

Historic Preservation Commission Meeting Minutes January 21, 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. Forrest Wiggins, COA Submission 2. Phillip Pope, visitor 3. Lloyd Bastian, COA Submission 4. Allen Winston, COA submission 5. Jenny Lee, visitor 6. Doug Marchant, COA submission 7. Michael Noel, COA Submission 8. Beverly Nichols, COA Submission

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	12/17/2020	Tony Armento	Dickon Housman	Approved- with changes: Tony Armento made the motion to <i>change first COA to "is congruent" as opposed to "should be congruent" and the project description should be rectangular as opposed to triangular</i>

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	<p style="text-align: center;">\$1745.00</p> <p style="text-align: center;">The Commission should receive a \$500 donation for the special purpose fund which will bring the total to \$889.00</p> <p style="text-align: center;">\$389.00* (*Special Purpose Contest fund can be carried year to year) No disbursements since August</p>	<p>\$85.00 – recording secretary fee</p>	<p style="text-align: center;">\$1660.00</p>

Summary of Approved Minor Works: No minor works approved since the December 17, 2020 meeting.

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

COA APPLICATION REVIEW #1:

Forrest S. Wiggins

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 1. Replaced the roof shingles. Architectural shingles replaced asphalt shingles. The property owner stated he was not aware that a COA was required. New roof is on and leaks are fixed.</p>	Height of proposed Structure		1. Mike Delionbach made a motion that the COA is congruent with the Design Guidelines 5.104 should therefore be approved.
	Setback/placement of structure		
	Exterior Construction Materials	1.C 2.C 3.C	It was seconded by Lisa Schons.
	Exterior Colors	1.C 2.C 3.C	
	Architectural Details	1.C 2.C 3.C	
	Roof (shape/form/materials)		The HPC voted unanimously to approve.
	Doors/Windows/Fenestrations		
	General form and proportion	1.C 2.C 3.C	
	Appurtenant fixtures		
	Structural Conditions		
	Trees		

* See attached HPC worksheet for full details of factors considered

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COA APPLICATION REVIEW #2: Michael Noel & Stephanie Hall Thomas Lanier House c.1900

Property Address: 410 College Street, Oxford NC 27565
 Sworn stakeholders: Michael Noel
 Property type: Contributing
 Project type: Paint change request
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Front porch flooring paint change – Java Color will be used to repaint the front door.	Height of proposed Structure		1. Tony Armento made a motion that the COA is congruent with the Design Guidelines 4.200 and should therefore be approved. It was seconded by Dickon Housman. The HPC voted unanimously to approve.
	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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Property Address: 217 College Street, Oxford NC 27565
 Sworn stakeholders: Beverly Nichols
 Property type: Contributing residential
 Project type: Replace roof
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome	
<p>The property owner is requesting COA approval to</p> <p>1. Roof Replacement for house and garage: House is metal roof – requesting to replace with architectural shingles – the roof will not be replaced. The property owner will paint the metal panels. Panels are rusted. Main house roof is metal and visible from the road. Current roof is the original roof on home.</p> <p>The property owner asked the Commission to vote on the garage and she would paint the home metal panels.</p> <p>Commission voted on the garage only.</p> <p><i>The property owner withdrew the application for the house roof replacement</i></p>	Height of proposed Structure		<p>1. Tony Armento made a motion that the COA is congruent with the Design Guidelines 5.104 for the <i>garage only</i> and should therefore be approved.</p>	
	Setback/placement of structure			<p>It was seconded by Lisa Schons.</p>
	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)		<p>The HPC voted unanimously to approve.</p>	
	Doors/Windows/Fenestrations			
	General form and proportion	1.C 2.C 3.C		
	Appurtenant fixtures			
	Structural Conditions			
Trees				

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COA APPLICATION REVIEW #4: Lloyd Bastian

