

Oxford Historic Preservation Commission Meeting Minutes August 26, 2010

In Attendance: Yancy Washington – Chairman
 Susan Wicker – Vice-Chairman
 Elizabeth Watts – Secretary
 Cathleen Weaver – Treasurer
 Ken Koepplinger
 Cheryl Hart – Oxford Planning Director
 LuAnne Gilligan – Recording Secretary

Absent: Kim Booth

Guests: Steven Gregory
 Miranda Causey
 Robert Gilliam

Topic	Discussion	Action/Follow-Up
Call to Order	Chairman Washington called the meeting to order at 6:00pm in the conference room at City Hall, Oxford, NC.	
Approval of Minutes	With Susan Wicker's revisions made to the rough draft of the June Minutes before the meeting, the motion to approve the minutes was made by Susan Wicker and seconded by Elizabeth Watts.	With the revisions made, the June minutes were approved unanimously.
Old Business	No old business to discuss.	

Topic	Discussion	Action/Follow-Up
<p>Review COA application #1</p> <p>Chairman Washington presented Steven Gregory on behalf of Manie Currin on 203 Main Street, Oxford, NC</p>	<p>COA application is a request for a sixty (60) day extension to the previously granted COA for the repair and restoration of the roof, siding, foundation and chimneys. Susan Wicker asked Mr. Gregory if he planned to proceed with the project as previously described and approved. Mr. Gregory informed the commission that “they absolutely did”. He further stated that several issues were holding them up. Ken Koeplinger questioned him as to what kind of issues were holding them up. Mr. Gregory stated that Ms. Currin had been evaluating the work of masons who had bid on the job and had not found a mason that satisfied her quality standards. He went on to say that while no construction had taken place on the property, they were fielding bids and applying for grants.</p> <p>A COA worksheet is attached.</p> <p>Motion to approve the COA review application was made by Elizabeth Watts and seconded by Cathy Weaver.</p>	<p>Based on the analysis, the Commission voted unanimously to extend the application for sixty days.</p>
<p>Review COA application #2</p> <p>Chairman Washington presented for review Martha and Marshall Tanner on 209 College St., Oxford, NC</p>	<p>The Tanners were not able to attend the meeting. It was decided after multiple attempts to contact them to proceed without them.</p> <p>The Motion to proceed without the Tanners was made by Susan Wicker and seconded by Elizabeth Watts.</p> <p>COA application is a request to install a (4) foot wrought iron fence, a stone walkway and patio in the rear yard.</p> <p>A COA worksheet is attached along with photos of where fence, patio and walkway will be installed.</p> <p>Motion to approve the COA review application was made by Cathy Weaver and seconded by Elizabeth Watts</p>	<p>Based on the clarity of the application, the Commission voted unanimously to proceed.</p> <p>Based on the analysis, the Commission voted unanimously to approve.</p>

Topic	Discussion	Action/Follow-Up
<p>New Business</p> <p>Swearing in New Member</p>	<p>Chairman Washington informed the Commission and Ken Koeplinger that he would be sworn in as a new member at the next meeting due to the unavoidable absence of the City Clerk, Donna Hosch. Ken was asked to sit in on the meeting but to refrain from voting until he had been sworn in.</p>	
<p>Treasury Report</p>	<p>Following up issues raised in the prior meeting, Chairman Washington investigated the HPC treasury funds and gave the following report:</p> <ul style="list-style-type: none"> • \$1500.00 carried over from 2009 • \$500.00 had been allocated for 2010 <p>Total funds available = \$ 2000.00</p>	
<p>Website</p>	<p>Cheryl Hart informed the commission that Kathy Wolford was no longer available to maintain the HPC website. Susan Wicker announced that Joe Boron volunteered to serve as the HPC's webmaster. Mr. Boron currently is retained by the City's Downtown Economic Development Department to maintain their website. Chairmen Washington requested that Mr. Boron be brought before the Commission so everyone could meet him and to work out the details.</p>	<p>Susan Wicker volunteered to make contact with Mr. Boron.</p>
<p>HPC Orientation</p>	<p>Discussion evolved regarding the best course of action to orient HPC members to their duties. Options discussed:</p> <ul style="list-style-type: none"> • Attending HP training session in Durham • Securing members from a neighboring HPC to train Oxford HPC • Developing our own Orientation Plan for the current and subsequent Oxford HPC members to follow • Preparation of HPC member binders <p>Mrs. Wicker argued that the HP seminar in Durham is primarily focused on Economic Development and would cost \$50/member to attend. While beneficial toward acquiring general HP</p>	

knowledge, it would do nothing to orient HPC members to our processes. Mrs. Wicker also argued that an outside HPC could not orient Oxford HPC members about Oxford HPC procedures. Ms. Wicker pointed out that outside HPCs were consulted while trying to establish the Oxford HPC, e.g. Hillsboro, Durham, and Tarboro, etc.

Mrs. Wicker stated that the first HPC did not have an orientation plan because they learned what needed to be done as they created the policies, wrote the guidelines, etc. Maureen Taylor (first Oxford HPC Chairman) prepared the HPC binders for the original HPC and the 2nd HPC term members. This same binder should be made available to all subsequent HPC members. Mrs. Wicker also suggested that the HPC conduct its orientation procedures like any other organization, wherein the existing members help train the new members. Establishing a perpetual orientation plan, using the HPC binder as the guide, will be critical to the HPC going forward and digesting all the information one needs to know to perform their duties. Susan volunteered to coordinate the training and proposed that another HPC member secure/prepare and distribute the HPC binders to the HPC members.

Chairman Yancey expressed concern that all members be on equal ground. Mrs. Wicker agreed but stated it was not possible to get on equal ground until everyone acquired equivalent knowledge and was properly trained.

Ms. Hart suggested that the training be sensitive of HPC member time. Susan pointed out that if adequate time were dedicated on the front end, it would expedite the meetings going forward.

Cathy Weaver suggested that orientation sessions would help build a team and consensus. Mrs. Weaver also volunteered to prepare the HPC binders for our current members.

Elizabeth Watts stated that a formal orientation process would be

	<p>beneficial.</p> <p>Susan Wicker made a motion for members to email her available dates to attend orientation session in September that she would coordinate the session. The motion was seconded by Cathy Weaver.</p>	<p>The commission voted unanimously to approve the Orientation Session for all HPC members. Chairman Washington requested Ms. Hart to order dinner for the HPC members to eat during the orientation session.</p>
Mini-Grant	<p>Cathy Weaver proposed that the Commission apply for a \$5000 mini grant (available through the _____). She suggested a Welcome Center Board with brochures and maps of the historic district be proposed for the grant use. Elizabeth Watts agreed to write the grant and Chairman Washington agreed to assist.</p>	
Next Meeting.	<p>Cheryl will announce a date for the next meeting. It will not be the 3rd Thursday in October because Ms. Hart will be on vacation.</p>	<p>Cheryl later set the date for October 28, 2010.</p>
Adjourn	<p>There being no further business, the meeting was adjourned.</p> <p>Motion was made to adjourn by Susan Wicker and seconded by Elizabeth Watts and the motion carried.</p>	
<p>Minutes Prepared By LuAnne Gilligan and Susan Wicker</p>		