

# Historic Preservation Commission Meeting Minutes January 17, 2019

Call to Order	In Attendance	Absent	Guests
<p><b>Made by:</b> <b>Tony Armento</b></p> <p><b>Time:</b> <b>6:06p.m.</b></p>	<p>Tony Armento-Chairman Gary Weaver-Treasurer Lisa Schons-Secretary Derreck Brown-Webmaster Kelly Collins Schram</p> <p>Cheryl Hart-Planning Director Lu Anne Gilligan-Recording Secretary</p> <p><b>**Ethics Statements read by:</b> Gary Weaver, Tony Armento, Lisa Schons &amp; Kelly Schram</p>	None	Robert Williams- Applicant 206 Gilliam St.; Oxford, N.C.

Approval of Minutes	Date of Minutes	Motion to Approve	2 <sup>nd</sup>	Outcome
	12-18-2018	Kelly Schram	Lisa Schons	Motion to approve Minutes as written.

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	\$1230.00	-0-	\$1230.00

Old Business

<b>Topic</b>	<b>Discussion</b>	<b>Outcome</b>
<p><b>Update on Oxford Historic District National Register Nomination Additional Documentation and Boundary Increase Project</b></p>	<p>Tony Armento reported that the State permitted Heather Slane to look at additional neighborhoods and structures eligible for the National Register, as well as expanding the Oxford Historic District, and that Phase 1 is completed. Heather told Tony that work on Phase 2 has begun with spending much of December merging the current descriptions of the buildings with the history of the buildings that were already in the 1980’s survey files so that the full inventory for the existing district and everything from the previous survey is complete and in National Register Format. Heather was hoping to have the remaining 50 buildings that were surveyed and photographed recently completed but all that is needed is descriptions at this point. Heather’s associate, Cherie, has been working on the history portion for the NR nomination and the first draft should still be ready by the 1<sup>st</sup> of March.</p> <ul style="list-style-type: none"> <li>• A copy of email is included</li> </ul> <p>The HPC also received the donation of \$11,000.00 for supporting the contract fee. This donation required the Board of Commissioners to amend their budget in November. In addition, the Mayor and Tony Armento sent a letter of gratitude to the Donor thanking him for the substantial gift and its impact on Oxford and what the HPC is doing.</p>	<p>Tony Armento reported that Heather Slane had completed the first Phase of expanding the Historic District and has begun working on Phase 2. Surveys and Photographs have been taken of the 50 buildings and now all is needed is descriptions. Heather’s associate, Cherie is working the history portion for the NR nomination which should be ready by March 1<sup>st</sup>.</p> <p>The HPC received the \$11,000.00 donation for supporting the contract fee. The Board of Commissioners amended their budget. The Mayor and Tony wrote a letter of gratitude to the Donor thanking him for the substantial gift.</p>

	<p>Tony discussed with the HPC getting a \$6,000.00 grant process underway from the City to go forward with adding (1) Oxford National Guard Armory and (2) Williamsboro-Military Streets to be added to the Historic District. Tony will investigate this matter further.</p>	<p>Tony discussed getting a grant from the City to add the National Guard Armory and Williamsboro-Military Streets to the Historic District. The HPC was in favor.</p>
<p><b>2019 Goals/Visibility Initiatives updates:</b></p> <p><b>(1)Photo Contest</b></p> <p><b>(2)Welcoming Program Activities</b></p> <p><b>(3)Public Ledger Articles</b></p>	<p><b>(1) Photo Contest</b> – Nothing at this time</p> <p><b>(2) Welcoming Program Activities</b> - Gary Weaver reported there were two Newcomers to the Historic district – 312 Main Street and 316 Main Street.</p> <p><b>(3) Public Ledger Articles</b> -  The HPC received lots of positive feedback on the article written on “The Villa” for This Old House. Tony would like for someone to write an article to put in the OPL about the expansion of the district and the completion of one Phase and the beginning of another; explaining what the HPC has done, what the HPC is doing and what is to take place next. Tony would like to also include information about the Donor and his substantial gift, the benefit this person has provided and the benefit to the community at large as a result of this donation. Due to this generous donation, approximately 210 additional properties are eligible for Historic tax credits.</p>	<p><b>(1)Photo Contest</b> –Nothing at this time</p> <p><b>(2)Welcoming Program</b>-Gary Weaver reported there were two newcomers to the Historic district. 312 &amp; 316 Main St.</p> <p><b>(3)Public Ledger Articles</b>  The HPC received lots of positive feedback on the OPL article “<i>The Villa</i>”. Tony wants someone to write an article for the OPL about the expansion of the Oxford Historic District, the completion of Phase 1, beginning of Phase 2, what the HPC has done, what the HPC</p>

