

Historic Preservation Commission Meeting Minutes April 19, 2018

Call to Order	In Attendance	Absent	Guests
<p>Made by: Tony Armento</p> <p>Time: 6:00p.m.</p>	<p>Tony Armento-Chairman Gary Weaver-Treasurer Lisa Schons-Secretary Derreck Brown-Webmaster</p> <p>Cheryl Hart-Planning Director Lu Anne Gilligan-Recording Secretary</p> <p>** Ethics Statements read by: Tony Armento, Lisa Schons And Derreck Brown</p>	<p>Rick Thomas Kelly Collins Schram</p>	<p>Michael Noel-Applicant 410 College Street Scot Marzano-Applicant 517 College Street Teresa Ferrell-Applicant 226 College Street</p>

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	3-15-2018	Derreck Brown	Lisa Schons	Motion to approve Minutes as written.

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	\$444.61	\$85.00 (Recording Sec.)	\$359.61

Old Business

Topic	Discussion	Outcome
<p>Update on National Register period of significance SHPO/HPF project</p>	<p>Tony was unable to reach Heather Sloan for an update so there was no nothing new to report at this time. Heather will attend the HPC July meeting.</p>	<p>Nothing new to report at this time.</p>
<p>Regional CLG training</p>	<p>Friday, May 18th, the NC State Preservation Office regional CLG training will be held in Chapel Hill. Tony and one member will attend.</p>	<p>Tony and one member will be attending the Regional CLG training held in Chapel Hill on May 18th.</p>
<p>Landscape update to website FAQ page</p>	<p>Nothing to report on this at this time.</p>	<p>More to report on this topic at next month's meeting.</p>
<p>2018 Goals/Visibility initiatives update:</p>	<p>Goals:</p> <p>(1) 2018 Photo Contest – Derreck will take the lead on the Photo Contest This year the Photo Contest will take off on May 1st and all entries must be turned in by August 17th ending with a celebratory celebration in October. There will be cash prizes for 1st, 2nd and 3rd places in each category.</p> <p>Categories will include:</p> <ul style="list-style-type: none"> A. Photographers Choice B. Nighttime shots 	<p>(1)The Photo Contest will take off on May 1st officially and all entries must be entered by August 17th. The categories for this year are:</p> <ul style="list-style-type: none"> A: Photographers Choice B. Nighttime shots C. Nature Wildlife with Homes D. Porches

<p style="text-align: center;">Goals (Continued)</p>	<p>C. Nature Wildlife with Homes D. Porches</p> <p>Derreck has added the information about the contest to the Webpage. Derreck will also write a Press Release for the Oxford Public Ledger and add the list of Sponsors. Lisa will work on advertisement/publicity for the contest. Derreck will contact Angela Allen, of the Granville County Tourism Office, to have it on the County Tourism Calendar. Derreck will also reach out to the Sponsors to let them know what is going on and to thank them for their support. Lastly, Derreck will also be finding a venue to hold Photo Contest reception in October.</p> <p>(2) 2018 Stewardship Award- Gary drove around to determine which projects had been completed and which ones had not been completed in order to determine the nominees for the Stewardship Award.</p> <p>A list was passed out and all HPC members will vote sending it via email to the Chairman by April 30th so the winner can be announced at the Board of Commissioners meeting May 8th.</p> <p>(3) Public Ledger Articles – Tony will write the article for June. Cheryl Hart suggested that Tony write about the regional CLG Training.</p>	<p>Derreck has added this information to the HPC website, will write a Press Release for the OPL (and add the Sponsors), contact Angela Allen to have it placed on the Tourism Calendar, reach out to the Sponsors to keep them informed of what is going on with the contest and to thank them for their support, and find a venue to hold the reception in October. Lisa Schons will assist in advertisement and publicity for the contest.</p> <p>(2)For the Stewardship Award -Gary drove around to determine which projects had been completed and which ones had not been in order to determine the nominees for the Stewardship Award. The members will vote via email by April 30th and the winner will be presented at the BOC meeting May 8th.</p> <p>(3)Tony will write the next article for the Public Ledger. It should be released in June.</p>
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<p style="text-align: center;">Goals (Continued)</p>	<p>(4) Welcoming Program Activities – Gary Weaver reported that there were no newcomers to the area for him to visit during the last month. Gary remade the HPC’s contact information with the logo, website and email.</p> <p>(5) Property of the Month website feature: Tony suggested we start looking for prospects each month. Gary thought the members should bring their ideas each meeting. Derreck will put on the website. Derreck will set up the website shell for the HPC members to look at next month. The first Property of the Month will be picked in May.</p>	<p>Cheryl Hart suggested writing about the CLG training session.</p> <p>(4)For the Welcoming Program Activity, Gary Weaver reported that there were no newcomers in the area and passed out updated contact information list.</p> <p>(5)For the Property of the Month, Tony suggested everyone start looking for prospects each month and Derreck will work on the website shell for members to look at next month. The first Property of the Month will be picked next month in May.</p>
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Property Address: 517 College Street; Oxford, N.C. 27565
 Sworn stakeholders: Scot Marzano
 Property type: Residential
 Project type: Install masonry staircase with stoop and wood handrails. Painted finishes will match foundation and trim of the structure.
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The Applicant requests to install a masonry staircase with stoop and wood handrails in the rear of the house. Painted finishes will match foundation and trim of the structure.	Height of proposed Structure	C	Gary Weaver made a motion that this COA is congruent with the Design Guidelines 3.103, 12.102, 12.103 and 12.110 and therefore should be approved. Derreck Brown seconded the motion. The HPC voted unanimously to approve.
	Setback/placement of structure	N/A	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details	N/A	
	Roof (shape/form/materials)	N/A	
	Doors/Windows/Fenestrations	N/A	
	General form and proportion	C	
	Appurtenant fixtures	N/A	
	Structural Conditions	N/A	
	Trees	N/A	

