

Oxford Historic Preservation Commission

Meeting Minutes

June 24, 2010

In Attendance : Yancy Washington- Chairman
Susan Wicker – Vice-Chairman
Elizabeth Watts – Secretary
Cathleen Weaver

Absent : Virginia Clay

Guests : Cheryl Hart – Oxford Planning Director
Donna Hosch - City Clerk
LuAnne Gilligan
William L. Mitchell III
Kim Booth
Michael Booth

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	<p>Susan Wicker reported the Oxford Historical Preservation Commission currently is not linked to the Gran. Co. Chamber of Commerce site but will be added to the link.</p> <p>Motion to approve the April 16, 2010 minutes was made by Susan Wicker and seconded by Cathleen Weaver.</p>	With this revision made, the April minutes were approved unanimously.
	<p>Motion to approve the May 4, 2010 minutes was made by Elizabeth Watts and seconded by Cathleen Weaver.</p>	These minutes were unanimously approved with the corrected spelling of Cathleen Weaver's name.
Old Business	<p>COA review worksheet</p> <ul style="list-style-type: none"> • Motion to approve the COA review worksheet was made by and seconded by . 	
<p>Review COA application #1</p> <p>Chairman Yancy presented Gary and Cathleen Weaver on 221 Gilliam St., Oxford,NC</p>	<p>Mrs. Weaver stated they needed to: A. (1)repair to one front porch wood member, due to deteriorated metal roof above and repair with wood (2)remove deteriorated metal roof on front porch and replace with 16-ounce copper, flat locked and soldered pans (3)remove deteriorated metal roof on widows walk and replace with same copper as above (4)remove deteriorated metal roof at bay window (driveway side) and replace with same 16ounce copper, flat locked and soldered pans also(5) reflash 3 chimneys with copper on right side of roof and 2 chimneys on the back side of house with copper; reflash valleys and 3 through the roof plumbing vents using copper on all repairs (6)remove a section of asphalt shingles (not appropriate)on back side of house and replace with 11x8.5 Ludowice Flat green Tile with Chicago Imperial markings that match the rest of the roof original to the house.</p> <p>(By using copper for the roof and all repairs, it will provide approximately 70-80 yrs. of maintenance free service)</p> <p>B. Remove four original wood windows on the High St. side, have them redone to original condition and reinstalled</p> <p>C. Scrape and Paint the driveway side of house white to match existing color.</p>	Based on the analysis, the vote was unanimous to approve.

Pictures were provided to document the Weaver's application and a copy of the COA worksheet is attached.

Motion to approve the COA review application was made by Susan Wicker and seconded by Elizabeth Watts.

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Topic	Discussion	Action/Follow-Up
<p>Review COA application #2</p> <p>Chairman Yancy presented for review William Mitchell on 214 Gilliam St., Oxford,NC</p>	<p>Mr. Mitchell wants to(1) demolish an old deteriorated metal shed in the back of his house and replace it with a new wood structure which will be white to match the color of his existing house trim.</p> <p>A COA worksheet is attached along with photos of a similar structure that he will be using.</p> <p>Motion to approve the COA review application was made by Susan Wicker and seconded by Elizabeth Watts.</p>	<p>Based on the analysis, the commission approved the new wood structure to replace the old metal building</p>
	<p>(2) Mr Mitchell also has an application for replacing the existing roof, adjoining woodwork and painting of his windows</p> <p>A COA worksheet is attached along with photos of existing roof</p>	<p>Based on the analysis, the commission approved the roof, woodwork and painting of windows unanimously.</p>

