubt, match the width of the interior flooring of the building. Prime all sides of the tongue-and-groove flooring before installation. Be sure that the flooring boards extend sufficiently beyond the fascia board (1 ½ to 2 inches) to allow water to run off without damaging the fascia board and any cove molding. Alternative materials may be considered for use on a case-by-case basis. Considerations include the potential impact on historic significance, durability, accuracy of appearance, location, environmental impacts, and interaction with historic building materials.



One of the only original balconies on the square is at 114 Courthouse Square and dates back to c. 1875.

## Guidelines for Adding Porches and Balconies

- Consider adding a balcony or porch to a historic commercial building only if historical documentation exists.

## Entrances

### Guidelines for Entrances

- Preserve and maintain storefronts, doors, and doorways, and transoms on historic commercial buildings in their original location and configuration.
- Avoid removing or replacing original architectural features or detailing unless extensive deterioration is evident. If a new door is required, use a wooden single-light door traditionally found in a historic storefront.
- If new glass is needed, use clear glass.
- Avoid adding entrances to the front facade of a commercial building. If a new entrance is needed, try to add the new entrance to the rear. If a rear entrance is not possible, design the new entrance to be secondary to the historic entrance.
- Design new doors and doorways to blend well with historic buildings on the street, including solid-to-void ratio, rhythm and spacing, and scale and intricacy.
- Provide casement, trim, and transoms or sidelights similar to those seen on nearby historic buildings



This new door does not copy what may have been the original door style (possibly a wooden, single-lite door), but the new door is also secondary to the historic entrance and does not detract from the rhythm of the storefront.

## Windows

### Guidelines for Windows

- Preserve and maintain historic windows and historic window openings.
- Guidelines for preserving windows are the same as for residential windows.
- Maintain the original space patterns and location of windows.
- Avoid tinted or reflective glass. Use clear glass for easy views of the buildings.
- Design new windows to be compatible with the size, placement, rhythm, and relationship of solids to voids of those on the historic building.

## Awnings and Canopies

Awnings on commercial and residential buildings have been popular since the nineteenth century. Awnings help control temperature, prevent merchandise from fading in display windows, and protect customers from sun and rain. Awnings can also help in merchandising since they create additional sign surfaces and make buildings more colorful and attractive. The installation of awnings can also minimize the impact of an altered storefront by placing it in shadow. Some twentieth-century commercial buildings, particularly those dating to 1920 and later, originally featured suspended canopies of metal and/or wood.

### Guidelines to Preserve and Repair Awnings and Canopies

- Original awnings and canopies of wood and/or metal should be preserved and repaired.
- Original awnings and canopies of wood and/or metal that are missing or too deteriorated to repair, should be replaced to match the original as existing or documented in historic photographs.
- Install new awnings without damaging window trim or other architectural fabric.
- Metal and wood awnings are inappropriate for historic buildings, unless they were an original design feature of the building.
- Vinyl awnings are inappropriate for historic buildings.

### Guidelines for Adding Awnings and Canopies

- Install new awnings without damaging window trim or other architectural fabric.
- Install canvas awnings to maintain, rather than disrupt, the architectural rhythm of the buildings on a block. Awning fabric must cover the front of the awning frame.
- Use shed awnings with open ends to allow less obstructed views of storefronts.
- Install awnings to fit within the storefront frame and in scale with the historic building.
- Install awnings at the top of the storefront or below the transom window line and above the display windows, not on the façade wall above the storefront. Use historic photographs to determine awning placement either below or above the transom line.
- Place fixed canopies below the transom line where a transom line exists.
- On historic buildings with altered storefronts, install the awning to reflect the original first-story height rather than the lowered plate-glass storefront.
- Select awnings that compliment the style and color of the building, as well as the other buildings in the block.
- Pole-supported awnings are appropriate for entrances on certain commercial buildings to provide protection from rain.
- A pole-supported, canvas awning is preferable to the addition of a non-historic porch, vinyl, or metal awning.
- Incorporate signage onto the awning using silk-screening, sewn applique, adhesive vinyl, or hand painting.



Awnings should have a 30-50 degree angle. Use shed awnings with open ends so the architectural detail behind the awning is still visible.



Awnings should be the same shape of the window and only cover the windows.



## Roofs, Parapets, and Gutters

Roof height and shape are some of the most character-defining features in downtown. The roof height affects the scale and rhythm of the street. The building heights also impact the feeling pedestrians experience walking down the street. Highly distinctive roof shapes and parapet designs are part of the original design of the building. Many parapets have varying brick details and cornices. We must work to preserve and repair these important features.

### Guidelines to Preserve and Repair Roofs, Parapets, and Gutters

- Keep parapets in good repair to prevent water from infiltrating behind the parapet and damaging the front façade of the building.
- If a historic feature is missing or needs replacement due to significant deterioration, design the new feature based on the original in scale, design, and material. If the feature is missing, base the replacement on physical evidence or historical documentation of the original.
- Do not alter the historic roof form unless required to move the water away from the building.
- Repair historic roof materials such as clay tile and slate. If replacement in kind is not feasible, use substitute materials that closely match the characteristics of the original.
- See **Modern Features** for guidelines on the placement of mechanical equipment, solar panels, and skylights.



Picture of a pretty brick parapet.



The shape and slate tiles are significant characteristics of this roof.

### Guidelines for New Roofs, Parapets, and Gutters

- Commercial buildings are often rectangular with a flat roof.
- Design parapets to be similar to surrounding historic buildings but simpler in detail.

## DESIGN CONSIDERATIONS

### Guidelines to Preserve and Repair Historic Commercial Buildings

- Restore, repair, and maintain the original architectural features of a building that contribute to the historic character and style of the building and the district.
- Use photographic evidence to restore a building.
- Do not alter the placement or orientation of a historic structure within its setting.
- Significant existing additions should be preserved to honor the period of significance of the building by keeping any alterations true to its architectural period of significance as well as those which have gained significance over time. Avoid alterations that make a building appear older or younger than it is.

### Guidelines for Additions to Historic Commercial Buildings

- Place new commercial additions on the rear façade.
- An addition may not be added to the front façade.
- If there is no space for a rear addition, consider an addition on the side.
- Consider a rooftop addition only if a rear or side addition is not possible. Place roof additions toward the rear of the roof floor to preserve the historic scale and minimize the visual impact on the historic building from the front. Consider the height of the neighboring buildings when determining the height of the rooftop addition.
- Commercial additions should be subordinate in height and mass to the historic building.
- Most commercial buildings in Oxford's Courthouse Square Historic District cover the entire lot. As a result, new additions to the rear facade may not be feasible. A rooftop addition will only be appropriate if it is inconspicuous from the public right-of-way, is set back from the primary elevation, and does not damage the character-defining features of the building. A rooftop addition is more compatible with buildings that have taller adjacent buildings.



Graphic courtesy of Eureka Springs and The Lokata Group



A new addition to the Historic Thompson House is compatible to the original structure in scale, rhythm and height while differentiating the addition with the use of materials and simplified ornament and detail.

## Guidelines for New Historic Commercial Buildings

- Align new commercial construction with the setback of the rest of the buildings on the block, typically with the front façade directly adjacent to the sidewalk.
- Design new construction to be compatible with the scale, massing, and form of existing historic buildings on the block.
- Design the height of the new building to be consistent with other buildings on the street. The height of the new building should be within 10% more or less of the average height of buildings on the street.
- Align the architectural features of the new building with those of nearby historic buildings, including floor-to-ceiling heights, cornice alignment, window and door heights, and foundations.



Graphic courtesy of Eureka Springs and The Lokata Group



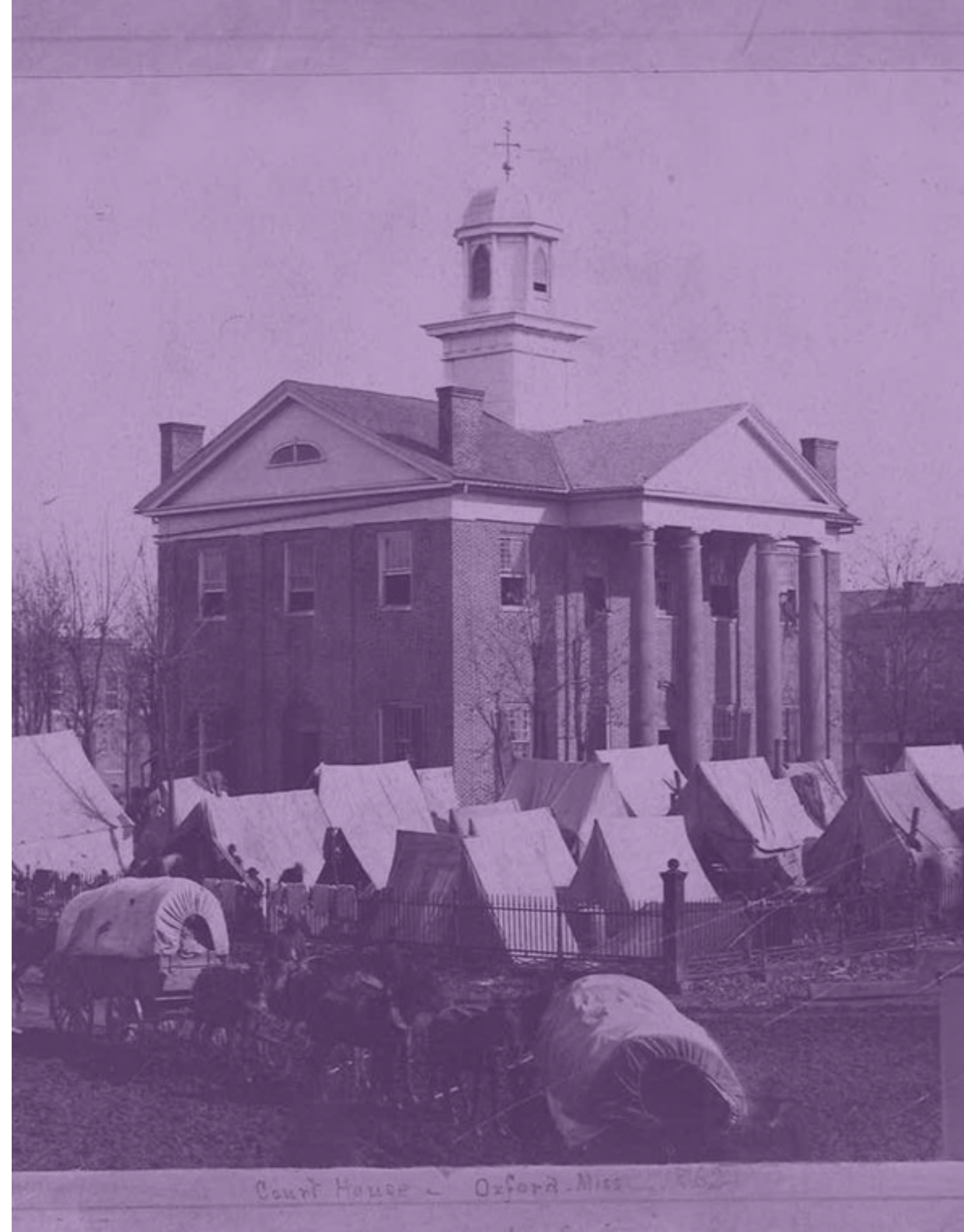
Funky's is an example of appropriate scale, rhythm, height and detail for new infill design and construction.

## MATERIALS

- Use materials and exterior finishes that complement the historic building, such as frame or brick. Simple glass and metal designs that minimize the number of framing members may be considered on rear facades.
- See Residential Section 1 for guidelines for appropriate preservation and repair and for guidance about substitute materials.
- Alternative materials may be considered for use on a case-by-case basis.
- Considerations include the potential impact on historic significance, durability, accuracy of appearance, location, environmental impacts, and interaction with historic building materials.

### DID YOU KNOW?

The first Lafayette County Courthouse was a brick Greek Revival structure built in the middle of the square in 1840.



Court House - Oxford - Miss. 1862



LYRIC

**SIGNAGE**

# SIGNAGE

## Overview

All commercial signs in historic districts must obtain a COA from the HPC prior to receiving a sign permit and must comply with the City of Oxford's sign ordinance, Article 7.0 of the [City of Oxford's Land Development Code](#).

The streets of Oxford and the downtown square were designed primarily with pedestrians in mind, and signs were integral parts of the facades of 19th-century buildings in Oxford. When evaluating signs, the HPC will consider whether the signage is compatible with the scale of the building, adjacent buildings, the streetscape, and adjacent signage. Important architectural features of a building should not be obscured by signs, and signs should not create visual pollution of the street or area. These guidelines will provide guidance in selecting an appropriate sign and will discuss the different types of signs found in Oxford.

An applicant must complete and submit an application for a COA for Signage to the City of Oxford's Planning Department and the [City of Oxford EnerGov Portal](#).

Documentation requirements for sign applications depend on the type and complexity of the application. The following requirements are examples of what a typical sign application in a local historic district could require:

- A set of drawings showing all dimensions and materials to be used on the sign.
- Photographs of the existing structure indicate the size and the location where the sign will be located.
- Photographs of adjoining structures and sign locations on adjoining structures with dimensions and distances from existing signs to the proposed sign, if applicable.

COA Application forms for signage are available on the [City of Oxford's website](#).

## Selecting An Effective And Appropriate Sign

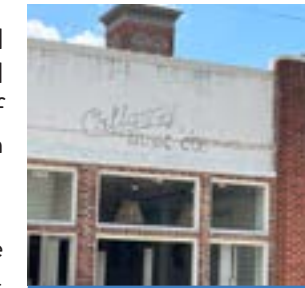
When planning a new sign, seek the help of a professional with experience in sign design. An appropriate sign should respect and respond to the character of the property and of the overall district. The location, size, and placement of the sign should be carefully selected, with special attention given to how the sign relates to the entire facade of the building. Where possible, the placement of the sign should enhance the architectural elements of the facade and should create depth and texture. The sign should avoid concealing, overlapping, or disturbing original architectural details, such as decorative designs, detailing, posts, moldings, transoms, cornices, windows, or transom glass. Muted colors that complement the softened tones of historical structures or facades are most effective. Further, signs should be carefully attached to the building to prevent damage to the historic materials, and sign materials should be compatible with the facade.

## Types of Signs

### Historic Signs

Historic signs are architectural features that reflect the original owner and use of the building. Many historic signs were painted directly on the building façade. Other historic signs were made of wood and mounted to the structure or projected and suspended on a metal bracket.

Historic signs should be identified, preserved, and retained where possible and repaired when feasible. "Ghost signs" are old hand-painted signs that are preserved on a building for an extended period of time, even if the use of the building has changed. Retaining historic signage does not reduce the amount of allowable signage for an occupant.



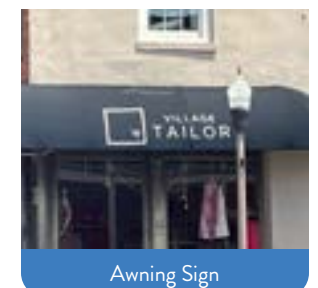
Ghost Sign



Historic Sign

### Storefront Canopy and Awning Signs

Signs on canvas canopies or awnings of commercial buildings can produce immediate, dramatic results at a moderate cost. The awning or canopy provides protection for shoppers and merchandise and offers an opportunity for attractive store identification. A well-designed and located sign or awning can make a good impression, attract potential customers, and unify a streetscape. By contrast, a poorly designed or placed sign or awning can overwhelm buildings, detract from the area, give an inappropriate impression, turn customers away, and potentially damage historic materials or finishes.



Awning Sign

Consult the sign ordinance to determine the maximum size and placement of lettering on a canopy or awning. In a historic district, lettering should be placed on the front valance of the canopy. Awnings suspended from balconies must hang between the support posts of the balcony. The proportion of the awning size to the total height of the building should be carefully considered.

If awnings are placed on upper-story windows, they should extend more than halfway down the windows. If possible, the awning should be mounted inside the window's face.

### Projecting Sign

A sign that is fastened at one end to the edge of a wall or other portion of a building, with the opposite end or edge either unsupported or supported only by a wire or other similar device from above attached to the same wall.



Projecting Sign

### Directory or Tenant Sign

A directory or tenant sign is mounted directly to the building, usually indicating that a tenant or business occupies a space that is located on the upper story of a building.



Directory Sign

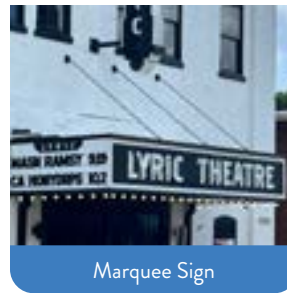
## Flat or Wall Sign

A wall sign is a flat sign that is typically placed above the transom of a building, between the storefront and second floor, and mounted directly on the building. A wall or flat sign was the most commonly used sign on commercial buildings in downtown Oxford during the 19th and 20th centuries. In general, approximately 60 percent of an appropriate wall sign contains lettering, and the lettering measures approximately 8 to 10 inches.



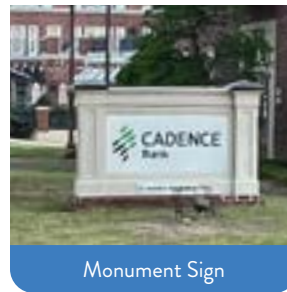
## Marquee Sign

A marquee sign is a sign that is mounted to a permanent canopy. Commercial buildings in the 19th century, particularly hotels and theaters, commonly featured suspended canopies of metal, glass, and or wood over entrances. These signs generally included lights or changeable messages large enough to be seen from a distance.



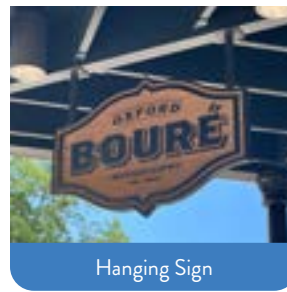
## Monument Sign

A monument sign is a free-standing sign, often found in a landscaping bed, with a solid base that is at least the width of the sign structure.



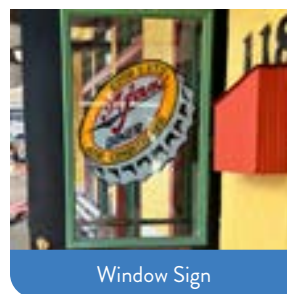
## Hanging Sign

A projecting or hanging sign is a two-sided sign that is suspended from a metal bracket or building element and mounted perpendicular to the face of the building. It can not be larger than 6 square feet (typically 24" by 36"). Hanging signs are primarily designed to be viewed by pedestrians. Therefore, the size and position should be managed so as not to interfere with neighboring signs. See sign regulations for minimum required distances. Article 7.3.1.2 of the City of Oxford's Land Development Code. However, additional distance may be required in historic districts to maintain the rhythm and pedestrian scale of the streetscape.



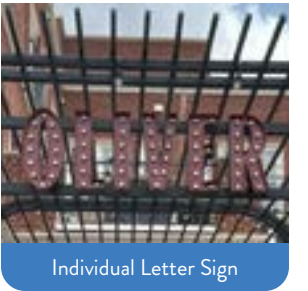
## Window Sign

A window sign includes lettering, symbols, and decorative elements that are intended to draw attention to, identify, or brand a business, that is painted on, applied to (decals), or attached to the front or back of a window or door glazing. Turn of the century window signs were painted directly on the window, and gold metallic paint was commonly used. Window signs are typically placed at eye level and, thus, can be particularly effective in relaying information, such as business name or hours. However, window signs must not obstruct views through storefront windows and glazing and must not cover more than 15% of the surface of the glass. Lettering or other information on storefront windows, glass doors, or other surfaces must be of high quality and must be professionally executed following accepted standards. All window signs, whether affixed to the interior or exterior of the window, are subject to HPC review.



## Individual Letter Signs

Free-positioned letters may be appropriate as a signage solution. If free-positioned letters are directly mounted to a masonry building, care should be taken to ensure that fasteners and hangers do not damage or destroy important materials like the face of the original brick. Free-positioned letters may be mounted to an appurtenance or other structure like a trellis or fencing.



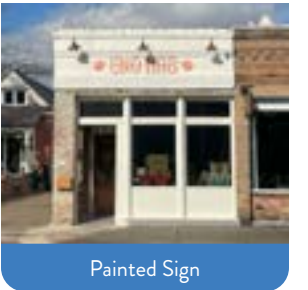
## Neon Sign

Neon signs, originally developed in the 1920s, are made of narrow, gas filled electrified tubes. The use of neon lights is carefully reviewed by the HPC to determine compatibility with the building and surrounding area.



## Painted Signs

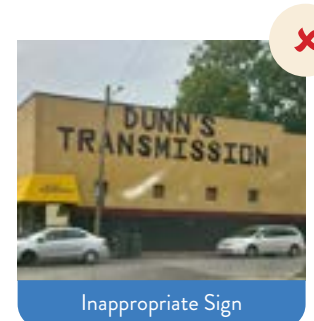
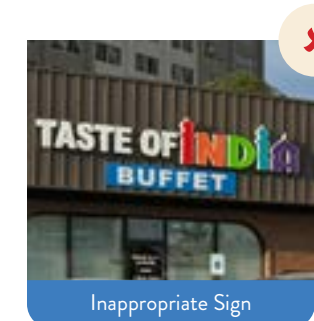
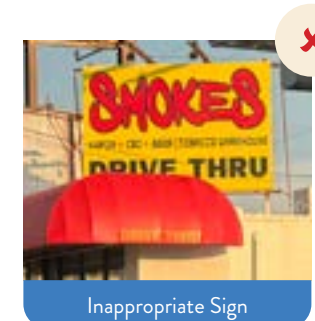
Painted signs were historically painted directly onto the building. A painted sign for a new business may be considered appropriate. Painted signs should only be used in instances where the existing building/area of sign application are already painted. Unpainted masonry should not be painted solely for the application of signage.



## Inappropriate Signs

The following is inappropriate in a historic district:

- Flamboyant, overly fancy lettering or garish colors
- Letters painted directly on unpainted or previously painted masonry
- Sheet metal or plastic signs
- Stationary aluminum awnings or glossy canvas and patterns are inappropriate for older commercial structures
- Signs that cover more than 15% of the total facade of the building



## Signage Materials

Materials for signage should be consistent with the character of the building, such as wood, bronze, brass, gold leaf, etched glass, paint, aluminum, stainless steel, enameled metal, leaded glass, appliques, tile, and terrazzo. The materials chosen should also complement the style of the building. All lettering should be appropriately scaled for its location, and the style should relate to the overall design and historic period of the storefront. Flat wall signs made of aluminum or other metal should be avoided. If a composite material or metal is used for a wall sign, the sign should feature some texture or element to provide depth to the sign.

## Signage Lighting

In many instances, available ambient street or storefront/ window display lighting is sufficient to illuminate signs, but additional lighting of signs is not necessary. The use and placement of sign illumination is subject to the approval by the HPC. Gooseneck lighting or other unobtrusive light fixtures, such as a small spot or floodlight, is often the most appropriate choice to illuminate wall signage. Incandescent and warm-colored lighting should be used when possible.

### Signage and lighting that are not permitted:

- Internal illumination of awning signs
- Cabinet signs with internal lighting
- Channel lighting
- Flashing signs
- Running lights
- Rope lighting





# APPENDICES

# APPENDIX A. GLOSSARY

## Accessory Structure

Any structure on the same lot with and customarily incidental and secondary to (but not attached to) the main structure or use, including swimming pools (and pool houses), gardens, or storage sheds (over 160 square feet).

## Adaptive Reuse

The renovation of a structure for a different purpose than it is currently used or originally designed.

## Addition

Any roofed, floor, room, wing, or walled expansion to an existing building that is connected by a common load-bearing wall other than a firewall.

## Administrative Certificate of Appropriateness

A document issued by the Oxford Planning Department approving minor alterations that do not affect the exterior appearance in a substantive manner.

## Alteration

Any exterior change to a resource because of construction, repair, maintenance, or other means. Alterations shall include painting previously unpainted bricks, repointing brickwork, and sandblasting.

## Applicant

The owner of a record of a resource or the lessee thereof with the approval of the owner of the record in a notarized form or a person holding a bond ride contract to purchase a resource.

## Apron

A flat piece of trim immediately beneath the stool of a window. Also called a skirt.

## Appurtenance

An accessory to a building, structure, object, or site, including, but not limited to, walls, fences, light fixtures, steps, paving, sidewalks, shutters, awnings, solar panels, satellite dishes, and signs.

## Arcade

A series of arches supported by columns or piers.

## Arch

A curvilinear structural opening.

## Architrave

The lowest part of an entablature.

## Asbestos

Asbestos is a fibrous material naturally present underground in rock and soil. It is an excellent thermal insulator and is highly fire-resistant. Asbestos siding and shingles were commonly used as building materials prior to the 1970s until it was banned in 1989.

## Asphalt Shingle

A composition shingle having an asphalt impregnated felt base, surfaced on the weather side with colored mineral granules embedded in hot asphaltic coating.

## Attic

All the space under a pitched roof of a building.

## Awning

A roof-like cover with no supports extending to the ground, constructed of fabric, metal, glass or other material, designed and intended for protection from the weather or as a decorative embellishment, and attached to the wall of a structure over a window, entryway or walkway.

## Awning Sign

*See Sign*

## Balcony

A platform which projects from the exterior wall of a structure, is exposed to the open air and remains unenclosed, is surrounded by a railing or balustrade, has direct access to the interior of the building, and is not supported by posts or columns extending to the ground.

## Baluster

A shaftlike element used to support a handrail.

## Balustrade

A row of small columns topped by a rail.

## Basement

That portion of a building below the first story and having more than one-half its height below grade.

## Bays

Repetitive divisions into which a building is divided.

## Bay Window

A window space projecting outward from the main walls of a building and forming a bay in a room.

## Beaded Board

A board with a rounded edge separated from the rest of the board by a small depression.

## Beam

A horizontal supporting member.

## Beveled Glass

Glass with beveled edges, held together by lead strips. Popular in the Victorian era.

## Blistering

Air bubbles under paint.

## Board and Batten

Is a siding and paneling style that uses narrow strips of wood placed over the joints of wide boards for a geometric, layered effect.

## Bracket

A support element under eaves, balconies, or other overhangs. Frequently used as ornamentation rather than for structural support.

## Breezeway

An open structure with a roof but no walls, connecting an accessory structure (such as a garage or carport) to a primary structure (such as a dwelling), or connecting two primary structures to each other.

## Brick Masonry

Construction technique using bricks held together by mortar.

## Brick Veneer

A wall of brick covering an inner wall such as a wood frame.

## Building

A structure created to shelter any form of human activity, such as a house, garage, barn, church, hotel, or similar structure.

## Building Footprint

The area of the ground floor of a building is included within the surrounding exterior walls and under the roof. Landscape features such as decks and patios are not included in the footprint of a building. A historic building footprint includes any portion of a building that is at least 50 years old.

## Canopy

A permanent but not completely enclosed structure, which may be attached to or near a building for the purpose of providing shelter.

## Canopy Sign

*See Sign*

## Capital

The uppermost part of a column or pilaster.

## Carport

An open-sided shelter for automobiles.

## Casement Window

A window that opens on hinges like a door.

## Casing

An enclosing frame around a door or window opening.

## Cast Iron

Iron shaped by placement in a mold, used for railing, fences, etc.

## Caulk

Flexible sealant material used to close joints between materials; made of various materials including tar, oakum, lead, putty, and modern elastomers such as silicone and polyurethane.

## Certificate of Appropriateness (COA)

A document evidencing the approval of the commission for work proposed by an applicant. Approval granted by a Historic Preservation Commission Oxford Planning Department for substantive improvements to a historic resource within one of Oxford's Historic Preservation Districts.



## Chain Wall

A continuous foundation raising a house or metal picket fencing off the ground.

## Channel Letter

Three-dimensional individually cut letters or figures, illuminated or unilluminated, affixed to a building or structure.

## Chimney

An architectural ventilation structure made of masonry, clay, or metal that isolates hot toxic exhaust gasses or smoke produced by a boiler, stove, furnace, incinerator, or fireplace from human living areas. Chimneys are typically vertical, or as near as possible to vertical, to ensure that the gasses flow smoothly, drawing air into the combustion in what is known as the stack or chimney.

## Clapboards

Wood siding, also known as bevel siding or lap siding is commonly used as an exterior covering on a building; applied horizontally and overlapped, with the grain running lengthwise; thicker along the lower edge than along the upper.

## Certified Local Government (CLG)

A federal program authorized by the National Historic Preservation Act, 16 USC 470 et seq. that provides for the participation of local governments in a federal/state/local government preservation partnership. The federal law directs the state historic preservation officer and the Secretary of the Interior to certify local governments to participate in this partnership. Specific state requirements for the program are published in “The State of Mississippi, Guidelines and Regulations of the Certified Local Government Program.”

## City

City of Oxford, Mississippi

## Classical Architecture

The architecture of Greece and Rome during the pre-Christian era.

## Colonnade

A series of columns at regular intervals supporting a covered passageway.

## Column

A cylindrical or square vertical support of a structure consisting of a base, shaft, and upper end.

## Commercial Building

A nonresidential building that typically has a flat roof and parapet walls, which was originally constructed for commercial use.

## Commission

See Historic Preservation Commission

## Common Bond

A brickwork bond having a course of headers between every five or six courses of stretchers.

## Compatibility

The state of development, building, or structure is designed to be able to exist or occur without conflict with its surroundings.

## Contributing Resource

A resource within a historic district that contributes to the overall historic district designation, is from a specific period of significance, and has enough of its original features and character intact to retain its integrity. See also Non-Contributing Resource.

## Conservation

The management of a building to prevent its decay, destruction, misuse, or neglect; may include the recording of the history of the building and conservation measures applied.

## Cupola

A small structure built on top of a roof

## Construction

The erection of any on-site improvements on any parcel of ground located within an historic district.

## Concrete Slab Foundation

Concrete slabs are the most common type of building foundation used in construction. They are made by pouring concrete over a reinforced steel framework, providing strength and durability.

## Context

The buildings, structures, landscape elements and features immediately surrounding a historic resource.

## Conventional Foundation

A building foundation is supported on wooden beams and columns.

## Cornice

Any molded projection which crowns or finishes the part to which it is affixed. The exterior trim of a structure at the meeting of the roof, or The uppermost, projecting part of an entablature or feature resembling it.

## Courthouse Square Historic Preservation Commission (CSHPC)

A commission composed of seven citizens that was appointed to represent the community, who preferably own property in the Courthouse Square historic preservation district and are familiar with architecture, history, and preservation disciplines.

## Courtyard

An enclosed open-air space next to a building.

## Deck

An unroofed, raised platform extending from a building, typically located to the rear of the building.

## Demolition

The complete or partial removal of a building, structure, object, or site, including landscape features.

## Demolition by Neglect

Improper maintenance or lack of maintenance of any resource results in substantial deterioration of the resource and threatens its continued preservation. Long-term neglect of a historic structure that contributes to a level of dilapidation so severe that rehabilitation of the structure no longer serves as a viable option and demolition must be considered on account of the public safety and welfare of the community.

## Directory (or Tenant) Sign

See Sign

## Dentils

Closely spaced blocks in Greek Ionic and Corinthian cornices.

## Doric Order

The simplest of the classical Greek orders, distinguished by columns with unadorned capitals and no bases.

## Dormer

A structure projecting from a sloping roof that usually houses a window or ventilating louver.

## Double-Hung Window

A window has two vertically sliding sashes, each closing a different part of the window; the weight of each sash is counterbalanced for ease of opening and closing.

## Drip Edge

A projecting molding over an exterior door or window opening for catching and shedding rainwater.

## Drop Siding

A type of weatherboard with a depression in the upper part of each board.

## Eave

The lower edge of a sloping roof; that part of a roof of a building which projects beyond the wall.

## Efflorescence

Water-soluble salts leached out of masonry or concrete by capillary action and deposited on a surface by evaporation, usually as a white, powdery surface.

