

Historic Preservation Commission Meeting Minutes August 19, 2021

Call to Order	In Attendance	Absent		Guests
<p>Made by: Derreck Brown</p> <p>Time: 6:05p.m.</p>	<p>Derreck Brown-Chairman Tony Armento – Vice Chairman Lisa Schons-Secretary David Quinn - Member Dickon Housman-Member Cheryl Hart-Planning Director</p> <p>**Ethics Statements read by: Derreck Brown</p>	<p>Lou Ann Mitchell – Recording Secretary</p>		<p>1. Lillie Byers Armstrong – COA Submission 2. Carie and Jim Blaine – COA Submission 3. Nathan Sisco & Sarah Almond– COA Submission</p>
Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	7/15/2021	Tony Armento	Lisa Schons	All Members Approved
Project description				

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Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	<p>Current: Will get the data sent to me.</p> <p>\$389.00*</p> <p>(*Special Purpose Contest fund can be carried year to year) No disbursements since August</p>	<p>\$85.00 – recording secretary fee</p>	<p>Current General Use Balance as of 7/15/2021</p> <p>\$80.82</p> <p>\$389.00 for remainder of the year</p> <p>Year end An Anonymous donor gifted money to cover deficit from photo contest.</p> <p>Dickon will send updated spreadsheet.</p> <p>Donor pledge \$500 for Walking Tour.</p>

Summary of Approved Minor Works: N/A

Lisa Schons provided the swearing in of the home owners for his/her COA presentation. No conflicts were stated.

COA APPLICATION REVIEW #1: Lillie Byers Armstrong Bryant Kingsbory house ca. 1826

Property Address: 417 Goshen Street, Oxford NC 27565
 Sworn stakeholders: Lillie Byers Armstrong
 Property type: Contributing Residential
 Project type: Tree trim and removal, back porch repair, roof repair and chimney repair
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Reframe/repair back porch roof, railing and flooring. 2. Reroof new and repair sections of porch and extend and enclose back porch along external rear wall of house (not visible from the street) 3. Repair top of kitchen chimney – only kitchen chimney will be repaired.	Height of proposed Structure		1. Tony Armento made a motion that the COA is congruent with the Oxford Design Guidelines 2.100, 7.100, 7.103, and 7.106 and should therefore be approved. It was seconded by David Quinn. 2. Dickon Housman made a motion that the COA is congruent
	Setback/placement of structure		
	Exterior Construction Materials	1.C 2.C 3.C	
	Exterior Colors	1.C 2.C 3.C	
	Architectural Details	1.C 2.C 3.C	
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion	1.C 2.C 3.C	
	Appurtenant fixtures		
	Structural Conditions		
	Trees		

		<p>with the Oxford Design Guidelines 5.100, 5.102, 5.104 and 5.105 and should therefore be approved.</p> <p>It was seconded by Lisa Schons.</p> <p>3. Tony Armento made a motion that the COA is congruent with the Oxford Design Guidelines 3.103, 3.105, 5.104, 5.107 and 5.204 and should therefore be approved.</p> <p>It was seconded by David Quinn.</p> <p>The HPC voted unanimously to approve.</p>
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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: ACP construction/Mr. Blaine Former St. Stephen Rectory ca. 1867

Property Address: 109 Rectory Street, Oxford NC 27565
 Sworn stakeholders: Jim and Carie from ACP on behalf of Mr. Blaine
 Property type: Contributing Residential
 Project type: Fence Installation
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to 1. Add wooden fence to new yard with natural finish. Gate will be on the left corner of the house. Note: Owner purchased 20' more yardage from Episcopal Church yard</p>	Height of proposed Structure		1. Lisa Schons made a motion that the COA is congruent with the Oxford Design Guidelines 14.200, 14.201, 14.202, and 14.203 and should therefore be approved. It was seconded by Dickon Housman.
	Setback/placement of structure		
	Exterior Construction Materials	1.C 2.C 3.C	
	Exterior Colors	1.C 2.C 3.C	
	Architectural Details	1.C 2.C 3.C	
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion	1.C 2.C 3.C	

	Appurtenant fixtures		The HPC voted unanimously to approve.
	Structural Conditions		
	Trees		

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COA APPLICATION REVIEW #3: Nathan Sisco and Sarah Almond Eliza Poole house ca. Turn of 20th Century

Property Address: 205 Gilliam Street, Durham NC 27565
 Sworn stakeholders: Nathan Sisco and Sarah Almond
 Property type: Contributing Residential
 Project type: Replace roof
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Replace deteriorating three tab shingles on original cross gable roof, as well as additions to roofline, as part of routine maintenance. Color will be driftwood or weathered wood which will match what is currently on the roof.	Height of proposed Structure		1. Tony Armento made a motion that the COA is congruent with the Oxford Design Guidelines 5.100, 5.102, 5.104 and
	Setback/placement of structure		
	Exterior Construction Materials	1.C 2.C 3.C	
	Exterior Colors	1.C 2.C 3.C	
	Architectural Details	1.C 2.C 3.C	

<p>Color question? Color will be drift wood or weathered wood which will match what is currently on the home. Will depend on availability with roofer.</p> <p>Will be 2 tab/stacked shingle as opposed to 3 tab.</p> <p>Landmark designer shingles will be used.</p>	Roof (shape/form/materials)		should therefore be approved.
	Doors/Windows/Fenestrations		
	General form and proportion	1.C 2.C 3.C	It was seconded by Dickon Housman.
	Appurtenant fixtures		
	Structural Conditions		
Trees		The HPC voted unanimously to approve.	
		It was seconded by David Quinn.	
		The HPC voted unanimously to approve.	

