

Historic Preservation Commission

Meeting Minutes

October 20, 2022

Call to Order	In Attendance		Absent	Guests
Made by: Derreck Brown Time: 6:01p.m.	Derreck Brown-Chair David Quinn – Vice Chair Carla Pruett-Dubois – Member Lillie Armstrong - Member Lisa Schons-Secretary Dickon Housman-Member Cheryl Hart-Planning Director **Ethics Statements read by: David Quinn, Lillie Armstrong & Carla Pruett-Dubois		Lou Ann Mitchell – Recording Secretary	1. Joseph Hardie, COA Submission 2. Cynthia Medcalf, COA Application 3. Angela Smith, COA Submission 4. Joe Hardee, COA Submission
Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	9/15/2022	David Quinn as amended	Carla Pruett-Dubois	All Members Approved

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	<p>Current: \$3100.33</p> <p>\$389.00</p> <p>(*Special Purpose Contest fund can be carried year to year) No disbursements since August</p>	\$85.00 – Recording Secretary fee	<p>Current General Use Balance</p> <p>\$3100.33</p>

Summary of Approved Minor Works: 209 College Street: Removal of 4 loblolly pine trees and one hemlock tree was approved as Minor Works.

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

COA APPLICATION REVIEW #1: Mr. Pettit/Angela Smith**Bungalow CA1909**

Property Address: 118 Rectory Street, Oxford NC 27565
 Sworn stakeholders: Mr. Pettit
 Property type: Contributing Residential
 Project type: Replacement of deck rotted wood, missing storm windows and rotted fascia, trim and soffits
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Replace damaged/rotting deck on rear of house. 2. Replace damaged and missing storm windows with same. 3. Replace damaged and rotted fascia, trim and soffits. If gutters are to be replaced, a different COA	Height of proposed Structure		1. Carla Pruett-DuBois made a motion that the COA is congruent with Oxford Design Guidelines 15.201, 15.203, 2.100 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 Lillie Armstrong.
	Doors/Windows/Fenestrations		
	General form and proportion	1.C 2.C 3.C	
	Appurtenant fixtures		The HPC voted unanimously to approve.
	Structural Conditions		
	Trees		
			2. Carla Pruett-DuBois made a motion that the

			<p>COA is congruent with Oxford Design Guidelines 6.108 and should therefore be approved.</p> <p>It was seconded by Lillie Armstrong.</p> <p>The HPC voted unanimously to approve.</p> <p>3. Carla Pruett-DuBois made a motion that the COA is congruent with Oxford Design Guidelines 2.100, 2.103 and should therefore be approved.</p> <p>It was seconded by Lillie Armstrong.</p>
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			The 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

COA APPLICATION REVIEW #2: Joseph Hardie**Pinnex/Bradsher House ca 1880s Italianate/Queen Anne**

Property Address: 308 College Street, Oxford NC 27565
 Sworn stakeholders: Joseph Hardie
 Property type: Contributing Residential property
 Project type: Roof Replacement
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Roof Replacement	Height of proposed Structure		1. Lisa Schons made a motion that the COA is congruent with Oxford Design Guidelines 5.102, 5.104, and adding back the birds 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)		
	Doors/Windows/Fenestrations		It was seconded by Carla Pruett-DuBois.
	General form and proportion	1.C 2.C 3.C	
	Appurtenant fixtures		
	Structural Conditions		The HPC voted unanimously to approve.
	Trees		

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COA APPLICATION REVIEW #3: Cynthia Medcalf Will Landis House ca. 1900s Col. Revival/Queen Anne

Property Address: 308 Raleigh Street, Oxford NC 27565
 Sworn stakeholders: Cynthis Medcalf
 Property type: Contributing Residential
 Project type: Installation of pavers
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Put down pavers to safely access car at street. Non-permanent. The length of oversteps is 50. It blends with the home and existing brick. 5x4 feet area Lift was installed to the left of the porch by the VA.	Height of proposed Structure		1. Dickon Housman made a motion that the COA is congruent with Oxford Design Guidelines 13.104, 13.107, 15.100, 15.104 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)		
	Doors/Windows/Fenestrations		It was seconded by David Quinn.
	General form and proportion	1.C 2.C 3.C	
	Appurtenant fixtures		The HPC voted unanimously to approve.
	Structural Conditions		
	Trees		

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COA APPLICATION REVIEW #4: Jenny Lee Chapman-Hummel House ca. 1880s Italianate/Col. Revival

Property Address: 415 College Street, Oxford NC 27565
 Sworn stakeholders:
 Property type: Contributing Residential
 Project type:
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <p>Owner did not attend meeting</p> <p>Owners are required to be at the meeting to present COA. COA is not considered if homeowner is not at meeting.</p> <p>Foundation is still exposed.</p> <p>David noted the work requested 2 years ago is not completed. Work was started but never finished.</p> <p>Cheryl will reach out to the homeowner and if a special meeting in Nov, she is invited to come. A prior exception was granted for this homeowner.</p> <p>Homeowner tried to connect via Zoom with an out of date link. Cheryl will invite her to the special meeting in November.</p>	Height of proposed Structure		
	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 #5: Carla Pruett-DuBois**Former Oxford Seminary CA 1904 Colonial Rev.**

