

Historic Preservation Commission Meeting Minutes August 18, 2016

Call to Order	In Attendance	Absent	Guests
<p>Made by: Tony Armento</p> <p>Time: 6:02p.m.</p>	<p>Tony Armento-Chairman Rick Thomas-Vice Chairman Christine Sims - Treasurer Jayne Kirkpatrick-Member</p> <p>Cheryl Hart-Planning Director Lu Anne Gilligan -Recording Secretary</p> <p>* Ethic Statements (#8) were read by Tony Armento, Jayne Kirkpatrick and Rick Thomas.</p>	<p>Kelly Schram-Secretary Marc Brooks-Member</p>	<p>Al Woodlief-Commissioner Jackie Sergent-Mayor & Applicant-114 High St. Don & Mary Wright - potential applicants-104 Rectory Street Bernard & Trudy Roberts -potential applicants-Rectory Street</p>

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	6-16-2016	Jayne Kirkpatrick	Rick Thomas	Motion to approve minutes as written.
	7-26-2016	Jayne Kirkpatrick	Christine Sims	Motion to approve minutes as written.
	* 6-22-2016			*Tony Armento read the minutes for a special called meeting for <i>Review of the</i>

				<i>Design Guidelines –</i> *Minutes are included
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Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	\$9500.00	\$5100.00	\$4400.00

Old Business

Topic	Discussion	Outcome
217 College Street Watkins Property	Cheryl Hart reported that Preservation North Carolina (PNC) was now the legal owners of the property and presently working with two prospective buyers and very close to getting offers from each of them. Tony Armento also reported that PNC had given the original owner 30 days to remove his belongings from the house but did not. Mr. Watkins then purchased from PNC, for a substantial sum of money, an additional ten (10) day period to remove his things but as of yet, has not.	Cheryl Hart reported that Preservation North Carolina now legally owns 217 College St. and is working with two potential buyers. Tony Armento added that the original owner was given additional time to remove all belongings out of home but as of yet has not.
Walking Tours partnership with Oxford Parks & Recreation	Christine Sims informed the Commission that there are two Walking Tours left, w and that both will be held on September 3 rd . There have already been eight (8) or nine (9) people registered for both tours. One of the tours will be on Main Street and one on the College Street side. Christine has another article running in the OPL soon which will hopefully bring in more people. Since there was such positive feedback, the Rec. Dept. has decided to continue these tours as an ongoing program, with only one a season and on a little more scaled back version.	Christine Sims informed the Commission that there are two Walking Tours left that will be held September 3 rd . There are already people signed up and hope to get more after the article runs in the OPL. The Rec. Dept. had decided to continue having walking tours

	<p>Jayne Kirkpatrick offered to talk to the homeowners to see if they would be interested in opening their homes during the hours of the tour, which will be: The Old Cemetery to Main Street - 9:00am -10:30 am Warehouse Square to College Street 10:45am - 12:00 pm</p> <p>Cheryl Hart asked Christine Sims to explain to everyone how the homes were chosen for the tours. Christine stated that the HPC and the Rec. Dept. sent out letters to all the homeowners in the Historic District asking them to fill out and mail back in if they were interested in being included on the tour. Only eight (8) to ten (10) were received saying they were interested. Because there were so few, the planning group got the map and started looking at homes that had special or different architectural points of interest or stories about the homes that were interesting to talk about. Christine also pointed out that anyone that is interested in being added to the tour is welcome and plans to change up the tour whenever and wherever possible.</p>	<p>as an ongoing program due to the positive feedback they received but on a more scaled back version.</p> <p>Jayne Kirkpatrick will talk with homeowners on the tour to get them to open up their homes during the walking tour.</p> <p>Cheryl Hart asked Christine to explain the procedure of how a property made the list to be on the walking tour.</p>
<p>Design Guideline Revision Project</p>	<p>Tony Armento reported that the scheduled Public meeting on August 23rd, Tuesday at 6:00 at the Library has to have an extension due to unforeseen problems. Our Consultants have had project delays; one with State Preservation office and their review of that work, due to the loss of an employee. Tony would like for the HPC to utilize this time and meet to go over the final draft which incorporates all of the changes that came out of the prior meetings where the consultants deemed them to be appropriate changes. Afterwards, the HPC will schedule another public meeting, where the public will suggest changes.</p>	<p>Tony Armento suggested that the HPC go over the final draft at the Tuesday meeting held at the Library since the public meeting will need to be rescheduled.</p>
<p>Utilization of Remaining Funds</p>	<p>Tony Armento was hopeful that the HPC would have funds remaining at the end of the year and could have been encumbered for use on some printed materials for the walking tour and flyers for the Realtors. Christine Sims was going to look into this with the finance office.</p>	<p>Tony Armento was hopeful that we could use any monies leftover on printed materials but not sure rules on this. Christine Sims is to check with</p>

