

# Historic Preservation Commission Meeting Minutes January 18, 2018

Call to Order	In Attendance	Absent	Guests
<b>Made by:</b> <b>Tony Armento</b>  <b>Time:</b> <b>6:01p.m.</b>	Tony Armento-Chairman Marc Brooks-Treasurer Gary Weaver Rick Thomas Derreck Brown Lisa Schons  Cheryl Hart-Planning Director Lu Anne Gilligan-Recording Secretary  **Ethic Statements read by: Lisa Schons, Derreck Brown and Rick Thomas	Kelly Collins Schram- Secretary	Mary Yount-City of Oxford  Nicholas Holloman-(for Ben Holloman)Applicant for 105 East Front Street  Heather Slane-Historic Consultant  Donna Elkins, Teresa & Shane Ferrell – Applicants for 226 College Street

Approval of Minutes	Date of Minutes	Motion to Approve	2 <sup>nd</sup>	Outcome
	12-07-2017	Gary Weaver	Rick Thomas	Motion to approve minutes as written

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	\$614.61	\$85.00	\$529.61

Old Business

<b>Topic</b>	<b>Discussion</b>	<b>Outcome</b>
<p><b>Update to National Register period of significance SHPO/HPF project</b>  <b>Special Guest-Heather Slane of HMW Preservation, Project Consultant</b></p>	<p>Heather Slane of HMW Preservation, the consultant for the survey update project, attended the meeting to provide a project update. Ms. Slane stated that, in consultation with the NC SHPO, a methodology for the project has been created. She also stated that the survey will include an update to all properties currently in the Oxford Historic District (OHD), as well as up to 180 structures outside the OHD. Because Oxford was last surveyed in the 1980's, only structures built in the 1930 or earlier were classified as contributing properties. The goal of this project is to propose an expansion of the district, with structures built in the 1960s or earlier having the potential to be classified as contributing properties. A result of the project will also be digital photos of all properties, which can be added to the HPC website. Ms. Slane stated that there are 280 buildings cited that are interesting and should be looked at being added to the historic district. She also asked the HPC members to make a list of any buildings they thought should be documented.</p> <p>The HPC members informed Heather of two books that would be useful to her.</p> <ul style="list-style-type: none"> <li>• Historical Business Directory of Oxford by: Angela Allen</li> <li>• Heritage and Homesteads by: Marvin Brown</li> </ul> <p>It was also suggested that she contact people with knowledge about the history of the town and its buildings, such as Royster Washington, Joan Roberson, Jed Pittard, and Mark Pace.</p> <p>Ms. Slane informed the Commission that the project must be complete by August in order to satisfy the grant funding requirement. She will send the draft report by July 13<sup>th</sup> and attend the regularly scheduled HPC meeting on July 19<sup>th</sup>, to update the members on the survey and to take any additional comments they might have.</p>	<p>Heather Slane, consultant for the SHPO/HPF National Register period of significance project, attended the meeting to give an update. Additional structures will be proposed for addition to the Register as a result of the project, and others currently included will be proposed for reclassification as contributing. When the survey update is finished the HPC will also have an inventory of digital photos.</p> <p>Books were suggested to help Ms. Slane, as well as people in the community to speak with who have knowledge about town and its buildings.</p> <p>A draft report will be ready for review by the HPC in advance of the July 19<sup>th</sup> regular meeting. Ms. Slane will attend that meeting.</p>

<p><b>Evaluation of the 11/15/2017 community Sessions</b></p>	<p>Tony reported that at the Community Session held on 11/15/2017 a survey was passed out. Sixteen were returned. The attendees that returned the survey gave it high scores and seemed to enjoy the session. Additional comments included having another session in the future, because it was very informative. Recommendations for future meetings were 1) restorations of barns and out buildings and 2) necessary steps on documentation for tax credits.</p>	<p>The evaluation of 11/15/2017 Community Session was a very positive one. Survey responses indicated that it was very informative, and that there is a desire for future sessions. The attendees that returned the survey gave it high scores and recommendations for future meetings were restorations of barns and out buildings and necessary steps on documentation for tax credits.</p>
<p><b>Mailing list information from the 12/01/2017 cake entries</b></p>	<p>The mailing list collected at the Lighting of the Greens for the Cake Give-Away on 12/10/2017 was given to Gary Weaver, to be added to the HPC mailing list.</p>	<p>Gary Weaver will maintain the mailing list obtained from the cake give away at the Lighting of the Greens on 12/01/2017.</p>
<p><b>Updated Stewardship Award Policy</b></p>	<p>Tony Armento reported that our Stewardship Award Policy was approved at our October meeting and the revised text of the Policy has been prepared. It is now ready to be added to each member's HPC Manual. Property owners are now able to self-nominate for the award if they have undertaken significant maintenance projects. The revision will also be placed on the HPC website.</p> <p>*A copy is included</p>	<p>Tony revised the Stewardship Award Policy page and it is ready to be placed in the HPC Manuals and on the website. The updated policy was approved in October.</p>

