

**Historic Preservation Commission
Meeting Minutes
July 16, 2015**

Call to Order	In Attendance	Absent	Guests
Made by: Tony Armento Time: 6:02 p.m.	Tony Armento-Chairman Rick Thomas-Vice Chairman Cathy Weaver-Treasurer Joan Roberson Christine Usry Lu Anne Gilligan-Recording Secretary	Cheryl Hart	Peter Tocci Jack Horne Emil Malinowski Liz Malinowski

Approval of Minutes	Date of Minutes	Motion to Approve	2nd	Outcome
	June 18, 2015	Joan Roberson	Cathy Weaver	Pending clarification of date shown on page four (4), motion to approve minutes as written.

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	\$461.08	\$399.86	Balance of Last Year's Funding and Likely to be Replaced with this Year's Funding: \$61.22

Old Business

Topic	Discussion	Outcome
<p><u>ACTIVE PROJECTS</u></p> <p>DESIGN GUIDELINE/CLG GRANT PROJECT PROJECTS</p>	<p>Tony Armento received information from Susan Wicker, Project Coordinator for the Design Guidelines that all of the documentation required by the State Preservation Office has been returned by the City and we are clear to move forward. The next step is to write a request for proposals for the project consultant (the person or firm hired that will be paid the grant funds to do the majority of the work). Susan will draft a letter for this and Tony will edit it within the next month so it will be ready to mail to the list of applicants she acquired from the State.</p> <p>In addition, Susan wrote a press release announcing our CLG Grant accomplishment and it was edited by Tony before placing it in the OPL. Members will receive a copy via-email and four members will need to sign off on it. Tony stipulated in one of his edits that Susan deserved much credit for all of the hard work she had put into this project.</p>	<p>All documentation has been returned by the City for the Design Guideline and the next step is to write a request for a project consultant. Susan Wicker will do so and Tony Armento will edit it before sending out to list acquired by State. All members are in agreement with the State’s list.</p> <p>A press release was placed in the OPL announcing our CLG Grant accomplishment.</p>
<p><u>ACTIVE PROJECTS</u></p> <p>218 COLLEGE ST. UPDATE</p>	<p>Prior to the meeting Tony attempted to contact the Crawfords, to get an update on their intentions for the property at 218 College Street. As of this meeting, they had not yet returned his call. After much discussion of the matter, including the short time that remains until demolition is authorized and the potential need to publicize that the structure is threatened (as required by the Design Guidelines), Tony said he would reach out to Cathleen Turner again, to ask if it is appropriate at this point for Preservation NC to contact the Crawfords directly with an offer of assistance. Should he make contact with the Crawfords and have information to report, Tony will notify the Commission members via-email.</p>	<p>Tony will contact Cathleen Turner again to discuss contacting the Crawfords, so that the process of finding an alternative to demolition of the structure may be moved forward.</p>
<p><u>GOALS</u></p>	<p>Joan reported that the committee met and took a comprehensive tour of the town</p>	

<p>DOWNTOWN MASTER PLAN COMMITTEE</p>	<p>to evaluate the amenities afforded to Oxford’s residents. Two (2) consultants are working with this group getting a feel of what the committee likes and doesn’t like about Oxford and how they envision it in the future. The consultants took photographs and also had photos from others cites so the group could get an idea of the way other towns and cities are laid out. There will be a public meeting held in September. At their regularly scheduled meeting August 22nd, they will target important groups to invite to the public meeting in September. Pedestrian safety is an issue this group plans to address.</p>	<p>Consultants are working with the Downtown Master Plan Committee to gather information on issues important to them and the City of Oxford. There will be a public meeting held in September.</p>
<p><u>GOALS</u></p> <p>- WALKING TOURS partnership with OXFORD PARKS & RECREATION</p>	<p>Joan reported she has begun her research on the homes on College Street.</p> <p>Christine made a phone call to Granville Little Theatre inquiring about the reenactment portion of the tour but because of both of their busy schedules; she had to reschedule until the end of August.</p>	<p>Joan has begun researching College St. homes for the Walking Tour and Christine has begun to make plans for enlisting the help of the GLT for reenactments.</p>
<p><u>GOALS</u></p> <p>BICENTENNIAL EVENT PARTICIPATION</p>	<p>Rick informed the commission that things were moving slowly but he has relayed what part we have planned to undertake in this event. The HPC will be mentioned in the National Register and also on the calendar that is being made.</p> <p>Tony reached out to the Speakers Bureau at UNC but due to a managerial change has not been able to speak with anyone.</p>	<p>Rick Thomas keeps us informed of how things are progressing with the bicentennial event planning and will do so at each meeting.</p> <p>Tony is waiting to hear from the Speakers Bureau at UNC and will report back to us at our next meeting.</p>
<p><u>GOALS</u></p>	<p>Tony asked the Board Members to finalize the date for the retreat in October. Tuesday, October 27, 2015, 9 am to 5pm with lunch at Harvest Restaurant was</p>	<p>It was decided that Tuesday, October 27, 2015 will be the</p>

