

Historic Preservation Commission Meeting Minutes January 20, 2022

Call to Order	In Attendance	Absent	Guests
<p>Made by: Derreck Brown</p> <p>Time: 6:02p.m.</p>	<p>Derreck Brown-Chairman Tony Armento – Vice Chairman David Quinn - Member Dickon Housman-Member Carla Pruett-Dubois – Member Lilli Armstrong - Member</p> <p>Cheryl Hart-Planning Director</p> <p>**Ethics Statements read by: Derreck Brown</p> <p>Lou Ann Mitchell – Recording Secretary</p>	<p>Lisa Schons-Secretary</p>	<ol style="list-style-type: none"> 1. Ruth and Ron Roberts – COA Submission 2. Sam Clement REI Engineer, John Davidson – COA Submission 3. REI Engineers, Mr. Castle, Steven Ingram – Credle COA Submission 4. Bonnie Britz – COA Submission 5. Paul Hart, Owens Roofing – COA Submission

Approval of Minutes	Date of Minutes	Motion to Approve	2nd	Outcome
	10/20/2021	Tony Armento	David Quinn	All Members Approved

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	<p>Current: 1553.18 Includes carry over and anonymous donation</p> <p>Will adjust once new data is received.</p> <p>\$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>Current General Use Balance \$1467.18</p> <p>\$389.00 for remainder of the year</p>

Summary of Approved Minor Works: N/A

Tony Armento provided the swearing in of the homeowners for COA presentation. No conflicts were stated.

COA APPLICATION REVIEW #2: Ruth and Ron Roberts James S. Rogers House ca. Early 1904

Property Address: 115 E. Front Street, Oxford NC 27565
 Sworn stakeholders: Ron Roberts
 Property type: Contributing Residential
 Project type: Landscaping and concrete work
 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. Remove and replace roof shingles 2. Remove and replace half-round gutters with like gutters 	Height of proposed Structure		<p>1. Tony Armento made a motion that the COA is congruent with the Oxford Design Guidelines 5.100 - 5.105 and 5.203 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		
	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
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COA APPLICATION REVIEW #1: Sam Clements

Main Building ca. Early 1910

Property Address: CG Credle Elementary, 223 College St, Oxford NC 27565
 Sworn stakeholders: Sam Clements and REI Engineer, John Davidson and Owens Roofing, Paul Hart
 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 roof on CG Credle Elementary School on adjacent buildings.</p> <p>Updated COA to be submitted to include window removal in order to secure a new roof and any other items required for roof replacement. Will be reviewed at February meeting.</p>	Height of proposed Structure		1. COA withdrawn. Will be resubmitted for Feb. meeting.
	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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COA APPLICATION REVIEW #3: Bonnie Britz

Cannady Family House ca. 1880s

Property Address: 304 Main Street, Oxford NC 27565
 Sworn stakeholders: Bonnie Britz
 Property type: Contributing Residential
 Project type: Replace roofing with metal
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Replace all shingled areas of Main House and ancillary building roofing with metal roofing	Height of proposed Structure		1. Dickon Housman made a motion that the COA is congruent with the Oxford Design Guidelines 5.100, 5.104, 5.106 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)		It was seconded by Carla Pruett-Dubois.
	Doors/Windows/Fenestrations		
	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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Note for Lisa: update the section for 5.100 (listen to minutes at about 51 mins in the meeting)

Old Business

Topic	Discussion	Outcome
(1) HPC Public Ledger Article	Derreck shared that Jayne Kirkpatrick has the information and has agreed to help the Commission write the article.	<i>(1) HPC Public Ledger Article – Derreck will reach out to Jayne and provide updates.</i>
(1) Update Walking Tour Pamphlet	Derreck stated he met with Jeff Schons. He gave the original pamphlet to Jeff. Jeff will work on creating a new pamphlet. Jeff obtained printing estimates from the Orphanage printing. The unfolded pamphlet size is 17 x 14. The cost for 150 copies is \$345, 200 for \$265 or 500 for \$349. The Commission has funds from the grant that can be used. The Commission has a bit of money left over to help cover the costs. Jeff Schons agreed to do the work and Derreck suggested that the Commission should consider paying him a fee for his time and work. Derreck and Dickon will research how much the Commission should have to pay Jeff for his service. The Commission and in kind can match counties tourism. Invoice would show pro bono.	<i>(1) Update Walking Tour Pamphlet – Derreck and Dickon will meet and discuss funds and provide an update at the next meeting</i>

