

# Historic Preservation Commission Meeting Minutes June 16, 2016

Call to Order	In Attendance	Absent	Guests
<p><b>Made by: Tony Armento</b></p> <p><b>Time: 6:08 p.m.</b></p> <p><b>*Christine Sims, Jayne Kirkpatrick and Kelly Collins read the Ethics Statements.</b></p>	<p>Tony Armento-Chairman Rick Thomas-Vice Chairman Christine Sims- Treasurer Kelly Collins Schram-Secretary Joan Roberson Cathy Weaver Jayne Kirkpatrick</p> <p>Susan Wicker-Design Guideline Project Manager</p> <p>Scotty Cornett-Planning Dept. Lu Anne Gilligan-Recording Secretary</p>	<p>Cheryl Hart- Planning Director</p>	<p>Vick Cronauer Sharla Cronauer William Mitchell-- Applicant Ken Koepplinger-- Contractor representing applicant Marc &amp; Erika Brooks</p>

Approval of Minutes	Date of Minutes	Motion to Approve	2 <sup>nd</sup>	Outcome
	May 19, 2016	Christine Sims	Jayne Kirkpatrick	Motion to approve minutes as written.

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
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	Unknown at this time.	?	Christine is working with the City accountant to obtain current balance.
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**Old Business**

<b>Topic</b>	<b>Discussion</b>	<b>Outcome</b>
<b>217 College Street Watkins Property Demo. By Neglect Update</b>	Tony informed the HPC that the Mayor had told him the title to the Watkins Property had been transferred to Preservation North Carolina, and a couple from Louisburg was likely to purchase the property from them.	The HPC is grateful to all concerned, and the fact that it only took PNC one year to find a qualified buyer for the property at 217 College Street.
<b>Bicentennial Event Participation (Walking Tours partnership with Oxford Parks &amp; Recreation)</b>	<p>Christine reported that the Walking Tour will take place this Saturday June 18<sup>th</sup>. They already have six (6) people signed up for the first tour, 13 for the second, 11 for the third, and nine (9) for the fourth. They are continuing to get daily registrations for the tour so they are planning on more people taking part. They have allotted approximately 1 ½ hours for each walk and also plan to keep a golf cart for each walk in case someone gets hurt, tired or has mobility issues, however, a driver is needed for each time slot.</p> <p>Christine also pointed out that we have already begun getting people to sign up for the September tour dates at which time we will be doing both sides of town which will be a bit challenging but in the morning we will be doing the Main St. side and in the afternoon we will be doing the College St. side. Chris is also hoping to get the Realtors to open the houses FOR SALE so they can do a walk-through. She also would like to get ghost stories for the homes on College St. which has really been a hit for the other street.</p>	Christine reported that the second tour would take place this Saturday, June 18, 2016 at 9 am, 10:30, 12:30 and 2:30pm. Registrations for the second tour were doubled if not tripled from the first one. She is in need of a golf cart driver for this tour, but hopes to have ghost stories and get the realtors to open up their houses For Sale on the September Tour.

<p style="text-align: center;"><b>Design Guidelines Revision</b></p>	<p>Tony reported that a <i>Design Guidelines</i> Review Special Meeting was held on May 25, 2016 and he wrote the minutes and they are as follows:</p> <p>A special meeting of the HPC was held at 6:00 pm on Wednesday, May 25 in the Training Room of City Hall. Members present at the meeting were: Tony Armento, Chairman, Rick Thomas, Vice Chairman, Cathy Weaver and Jayne Kirkpatrick. Also attending were Susan Wicker, Project Manager of the <i>Design Guidelines</i> Revision, Cheryl Hart, Planning Director, Scottie Cornett, Planning Staff, and Larry Thomas, an interested property owner. The fourth chapter of the draft revision to the <i>Design Guidelines</i> was discussed during the meeting, and recommendations for style, grammar, and content changes were noted.</p> <p>Susan reported that since we last met extensive changes and edits had been made from what the JMT Group had written for our revisions and that the State wasn't happy about the number of "suggestions" we made so they requested a conference call. Before the call took place, the State asked Susan to call them at which time; they informed her that Laurie Mitchell, the Certified Local Government Liaison who was no longer with the State Preservation Office, so they are shorthanded. The conference call took place with all the parties involved and everyone made their opinions known but Susan was unwavering and in the end, everyone was on board and the State asked that an extension of one month be granted due to the leaving of Ms. Mitchell, moving the deadline up to September 16<sup>th</sup>. Tomorrow, we will receive the last pages that need to be reviewed. With this extension, we will have more time to complete our edits, send it back to State and after their final reviews; they will send us the complete <i>Design Guidelines</i> edited for our final review. We will then hold a public meeting for the community to have a chance for their input. Everything has to be completed by the HPC and the State before submitting to the Board of Commissioners.</p>	<p>The Revisions for the <i>Design Guidelines</i> are being made and meetings are being held to edit the JMT Group recommendations so that it fits Oxford's historic districts as best as it can and not just another generic Guideline booklet. Much hard work and hours of phone calls are going into this project. Laurie Mitchell is no longer with the State so this prompted a month's extension from the state which gives us breathing room.</p> <p>The next <i>Design Guidelines</i> revision meeting will be held Wednesday, June 22, at 6:00 at the Public Works Dept.</p>

