

Oxford Historic Preservation Commission Meeting Minutes February 17, 2011

In Attendance : Yancy Washington – Chairman
Susan Wicker – Vice-Chair
Cathleen Weaver – Treasurer
Elizabeth Watts – Secretary
Ken Koepplinger
Ben Floyd
David Frazier – Newly appointed member not yet sworn in

Absent :

Guests : Cheryl Hart – Oxford Planning Director
Lu Anne Gilligan – Asst. Recording Secretary
Manie Currin
Miranda Causey

Topic	Discussion	Action/Follow-Up
Call to Order	Chairman Washington called the meeting to order at 6:00 pm in the conference room at City Hall, Oxford, NC.	

Approval of Minutes		This was tabled until the March meeting.
<p>Old Business</p> <p>Chairman Yancy presented Cathy Weaver of the OHPC</p>	<p>Follow Up - Website Susan reminded the commission that she is waiting on the webmaster address and log on to share with Joe Boron. Mr. Boron agreed months ago to assist the HPC with maintaining its website, yet no material or updates or logon info had been provided to him. Ms. Hart commented that she would assist with making contact with the City's IT person to get the needed logon information.</p> <p>Cathy Weaver suggested that we implement a historical perspective of COAs that the Oxford HPC issues to assist property owners of the process. She shared an example of the Miluakee Historic Commission's website that contains this feature. A copy of the Miluakee forms are attached.</p> <p>1. Susan Wicker made a motion to add two new features to the website: (a) That would allow the homeowner to download their application form and begin the completion process before they meet with Cheryl Hart (b) The Historical Prospective of COAs already issued to be similar to this Milwaukee Historical Preservation Website. Cathy Weaver seconded the motion</p>	<p>The commission unanimously approved the motion.</p>

<p>Review COA application #1</p> <p>Chairman Yancy Washington presented Manie Currin on 203 Main St., Oxford, NC</p>	<p>Manie Currin appeared before the commission to renew her sixty day extension for her COA of application for her house at 203 Main St.. Mrs. Currin previously renewed her application in August and again in October.</p> <p>Work completed on her home to date includes:</p> <ul style="list-style-type: none"> (a) Foundation repairs (b) Repointing the chimneys <p>Due to various reasons and setbacks with contractor, the other work had not been able to be completed on time and Manie was back to renew her extension for sixty (60) days. The new contractor, Jerome Seawell, will begin working on her home Feb.24, 2011 and he will be:</p> <ul style="list-style-type: none"> (a) removing roofing, ceiling and flooring on front porch (b) inspecting porch framing for deterioration and replace any necessary pieces (c) install original shingles (d) install ceiling and flooring using original materials if possible (e) repair porch rails, fascia board and trim pieces (f) paint the house <p>A letter from Manie Currin and Jerome Seawell is attached.</p> <p>Elizabeth Watts made a motion to extend the Currin COA application for sixty days and it was seconded by Ken Koeplinger.</p>	<p>Based on the analysis, the commission unanimously voted to approve.</p>
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Topic	Discussion	Action/Follow-Up
<p data-bbox="149 235 472 451">New Business</p> <p data-bbox="149 345 472 451">Chairman Yancy presented Susan Weaver of the OHPC</p> <p data-bbox="149 821 262 852">Officers</p>	<p data-bbox="485 235 1350 565">(1) Susan Wicker proposed and brought before the commission a new revised COA application form to make into a PDF version so it can be downloaded from our website and filled out by homeowners and submitted to Cheryl Hart by email or by appointment in order for them to proceed further. Mrs. Wicker asserted that the proposed form would eliminate the current section that requires the homeowner to write a narrative of their improvement plans and replace it with a list. The new list format would also assist the HPC with analyzing the proposed changes.</p> <p data-bbox="485 602 892 633">A copy of the form is attached.</p> <p data-bbox="485 675 1329 776">Ben Floyd made a motion to accept the revised COA Application form, have it added to our website and Elizabeth Watts seconded it.</p> <p data-bbox="485 859 1350 1219">(2) The next order of business was the election of new officers. All officers now serving with the exception of one has only served one (1) term and that one person a few months less. Each January new officers are usually elected but there are no rules stating you have to step down. The HPC Charter requires that new officers be elected each January. Members whose term ends within six months are not eligible to run for Chairman or Vice-Chairman. No one on the commission has a term that ends in 2011, thus all are eligible. All 2010 officers were open to continuing their duties.</p> <p data-bbox="485 1260 1270 1365">Ben Floyd made a motion to keep the officers as they are for another term, which will end in January 2012, and Ken Koeplinger seconded it.</p>	<p data-bbox="1350 675 1885 743">Based upon the analysis, the commission unanimously voted to approve.</p> <p data-bbox="1350 1260 1850 1328">Based on the analysis, the commission unanimously voted.</p>

	<p>Cathy Weaver proposed that the Oxford HPC meet more frequently than it currently meets regardless if there are COAs to review. Susan Wicker concurred with Cathy and suggested that a meeting schedule for the year be created so that HPC members could easily work their schedules to attend the HPC meetings. Cheryl Hart asked Chairman Yancy to add to the agenda for the next meeting a discussion about our meeting schedule.</p> <p>.</p>	
<p>Adjourn</p>	<p>There being no further business, Susan Wicker made the motion to adjourn and Yancy Washington seconded it.</p> <p>The next meeting will be held Thursday March 17, 2011 at 6:00.</p>	
<p>Minutes Prepared By LuAnne Gilligan</p>		