

Historic Preservation Commission Meeting Minutes August 15, 2019

Call to Order	In Attendance	Absent	Guests
Made by: Tony Armento Time: 6:05p.m.	Tony Armento-Chairman Derreck Brown – Vice Chairman/Webmaster Lisa Schons-Secretary Jacalyn Thomas Cheryl Hart-Planning Director **Ethics Statements read by: Lisa Schons, Derreck Brown & Jacalyn Thomas.	Mark Pace	Donald and Mary Wright- Applicant 104 Rectory St. Oxford, N.C. Stephen Stockton- Applicant 210 College Street, Oxford, N.C.

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	7-18-2019			Minutes were not available to approve. Will approve at the September meeting.

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	No report	-0-	No report

Old Business

Topic	Discussion	Outcome
<p>Update on Oxford Historic District National Register Nomination Additional Documentation and Boundary Increase Project</p>	<p>Nothing to report</p>	<p>Nothing to report</p>
<p>Update on Williamsboro-Military Street District and Oxford National Guard Armory nominations</p>	<p>Nothing to report. Jen Braz did not return Tony’s phone call. He will reach back out.</p>	
<p>(1) 2019 Photo Contest</p>	<p style="text-align: center;">2019 Goals/Visibility initiatives updates</p> <p>1) Photo Contest – Derreck has put out a follow up in the Oxford Ledger and has sent 4 different updates to not only our website but to the Granville Connected, Oxford Community Connected and Next Door. Its been slow, and not many entries have been received. Derreck will decide if we need to extend the deadline. Derrerk has spoken to The Hub and is deciding on a date for the reception. The HPC will decide on a date once it is known if the deadline will be extended.</p>	<p>(1)Photo Contest – follow ups have been made. Entries have been slow. May need to extend the deadline. Derreck is speaking with The Hub about securing a date for the reception.</p>

<p>(2) Welcoming Program Activities</p>	<p>(2) Welcoming Program Activities – Gary gave Kelly the welcoming packet he gives to new neighbors. He includes an <i>Images of America - Oxford</i> book. The committee agrees the book is a good idea. Links to the Guidelines are included on the flyers in the packet, however there are several obsolete flyers. Kelly will work on updates. Kelly will also meet with Cheryl to learn how to access the Register of Deeds website to see when a house is sold. Kelly will take the Committee Members contact page out of the packet. Lisa will find out if the HPC can get a better price for the <i>Images of America - Oxford</i> book purchased in bulk. The HPC needs to make sure people are aware of the guidelines and that they are in place to protect the buyer’s investment.</p>	<p>(2) Welcoming Program- Kelly is updated flyers. Cheryl will show Kelly how to access Register of Deeds website. Lisa will check on book prices.</p>
<p>3) Public Ledger Articles</p>	<p>(3) Public Ledger Articles – Tony is waiting for Derreck’s article. He will work on incorporating the additional material from Mark.</p>	<p>(3) Public Ledger Articles- The article is still on-hold.</p>
<p>(4) Property of the Month</p>	<p>(4) Property of the Month- Derreck has Property of the Month in draft mode. He is about halfway finished. Should be ready by the end of the month. Once it is up, Derreck’s house will be the Property of the Month.</p>	<p>(4) Property of the Month In draft mode and could be ready by the end of the month.</p>
<p>(5) Re-start of Historic District walking Tours</p>	<p>(5) Re-Start of Historic District walking Tours- The HPC received a grant for from the Granville County Tourism and Development Authority for the Walking Tour program in the amount of \$621. A Thank You letter will be sent to Angela Allen for the grant. Tony and Derreck will meet with Mary after the Hot Sauce Contest to move the project forward. The Pocketsites people have not responded to Derreck’s inquiries. Derreck will give them a couple more days before reaching out to other app sites.</p>	<p>(5) Re-start of Historic District walking Tours – The HPC received a grant in the amount of \$621. Derreck will contact other apps if no response from Pocketsites is received.</p>