William A. Adams House c. 1885-91

Property Address: 306 College Street, Oxford NC 27565
 Sworn stakeholders: Lloyd Bastian
 Property type: Contributing residential
 Project type: Repair deck and install permanent cover
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <p>1. Repair deck supports on rear deck with safety concern over imminent collapse of deck in area not visible from the street.</p> <p>2. Connect permanent cover over of deck rather than tarp used to allow work in inclement weather on deck not visible from the street.</p> <p>The Commission requested more information and examples of what is being proposed. Asked property owner to revisit in February with photos or a drawing of the proposed project.</p> <p>Noted that the repair of deck may be a minor work. Cheryl and Derreck will review and get back to homeowner.</p>	Height of proposed Structure		<p>1. Tony Armento made a motion that the decision on COA be put on hold until we can see an image of what it will look like. Updated information will be reviewed at the next meeting on Feb. 18, 2021</p> <p>It was seconded by Mike Delionbach</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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COA APPLICATION REVIEW #5: Frances Wester John Webb House c. early 1970s

Property Address: 222 Main Street, Oxford NC 27565
 Sworn stakeholders: Frances Wester
 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. Roof replaced. Cheryl will reach out and find time for them to meet in February. The property owner was not in attendance.	Height of proposed Structure		1. Will revisit at the February meeting.
	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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COA APPLICATION REVIEW #6: Douglas Marchant

William A. Devin House c. 1880s

Property Address: 204 High, Oxford NC 27565
 Sworn stakeholders: Douglas Marchant
 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. Replacement of leaking roof. Work has been completed. The roof was replaced with same shingles. Prior shingles were for 20 year, current architectural ones are 30 years.	Height of proposed Structure		1. Tony Armento made a motion that the COA is congruent with the Oxford Design Guideline 5.104 and therefore is 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)		It was seconded by David Quinn.
	Doors/Windows/Fenestrations		
	General form and proportion	1.C 2.C 3.C	The HPC voted unanimously to approve.
	Appurtenant fixtures		
	Structural Conditions		
Trees			

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COA APPLICATION REVIEW #7: Allen & Cameron Winston

Meadows House c. 1911

Property Address: 611 College Street, Oxford NC 27565
 Sworn stakeholders: Allen and Cameron Winston
 Property type: Contributing residential
 Project type: Replace roof, build shed and replace chimney caps
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <ol style="list-style-type: none"> 1. Replace leaking embossed tin roof. Note: the original roofing material below the current embossed is standing seam (black) 2. Build ready made Amish type shed in backyard – 12x12 or smaller for the size – Need to be 15 feet from property line 3. Add caps to chimneys 	Height of proposed Structure		<p>1. Tony Armento made a motion that the COA to obtain additional information regarding all roofing sections except flat area should be submitted next month regarding the material under the tiles.</p> <p>Applicant withdraws 2 story section. Will be resubmitted on a new COA.</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>All non-embossed tin will be replaced. Embossed tin on roof will not be replaced until future date.</p> <p>Tony Armento made a motion flat sections of the roof of standing seam metal is congruent with Oxford Design 5.104 and should therefore be approved.</p> <p>It was seconded by Lisa Schones.</p> <p>2) Dickon Housman made a motion to approve shed be placed in the rear left side</p>
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		<p>yard and color of the shed same as the home and 15 feet from the property line in the rear of the home is congruent with the Oxford Design Guideline 9.200 therefore should be approved.</p> <p>It was seconded by David Quinn</p> <p>3) Lisa Schons made a motion that the COA regarding the caps is congruent with the Oxford Design Guideline 5.204 therefore is approved.</p> <p>It was seconded by Mike Delionbach</p>
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			The HPC voted unanimously to approve.
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COA APPLICATION REVIEW #8: Lisa Schons George Roger O'Gregory House c.early 1880s

Property Address: 414 College Street, Oxford NC 27565
 Sworn stakeholders: Lisa Schons
 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 rubber roofing with same material and color	Height of proposed Structure		1. Mike Delionbach made a motion that the COA is congruent to 5.104 and therefore is approved.
	Setback/placement of structure		
	Exterior Construction Materials	1.C 2.C 3.C	
	Exterior Colors	1.C 2.C 3.C	It was seconded by David Quinn.
	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	The HPC voted unanimously to approve.
	Appurtenant fixtures		
	Structural Conditions		
	Trees		

