

# Historic Preservation Commission

## Meeting Minutes

### January 19, 2023

Call to Order	In Attendance		Absent	Guests
<p><b>Made by:</b> <b>Derreck Brown</b></p> <p><b>Time:</b> <b>7:55p.m.</b></p>	<p>Derreck Brown-Chair David Quinn – Vice Chair Carla Pruett-Dubois – Member Lillie Armstrong - Member Lisa Schons-Secretary Dickon Housman-Member Jim Branch- Member</p> <p>Cheryl Hart-Planning Director</p> <p><b>**Ethics Statements not read, but understood by Commission members</b></p>		Lou Ann Mitchell – Recording Secretary	
Approval of Minutes	Date of Minutes	Motion to Approve	2 <sup>nd</sup>	Outcome
	<b>09MAY2023</b>			

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	Not addressed		

## Current Business

Topic	Discussion	Outcome
<b>Renewal of Confirmation Documents</b>	-Derreck provided copies of the Code of Ethics Statement	<b>All members signed and returned to Derreck</b>
<b>October 20 2022 Minutes</b>	-Sent to members via email, no edits voiced. -Motion to approve-Lisa Schon -2 <sup>nd</sup> - Carla Pruett-DuBois	<b>Approved unanimously</b>
<b>Solar Shingles Presentation to HPC</b>	-Lillie Armstrong asked if this meeting would include this discussion. As Carla Pruett-DuBois has not had any additional information from the solar representative, this topic will be tabled until such time as the representative can attend.	<b>Carla to follow up</b>
<b>Treasurer's Report</b>	-Hack (LAST NAME), is leaving, effective 24FEB2023. Derreck will speak with Dickon to ensure that all HCP accounts are aligned. -Dickon will provide in Feb 2023.	<b>N/A</b>
<b>No COAs</b>	-503 College St was brought to the HCP's attention as work had begun without a received COA, however, Derreck reviewed, and the work constituted minor works and was therefore reviewed with Cheryl Hart and approved.	<b>N/A</b>

<b>303 Raleigh St</b>	-Original COA work, painting house white (from brick) occurred 6 months after the COA was approved. Derreck asked Cheryl to reach out to homeowner.	<b>Cheryl to reach out to homeowner</b>
<b>Walking Tour Pamphlets</b>	<ul style="list-style-type: none"> <li>-Derreck spoke to Angela to receive grant dollars to reimburse as Derreck paid for pamphlets from his own personal account.</li> <li>-Jeff Schon provided Derreck with a PDF of the pamphlet to be placed on the HCP website.</li> <li>-Need to send out the pamphlets to the homeowners featured in the pamphlet as well as provide to Angela for distribution to all the different areas, also need to provide City Hall copies. Angela will handle the Visitors Center.</li> <li>-Pocketsite is complete, however, the audio is not complete on all homes as some were corrupted. Derreck does not want to hold up distribution, electing to distribute as is. Pamphlets have writing and Derreck will work on the audio and add them to the site as they are completed.</li> </ul>	<b>Derreck to continue to work on audio so as to have up and complete by Spring.</b>
<b>Delegation of Weebly website and HCP email</b>	-Derreck put together the instructional material and will schedule time with Lisa and Jeff Schon to further discuss	<b>Further discussion</b>

	<p>-Current email is a Yahoo account. Derreck created a Gmail account. Each HCP member has Gmail and Yahoo is less secure and stable with frequent hacks, Derreck wants to move toward that Gmail account. Proposed to put information on the HCP website to alert people of the change to the account.</p> <p>-HCP Facebook page contains Yahoo email account and thus far, there is no way to modify the contact section of the page, even though Lisa &amp; Derreck are FB admins. Everything else on the page is modifiable. Both Derreck and Lisa have reached out to FB with no response. Lisa posed, do we want to close this FB account down and start a new one?</p> <p>-Derreck proposed an auto forward from the Yahoo email, further discussion to come.</p>	
<p><b>Welcome to New HCP Member- Jim Branch</b></p>	<p>-Approved by Board of Commissioners in October 2022.</p> <p>-Jim has completed orientation by Tony Armento</p> <p>-Sworn in today, January 19, 2023 by Cindy</p> <p>-Oxford resident for 18 years</p> <p>-Lives on Military Street</p>	<p><b>N/A</b></p>