## Elevation

An orthographic projection of an object or structure on a vertical plane parallel to one of its sides, usually drawn to scale.

## Entablature

In classical architecture, the horizontal part of a classical order supported by columns or pilasters and consisting of the architrave, the frieze, and the cornice.

## Exterior Features

includes, but is not limited to, the kind and texture of the building material and the type and style of all windows, doors, and appurtenances.

## Eyebrow Roof Dormer

A low, curvilinear roof dormer resembling the shape of an eye, used on some Romanesque buildings.

## Facade

The exterior face of a building is the architectural front.

## Fanlight

A fan-shaped or semicircular window over a door or window with radiating muntins.

## Fascia

A vertical frieze or band under a roof edge, or which forms the outer surface of a cornice.

## Fence

An enclosure or barrier intended to mark a boundary, screen a view, or prevent intrusion.

## Fenestration

The arrangement of windows and doors on the elevation.

## Fiber-Cement Siding

A lightweight, solid material that is manufactured in similar sizes and shapes to wood products. Resistant to rot, termites, fire and delamination and are dimensionally stable.

## Fiberglass Shingle

A composition shingle having an inorganic fiberglass base, saturated with asphalt and surfaced on the weather side with colored ceramic granules.

## Finial

A usual foliage ornament forming an upper extremity, especially in Gothic architecture. A crowning ornament or detail.

## Fish-Scale Shingles

Wooden shingles cut in a shape to resemble fish scales. Popular during the Victorian era.

## Fixed Glass

A glass pane that is stationary, rather than operable.

## Flashing

Pieces of sheet metal or other thin, impervious material installed to prevent the passage of water into a structure from an angle or joint.

## Flat-Headed Window

A window whose uppermost part is horizontal.

## Flat Sign

*See Sign*

## Flemish Bond

A brickwork bond having alternating headers and stretchers in each course, each header being centered above and below a stretcher.

## Floor Area

The square footage of all floor space within the outside line of walls includes the total space on all floors of a building.

## Floor Plan

A plan of a room, suite, or entire floor of a building as seen from above after a horizontal Section is cut and the upper portion is removed, typically showing the form and arrangement of interior spaces and their enclosing walls, windows and doors.

## Flush Siding

Flat faced boards nailed edge to edge to form the appearance of a flat wall. Typically found on Greek Revival Style buildings and installed on front walls and under protective porches and galleries.

## Fluting

Closely spaced, parallel, vertical channeling on the shaft of a column or pilaster.

## Footprint

The form of a building on a site.

## Foundation

The lowest exposed portion of the building wall which supports the structure above.

## French Doors

A pair of hinged doors, generally with glass lights.

## French Drain

A trench lined with flagstone, concrete, or gravel that redirects surface and groundwater away from streets and sidewalks.

## Frieze Board

A broad horizontal band of sculpted or painted decoration, especially on a wall near the ceiling.

## Gable

A triangular section of a wall to carry a pitched roof.

## Gable Roof

A type of roof design where two sides slope upward to meet at a horizontal ridge.

## Glazing

A transparent material (such as glass) is used for windows.

## Ghost Sign

*See Sign*

## Gothic Arch

A pointed arch. A major characteristic of the Gothic style.

## Grade

Ground level.

## Half-Round Gutters

Gutters are shaped like tubes and cut in half, which is typical of pre-1960 houses.

## Half-Timbering

A method of wall construction in which the wooden structural members are exposed on the exterior wall with stucco infill between.

## Hanging Sign

*See Sign*

## Hipped Roof

A roof which slopes upwards from all four sides or a building, requiring a hip rafter at each corner.

## Historic District

An area that contains major concentrations of historic resources.

## Historic Preservation

A broad range of activities related to the protection, maintenance and care of elements of the built environment that reflect its cultural heritage.

## Historic Preservation District

A district designated by the commission and approved by the city through an ordinance, which contains a geographically defined area, urban or rural, possessing a significant concentration of sites, buildings, structures, or objects associated with past events or by plan or physical development, and which meets at least one of the following criteria:

- (1) Exemplifies or reflects the broad cultural, political, economic, or social history of the nation, state, county, or city;
- (2) Is identified with historic personages or with important events in national, state, or local history;
- (3) Embodies distinguishing characteristics of architectural types or contains examples inherently valuable for the study of periods, styles, methods of construction, or uses of Indigenous materials or craftsmanship or
- (4) Is representative of the notable work of master builders, designers, or architects whose individual abilities have been recognized or who influenced their eras.

## Historic Preservation Ordinance

Chapter 54 of the Oxford, MS Code of Ordinances addresses historic preservation.

## Historic Preservation Commission (HPC)

A commission composed of nine citizens was appointed to represent the community, who preferably reside in a historic district and are familiar with architecture, history, and preservation disciplines.

## Historic Resource

An individual building, site, monument, structure or area that has been determined to have historical significance and whose distinctive character conveys unique architectural and/or cultural heritage.

## Historic Sign

*See Sign*

## Hood Molds

A shallow projected covering used over doors and windows in the Italianate style.

## Improvement

Additions to or new construction on landmarks or landmark sites, including, but not limited to, buildings structures, objects, landscape features, and manufactured units, like mobile homes, carports, and storage buildings.

## Infill

the development of new buildings on land between other buildings in an already developed area.

## Ionic Order

An order of classical Greek architecture, characterized by columns with a scroll -like capital.

## Jack Arch Lintel

A door or window lintel constructed with splayed bricks.

## Jigsaw Work

Decorative woodwork, generally curvilinear in shape, common in the Victorian era and produced by the use of a jigsaw.

## Joist

Any of the small timbers or metal beams ranged parallel from wall to wall in a structure to support a floor or ceiling.

## Landmark

A building, structure, or object, and its historically associated land or another appropriate setting, designated by the commission and approved by the city through an ordinance, which possesses particular architectural, cultural, or historic significance by meeting at least one of the following criteria source:

- (1) Exemplifies or reflects the broad cultural, political, economic, or social history of the nation, region, state, county, or city;
- (2) Is identified with historic personages or with important events in national, state, or local history;
- (3) Embodies distinguishing characteristics of a landscape type or is a specimen inherently valuable for the study of a period, style of a period, style, method of construction, or use of Indigenous materials or craftsmanship; or
- (4) Is representative of the notable work of a master builder, designer, or architect whose individual ability has been recognized or who influenced his age.

## Landmark Site

An unimproved or improved parcel of ground designated by the commission and approved by the city through an ordinance that possesses particular archaeological, architectural, geological, or historic significance. A landmark site differs from a landmark in that the physical location, not the building, structure, or object, possesses primary significance. For the purposes of this article, a landmark site encompasses prehistoric or historic sites on unimproved or improved land. Landmark sites meet at least one of the following criteria:

- (1) Exemplifies or reflects the broad cultural, political, economic, or social history of the nation, region, state, county, or city;
- (2) Is identified with historic personages or with important events in national, regional, state, or local history or
- (3) Embodies distinguishing characteristics of an architectural type or is a specimen inherently valuable for the study of a period, style, method of construction, or use of indigenous materials or craftsmanship.

## Landscape

Any improvement, including out-buildings, walls, courtyards, fences, swimming pools, planters, gates, street furniture, exterior lighting, and site improvements, including, but not limited to, subsurface alterations, site regrading, fill deposition, and paving.

## Lattice

An open framework made of strips of metal, wood, or similar material overlapped or overlaid in a regular, usually crisscross pattern.

## Leaded Glass

Small panes of glass-clear, beveled, or stained, held together by lead strips.

## Lintel

A lintel is a horizontal structural member that spans the opening of a door, window, or other apertures in a building's walls.

## Light

A glass pane in a window or door.

## Load-Bearing Wall

A wall that is constructed to support the structure carrying the weight from the roof and upper floors.

## Louvered Shutter

Shutters with frames of rails and stiles supporting either fixed or operable wood slats. by the projection of one member to fit securely into a corresponding cavity cut in the other.

## Mansard Roof

A roof with a double slope on all four sides, the lower slope much steeper than the upper.

## Marquee Sign

See Sign

## Massing

The overall composition of the exterior of the major volumes of a building, especially when the structure has major and minor elements.

## Modillions

Small bracket-like ornamentation under the cornice of a classical entablature.

## Molding

A linear decorative element, or curved strip, used for ornamentation or trimwork..

## Monolithic Column

A column that extends uninterrupted for two or more stories.

## Monument Sign

See Sign

## Mortar

A plastic mixture of lime or cement, or a combination of both, with sand and water, used as a bonding agent in masonry construction.

## Mortar Joints

The exposed joints of mortar in masonry.

## Mortise and Tenon

A construction technique that joins two wooden members by the projection of one member to fit securely into a corresponding cavity cut in the other.

## Mullion

A vertical bar between the panes of a glass in a window or door.

## Multilight

Having many lights or glass panes, as a window or door.

## Muntin

A strip separating panes of glass in a sash.

## Mural

A work of art painted or otherwise applied to or affixed to an exterior wall surface that does not include any on- or off-premise commercial advertising.

## National Historic Landmark

A district, site, building, structure, and/or object that has been formally designated as a national historic landmark by the Secretary of the Interior and possesses exceptional value or quality in illustrating or interpreting the heritage of the United States in history, architecture, archaeology, engineering, and culture and that possesses a high degree of integrity of location, design, setting, materials, workmanship, feeling, and association. National historic landmarks are automatically listed in the National Register.

## National Register of Historic Places

A federal list of cultural resources worthy of preservation, authorized under the National Historic Preservation Act of 1966 as part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect the nation's historic and archaeological resources. The National Register program is administered by the commission, by the state historic preservation office, and by the National Park Service under the Department of the Interior. Significant federal benefits may accrue to owners of properties listed or determined eligible for listing in the

National Register.

## Neighborhood Conservation Overlay District

An overlay district was established to provide for certain additional requirements, to permit uses not otherwise permitted in the underlying base district, or to establish special development requirements for uses permitted in the base district. Where the overlay district exists, and there is a conflict between the requirements or use specified between the overlay and the underlying district, the standards of the overlay district shall prevail. Otherwise, the standards of the underlying district shall also be in effect for any area additionally zoned for an overlay district. Neighborhood observation development should be compatible with the surrounding development in terms of height, scale, massing, siting, and setbacks. In general, they will be found in older neighborhoods, outside historic districts, and near the transitional edges of abutting traditional neighborhoods and urban centers and urban corridor place types.

## Non-contributing Resource

A resource within a historic district that does not generally contribute to the overall historic district designation or has specific significance based on its period and features or was altered to the point that its historical significance and integrity have been lost.

## Object

A material thing of functional, cultural, historical, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.

## Ordinary Repair

OR maintenance means work done to prevent deterioration of a resource or any part thereof by returning the resource to its condition prior to such deterioration, decay, or damage. Ordinary repair or maintenance includes repainting.

## Open Space

Those areas of a lot open and unobstructed from grade level upward, unless otherwise permitted by this Ordinance. For townhouse and multi-family dwellings that are required to provide open space for each dwelling unit, open space may include areas on decks, balconies, porches and roofs that are accessible and usable by occupants.

## Owner of Record

This means the owner of a parcel of land, improved or unimproved, is reflected on the city tax roll and in county deed records.

## Palladian Window

A window consisting of three parts, a central semicircular window flanked by smaller, squareheaded windows on each side.

## Parapet

A low protective wall along the edge of a roof, bridge, or balcony part of a building facade that typically obscures the flat part of a roof as well as any roof-mounted equipment.

## Patio or Terrace

A roofless flat area used for recreational purposes that may or may not abut a principal structure, usually a dwelling. A patio or terrace with a roof is considered a porch.

## Pedestal

A support for a column.

## Pediment

A low-pitched gable in the classical manner; also used in miniature over doors or windows.

## Penthouse

A structure on a roof for housing elevator machinery, water tank, etc.

## Pergola

A shaded walk or passageway of columns that support cross beams and sturdy open lattice to support vines or climbing plants.

## Picture Window

A large, fixed-glass window in the facade of a house. Common in Suburban Ranch houses in the 1950s and 1960s.

## Pier

A square support for a house.

## Pilaster

A column attached to a wall.

## Pillar

A square or rectangular upright support.

## Pitch

The angle or slope of a roof.

## Plaster

A composition of lime, water, and sand that is soft when applied and hardens upon drying; used for coating and finishing walls and ceilings.

## Porch

A structure, which can be enclosed or unenclosed, that projects from the exterior wall of a structure, has direct access to the street level of the structure and is covered by a roof or eaves. An unenclosed porch is a porch that is open on all sides. An enclosed porch is a porch that is enclosed by walls, screens, lattice, or other material. A screened-in porch is considered an enclosed porch.

## Porte-Cochère

A passageway or a roofed structure that lets vehicles pass from the street to an interior courtyard or at the entrance of a building.

## Portico

A covered entrance to a building.

## Post

A structural member, usually wood, set in an upright position and used as a support; a pillar; also, the structural element supporting a balustrade.

## Primary Façade

The front or principal face of a building that can be distinguished from the other faces by its elaborate architectural details, including but not limited to, porches, columns, cladding, doors, windows, trim, cornices, soffits, fascia, railings, and shutters.

## Preservation

See Historic Preservation

## Preservation District

See Historic Preservation District

## Projecting Sign

See Sign

## Property Line

The lines forming the boundary of a lot, determined by metes and bounds, whether those lines are for single lots or combination of lots.

## Proportion

The relative size of various components of a building. The proper and harmonious relationship between different parts of the whole.

## Quoin

A stone, brick, or wood block used to accentuate the outside corners of a building.

## Rafter

A sloping structural member of a pitched roof

## Rafter Tail

The portion of the rafter that overhangs the wall

## Rails

A metal enclosure generally used for porches, galleries, and balconies.

## Reconstruction

The reproduction by new construction following the exact form and details of a no longer existing building or artifact as it once appeared.

## Rehabilitation

To repair an existing building to good condition with minimal changes to the building fabric. The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, and cultural values.

## Relocation

Any changes in the location of a building, object, or structure in its present setting or to another setting.

## Renovation

The process of repairing and changing an existing building for modern use, so that it is functionally equal to a new building; may include major changes.

## Repointing

Repairing existing masonry joints by removing defective mortar and installing new mortar.

## Resource

Parcels located within preservation districts, individual landmarks, and landmark sites, regardless of whether such sites are presently improved or unimproved. Resources can be separate buildings, districts, structures, sites, objects, and related groups.

## Restoration

The process or product of returning, as nearly as possible an existing site, building, structure, or object to its condition at a particular time in its history, using the same construction materials and methods as the original where possible; typically the period of greatest historical significance or aesthetic integrity is chosen; may include removing later additions and replacing missing period work.

## Rhythm

The repetition and variation of elements within a space.

## Ridge

The top horizontal member of a roof where the sloping surfaces meet.

## Ridge Cap

A convex or angled roof tile covering the ridge of a roof. Ridge Vent - A vent that is installed along the ridge of a roof.

## Rosette

A round decorative element in a floral motif. Round-Headed Window - A window whose uppermost part is rounded.

## Running Bond

A brickwork or masonry bond composed of overlapping stretchers.

## Rustication

Rough-surfaced stonework, most commonly found on Romanesque houses.

## Sash

A moveable framework in which panes of glass are set in a window or door.

## Scale

The measurement of architectural elements in relation to each other and their surroundings.

## Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings

A federal document stating standards and guidelines for the appropriate rehabilitation and preservation of historic buildings.

## Section

An orthographic projection of an object or structures as it would appear if cut through by an intersecting plane to show its internal configuration, usually drawn to scale

## Shed Roof

A roof that is pitched in only one direction.

## Shingles

A wall or roof covering, consisting of small overlapping pieces, square or patterned.

## Shutter

A hinged movable cover, usually of wood, for a window or door.

## Sidelight

A narrow stationary window, usually with a vertical emphasis, that flanks a door or larger window.

## Siding

The material used to cover the exposed side of a wood-frame building.

## Sign

Any exterior display, device, figure, painting, drawing, message, plaque, poster, or other display surface and its supporting structure which is designed, intended to be used to advertise or inform, any part of the advertising or information contents of which is designed to be primarily viewed from any place on the traveled way of a street or sidewalk.

## Sign, Canopy and Awning

Any lettering or graphic on a canopy or awning.

## Sign, Directory (or Tenant)

A sign mounted directly to the building, usually indicating that a tenant or business occupies a space that is located on the upper story of a building.

## Sign, Flat

A wall sign that is typically placed above the transom of a building, between the storefront and second floor, and mounted directly on the building.

## Sign, Ghost

A hand-painted sign preserved on a building for an extended period of time, even if the use of the building has changed.

## Sign, Hanging

A two-sided sign that hangs perpendicular to the face of the building and is suspended from both outer edges by a metal bracket, or building element, that is attached to the structure above it.

## Sign, Historic

Architectural feature that reflects the original owner and use of the building.

## Sign, Individual Letter

A sign that includes free-positioned letters that are affixed to a building or structure.

## Sign, Marquee

A permanent roof-like structure constructed of durable material extending from the wall of a structure with no supports extending to the ground.

## Sign, Monument

A free-standing sign, often found in a landscaping bed, with a solid base that is at least the width of the sign structure.

## Sign, Painted

A sign that is painted directly on the surface of a building.

## Sign, Projecting

A sign that is fastened at one end to the edge of a wall or other portion of a building, with the opposite end or edge either unsupported or supported only by a wire or other similar device from above attached to the same wall.

## Sign, Window

Lettering, symbols, and decorative elements that are painted on, applied to (decals), or attached to the front or back of a window or door glazing.

## Sill

A horizontal piece that forms the lowest part of a framework or supporting structure, such as a window or a door.

## Site

The land on which a building or other feature is located.

## Site Plan

A plan showing the form, location, and orientation of a building or a group of buildings on a site, usually including the dimensions, contours, landscaping and other significant features of the plot.

## Siting

The placement of a building, structure or object on a site in relation to natural features; boundaries, and other parts of the built environment.

## Soffit

The underside of a roof overhang.

## Soffit Vent

An ornamental metal vent located in the soffit to allow air circulation in the attic.

## Spire

A tapering roof or analogous pyramidal construction surmounting a tower steeple.

## Square-Headed Window

A window whose uppermost part is horizontal, at ninety degrees to the sides.

## Stained Glass

Colored glass.

## Standing Seam Metal Roof

A metal roof having raised seams, or vertical legs, that rise above the panel's flat area.

State Historic Preservation Office

The historic Preservation division of the State Department of Archives and History.

## State Historic Preservation Officer

The director of the State Department of Archives and History.

## Stile

Any of various upright members framing panels of a window or door.

## Stilted Arch

An arch with a straight extension below a segmental arch, used in the Italianate style.

## Stoop

Steps that lead directly to the entrance without a landing or porch.

## Streetscape

The natural built fabric of the street that adds to the experiential quality of the space. Some visual elements of a streetscape may include; trees, open spaces, adjoining buildings, street furniture, combined to form the streets character.

## Structure

A work made up of interdependent and interrelated parts in a definite pattern of organization constructed by man. The term includes but is not limited to, engineering projects, earthworks, boats, barges, and bridges.

## Stucco

A durable exterior finish made of cement, sand, and water. Exterior plaster.

## Surrounds

The framework and associated trim around a door or window.

## Terrace

A raised level with a vertical or sloping front or sides often used as a platform garden or outdoor living area. A terrace is distinguished from a deck in that the raised surface of a deck is constructed above grade on structural supports.

## Tongue and Groove

A joint made by fitting a raised area or tongue on the edge of one member into a corresponding groove in the edge of another member to produce a flush surface.

## Transom

A window above a door or other window built on and commonly hinged to a transom.

## True Divided Light

A window or door in which the glass is divided into several small panes. Truss - An assemblage of structural members forming a rigid structural framework.

## Tudor Gothic Arch

A pointed arch in the Gothic manner, but lower and wider.

## Turret

A small tower, usually at the corner of a building, extending above the roof line and often housing a stairway; most commonly found on Queen Anne houses.

## Vernacular

Of, relating to, or being a common building style of a period or place.

### Weatherboard

A long, narrow board, usually slightly thicker at one edge, used for siding; applied horizontally and slightly overlapping. Also referred to as clapboard.

### Weather Stripping

A narrow compressible band used between the edge of a window or door and the jambs, sill, head and meeting rail to seal against air and water infiltration; made of various materials including spring metal, felt, plastic foam and wood with rubber edging.

### Wood Frame

Refers to a building whose structural elements are composed of a wood frame constructed of small dimensional lumber and held together with nails.

### Wrought Iron

Iron worked into shape by manual effort; used for balcony railings, fences, gates, hardware, lanterns, etc.

### Window Sign

See Sign

## APPENDIX B. SECRETARY OF INTERIOR'S STANDARDS



THE CITY OF  
**OXFORD**

STANDARDS FOR REHABILITATION & GUIDELINES  
FOR REHABILITATING HISTORIC BUILDINGS

# Rehabilitation

*Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.*





## Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

# GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS

## INTRODUCTION

In **Rehabilitation**, historic building materials and character-defining features are protected and maintained as they are in the treatment Preservation. However, greater latitude is given in the **Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings** to replace extensively deteriorated, damaged, or missing features using either the same material or compatible substitute materials. Of the four treatments, only **Rehabilitation** allows alterations and the construction of a new addition, if necessary for a continuing or new use for the historic building.

### Identify, Retain, and Preserve Historic Materials and Features

The guidance for the treatment **Rehabilitation** begins with recommendations to identify the form and detailing of those architectural materials and features that are important in defining the building's historic character and which must be retained to preserve that character. Therefore, guidance on *identifying, retaining, and preserving* character-defining features is always given first.

### Protect and Maintain Historic Materials and Features

After identifying those materials and features that are important and must be retained in the process of **Rehabilitation** work, then *protecting and maintaining* them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. Protection includes the maintenance of historic materials and features as well as ensuring that the property is protected before and

during rehabilitation work. A historic building undergoing rehabilitation will often require more extensive work. Thus, an overall evaluation of its physical condition should always begin at this level.

### Repair Historic Materials and Features

Next, when the physical condition of character-defining materials and features warrants additional work, *repairing* is recommended. **Rehabilitation** guidance for the repair of historic materials, such as masonry, again begins with the least degree of intervention possible. In rehabilitation, repairing also includes the limited replacement in kind or with a compatible substitute material of extensively deteriorated or missing components of features when there are surviving prototype features that can be substantiated by documentary and physical evidence. Although using the same kind of material is always the preferred option, a substitute material may be an acceptable alternative if the form, design, and scale, as well as the substitute material itself, can effectively replicate the appearance of the remaining features.

### Replace Deteriorated Historic Materials and Features

Following repair in the hierarchy, **Rehabilitation** guidance is provided for *replacing* an entire character-defining feature with new material because the level of deterioration or damage of materials precludes repair. If the missing feature is character defining or if it is critical to the survival of the building (e.g., a roof), it should be replaced to match the historic feature based on physical or his-

toric documentation of its form and detailing. As with repair, the preferred option is always replacement of the entire feature in kind (i.e., with the same material, such as wood for wood). However, when this is not feasible, a compatible substitute material that can reproduce the overall appearance of the historic material may be considered.

It should be noted that, while the National Park Service guidelines recommend the replacement of an entire character-defining feature that is extensively deteriorated, the guidelines never recommend removal and replacement with new material of a feature that could reasonably be repaired and, thus, preserved.

### Design for the Replacement of Missing Historic Features

When an entire interior or exterior feature is missing, such as a porch, it no longer plays a role in physically defining the historic character of the building unless it can be accurately recovered in form and detailing through the process of carefully documenting the historic appearance. If the feature is not critical to the survival of the building, allowing the building to remain without the feature is one option. But if the missing feature is important to the historic character of the building, its replacement is always recommended in the **Rehabilitation** guidelines as the first, or preferred, course of action. If adequate documentary and physical evidence exists, the feature may be accurately reproduced. A second option in a rehabilitation treatment for replacing a missing feature, particularly when the available information about the feature is inadequate to permit an accurate reconstruction, is to *design* a new feature that is compatible with the overall historic character of the building. The new design should always take into account the size, scale, and material of the building itself and should be clearly differentiated from the authentic historic features. For properties that have changed over time, and where those changes have acquired

significance, reestablishing missing historic features generally should not be undertaken if the missing features did not coexist with the features currently on the building. Juxtaposing historic features that did not exist concurrently will result in a false sense of the building's history.

### Alterations

Some exterior and interior alterations to a historic building are generally needed as part of a **Rehabilitation** project to ensure its continued use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes. Alterations may include changes to the site or setting, such as the selective removal of buildings or other features of the building site or setting that are intrusive, not character defining, or outside the building's period of significance.

### Code-Required Work: Accessibility and Life Safety

Sensitive solutions to meeting code requirements in a **Rehabilitation** project are an important part of protecting the historic character of the building. Work that must be done to meet accessibility and life-safety requirements must also be assessed for its potential impact on the historic building, its site, and setting.

### Resilience to Natural Hazards

Resilience to natural hazards should be addressed as part of a **Rehabilitation** project. A historic building may have existing characteristics or features that help to address or minimize the impacts of natural hazards. These should always be used to best advantage when considering new adaptive treatments so as to have the least impact on the historic character of the building, its site, and setting.

## Sustainability

Sustainability should be addressed as part of a **Rehabilitation** project. Good preservation practice is often synonymous with sustainability. Existing energy-efficient features should be retained and repaired. Only sustainability treatments should be considered that will have the least impact on the historic character of the building.

The topic of sustainability is addressed in detail in *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings*.

## New Exterior Additions and Related New Construction

**Rehabilitation** is the only treatment that allows expanding a historic building by enlarging it with an addition. However, the **Rehabilitation** guidelines emphasize that new additions should be considered only after it is determined that meeting specific new needs cannot be achieved by altering non-character-defining interior spaces. If the use cannot be accommodated in this way, then an attached exterior addition may be considered. New additions should be designed and constructed so that the character-defining features of the historic building, its site, and setting are not negatively impacted. Generally, a new addition should be subordinate to the historic building. A new addition should be compatible, but differentiated enough so that it is not confused as historic or original to the building. The same guidance applies to new construction so that it does not negatively impact the historic character of the building or its site.

**Rehabilitation as a Treatment.** *When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular time is not appropriate, Rehabilitation may be considered as a treatment. Prior to undertaking work, a documentation plan for Rehabilitation should be developed.*

**MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR**

**RECOMMENDED**

**NOT RECOMMENDED**

<p><i>Identifying, retaining and preserving</i> masonry features that are important in defining the overall historic character of the building (such as walls, brackets, railings, cornices, window and door surrounds, steps, and columns) and decorative ornament and other details, such as tooling and bonding patterns, coatings, and color.</p>	<p>Removing or substantially changing masonry features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Replacing or rebuilding a major portion of exterior masonry walls that could be repaired, thereby destroying the historic integrity of the building.</p> <p>Applying paint or other coatings (such as stucco) to masonry that has been historically unpainted or uncoated to create a new appearance.</p> <p>Removing paint from historically-painted masonry.</p>
<p><i>Protecting and maintaining</i> masonry by ensuring that historic drainage features and systems that divert rainwater from masonry surfaces (such as roof overhangs, gutters, and downspouts) are intact and functioning properly.</p>	<p>Failing to identify and treat the causes of masonry deterioration, such as leaking roofs and gutters or rising damp.</p>
<p>Cleaning masonry only when necessary to halt deterioration or remove heavy soiling.</p>	<p>Cleaning masonry surfaces when they are not heavily soiled to create a “like-new” appearance, thereby needlessly introducing chemicals or moisture into historic materials.</p>
<p>Carrying out masonry cleaning tests when it has been determined that cleaning is appropriate. Test areas should be examined to ensure that no damage has resulted and, ideally, monitored over a sufficient period of time to allow long-range effects to be predicted.</p>	<p>Cleaning masonry surfaces without testing or without sufficient time for the testing results to be evaluated.</p>



[1] An alkaline-based product is appropriate to use to clean historic marble because it will not damage the marble, which is acid sensitive.



[2] Mid-century modern building technology made possible the form of this parabolic-shaped structure and its thin concrete shell construction. Built in 1961 as the lobby of the La Concha Motel in Las Vegas, it was designed by Paul Revere Williams, one of the first prominent African-American architects. It was moved to a new location and rehabilitated to serve as the Neon Museum, and is often cited as an example of Google architecture. *Credit: Photographed with permission at The Neon Museum, Las Vegas, Nevada.*

**MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR**

**RECOMMENDED**

Cleaning soiled masonry surfaces with the gentlest method possible, such as using low-pressure water and detergent and natural bristle or other soft-bristle brushes.

**NOT RECOMMENDED**

Cleaning or removing paint from masonry surfaces using most abrasive methods (including sandblasting, other media blasting, or high-pressure water) which can damage the surface of the masonry and mortar joints.

Using a cleaning or paint-removal method that involves water or liquid chemical solutions when there is any possibility of freezing temperatures.

Cleaning with chemical products that will damage some types of masonry (such as using acid on limestone or marble), or failing to neutralize or rinse off chemical cleaners from masonry surfaces.



**[3] Not Recommended:**  
The white film on the upper corner of this historic brick row house is the result of using a scrub or slurry coating, rather than traditional repointing by hand, which is the recommended method.



**[4] Not Recommended:**  
The quoins on the left side of the photo show that high-pressure abrasive blasting used to remove paint can damage even early 20th-century, hard-baked, textured brick and erode the mortar, whereas the same brick on the right, which was not abrasively cleaned, is undamaged.

## MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Using biodegradable or environmentally-safe cleaning or paint-removal products.	
Using paint-removal methods that employ a poultice to which paint adheres, when possible, to neatly and safely remove old lead paint.	
Using coatings that encapsulate lead paint, when possible, where the paint is not required to be removed to meet environmental regulations.	
Allowing only trained conservators to use abrasive or laser-cleaning methods, when necessary, to clean hard-to-reach, highly-carved, or detailed decorative stone features.	
Removing damaged or deteriorated paint only to the next sound layer using the gentlest method possible (e.g., hand scraping) prior to repainting.	Removing paint that is firmly adhered to masonry surfaces, unless the building was unpainted historically and the paint can be removed without damaging the surface.
Applying compatible paint coating systems to historically-painted masonry following proper surface preparation.	Failing to follow manufacturers' product and application instructions when repainting masonry features.
Repainting historically-painted masonry features with colors that are appropriate to the historic character of the building and district.	Using paint colors on historically-painted masonry features that are not appropriate to the historic character of the building and district.
Protecting adjacent materials when cleaning or removing paint from masonry features.	Failing to protect adjacent materials when cleaning or removing paint from masonry features.
Evaluating the overall condition of the masonry to determine whether more than protection and maintenance, such as repairs to masonry features, will be necessary.	Failing to undertake adequate measures to ensure the protection of masonry features.
<p><b>Repairing</b> masonry by patching, splicing, consolidating, or otherwise reinforcing the masonry using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing parts of masonry features when there are surviving prototypes, such as terra-cotta brackets or stone balusters.</p>	<p>Removing masonry that could be stabilized, repaired, and conserved, or using untested consolidants and unskilled personnel, potentially causing further damage to historic materials.</p> <p>Replacing an entire masonry feature, such as a cornice or balustrade, when repair of the masonry and limited replacement of deteriorated or missing components are feasible.</p>



**MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR**

RECOMMENDED	NOT RECOMMENDED
<p>Repairing masonry walls and other masonry features by repointing the mortar joints where there is evidence of deterioration, such as disintegrating mortar, cracks in mortar joints, loose bricks, or damaged plaster on the interior.</p>	<p>Removing non-deteriorated mortar from sound joints and then repointing the entire building to achieve a more uniform appearance.</p>
<p>Removing deteriorated lime mortar carefully by hand raking the joints to avoid damaging the masonry.</p>	
<p>Using power tools only on horizontal joints on brick masonry in conjunction with hand chiseling to remove hard mortar that is deteriorated or that is a non-historic material which is causing damage to the masonry units. Mechanical tools should be used only by skilled masons in limited circumstances and generally not on short, vertical joints in brick masonry.</p>	<p>Allowing unskilled workers to use masonry saws or mechanical tools to remove deteriorated mortar from joints prior to repointing.</p>
<p>Duplicating historic mortar joints in strength, composition, color, and texture when repointing is necessary. In some cases, a lime-based mortar may also be considered when repointing Portland cement mortar because it is more flexible.</p>	<p>Repointing masonry units with mortar of high Portland cement content (unless it is the content of the historic mortar).</p> <p>Using “surface grouting” or a “scrub” coating technique, such as a “sack rub” or “mortar washing,” to repoint exterior masonry units instead of traditional repointing methods.</p> <p>Repointing masonry units (other than concrete) with a synthetic caulking compound instead of mortar.</p>
<p>Duplicating historic mortar joints in width and joint profile when repointing is necessary.</p>	<p>Changing the width or joint profile when repointing.</p>
<p>Repairing stucco by removing the damaged material and patching with new stucco that duplicates the old in strength, composition, color, and texture.</p>	<p>Removing sound stucco or repairing with new stucco that is different in composition from the historic stucco.</p> <p>Patching stucco or concrete without removing the source of deterioration.</p> <p>Replacing deteriorated stucco with synthetic stucco, an exterior finish and insulation system (EFIS), or other non-traditional materials.</p>

## MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Using mud plaster or a compatible lime-plaster adobe render, when appropriate, to repair adobe.	Applying cement stucco, unless it already exists, to adobe.
Sealing joints in concrete with appropriate flexible sealants and backer rods, when necessary.	
Cutting damaged concrete back to remove the source of deterioration, such as corrosion on metal reinforcement bars. The new patch must be applied carefully so that it will bond satisfactorily with and match the historic concrete.	Patching damaged concrete without removing the source of deterioration.



