

# Historic Preservation Commission Meeting Minutes July 20, 2017

Call to Order	In Attendance	Absent	Guests
<p><b>Made by:</b> Tony Armento</p> <p><b>Time:</b> 6:01p.m.</p>	<p>Tony Armento-Chairman Rick Thomas Gary Weaver</p> <p>Cheryl Hart-Planning Director Lu Anne Gilligan-Recording Secretary</p> <p><i>**Ethics Statements read by: Tony Armento, Gary Weaver and Rick Thomas</i></p> <p><i>A quorum was present as there are 5 members at this time.</i></p>	<p>Kelly Collins Schram- Secretary Marc Brooks-Treasurer</p>	<p>Lloyd Bastian-Guest</p> <p>Jeff and Lisa Schons- Applicants</p>

Approval of Minutes	Date of Minutes	Motion to Approve	2 <sup>nd</sup>	Outcome
	6-15-2017	Rick Thomas	Gary Weaver	Motion to approve minutes as written

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	\$1500.00	\$79.00 (2 yrs.- Web Hosting Renewal)	\$1,421.00

## Old Business

<b>Topic</b>	<b>Discussion</b>	<b>Outcome</b>
<p><b>Additional HPC Member Training</b></p>	<p>Tony Armento reported that there would be a training session in Sanford, N.C. It will be held by the State Preservation Office on Wednesday, August 16, 2017. Tony and Gary Weaver will attend the session.</p>	<p>Tony Armento and Gary Weaver will attend the training held by the State Preservation Office Weds. August 16, 2017 in Sanford, N.C.</p>
<p><b>Visibility initiative update/2017 Goals</b></p>	<p>Gary Weaver announced that the Homebuyers' and Realtor's Brochures were finished and he would be placing them in the Chamber of Commerce along with the Realtor's offices. Gary also expressed a desire to generate help with writing articles for the OPL. Tony brought it to the <del>Board</del> Members' attention how he had hoped for an article on the Watkins House history to be written and said that he himself plans to write one on the Economic Impact of Restoration.</p> <p>Goals for the Remainder of the Year are as follows:</p> <p><u>Not Begun</u> :</p> <ul style="list-style-type: none"> <li>• Development of a welcoming committee for new Historic District homeowners (Gary and Rick)</li> <li>• Enhanced communications with historic district property owners (Gary)</li> <li>• Hosting an educational session on the topic of preservation techniques and products, for property owners and contractors (Tony)</li> <li>• Participation in community events</li> <li>• Walking Tours (Tony and Rick)</li> </ul> <p><u>Done:</u></p> <ul style="list-style-type: none"> <li>• Creation of an informational brochure for potential historic district homebuyers</li> </ul>	<p>The HPC Homebuyers' and Realtor's Brochures have been printed and ready to be dispersed. Gary Weaver will place them in the Chamber of Commerce along with the Realtor's offices. The list of the Goals were revisited and assigned to members to take the lead.</p>

	<p><u>Underway:</u></p> <ul style="list-style-type: none"> <li>• Creation of a “property of the month” and other recurring features for the Public Ledger</li> <li>• Revision of the Stewardship Award eligibility criteria</li> </ul>	
<b>Website/communications items update</b>	<p>Tony reported that Kelly Schram had updated the Website by adding the Minutes, the Charter, the Stewardship Award Winners for 2016 &amp; 2017, removing the Walking Tour information temporarily and had updated Meeting Calendar. All that is left to add is the COA Check List; replace the COA Review Worksheet, and then lastly the FAQ &amp; Procedures Page revision.</p>	<p>Tony reported that Kelly Collins Schram had updated the Website by adding the Minutes, the Charter, the 2016 &amp; 2017 Stewardship Award winners, removing the Walking Tour info temporarily and updating the meeting calendar. At a later time, the COA Check List, COA Review Worksheet and a revised FAQ &amp; Procedure page will need to be added.</p>
<b>Photo Contest</b>	<p>Kelly Collins Schram will be sending out the photos for the Photo Contest for all the members to vote on via email within the next week. The HPC will send out a Press Release announcing the winners in the OPL.</p>	<p>Kelly Schram will send the photos for the Photo Contest out via email within the next week. The HPC members will vote on the winners. The HPC will send out a Press Release announcing the winners in the OPL.</p>