HPC RETREAT DATE	chosen.	HPC Retreat date.
<u>APPLICATION FOR NEW MEMBERS</u>	Commission members were encouraged by Tony to reach out to new prospects for new members.	New members are needed so the board will reach out to new prospects.

COA APPLICATION REVIEW #1: Jeff Clayton and Jack Horne

Property Address: 709 College Street, Oxford, N.C.
 Sworn stakeholders: Jeff Clayton and Jack Horne
 Property type: Residential
 Project type: Replace and reconfigure the placement of existing storm windows and add two additional storm windows.
 HPC Conflicts of Interest Declared: None

Project Description	Factors Considered *	**	Outcome
The Homeowners would like to replace and reconfigure the placement of the existing storm windows on the driveway side of the house with the original exterior windows obtained from an enclosed room in the house. They will also be adding two aluminum storm windows to match the rest of the house. They will be of like color, white, wooden and white aluminum.	Height of proposed Structure	N/A	Cathy Weaver made a motion to approve the COA as presented for replacement and reconfiguration of the placement of two storm windows on the driveway side of the
	Setback/placement of structure	N/A	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details	C	
	Roof (shape/form/materials)	N/A	
	Doors/Windows/Fenestrations	C	
	General form and proportion	N/A	
	Appurtenant fixtures	N/A	
Structural Conditions	N/A		

<p>*Pictures are included.</p>	<p>Trees</p>	<p>N/A</p>	<p>house and the addition of two aluminum storm windows. It was seconded by Rick Thomas.</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: Emil and Liz Malinowski

Property Address: 200 High Street, Oxford, N.C.
 Sworn stakeholders: Emil and Liz Malinowski
 Property type: Residential
 Project type: Erect Tool Shed in Rear of Property
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
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<p>The Malinowskis would like to have a tool shed erected in the rear of their property. It is a 10 x 12 wood framed rectangle building, shingle roof with a tempered glass window in the front and one on the side. It will be painted white with dark shingles to match house as close as possible.</p>	Height of proposed Structure	C	<p>Rick Thomas made a motion to approve this COA for the erection of the tool shed as presented and it was seconded by Joan Roberson.</p> <p>*Although, this project was approved as written, the HPC strongly encouraged the homeowners to use siding, roof shingles, and windows that reflected the style of the main home, as stated in the Oxford HPC <i>Design Guidelines</i>.</p> <p>The HPC voted unanimously to approve.</p>
	Setback/placement of structure	C	
	Exterior Construction Materials	NC (material is permitted)	
	Exterior Colors	C	
	Architectural Details	C	
	Roof (shape/form/materials)	C	
	Doors/Windows/Fenestrations	C	
	General form and proportion	N/A	
	Appurtenant fixtures	C	
	Structural Conditions	N/A	
	Trees	C	

* See attached HPC worksheet for full details of factors considered

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NA = This project does not impact this factor

Summary of Approved Minor Works

<i>Property Owner Address</i>	<i>Description</i>	<i>HPC authorization</i>
<u>TONY ARMENTO</u> <u>203 COLLEGE</u> <u>STREET,</u> <u>OXFORD, N.C.</u>	Replaced second story soffit board damaged by failure of hidden gutters. Painted wood to match house color.	Cheryl Hart and other Members signed off on this COA prior to the meeting as minor works.

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

Demolition by Neglect

<i>Property Owner Address</i>	<i>Status</i>

217 COLLEGE ST.
WATKINS
PROPERTY

Tony spoke with Cheryl who informed him that a package went out this morning to a potential buyer who will now get their proposal together for PNC.

New Business: There was not any at this time.

Motion to Adjourn	1st	2nd	Outcome
	Rick Thomas	Cathy Weaver	By unanimous decision, the meeting adjourned at 7:30 p.m.

Date of Next Meeting: Thursday, August 20, 2015

Minutes Prepared by: Lu Anne Gilligan