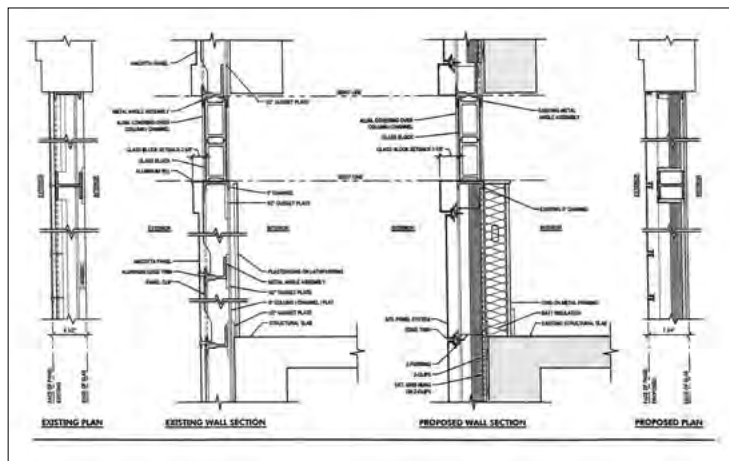
[5] Rebars in the reinforced concrete ceiling have rusted, causing the concrete to spall. The rebars must be cleaned of rust before the concrete can be patched.

[6] Some areas of the concrete brise soleil screen on this building constructed in 1967 are badly deteriorated. If the screen cannot be repaired, it may be replaced in kind or with a composite substitute material with the same appearance as the concrete.





[7] (a) J.W. Knapp's Department Store, built 1937-38, in Lansing, MI, was constructed with a proprietary material named "Maul Macotta" made of enameled steel and cast-in-place concrete panels. Prior to its rehabilitation, a building inspection revealed that, due to a flaw in the original design and construction, the material was deteriorated beyond repair. The architects for the rehabilitation project devised a replacement system (b) consisting of enameled aluminum panels that matched the original colors (c). Photos and drawing (a-b): Quinn Evans Architects; Photo (c): James Haefner Photography.



## MASONRY: STONE, BRICK, TERRA COTTA, CONCRETE, ADOBE, STUCCO, AND MORTAR

RECOMMENDED	NOT RECOMMENDED
Using a non-corrosive, stainless-steel anchoring system when replacing damaged stone, concrete, or terra-cotta units that have failed.	
Applying non-historic surface treatments, such as water-repellent coatings, to masonry only after repointing and only if masonry repairs have failed to arrest water penetration problems.	Applying waterproof, water-repellent, or non-original historic coatings (such as stucco) to masonry as a substitute for repointing and masonry repairs.
Applying permeable, anti-graffiti coatings to masonry when appropriate.	Applying water-repellent or anti-graffiti coatings that change the historic appearance of the masonry or that may trap moisture if the coating is not sufficiently permeable.
<b>Replacing</b> in kind an entire masonry feature that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples can include large sections of a wall, a cornice, pier, or parapet. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Removing a masonry feature that is unrepairable and not replacing it, or replacing it with a new feature that does not match.  Using substitute material for the replacement that does not convey the same appearance of the surviving components of the masonry feature.
<i>The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.</i>	
<b>Designing the Replacement for Missing Historic Features</b>	
Designing and installing a replacement masonry feature, such as a step or door pediment, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.	Creating an inaccurate appearance because the replacement for the missing masonry feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building.  Introducing a new masonry feature that is incompatible in size, scale, material, or color.

**WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS**

RECOMMENDED	NOT RECOMMENDED
<p><i>Identifying, retaining and preserving</i> wood features that are important in defining the overall historic character of the building (such as siding, cornices, brackets, window and door surrounds, and steps) and their paints, finishes, and colors.</p>	<p>Removing or substantially changing wood features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Removing a major portion of the historic wood from a façade instead of repairing or replacing only the deteriorated wood, then reconstructing the façade with new material to achieve a uniform or “improved” appearance.</p> <p>Changing the type of finish, coating, or historic color of wood features, thereby diminishing the historic character of the exterior.</p> <p>Failing to renew failing paint or other coatings that are historic finishes.</p> <p>Stripping historically-painted surfaces to bare wood and applying a clear finish rather than repainting.</p> <p>Stripping paint or other coatings to reveal bare wood, thereby exposing historically-coated surfaces to the effects of accelerated weathering.</p> <p>Removing wood siding (clapboards) or other covering (such as stucco) from log structures that were covered historically, which changes their historic character and exposes the logs to accelerated deterioration.</p>
<p><i>Protecting and maintaining</i> wood features by ensuring that historic drainage features that divert rainwater from wood surfaces (such as roof overhangs, gutters, and downspouts) are intact and functioning properly.</p>	<p>Failing to identify and treat the causes of wood deterioration, such as faulty flashing, leaking gutters, cracks and holes in siding, deteriorated caulking in joints and seams, plant material growing too close to wood surfaces, or insect or fungal infestation.</p>

## WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS

### RECOMMENDED

### NOT RECOMMENDED

Applying chemical preservatives or paint to wood features that are subject to weathering, such as exposed beam ends, outriggers, or rafter tails.	Using chemical preservatives (such as creosote) which, unless they were used historically, can change the appearance of wood features.
Implementing an integrated pest management plan to identify appropriate preventive measures to guard against insect damage, such as installing termite guards, fumigating, and treating with chemicals.	
Retaining coatings (such as paint) that protect the wood from moisture and ultraviolet light. Paint removal should be considered only when there is paint surface deterioration and as part of an overall maintenance program which involves repainting or applying other appropriate coatings.	Stripping paint or other coatings from wood features without recoating.



[8] Rotted clapboards have been replaced selectively with new wood siding to match the originals.

**WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS**

<b>RECOMMENDED</b>	<b>NOT RECOMMENDED</b>
Removing damaged or deteriorated paint to the next sound layer using the gentlest method possible (e.g., hand scraping and hand sanding) prior to repainting.	Using potentially-damaging paint-removal methods on wood surfaces, such as open-flame torches, orbital sanders, abrasive methods (including sandblasting, other media blasting, or high-pressure water), or caustic paint-removers.  Removing paint that is firmly adhered to wood surfaces.
Using chemical strippers primarily to supplement other methods such as hand scraping, hand sanding, and thermal devices.	Failing to neutralize the wood thoroughly after using chemical paint removers so that new paint may not adhere.  Removing paint from detachable wood features by soaking them in a caustic solution, which may roughen the surface, split the wood, or result in staining from residual acids leaching out of the wood.
Using biodegradable or environmentally-safe cleaning or paint-removal products.	
Using paint-removal methods that employ a poultice to which paint adheres, when possible, to neatly and safely remove old lead paint.	
Using thermal devices (such as infrared heaters) carefully to remove paint when it is so deteriorated that total removal is necessary prior to repainting.	Using a thermal device to remove paint from wood features without first checking for and removing any flammable debris behind them.  Using thermal devices without limiting the amount of time the wood feature is exposed to heat.
Using coatings that encapsulate lead paint, when possible, where the paint is not required to be removed to meet environmental regulations.	
Applying compatible paint coating systems to historically-painted wood following proper surface preparation.	Failing to follow manufacturers' product and application instructions when repainting wood features.
Repainting historically-painted wood features with colors that are appropriate to the building and district.	Using paint colors on historically-painted wood features that are not appropriate to the building or district.

**WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS**

**RECOMMENDED**

**NOT RECOMMENDED**

Protecting adjacent materials when working on other wood features.	Failing to protect adjacent materials when working on wood features.
Evaluating the overall condition of the wood to determine whether more than protection and maintenance, such as repairs to wood features, will be necessary.	Failing to undertake adequate measures to ensure the protection of wood features.



[9] Smooth-surfaced cementitious siding (left) may be used to replace deteriorated wood siding only on secondary elevations that have minimal visibility.

[10] **Not Recommended:** Cementitious siding with a raised wood-grain texture is not an appropriate material to replace historic wood siding, which has a smooth surface when painted.





**WOOD: CLAPBOARD, WEATHERBOARD, SHINGLES, AND OTHER FUNCTIONAL AND DECORATIVE ELEMENTS**

RECOMMENDED	NOT RECOMMENDED
<p><b>Repairing</b> wood by patching, splicing, consolidating, or otherwise reinforcing the wood using recognized conservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of wood features when there are surviving prototypes, such as brackets, molding, or sections of siding.</p>	<p>Removing wood that could be stabilized, repaired, and conserved, or using untested consolidants and unskilled personnel, potentially causing further damage to historic materials.</p> <p>Replacing an entire wood feature, such as a cornice or balustrade, when repair of the wood and limited replacement of deteriorated or missing components is feasible.</p>
<p><b>Replacing</b> in kind an entire wood feature that is too deteriorated to repair (if the overall form and detailing are still evident) using physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such wood features include a cornice, entablature, or a balustrade. If using wood is not feasible, then a compatible substitute material may be considered.</p>	<p>Removing a wood feature that is unrepairable and not replacing it, or replacing it with a new feature that does not match.</p> <p>Using substitute material for the replacement that does not convey the same appearance of the surviving components of the wood feature.</p>
<p>Replacing a deteriorated wood feature or wood siding on a <i>primary or other highly-visible</i> elevation with a new matching wood feature.</p>	<p>Replacing a deteriorated wood feature or wood siding on a <i>primary or other highly-visible elevation</i> with a composite substitute material.</p>
<p><i>The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.</i></p>	
<p><b>Designing the Replacement for Missing Historic Features</b></p>	
<p>Designing and installing a replacement masonry feature, such as a step or door pediment, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.</p>	<p>Creating an inaccurate appearance because the replacement for the missing masonry feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building.</p> <p>Introducing a new wood feature that is incompatible in size, scale, material, or color.</p>

## METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

### RECOMMENDED

### NOT RECOMMENDED

<p><b>Identifying, retaining, and preserving</b> metal features that are important in defining the overall historic character of the building (such as columns, capitals, pilasters, spandrel panels, or stairways) and their paints, finishes, and colors. The type of metal should be identified prior to work because each metal has its own properties and may require a different treatment.</p>	<p>Removing or substantially changing metal features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Removing a major portion of the historic metal from a façade instead of repairing or replacing only the deteriorated metal, then reconstructing the façade with new material to achieve a uniform or “improved” appearance.</p>
<p><b>Protecting and maintaining</b> metals from corrosion by providing proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.</p>	<p>Failing to identify and treat the causes of corrosion, such as moisture from leaking roofs or gutters.</p> <p>Placing incompatible metals together without providing an appropriate separation material. Such incompatibility can result in galvanic corrosion of the less noble metal (e.g., copper will corrode cast iron, steel, tin, and aluminum).</p>
<p>Cleaning metals when necessary to remove corrosion prior to repainting or applying appropriate protective coatings.</p>	<p>Leaving metals that must be protected from corrosion uncoated after cleaning.</p>

[11] The stainless steel doors at the entrance to this Art Deco apartment building are important in defining its historic character and should be retained in place.



**METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC**

RECOMMENDED	NOT RECOMMENDED
<p>Identifying the particular type of metal prior to any cleaning procedure and then testing to ensure that the gentlest cleaning method possible is selected; or, alternatively, determining that cleaning is inappropriate for the particular metal.</p>	<p>Using cleaning methods which alter or damage the color, texture, or finish of the metal, or cleaning when it is inappropriate for the particular metal.</p> <p>Removing the patina from historic metals. The patina may be a protective layer on some metals (such as bronze or copper) as well as a distinctive finish.</p>
<p>Using non-corrosive chemical methods to clean soft metals (such as lead, tinplate, terneplate, copper, and zinc) whose finishes can be easily damaged by abrasive methods.</p>	<p>Cleaning soft metals (such as lead, tinplate, terneplate, copper, and zinc) with abrasive methods (including sandblasting, other abrasive media, or high-pressure water) which will damage the surface of the metal.</p>
<p>Using the least abrasive cleaning method for hard metals (such as cast iron, wrought iron, and steel) to remove paint buildup and corrosion. If hand scraping and wire brushing have proven ineffective, low-pressure abrasive methods may be used as long as they do not abrade or damage the surface.</p>	<p>Using high-pressure abrasive techniques (including sandblasting, other media blasting, or high-pressure water) without first trying gentler cleaning methods prior to cleaning cast iron, wrought iron, or steel.</p>
<p>Applying appropriate paint or other coatings to historically-coated metals after cleaning to protect them from corrosion.</p>	<p>Applying paint or other coatings to metals (such as copper, bronze or stainless steel) if they were not coated historically, unless a coating is necessary for maintenance.</p>
<p>Repainting historically-painted metal features with colors that are appropriate to the building and district.</p>	<p>Using paint colors on historically-painted metal features that are not appropriate to the building or district.</p>
<p>Applying an appropriate protective coating (such as lacquer or wax) to a metal feature that was historically unpainted, such as a bronze door, which is subject to heavy use.</p>	

## METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

### RECOMMENDED

### NOT RECOMMENDED

Protecting adjacent materials when cleaning or removing paint from metal features.	Failing to protect adjacent materials when working on metal features.
Evaluating the overall condition of metals to determine whether more than protection and maintenance, such as repairs to metal features, will be necessary.	Failing to undertake adequate measures to ensure the protection of metal features.



[12] This historic steel window has been cleaned, repaired, and primed in preparation for painting and reglazing.



[13] The gold-colored, anodized aluminum geodesic dome of the former Citizen's State Bank in Oklahoma City, OK, built in 1958 and designed by Robert Roloff, makes this a distinctive mid-20th century building.



[14] Interior cast-iron columns have been cleaned and repainted as part of the rehabilitation of this historic market building for continuing use.



[15] New enameled-metal panels were replicated to replace the original panels, which were too deteriorated to repair, when the storefront of this early 1950s building was recreated.

## METALS: WROUGHT AND CAST IRON, STEEL, PRESSED METAL, TERNEPLATE, COPPER, ALUMINUM, AND ZINC

### RECOMMENDED

### NOT RECOMMENDED

<p><b>Repairing</b> metal by reinforcing the metal using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of features when there are surviving prototypes, such as column capitals or bases, store-fronts, railings and steps, or window hoods.</p>	<p>Removing metals that could be stabilized, repaired, and conserved, or using improper repair techniques, or unskilled personnel, potentially causing further damage to historic materials.</p>
<p><b>Replacing</b> in kind an entire metal feature that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such a feature could include cast-iron porch steps or steel-sash windows. If using the same kind of material is not feasible, then a compatible substitute material may be considered.</p>	<p>Replacing an entire metal feature, such as a column or balustrade, when repair of the metal and limited replacement of deteriorated or missing components are feasible.</p> <p>Removing a metal feature that is unrepairable and not replacing it, or replacing it with a new metal feature that does not match.</p> <p>Using a substitute material for the replacement that does not convey the same appearance of the surviving components of the metal feature or that is physically or chemically incompatible.</p>
<p><i>The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.</i></p>	
<p><b>Designing the Replacement for Missing Historic Features</b></p>	
<p>Designing and installing a replacement metal feature, such as a metal cornice or cast-iron column, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.</p>	<p>Creating an inaccurate appearance because the replacement for the missing metal feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building.</p> <p>Introducing a new metal feature that is incompatible in size, scale, material, or color.</p>

## ROOFS

<b>RECOMMENDED</b>	<b>NOT RECOMMENDED</b>
<p><b><i>Identifying, retaining, and preserving</i></b> roofs and their functional and decorative features that are important in defining the overall historic character of the building. The form of the roof (gable, hipped, gambrel, flat, or mansard) is significant, as are its decorative and functional features (such as cupolas, cresting, parapets, monitors, chimneys, weather vanes, dormers, ridge tiles, and snow guards), roofing material (such as slate, wood, clay tile, metal, roll roofing, or asphalt shingles), and size, color, and patterning.</p>	<p>Removing or substantially changing roofs which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Removing a major portion of the historic roof or roofing material that is repairable, then rebuilding it with new material to achieve a more uniform or “improved” appearance.</p> <p>Changing the configuration or shape of a roof by adding highly visible new features (such as dormer windows, vents, skylights, or a penthouse).</p> <p>Stripping the roof of sound historic material, such as slate, clay tile, wood, or metal.</p>
<p><b><i>Protecting and maintaining</i></b> a roof by cleaning gutters and downspouts and replacing deteriorated flashing. Roof sheathing should also be checked for indications of moisture due to leaks or condensation.</p>	<p>Failing to clean and maintain gutters and downspouts properly so that water and debris collect and cause damage to roof features, sheathing, and the underlying roof structure.</p>
<p>Providing adequate anchorage for roofing material to guard against wind damage and moisture penetration.</p>	<p>Allowing flashing, caps, and exposed fasteners to corrode, which accelerates deterioration of the roof.</p>
<p>Protecting a leaking roof with a temporary waterproof membrane with a synthetic underlayment, roll roofing, plywood, or a tarpaulin until it can be repaired.</p>	<p>Leaving a leaking roof unprotected so that accelerated deterioration of historic building materials (such as masonry, wood, plaster, paint, and structural members) occurs.</p>
<p>Repainting a roofing material that requires a protective coating and was painted historically (such as a terneplate metal roof or gutters) as part of regularly-scheduled maintenance.</p>	<p>Failing to repaint a roofing material that requires a protective coating and was painted historically as part of regularly-scheduled maintenance.</p>
<p>Applying compatible paint coating systems to historically-painted roofing materials following proper surface preparation.</p>	<p>Applying paint or other coatings to roofing material if they were not coated historically.</p>
<p>Protecting a roof covering when working on other roof features.</p>	<p>Failing to protect roof coverings when working on other roof features.</p>
<p>Evaluating the overall condition of the roof and roof features to determine whether more than protection and maintenance, such as repairs to roof features, will be necessary.</p>	<p>Failing to undertake adequate measures to ensure the protection of roof features.</p>

## ROOFS

### RECOMMENDED

**Repairing** a roof by ensuring that the existing historic or compatible non-historic roof covering is sound and waterproof. Repair may include the limited replacement in kind or with a compatible substitute material of missing materials (such as wood shingles, slates, or tiles) on a main roof, as well as those extensively deteriorated or missing components of features when there are surviving prototypes, such as ridge tiles, dormer roofing, or roof monitors.

Using corrosion-resistant roof fasteners (e.g., nails and clips) to repair a roof to help extend its longevity.

### NOT RECOMMENDED

Replacing an entire roof feature when repair of the historic roofing materials and limited replacement of deteriorated or missing components are feasible.



[16] The deteriorated asphalt shingles of this porch roof are being replaced in kind with matching shingles.



**ROOFS**

<b>RECOMMENDED</b>	<b>NOT RECOMMENDED</b>
<p><b>Replacing</b> in kind an entire roof covering or feature that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. Examples of such a feature could include a large section of roofing, a dormer, or a chimney. If using the same kind of material is not feasible, then a compatible substitute material may be considered.</p>	<p>Removing a feature of the roof that is unrepairable and not replacing it, or replacing it with a new roof feature that does not match.</p> <p>Using a substitute material for the replacement that does not convey the same appearance of the roof covering or the surviving components of the roof feature or that is physically or chemically incompatible.</p>
<p>Replacing only missing or damaged roofing tiles or slates rather than replacing the entire roof covering.</p>	<p>Failing to reuse intact slate or tile in good condition when only the roofing substrate or fasteners need replacement.</p>
<p>Replacing an incompatible roof covering or any deteriorated non-historic roof covering with historically-accurate roofing material, if known, or another material that is compatible with the historic character of the building.</p>	
<p><i>The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.</i></p>	
<b>Designing the Replacement for Missing Historic Features</b>	
<p>Designing and installing a new roof covering for a missing roof or a new feature, such as a dormer or a monitor, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.</p>	<p>Creating an inaccurate appearance because the replacement for the missing roof feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building.</p> <p>Introducing a new roof feature that is incompatible in size, scale, material, or color.</p>

## ROOFS

### RECOMMENDED

### NOT RECOMMENDED

#### Alterations and Additions for a New Use

Installing mechanical and service equipment on the roof (such as heating and air-conditioning units, elevator housing, or solar panels) when required for a new use so that they are inconspicuous on the site and from the public right-of-way and do not damage or obscure character-defining historic features.

Installing roof-top mechanical or service equipment so that it damages or obscures character-defining roof features or is conspicuous on the site or from the public right-of-way.

Designing rooftop additions, elevator or stair towers, decks or terraces, dormers, or skylights when required by a new or continuing use so that they are inconspicuous and minimally visible on the site and from the public right-of-way and do not damage or obscure character-defining historic features.

Changing a character-defining roof form, or damaging or destroying character-defining roofing material as a result of an incompatible rooftop addition or improperly-installed or highly-visible mechanical equipment.

Installing a green roof or other roof landscaping, railings, or furnishings that are not visible on the site or from the public right-of-way and do not damage the roof structure.

Installing a green roof or other roof landscaping, railings, or furnishings that are visible on the site and from the public right-of-way.



[17] New wood elements have been used selectively to replace rotted wood on the underside of the roof in this historic warehouse.

## WINDOWS

RECOMMENDED	NOT RECOMMENDED
<p><b>Identifying, retaining, and preserving</b> windows and their functional and decorative features that are important to the overall character of the building. The window material and how the window operates (e.g., double hung, casement, awning, or hopper) are significant, as are its components (including sash, muntins, ogee lugs, glazing, pane configuration, sills, mullions, casings, or brick molds) and related features, such as shutters.</p>	<p>Removing or substantially changing windows or window features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Changing the appearance of windows that contribute to the historic character of the building by replacing materials, finishes, or colors which noticeably change the sash, depth of the reveal, and muntin configurations; the reflectivity and color of the glazing; or the appearance of the frame.</p> <p>Obscuring historic wood window trim with metal or other material.</p> <p>Replacing windows solely because of peeling paint, broken glass, stuck sash, or high air infiltration. These conditions, in themselves, do not indicate that windows are beyond repair.</p>
<p><b>Protecting and maintaining</b> the wood or metal which comprises the window jamb, sash, and trim through appropriate treatments, such as cleaning, paint removal, and reapplication of protective coating systems.</p>	<p>Failing to protect and maintain window materials on a cyclical basis so that deterioration of the window results.</p>
<p>Protecting windows against vandalism before work begins by covering them and by installing alarm systems that are keyed into local protection agencies.</p>	<p>Leaving windows unprotected and subject to vandalism before work begins, thereby also allowing the interior to be damaged if it can be accessed through unprotected windows.</p>
<p>Making windows weathertight by recaulking gaps in fixed joints and replacing or installing weatherstripping.</p>	
<p>Protecting windows from chemical cleaners, paint, or abrasion during work on the exterior of the building.</p>	<p>Failing to protect historic windows from chemical cleaners, paint, or abrasion when work is being done on the exterior of the building.</p>
<p>Protecting and retaining historic glass when replacing putty or repairing other components of the window.</p>	<p>Failing to protect the historic glass when making window repairs.</p>

## WINDOWS

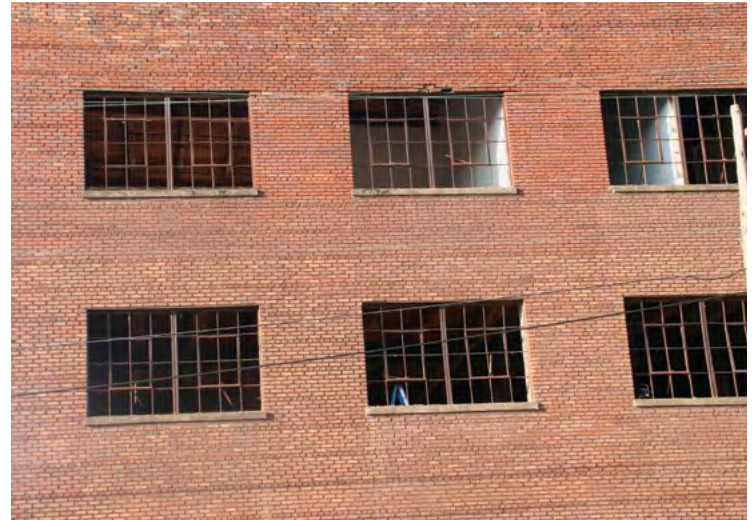
RECOMMENDED	NOT RECOMMENDED
Sustaining the historic operability of windows by lubricating friction points and replacing broken components of the operating system (such as hinges, latches, sash chains or cords) and replacing deteriorated gaskets or insulating units.	Failing to maintain windows and window components so that windows are inoperable, or sealing operable sash permanently.
Adding storm windows with a matching or a one-over-one pane configuration that will not obscure the characteristics of the historic windows. Storm windows improve energy efficiency and are especially beneficial when installed over wood windows because they also protect them from accelerated deterioration.	Failing to repair and reuse window hardware such as sash lifts, latches, and locks.
Adding interior storm windows as an alternative to exterior storm windows when appropriate.	



[18] The historic metal storm windows in this 1920s office building were retained and repaired during the rehabilitation project.



[19] Installing a mockup of a proposed replacement window can be helpful to evaluate how well the new windows will match the historic windows that are missing or too deteriorated to repair.



[20 a-d] The original steel windows in this industrial building were successfully repaired as part of the rehabilitation project (left).

## WINDOWS

RECOMMENDED	NOT RECOMMENDED
Installing sash locks, window guards, removable storm windows, and other reversible treatments to meet safety, security, or energy conservation requirements.	
Evaluating the overall condition of the windows to determine whether more than protection and maintenance, such as repairs to windows and window features, will be necessary.	Failing to undertake adequate measures to ensure the protection of window features.
<b>Repairing</b> window frames and sash by patching, splicing, consolidating, or otherwise reinforcing them using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated, broken, or missing components of features when there are surviving prototypes, such as sash, sills, hardware, or shutters.	Removing window features that could be stabilized, repaired, or conserved using untested consolidants, improper repair techniques, or unskilled personnel, potentially causing further damage to the historic materials.  Replacing an entire window when repair of the window and limited replacement of deteriorated or missing components are feasible.
Removing glazing putty that has failed and applying new putty; or, if glass is broken, carefully removing all putty, replacing the glass, and reputtying.	
Installing new glass to replace broken glass which has the same visual characteristics as the historic glass.	
<b>Replacing</b> in kind an entire window that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Removing a character-defining window that is unrepairable or is not needed for the new use and blocking up the opening, or replacing it with a new window that does not match.  Using substitute material for the replacement that does not convey the same appearance of the surviving components of the window or that is physically incompatible.



[21] The windows on the lower floor, which were too deteriorated to repair, were replaced with new steel windows matching the upper-floor historic windows that were retained.

## WINDOWS

<b>RECOMMENDED</b>	<b>NOT RECOMMENDED</b>
Modifying a historic single-glazed sash to accommodate insulated glass when it will not jeopardize the soundness of the sash or significantly alter its appearance.	Modifying a historic single-glazed sash to accommodate insulated glass when it will jeopardize the soundness of the sash or significantly alter its appearance.
Using low-e glass with the least visible tint in new or replacement windows.	Using low-e glass with a dark tint in new or replacement windows, thereby negatively impacting the historic character of the building.
Using window grids rather than true divided lights on windows on the upper floors of high-rise buildings if they will not be noticeable.	Using window grids rather than true divided lights on windows in low-rise buildings or on lower floors of high-rise buildings where they will be noticeable, resulting in a change to the historic character of the building.
Ensuring that spacer bars in between double panes of glass are the same color as the window sash.	Using spacer bars in between double panes of glass that are not the same color as the window sash.
Replacing all of the components in a glazing system if they have failed because of faulty design or materials that have deteriorated with new material that will improve the window performance without noticeably changing the historic appearance.	Replacing all of the components in a glazing system with new material that will noticeably change the historic appearance.
Replacing incompatible, non-historic windows with new windows that are compatible with the historic character of the building; or reinstating windows in openings that have been filled in.	
<i>The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.</i>	
<b>Designing the Replacement for Missing Historic Features</b>	
Designing and installing a new window or its components, such as frames, sash, and glazing, when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.	<p>Creating an inaccurate appearance because the replacement for the missing window is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building.</p> <p>Installing replacement windows made from other materials that are not the same as the material of the original windows if they would have a noticeably different appearance from the remaining historic windows.</p>



(a)



(b)



(c)

[22] **Not Recommended:** (a-b) The original wood windows in this late-19<sup>th</sup>-century building, which were highly decorative, could likely have been repaired and retained. (c) Instead, they were replaced with new windows that do not match the detailing of the historic windows and, therefore, do not meet the Standards (above).





[23] (a) This deteriorated historic wood window was repaired and retained (b) in this rehabilitation project.



## WINDOWS

### RECOMMENDED

### NOT RECOMMENDED

#### Alterations and Additions for a New Use

Adding new window openings on rear or other secondary, less-visible elevations, if required by a new use. The new openings and the windows in them should be compatible with the overall design of the building but, in most cases, not duplicate the historic fenestration.

Changing the number, location, size, or glazing pattern of windows on primary or highly-visible elevations which will alter the historic character of the building.

Cutting new openings on character-defining elevations or cutting new openings that damage or destroy significant features.

Adding balconies at existing window openings or new window openings on primary or other highly-visible elevations where balconies never existed and, therefore, would be incompatible with the historic character of the building.

Replacing windows that are too deteriorated to repair using the same sash and pane configuration, but with new windows that operate differently, if necessary, to accommodate a new use. Any change must have minimal visual impact. Examples could include replacing hopper or awning windows with casement windows, or adding a realigned and enlarged operable portion of industrial steel windows to meet life-safety codes.

Replacing a window that contributes to the historic character of the building with a new window that is different in design (such as glass divisions or muntin profiles), dimensions, materials (wood, metal, or glass), finish or color, or location that will have a noticeably different appearance from the historic windows, which may negatively impact the character of the building.

Installing impact-resistant glazing, when necessary for security, so that it is compatible with the historic windows and does not damage them or negatively impact their character.

Installing impact-resistant glazing, when necessary for security, that is incompatible with the historic windows and that damages them or negatively impacts their character.

Using compatible window treatments (such as frosted glass, appropriate shades or blinds, or shutters) to retain the historic character of the building when it is necessary to conceal mechanical equipment, for example, that the new use requires be placed in a location behind a window or windows on a primary or highly-visible elevation.

Removing a character-defining window to conceal mechanical equipment or to provide privacy for a new use of the building by blocking up the opening.

