

Historic Preservation Commission Meeting Minutes April 21, 2016

Call to Order	In Attendance	Absent	Guests
Made by: Tony Armento	Tony Armento-Chairman Rick Thomas-Vice Chairman Kelly Collins Schram-Secretary Jayne Kirkpatrick	Christine Sims-Treasurer Cathy Weaver Joan Roberson	Emil Malinowski Danny Evans
Time: 6:01p.m.	Cheryl Hart-Planning Director	Lu Anne Gilligan-Recording Secretary	

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	3-17-2016	Jayne Kirkpatrick	Rick Thomas	Motion to approve as written.

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	\$8690.75	\$ 168.50	\$8859.25

Old Business

Topic	Discussion	Outcome
	Cheryl Hart reported that Preservation NC obtained an attorney and at this time is	PNC has hired a local attorney

<p>217 College Street Watkins Property Demolition By Neglect Update</p>	<p>trying to take ownership of the property. They have a couple that is interested in buying the property. The actual owner has expressed an interest in wanting the furniture that remains in the house but wants PNC to remove the belongings for him. Preservation North Carolina feels that ample time has passed for him to remove any belongings that he may want out of said property and now it belongs to them. A local attorney was hired to work with Mr. Watkins' attorney and all the while Cheryl is getting complaints from the neighbor regarding buzzards. That is where things stand at this point.</p>	<p>to work with Mr. Watkins' attorney to work out the details to finalize the sale of the property so PNC can take ownership of the property and hopefully sell it to a very interested couple that, at this time, would like to buy the home.</p>
<p>Bicentennial Event Participation – Walking Tours partnership with Oxford Parks & Recreation</p>	<p>Christine Sims was absent from this meeting and had nothing to report at this time, however, Tony had been busy doing some Title searches on the houses that Christine wanted to have on the next tour. It seems that the further back in time you go back the more obstacles he ran into. He was going to suggest that Christine prevail upon Joan to continue helping with this since she has had so much experience with title searching. We will have to wait until Christine returns to find out if she has asked Joan about this which should take place in a couple of days. In the meantime, Tony recruited a couple of other HPC members and explained how they needed to go to the Library and speak with Mark Pace who will point out which books they will be able to utilize to find anyone that ever lived in this town.</p>	<p>There was nothing to report from Christine however, Tony reported that he had searched some Titles that were also included on the next tour but ran into some obstacles. He is hoping Christine will be able to get Joan to help with this project for she has a lot of experience with title searches. He also recruited other members of the HPC to help with this project.</p>
<p>Design Guidelines Revision</p>	<p>Tony informed the HPC members that the original draft of the first four chapters has been shown to the NC State Preservation Office who is actually in charge of this project. They had a substantial amount of editing to do to these chapters so Susan Wicker, our Project Manager, thought it best to have all of the state office modifications worked into the document so that it would be easier for us to comprehend when we look it over. We have been asked to call a special meeting next week in order to have a presentation by Susan about where everything stands</p>	<p>The first four chapters have been shown to the NC State Preservation Office who did a substantial amount of editing. Susan Wicker will make a presentation next week at a special- called- meeting in</p>

	<p>with this Revision. Timeline has been moved out from June to August which is still within our limitations established. We must meet this deadline! We are also to have another community meeting in order for them to respond to this before it goes before the Board of Commissioners. Tony is going to have all members, via email, email their availability next week for the meeting.</p>	<p>order to let everyone know where everything stands with the Design Guidelines Revision. The timeline was moved from June to August and Tony asked all members to email him with their availability for next week's meeting.</p>
<p>2016 Photo Contest</p>	<p>Tony explained that Susan Wicker had been extremely helpful with the Photo Contest this year. It is completely underway!! While we do not have many submissions, we do have two full weekends left to take photos and submit them.</p> <p>Four sponsors have been secured: (1) Granville Health System (2) Orthopedic Specialist of NC (3) The Hyland Family Dentistry and (4) Thorndale Oakes. Susan will organize the photos on Face book which is where we will go to vote. We will also prepare the certificates for the winners. They will be presented with their certificates along with their cash prizes at the May Board of Commissioners' meeting since May is National Historical Preservation month.</p>	<p>The 2016 Photo Contest is underway with Susan Wicker at the helm. Four sponsors have been secured: Granville Health Systems, Orthopedic Specialist of NC, Highland Family Dentistry and Thorndale Oakes. Susan will place photos on Face book where they will be voted on and the winners will be presented with their prizes and certificates at the May Board of Commissioner's Meeting.</p>
<p>2016 Stewardship Award</p>	<p>Tony made a list of all the projects we had approved and Cathy Weaver drove around town identifying the ones that fit the Guidelines for the Stewardship Award. A list was passed around last month so now everyone must vote and email your decision to me. First, second and third place must be picked by all and I will need this along with your availability for the meeting by Sunday.</p>	<p>Tony passed out a list of all the projects eligible for the Stewardship Award and asked that everyone vote via email by Sunday night.</p>

