

Historic Preservation Commission

Meeting Minutes

March 16, 2023

Call to Order	In Attendance		Absent	Guests
Made by: Derreck Brown Time: 6:02 p.m.	Derreck Brown-Chair David Quinn – Vice Chair Lillie Armstrong - Member Lisa Schons-Secretary Dickon Housman-Member Jim Branch- Member Cheryl Hart-Planning Director		Lou Ann Mitchell – Recording Secretary Carla Pruett-Dubois – Member	1. COA Applicants, Phillip & Jane Hicks
Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	18MAY2023			

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
			<p>\$1,679.35 remaining, not considering any recording secretary fees.</p> <p>Grant funding will be +/- \$800 which will show up on the report once Angela Allen submits it.</p>

Lisa Schons provided the swearing in of the homeowners for his/her COA presentation. No conflicts were stated.

COA APPLICATION REVIEW #1: Mr. Phillip & Jane Hicks**CA1986**

Property Address: 601 College Street, Oxford NC 27565
Sworn stakeholders: Mr. Phillip Hicks
Property type: Non-Contributing Residential
Project type: Replace expired/storm damaged roof
HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Replace expired/storm damaged roof COA Packet includes: -COA Checklist -Pictures of proposed shingles (black architectural shingles) Discussion: None Deliberation: Referenced 213 Gilliam St as precedent.			1. Lisa Schon made a motion that the COA is congruent with Oxford Design Guidelines 5.100 and 5.104 and should therefore be approved.
	Setback/placement of structure		
	Exterior Construction Materials		
	Exterior Colors		
	Architectural Details		
	Roof (shape/form/materials)	1. C	It was seconded by Dickon Housman.
	Doors/Windows/Fenestrations		
	General form and proportion		
	Appurtenant fixtures		
	Structural Conditions		
	Trees		

Mr. Hicks was reminded that work needs to commence within the next 6 months, if not, he will need to re-submit a COA for the work.

Applicants offered information regarding historic preservation tax credit.

The HPC voted unanimously to approve.

* See attached HPC worksheet for full details of factors considered

** C = Congruent with Historic Aspects of Historic District

NC = Not Congruent with Historic Aspects of Historic District

NA = This project does not impact this factor

New Business

Topic	Discussion	Outcome
303 Raleigh Street	James Compton recently sought COA to painting the brick white. Back in February 2022, COA application was submitted, at that time HPC approved the painting of the brick and gave the condition that front lights could be replaced so long as they kept with the same type of lights that were shown during Feb2022 meeting. Previously, there were shutters on the front and side of the home which are no longer there. Derreck asked Cheryl to go back to homeowner if they planned to replace the shutters. If not, HPC would need to be notified. If they were to be replaced, it could not be with plastic shutters, required to be wood shutters per the HPC guidelines.	
218 College Street	Tri-plex, owned by Mark Hicks. Just sold. It was brought to Derreck's attention that there was siding being taken off the home. Cheryl offered that there were missing bricks/blocks that required replacement. Cheryl reached out to the new owners to inform them that a COA was required	

	for both the siding replacement and the brick/block replacement.	
Tom Hardy's home on College Street, (yellow home, under contract)	When COA was approved, contingency included replacement of ornamental iron birds along roof line which has thus far not been replaced. Cheryl to reach out to Mr. Hardy before home is sold.	
411 College Street	Derreck has information that the back of the house may be in disrepair (? Water damage). Lisa offered that it may be due to the "add on" which is coming away from the house. Cheryl was not aware of this. HPC unaware of owner's intent for home.	
Helen's House(? address)	David left Helen's son, David, a message. There may be openings in the back of the home where vermin may be able	

Old Business

Topic	Discussion	Outcome
Walking Tour and Pocketsite	Walking Tour Pamphlet and Pocket Site meeting on March 23, 2023. Derreck to attend with Angela Allen. Derreck requested approval to send out	

	<p>mailing to all homeowners who have homes on the tour with a cover letter including pamphlet. Derreck will provide pamphlets to Angela Allen next week for distribution at the Visitor's Center, etc. Meeting will also include discussions regarding grant funding which Derreck will report back to the HPC.</p>	
<p>Mailing to all 170 home homeowners in both historic districts</p>	<p>Reminder of HPC as homeowners begin Spring yardwork, etc. to remind homeowners of need to submit COAs for appropriate work. Derreck proposed to write this up and have it for review by the end of the month prior to sending out. This will ensure homeowners are aware of the need for COAs. Derreck has the database which includes the expanded areas, but focus is on just the two historic districts. Newspaper will also feature article reminder as well.</p>	
<p>Photo Contest</p>	<p>Derreck shared previous meeting with Carla regarding the dates of the photo contest. Proposed start date of March 27, 2023 through summer 2024. This would encompass all seasons. Information will be placed on the HPC website as well as the newspaper. Work on Main Street may</p>	

	detract from communities ability to enjoy downtown but presents no liability.	
Delegation of the Weebly site	Derreck to provide Lisa with information.	
May 2023 Historic Proclamation	Four years running. Derreck will provide proclamation to Cheryl who will in turn provide to Mayor Sergent who will present to the Board of Commissioners who, upon agreement, will proclaim May as Historic Preservation Month. This will be placed in the newspaper as well. David asked if the HPC wanted to review the 2 year summary Stewardship Awards to coincide with Historic Preservation Month, so that awards could be presented in May. The annual report will still occur. David mentioned that there was one plaque remaining so in the coming budget HPC would need to budget for additional plaques.	David will send out 2-year summary review to HPC members for voting.
How to Notice and OPL	David discussed the need to provide 2-3 real examples of appropriate COAs on website. Cheryl was asked if there were any legal requirements for using real COAs. We would not need to redact names if we got permission but would need to redact without permission. Information is within the	

	pubic domain so no written consent would be required.	
Monthly article	Derreck has not been able to get in touch with Jane, so he will visit her next week.	

Motion to Adjourn	1st	2nd	Outcome
	David Quinn	Jim Branch	The HPC adjourned at 6:35pm.

Date of Next Meeting: **April 20, 2023**
Minutes Prepared by: **Carla Prueff-Dubois**