<p><b>Updated website FAQ/Permits and Procedures page</b></p>	<p>Tony Armento and Marc Brooks reviewed the website FAQ and Permits and Procedures pages and determined what was obsolete, what needed to remain and added any information they considered necessary. They sent it via email to the HPC members to approve. Marc will add a section on landscape and the HPC approved this updated version.</p> <p>Gary will also include this page when he is passing out our HPC brochure during his visit as the Welcoming Committee to new comers to the Historic District.</p>	<p>Tony and Marc revised the FAQ/Permits and Procedures pages and sent it via email to all HPC members so it could be voted on at this meeting. It was approved, with Marc still to add a section on landscape. Gary will include this page along with our HPC brochure when visiting new comers to the Historic District.</p>
<p><b>2017 Goals Update/Visibility Initiative Update</b></p>	<p>Tony commended the HPC Members in succeeding in getting all the goals they set out to accomplish for the year except for one. He considered the year to have been very successful.</p> <ul style="list-style-type: none"> <li>• The information brochure has been created</li> <li>• The Stewardship Award Policy has been revised</li> <li>• The Education Session was presented</li> <li>• The HPC participated in a community event</li> <li>• The Welcoming Committee is underway</li> <li>• Articles in the Oxford Public Ledger are underway</li> <li>• The online inventory of digital photos is underway</li> </ul> <p>Only the restarting of Walking Tours has yet to begin. Mary Yount with the City may be able to help. Mary and Tony will meet to discuss the activity further.</p>	<p>Tony commended the HPC members for a job well done on all their hard work accomplishing nearly all the goals set for the year.</p>

Property Address: 226 College Street, Oxford, NC 27565  
 Sworn stakeholders: Donna Elkins and Teresa Ferrell  
 Property type: Residential  
 Project type: Replace asphalt shingle roof with black asphalt shingles, repaint exterior, changing color from White to gray, and install four new HVAC units in rear and/or side yards  
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p><b>*Rick Thomas, a HPC Board Member, recused himself from making any decisions on this COA project, since he resides directly to the left of this residence at 224 College Street.</b></p> <p><b>The Owners of this Property request to:</b></p> <ul style="list-style-type: none"> <li><b>(1) Replace asphalt shingle roof with black asphalt shingles</b></li> <li><b>(2) Repaint exterior – changing color of house from white to gray with white trim and keeping the doors black</b></li> <li><b>(3) Install four new HVAC units in rear and/or side yards with shrubs planted for screening</b></li> </ul>	Height of proposed Structure		<p>Derreck Brown made a motion to approve the replacement of the asphalt shingle roof as presented and is congruent with the Design Guidelines 5.103 &amp; 5.104. Lisa Schons seconded the motion.</p> <p>Derreck Brown made a motion to approve the color change for the house from white to gray with it being congruent with the Design Guideline 4.200. It was seconded by Gary Weaver.</p>
	Setback/placement of structure	3-C	
	Exterior Construction Materials	3-C	
	Exterior Colors	1,2,3-C	
	Architectural Details		
	Roof (shape/form/materials)	1-C	
	Doors/Windows/Fenestrations		
	General form and proportion		
	Appurtenant fixtures		
	Structural Conditions		
Trees			

<ul style="list-style-type: none"> <li>• <b>Pictures and Color Charts are included</b></li> </ul>		<p>Lisa Schons made a motion to approve the installation of the HVAC units with the vegetation screening which is congruent with Design Guidelines 8.100 &amp; 8.101.</p> <p>It was seconded by Gary Weaver.</p> <p>The 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
- NA = This project does not impact this factor

