

HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION (HAPC)

Meeting Minutes

January 3, 2018

CALL TO ORDER

The January 3, 2018 meeting of the Oxford Historic and Architectural Preservation Commission was called to order at 6:00 p.m. by Mike Kohus, Chair. Members present. Bobbe Burke, Christopher Skoglund, Pete McCarthy, Edna Southard and Lynne Kronholm. Kelsey Stryffe was absent. City Staff present was Sam Perry, Planner.

APPROVAL OF AGENDA AND MINUTES

Mr. Kohus asked that the agenda be re-ordered to move the election of officers to the end of the meeting. All were in favor.

Mr. McCarthy made motion to approve the minutes as written and the agenda as amended. Ms. Southard seconded the motion. All were in favor.

NEW BUSINESS

HAPC-2017-25, 1-9 E. High Street, Pre-Application, Masonic Lodge Building, elevator installation, Scott Webb, Applicant/Agent

Mr. Perry announced that this was a pre-application, and that no vote would be taken.

Mr. Scott Webb and Mr. Darrell Smith were present. Mr. Smith was representing the Masonic Lodge. Mr. Webb described the existing stairs and elevator capabilities. Mr. Webb noted that the elevator was only for the upstairs tenant; the downstairs only has stair access and has become difficult for some of the tenants and clientele to reach downstairs. Mr. Webb described where the additional elevator would be installed. Mr. Webb described the difficulty to construct the elevator behind the building or reconfigure the existing elevator. Mr. Webb stated they would need to install the elevator on the Main Street side of the structure and meet all ADA access/design requirements. Mr. Webb noted that the structure would be in the 16-1/2 foot vacated ROW and would need to go before the BZA because of the encroachment into the front yard setback/vacated right of way. The intent is to construct the elevator as small as possible. Mr. Webb provided a PowerPoint displaying the site plan and elevator design. Mr. Webb noted that the height of the elevator structure was determined by the clearance requirement. Mr. McCarthy stated he would almost prefer it go two stories for aesthetic reasons. Mr. Webb responded that there was an existing third floor where the roof pitch was located and couldn't. Ms. Southard inquired if there was any way to reconfigure the stairway. Mr. Webb responded that they couldn't tear out the existing elevator and that escalators did not qualify with ADA requirements. Ms. Kronholm stated that she liked bringing some character to that side of the structure. Mr. Webb described how the new structure would not block the existing windows. Mr. Webb referred to the large amount of sidewalk on the Main Street side of the structure and that the addition of the elevator structure would not really take away from that pedestrian space. Water drainage was discussed. Ms. Southard felt it was too bad that this was the only solution. Discussion took place regarding a solution to reconfigure the existing space and causing an hindrance for the existing tenants possibly having to close.

Mr. Webb stated that the plan was to come back to the HAPC in February and then on to the BZA.

OLD BUSINESS

Uptown Historic Inventory Update

The HAPC discussed plans for the January 16 work session with City Council at 6:30 p.m.

Mr. Perry stated that he and Mr. Chen discussed and thought that it might be best for the Committee to head the presentation. Mr. Perry stated that he has been working on a PowerPoint presentation to include what got the HAPC to this point. Mr. Perry stated that he would also be distributing to Council beforehand a printed copy of the inventory document the Friday before the meeting. Mr. Perry stated that he had included the Uptown clock in the inventory as it is owned by the City and part of the City logo. Mr. Perry stated that the Uptown Park shelter was also included in the inventory. Discussion followed regarding the demolished Uptown water tower. Mr. Perry stated that the Walking Tour included the water tower. Mr. Perry also described items he cleaned up in the inventory to make it more consistent/concise. This document, for total restoration/tax credit projects, will help plan for façade improvements. Discussion took place of how the inventory evolved. Mr. Perry shared the plan for how they would present to City Council. It was noted that the Guidelines would be presented at a later date. The HAPC discussed past unsuccessful attempts for adoption of this document by City Council. If adopted, City Council would have to accept the revised Uptown Historic Inventory as an amendment to the Guidelines.

The HAPC discussed other future potential historic inventories in the City that could take place.

The HAPC discussed possible other potential historic areas of the City; however, decided that they would take a wait and see on if the Uptown Historic Inventory document is adopted by City Council.

Mr. Perry announced that the Historic Inventory Subcommittee would be scheduling a meeting to finalize the inventory document. It was noted that Mr. Mike Smith would continue to meet with the Subcommittee to follow this document through. Mr. Perry asked Ms. Southard to go through the inventory document and look at all the “styles” of the buildings.

2018 GOALS AND OBJECTIVES

Discussion regarding the 2018 goals took place. An updated goals and objectives summary will be finalized at the February HAPC meeting. Mr. Skoglund noted that the HAPC would continue with the next phase of the Uptown Historic Inventory, which are the Guidelines. Ms. Southard inquired where the inventory would be accessible for viewing. Discussion followed on the important of getting this information out to the public. Ms. Southard wants to see a more robust outreach as it was important to let the public know. Mr. Perry asked for input from the HAPC on inventory outreach awareness. The HAPC stated they hoped to receive direction from City Council after their joint work session. Ms. Southard inquired about Planning Commission involvement with the inventory. Should the HAPC meet with the Planning Commission? Discussion followed. The University District and Western District become goals too. Discussed a Comprehensive Plan Update taking place soon. Ms. Southard suggested bullet points under the Uptown Historic Inventory Goal: 1. Publicity; 2. Public awareness; 3. Talks and lectures; 4. Signage plans; 5. Expanding to other districts (like the University District). Mr. Skoglund added operationalizing the system; and who is going to be responsible for keeping it up to date – staff or the HAPC? Discussed The Lane Public Library being a good public location for the document. Ms. Burke discussed timing of presentations taking place to get the most attendance. Discussed student involvement and podcasts. Discussed the lack of community awareness of City events and lack of newspaper coverage. Discussion took place of bringing together various entities to share the inventory through volunteering efforts (McGuffey Museum, The Smith Library of Regional History).

ELECTION OF OFFICERS

Mr. Kohus inquired about his continuing as the Chair of HAPC since he no longer lived in town. Mr. Kohus asked for everyone’ thoughts. No one had any concerns for Mr. Kohus to continue as Chair of the HAPC.

Mr. Skoglund made motion to elect Mr. Kohus as Chair of the HAPC. Ms. Southard seconded the motion. All were in favor. (6-0-0 voice vote).

Ms. Southard made motion to elect Mr. Skoglund as Vice-Chair. Mr. McCarthy seconded the motion. All were in favor. (6-0-0 voice vote)

No interest was made in the electing of a Recording Secretary position. Mr. Perry stated the HAPC could eliminate the position from the By-Laws if they choose.

Mr. McCarthy inquired about any progress of the ATM relocation at The Den and if there were any updates. Mr. Perry explained that the original letter was sent to the wrong address (but correct email address) and then resent; therefore, it was still under the 30 days for the next step to possible legal action. Discussion took place regarding the existing ATM at the U Shop.

ADJOURNMENT

Ms. Burke made motion to adjourn the meeting. Ms. Southard seconded the motion. All were in favor. The meeting was adjourned at 7:36 p.m.