

Historic Preservation Commission Meeting Minutes June 16, 2022

Call to Order	In Attendance	Absent	Guests
<p>Made by: Derreck Brown</p> <p>Time: 6:02p.m.</p>	<p>Derreck Brown-Chair David Quinn – Vice Chair Tony Armento – Member Carla Pruett-Dubois – Member Lillie Armstrong - Member Lisa Schons-Secretary</p> <p>Cheryl Hart-Planning Director</p> <p>**Ethics Statements read by: Tony Armento, Carla Pruett-Dubois, and Lillie Armstrong</p>	<p>Lou Ann Mitchell – Recording Secretary</p> <p>Dickon Housman-Member</p>	<p>1. Jayne Kirkpatrick, COA Submission</p>

Approval of Minutes	Date of Minutes	Motion to Approve	2nd	Outcome
	5/19/2022	Tony Armento	Lisa Schons	All Members Approved

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	<p>Current: \$633.00 (will lose if not used by July 1)</p> <p>\$889.00 is carried over</p> <p>\$389.00*Left over from last year</p> <p>(*Special Purpose Contest fund can be carried year to year)</p> <p>No disbursements since August</p>	<p>\$85.00 – Recording Secretary fee</p>	<p>Current General Use Balance \$633.00</p> <p>Dickon was not at the meeting but will provide an update at the next meeting in July 2022</p> <p>All Monies will be spent prior to June 30, 2022.</p>

Summary of Approved Minor Works: 121 Gilliam Street. Oxford Presbyterian Church. Remove existing asphalt shingles and replace with same brand and color (size and proportion the same).

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

COA APPLICATION REVIEW #1: Jayne Kirkpatrick

Dr. C White House ca. 1886

Property Address: 214 Main Street, Raleigh St, Oxford NC 27565
 Sworn stakeholders: Jayne Kirkpatrick
 Property type: Contributing Residential
 Project type: Replacing gutter
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <p>1. Replacing leaking aluminum gutters with same type gutter. Same color. Work has been completed but provided official update on what was done.</p>	Height of proposed Structure		<p>1. Tony Armento made a motion that the COA is congruent with 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)		
	Doors/Windows/Fenestrations		<p>It was seconded by Carla Pruett-Dubois.</p>
	General form and proportion	1.C 2.C 3.C	
	Appurtenant fixtures		<p>The HPC voted unanimously to approve.</p>
	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

Old Business

Topic	Discussion	Outcome
(1) Update regarding Signage Markers	<p>Derreck shared a sample of the marker. Plaquemaker.com was able to make a plaque sample for 62.00 for the larger size. Derreck reached out to the plaque maker website to discuss pricing and after the sample was reviewed. Interested residents would be able to call in with a 6 digit code for those that wanted to purchase.</p> <p>David suggested including the plaque info in the newspaper article.</p> <p>The committee agreed that the sample was great.</p> <p>David asked if the HPC needed to share with anyone in the city so that the residents are informed. Derreck will check with Angela.</p>	<p><i>(1) Update Regarding Signage Makers – Derreck shared a sample marker. Derreck will research pricing and get back to the Commission.</i></p>
(2) Update regarding Walking Tour Pamphlet	<p>Derreck stated Jeff has done amazing work on putting together the updated walking pamphlets. Derreck shared a mock-up of what will be printed. Lisa shared a description of the pamphlet and shared that the QR codes will correlate to the walking pamphlets and PocketSight.com. The plan is to have 3 codes. One code will direct interested parties to the Main Street Historic District Pocketsight.com site. The second code will direct interested parties to the College Street Historic District Pocketsight.com site. The third code will take interested parties to City of Oxford downtown restaurants, stores, etc. The downtown tourism will update the code as businesses open and close.</p>	<p><i>(2) Update regarding Walking Tour Pamphlet – Derreck will have Jeff make the updates/changes suggested. Derreck is meeting with Pocketsight.com this weekend for updates and he will send to the Commission.</i></p>

	<p>Tony suggested the HPC logo be enlarged.</p> <p>The Commission liked the pamphlet and thought it looked great. Pamphlets will be black and white. Tony asked if we have money left from the tourism group and, if so, we should use some of those dollars to print some pamphlets in color. Derreck will reach out to Angela to see if how much money is left.</p> <p>David suggested to have a version of this on the HPC website. Derreck stated this is possible.</p>	<p>Members will walk the tour and report back.</p>
<p>(3) Update OPL Article</p>	<p>Article was posted in the newspaper. The Commission discussed the article being on the last page. The Commission liked the article. Thank you Jayne Kirkpatrick!!!</p> <p>The Commission chose from the randomized list of homes in the historic districts. The next article will feature 309 College Street.</p>	<p>(3) Update OPL Article – Derreck will reach out to Jayne regarding the writing of the next article.</p>
<p>(4) Update regarding Photo Contest</p>	<p>Derreck and Carla have not been able to meet. Carla was checking into the cost of the Orpheum for the photo contest award celebration. Another option was an outside event. Carla and Derreck discussed sponsorships from local businesses for the awards. Smaller businesses may not be able to make a commitment for each award. The Commission would need \$225.00 in sponsorship fee for each season. The Commission discussed a sliding scale. This would allow more businesses to be named as a sponsor of the</p>	<p>(4) Update regarding Photo Contest - Derreck and Carla will meet again and will report back in July the baseline info around the Annual Photo Contest to get it started for fall 2022 season.</p>

	<p>season. Additional sponsorship is required to be able to have a contest for each season.</p> <p>The Commission discussed that summer was too short notice so it was discussed that Fall 2022 – July Aug. 2023 and reception in the Fall of 2023.</p>	
(5) Update regarding Recording Secretary Search	Derreck stated he is still searching. If anyone knows of someone who may be interested, please let Derreck know.	<i>(5) Update regarding Recording Secretary Search – Derreck stated Lou will continue to help for the time being.</i>
(6) Update regarding City Assistance regarding “Historic Oxford” installation	Derreck stated he had not heard anything back from Kristi Brantley. He will email her again.	<i>(6) Update regarding City Assistance regarding “Historic Oxford” installation – Derreck will update the Commission in July.</i>
(7) Update regarding re-application for HPC Member Appointment	Derreck stated everyone had turned in required paperwork and thanked Dickon, Carla and Lisa for their applications.	<i>(7) Update regarding re-application for HPC Member Appointment -</i>
(8) Budget Spending		<i>(8) Budget Spending – Derreck will discuss with Dickon and finalize.</i>

(9) Stewardship Award	David stated we have one member left to vote.	(9) Stewardship Award – David will update the Commission as soon as he receives the last vote.
(10) Wooden Signage Option	Lillie stated she knew someone that does sign painting if anyone had interest in having the wooden version. There are examples of approved wooden and bronze signage.	(10) Wooden Signage Option – David will provide an update in July.

Motion to Adjourn	1st	2nd	Outcome
	David Quinn	Lisa Schons	The HPC adjourned at 6:58pm.

Date of Next Meeting: Thursday, July 21, 2022
Minutes Prepared by: Lou Ann Mitchell