

Historic Preservation Commission Meeting Minutes February 18, 2021

Call to Order	In Attendance	Absent	Guests
<p>Made by: Derreck Brown</p> <p>Time: 6:02p.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>		<ol style="list-style-type: none"> 1. Lloyd Bastain, COA Submission 2. Herve and Jackie Sergent, COA Submission 3. Walter Mann, COA Submission on behalf of Ms. Wester 4. Kelly Collins-Schram, COA Submission

Treasury Report	Starting Balance		Expenditures since last meeting	Current Balance
	\$1745.00 The Commission should receive a \$500 donation for the special purpose fund which will bring the total to \$889.00 \$389.00* (*Special Purpose Contest fund can be carried year to year) No disbursements since August		\$85.00 – recording secretary fee \$134.62 – gift for Historic Gifts of Thanks – Reimbursing \$100.00 now and the remainder at the end of the year if we have it	\$1575.00 721.00 available until July 1, 2021
Approval of Minutes	Date of Minutes	Motion to Approve	2nd	Outcome
	1/21/2021	Tony Armento	Lisa Schons	Approved with suggested changes

Summary of Approved Minor Works: 306 College Street deck repair falls under the minor works and is approved.

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

There was a point of order made by the Vice-Chair to not review the application for the property at 306 College Street. The application was incomplete and did not provide the additional information requested during the last meeting. The Chair agreed with this motion and informed the property owner to provide more detailed information (pictorial and textual) regarding the work to enclose the porch area. The Chair also mentioned for the property owner to reference his last COA for guidance on providing an explanation for the new work.

COA APPLICATION REVIEW #1: Frances Wester

John Webb House c. early 1970s

Property Address: 222 Main Street, Oxford NC 27565
 Sworn stakeholders: Walter Mann, on behalf of Ms. Wester
 Property type: Non-Contributing Residential
 Project type: Roof Replacement
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Replacement of roof with 3 tab architectural shingles. Roof has been replaced with same color shingles that were on the home prior to the repair.	Height of proposed Structure		1. Lisa Schons made a motion that the COA is congruent with the Oxford Design Guidelines 5.104 should therefore be approved.
	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	It was seconded by Kelly Collins-Scram.
	Appurtenant fixtures		
	Structural Conditions		
	Trees		The HPC voted unanimously to approve.

* 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: Herve and Jackie Sergent

The Taylor House c.1829

Property Address: 114 High Street, Oxford NC 27565
 Sworn stakeholders: Jackie Sergent
 Property type: Non-Contributing Residential
 Project type: Chimney Removal, replace roof sheathing, add chimney caps/spark arrestors
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Remove a chimney that 1)is not original to the house, 2) is not connected to a fireplace, and 3) is crumbling at the base. Chimney was not original to the home. Added in the 1940's.	Height of proposed Structure		1. Tony Armento made a motion that the 5.300 does not apply to this situation as the chimneys were added later and that the COA is
	Setback/placement of structure		
	Exterior Construction Materials	1.C 2.C 3.C C	
	Exterior Colors	1.C 2.C 3.C	
	Architectural Details	1.C 2.C 3.C	

<p>The chimney is an external flu that was connected to a 2nd floor bedroom oil stove; it does not extend to the 1st floor</p> <p>The roof sheathing will be replaced and shingles matching the current shingles used to repair the roof <i>(Cheryl and Derreck determined that the repair of the roof area falls under a minor works CO)</i></p>	Roof (shape/form/materials)		<p>congruent with the Oxford Design Guidelines 5.100 for removing the chimney and should therefore be approved.</p> <p>It was seconded by Mike Delionbach.</p> <p>The HPC voted unanimously to approve.</p> <p>2) Mike Delionbach made a motion that the COA is congruent with the Oxford Design Guidelines 5.204 for adding matching chimney caps (bronze, brown or black) and should</p>
	Doors/Windows/Fenestrations		
	General form and proportion	1.C 2.C 3.C	
	Appurtenant fixtures		
	Structural Conditions		
Trees			

			<p>therefore be approved.</p> <p>It was seconded by Kelly Collins-Schram.</p> <p>The HPC voted unanimously to approve.</p>
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COA APPLICATION REVIEW #3: Jenny Lee Chatman Humble House c. 1880s

Property Address: 415 College Street, Oxford NC 27565
 Sworn stakeholders: Jenny Lee
 Property type: Non-Contributing Residential
 Project type: Replacement of gutters, siding and trim repair, paint front door and remove back addition structure & the walkway to it

HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Gutters and downspout replacement.	Height of proposed Structure		1. Tony Armento made a motion
	Setback/placement of structure		