	<p>The next review meeting is scheduled for Wednesday, June 22, 6:00 pm at Public Works Building.</p> <p>The dates picked for the public meeting will either be on August 23<sup>rd</sup> or 24<sup>th</sup>. Susan will check with the Library and let everyone know via email.</p>	<p>A public meeting is being scheduled for August at the Library but Susan will need to let the HPC members know via email which date is available.</p>
<p><b>2016 Photo Contest and Stewardship Award Presentation</b></p>	<p>Tony announced that he made the presentation for the Awards on Tuesday evening at the BOC public meeting. Susan did a great job putting a power point presentation together covering all the photographs and at the end, a couple of the commissioners thanked us and commented that they looked forward each year to seeing the photographs but all of them were very pleased.</p> <p>Susan and Tony will prepare a press release for the OPL, which will also be put on the website and sent to Barbara Rote.</p>	<p>Tony Armento made the presentation of the awards of the Photo Contest and Stewardship Award at the BOC Public Meeting. Susan put together a power point presentation and all the commissioners enjoyed it.</p> <p>Susan and Tony will send out a press release, Susan will put it on the Website and also send it to Barbara Rote.</p>
<p><b>Utilization of remaining funds</b></p>	<p>Two things were looked into for the remaining funds:</p> <ul style="list-style-type: none"> <li>(1) Christine Sims reported that it would cost \$300.00 for the new Tri-fold color brochures for the Main and College Street homes which would include pictures and 500 in number</li> <li>(2) Rick Thomas reported that for \$100.00 he would be able to produce an Outline for a one page brochure for the Realtors to pass out to potential buyers showcasing the historic district. This should include 200 copies.</li> </ul>	<p>The remainder of the funds will be used for:</p> <ul style="list-style-type: none"> <li>(1) New color tri-fold Brochures for the Walking Tour and Chamber of Commerce showing Main and College Street homes.</li> <li>(2) A one page brochure for</li> </ul>

		the Realtors to pass out to potential buyer showcasing the historic district.
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**COA APPLICATION REVIEW #1: William L. Mitchell**

Property Address: 214 Gilliam Street  
 Sworn Stakeholder: William Mitchell  
 Property type: Residential  
 Project type: Replace shutters, plastic gutters and downspout and replace storm doors  
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<b>The Homeowner would like to :</b> <b>(1) Replace his wooden shutters with louvered fixed wooden shutters painted with like color black</b> <b>(2) Replace his old gutters with white metal gutters that will have wider downspouts with white cap/leaf guards which will also be connected to shutters and lastly</b> <b>(3) Replace his front and rear storm doors from a white two pane glass metal doors with a white full view glass pane metal with baked on finish storm doors.</b>	Height of proposed Structure	N/A	The motion to approve the COA in conformity with the Design Guidelines and congruent with the Historic District was made by Joan Roberson and seconded by Kelly Collins.  The HPC voted unanimously to approve.
	Setback/placement of structure	N/A	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details	1-C 2,3-N/A	
	Roof (shape/form/materials)	1,3-N/A 2-C	
	Doors/Windows/Fenestrations	1,2-N/A 3-C	
	General form and proportion	1,2-C 3-N/A	
	Appurtenant fixtures	1,3-N/A 2-C	
	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