## ENTRANCES AND PORCHES

### RECOMMENDED

### NOT RECOMMENDED



[24] Rotted boards in the beaded-board porch ceiling are being replaced with new matching beaded board.

<p><b>Identifying, retaining, and preserving</b> entrances and porches and their functional and decorative features that are important in defining the overall historic character of the building. The materials themselves (including masonry, wood, and metal) are significant, as are their features, such as doors, transoms, pilasters, columns, balustrades, stairs, roofs, and projecting canopies.</p>	<p>Removing or substantially changing entrances and porches which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Cutting new entrances on a primary façade.</p> <p>Altering utilitarian or service entrances so they compete visually with the historic primary entrance; increasing their size so that they appear significantly more important; or adding decorative details that cannot be documented to the building or are incompatible with the building's historic character.</p>
<p>Retaining a historic entrance or porch even though it will no longer be used because of a change in the building's function.</p>	<p>Removing a historic entrance or porch that will no longer be required for the building's new use.</p>
<p><b>Protecting and maintaining</b> the masonry, wood, and metals which comprise entrances and porches through appropriate surface treatments, such as cleaning, paint removal, and reapplication of protective coating systems.</p>	<p>Failing to protect and maintain entrance and porch materials on a cyclical basis so that deterioration of entrances and porches results.</p>
<p>Protecting entrances and porches against arson and vandalism before work begins by covering them and by installing alarm systems keyed into local protection agencies.</p>	<p>Leaving entrances and porches unprotected and subject to vandalism before work begins, thereby also allowing the interior to be damaged if it can be accessed through unprotected entrances.</p>
<p>Protecting entrance and porch features when working on other features of the building.</p>	<p>Failing to protect materials and features when working on other features of the building.</p>
<p>Evaluating the overall condition of entrances and porches to determine whether more than protection and maintenance, such as repairs to entrance and porch features, will be necessary.</p>	<p>Failing to undertake adequate measures to ensure the protection of entrance and porch features.</p>
<p><b>Repairing</b> entrances and porches by patching, splicing, consolidating, and otherwise reinforcing them using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated features or missing components of features when there are surviving prototypes, such as balustrades, columns, and stairs.</p>	<p>Removing entrances and porches that could be stabilized, repaired, and conserved, or using untested consolidants, improper repair techniques, or unskilled personnel, potentially causing further damage to historic materials.</p> <p>Replacing an entire entrance or porch feature when repair of the feature and limited replacement of deteriorated or missing components are feasible.</p>

## ENTRANCES AND PORCHES

### RECOMMENDED

**Replacing** in kind an entire entrance or porch that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered.

### NOT RECOMMENDED

Removing an entrance or porch that is unrepairable and not replacing it, or replacing it with a new entrance or porch that does not match.

Using a substitute material for the replacement that does not convey the same appearance of the surviving components of entrance or porch features or that is physically incompatible.



[25] The new infill designs for the garage door openings in this commercial building (a) converted for restaurant use and in this mill building (b) rehabilitated for residential use are compatible with the historic character of the buildings.

## ENTRANCES AND PORCHES

<b>RECOMMENDED</b>	<b>NOT RECOMMENDED</b>
<i>The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.</i>	
<b>Designing the Replacement for Missing Historic Features</b>	
<p>Designing and installing a new entrance or porch when the historic feature is completely missing or has previously been replaced by one that is incompatible. It may be an accurate restoration based on documentary and physical evidence, but only when the historic entrance or porch to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.</p>	<p>Creating an inaccurate appearance because the replacement for the missing entrance or porch is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building.</p>
<b>Alterations and Additions for a New Use</b>	
<p>Enclosing historic porches on secondary elevations only, when required by a new use, in a manner that preserves the historic character of the building (e.g., using large sheets of glass and recessing the enclosure wall behind existing posts and balustrades).</p>	<p>Enclosing porches in a manner that results in a diminution or loss of historic character by using solid materials rather than clear glazing, or by placing the enclosure in front of, rather than behind, the historic features.</p>
<p>Designing and constructing additional entrances or porches on secondary elevations when required for the new use in a manner that preserves the historic character of the building (i.e., ensuring that the new entrance or porch is clearly subordinate to historic primary entrances or porches).</p>	<p>Constructing secondary or service entrances and porches that are incompatible in size and scale or detailing with the historic building or that obscure, damage, or destroy character-defining features.</p>

[26] **Not Recommended:** Installing a screened enclosure is never recommended on a front or otherwise prominent historic porch. In limited instances, it may be possible to add screening on a porch at the rear or on a secondary façade; however, the enclosure should match the color of the porch and be placed behind columns and railings so that it does not obscure these features.



## STOREFRONTS

## RECOMMENDED

**Identifying, retaining, and preserving** storefronts and their functional and decorative features that are important in defining the overall historic character of the building. The storefront materials (including wood, masonry, metals, ceramic tile, clear glass, and pigmented structural glass) and the configuration of the storefront are significant, as are features, such as display windows, base panels, bulkheads, signs, doors, transoms, kick plates, corner posts, piers, and entablatures. The removal of inappropriate, non-historic cladding, false mansard roofs, and other later, non-significant alterations can help reveal the historic character of the storefront.

Retaining later, non-original features that have acquired significance over time.

## NOT RECOMMENDED

Removing or substantially changing storefronts and their features which are important in defining the overall historic character of the building so that, as a result, the character is diminished.

Changing the storefront so that it has a residential rather than commercial appearance.

Introducing features from an earlier period that are not compatible with the historic character of the storefront.

Changing the location of the storefront's historic main entrance.

Replacing or covering a glass transom with solid material or inappropriate signage, or installing an incompatible awning over it.

Removing later features that may have acquired significance.



[28] This new storefront, which replaced one that was missing, is compatible with the historic character of the building.

## STOREFRONTS

<b>RECOMMENDED</b>	<b>NOT RECOMMENDED</b>
<p><b><i>Protecting and maintaining</i></b> masonry, wood, glass, ceramic tile, and metals which comprise storefronts through appropriate treatments, such as cleaning, paint removal, and reapplication of protective coating systems.</p>	<p>Failing to protect and maintain storefront materials on a cyclical basis so that deterioration of storefront features results.</p>
<p>Protecting storefronts against arson and vandalism before work begins by covering windows and doors and by installing alarm systems keyed into local protection agencies.</p>	<p>Leaving the storefront unprotected and subject to vandalism before work begins, thereby also allowing the interior to be damaged if it can be accessed through unprotected entrances.</p>
<p>Protecting the storefront when working on other features of the building.</p>	<p>Failing to protect the storefront when working on other features of the building.</p>
<p>Evaluating the overall condition of the storefront to determine whether more than protection and maintenance, such as repairs to storefront features, will be necessary.</p>	<p>Failing to undertake adequate measures to ensure the protection of storefront features.</p>



[27] This original c. 1940s storefront, with its character-defining angled and curved glass display window and recessed entrance with a decorative terrazzo paving, is in good condition and should be retained in a rehabilitation project.

## STOREFRONTS

## RECOMMENDED

## NOT RECOMMENDED

**Repairing** storefronts by patching, splicing, consolidating, or otherwise reinforcing them using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing components of storefronts when there are surviving prototypes, such as transoms, base panels, kick plates, piers, or signs.

Removing storefronts that could be stabilized, repaired, and conserved, or using untested consolidants, improper repair techniques, or unskilled personnel, potentially causing further damage to historic materials.

**Replacing** in kind an entire storefront that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature or when the replacement can be based on historic documentation. If using the same kind of material is not feasible, then a compatible substitute material may be considered.

Replacing a storefront feature when repair of the feature and limited replacement of deteriorated or missing components are feasible.

Using a substitute material for the replacement that does not convey the same appearance of the surviving components of the storefront or that is physically incompatible.

Removing a storefront that is unrepairable and not replacing it or replacing it with a new storefront that does not match.

*The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.*

**Designing the Replacement for Missing Historic Features**

Designing and installing a new storefront when the historic storefront is completely missing or has previously been replaced by one that is incompatible. It may be an accurate restoration based on documentary and physical evidence, but only when the historic storefront to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.

Creating an inaccurate appearance because the replacement for the missing storefront is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature to be replaced did not coexist with the features currently on the building.

Using new, over-scaled, or internally-lit signs unless there is a historic precedent for them or using other types of signs that obscure, damage, or destroy character-defining features of the storefront and the building.



## STOREFRONTS

<b>RECOMMENDED</b>	<b>NOT RECOMMENDED</b>
<p>Replacing missing awnings or canopies that can be historically documented to the building, or adding new signage, awnings, or canopies that are compatible with the historic character of the building.</p>	<p>Adding vinyl awnings, or other awnings that are inappropriately sized or shaped, which are incompatible with the historic character of the building; awnings that do not extend over the entire length of the storefront; or large canopies supported by posts that project out over the sidewalk, unless their existence can be historically documented.</p>
<b>Alterations and Additions for a New Use</b>	
<p>Retaining the glazing and the transparency (i.e., which allows the openness of the interior to be experienced from the exterior) that is so important in defining the character of a historic storefront when the building is being converted for residential use. Window treatments (necessary for occupants' privacy) should be installed that are uniform and compatible with the commercial appearance of the building, such as screens or wood blinds. When display cases still exist behind the storefront, the screening should be set at the back of the display case.</p>	<p>Replacing storefront glazing with solid material for occupants' privacy when the building is being converted for residential use.</p> <p>Installing window treatments in storefront windows that have a residential appearance, which are incompatible with the commercial character of the building.</p> <p>Installing window treatments that are not uniform in a series of repetitive storefront windows.</p>



[29] The rehabilitation of the 1910 Māālaea General Store (a), which served the workers' camp at the Wailuku Sugar Company on the Hawaiian island of Maui, included the reconstruction of the original parapet (b).



## CURTAIN WALLS

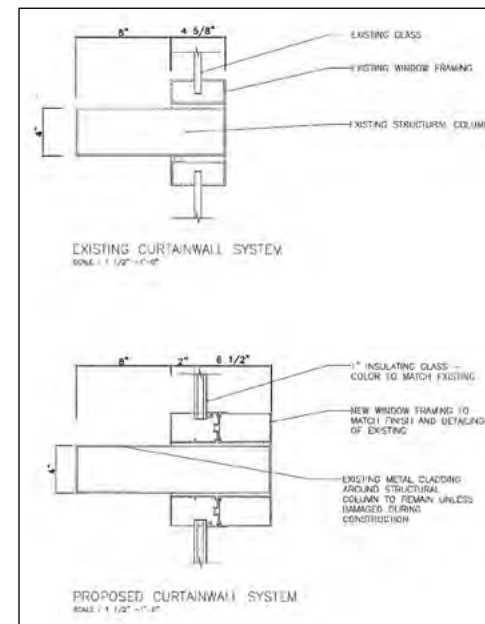
RECOMMENDED	NOT RECOMMENDED
<p><b>Identifying, retaining, and preserving</b> curtain wall systems and their components (metal framing members and glass or opaque panels) that are important in defining the overall historic character of the building. The design of the curtain wall is significant, as are its component materials (metal stick framing and panel materials, such as clear or spandrel glass, stone, terra cotta, metal, and fiber-reinforced plastic), appearance (e.g., glazing color or tint, transparency, and reflectivity), and whether the glazing is fixed, operable or louvered glass panels. How a curtain wall is engineered and fabricated, and the fact that it expands and contracts at a different rate from the building's structural system, are important to understand when undertaking the rehabilitation of a curtain wall system.</p>	<p>Removing or substantially changing curtain wall components which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Replacing historic curtain wall features instead of repairing or replacing only the deteriorated components.</p>
<p><b>Protecting and maintaining</b> curtain walls and their components through appropriate surface treatments, such as cleaning, paint removal, and reapplication of protective coating systems; and by making them watertight and ensuring that sealants and gaskets are in good condition.</p>	<p>Failing to protect and maintain curtain wall components on a cyclical basis so that deterioration of curtain walls results.</p> <p>Failing to identify, evaluate, and treat various causes of curtain wall failure, such as open gaps between components where sealants have deteriorated or are missing.</p>
<p>Protecting ground-level curtain walls from vandalism before work begins by covering them, while ensuring adequate ventilation, and by installing alarm systems keyed into local protection agencies.</p>	<p>Leaving ground-level curtain walls unprotected and subject to vandalism before work begins, thereby also allowing the interior to be damaged if it can be accessed through unprotected glazing.</p>
<p>Protecting curtain walls when working on other features of the building.</p>	<p>Failing to protect curtain walls when working on other features of the building.</p>
<p>Cleaning curtain wall systems only when necessary to halt deterioration or to remove heavy soiling.</p>	<p>Cleaning curtain wall systems when they are not heavily soiled, thereby needlessly introducing chemicals or moisture into historic materials.</p>

## CURTAIN WALLS

RECOMMENDED	NOT RECOMMENDED
Carrying out cleaning tests, when it has been determined that cleaning is appropriate, using only cleaning materials that will not damage components of the system, including factory-applied finishes. Test areas should be examined to ensure that no damage has resulted.	Cleaning curtain wall systems without testing or using cleaning materials that may damage components of the system.
Evaluating the overall condition of curtain walls to determine whether more than protection and maintenance, such as repair of curtain wall components, will be necessary.	Failing to undertake adequate measures to protect curtain wall components.
<b>Repairing</b> curtain walls by ensuring that they are watertight by augmenting existing components or replacing deteriorated or missing sealants or gaskets, where necessary, to seal any gaps between system components. Repair may include the limited replacement of those extensively deteriorated or missing components of curtain walls when there are surviving prototypes.	Removing curtain wall components that could be repaired or using improper repair techniques.  Replacing an entire curtain wall system when repair of materials and limited replacement of deteriorated or missing components are feasible.
Applying sealants carefully so that they are not readily visible.	
<b>Replacing</b> in kind a component or components of a curtain wall system that are too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature. If using the same kind of material is not feasible, then a compatible substitute material may be considered as long as it has the same finish and appearance.	Removing a curtain wall component or the entire system, if necessary, that is unrepairable and not replacing it or replacing it with a new component or system that does not convey the same appearance.
Replacing masonry, metal, glass, or other components of a curtain wall system (or the entire system, if necessary) which have failed because of faulty design with substitutes that match the original as closely as possible and which will reestablish the viability and performance of the system.	Using substitute material for the replacement that does not convey the same appearance of the surviving components of the curtain wall or that is physically incompatible.



[30] Rather than replace the original curtain wall system of the 1954 Simms Building in Albuquerque, NM, with a different color tinted glass or coat it with a non-historic reflective film, the HVAC system was updated to improve energy efficiency. Photo: Harvey M. Kaplan.



[31 a-c:] (a) The rehabilitation of the First Federal Savings and Loan Association building in Birmingham, AL, constructed in 1961, required replacing the deteriorated historic curtain wall system because the framing and the fasteners holding the spandrel glass and the windows had failed. (b) Comparative drawings show that the differences between the replacement system, which incorporated new insulated glass to meet wind-load requirements, and the original system are minimal. (c) The replacement system, shown after completion of the project, has not altered the historic character of the building.



## CURTAIN WALLS

### RECOMMENDED

### NOT RECOMMENDED

*The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.*

#### Designing the Replacement for Missing Historic Features

Designing and installing a new curtain wall or its components when the historic feature is completely missing. It may be an accurate restoration based on documentary and physical evidence, but only when the historic feature to be replaced coexisted with the features currently on the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.

Creating an inaccurate appearance because the replacement for the missing curtain wall component is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature did not coexist with the features currently on the building.

Introducing a new curtain wall component that is incompatible in size, scale, material, color, and finish.

#### Alterations and Additions for a New Use

Installing new glazing or an entire new curtain wall system, when necessary to meet safety-code requirements, with dimensions, detailing, materials, colors, and finish as close as possible to the historic curtain wall components.

Installing new glazing or an entire new curtain wall system, when necessary to meet safety-code requirements, with dimensions and detailing that is significantly different from the historic curtain wall components.

Installing impact-resistant glazing, when necessary for security, so that it is compatible with the historic windows and does not damage them or negatively impact their character.

Installing impact-resistant glazing in a curtain wall system, when necessary for security, that is incompatible with the historic curtain walls and damages them or negatively impacts their character.

## STRUCTURAL SYSTEMS

### RECOMMENDED

### NOT RECOMMENDED

<p><b>Identifying, retaining, and preserving</b> structural systems and visible features of systems that are important in defining the overall historic character of the building. This includes the materials that comprise the structural system (i.e., wood, metal and masonry), the type of system, and its features, such as posts and beams, trusses, summer beams, vigas, cast-iron or masonry columns, above-grade stone foundation walls, or load-bearing masonry walls.</p>	<p>Removing or substantially changing visible features of historic structural systems which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Overloading the existing structural system, or installing equipment or mechanical systems which could damage the structure.</p> <p>Replacing a load-bearing masonry wall that could be augmented and retained.</p> <p>Leaving known structural problems untreated, such as deflected beams, cracked and bowed walls, or racked structural members.</p>
<p><b>Protecting and maintaining</b> the structural system by keeping gutters and downspouts clear and roofing in good repair; and by ensuring that wood structural members are free from insect infestation.</p>	<p>Failing to protect and maintain the structural system on a cyclical basis so that deterioration of the structural system results.</p> <p>Using treatments or products that may retain moisture, which accelerates deterioration of structural members.</p>

[33] Retaining as much as possible of the historic wood sill plate and replacing only the termite-damaged wood is always the preferred and recommended treatment.



## STRUCTURAL SYSTEMS

<b>RECOMMENDED</b>	<b>NOT RECOMMENDED</b>
<p>Evaluating the overall condition of the structural system to determine whether more than protection and maintenance, such as repairs to structural features, will be necessary.</p>	<p>Failing to undertake adequate measures to ensure the protection of structural systems.</p>
<p><b>Repairing</b> the structural system by augmenting individual components, using recognized preservation methods. For example, weakened structural members (such as floor framing) can be paired or sistered with a new member, braced, or otherwise supplemented and reinforced.</p>	<p>Upgrading the building structurally in a manner that diminishes the historic character of the exterior or that damages interior features or spaces.</p> <p>Replacing a historic structural feature in its entirety or in part when it could be repaired or augmented and retained.</p>



[32] (a-b) The rehabilitation of the 1892 Carson Block Building in Eureka, CA, for its owner, the Northern California Indian Development Council, included recreating the missing corner turret and sensitively introducing seismic reinforcement (c) shown here (opposite page) in a secondary upper floor office space. Photos: Page & Turnbull.

## STRUCTURAL SYSTEMS

RECOMMENDED	NOT RECOMMENDED
Installing seismic or structural reinforcement, when necessary, in a manner that minimizes its impact on the historic fabric and character of the building.	
<b>Replacing</b> in kind or with a compatible substitute material large portions or entire features of the structural system that are either extensively damaged or deteriorated or that are missing when there are surviving prototypes, such as cast-iron columns, trusses, or masonry walls. Substitute material must be structurally sufficient, physically compatible with the rest of the system, and, where visible, must have the same form, design, and appearance as the historic feature.	<p>Using substitute material that does not equal the load-bearing capabilities of the historic material; does not convey the same appearance of the historic material, if it is visible; or is physically incompatible.</p> <p>Installing a visible or exposed structural replacement feature that does not match.</p>
Replacing to match any interior features or finishes that may have to be removed to gain access to make structural repairs, and reusing salvageable material.	





## STRUCTURAL SYSTEMS

### RECOMMENDED

### NOT RECOMMENDED

*The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.*

#### Alterations and Additions for a New Use

Limiting any new excavations next to historic foundations to avoid undermining the structural stability of the building or adjacent historic buildings. The area next to the building foundation should be investigated first to ascertain potential damage to site features or archeological resources.	Carrying out excavations or regrading land adjacent to a historic building which could cause the historic foundation to settle, shift, or fail, or which could destroy significant archeological resources.
Correcting structural deficiencies needed to accommodate a new use in a manner that preserves the structural system and individual character-defining features.	Making substantial changes to significant interior spaces or damaging or destroying features or finishes that are character defining to correct structural deficiencies.
Designing and installing new mechanical or electrical equipment, when necessary, in a manner that minimizes the number and size of cuts or holes in structural members.	Installing new mechanical or electrical equipment in a manner which reduces the load-bearing capacity of historic structural members.
Inserting a new floor when required for the new use if it does not negatively impact the historic character of the interior space; and if it does not damage the structural system, does not abut window glazing, and is not visible from the exterior of the building.	Inserting a new floor that damages or destroys the structural system or abuts window glazing and is visible from the exterior of the building and, thus, negatively impacts its historic character.
Creating an atrium, light court, or lightwell to provide natural light when required for a new use only when it can be done in a manner that preserves the structural system and the historic character of the building.	Removing structural features to create an atrium, light court, or lightwell if it negatively impacts the historic character of the building.

## MECHANICAL SYSTEMS: HEATING, AIR CONDITIONING, ELECTRICAL, AND PLUMBING

RECOMMENDED	NOT RECOMMENDED
<p><b>Identifying, retaining, and preserving</b> visible features of early mechanical systems that are important in defining the overall historic character of the building, such as radiators, vents, fans, grilles, and plumbing and lighting fixtures.</p>	<p>Removing or substantially changing visible features of mechanical systems that are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p>
<p><b>Protecting and maintaining</b> mechanical, plumbing, and electrical systems and their features through cyclical maintenance.</p>	<p>Failing to protect and maintain a functioning mechanical system, plumbing, and electrical systems and their visible features on a cyclical basis so that their deterioration results.</p>
<p>Improving the energy efficiency of existing mechanical systems to help reduce the need for a new system by installing storm windows, insulating attics and crawl spaces, or adding awnings, if appropriate.</p>	
<p>Evaluating the overall condition of mechanical systems to determine whether more than protection and maintenance, such as repairs to mechanical system components, will be necessary.</p>	<p>Failing to undertake adequate measures to ensure the protection of mechanical system components.</p>
<p><b>Repairing</b> mechanical systems by augmenting or upgrading system components (such as installing new pipes and ducts), rewiring, or adding new compressors or boilers.</p>	<p>Replacing a mechanical system when its components could be upgraded and retained.</p>
<p><b>Replacing</b> in kind or with a compatible substitute material those extensively deteriorated or missing visible features of mechanical systems when there are surviving prototypes, such as ceiling fans, radiators, grilles, or plumbing fixtures.</p>	<p>Installing a visible replacement feature of a mechanical system, if it is important in defining the historic character of the building, that does not convey the same appearance.</p>

## MECHANICAL SYSTEMS: HEATING, AIR CONDITIONING, ELECTRICAL, AND PLUMBING

<b>RECOMMENDED</b>	<b>NOT RECOMMENDED</b>
<i>The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.</i>	
<b>Alterations and Additions for a New Use</b>	
Installing a new mechanical system, if required, so that it results in the least alteration possible to the historic building and its character-defining features.	Installing a new mechanical system so that character-defining structural or interior features are radically changed, damaged, or destroyed.
Providing adequate structural support for the new mechanical equipment.	Failing to consider the weight and design of new mechanical equipment so that, as a result, historic structural members or finished surfaces are weakened or cracked.
Installing new mechanical and electrical systems and ducts, pipes, and cables in closets, service areas, and wall cavities to preserve the historic character of the interior space.	Installing systems and ducts, pipes, and cables in walls or ceilings in a manner that results in extensive loss or damage or otherwise obscures historic building materials and character-defining features.
Concealing HVAC ductwork in finished interior spaces, when possible, by installing it in secondary spaces (such as closets, attics, basements, or crawl spaces) or in appropriately-located, furred-down soffits.	Leaving HVAC ductwork exposed in most finished spaces or installing soffits in a location that will negatively impact the historic character of the interior or exterior of the building.
Installing exposed ductwork in a finished space when necessary to protect and preserve decorative or other features (such as column capitals, pressed-metal or ornamental plaster ceilings, coffers, or beams) that is painted, and appropriately located so that it will have minimal impact on the historic character of the space.	Installing exposed ductwork in a finished space when necessary to protect and preserve decorative or other features that is not painted, or is located where it will negatively impact the historic character of the space.
Lowering ceilings, installing a dropped ceiling, or constructing soffits to conceal ductwork in a finished space when this will not result in extensive loss or damage to historic materials or decorative and other features, and will not change the overall character of the space or the exterior appearance of the building (i.e., lowered ceilings or soffits visible through window glazing).	Lowering ceilings, installing a dropped ceiling, or constructing soffits to conceal ductwork in a finished space in a manner that results in extensive loss or damage to historic materials or decorative and other features, and will change the overall character of the space or the exterior appearance of the building.

## MECHANICAL SYSTEMS: HEATING, AIR CONDITIONING, ELECTRICAL, AND PLUMBING

RECOMMENDED	NOT RECOMMENDED
Installing appropriately located, exposed ductwork in historically-unfinished interior spaces in industrial or utilitarian buildings.	
Installing a split system mechanical unit in a manner that will have minimal impact on the historic character of the interior and result in minimal loss of historic building material.	Installing a split system mechanical unit without considering its impact on the historic character of the interior or the potential loss of historic building material.
Installing heating or air conditioning window units only when the installation of any other system would result in significant damage or loss of historic materials or features.	
Installing mechanical equipment on the roof, when necessary, so that it is minimally visible to preserve the building's historic character and setting.	Installing mechanical equipment on the roof that is overly large or highly visible and negatively impacts the historic character of the building or setting.
Placing air conditioning compressors in a location on a secondary elevation of the historic building that is not highly visible.	Placing air conditioning compressors where they are highly visible and negatively impact the historic character of the building or setting.

[34] The new ceiling ducts installed during the conversion of this historic office building into apartments are minimal in design and discretely placed above the windows.



## INTERIOR SPACES, FEATURES, AND FINISHES

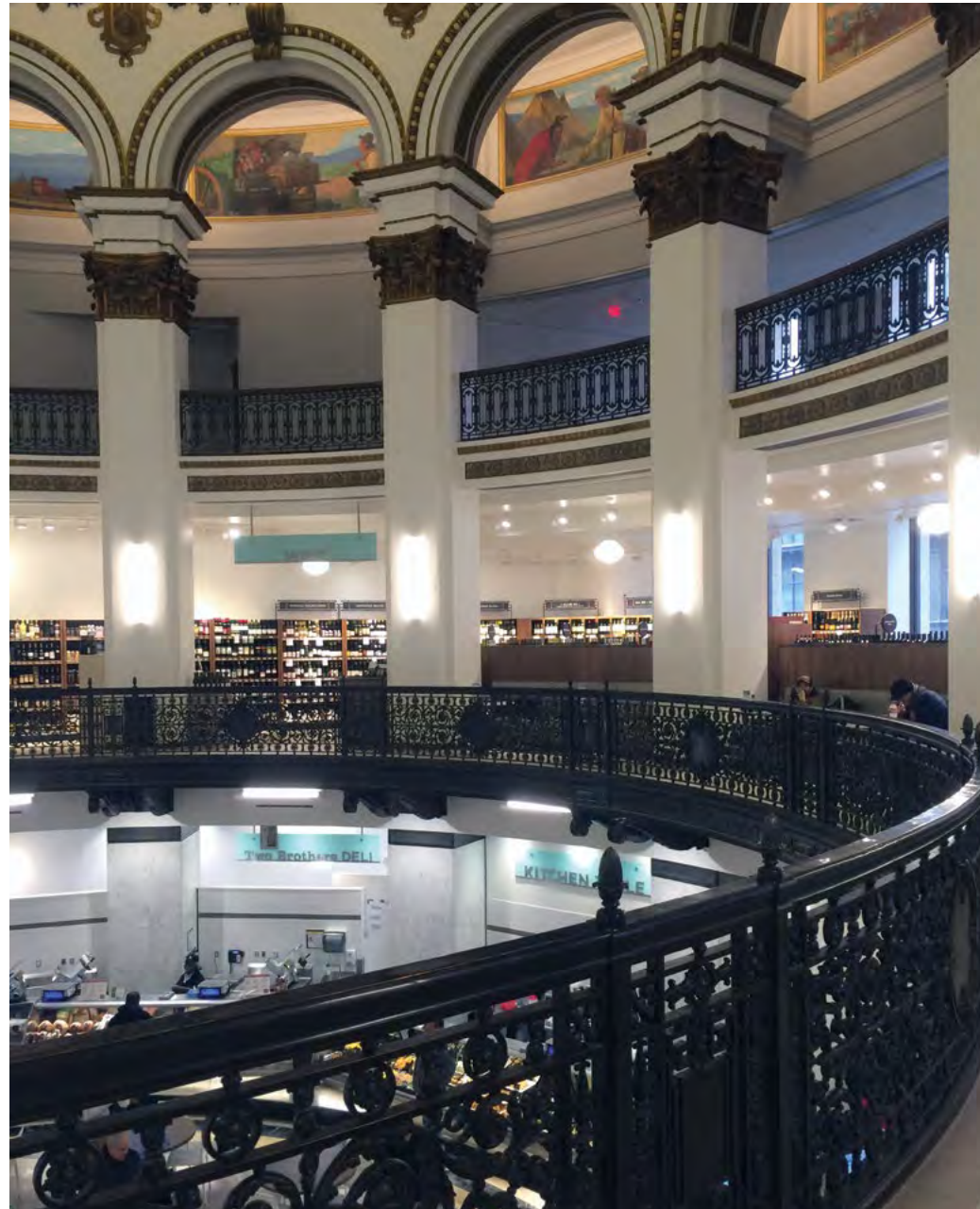
<b>RECOMMENDED</b>	<b>NOT RECOMMENDED</b>
<p><i>Identifying, retaining, and preserving</i> a floor plan or interior spaces, features, and finishes that are important in defining the overall historic character of the building. Significant spatial characteristics include the size, configuration, proportion, and relationship of rooms and corridors; the relationship of features to spaces; and the spaces themselves, such as lobbies, lodge halls, entrance halls, parlors, theaters, auditoriums, gymnasiums, and industrial and commercial interiors. Color, texture, and pattern are important characteristics of features and finishes, which can include such elements as columns, plaster walls and ceilings, flooring, trim, fireplaces and mantels, paneling, light fixtures, hardware, decorative radiators, ornamental grilles and registers, windows, doors, and transoms; plaster, paint, wallpaper and wall coverings, and special finishes, such as marbling and graining; and utilitarian (painted or unpainted) features, including wood, metal, or concrete exposed columns, beams, and trusses and exposed load-bearing brick, concrete, and wood walls.</p>	<p>Altering a floor plan, or interior spaces (including individual rooms), features, and finishes, which are important in defining the overall historic character of the building so that, as a result, the character is diminished.</p> <p>Altering the floor plan by demolishing principal walls and partitions for a new use.</p> <p>Altering or destroying significant interior spaces by inserting additional floors or lofts; cutting through floors to create lightwells, light courts, or atriums; lowering ceilings; or adding new walls or removing historic walls.</p> <p>Relocating an interior feature, such as a staircase, so that the circulation pattern and the historic relationship between features and spaces are altered.</p> <p>Installing new material that obscures or damages character-defining interior features or finishes.</p> <p>Removing paint, plaster, or other finishes from historically-finished interior surfaces to create a new appearance (e.g., removing plaster to expose brick walls or a brick chimney breast, stripping paint from wood to stain or varnish it, or removing a plaster ceiling to expose unfinished beams).</p> <p>Applying paint, plaster, or other coatings to surfaces that have been unfinished historically, thereby changing their character.</p> <p>Changing the type of finish or its color, such as painting a historically-varnished wood feature, or removing paint from a historically-painted feature.</p>

## INTERIOR SPACES, FEATURES, AND FINISHES

RECOMMENDED	NOT RECOMMENDED
Retaining decorative or other character-defining features or finishes that typify the showroom or interior of a historic store, such as a pressed-metal ceiling, a beaded-board ceiling, or wainscoting.	Removing decorative or other character-defining features or finishes that typify the showroom or interior of a historic store, such as a pressed-metal ceiling, a beaded-board ceiling, or wainscoting.
<b>Protecting and maintaining</b> historic materials (including plaster, masonry, wood, and metals) which comprise interior spaces through appropriate surface treatments, such as cleaning, paint removal, and reapplication of protective coating systems.	Failing to protect and maintain interior materials and finishes on a cyclical basis so that deterioration of interior features results.
Protecting interior features and finishes against arson and vandalism before project work begins by erecting temporary fencing or by covering broken windows and open doorways, while ensuring adequate ventilation, and by installing alarm systems keyed into local protection agencies.	Leaving the building unprotected and subject to vandalism before work begins, thereby allowing the interior to be damaged if it can be accessed through unprotected entrances.
Protecting interior features (such as a staircase, mantel, flooring, or decorative finishes) from damage during project work by covering them with plywood, heavy canvas, or plastic sheeting.	Failing to protect interior features and finishes when working on the interior.

