

# Historic Preservation Commission Meeting Minutes January 21, 2016

Call to Order	In Attendance	Absent	Guests
<p><b>Made by:</b> <b>Tony Armento</b></p> <p><b>Time:</b> <b>6:01p.m.</b></p> <p><b>Ethic Statements were read by:</b> <b>Kelly Collins Schram, Chris Sims and Rick Thomas</b></p>	<p>Tony Armento-Chairman Rick Thomas-Vice-Chairman Cathy Weaver-Treasurer Christine Sims-Secretary Joan Roberson Kelly Collins Schram</p> <p>Cheryl Hart-Planning Director Lu Anne Gilligan-Recording Secretary</p>	<p>Kevin Pickrell- who has turned in his resignation to Tony Armento.</p>	<p>Jimmy Crawford - representing the Oxford United Methodist Church</p> <p>Jed Pittard-Contractor Kelly Derr-COA applicant</p>

Approval of Minutes	Date of Minutes	Motion to Approve	2 <sup>nd</sup>	Outcome
	11-23-2016	Rick Thomas	Christine Sims	Motion to approve as written.

Treasury	Starting Balance	Expenditures since	Current Balance
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<b>Report</b>		<b>last meeting</b>	
	\$9500.00 (Gen.Fund /January)	\$ 657.62	\$8842.38

**Old Business**

<b>Topic</b>	<b>Discussion</b>	<b>Outcome</b>
<b>Design Guideline Review/Public Meeting</b>	Tony reported that the Design Guidelines revisions were underway and JMT has been working on them. Tony, Cheryl, Susan and Lindsey Allen had a conference call to discuss when and where to hold the first public meeting for the Design Guidelines project. It was determined that the first meeting would be scheduled Monday February 15, 2016, 7- 8:30 at the Richard Thornton Library. He asked the HPC members to arrive at 6:30 in order to prepare before the others arrived. Joan stated that she had posted it to the webpage and on the community calendar. Tony was going to ask Susan Wicker to also put it on our Face book page.	Our first public meeting with speaker, Lindsey Allen from JMT, is being held Monday 2-15-16 at 7:00 p.m. until 8:30p.m. in the large meeting room at the Library.
<b>East Spring Street Median Barricade</b>	Tony was happy to announce that the median barricade was removed from East Spring Street after Thanksgiving but before Christmas. The City is considering placing a low hedge or decorative park benches arranged in a nice sitting area so trucks from Century Link will not drive over the grass. Century Link has been asked not to drive over the grass but to no avail.	The median barricade has been removed from East Spring St. and other avenues are being explored on how to solve this problem.
<b>217 Watkins Property</b>	Tony asked Cheryl if he was correct in the fact that PNC was going to sign the papers and begin finding a contractor to work on shoring up the front of the Watkins Property. Cheryl assured him this is what she was told by Cathleen Turner of PNC who had also been very busy showing the property to potential buyers.	PNC will begin working on 217 College St. to fix up the front of the house in order to find a buyer for the property.
<b>218 College Street/Crawford</b>	Tony announced that Mr. Jimmy Crawford has sold the property on 218 College Street and it is no longer in danger of demolition. Marc and Erika Brooks will	Marc and Erika Brooks will acquire the property at 218

