

Historic Preservation Commission

Meeting Minutes

September 15, 2022

Call to Order	In Attendance		Absent	Guests
Made by: Derreck Brown Time: 6:00p.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: Carla, Dickon, and Lillie		Lou Ann Mitchell – Recording Secretary	1. Brian Cohn, COA Submission 2. Mark Hicks, COA Submission 3. Richard Cohart, COA Submission
Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	7/21/2022	Dickon Housman	David Quinn	All Members Approved

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	<p>Current: \$1656.53 private donation carry over 1529.00</p> <p>Spent all of funds for the last fiscal year</p> <p>\$389.00</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</p> <p>\$1656.53</p>

Summary of Approved Minor Works: 307 Raleigh Street was approved on Oct. 21, 2021. Resubmitted since work was not started but was same as prior application. Approved

Lisa Schons provided the swearing in of the homeowners for COA presentations. No conflicts were stated.

COA APPLICATION REVIEW #1: Richard and Dr. Debbie Cowart Colonial Revival Parks-Routon House CA 1880s

Property Address: 302 Main Street, Oxford NC 27565
 Sworn stakeholders: Richard and Dr. Debbie Coward
 Property type: Contributing Residential
 Project type: Fence and Carriage garage door
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Fence in backyard 2. Carriage garage door	Height of proposed Structure		1. Dickon Housman made a motion that the COA is congruent with Oxford Design Guidelines 14.200, 14.203 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.
	Structural Conditions		
	Trees		
			2. Lillie Armstrong made a motion that the COA is

			<p>congruent with Oxford Design Guidelines 9.104, 9.202. 11.105 and should therefore be approved.</p> <p>It was seconded by Lisa Schons.</p> <p>The HPC voted unanimously to approve.</p>
--	--	--	---

* 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: Brian Cohn**Outlaw Hunt House Bungalow 1920**

Property Address: 119 W. Front Street, Oxford NC 27565
 Sworn stakeholders: Brian Cohn
 Property type: Contributing Residential
 Project type: Repaint front porch, repair & repaint front concrete steps, repaint porch foundation walls and repair wooden storage building
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Repaint Front Porch 2. Repair & repaint front concrete steps 3. Repaint front porch foundation walls (<i>approved as minor works since the color will remain the same</i>) 4. Repaint wooden storage building at the rear of the property	Height of proposed Structure		1. Carla Pruett-Dubois made a motion that the COA is congruent with Oxford Design Guidelines 4.200, 4.201, 4.202 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 Dickon Housman.
	Doors/Windows/Fenestrations		
	General form and proportion	1.C 2.C 3.C	
	Appurtenant fixtures		The HPC voted unanimously to approve. 2. Dickon Housman made a motion
	Structural Conditions		
	Trees		

		<p>that the COA is congruent with Oxford Design Guidelines 3.103, 3.200, 3.202, 3.201 4.200, 4.201, 4.202 and should therefore be approved.</p> <p>It was seconded by Carla Pruett-Dubois.</p> <p>The HPC voted unanimously to approve.</p> <p>3. Was approved as a minor works since paint will remain the same as currently on the foundation.</p> <p>4. Lisa Schons made a motion that the COA is</p>
--	--	--

			<p>congruent with Oxford Design Guidelines 4.200, 4.201, 9.109 and should therefore be approved.</p> <p>It was seconded by Lillie Armstrong.</p> <p>The HPC voted unanimously to approve.</p>
--	--	--	---

* 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 #3: Mark Hicks Building Inc/Chuck Steffenella**Henry Furman House 1900**

Property Address: 226 College Street, Oxford NC 27565
 Sworn stakeholders: Mark Hicks Building, INC, Agent for Chuck Steffenella
 Property type: Contributing Commercial property
 Project type: Tree removal, window replacement, chimney repaint, roofing, etc.
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Exterior - Siding 2. Windows – as long as like for like since existing windows will be used. 3. Front Doors 4. Back Door 5. Driveway/Parking – Parking will remain the same. Include some sort of landscaping to maintain historical architectural look. 6. Landscaping Plan 7. Tree Removal – 2 maples and ash tree. Magnolia was not big enough to be considered by the board. David stated the 2 maples are not causing structural damage that he can see based on his observation. David stated a couple of limbs needed to be removed. 8. Deck & stairs 9. Fencing 10. Storm Windows – will be last and brought back to the board.	Height of proposed Structure		1. Siding was approved as minor works since it will remain the same with same material.
	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	2. Dickon Housman made a motion that the COA is congruent with Oxford Design Guidelines 6.100, 6.101. 6.102. 6.103 as long as window replacement is like for like, any window replacement would need to be
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion	1.C 2.C 3.C	
	Appurtenant fixtures		
	Structural Conditions		
	Trees		