	<p>and ones of how the new roof and windows will look.</p> <p>Motion to approve the COA review application was made by Elizabeth Watts and seconded by Susan Wicker.</p>	
	<p>(3)Mr. Mitchell presented an application for an addition of a portico, columns and rails for the front of his house.</p> <p>A COA worksheet is attached along with photos..</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 for the addition as stated and approved.</p>
	<p>(4)Mr. Mitchell lastly presented the addition of dormers to the front and back of his house along with maintenance and repair to existing windows. Susan Wicker referred Commission to pg.29 of the guidelines regarding windows stating that we cannot add windows but since it is congruent to the home style we can make an exception. All matters pertaining to the rear dormers of the house did not meet the approval of the COA.</p> <p>A COA worksheet is attached along with photos.</p> <p>Motion to approve the COA review application was made by Susan Wicker and seconded by Cathy Weaver.</p>	<p>Based on the analysis, the commission voted unanimously to approve the addition of dormers and repair to windows to the front of the house.0</p>
<p>Review COA application #3</p> <p>Chairman Yancy presented for review, John and Debbie Smith on 224 College St., Oxford, NC</p>	<p>The Smiths wanted minor works with HVAC units and a picket fence. Based on a picture provided by Cathy Weaver, the HVAC units would be on the side of the house with limited view from the street. Cheryl Hart informed the Commission that if fencing is used the applicants would reapply for a COA.</p> <p>Motion to approve the COA review application was made by Susan Wicker and seconded Cathy Weaver.</p>	<p>Based on the analysis, the Commission voted unanimously to approve the HVAC units and also by having them file another application for the fencing would give the members time to look at fences more harmonious with surrounding homes.</p>

<p>Review COA application #4 Chairman Yancy presented for review Kim Rackley Booth on 100 E Front St., Oxford, NC</p>	<p>Ms. Booth stated that she wanted to install a 6ft. Privacy fence around the backyard with 1”x 6” x 6' wooden dog eared style boards. She will back the fence 2 ft. off the side property line to allow for landscaping and there will be a gate for car access.</p> <p>Photos and a COA worksheet is attached.</p> <p>Motion to approve the COA review application was made by Susan Wicker and seconded by Cathy Weaver.</p>	<p>Based on the analysis, the commission voted unanimously to approve the fence with car access and landscaping.(This house is owned by Marion Falding)</p>
<p>Review COA application #5</p>		
<p>New Business</p>	<p>(1) Cathleen Weaver was sworn in as a new member of the commission.</p> <p>(2) There was a consensus of the committee to appoint LuAnne Gilligan as Recording Secretary</p> <p>(3) The OHPC decided to send Pat Greene a Certificate of Appreciation for her time as Recording Secretary.</p> <p>(4) Susan Wicker presented a new Minutes form and it was, at Cheryl Hart's request, to try this form out on a temporary basis.</p> <p>Motion was made to approve this as a temporary form by Susan Wicker and seconded by Cathy Weaver.</p> <p>(5) A brief discussion was held on the Kathy Wolford Website Maintenance Agreement Contract. The commission decided to delay a decision in an effort to check on available funds.</p> <p>Motion was made to approve the delay by Cathy Weaver and seconded by Elizabeth Watts.</p>	<p>(4) The temporary form was voted on by the commission and approved unanimously.</p> <p>(5) The committee voted unanimously to approve the delay.</p>

	<p>(6) Chairman Yancy, in an effort to speed up the process of a minor works of a COA, he asked the Commission to consider amending 5BHB to allow the Chairman and Planning Director to sign off on the application with the Vice Chair being available if the Chairman is not.</p> <p>Motion was made to approve this process by Elizabeth Watts and seconded by Cathy Weaver.</p> <p>(7) A discussion was held for OHPC members training session. Research will be done on this by Vice-Chair Susan Wicker. Cheryl Hart was asked to contact LuAnne Munson, Historic Planning Director for city of Wilson.</p> <p>(8) The next meeting will be held August 26, 2010 at 6:00.</p>	<p>(6) The committee voted unanimously to approve the amendment process for a minor works of a COA.</p>
<p>Adjourn</p>	<p>There being no further business, the meeting was adjourned at 8:30pm.</p> <p>Motion was made to adjourn by Cathy Weaver and seconded by Elizabeth Watts and so carried.</p>	
<p>Minutes Prepared By LuAnne Gilligan</p>		