

Historic Preservation Commission Meeting Minutes July 16, 2020

Call to Order	In Attendance	Absent	Guests
<p>Made by: Lou Ann Mitchell</p> <p>Time: 6:03 p.m.</p>	<p>HPC Chair Brown-Chairman HPC Vice-Chair Armento – Vice Chairman Lisa Schons-Secretary Mike Delionbach David Quinn Kelly Collins-Schram Teresa Gilbreath HPC Liaison Hart-Planning Director Lou Mitchell – Recording Secretary</p> <p>**Ethics Statements read by: HPC Chair Derreck Brown</p>	<p>Jacalyn Thomas</p>	<p>Ed & Sandra Compton COA Submission</p> <p>Braxton Henderson COA Submission</p> <p>Dan Bender Received letter in mail – attending</p>

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	June 16, 2020	Mike Delionbach	David Quinn	Approved

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	<p style="text-align: center;">\$364.74</p> <p style="text-align: center;">\$389.00* (* Special Purpose Contest fund can be carried year to year)</p>	<p>Purchase of:</p> <ul style="list-style-type: none"> • 25 welcome bags with HPC Logo – Total: \$163.33 • 50 pens with HPC Logo – Total: \$87.00 • Domain.com renewal fee – Total: \$44.97 • \$75.00 Recording Secretary fee <p><i>Note: notepads have not been purchased</i></p>	<p style="text-align: center;">\$-5.00</p>

Old Business

Topic	Discussion	Outcome
<p>Update on Oxford Historic District National Register Projects</p>	<p>Nothing has changed other than at the February Commissioners meeting. They did approve the Historic Preservation fund for the Military/Williamsboro Street & Armory District. Thanks to HPC Liaison for being present at the meeting and answering questions on the HPC’s behalf. Everything else has been stalled at the State office.</p>	<p><i>Military/Williamsboro Street & Armory District approved at last Commissioner’s meeting.</i></p>

**2020 Historic
Preservation Fund
Grants for Certified
Local Government**

HPC Chair reported he had received information that was provided by Heather Slane that things are moving forward pretty well around the historic updates and expansions. She wanted us to know the edited nomination from the SHPO about a month ago July 1st was received. This is a very large project. She is still going through all of the information. HPC Chair stated there has been a Zoom meeting to go over questions and we are doing everything we can to get the nominations in before the July 27th deadline for the October meeting in Raleigh.

Heather had a question concerning the confederate monument. What is the plan to move to different location? Has the monument been stored? HPC Liaison stated that it has been stored and will be moved to a new location but currently the County is undecided on the new location.

There was also a question regarding moving the boundaries on a few buildings and to tweak boundaries. To remove a few buildings that have been altered or demolished since initially addressed. Only about a dozen properties in each area. HPC Chair will ask her about this again. HPC Vice-Chair stated he will look more closely at her email and see if there is anything the HPC needs to provide. HPC Vice-Chair stated we would want a new map to understand the boundaries and reasons.

HPC Chair asked that HPC Liaison and HPC Vice-Chair start thinking of the public legal notice in the local newspaper. The SHPO will provide the text (HPC Vice-Chair stated we have the text) for the local newspaper and we will need to have a required public meeting. Start in early August. HPC Vice-Chair stated he would provide the newspaper format.

HPC Chair will review prior meeting minutes from fall of 2018.

HPC Chair provided an update.

HPC Chair has not heard back if we are approved and expects to find out this month. HPC Chair will let the HPC know when he receives any information.

<p>Resubmission of TDA Mini Grant Application</p>	<p>HPC Chair stated we were approved for \$624.00 with matching of funds. Any “in kind” work is eligible, too. He will send out additional information regarding this.</p>	<p><i>HPC Chair reported the grant is approved and will send out information regarding the approval.</i></p>
<p>(1) Welcoming Program Activities</p>	<p>HPC Chair shared that the bags were purchased along with pens with the OHPS commission logo on it and with the URL address. Note pad order will be resubmitted since original submission did not go through. HPC Chair stated we can use special purpose funds to purchase notepads if the donor agrees.</p>	<p><i>(1) Welcoming Program – Update regarding bags, pens and notepads. HPC Chair will drop off items to Kelly. Lisa will drop off magnets to Kelly.</i></p>
<p>(2) Public Ledger Articles</p>	<p>HPC Chair has not been able to make contact with Jane. Kelly reached out to Carmen Quinn to set up time to meet and is waiting to hear back from her. David stated they have a large amount of information on their home. David suggested Kelly speak with his neighbor, Jimmy Crawford. He would be a good resource for history of the house.</p>	<p><i>(2) Public Ledger Articles – Kelly updated she has reached out to Carmen Quinn. She will reach out to Mr. Crawford, Carmen and Jane. David will nudge Carmen. Kelly will also reach out to Jimmy Crawford. Timeline of publication set for September 2020 which gives time for review.</i></p>
<p>(3) Property of the Month</p>	<p>David asked if more than one picture can be added. Some houses have features that should be shown off. Will probably be quarterly articles.</p>	

