

Historic Preservation Commission Meeting Minutes April 16, 2020

Call to Order	In Attendance	Absent	Guests
<p>Made by: Derreck Brown</p> <p>Time: 6:04p.m.</p>	<p>Derreck Brown-Chairman Tony Armento – Vice Chairman Lisa Schons-Secretary Jacalyn Thomas Mike Delionbach David Quinn</p> <p>Cheryl Hart-Planning Director</p> <p>**Ethics Statements read by: Derreck Brown</p>	<p>Kelly Collins-Schram</p>	<p>Jason and Libby Spain- Applicant 212 Gilliam St. Oxford, N.C.</p> <p>Lloyd Bastian – Applicant 306 College St. Oxford, N.C.</p> <p>Sandra and Ed Compton - Observing</p>

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	10-17-2019			Could not be approved. Will be approved at the next meeting. Derreck will relisten to the recording and make necessary changes.
	1-20-2020	Tony Armento	Lisa Schons	

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	364.74	.00	\$364.74
	\$727.00* (* Special Purpose Contest fund)		\$407.00

Old Business

Topic	Discussion	Outcome
Update on Oxford Historic District National Register Projects	Nothing has changed other than at the February Commissioners meeting they did approve the Historic Preservation fund for the Military/Williamsboro Street & Armory District. Thanks to Cheryl for being present at the meeting and answering questions on the HPC's behalf. Everything else has been stalled at the State office.	<i>Military/Williamsboro Street & Armory District approved at last Commissioner's meeting.</i>
2019 Goals/Visibility initiatives updates		
(1) Welcoming Program Activities	Lisa reviewed Welcoming Program for David & Mike.	(2) Welcoming Program - <i>Reviewed program. Magnets are in.</i>
(2) Public Ledger Articles	We need to find out if Kelly still wants to write the articles. Jane may be interested in writing them.	(2) Public Ledger Articles - <i>Tony will speak to Jane about writing the articles. He is happy to edit.</i>

<p>(3) Property of the Month</p>	<p>David is wondering is more than one picture can be added. Some houses have features that should be shown off. Will probably be quarterly articles.</p> <p>Derreck showed example of PocketSight website for the self-guided tour.</p>	<p><i>(3)Property of the Month - We will discuss the possibility of adding more pictures to the website for each selected property.</i></p>
<p>(4) PocketSight.com website feature</p>	<p>Tony explained the Guided Tour for Mike and David. Derreck will meet with Stephanie at the museum regarding the vertical files.</p>	<p><i>(4) PocketSight.com website feature – updated on website feature</i></p>
<p>(5) Update of Historic District walking Tours</p>		<p><i>(5) Update of Historic District walking Tours Derreck will meet with Stephanie regarding vertical files to update info</i></p>
<p>(6) Online Inventory</p>	<p>Derreck showed us the website and went through possible ideas of how the names of houses should be shown. He is working on finishing adding the photos.</p>	<p><i>(7)Online Inventory- We will discuss how house names should be added. Derreck is uploading photos to website.</i></p>
<p>HPC Database</p>	<p>Tony will be in charge of the database.</p>	<p><i>Tony will update database as needed.</i></p>

Property Address: 306 College Street, Oxford, N.C.
 Sworn stakeholders: Lloyd Bastian
 Property type: Residential
 Project type: Front Porch Repair, Side Deck & Screen Porch, Install Shutters
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <ol style="list-style-type: none"> 1. Build & repair front porch 2. Replace deck and add screen porch 3. Install new shutters on front of house 	Height of proposed Structure		<p>1. Tony Armento made a motion that the COA should be congruent with the Design Guidelines 7.100, 7.103 & 7.106 It was seconded by Jacalyn Thomas.</p> <p>2. Tony Armento made a motion that the COA should be congruent with the Design Guidelines 7.200 and stipulated that the screen will not an enclosure It was seconded by Lisa Schons.</p> <p>3. Tony Armento made a motion that the COA should be congruent</p>
	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		

			<p>with the Design Guidelines 6.104, 6.100 & 6.111.</p> <p>It was seconded by Mike Delionbach.</p> <p>The HPC voted unanimously to approve.</p>
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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: Jason and Elizabeth Spain

Ernest Linwood House, c. 1915

Property Address: 212 Gilliam Street, Oxford, N.C.
 Sworn stakeholders: Jason and Elizabeth Spain
 Property type: Residential
 Project type: Replace roof, install handrails, Paint trim of house and outbuilding
 HPC Conflicts of Interest declared: David Quinn – former property owner

