

**STATE OF NORTH CAROLINA
COUNTY OF GRANVILLE
CITY OF OXFORD**

**ANNUAL REPORT of the
OXFORD
HISTORIC PRESERVATION
COMMISSION**

TO: Madam Mayor, Jackie Sergeant and the Oxford Board of Commissioners

On behalf of the Oxford Historic Preservation Commission, I present this Annual Report to update you of our actions from February 2012 through February 2013.

Our Commission presently consists of seven (7) members:

Susan Wicker, Chairman
Marshall Tanner, Vice-Chairman
Elizabeth Watts, Secretary
Cathy Weaver, Treasurer

Joan Roberson, member
Pam Dalton, member
Yancey Washington, member

Treasury report at February 2013 meeting = \$1103.65

Activities from February 2012 – February 2013:

- Reviewed and approved 11 COA applications
- Reviewed and approved 2 Minor Works COA Applications
- Reviewed and denied one (1) request to have a property removed from the Historic District. (409 New College Street)
- Instituted the Demolition by Neglect procedure on the Currin property at 203 Main Street. At present, financial consequences will begin at \$100/day if the needed improvements are not made by June 17, 2013.
- Updated our HPC Charter.
- Formalized our Meeting procedure.
- Initiated and conducted the Annual HPC Photo Contest, awarding winners in May 2012.
- Initiated and conducted the Annual HPC Stewardship Award, awarding the winner in May 2012.
- Developed a Medallion program to enhance the HPC Stewardship Award (will award this to the 2012 and 2013 winners at the May 2013 BOC meeting).
- Applied for and won a Tourism Grant to install an informational kiosk. The Brochure Kiosk will be located in Downtown Oxford, informing visitors of things to see and do while visiting our City.
- Created a FaceBook page to share our activities with the community.
- Four (4) HPC members + the Planning Director attended a historic preservation workshop in Burlington, NC in March 2012.
- New HPC officers were elected in February 2013.

Our future plans include:

- Training session for HPC members regarding CLG procedure
- Planning a GRANT WRITING workshop as a fundraiser project.
- Plan to apply for CLG designation (Certified Local Government).
- Will conduct the 2nd Annual HPC Photo Contest.
- Will issue the 2nd Annual HPC Stewardship Award.
- Will begin updating our Design Guidelines.
- Looking at developing a Source Guide in partnership with local merchants, artisans and tradesmen to assist property owners with their home improvements.
- To be more visible in the community through partnerships with the downtown merchants, local realtors and the Granville County Historical Society.

On behalf of the Oxford Historic Preservation Commission, I submit this report.

This the 12th day of March, 2013.

Susan Wicker
Oxford HPC, Chairman