<p>(4) PocketSight.com website feature</p> <p>(5) Update of Historic District walking Tours</p> <p>(6) Online Inventory</p>	<p>HPC Chair stated he will have time off in the next week or so and will work on this during that time.</p> <p>HPC Chair suggested first walking tour be in October 2020 so we should revisit in August. Mary Yount, Director of Economic Development Corporation. She is a liaison on particular items, such as photo contest, and provides assistance with the walking tour. HPC Vice-Chair stated her job is to promote the downtown area.</p> <p>HPC Chair stated a couple of photos were uploaded but showed license plates. He will retake pictures.</p> <p>Encouraged the commission to go to the site and review the photos posted at the www.oxfordhpc.org, then the tab for other.</p>	<p><i>(3)Property of the Month - We will discuss the possibility of adding more pictures to the website for each selected property.</i></p> <p><i>(4) PocketSight.com website feature – HPC Chair will review the site in the coming week.</i></p> <p><i>(5) Update of Historic District walking Tours- HPC Chair will meet with Mary Yount regarding the walking tour.</i></p> <p><i>(6) Online Inventory - HPC Chair will upload new photos of the 2 sites that were added to ensure no personal information is visible.</i></p>
<p>(7) HPC Database</p>	<p>HPC Vice-Chair stated he needs a mechanism to keep the database up to date. He asked for ideas on how to keep it updated. He is aware of 3 families who no longer live in some homes and can remove those but doesn't know who has moved in. David asked HPC Liaison if we could get communication regarding the deeds within the historic district. HPC Liaison stated it is all online. We</p>	<p><i>(7) HPC Database - HPC Vice-Chair will update database as needed.</i></p> <p><i>Kelly will look into who is the new owners of the home and</i></p>

would need to do the leg work to find the information. David suggested we get some sort of email if someone sells or buys but not sure of the legalities.

HPC Chair stated we need an avenue to refer people to the website and Facebook page. The website has the guidelines for the HPC. It was suggested to send annual email to remind residents that HPC is here and the role we have and people can look at the guidelines regarding what they can and can't do.

HPC Vice-Chair stated this has been done in the past and usually in October but the cost is ~\$200.00 to send.

(8) National Preservation Month

HPC Chair stated the article was placed in Oxford Public Ledger and posted on Oxford HPC Website. This posting will be done annually.

Welcome walking tour brochure – Done by Joan Roberson – HPC Vice-Chair stated we only have one copy. HPC Vice-Chair has electronic version and will send to HPC Chair Gary Weaver (previous member of HPC) did a new home brochure. Granville county tourism office. Done by Joan Roberson. The fold out, large one is with HPC Chair. We only have one copy and it is with HPC Chair. HPC Chair will forward Angela's email with PDF.

(9) Compliance Regulation and Enforcement Follow-up

HPC Chair checked in with HPC Vice-Chair regarding compliance regulation and enforcement and if the commission needs to consider anything additional.

HPC Vice-Chair stated there should be something more strict with removal of trees. Kelly suggested we address at a public forum on the integrity of trees and how important mature trees are and if you want to remove a tree, complete a COA.

HPC Liaison offered to send her the link and walk her through it.

Research is needed to obtain the homeowner information. Goal is to move towards email but need time to maintain and keep updated.

(8) National Preservation Month - May will be Preservation Month. Article will be posted each year in May.

(9) Compliance Regulation and Enforcement Follow-up – HPC Vice-Chair and HPC Chair will partner to discuss and move this forward.

**(10) Stewardship
Award**

The stewardship award: Everyone responded back to the email and the only person that has not provided thoughts back is Jacqueline. HPC Chair will reach out to her to make sure she is OK and to see if she wants to make a comment on the award. He stated there seems to be a clear winner and will provide information at the August meeting.