<p>(7)Regional Education Event</p> <p>(8)Lighting of the Greens participation</p>	<p>(7) Regional Education Event- Tony will speak to Dan Becker next week. He feels sure we can get him as the speaker. Dan will charge a fee of \$500. The HPC received a budget increase of \$500 for this year, so \$2000 is available through June 30. However, because the Pocketsites subscription needs to come out of this year instead of last year the HPC may not be able to fully afford the \$500 fee for Dan depending on when a recording secretary is hired. There was some discussion last month about reallocating excess Photo Contest funds to one or the other of those two things. Derreck agreed that the funds could be reallocated..</p> <p>(8)Lighting of the Greens participation – Lisa will get a tent to use. Lisa and Kelly plan to decorate with Photo Contest pictures in window frames, lights and Christmas decorations. Kelly will touch base with LuAnn to get the name of the person who baked the cake for the last two years.</p>	<p>(7)Regional Educational Event- Tony will speak to Dan next week. We may need to use excess Photo Contest funds to cover Dan’s fee. Derreck approved.</p> <p>(8)Lighting of the Greens participations – Lisa will get tent. Kelly and Lisa will supply decorations. Kelly is getting name of person who baked cake.</p>
<p>HPC Database</p> <p>Recording Secretary position</p>	<p>Mark Pace has the data base from Gary</p> <p>Kim Henderson has dropped out of consideration. Tony called Lynn Allred, who was also suggested as a possibility for the position. Lynn contacted Cheryl for Tony’s phone number. He will get back in touch with her.</p>	<p>Mark has database from Gary.</p> <p>Kim Henderson is not interested. Tony contacted Lynn Allred and is waiting to speak with her.</p>

Property Address: 104 Rectory Street, Oxford, N.C.
 Sworn stakeholders: Donald and Mary Wright
 Property type: Residential
 Project type: New roof
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to change the roof from black 3-tab to black architecture style roof.</p>	Height of proposed Structure		<p>Jacalyn Thomas made a motion that the COA should be congruent with the Design Guidelines 5.203 and 5.104. It was seconded by Kelly Schram.</p> <p>The HPC voted unanimously to approve.</p>
	Setback/placement of structure		
	Exterior Construction Materials		
	Exterior Colors	C	
	Architectural Details		
	Roof (shape/form/materials)	C	
	Doors/Windows/Fenestrations		
	General form and proportion	C	
	Appurtenant fixtures		
	Structural Conditions		
	Trees		

* 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: 210 College Street, Oxford, N.C.
 Sworn stakeholders: Stephen Stockton
 Property type: Residential
 Project type: Replace roof shingle and porch flooring
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to remove (1) replace green shingles with black on front porch and (2) replace gray painted porch flooring with stained flooring.	Height of proposed Structure		Derreck Brown made a motion that the COA was congruent with the Oxford Design Guidelines (1) 15.104 and (2) 7.103 & 7.106 so therefore should be approved. It was seconded by Kelly Schram. The HPC voted unanimously to approve.
	Setback/placement of structure		
	Exterior Construction Materials	2.C	
	Exterior Colors	1.C 2.C	
	Architectural Details		
	Roof (shape/form/materials)	1.C	
	Doors/Windows/Fenestrations		
	General form and proportion	1.C	
	Appurtenant fixtures		
	Structural Conditions		
Trees			

* See attached HPC worksheet for full details of factors considered
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Summary of Approved Minor Works: There were none since the last 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
Awareness	Kelly was wondering if anyone would be interested in doing a Q&A session to inform people about the guidelines. Tony suggested using time at the end of our meetings for questions. But then we might run into a situation of people just standing around airy grievances and getting madder by the end of the meeting. Kelly will mention at the end of her article that our meetings are open and anyone is welcome to attend.	We will work on a way to address how to get information to people.
COA	Tony would like to enforce cutting off the application submission 7 days early to avoid last minute applications. This will give Cheryl time to alert neighbors that an application is being heard. We will also add a check box to the application stating that the applicant has read the guideline section that concerns the application. If it isn't checked Cheryl will return the application.	The committee agrees to cut off application submission 7 day early. We will add check box to application.

Motion to Adjourn	1st	2nd	Outcome
	Derreck Brown	Kelly Schram	The HPC adjourned at 7:22p.m.

Date of Next Meeting: Thursday, September 19, 2019

Minutes Prepared by: Lisa Schons