

Historic Preservation Commission Meeting Minutes August 17, 2017

Call to Order	In Attendance	Absent	Guests
<p>Made by: Tony Armento</p> <p>Time: 6:03 p.m.</p>	<p>Tony Armento-Chairman Kelly Collins Schram-Secretary Marc Brooks-Treasurer Rick Thomas-Member Gary Weaver-Member</p> <p>Lu Anne Gilligan-Recording Secretary</p> <p>*Ethics Statements read by: Kelly Schram, Gary Weaver and Marc Brooks</p>	<p>Cheryl Hart-Planning Director</p>	<p>Jim Blain-Applicant for 109 Rectory Street AP & Keri Currin – Contractors for Mr. Blain</p> <p>Alan & Karen Winston-Future owners of 611 611 College Street</p> <p>Francis Winston-Applicant for 611 College Street</p> <p>Lisa, Jeff & Parker Schons – Applicants for 414 College Street</p> <p>Robert Williams-observer</p> <p>Lloyd Bastian-observer</p> <p>Jack & Karen Johnson – observers</p>

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	July 20, 2017	Marc Brooks	Kelly Collins	Motion to approve

				minutes as written
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Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	\$1421.00	\$185.00 (\$100.-Yearly National Alliance Membership Dues & \$85 to the Recording Secretary	\$1236.00

Old Business

Topic	Discussion	Outcome
Update to Oxford Historic District period of significance project/HPF Grant application	Tony informed the HPC Members that the State Preservation Office had granted the Oxford HPC \$10,800 through the National Historic Preservation Fund to update the survey of architectural properties within the National Register of Historic Places. The grant will provide 60% of the project funding and the City of Oxford will provide the remaining 40%. The update will be the first phase of a two (2) year project. The funds will be used to hire a consultant. The second phase will be to use the results of the survey to create an application to the National Parks Service for the update of Oxford's National Register nomination, which will require another grant application in February. Tony wrote a Press Release for the OPL. Tony also will contact Michelle McCabe about the process for engaging a consultant.	The OHPC was awarded \$10,800 grant from the National Historic Preservation Fund for the first phase of updating, for the first time in 30 years, the survey of architectural properties within the National Register of Historic Places. A Press Release was placed in the OPL by Tony Armento. After the first phase is completed, a second grant will be applied for and the next phase will be to use the results of the survey to create an application to the National Parks Service for the update of the Register.
	Marc Brooks will report in October on subcommittee.	Marc Brooks will report in

<p>2017 Photo Contest</p>	<p>**A list of the winners for the 2017 contest is included.</p>	<p>October on subcommittee.</p>
<p>Additional HPC member training</p>	<p>Gary Weaver and Tony Armento attended the training session held in Sanford, NC August 17. Their attendance satisfied the HPC training requirements for the year. Topics covered at the session included: Tax Credits, Ethics, Secretary of Interior Standards, and Substitute Materials. It was conducted by Amber Kidd and Jeff Adolphsen of the NC State Preservation Office. Both Gary and Tony thought it was a very training opportunity.</p>	<p>Gary Weaver and Tony Armento attended a training session in Sanford, NC on August 17. It covered a wide range of topics and satisfied the yearly HPC requirements for training. It was led by Amber Kidd and Jeff Adolphsen.of the NC SHPO.</p>
<p>Visibility initiative update:</p>	<p>Visibility Update:</p> <ol style="list-style-type: none"> 1. Gary reported that he <ul style="list-style-type: none"> • Visited all of the Realtors in town - seven(7) total and left brochures, chatted with, answered any questions and encouraged the Realtors to join our meetings <ul style="list-style-type: none"> *A List of the Realtors is included • Visited the Chamber of Commerce – spoke with Wanda Garrett and Angela Allen and left brochures • Visited new homeowners on East Front St., Ben and Antoinette Holloman 2. Recurring columns in the OPL -- Tony reported that an article was put in the column “This Old House...Oxford” for August. The topic of the article was the Brown/Watkins House. Kelly Collins Schram drafted the article, which Tony edited. 	<p>Gary Reported that he had visited all the Realtors in town and left Brochures, chatted with the Realtors and encouraged all of the Realtors to attend the HPC meetings, visited the Chamber of Commerce, left brochures and visited a new homeowner in the historic district.</p> <p>Tony placed the second article, drafted by Kelly, in the OPL under the column “This Old House Oxford.” The article appeared today. Erica Brooks</p>