*(10) Stewardship Award –
HPC Chair will give to HPC
Vice-Chair for review. Will
make sure everyone responded
and check in with those that did
not.*

All COA applicants were sworn in by Lisa Schons

COA APPLICATION REVIEW #1: Ed & Sandra Compton

JR Wood House, c. 1915-1922

Property Address: 213 Main Street, Oxford NC 27565
 Sworn stakeholders: Ed and Sandra Compton
 Property type: Residential
 Project type: Change Brick Color and replace rotting wood around garage doors
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to: 1. Change brick color on base of home from beige to white 2. Replace rotting wood around garage doors and paint white	Height of proposed Structure		1.HPC Vice-Chair Armento made a motion that the COA should be approved since congruent with the Oxford Design Guidelines 1.202, & 4.102 regarding the color change of brick color. 2.Replacement of rotting wood on garage and repaint white are congruent with Design Guidelines 1.105, 2.104, 9.105 and
	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			

			<p>9.109 so therefore should be approved</p> <p>It was seconded by David Quinn</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: Braxton & Chalis Henderson

Dr. GS Watkins House, c. 1919

Property Address: 316 Main Street, Oxford, N.C. 27565
 Sworn stakeholders: Braxton Henderson
 Property type: Residential
 Project type: Roof repair, replacement and paint request
 HPC Conflicts of Interest declared:

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Replace entire slate roofing due to damage/wear that has led to multiple water leaks in home with charcoal gray/black asphalt shingles.	Height of proposed Structure		1.HPC Vice-Chair Armento made a motion to deny the COA since the application failed be congruent with the Design Guidelines
	Setback/placement of structure		
	Exterior Construction Materials		
	Exterior Colors	1.C 3.C	
	Architectural Details	1.C 2.C	
	Roof (shape/form/materials)	1.C	
	Doors/Windows/Fenestrations		

<p>Discussion was held with Mr. Henderson in which he stated the suggested shingles were more in line with his budget. Next steps discussed after vote. Mr. Henderson stated that the slates are very expensive.</p> <p>HPC Chair suggested Mr. Henderson reach out to HPC Liaison regarding appeal process through the Board of Adjustment. HPC Vice-Chair noted that the Board of Adjustments is for our conduct in handling the review. The facts will not be heard again by the Board of Adjustments. HPC Vice-Chair also stated the Preservation Tax credit would provide a 15% discount on the cost of the project. This may help to come within the applicant's budget. Mr. Henderson asked the guidelines regarding if it is available? Does that mean available or available within a budget.</p> <p>It was suggested that Mr. Henderson reach out to Mitch Wilds, at the State Historic Preservation Office and request a site visit. He may provide impartial advice.</p> <p>2. Apply surface paint/coating to metal roofing to prevent rust and enhance worn appearance of metal roof with black paint.</p>	General form and proportion	1.C 2.C 3.C	<p>5.102, 05.103, 5.104 and 5.203 and fits description of 5.306 and so therefore should not be approved.</p> <p>It was seconded by David Quinn</p> <p>2. David Quinn made a motion that COA should be congruent with the Design Guideline 5.105 so therefore should be approved</p> <p>It was seconded by Mike Delionbach</p>
	Appurtenant fixtures		
	Structural Conditions		
	Trees		

			The HPC voted unanimously to approve.
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- * See attached HPC worksheet for full details of factors considered
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NA = This project does not impact this factor

COA APPLICATION REVIEW #3: Carmen and David Quinn Abner and Johns house c. 1857

Property Address: 419 College Rd., Oxford, NC 27565
Sworn stakeholders: David Quinn
Property type: Residential/Contributing
Project type: Lattice replacement, Gutter installation, Awning installation, Replace wood trim
HPC Conflicts of Interest declared: David Quinn

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Replace existing lattice on front porch, right side of the house that currently red plastic lattice with wood lattice inside frame. 2. Install gutters on back left of kitchen and each side of the front porch. The gutter is needed to manage water away from the house foundation 3. Install metal standing seam Awning over back entrance to basement preciously approved by OHC but in canvas. 4 feet out and 3 feet wide so that water goes into the grass 4. Install Awning over basement windows - total of 4. 2 each side of house. This is new. This is also to manage water away from the house	Height of proposed Structure	2.	1.HPC Vice-Chair Armento made a motion that the COA should be congruent with the Design Guidelines 14.200 so therefore should be approved. It was seconded by Kelly Schram The HPC voted unanimously to approve.
	Setback/placement of structure		
	Exterior Construction Materials		
	Exterior Colors		
	Architectural Details	1.C 2.C	
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion	1.C 2.C	
	Appurtenant fixtures		
	Structural Conditions		
Trees		2.C	