	<p>-Connected to the HCP by the Tailor(sp) Sisters who asked Jim to be a member in '96 &amp; 97. At that time the HCP was not an arm of the city. In 2007-2008, the HCP was clearly defined as an arm of the City of Oxford.</p>	
<p><b>2023 Goal Setting</b></p>	<p>-Two long standing goals include the Photo Contest and the Lighting of the Greens</p> <p>-Photo Contest included an awards banquet, pre-pandemic as well as a Speaker who would come to Thornton Library and provide a speech on historic preservation and related topics. Last done in 2019, Professor from Chapel Hill, spoke about architecture in small cities. This year we would like to identify a speaker to speak in October or November.</p> <p>-Lighting of the Greens in December</p> <p>-May is Historic Preservation Month- proposed to develop Proclamation to provide to Mayor Sergent who then present to the Board of Commissioners who then proclaim May as Historic Preservation Month. We want to align the Photo Contest with this month as well.</p> <p>-Other thoughts on how to engage the community?</p>	<p><b>-HPC to reach out to Tony Armento regarding a speaking engagement related to the process for receiving the Historic Preservation Tax Credit</b></p> <p><b>-To discuss update to guidelines at Feb 2023 meeting</b></p>

-Walking Tour

-Carla mentioned that once Walking Tour is available, she will be bringing her son's Spark group to walk the tour (21 adults, 16 kids with autism). This is the first group only, will do additional tours in waves.

-Derreck proposed that there be pictures to be provided to the local newspaper

-Property of the Month

-Article in the local paper supporting the Month of May

-Speaker from the State to present the process for claiming the Historic Preservation Tax credit. Needs to be consumable by the lay person. Tony Armento is first thought, but information would need to be very concise, as Tony is a CPA and knows tax laws, whereas the lay person does not. Present it as, "this is why you want to own a home in the historic district" as a way to highlight the tax savings.

-Carla asked, can we provide a list of businesses who can provide these services

-Can't due to the fact that the HCP cant endorse providers unless we do it with the

	<p>caveat that we are speaking as homeowners, not on behalf of the HCP</p> <p>-Slippery slope, may require more discussion</p> <p>-Updates to Oxford HPC Guidelines Book pending. Derreck proposed an addendum as there is an existing list of all the changes/updates that need to be addressed (20+ updates). David proposed getting rid of the spiral binding to allow for updates to individual sections as opposed to a complete re-print or additional print for an addendum. Tony has the electronic copy of the guidelines, with this, it would be easier to update. Removing the spiral binding was well received. If the public wants a copy, we can charge (\$25-30) for them. We do have the funds to do updates now, a copy for each member + 5 additional to ensure that we have copies available if anyone outside the HPC wants one. This is not a requirement, however, the HPC has a website, so do we need to print extras at all, instead just point the public to the website. The Orphanage does our brochure printing, so we can check with them on pricing of these prints. On</p>	
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	the agenda for Feb 2023 meeting to further discuss.	
<b>Election of 2023 HPC Officers</b>	<p><b>Four Officer Roles: Chair, Vice Chair, Secretary, Treasurer</b></p> <p><b>Current: Chair- Derreck, Vice Chair- David, Secretary- Lisa, Treasurer- Dickon</b></p> <p>All current officers wish to continue to hold position. No disagreements or concerns voiced.</p> <p><b>For the officer roles of Chair (Derreck), Vice Chair (David), Secretary (Lisa) and Treasurer (Dickon)- unanimous agreement to retain current officers, none opposed.</b></p> <p><b>Project Manager- Web Master</b></p> <p>-<b>Current</b>-Lisa (with Derreck's help)</p> <p>-<b>Proposed</b>- Lisa agreed to take on this role</p> <p><b>Project Manager- Photo Contest</b></p> <p>-<b>Current</b>-Derreck (with Carla's help)</p> <p>-<b>Proposed</b>- Carla agreed to take this role</p> <p><b>Project Manager- HCP Stewardship Award</b></p> <p>-<b>Current</b>-David</p> <p>-No change</p> <p><b>Project Manager-Plaque Program</b></p> <p>-<b>Current</b>-David</p> <p>-No change</p>	N/A

