



OXFORD HISTORIC PRESERVATION COMMISSION MEETING MINUTES
20APR2023

Date & Time:	20PR2023 @ 1800
Location:	Oxford Town Hall, Meeting room

Meeting Details	<input type="checkbox"/> Special Session <input checked="" type="checkbox"/> Regular Meeting	
Attendees	<u>AVEO PV</u> <input checked="" type="checkbox"/> Derreck Brown , Chair <input checked="" type="checkbox"/> David Quinn , Vice Chair <input checked="" type="checkbox"/> Lisa Schon , Secretary <input type="checkbox"/> Dickon Housman , Treasurer <input checked="" type="checkbox"/> Carla Pruett-DuBois , Member <input checked="" type="checkbox"/> Lillie Armstrong , Member <input checked="" type="checkbox"/> Jim Branch , Member <input checked="" type="checkbox"/> Lillie Armstrong , Member <input checked="" type="checkbox"/> Cheryl Hart , Oxford City Planning Office	<u>Invitees</u> None
Call to Order/Time	1800 by Derreck Brown, Chair	
Attachments/Links	None	
Approval of Meeting Minutes	Date of Minutes: Not addressed Motion to Approve: Second: Outcome:	
Ethics and Conduct Statement	Read by: Deferred Commission Members understand and agree	
Lisa Schon, Secretary, provided the swearing in of the homeowners or representatives for his/her COA presentation. No conflicts were stated.		

COA # 1 Application Review			
Property Address: 419 College Street, Abner and Jones House, 1857, Greek Revival Property Type: <input checked="" type="checkbox"/> Contributing Residential <input type="checkbox"/> Non-Contributing Residential <input type="checkbox"/> Commercial Sworn Stakeholders: David Quinn HCO Conflicts of Interest declared: <input checked="" type="checkbox"/> None <input type="checkbox"/> Other:			
PROJECT DESCRIPTION	Factors Considered*	**	Outcome
	Setback/placement of structure		Approved as below



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Paint trim, house garage (white to white)- no reviewed, not required History: Previous COA approved for replacement of internal gutters due to failure of internal failure of channel from fascia and soffit, at that time, all internal gutter on top floor was replaced	Exterior Construction Materials	7.C	
	Exterior Colors	2.C, 3.C, 4.C, 5.C, 6.C	
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestration		
	General Form and Proportion		
	Appurtenant Fixtures		
	Structural Conditions	7.C	
	Trees		

*See attached HPC worksheet for full details of factors considered

** C= Congruent with Historic Aspects for Historic District

NC= Not congruent with Historic Aspects for Historic District

NA= This project does not impact this factor

Discussion: Facia and soffit: Three structures, house, garage, workshop

- Proposed to replace 3-6 linear feet on back and left of home which receives full sun, not replacing all facia and soffit on entire house. Internal channel drain is at the corner of the home, resulting in rot to existing facia and soffit.
- Replace pine with pine
- Proposed change in color
 - Current color of all three structures is peach
 - Proposed color scheme almost identical to the Episcopal parsonage on College Street
 - Proposed for all three structures
 - Windows- currently white, proposed same
 - Facia and soffit- currently white, proposed same
 - Main structure color, peach, proposed taupe
 - Derreck pointed to Style Guidelines, pg 27
 - Structure is Greek Revival- common local paint colors
 - Whites, tans, greys, pale colors (like blue)
 - Members agree that proposed color fits this style guideline
 - Shutters- currently dark green proposed, black
 - Foundation- currently dark red, proposed very similar color (rust)

All swatches reviewed

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HCP	Decision of HCP
Paint trim of house, garage and workshop	4.2	N/A	No approval necessary
Trim- Benjamin Moore Affinity AF-5 Frost, soft gloss	4.2, 4.201	Same	Motion to approve: Lisa Schon Second: Carla Pruett-Dubois Approved by HCP
Paint siding of house, garage, workshop	4.2, 4.201	Same	Motion to approve: Lisa Schon Second: Carla Pruett-Dubois Approved by HCP