	<p>Kelly Collins Schram will write the article along with the help of Heather Slane and Derreck Brown.</p>	<p>will be doing and what will be done in the future along with information about the Donor and what it means to the historic district as well as to the community. Kelly Schram will write the article along with help from Heather Slane and Derreck Brown.</p>
<p><b>(4) Property of the Month</b></p>	<p><b>(4)Property of the Month-</b> No Discussion</p>	<p><b>(4)Property of the Month</b> No Discussion</p>
<p><b>(5) Re-start of Historic District walking Tours</b></p>	<p><b>(5) Re-Start of Historic District walking Tours-</b> Tony Armento will reach out to Mary Yount to set up follow up meeting.</p>	<p><b>(5)Re-start of Historic District walking Tours</b> Tony Armento will reach out to Mary Yount to set up follow up meeting.</p>
<p><b>(6) Online inventory of properties</b></p>	<p><b>(6) Online inventory of properties-</b> No Discussion</p>	<p><b>(6)Online inventory of properties-</b> No Discussion</p>
<p><b>(7)Regional Education Event</b></p>	<p><b>(7) Regional Education Event-</b> Tony reported that the educational event was held on November 15<sup>th</sup>. Approximately 40 people were in attendance. Amber Stimpson from the State Preservation Office and Heather Slane, the HPC Project Consultant were the Guest Speakers. Tony passed around the Program Evaluation Summary which showed the HPC Public Education Program received high scores.</p>	<p><b>(7)Regional Educational Event-</b> The event was held November 15<sup>th</sup>. Around 40 people attended with Amber Stimpson and Heather Slane as Guest Speakers. A Program</p>

<b>(8)Lighting of the Greens participation</b>	<p>* A copy of Summary is included</p> <p><b>(8) Lighting of the Greens participation</b>-The HPC discussed how to make the Lighting of the Greens more successful next year. Lisa Schons and Kelly Schram will be taking charge of the changes put in place. Dustin was the winner of the cake raffle.</p>	<p>Evaluation Summary was passed out to HPC members.</p> <p><b>(8)Lighting of the Greens participations</b> - The HPC discussed changes that would help make the Lighting of the Greens more successful. Kelly Schram and Lisa Schons will taking charge of the changes put in place. Dustin was the winner of the cake raffle.</p>
<b>HPC Database</b>	Gary Weaver is continuing to work on emails for all names/ properties in the Historic district.	Gary Weaver is continuing to work on emails for all names/properties in the historic district.

**COA APPLICATION REVIEW #1: Stephen & Jayne Kirkpatrick**

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Property Address: 214 Main Street, Oxford, N.C.  
 Sworn stakeholders:  
 Property type:  
 Project type:  
 HPC Conflicts of Interest declared:

<b>Project Description</b>	<b>Factors Considered *</b>	<b>**</b>	<b>Outcome</b>
<b>The Applicant for 214 Main Street is not present tonight and has asked to have COA deferred to February. The Kirkpatrick's filled out an application in early November</b>	Height of proposed Structure		Homeowners asked to defer COA until
	Setback/placement of structure		
	Exterior Construction Materials		
	Exterior Colors		

<p><b>and needed to be heard before the 45 days ran out; however, Tony Armento had a casual meeting with the applicants at which time they indicated that they had no desire for the HPC to call a Special Meeting and would withdraw the application and resubmit the application at a time to be heard at tonight's meeting which occurred on Dec. 7<sup>th</sup>. They were unable to attend tonight's meeting so asked to defer COA until February.</b></p>	Architectural Details		February.
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion		
	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: Robert Williams**

**John Mullins House c. 1950's**

Property Address: 206 Gilliam Street, Oxford, N.C.  
 Sworn stakeholders: Robert Williams  
 Property type: Residential  
 Project type: Replace rotted siding with 6” German wood siding in light blue  
 HPC Conflicts of Interest declared: None

<b>Project Description</b>	<b>Factors Considered *</b>	<b>**</b>	<b>Outcome</b>
<b>The Homeowner came before the HPC in 2017 to replace the siding with like masonite siding but found that this was not substantial siding so decided to put on hold and look for wood that resembled the siding in which he has found a 6” German siding. This COA reflects this request.</b>	Height of proposed Structure	N/A	Lisa Schons made a motion that the COA was congruent with the Oxford Design Guidelines 1.101, 1.103, 1.105, & 1.106 so therefore should be approved. It was seconded by Kelly Collins Schram.  The HPC voted unanimously to approve.
	Setback/placement of structure	N/A	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details	N/A	
	Roof (shape/form/materials)	N/A	
	Doors/Windows/Fenestrations	N/A	
	General form and proportion	C	
	Appurtenant fixtures	N/A	
	Structural Conditions	N/A	
	Trees	N/A	

\* 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 #3 : Joanna D. Reilly**

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Property Address: 200 College Street; Oxford, N.C.  
 Sworn stakeholders:  
 Property type:  
 Project type:  
 HPC Conflicts of Interest declared:

