

Historic Preservation Commission Meeting Minutes January 16, 2020

Call to Order	In Attendance	Absent	Guests
Made by: Tony Armento Time: 6:04p.m.	Tony Armento-Chairman Derreck Brown – Vice Chairman/Webmaster Lisa Schons-Secretary Kelly Collins-Schram Cheryl Hart-Planning Director **Ethics Statements read by: Lisa Schons, Derreck Brown & Kelly Collins-Schram.	Jacalyn Thomas	Jason and Libby Spain- Applicant 212 Gilliam St. Oxford, N.C. Emil Malonoski- Applicant 302College Street, Oxford, N.C.

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	10-17-2019			Could not be approved. Will be approved at the next meeting.
	11-14-2019	Derreck Brown	Kelly Collins- Schram	Approved by Derreck Brown and Kelly Collins- Schram

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	\$2000.00	\$1635.26	\$364.74

Old Business

Topic	Discussion	Outcome
Update on Oxford Historic District National Register Projects	<p>No news from Heather about where things stand. The application to the Park Service is at the State Historic Preservation office waiting for approval. We will need to make edits. We had previously engaged Heather to update the survey of all of the architecture in the town. The result of Heather’s survey which preceded the application Tony described, included the same application. It also included a number of other things that could not be part of that district and would need to be applied for separately for nomination for the Nation Register. About 1 year ago the HPC agreed to go forward with two of those which were the Oxford National Guard Armory and the Williamsboro-Military Street historic district. It was not possible for either of these to be combined with the expansion of the Oxford Historic District because there are rules about the contiguous boundary and you can’t have a stand alone thing and call it part of a district if its not bound within that district. Heather & several people from the State office came and tried to get it to work and it wouldn’t. It is not part of the expansion because of incompatible buildings. Tony forwarded a formal request to Cheryl to see if the Board of Commissioners would support finishing this by allowing us to go forward with an application for additional funding from the Historic Preservation fund which they have virtually said they will do in the next cycle. We would hire somebody like Heather or Heather to do two more applications for these two things. Commissioners will hear at the February meeting. Someone should be present in case there are questions.</p>	<i>Nothing to report</i>

<p>2019 Goals/Visibility initiatives updates</p>		
<p>(1) 2019 Photo Contest</p>	<p>1) Photo Contest – The event was October 22nd. It was the 2nd one with this group and was a success. Pictures were provided to Mary Yount who has been working to prepare them to be shown in vendor and store front windows in the downtown district area on January 31st. We need to submit another press release for the next photo contest. Photos will be in store fronts for 2 weeks and then moved to Harvest for 2 weeks and then to City Hall for as much as a month. There will not be a ceremony to distribute the photos.</p>	<p><i>(1)Photo Contest – Derreck will send press release for the next Ledger edition as well as update Facebook and the website. Derreck will contact winners to pick up photos.</i></p>
<p>(2) Welcoming Program Activities</p>	<p>(2) Welcoming Program Activities – Kelly will have reusable totes made with our logo to give to new homeowners. The bags will be around \$4 to \$5 and will ne natural with black print. Lisa will order magnets with logo and website address. The bags will include HPC brochure, walking tour brochure, magnet, and a framed photo for the house. Lisa and Derreck will help in putting bags together.</p>	<p><i>(2)Welcoming Program- Kelly is ordering bags. Lisa is ordering magnets.</i></p>
<p>3)Public Ledger Articles</p>	<p>(3) Public Ledger Articles – Kelly will have article on 419 College Street ready this week. Jane Kirkpatrick has expressed interest in writing these articles for us.</p>	<p><i>(3)Public Ledger Articles- Kelly will have article ready this week.</i></p>
<p>(4) Property of the Month</p>	<p>(4) Property of the Month- Derreck will update the website with his house. Tony will provide everything that was in the news paper.</p>	<p><i>(4)Property of the Month Derreck will update the website with new property.</i></p>
<p>(5) Re-start of Historic District walking Tours</p>	<p>(5) Re-Start of Historic District walking Tours- Derreck and Tony met with Mary Yount and Stephanie May who is the director of the Granville County Museum. On January 25th they will have a test walk to make sure we aren't highlighting any buildings that shouldn't be highlighted. The walking tour is</p>	<p><i>(5)Re-start of Historic District walking Tours Test walk set for January 25th.</i></p>