<p><b>Property (Demolition COA Update)</b></p>	<p>acquire the property and restore it. Tony asked everyone to thank the Brooks for saving this property.</p>	<p>College St. and restore it.</p>
<p><b>Appeal of 307 Main Street</b></p>	<p>There was an appeal from the HPC decision in November to deny the replacement of windows at 307 Main Street, but the appeal was withdrawn before filing with the Board of Adjustment. Tony responded to the attorney’s notice of appeal on the same day that the appeal was withdrawn.</p>	<p>An appeal of 307 Main Street was withdrawn by the owner.</p>
<p><b>Bicentennial Event Participation/ Walking Tours partnership with Oxford Parks &amp; Rec.</b></p>	<p>Christine reported that she received only a small response to the letters sent out to the homeowners asking for their participation with information and the use of their homes. She is planning to get together with Joan and go through the letters deciding which ones they are interested in following up with and want on the tour. They will also figure out which homeowners didn’t get letters and visit them personally explaining what they are planning to do and asking them for their assistance. Kelly volunteered to help them with this project also. Tony said he will try to help when he is available. They decided on a meeting time of 10:30 a.m. January 28, 2016.</p>	<p>Christine, Joan, Kelly and Tony will meet on Thursday, 1-28-16, at 10:30 a.m. in Chris’s office to discuss the next step going forward for the walking tour partnership with the Bicentennial Event.</p>
<p><b>Downtown Master Plan Committee</b></p>	<p>Christine informed the HPC that the Downtown Master Plan Committee had a meeting earlier today where they were drafting the final draft for the Commissioners with their final recommendations and tweaks, goals, gateways. Some examples are closing off Bank St. for café area, bulb outs at intersections points etc. There will be one more meeting before final presentation and the cost is 15 to 20 million dollars for 3 streetscapes.</p>	<p>One more meeting will be held for final presentation. The final recommendations are being decided on and will be sent to the Commissioners soon so they can vote on them.</p>
<p><b>2016 Photo Contest</b></p>	<p>The press release announcing the ‘holiday scenes’ category for the next Photo Contest was not sent before Christmas so it did not happen. A holiday decoration contest will be done next year! Tony suggested that a winter photo contest could be substituted if we have snow, then another category can be announced at the usual time, when the remaining three categories are announced. Christine will put a press release in the OPL for the ‘Snow Scenes’ category and Joan will put it on</p>	<p>We missed the Christmas Photo Contest deadline so hopefully we will have snow so we can have a winter photo contest. Christine will put a press release in the OPL and Joan</p>

	the website. Selection of the remaining categories will need to be discussed at the next meeting.	will put it on the website. If we do not have snow, then there will be a spring photo contest and the categories will be decided on our next meeting.
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**COA APPLICATION REVIEW #1: Jimmy Crawford Jr. representing Oxford United Methodist Church**

Property Address: 105 W. McClanahan Street, Oxford, NC  
 Sworn stakeholders: Jimmy Crawford Jr. representing the Methodist Church Members  
 Property type: Church  
 Project type: Replace Front Steps  
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p><b>The Oxford United Methodist Church would like to replace their front steps to replicate the original steps that were in existence the first 75 years of the church. They will be replacing the brick with like brick and handrails will also be the same as the ones being replaced.</b></p> <p><b>*A picture is included.</b></p>	Height of proposed Structure	C	<p>Chris Sims made a motion that the HPC find as a fact that the proposed project for brick steps, if constructed according to the plans reviewed at this meeting, is not incongruous with the character of the district, for the reasons that they specified such as</p>
	Setback/placement of structure	N/A	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion	C	
	Appurtenant fixtures		
	Structural Conditions		
Trees	N/A		

		<p>they do not replace the steps back to the original design and it is not in harmony with the general neighboring properties and/or the historic district as a whole. Kelly Collins Schram seconded it.</p> <p>The HPC voted unanimously to approve.</p> <p>Chris Sims further moved that the HPC approve the application and grant a COA to the Oxford United Methodist Church as presented. It was seconded by Cathy Weaver.</p> <p>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: Jed Pittard (contractor) and Kelly Derr**

Property Address: 419 College Street, Oxford, NC  
 Sworn stakeholders: Jed Pittard and Kelly Derr  
 Property type: Residential  
 Project type: Build New Garage and New Brick Fence  
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p><b>Jed Pittard explained to the HPC members that Mr. Derr would like to:</b></p> <p><b>(1) Build privacy fence which is going to be brick will go between his neighbor to his right facing the street. There is also a fence which is wooden but is 6’ which is on the left. They would like to make this fence 8’ tall and it will start at side of house and go the length of the property.</b></p> <ul style="list-style-type: none"> <li><b>Pictures are included.</b></li> </ul> <p><b>During the meeting Mr. Derr amended his COA application request from an 8’ fence to a 6’ fence to match the height of an existing fence on the property ***Although it was recognized that a fence of this height in the front and front-side yard is not permitted by the Design Guidelines, it was determined that the existence of a fence of 6’ on the same property was sufficient to mitigate denial of a</b></p>	Height of proposed Structure (1) with mitigating factor - other fence on same property is of the same height)	1.NC 2.C	1. Chris Sims made a motion that the HPC find as a fact that this project for a brick wall located at 419 College Street, if constructed according to the plans reviewed at his meeting, is not incongruous with the character of the district, for the reason that the proposed brick wall will match an existing wall in height and is generally in harmony with the special character of the neighboring properties
	Setback/placement of structure	1.C 2.C	
	Exterior Construction Materials	1.C 2.C	
	Exterior Colors	1.C 2.C	
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion	1.C 2.C	
	Appurtenant fixtures		
	Structural Conditions		
	Trees		

