

Historic Preservation Commission Meeting Minutes June 15, 2017

Call to Order	In Attendance	Absent	Guests
<p>Made by: Tony Armento</p> <p>Time: 6:00p.m.</p>	<p>Tony Armento-Chairman Kelly Collins Schram-Secretary Marc Brooks-Treasurer Gary Weaver Rick Thomas</p> <p>Cheryl Hart-Planning Director Lu Anne Gilligan-Recording Secretary</p> <p>**Ethics Statement read by: Kelly Collins, Marc Brooks and Gary Weaver</p>		None

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	04-20-2017	Kelly Collins Schram	Marc Brooks	Motion to approve minutes as written

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance

	\$843.76	\$85.00	\$758.76
--	----------	---------	----------

Old Business

Topic	Discussion	Outcome
2017 Annual Report and Stewardship Award	<p>Tony Armento reported that on May 9th an annual report was given to the BOC by Tony and Marc Brooks. Beverly Nichols received the Stewardship Award for the restoration of the Brown-Watkins House, and a picture was placed in the OPL. Kelly placed a copy of the annual report on the website.</p> <ul style="list-style-type: none"> • A copy is included 	<p>Tony Armento and Marc Brooks gave the annual report to Board of Commissioners on May 9th. They also announced the winner of the Stewardship award which was the Brown-Watkins Property. A picture was placed in the OPL and a copy of the annual report has been uploaded to the HPC website.</p>
2017 Photo Contest Update	<p>Marc Brooks announced that the contest deadline has been moved to June 30th. Marc will take flyers to the Boys and Girls Club and the winners will be announced in July.</p>	<p>The deadline will be extended until June 30, flyer will be taken to the Boys and Girls Club and the winners will be announced in July.</p>
Design Guidelines Amendment concerning removal of	<p>Marc Brooks updated the modification for the amendment in the Design Guidelines for the removal of diseased and mature trees, Section 15.</p>	<p>Kelly Collins Schram made a motion to approve the tree amendment as discussed. Rick Thomas seconded it.</p>

diseased trees		The HPC voted unanimously to approve.
Additional HPC member training	Amber Kidd informed Tony Armento that the earlier training sessions held in August and November do not count because they were not conducted by a State approved representative. In order for the HPC members to meet the September 30 th deadline and maintain the CLG Status, a State Rep. must conduct the training, and at least two members must have one more hour each. Tony will send an email about what is available.	The previous training meetings do not count towards the CLG Status since it was not conducted by a State Represented so Tony Armento will send via email what is available for at least two of the HPC members to attend before the Sept. 30 th deadline.
Visibility initiative update	<p>Gary Weaver reported that all he needed was the green light on the brochures he has drafted for the HPC members to vote on. It was decided that 200 would be printed and Gary will be responsible for getting them out to the Realtors, Chamber of Commerce, and Home Buyers etc.</p> <p>*A copy of Brochure is included</p>	<p>Marc Brooks made the motion to approve the expenditure funds to print 200 of the Realtor and Home Buyer’s Guide Brochures. It was seconded by Rick Thomas.</p> <p>HPC voted unanimously to approve.</p>
Website/communications items update	<p>Tony made a list for Kelly to update our website. They include:</p> <ol style="list-style-type: none"> (1) Removing Christine Sims from list of members (2) Add approved minutes (3) Replace Review worksheet (4) FAQ and Permits and Procedures pages need updating (5) Charter needs updating to reflect changes 	<p>Tony made a list for Kelly to update on the website. They included:</p> <ol style="list-style-type: none"> (1) Remove Christine Sims from list of members (2) Add approved minutes

	<p>(6) Add Stewardship Awards since 2015 (7) Remove walking tour information from calendar (8) Update HPC meeting date calendar</p>	<p>(3) Review worksheet needs to be replaced (4) FAQ and Permits and procedures pages need updating (5) Charter needs updating (6) Add Stewardship Awards since 2015 (7) Remove walking tour information from calendar (8) Update HPC meeting date calendar</p>
--	---	--

COA APPLICATION REVIEW #1: Marc Brooks

John G. Hall House- Built -1913

Property Address: 221 Main Street, Oxford, N.C.
Sworn stakeholders: Marc Brooks
Property type: Residential
Project type: Installation of brick veneered concrete block retaining wall, expansion of rear yard brick paver patio and addition of patio steps, installation of two raised garden beds at side of garage and installation of stained-wood steps with white railings at right angle to existing steps leading from screened porch to rear yard.
HPC Conflicts of Interest declared: Marc Brooks is a HPC Board member so will refrain from voting on this COA.

