

**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 2014 through February 2015.

Our Commission presently has one (1) vacancy and consists of the following six (6) members:

Tony Armento, Chairman
Richard Thomas, Vice-Chairman
Susan Wicker, Secretary
Cathy Weaver, Treasurer

Joan Roberson, member
Peter Tocci, member

Treasury report = \$1131.62

Activities from February 2014 – February 2015:

- Earned Certified Local Government (CLG) Status for the City of Oxford
- Reviewed 11 COA applications (approved 10 and delayed 1 (365 days for the demolition request in an effort of trying to preserve the structure)
- Reviewed and approved 8 Minor Works COA Application
- Instituted and completed the Demolition by Neglect procedure for the Watkins property at 217 College Street. The property is currently listed for sale by Preservation North Carolina.
- Made recommendations to amend the HPC Ordinance to comply with NC State Preservation Office recommendations. (later approved by BOC)
- Updated HPC Charter to sync with the ordinance revision.
- Applied for a CLG grant to update the Oxford HPC Design Guidelines.
- In collaboration with the State Preservation Office, the HPC evaluated local Historic Landmark Designation possibilities. No landmarks were identified that met the SPO criteria.
- Initiated and conducted the Annual HPC Photo Contest, awarding winners in May 2014.
- Initiated and conducted the Annual HPC Stewardship Award, awarding the winner in May 2014.
- Became a member of the National Alliance of Preservation Commissions.
- Created a COA guide to assist HPC members, staff and homeowners with the standards for major works, minor works and general maintenance review requirements.
- Sponsored and led a Community Informational Meeting on November 12, 2014.
- Attended and participated in the Oxford Tree Community Forums.

- Recommended historic sign policy for Oxford.
- Two members attend the City of Oxford's Annual Retreat, Historic Preservation Session
- Replaced two vacant seats. Completed orientation sessions for new and existing members.
- Elected new officers in January 2015.
- Partnered with Oxford Recreation Department/Director to launch Historic District Walking Tours and other Historic District activities.

Our future plans include:

- Have initiated an effort to work with the property owner to save the property at 218 College Street from demolition.
- Will conduct the 4th Annual HPC Photo Contest in May 2015.
- Will issue the 4th Annual HPC Stewardship Award in May 2015.
- Will begin updating our Design Guidelines.
- Update the HPC website.
- Foster relationships with other Oxford boards and the Granville Historical Society.
- Foster relationships with local merchants, realtors, artisans and tradesmen.
- Plan to initiate a HPC retreat for the purpose of planning and educating HPC members.
- Plan to become involved with the Oxford Bicentennial Celebration planning.

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

This the 10th day of March, 2015.

Susan Wicker
Oxford HPC, Secretary

Tony Armento
Oxford HPC, Chair