

# Historic Preservation Commission

## Meeting Minutes

### June 18, 2015

Call to Order	In Attendance	Absent	Guests
<b>Made by:</b> <b>Tony Armento</b>  <b>Time:</b> <b>6:02 p.m.</b>	Tony Armento, Chair Rick Thomas-Vice Chairman Susan Wicker-Secretary Joan Roberson Christine Usry-( <i>New Member to be sworn in next week</i> )*  Cheryl Hart-Planning Director Lu Anne Gilligan-Recording Secretary	Cathy Weaver Harriet Crawford	None

Approval of Minutes	Date of Minutes	Motion to Approve	2 <sup>nd</sup>	Outcome
	May 21, 2015	Rick Thomas	Joan Roberson	Motion to approve minutes as written.

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	In the absence of Cathy Weaver (Treasurer), Tony Armento gave the Treasurers Report. Discussion followed concerning additional costs that would be presented for payment before the end of the current year. Balance- Unknown	Cathy is working with the City Finance Office and Cheryl Hart to ensure all pending invoices are paid before the end of the current year.	\$461.08

## Old Business

<b>Topic</b>	<b>Discussion</b>	<b>Outcome</b>
<b>Website Update</b>	The Website is up and accessible to search. Joan Roberson will continue to be the Weebly Webmaster and Cheryl Hart will be the contact person for the web address. Tony provided Joan with some content from the HPC's former website to be added to the new website.	The new website is operational and accessible to search. The website is www.oxfordhpc.org.
<b>HPC CAMP</b>	Tony reported that Cheryl has sent in the registrations and monies for the four members to attend the CAMP on September 15 <sup>th</sup> and 16 <sup>th</sup> , 2015 in Salisbury, NC. The total cost is \$380.00 for all four members to participate in the retreat.	Tony, Rick, Cathy and Joan will be attending the HPC CAMP in Sept. in Salisbury.
<b>Stewardship Award and Photo Contest Policy Revisions</b>	Tony expressed his desire to revise the Stewardship and Photo Contest Policy. He opened by asking for any suggestions. Joan began by stating that she felt that since our policy revisions had just been revised, we would benefit by waiting until we had more members on the board and by getting their input on this issue. The matter was tabled, pending new member recruitment.	This matter was tabled until more HPC members could be involved and a subcommittee could be picked to rewrite the revisions.
<b><u>ACTIVE PROJECTS</u></b>  <b>CLG GRANTS</b>	Susan announced that the Oxford HPC won a CLG grant to re-write the Design Guidelines. She explained that action needs to take place soon to get the design guideline project underway for all work has to be completed by August 2016. The grant awarded was for \$12,000.00 and the City will match it with \$8,000.00. Susan	The HPC won the CLG Grant to re-write the Design Guidelines. Work must start immediately to get the project

	<p>will prepare a press release for the OPL announcing the news. Tony thanked Susan for writing the grant and earning the funds for the HPC to move forward with this important project. Tony also stated that he had contacted Ramona Bartos at the State HPO and thanked her for the grant.</p> <p>Tony emphasized to the commission that the Design Guidelines re-write project is a large scope project and will require the HPC to put forth a lot of time and energy to work closely with the State Preservation Office and Professional Consultants. Tony stated it would be prudent to appoint a project manager to oversee the project. Understanding that this project will require considerable time and knowledge of the Oxford Historic Districts and HPC procedures, Tony asked Susan Wicker to assume the role of Project Manager for the project and she accepted. Susan's official capacity as a voting member on the HPC ends on June 30, but she will remain associated with the HPC in a non-voting capacity as the Project Manager of the Design Guidelines Re-Write Project. Susan will keep the HPC aware of her activities and when appropriate forward documents for review and approval. Everyone agreed with Tony's choice for the project leader.</p>	<p>underway in order to meet the required completion deadline of August 2016.</p> <p>Susan Wicker was appointed by Tony Armento as the Project Manager.</p>
<p><b><u>ACTIVE PROJECTS</u></b></p> <p><b>218 College Street</b></p>	<p>Tony stated that per the consensus last month, a subcommittee was chosen to meet with Mr. and Mrs. Crawford about the property at 218 College Street. Tony, Cathy, and Susan met with the Crawfords at their home on June 4<sup>th</sup> to share what they had learned the last several months about the history of the house and to explain options available to them that would protect the Historic District.</p> <p>Tony recapped a summary of what had been reviewed with the Crawfords:</p> <ul style="list-style-type: none"> <li>• Context was given to explain the HPCs position and actions in this matter (actions supported by the NC enabling legislation, the Oxford HPC Ordinance, the Oxford HPC Charter and the HPC Design Guidelines.</li> <li>• The Crawfords were recognized for their notable citizenship and desire to help improve the streetscape on College street</li> <li>• The HPC mission was reiterated (to protect the Oxford Historic Districts)</li> </ul>	<p>The subcommittee met with the Crawfords and shared with them what they had learned about the history of the house and their options.</p>

- Available options were reviewed and costs/benefits associated with each explained:
  1. Mr. Crawford could donate the property to Preservation NC and get tax relief for said donation
  2. Mr. Crawford could sell the property to Preservation NC. Preservation NC would then find and vet a buyer and ultimately pay Mr. Crawford and amount equal to his investment when the new buyer closed on the house. Mr. Crawford could also sell the property independently to a buyer that would be interested in restoring the home.
  3. Mr. Crawford could restore the house, using available federal tax credits if he wanted to turn the property into income producing property for 5 years.
  4. On January 9, 2016, Mr. Crawford could tear the house down and rebuild. It was explained that any new construction must be of similar scale and fitting for the College Street Historic District. Of all options, this is the most expensive option to the Crawfords and least desirable to the HPC.

