

# Historic Preservation Commission Meeting Minutes June 17, 2021

Call to Order	In Attendance	Absent	Guests
<p><b>Made by:</b> <b>Derreck Brown</b></p> <p><b>Time:</b> <b>6:00p.m.</b></p>	<p>Derreck Brown-Chairman Tony Armento – Vice Chairman Lisa Schons-Secretary David Quinn - Member Cheryl Hart-Planning Director Dickon Housman-Member Tony Armento – Vice Chairman</p> <p><b>**Ethics Statements read by: Tony Armento, Lisa Schons and David Quinn</b></p>	<p>Kelly Collins-Schram -Member</p>	<ol style="list-style-type: none"> <li>1. Manuel &amp; Shanti Melendez, COA submission</li> <li>2. Melanie Mullinax, COA submission</li> <li>3. Brent Callaway &amp; Mark Callaway Thompson, COA submission</li> </ol>

Approval of Minutes	Date of Minutes	Motion to Approve	2 <sup>nd</sup>	Outcome
	<b>5/20/2021</b>	<b>Tony Armento</b>	<b>David Quinn</b>	<b>All Members Approved</b>

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	<p>\$1465.00 (new information Same as last time around)</p> <p>Website fee is \$96.00. Derreck will make that submission. No other expense other than recording secretary fee since last meeting.</p> <p>Oxford books \$258.22 and \$133.97 for purchase</p> <p>\$320.00 set aside for medallion</p> <p>\$432.00 for recording secretary until June.</p> <p>\$389.00* (*Special Purpose Contest fund can be carried year to year) No disbursements since August</p>	<p>\$85.00 – recording secretary fee</p>	<p><b>\$389.00 for remainder of the year</b></p>

**Summary of Approved Minor Works: N/A**

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

**COA APPLICATION REVIEW #1: Manuel & Shanti Melendez      Dennis G Brommit house C: 1880**

Property Address: 111 Rectory Street, Oxford NC 27565  
 Sworn stakeholders: Manuel Melendez  
 Property type: Contributing Residential  
 Project type: Repainting, fencing and widening the driveway  
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p><b>The property owner is requesting COA approval to</b></p> <p>1. Repaint House from yellow wood siding to rose beige, white trim and from green brick foundation to a brown brick foundation.</p> <p>2. Install gutter and downspouts with white aluminum. Homeowner changed to ½ round system. The Commission voted based on ½ round system that will not damage or hide crown molding.</p> <p>3. Install fence along property line – wood stained white 6 foot fence.</p> <p>4. Install fence and gate on left side of house with 4 foot white vinyl picket fence</p> <p>5. Widen concrete driveway to 10' from 7'. Have the texture not broom and repour driveway with extra width and with the curb reused or replaced when poured.</p>	Height of proposed Structure		<p>1. Tony Armento made a motion that the COA is congruent with the Oxford Design Guidelines 4.200 4.201 &amp; 3.202, and should therefore be approved.</p> <p>It was seconded by David Quinn.</p> <p>The HPC voted unanimously to approve.</p>
	Setback/placement of structure		
	Exterior Construction Materials	1.C 2.C 3.C	
	Exterior Colors	1.C 2.C 3.C	
	Architectural Details	1.C 2.C 3.C	
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion	1.C 2.C 3.C	
	Appurtenant fixtures		
	Structural Conditions		
Trees			

2. Dickon Housman made a motion that the COA is congruent with the Oxford Design Guidelines 5.200 and should therefore be approved.

It was seconded by Lisa Schons.

The HPC voted unanimously to approve.

3 &4. Lisa Schons made a motion that the COA is congruent with the Oxford Design Guidelines 14.200, 14.202 and 14.203 and should therefore be approved.

		<p>It was seconded by David Quinn.</p> <p>The HPC voted unanimously to approve.</p> <p>5. David Quinn made a motion that the COA is congruent with the Oxford Design Guidelines 13.102 and should therefore be approved contingent on the removal and design feature of original curb and surface are retained.</p> <p>It was seconded by Tony Armento.</p>
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			The HPC voted unanimously to approve.
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\* 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

**COA APPLICATION REVIEW #2: Jason Mullinax**

**John G. Hall House c. 1913**

Property Address: 221 Main Street, Oxford NC 27565  
 Sworn stakeholders: Melanie Mullinax  
 Property type: Contributing Residential  
 Project type: Exterior gutter, trim, etc.  
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<b>The property owner is requesting COA approval to</b> 1. Repair soffit hidden gutter 2. Replace porch header 3. Replace rotted trim 4. Replace rotted column capitals (plaster) which broke in half out of Italian wood that is like an iron wood that would live a long time. Reuse plaster or iron wood. 5. Replace rotted column bases 6. Replace rotted railings/posts 7. Replace rotted front/side porches floor boards	Height of proposed Structure		1. Tony Armento made a motion that the COA is congruent with the Oxford Design Guidelines 7.100 & 7.102 and should therefore be approved.
	Setback/placement of structure		
	Exterior Construction Materials	1.C 2.C 3.C	
	Exterior Colors	1.C 2.C 3.C	
	Architectural Details	1.C 2.C 3.C	
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		

8. Replace rubber roof	General form and proportion	1.C 2.C 3.C	It was seconded by Dickon Housman.
	Appurtenant fixtures		
	Structural Conditions		
	Trees		<p>The HPC voted unanimously to approve.</p> <p>2. Tony Armento made a motion that the COA is congruent with the Oxford Design Guidelines 7.100 7.103 and should therefore be approved.</p> <p>It was seconded by Dickon Housman.</p> <p>The HPC voted unanimously to approve.</p> <p>3. Tony Armento made a motion</p>