**COA APPLICATION REVIEW #2: Ben Holloman**

**Frank Shamburger House, c. 1910**

Property Address: 105 East Front Street, Oxford, NC 27565  
 Sworn stakeholders: Nicholas Holloman  
 Property type: Residential  
 Project type: Installation of black iron or white-painted wood fencing in rear yard; installation of driveway gate  
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p><b>The property owner requests the installation of a new fence to enclose rear yard and a driveway gate. They will be of high quality composite and/or wood (painted white), or of black rod iron.</b></p> <p><b>• Pictures are included</b></p>	Height of proposed Structure	C	<p>Rick Thomas made a motion to approve the fence and driveway gate as presented in the COA and congruent with the Design Guidelines 14.103, 14.105, 14.200, 14.202 &amp; 14.203.</p> <p>Marc Brooks seconded it.</p> <p>The HPC voted unanimously to approve.</p>
	Setback/placement of structure	C	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details	C	
	Roof (shape/form/materials)	N/A	
	Doors/Windows/Fenestrations	N/A	
	General form and proportion	C	
	Appurtenant fixtures	C	
	Structural Conditions	C	
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

**Summary of Approved Minor Works: There have been none at this time.**

**COA Renewal: There are none at this time.**

**Demolition by Neglect: There are none at this time.**

**New Business**

<b>Topic</b>	<b>Discussion</b>	<b>Outcome</b>
<p><b>2018 Goal Setting</b></p>	<p>New Goals Set:</p> <ul style="list-style-type: none"> <li>(1) Present an Education Session</li> <li>(2) Photo Contest with revised model</li> <li>(3) Continue Welcoming Committee (Gary will leave his contact information along with the FAQ’s and the HPC Brochure</li> <li>(4) Continue to Create a “property of the month”</li> <li>(5) Articles for the Oxford Public Ledger to be published quarterly with more volunteers and put on website</li> <li>(6) Create an online inventory of historic district properties, including photos and descriptions for our website</li> <li>(7) Stewardship Award</li> <li>(8) Lighting of the Greens – Participation</li> <li>(9) Complete Federal Historic District Expansion Survey</li> <li>(10) Re-start walking tours</li> </ul>	<p>2018 New Goals:</p> <ul style="list-style-type: none"> <li>(1) Education Session</li> <li>(2) Revised Photo Contest</li> <li>(3) Continue Welcoming Committee</li> <li>(4) Continue to Create A “property of the month”</li> <li>(5) Articles for the OPL to be published quarterly</li> <li>(6) Create an online inventory of historic district properties, including photos and descriptions for our website</li> </ul>



		<p>(7)Stewardship Award  (8)Lighting of the Greens-  Participation  (9)Complete Federal  Historic District  Expansion Survey  (10)Re-start Walking Tours</p>
<p><b>Election of 2018 HPC  Officers</b></p>	<p>New Officers were elected for 2018. Tony will write an article for the OPL announcing the appointees.</p> <p>The New Officers are as follows:  Chairman –Tony Armento  Vice Chairman – Marc Brooks  Treasurer – Gary Weaver  Secretary – Lisa Schons</p> <p>Webmaster -- Derreck Brown (Lisa Schons will support the Webmaster)  Project Manager, HPC Photo Contest – Susan Wicker  Project Manager, HPC Stewardship Award – Marc Brooks  Project Manager, Plaque Program –Marc Brooks  Project Manager, Welcome and Visibility Program – Gary Weaver</p>	<p>The Election of New Officers:</p> <p>Chairman-Tony Armento  Vice-Chairman-Marc Brooks  Treasurer-Gary Weaver  Secretary-Lisa Schons</p> <p>Webmaster-Derreck  Brown(Lisa Schons will  support the Webmaster)  Project Mgr. Photo Contest –  Susan Wicker  Project Mgr. Stewardship  Contest – Marc Brooks  Project Mgr. Plaque Program-  Marc Brooks  Project Mgr. Welcome &amp;  Visibility Program – Gary  Weaver</p> <p>Tony will write an article for  the OPL announcing the new  appointees.</p>

<b>Budget</b>	The Board also discussed that, because of rising costs and the HPC budget being set currently at \$1,500/year, the HPC will request an additional \$500 to be added to the budget. The increase will enable the HPC to do additional things that have not been possible recently. Marc Brooks will work with Cheryl Hart on this matter		Marc Brooks will work with Cheryl Hart in writing up a plan for asking the Board of Commissioners to add \$500 to our budget.
<b>Motion to Adjourn</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Outcome</b>
	Marc Brooks	Lisa Schons	By unanimous decision, the HPC adjourned at 8:29 p.m.

**Date of Next Meeting: Thursday, March 15, 2018**  
**\* (February's regular meeting was cancelled due to the lack of COA's and other pressing business)**

**Minutes Prepared by: Lu Anne Gilligan**