<p>(7) Online Inventory</p> <p>(8)Regional Education Event 11/20/19</p> <p>(9)Lighting of the Greens</p>	<p>tentatively sent for May 23rd from 10:30-12:00, break for lunch and resuming from 1:30-3:00.</p> <p>(7) Online Inventory – Derreck has photos from Heather. He has separated them based on listings in the HPC handbook. He will add captions as he puts them on the website</p> <p>(8) Regional Education Event- Dan Becker came to speak. We received good responses – 48 out of 55.</p> <p>(9)Lighting of the Greens participation – This was a huge success. All agreed we had the best booth.</p>	<p><i>(7)Online Inventory- Derreck will start uploading to website w/captions.</i></p> <p><i>(8)Regional Educational Event- received good responses</i></p> <p><i>(9)Lighting of the Greens participations – Big success, great booth!</i></p>
<p>HPC Database</p>	<p>Mark Pace has the data base. Tony will ask for it.</p>	<p>Tony to get data base from Mark.</p>

Property Address: 302 College Street, Oxford, N.C.
 Sworn stakeholders: Emil Malonoski
 Property type: Residential
 Project type: Solar Lighting & Copper post 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. Install solar lighting at stairs from the ground to the deck level. 2. Install 6"x6" copper post caps to all deck posts. 	Height of proposed Structure		<p>1. Derreck Brown made a motion that the COA should be congruent with the Design Guidelines 16.21 It was seconded by Kelly Schram.</p> <p>2. Kelly Schram made a motion that the COA should be congruent with the Design Guidelines 14.200 It was seconded by Lisa Schons.</p> <p>The HPC voted unanimously to approve.</p>
	Setback/placement of structure		
	Exterior Construction Materials	1.C 2.C	
	Exterior Colors	1.C 2.C	
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion	1.C 2.C	
	Appurtenant fixtures		
	Structural Conditions		
Trees			

* 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: Jason and Elizabeth Spain

Ernest Linwood House, c. 1915

Property Address: 212 Gilliam Street, Oxford, N.C.
 Sworn stakeholders: Jason and Elizabeth Spain
 Property type: Residential
 Project type: Move 1944 playhouse onto property
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to move a 1944 playhouse onto the property.	Height of proposed Structure	C	Kelly Schram made a motion to approve. Motion was modified by Derreck Brown and a motion was made that the COA was congruent with the Oxford Design Guidelines 9.108, 9.107 & 9.106 so therefore should be approved. It was seconded by Lisa Schons. The HPC voted unanimously to approve.
	Setback/placement of structure	C	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion	C	
	Appurtenant fixtures		
	Structural Conditions		
	Trees		

* See attached HPC worksheet for full details of factors considered
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Summary of Approved Minor Works: 302 College Street – Replacement of greater than 20 sq. ft. of rotted pressure-treated deck boards with identical material.

COA Renewal: There were none of these since the last meeting.

Demolition by Neglect: There are none at this time.

New Business

Topic	Discussion	Outcome
National Preservation Month	We will have a proclamation. Tony talked to the Mayor who is extremely agreeable to do it. Tony wrote the proclamation. It will be in the paper around May and will be read aloud at the Commissioner’s meeting in May. May will be declared by the City to be Preservation Month.	May will be Preservation Month.
Goal Setting	<ol style="list-style-type: none"> 1. Presuming the board of Commissioners approves the final phase of the register update that we secure an HPF grant and hire a consultant. 2. More articles – try to have quarterly articles in the Ledger 3. Keep all past goals 	New goals were set and agreed to by the HPC
Election of Officers	Chairman – Derreck Brown Vice Chairman – Tony Armento Secretary/Webmaster – Lisa Schons Treasure – Kelly Collins-Schram Welcoming Committee Manager – Kelly Collins-Schram (Assistant – Lisa Schons) Lighting of the Greens Manager – Lisa Schons (Assistant – Kelly Collins-Schram) Photo Contest Manager – Derreck Brown	Officers were approved by members of the HPC

Code of Ethics	The Code of Ethics were signed by all present members. Lisa will have Jacalyn Thomas and any new member sign at the next meeting.	Code of Ethics signed by all present members.
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Motion to Adjourn	1st	2nd	Outcome
	Tony Armento	Kelly Schram	The HPC adjourned at 7:40 p.m.

Date of Next Meeting: Thursday, February 20, 2020

Minutes Prepared by: Lisa Schons