

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

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

TO: Madame 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 2011 through February 2012.

Our Commission presently consists of six (6) members:

Yancey Washington, Chairman  
Susan Wicker, Vice-Chairman  
Elizabeth Watts, Secretary  
Cathy Weaver, Treasurer

Joan Roberson, new member  
Pam Dalton, new member

We have one (1) vacancy on the panel which we hope will be filled this evening.

Treasury report at February 2012 meeting = \$1079.47

Activities from February 2011 – February 2012:

- Reviewed and approved 10 COA applications
  - One (1) of the ten (10) COA applications was in response to the Demolition by Neglect procedure application for the house at 203 Main Street. Much progress has been made, but its restoration is still ongoing. We have been very accommodating to the homeowner and multiple contractors. We have been assured by the current contractor this project will be completed by May 1, 2012.
- Reviewed and denied one (1) request to have a property removed from the Historic District.
- Revised our COA application form and put it on our website
- Created a COA application checklist to assist homeowners with preparing their COA submission. This checklist is also on the website.
- Created a template to standardize the recording of the minutes of our meetings. All meeting minutes are also placed on the website.
- Developed a comprehensive orientation program for new HPC members.
- Revised the content of our HPC binders to assist with HPC orientation and HPC decision-making
- Three (3) HPC members + the Planning Director attended a historic preservation workshop in Pineville, NC in May 2011.
- HPC officers were re-instated in January 2012.

Our future plans include:

- Three (3) members + the Planning Director plan to attend a historic preservation workshop in Burlington, NC on March 21, 2012.
- Orientation for recently added members will be conducted within the next 30 days.
- Formalize our meeting process, especially as it applies to the COA review
- Planning a workshop for the community
- Looking at fundraiser opportunities
- 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 13<sup>th</sup> day of March, 2012

Susan Wicker  
Oxford HPC, Vice-Chairman