

**Historic Preservation Commission  
Meeting Minutes  
August 16, 2018**

<b>Call to Order</b>	<b>In Attendance</b>	<b>Absent</b>	<b>Guests</b>
<p><b>Made by:</b> <b>Tony Armento</b></p> <p><b>Time:</b> <b>6:00p.m.</b></p>	<p>Tony Armento-Chairman Gary Weaver-Treasurer Lisa Schons-Secretary</p> <p>Cheryl Hart-Planning Director Lu Anne Gilligan-Recording Secretary</p> <p>*Ethics Statements Read By: Gary Weaver and Tony Armento</p>	<p>Derreck Brown- Webmaster Kelly Collins Schram- Member</p>	<p>Mike Taylor-Visitor Maureen Taylor &amp; Elizabeth Taylor- Applicants—108 East Front St.</p> <p>Ann Cooke- Applicant—305 Broad St.</p>

<b>Approval of Minutes</b>	<b>Date of Minutes</b>	<b>Motion to Approve</b>	<b>2<sup>nd</sup></b>	<b>Outcome</b>
	<b>July 19, 2018</b>	Gary Weaver	Lisa Schons	Motion to approve Minutes as written.

<b>Treasury Report</b>	<b>Starting Balance</b>	<b>Expenditures since last meeting</b>	<b>Current Balance</b>
	Beginning of New Fiscal Year.....	Two pending expenditures-\$85.00(Recording Secretary) and Dues for the National Assn. of HPC's.	Funds for the year have not been deposited yet.

Old Business

<b>Topic</b>	<b>Discussion</b>	<b>Outcome</b>
<p><b>Update on National Register period of significance SHPO/HPF project</b></p>	<p>Tony Armento and Cheryl Hart received from Heather Slane the draft of the legal notice that needs to be placed in the OPL. Gary Weaver will speak with someone at the OPL about the cost of the placement. Tony met with Heather and Stewart Paynter, who purchased the Orpheum Theatre building. Mr. Paynter is waiting on the update of the federal historic district so that he will be able to use tax credits for the restoration. In order to speed this process up, Mr. Paynter has offered to contribute the cost of the next phase to the city so that it will be able to move faster than waiting for another grant. Mr. Paynter also agreed to be interviewed about this project after it has moved a little further along.</p>	<p>Tony and Cheryl received from Heather Slane the draft of the legal notice that needs to be placed in the OPL. Gary Weaver will find out the cost of this placement. Tony also met with Heather and Stewart Paynter, who purchased the Orpheum Theatre. Mr. Paynter is waiting on the update to the federal historic district so that he will be able to use tax credits for the restoration. In order to speed this process up, he has offered to contribute the cost of the next phase to the city.</p>
<p><b>2018 GOALS/VISIBILITY INITIATIVES UPDATES:</b></p> <p><b>(1) Photo Contest</b></p>	<p><b>(1) Photo Contest-</b> Derreck Brown is in Hendersonville attending a CLG regional training session, enabling the Oxford HPC to remain certified. Lisa Schons reported that the deadline is August 17, and several entries have been received. Gary suggested that announcements be sent to the art classes at the High Schools and Vance Granville Community College next year. The next thing needed is a date to vote on the winners. The members</p>	<p><b>(1) Photo Contest-</b> Derreck is in Hendersonville at a CLG regional training session. Lisa Schons reported that the deadline for the photo contest has arrived and several entries have been received. Gary suggested that</p>

