

**Historic Preservation Commission
Meeting Minutes
April 16, 2015**

Call to Order	In Attendance	Absent	Guests
Made by: Tony Armento Time: 6:01p.m.	Tony Armento-Chairman Rick Thomas-Vice-Chairman Cathy Weaver-Treasurer Susan Wicker-Secretary Joan Roberson Peter Tocci Cheryl Hart-Planning Director Lu Anne Gilligan-Recording Secretary	Harriet Crawford- New Member Appointed by BOC in March.	None

Approval of Minutes	Date of Minutes	Motion to Approve	2nd	Outcome
	2-19-2015	Cathy Weaver	Peter Tocci	Motion to approve as written.

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	\$1131.62	\$20.00	\$1111.62

Old Business

Topic	Discussion	Outcome
Annual Report to BOC Meeting	<p>At the March 10, 2015 Board of Commissioner’s Meeting, Susan and Tony presented the annual report. (Susan reviewed the items related activities during the past year and Tony presented the goals planned for the coming year.)</p> <p>*A copy of the report is attached.</p>	<p>Provided for information only.</p>
HPC Camp Participation	<p>In September 2015, the HPC has an opportunity to attend the CAMP (Commission Assistance and Mentoring Program) in Salisbury for \$350.00 which will allow three (3) of the members to participate and \$30.00/ person thereafter. The training will be from noon on Tuesday through Wednesday. HPC members would be responsible for their own lodging.</p> <p>The CAMP conference topics include:</p> <ul style="list-style-type: none"> • Chair Training • Legal Basics • Meeting Procedures • Building Public Support • Reading Plans • Identifying and Designating Historic Resources • Standards and Guidelines • Hands on Design Exercise 	<p>Tony would like an exact number of members available to attend CAMP in September at the next HPC meeting so as to meet the July 1st registration deadline.</p>
CLG Training Session	<p>Susan Wicker, Rick Thomas and Cheryl Hart were able to attend the free training session on March 19th at the Greensboro Historic Museum Auditorium. Susan reported that in addition to hearing useful information about HPC practices, she was also able to briefly speak with all of the officials attending the session, including Ramona Bartos, Nicole McCabe (the CLG grant coordinator) and Laurie Mitchell (CLG coordinator) and Mitch Wilds (Restoration Specialist and Supervisor). Mitch Wilds spoke at the event.</p>	<p>Tony thanked the members for attending the training session.</p>

<p>Relationship Building</p>	<p>Tony Armento reiterated his plans to foster relationships with the community during his term as Chair. Peter Tocci informed the HPC that he is the Vice-Chair of the Downtown Master Plan Committee. He stated their next meeting is April 22, 2015 wherein they will be discussing the Downtown Master Plan.</p>	<p>Tony asked Peter if he would be a HPC liaison and report back to the HPC any information that would be beneficial to the HPC and let the HPC know if the HPC could play a role on that Committee.</p>
<p><u>ACTIVE PROJECTS</u></p> <p>Photo Contest</p>	<p>Susan Wicker shared that the Photo Contest Announcements have been sent out and several photos have started to come in from new shutterbugs. Everything is on track and the deadline for submission is May 1st. Susan will notify the HPC members when the photos are uploaded on the HPC Facebook account. Voting will be done via email. The winners will be announced in a presentation at the May 12 BOC meeting. The winners will receive a certificate and a cash prize at the presentation. The HPC Stewardship Award winner will also be announced the same night. Susan was able to get four sponsors for the Photo Contest. Sponsors are:</p> <ul style="list-style-type: none"> • The new orthopedic group in town, OSNC, Orthopedic Specialist of NC • Torrey’s Flowers • Granville Health System • Peter Tocci’s Arts and Antique Gallery of Oxford 	<p>Susan Wicker is leading the Annual Photo Contest project. The commission members will vote on the winning photos via email and the winners will be announced at the BOC May meeting where they will be presented cash prizes. The HPC Stewardship Award winner will also be announced at the same BOC meeting.</p>
<p><u>ACTIVE PROJECTS</u></p> <p>Saving 218 College Street</p>	<p>Tony Armento announced that we received permission from Mr. Crawford to continue to visit the house and bring in anyone necessary for the sale or reconstruction of this property. Cathy and Tony were able to meet with her contractor, Todd, to take a look at the house and give us a rough estimate of other houses he had worked on, similar in size and with same type of needed construction problems, at which he figured at the high end \$225,000.00 to renovate. Tony felt with using the historic tax credit still available and the federal govt. income producing property credit that it is still more cost effective to go this route that to demolish this house and rebuild one of the same size. However, we need to</p>	<p>A meeting will be scheduled soon for select (< quorum) HPC members to sit with Mr. Crawford to explain options available to him that would preserve/restore the home so as to protect the College Street Historic District.</p>