	<p>*In October, Erica Brooks will draft the next article, the topic of which will be the 2017 Photo Contest.</p> <p>3. A Community Education Session will be presented between October 23rd and November 10th. Tony will reach out to Mitch Wilds or Jeff Adolphsen of the NC SHPO to present the session, the topic of which will be substitute materials and modern day techniques. The HPC members decided to hold it in the large meeting room at the Richard Thornton Library. Time and exact date will be decided on by the next meeting.</p> <p>4. Walking Tours - Tony Armento will contact Christine Sims to get the scripts and then meet with the City Manager to find out if the new Parks & Rec. will help with the tours. If the City is not interested; Tony will seek help from the County.</p>	<p>will draft the next one about our Photo Contest which will appear in October.</p> <p>The HPC will decide next month when to hold the Community Education Session. Mitch Wilds or Jeff Adolphsen will lead the session which will be on substitute materials and modern day techniques. It will be held at the Library between Oct. 23rd and Nov. 10th.</p> <p>Tony Armento will meet with the City Manager to see if the Parks and Rec. Dept. will be able to help with the walking tours. Tony will also contact Christine Sims to get the scripts used at the last tours.</p>
<p>Website/Communications items update</p>	<p>Tony Armento and Marc Brooks will rewrite the COA Tab and the FAQ & Permits and Procedures Page.</p>	<p>Tony and Marc will work together to rewrite the COA Tab along with the FAQ & Permits & Procedures Page.</p>

****210 College Street – Stephen Stockton was not present to present his COA**

COA APPLICATION REVIEW #1: Jeff and Lisa Schons

Col. Roger O. Gregory House, C. 1880

Property Address: 414 College Street; Oxford, N.C.
 Sworn stakeholders: Lisa Schons
 Property type: Residential
 Project type: Change of front porch ceiling color from white to green
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The Homeowners would like to change the front porch ceiling color from white to green. They realized the original color was green and discovered this when painter was scraping off old chipped paint.</p> <p>**Pictures are included</p>	Height of proposed Structure	N/A	<p>Rick Thomas made a motion to approve this COA as presented with this project being congruent to Design Guidelines 1.106, 2.106 & 4.200. Gary Weaver seconded it.</p> <p>The HPC voted unanimously to approve.</p>
	Setback/placement of structure	N/A	
	Exterior Construction Materials	N/A	
	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
 NC = Not Congruent with Historic Aspects of Historic District
 NA = This project does not impact this factor

COA APPLICATION REVIEW #2 Francis Winston

The Meadows House, C- 1911

Property Address: 611 College Street; Oxford, N.C.
 Sworn stakeholders: Francis Winston
 Property type: Residential
 Project type: Replace black asphalt shingle roof on front porch with black standing seam metal roof
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The Homeowner would like to replace black asphalt shingles on the front porch roof with black standing seam metal.	Height of proposed Structure	N/A	Marc Brooks made a motion that the COA presented was congruous with Design Guidelines 7.101 & 5.203 and therefore should be approved as presented. Kelly Collins Schram seconded it.
	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	N/A	
	Appurtenant fixtures	N/A	
	Structural Conditions	N/A	
	Trees	N/A	HPC voted unanimously to approve.

- * See attached HPC worksheet for full details of factors considered
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 NA = This project does not impact this factor

COA APPLICATION REVIEW #3: Jim Blaine

Former St. Stephen’s Rectory –c-1867

Property Address: 109 Rectory Street; Oxford, N.C.
 Sworn Stakeholders: Jim Blaine, AP and Keri Currin
 Property type: Residential

Removal of vinyl and aluminum finishes and replacing it with wood lap siding, minor repair of previously painted masonry, replace underlying wood frame roof structure in single story rear addition with wood trusses, coat pressed tin shingles on mansard roof with Hydro Stop coating with standing seam, Removal and replacement of aluminum and vinyl windows and storm windows and replacement with wood windows, repairs to front porch, installation of wood screen door, replacement of wood deck at rear of building, installation of fully screened heat pumps at rear of building with relocation of overhead utility convections underground addition of 6’ x 14’ addition at rear of original structure, replacement of deteriorated concrete driveway runners with new concrete and lastly removal of metal fence – relocation of gates to rear of property.

HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The Homeowner would like to: (1) Removal of vinyl and aluminum finishes and replacement with wood lap siding: replacement of existing wood lap siding where repair is not feasible (2) Minor repair and repoint previously painted masonry (3) Replace underlying wood frame roof structure in single story rear addition with wood trusses (Architectural shingles will be used) (4) Coat pressed tin shingles on mansard roof and standing seam roof with Hydro Stop coating (5) Removal and replacement of aluminum and vinyl windows and storm windows and replacement with wood windows	Height of proposed Structure`	(3)C(8)C (9)C(10)C	Kelly Schram made a motion that #1 of the COA is congruous with 1.103, 1.101 and 1.100 of the Design Guidelines and should be approved. Marc Brooks seconded it. Marc Brooks made a motion that #2 was congruous with Design Guidelines 1.104, 1.201, 3.200 & 3.105 and should be approved. It was
	Setback/placement of structure	(8)C(9)C (10)C(12)C	
	Exterior Construction Materials	(1)C(2)C (4)C(5)C (6)C (7)C (8)C(9)C (10)C(11)C	
	Exterior Colors	(2)C(3)C (4)C(5)C (7)C(8)C (9)C(10)C (11)C	
	Architectural Details		

<p>(6) Repairs to front porch including replacement of wood flooring where repair is not feasible</p> <p>(7) Installation of wood screen door with Victorian features at front entry</p> <p>(8) Replacement of wood deck at rear of building with slightly larger one (this is not visible from the street)</p> <p>(9) Installation of fully-screened heat pumps at rear of building; relocation of overhead utility connections underground</p> <p>(10) Addition of 6' x 14' addition at rear of original structure, using wood lap siding to match existing building</p> <p>(11) Replacement of deteriorated concrete driveway runners with new concrete</p> <p>(12) Removal of metal fence and relocation of gates to rear of property</p> <p>**Pictures are included</p>	Roof (shape/form/materials)	(3)C	<p>seconded by Gary Weaver</p> <p>Kelly Collins Schram made a motion that #3 was congruous with Design Guideline 5.100 and therefore should be approved. Marc seconded it.</p> <p>Marc Brooks made a motion that #4 was congruous with the Design Guidelines 5.102 & 5.103 and should be approved. Rick Thomas seconded it.</p> <p>Marc Brooks made a motion that #5 was congruous with Design Guidelines 6.201 & 6.202 and should be approved. Gary Weaver seconded it.</p> <p>Kelly Schram made a motion that #6 was congruous with Design</p>
	Doors/Windows/Fenestrations	(5)C(10)C	
	General form and proportion	(3)C (5)C (8)C(9)C (10)C	
	Appurtenant fixtures	N/A	
	Structural Conditions	(3)C	
	Trees	N/A	

****109 Rectory Street COA continued**

Guideline 7.103 and should be approved. Rick Thomas seconded it.

Marc Brooks made a motion that #7 was congruous with Design Guideline 6.110 and therefore should be approved. Gary Weaver seconded it.

Kelly Schram made a motion that #8 was congruous with Design Guideline 15.203 and therefore should be approved. Marc Brooks seconded it.

Kelly Schram made a motion that #9 was congruous with the Design Guidelines 8.100 & 8.104 and should be approved. Rick Thomas seconded it.

Marc Brooks made a

**** 109 Rectory Street COA Continued**

motion that # 10 was congruous with Design Guidelines 11.100, 11.102, 11.103, 11.104, 11.105, 11.200 & 11.201 and therefore should be approved. It was seconded by Kelly Collins Schram.

Gary Weaver made a motion that #11 was congruous with the Design Guideline 3.102 and should be approved. It was seconded by Marc Brooks.

Kelly Schram made a motion that #12 was congruous with Design Guideline 14.204 and should be approved. Gary Weaver seconded it.

The HPC voted unanimously to approve all items #1 through #12.

- * See attached HPC worksheet for full details of factors considered
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Summary of Approved Minor Works: There are no minor works at this time.

COA Renewal: There are none at this time.

Demolition by Neglect: There are none at this time.

New Business

Topic	Discussion	Outcome
<p>Robert Williams (Hardy Plank and Tax Exemptions)</p>	<p>Mr. Williams had questions about using hardiplank. Tony explained that only the construction of new buildings could be sided entirely in hardiplank, and also that it can be used in limited application on historic buildings which would be only in areas susceptible to wood rot. Karen Johnson asked about a tax exemption in the Historic District. Tony told Mrs. Johnson that National Landmarks were eligible for these tax credits but the HPC did not feel qualified to discuss tax credits until a lawyer or someone with more knowledge on the subject had explained it in detail to the HPC.</p> <p>Mr. Bastian spoke saying that he has already submitted his tax exemption in place and is waiting to hear from the State.</p>	<p>Interested Observers from the Historic District joined the meeting to discuss a couple of topics that the homeowners were interested in. Mr. Robert Williams, Jack and Karen Johnson and Lloyd Bastian wanted to discuss Historic District tax exemptions and using hardiplank. Tony explained that hardilank could be used on construction</p>

