

Historic Preservation Commission Meeting Minutes April 20, 2017

Call to Order	In Attendance	Absent	Guests
<p>Made by: Tony Armento</p> <p>Time: 6:01 p.m.</p>	<p>Tony Armento-President Christine Sims-Vice-President Kelly Collins Schram-Secretary Marc Brooks-Treasurer Gary Weaver</p> <p>Cheryl Hart-Planning Director Lu Anne Gilligan-Recording Secretary</p> <p>** Ethic Statements were read by: Marc Brooks, Gary Weaver and Chris Sims.</p>	Rick Thomas	<p>Katherine and Stratton Whitlow-Applicant (305 Main St.)</p> <p>AP Currin –Contractor for Jim Plank-Applicant- (109 Rectory St.)</p> <p>Dickon and Anna Housman –Applicant- (306 Broad St.)</p>

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	3-16-2017	Marc Brooks	Kelly Collins	Motion to approve minutes as written.

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	\$1013.76	\$170.00	\$843.76

Old Business

Topic	Discussion	Outcome
2017 Photo Contest	<p>Marc Brooks reported that Kelly Collins has placed the Photo Contest on the website and Gary Weaver put a Press Release in the OPL. Susan Wicker has three (3) sponsors at this time so one more is needed. Kelly will put the information on Face Book so everyone can vote by May 2nd. Marc will tabulate the votes so everyone must email their votes to him. Cheryl Hart will get the HPC on the agenda with the Board of Commissioners for May.</p>	<p>Marc Brooks had Kelly put the photo contest on the website along with Face Book, had Gary Weaver run a Press Release twice in the OPL, Marc will tabulate the votes and Cheryl Hart will get the HPC on the agenda with the BOC for their May meeting.</p>
2017 Stewardship Award	<p>Christine Sims announced that she had received that feedback from everyone on the HPC Board for the choices for the Stewardship Award. Everyone is to send their choices to Tony Armento and he will tabulate the votes for the winner.</p> <p>**A copy of the Stewardship Ballot is attached</p>	<p>Christine Sims had the ballots ready for the HPC members to vote on for the Stewardship Award and Tony will tabulate the votes for the winner and also have it ready for the May meeting with the BOC's.</p>
Design Guidelines amendment concerning removal of diseased trees	<p>Marc Brooks sent out via email new language for the tree amendment to the Design Guidelines that was discussed at the last meeting. It will need to be adopted to be included in the Design Guidelines with the new language.</p> <p>** New amendment language is included</p>	<p>Kelly Collins Schram made a motion to adopt this as an amendment to our Design Guidelines. It was seconded by Gary Weaver.</p> <p>The HPC voted unanimously to approve.</p>

<p>HPC email addresses reminder</p>	<p>Tony wanted to remind everyone to use their G-mail addresses. The HPC also decided to leave yahoo as the HPC email address.</p>	<p>Tony reminded everyone to use G-mail addresses and the HPC decided to keep HPC yahoo email address.</p>
<p>HPC member training reminder</p>	<p>Tony Armento reminded all members that Monday April 24th at 4:00 p.m. was the training session. It will be held in the HPC meeting room at City Hall. Amber Kidd will be the guest speaker and Tony will pick up refreshments.</p>	<p>HPC training session will be held Monday April 24th at 4:00 p.m. Amber Kidd will be the speaker and Tony will buy refreshments.</p>
<p>Visibility initiative update</p>	<p>Gary Weaver gave his visibility update which included:</p> <ul style="list-style-type: none"> (1) Introducing the HPC, articles in the OPL and website (2) House articles on the Winston House and Watkins House (3) Questions and Answers segment that have been posed over the years so if you have questions, write the HPC and ask us (4) Placing the brochure in Realtor's offices, Chamber of Commerce and giving them to new homeowners. <p>**A copy of the Brochure is included</p>	<p>Gary's visibility update includes: (1)introducing the HPC by placing articles in the OPL and putting them on the website, (2)writing articles on houses in the district (3) Question and Answer segment on the website and (4) Brochure</p>
<p>Website/ communications items update</p>	<p>Kelly is still working on deleting the HPC's old website. Gary announced that the COA's and minutes are up to date.</p>	<p>Kelly is working on getting the old website deleted and Gary announced that the COA's and minutes are up to date.</p>

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COA APPLICATION REVIEW #1: A.P. Currin for Jim Plank(owner) (Former St. Stephen’s Episcopal Rectory, 1867)