		finance office and report back next month.
Statement of Position regarding 226 College Street	<p>Tony Armento reminded the HPC that at the June meeting there was a discussion about this property being vacant a number of years and the possibility of this property remaining a triplex. Within keeping to the responsibility to the district, I, Tony, researched the house and found that it was built as a single family house and then converted to multiple use between 1924 and 1928. The HPC decided to prepare a Statement of Position on this and it is still in the works. Drafting of the statement was delegated to Marc Brooks who became a member on July 1st. There will more to report at the next meeting. Jackie Sergent, Mayor, stated that she went to the house and it looked to her that the middle of the house was the original and the ends of the houses were added at a later time and there may not be records to prove this. Tony would like to look into this further to incorporate such additional information into the HPC statement.</p>	<p>Tony reminded the HPC that a Statement of Position was prepared and delegated to Marc Brooks for the property at 226 College St. More information will hopefully be known at the HPC meeting in September.</p>
Update to National Register period of significance	<p>Tony Armento is concerned about property owners that come before the board who have no access to the tax credits. Recognizing that the period of significance only goes to 1986 and that there are now more that could be added to the National Registry for restoration or rehabilitation of such homes or buildings, Tony contacted the State Preservation Office (SPO) for guidance. It was suggested that the HPC look around the perimeter of existing boundaries to see what else would fall into an updated period of significance. The properties that are considered non-contributing may also be considered contributing and this could be done at one time. Claudia Brown of the SPO told Tony that there is funding allowed at the state level for a grant to conduct the survey of these properties which would then be put into an application form and submitted to the U.S. Parks Service.</p>	<p>Tony Armento would like to see additional properties added to the National Registry and therefore able to have access to tax credits. Tony spoke with Claudia Brown with the SPO, who told him to look around the perimeter of existing boundaries to see what else would fall into this updated period of significance. Ms. Brown also told Tony that a grant is available for this and</p>

		the steps needed to take in order to receive one.
306 Broad Street Mailbox and Side Yard Fence	Tony Armento asked Cheryl Hart to send a letter to the property owner making them aware that the Post Office was incorrect about requiring homeowners to have a mailbox in the historic district. The HPC Guidelines prohibit curbside mailboxes but since the property owner purchased it in good faith the HPC agreed to allow the homeowners to keep it if they would like or they may take it down if they choose to do so. The property owners must submit a COA for the fence they had installed in their side yard.	Tony asked Cheryl Hart to send a letter to the Homeowner explaining that the post office was incorrect about the rules in the historic district but since the property owner already had put the mailbox up, they would be allowed to leave it up but they would need to submit a COA for the 4' fence they had installed in their side yard.

COA APPLICATION REVIEW #1Herve` and Jackie Sergent

Property Address: 114 High Street; Oxford, NC
 Sworn stakeholders: Jackie Sergent
 Property type: Residential
 Project type: Replace rotting wooden fence with black enamel coated aluminum fence and handrails to front steps
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The Homeowners would like to: (1) replace their rotting wooden fence from a brown stained wooden fence to a black enamel coated aluminum	Height of proposed Structure	1.C 2.C	Christine Sims made a motion that the COA application presented for 114 High Street was
	Setback/placement of structure	1.C 2.C	
	Exterior Construction Materials	1.C 2.C	
	Exterior Colors	1.C 2.C	

<p>with a staggered spear top and two gates with an arch – where one will be located on the Gilliam St. side and the other will be a double gate facing High St. (which is where they are now located)</p> <p>(2)The Homeowners also want to add one (1) or two (2) handrails to the front steps on High Street. Material used will be black enamel coated aluminum or wrought iron.</p> <p>*The Fence and gates will be four (4) feet high. Pictures of similar fences and handrails that will be used are included.</p>	Architectural Details	1&2 N/A	<p>in fact congruent with the requirements of the Design Guidelines and it be approved.</p> <p>Jayne Kirkpatrick seconded it.</p> <p>The HPC voted unanimously to approve.</p>
	Roof (shape/form/materials)	1&2 N/A	
	Doors/Windows/Fenestrations	1&2 N/A	
	General form and proportion	1.C 2.C	
	Appurtenant fixtures	1.N/A 2.C	
	Structural Conditions	1&2 N/A	
	Trees	1&2 N/A	