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Magnolia Home soft Wood MAG058-Flat	4.2, 4.201	Same	Motion to approve: Lisa Schon Second: Carla Pruett-DuBois Approved by HCP
Paint Brick Foundation- Valspar Deep Clay red 2002-7B	4.2, 4.201, 4.202	Same	Motion to approve: Lisa Schon Second: Jim Brantley Approved by HCP
Shutters Benjamin Moore 2132.10 Soft Gloss	4.2	Same	Motion to approve: Carla Pruett-DuBois Second: Lilly Armstrong Approved by HCP
Replacement Facia & Soffit at roof 3-6 linear feet, four corners based on need once tear off is complete	2.103, 2.104, 2.1108	Same	Motion to approve: Carla Pruett-DuBois Second: Lilly Armstrong Approved by HCP

Deliberation: No further deliberation was required

New Business

Topic	Discussion	Outcome
Approval of Minutes	Previously Lou was doing these, previously approved to do remotely. Lou is unable to do this moving forward. Carla and Derreck working on catching these up	Carla and Derreck working on catching these up
Treasurer's Report	Dickon absent, however, Derreck updated HPC that no changes have occurred since last update by Dickon, remaining budget \$1,679.35, budget used thus far \$820. 60, original budget \$2500.00 with no adjustments	N/A
Spring Mailing Update	Derreck shared: 1. Letter to send to homeowners of those on Walking Tour (+/- 700 homeowners). Members of HPC updated in letter, text with minor adjustments, envelope to have HPC logo, and address of 300 Williamsboro St, will include FAQ document <ul style="list-style-type: none"> In previous mailing, the question surrounding exterior landscaping was addressed 	1. HPC Members reviewed with the following suggested updates: <ul style="list-style-type: none"> David- paragraph 2- suggested adding in "high % of COAs are approved with appropriate submission", may negate any negative perceptions of approval process. Percentage of approved= high 90%. <ul style="list-style-type: none"> Suggested "Please note a high number of COAs are approved with submission of appropriately completed application"



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	<ul style="list-style-type: none"> • Derreck proposed that in this mailing, Minor Works be addressed with examples of minor works and how they are approved • Goal is to have applicants not include minor works in COA 	<ul style="list-style-type: none"> • Lilly- suggested adding language regarding tax credit for historic restoration, end of second paragraph <ul style="list-style-type: none"> ◦ Suggested "including available tax credits" • Lilly- suggested adding language in second paragraph regarding Historic Preservation Month and the Photo Contest • David- Suggested in last paragraph, data is not sold, shared and does not go outside the HPC • David- with respect to the package, can we include an example of what a good COA looks like <ul style="list-style-type: none"> ◦ Derreck will find one and print it out to see what postage would be required ◦ Proposed- redact name and address <p>All Members agreed, Derreck to add, adjust letter</p>
May 2023 Historic Preservation Month Proclamation	Cheryl to provide to Mayer Sargent Was due to Cheryl today based on new schedule	Derreck to call Cheryl tomorrow to discuss as proclamation is not complete
Stewardship Award	<p>David has updated through December 2022 in excel format</p> <p>David has one remaining plaque Budget item to discuss- Do we want to include in this year's budget funds for additional plaques or push into next year's budget</p> <p>Turnaround on plaque orders is around 2.5 months</p> <p>Lisa-suggested that there are two different mounting options for plaques for either brick or cement, the other for wood. Suggest ordering mounting option for wood. HPC agreed.</p> <p>Derreck- ensure that Case Poloski property is included (129 W. Front Street)</p>	David will pull together to include January- April 2023 and to ride by Then provide to HPC via email to HPC
Property of the Month	Jane has not responded to Derreck's calls	Derreck to visit Jane in person to follow up
Photo Contest	<p>Carla shared meeting notes from Derreck and Carla's meeting</p> <ul style="list-style-type: none"> • Updated HPC- called 19 different businesses to get feel 	Derreck and Carla to gather photos and send out to HPC either via Google Drive or email for selections