Property Address: 414 College Street, Oxford, NC  
 Sworn stakeholders: Jeff and Lisa Schons  
 Property type: Residential  
 Project type: (1) Carriage House/Garage –Recoat roof, replace damaged fascia, add wood swinging doors, install original light fixture to building and repair/modify door to fit opening  
 (2) House – replace damaged clapboard and decorative elements of main house, repair masonry foundation and chimney of main house, replace basement door or fill-in with dirt (remove entrance), brick repair: crawl space, foundation, basement and pier, and Install 5’ fence in back yard (approx. 100’)

HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	A ** B	Outcome
<b>(A)To the Carriage House/Garage, the Homeowners would like to make it a functional garage by:</b> <b>(1) Re-coating ancillary building roof in black epoxy</b> <b>(2) Replace damaged fascia on ancillary building</b> <b>(3) Add wood swinging doors to main entrance of building which will remain black in color</b> <b>(4) Install original light fixture to ancillary building and lastly</b> <b>(5) Repair/Modify door to fit opening of building (the top of the door which is missing will be replaced with wood and painted black)</b>	Height of proposed Structure	N/A (B)4-C	(A Gary Weaver made a motion that the roof was congruent with Design Guideline 5.101 & 9.100, Fascia Board congruent with 2.103 & 9.105, addition of swinging garage doors congruent with 9.202, attaching light fixture congruent with 16.100 and repair/modify door missing the top is congruent with 6.102 & 6.103 and therefore should be approved. Rick Thomas seconded
	Setback/placement of structure	N/A (B)4-C	
	Exterior Construction Materials	(A)1-C (B)1,2,3,4-C	
	Exterior Colors	(A)1-C (B)1,2,3,4-C	
	Architectural Details	N/A	
	Roof (shape/form/materials)	(A)1-C (B)3-C	
	Doors/Windows/Fenestrations	1-C	
	General form and proportion	(A)3,4,5-C (B)3-C	

<p><b>(B)The Applicants also would like to work on the main house by:</b></p> <p><b>(1)Repair damaged clapboard with clapboard in garage that matches and decorative elements</b></p> <p><b>(2)Repair and masonry foundation and chimney with appropriate type and mixture of mortar, crawl space, basement and piers. Brick will replace brick.</b></p> <p><b>(3)Install A-frame roof above existing flat roof (to match existing asphalt roofs) to join two existing roofs.</b></p> <p><b>(4)Install 5' high fence in back yard - approximately 100 ft. deep which will be black aluminum square tube and rectangle shape.</b></p>	Appurtenant fixtures	(A) 4-C	it.
	Structural Conditions	N/A	
	Trees	N/A	<p>The HPC voted unanimously to approve.</p> <p>(B) Rick Thomas made a motion to find that #1 is congruent with the Oxford Design Guidelines 1.103, 2.100, 2.102 &amp; 2.104 - #2 is congruent with Design Guidelines 3.103, 3.105, 5.104, &amp; 5.107 - #3 is congruent with Guidelines 5.100 &amp; 12.105 - #4 is congruent with Guideline 14.203 and therefore be approved. It was seconded by Gary Weaver.</p> <p>The HPC voted unanimously to approve.</p>