		<p>that the COA is congruent with the Oxford Design Guidelines 7.100 &amp; 7.103 and should therefore be approved.</p> <p>It was seconded by Dickon Housman.</p> <p>The HPC voted unanimously to approve.</p> <p>4. Tony Armento made a motion that the COA is congruent with the Oxford Design Guidelines 7.100 &amp; 7.104 and should therefore be approved.</p>
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		<p>It was seconded by Dickon Housman.</p> <p>The HPC voted unanimously to approve.</p> <p>5. Tony Armento made a motion that the COA is congruent with the Oxford Design Guidelines 7.100 &amp; 7.103 and should therefore be approved.</p> <p>It was seconded by Dickon Housman.</p> <p>The HPC voted unanimously to approve.</p> <p>6. Tony Armento made a motion</p>
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		<p>that the COA is congruent with the Oxford Design Guidelines 7.100 &amp; 7.103 and should therefore be approved.</p> <p>It was seconded by Dickon Housman.</p> <p>The HPC voted unanimously to approve.</p> <p>7. Tony Armento made a motion that the COA is congruent with the Oxford Design Guidelines 5.104 and should therefore be approved.</p>
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			It was seconded by Dickon Housman.  The HPC voted unanimously to approve.
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\* See attached HPC worksheet for full details of factors considered

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**COA APPLICATION REVIEW #3: Brent Callaway & Kati Thompson Ian Cruise House c. 1909-1915**

Property Address: 207 Gilliam Street, Oxford NC 27565  
 Sworn stakeholders: Brent Callaway  
 Property type: Contributing Residential  
 Project type: Deck replacement  
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<b>The property owner is requesting COA approval to</b> 1. Repair/replace deck due to safety concerns.	Height of proposed Structure		1. Dickon Housman made a motion that the COA is congruent with the Oxford Design Guidelines 15.201 & 15.203 and should therefore be approved.
	Setback/placement of structure		
	Exterior Construction Materials	1.C 2.C 3.C	
	Exterior Colors	1.C 2.C 3.C	
	Architectural Details	1.C 2.C 3.C	
	Roof (shape/form/materials)		

	Doors/Windows/Fenestrations		It was seconded by Lisa Schons.
	General form and proportion	1.C 2.C 3.C	
	Appurtenant fixtures		The HPC voted unanimously to approve.
	Structural Conditions		
	Trees		

\* See attached HPC worksheet for full details of factors considered

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## Old Business

Topic	Discussion	Outcome
<b>(1) Site Markers</b>	<p>David provided an update on the site markers. The Commission discussed the designs sent to the group. David provided an updated proposal to the Commission and a list of items for strategy should we pursue. He provided the example of a presentation marker adjacent to the sidewalk. It is consistent with what is current on the walking map we have. A discussion was held regarding the scanning of the QR code on your phone. There would be less cost upfront with this option.</p> <p>The Commission has previously discussed site markers and tying it into the pocket site with no redundancy. The Commission discussed that the property owners would provide the recording for the Pocketsight.com website and would discuss architectural features and family history of the home. The expectation is that this would</p>	<p><b><i>(1) Site Markers – Derreck will provide list of homes to David. Next Steps: Committee will meet and provide documentation that can be presented outside of the commission for approval.</i></b></p>

**(2) Stewardship Award**

not be at every home. The current core group is Kelly, Tony, Lisa and David. Anyone that would like to be part of the group is welcome to join the Committee.

Discussed the role that Mary Yount has played in the walking tour. Derreck stated he has a list of homes that were involved in the walking tour and will send to David.

It was decided that the Committee will meet prior to the next OHP committee meeting.

David emailed a spreadsheet to the Commission regarding award system. In the past, the Commission has used secret ballots. David agreed to manage the process. The deadline for submission is in April and the commission has 10 days to decide and announce the winners at the Board of Commissioners meeting. If you need clarity or details, email David.

It was noted that 114 High Street won last year and is not eligible this year. David agreed to update his spreadsheet. It was also noted that 201 E. McClanahan street was not done.

David will update sheet with changes suggested and resend to the group.

A decision will be made at the July 15<sup>th</sup> meeting. David needs to receive the ballots by July 9<sup>th</sup>.

***(2) Stewardship Award – Derreck will share how the secret ballots is done.***

***David will update and send out tomorrow.***

***Decision will be made at July 15 meeting and David will get ballots by July 9<sup>th</sup>.***

<b>(3) This Old House Article</b>	Tony is modifying the document to change the feeling and make it less sterile.	<b>(3) This Old House Article – Tony will send to Dereck for review.</b>
<b>(4) Purchase of Oxford History Books</b>	Thank you to Derreck and Lisa for obtaining the books.	<b>(4) Purchase of Oxford History Books – Derreck will get packets together and give out welcome packets.</b>

**New Business**

<b>Topic</b>	<b>Discussion</b>	<b>Outcome</b>
<b>(1) HPC Member Tenure (Open Seats)</b>	Kelly's seat is vacant. The Commission also still has 2 open seats. Derreck asked the Commission if they have anyone in mind who may want to join. Mike's seat will be filled prior to Kelly's. Kelly's is a new term and an unexpired term needs to be filled. Each term is 3 years unless you are taking over someone's term and then the term is the remaining time left.	<b>(1) HPC Member Tenure (Open Seats) – Dereck stated he has someone in mind and will update the group after he has a discussion with the individual.</b>

<b>Motion to Adjourn</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Outcome</b>
	David Quinn	Lisa Schons	The HPC adjourned at 8:00p.m.

**Date of Next Meeting: Thursday, July 15, 2021**  
**Minutes Prepared by: Lou Ann Mitchell**