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	<p>for sponsorship, no one has returned calls as of yet, 11 messages received, also to re-visit Orpheum for pricing and date</p> <ul style="list-style-type: none"> • Asked Mayor Sergent who may be able to provide introductions to local businesspeople • Potential of 42 businesses identified • Ortho Health was excited to be a part of the contest sponsorship- to call back to speak with office manager • Contest Timeline- Start 01JUL2023 thru 26APR2024 to include all four seasons commensurate with theme of contest • Provide winner selection by end of May 2023, to coincide with Historic Preservation Month • Reception Date- By end of May, but not close to Memorial Day <ul style="list-style-type: none"> ○ Proposed 21MAY2024 ○ Need to pin down number of attendees (includes winners, HPC members, business sponsors and guests) <ul style="list-style-type: none"> ▪ Lilly- need to consider "Quitting Time" and other scheduled Spring events • Award amounts unchanged from last year: <ul style="list-style-type: none"> • 1st place- \$100.00 • 2nd place- \$50.00 • 3rd place- \$25.00 • Total award amount= \$700.00 	<p>Contest – 01JUL2023-26APR2023</p> <p>27APR2024-02MAY2023- HPC working time</p> <p>Provide winner notification on 03MAY2023</p> <p>Reception 21MAY2024</p> <p>Finalize ceremony attendee numbers</p>
Walking Tour for Kids	David proposed we expand the existing Walking Tour to provide kid specific tour that would be distributed to local schools, geared specifically for kids, 5 th or 6 th graders	
Old Business		
Topic	Discussion	Outcome
Walking Tour Pamphlet & Pocketsite	Dereck scheduled time to provide to Angela last week, however, due to	Derreck to provide to Angela 21APR2023



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	personal reasons, this needed to be rescheduled.	
Grant Funding Dollars for Walking Tour Update	Derreck submitted to Angela Allen for reimbursement of \$640.00, will go to City Finance and should hit HPC books by May	N/A
Granville CO. Meeting to discuss upcoming project, grants	<p>Derreck attended and provided updates and copy of Walking Tour pamphlet</p> <p>Uplift NC- Strengthening Tourism in Rural and Under resourced NC Communities-</p> <ul style="list-style-type: none"> Has existing grant to develop multi system itineraries to connect sites to uplift target region to strengthen the overall tourism offer and retain visitors for longer and increase spending and making it easier for travelers to visit, enhance, innovate and expand the tourism experience offered within the region, strengthen tourism economies, stimulate entrepreneurship, grow businesses and create and retain jobs. Tell the stories of the regions and create sustainability principles and practices to ensure the tourism experience is supported. Granville in on this list Included are expected impacts and time frames Derreck provided organizers with HPC work on Walking Tour, Pocketsite Rosalyn, Potter Museum also attended to represent her min grants Occurs annually, organized by Angela Allen Last grant was \$640.00 which paid for almost all of HPC work at that time (minus +/- \$100.00) 	Derreck to reach out to organizer to provide more information to ensure that HPC efforts are included HPC to examine in next meeting if there are any other grants applicable to HPC work
How To Notice & OPL	<p>To include in Spring Mailing Packet, pending Derreck's assessment of mailing costs</p> <p>Derreck proposed that instead of submitting the entire document to the Oxford Ledger for publication,</p>	Derreck to create summary narrative draft for Ledger



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	that we instead provide just written language David- proposed previously that HPC website be updated to include actual submissions from homeowners, Ledger was to be a summary narrative Derreck- thought someone else was writing summary narrative	
Welcome Bags	Derreck to pass bags to Carla David- had four houses on College Street in last few months	Derreck to deliver bags to Carla on 21APR2023
Calendar of Photo Contest Photos	David proposed that all pictures taken for Phot contest potentially be made into a calendar Derreck- once photos come to HPC, they become property of the HPC, so no privacy reason why we can't Derreck- there are websites where you can create calendars that are not expensive David- Winners have prominent placement based on winners seasonal category, rest could be collages on various months	To further discuss
Book Sharing Boxes	Carla- question from homeowners at corner of Raleigh St and Henderson St related to "Mini Library" Box they erected in front of their home, is COA required?	To be discussed further

PARKING LOT

Motion to Adjourn	1st	2nd	Outcome
	David Quinn	Lisa Schon	HPC agreed, adjourned at 1859

PARKING LOT

- None

DATE OF NEXT MEETING:

MINUTES PREPARED BY: Carla Pruett-DuBois