<p>11. Chimney's painted</p> <p>12. Roofing</p>			<p>approved at a future meeting and should therefore be approved.</p> <p>It was seconded by David Quinn.</p> <p>The HPC voted unanimously to approve.</p> <p>3. Dickon Housman made a motion that the COA is congruent with Oxford Design Guidelines 6.103, 6.105 and should therefore be approved.</p> <p>It was seconded by Lisa Schons.</p>
---	--	--	--

		<p>The HPC voted unanimously to approve.</p> <p>4. Dickon Housman made a motion that the COA is congruent with Oxford Design Guidelines 6.105, whether metal or fiberglass and keeping with existing style, and should therefore be approved.</p> <p>It was seconded by Lisa Schons.</p> <p>The HPC voted unanimously to approve.</p> <p>5. David Quinn made a motion that the COA is congruent with</p>
--	--	--

			<p>Oxford Design Guidelines 13.104, 13.105, 13.106, 13.107, 13.108 contingent upon for concrete driveway with 6 spaces and installation of appropriate shrubbery installed in front and along the side of driveway and replacement of brick walkway with concrete walkway that extends to the front, pending future submissions inclusive of front sidewalk size and finish. Width does not exceed 48 inches, will be approved at later meeting, and</p>
--	--	--	--

			<p>should therefore be approved.</p> <p>It was seconded by Dickon Housman.</p> <p>The HPC voted unanimously to approve.</p> <p>6. David Quinn made a motion that the landscaping is contingent upon a future submission regarding the location and heights and vegetation should therefore be approved.</p> <p>It was seconded by Dickon Housman.</p>
--	--	--	---

		<p>The HPC voted unanimously to approve.</p> <p>7. Lillie Armstrong made a motion that the COA is congruent with Oxford Design Guidelines 15.102 for the Ash tree and 15.207 for the 2 maple trees and should therefore be approved.</p> <p>It was seconded by Dickon Housman.</p> <p>David Quinn disapproved. The HPC voted majority approved.</p> <p>8. Lisa Schons made a motion that the COA is</p>
--	--	---

			<p>congruent with Oxford Design Guidelines 15.203 and should therefore be approved.</p> <p>It was seconded by Carla Dubois-Pruett.</p> <p>The HPC voted unanimously to approve.</p> <p>9. Lisa Schons made a motion that the COA is congruent with Oxford Design Guidelines 14.202, 14.203 and should therefore be approved.</p> <p>It was seconded by David Quinn.</p>
--	--	--	---

			<p>The HPC voted unanimously to approve.</p> <p>10. Fencing will be discussed at a future meeting.</p> <p>11. Dickon Housman made a motion that the COA is congruent with Oxford Design Guidelines 3.202, 5.107, as long as chimney is kept white and chimney cap will be voted on at a later meeting and should therefore be approved.</p> <p>It was seconded by David Quinn.</p>
--	--	--	--

			<p>The HPC voted unanimously to approve.</p> <p>12. Roofing will be discussed when additional details are presented to the HPC board.</p>
--	--	--	---

* 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 #4: Dickon Housman
House Italianate

Bullock-Cruise House 1903 I-

Property Address: 306 Broad Street, Oxford NC 27565
 Sworn stakeholders: Dickon Housman
 Property type: Contributing Residential
 Project type: Shed restoration, painting, replace doors, repair siding, add pavers, etc
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Overall restoration of shed 2. Painting exterior as necessary with matching color (<i>minor works</i>) 3. Replace existing street-facing doors with improved and more historically compatible 4. Addition of door to side elevation in a matching style to the present side door 5. Repair siding if needed that will match casing on door 6. Replace failing portion of roof (approx. 200 sq. ft) and repaint entire roof (5 panels will be replaced and repainted same color) 7. Addition of pavers to protect the character of the streetscape. ~18-22 sq. ft. 3x6 pad area with brick that matches current brick in front of home. 8. Addition of HVAC unit screened with fencing covered in vegetation, matching existing	Height of proposed Structure		1. David Quinn made a motion that the COA is congruent with Oxford Design Guidelines 9.103 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 Lisa Schons.
	Doors/Windows/Fenestrations		
	General form and proportion	1.C 2.C 3.C	The HPC voted unanimously to approve.
	Appurtenant fixtures		
	Structural Conditions		
	Trees		2. Was approved as minor works