- * 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

Property Address: 410 College Street; Oxford, N.C. 27565
 Sworn stakeholders: Michael Noel
 Property type: Residential
 Project type: (1) Install 3' black metal fence in front yard and ivy covered wire fence in side and rear yards to surround property. (2) Replace wood frame storm windows with Velva-Lune white enamel coated aluminum frame storm windows
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The Applicant requests to: (1) Install a 3' black metal fence in the front yard and an ivy covered wire fence in the side and rear yards to surround the property (2) Replace wood frame storm windows with Velva-Lune white enamel coated aluminum frame storm windows</p> <p>*Pictures are included</p>	Height of proposed Structure	(1) C	<p>Gary Weaver made a motion that the Fencing was congruent with Design Guidelines 14.202 & 14.204 and has conditional approval that the planting material (ivy) be planted simultaneously with the installation of the fence. It was seconded by Lisa Schons.</p> <p>Gary Weaver made a motion that the storm windows were congruent with the Guideline 6.108 and therefore should be approved. It was seconded by Derreck Brown.</p>
	Setback/placement of structure	(1) C	
	Exterior Construction Materials	(1,2) C	
	Exterior Colors	(1,2) C	
	Architectural Details	N/A	
	Roof (shape/form/materials)	N/A	
	Doors/Windows/Fenestrations	(2)C	
	General form and proportion	(1) C	
	Appurtenant fixtures	(1)C	
	Structural Conditions	N/A	
	Trees	N/A	

			The HPC voted unanimously to approve.
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- * See attached HPC worksheet for full details of factors considered
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COA APPLICATION REVIEW #3: Teresa Ferrell and Donna Elkins **Henry Furman House c.1900**

Property Address: 226 College Street; Oxford, N.C. 27565
 Sworn stakeholders: Teresa Ferrell
 Property type: Residential
 Project type: Replace white painted wood clapboard and fascia board with identical material and color
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The Applicant requests to replace white painted wood clapboard and fascia board with identical material and color.	Height of proposed Structure	N/A	
	Setback/placement of structure	N/A	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details	N/A	
	Roof (shape/form/materials)	N/A	
	Doors/Windows/Fenestrations	N/A	
	General form and proportion	N/A	
	Appurtenant fixtures	N/A	
	Structural Conditions	N/A	
	Trees	N/A	

- * See attached HPC worksheet for full details of factors considered
- ** C = Congruent with Historic Aspects of Historic District

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Summary of Approved Minor Works: There were none at this time.

COA Renewal: There are none at this time.

Demolition by Neglect: Nothing at this time.

New Business

Topic	Discussion	Outcome
Annual Report to the Board of Commissioners	The Annual Report is due to the Board of Commissioners on May 8 th . Chairman Armento will prepare and present the Annual Report, and Gary Weaver will attend and deliver the Stewardship Award. Lisa Schons will assist with preparation of the Power Point presentation. Cheryl Hart will have the HPC presentation placed on the Commissioners' agenda.	The HPC's annual report to the BOC will be May 8 th . In addition to the report of last year's activities, the Stewardship Award will also be presented. Gary Weaver and Tony Armento will be presenting and Lisa Schons will assist in preparing the Power Point presentation.
	Ways HPC plan to spend remaining funds of \$ 359.61 Renew Website: \$ 45.00 3 mos. Recording Secretary \$ 255. 00	Ways HPC plan to spend remaining funds: Renew Website: \$45.00

Ways to spend remaining money	Color copies for Commissioners on May 8 th \$40 to \$60 This is the remainder of all funds for the year.		3 mos. For Recording Sec. \$255.00 Balance for color copies for Board of Commissioner on May 8 th \$ 40 to \$ 60.
Motion to Adjourn	1st	2nd	Outcome
	Lisa Schons	Gary Weaver	By unanimous decision, the HPC adjourned at 7:33 p.m.

Date of Next Meeting: Thursday, May 17, 2018

Minutes Prepared by: Lu Anne Gilligan