Property Address: 109 Rectory Street, Oxford, N.C.
 Sworn stakeholders: AP Currin and Jim Plank
 Property type: Residential
 Project type: Replacement of Siding, Replacement of Trim, Repair and Repainting of Foundation, Repair and Repainting of Roof, Replacement of a section of the roof and Repair porch flooring
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
AP Currin spoke as the General Contractor for the owner, Jim Plank, stating that he would like to: (1) Replace sections of siding as needed with wood siding or Hardie plank in areas susceptible to rot and repaint with like color (color used with be green) (2) Replace sections of trim as needed with wood trim and Hardie trim in areas susceptible to rot and paint to match (color used will be off white) (3) Repair/Paint Tin Roof (color used will be black) without sandblasting (4) Replace foundation wall by repairing any necessary places and repainting previously painted	Height of proposed Structure	N/A	Marc Brooks made a motion that as described, this project is in conformity and congruent with our Design Guidelines and therefore should be approved.
	Setback/placement of structure	N/A	
	Exterior Construction Materials	(1)C(2)C(3)C(4)C(5)C	
	Exterior Colors	(1)C(2)C(3)C(4)C(5)C	
	Architectural Details	N/A	
	Roof (shape/form/materials)	(3)C (5)C	Gary Weaver seconded it. The HPC voted unanimously to approve.
	Doors/Windows/Fenestrations	N/A	
	General form and proportion	(2)C	
	Appurtenant fixtures	N/A	
	Structural Conditions	N/A	
	Trees	N/A	

sections to match (color used will be red brick) (5) Replace Shingled Roof in Back from a (3) tab black to Architectural Black			
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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: Katherine and Stratton Whitlow

T.S. Royster House 1939

Property Address: 305 Main Street, Oxford, N.C.
 Sworn stakeholders: Katherine Whitlow
 Property type: Residential
 Project type: Replace Roof
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
	Height of proposed Structure	N/A	

The Homeowners would like to replace the black asphalt shingle roof with a black architectural shingle roof.	Setback/placement of structure	N/A	Kelly Collins made a motion that the project is congruent with the Design Guidelines per section 5 and with the Historic District. It was seconded by Marc Brooks. The HPC voted unanimously to approve.
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details	N/A	
	Roof (shape/form/materials)	C	
	Doors/Windows/Fenestrations	N/A	
	General form and proportion	N/A	
	Appurtenant fixtures	N/A	
	Structural Conditions	N/A	
	Trees	N/A	

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COA APPLICATION REVIEW #3: Dickon and Anna Housman

Bullock Crews House 1903

Property Address: 306 Broad Street, Oxford, N.C.
Sworn Stakeholders: Anna and Dickon Housman
Property type: Residential

Project type: Fence to border front parking area
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The Homeowners built a fence with white 4 x 4 posts and white 4 x 4 handrails with wire in between the posts which they intend to plant seasonal flowers or vegetation. ** Pictures are included	Height of proposed Structure	C	Christine Sims made a motion that it is congruent with the Design Guidelines 14.204 and therefore should be approved. It was seconded by Marc Brooks. The HPC voted unanimously to approve.
	Setback/placement of structure	C	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details	C	
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion		
	Appurtenant fixtures		
	Structural Conditions		
Trees			

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Summary of Approved Minor Works

<i>Property Owner</i>	<i>Description</i>	<i>HPC</i>
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<i>Address</i>		<i>authorization</i>
<u>Jayne and Stephen Kirkpatrick</u> <u>214 Main Street</u> <u>Oxford, N.C.</u>	<i>The Homeowner would like to replace white aluminum storm windows with new white aluminum storm windows.</i>	<i>Cheryl Hart and Tony Armento sign off on this project since there were no changes being made.</i>

COA Renewal: There was nothing at this time.

Demolition by Neglect: There was nothing at this time.

New Business

Topic	Discussion	Outcome
Resignation	Christine Sims informed the HPC that she is resigning from the board because she has taken a job in Wilmington, N.C. and will be moving immediately. Chairman Armento thanked her for her service and stated that she had been an asset to the HPC and will be missed.	Chris Sims resigned from the HPC due to an employment opportunity in Wilmington, N.C.
Adding last minute	Tony asked the members their preference for last minute COA applications, given that the HPC has a requirement of 7 days notice. Tony suggested that	Tony Armento would like to find a way to add COA's on to

COA's	Cheryl Hart use her judgment and if she thinks the project is not too involved to add, then she should call the Chairman and they could discuss it and reach a conclusion together. The members recommended that the Chairman use his judgment for applications that arrive within the 7 day window.	the agenda at the last minute so he suggested Cheryl Hart call him and they discuss it and reach a conclusion together. The members recommended that the Chairman use his judgment.							
Motion to Adjourn	<table border="1"> <thead> <tr> <th data-bbox="451 454 997 511">1st</th> </tr> </thead> <tbody> <tr> <td data-bbox="451 511 997 617">Marc Brooks</td> </tr> </tbody> </table>	1 st	Marc Brooks	<table border="1"> <thead> <tr> <th data-bbox="997 454 1501 511">2nd</th> </tr> </thead> <tbody> <tr> <td data-bbox="997 511 1501 617">Kelly Collins Schram</td> </tr> </tbody> </table>	2 nd	Kelly Collins Schram	<table border="1"> <thead> <tr> <th data-bbox="1501 454 1942 511">Outcome</th> </tr> </thead> <tbody> <tr> <td data-bbox="1501 511 1942 617">By unanimous decision, the Board adjourned at 7:35 p.m.</td> </tr> </tbody> </table>	Outcome	By unanimous decision, the Board adjourned at 7:35 p.m.
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Date of Next Meeting: Thursday, May 18, 2017

Minutes Prepared by: Lu Anne Gilligan