

# Historic Preservation Commission Meeting Minutes March 17, 2022

Call to Order	In Attendance	Absent	Guests
<p><b>Made by:</b> <b>Derreck Brown</b></p> <p><b>Time:</b> <b>6:00p.m.</b></p>	<p>Derreck Brown-Chairman            Tony Armento – Vice Chairman            David Quinn - Member            Dickon Housman-Member            Carla Pruett-Dubois – Member            Lilli Armstrong - Member            Lisa Schons-Secretary</p> <p>Cheryl Hart-Planning Director</p> <p><b>**Ethics Statements read by: Derreck Brown</b></p> <p>Lou Ann Mitchell – Recording Secretary</p>	<p>Lou Ann Mitchell – Recording Secretary</p>	

Approval of Minutes	Date of Minutes	Motion to Approve	2 <sup>nd</sup>	Outcome
	2/17/2022	Dickon Housman	Lisa Schons	All Members Approved

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	<p style="text-align: center;">Current: <b>\$1213.18</b>  <b>Includes all minutes, \$500 from anonymouts</b>  <b>Negative balance \$308.18 from last year and special purpose fund</b></p> <p style="text-align: center;">\$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 style="text-align: center;">Current General Use Balance            \$1213.18</p>

**Summary of Approved Minor Works: N/A**

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

**COA APPLICATION REVIEW #1: David & Carmen Quinn                      Abner and Jones ca. Early 1857**

Property Address:                      419 College St, Oxford NC 27565  
 Sworn stakeholders:                      David Quinn  
 Property type:                      Contributing Residential  
 Project type:                      Roof Replacement  
 HPC Conflicts of Interest declared:                      None

<b>Project Description</b>	<b>Factors Considered *</b>	<b>**</b>	<b>Outcome</b>
<b>The property owner is requesting COA approval to</b> 1. Install patio hardscape at side yard	Height of proposed Structure		1. Dickon Housman made a motion that the COA is congruent with the Oxford Design Guidelines 15.103, 15.201, 15.203, 13.104 and should therefore be approved.  It was seconded by Carla DuBois-Pruett.  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		

\* 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

<b>Topic</b>	<b>Discussion</b>	<b>Outcome</b>
<p><b>(1) Update Walking Tour Pamphlet</b></p> <p><b>(a) Scheduling with Derreck</b></p>	<p>Derreck stated he will meet with Jeff on Sunday. Derreck will also meet with Lisa regarding transferring the website information.</p> <p>Derreck asked that everyone that needed time with him to reach out to schedule. Photo contest meeting – Carla and Derreck will meet to discuss the contest. David and Derreck need to meet regarding site markers next week</p>	<p><b>(1) Update Walking Tour Pamphlet – Derreck will meet with Jeff Schons to work on the pamphlet</b></p>
<p><b>(2) PocketSight Audio Recordings</b></p>	<p>Derreck stated there were a few of them he needed to re-record.</p>	<p><b>(2) PocketSight Audio Recordings – Derreck will record and give update at next meeting.</b></p>
<p><b>(3) Update OPL Article</b></p>	<p>Derreck stated Jayne reached out to him. He couldn't take the calls but will reach out to her this week.</p>	<p><b>(3) Update OPL Article – Derreck will provide an update at the next meeting.</b></p>

## New Business

<b>Topic</b>	<b>Discussion</b>	<b>Outcome</b>
<p><b>(1) New Recording Secretary</b></p>	<p>Derreck stated if anyone knows of someone that may want to do this, let him know. Pay is \$85.00 per recording. Derreck stated he has someone in mind and will update the committee.</p>	<p><b>(1) New Recording Secretary -</b></p>

<b>Motion to Adjourn</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Outcome</b>
	Lisa Schons	David Quinn	The HPC adjourned at 6:23pm.

**Date of Next Meeting:** Thursday, April 21, 2022

**Minutes Prepared by:** Lou Ann Mitchell