[35] (a) Although deteriorated, the historic school corridor, shown on the left, with its character-defining features, including doors and transoms, was retained and repaired as part of the rehabilitation project (b).





[36] The elaborate features and finishes of this historic banking hall in the Union Trust Company Building, in Cleveland, OH, were retained and repaired as part of its conversion into a food market.

## INTERIOR SPACES, FEATURES, AND FINISHES

RECOMMENDED	NOT RECOMMENDED
Removing damaged or deteriorated paint and finishes only to the next sound layer using the gentlest method possible prior to repainting or refinishing using compatible paint or other coating systems.	Using potentially damaging methods, such as open-flame torches or abrasive techniques, to remove paint or other coatings.  Removing paint that is firmly adhered to interior surfaces.
Using abrasive cleaning methods only on the interior of industrial or warehouse buildings with utilitarian, unplastered masonry walls and where wood features are not finished, molded, beaded, or worked by hand. Low-pressure abrasive cleaning (e.g., sand-blasting or other media blasting) should only be considered if test patches show no surface damage and after gentler methods have proven ineffective.	Using abrasive methods anywhere but utilitarian and industrial interior spaces or when there are other methods that are less likely to damage the surface of the material.
Evaluating the overall condition of the interior materials, features, and finishes to determine whether more than protection and maintenance, such as repairs to features and finishes, will be necessary.	Failing to undertake adequate measures to ensure the protection of interior materials, features, and finishes.
<b>Repairing</b> interior features and finishes by patching, splicing, consolidating, or otherwise reinforcing the materials using recognized preservation methods. Repairs may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing parts of interior features when there are surviving prototypes, such as stairs, balustrades, wood paneling, columns, decorative wall finishes, and ornamental pressed-metal or plaster ceilings. Repairs should be physically and visually compatible.	Removing materials that could be repaired or using improper repair techniques.  Replacing an entire interior feature (such as a staircase, mantel, or door surround) or a finish (such as a plaster) when repair of materials and limited replacement of deteriorated or missing components are feasible.





[37] Exposed and painted ducts were appropriately installed here in a retail space in Denver's historic Union Station after considering other options that would have impacted the ceiling height, or damaged or obscured the ornamental plaster crown molding. *Photo: Heritage Consulting Group.*

[38] The rehabilitation project retained the industrial character of this historic factory building, which included installation of a fire-rated, clear glass enclosure that allows the stairway, an important interior feature, to remain visible.



[39] Leaving the ceiling structure exposed and installing exposed ductwork where it does not impact the windows, are appropriate treatments when rehabilitating an industrial building for another use.



## INTERIOR SPACES, FEATURES, AND FINISHES

### RECOMMENDED

### NOT RECOMMENDED

**Replacing** in kind an entire interior feature that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature. Examples could include wainscoting, window and door surrounds, or stairs. If using the same kind of material is not feasible, then a compatible substitute material may be considered.

Removing a character-defining interior feature that is unrepairable and not replacing it, or replacing it with a new feature or finish that does not match the historic feature.

Using a substitute material for the replacement that does not convey the same appearance of the interior feature or that is physically incompatible.

Using a substitute material for the replacement that does not convey the same appearance of the interior feature or that is physically incompatible.

*The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.*

#### Designing the Replacement for Missing Historic Features

Designing and installing a new interior feature or finish when the historic feature or finish is completely missing. This could include missing walls, stairs, mantels, wood trim, and plaster, or even entire rooms if the historic spaces, features, and finishes are missing or have been destroyed by inappropriate alterations. The design may be an accurate restoration based on documentary and physical evidence, but only when the feature or finish to be replaced coexisted with the features currently in the building. Or, it may be a new design that is compatible with the size, scale, material, and color of the historic building.

Creating an inaccurate appearance because the replacement for the missing feature is based upon insufficient physical or historic documentation; is not a compatible design; or because the feature did not coexist with the feature currently on the building.

Introducing a new interior feature or finish that is incompatible in size, scale, material, color, and finish.

#### Alterations and Additions for a New Use

Installing new or additional systems required for a new use for the building, such as bathrooms and mechanical equipment, in secondary spaces to preserve the historic character of the most significant interior spaces.

Subdividing primary spaces, lowering ceilings, or damaging or obscuring character-defining features (such as fireplaces, windows, or stairways) to accommodate a new use for the building.

## INTERIOR SPACES, FEATURES, AND FINISHES

<b>RECOMMENDED</b>	<b>NOT RECOMMENDED</b>
Installing new mechanical and electrical systems and ducts, pipes, and cables in closets, service areas, and wall cavities to preserve the historic character of interior spaces, features, and finishes.	Installing ducts, pipes, and cables where they will obscure character-defining features or negatively impact the historic character of the interior.
Creating open work areas, when required by the new use, by selectively removing walls only in secondary spaces, less significant upper floors, or other less-visible locations to preserve primary public spaces and circulation systems.	
Retaining the configuration of corridors, particularly in buildings with multiple floors with repetitive plans (such as office and apartment buildings or hotels), where not only the floor plan is character defining, but also the width and the length of the corridor, doorways, transoms, trim, and other features, such as wainscoting and glazing.	Making extensive changes to the character of significant historic corridors by narrowing or radically shortening them, or removing their character-defining features.
Reusing decorative material or features that had to be removed as part of the rehabilitation work (including baseboards, door casing, paneled doors, and wainscoting) and reusing them in areas where these features are missing or are too deteriorated to repair.	Discarding historic material when it can be reused to replace missing or damaged features elsewhere in the building, or reusing material in a manner that may convey a false sense of history.
Installing permanent partitions in secondary, rather than primary, spaces whenever feasible. Removable partitions or partial-height walls that do not destroy the sense of space often may be installed in large character-defining spaces when required by a new use.	Installing partitions that abut windows and glazing or that damage or obscure character-defining spaces, features, or finishes.
Enclosing a character-defining interior stairway, when required by code, with fire-rated glass walls or large, hold-open doors so that the stairway remains visible and its historic character is retained.	Enclosing a character-defining interior stairway for safety or functional reasons in a manner that conceals it or destroys its character.
Locating new, code-required stairways or elevators in secondary and service areas of the historic building.	Making incompatible changes or damaging or destroying character-defining spaces, features, or finishes when adding new code-required stairways and elevators.



**[41] Not Recommended:** Leaving fragments of deteriorated or “sculpted” plaster is not a compatible treatment for either finished or unfinished interior spaces.

**[40] Not Recommended:** Removing a finished ceiling and leaving the structure exposed in a historic retail space does not meet the Standards for Rehabilitation.



**INTERIOR SPACES, FEATURES, AND FINISHES**

<b>RECOMMENDED</b>	<b>NOT RECOMMENDED</b>
Creating an atrium, light court, or lightwell to provide natural light when required for a new use only when it can be done in a manner that preserves significant interior spaces, features, and finishes or important exterior elevations.	Destroying or damaging character-defining interior spaces, features, or finishes, or damaging the structural system to create an atrium, light court, or lightwell.
Inserting a new floor, mezzanine, or loft when required for a new use if it does not damage or destroy significant interior features and finishes and is not visible from the exterior of the building.	Inserting a new floor, mezzanine, or loft that damages or destroys significant interior features or abuts window glazing and is visible from the exterior of the building, and, thus, negatively impacts its historic character.
Inserting a new floor, when necessary for a new use, only in large assembly spaces that are secondary to another assembly space in the building; in a space that has been greatly altered; or where character-defining features have been lost or are too deteriorated to repair.	Inserting a new floor in significant, large assembly spaces with distinctive features and finishes, which negatively impacts their historic character.
Installing exposed ductwork in a finished space when necessary to protect and preserve decorative or other features (such as column capitals, ornamental plaster or pressed-metal ceilings, coffers, or beams) that is designed, painted, and appropriately located so that it will have minimal impact on the historic character of the space.	Installing exposed ductwork in a finished space when necessary to protect and preserve decorative or other features that is not painted, or is located where it will negatively impact the historic character of the space.
Lowering ceilings, installing a dropped ceiling, or constructing soffits to conceal ductwork in a finished space when they will not result in extensive loss or damage to historic materials or decorative and other features, and will not change the overall character of the space or the exterior appearance of the building (i.e., lowered ceilings or soffits visible through window glazing).	Lowering ceilings, installing a dropped ceiling, or constructing soffits to conceal ductwork in a finished space in a manner that results in extensive loss or damage to historic materials or decorative and other features, and will change the overall character of the space or the exterior appearance of the building.
Installing a split system mechanical unit in a manner that will have minimal impact on the historic character of the interior and will result in minimal loss of historic building material.	Installing a split system mechanical unit without considering its impact on the historic character of the interior or the potential loss of historic building material.

## BUILDING SITE

### RECOMMENDED

**Identifying, retaining, and preserving** features of the building site that are important in defining its overall historic character. Site features may include walls, fences, or steps; circulation systems, such as walks, paths or roads; vegetation, such as trees, shrubs, grass, orchards, hedges, windbreaks, or gardens; landforms, such as hills, terracing, or berms; furnishings and fixtures, such as light posts or benches; decorative elements, such as sculpture, statuary, or monuments; water features, including fountains, streams, pools, lakes, or irrigation ditches; and subsurface archeological resources, other cultural or religious features, or burial grounds which are also important to the site.

### NOT RECOMMENDED

Removing or substantially changing buildings and their features or site features which are important in defining the overall historic character of the property so that, as a result, the character is diminished.



[42] This garden is an important character-defining landscape feature on this college campus.

**BUILDING SITE**

<b>RECOMMENDED</b>	<b>NOT RECOMMENDED</b>
Retaining the historic relationship between buildings and the landscape.	<p>Removing or relocating buildings or landscape features, thereby destroying the historic relationship between buildings and the landscape.</p> <p>Removing or relocating buildings on a site or in a complex of related historic structures (such as a mill complex or farm), thereby diminishing the historic character of the site or complex.</p> <p>Moving buildings onto the site, thereby creating an inaccurate historic appearance.</p> <p>Changing the grade level of the site if it diminishes its historic character. For example, lowering the grade adjacent to a building to maximize use of a basement, which would change the historic appearance of the building and its relation to the site.</p>
<b><i>Protecting and maintaining</i></b> buildings and site features by providing proper drainage to ensure that water does not erode foundation walls, drain toward the building, or damage or erode the landscape.	Failing to ensure that site drainage is adequate so that buildings and site features are damaged or destroyed; or, alternatively, changing the site grading so that water does not drain properly.
Correcting any existing irrigation that may be wetting the building excessively.	Neglecting to correct any existing irrigation that may be wetting the building excessively.
Minimizing disturbance of the terrain around buildings or elsewhere on the site, thereby reducing the possibility of destroying or damaging important landscape features, archeological resources, other cultural or religious features, or burial grounds.	Using heavy machinery or equipment in areas where it may disturb or damage important landscape features, archeological resources, other cultural or religious features, or burial grounds.
Surveying and documenting areas where the terrain will be altered to determine the potential impact to important landscape features, archeological resources, other cultural or religious features, or burial grounds.	Failing to survey the building site prior to beginning work, which may result in damage or loss of important landscape features, archeological resources, other cultural or religious features, or burial grounds.

## BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Protecting (e.g., preserving in place) important site features, archeological resources, other cultural or religious features, or burial grounds.	Leaving known site features or archeological material unprotected so that it is damaged during rehabilitation work.
Planning and carrying out any necessary investigation before rehabilitation begins, using professional archeologists and methods, when preservation in place is not feasible.	Allowing unqualified personnel to perform data recovery on archeological resources, which can result in damage or loss of important archeological material
Preserving important landscape features through regularly-scheduled maintenance of historic plant material.	Allowing important landscape features or archeological resources to be lost, damaged, or to deteriorate due to inadequate protection or lack of maintenance
Protecting the building site and landscape features against arson and vandalism before rehabilitation work begins by erecting temporary fencing and by installing alarm systems keyed into local protection agencies.	Leaving the property unprotected and subject to vandalism before work begins so that the building site and landscape features, archeological resources, other cultural or religious features, or burial grounds can be damaged or destroyed.  Removing or destroying features from the site, such as fencing, paths or walkways, masonry balustrades, or plant material.
Installing protective fencing, bollards, and stanchions on a building site, when necessary for security, that are as unobtrusive as possible.	Installing protective fencing, bollards, and stanchions on a building site, when necessary for security, without taking into consideration their location and visibility so that they negatively impact the historic character of the site.
Providing continued protection and maintenance of buildings and landscape features on the site through appropriate grounds and landscape management.	Failing to protect and maintain materials and features from the restoration period on a cyclical basis so that deterioration of the site results.
Protecting buildings and landscape features when working on the site.	Failing to protect building and landscape features during work on the site or failing to repair damaged or deteriorated site features.



**BUILDING SITE**

<b>RECOMMENDED</b>	<b>NOT RECOMMENDED</b>
<p>Evaluating the overall condition of materials and features to determine whether more than protection and maintenance, such as repairs to site features, will be necessary.</p> <p><b>Repairing</b> historic site features which have been damaged, are deteriorated, or have missing components order reestablish the whole feature and to ensure retention of the integrity of the historic materials. Repairs may include limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing parts of site features when there are surviving prototypes, such as paving, railings, or individual plants within a group (e.g., a hedge). Repairs should be physically and visually compatible.</p>	<p>Failing to undertake adequate measures to ensure the protection of the site.</p> <p>Removing materials and features that could be repaired or using improper repair techniques.</p> <p>Replacing an entire feature of the site (such as a fence, walkway, or drive) when repair of materials and limited replacement of deteriorated or missing components are feasible.</p>



[43] The industrial character of the site was retained when this brewery complex was rehabilitated for residential use.



[44] **Not Recommended:** (a-b) The historic character of this plantation house (marked in blue on plan on opposite page) and its site was diminished and adversely impacted when multiple new buildings like this (#3 on plan) were constructed on the property (c).

## BUILDING SITE

### RECOMMENDED

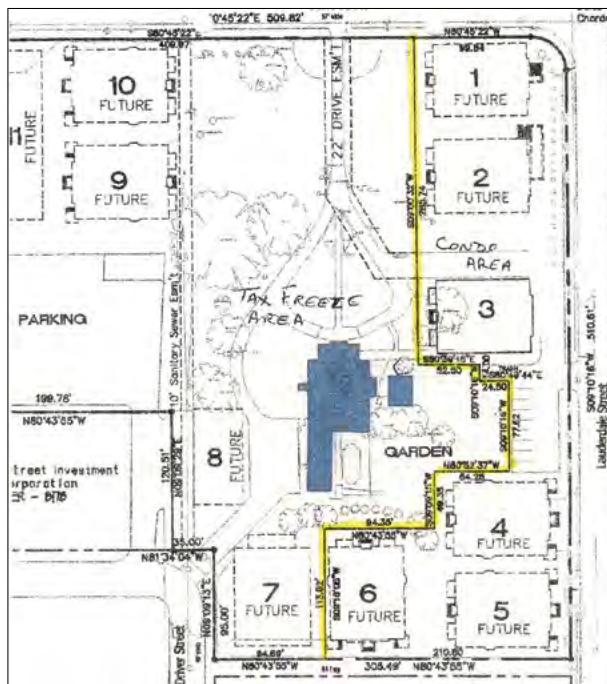
**Replacing** in kind an entire feature of the site that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature. Examples could include a walkway or a fountain, a land form, or plant material. If using the same kind of material is not feasible, then a compatible substitute material may be considered.

### NOT RECOMMENDED

Removing a character-defining feature of the site that is unrepairable and not replacing it, or replacing it with a new feature that does not match.

Using a substitute material for the replacement that does not convey the same appearance of the surviving site feature or that is physically or ecologically incompatible.

Adding conjectural landscape features to the site (such as period reproduction light fixtures, fences, fountains, or vegetation) that are historically inappropriate, thereby creating an inaccurate appearance of the site.



**BUILDING SITE**

**RECOMMENDED**

**NOT RECOMMENDED**

*The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.*

**Designing the Replacement for Missing Historic Features**

Designing and installing a new feature on a site when the historic feature is completely missing. This could include missing outbuildings, terraces, drives, foundation plantings, specimen trees, and gardens. The design may be an accurate restoration based on documentary and physical evidence, but only when the feature to be replaced coexisted with the features currently on the site. Or, it may be a new design that is compatible with the historic character of the building and site.

Creating an inaccurate appearance because the replacement for the missing feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature did not coexist with the features currently on the site.

Introducing a new feature, including plant material, that is visually incompatible with the site or that alters or destroys the historic site patterns or use.

**Alterations and Additions for a New Use**

Designing new onsite features (such as parking areas, access ramps, or lighting), when required by a new use, so that they are as unobtrusive as possible, retain the historic relationship between the building or buildings and the landscape, and are compatible with the historic character of the property.

Locating parking areas directly adjacent to historic buildings where vehicles may cause damage to buildings or landscape features or when they negatively impact the historic character of the building site if landscape features and plant materials are removed.

Designing new exterior additions to historic buildings or adjacent new construction that are compatible with the historic character of the site and preserves the historic relationship between the building or buildings and the landscape.

Introducing new construction on the building site which is visually incompatible in terms of size, scale, design, material, or color, which destroys historic relationships on the site, or which damages or destroys important landscape features, such as replacing a lawn with paved parking areas or removing mature trees to widen a driveway.

Removing non-significant buildings, additions, or site features which detract from the historic character of the site.

Removing a historic building in a complex of buildings or removing a building feature or a landscape feature which is important in defining the historic character of the site.

Locating an irrigation system needed for a new or continuing use of the site where it will not cause damage to historic buildings.

Locating an irrigation system needed for a new or continuing use of the site where it will damage historic buildings.



[45] Undertaking a survey to document archeological resources may be considered in some rehabilitation projects when a new exterior addition is planned.

## SETTING (DISTRICT / NEIGHBORHOOD)

### RECOMMENDED

**Identifying, retaining, and preserving** building and landscape features that are important in defining the overall historic character of the setting. Such features can include circulation systems, such as roads and streets; furnishings and fixtures, such as light posts or benches; vegetation, gardens and yards; adjacent open space, such as fields, parks, commons, or woodlands; and important views or visual relationships.

### NOT RECOMMENDED

Removing or substantially changing those building and landscape features in the setting which are important in defining the historic character so that, as a result, the character is diminished.



[46] The varied size, shapes, and architectural styles of these historic buildings are unique to this street in Christiansted, St. Croix, USVI, and should be retained in a rehabilitation project.

[47] Original paving stones contribute to the character of the historic setting and distinguish this block from other streets in the district.



## SETTING (DISTRICT / NEIGHBORHOOD)

### RECOMMENDED

Retaining the historic relationship between buildings and landscape features in the setting. For example, preserving the relationship between a town common or urban plaza and the adjacent houses, municipal buildings, roads, and landscape and streetscape features.

### NOT RECOMMENDED

Altering the relationship between the buildings and landscape features in the setting by widening existing streets, changing landscape materials, or locating new streets or parking areas where they may negatively impact the historic character of the setting.

Removing or relocating buildings or landscape features, thereby destroying the historic relationship between buildings and the landscape in the setting.



[48] Old police and fire call boxes, which are distinctive features in this historic district, have been retained, and now showcase work by local artists.

[49] Low stone walls are character-defining features in this hilly, early-20th-century residential neighborhood.



## SETTING (DISTRICT / NEIGHBORHOOD)

RECOMMENDED	NOT RECOMMENDED
<b>Protecting and maintaining</b> historic features in the setting through regularly-scheduled maintenance and grounds and landscape management.	Failing to protect and maintain materials in the setting on a cyclical basis so that deterioration of buildings and landscape features results.  Stripping or removing historic features from buildings or the setting, such as a porch, fencing, walkways, or plant material.
Installing protective fencing, bollards, and stanchions in the setting, when necessary for security, that are as unobtrusive as possible.	Installing protective fencing, bollards, and stanchions in the setting, when necessary for security, without taking into consideration their location and visibility so that they negatively impact the historic character of the setting.
Protecting buildings and landscape features when undertaking work in the setting.	Failing to protect buildings and landscape features during work in the setting.
Evaluating the overall condition of materials and features to determine whether more than protection and maintenance, such as repairs to materials and features in the setting, will be necessary.	Failing to undertake adequate measures to ensure the protection of materials and features in the setting.
<b>Repairing</b> features in the setting by reinforcing the historic materials. Repairs may include the replacement in kind or with a compatible substitute material of those extensively deteriorated or missing parts of setting features when there are surviving prototypes, such as fencing, paving materials, trees, and hedgerows. Repairs should be physically and visually compatible.	Failing to repair and reinforce damaged or deteriorated historic materials and features in the setting.  Removing material that could be repaired or using improper repair techniques.  Replacing an entire feature of the building or landscape in the setting when repair of materials and limited replacement of deteriorated or missing components are feasible.

**SETTING (DISTRICT / NEIGHBORHOOD)**

RECOMMENDED	NOT RECOMMENDED
<p><b>Replacing</b> in kind an entire building or landscape feature in the setting that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature. If using the same kind of material is not feasible, then a compatible substitute material may be considered.</p>	<p>Removing a character-defining feature of the building or landscape from the setting that is unrepairable and not replacing it or replacing it with a new feature that does not match.</p> <p>Using a substitute material for the replacement that does not convey the same appearance of the surviving building or landscape feature in the setting or that is physically or ecologically incompatible.</p>
<p><i>The following work is highlighted to indicate that it is specific to Rehabilitation projects and should only be considered after the preservation concerns have been addressed.</i></p>	
<p><b>Designing the Replacement for Missing Historic Features</b></p>	
<p>Designing and installing a new feature of the building or landscape in the setting when the historic feature is completely missing. This could include missing steps, streetlights, terraces, trees, and fences. The design may be an accurate restoration based on documentary and physical evidence, but only when the feature to be replaced coexisted with the features currently in the setting. Or, it may be a new design that is compatible with the historic character of the setting.</p>	<p>Creating an inaccurate appearance because the replacement for the missing feature is based upon insufficient physical or historic documentation; is not a compatible design, or because the feature did not coexist with the features currently in the setting.</p> <p>Introducing a new building or landscape feature that is visually or otherwise incompatible with the setting's historic character (e.g., replacing low metal fencing with a high wood fence).</p>
<p><b>Alterations and Additions for a New Use</b></p>	
<p>Designing new features (such as parking areas, access ramps, or lighting), when required by a new use, so that they are as unobtrusive as possible, retain the historic relationships between buildings and the landscape in the setting, and are compatible with the historic character of the setting.</p>	<p>Locating parking areas directly adjacent to historic buildings where vehicles may cause damage to buildings or landscape features or when they negatively impact the historic character of the setting if landscape features and plant materials are removed.</p>
<p>Designing new exterior additions to historic buildings or adjacent new construction that are compatible with the historic character of the setting that preserve the historic relationship between the buildings and the landscape.</p>	<p>Introducing new construction into historic districts which is visually incompatible or that destroys historic relationships within the setting, or which damages or destroys important landscape features.</p>
<p>Removing non-significant buildings, additions, or landscape features which detract from the historic character of the setting.</p>	<p>Removing a historic building, a building feature, or landscape feature which is important in defining the historic character of the setting.</p>

## CODE-REQUIRED WORK

### RECOMMENDED

### NOT RECOMMENDED

*Sensitive solutions to meeting accessibility and life-safety code requirements are an important part of protecting the historic character of the building and site. Thus, work that must be done to meet use-specific code requirements should be considered early in planning a **Rehabilitation** of a historic building for a new use. Because code mandates are directly related to occupancy, some uses require less change than others and, thus, may be more appropriate for a historic building. Early coordination with code enforcement authorities can reduce the impact of alterations necessary to comply with current codes.*

#### ACCESSIBILITY

Identifying the historic building's character-defining exterior features, interior spaces, features, and finishes, and features of the site and setting which may be affected by accessibility code-required work.

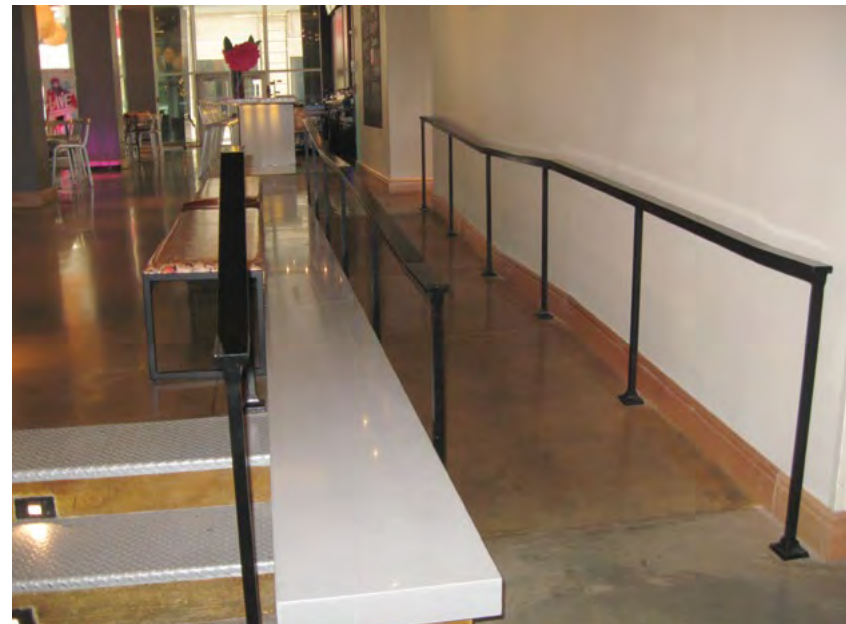
Undertaking accessibility code-required alterations before identifying those exterior features, interior spaces, features, and finishes, and features of the site and setting which are character defining and, therefore, must be preserved.

Complying with barrier-free access requirements in such a manner that the historic building's character-defining exterior features, interior spaces, features, and finishes, and features of the site and setting are preserved or impacted as little as possible.

Altering, damaging, or destroying character-defining exterior features, interior spaces, features, and finishes, or features of the site and setting while making modifications to a building, its site, or setting to comply with accessibility requirements.

[50] This kitchen in a historic apartment complex was rehabilitated to meet accessibility requirements.

[51] A new interior access ramp with a simple metal railing is compatible with the character of this mid-century-modern building.





## CODE-REQUIRED WORK

### RECOMMENDED

### NOT RECOMMENDED

Working with specialists in accessibility and historic preservation to determine the most sensitive solutions to comply with access requirements in a historic building, its site, or setting.	Making changes to historic buildings, their sites, or setting without first consulting with specialists in accessibility and historic preservation to determine the most appropriate solutions to comply with accessibility requirements.
Providing barrier-free access that promotes independence for the user while preserving significant historic features.	Making modifications for accessibility that do not provide independent, safe access while preserving historic features.
Finding solutions to meet accessibility requirements that minimize the impact of any necessary alteration on the historic building, its site, and setting, such as compatible ramps, paths, and lifts.	Making modifications for accessibility without considering the impact on the historic building, its site, and setting.

[52] The access ramp blends in with the stone façade of the First National Bank in Stephenville, TX, and is appropriately located on the side where it does not impact the historic character of the building. Photo: Nancy McCoy, QuimbyMcCoy Preservation Architecture, LLP.



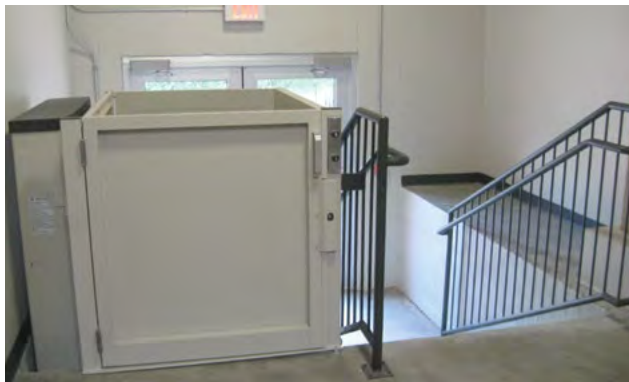
[53] This entrance ramp (right) is compatible with the historic character of this commercial building.



[54] The gently-sloped path in a historic park in Kansas City, MO, which accesses the memorial below, includes a rest area part way up the hill. Photo: STRATA Architecture + Preservation.

## CODE-REQUIRED WORK

RECOMMENDED	NOT RECOMMENDED
Using relevant sections of existing codes regarding accessibility for historic buildings that provide alternative means of code compliance when code-required work would otherwise negatively impact the historic character of the property.	
Minimizing the impact of accessibility ramps by installing them on secondary elevations when it does not compromise accessibility or by screening them with plantings.	Installing elevators, lifts, or incompatible ramps at a primary entrance, or relocating primary entrances to secondary locations to provide access without investigating other options or locations.
Adding a gradual slope or grade to the sidewalk, if appropriate, to access the entrance rather than installing a ramp that would be more intrusive to the historic character of the building and the district.	
Adding an exterior stair or elevator tower that is compatible with the historic character of the building in a minimally-visible location only when it is not possible to accommodate it on the interior without resulting in the loss of significant historic spaces, features, or finishes.	
Installing a lift as inconspicuously as possible when it is necessary to locate it on a primary elevation of the historic building.	
Installing lifts or elevators on the interior in secondary or less significant spaces where feasible.	Installing lifts or elevators on the interior in primary spaces which will negatively impact the historic character of the space.



[55] The lift is compatible with the industrial character of this former warehouse.

CODE-REQUIRED WORK

RECOMMENDED

NOT RECOMMENDED

LIFE SAFETY

<p>Identifying the historic building’s character-defining exterior features, interior spaces, features, and finishes, and features of the site and setting which may be affected by life-safety code-required work.</p>	<p>Undertaking life-safety code-required alterations before identifying those exterior features, interior spaces, features, and finishes, and features of the site and setting which are character defining and, therefore, must be preserved.</p>
<p>Complying with life-safety codes (including requirements for impact-resistant glazing, security, and seismic retrofit) in such a manner that the historic building’s character-defining exterior features, interior spaces, features, and finishes, and features of the site and setting are preserved or impacted as little as possible.</p>	<p>Altering, damaging, or destroying character-defining exterior features, interior spaces, features, and finishes, or features of the site and setting while making modifications to a building, its site, or setting to comply with life-safety code requirements.</p>
<p>Removing building materials only after testing has been conducted to identify hazardous materials, and using only the least damaging abatement methods.</p>	<p>Removing building materials without testing first to identify the hazardous materials, or using potentially damaging methods of abatement.</p>
<p>Providing workers with appropriate personal equipment for protection from hazards on the worksite.</p>	<p>Removing hazardous or toxic materials without regard for workers’ health and safety or environmentally-sensitive disposal of the materials.</p>
<p>Working with code officials and historic preservation specialists to investigate systems, methods, or devices to make the building compliant with life-safety codes to ensure that necessary alterations will be compatible with the historic character of the building.</p>	<p>Making life-safety code-required changes to the building without consulting code officials and historic preservation specialists, with the result that alterations negatively impact the historic character of the building.</p>
<p>Using relevant sections of existing codes regarding life safety for historic buildings that provide alternative means of code compliance when code-required work would otherwise negatively impact the historic character of the building.</p>	



[56 a-b] In order to continue in its historic use, the door openings of this 1916 Colonial Revival-style fire station had to be widened to accommodate the larger size of modern fire trucks. Although this resulted in some change to the arched door surrounds, it is minimal and does not negatively impact the historic character of the building. (a) Above, before; Photo: Fire and Emergency Medical Services Department (FEMS), Washington, D.C.; below, after.



