

Historic Preservation Commission Meeting Minutes April 18, 2019

| Call to Order | In Attendance | Absent | Guests |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-------------------|
| Made by: Tony Armento Time: 5:59p.m. | Tony Armento-Chairman Derreck Brown-Vice Gary Weaver-Treasurer Mark Pace Cheryl Hart-Planning Director **Ethics Statements read by: Not read due to no COA Applicants | Lisa Schons Kelly Collins-Schram Jacalyn Thomas | No COA Applicants |

| Approval of Minutes | Date of Minutes | Motion to Approve | 2 nd | Outcome |
|---------------------|-----------------|-------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 3-21-2019 | Gary Weaver | Derreck Brown | Motion to approve Minutes with one correction. Spelling of the name of new Oxford family resident. Last name spelled 'Locke.' instead of 'Lock.' Page 3. |

| Treasury Report | Starting Balance | Expenditures since last meeting | Current Balance |
|-----------------|------------------|---------------------------------|-----------------|
| | \$1049.00 | -0- | \$1049.00 |

New Business

| Topic | Discussion | Outcome |
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| Welcome of newest attendee | Mark Pace has joined the Commission. Cheryl indicated she would provide the design guidelines. Tony stated that a manual will be provided to Mark in the coming weeks. Received form “Commitment to follow the Ethics Standards of the HPC.” Needs to sign and return to Tony. Will need to read the 3 pages of Ethics Standards. | |
| Reading of Ethics Standards | Not performed this evening because there are no COA applications. | |
| Treasury Report | <p>URL Registry and the Weebly To Dos and the plaques. Will consume about \$700.00. Derreck will pull the fees for the Weebly. Plaque cost. Will need to buy two of the Stewardship awards now. 2020 and 2021 plaques. About \$500 last time. Copying cost in meeting in May.</p> <p>Cheryl Hart asked if the HPC Photo Contest donation could be committed to the books after July 1, 2019 so that it goes against the new fiscal year. The money has been donated but will allocate for new fiscal year. Could be \$300 left over from last year’s photo contest. Determination of other donations and monies will be tied up by June 30, 2019.</p> | |
| COA | The COA Application to be heard tonight will be heard at a later date. Tony requested that the applicant update and resubmit the application at a later date. Also, no minor works in the last month. | |

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| The Roundabout (Spring and Main Street) | Tony felt that guidelines required the DOT to provide the landscape plan for new construction. Also, elevation is critical because the streetscape concept is important. If just grass, it should be ok but seeing what it will look like, as well as the plants to be used will be important to document. |
| 8A | Heather Slane has submitted the application to the State Office. Happened about two weeks ago and it is in their hands for editing. Not sure how long the process will take. Heather indicated that it will come back to her for revisions before it is released to the Park Service. |
| 8B | Two new National Registry districts that we talked about last month. Guidance received was appropriate and that we will prepare a request over the next few months to the Board of Commissioners and to the State Preservation Office to allow those to go forward. |
| HPC Photo Contest | Derreck Brown indicated that he has gotten most of the information together. Reaching out to the Oxford Ledger. Reached out to the three sponsors from last year, as well as three new sponsors for this year. Indicated he is a little bit behind getting it done before the end of the month. Four categories will be sent via e-mail. Still doing four. There will be up to eight. Postings, etc. will be done by mid-May. |
| Welcoming Program | Gary Weaver indicated nothing new to report. Will be meeting with 316 Main Street residents. Also will be providing new packet concepts. Will purchased new green folders to place the material. |
| Articles | Kelly Collins-Schram and Derreck Brown. Neither have submitted their property for review and submission to the Oxford Ledger. Both indicated they will have this done before the next meeting. |

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| <p>Heather Slane (Transfer of Historic District images)</p> | <p>Receipt of digital images. Derreck Brown reached out to Heather Slane and will assist her in getting the images transferred. Once received, Derreck Brown will post to the HPC website.</p> | |
| <p>History District Welcome Tour</p> | <p>Application submitted to the Granville County Tourism. Waiting for decision on funding. Derreck Brown wrote the application. We are allowed to match with things that are donated. Self-guided tours with an online app. Also Guided Tours twice a year with golf carts and earphones and speaker system. County for printed materials and advertising.</p> | |
| <p>Regional Education Event</p> | <p>Wanted to see if we get more funding in the next cycle to see if we can bring in paid speakers or continue to rely on the speakers from the State Office, which are free. Start thinking about a topic for someone to speak about. Event is once a year in November. Will be done November 7, 2019. HPC would like to reserve the space at the Library. Mark Pace will look into this and work directly with Tony Armento.</p> | |
| <p>Lighting of the Greens</p> | <p>Will need to find someone who will make the cake this year.</p> | |
| <p>HPC Database</p> | <p>Still a work in progress but looking very good. Creation of database of everyone in Historic District with e-mails. Does not include the proposed district (Military Street). Includes the local districts. Helps with sending out announcements.</p> | |
| <p>Plaque Program</p> | <p>Will include the information about the plaque program. Website provides more detail and Cheryl's contact. Tony would like the link to be cleaned up (provide better resolution) and provide the link to Zimmerman. Direct link will be added.</p> | |

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| <p>Recording Secretary</p> | <p>Still looking for a new recording secretary. The person Derreck Brown asked to do it is not interested. Also looking to possibly ask Angie (on High Street) to see if she would be interested in doing the recordings for us. Will report back at next meeting. At least 4 hours to prepare the meeting minutes. Mark Pace will also check to see if he knows of anyone who might be interested.</p> | |
| <p>Certified Local Training (Central Piedmont)</p> | <p>Lisa Schons and Kelly Collins-Schram are signed up to attend the training in Wake Forest. Important to ensure eligibility of federal funding and training of two people (3 hours each year). Should start thinking about Oxford hosting at the Orpheum next year, or the year after.</p> | |
| <p>Stewardship Award</p> | <p>Decline in the number of applications over the last year. Reviewed copy of projects. Complete and Incomplete construction projects. Need to finalize/evaluate which projects are now complete when marked incomplete. Once we clean this up, Tony Armento will provide the ballot for voting. Gary Weaver will finalize/evaluate.</p> | |
| <p>Annual Report and Stewardship Award Presentation</p> | <p>Will be made May 14, 2019 at the Commissioner's meeting. Cheryl will add us to the agenda. Cheryl indicated that we should share the Photo Contest awardees to Tony to incorporate into the presentation.</p> | |

Summary of Approved Minor Works: There were none of these since the last meeting. COA Renewal: There were none of these since the last meeting. Demolition by Neglect: There are none at this time.

| Motion to Adjourn | 1 st | 2 nd | Outcome |
|-------------------|-----------------|-----------------|-------------------------------------------------------|
| | Gary Weaver | Derreck Brown | By unanimous decision, the HPC adjourned at 6:49 p.m. |

Date of Next Meeting: Thursday, May 16, 2019

Minutes Prepared by: Derreck Brown