

Historic Preservation Commission Meeting Minutes July 18, 2019

| Call to Order | In Attendance | Absent | Guests |
|--|---|---|---|
| <p>Made by: Tony Armento</p> <p>Time: 6:00p.m.</p> | <p>Tony Armento-Chairman Lisa Schons-Secretary Jacalyn Thomas Mark Pace Cheryl Hart-Planning Director</p> <p>** Ethics Statements read by: Lisa Schons, Jacalyn Thomas & Mark Pace</p> | <p>Derreck Brown-Vice Chairman/Webmaster Kelly Collins Schram Gary Weaver-Treasurer</p> | <p>Sylvia Brandon- Applicant 122 W. Front Street; Oxford, N.C.</p> <p>Rosalyn Green- Applicant 202 E. McClanahan Street, Oxford, N.C.</p> <p>Jaye Williamson- Applicant 513 College Street, Oxford, N.C.</p> <p>Royster Washington- Applicant 208 East Front Street, Oxford, N.C.</p> <p>Robert Schram – Applicant 114 Rectory Street, Oxford, N.C.</p> |

| Approval of Minutes | Date of Minutes | Motion to Approve | 2nd | Outcome |
|----------------------------|------------------------|--------------------------|-----------------------|---|
| | 6-20-2019 | Jacalyn Thomas | Mark Pace | Motion to approve Minutes with corrections suggested by Tony Armento. |

| Treasury Report | Starting Balance | Expenditures since last meeting | Current Balance |
|------------------------|-------------------------|--|------------------------|
| | \$1409.00 | -0- | \$1409.00 |

Old Business

| Topic | Discussion | Outcome |
|---|--|--|
| 417 Goshen St Scaffolding | Cheryl consulted with the property owner at 417 Goshen Street. They are painting with the exact same color and replacing less than 20 square feet of roofing. Both are maintenance activities not requiring a COA. | COA is not needed |
| 2019 CLG training | Lisa Schons and Kelly Collins Schram attended on May 17 th . The training discussion was on preserving historic graveyards. | Mark and Jacalyn will attend training next year. |
| Update on Oxford Historic District National Register Nomination Additional Documentation and Boundary Increase Project | Tony did not have anything to report. No updated from Heather. It is still in the hands of the State office. We will receive comments and ideas for corrections which we will need to make once that happens and then it will go to the park service. Anyone living in the expansion areas do not need to wait and instead can go forward with projects now. | National Register Nomination Additional Documentation and Boundary Increase is still on schedule for approval by the State Historic Preservation Office this fall. |

| | | |
|--|---|--|
| <p>Update on Williamsboro-Military Street District and Oxford National Guard Armory nominations</p> | <p>Michelle Patterson McCabe of the State Historic Preservation Office put Tony in touch with Beth King, who in turn put him in touch with Jen Braz. Beth sent Tony a blank application as well as a completed application (by the City of Mooreville) to do exactly what we want to do, which is to pick up with a National Register nomination a district that had already just recently gone through the State Preservation office for survey update. The State Preservation is very familiar with this kind of project. An Historic Preservation Fund application needs to be prepared for the State Historic Preservation Office, and the Board of Commissioners must be in support of the project because financial support of 40% of the cost (as much as \$6000 but probably less) is required. The application is due in March, but the Board of Commissioners should vote in January.</p> <p style="text-align: center;">2019 Goals/Visibility initiatives updates</p> | <p>Cheryl Hart will work with Tony to put together what the Commissioners will want to see.</p> <p>Jacalyn Thomas will work with Tony on the State office funding application.</p> |
| <p>(1) 2019 Photo Contest</p> | <p>1) Photo Contest – No update from Lisa. She will talk with Derreck about flyers and another press release.</p> | <p>(1)Photo Contest – will get update from Derreck</p> |
| <p>(2) Welcoming Program Activities</p> | <p>(2) Welcoming Program Activities – Kelly is having a little trouble connecting with Gary for the transition.</p> | <p>(2)Welcoming Program- Gary is willing to help Kelly, but he is not spending much time in Oxford. We will work on getting them together.</p> |
| <p>3)Public Ledger Articles</p> | <p>(3) Public Ledger Articles – Mark did research on the Currin House and gave it to Derreck. Tony is waiting for the report from Derreck. Mark will mention it to Derreck.</p> | <p>(3)Public Ledger Articles- Article is on hold waiting for additional information.</p> |
| <p>(4) Property of the Month</p> | <p>(4)Property of the Month- Derreck was not in attendance. No updates.</p> | <p>(4)Property of the Month No updates</p> |