<p>Replace damaged, missing gutters and downspouts with like materials. Half rounds for gutters and half round for downspout on the main home. Paint to match existing "white" color.</p> <p>Mr. Fenly (Contractor for Ms. Lee) joined the meeting to provide additional information as needed. Lisa Schons swore in Mr. Fenly.</p> <p>2. Fascia Soffit, Siding and Trim Repair. Replace rotted and damaged siding with hardy plank smooth surface and paint white to match existing color. Wood grain would not be utilized</p> <p>3. Paint front door black and removal of storm door (removal of storm door does not need to be approved)</p> <p>4. Remove back addition structure and the walkway to it that is not original to the home. Property owner stated the door will be in the opening. Door would be left as is. It's a 5 panel wooden door and then submit COA for future step installation. If wood would be pressure treated spruce (clap board) and white to match what is on the home.</p>	Exterior Construction Materials	1.C 2.C 3.C	<p>that the COA is congruent with the Oxford Design Guideline 5.104 and should therefore be approved.</p> <p>It was seconded by David Quinn.</p> <p>The HPC voted unanimously to approve.</p> <p>2. Tony Armento made a motion that the COA is congruent with the Design Guidelines 1.200 and 1.103 should therefore be approved.</p> <p>It was seconded by David Quinn.</p>
	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			

The HPC voted unanimously to approve.

3. Mike Delionbach made a motion that the COA is congruent with the Design Guidelines 2.201 and 3.202 and 4.201 and 4.200 should therefore be approved.

It was seconded by Kelly Collins-Schram.

The HPC voted unanimously to approve.

4. Tony Armento made a motion that the COA is congruent with the Design Guidelines

		<p>19.200 and waive our right to demand a 365 day delay and the applicant will meet the guidelines stated in 19.00 should therefore be approved.</p> <p>It was seconded by Kelly Collins-Schram.</p> <p>The HPC voted unanimously to approve.</p>
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COA APPLICATION REVIEW #4: Kelly Collins-Schram

c. 1906

Property Address: 114 Refectory Street, Oxford NC 27565
 Sworn stakeholders: Kelly Collins-Schram
 Property type: Non-Contributing Residential
 Project type: Replacement of roof
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to 1. Replacement of roof with same materials as currently on the home and replace roof on rear porch with same material.</p>	Height of proposed Structure		1. Mike Delionbach made a motion that the COA is congruent with the Design Guidelines 5.100 and 5.104 should therefore be approved.
	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		It was seconded by Lisa Schons.
	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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Old Business

Topic	Discussion	Outcome
<p>(1) 2021 Goal Setting</p>	<p><i>The HPC discussed the below goals:</i></p> <ul style="list-style-type: none"> Photo contest Welcoming program Public ledger articles Property of the month Regional education event Lighting of the greens HPC database Walking Tour – suggested exterior markers in front of house with history and pictures. Pocket Site <p>It was suggested that the HPC should go forth with an HPF application for a grant to fund Military Street District work depending on what the outcome of the National Armory proposal.</p>	<p>1) 2021 Goal Setting</p> <p><i>The HPC agreed with the goals and will work to complete as many goals as possible during the pandemic.</i></p>
<p>2) Renewal of Confirmation of the Oxford HPC Code of Ethics</p>	<p>Derreck reminded all members that he needs all signed ethics forms returned to him before March 1, 2021.</p>	<p>2) Renewal of Confirmation of the Oxford HPC Code of Ethics – Derreck asked everyone to ensure he has all signed ethics statement forms prior to the March meeting.</p>

3) Armory Proposals and Chairman “Comment” to Board of Commissioners on February 8, 2021	Derreck stated he had attended the Board of Commissioner meeting to discuss the National Armory and discuss comments noted in the Oxford Ledger.	3) Armory Proposals and Chairman “Comment” to Board of Commissioners on February 8, 2021 – Board of Commissioners
4) Update Regarding Gift Request	Tony purchased a couple of nice gifts for Heather and Sherry. He shared the gifts with the group and stated he had delivered the gifts to Heather and that she was very thankful.	4) Update Regarding Gift Request - No further action required.

New Business

1) This Old House Article	Derreck has written an article regarding David Quinn's home along with other historical information in reference to Oxford.	1) This Old House Article – Derreck will send the article to Tony and David to review prior to submission.
2) 2020-2021 HPC Annual Budget Submission	The budget is due in May of each year. The commission will submit in June for approval in July. We need to utilize funds we currently have available. Tony suggested purchasing a few of the Oxford History books to include in our welcome bags. Everyone agreed this was a good idea and Tony will purchase books.	2) 2020-2021 HPC Budget Submission – Derreck will work on the budget.

Motion to Adjourn	1st	2nd	Outcome
	David Quinn	Kelly Collins-Schram	The HPC adjourned at 8:31 p.m.

Date of Next Meeting: **Thursday, March 18, 2021**

Minutes Prepared by: **Lou Ann Mitchell**