<p>foundation. Behind brick wall and on right side of house/driveway side. 2 windows on the left behind the brick wall and 1 on other side behind brick wall and 1 in front of.</p> <p>5. Replace wood trim at roof line – same pattern that is white interior pine trim with white plastic, same pattern painted white.</p>		<p>2. Kelly Schram made a motion that the COA should be congruent with the Design Guideline 5.200 so therefore should be approved.</p> <p>It was seconded by Mike Delionbach</p> <p>The HPC voted unanimously to approve.</p> <p>3 & 4. Mike Delionbah made a motion that the COA be denied with the Design Guideline 6.113 so therefore should not be approved.</p> <p>It was seconded by HPC Vice-Chair Armento.</p>
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		<p>The HPC voted unanimously to not approve.</p> <p>David was asked to submit minor works paperwork to HPC Liaison and then it will be reviewed by HPC Liaison and HPC Chair</p> <p>5. There was no vote taken.</p> <p>David will do more research and submitted updated COA in the future.</p>
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- * See attached HPC worksheet for full details of factors considered
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**COA APPLICATION REVIEW #4: HPC Chair Brown
1886**

James Currin House c.

Property Address: 213 High Street, Oxford, NC 27565
 Sworn stakeholders: HPC Chair Brown
 Property type: Residential/Contributing
 Project type: Tree removal
 HPC Conflicts of Interest declared: HPC Chair Brown

Project Description	Factors Considered *	**	Outcome
1. Removal of a mature Sugar Maple Tree. Would not be grinding down the tree stump but would make sure flowers planted or some beautification completed. Submitted with tree arborist report. Assessment of tree determined it is diseased should be removed.	Height of proposed Structure	C	1. Kelly Scharm made a motion that the COA should be congruent with the Design Guidelines 15.207 so therefore should be approved. It was seconded by Lisa Schons.
	Setback/placement of structure	C	
	Exterior Construction Materials	C	
	Exterior Colors		
	Architectural Details	C	
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion	C	
	Appurtenant fixtures		
	Structural Conditions		
	Trees		

			The HPC voted unanimously to approve.
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Summary of Approved Minor Works: There were none of these 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

Topic	Discussion	Outcome
2020 HPC Photo Contest	The HPC decided to not table discussion on the contest for now. We will look at it again next month.	<i>2020 HPC Photo - A decision will be made at the next meeting to extend the deadline or cancel the contest for this year.</i>
WHOIS Data Confirmation	Continued discussions regarding overall Data Confirmation. Waiting to hear back from Heather Slane.	<i>HPC Chair will reach out to Heather (again) and determine</i>

<p>Irrigation System Backflow Devices</p>	<p>HPC Chair stated that he and HPC Liaison had a discussion with Steve Inscoc regarding a process in which individuals can know more and receive communication from the city regarding the irrigation system backflow devices. A letter was sent in January that citizens that have the irrigation system needed to install these devices. The OHPC should be looking at this since it deals with appearance. We wanted to ensure historic properties are submitting a COA for these devices that need to be installed as mandated by the State. Steve stated he would look at the list and determine if in the historic district and advice the individual they need to get this approved before done. There is no recourse for those already installed. We will not stop anyone that has already started the device installation.</p> <p>HPC Vice-Chair stated that it was unfortunate that the city did not give this any consideration to this and that this was raised as an issue and nothing happened. HPC Vice-Chair stated a few of these have been installed on the right-away. David stated this was a failure on the city’s part to manage the location of these kind of diverters and the city should fund the relocation of these to a more suitable spot away from the curb. This is a huge albatross on our main street and the city should own it and fix it. HPC Vice-Chair stated that we can make a recommendation to the city to do what David suggested.</p>	<p><i>status. Will report back during August HPC meeting.</i></p> <p><i>HPC Chair provided an update regarding how the OPHC will be involved. He will do some leg work regarding this situation. He will meet with HPC Liaison regarding this. HPC Chair will send a draft recommendation to discuss at the August meeting.</i></p>
<p>Tree Preservation</p>	<p>HPC Chair stated he had a discussion with a homeowner about College Street trees. Tree sits on city property and between the sidewalk and the street. The person brought in an arborist do discuss if the pipeline work will cause damage to the tree root line. The arborist stated that the lines could cause damage. The owner suggested the tree be moved to the other side of the street.</p>	<p><i>HPC Chair sent the Wake Forest Tree protection guideline/ordinance has in place to mark certain trees as historic. He encouraged everyone to read the document.</i></p>