* 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

Summary of Approved Minor Works

<i>Property Owner Address</i>	<i>Description</i>	<i>HPC authorization</i>
<u>William Mitchell 214 Gilliam St. Oxford, NC</u>	<i>Homeowner is reroofing and painting house with like colors and materials.</i>	<i>Tony Armento and Cheryl Hart signed off on this COA prior to the meeting as a minor work.</i>
<u>Victor and Sharla Cronauer 220 Gilliam Street Oxford, NC</u>	<i>Homeowners are (1) Replacing four (4) sections of damaged metal roof from a storm with like material/ black metal roofing (2) Painting their house, trim, doors, windows and porches with a gray color which is in the same palate but not identical.</i>	<i>Tony Armento and Cheryl Hart signed off on this COA prior to the meeting as a minor work.</i>

COA Renewal: There were none at this time.

Demolition by Neglect: There was nothing at this time.

New Business

Topic	Discussion	Outcome
	Tony Armento informed the commission their next continued educational	Continued Education for

<p>Continue HPC Training</p>	<p>training would be in Ethics and Legal Procedures. Tony complimented Rick Thomas on finding such a great meeting place for the previous training course. On Tuesday, August 23rd, when the HPC meet for the Design Guideline’s final draft review, a date will be set for the next three (3) hour session and Rick will coordinate as before.</p>	<p>Ethics and Legal Procedures will be the HPC’s next training course. The date will be scheduled at the Review Design Guideline meeting, Tuesday, August 23rd.</p>
<p>2017 Photo Contest and Stewardship Award Policy</p>	<p>Tony Armento decided to distribute a list of subject matter that had been included in the photo contest in previous years so the board members would have it to ponder over for a longer term. Tony also pointed out that one of the HPC’s dual purpose mission statements is use and enjoyment of the Historic District and the photo contest is one of the ways to accomplish this goal. With this printout, the members can be thinking of categories to be used in the upcoming photo contest and bring their ideas to the September meeting.</p> <p>*The Photo Contest Categories is included</p> <p>Tony also asked members to consider modification of the Stewardship Award Policy. It was discussed at length last year with no decision and tabled.</p> <p>*The Stewardship Award Policy is included</p>	<p>Tony Armento passed out a list of categories that had been used in the photo contest in previous years and asked all members to be thinking of new categories to use for upcoming year. All members are to bring their ideas to the September meeting.</p> <p>Tony also asked members to consider modifying Stewardship Award Policy.</p>
<p>COA Application Procedure</p>	<p>Tony Armento spoke with Cheryl Hart and Commission about serving the public and of the risk of becoming too flexible. Tony stated that a COA application should not be considered when it does not contain adequate detail for a decision to be reached and would like complete COA applications (stating exact plans and requirements) so that the applications can be properly reviewed. He would also like the letters sent to adjacent property owners stapled to COA’s applications. Cheryl Hart responded the HPC may always decide that an application is incomplete, even after it has been placed on the agenda.</p>	<p>Tony Armento would like more complete COA applications stating exact plans and requirements so that the applications can be reviewed, along with the letters sent to adjacent property owners stapled to the applications. Cheryl Hart reminded the HPC</p>

			that it does not have to pass any application that does not have enough information to vote on.
Review and Update of 2016 Goals	<p>One of the HPC's goals is to state their goals from February to January. In March, the Chairman gives a report to the Board of Commissioners on what goals the HPC achieved. The HPC has a list of goals to finish before the end of the year and everyone has something to take on and make happen in a short period of time. There will more discussion about this in September.</p> <p>*The list of Goals is included</p>		The list of the HPC's 2016's goals was distributed and Tony Armento encouraged all members to work on completing these goals since there is a short window of time to make these happen.
Motion to Adjourn	1st	2nd	Outcome
	Christine Sims	Jayne Kirkpatrick	By unanimous decision, the Board adjourned at 7:26 pm.

Date of Next Meeting: Thursday, September 15, 2016

Minutes Prepared by: Lu Anne Gilligan