	<p>Markers update: Derreck and David will finalize plaques and cost for the various options and discuss in February.</p>	<p><i>David and Derreck will meet and discuss the cost of the markers and provide an update at the next meeting.</i></p>
<p>(2) PocketSight Audio Recordings</p>	<p>Derreck stated PocketSight and cloud sites are set up. The Commission will do 35 locations. 27 have been completed. Derreck will finish the remaining recordings. He stated he would have a couple of people walk the sights to ensure all homes are accurately recorded. Carla and Lillie volunteered to do walk the properties and confirm that the recordings can be heard and review the recordings.</p>	<p><i>(2) PocketSight Audio Recordings – Derreck will send link to all members and Carla and Lillie volunteered to walk around the homes.</i></p>
<p>(3) Update Regarding Tree Work Art on College Street</p>	<p>Derreck stated that Cheryl sent out the information to the Board for a COA submission. At this point, there is no update.</p>	<p><i>(3) Update regarding Tree Work Art on College Street – Derreck will send updates to members once received.</i></p>

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New Business

Topic	Discussion	Outcome
(1) Welcome Our Newest HPC Members	The Commission welcomed Carla Pruett-Dubois and Lillie Armstrong! The Commission is happy to have both as members of the Commission! Tony conducted the orientation of the new members.	(1) Welcome Our Newest HPC Members
(2) 2022 Goal Setting	<i>The following are the goals for the Commission:</i> HPC Stewardship HPC Photo contest HPC Public Ledger Article quarterly at least 4 per year Oxford historic district site markers HPC Community education session in Nov. 2022 Oxford Historic Walking Tours Lighting of Greens event in December – Tony has possession of the HPC tent	(2) 2022 Goal Setting – Derreck will meet with Tony pick up the tent and store with the city.
(3) Election of 2022 HPC Officers	<i>The members voted in the below officers:</i> Chair – Derreck Brown	(3) Election of 2022 HPC Officers- The Commission

	<p>Vice Chair – Currently Tony Armento who leaves in June. David Quinn was voted as new Vice Chair Secretary – Lisa Schons Treasurer – Dickon Housman</p> <p>All members voted and agreed to the 2022 officers</p>	<p>confirmed elected 2022 officers.</p>
<p>(4) Selection of 2022 Webmaster and Project Managers</p>	<p>Webmaster: Currently Lisa and Derreck are managers of the web content. Lisa will continue in the Webmaster role.</p> <p>Project Manager for HPC photo contest: Derreck was the manager and has asked a member to help. He will provide assistance to the person who takes on this position. Carla agreed to take on this project manager position. Tony asked that the Commission continue to obtain sponsorship for various categories for the winners.</p> <p>Tony reminded the Commission that the downtown economic development corporation paid for the photos to be enlarged and placed in the store front windows in Jan. and Feb. of 2019 and 2020.</p> <p>Project Manager: HPC Stewardship Award - David Quinn Project manager: Welcome and visibility committee – Dickon and Lillie</p>	<p>(4) Selection of 2022 Webmaster and Project Managers –</p>
<p>(5) Renewal of Confirmation of the</p>	<p>Derreck reminded everyone to sign and return the code of ethics documentation. Derreck would like all documentation sent to him prior to the Feb. meeting.</p>	<p>(5) Renewal of confirmation of the Oxford HPC Code of Ethics</p>

Oxford HPC Code of Ethics		
(6) National Historic Preservation Month Proclamation (new addition)	Tony Armento reminded the Commission to reach out to the Mayor's office to get time on the schedule to do the proclamation before the first of May. May is National Historic Preservation Month. Derreck will follow up with the Mayor Sergent to ensure she has the proclamation scheduled.	(6) National Historic Preservation Month Proclamation: Derreck will reach out to the Mayor and copy Cheryl.

Motion to Adjourn	1st	2nd	Outcome
	David Quinn	Carla Pruett-Dubiois	The HPC adjourned at 7:32p.m.

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