\* 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: Tony Armento**

**Taylor-McClanahan-Smith House-- Built 1820**

Property Address: 203 College St., Oxford, N.C.27565  
 Sworn stakeholders: Tony Armento (Who recused himself from the Board for this COA to be approved)  
 Property type: Residential  
 Project type: Replace wood storm windows  
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p><b>Tony Armento recused himself from deliberation, in order to present this COA for his home. It was noted by Gary Weaver and agreed by Cheryl Hart that the project is a Minor Works. However, because the applicant is recused from deciding the matter, the HPC must review the application.</b></p> <p><b>The Homeowner would like to replace the wood storm windows which are deteriorated. Mr. Armento spoke with the State Preservation office and they suggested using particularly enamalized aluminum product widely used for historic homes. The color will be white replacing white.</b></p>	Height of proposed Structure	N/A	<p>Gary Weaver made a motion that the project is congruent with the Design Guideline 6.108 and therefore be approved. Rick Thomas seconded it.</p> <p>The HPC voted unanimously to approve.</p>
	Setback/placement of structure	N/A	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details	N/A	
	Roof (shape/form/materials)	N/A	
	Doors/Windows/Fenestrations	C	
	General form and proportion	N/A	
	Appurtenant fixtures	N/A	
	Structural Conditions	N/A	
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**

<b><i>Property Owner Address</i></b>	<b><i>Description</i></b>	<b><i>HPC authorization</i></b>
<u>Jeff and Lisa Schons 414 College St. Oxford, N.C. 27565</u>	<i>The Homeowners would like to replace a basement door with like wood basement door and paint it with like color (black).</i>	<i>Tony Armento and Cheryl Hart signed off on this COA prior to the meeting as a Minor Works</i>

**COA Renewal**

<b><i>Property Owner Address</i></b>	<b><i>Date original COA issued/ renewed</i></b>	<b><i>Progress</i></b>
<u>Danny Young Evans 307 Main Street Oxford, N.C. 27565</u>	<u>Original –April 2016</u> <u>Renewed-July 2017</u>	Construction of white wood shed with tin roof in rear of yard. <ul style="list-style-type: none"> <li>• Pictures included</li> </ul>

**Demolition by Neglect: Nothing at this time**

**New Business**

<b>Topic</b>	<b>Discussion</b>	<b>Outcome</b>
<b>Lloyd Bastian</b>	Lloyd Bastian asked for an opportunity to address the HPC members to discuss information that he had discovered at the tax office when looking for tax	Tony asked Mr. Bastian to please keep the HPC informed

<b>(property tax exemption)</b>	<p>exemptions. There is a tax exemption which refers to historic structures, allowing a tax deferment of 50%. Mr. Bastian will continue to look into this matter and report back to us when it is finalized.</p> <p>*A copy of the Application Tax Exemption or Exclusion is included</p>	<p>of how this tax deferment/exemption plan is resolved for everyone in the Historic District will be interested.</p>
<b>Authorization to order Stewardship Medallions</b>	<p>Tony Armento would like to get permission from the HPC members to order 2018 &amp; 2019 Stewardship Medallions. The cost of the plaques will be \$ 319.00.</p>	<p>Rick Thomas made a motion to accept the quote and approve the purchase of two Stewardship Medallions for \$319.00 for 2018 &amp; 2019. It was seconded by Gary Weaver.</p> <p>The HPC voted unanimously to approve.</p>
<b>Meeting location for August regular meeting</b>	<p>Next month's meeting will be held at Granville County Senior Center at the corner of Williamsboro and Lanier Street. Cheryl Hart will be out of town and therefore the regular meeting place will not be available.</p>	<p>Next month, the regularly scheduled HPC meeting will be held at the Granville County Sr. Center. Cheryl Hart will be out of town and unable to make the regular meeting place available.</p>
<b>Future of Photo and Modification of Stewardship Award</b>	<p>This was tabled until a later date.</p>	<p>Tony Armento tabled this matter until a later date.</p>



<b>Trestles on 109 Rectory Street</b>	Rick Thomas brought it to the attention of the HPC that there were A-frame trestles lying out by the sidewalk which are not congruent to this property. Cheryl Hart will inquire as to what is going on and let the HPC know at a later date.	Rick Thomas noticed some trestles that were not congruent to the property so Cheryl Hart will find out what is going on and let the HPC know at a later date.	
<b>Motion to Adjourn</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Outcome</b>
	Gary Weaver	Rick Thomas	By unanimous decision, the HPC meeting adjourned at 8:09 p.m.

**Date of Next Meeting: Thursday, August 17, 2017 (at the Granville Co. Sr. Ctr.) 6:00 p.m.**

**Minutes Prepared by: Lu Anne Gilligan**