	<p>confirm this before we take this to Mr. Crawford. It is a two story 2800 square foot house. Cathy is to check with Mark Hicks, a second contractor, to see if he is willing to provide a rough estimate. Tony will schedule a meeting soon for select HPC members to sit down with Mr. Crawford to discuss a way to salvage this property. From the research done over the last 2-3 months, there are several options to present to Mr. Crawford.</p>	
<p><u>Goals Update</u></p> <p>CLG Grant Status</p>	<p>Susan had nothing to report at this time on the status of the CLG grant. No one from the State Preservation Office has responded as to the status of our application, but they have until the end of May to make their decision.</p> <p>Susan reiterated that Ms. McCabe at the State Preservation Office stated previously that the HPC may not receive the grant this year because there are numerous HPCs applying for these grants and the money is limited. If we do not get it this year, we will just keep applying for it until we do.</p>	<p>Nothing new to report on the status of the CLG Grant at this time.</p>
<p><u>Goals Update</u></p> <p>Partnerships (Bicentennial event update)</p>	<p>Rick Thomas attended the March 4th Bicentennial Anniversary Committee meeting. Rick is serving as an HPC liaison for that committee. He stated that the current plans for the 200th Anniversary Celebration will include various events and activities over a period of months. The celebration festivities will commence at the 2015 Oxford Christmas Parade. The committee has a \$30,000.00 budget over a three year period and will receive a \$10,000.00 infusion on July 1st and Rick understood them to say all allocated funds have been spent or committed to select event projects. One of their commitments includes the restoration of the 1800 bylaws of the town. The final plan has yet to be confirmed, so now is the time to enter additional ideas. Some of the ideas already being entertained to include in the festivities are: a banquet to mark the end of the Bicentennial Celebration, a community wide picnic, fireworks, a 3-5k race, a literary contest (to be sponsored in the high school) about Oxford, T-shirts, Mr. Bowling is writing a book, restoring original town bylaws, OPL article series and a Lord Granville Day's revival.</p> <p>The HPC plans to work with Parks and Recreation (Chris Usry) and to submit articles to the OPL about the value of Historic Preservation. Tony asked everyone to bring their</p>	<p>Rick Thomas, the HPC liaison for the Bicentennial Committee, met with the group and informed them that the HPC was interested in partnering with them for the event. Rick will keep the HPC informed of the Bicentennial Plans. Tony asked the HPC members to bring their ideas for how best the HPC could participate in the Bicentennial Celebration to the next HPC meeting.</p>

	ideas to the next meeting and they could decide on which ones they were interested in sponsoring as well as dates and costs.	
<u>Goal Update</u> Partnership-Rec. Dept. Christine Usry	Tony and Joan plan to meet with Christine Usry to discuss the specifics of the historical walking tour and the brochure featuring this event.	Tony, Joan and Christine Usry will meet to discuss the walking tour to be launched to coincide with the Bicentennial Celebration.
<u>Goal Update</u> HPC Retreat Plans	Tony advised the HPC that upon further thought he wanted to plan an all-day retreat which would dedicate part of the day for HPC planning activities and part of the day for training. This type of retreat would satisfy yearly training requirements as a CLG. Tony suggested the session be planned on a Saturday from 9 a.m. till 5 p.m. After some discussion, the Richard Thornton Library was chosen as the venue. Joan immediately called the library during the HPC meeting to confirm the availability of the meeting room. The retreat will be held on June 27 th . Everyone agreed to attend. Tony plans to recruit someone from the SPO to facilitate the meeting. Susan will also be helping with the planning of the retreat and provide training sessions at the retreat.	Tony advised the commission that the HPC planning retreat would be combined with the annual training. The details will be finalized by the end of May.
<u>Goal Update</u> <u>Website Revision</u>	Joan Roberson is to work on the revised Oxford HPC website.	Joan will e-mail the HPC when the 2 nd draft of the revised HPC website is ready to view. At the May meeting, funds must be approved to purchase the HPC domain name (www.OxfordHPC.org) and to buy the web service from Weebly.