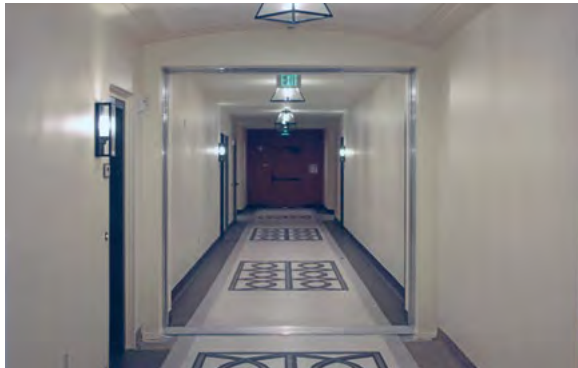
[57] Workers wear protective clothing while removing lead paint from metal features.



[59] (a-b) The decorative concrete balcony railings on this 1960s building did not meet life-safety code requirements. They were replaced with new glass railings with a fritted glass pattern matching the original design—a creative solution that satisfies codes, while preserving the historic appearance of the building when viewed from the street (c-d). Photos: (a, b, d) ERA Architects, Inc.; (c) Nathan Cyprys, photographer.

## CODE-REQUIRED WORK

RECOMMENDED	NOT RECOMMENDED
Upgrading historic stairways and elevators to meet life-safety codes so that they are not damaged or otherwise negatively impacted.	Damaging or making inappropriate alterations to historic stairways and elevators or to adjacent features, spaces, or finishes in the process of doing work to meet code requirements.
Installing sensitively-designed fire-suppression systems, such as sprinklers, so that historic features and finishes are preserved.	Covering character-defining wood features with fire-retardant sheathing, which results in altering their appearance.
Applying fire-retardant coatings when appropriate, such as intumescent paint, to protect steel structural systems.	Using fire-retardant coatings if they will damage or obscure character-defining features.
Adding a new stairway or elevator to meet life-safety code requirements in a manner that preserves adjacent character-defining features and spaces.	Altering, damaging, or destroying character-defining spaces, features, or finishes when adding a new code-required stairway or elevator.
Using existing openings on secondary or less-visible elevations or, if necessary, creating new openings on secondary or less-visible elevations to accommodate second egress requirements.	Using a primary or other highly-visible elevation to accommodate second egress requirements without investigating other options or locations.
Placing a code-required stairway or elevator that cannot be accommodated within the historic building in a new exterior addition located on a secondary or minimally-visible elevation.	Constructing a new addition to accommodate code-required stairs or an elevator on character-defining elevations or where it will obscure, damage, or destroy character-defining features of the building, its site, or setting.
Designing a new exterior stairway or elevator tower addition that is compatible with the historic character of the building.	



[58] Fire doors that retract into the walls have been installed here (not visible in photo) preserve the historic character of this corridor.

## RESILIENCE TO NATURAL HAZARDS

### RECOMMENDED

### NOT RECOMMENDED

RECOMMENDED	NOT RECOMMENDED
<p><i>Resilience to natural hazards should be addressed as part of the treatment Rehabilitation. A historic building may have existing characteristics or features that help address or minimize the impacts of natural hazards. These should be used to best advantage and should be taken into consideration early in the planning stages of a rehabilitation project before proposing any new treatments. When new adaptive treatments are needed they should be carried out in a manner that will have the least impact on the historic character of the building, its site, and setting. .</i></p>	
Identifying the vulnerabilities of the historic property to the impacts of natural hazards (such as wildfires, hurricanes, or tornadoes) using the most current climate information and data available.	Failing to identify and periodically reevaluate the potential vulnerability of the building, its site, and setting to the impacts of natural hazards.
Assessing the potential impacts of known vulnerabilities on character-defining features of the building, its site, and setting; and reevaluating and reassessing potential impacts on a regular basis.	
Documenting the property and character-defining features as a record and guide for future repair work, should it be necessary, and storing the documentation in a weatherproof location.	Failing to document the historic property and its character-defining features with the result that such information is not available in the future to guide repair or reconstruction work, should it be necessary.
Ensuring that historic resources inventories and maps are accurate, up to date, and accessible in times of emergency.	
Maintaining the building, its site, and setting in good repair, and regularly monitoring character-defining features.	Failing to regularly monitor and maintain the property and the building systems in good repair.
Using and maintaining existing characteristics and features of the historic building, its site, setting, and larger environment (such as shutters for storm protection or a site wall that keeps out flood waters) that may help to avoid or minimize the impacts of natural hazards	Allowing loss, damage, or destruction to occur to the historic building, its site, or setting by failing to evaluate potential future impacts of natural hazards or to plan and implement adaptive measures, if necessary to address possible threats.
Undertaking work to prevent or minimize the loss, damage, or destruction of the historic property while retaining and preserving significant features and the overall historic character of the building, its site, and setting.	Carrying out adaptive measures intended to address the impacts of natural hazards that are unnecessarily invasive or will otherwise adversely impact the historic character of the building, its site, or setting.



[60] In some instances, it may be necessary to elevate a historic building located in a floodplain to protect it. But this treatment is appropriate only if elevating the building will retain its historic character, including its relationship to the site, and its new height will be compatible with surrounding buildings if in a historic district. The house on the right, which has been raised only slightly, has retained its historic character. The house on the left has been raised several feet higher, resulting in a greater impact on the historic character of the house and the district.

## RESILIENCE TO NATURAL HAZARDS

RECOMMENDED	NOT RECOMMENDED
Ensuring that, when planning work to adapt for natural hazards, all feasible alternatives are considered, and that the options requiring the least alteration are considered first.	
Implementing local and regional traditions (such as elevating residential buildings at risk of flooding or reducing flammable vegetation around structures in fire-prone areas) for adapting buildings and sites in response to specific natural hazards, when appropriate. Such traditional methods may be appropriate if they are compatible with the historic character of the building, its site, and setting.	Implementing a treatment traditionally used in another region or one typically used for a different property type or architectural style which is not compatible with the historic character of the property.
Using special exemptions and variances when adaptive treatments to protect buildings from known hazards would otherwise negatively impact the historic character of the building, its site, and setting.	
Considering adaptive options, whenever possible, that would protect multiple historic resources, if the treatment can be implemented without negatively impacting the historic character of the district, or archeological resources, other cultural or religious features, or burial grounds.	

### Sustainability

Sustainability is usually a very important and integral part of the treatment **Rehabilitation**. Existing energy-efficient features should be taken into consideration early in the planning stages of a rehabilitation project before proposing any energy improvements. There are numerous treatments that may be used to upgrade a historic building to help it operate more efficiently while retaining its character.

The topic of sustainability is addressed in detail in **The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings**.



## NEW EXTERIOR ADDITIONS TO HISTORIC BUILDINGS AND RELATED NEW CONSTRUCTION

RECOMMENDED	NOT RECOMMENDED
<b>New Additions</b>	
Placing functions and services required for a new use (including elevators and stairways) in secondary or non-character-defining interior spaces of the historic building rather than constructing a new addition.	Expanding the size of the historic building by constructing a new addition when requirements for the new use could be met by altering non-character-defining interior spaces.
Constructing a new addition on a secondary or non-character-defining elevation and limiting its size and scale in relationship to the historic building.	Constructing a new addition on or adjacent to a primary elevation of the building which negatively impacts the building's historic character.
Constructing a new addition that results in the least possible loss of historic materials so that character-defining features are not obscured, damaged, or destroyed.	Attaching a new addition in a manner that obscures, damages, or destroys character-defining features of the historic building.
Designing a new addition that is compatible with the historic building.	Designing a new addition that is significantly different and, thus, incompatible with the historic building.
Ensuring that the addition is subordinate and secondary to the historic building and is compatible in massing, scale, materials, relationship of solids to voids, and color.	Constructing a new addition that is as large as or larger than the historic building, which visually overwhelms it (i.e., results in the diminution or loss of its historic character).

## NEW EXTERIOR ADDITIONS TO HISTORIC BUILDINGS AND RELATED NEW CONSTRUCTION

### RECOMMENDED

### NOT RECOMMENDED

Using the same forms, materials, and color range of the historic building in a manner that does not duplicate it, but distinguishes the addition from the original building.	Duplicating the exact form, material, style, and detailing of the historic building in a new addition so that the new work appears to be historic.
Basing the alignment, rhythm, and size of the window and door openings of the new addition on those of the historic building.	
Incorporating a simple, recessed, small-scale hyphen, or connection, to physically and visually separate the addition from the historic building.	
Distinguishing the addition from the original building by setting it back from the wall plane of the historic building.	

[61 a-b] The materials, design, and location at the back of the historic house are important factors in making this a compatible new addition. Photos: © Maxwell MacKenzie.



## NEW EXTERIOR ADDITIONS TO HISTORIC BUILDINGS AND RELATED NEW CONSTRUCTION

<b>RECOMMENDED</b>	<b>NOT RECOMMENDED</b>
Ensuring that the addition is stylistically appropriate for the historic building type (e.g., whether it is residential or institutional).	
Considering the design for a new addition in terms of its relationship to the historic building as well as the historic district, neighborhood, and setting.	



[62] The stair tower at the rear of this commercial building is a compatible new addition.

## NEW EXTERIOR ADDITIONS TO HISTORIC BUILDINGS AND RELATED NEW CONSTRUCTION

### RECOMMENDED

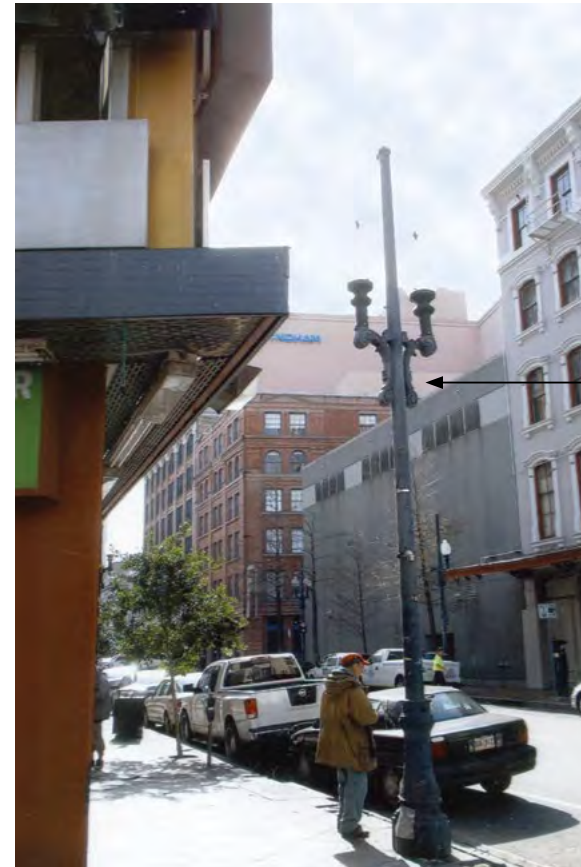
### NOT RECOMMENDED

#### Rooftop Additions

Designing a compatible rooftop addition for a multi-story building, when required for a new use, that is set back at least one full bay from the primary and other highly-visible elevations and that is inconspicuous when viewed from surrounding streets.

Constructing a rooftop addition that is highly visible, which negatively impacts the character of the historic building, its site, setting, or district.

[ 63] (a) A mockup should be erected to demonstrate the visibility of a proposed rooftop addition and its potential impact on the historic building. Based on review of this mockup (orange marker), it was determined that the rooftop addition would meet the Standards (b). The addition is unobtrusive and blends in with the building behind it.



## NEW EXTERIOR ADDITIONS TO HISTORIC BUILDINGS AND RELATED NEW CONSTRUCTION

RECOMMENDED	NOT RECOMMENDED
<p>Limiting a rooftop addition to one story in height to minimize its visibility and its impact on the historic character of the building.</p>	<p>Constructing a highly-visible, multi-story rooftop addition that alters the building's historic character.</p> <p>Constructing a rooftop addition on low-rise, one- to three-story historic buildings that is highly visible, overwhelms the building, and negatively impacts the historic district.</p> <p>Constructing a rooftop addition with amenities (such as a raised pool deck with plantings, HVAC equipment, or screening) that is highly visible and negatively impacts the historic character of the building.</p>



**[64] Not Recommended:**  
It is generally not appropriate to construct a rooftop addition on a low-rise, two- to three-story building such as this, because it negatively affects its historic character.

## NEW EXTERIOR ADDITIONS TO HISTORIC BUILDINGS AND RELATED NEW CONSTRUCTION

**RECOMMENDED**

**NOT RECOMMENDED**

**Related New Construction**

Adding a new building to a historic site or property only if the requirements for a new or continuing use cannot be accommodated within the existing structure or structures.

Adding a new building to a historic site or property when the project requirements could be accommodated within the existing structure or structures.

Locating new construction far enough away from the historic building, when possible, where it will be minimally visible and will not negatively affect the building's character, the site, or setting.

Placing new construction too close to the historic building so that it negatively impacts the building's character, the site, or setting.

[65] (a) This (far left) is a compatible new outbuilding constructed on the site of a historic plantation house (b). Although traditional in design, it is built of wood to differentiate it from the historic house (which is scored stucco) located at the back of the site so as not to impact the historic house, and minimally visible from the public right-of-way (c).



new addition

## NEW EXTERIOR ADDITIONS TO HISTORIC BUILDINGS AND RELATED NEW CONSTRUCTION

RECOMMENDED	NOT RECOMMENDED
Designing new construction on a historic site or in a historic setting that it is compatible but differentiated from the historic building or buildings.	Replicating the features of the historic building when designing a new building, with the result that it may be confused as historic or original to the site or setting.
Considering the design for related new construction in terms of its relationship to the historic building as well as the historic district and setting.	
Ensuring that new construction is secondary to the historic building and does not detract from its significance.	<p>Adding new construction that results in the diminution or loss of the historic character of the building, including its design, materials, location, or setting.</p> <p>Constructing a new building on a historic property or on an adjacent site that is much larger than the historic building.</p> <p>Designing new buildings or groups of buildings to meet a new use that are not compatible in scale or design with the character of the historic building and the site, such as apartments on a historic school property that are too residential in appearance.</p>
Using site features or land formations, such as trees or sloping terrain, to help minimize the new construction and its impact on the historic building and property.	
Designing an addition to a historic building in a densely-built location (such as a downtown commercial district) to appear as a separate building or infill, rather than as an addition. In such a setting, the addition or the infill structure must be compatible with the size and scale of the historic building and surrounding buildings—usually the front elevation of the new building should be in the same plane (i.e., not set back from the historic building). This approach may also provide the opportunity for a larger addition or infill when the façade can be broken up into smaller elements that are consistent with the scale of the historic building and surrounding buildings.	



# OXFORD

PLANNING  
DEPARTMENT

## Memorandum

**To:** Mayor and Board of Alderman  
**From:** Kate Kenwright, Planner II  
**Date:** December 17, 2024  
**RE:** First Reading of a Proposed Ordinance Amending Chapter 54 Historic Preservation of the Code of Ordinances

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This is a first reading of proposed changes to Chapter 54 of the Municipal Code, the Historic Preservation Code. These changes are a result of the update to the Oxford Historic Preservation Guidelines, and will ensure that the Design Guidelines and the code are complimentary to one another.

The majority of edits are to Section 54-27, the criteria for demolition and demolition by neglect. The draft ordinance was reviewed several times by both the Courthouse Square Historic Preservation Commission and the Historic Preservation Commission, as well as by the Ordinance Review Committee. This new ordinance reflects the feedback from those meetings.

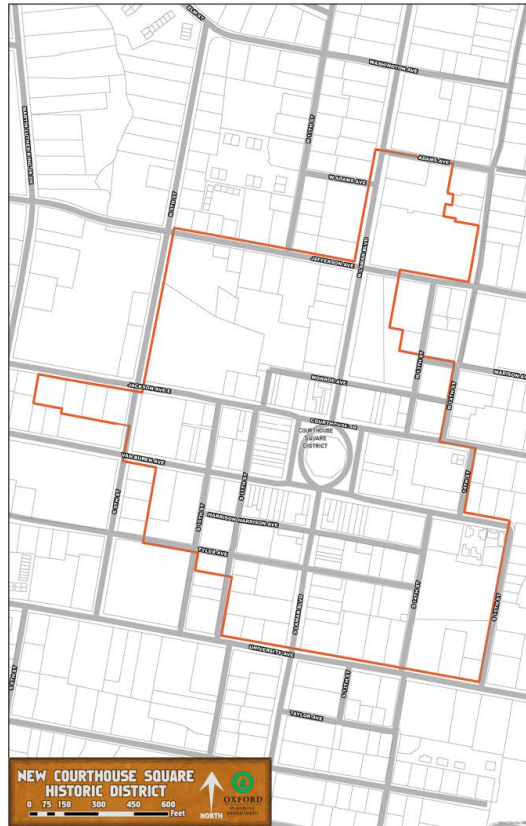
## Chapter 54 HISTORIC PRESERVATION

### *ARTICLE I. IN GENERAL*

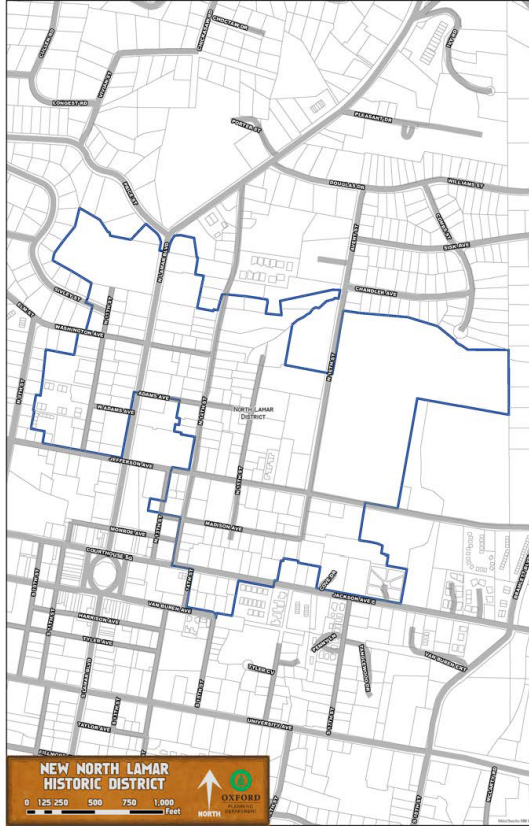
#### **Sec. 54-1. Preservation districts.**

- (a) *Courthouse Square Historic District.* The Courthouse Square District merits protection as a local district to promote the preservation of its important collection of historic buildings, constructed mainly over the period of 1840 to 1950, and for its role as a significant social, cultural, and economic center during that same period. The unique historical character of the Square provided by its buildings has and will continue to provide an important contribution to the economic growth of the community through increased property values, increased sales tax receipts, and through the growth of Oxford as a place for architectural and cultural tourism.

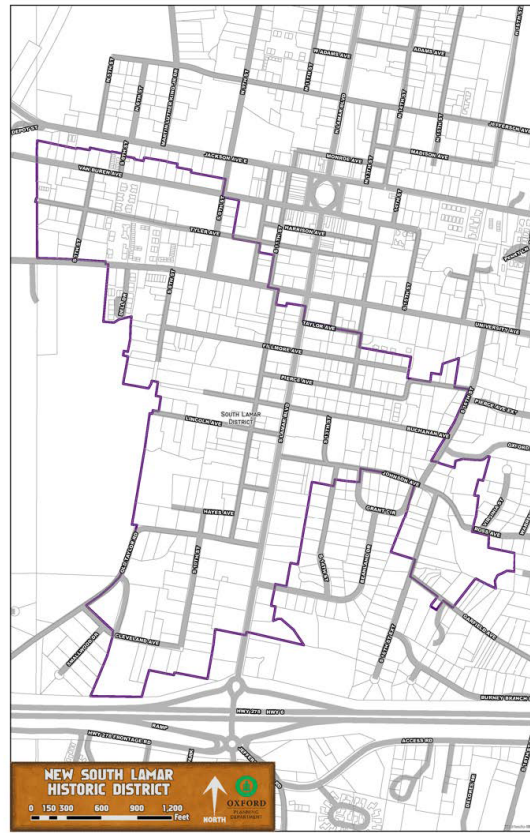




- (b) *North Lamar Historic District.* The North Lamar District is historically significant to the City of Oxford as it includes many of the historic residential properties in the northern gateway to downtown Oxford, constructed mainly over the period of 1840 to 1950. The district includes numerous historic and architecturally significant properties that exemplify the unique architectural and historical character of Oxford. The district is also important on the local level for its ability to represent broader themes of significance in eras of economic prosperity, development and redevelopment, and of changing periods of architectural styles.



- (c) *South Lamar Historic District*. The South Lamar District features an important collection of residential architecture, constructed mainly over the period of 1840 to 1950. The district is comprised of buildings that are significant architecturally on the national and state-wide level and is important on the local level for its ability to represent broader themes of significance in eras of economic prosperity, development and redevelopment, and of changing periods of architectural styles. It also contains the Oxford depot, and the residential neighborhood that served for decades as a pathway between the depot and the Courthouse Square.



(Ord. No. 2021-18, § I, 12-21-2021)

**Secs. 54-2—54-17. Reserved.**

## **ARTICLE II. PRESERVATION COMMISSION**

### **Sec. 54-18. Statement of purpose.**

- (a) The city hereby recognizes that the city is known for unique qualities that have proven increasingly attractive to residents, business interests, and tourists.
- (b) As a matter of public policy, the city aims to preserve, enhance, and perpetuate those aspects of the city having historical, cultural, architectural, and archaeological merit. Such preservation activities will promote and protect the health, safety, prosperity, education, and general welfare of the people living in and visiting the city.
- (c) More specifically, this historic preservation chapter is designed to achieve the following goals:

- (1) Protect, enhance and perpetuate resources that represent distinctive and significant elements of the city's historical, cultural, social, economic, political, archaeological, and architectural identity;
- (2) Ensure the harmonious, orderly, and efficient growth and development of the city;
- (3) Strengthen civic pride and cultural stability through neighborhood conservation;
- (4) Stabilize the economy through the continued use, preservation, and revitalization of its resources;
- (5) Protect and enhance the city's attractions to tourists and visitors and the support and stimulus to business and industry thereby provided;
- (6) Promote the use of resources for the education, pleasure, and welfare of the people;
- (7) Provide a review process for the preservation and appropriate development of the city's resources.

(Ord. No. 2020-1, 1-7-2020)

### **Sec. 54-19. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Alteration* means any change to a resource because of construction, repair, maintenance, or other means. Alterations shall include painting of previously unpainted brick, repointing of brickwork and sandblasting.

*Applicant* means the owner of record of a resource the lessee thereof with the approval of the owner of record in notarized form or a person holding a bona fide contract to purchase a resource.

*Appurtenance* means an accessory to a building, structure, object, or site, including, but not limited to, walls, fences, light textures, steps, paving, sidewalks, shutters, awnings, solar panels, satellite dishes, and signs.

*Building* means a structure created to shelter any form of human activity, such as a house, garage, barn, church, hotel, or similar structure.

*Certificate of appropriateness* means a document evidencing the approval of the commission for work proposed by an applicant.

*Certified local government (CLG)* means a federal program authorized by the National Historic Preservation Act, 16 USC 470 et seq., that provides for the participation of local governments in a federal/state/local government preservation partnership. The federal law directs the state historic preservation officer and the Secretary of the Interior to certify local governments to participate in this partnership. Specific state requirements for the program are published in "State of Mississippi, Guidelines and Regulations of the Certified Local Government Program."

*Commission* means the Oxford Historic Preservation Commission and the courthouse square historic preservation commission, local historic preservation commissions created pursuant to MCA 1972, § 39-13-5.

*Construction* means the addition or placement of any improvement to a resource.

*Demolition* means the complete or partial removal of a building, structure, object, or site, including landscape features.

*Demolition by neglect* means improper maintenance or lack of maintenance of any resource, which results in substantial deterioration of the resource and threatens its continued preservation.

*Exterior features* means and includes, but not be limited to the kind and texture of the building material and the type and style of all windows, doors and appurtenances.

*Improvement* means additions to or new construction on landmarks or landmark sites, including, but not limited to, buildings structures, objects, landscape features, and manufactured units, like mobile homes, carports, and storage buildings.

*Landmark* means a building, structure, or object, and its historically associated land or other appropriate setting, designated by the commission and approved by the city through an ordinance, which possesses particular architectural, cultural, or historic significance by meeting at least one of the following criteria source:

- (1) Exemplifies or reflects the broad cultural, political, economic, or social history of the nation, region, state, county, or city;
- (2) Is identified with historic personages or with important events in national, state, or local history;
- (3) Embodies distinguishing characteristics of a landscape type or is a specimen inherently valuable for the study of a period, style of a period, style, method of construction, or use of indigenous materials or craftsmanship; or
- (4) Is representative of the notable work of a master builder, designer, or architect whose individual ability has been recognized or who influenced his age.

*Landmark site* means an unimproved or improved parcel of ground designated by the commission and approved by the city through an ordinance, which possesses particular archaeological, architectural, geological, or historic significance. A landmark site differs from a landmark in that the physical location, not the building, structure, or object, possesses primary significance. For the purposes of this article, a landmark site encompasses prehistoric or historic sites on unimproved or improved land. Landmark sites meet at least one of the following criteria:

- (1) Exemplifies or reflects the broad cultural, political, economic, or social history of the nation, region, state, county, or city;
- (2) Is identified with historic personages or with important events in national, regional, state, or local history; or
- (3) Embodies distinguishing characteristics of an architectural type or is a specimen inherently valuable for the study of a period, style, method of construction, or use of indigenous materials or craftsmanship.

*Landscape* means any improvement including out buildings, walls, courtyards, fences, swimming pools, planters, gates, street furniture, exterior lighting, and site improvements, including, but not limited to, subsurface alterations, site regrading, fill deposition, and paving.

*National historic landmark* means a district, site, building, structure, and/or object that has been formally designated as a national historic landmark by the Secretary of the Interior and possesses exceptional value or quality in illustrating or interpreting the heritage of the United States in history, architecture, archaeology, engineering, and culture and that possesses a high degree of integrity of location, design, setting, materials, workmanship, feeling, and association. National historic landmarks are automatically listed in the National Register.

*National Register of Historic Places* means a federal list of cultural resources worthy of preservation, authorized under the National Historic Preservation Act of 1966 as part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect the nation's historic and archaeological resources. The National Register program is administered by the commission, by the state historic preservation office, and by the National Park Service under the Department of the Interior. Significant federal benefits may accrue to owners of properties listed or determined eligible for listing in the National Register.

*Object* means a material thing of functional, cultural, historical, or scientific value that may be, by nature or design, movable, yet related to a specific setting or environment.

*Ordinary repair or maintenance* means work done to prevent deterioration of a resource or any part thereof by returning the resource to its condition prior to such deterioration, decay, or damage. Ordinary repair or maintenance includes repainting.

*Owner of record* means the owner of a parcel of land, improved or unimproved, reflected on the city tax roll and in county deed records.

*Preservation district* means a district designated by the commission and approved by the city through an ordinance, which contains a geographically definable area, urban or rural, possessing a significant concentration of sites, buildings, structures, or objects associated by past events or by plan or physical development, and which meets at least one of the following criteria:

- (1) Exemplifies or reflects the broad cultural, political, economic, or social history of the nation, state, county, or city;
- (2) Is identified with historic personages or with important events in national, state, or local history;
- (3) Embodies distinguishing characteristics of architectural types or contains examples inherently valuable for the study of periods, styles, methods of construction, or uses of indigenous materials or craftsmanship; or
- (4) Is representative of the notable work of master builders, designers, or architects whose individual abilities have been recognized or who influenced their eras.

*Relocation* means any changes in the location of a building, object, or structure in its present setting or to another setting.

*Resource* means parcels located within preservation districts, individual landmarks, and landmark sites, regardless of whether such sites are presently improved or unimproved. Resources can be both separate buildings, districts, structures, sites, and objects and related groups thereof.

*Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* means a federal document stating standards and guidelines for the appropriate rehabilitation and preservation of historic buildings.

*Site* means the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself maintains historical or archaeological value regardless of the value of any existing buildings, or objects.

*State historic preservation office* means the historic preservation division of the state department of archives and history.

*State historic preservation officer* means the director of the state department of archives and history.

*Structure* means a work made up of interdependent and interrelated parts in a definite pattern of organization constructed by man. The term includes, but is not limited to, engineering projects, earthworks, boats, barges and bridges.

(Ord. No. 2020-1, 1-7-2020)

## **Sec. 54-20. Composition and terms.**

- (1) By virtue of MCA 1972, § 39-13-5, the city is authorized to create one or more local historic preservation commissions to preserve, promote, and develop the city's historical resources and to advise the city on the designation of preservation districts, landmarks, and landmark sites and to perform such other functions as may be provided by law.
- (2) There is hereby created the Oxford Historic Preservation Commission and the courthouse square historic preservation commission. The courthouse square historic preservation commission shall be responsible for administration of the historic preservation ordinance and associated design guidelines within the courthouse square historic district and the city historic preservation commission shall be responsible for administration of the historic preservation ordinance and associated design guidelines for all other existing and proposed districts, landmarks and landmark sites outside of the courthouse square historic district.

- (3) All members of both the city historic preservation commission and the courthouse square historic preservation commission are appointed by the city and shall serve at the will and pleasure of the city. The city historic preservation commission shall consist of nine members and the courthouse square historic preservation commission shall consist of seven members. All commission members shall be residents of the city; however, a majority of the courthouse square historic preservation commission shall own property within the courthouse square historic preservation district. If after required public notice and after an additional 30-day documented good faith effort, the city has been unsuccessful in locating residents of the city to serve on the commissions, the city may appoint individuals who own property within the boundary of the city or are in the service of an employer located within the boundary of the city, or both.
- (a) The initial appointment of the city historic preservation commission members by the city shall include three members having a term of three years, three members having a term of two years, and three members having a term of one year; thereafter, all appointments shall be for a period of three years.
  - (b) The initial appointment of the courthouse square historic preservation commission members by the city shall include three members having a term of three years, three members having a term of two years, and one member having a term of one year; thereafter, all appointments shall be for a period of three years.
  - (c) Commission members shall have a demonstrated knowledge of or interest, competence, or expertise in historic preservation. To the extent available in the community, the city may, in its discretion appoint professional members from the primary historic preservation-related disciplines interior design, landscape design, construction, law, real estate appraisal, and other related or appropriate fields. In conformity with the "State of Mississippi, Guidelines and Regulations for the Certified Local Government Program," the city shall document a "good faith effort" to locate professionals to serve on the commission before appointing lay members.

(Ord. No. 2020-1, 1-7-2020)

### **Sec. 54-21. Powers of the commission.**

In order to preserve, promote, and develop the distinctive appearance and the historic resources of the city and to accomplish the purposes set forth in MCA 1972, § 39-13-5, and in this article:

- (1) The commission shall conduct, or cause to be conducted, a continuing study and survey of resources within the city.
- (2) The commission shall hold public hearings and make recommendations to the mayor and board of aldermen for the adoption of chapters designating preservation districts, landmarks, and landmark sites and final designation shall rest with the mayor and board. In order to establish a preservation district, the commission shall present a plat of contiguous parcels to be included in the district. All properties presently listed in the national register of historic places and located within the jurisdiction, whether publicly or privately owned, will be considered for designation as landmarks, landmark sites, and preservation districts, whichever category is appropriate, with suitable boundaries which shall be similar to but not smaller than the boundaries for national register purposes.
- (3) The commission shall review applications proposing construction, alteration, demolition, or relocation of any resource located in a historic district.
- (4) The commission shall grant or deny certificates of appropriateness (within the rules and regulations of city zoning and building codes and within the guidelines established by the commission). The commission may grant certificates of appropriateness contingent upon the acceptance by the applicant of specified conditions, which conditions shall comply with the previous mentioned city codes and commission guidelines.