<p><b>(2) Public Ledger Articles</b></p> <p><b>(3) Welcoming Program Activities</b></p> <p><b>(4) Property of the Month website feature</b></p> <p><b>(5) Re-start of Historic District Walking Tours</b></p>	<p>will do so via email. There will also need to be a Press Release announcing the event in October honoring the winners and the date.</p> <p><b>(2) Public Ledger Articles-</b> Tony reached out to Joan Roberson to find out if she would be interested in writing articles to publish in the OPL but she declined his offer. However, she suggested someone talk to Maxine Chaveaux about teaming up with Royster Washington to see if they would be interested. Gary will get in touch Maxine and Tony will get in touch with Royster.</p> <p><b>(3) Welcoming Program Activities-</b> Gary reported that are no newcomers at this time to the Historic District.</p> <p><b>(4) Property of the Month-</b>There was nothing to add at this time.</p> <p><b>(5) Re-start of Historic District Walking Tours-</b> Tony will be meeting with Angela Allen (Granville Co. Tourism Office) and Mary Yount (Oxford Downtown Economic Dev. Corp.) about rebooting the Walking Tours. They are very excited about this event and Tony will</p>	<p>announcements be sent to art classes at the High Schools and VGCC next year.</p> <p>A date is needed to vote on the winner. The members will do so via email. A Press Release is needed to announce the October event and the date for the winners.</p> <p><b>(2)Public Ledger Articles-</b>Tony reached out to Joan Roberson to find out if she would be interested in writing articles for the OPL but she declined his offer. However, she suggested someone talk to Maxine Chaveaux about teaming up with Royster Washington to see if they would be interested. Gary and Tony will contact them.</p> <p><b>(3)Welcoming Program Activities-</b> no newcomers at this time.</p> <p><b>(4)Property of the Month website feature –</b> nothing to add at this time.</p> <p><b>(5)Re-start of Historic District Walking Tours-</b> Tony will be meeting with Mary Yount</p>
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<p><b>(6)Online Inventory of Properties</b></p> <p><b>(7) Regional Education Event</b></p> <p><b>(8)Lighting of the Greens Participation</b></p>	<p>let everyone when a date is set for the meeting.</p> <p><b>(6) Online Inventory of properties</b> – nothing to report at this time</p> <p><b>(7) Regional Education Event</b> – Tony spoke with Amber Stimpson about the selection of David Maurer to speak about building codes. Amber suggested Tony speak with Michelle Michael in Wake Forest, who had David do a presentation/workshop for the community in Wake Forest. He charges a small fee, but there are others from the State office that actually do these presentations for free. Also, Cheryl suggested they be sure to announce that property owners “should check with your local inspection office first” for any matter concerning building codes. Tony will reach out to David to discuss topics for the presentation and report back at the next month’s meeting.</p> <p><b>(8)Lighting of the Greens Participation-</b> will be discussed next month</p>	<p>(Oxford Economic Dev.) and Angela Allen (Gran. Co. Tourism Office) to discuss rebooting the Walking Tours. A date for the meeting has not yet been set.</p> <p><b>(6)Online Inventory of Properties</b>-nothing to report at this time.</p> <p><b>(7)Regional Education Event-</b> Tony spoke with Amber Stimpson about David Maurer speaking on building codes. She suggested he speak with Michelle Michael in Wake Forest whom had David speak at a workshop and thought he did a wonderful job. Michelle also reminded Tony he charged a small fee and some of the other state employees did not. Tony will reach out to David to discuss topics again and report back at next month’s meeting.</p> <p><b>(8) Lighting of the Greens Participation-</b> will be discussed next month</p>
<p><b>Ongoing updates to Design Guidelines</b></p>	<p>Tony asked Lisa if she would keep a list of all the items that that were not included in the Design Guidelines, so that they can be addressed and not</p>	<p>Lisa Schons will keep a list of the items not included in the Design</p>

overlooked. She agreed to do so.

Guidelines, so that they can be addressed periodically.

**COA APPLICATION REVIEW #1: Ann Cooke**

**J.R. Ferguson House, c. 1900**

Property Address: 305 Broad Street; Oxford, N.C. 27565  
Sworn stakeholders: Ann Cooke  
Property type: Residential  
Project type: Replace roof shingles, changing color from black to black and gray and rotted underlying boards as needed  
HPC Conflicts of Interest declared: None

<b>Project Description</b>	<b>Factors Considered *</b>	<b>**</b>	<b>Outcome</b>
<b>The property owner would like to replace the roof shingles, changing the color from black to gray &amp; black and any rotted underlying boards as needed.</b>	Height of proposed Structure	N/A	Gary Weaver made a motion that this COA was congruent with the Oxford Design Guidelines 5100 & 5104 and therefore should be approved. Lisa Schons 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)	C	
	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

**COA APPLICATION REVIEW #2: Elizabeth and Maureen Taylor**

**Herndon-Hunt House, c 1850's 1910's**

Property Address: 108 East Front Street, Oxford, N.C. 27565  
 Sworn stakeholders: Elizabeth and Maureen Taylor  
 Property type: Residential  
 Project type: Addition of wrought iron handrails to each side of front stair  
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p><b>The property owners would like to install wrought iron handrails to each side of the front stair.</b></p> <ul style="list-style-type: none"> <li><b>Pictures are included</b></li> </ul>	Height of proposed Structure	C	<p>Gary Weaver made a motion to approve the COA which was congruent with the Oxford Design Guidelines 14104 &amp; 14200. It was seconded by Lisa Schons.</p> <p>The HPC voted unanimously to approve.</p>
	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

**COA APPLICATION REVIEW #3: Kelly Collins Schram - Deferred until September**

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

**COA Renewal: There are none at this time.**

**Demolition by Neglect: There is nothing at this time.**

## New Business

<b>Topic</b>	<b>Discussion</b>		<b>Outcome</b>
<b>Mailbox on West Front Street</b>	Tony asked Cheryl if she could get this mailbox taken away. Cheryl will look into this matter but is unsure of its outcome.		Tony would like for Cheryl to see if she could get the mailbox taken away on West Front St. Cheryl will look into this matter but unsure of the outcome.
<b>Motion to Adjourn</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Outcome</b>
	Gary Weaver	Lisa Schons	By unanimous decision, the HPC adjourned at 7:05 p.m.

**Date of Next Meeting: Thursday, September 20, 2018**

**Minutes Prepared by: Lu Anne Gilligan**