		<p>of new buildings and in limited applications on a historic building. The tax exemptions would have to be discussed at a later date when more information had been gathered.</p>
<p>Demolition of a former St. Catherine of Sienna Catholic Church</p>	<p>Tony Armento had received many phone calls from concerned citizens enlisting his help or the HPC’s help to stop the demolition of the former St. Catherine of Sienna Catholic Church building, which is considered a local landmark by many. Tony explained that because it is not presently in either the local Historic District, it is outside the HPC jurisdiction, but that if a district were created around it or if it were landmarked, then the HPC would be required to find an alternative other than demolition. However, the demolition will be delayed. Three (3) people made a site visit from the NC SHPO and determined the Church is eligible to be listed in the National Register of Historic Places. Because the owner is subject to federal licensing, eligibility of the property to be listed in the National Register requires them to conduct a review under Section 106 of the National Preservation Act of 1966 and to prove there are no other options other than demolition before a license to operate at the new location will be granted.</p> <p>Tony received via email an application for funding by the National Historic Preservation Trust until October 1st for grants that support local organizations efforts to preserve and protect important places in their community. Grant funds range from \$2500 to \$10,000. A grant of this kind may be useful for the HPC to conduct an appropriate review of the building for the purpose of landmark designation.</p> <p>Marc Brooks stated that the state Enabling Legislation and the local Ordinance and the HPC Charter contain language that says the HPC has the power, for</p>	<p>Concerned citizens contacted Tony about saving the Catholic Church which is planned for demolition. Three people from State Preservation Office visited the site and found that it is eligible for to be listed on the National Register of Historic Places, which will provide a delay in demolition while a Section 106 review is conducted.</p> <p>Marc Brooks informed the HPC that the Local Ordinance and</p>

	<p>properties located within the municipality (City), to negotiate with property owners with the acquisition or protection of significant historic properties. This allows the HPC to reach out directly to the owners. However, the HPC has to determine whether this property has landmark potential or not, and this has to be decided on before approaching the owners.</p> <p>The HPC decided that:</p> <ul style="list-style-type: none"> • Tony and Gary should attend the community meeting representing the HPC • Marc Brooks will draft a letter to the BOC • Gary will prepare a grant application to pursue evaluation of potential landmarks in the city 	<p>Charter language said the HPC had the power to negotiate with the property owners of significant historic properties.</p> <p>The HPC decided the best way to help with this project was:</p> <ul style="list-style-type: none"> • Have Tony Armento and Gary Weaver attend the community meeting representing the HPC • Marc Brooks will draft a letter to the BOC • Gary will prepare a grant application to pursue evaluation of potential landmarks in the city.
<p>Consideration of Guidelines modification applicable to non-residential buildings</p>	<p>Tony Armento was concerned that the HPC had possibly overlooked something when rewriting the <i>Guidelines</i>, i.e., whether or not there should have been flexibility for applications involving non-residential buildings. Tony reached out to Amber Kidd at the NC SHPO, who suggested putting the question on the Listserve, which he did. Tony also received feedback from Amber stating that the OHPC <i>Guidelines</i> were very consistent with what is done throughout the State. Tony compared the OHPC <i>Guidelines</i> with those of several surrounding Cities (Raleigh, Greensboro, Edenton, Beaufort, Salisbury, Durham and Wilson) to which he found that Raleigh’s <i>Guidelines</i> state explicitly that there is no distinction between residential and non-residential buildings, and that the</p>	<p>Tony Armento looked into other surrounding cities interpretation of their <i>Guidelines</i> to see if there was different considerations given to non-residential buildings. Tony found that most made no distinction except for Raleigh which explicitly stated that there is no distinction between</p>

	<i>Guidelines</i> were universal. He also noted that all other <i>Guidelines</i> he reviewed did not have any different sets of rules for residential v. non-residential buildings. Therefore the decision made by the HPC on this matter was to leave it as it is.	residential and non-residential buildings. The OHPC decided to leave the <i>Guidelines</i> as written.	
Future of the Photo Contest and Stewardship Award	Marc is working on subcommittees for these and will have more to report on in September.	Marc Brooks will have more to report on this matter at our next meeting.	
Motion to Adjourn	1st	2nd	Outcome
	Marc Brooks	Kelly Collins Schram	By unanimous decision, the HPC meeting adjourned at 8:58p.m.

Date of Next Meeting: September 21, 2017

Minutes Prepared by: Lu Anne Gilligan