

# Historic Preservation Commission Meeting Minutes May 19, 2022

Call to Order	In Attendance	Absent	Guests
<p><b>Made by:</b> <b>Derreck Brown</b></p> <p><b>Time:</b> <b>6:03p.m.</b></p>	<p>Derreck Brown-Chairman            Tony Armento – Vice Chairman            David Quinn - Member            Dickon Housman-Member            Carla Pruett-Dubois – Member            Lillie 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>	<p>1. Oxford Presbyterian Church, COA Submission</p> <p>2. Katherine and Eugene Farrelly, COA Submission</p>

<b>Approval of Minutes</b>	<b>Date of Minutes</b>	<b>Motion to Approve</b>	<b>2<sup>nd</sup></b>	<b>Outcome</b>
	4/21/2022	Tony Armento	Lisa Schons	All Members Approved

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	<p>Current: \$389.00 (will lose if not used by July 1)</p> <p>\$889.00 is carried over from a private donation</p> <p>\$633.00*</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 \$633.00</p>

**Summary of Approved Minor Works:**

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

Property Address: 711 College Street, Raleigh St, Oxford NC 27565  
 Sworn stakeholders: Eugene & Kathleen Farrelly  
 Property type: Contributing Residential  
 Project type:  
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<b>The property owner is requesting COA approval to</b> 1. Removal of dead tree	Height of proposed Structure		1. Lisa Schons made a motion that the COA is congruent with the Oxford Design Guidelines 15.102, 15.207 and should therefore be approved.  It was seconded by Lillie Armstrong.  The HPC voted unanimously to approve.  It was seconded by Carla DuBois-Pruett.
	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

**COA APPLICATION REVIEW #2: Lillie Armstrong      Bryant-Kingsbury House ca. 1826**

Property Address: 417 Goshen St., Oxford NC 27565  
 Sworn stakeholders: Lillie Armstrong  
 Property type: Contributing Residential  
 Project type: Tree Removal  
 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. Removal of mature tree at rear of house	Height of proposed Structure		1. Tony Armento made a motion that the COA is congruent with the Oxford Design Guidelines 15.102, 15.207 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	The HPC voted unanimously to approve.
	Appurtenant fixtures		
	Structural Conditions		
	Trees		

			The HPC voted unanimously to approve.
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\* See attached HPC worksheet for full details of factors considered

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- NA = This project does not impact this factor

**COA APPLICATION REVIEW #1: Jeff & Lisa Schons**

**Col. Roger O. Gregory House ca. 1880s**

Property Address: 414 College St., Oxford NC 27565  
 Sworn stakeholders: Lisa Schons  
 Property type: Contributing Residential  
 Project type: Downspout Replacement  
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<b>The property owner is requesting COA approval to</b> 1. Replace rusty non-functioning round downspouts	Height of proposed Structure		1. Carla Pruet-Dubois made a motion that the COA is congruent with the Oxford Design Guidelines 5.103, 5.104 and should therefore be approved.  It was seconded by Dickon Housman.  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		

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**Old Business**



<b>Topic</b>	<b>Discussion</b>	<b>Outcome</b>
<b>(1) Update regarding Signage Markers</b>	David provided a quick update and Tony discussed the link that he sent. The stainless steel version that Tony shared was not originally found in David's research. Tony stated the National Registry bronze plaques are appropriate for the Historic property. The plaques for the lawn would be for pointing it out on the walking tour map and so that if someone is curious the person can read about the home. Tony stated the stainless steel ones are not offered to replace the bronze home plaques. The HPC logo would be used, along with house name at the top and year and then in the space, a bit of a blurb regarding the home. The walking tour number would be noted at the bottom of the sign. The sign can be pulled out for lawn maintenance and put right back in. David suggested the HPC purchase one to review and see if everyone likes it and decide whether or not to move forward.	<b>(1) Update Regarding Signage Makers – Derreck will order a sample for the HPC to review and approve.</b>
<b>(2) Update regarding Walking Tour Pamphlet</b>	Derreck stated he will meet Jeff on Monday to discuss the pamphlet	<b>(2) Update regarding Walking Tour Pamphlet – Derreck will meet with Jeff and provide update at the next meeting.</b>
<b>(3) Update PocketSite Audio Recordings</b>	Derreck secured a discount for storing audio sound for the walking tour website (Pocketsights.com). He was able to obtain an annual fee of \$72.00. He is uploading to another tool called Sound Cloud.	<b>(3) Update Pocketsights Audio Recording– Derreck will share the link with the HPC to review before the next meeting.</b>