<p>Site Marker Discussion</p> <p>HPC Team Building</p>	<p>HPC Chair stated that we, as the commission, could be in support of preserving certain trees. We would not police or enforcement anything to make it happen, but it may be something for us to look at with the historic trees. HPC Chair and Jackie spoke regarding the pipeline placement and the Mayor was supportive of finding a way to move the pipeline to go on the other side of the street which will stay away from the root system of the trees.</p> <p>Another issue is that Duke Energy trims certain trees based on the power lines. The problem is the trees are only cut on one side and some of the owners believe the trees could fall on their homes. David gave an example of a huge Oak tree fell because all of the large limbs street side are gone and the trees are now lopsided. Somehow we need to stop this since eventually, all will fall over. Who is liable?</p> <p>David provided a link to Newtown regarding their site markers. Marker sites and sponsors. If you click on it, it brings up a marker page that gives the information and history regarding the building. Not sure if it is a site marker at the location. David recommended that we could expand on the format as we can add significant information regarding the historic site. HPC Chair mentioned that Mary Yount stated there needs to be an overlap that brings business to the downtown merchants. If we can provide site markers in yards, is there grant funding for this type of thing to bring money to the downtown area.</p>	<p><i>HPC Vice-Chair stated we could petition the Commission for something like this but we could not do this on our own.</i></p> <p><i>Kelly volunteered to review the Wake Forest ordinance and speak with people to find out how this was handled for Wake Forest. HPC Chair will followup with HPC Liaison to get Michelle's name in Wake Forest. Kelly will provide an update to the commission at the August meeting.</i></p> <p><i>HPC Chair will meet with Mary and revisit how this would be funded.</i></p> <p><i>HPC Chair we will go back and revisit and he will ask</i></p>
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<p>CLG Training</p>	<p>David had suggested the HPC have a team building event. He stated he thought it would be nice for everyone on the commission to have a gathering for a period of time, not as a formal meeting to provide a chance for everyone to meet. HPC Chair stated all meetings as a group, is a commission meeting and the general public would need to be invited. The team building event can't be for just the commission.</p> <p>HPC Vice-Chair suggested smaller group or it would need to open to more than just the HPC membership. He also suggested asking the city attorney.</p> <p>HPC Chair stated that the annual training for the CLG recertification needed to be completed for this year. The training is typically completed at a physical location, but this year it will be done virtually due to Covid. Anyone can review these sessions, but we need two people need to report back to the group. At least 2 members of the commission need to do the training and then return to the commission and present what you learned at the CLG Training. HPC Chair received an email that stated one new session each week through July and August. Sessions will be recorded and posted. There were questions regarding the format required for presentation.</p>	<p><i>around to see how this could be done.</i></p> <p><i>HPC Chair will send out samples to the group regarding the format that will be provided to the group. Each person will need to do 3 sessions each (1 per each week for 3 weeks). David and Lisa agreed to attend the training. HPC Chair will send the information to both David and Lisa.</i></p>
<p>Video Walking tour</p>	<p>Kelly suggested that we have people video their homes and post the videos as a way for people to view homes due to the pandemic. Homeowners could video their homes and/or architectural features specific to their home and post to our website. Homeowners could send video to Kelly's husband to edit, to blur out mirrors or personal photos, etc. We should be able to add to our website. Homeowners would complete a release form for their videos to be posted on our website.</p>	<p><i>HPC Chair stated we could look into this and see about how to do this. We will continue the discussion.</i></p>

Mobile APP Facebook Information	HPC Chair stated that it was brought to his attention by Mike that if you view the website on your mobile Facebook app, the information has not been updated. If you view on your desktop/laptop, the information is up to date.	<i>Lisa will work on updating the mobile facebook app.</i>
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Motion to Adjourn	1st	2nd	Outcome
	Lisa Schons	HPC Vice-Chair Armento	The HPC adjourned at 8:45 p.m.

Date of Next Meeting: August 20, 2020

Minutes Prepared by: Lou Ann Mitchell