- (5) The commission shall not consider interior arrangements of buildings and structures except that it shall advise the state department of archives and history on questions relating to the interiors of publicly owned resources.
- (6) The commission, subject to the requirements of the city, is authorized to apply for, receive, hold and spend funds from private and public sources, in addition to appropriations made by the city for the purpose for carrying out the provisions of this chapter.
- (7) The commission, subject to the requirements of the city, is authorized to employ such staff or contract with technical experts or other persons as may be required for the performance of its duties and to obtain the equipment, supplies, and other materials necessary for its effective operation.
- (8) The commission is authorized, solely in the performance of its official duties and only at reasonable times, to enter upon private land for the examination or survey thereof. No member, employee, or agent of the commission shall enter any private dwelling or structure without the express consent of the owner of record or occupant thereof.

(Ord. No. 2020-1, 1-7-2020)

### **Sec. 54-22. Rules of procedure.**

To fulfill the purposes of this article and carry out the provisions contained herein:

- (1) Annually the commission shall elect from its membership a chairman and vice-chairman. It shall select a secretary from its membership or its staff. If neither the chairman nor the vice-chairman attends a particular meeting, the remaining members shall select an acting chairman from the members in attendance at such meeting.
- (2) The commission shall develop and adopt rules of procedure, which shall govern the conduct of its business, subject to the approval of the city. Such rules of procedure shall be a matter of public record.
- (3) The commission shall develop design review guidelines for determining appropriateness as generally set forth in section 54-26. Such criteria shall insofar as possible be consistent with local, state, and federal guidelines and regulations, including, but not limited to, building safety and fire codes and the Secretary of the Interior's Standards for Rehabilitation.
- (4) The commission shall keep minutes and records of all meetings and proceedings including voting records, attendance, resolutions, findings, determinations, and decisions. All such material shall be a matter of public record to be kept in the planning and development department.
- (5) The commission shall establish its own regular meeting time; however, the first meeting shall be held within 30 days of the initial appointment of the commission by the city and regular meetings shall be scheduled monthly unless no applications are brought before the commission; in which case, a regular monthly meeting may be canceled by the chairman or any two members; however, the commission must conduct a regular meeting at least once every three months. The chairman or any two members may call a special meeting to consider an urgent matter.
- (6) Notices to individual property owners of a proposed historic landmark or in a proposed preservation district shall be by certified mail.

(Ord. No. 2020-1, 1-7-2020)

### **Sec. 54-23. Designation of landmarks, landmark sites, and historic districts.**

By ordinance, the city may establish landmarks, landmark sites, and preservation districts within the area of its jurisdiction. Such landmarks, landmark sites, or preservation districts shall be designated following the criteria as specified in this section.



- (1) The commission shall initiate a continuing and thorough investigation of the archaeological, architectural, cultural, and historic significance of the city's resources. The findings shall be collected in a cohesive format, made a matter of public record, and made available for public inspection. The commission shall work toward providing complete documentation for previously designated preservation districts, which would include:
  - a. An inventory of all property within the boundary of the district, with photographs of each building and an evaluation of its significance to the district. Building evaluations are to be used only as a reference or guide and shall not be used as the determining factor for issuing or denying a certificate of appropriateness.
  - b. An inventory, which would be in a format consistent with the statewide inventory format of the historic preservation division of the state department of archives and history. The commission shall advise the city on the designation of preservation districts, landmarks, or landmark sites and submit or cause to be prepared chapters to make such designation.
- (2) A resource may be nominated for designation upon motion of a majority of the commission or by an organization interested in historic preservation or by an owner of the property being nominated. A nomination shall contain information as specified by the commission. The commission must reach a decision on whether to recommend a proposed nomination to the city within six months in the case of a preservation district and two months in the case of either a landmark or landmark site.
- (3) If the commission votes to recommend to the city the designation of a proposed resource, it shall promptly forward to the city its recommendation, in writing, together with an accompanying file.
- (4) The commission's recommendations to the city for designation of a preservation district shall be accompanied by:
  - a. A map of the preservation district that clearly delineates the boundaries.
  - b. A verbal boundary description and justification.
  - c. A written statement of significance for the proposed preservation district.
- (5) No preservation district or landmark or landmark sites shall be designated until the state department of archives and history, acting through such agent or employee as may be designated by its director, shall have made an analysis of, and recommendations concerning, the proposed district boundaries. Failure of the department to submit its analysis and recommendations to the city within 60 days after a written request for such analysis has been mailed, shall relieve the city of any responsibility for awaiting such analysis and the city may at any time thereafter take any necessary action to adopt or amend its chapter.
- (6) The city shall conduct a public hearing, after notice, to discuss the proposed designation and boundaries thereof. A notice of the hearing shall be published once a week for at least three consecutive weeks in at least one newspaper published in the city. If a newspaper is not published in the city, then the notice shall be published in a paper published in the county. The first publication of such resolution shall be made not less than 21 days prior to the date fixed in the resolution for the public hearing and the last publication shall be made not more than seven days prior to such date.
- (7) Within 60 calendar days after the public hearing held in connection herewith, the city shall adopt the ordinance creating the district as proposed, reject it entirely, or adopt the ordinance with modifications.
- (8) Furthermore, the commission shall notify, as soon as is reasonably possible, the appropriate state, county, and municipal agencies of the official designation of all landmarks, landmark sites, and preservation districts. An updated list and map shall be maintained by such agencies and made available to the public.

- (9) Within any area nominated by the historic preservation commission for historic district designation, no structure or dwelling shall be moved, destroyed or otherwise materially altered and only building permits for interior renovations shall be issued until a determination regarding the creation of such proposed historic district has been finally acted upon by the mayor and board of aldermen, or if approved by the board of aldermen, until the effective date of the ordinance from which this section is derived establishing the district, pursuant to the procedures set out for such action in this section.

(Ord. No. 2020-1, 1-7-2020)

#### **Sec. 54-24. Certificates of appropriateness.**

If a building permit or other authorization from either the city building official or the city is required, no exterior feature of any resource shall be altered, relocated, or demolished until an application for a certificate of appropriateness of such work has been approved by the commission. Even if a building permit or other authorization is not required, no construction which affects an exterior feature; exterior alteration; relocation; or demolition of any resource; other than for repainting, minor repair, or routine maintenance; shall be undertaken until an application for a certificate of appropriateness for such work has been approved by the commission.

Therefore:

- (1) The commission shall serve as a review body with the power to make recommendations to the building official and to approve or deny applications for certificates of appropriateness.
- (2) In approving and denying applications for certificates of appropriateness, the commission shall seek to accomplish the purposes of this article.
- (3) A certificate of appropriateness shall not be required for work that is ordinary repair or maintenance of any resource.
- (4) All decisions of the commission shall be in writing and shall state the findings of the commission, its recommendations, and the reasons thereof.

(Ord. No. 2020-1, 1-7-2020)

#### **Sec. 54-25. Criteria for issuance of certificates of appropriateness.**

The commission and the city shall use the following criteria in granting or denying certificate of appropriateness:

- (1) *General factors.*
  - a. Architectural design of existing building, structure, or appurtenance and proposed alteration;
  - b. Historical significance of the resource;
  - c. General appearance of the resource;
  - d. Condition of the resource;
  - e. Materials composing the resource;
  - f. Size of the resource;
  - g. The relationship of the above factors to, and their effect upon, the immediate surroundings and, if within a preservation district, upon the district as a whole and its architectural, historical character and integrity.
- (2) *New construction.*

- a. In advance of new construction, steps shall be taken to ensure evaluation of possible archaeological resources, as set forth in the Mississippi Antiquities Act (MCA 1972, § 39-7-1 et seq.).
  - b. The following aspects of new construction shall be visually compatible with the buildings and environment with which the new construction is visually related, including, but not limited to, the height, the gross volume, the proportion between width and height of the facades, the proportions and relationship between doors and windows, the rhythm of solids to voids created by openings in the facade, the materials, the textures, the patterns, the trims, and the design of the roof.
  - c. Existing rhythm created by existing building masses and spaces between them shall be preserved.
  - d. The landscape plan shall be compatible with the resource, and it shall be visually compatible with the environment with which it is visually related. Landscaping shall also not prove detrimental to the fabric of a resource, or adjacent public or private improvements like sidewalks and walls.
  - e. No specific architectural style shall be required.
- (3) *Exterior alteration.*
- a. All exterior alterations (other than painting) to a building, structure, object, site, or landscape feature which require a certificate of appropriateness shall be compatible with the resources itself and other resources with which it is related, as is provided in subsections (1) and (2) of this section; and the original design of a building, structure, object, or landscape feature shall be considered in applying these standards.
  - b. Exterior alterations shall not affect the architectural character or historic quality of a landmark and shall not destroy the significance of landmark sites.

(Ord. No. 2020-1, 1-7-2020)

## **Sec. 54-26. Procedures for issuance of certificates of appropriateness.**

Anyone desiring to take action requiring a certificate of appropriateness concerning a resource for which a permit, variance, or other authorization from either the director of planning or the city is also required, shall therefore make application in the form and manner required by the application for a certificate of appropriateness and shall include such additional information as may be required by the commission. After receipt of any such application, the director of planning shall be assured that the application is proper and complete. The director of planning can then delegate the request either to administrative approval or to the regularly scheduled commission meeting. No building permit shall be issued by the city building official which affects a resource without a certificate of appropriateness. Thereafter, such application shall be reviewed in accordance with the following procedure:

- (1) *Administrative approval delegated to director of planning.* The commission may delegate to the director of planning its authority to review applications for work not likely to have a significant effect on the historic character of designated resources. The purpose of this delegation is to expedite the processing of COA applications for routine, minor, and compatible work.
  - a. Applicants will qualify for administrative approval only upon submission of sufficient information to support the determination that the proposed work is compatible with the character of the affected historic resource and historic district. The director of planning may reject the request for administrative approval for any application lacking proper documentation as required by the commission.
  - b. The director of planning will review and approve such applications by applying the Oxford Design Guidelines and the Secretary of the Interior's Standards as well as any guidelines adopted by the

commission. Staff will ensure that the commission's standards and guidelines are readily available to the public.

- c. Once an application is reviewed and approved, the director of planning will add the application to the agenda of the courthouse square historic preservation commission or historic preservation commission meeting as an administrative approval item.

(2) *Categories of work delegated to the director of planning.*

- a. Window and door replacement;
- b. Retaining walls, patios, garden storage sheds, swimming pools, and similar site features;
- c. Replacement of roofing, coping, gutters and downspouts;
- d. Fencing of material and height compatible with the City of Oxford Land Development Code;
- e. Hardscaping, if consistent with the commission's standards and guidelines;
- f. Air conditioning or other utilitarian equipment, if suitably screened or unobtrusive;
- g. Plumbing and exhaust vents, if suitably screened or unobtrusive;
- h. Appropriate siding materials;
- i. Installation, modification, or removal of exterior lighting fixtures;
- j. Awnings, canopies, and signs consistent with the commission's standards and guidelines;
- k. Brick pointing and cleaning of building exteriors, except by sandblasting or other damaging methods;
- l. Removal of insignificant or incompatible minor additions or alterations;
- m. Construction of insignificant or clearly compatible minor additions or alterations;
- n. Renewal or revision of previously approved COAs for projects consistent with work approved by the commission or delegated to staff.

(3) *Processing applications under administrative review.* When a complete application is received, the director of planning will determine if an administrative review is appropriate. At any time during the consideration of an application, the director of planning may determine that the proposed project is not appropriate for administrative review and staff will require that it is reviewed by the courthouse square historic preservation commission or the historic preservation commission. The director of planning may request additional information or documentation as deemed necessary for review of the application.

Even if the applicable standards or guidelines appear to have been met, the director of planning may through their discretion or at the request of the commission refer any matter to the commission as an agenda item.

(4) *Processing applications for regularly scheduled commission hearings.* For all applications not containing work as described in section 54-26(2) and for those cases referred to the commission hearing by the director of planning, the following procedures shall be followed:

- a. The applicant shall, upon request, have the right to a preliminary conference with a member of the commission or of the commission staff for the purpose of making any changes or adjustments to the application, which might be more consistent with the commission's standards. Applicants seeking a preliminary conference before the commission must submit the request for a preliminary conference no later than five business days before the date of the regularly scheduled commission meeting.

- b. Not later than 15 days before the date set for said hearing, the planning director shall mail a notice to the applicant at the address in the application.
- c. Notice of the time and place of said hearing shall be given by publication in a newspaper having general circulation in the city, or on the city's website, at least 15 days before such hearing. Notice of such hearing shall also be posted on the property for which such certificate of appropriateness is requested.
- d. At such hearing, the applicant for a certificate of appropriateness shall have the right to present any relevant evidence in support of the application. Likewise, the governing body shall have the right to present any additional relevant evidence in support of the application.
- e. The commission shall have the right to recommend changes and modifications to enable the applicant to meet the requirements of the commission
- f. Action on applications for certificates of appropriateness.
  - 1. For non-demolition work, within not more than 21 days after the hearing on an application, the commission shall act upon it, either approving, denying, or deferring action until the next meeting of the commission, giving consideration to the factors set forth in section 54-25.
- g. Evidence of approval of the application shall be by certificate of appropriateness issued by the commission and, whatever its decision, notice in writing of their decision shall be given to the applicant from the planning director.
- h. In all cases of applications affecting national historic landmarks, at least two-thirds (six members of a nine-member board) of the members of the commission must approve a certificate of appropriateness in order for it to be granted.
- i. The issuance of a certificate of appropriateness shall not relieve an applicant for a building permit, special use permit, variance, or other authorization from compliance with any other requirement or provision of the laws of the city concerning zoning, construction, repair, or demolition.

(Ord. No. 2020-1, 1-7-2020)

**Sec. 54-27. Criteria for issuance of a certificate of appropriateness for demolition or demolition by neglect.**

(1) *Requests for demolition.*

- a. For demolition work, no certificate of appropriateness shall be issued for a period not to exceed 60 days in order to enable the commission and commission staff to explore options to preserve the building or structure. The 60 days shall begin to run on the date of the first hearing of the application by the commission and may be extended for any additional period by mutual written agreement between the applicant and the department. This subsection shall not apply to applications for the demolition of any building or structure where demolition is necessary to remedy conditions imminently dangerous to life, health or property as determined in writing by the city building official or fire department.
- b. The applicant seeking a certificate of appropriateness for **complete demolition of a structure in the historic district** must notify, in writing, by certified mail, all property owners whose property adjoins or confronts the property subject to the demolition request. The proposed plans must be included in this notification. The applicant must provide proof that the affected property owners have been notified. The applicant must provide the director of planning with a copy of the notifications to owners, including all attachments and enclosures.
- c. Applicants seeking a certificate of appropriateness for demolition, including partial demolitions, shall submit the following with their application:

- 1) A detailed narrative describing the reasoning for the demotion request. ~~Materials a reason for the demolition request. If the application states that the structure proposed for demolition no longer retains its structural integrity, a structure condition report prepared by a licensed structural engineer must be included with the application submitted to the planning department.~~ ~~the City will hire a structural engineer to evaluate the building, fees for which will be reimbursed by the applicant.~~
  - 2) A demolition plan and narrative describing methods and techniques are required with all demolition requests. A stabilization plan and narrative and/or drawings describing methods and techniques are required for partial demolitions.
  - 3) For residential properties, the applicant shall provide detailed plans for new residential construction.  
  
If the applicant does not plan to construct a new building, a detailed landscaping plan may be considered with a restrictive covenant prohibiting any construction on the property for a period of 48 months from the date of demolition. Such covenant shall be filed with the Lafayette County Chancery Clerk before any demolition permit may be issued.
  - 4) For commercially zoned property, the commission may issue a certificate of appropriateness for demolition without requiring a simultaneous certificate of appropriateness for new construction, however, the applicant shall provide a landscape plan. ~~must be approved by the planning department prior to issuance of the demolition permit if a permit for new construction is not issued simultaneously.~~ Maintenance of the landscape improvements shall be the responsibility of the property owner. Prior to the issuance of a demolition permit, the property owner shall post a landscape bond, ~~certified check, or a letter of credit~~ to the City of Oxford for an amount no less than 100 percent of the estimated cost of procuring, installing, and maintaining for a period not less than 18 months the proposed landscape improvements as approved by the director of planning and development.
- d. The City, at its discretion may determine the need for the evaluation of the structure by a structural engineer. If that is determined necessary, the applicant shall hire a structural engineer to assess the building and produce a report with a scope determined by the City, which may include but is not limited to the following:
1. The existing condition of the resource and the structural engineer's approach in assessing the existing condition.
  2. What measures could be taken to preserve the building's historical integrity while addressing structural concerns.
  3. What methods could be used to reinforce or repair the structural damage within the recommendations of the Oxford Design Guidelines and the Secretary of the Interior's Standards.
  4. What impacts demolition would have on any buildings that are adjacent to or connected to the resource in question.
  5. What temporary or long-term measures could be used to protect the buildings that are adjacent to or connected to the resource in question.

The City reserves the right to hire an independent structural engineer to evaluate the resource.

The applicant seeking a certificate of appropriateness for ~~complete demolition of a structure in the historic district~~ must notify, in writing, by certified mail, all property owners whose property adjoins or confronts the property subject to the demolition request. The proposed plans must be included in this notification. The applicant must provide proof that the affected property owners have been notified. The applicant must provide the director of planning with a copy of the notifications to owners, including all attachments and enclosures.

- e. In considering any application for the demolition of a landmark or a resource within a preservation district, the following shall be considered:
1. The commission shall consider the individual, architectural, cultural, and/or historical significance of the resource.
  2. The commission shall consider the importance or contribution of the resource to the architectural character of the district.
  3. ~~The commission shall consider the importance or contribution of the resource to neighboring property values.~~
  4. The commission shall consider the difficulty or impossibility ~~to~~ of reproducing ~~such a~~ the resource because of its texture, design, material, or detail.
  5. **The amount or percentage of demolition. No more than 30% of an individual façade or 40% of the building as a whole may be permanently or temporarily removed without triggering demolition procedures. Exhibits illustrating the amount of demolition proposed are required as a part of COA submission. If more demolition is required than originally proposed or the area proposed changes, a new exhibit must be provided to Planning Department Staff and may require approval by the relevant Preservation Commission.**
  6. For commercially zoned property, the commission may issue a certificate of appropriateness for demolition without requiring a simultaneous certificate of appropriateness for new construction after evaluating the historic resource inventory **survey**, considering a recommendation from the historic preservation consultant or city planning official and finding each of the following elements:
    - a. **The resource is not individually, architecturally, culturally, and/or historically significant.**
    - b. **The resource does not contribute to the architectural character of the district.**
    - c. **The resource is not difficult or impossible to reproduce because of its texture, design, material, detail, or unique character.**
    - d. **The removal of the resource will not impact the structural integrity or character of the surrounding structures.**
    - e. **The removal of the resource does not alter or diminish the statement of significance for the establishment of the preservation district where the property is located.**

~~A landscape plan must be approved by the planning department prior to issuance of the demolition permit if a permit for new construction is not issued simultaneously. Maintenance of the landscape improvements shall be the responsibility of the property owner. In addition, the property owner shall post a landscape bond, certified check, or a letter of credit to the City of Oxford for an amount no less than 100 percent of the estimated cost of procuring, installing, and maintaining for a period not less than 18 months the proposed landscape improvements as approved by the director of planning and development.~~
- f. For property that is not commercially zoned (**residential & institutional**), ~~no~~ an application for demolition shall not be considered without the simultaneous submission of an application for a certificate of appropriateness for new construction unless the following conditions are met:
1. The commission makes each of the findings set forth in subsection (6) above;
  2. The applicant submits a landscape plan and landscape bond as described in subsection (1.c.4) above. Maintenance of the landscape improvements shall be the responsibility of the property owner; and
  3. The applicant submits to the office of the director of planning and development a restrictive covenant prohibiting any construction on the subject property for a period of 48 months from the date of demolition. Such covenant shall be filed with the Lafayette County Chancery Clerk before any demolition permit may be issued.

- g. When the commission recommends approval of demolition of a resource, a permit shall not be issued until all plans for the site have received approval from all appropriate city boards, commissions, department and agencies.

(2) *Demolition by neglect.*

- (a) Any resource which is a landmark and all resources within a preservation district shall be preserved by the owner or such other person or persons as may have the legal custody or control thereof against decay, deterioration, and free from unreasonable structural defects. The owner or other person having legal custody and control thereof shall repair such resource if it is found to have one or more of the following defects:
  - 1. Deterioration to the extent that it creates or permits a hazardous or unsafe condition as determined by the city's building inspector.
  - 2. Deterioration, as determined by the building inspector, of a building characterized by one or more of the following:
    - a. Those buildings, which have parts thereof, which are so attached that they may fall and injure persons or property;
    - b. Deteriorated or inadequate foundations;
    - c. Defective or deteriorated floor supports or floor supports inefficient to carry imposed loads with safety;
    - d. Members of walls or other vertical supports that split, lean, list, or buckle due to defective material, workmanship, or deterioration;
    - e. Members of walls or other vertical supports that are insufficient to carry imposed loads with safety;
    - f. Members of ceilings, roofs, ceiling and roof supports, or other horizontal members, which sag, split, or buckle due to defective material, workmanship, or deterioration;
    - g. Members of ceilings, roofs, ceiling and roof supports, or other horizontal members that are insufficient to carry imposed loads with safety;
    - h. Fireplaces or chimneys which list, bulge, or settle due to defective material, workmanship, or deterioration; or
    - i. Any faults, defect, or condition in the building, which renders the same structurally unsafe or not properly watertight.
- (b) If the commission makes a preliminary determination that a resource is being demolished by neglect, it shall direct the planning director to notify the owner of the resource of this preliminary determination, stating the reasons therefore, and shall give the owner of record 30 days from the date of mailing of such notice or the posting thereof on the property, whichever comes later, to commence work to correct the specific defects as determined by the commission. Said notice shall be given as follows:
  - 1. By certified mail, restricted delivery, mailed to the last known address of the record owner as listed on the city and/or county tax rolls; or
  - 2. If the above mailing procedure is not successful, notice shall be posted in a conspicuous, protected place on the resource. If the owner fails to commence work within the time allotted as evidenced by a building permit, the commission shall notify the owner in the manner provided above to appear at a public hearing before the commission at a date, time, and place to be specified in said notice, which shall be mailed or posted at least 30 days before said hearing. For the purpose of insuring lawful notice, a hearing may be continued to a new date and time. The commission shall receive evidence on the issue of whether the subject resource should be repaired and the owner may present evidence in rebuttal thereto by neglect, it may direct the planning director to bring misdemeanor charges against that owner.

(3) *Unauthorized Demolition*



- a) Unauthorized Partial Demolition—the removal of a portion of a structure without prior authorization that is not considered in-kind repair and maintenance.

Unauthorized Complete Demolition—the removal of an entire structure without prior authorization.

- b) The Unauthorized Demolition may be a complete or a partial demolition and shall be subject to the following:
  1. Demolition occurring outside of the scope of an approved Certificate of Appropriateness.
  2. If the Director of Planning may direct a stop work order to be issued if an unauthorized demolition has occurred or is in progress.
  3. The owner, and/or applicant and contractor shall appear before the Commission as soon as practicable. Prior to the meeting, the owner, and/or applicant and contractor shall provide the Commission with a narrative explaining the circumstances leading to the unauthorized demolition.
  4. The Commission shall determine whether an Unauthorized Demolition has occurred or is in progress. If the Commission finds that an Unauthorized Demolition (complete or partial) has occurred or is in progress, it may make a recommendation to the Code Enforcement officer or other appropriate City official to pursue action as authorized in the enforcement and penalties provisions of the ordinance. The Commission may also consider possible remedies for unauthorized partial demolitions, that may result in a new Certificate of Appropriateness. If the resource is completely demolished, the Commission shall have the authority to deny any application on the same property for up to 48 months. The applicant, at its discretion, may be required to reconstruct the demolished resource. The Commission will consider the size, footprint, and materials of the demolished resource when considering a new Certificate of Appropriateness for the demolition site.

(Ord. No. 2020-1, 1-7-2020)

#### **Sec. 54-28. ~~Reserved.~~ Decisions of the Historic Preservation Commissions.**

Whenever an application for a Certificate of Appropriateness has been denied by a Historic Preservation Commission, then the Historic Preservation Commission shall not consider any further petition requesting the same or substantially the same request for the same property within six months from the date of the Commission’s final legal action on that petition, or from the date of the Commission’s decision of that petition. For the purpose of this section, any petition withdrawn prior to a decision by the Commission may be resubmitted without regard to the six-month limitation.

#### **Sec. 54-29. Appeals.**

~~The applicant who desires to appeal a decision by the commission shall file an appeal to the director of planning who will forward this appeal to the mayor and board of aldermen for presentation at their next regularly scheduled meeting, through the city clerk as provided by law. Any local property owner or organization aggrieved or damaged by a decision of the commission may appeal in the same manner as the applicant.~~

If a property owner in a historic district, or the owner of a historic landmark or landmark site, is denied a certificate of appropriateness by a Historic Preservation Commission (Courthouse Square or HPC), the property owner may appeal such decision either to the Mayor and Board of Alderman. Any such appeal shall be reviewed upon the record established before the local historic preservation commission. Any local property owner or organization aggrieved or damaged by such a decision may appeal in the same manner.

An appeal of a decision by a Historic Preservation Commission (Courthouse Square or HPC) to the Mayor and Board of Aldermen shall be made within 14 days after the decision of the Commission. Once such appeal is made, the designated administrative official will transmit to the Mayor and Board of Aldermen, as appropriate, all papers constituting the record upon which the action appealed from was taken. The City Clerk shall set the date of the appeal hearing.

In exercising the above mentioned powers the Mayor and Board of Aldermen may, so long as such action is in conformity with the terms of this ordinance, reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination appealed from and may make such order, requirement, decision, or determination as ought to be made, and to that end shall have powers of the administrative official from whom the appeal is taken. The concurring vote of a majority of members of the Mayor and Board of Aldermen present and voting shall be necessary to reverse any order, requirement, decision, or to decide in favor of the applicant on any matter upon which it is required to pass under this ordinance.

(Ord. No. 2020-1, 1-7-2020)

#### **Sec. 54-30. Minimum maintenance requirements.**

In order to ensure the protective maintenance of resources, the exterior features of such properties shall be maintained to meet the requirements of the city's minimum housing code and the city's building code.

(Ord. No. 2020-1, 1-7-2020)

#### **Sec. 54-31. Public safety exclusion.**

None of the provisions of this article shall be construed to prevent any action of construction, alteration, or demolition necessary to correct or abate the unsafe or dangerous condition of any resource, or part thereof, where such condition has been declared unsafe or dangerous by the city building official or the fire department and where the proposed actions have been declared necessary by such authorities to correct said condition; provided, however, that only such work as is necessary to correct the unsafe or dangerous condition may be performed pursuant to this section. In the event any resource designated as a landmark or located within a preservation district shall be damaged by fire or other calamity to such an extent that it cannot be repaired and restored, it may be removed in conformity with normal permit procedures and applicable laws, provided that:

- (1) The city building official concurs with the property owner that the resource cannot be repaired and restored and so notifies the commission in writing.
- (2) The preservation commission, if in doubt after receiving such notification from the city building official, shall be allowed time to seek outside professional expertise from the state historic preservation office and/or an independent structural engineer before issuing a certificate of appropriateness for the demolition. The commission may indicate, in writing, appropriateness for the demolition. The commission may indicate in writing, by letter, to the city building official that it will require a time period of up to 30 days for this purpose, and, upon such notification to the city building official, this section shall be suspended until the expiration of such a delay period.

(Ord. No. 2020-1, 1-7-2020)

#### **Sec. 54-32. Enforcement and penalties.**

The following civil and criminal penalties may be imposed upon those persons found to have violated requirements or prohibitions contained within this article:

- (1) *Civil penalty.* Any person who constructs, alters, relocates, or demolishes any resource in violation of this article shall be required to restore the resource to its appearance or setting prior to the violation. Any action to enforce this provision shall be brought by the city upon the recommendation of the commission. This civil remedy shall be in addition to, and not in lieu of, any criminal prosecution and penalty.
- (2) *Criminal penalty.* Any person violating any provision of this article shall be guilty of a misdemeanor, and shall be deemed guilty of a separate violation for each day during which any violation hereof is committed. ~~Upon conviction, each violation shall be punishable by a fine not to exceed \$1,000.00.~~  
**Upon conviction, each violation shall be punishable by a fine of \$500, or an amount otherwise determined by the court, for each offense.**

(Ord. No. 2020-1, 1-7-2020)

### **Sec. 54-33. Appropriations.**

The city is authorized to make appropriations to the commission necessary for the expenses of the operation of the commission.

(Ord. No. 2020-1, 1-7-2020)

### **Sec. 54-34. Title to property acquired.**

All property acquired by funds appropriated by the city shall be acquired in the name of the city unless otherwise provided by the city. So long as owned by the city, properties may be maintained by or under the supervision and control of the city. However, all property acquired by the commission from funds other than those appropriated by the city may be acquired and held in the name of the commission, the city, or both. Whenever the commission shall hold title to properties in its own name, such properties shall be administered in accordance with this and other city ordinances.

(Ord. No. 2020-1, 1-7-2020)

### **Sec. 54-35. Nonrestrictive clause.**

- (a) Nothing in this article shall be construed to prevent the regulation or acquisition of property, improved or unimproved, by the state or any of its political subdivisions, agencies, or instrumentalities or by the United States of America or any of its political subdivisions, agencies, or instrumentalities.
- (b) Furthermore, the city hereby acknowledges that the Mississippi Antiquities Act (MCA 1972, § 39-7-1 et seq., as amended in 1983), provides for the sensitive treatment of publicly owned property, improved or unimproved, shown to possess certain architectural, historical, or archaeological significance, which are designed by the board of trustees of the state department of archives and history as state landmarks. Whenever the city proposes to rehabilitate, alter, or enlarge a state landmark (or proposes similar actions, which would affect a state landmark), the city shall submit its plans to the state department of archives and history for review and compliance.

(Ord. No. 2020-1, 1-7-2020)

### **Sec. 54-36. Disqualification of members by conflicts of interest.**

Because the city may possess few residents with experience in the individual fields of urban planning, American history, cultural geography, cultural anthropology, architecture, interior design, landscape design, construction, law, real estate appraisal and related fields, and in order not to impair such residents from practicing their trade for hire, members of the commission are allowed to contract their services to an applicant for a certificate of appropriateness, and, when doing so, must expressly disqualify themselves from the commission during all discussions for that application. In such cases, the city may, upon the request of the chairman of the commission or the vice-chairman in his stead, appoint a substitute member who is qualified in the same field as the disqualified member, and who will serve for that particular case only. If no qualified resident of the city is able to substitute for the disqualified member, the city may appoint, in this case only, a qualified substitute who must be a resident of Mississippi but who is not required to be a resident of Oxford. If any member of the commission must be disqualified due to a conflict of interest on a regular and continuing basis, the chairman or the vice-chairman, in his stead, shall encourage the member to resign his commission seat. Failing this resignation, and, if the commission member continues to enter into conflict of interest situations with the commission, the chairman or vice-chairman of the commission shall encourage the city to replace the member.

Likewise, any member of the city historic preservation commission who has an interest in the property in question or in property within 300 feet of such a property, or is employed with a firm that has been hired to aid the applicant in any matter whatsoever, or who has any proprietary, tenancy, or personal interest in a matter to be considered by the commission shall be disqualified from participating in the consideration of any request for a certificate of appropriateness involving such a property. Furthermore, any member of the courthouse square preservation commission who has an interest in the property in question or in property that abuts the property in question, or is employed with a firm that has been hired to aid the applicant in any matter whatsoever, or who has any proprietary, tenancy, or personal interest in a matter to be considered by the commission shall be disqualified from participating in the consideration of any request for a certificate of appropriateness involving such a property. In such cases, a qualified substitute may be appointed as provided above.