Property Address: 307 Raleigh Street, Oxford NC 27565
Sworn stakeholders: Carla Pruett-DuBois
Property type: Contributing Residential
Project type: Install Brick walkway and non-permanent brick pad
HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Addition of brick walkway across the front of the property from the driveway, intersecting the existing walkway, to the utility area on left of home (facing forward) 2. Addition of non-permanent brick pad to place trash and recycle cans on	Height of proposed Structure		1. David Quinn made a motion that the COA is congruent with Oxford Design Guidelines 13.103, 13.104, 13.106, 13.107 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)		
	Doors/Windows/Fenestrations		It was seconded by Lisa Schons.
	General form and proportion	1.C 2.C 3.C	
	Appurtenant fixtures		The HPC voted unanimously to approve. 2. Cheryl stated the homeowner
	Structural Conditions		
	Trees		

			should reach out to public works regarding placement of trash and recycle cans within the utility strip. Homeowner will resubmit with signed waiver.
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COA APPLICATION REVIEW #4: Lisa Schons**Col. Rodger O. Gregory House ca. 1880s. Italianate**

Property Address: 414 College Street, Oxford NC 27565
 Sworn stakeholders: Lisa Schons
 Property type: Contributing Residential
 Project type: Add Driveway
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Add Driveway	Height of proposed Structure		1. Lillie Armstrong made a motion that the COA is congruent with Oxford Design Guidelines 13.107 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		

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New Business

Topic	Discussion	Outcome
(1) Usage of Solar Panel Types	Carla discussed solar shingles that look like regular shingles. She suggested a representative come and bring samples for the HPC to review. David suggested getting in touch with the State Historic office to see if this would even be considered/allowed.	<i>(1) Usage of Solar Panel Types – Derreck will reach out to Kristi at the State Historic office. Carla will reach out to the Representative and Engineer and someone from Manufacturing to present at the Jan. 19, 2023 meeting to provide the knowledge needed for solar shingles.</i>
(2) 100 West Street	Cheryl discussed 100 West Street for a special meeting to discuss the roof replacement. This was discussed at the special meeting in Nov. Derreck stated this would need a special meeting and to have the meeting on Nov. 10 th to discuss this so that applicant can obtain the permits required.	<i>(2) 100 West Street – A special meeting will be held on Nov. 10th to discuss.</i>

Old Business

Topic	Discussion	Outcome
(1) Update regarding Walking Tour Pamphlet	Derreck stated that Jeff stated the pamphlets will be ready in a couple of days. The printing was originally done incorrectly so the printer is reprinting.	<i>(1) Update regarding Walking Tour Pamphlet – Derreck will bring to special meeting and finalize and get it out.</i>
(2) Update PocketSight.com website	Derreck stated the PocketSite is ready. Derreck will activate once the walking pamphlet is in hand and complete.	<i>(2) Update PocketSight.com Website – Derreck will activate after the Nov. special meeting.</i>
(3) Update regarding City Assistance regarding “Historic Oxford” installation at exit 204 on I-85.	Kristi stated the State Historic office does not have anything to do with the installation of the sign. Cheryl suggested speaking with NCDOT.	<i>(3) Update regarding City Assistance regarding “Historic Oxford” installation – Derreck will reach out to NCDOT and the Hillsborough Historic society.</i>
(4) Update regarding filling Tony Armento’s seat	<p>Derreck stated that the board appointed James Branch to this seat. Derreck left him a message on Monday. James will need to complete the orientation.</p> <p>Derreck asked if Lisa and himself to go to the orientation with James.</p>	<i>(6) Update regarding filling Tony’s vacant seat – Derreck will follow up with James</i>

(7) CLG Re-certification of members	Derreck stated that Carla and Lillie have watched the videos and should submit by Nov. 1.	(7) Re-certification – Carla and Lillie have attended and will send it by Nov. 1.
(9) Lighting of the Greens	Lighting of the Greens will be on Dec. 2, 2022. Lisa purchased a doll house and is refurbishing it.	(9) Lighting of the Greens - Will be discussed at the special meeting in Nov. to determine who can come and bringing goodies and a cake or something to a raffle off.
(10) Photo Contest	Derreck and Carla will meet and discuss at a future meeting	(10) Photo Contest – Derreck and Carla will meet.

Motion to Adjourn	1st	2nd	Outcome
	Lisa Schons	David Quinn	The HPC adjourned at 7:33pm.

Date of Next Meeting: **Special meeting on Nov. 2, 2022**
Minutes Prepared by: **Lou Ann Mitchell**