| | | |
|---|---|--|
| <p>(5) Re-start of Historic District walking Tours</p> <p>(7)Regional Education Event</p> <p>(8)Lighting of the Greens participation</p> | <p>(5) Re-Start of Historic District walking Tours- Derreck was not in attendance. No updates. Tony thinks we are still waiting to hear from the Granville County Tourism Development Authority on a grant. Derreck has subscribed to Pocket Sites. Anything that would need funding hasn't been done because we don't have the money yet. Tony wants to plan another meeting with the Downtown Oxford Economic Development Corporation to move that forward and will attempt to set it up in the next month.</p> <p>(7) Regional Education Event- Jo Ramsey Liemstoll is not available for the event. She recommended Daniel Becker. He was in the planning staff for the City of Raleigh for approximately 20 years. He requests \$500 plus travel. Depending on if Pocket Sites goes through, we may not have the funds. Daniel can make a presentation to show people how the Historic Preservation Commission is of financial benefit to them. The HPC may be asked to collect photos of things that are relevant to help with the presentation.</p> <p>(8)Lighting of the Greens participation -No Update – Lisa will contact Kelly to get the ideas on improvements to our space started.</p> | <p>(5)Re-start of Historic District walking Tours Still waiting to hear from Tourism Development Authority on grant request. Will try to plan a meeting with the Downtown Oxford Development Corp. within the next month.</p> <p>(7)Regional Educational Event- Commission decided in favor of Tony pursuing Daniel Becker. HPC members should email ideas to Tony so Daniel will have a sense of what is on our mind for a topic.</p> <p>(8)Lighting of the Greens participations – No discussion.</p> |
| <p>HPC Database</p> <p>Recording Secretary position</p> | <p>Mark Pace will take over the Historic District database that Gary started. It is supposed to be a list of everybody in the two local districts so the HPC can reach them with announcements. The database manager will continue to add additional names and to maintain it. Mark will reach out to Gary to get the file.</p> <p>Mark will reach out to Kim Henderson once more to find out if she is interested.</p> | <p>Mark will take over the database and will reach out to Gary to get a copy of his file.</p> <p>Will find out if Kim Henderson is interested in taking the position.</p> |

Property Address: 122 W. Front Street, Oxford, N.C.
 Sworn stakeholders: Sylvia Brandon
 Property type: Residential
 Project type: Install shed
 HPC Conflicts of Interest declared: None

| Project Description | Factors Considered * | ** | Outcome |
|--|---------------------------------|----|--|
| <p>The property owner is requesting COA approval to install a 10' x 14' manufactured steel storage shed in rear yard.</p> | Height of proposed Structure | C | <p>Lisa Schons made a motion that the COA should be congruent with the Design Guidelines 9.106. It was seconded by Mark Pace.</p> <p>The HPC voted unanimously to approve.</p> |
| | Setback/placement of structure | C | |
| | Exterior Construction Materials | C | |
| | Exterior Colors | C | |
| | Architectural Details | | |
| | Roof (shape/form/materials) | | |
| | Doors/Windows/Fenestrations | | |
| | General form and proportion | C | |
| | 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: Rosalyn Green

Dr. George C. Shaw House, c. 1921

Property Address: 202 E. McClanahan Street, Oxford, N.C.
 Sworn stakeholders: Rosalyn Green
 Property type: Residential
 Project type: Removal of tree from side yard
 HPC Conflicts of Interest declared: None

| Project Description | Factors Considered * | ** | Outcome |
|---|---------------------------------|----|---|
| The property owner is requesting COA approval to remove a tree from the side yard. | Height of proposed Structure | | Lisa Schons made a motion that the COA was congruent with the Oxford Design Guidelines 15.102 so therefore should be approved. It was seconded by Jacalyn Thomas. |
| | 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 | | C |

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Property Address: 513 College Street; Oxford, N.C.
 Sworn stakeholders: Jaye Williamson
 Property type: Residential
 Project type: Removal of tree from side yard.
 HPC Conflicts of Interest declared: None

| Project Description | Factors Considered * | ** | Outcome |
|---|---------------------------------|----|--|
| <p>The property owner is requesting COA approval remove a tree from the side yard.</p> | Height of proposed Structure | | <p>Jacalyn Thomas made a motion that the COA be approved without reference to the guidelines, but to the mitigating factor that we can all see (photo provided) the condition of the subject tree with our own eye; July and no leaves. ---so therefore should be approved. It was seconded by Mark Pace.</p> <p>The HPC voted unanimously to approve.</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 | C | |