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COA APPLICATION REVIEW #4: Carmen and David Quinn

Abner & Jones house ca:1857

Property Address: 419 College Street, Durham NC 27565
 Sworn stakeholders: David Quinn
 Property type: Contributing Residential
 Project type: Install aluminum fence and lift at back porch
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <p>1. Install black aluminum fence at basement – not visible from the street, front, left or right and is located behind a wall.</p> <p>2. Install lift at back porch – not visible left or right, only visible to the funeral on home on left</p> <p>Note: Lift will be installed where current back railing is. Alternate stairs are other side of the stairs.</p>	Height of proposed Structure		<p>1. Dickon Housman made a motion that the COA is congruent with the Oxford Design Guidelines 14.200 and 14.203 and should therefore be approved.</p> <p>It was seconded by Tony Armento.</p> <p>The HPC voted unanimously to approve.</p>
	Setback/placement of structure		
	Exterior Construction Materials	1.C 2.C 3.C	
	Exterior Colors	1.C 2.C 3.C	
	Architectural Details	1.C 2.C 3.C	
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion	1.C 2.C 3.C	
	Appurtenant fixtures		
	Structural Conditions		
Trees			

		<p>2. Lisa Schons made a motion that the COA is congruent with the Oxford Design Guidelines 8.100 and 8.101 and should therefore be approved.</p> <p>It was seconded by Dickon Housman.</p> <p>The HPC voted unanimously to approve.</p>
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COA APPLICATION REVIEW #5: City of Oxford

Downtown City of Oxford Roundabout

Property Address: Spring and Main Street, Durham NC 27565
 Sworn stakeholders: Cheryl Hart representing City of Oxford
 Property type: Commercial
 Project type: Installation of roundabout
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <p>1. Installation of a roundabout at the intersection of Main and Spring Streets and add landscaping and light. COA was originally approved on 4/16/2020.</p> <p>COA was approved with the following conditions: Trees will grow no less than 2 ft from top of light and will be no more than 6ft tall.</p> <p>Also, screening of vault/irrigation box with vegetation.</p> <p>Cheryl stated that the roundabout is scheduled to be completed by end of August 2021 prior to the Hot Sauce Festival.</p> <p>We are still complying with initial COA that was originally approved.</p>	Height of proposed Structure		<p>1. Tony Armento made a motion to renew the existing COA as previously approved at 4/20/2020 with the existing conditions attached to it, regarding the trees, vegetation and screening of utility box.</p> <p>It was seconded by David Quinn.</p> <p>The HPC voted unanimously to approve.</p>
	Setback/placement of structure		
	Exterior Construction Materials	1.C 2.C 3.C	
	Exterior Colors	1.C 2.C 3.C	
	Architectural Details	1.C 2.C 3.C	
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion	1.C 2.C 3.C	
	Appurtenant fixtures		
	Structural Conditions		
Trees			

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Old Business

Topic	Discussion	Outcome
(1) Site Marker committee meeting	David stated we would need a public meeting regarding the site markers. Suggestions were City Hall or after the regular OHPC committee meeting. Cheryl would be key if having the meeting at City Hall. It was determined the meeting would be at the end of the next regular OHPC meeting and will be advertised for the public's attendance. The meeting can be done via zoom, with the public invited, advertised, and publically announced.	<i>(1) Stewardship Award Winner – David will send out information for the next meeting. The discussion will be held at the next meeting at the end so that the public can attend. Derreck will include on the agenda for the next meeting. All members agreed.</i>
(2) This Old House Article	The Commission discussed choosing a home on the Main Street side of the district. Tony stated that the homes separated into two districts. Tony shared the randomized list for the next article. The first home at top of randomized list is 202 E. Front Street, Mary Hunt Parker House. Tony shared the information regarding the home in the national registry listing and stated that this home is 1 of 3 surviving brick structures. This home was used for apartments during the war years but is back to a single family home.	<i>(2) This Old House Article – Everyone agreed that the article should be written on the 202 E. Front Street home for the article. Dereck will ask Jane Kirkpatrick to write the article and if she</i>

(3) Two Open HPC Seats	<p>The Commission would like to publish 4 articles per year.</p> <p>Derreck will reach out to ensure the article for David and Carmen Quinn's home will be published on the website.</p> <p>David stated he will continue to try to meet up with the former winner to present the Medallion and provide a photo for the website and newspaper.</p> <p>The Commission still has two open seats.</p> <p>The person Derreck approached was not available to attend the meetings. He may be available in a year or so.</p> <p>Mr. Menendez on Rectory Street. Ms. Du-bois stated she was interested at the last meeting and Derreck will reach out to both to see if interested and available.</p>	<p>would be available to write the additional articles.</p> <p>(3) Two Open HPC seats – Derreck will reach out to the Mendez on Rectory street and Ms Du-bois regarding interest.</p>
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New Business

Topic	Discussion	Outcome
(1) Annual CLG Recertification Training	<p>Derreck spoke with Christy regarding the email that went out in June. There are supposed to be 6 videos by end of Aug. Two members will need to go through this training and will need to watch 3 videos each and submit a synopsis by Sept. 30th, 2021.</p> <p>The purpose of the training is to maintain the certification. The commission has maintained it for 8 years. One of the reasons for the certification is to be able to apply for the State Historic Preservation</p>	<p>(1)CLG Recertification – Dickon Housman and David Quinn will review the videos and submit synopsis by Sept. 30th. Derreck will forward email to the commission so that</p>

grants. The other reason is we have elevated access for technical expertise. The Commission discussed re-certification and agreed that we should keep the certification.

everyone that would like can review the videos.

Motion to Adjourn	1st	2nd	Outcome
	Lisa Schons	David Quinn	The HPC adjourned at 7:55p.m.

Date of Next Meeting: Thursday, September 16, 2021
Minutes Prepared by: Lou Ann Mitchell