## **COA APPLICATION REVIEW #2: Marc and Erika Brooks**

Property Address: 221 Main Street, Oxford, N.C.  
 Sworn stakeholders: Ken Koeplinger  
 Property type: Residential  
 Project type: Adding Dormer Windows to the Garage Roof  
 HPC Conflicts of Interest declared: None

<b>Project Description</b>	<b>Factors Considered *</b>	<b>**</b>	<b>Outcome</b>
<p>Ken Koeplinger spoke on behalf of the homeowner to the HPC to ask that they would like to ensure the main house and the garage have a similar appearance; the garage roof will feature three (3) dormers that are consistent with the dormers on the front and back of our home. The proposed sizes for these dormers are 4' on each side with a larger center dormer measuring 6'. These dormers would also give the garage a more cottage/carriage house look. Placing the dormers on the garage lowered the building 3'4".</p> <p>The dormers will be placed on the Main Street side of the roof and the proposed sizing is to ensure they are scaled appropriately based on the size of the main home as well as the new construction of the garage. Materials used would be any white composite other than hardy plank.</p> <p>*Pictures are attached of similar images for references</p> <p>There was some discussion among the HPC concerning whether or not the dormer size was too large. Two (2) members, Cathy Weaver and Joan Roberson, did not agree that the addition of the dormers would be congruent with historic districts. All other members agreed that it is.</p>	Height of proposed Structure	C	<p>Motion was made to approve the COA as congruous with the Historic District and in conformity with the Design Guidelines by Kelly Collins and seconded by Rick Thomas.</p> <p>The HPC voted :            Two NO's Cathy Weaver and Joan Roberson and Five Yes's Rick Thomas, Jayne Kirkpatrick, Kelly Collins, Christine Sims and Tony Armento so the motion was approved.</p>
	Setback/placement of structure	N/A	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details	C	
	Roof (shape/form/materials)	C	
	Doors/Windows/Fenestrations	C	
	General form and proportion	C	
	Appurtenant fixtures	N/A	
	Structural Conditions	C	
	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

**\*\***Following the review and approval of the Brooks’ application, the Chair recognized Victor and Sharla Cronauer, who wanted to bring their concern regarding the overall size of the Brooks’ garage building to the attention of the HPC. The construction of the garage was authorized by the HPC at its meeting in November 2015. After hearing the concern and discussing the matter with Mr. Koepplinger, an informal poll of the HPC members was taken, with five of seven members of the opinion that the terms of the COA had not been violated. Therefore, the matter was not referred to the City Planning Director, who has the sole authority to police compliance with COAs. The meeting agenda was then resumed.

**Summary of Approved Minor Works: There are none at this time.**

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

**Demolition by Neglect: There was nothing at this time.**

**New Business**

<b>Topic</b>	<b>Discussion</b>	<b>Outcome</b>
<b>226 College Street</b>	Tony reported that the owner of 226 College Street inherited this house and would like to sell it but wishes to have it remain a multi-family use rental, which is not permitted under current zoning. Additionally, the Secretary of the Interior’s number one standard is to return it to the original use. It appears, based on Tony’s research at the Deed’s Office, the Clerk of Court’s Office, and the Library, that the property was originally a single family residence. It was mentioned in a number of documents as “the Furman Home Place” and in 1924 was transferred to Viola Wallace who was known to operate a boarding house in Oxford. In 1928, it was then bought by Mrs. W. H. Walters who opened it as apartments. After discussion of the information, the HPC concurred that the property on 226 College did not start out as a multi-family dwelling but as a single family home,	Christine Sims made a motion that in the official capacity of the HPC we provide the Board of Commissioners with a statement of fact declaring that 226 College Street originated as a single family residence and should be returned to that because of the Secretary of Interiors, standard Number One is to return it to its original use.