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COA APPLICATION REVIEW #4 : Royster Washington

Medford-Washington House, c. 1926

Property Address: 208 E. Front Street; Oxford, N.C.
 Sworn stakeholders: Royster Washington
 Property type: Residential
 Project type: 1.Replacement of red asphalt shingles with read architectural shingles.
 2. Installation of white membrane on flat roof surface.
 HPC Conflicts of Interest declared: None

| Project Description | Factors Considered * | ** | Outcome |
|--|---------------------------------|-----------|--|
| Keri & AP Currin, who will be doing the work for Jim Blaine, at 109 Rectory St., came before the HPC stating that the property owner would like to: (1) The installation of a concrete driveway. (2) The replacement of stepped concrete walkway. | Height of proposed Structure | | (1)Mark Pace made a motion that the COA was congruent with the Oxford Design Guidelines 5.104 so therefore should be approved. It was seconded by Jacalyn Thomas. (2)Jacalyn Thomas made a motion that the COA was congruent with the Oxford Design Guideline 5.104 so therefore should be approved. It was seconded by Lisa Schons. The HPC voted unanimously to approve. |
| | Setback/placement of structure | | |
| | Exterior Construction Materials | (1)C (2)C | |
| | Exterior Colors | (1)C (2)C | |
| | Architectural Details | | |
| | Roof (shape/form/materials) | | |
| | Doors/Windows/Fenestrations | | |
| | General form and proportion | (1)C (2)C | |
| | Appurtenant fixtures | | |
| | Structural Conditions | | |
| Trees | | | |

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 NA = This project does not impact this factor

Property Address: 114 Rectory Street, Oxford, N.C.
 Sworn stakeholders: Robert Schram
 Property type: Residential
 Project type: Installation of 150' x 4' black vinyl chain link fence w/ gate in rear yard and rear side yard.
 HPC Conflicts of Interest declared: None

| Project Description | Factors Considered * | ** | Outcome |
|---|---------------------------------|----|--|
| The property owner is requesting COA approval install a concrete driveway to replace existing gravel driveway. | Height of proposed Structure | C | Lisa Schons made a motion that the COA was congruent with the Oxford Design Guidelines 14.204 so therefore should be approved. It was seconded by Mark Pace. The HPC voted unanimously to approve upon condition that the fence will be screened with vegetation. |
| | Setback/placement of structure | C | |
| | Exterior Construction Materials | C | |
| | Exterior Colors | C | |
| | Architectural Details | | |
| | Roof (shape/form/materials) | | |
| | Doors/Windows/Fenestrations | | |
| | General form and proportion | C | |
| | Appurtenant fixtures | | |
| | Structural Conditions | | |
| | Trees | | |

* See attached HPC worksheet for full details of factors considered
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Summary of Approved Minor Works: There were 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

| Topic | Discussion | Outcome |
|---|--|--|
| <p>Ordinance awareness</p> <p>Ideas from Jaye Williamson (513 College St)</p> | <p>People don't know about things and they need to have a way of helping them to know about things. Back in 2014 a letter was sent. Maybe it's time to do another letter that explicitly says that we have this book and they need to look at it before they do certain things. Mark will get the database updated and we will go from there. When we send a letter we need to include a direct link to the book.</p> <p>Mr. Williams stated his concerns for the property values of the houses on College Street. He would like ideas on how to make improvements to the houses on College Street. Tony explained that the HPC is not empowered by the local Ordinance to take bids for repairs to individual's homes, and that the city won't restore a private property. Also, the HPC cannot compel anyone to fix their home. There is a Demolition by Neglect ordinance which cannot be initiated by the HPC, but rather by two or more private citizens.</p> | <p>We will work on sending a letter to homeowners once the database is up to date.</p> <p>No mechanisms available to do what he is suggesting.</p> |

| Motion to Adjourn | 1st | 2nd | Outcome |
|--------------------------|-----------------------|-----------------------------|--------------------------------|
| | No motion was made | No 2 nd was made | The HPC adjourned at 7:38 p.m. |

Date of Next Meeting: Thursday, August 15 , 2019

Minutes Prepared by: Lisa Schons