COA APPLICATION REVIEW #1: Emil Malinowski

Property Address: 200 High Street, Oxford, NC
 Sworn stakeholders: Emil Malinowski
 Property type: Residential
 Project type: Reappointing of the masonry and two roofing projects
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The Homeowner would like to:</p> <p>(1) Reappoint the brick foundation on the north and west walls – no change in color just repair as they are now</p> <p>(2) Repair and replace lower pitched roof sections, including flat and negative pitch roof on rearmost addition of hose, and the low pitched sections over the front and side porch and master bath on the west side of the house. This project is necessary to correct design flaws and application of inappropriate materials on the roof which allow water to leak into the main interior of the house. ** We will replace the flat roof’s asphalt shingle and sheet material –black with Mule-Hide bituminous flame welded sheet in gray slate and the low pitch roof material asphalt shingle-black will be replaced with raised seam metal in slate gray.</p> <p>(3) Replace two rear entry staircases that enter into the house that is made of wood and now.....</p> <p>*Private ingress and egress on the rear of the house Are now proposed to be constructed to be of wood and painted like colors of what they are painted -</p>	Height of proposed Structure	N/A	<p>Jayne Kirkpatrick made a motion to approve this COA application because they are congruent with the Design Guidelines and it was seconded by Kelly Collins.</p> <p>The HPC voted unanimously to approve.</p>
	Setback/placement of structure	N/A	
	Exterior Construction Materials	(1)C (2)C(3)C	
	Exterior Colors	(1)C (2)C(3)C	
	Architectural Details	N/A	
	Roof (shape/form/materials)	(2)C	
	Doors/Windows/Fenestrations	N/A	
	General form and proportion	(2)C	
	Appurtenant fixtures	(3)C	
	Structural Conditions	N/A	
	Trees	N/A	

Grey and white.			
*Pictures are included			

- * 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: Guillermo A. Nurse

Property Address: 112 W. Front Street., Oxford, NC
 Sworn stakeholders: Guillermo Nurse
 Property type: Residential
 Project type: Installation of soffit vents and ridge vent on the roof
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The Homeowner would like to: (1) Install 16" X 4" Soffit Vent every 3' along soffit - taupe in color. The soffit is vinyl and the soffit vent will be aluminum. (2) Install 34' Ridge vent along ridge of existing roof. The color will be slate to match existing roof. This will help with the ventilation.	Height of proposed Structure	N/A	Kelly Collins made the motion to approve the COA as written according to Design Guidelines and Rick Thomas seconded it. HPC voted unanimously to
	Setback/placement of structure	N/A	
	Exterior Construction Materials	(1)C (2)C	
	Exterior Colors	(1)C (2)C	
	Architectural Details	N/A	
	Roof (shape/form/materials)	(1)C (2)C	
	Doors/Windows/Fenestrations	N/A	
	General form and proportion	(1)C (2)C	
	Appurtenant fixtures	N/A	
	Structural Conditions	N/A	

*Pictures are included	Trees	N/A	approve.
-------------------------------	-------	-----	----------

- * 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 #3: Danny Evans

Property Address: 307 Main Street, Oxford, NC
 Sworn stakeholders: Danny Evans
 Property type: Residential
 Project type: Utility shed in rear yard
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The Homeowner would like to construct a Utility Shed in his rear yard. The HPC worked with Mr. Evans to determine appropriate materials to be used that would be congruous to the Design Guidelines and also with the homeowner. The selections made were that the siding would be wood and painted white with louvered shutters painted black, burgundy or dark green and the roof will be acceptable as a metal or asphalt roof and black, green or grey in color. Mr. Evans will make this decision at a later time.</p>	Height of proposed Structure	C	<p>Rick Thomas made a motion to approve the COA with the range of selections determined by HPC listed below and congruous with the Design Guideline. Jayne Kirkpatrick seconded it. Selections include: A. Materials for siding –wood and painted white B. Louvered shutters painted</p>
	Setback/placement of structure	C	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details	C	
	Roof (shape/form/materials)	C	
	Doors/Windows/Fenestrations	C	
	General form and proportion	C	
	Appurtenant fixtures	C	
	Structural Conditions	C	
	Trees	N/A	
*Pictures are included			

			<p>black, burgundy or dark green</p> <p>C. Roof is to be metal or asphalt and black, green or grey in color.</p> <p>HPC voted unanimously to approve.</p>
--	--	--	---

- * 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

Summary of Approved Minor Works

<i>Property Owner Address</i>	<i>Description</i>	<i>HPC authorization</i>
<u>Emil and Liz Malinowski 200 High St. Oxford, N.C.</u>	Carpentry work to repair decayed wood in several areas around the exterior of the house.	Tony Armento and Cheryl Hart signed off on this COA prior to the meeting as a minor works.
<u>Sameh Toma 410 College St. Oxford, N.C.</u>	Replacement of decorative metal shingle with Victorian metal shingles. They are using like color black as before.	Tony Armento and Cheryl Hart signed off on this

		COA prior to the meeting as a minor works.
--	--	--

COA Renewal: There were none at this time.

Demolition by Neglect: : There was nothing at this time.

New Business :There was none at this time.

Motion to Adjourn	1st	2nd	Outcome
	Jayne Kirkpatrick	Kelly Collins	By unanimous decision, the HPC voted to adjourn at 7:17 p.m.

Date of Next Meeting: May 19, 2016

Minutes Prepared by: Lu Anne Gilligan