

Historic Preservation Commission Meeting Minutes July 15, 2021

| Call to Order | In Attendance | Absent | Guests |
|--|---|-------------------------------|---|
| <p>Made by: Tony Armento</p> <p>Time: 6:00p.m.</p> | <p>Tony Armento – Vice Chairman Lisa Schons-Secretary David Quinn - Member Cheryl Hart-Planning Director Dickon Housman-Member</p> <p>**Ethics Statements read by: In lieu of reading the statement, Tony suggested that the members revisit the “Letters to George” hand out as a review of the responsibilities of the Commission.</p> | <p>Derreck Brown-Chairman</p> | <p>1. Carla Pruett-DuBois, COA submission</p> |

| Approval of Minutes | Date of Minutes | Motion to Approve | 2nd | Outcome |
|----------------------------|------------------------|--------------------------|-----------------------|-----------------------------|
| | 5/20/2021 | David Quinn | Lisa Schons | All Members Approved |

| Treasury Report | Starting Balance | Expenditures since last meeting | Current Balance |
|-----------------|--|--|--|
| | <p>Ended year with negative balance.</p> <p>\$389.00*</p> <p>(*Special Purpose Contest fund can be carried year to year) No disbursements since August</p> | <p>\$85.00 – recording secretary fee</p> | <p>Current General Use Balance as of 6/30/2021</p> <p>\$80.82</p> <p>\$389.00 for remainder of the year</p> <p>Year end An Anonymous donor gifted money to cover deficit from photo contest. Dickon will send updated spreadsheet.</p> <p>Donor pledge \$500 for photo contest for this year.</p> |

Summary of Approved Minor Works: N/A

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

COA APPLICATION REVIEW #1: Carla Prueff-DuBois Former Oxford Female Seminary 1904

Property Address: 307 Raleigh Street, Oxford, NC 27565
 Sworn stakeholders: Carla Prueff-DuBois and Seth DuBois
 Property type: Contributing Residential
 Project type: Repainting of home
 HPC Conflicts of Interest declared: None

| Project Description | Factors Considered * | ** | Outcome |
|---|---------------------------------|-------------|---|
| <p>The property owner is requesting COA approval to</p> <p>1. Repaint exterior of house including trim and shutters. House will be pale blue with white trim and black shutters.</p> <p>2. Repair any rotten exterior wood. If unable to repair, replace with wood prior to painting for both house and garage.</p> <p>3. Repaint free standing garage pale blue with white trim.</p> <p>Tony notified the homeowners that there is an option for a preservation tax credit. The tax credit is for work completed in the home that equals \$10k.</p> <p>The homeowner asked about the open seats on the commission and how to apply. Tony directed</p> | Height of proposed Structure | | <p>1. Lisa Schons made a motion that the COA is congruent with the Oxford Design Guidelines 1.106, 1.201, 1.100 1.102 and 1.203 and should therefore be approved.</p> <p>It was seconded by David Quinn.</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 | | | |

| | | | |
|---|--|--|---------------------------------------|
| them to the city website to complete the application. | | | The 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

Old Business

| Topic | Discussion | Outcome |
|-------------------------------------|---|--|
| (1) Stewardship Award Winner | <p>David shared the winner of the Stewardship Award. Michael Noel, 410 College Street, is the winner</p> <p>The Commission discussed that next year, the voting will be completed by May 2022 so that the winner can be invited to the Board of Commissioner’s meeting for award presentation and photo.</p> <p>David will take a photo of medallion. Will take photo of owner and David will deliver to Mr. Noel.</p> <p>The Commission noted that it was good to see the amount of COAs and the improvements made to homes.</p> | <p><i>(1) Stewardship Award Winner – Derreck will give the award to David who will present it to this year’s winner. David will send information to the newspaper to publish.</i></p> |

(2) New Welcome bags

Distributed – Derreck distributed the new welcome bags and will provide any additional details at next month's meeting

(2) Welcome Bags – Derreck has delivered the bags.

(3) Site Markers

David stated he would like a working session of the Site Marker Committee at his home.

(3) Site Markers – David will schedule a Site Marker Committee meeting at his home.

(4) This Old House Article

The article was published in the Oxford Public Ledger. The Commission will now choose the next home.

(4) This Old House Article – Tony will bring the list to next meeting to share.

Tony suggested the Commission choose the home. A randomized list will be generated and the next one will be a home located in the Main Street district.

Tony reminded the Commission that there is also a list on the HPC website. The tab, HPC in the news, has all articles that the Commission has published.

(5) Two HPC Seats

The Commission still has two open seats. Tony stated that Derreck is looking at options for new members.

(5) Two Open HPC seats – Tony stated suggestions should be given to Derreck.

New Business

| Topic | Discussion | Outcome |
|---|---|---|
| <p>(1) Christmas Parade</p> <p>(2) Roundabout</p> | <p>The Commission discussed this years' Lighting of the Greens event. Discussion was held regarding whether or not the event will happen this year. Cheryl stated it will probably be a drive through again so the Commission would not have a kiosk/table.</p> <p>The Commission discussed the new round about at Main and Spring Streets. Tony suggested that Cheryl provide the COA from April 2020 and submit a renewed COA for Minor Works. Providing this information will allow the Commission to re-review the COA to ensure construction is done within the COA.</p> | <p><i>(1) Christmas Parade – Cheryl will follow up at a later time regarding if the parade will happen</i></p> <p><i>(2) Roundabout – Cheryl will send COA to the Commission to review.</i></p> |

| Motion to Adjourn | 1 st | 2 nd | Outcome |
|-------------------|-----------------|-----------------|-------------------------------|
| | Lisa Schons | David Quinn | The HPC adjourned at 6:38p.m. |

Date of Next Meeting: Thursday, September 16, 2021
Minutes Prepared by: Lou Ann Mitchell