

Historic Preservation Commission Meeting Minutes April 21, 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 Lillie 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>	<p>Lou Ann Mitchell – Recording Secretary</p>	<ol style="list-style-type: none"> 1. Cassie Palisky, COA Submission 2. Ed and Sandra Compton, COA Submission 3. James Compton, COA Submission

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	<p>Current: \$1128.18 Includes all minutes, \$500 from anonymous Negative balance \$308.18 from last year and special purpose fund</p> <p>\$389.00* (*Special Purpose Contest fund can be carried year to year) No disbursements since August</p>	\$85.00 – recording secretary fee	Current General Use Balance \$1128.18

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	3/17/2022	Tony Armento	David Quinn	All Members Approved

Summary of Approved Minor Works: 210 College Street, original approval submitted on August 15, 2019. Resubmitted with no changes. Confirmed as a minor works and approved. Ed and Sandra Compton, 213 Main Street,

request to paint foundation and garage approved as Minor Works. Originally submitted and approved on July 16, 2020.

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

COA APPLICATION REVIEW #1: James Compton

Claude Rucker House ca. 1940

Property Address: 303 Raleigh St, Oxford NC 27565
 Sworn stakeholders: James Compton
 Property type: Contributing Residential
 Project type: Exterior painting, new porch light, shutters
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Replacing roof shingles 2. Installing new porch lights 3. Installation of shutters with 4 shutters on front of home with 2 panel wood and paint black 4. Installation of black gutters	Height of proposed Structure		1. Dickon Housman 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 Tony Armento. 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			

		<p>2. Dickon Housman made a motion that the COA is congruent with the Oxford Design Guidelines 16.103 and should therefore be approved.</p> <p>It was seconded by Tony Armento.</p> <p>The HPC voted unanimously to approve.</p> <p>3. Dickon Housman made a motion that the COA is congruent with the Oxford Design Guidelines 5.100, 5.104 and should therefore be approved.</p>
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		<p>It was seconded by Tony Armento.</p> <p>The HPC voted unanimously to approve.</p> <p>4. Dickon Housman made a motion that the COA is congruent with the Oxford Design Guidelines 6.100, 6.103 and should therefore be approved.</p> <p>It was seconded by Tony Armento.</p> <p>The HPC voted unanimously to approve.</p>
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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: Cassie Palisky

Titus Grandy House ca. 1850

Property Address: 129 W. Front Street, Raleigh St, Oxford NC 27565
 Sworn stakeholders: Casey & Ray Polisky
 Property type: Contributing Residential
 Project type:
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Install 6ft Yard Fence in the back 2. Porch fence will be white 3. Repair and replace rotten boards and trims 4. Repainting of home exterior same color (does not need approval) 5. Replace Roof with flat standing seam metal 6. Repair Stucco Chimneys and repaint as they are now 7. Add missing gutter and install full K gutter system 5.102 in taupe, cream or white 8. Replace missing Lamppost with like lamppost	Height of proposed Structure		1. Tony Armento made a motion that the COA is congruent with the Oxford Design Guidelines 14.104, 14.200, 14203 and should therefore be approved. It was seconded by Carla DuBois-Pruett. The HPC voted unanimously to approve. 2. Tony Armento made a motion
	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			

		<p>that the COA is congruent with the Oxford Design Guidelines and should therefore be approved.</p> <p>It was seconded by Carla DuBois-Pruett.</p> <p>The HPC voted unanimously to approve.</p> <p>3. Tony Armento made a motion that the COA is congruent with the Oxford Design Guidelines 1.100, 1.102, 1.103, 1.105 and should therefore be approved.</p> <p>It was seconded by Carla DuBois-Pruett.</p>
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			<p>The HPC voted unanimously to approve.</p> <p>4. Motion not required as no change in paint color.</p> <p>5. Tony Armento made a motion that the COA is congruent with the Oxford Design Guidelines 5.100, 5.101, 5.103, 5.203 and should therefore be approved.</p> <p>It was seconded by Carla DuBois-Pruett.</p> <p>The HPC voted unanimously to approve.</p>
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		<p>6. Tony Armento made a motion that the COA is congruent with the Oxford Design Guidelines 3.100, 3.102, 3.103, 3.105, 3.201, 3.202, 5.100, 5.102, 5.107 and should therefore be approved.</p> <p>It was seconded by Carla DuBois-Pruett.</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 5.102 and should therefore be approved.</p>
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			<p>It was seconded by Carla DuBois-Pruett.</p> <p>8. Tony Armento made a motion that the COA is congruent with the Oxford Design Guidelines 16.103, 16.105, 16.106, 16.201 and should therefore be approved.</p> <p>It was seconded by Carla DuBois-Pruett.</p>
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* See attached HPC worksheet for full details of factors considered

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COA APPLICATION REVIEW #3: Ed & Sandra Compton