**request for a fence on the same property not to exceed the same height.**

**(2) Tear down an old garage/ storage block building and replace it with a new two door garage which will be built to match house as closely as possible. It will have wood siding, doors and composite shingles to match existing main house. Foundation will be brick and will also have gutters such as those of the main house.**

- **Pictures are included.**

and/or historic district as a whole. This finding is however subject to a height not to exceed 6' per the amendment to the COA application made by the property owner during the application review. It was seconded by Cathy Weaver.

HPC voted unanimously to approve.

2. Kelly Schram made a motion the HPC find as a fact the proposed project on 419 College Street's garage was constructed according to the plan, reviewed at the meeting, is not incongruous with the character of the district and the project matches the home and generally in harmony with the special character of the

			neighboring properties and or the historic district as a whole. Joan Roberson seconded it.  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

**Summary of Approved Minor Works: There were none at this time.**

**COA Renewal: There were not any at this time.**

**Demolition by Neglect: Nothing at this time.**

**New Business**

<b>Topic</b>	<b>Discussion</b>	<b>Outcome</b>
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<p><b>Open HPC Seat</b></p>	<p>Tony announced that Kevin Pickrell had turned in his resignation. He was unable to satisfy the time commitment. There will be an ad placed in the OPL and his seat will be filled in June.</p>	
<p><b>2016 Goal Setting</b></p>	<p>Every Year in January the Committee must set their goals for the year. For the year 2016 they are as follows:</p> <ul style="list-style-type: none"> <li>• Completion of Design Guidelines</li> <li>• Two Educational Sessions <ul style="list-style-type: none"> <li>(a) one with the public after the Design Guidelines are completed</li> <li>(b) one with Contractors and homeowners on techniques and appropriate colors etc.</li> </ul> <p>These are to be held in late summer and or fall!</p> </li> <li>• Investigate how to establish a revolving funds</li> <li>• Shadowing someone from another town or city with successful HPC's and have lunch with them to talk about what works for them that will benefit the Oxford HPC</li> <li>• Develop relationship/partnerships with realtors to help promote the HPC and historic district</li> <li>• Historic staging/ Realtors/get subcommittee for the vacant homes and stage the homes for the realtors with refreshments</li> <li>• Recycle material from public meetings into smaller package for outreach for service groups</li> </ul>	
<p><b>Election of 2016</b></p>	<p>Every January new Officers must be elected. They are as follows:  Tony Armento---Chairman  Rick Thomas-----Vice Chairman  Christine Sims----Treasurer</p>	<p>The new officers were elected for the year 2016.  They are as follows:  Tony Armento-Chairman</p>

<b>Officers</b>	Kelly Collins Schram---Secretary Christine will put a press release announcing the newly elected officers in the OPL and Joan will put it on the website.	Rick Thomas-Vice Chairman Christine Sims-Treasurer Kelly Schram-Secretary	
<b>Renewal of Pledge to adhere to the HPC Code of Ethics</b>	Yearly copies were signed and turned in for the records from each member of the HPC for the renewal of the Code of Ethics Pledge.	All members signed and turned in their pledges for the HPC Code of Ethics.	
<b>Motion to Adjourn</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Outcome</b>
	Cathy Weaver	Joan Roberson	By unanimous decision, the HPC voted to adjourn at 7:50 p.m.

**Date of Next Meeting:** By unanimous consent, the meeting was rescheduled to Monday, February, 15, 2016, to coincide with the Design Guidelines public meeting.

**Minutes Prepared by:** Lu Anne Gilligan