

Historic Preservation Commission Meeting Minutes December 17, 2020 (Special Meeting)

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 Kelly Collins-Schram -member Mike Delionbach - Member Cheryl Hart-Planning Director Dickon Housman- Member</p> <p>**Ethics Statements read by: Derreck Brown</p>		<p>1. Jenny Lee, COA Submission</p>

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	10/15/2020	Kelly Collins-Schram motioned	David Quinn	Approved

Lisa Schons provided the swearing in of the home owners for their COA presentation. No conflicts

Property Address: 415 College Street, Oxford NC 27565
 Sworn stakeholders: Jenny Lee
 Property type: Contributing residential
 Project type: Replace roof and gutters
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <p>1. Replace entire roof, rubber part replaced with rubber, will replace 3 tab with architectural and will match current color, black. Flashing and anything damaged will be replaced with same material. Multiple variations of dimensional shingle. Will provide information from the roofing company to find out which shingle. Home owner states should be rectangular.</p> <p>2. Gutter and downspout replacement - homeowner will submit a new COA for gutter and down spout system. Guidelines support K and Square with round but not the other way around. Replace Like for Like. Square can be changed back to round.</p>	Height of proposed Structure		<p>1. Tony Armento made a motion that the COA is congruent with the Design Guidelines 5.104 for roof replacement with rectangular shaped architectural shingles and should therefore be approved.</p> <p>It was seconded by Lisa Schons.</p> <p>2. Tony Armento motioned that the gutter request is</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>out of conformity with the historic society 5.102 and 5.200 and should therefore be denied.</p> <p>It was seconded by Mike Delionbach.</p> <p>The HPC voted unanimously to approve Request 1 and deny Request 2.</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:

Forrest S. Wiggins

c. Veasey-Williams House c. 1912

Property Address: 213 Gilliam Street, Oxford NC 27565
 Sworn stakeholders: Forrest S. Wiggins
 Property type: Non-Contributing Residential
 Project type: Roof Replacement
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <p>1. Replaced the roof. Cheryl sent letter to stop. He will need to come in front of the HPC to get approval even after the fact. Tony stated cease work order should remain in effect until he receives approval. Roof is 100% complete. Enforcement is Cheryl's responsibility. He is in violation of the HPC ordinance.</p> <p>2. Cheryl stated that she spoke with Mr. Wiggins and he tried to log in. He had to call in and because the passcode for the meeting included a question mark, he was unable to sign in.</p> <p>The commission needs to meet with him and see how to help him connect. Cheryl paused the citations since he is trying to attend.</p>	Height of proposed Structure		<p>1. Cheryl will reach out to him to have him attend the meeting in January, 2021.</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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- * See attached HPC worksheet for full details of factors considered
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 NC = Not Congruent with Historic Aspects of Historic District
 NA = This project does not impact this factor

Summary of Approved Minor Works: No minor works approved since the November 19, 2020 meeting.

COA Renewal: There were none since the last meeting.

Demolition by Neglect: There are none at this time.

Reminder: Set goals in January meeting and recertify our commitment to the ethics standard at that meeting.

Derreck stated he mailed out the information to all homeowners. Also posted in the ledger regarding the back-flow irrigation device. Will post a new one in the New Year and about 4 times per year.

Kelly stated a lot of HPC emails to her personal and could you check and make sure sending to HPC email.

Motion to Adjourn	1st	2nd	Outcome
	Kelly Collins-Schram	Mike Delionbach	The HPC adjourned at 7:07p.m.

Date of Next Meeting: Thursday, January 21, 2021

Minutes Prepared by: Lou Ann Mitchell