<p><b>(4) Update OPL Article</b></p>	<p>Jayne gave the article for 202 E Front Street. It is in PDF and Derreck will retype in word and send to Tony for review. It should be submitted for posting in the next week.</p> <p>Tony will send the randomized list of homes to Derreck for the Commission to choose a home on College Street.</p>	<p><b><i>(4) Update OPL Article – Derreck will provide a copy to Tony to review.</i></b></p>
<p><b>(5) Update regarding Photo Contest</b></p>	<p>Derreck and Carla will meet to discuss the Annual Photo Contest. Tony stated that historically the contest was not open until late winter so all photos were spring photos. The HPC decided to open it up so that other seasons can be submitted.</p>	<p><b><i>(5) Update regarding Photo Contest - Derreck and Carla will meet again and will report back in June the baseline info around the Annual Photo Contest to get it going for the summer and into the fall 2022.</i></b></p>
<p><b>(6) Update regarding National Historic Preservation Proclamation</b></p>	<p>Lisa and Cheryl went to the May meeting of the Board of Commissioners and heard the proclamation. The Mayor read the proclamation.</p>	<p><b><i>(6) Update regarding National Historic Preservation Proclamation – Lisa will send the proclamation to Derreck</i></b></p>
<p><b>(7) Update regarding Recording Secretary Search</b></p>	<p>Derreck stated he is still looking. If anyone knows of someone, please let Derreck know.</p>	<p><b><i>(7) Update regarding Recording Secretary Search – Derreck stated Lou will continue to help for the time being.</i></b></p>

<b>8. Update regarding City Assistance regarding “Historic Oxford” installation</b>	Derreck updated the HPC regarding the installation of a “Historic Oxford” sign off the exit #204 on I-85 that the Mayor had asked about. He has not heard anything about this.	
<b>9. Removal of tree stumps</b>	Derreck stated there was no update at this time.	<b><i>(9) Removal of Tree Stumps – Derreck will provide an update at the June meeting</i></b>

<b>New Business</b>		
<b>1. Annual Training</b>	Derreck reached out regarding the annual training. We are unsure of dates. Christy will let Derreck know once they know. Annual conference will be in person this fall in Winston Salem, NC. Tony provided an overview of the in person training.	<b><i>(1) Annual Training – Derreck encouraged newer members to attend. He will provide details once he hears from Christy.</i></b>
<b>2. Commission Term Seats</b>	There were three people who needed to reapply for membership: Dickon Housman, Carla Pruett-Dubois and Lisa Schons. Derreck stated he would need applications submitted to Cyndi Bowen so that she could add to the BOC June agenda.	<b><i>(2) Commission Seat Terms – Derreck will update HPC at June Meeting.</i></b>
<b>3. Money left</b>	The HPC discussed how to spend the money left. Derreck suggested we pay Jeff Schons for his graphic design work on the pamphlet. He did a bit of research and around \$30.00 per hours at 10 hours or so that we could pay Jeff that rate. Tony stated we could pay the National of Associations of Preservations annual fee.	<b><i>(3) Money Left – Derreck suggested the HPC pay Jeff Schons for his work on the pamphlet. Tony Armento made a motion</i></b>

	Chairman will identify any items that can be paid before the June 30 <sup>th</sup> deadline to use down the funds.	<i>to have Derreck identify areas to spend the funds, David Quinn seconded the motion and the HPC agreed.</i>
<b>4. Stewardship Award</b>	Tony stated the HPC should have a winner chosen and present this award at the May Commissioners meeting. Tony stated he would like to vote since his last meeting is in June, 2022. Therefore, the HPC will make a decision at the June 2022 meeting.	<b><i>(4) Stewardship Award – The Commission will pick the winner in the during the April Meeting to present award in May of each year.</i></b>

<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 7:11 pm.

**Date of Next Meeting: Thursday, June 16, 2022**  
**Minutes Prepared by: Lou Ann Mitchell**