

Historic Preservation Commission

Meeting Minutes

June 18, 2020

Call to Order	In Attendance	Absent	Guests
Made by: Lou Ann Mitchell Time: 6:00p.m.	Derreck Brown-Chairman Tony Armento – Vice Chairman Lisa Schons-Secretary Mike Delionbach David Quinn Kelly Collins-Schram Teresa Gilbreath Cheryl Hart-Planning Director **Ethics Statements read by: Derreck Brown	Jacalyn Thomas	David Holden COA submission Braxton Henderson COA Submission Kelly Collins-Schram COA Submission Jason Holmes COA Submission

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	10-17-2019	Tony Armento	Lisa Schons	Approved
	4-16-2020	Tony Armento	Lisa Schons	Approved

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	364.74	.00	\$364.74
	\$389.00* (* Special Purpose Contest fund can be carried year to year)		\$389.00

Old Business

Topic	Discussion	Outcome
Update on Oxford Historic District National Register Projects	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 Cheryl for being present at the meeting and answering questions on the HPC's behalf. Everything else has been stalled at the State office.	<i>Military/Williamsboro Street & Armory District approved at last Commissioner's meeting.</i>
2020 Goals/Visibility initiatives updates		
2020 Historic Preservation Fund Grants for Certified Local Government	Derreck resubmitted this grant. Tony and Jacqueline did a lot of work on this. Thank you. It was due on May 15 th and submitted on May 12, 2020.	<i>Derreck will provide an update once he hears from them.</i>
Resubmission of TDA Mini Grant Application	Derreck was asked to resubmit the application through the Granville County Tourism association with Angela Allen. The committee had it last year and had	<i>Derreck resubmitted the application. He will provide</i>

funds for the Historic walking tour and things like golf cars and walkie talkies. The Tour is scheduled October this year.

an update once he has received feedback. We will review again in July.

(1) Welcoming Program Activities

Kelly stated the canvas bags are nice but items are needed to be put in the bags. She suggested that we purchase 20 bags at a time to see if we like them and since we do not have many people moving here at the time. It was discussed to purchase frames for photographs, 5 or 6, and other items like playing cards or Koozies for soda cans.

(1) Welcoming Program - Kelly will update the committee regarding the costs associated with the bag purchase and the items to place in the bag. Derreck, Lisa and Kelly will meet to discuss the welcome bags and money available to spend.

Tony made a motion to spend down the current funds before the end of June. David seconded. The committee unanimously agreed.

(2) Public Ledger Articles

Kelly stated she would like to speak with people that lived in the homes that are doing a lot of work. Derreck asked her timeframe and Kelly stated she still has 2 contacts and plans to arrange something next week to get more history on the home. Derreck stated he had some suggestions to share with her. Tony offered assistance and stated that Jane Kirkpatrick has offered to assist with the write up.

(2) Public Ledger Articles – Jane will assist with writing the articles and Tony will provide editing assistance. Derreck will ensure that Kelly has Jane's current email and will give her Kelly's cell number.

<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><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>(4) PocketSight.com website feature</p>	<p>Derreck will work on this and report back at the next meeting as well as show features. Tony has reviewed other websites and found nice features that we could borrow down the road. The various sites mentions plaques on homes and gives a history. He will send photos to the group.</p>	<p><i>(4) PocketSight.com website feature – updated on website feature. David will share sites to compare and provide ideas for our website.</i></p>
<p>(5) Update of Historic District walking Tours</p>	<p>Derreck stated we hope to have in October 2020. Currently on hold.</p>	<p><i>(5) Update of Historic District walking Tours-Derreck will follow up with the group. Derreck will meet with Stephanie regarding vertical files to update info</i></p>
<p>(6) Online Inventory</p>	<p>Derreck received positive responses from everyone regarding the online inventory. He found personal information, ie., license plates, in some of the photos. He has taken new photos with no personal information.</p> <p>Tony explained the Guided Tour for Mike and David. Derreck will meet with Stephanie at the museum regarding the vertical files.</p>	<p><i>(6) Online Inventory - Derreck is uploading photos to website. He will send updated pictures and send to the group for review at the next meeting so that we can finalize it.</i></p>

	<p>Derreck presented the website and discussed the possible ideas of how the names of houses should be shown.</p>	
<p>(7) HPC Database</p>	<p>Tony 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 Cheryl if we could get communication regarding the deeds within the historic district. Cheryl stated it is all on line. We 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.</p> <p>Derreck 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.</p> <p>Tony stated this has been done in the past and usually in October but the cost is ~\$200.00 to send.</p>	<p>(7) HPC Database - Tony will update database as needed.</p> <p><i>Kelly will look into who is the new owners of the home and Cheryl offered to send her the link and walk her through it.</i></p> <p><i>Research is needed to obtain the homeowner information. Goal is to move towards email but need time to maintain and keep updated.</i></p>
<p>(8) National Preservation Month</p>	<p>Article was placed in Oxford Public Ledger and posted on Oxford HPC Website. This will be done annually.</p>	<p>(8) National Preservation Month - May will be Preservation Month. Article will be posted each year in May.</p>

(9) Compliance Regulation and Enforcement Follow-up

Derreck checked in with Tony regarding compliance regulation and enforcement and if the commission needs to consider anything additional.

Tony stated that he thought there shouldn't be fees for tree removal applications. 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.

We have a lot of work being done without a submitted COA application. Our fees should be collected for after the fact COA's. We are not allowed to set fees, only the Board of Commissioners can decide the fees, but we can make a recommendation to them.