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Old Business

Topic	Discussion	Outcome
(1) Successful listing of Oxford Historic District (Boundary Increase and Decrease) by the National Park Service	Derreck provided the update that the Oxford Historic District boundary increase and decrease was approved.	<i>(1) Successful listing of Oxford Historic District (Boundary Increase and Decrease) by the National Park Service</i>

New Business

Topic	Discussion	Outcome
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<p>(1) 2021 Goal Setting</p>	<p>Due to time constraints, the commission will revisit at the February meeting.</p>	<p>1) 2021 Goal Setting Derreck suggested that the 2021 goal setting discussion be held at the Feb. meeting</p>
<p>2) Election of 2021 HPC Officer</p>	<p><i>Roles for 2021:</i></p> <ul style="list-style-type: none"> i. Chair: Derreck Brown (ask to be appointed in July to stay one more year) – Committed to 1 more term ii. Vice Chair: Tony Armento (for 1 more year until June 2022) – Committed to one more year iii. Secretary: Lisa Schons – committed to 1 more year iv. Treasurer: Kelly – Tony has done this since Kelly did not have a computer. Should have someone else that can do it. Dickon Housman volunteered to take on this role. Derreck nominated Dickon for this role. Dickon agreed to a year. 	<p>2) Election of 2021 HPC Officer – All roles were confirmed.</p>
<p>3) Selection of 2021 Webmaster and Project Managers</p>	<p><i>Roles for 2021:</i></p> <ul style="list-style-type: none"> 1. Webmaster role: Lisa Schons 2. Project Manager for HPC Photo contest: Derreck Brown 3. Project Manager HPC Stewardship Award: David Quinn will take on this role and Tony Armento will provide guidance. 4. Project Manager, Plaque program: Role has been removed 5. Project Manager, Welcome and Visibility: Derreck will take over this responsibility for the time being. He will get the information from her and work with Lisa to get things taken care of for this year. 	<p>3) Selection of 2021 Webmaster and Project managers – Project managers and webmaster roles were confirmed.</p>

4) Renewal of Confirmation of the Oxford HPC Code of Ethics

The Ethics confirmation letter will be sent to all members to sign and return to Derreck.
A discussion was held regarding the paper copy of the minutes and where they are stored. Derreck currently has the copies and will meet with Cheryl to follow up regarding where the paper copies should be filed.

5) Armory Proposals

A number were submitted. Cheryl Armory Proposals – Number of them submitted. Cheryl stated the commission needs to choose a consultant ASAP for this project.

AECOM was chosen as the consultant for this project.
AECOM –Demonstrates significant amount of experience with armory buildings. Marvin Brown did our original survey in oxford so he knows Oxford and he has worked on significant armory buildings.

The commission would like something sent to the ones that submitted but were not chosen to thank them for their proposals.

6) Future Meeting Minutes

It was suggested that the summary that Derreck has should be given to the recording secretary. It was noted that this should help with consistency.

4) Renewal of Confirmation of Oxford HPC Code of Ethics -

Derreck will collect all signed copies and file with January meeting minutes.
Derreck will provide update on where the paper copies of meeting minutes are filed.

5) Armory Proposals –

Cheryl will inform AECOM that the commission has chosen them for the project. She will send letters to all that submitted proposals a thank you note.

6) Future Meeting minutes – Derreck will give summary to Lou for all future meetings.

7) Gift request	Tony Armento stated he would like to purchase a gift for Heather Slane and her associate as a thank you for the work they both did to assist with successful listing of Oxford Historic District (Boundary Increase and Decrease) by the National Park	7) Gift request – The commission agreed that a gift of something from Oxford and around \$50.00 each is a great idea. The commission voted and approved.
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COA Renewal: There were none since the last meeting.

Demolition by Neglect: There are none at this time.

Motion to Adjourn	1st	2nd	Outcome
	Lisa Schons	David Quinn	The HPC adjourned at 8:59p.m.

Date of Next Meeting: Thursday, February 18, 2021

Minutes Prepared by: Lou Ann Mitchell