The Crawfords suggested they were leaning toward selling the property. Susan e-mailed Mr. Crawford after the meeting and gave him the contact info for Cathleen Turner at the Preservation NC regional office. [At the time of this meeting, Mrs. Turner expressed to Tony her willingness to help in any way possible with the sale of this property or just by giving Mr. Crawford names of interested parties, but as of yet has not heard from Mr. Crawford.]

Tony will touch base the Crawfords before the next HPC meeting and report the status.

**GOAL UPDATES**

Prior to the meeting, Peter Tocci gave notice to Tony Armento and Cheryl Hart that he was resigning from the HPC due to personal reasons. Tony stated that another

A new liaison for the Downtown Master Plan

<p><b>Downtown Master Plan Committee</b></p>	<p>liaison for the Downtown Committee would need to be appointed. It was decided to hold off on selecting an appointee to participate in the Downtown Master Plan Committee until the HPC vacancies are filled.</p> <p>Joan volunteered to attend the Wednesday, July 15<sup>th</sup> at 4:00 p.m. and report back at the next HPC meeting.</p>	<p>Committee will be appointed when the HPC vacancies are filled. In an interim capacity, Joan will attend the July Downtown Master Plan meeting.</p>
<p><b><u>GOAL UPDATES</u></b></p> <p><b>Walking Tours</b></p>	<p>Joan relayed that she had gathered information for the Main St. Historic District Tour to include:</p> <ul style="list-style-type: none"> <li>• Who lived in the houses</li> <li>• What they did in the town</li> </ul> <p>Next she will gather info about homes in the College Street District. Christine Usry will draft a letter to send to all present day Historic District homeowners asking for their permission to take pictures of their homes, to tell them about what is being planned and also try to obtain any information they may have about their house. Christine hopes to have a draft of this letter by the July meeting. She is also meeting with the Granville Little Theater to ask if they would like to participate in the tour by dressing up in the period and or putting on skits as people pass by. There are three tours being planned for the Bicentennial year, one in March, one in May and one in September.</p>	<p>Joan and Christine are working on the logistics for Walking Tour.</p>
<p><b><u>GOAL UPDATES</u></b></p> <p><b>Bicentennial event participation</b></p>	<p>Tony revisited the HPC participation in the Bicentennial Celebration. He said in addition to the walking tours, he thought the HPC could do more. He said he was volunteering to facilitate the Speakers Bureau Series. He feels he will be able to get six speakers over the course of the year as one of our contributions to the Bicentennial. Rick plans to write an occasional blurb in the OPL about the Historical District or events. Rick asked if anyone knew of important events that happened on a certain date that could be used for reference. Cheryl Hart said that the City had a timeline of important events somewhere in their files.</p>	<p>Tony and Rick have volunteered to supplement the HPCs participation in the Bicentennial Celebration. Tony will be facilitating a Speakers Bureau. Rick will be sending articles to the OPL.</p>
<p><b><u>GOAL UPDATES</u></b></p>	<p>The Retreat was cancelled for June and now it is tentatively set for October as an alternative. After a discussion, a tentative date of the week of October 7<sup>th</sup> was</p>	<p>The week of October 7<sup>th</sup> was chosen as the tentative date for</p>

<b>HPC Retreat</b>	chosen and this matter was tabled until next month. We have to make a decision at that time so Tony can contact the State to make arrangements for speakers.	the Retreat. The matter will be discussed further next month.
<b><u>APPOINTMENTS AND APPLICATIONS FOR NEW MEMBERS</u></b>	Cheryl has published the announcement of vacancies in the OPL. Tony sent it to the Dean of Arts and Sciences at Vance Granville Community College in hopes of finding qualified candidates that meet CLG recommendations. This is encouraged by the NC Certified Local Governments Guidelines and will help us to show in our annual report that a good-faith effort was made to identify members with the qualifications that the CLG guidelines recommend! Christine Usry was appointed by the Oxford Board of Commissioners for a three-year term and Rick Thomas was re-appointed for a three-year term at their meeting on June 09, 2015.	Cheryl sent an announcement of vacancies to the OPL and Tony sent notice to the Dean of Arts and Sciences at Vance Granville Community College.

**COA APPLICATION REVIEW #1:**        There were none to review this month.

**Summary of Approved Minor Works:**        There were none at this time.

**COA Renewal:**        There were no COA Renewals at this time.

**Demolition by Neglect**

<i>Property Owner Address</i>	<i>Status</i>
<u>217 College Street Watkins Property</u>	Cheryl reported that there had been no change in status. There has been a lot of interest in the home but no sale. Cheryl stated that Cathleen Turner said that the heat was a factor in showing the house (which has no power.)

**New Business**

<b>Topic</b>	<b>Discussion</b>		<b>Outcome</b>
<b>HPC Service and Advisory Committees</b>	Tony stated that he believes it prudent to create HPC Service and Advisory Committees to assist the HPC. Cheryl suggested that the HPC first define the projects that would require help while at the retreat before appointing people to new committees so that the right number of people and the right people for the job could be appointed. Everyone agreed!		HPC Service and Advisory Committees will be revisited after the Retreat.
<b>Motion to Adjourn</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Outcome</b>
	Susan Wicker	Rick Thomas	By unanimous decision, the meeting was adjourned at 7:01 p.m.

**Date of Next Meeting:** Thursday, July 16, 2015

**Minutes Prepared by:** Lu Anne Gilligan