	<p>and authorized Tony to prepare a response in the event any petition is made to the Board of Commissioners for a change in zoning with respect to this property.</p>	<p>It was seconded by Cathy Weaver.</p> <p>The HPC voted unanimously to approve.</p>
<p><b>Vacant Lot on New College Street</b></p>	<p>The owners of this lot want to remove it from the local historic district may repeat their effort to do so.</p> <p>In discussing the matter with Tony, Cheryl Hart indicated that she could be supportive of including the entire New College Street in the Historic District if it merited inclusion, as an alternative to removing the lot from the District. When this lot was added, there was an old tobacco warehouse on it (which was on the national register) which has since been burned down. There are two other properties further down on this street that are also in the District.</p> <p>Tony contacted the State Preservation Office for guidance on the matter, and had intended to contact them anyway concerning the reclassification of non-contributing National Register properties to contributing properties. Claudia Brown of the SPO will make a preliminary site visit on Thursday, July 13, at 10:30am, and will meet Tony at the Library to discuss this issue. She commented that it makes lots of sense to make the entire street part of the district but makes no sense just to have one lot on a street in the district.</p> <p>Joan stated that she felt we should let every commissioner know it would be a good idea that this matter has come before us before and that rather than taking parcels out that we would like to see areas of town added in and if you take that one out, it wouldn't make sense to have that hole in that district especially if New College St. was added later.</p>	<p>The owner wants to remove the vacant lot from the HPC District but the HPC would prefer to add the entire New College Street to the historic district.</p> <p>Claudia Brown is coming for a site visit and will meet with us on July 13 to discuss the issue.</p> <p>A statement will be prepared setting forth the HPC position on the removal of the property, to be presented to the Commissioners at the appropriate time.</p>
	<p>Tony observed that there was a curb mailbox and a side yard fence at 306 Broad</p>	

<p><b>306 Broad Street Curb Mailbox and Side Yard Fence</b></p>	<p>St., both of which were not given a COA and a curb mailbox is not allowed in the historic district but the Post Office has started requesting all new residences to have them. However, one of the HPC members ran into this same problem but had the Mayor tell her since she just bought a home in the historic district; she does not have to have a curb side mailbox. The Postmaster has agreed that the Historic District is exempt from having a curbside mailbox. However all agreed that the property owner should be exempt from the prohibition against curbside mailboxes, since they had purchased it in a good faith belief that it was required. Cheryl should inform the Homeowner that they do not have to keep their curbside mailbox and also get them to submit a COA application for the fence in the side yard</p>	<p>Because property owners in the historic district are exempt from having to put up a curbside mailbox, Cheryl Hart will notify them and request that they complete a COA application for the fence in the side yard.</p>
<p><b>306 College Street Roofing Project</b></p>	<p>Cheryl Hart is sending Mr. Bastian a letter informing him that he needs to file a COA for the roofing job that he is in the process of doing at this time on his home.</p> <p>*A copy of the letter is attached</p>	<p>Cheryl has sent a letter to the Homeowner at 306 College St. informing him that a COA application may be necessary for the work he is in the process of doing at this time on his roof.</p>
<p><b>HPC Training</b></p>	<p>Tony informed the HPC that they not only needed training but had to meet training requirements in order to continue as a Local Certified Government. We must get this done by the end of August. Susan has agreed to do this for us but Tony and Rick will help. Tues, July 26<sup>th</sup> at 6:00pm will be the night the training session is held. Everyone is encouraged to attend.</p>	<p>Training Session for the HPC was set for July 26<sup>th</sup> at 6:00pm. It will consist of one session but two lessons.</p>
<p><b>May 19 Executive Session</b></p>	<p>Tony announced that the May 19<sup>th</sup> Executive Session meeting was to discuss privately increasing the monthly compensation for the Recording Secretary by \$10.00 as of July. It was unanimously agreed upon.</p>	<p>The motion was made by Jayne Kirkpatrick to raise the monthly compensation for the recording secretary by \$10 as of July and it was seconded by Kelly Collins.</p>

			The HPC voted unanimously to approve.
<b>Motion to Adjourn</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Outcome</b>
	Christine Sims	Jayne Kirkpatrick	By unanimous decision, the meeting adjourned at 8:42p.m.

\*\* Tony made an acknowledgement of two retiring members, Cathy Weaver and Joan Roberson. He also thanked Susan Wicker for her services in the past years also. He thanked them all for their dedicated service and hard work and told them how much they would be missed.

**Date of Next Meeting: Thursday, July 21, 2016**

**Minutes Prepared by: Lu Anne Gilligan**