<p>9. Addition of wooden deck on the side-elevation withing the fenced yard (<i>will resubmit at the next meeting</i>)</p>		<p>since paint will be replaced with same color as currently on the home.</p> <p>3. David Quinn made a motion that the COA is congruent with Oxford Design Guidelines 9.202 and should therefore be approved.</p> <p>It was seconded by Lisa Schons.</p> <p>The HPC voted unanimously to approve.</p> <p>4. David Quinn made a motion that the COA is congruent with Oxford Design</p>
--	--	--

			<p>Guidelines 6.105 and should therefore be approved.</p> <p>It was seconded by Lisa Schons.</p> <p>The HPC voted unanimously to approve.</p> <p>5. David Quinn made a motion that the COA is congruent with Oxford Design Guidelines 1.100, 1.102 and should therefore be approved.</p> <p>It was seconded by Lisa Schons.</p> <p>The HPC voted unanimously to approve.</p>
--	--	--	--

			<p>6. David Quinn made a motion that the COA is congruent with Oxford Design Guidelines 5.100, 5.103 and should therefore be approved.</p> <p>It was seconded by Lisa Schons.</p> <p>The HPC voted unanimously to approve.</p> <p>7. David Quinn made a motion that the COA is congruent with Oxford Design Guidelines 15.103, 15.104 and should therefore be approved.</p>
--	--	--	---

		<p>It was seconded by Lisa Schons.</p> <p>The HPC voted unanimously to approve.</p> <p>8. David Quinn made a motion that the COA is congruent with Oxford Design Guidelines 8.100, 14.101 and should therefore be approved.</p> <p>It was seconded by Lisa Schons.</p> <p>The HPC voted unanimously to approve.</p>
--	--	---

* 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) Stewardship Award	Derreck stated the stewardship award photo was published in the Oxford Ledger	(1) Stewardship Award –.
(2) Update regarding Walking Tour Pamphlet	Derreck stated the printers have not started printing but should be done soon.	(2) Update regarding Walking Tour Pamphlet – Derreck will give to Angela once done
(3) Update PocketSight.com website	Derreck stated the PocketSite is complete.	(3) Update PocketSight.com Website –
(4) Update regarding Recording Secretary Search	Derreck stated we are still looking for replacement. Lou will continue for the time.	(4) Update regarding Recording Secretary Search – Derreck stated Lou will continue to help

(5) Update regarding City Assistance regarding “Historic Oxford” installation at exit 204 on I-85.	Derreck and Carla have not heard back from their contacts regarding the sign installation.	<i>(5) Update regarding City Assistance regarding “Historic Oxford” installation – Carla and Derreck will follow up with their contacts</i>
(6) Update regarding filling Tony Armento’s seat	Derreck stated that the board appointed James Branch to this seat.	<i>(6) Update regarding filling Tony’s vacant seat – Derreck will reach out to James Branch and set up his training.</i>
(7) CLG Re-certification of members	Carla and Lillie agreed to complete the virtual training. Viewing of the videos is due by Sept. 30, 2022, a minimum of 3 sessions each and provide a summary to Kristy Brantley by Nov. 1, 2022	<i>(7) Re-certification – Derreck will send the links to Carla and Lillie.</i>
(8) Old Home Article	Jayne Kirkpatrick will reach out to David regarding the article.	<i>(8)Old Home Article -</i>
(9) Lighting of the Greens	The commission will discuss in the October meeting.	

(10) Photo Contest	Will be discussed at the October meeting.	
---------------------------	---	--

Motion to Adjourn	1st	2nd	Outcome
	Dickon Housman	David Quinn	The HPC adjourned at 8:22pm.

Date of Next Meeting: **Thursday, October 20, 2022**
Minutes Prepared by: **Lou Ann Mitchell**