

HISTORIC PRESERVATION COMMISSION

Be it remembered that the Oxford Historic Preservation Commission did meet in regular session on Tuesday, December 14, 2010 at 5:30 p.m. in the City Hall courtroom with the following members present:

Jeff Asti, Chairman
Jack McKenzie, Vice Chairman
Campbell Best
Harry Owens
Julie Spears
Molissia Swaney
Shawn Telford
Sonia Weinburg Thompson

Katrina Hourin, Assistant City Planner
Alicia Thompson, Secretary

The following Commissioner was absent:

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1. The meeting was called to order by Chairman Jeff Asti.

After the meeting was called to order, the following business was transacted:

2. **Approval of the Agenda.** Chairman Asti asked if there were any changes to the agenda. There being no changes to agenda, motion was made by Commissioner McKenzie and seconded by Commissioner Best to approve the agenda.

All present voting aye.

The motion was approved and the agenda was accepted.

3. **Approval of the Minutes from the November 9, 2010 Meeting.** Chairman Asti asked if there were any modifications to the minutes from the November 9, 2010 meeting. There being no changes, motion was made by Commissioner Best and seconded by Commissioner Thompson to approve the minutes from the November 9, 2010 meeting.

All present voting aye.

The motion was approved.

REGULAR AGENDA

4. **Continuation of Public Hearing for Case #117 - 1405 Madison Avenue – Initiation of the Demolition by Neglect Procedure.** Chairman Asti informed the Commission that Charles Calhoun had forwarded a mail message dated December 14, 2010 together with a letter dated December 14, 2010 and document on letterhead from Green Construction that was faxed in to the City of Oxford's Planning Department. Commissioner Asti stated that the document from Green Construction included a bid for remedial work and scope of work for 1405 Madison Avenue. Commissioner Asti also stated that the scope of work did not include the duration or bid amount for the scope of work. Commissioner Asti read aloud the document detailing the scope of work for the property and stated that document was not accompanied by plans or specifications or the types of materials to be used in the restoration. Commissioner Asti also stated that the neither property owner nor contractor was present to explain the scope of work. Commissioner Asti also expressed concerns about a proposed demolition of the property's front porch. Discussion was made by the Commission regarding the scope of work. Commissioners Asti and McKenzie also expressed that they would like to see plans to restore the front porch if it were to be demolished. Commissioner Thompson also expressed that the Commission had never approved a demolition in the past without a restoration plan. Further discussion was made regarding the proposed demolition of the front porch.

Commissioner Asti then cited Section 54-30 of the Oxford Historic Preservation Ordinance regarding the policy and procedure for demolition by neglect. He also cited Subsection B regarding the preliminary determinations and otherwise to correct specific defects. Commissioner Asti further stated that the applicant did not appear to be proposing to correct specific defects but rather was proposing to demolish the front porch. Commissioner Asti also stated that the applicant had not filed a Certificate of Appropriateness to demolish the front porch. Further discussion was made regarding the front porch. Discussion was made that the applicant should return to the Commission in January, 2011 with a correction of the defects along with his contractor detailing the commencement of repairs for the roof, floor joists and a replacement plan for the front porch. Commissioner Asti then stated that the applicant did not provide a detailed enough plan to correct the specific defects of the property. Further discussion was made regarding the scope of work.

After further discussion, motion was made by Commissioner McKenzie and seconded by Commissioner Asti to instruct the property owner or his contractor to report back to the Commission at the January, 2011 meeting with specifics on materials and the correction of defects along with a replacement plan for the front porch for property located at 1405 Madison Avenue.

All present voting aye.

The motion was approved.

5. **Public Hearing for Case #127 – 1582 Buchanan Avenue.** Gay Graeber came before the Commission seeking a Certificate of Appropriateness to restore the existing sun room back to its original use as a side porch; widen and bring the front porch steps to code; and replace rotted wood on the greenhouse of property located 1582 Buchanan Avenue. Ms. Graeber presented the Commission with photos of the current property, a water color rendering of the

proposed renovation; and a scope of work. Ms. Graeber informed the Commission that the home was constructed in 1949 and that it had gone through several bad add-ons and additions. Ms. Graeber also stated that she was proposing to paint the exterior bricks as indicated on the water color rendering. She also stated that she was proposing to install railings along the front porch steps and that the railings would match those on the restored side porch. Discussion was made between the Commission and Ms. Graeber regarding the style of the side porch. Commissioner Owens asked Ms. Graeber if the railings on the carport side would match those for the front porch and side porch. Ms. Graeber replied that the railings on the carport side would match the front and side porch railings. Commissioner Spears recommended that the applicant use handrails rather than railings for the front porch. Ms. Graeber replied that she preferred the use of railings along the front porch to keep it more aesthetically pleasing. Ms. Graeber also stated that the current front door would be replaced with the existing carport entry door. Commissioner Asti asked the applicant how much wider the proposed front porch steps would be than the existing front porch steps. Ms. Graeber replied that the proposed front porch steps would be from one foot (1') to eighteen inches (18") wider to make them safer. Discussion was made regarding the proposed front porch steps. Commissioner Best asked the applicant about the proposed greenhouse renovation. The applicant replied that she was proposing to renovate the greenhouse by replacing the rotted wood and removing the ivy covering the exterior of the greenhouse. Further discussion was made regarding the applicant's request.

There being no further questions or comments from the public or the Commission, motion was made by Commissioner Owens and seconded by Commissioner Swaney to approve the request for a Certificate of Appropriateness for property located at 1582 Buchanan Avenue.

All present voting aye.

The motion was approved.

- 6. Discussion of Preservation Awards and Outreach Programs.** Assistant City Planner Katrina Hourin informed the Commission that it should explore ways to improve the relationship between the communities of the Oxford Historic Preservation Districts and the Commission. Mrs. Hourin suggested that the Commission consider presenting properties with awards for the best project in the district. Mrs. Hourin stated that due to the lack of funds the Commission should consider the use of volunteers to present the awards. Commissioner Asti suggested the placement of banners in the front yard of the winning project. Mrs. Hourin also suggested that CEU courses be offered for real estate professionals who sell homes in the district. Discussion was made regarding different options for presentation awards and outreach programs. Mrs. Hourin informed the Commission to kick around any potential ideas and email them to her. She also stated that she would contact the Board of Realtors about possible CEU courses.

There being no further business to come before the Commission, motion was made by Commissioner Swaney and seconded by Commissioner Best to adjourn the meeting.

All present voting aye.

The motion was approved and the meeting was adjourned.