Project Description	Factors Considered *	**	Outcome
<p><b>The HPC is not requiring the property owner to obtain a COA for the removal of a mature tree in the yard due to extenuating circumstances. During a wind storm, a large part (90% - according to the Superintendent for the City) of the tree fell. The City of Oxford brought in equipment and removed the part of the tree that was in the right of way and required the property owner to remove the remainder of the tree.</b></p>	Height of proposed Structure		<p>No COA was required for the removal of a mature tree at 200 College St. due to it being caused by a wind storm which landed 90% of it in the City’s right of way which the City removed and then required the homeowner to finish removing the remainder. Tony Armento and Cheryl Hart were in agreement with this decision.</p>
	Setback/placement of structure		
	Exterior Construction Materials		
	Exterior Colors		
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion		
	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



Summary of Approved Minor Works: There have been none since the last meeting.

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

Demolition by Neglect: There are none at this time.

New Business

<b>Topic</b>	<b>Discussion</b>	<b>Outcome</b>
<b>Procedure for assistance pursuant to N.C.G.S. 160A-400.9(d)</b>	Tony Armento and Cheryl Hart received an email from Amber Stimpson stating that there is a procedure for assistance for the HPC to ask for guidance from the State Preservation Office if there is a question about a COA that cannot be resolved. The first part of the process is for the: <ul style="list-style-type: none"><li>(1) HPC must officially table the application</li><li>(2) Make a motion to invoke N.C. G.S. 160A-400.9 (d) to request the technical guidance from the State Office</li><li>(3) The State has 30 days to review request after Amber receives request</li><li>(4) It must be sent to Amber in writing or by email and by Cheryl Hart</li></ul>	Tony and Cheryl received an email from Amber Stimpson stating there is a procedure for assistance for the HPC to ask for guidance form SHPO if there is a question about a COA that cannot be resolved. It must be submitted in writing by Cheryl Hart and will take 30 days to review after it is received.

<p><b>2019 Goal Setting</b></p>	<p>(1) <b>Lighting of Greens</b> – Expand presence - Lisa and Kelly will spearhead</p> <p>(2) <b>Photo Contest</b> – Expand sponsorship Derreck Brown and Lisa Schons will spearhead</p> <p>(3) <b>Walking Tours</b> - Tony Armento and Derreck Brown will head this up along with Mary Yount</p> <p>(4) <b>Online Inventory of Properties</b> – Tony Armento will find out what is needed to obtain the digital photographs taken as part of the District expansion project</p> <p>(5) <b>Welcoming &amp; Visibility Committee</b> – Gary Weaver &amp; Kelly Schram</p> <p>(6) <b>Public Ledger Articles</b> – ‘<i>This Old House Oxford</i>’ - every 3 mos.</p> <p>(7) <b>Property of the Month</b> – Website Feature – Derreck Brown</p> <p>(8) <b>Education Event</b></p>	<p><b><u>2019 Goals set were:</u></b></p> <p>(1)Lighting of the Greens</p> <p>(2)Photo Contest</p> <p>(3)Walking Tours</p> <p>(4)Online Inventory of Properties</p> <p>(5)Welcoming Committee</p> <p>(6)Public Ledger Articles</p> <p>(7)Property of the Month</p> <p>(8)Education Event</p>
<p><b>Election of 2019 HPC Officers</b></p>	<p>Chairman – Tony Armento</p> <p>Vice Chairman – Derreck Brown</p> <p>Treasurer – Gary Weaver</p> <p>Secretary – Lisa Schons</p> <p>Webmaster – Derreck Brown</p>	<p>Gary Weaver made a motion to approve the 2019 HPC Officers as selected. It was seconded by Lisa Schons.</p> <p>The HPC voted unanimously to approve.</p>

<p><b>Selection of 2019 Webmaster and Project Managers</b></p> <p><b>Renewal of Confirmation of the Oxford HPC Code of Ethics</b></p>	<p>Project Manager Photo Contest – Derreck Brown and Lisa Schons</p> <p>Project Manager HPC Stewardship Awards – Tony Armento, Gary Weaver &amp; Kelly Collins Schram</p> <p>Project Manager Welcome &amp; Visibility – Gary Weaver &amp; Kelly Collins Schram</p> <p><b>**</b>All HPC members turned in their signed Confirmation of the Oxford HPC Code of Ethics.</p>	<p><b>*</b>All HPC members turned in their signed Confirmation of the Oxford HPC Code of Ethics.</p>	
<p><b>Motion to Adjourn</b></p>	<p><b>1<sup>st</sup></b></p> <p>Kelly Collins Schram</p>	<p><b>2<sup>nd</sup></b></p> <p>Derreck Brown</p>	<p><b>Outcome</b></p> <p>By unanimous decision, the HPC adjourned at 7:48 p.m.</p>

**Date of Next Meeting: Thursday, February 21, 2019**

**Minutes Prepared by: Lu Anne Gilligan**