(10) Stewardship Award

Tony stated that normally we do this in April and submit the award in May. We should consider these applications and make a decision within a month. Award is for 2 years. We consider all COA's submitted during the 24 months ending in March, review applications in April and present in May. Eligibility is restricted to work on the historic structure, landscape and those type of projects are ineligible. When voting, review the website and take that criteria into consideration. In the past, it was as secret ballot and we have done first, second and third choice.

Tony will put together a list of eligible homes. We will move the award date from May.

(9) Compliance Regulation and Enforcement Follow-up – Tony and Derreck will partner to discuss and move this forward.

(10) Stewardship Award – Derreck will send out email with more information and suggested we keep the secret ballot approach. Tony drove around to ensure the work was done for the ones since Oct. 2019

All COA applicants were sworn in by Lisa Schons

COA APPLICATION REVIEW #1: David Holden

Bryant Kingsboro c. 1806

Property Address: 417 Goshen Street, Oxford, N.C.
 Sworn stakeholders: David Holden
 Property type: Residential
 Project type: Add porch and hand railing as required by insurance co
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to: 1. Add porch and hand railings as required by insurance company 2. Redo sidewalk to enhance front entrance	Height of proposed Structure		1. Tony Armento made a motion that the COA should be congruent with the Design Guidelines 7.100, 7.104 & 7.203 and 13.104 for the sidewalk redo. It was seconded by Mike Delionbach 2. Kelly Collins-Schram made a motion that the COA with the Design Guidelines 13.104 to redo sidewalk . It was seconded by Lisa Schons.
	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		

			The HPC voted unanimously to approve.
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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

Property Address: 316 Mail Street, Oxford, N.C.
 Sworn stakeholders: Braxton & Chalis Henderson
 Property type: Residential
 Project type: Column replacement due to water damage from water
 HPC Conflicts of Interest declared:

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <p>1. Remove and replace two existing columns that are water-damaged to match existing column for insurance reasons. Water damage due to the lack of appropriate angulation of the roof. Water is pooling on the roof. Contractor will perform the work. Columns will match existing columns in detail. (Note: Roofing issue will be dealt with in the future)</p> <p>2. Replace damaged support beam with like material.</p>	Height of proposed Structure		<p>1.Tony Armento made a motion that the COA should be congruent with the Design Guidelines 7.103, 7.104, 7.105, 7.106 and 1.103 (for the aluminum) so therefore should be approved. It was seconded by David Quinn</p> <p>The HPC voted unanimously to approve.</p>
	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		
	General form and proportion	1.C 2.C 3.C	
	Appurtenant fixtures		
	Structural Conditions		
Trees			

* See attached HPC worksheet for full details of factors considered
 ** C = Congruent with Historic Aspects of Historic District
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 NA = This project does not impact this factor

COA APPLICATION REVIEW #3: Jason Spain

212 Gilliam Street – Earnest Linwood house c1915

Property Address: 316 Mail Street, Oxford, N.C.
 Sworn stakeholders: Jason Spain
 Property type: Residential
 Project type: Addition request for adding paint details
 HPC Conflicts of Interest declared:

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <ol style="list-style-type: none"> 1. Repaint Main Body of House and outbuilding Trim color: Black Magic by Sherwin Williams 2. Repaint Exterior Window Sashes Casings and Muntins window color: Black Magic by Sherwin Williams 3. Repaint Trim around Recessed panels on front porch columns have recessed panel trim color: Black Magic by Sherwin Williams 4. Repaint window trim: Black Magic by Sherwin Williams 	Height of proposed Structure	2.	<p>1. Tony Armento made a motion that the COA should be congruent with the Design Guidelines 1.106, 1.202, 4.101, 4.200 so therefore should be approved. Screening of vault/irrigation box with vegetation. It was seconded by Kelly Collins-Schrall</p> <p>The HPC voted unanimously to approve.</p>
	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		

Property Address: 114 Rectory Street, Oxford, ND
 Sworn stakeholders: Kelly Collins- Schrall
 Property type: residential
 Project type: Install water features
 HPC Conflicts of Interest declared:

Project Description	Factors Considered *	**	Outcome
<p>1. Repaint Shed teal color with white trim in order to obtain a loan.</p> <p>2. Paint porch ceiling is not painted at this time but requests to paint the same color as shed (may not get to the ceiling this year)</p>	Height of proposed Structure	C	<p>1. Mike Delionbach made a motion that the COA should be congruent with the Design Guidelines 4.100, 4.102 & 4.103 for shed and 7.106 for porch ceiling so therefore should be approved.</p> <p>It was seconded by Lisa Schons.</p> <p>The HPC voted unanimously to approve.</p>
	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		

Summary of Approved Minor Works:

517 College Street – COA Scott Merzana COA clean exterior of home, clean areas for paint and paint use existing color paint.

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
Not sure what to do with these items? (2) 2020 HPC Photo Contest	The board decided not table discussion on the contest for now. We will look at it again next month.	<i>(2) 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.	Derreck will reach out to Heather (again) and determine status. Will report back during July HPC meeting.
Irrigation System Backflow Devices	Further discussion to be had regarding irrigation system backflow devices	Derreck will provide finalized information regarding irrigation system back flow devices after further

Recording Secretary	Derreck introduced Lou Ann Mitchell who has taken on the responsibility as recording secretary.	discussions with City of Oxford. Welcome to the team!!
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Motion to Adjourn	1st	2nd	Outcome
	Mike Delionbach	Lisa Schons	The HPC adjourned at 8:09p.m.

Date of Next Meeting: July 16, 2020

Minutes Prepared by: Lou Ann Mitchell