

**Historic Preservation Commission
Meeting Minutes
February 16, 2017**

Call to Order	In Attendance	Absent	Guests
Made by: Tony Armento Time: 6:02p.m.	Tony Armento-Chairman Christine Sims- Vice Chairman Kelly Collins -Secretary Marc Brooks-Treasurer Rick Thomas Gary Weaver Cheryl Hart-Planning Director Lu Anne Gilligan-Recording Secretary	Joe Bryan-Member	Ben Floyd-Applicant – 116 W. Front Street

Approval of Minutes	Date of Minutes	Motion to Approve	2nd	Outcome
	1-19-2017	Kelly Collins Schram	Rick Thomas	Minutes approved with Marc Brook's making motion to send updated minutes to members' via-email for December 8th minutes and it was seconded by Chris Sims.

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance

	\$1098.76	\$85.00	\$ 1013.76
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Old Business

Topic	Discussion	Outcome
306 Broad Street Side Yard Fence Update	Cheryl Hart reported that she has made another attempt to contact the homeowner but missed the homeowner when he returned her call, so she will follow up with them again until she is able to get a COA on this side yard fence.	Cheryl Hart will contact the homeowner again about getting a COA on the side yard fence and report next month to the members.
Tree replacement at 611 College Street	Cheryl Hart spoke with Francis Winston about replacing the trees that he has removed and Mr. Winston will be replacing them with either Dogwoods or Japanese Maples.	Francis Winston will replace the trees that he has to remove with either Dogwoods or Japanese Maples at 611 College St.
2017 Photo Contest	<p>Marc Brooks reported that due to time being a factor and after speaking with Susan Wicker about helping with sponsors, he thought it would be best to create some new categories. With input from the members, it was decided that our categories will be:</p> <ol style="list-style-type: none"> 1. Transformations 2. Architectural Details – Youth (ages 16 and younger) 3. Vertical Architecture 4. Photographer’s Choice <p>Marc will update the Press Release and update the announcement. He will send the announcement to Kelly who will put it on the website. Marc will send out the Press Release via email to all the members to be voted on. Four or more members</p>	<p>The new categories were decided upon for the 2017 Photo Contest. They are:</p> <ol style="list-style-type: none"> 1. Transformations 2. Architectural Details – Youth (16 and younger) 3. Vertical Architecture 4. Photographer’s Choice <p>Marc will update the announcement and send it to Kelly for the website. Marc</p>

	must vote on the Press Release before it is sent to the OPL.	will also update the Press Release and send it via email to the members for at least four or more to vote on before it is sent to the OPL.
Stewardship Award Policy and 2017 Award	Christine Sims sent all members via email the revised Stewardship Award Policy and application she had prepared. Members reviewed her revised policy and application and made a few changes. They decided there would be only one Stewardship Award winner anywhere in the National district and they can be through a COA or nomination. Chris will type up the final draft and send out to members via email for a vote before our next meeting.	Christine prepared a revised Stewardship Award Policy along with an application for the members to review. They made the necessary changes and now she will type the final draft and send it via email to all members before next month's meeting.
Design Guidelines amendment concerning removal of diseased trees	Marc will have information on this topic for us at March meeting.	Marc Brooks reported that he will have information on this topic at the March meeting.
HPC Email Addresses	Cheryl Hart reported that the I T person is working on this and will let us know as soon as she has any information on this topic.	Cheryl has an I.T. person working on this project and will share any information as soon as she has some.
HPC Member Training	Tony heard from the State Preservation Office that they could not provide the training session in May so the next day available is Monday evening April 24. Topics were also picked for the session.	Monday, April 24 th , is the new date for the HPC member training session.

HPF Grant Application	Gary Weaver worked with Claudia Brown to get a grant application filled out and ready to mail by February 28, 2017. We have the support of the Commissioners to go ahead with the funding of this grant.	Gary Weaver worked with Claudia Brown to get a grant application filled out and ready to mail by 2-28-2017.
Visibility initiative 2017 Goals	<p>Gary Weaver reported that he really liked the idea of a welcoming committee, personal visits with a brochure or literature packet, house of the month, newspaper article that included photo contest or stewardship award, our updated literature on the website, a HPC Garden Party, and our brochures need to be filled up at the Chamber of Commerce as ways to welcome new people to the area and keep realtors and builders interested in doing business in the historic district. Gary has several people that are willing to help with some of these projects.</p> <p>Chris had a draft of a tri-fold brochure with information about the Historic District for everyone to take a look at.</p> <p>Gary will meet with a sub-committee and report back next month with their progress.</p>	<p>Gary brought many interesting ideas to the table and will help sub-committees get started on projects welcoming new comers to the area as well as getting builders and realtors interested in the Historic District.</p> <p>Chris showed everyone her draft of the tri-fold brochure she had with information about the district as something to build on.</p>

COA APPLICATION REVIEW #1: Ben Floyd

**Also known as The Henry L. Humphries House
Constructed in 1902**

Property Address: 116 W. Front Street, Oxford, N.C.
 Sworn stakeholders: Ben Floyd
 Property type: Residential
 Project type: Replace front walk, pave drive, build deck, build steps to back yard, replace sliding glass doors with windows on porch, paint shutters and paint brick foundation

HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The Homeowner would like to:</p> <p>(1) Replace the front concrete 5' x 16' walk with new concrete. It will join the front steps to the street sidewalk and (2) pave driveway 9'x62' which will extend from the sidewalk to the back of the house.</p> <p>(3) Construct a 12' x 10' treated pine deck on the rear of house and steps down to the ground which will be 8' high. The deck will be stained.</p> <p>(4) Replace glass-metal sliding glass doors on porch with thermal pane glass wooden frame windows. The windows will be 18" from the floor and at the rear of the house. The door being replaced is not original to the house and the window used to replace the door matches other windows used on the house.</p> <p>(5) Repaint shutters fire weed color and brick foundation fired brick color.</p>	Height of proposed Structure	(3)C	<p>(1&2) Marc Brooks made a motion that the sidewalk and driveway project described in the COA are congruous with Section 13 of our Guidelines and therefore should be approved. Kelly Collins seconded it.</p> <p>HPC voted unanimously to approve.</p> <p>(3) Christine Sims made a motion that the deck and step projects constructed with wood are congruous with Section 15 of our Guidelines and Historic District. It was seconded by Gary Weaver.</p> <p>HPC voted unanimously to</p>
	Setback/placement of structure	(3)C(4)C	
	Exterior Construction Materials	(1,2)C(3)C (4)C	
	Exterior Colors	(1,2)C(3)C (5)C	
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations	(4)C	
	General form and proportion	(1,2)C(3)C (4)C	
	Appurtenant fixtures		
	Structural Conditions		
Trees	(3)C		

COA #1 Continued

approve.

(4) Kelly Collins Schram made a motion that the window and door project is congruous with Design Guideline 6 and the neighborhood. Marc Brooks seconded it.

HPC voted unanimously to approve.

(5) Marc Brooks made a motion that the colors chosen to paint the foundation and shutters are congruous with Section 4 of the Guidelines and therefore should be approved. It was seconded by Kelly Schram.

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: Gary Weaver

**Also known as The Robert G. Lassiter House
Constructed in 1908**

Property Address: 221 Gilliam Street, Oxford, N.C.
 Sworn stakeholders: Gary Weaver
 Property type: Residential
 Project type: Repoint chimney mortar joints in like material and Removal of mature tree damaging driveway
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The Homeowners would like to: (1) Repoint mortar joints on all four (4) chimneys with like material (lime, sand and Portland cement). The Centennial Preservation Group will be doing the repairs. (2) Remove a mature tree that has roots that have extended into driveway causing property damage. Tree Specialist have determined that it must come down. **Photos are included!	Height of proposed Structure		(1) Marc Brooks made a motion that the reappointing of the four chimneys as described in the COA are congruous with Section 3 of our Guidelines and should be approved. Chris Sims seconded it. HPC voted unanimously to
	Setback/placement of structure		
	Exterior Construction Materials	(1)C	
	Exterior Colors	(1)C	
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion		
	Appurtenant fixtures		
	Structural Conditions		
Trees	(2)NC but		

		permitted with mitigating factor of Property Damage	<p>approve.</p> <p>(2) Marc Brooks made a motion that removal of the tree standing alone would be incongruous with the Guidelines but with the mitigating factor of property damage and that any repair to the driveway with like materials should be approved. Kelly Collins seconded it.</p> <p>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
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Summary of Approved Minor Works

<i>Property Owner Address</i>	<i>Description</i>	<i>HPC authorization</i>
<i><u>Ben Floyd</u> <u>116 W. Front St.</u> <u>Oxford, N.C.</u></i>	<i>Homeowner would like to replace a wood and glass door from back porch to deck with another wood and glass door.</i>	<i>Cheryl Hart and Tony Armento signed off on this project since there were no changes being made.</i>

COA Renewal: There was nothing at this time.

Demolition by Neglect: There was nothing at this time.

New Business

Topic	Discussion	Outcome
Website/ Communications Items	Kelly will need to check on the two (2) HPC websites in order to shut down/rename one of the websites. The old website is wolfordwebworks.com and needs to be closed. There are also some web updates that need to be made.	Kelly will check on the websites in order to close the old ones and rename it, update the COA package, make any web updates and report back

			next month.
Review of HPC recommendation pertaining to 226 College Street	Tony requested a discussion of what was presented at the Board of Commissioners meeting pertaining to 226 College St because it seemed to permit look back and reintroduction of legal uses in the buildings where they had once existed. Cheryl Hart assured the members that the affected zoning applied only to non-conforming use, and therefore this could not happen.		Cheryl Hart explained that once something becomes a conforming use it can no longer fall under a non-conforming use but only under a conforming use and a legal use. She stated that the zoning amendment will only pertain to 226 and 218 College Street.
Motion to Adjourn	1st	2nd	Outcome
	Marc Brooks	Kelly Collins Schram	By unanimous decision, the Board adjourned at 9:04 p.m.

Date of Next Meeting: Thursday, March 16, 2017

Minutes Prepared by: Lu Anne Gilligan