(Ord. No. 2020-1, 1-7-2020)

### **Sec. 54-37. Conflict with the Mississippi Antiquities Act.**

All ordinances and part of ordinances in conflict with the Mississippi Antiquities Act (MCA 1972, § 39-7-1 et seq., as amended in 1983) are hereby repealed.

(Ord. No. 2020-1, 1-7-2020)



BlueCross BlueShield  
of Mississippi

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[www.bcbsms.com](http://www.bcbsms.com)

# Healthy Workplace

## Healthy Workplace Fully Insured Group Letter of Understanding

This Letter of Understanding is entered into by and between **The City of Oxford**, an active Fully Insured Group hereafter referred to as "Employer" and Blue Cross & Blue Shield of Mississippi, A Mutual Insurance Company hereafter referred to as "BCBSMS."

Employer agrees to partner with BCBSMS in its commitment to a healthier Mississippi by becoming a Healthy Workplace and promoting and supporting healthy employees.

### Employer agrees to:

- Be a "Champion" of health and wellness for its work culture and employees.
- Provide a work environment that is supportive of health and wellness and healthy lifestyle behavior and support employees in their efforts to be healthy or become healthier.
- Offer the BCBSMS Health Risk Assessment Tool for annual employee risk assessments with a goal of 100% employee participation and provide BCBSMS with employee information as necessary (i.e. name and unique identifier) to support the health risk assessment.
- Promote the *Healthy You!* benefit and encourage covered employees to use their Healthy You! benefit with a goal of 100% of employees having an annual *Healthy You!* visit.
- Offer Healthy Workplace activities to support health education and training based on employees' health needs and interests (as defined through the annual health risk assessment data) that will provide opportunities for employees to learn and put healthy habits into practice. .
- Offer employee incentives for healthy behavior and participation in Healthy Workplace activities.
- Provide space at the Employer worksite(s) for Healthy Workplace activities and provide BCBSMS access to employees during work hours for Healthy Workplace wellness meetings and activities.
- Display Healthy Workplace materials and distribute the materials to employees.
- Monitor Healthy Workplace employee participation and progress and share data with BCBSMS.

### BCBSMS agrees to:

- Support Employer in becoming a Healthy Workplace by providing education materials, resources, training and other necessary components of the Healthy Workplace Program.



BlueCross BlueShield  
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It's good to be Blue.

# Healthy Workplace

[www.bcbsms.com](http://www.bcbsms.com)

- Conduct a Healthy Workplace tour of Employer's worksite(s) and identify how health awareness can be incorporated or improved in support of a healthy work culture.
- Recommend healthier options for food and vending items.
- Identify work areas that could be used for exercise and health education sessions.
- Provide the BCBSMS Health Risk Assessment Tool for annual employee risk assessments.
- Provide employees with confidential individual risk assessment profiles and Employer with aggregate data and risk status analysis.
- Consult with Employer to define and implement health and wellness activities specific to the employees' and Employer's needs.
- Provide Healthy Workplace activities to support health education and training based on employees' health needs and interests (as defined through the annual health risk assessment data) that will offer opportunities for employees to learn and put healthy habits into practice
- Provide support and direction through Health and Wellness Specialists who will meet with management and non-management employees as necessary during the transition to a Healthy Workplace.
- Provide Employer with Healthy Workplace comparative data.

Employer agrees not to alter Healthy Workplace material or distribute other than as directed by BCBSMS. BCBSMS and Employer agree not to use the other party's name, logos, trademarks, or service marks in Healthy Workplace materials or otherwise without prior written permission.

Employer is on notice that the Patient Protection and Affordable Care Act ("PPACA") and its implementing regulations apply to incentives for Wellness Programs. PPACA, in part, places restrictions and limitations on incentives for employees which are based upon the employee satisfying a standard that is related to a health factor. BCBSMS does not provide such incentives for your employees and does not control the incentives you provide to them, if any. However, as described elsewhere in this document, BCBSMS will offer to, at your discretion, consult with and assist in creating your own incentive program that you control and administer. You understand that these incentives are governed by PPACA and agree that any advice given by BCBSMS regarding incentive compliance is based on a good faith interpretation of the regulations, is not legal advice and that you, not BCBSMS, are responsible for the compliance of any incentive program that you choose to provide and administer to your employees. You agree to hold BCBSMS harmless for any liability which may arise from your choice and implementation of your incentive program, whether or not BCBSMS assisted in designing the program.

**BCBSMS will not use health risk assessment data or clinical results in determining the Member's premium rate adjustments.**



**BlueCross BlueShield  
of Mississippi**

# Healthy Workplace

It's good to be Blue.

[www.bcbsms.com](http://www.bcbsms.com)

This Letter of Understanding is effective as of the date signed by the Employer and is effective for 12 months. Either party may cancel this contract at any time by providing the other party with thirty (30) days written notice of intent to cancel.

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Employer Name

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Blue Cross & Blue Shield of Mississippi, A  
Mutual Insurance Company

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Employer Signature/Title

---

Date

---

Date



**OXFORD**

HUMAN RESOURCES

# MEMORANDUM

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**To:** Board of Aldermen  
**From:** Holly Tubbs, Payroll and Benefits Manager, Human Resources  
**Date:** December 17, 2024  
**Re:** Letter of Understanding - BCBS

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This City of Oxford's Human Resources Department is requesting approval from the Mayor and Board of Aldermen to sign a letter of understanding with Blue Cross Blue Shield of Mississippi to participate in their Healthy Workplace program.

There will be no cost to the city. I recommend approval.





**OXFORD**  
DEVELOPMENT  
SERVICES

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# MEMORANDUM

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**To:** Board of Alderman

**From:** John Crawley, P.E., City Engineer

**CC:** Rob Neely, P.E., General Manager, Oxford Utilities

**Date:** December 17, 2024

**Re:** Contract with Eagle Specialty for Traffic Signal Maintenance

---

Included for your consideration is a request to re-enter into a contract for traffic signal maintenance with Eagle Specialty for the next calendar year, January 1-December 31, 2025. The current signal maintenance contract expires on December 31, 2024. This work will be performed by the same signal technician who has performed maintenance for the city for several years. This contract does not include the design or consultant services of a licensed Traffic Signal Engineer, but the scope of work and rates are included, including mileage. There appears to be a \$5 increase in the rate from the previous year.

**Engineering recommends approval of the contract with Eagle Specialty for Traffic Signal Maintenance from January 1-December 31, 2025.**

Scope of work to be provided for all traffic signals and signalized school flashers within the jurisdiction of the City of Oxford, Mississippi. Effective 1-1-2025 to 12-31-2025.

Provide technical aid as required to City Engineering/Oxford Electric Department staff, including but not limited to:

- Provide 24-hour response to equipment trouble calls.
- Isolate and replace faulty equipment at intersection.
- Handle repairs or replacement of faulty equipment based on cost effectiveness for the City.
- Make changes to controller data as per engineering staff.
- Maintain intersection timing data base.
- Maintain upgrades on equipment as manufacturers make available.
- Inspect intersections to insure operation as designed. Check each intersection in jurisdiction on a rotating basis. Inspections include signals, detector loops, detector amplifiers, pedestrian push buttons, conflict monitors, and controllers. Compile and maintain individual intersection files with cabinet prints, manuals time sheets and any equipment specific information. Provide findings in a status report to designated city personnel.
- Function as liaison between City and contractors, suppliers, design engineers, MDOT, or others as requested.
- Monitor signal construction projects from “pre-construction” through “acceptance” as needed.

Inspections of signalized intersections to be done monthly. A maximum of 32 hours per month devoted to the inspection service. All maintenance invoiced monthly and sent with status reports.

Labor to be billed at: Signal Technician - \$90.00 per hour.  
Signal Aide - \$50.00 per hour. (when required)

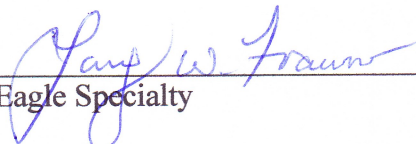
Mileage to be billed at: \$0.60 per mile.

A one-hour minimum charge on call outs with additional hours in quarter hour increments.

Labor provided by: Larry W. Frawner, owner - EAGLE SPECIALTY  
2590 Church Rd. E.  
Southaven, MS 38671

\_\_\_\_\_  
City of Oxford, MS

\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Eagle Specialty  
Larry W. Frawner  
\_\_\_\_\_  
Owner



**OXFORD**  
DEVELOPMENT  
SERVICES

# MEMORANDUM

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**To:** Board of Aldermen

**From:** John Crawley, P.E., City Engineer

**CC:** Bart Robinson, P.E., COO/ Hollis Green, Director, Development Services  
Johnathan Mizell, Chief Building Official

**Date:** December 17, 2024

**Re:** Request for Overnight Work Hours at 14 Thacker Loop, Out-A-Space Storage Facility

---

Oden-Hardy Construction, the General Contractor for the Out-A-Space Storage Facility at 14 Thacker Loop, is requesting to perform another overnight concrete pour on Thursday, December 19<sup>th</sup>, at 2:00 A.M., with set-up beginning at 12:30 A.M. The pour should be done by 6:00 A.M on December 19th. In the event of inclement weather, the contractor has asked for an alternate date of Friday, December 20th. The concrete pour will be approximately 253 cubic yards, utilizing 32 trucks. See the attached document.

Engineering recommends approval of this request.



**ODEN • HARDY  
CONSTRUCTION**

**Out-A-Space Self Storage/Thacker Storage**

***14 Thacker Loop. Oxford MS 38655***

**Permit # BLDC-005779-2024 MPC # MC-31160006**

***Project Start: 7/22/2024 Completion Date: 4/17/2025***

***Owner: Jay Luna/Trinity Group***

***Rough Dimension: 244x84***

***Foot Print sq ft: 18,698***

***Total sq ft: 74,792***

***Total Units: 612 for all 4 Floors***

**Concert Supplier: BBM Concrete Contractor: Abby Bridge**

***4<sup>th</sup> Floor Pour approx. yards: 253 Truck count: 32***

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***4<sup>th</sup> Floor Pour, set up at 12:30 AM with Light Towers, Pump at 1:00 AM, start Pour at 2:00 AM, Scheduling 80 yards per hour. Poured out by 6:00 AM.***

**Project Superintendent: Mark Grant...Cell# (828-234-4974) mgrant@odenhardy.com**

**Oden Hardy Construction 1400 59<sup>th</sup> Street West Bradenton FL 34209...Office (941-792-2233)**

**State of Mississippi Contractor License # 20099-MC Expires Jul. 31, 2025**



**OXFORD**  
DEVELOPMENT  
SERVICES

# MEMORANDUM

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**To:** Board of Aldermen

**From:** John Crawley, City Engineer

**CC:** Bart Robinson, P.E., COO/ Hollis Green, Director, Development Services  
Rob Neely, P.E., General Manager, Oxford Utilities

**Date:** December 17, 2024

**Re:** Request to Approve Change Order One and Final Punkin Water Acquisition – Booster Pumps Project

---

The above-captioned project is substantially complete. The final quantity change order increases the original contract amount by **\$3,130.00**. Please see attached.

Engineering recommends approval of this change order and the final payment application to Cleveland Construction in the amount of **\$65,400.75**.

**CHANGE ORDER NO.: 1 & FINAL**

Owner: City of Oxford Owner's Project No.: None  
 Engineer: Daniels & Associates, Inc. Engineer's Project No.: None  
 Contractor: Cleveland Construction Co., Inc. Contractor's Project No.:  
 Project:  
 Contract Name: Acquisition of Punkin Water Association / Booster Pumps  
 Date Issued: November 20, 2024 Effective Date of Change Order: December 3, 2024 **12/17/24**

The Contract is modified as follows upon execution of this Change Order: *Increase contract amount for items added and shown on attached sheet CO1-1. Increase contract time due to delay in delivery of electrical controls.*

Description: *See attached CO1-1.*

Attachments: *Sheet CO-1 recapping items added.*

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ <u>845,389.00</u>	Original Contract Times: Substantial Completion: <u>230 days (05.04.24)</u> Ready for final payment: <u>240 days (05.14.24)</u>
<del>[(Increase)]</del> <del>[(Decrease)]</del> from previously approved Change Orders No. <u>0</u> to No. <u>0</u> : \$ <u>0.00</u>	<del>[(Increase)]</del> <del>[(Decrease)]</del> from previously approved Change Orders No. <u>0</u> to No. <u>0</u> : Substantial Completion: <u>0 days</u> Ready for final payment: <u>0 days</u>
Contract Price prior to this Change Order: \$ <u>845,389.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>230 days (05.04.24)</u> Ready for final payment: <u>240 days (05.14.24)</u>
<del>[(Increase)]</del> <del>[(Decrease)]</del> this Change Order: \$ <u>3,130.00</u>	<del>[(Increase)]</del> <del>[(Decrease)]</del> this Change Order: Substantial Completion: <u>101 days</u> Ready for final payment: <u>194 days</u>
Contract Price incorporating this Change Order: \$ <u>848,519.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>331 days (08.13.24)</u> Ready for final payment: <u>434 days (11.14.24)</u>

Recommended by Engineer (if required)

By: David Daniels

Title: David Daniels, PE

Date: 11/20/2024

Authorized by Owner

By: \_\_\_\_\_

Title: John Crawley, City Engineer

Date: \_\_\_\_\_

Accepted by Contractor

Scotty Cleveland

Scotty Cleveland, President

11/20/24

Approved by Funding Agency (if applicable)

\_\_\_\_\_

Not Applicable

\_\_\_\_\_

CHANGE ORDER NO. 1 & FINAL RECAP

CO1-1

CITY OF OXFORD

ACQUISITION OF PUNKIN WATER ASSOCIATION / BOOSTER PUMPS

NOVEMBER 20, 2024

<u>Description of Additions to Contract</u>	<u>Lump Sum Amount</u>
1. Cored floor of new building and installed conduit from check valve pit to building for transducer wire.	\$ 560.00
2. Installed geotextile fabric under limestone parking lot.	1,500.00
3. Added sidewalk at front door of building.	650.00
4. Removed 2" flush hydrant and plumbed sample hydrant over to the building.	420.00
<b>Total Additions</b>	<b>\$3,130.00</b>

\* Pending BOA Approval  
on 12/17/24

12/12/24  
458-650-720  
\$65,400.75

Pumpkin Water Booster Pumps  
Pay Est. # 4 and Final

FORM APPROVED | OMB No. 0575-0042, 0575-0189  
Exp. Date: 03/31/2026

Form RD 1924-18 (Rev. 6-97)	UNITED STATES DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT FARM SERVICE AGENCY  <b>PARTIAL PAYMENT ESTIMATE</b>	CONTRACT NO.
		PARTIAL PAYMENT ESTIMATE NO. <u>4</u>
		PAGE

OWNER: <u>City of Oxford, Agency for Pump</u>	CONTRACTOR: <u>Cleveland Construction Inc</u>	PERIOD OF ESTIMATE FROM <u>8-20-24</u> TO <u>11-25-24</u>
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CONTRACT CHANGE ORDER SUMMARY				ESTIMATE	
No.	Agency Approval Date	Amount			
		Additions	Deductions		
<u>1</u>	<u>11-20-24</u>	<u>3130.00</u>	<u>-</u>	1. Original Contract	<u>845,389.00</u>
				2. Change Orders	<u>313.00</u>
				3. Revised Contract (1 + 2)	<u>848,519.00</u>
				4. Work Completed*	<u>848,519.00</u>
				5. Stored Materials*	
				6. Subtotal (4 + 5)	<u>848,519.00</u>
				7. Retainage*	<u>0</u>
				8. Previous Payments	<u>783,118.25</u>
				9. Amount Due (6-7-8)	<u>65,400.75</u>
TOTALS				* Detailed breakdown attached	
NET CHANGE					

CONTRACT TIME			
Original (days) _____		On Schedule <input type="checkbox"/> Yes <input type="checkbox"/> No	Starting Date _____
Revised _____			Projected Completion _____
Remaining _____			

<b>CONTRACTOR'S CERTIFICATION:</b> The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.	<b>ARCHITECT OR ENGINEER'S CERTIFICATION:</b> The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.
Contractor <u>Cleveland Construction Inc</u>	Architect or Engineer <u>Daniels &amp; Associates, Inc.</u>
By <u>Scotty Oulad</u>	By <u>David Daniels</u>
Date <u>11-25-24</u>	Date <u>12/3/2024</u>
<b>APPROVED BY OWNER:</b> Owner <u>City of Oxford</u> By <u>John Crawley, PE, City Engineer</u> Date _____	<b>ACCEPTED BY AGENCY:</b> The review and acceptance of this estimate does not attest to the correctness of the quantities shown or that the work has been performed in accordance with the contract documents. By _____ Title _____ Date _____

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0042 and 0575-0189, which expire 3/31/2026. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection information. All responses to this collection of information are voluntary. Any questions on this burden can be sent to 1-800-977-6768.



**CLEVELAND CONSTRUCTION INC.**

1974 Grays Creek Rd.  
 Hernando, MS 38632  
 Phone (662) 429-5776 Fax (662)429-2723

**DATE:** November 25, 2024  
**INVOICE #** 11593

**Bill To:** City of Oxford **Ship To:**  
 Acquisition of Punkin Water Association  
 Booster Pumps

**Comments or Special Instructions:**

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Pay Estimate 4	\$ 65,400.75	65,400.75

	\$ 65,400.75
TAX RATE	0.00%
Sales Tax	-
<b>TOTAL</b>	<b>\$ 65,400.75</b>

Make all checks payable to Cleveland Construction, Inc.

THANK YOU FOR YOUR BUSINESS!





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**Re: Acquisition of Punkin Water Association / Booster Pumps**

---

**From** Allison Ferris <allison@oxfordms.net>

**Date** Tue 12/3/2024 11:06 AM

**To** ddaniels@danielsassociates.com <ddaniels@danielsassociates.com>; John Crawley <john@oxfordms.net>; Rob Neely <rneely@oxfordms.net>

**Cc** Ryley Butler <riley@oxfordms.net>

2 attachments (3 MB)

punkin water pumps pay estimate 4.pdf; Change Order No 1 and Final Punkin Pumps.pdf;

David,

Thanks for sending! Per John, these would have to go on the next BOA Agenda for approval 12/17/24.

If anything further is needed, please let John know!

Thanks,

Allison

**Allison Ferris**

*Office Manager*

**Engineering Department**

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107 Courthouse Square  
Oxford, MS 38655

t: (662) 232-2306

e: [allison@oxfordms.net](mailto:allison@oxfordms.net)

w: [www.oxfordms.net](http://www.oxfordms.net)

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**From:** ddaniels@danielsassociates.com <ddaniels@danielsassociates.com>

**Sent:** Tuesday, December 3, 2024 10:47 AM

**To:** John Crawley <john@oxfordms.net>; Rob Neely <rneely@oxfordms.net>

**Cc:** Allison Ferris <allison@oxfordms.net>

**Subject:** Acquisition of Punkin Water Association / Booster Pumps

Attached is change order no. 1 and final and contractor's partial payment request no. 4 and final for the Punkin Water Association Booster Pump project.

The project is complete.

David Daniels, PE  
[Daniels & Associates, Inc.](#)

12/3/24, 11:34 AM

Mail - Allison Ferris - Outlook

720 North Lamar Boulevard, Unit 4  
Oxford MS 38655  
662-236-3981



**OXFORD**  
DEVELOPMENT  
SERVICES

# MEMORANDUM

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**To:** Board of Aldermen

**From:** John Crawley, City Engineer

**CC:** Bart Robinson, P.E., COO/ Hollis Green, Director, Development Services  
Rob Neely, P.E., General Manager, Oxford Utilities

**Date:** December 17, 2024

**Re:** Request to Approve Change Order One  
SR-7 Water & Sewer Relocations Project, Phase II B

---

This change order adds and deletes several items as outlined in the attached document. This change order decreases the original contract amount by **\$116,400.00**.

Engineering recommends approval of this change order.



**POTABLE WATER ITEMS**

Additions

Item No.	Item	Quantity	Unit	Unit Price	Amount
15	18" HDPE DIPS, DR 11, Directional Bore	330.0	L.F.	\$350.00	\$115,500.00
18	24" Steel Casing, Bored	15.0	L.F.	710.00	10,650.00
25	16" Road / Drive Bore, No Casing	50.0	L.F.	175.00	8,750.00
Subtotal - Additions					\$134,900.00

Deletions

Item No.	Item	Quantity	Unit	Unit Price	Amount
12	18" HDPE D.I.P.S. DR 11, (Installed in Casing)	300.0	L.F.	\$175.00	\$52,500.00
23	30" HDPE IPS Casing, Directional Bore	290.0	L.F.	670.00	194,300.00
85	Asphalt Pavement Removal and Repair	18.0	S.Y.	250.00	4,500.00
Subtotal - Deletions					\$251,300.00

**Summary**

1. Additions	\$134,900.00
2. Deletions	(251,300.00)
<b>NET DELETION CHANGE ORDER NO. 1</b>	<b>(\$116,400.00)</b>

*Notes:*

*Addition item no. 15 included 300 feet at proposed CR 324, left of Station 1336+00 shown on plan sheet 9, and 30 additional feet at ditch bore right of Station 1368+00 shown on plan sheet 6.*

*Addition item no. 18 is for bore under NMRC drive shown on plan sheet 6.*

*Addition item no. 25 added bore on abandoned South Lamar segment shown on plan sheet 10.*

*Deletion item no. 85 is for open-cut crossing of abandoned segment of South Lamar Blvd shown on plan sheet 10.*

*Deletion item nos. 12 and 23 were for proposed CR 324 bore left of Station 1336+00 shown on plan sheet 9.*

*There will be no restocking fees for deleted item materials.*



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**SR 7 Water & Sewer Relocations Phase II B**


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**From** ddaniels@danielsassociates.com <ddaniels@danielsassociates.com>

**Date** Tue 12/3/2024 11:27 AM

**To** John Crawley <john@oxfordms.net>

**Cc** Allison Ferris <allison@oxfordms.net>

 1 attachment (590 KB)

Change Order No 1 SR 7 Water Ph II B.pdf;

John,

Attached is change order no. 1 for the subject project. The change order is for a net deduct in the contract amount for \$116,400.00.

The deduct is the result of deleting a 30" HDPE casing bore under the proposed realignment of Shackleford Road where MDOT had a 25 foot cut. The boring subcontractor had some concerns about making the bore which was 300 feet long and would require a 45" diameter borehole.

I got Kelly Standard to agree to let us make the bore without the encasement and realigning the bore to be on the section of Shackleford Road that will be given back to the City for maintenance after the highway construction is completed.

The change order also adds some length to a few other bores.

David Daniels, PE

[Daniels & Associates, Inc.](#)

720 North Lamar Boulevard, Unit 4

Oxford MS 38655

662-236-3981





**OXFORD**  
DEVELOPMENT  
SERVICES

# MEMORANDUM

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**To:** Board of Aldermen

**From:** John Crawley, City Engineer

**CC:** Bart Robinson, P.E., COO/ Hollis Green, Director, Development Services  
Rob Neely, P.E., General Manager, Oxford Utilities

**Date:** December 17, 2024

**Re:** MOU Between Mayor and Board of Aldermen  
SR-7 Water Main Relocation Projects

---

Engineering requests that the BOA and Mayor enter into a Memorandum of Understanding (MOU) regarding the above-captioned projects. The project is split into two phases, **Phase II B** and **Phase II C**. The bid amount for **Phase II B** was **\$5,986,963.50**, and the bid amount for **Phase II C** was **\$1,793,511.00**. Per the modified MDEQ sub-agreement for this project (see attached), the amount of the LFRF/MCWI funds allocated to this project is **\$11,398,775.00**. As the allocated amount of potential reimbursement exceeds the contract amount, there is a possibility the city could lose a considerable amount of grant funding. However, there is the possibility that over-allocated grant funding could be allocated to another project for which the city has already received grant approval. Therefore, MDEQ and their managing consultant for the MCWI program have recommended the city to have an MOU executed between the Mayor and BOA as a mechanism to grant authority to the mayor to authorize expenditures and the possible re-allocation of grant funding to other projects. This MOU, if executed, would apply only to this project and would expire with the completion of the project or on January 1, 2027, whichever comes first. See attached.



**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**Oxford, Mississippi Board of Aldermen**  
**and**  
**Mayor Robyn Tannehill**

This Memorandum of Understanding (“MOU”) is entered into by and between the City of Oxford, Mississippi (“Municipality”) Board of Aldermen (“Board”) and the Mayor of the City of Oxford, Mississippi (“Mayor”), hereinafter the Parties. In consideration of those mutual undertakings, the Parties agree as follows:

**WHEREAS**, the Board, is designated to accept and administer funds from the federal American Rescue Plan Act (“ARPA”), sections 602 and 603 of the Social Security Act as added by section 9901 of the American Rescue Plan Act of 2021 (the “Act”), Pub. L. No. 117-2 (Mar. 11, 2021);

**WHEREAS**, the Mayor is tasked with overseeing the day to day operations of the Municipality, including but not limited to utilities, specifically drinking water, wastewater, and stormwater projects;

**WHEREAS**, the Board must approve the Municipality’s budget and the Mayor executes the expenditures; and

**WHEREAS**, the Parties desire to enter into this MOU to memorialize their understanding of the mutual advantages of this cooperative relationship.

**NOW, THEREFORE**, the Parties agree to the terms and conditions set forth below:

I. Purpose

The purpose of this MOU is to memorialize an agreement to obligate the Municipality’s ARPA State and Local Fiscal Recovery Funds (“Funds”) for those purposes set forth in the Subaward Agreement between the City of Oxford and the Mississippi Department of Environmental Quality (“MDEQ”), MDEQ Agreement No. **107-2-DW-5.15** set forth in Attachment “A”, hereby adopted and incorporated by reference herein, along with any current or future modifications thereto (“MDEQ Subaward Agreement”).

## II. Conditions and Scope

The Board agrees to appropriate and the Mayor agrees to expend the Funds to perform the “Scope of Work,” as set forth in Attachment A and Article 2 of the MDEQ Subaward Agreement, for the “Project” as set forth in Article 2 of the MDEQ Subaward Agreement.

## III. Amount

The Board agrees to provide and obligate the Funds in an amount not to exceed the funds as set forth in Article 7.A.ii of the MDEQ Subaward Agreement and the Mayor agrees to expend the Funds in such amount.

## IV. Term

The MOU shall be effective from the date executed below and shall expire on January 1, 2027.

## V. Binding Effect

The MOU shall be binding upon the Parties hereto and upon any respective successors and assigns of the Parties.

## VI. Obligation of the Parties

The Parties agree to the following obligations under this MOU:

- a. The Board agrees to provide the Mayor the Funds in an amount not to exceed the amount set forth in Article 7.A.ii of the MDEQ Subaward Agreement.
- b. The Mayor shall expend the Funds in amount not to exceed the amount set forth in Article 7.A.ii of the MDEQ Subaward Agreement to pay for the cost of the Scope of Work necessary to implement the Project.
- c. The Mayor shall follow federal and state procurement and expenditure requirements as required by and set forth in the MDEQ Subaward Agreement.
- d. The Mayor shall ensure a complete procurement file for each contract necessary to perform the Scope of Work in the Subaward is submitted to MDEQ with reimbursement requests in accordance therewith.

## VII. Applicable Law

This MOU shall be governed by and construed in accordance with the laws of the State of Mississippi.

Agreed to this on the 17<sup>th</sup> day of December 2024.

---

**Board of Aldermen, Pro-Tem Jason Bailey**

Agreed to this on the 17<sup>th</sup> day of December 2024.

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**Mayor Robyn Tannehill**

**ATTACHMENT "A"**

**MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY  
MISSISSIPPI MUNICIPALITY AND COUNTY WATER INFRASTRUCTURE GRANT  
AGREEMENT MODIFICATION #1**

**STATE OF MISSISSIPPI  
COUNTY OF HINDS**

**MDEQ AGREEMENT NO. 107-2-DW-5.15**

**SUBAWARD AGREEMENT**

This document is a Modification to the Subaward Agreement between the Mississippi Department of Environmental Quality (“MDEQ”), a pass-through entity as defined in 2 C.F.R. 200.1, and the City of Oxford, UEI Number: C6FVY2CCKGH6 (“SUBRECIPIENT”, and together with MDEQ, the “Parties”, and each, a “Party”) which was entered into on the 20<sup>th</sup> day of October 2023.

**WITNESSETH THAT:**

Whereas, MDEQ has determined that a modification of the Agreement is required:

**IT IS NOW THEREFORE AGREED BY THE PARTIES THAT:**

Section 7. **CONSIDERATION AND PAYMENT**, Subsections A-C. are revised as follows:

**7. CONSIDERATION AND PAYMENT**

A. *Project Cost.* The total Project cost shall not exceed **\$11,398,775.00**, with said amount broken down as follows:

i. MCWI Grant Funds shall not exceed **\$4,994,636.92**;

ii. The Local Fiscal Recovery Funds (“LFRF”) received by SUBRECIPIENT from the U.S. Treasury or the Mississippi Department of Finance and Administration used as matching funds in this Agreement shall not exceed **\$4,994,636.92**;

iii. Any LFRF transferred to SUBRECIPIENT from a county or municipality (“Transferred LFRF”) shall not exceed **\$0.00**;

iv. Any other funds that SUBRECIPIENT obligates(ed) to the project that are not eligible for MCWI match (“Other Funds”) shall not exceed **\$1,409,501.16**.

B. Professional fees that will be reimbursed with MCWI Grant Funds shall not exceed **\$455,951.00**. This amount is included in, and is not in addition to, the maximum MCWI Grant Funds specified in Article 7.A.i, above and Article 7.C., below.

SUBRECIPIENT understands and acknowledges that the amount of professional fees, as defined in the MCWI Regulations, Rule 1.1 E. (18), that may be matched with MCWI Grant Funds is limited to no more than 4% of the total amount of costs actually incurred on the Project, which in no case may be more than the total Project cost set forth in Article 7.A., above.

C. *Consideration.* As consideration for the performance of the tasks included in this Agreement, MDEQ agrees to reimburse SUBRECIPIENT an amount not to exceed **Four Million Nine Hundred Ninety-Four Thousand Six Hundred Thirty-Six Dollars and Ninety-Two Cents (\$4,994,636.92)** (the “Maximum Amount”).

MDEQ is under no obligation to provide funds to SUBRECIPIENT if SUBRECIPIENT has not met, or does not continue to meet, minimum federal requirements to receive funds, such as but not limited to, adhering to applicable procurement requirements found in 2 C.F.R. Part 200 *et al.* Moreover, MDEQ bears no responsibility relative to SUBRECIPIENT’s expenditure of its own funds. To that end, in the process of review of documentation for reimbursement, as well as compliance monitoring activities associated with the Program, MDEQ is not responsible or liable for any expenditure made by SUBRECIPIENT with its funds. As such, SUBRECIPIENT is solely responsible for compliance with federal and state requirements associated with its LFRF, its LFRF Transferred Funds, and any other funds it uses towards its Project that are not a part of the MCWI Grant Funds. SUBRECIPIENT must substantiate all expenditures in a compliant manner. MDEQ is under no obligation to reimburse costs incurred that are not demonstrably compliant with federal and state law.

**{Signature Page Follows}**



Except as it is modified by the provisions of **Agreement Modification No. 1**, this Agreement shall remain in full force and effect and all other provisions thereof are hereby incorporated and reaffirmed as if fully set forth herein.

**MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY**



Chris Wells  
Executive Director

11/25/24

Date

**CITY OF OXFORD**



Mayor Robyn Tannehill  
Signature of Authorized Representative

Robyn TANNETHILL

Robyn Tannehill  
Printed Name

MAYOR

Title

11/25/24

Date