COA APPLICATION REVIEW #1: Mark Hicks

Property Address: 303 High Street
 Sworn stakeholders:
 Property type: Residential
 Project type: Addition of Black Aluminum Fence
 HPC Conflicts of Interest declared: Cathy Weaver recused herself and submitted this project on behalf of her neighbor, Mr. Hicks

Project Description	Factors Considered *	**	Outcome
<p>The homeowner was unable to attend. Cathy Weaver presented the project for the homeowner, describing his plans for the addition of a 48” tall black aluminum fence to his back yard. On the Belle street side of his property, it will be buffered by vegetation/shrubbery and on the other side it actually meets an existing chain link fence which cannot be seen from the street.</p>	Height of proposed Structure	C	Motion was made by Peter Tocci to approve the project as submitted.
	Setback/placement of structure	C	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details	N/A	It was seconded by Rick Thomas.
	Roof (shape/form/materials)	N/A	
	Doors/Windows/Fenestrations	N/A	
	General form and proportion	N/A	
	Appurtenant fixtures	C	The HPC voted unanimously to approve.
	Structural Conditions	N/A	
	Trees	C	

* See attached HPC worksheet for full details of factors considered
 ** C = Congruent with Historic Aspects of Historic District
 NC = Not Congruent with Historic Aspects of Historic District
 NA = This project does not impact this factor

Summary of Approved Minor Works: There were no minor works this past month.

COA Renewal: There were no COA renewals at this time.

Demolition by Neglect

<i>Property Owner Address</i>	<i>Status</i>
217 College Street Watkins Property	Cheryl Hart reported that she was trying to secure the funds to stabilize the house and she must work out the details before going before the Board of Commissioners. Susan added that she had an email correspondence with Cathleen Turner, from Preservation NC. In that e-mail, Mrs. Turner informed Susan that finding the right buyer might take some time since the house needs a great deal of work. A copy of the email is included.* Cathleen plans to touch base with Cheryl soon to see if any progress has been made with finding funds for stabilizing the house. Peter asked if there was a time limit for Demolition for Neglect and Susan replied that since the house was donated and currently on the market, the Demolition by Neglect ordinance is stayed.

New Business

Topic	Discussion	Outcome
2015 HPC Stewardship Award Winner	<p>Susan distributed a list of eligible properties (approved COAs with completed work) for the 2014-2015 Stewardship Award:</p> <ul style="list-style-type: none"> • 108 E. Front Street- replace shingle roof with standing seam roof • 214 College Street-replace roof • 200 High Street-restore front porch • 125 Gilliam Street-front façade and porch restoration • 104 Rectory Street- full interior renovation and exterior restoration with a porch addition • 207 Main Street-fence, shed, railing substitution, landscaping, 	Susan requested that the HPC go view the listed properties and then send their top 3 choices via e-mail within 2 weeks.

	<ul style="list-style-type: none"> exterior paint • 221 Gilliam Street-(won last year)- restoration North Façade • 405 College Street-paint and yard art (yard art never erected) • 308 College Street-paint 		
Policy Revision Proposal for Stewardship Award Policy	Susan stated that the Stewardship Award Policy needs to be formatted like other HPC policies and needs a general revision to improve the language.	Susan will draft a revised version of the Stewardship Award Policy to align the formatting with other HPC policies and update the language.	
Motion to Adjourn	1st	2nd	Outcome
	Susan Wicker	Peter Tocci	By unanimous decision, the meeting adjourned at 8:14 p.m.

Date of Next Meeting: Thursday, May 21, 2015

HPC Presentation to be given at the Oxford BOC Meeting on May 12, 2015 to announce winners of the Stewardship Award and the Photo Contest.

Minutes Prepared by: Lu Anne Gilligan