	<p><b>Project Manager- Welcome &amp; Visibility Committee</b></p> <p><b>-Current-</b> Open</p> <p><b>-Proposed-</b> Carla agreed to take this role, which includes finding out which houses are for sale, who buys them and reaching out and touching base with the new residents including a gift bag. Derreck has a few gift bags currently and will provide to Carla</p> <p>-All members agreed.</p>	
<b>College Street Median</b>	<p>-David offered that there is nothing in the current guidelines that requires HCP approval, suggestion that we either update the guidelines to include this or not address at all. This includes roundabouts, medians, etc.</p> <p>-Derreck asked Cheryl, as intermediary, the HPC, as an arm of the city, is there a need to submit a COA, as they did with the roundabout? Cheryl clarified, are we talking about the median itself or the landscaping, etc. HCP did not approve the roundabout but did review landscaping and lighting. If we follow the precedent set by the roundabout, which was already designed, so HCP had no input into its design, with the median, would this still align? Would we need a COA?</p>	<p><b>-Carla to reach out to Mark Pace for pictures of the original College Street Median</b></p>

	<p>Derreck asked Cheryl to work with city to ensure that they submit a COA prior to work.</p> <p>-David reiterated that there is nothing in the guidelines to support HCPs review, again suggesting an addendum to include or we don't vote on landscaping or lighting for this type of work.</p> <p>-The expectation is that the City will keep with the architectural feel of the City of Oxford, thus Derreck feels that HCP should at least review a COA, based on the previous review of the landscaping and lighting of the roundabout in order to ensure that the landscaping and lighting keeps with the current guidelines and "feel" of the city. Members agreed. Cheryl voiced no concerns, only reminder of State Guidelines as basis for - structure of median.</p> <p>-Per Cheryl, there are State guidelines for what/how the median should and can look.</p> <p>-David suggested we review pictures of the original College Street median of which Mark may have pictures. Carla will check with Mark to see if he has a picture of the old College Street median.</p>	
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	<p>-Lisa asked if we should erect a plaque or sign below Food Lion that signifies “You have entered the Historic College Street District”. There are existing signs, but are small. We could put a nicer sign in the median. Derreck offered that there may be a grant available, or perhaps donation driven. We could also place one on Main and Front Street to signify that district. This would need to go through the Dept. Of Transportation to ensure line of sight and safety.</p>	
<b>Yard Markers</b>	<p>-Derreck provided name of company, PlaqueMakers. HCP has the code number. Will reach out to PlaqueMakers to let them know that we will be providing the community with the code number and expect a larger volume which would give us all a discount.</p> <p>-Derreck posed that the plaque currently in front of his house could be the template, or that we design one and include the QR code for the PocketSite and Walking Tour. David offered that we address this during the month of May (Historic Preservation Month) to bring awareness.</p>	<p><b>-Derreck to reach out to PlaqueMakers</b></p>

<b>Cut off date for new COAs for February 2023</b>	February 9, 2023 is the cut off date for new COAs, Jim has set up his Gmail and will receive COAs from Cheryl at this address.	<b>N/A</b>
<b>Luminaries for Lighting of the Greens</b>	<ul style="list-style-type: none"> <li>-Lisa proposed luminaries around the community to light on Christmas Eve night</li> <li>-Cheryl did not feel it would be a problem with utilizing the city's utility strip for this</li> <li>-David proposed to have a local Girl or Boy Scout troop help distribute as a project</li> </ul>	<b>-Lisa to check on bulk pricing</b> <b>-to revisit in September</b>

<b>Motion to Adjourn</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Outcome</b>
	Carla Pruett-DuBois	David Quinn	The HPC adjourned at 6:59pm.

**Date of Next Meeting:**      **16FEB2023**  
**Minutes Prepared by:**      **Carla Pruett-Dubois**