

Historic Preservation Commission Meeting Minutes February 17, 2022

Call to Order	In Attendance	Absent	Guests
<p>Made by: Derreck Brown</p> <p>Time: 6:03p.m.</p>	<p>Derreck Brown-Chairman Tony Armento – Vice Chairman David Quinn - Member Dickon Housman-Member Carla Pruett-Dubois – Member Lilli Armstrong - Member Lisa Schons-Secretary</p> <p>Cheryl Hart-Planning Director</p> <p>**Ethics Statements read by: Derreck Brown</p> <p>Lou Ann Mitchell – Recording Secretary</p>		<ol style="list-style-type: none"> 1. Bill Graham – Credle School COA Submission 2. Dan Gordon – COA Submission 3. James Compton – COA Submission 4. John Anderson – Christopher Pate on behalf of Dr. Anderson – COA Submission 5. Ron Henson, Steven Ingram, Ron McHasse, REI – Credle School COA Submission 6. Sam Clements – Granville County Schools – Credle School COA Submission 7. Jeff Blackwell – Granville County Schools – Credle

				School COA Submission
Approval of Minutes	Date of Minutes	Motion to Approve	2nd	Outcome
	7/20/2022	Carla Pruett- Dubois	David Quinn	All Members Approved

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	<p style="text-align: center;">Current: \$1298.18 Includes all minutes, \$500 from anonymouts Negative balance \$308.18 from last year and special purpose fund</p> <p style="text-align: center;">\$389.00*</p> <p>(*Special Purpose Contest fund can be carried year to year) No disbursements since August</p>	<p>\$85.00 – recording secretary fee</p>	<p style="text-align: center;">Current General Use Balance \$1298.18</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: Dan Gordon

White-Britt House ca. Early 1880s

Property Address: 607 College St, Oxford NC 27565
 Sworn stakeholders: Dan Gordon
 Property type: Contributing Residential
 Project type: Roof Replacement
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to 1. Replace shingles on roof. Same as current roof.</p> <p>Homeowner stated the picture submitted is how the shingle will look when replaced and the color will match the gray color currently on the roof.</p>	Height of proposed Structure		1. Tony Armento made a motion that the COA is congruent with the Oxford Design Guidelines 5.104, 5.105 and should therefore be approved. It was seconded by David Quinn. The HPC voted unanimously to approve.
	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			

* 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: John Anderson

Cozart-Cannady House ca. 1870s

Property Address: 308 Main Street, Oxford NC 27565
 Sworn stakeholders: Christopher Pate on behalf of Dr. Anderson
 Property type: Contributing Residential
 Project type: Solar panel installation
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to 1. Installation of 6.935 kW Roof mounted residential roof mounted solar system.</p> <p>Black in color on 2nd building, Garage. Functional structure built in early 1900s.</p>	Height of proposed Structure		1. Lisa Schons made a motion that the COA is congruent with the Oxford Design 5.202, 8.200 and should therefore be approved. It was seconded by Dickon Housman. The HPC voted unanimously to approve.
	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			

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*Tony suggested that the commission look at the guidelines and Lisa will review/revise.

COA APPLICATION REVIEW #3: James Compton Claude Rucker House ca. Early 1940s

Property Address: 303 Raleigh St. Oxford NC 27565
 Sworn stakeholders: James Compton
 Property type: Contributing Residential
 Project type: Replace roofing with metal
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <ol style="list-style-type: none"> 1. Replace missing trim at front door to restore to original look viewed in photo. 2. Paint brick white with black trim including chimney (white). 3. Black lantern style porch light (will resubmit with photo). Not reviewed at this time. 	Height of proposed Structure		<p>1. Tony Armento made a motion that the COA is congruent with the Oxford Design Guidelines 6.104 and should therefore be approved.</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		<p>It was seconded by David Quinn.</p>
	General form and proportion	1.C 2.C 3.C	
	Appurtenant fixtures		<p>The HPC voted unanimously to approve.</p>
	Structural Conditions		
	Trees		

		<p>that the COA is congruent with the Oxford Design Guidelines 1.202, 4.100, 4.101, 4.200 and should therefore be approved.</p> <p>It was seconded by Carla Pruett-Dubois.</p> <p>The HPC voted unanimously to approve.</p>
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COA APPLICATION REVIEW #4: CG Credle School

ca. Early 1911

Property Address: 223 College Street, Oxford NC 27565
 Sworn stakeholders: REI, Jeff Blackwell and Sam Clemmons, Granville County Schools
 Property type: Contributing Residential
 Project type: Roof replacement and covering windows
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to Resubmission:</p> <p>1. Replace roof on CG Credle Elementary School Section B2, B3, B4, B5, B6, Da, Db, D1, D2, D5, D6 & D7 per REI's design plans section XR102</p> <p>2. Cover existing windows to close them in per REI's design plans section XR505</p> <p>Windows can't be removed and will be covered.</p>	Height of proposed Structure		<p>1. Lillie Armstrong made a motion that the COA is congruent with the Oxford Design Guidelines 5.100, 5.105, 6.105, 6.115 and should therefore be approved.</p> <p>It was seconded by Dickon Housman.</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		
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Old Business

Topic	Discussion	Outcome
(1) Update Walking Tour Pamphlet	Derreck stated he spoke with Jeff regarding the pamphlet. Pamphlet contains the homes on the recordings. Pamphlet can be updated with all of the homes that are pinned and recorded.	<i>(1) Update Walking Tour Pamphlet – Derreck will get with Jeff Schons to work on the pamphlet</i>
(2) PocketSight Audio Recordings	Derreck stated the PocketSight recordings are almost done. Derreck asked the commission if he could archive and remove the pins of homes that are not currently on the walking tour. The homes will be removed from the PocketSite Tour. If a person wants to hear about a home that is archived, they can still listen about the home. The current map has all homes listed. Derreck stated the pamphlet shows less homes than are recorded. David asked if the pamphlet could be updated to include the pins. This is possible and can be added. Pamphlet size is already large. Adding pins will make a bigger size pamphlet. Cheryl stated she would post on list serv for the commission.	<i>(2) PocketSight Audio Recordings – Derreck will pin homes to the walking map.</i>

(3) Update Regarding Tree Work Art on College Street	Cheryl stated she does not have any new information from the Mayor. Derreck stated that larger stump will be removed and ground down. Additional information forthcoming regarding current smaller stump.	(3) Update regarding Tree Work Art on College Street – Cheryl will followup with the Mayor.
(4) Confirmation of the Oxford HPC Code of Ethics	Derreck reminded the commission to sign and return to him prior to the March meeting	(4) Confirmation of the Oxford Code of Ethics – Derreck will provide update at March meeting.
(5) Sign Markers	Sign markers will be discussed in March.	(5) Sign Markers – David will provide an update at the March meeting.

New Business

Topic	Discussion	Outcome
(1) OPL Article	Jayne has been very sick and apologized for not reaching out to the commission. She is much better now and wants to continue to assist with the article.	(1) OPL Article – Derreck will discuss with Jayne regarding moving forward with the article.

Motion to Adjourn	1st	2nd	Outcome
	Dickon Housman	David Quinn	The HPC adjourned at 7:47 p.m.

Date of Next Meeting: Thursday, March 17, 2022
Minutes Prepared by: Lou Ann Mitchell