J.R. Wood House ca. 1915-1922

Property Address: 213 Main Street, Oxford NC 27565
 Sworn stakeholders: Ed & Sandra Compton
 Property type: Contributing Residential
 Project type: Repainting of shingles and replacement of roof
 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 shingles due to wind and hail damage with same black asphalt architectural shingles 2. Paint lower brick - Resubmitted with no changes. Approved as minor works 3. Paint exterior Garage trim. Resubmitted with no changes. Approved as minor works 4. Paint vinyl shutters repaint medium gray color 	Height of proposed Structure		<p>1. Lisa Schons made a motion that the COA is congruent with the Oxford Design Guidelines 5.104 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)		<p>It was seconded by Lillie Armstrong.</p>
	Doors/Windows/Fenestrations		
	General form and proportion	1.C 2.C 3.C	<p>The HPC voted unanimously to approve.</p>
	Appurtenant fixtures		
	Structural Conditions		<p>4. Lisa Schons made a motion that the COA is congruent with the Oxford Design</p>
Trees			

		<p>Guidelines 1.106,1.202 and should therefore be approved.</p> <p>It was seconded by Lillie Armstrong.</p> <p>The HPC voted unanimously to approve.</p>
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* See attached HPC worksheet for full details of factors considered

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Old Business

Topic	Discussion	Outcome
<p>(1) Update regarding Signage Markers</p>	<p>Derreck and David met a few weeks ago and discussed the Oxford Historical Home Plaques. Derreck shared historical home plaque proposals. Currently there are 2 home plaques. National Register has a common format for signs.</p> <p>A discussion was held regarding the Site Markers that would be placed in a yard and coincide the walking tour. Height would be about 8 inches high and easily removal for landscaping.</p>	<p>(1) Update Regarding Signage Makers – Derreck will follow up with David regarding site markers with name of home and year built. As for the home plaques, Derreck suggested a mailing to homes located in the Historic Districts and signage options</p>
<p>(2) Update regarding Walking Tour Pamphlet</p>	<p>Derreck stated that he met with Jeff Schons. Jeff is doing amazing work. Jeff has taken the photos received of homes. and placed on the pamphlet. Goal is to have draft done for review by May/June 2022.</p>	<p>(2) Update regarding Walking Pamphlet – Derreck will meet with Jeff and provide update at the next meeting.</p>
<p>(3) Update PocketSight Audio Recordings</p>	<p>Derreck stated the Cloud System utilized for recordings only allows for 3-4 hours for free system loads. If you don't have a subscription, information is shared publicly, and the Commission has no control over it. Derreck asked to create an account that would allow to have a library of the recordings along with control of public sharing and will allow the Commission to make changes.</p>	<p>(3) Update Pocketsight Audio Recording– Derreck will buy a subscription for the Cloud System.</p>

<p>(4) Update OPL Article</p>	<p>Derreck spoke with Jayne and she is working on the article on 202 E. Front Street. She has reached out to the owners and will report back to Derreck.</p>	<p>(4) Update OPL Article – Derreck will provide an update soon. Tony will help review the draft.</p>
<p>(5) Update regarding Photo Contest</p>	<p>Derreck and Carla. Derreck gave her all the information for her to review and discussed how it has historically been done.</p>	<p>(5) Update regarding Photo Contest - Derreck and Carla will meet again and will report back to the Commission regarding the restart of the contest.</p>
<p>(6) Update regarding National Historic Preservation Proclamation</p>	<p>Derreck stated that Cheryl confirmed the National Historic Preservation Proclamation by the Mayor is on the agenda for the May Commissioners meeting.</p>	<p>(6) Update regarding National Historic Preservation Proclamation – Derreck will provide wording to Cheryl who will ensure it is submitted and published in the Oxford Ledger.</p>
<p>(7) Update regarding Recording Secretary Search</p>	<p>Derreck stated he is still looking. If anyone knows of someone, please let Derreck know.</p>	<p>(7) Update regarding Recording Secretary Search – Derreck stated Lou will continue to help.</p>

New Business

Topic	Discussion	Outcome
(1) City Assistance regarding “Historic Oxford” Signage	The mayor reached out to Derreck regarding this signage and asked would a brown historic sign on this Exit 204 help? Tony suggested reaching out to DOT regarding this signage since Oxford is a historic district.	(1) City Assistance regarding “Historic Oxford” sign – Derreck will reach out to DOT and report back to the Commission.
(2) Tree Stump Removal	Derreck will follow up on this. He reached out to the mayor and she stated the big stump will be ground down and go away. The smaller stump has been vandalized and things have been pulled off.	(2) Tree Stump Removal – Derreck will follow up and provide and update in May.
(3) Spending of HPC Funds	Tony stated we needed to spend the money over the next 5 – 6 weeks. It was discussed and suggested to order 500 pamphlets to help spend down funds.	(3) Spending of HPC Funds – Derreck and the Commission will discuss how to spend the funds in the next 5-6 weeks. Dickon will plot out items the commission needs to pay for before June 30th.

Motion to Adjourn	1st	2nd	Outcome
	Dickon Housman	Lisa Schons	The HPC adjourned at 7:47pm.

Date of Next Meeting: Thursday, May 19, 2022. Minutes Prepared by: Lou Ann Mitchell