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <ol style="list-style-type: none"> 1. Replace existing roof shingles on porch areas with metal roofing 2. Add handrails to front steps 3. Paint trim of house and outbuilding black 	Height of proposed Structure		<p>1. Lisa Schons made a motion that the COA should be congruent with the Design Guidelines 5.105 & 5.203 so therefore should be approved. It was seconded by Mike Delionbach.</p> <p>2. Tony Armento made a motion that the COA should be approved on finding of fact so therefore should be approved. It was seconded by Mike Delionbach.</p> <p>3. Tony Armento made a motion that the COA should be congruent with the Design</p>
	Setback/placement of structure		
	Exterior Construction Materials		
	Exterior Colors	1.C 3.C	
	Architectural Details	1.C 2.C	
	Roof (shape/form/materials)	1.C	
	Doors/Windows/Fenestrations		
	General form and proportion	1.C 2.C 3.C	
	Appurtenant fixtures		
	Structural Conditions		
Trees			

		<p>Guidelines 1.106, 1.202, 4.101 & 4.200 so therefore should be approved.</p> <p>It was seconded by Lisa Schons.</p> <p>The HPC voted unanimously to approve.</p>
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- * See attached HPC worksheet for full details of factors considered
- ** C = Congruent with Historic Aspects of Historic District
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Property Address: Intersection of Main Street and Spring Street
 Sworn stakeholders: Cheryl Hart
 Property type:
 Project type: Install a round about with landscaping and light pole
 HPC Conflicts of Interest declared:

Project Description	Factors Considered *	**	Outcome
<p>The City of Oxford is requesting COA approval to 1. Install a round about at the intersection of Main Street and Spring Street and add landscaping and light pole.</p>	Height of proposed Structure	2.	<p>1.Tony Armento made a motion that the COA should be congruent with the Design Guidelines 8.100, 13.108, 15.104 & 16.106 so therefore should be approved. It is also stipulated that the trees grow no less than 2 feet from the top of the light and will be no more than 6’ tall. This is also conditional on screening of vault/irrigation box with vegetation. It was seconded by David Quinn.</p>
	Setback/placement of structure		
	Exterior Construction Materials		
	Exterior Colors		
	Architectural Details	1.C 2.C	
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion	1.C 2.C	
	Appurtenant fixtures		
	Structural Conditions		
	Trees	2.C	

Property Address: 419 College Street
 Sworn stakeholders: David Quinn
 Property type: residential
 Project type: Install water features
 HPC Conflicts of Interest declared:

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to install a 10' water feature and install a 15' water feature including fish pool,	Height of proposed Structure	C	1.Lisa Schons made a motion that the COA should be congruent with the Design Guidelines 15,103 & 15,104 so therefore should be approved. It was seconded by Mike Delionbach.
	Setback/placement of structure	C	
	Exterior Construction Materials	C	
	Exterior Colors		
	Architectural Details	C	
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion	C	
	Appurtenant fixtures		
	Structural Conditions		
	Trees		

Summary of Approved Minor Works: No minor works approved since the January 20, 2020 meeting.

COA Renewal: There were none of these since the last meeting.

Demolition by Neglect: There are none at this time.

New Business

Topic	Discussion	Outcome
National Preservation Month	We may need to use the website and/or the Public Ledger to put an article out about the history of National Preservation Month since we cannot do public events due to Covid-19. Derreck will find out when the Proclamation will be made by the Board of Commissioners. It should be at the May meeting since that is National Preservation Month.	May will be Preservation Month. May need to put article on website or Public Ledger.
2020 HPC Photo Contest	The board decided not table discussion on the contest for now. We will look at it again next month.	A decision will be made at the next meeting to extend the deadline or cancel the contest for this year.
Resubmission of TDA Mini Grant Application	Derreck has resubmitted the application since we can not use the Grant money we were originally awarded this year as planned due to Covid-19	Resubmitting application
2020 Historic Preservation Fund Grants for Certified Local Government	The deadline to submit was extended to May 15 th .	Deadline extended to May 15 th .
WHOIS Data Confirmation	Derreck will update to keep our domain. Cheryl Hart should be contact person.	Derreck is updating.
Irrigation System Backflow Devices	DERRECK PLEASE UPDATE THIS INFORMATION	
Future Remote Meeting	This was our first remote meeting. All agreed it went smoothly. Next month will likely be remote due to the circumstances surrounding Covid-19 and the Stay at Home policy. It is possible to cancel the next meeting if there are no COA's to review. We hope to use the cities Zoom account. Derreck and Cheryl will look	Probable remote meeting for the May meeting. Will confirm that we will be able to record the meeting.

	into us being able to record the meeting since it is written in our rules that all meeting must be recorded.	
Stewardship Award	Tony will put together a list of eligible homes. We will move the award date from May.	Tony will put together a list of eligible homes. We will move the award date from May.

Motion to Adjourn	1st	2nd	Outcome
	Lisa Schons	David Quinn	The HPC adjourned at 9:03 p.m.

Date of Next Meeting: Thursday, May 21, 2020

Minutes Prepared by: Lisa Schons