Project Description	Factors Considered *	**	Outcome
Mr. Brook’s project consisted of: (1) Installation of brick veneered concrete block retaining wall at front sidewalk	Height of proposed Structure	1,3,4-C 2-N/A	Kelly Collins Schram made a motion that the
	Setback/placement of structure	1,2,3,4-C	

<p>(2) Expansion of rear yard brick paver patio and addition of patio steps</p> <p>(3) Installation of two 6' X 3' raised garden beds (in wood) at side of garage</p> <p>(4) Installation of stained-wood steps with white railings at right angle to existing steps leading from screened porch to rear yard</p> <p>** Pictures are included</p>	Exterior Construction Materials	1,2,3,4,-C	<p>COA as presented is congruent with the Design Guidelines 15.206 and 15.103 and the retaining wall is congruent with the guidelines 14.201 and therefore should be approved. It was seconded by Gary Weaver.</p> <p>The HPC voted unanimously to approve.</p>
	Exterior Colors		
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion		
	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: Tony Armento Taylor-McClanahan-Smith House – Built-1825

Property Address: 203 College Street, Oxford, N.C.

Sworn stakeholders: Tony Armento
 Property type: Residential
 Project type: Repairs to EPDM membrane flat roof at back of house and application of silicone roof coating to EPDM flat roof
 HPC Conflicts of Interest declared: Tony Armento is a HPC Board member so will refrain from voting on this COA.

Project Description	Factors Considered *	**	Outcome
Mr. Armento would like to make: (1) Repairs to EPDM membrane flat roof at the back of house (2) Application of silicone roof coating to EPDM flat roof – roofers will be using a white silicone which will give it a gray appearance instead of black.	Height of proposed Structure	-N/A	Kelly Collins Schram made a motion for the project to be congruent with the Design Guideline 4.202 and therefore should be approved. Gary Weaver seconded it. The HPC voted unanimously to approve.
	Setback/placement of structure	N/A	
	Exterior Construction Materials	N/A	
	Exterior Colors	1,2-C	
	Architectural Details	N/A	
	Roof (shape/form/materials)	1,2-C	
	Doors/Windows/Fenestrations	N/A	
	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

<i>Property Owner Address</i>	<i>Description</i>	<i>HPC authorization</i>
<u><i>Stephen Stockton 210 College Street Oxford, N.C.</i></u>	<i>Replaced shingles on porch roof with matching materials – green asphalt shingles with green asphalt shingles.</i>	<i>Tony Armento and Cheryl Hart signed off on this COA prior to the meeting as a minor works.</i>

COA Renewal: There were none at this time.

Demolition by Neglect: Nothing at this time.

New Business

Topic	Discussion	Outcome
Authorization to spend remainder of budget funds	Tony would like to authorize whatever money remains after Gary finds out how much the brochures will cost, the June Recording Sec. payment and the HPC Membership Renewal to be spent on the Design Guidelines.	Marc made a motion to approve the expenditure of the remaining funds on the copies of the Design Guidelines following the termination of the amount that is remaining after the June’s meeting minutes Recording Secretary, Homebuyer’s Brochures and

			<p>potentially the membership of National Assoc. of HPC's. Kelly Collins Schram seconded it.</p> <p>The HPC voted unanimously to approve.</p>
<p>Future of Photo Contest and Stewardship Award</p>	<p>Tony wanted all the HPC Members to brainstorm new ideas for the Photo Contest for next year. This will be discussed at the next meeting.</p> <p>Tony would like to expand the Stewardship Award to include maintenance and repair projects. He asked everyone to consider this and will discuss further at next month's meeting.</p>	<p>Tony asked the members to brainstorm new ideas for the Photo Contest.</p> <p>Tony also asked the members to consider adding maintenance and repair projects to be able to be included in the Stewardship Award.</p> <p>These items will be discussed further at next month's meeting.</p>	
<p>Motion to Adjourn</p>	<p>1st</p>	<p>2nd</p>	<p>Outcome</p>
	<p>Kelly Collins Schram</p>	<p>Marc Brooks</p>	<p>By unanimous decision, the Board adjourned at 7:35 p.m.</p>

Date of Next Meeting: Thursday, July 20, 2017

Minutes Prepared by: Lu Anne Gilligan