

Historic Preservation Commission Meeting Minutes June 20, 2019

Call to Order	In Attendance	Absent	Guests
Made by: Tony Armento Time: 6:00p.m.	Tony Armento-Chairman Derreck Brown-Vice Chair Gary Weaver-Member Jacalyn Thomas-Member Mark Pace-Member Cheryl Hart-Planning Director **Ethics Statements read by: Gary Weaver, Jacalyn Thomas and Mark Pace	Lisa Schons Kelly Collins-Schram	Cathy Weaver- Representing Jackie Sargent Manuel Melendez Joseph Hardie Danny Evans

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	5-16-2019	Jacalyn Thomas	Mark Pace	Motion to approve Minutes as written.

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	\$1045.00	\$338.86	\$706.14

COA APPLICATION REVIEW #1: Manuel and Shanti Melendez

Dennis G. Brummit House

Property Address: 111 Rectory Street, Oxford, N.C.
 Sworn stakeholders: Anthony Millendes
 Property type: Residential
 Project type: 1. Remove two trees from rear yard; 2. Install fencing; 3. Install Shorter fence in front yard; and, 4. Expand width of the front street driveway.
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <ol style="list-style-type: none"> 1. Remove two trees from rear yard. Already done. 2. Install fencing. 100 feet and 100 feet. Two sections adjoining. 3. Install shorter fence in front yard. 4. Expand width of the front street driveway. 	Height of proposed Structure	C	<p>The HPC voted unanimously to approve.</p> <ol style="list-style-type: none"> 1. Two trees already removed. Owner is now aware that they must receive approval before removing any future trees greater than 16” in diameter. Oxford Guidelines 15.102. Need tree specialist to recommend whether tree should be cut down. Gary makes motion to deny application for failure to provide evidence of tree
	Setback/placement of structure	C	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details	NA	
	Roof (shape/form/materials)	NA	
	Doors/Windows/Fenestrations	NA	
	General form and proportion	C	
	Appurtenant fixtures	C	
	Structural Conditions	NA	
Trees	NC		

			<p>arborist or specialist. It was seconded by Derreck Brown.</p> <p>2. Install six foot of white vinyl siding fencing against street line. Total of 200 feet. Oxford Guidelines 14.200, 14.202 and 14.203. Gary Weaver makes a motion that the fencing is congruent. Seconded by Mark Pace.</p> <p>3. Four foot white, vinyl utility fence with a gate in the left front yard. 14.200 and 14.202. Derreck Brown makes a motion that it is congruent. Seconded by Gary Weaver.</p> <p>4. Expansion of concrete driveway up to 10' wide. 13.107, 13.103, 13.104, 13.105 Consider new</p>
--	--	--	--

			<p>driveway must have a small footprint. Keep it to what one really needs. Derreck Brown makes a motion to approve. Seconded by Gary Weaver.</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

Property Address: 308 College Street
 Sworn stakeholders: Joseph Hardie
 Property type: Residential
 Project type: Repair damage to front porch roof and remove and replace any rotted wood found in the roof structure.
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to (1) Repair damage to front porch roof (2) Remove and replace any rotted wood found in the roof structure.	Height of proposed Structure	N/A	1. Patching is not wholesale replacement. Will not consider as a COA item. 2. Section 5.100, 5.102, 5.103 and 5.104. The HPC voted unanimously to approve. Gary Weaver makes a motion to approve. Mark Pace seconded.
	Setback/placement of structure	N/A	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details	N/A	
	Roof (shape/form/materials)	C	
	Doors/Windows/Fenestrations	N/A	
	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

COA APPLICATION REVIEW #3 : Jackie and Herve Sergent

Betts Taylor House c. 1840's

Property Address: 114 High Street; Oxford, N.C.
 Sworn stakeholders: Cathy Weaver (representing Jackie and Herve Sergent)
 Property type: Residential
 Project type: Replacement of shingled porch roof; replace built-in gutter system; replace roof on single-story addition; replace covering on flat roof
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <ol style="list-style-type: none"> 1. Replace the shingled porch roof with standing seam metal. Original color was silver (pictoral evidence). 2. Replace built-in gutter system. 3. Replace roof on rear single-story addition so that it matches the house. 4. Replace covering on a flat roof. 	Height of proposed Structure	NA	<ol style="list-style-type: none"> 1. Smooth or textured metal. Motion to be made will be limited to smooth silver finish. COA Guidelines 5.106, 5.203. Gary Weaver motion to approve. Jacalyn Thomas seconded. 2. COA Guidelines 5.104. Mitigating factor to change material is cost. Jacalyn Thomas motion to
	Setback/placement of structure	NA	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details	C	
	Roof (shape/form/materials)	C	
	Doors/Windows/Fenestrations	NA	
	General form and proportion	C	
	Appurtenant fixtures	NA	
	Structural Conditions	NA	
Trees	N/A		

			<p>approve. Gary Weaver seconded.</p> <p>3. COA Guidelines 5.100. Gary Weaver motion to approve. Mark Pace seconded.</p> <p>4. COA Guidelines. 5.104. Mark Pack motion to approve. Derreck Brown seconded.</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

Property Address: 307 Main Street; Oxford, N.C.
 Sworn stakeholders: Danny Evans
 Property type: Residential
 Project type: Decks at front and back of house.
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <ol style="list-style-type: none"> Construct 12x14 deck, with a pergola, at the front left corner of the house. Revised during meeting to construct a 12x14 porch, with a pergola, at the front left corner of the house. Construct 8x12, and 10x20 decks, at the rear of the house with staggered elevation. 	Height of proposed Structure	N/A	<ol style="list-style-type: none"> Absolute prohibition of decks in the front yard. Not congruent to anything else in the Historic District regarding a deck in the front of the house. COA Guidelines 7.203. Motion to deny by Jacalyn Thomas. Table COA for Mr. Evans to come back next month to make sure front porch and pergola
	Setback/placement of structure	N/A	
	Exterior Construction Materials	1: NC; 2: C	
	Exterior Colors	N/A	
	Architectural Details	N/A	
	Roof (shape/form/materials)	NC	
	Doors/Windows/Fenestrations	N/A	
	General form and proportion	C	
	Appurtenant fixtures	1: NC; 2: C	
	Structural Conditions	N/A	
Trees	N/A		

			<p>seamlessly blends with the home. Will work with Cheryl Hart, if necessary.</p> <p>2. COA Guidelines 15.200 and 15.203. Needs vegetation. Mark Pace motion to approve. Derreck Brown seconded.</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

Summary of Approved Minor Works: None since last meeting.

COA Renewal: There were none of these since the last meeting.

Demolition by Neglect: There are none at this time.

Old Business

Topic	Discussion	Outcome
129 W. Front Street	Cheryl contacted the owners of 129 W. Front Street regarding coating being applied to the porch roof.	Cool Seal is the same material, but the color had faded. This was a maintenance thing, so not considered a minor work.
2019 CLG Training in Wake Forest	Lisa and Kelly were not in attendance to discuss what they learned at the training.	Will hear what Lisa and Kelly have to say at the July meeting.
Update on Oxford Historic District National Register Nomination Additional	Heather has no update from the State Office. Still being reviewed. It will come back to her with comments and suggested changes.	On track to be completed this fall.

<p>Documentation and Boundary Increase project</p>		
<p>Update on Williamsboro Military Street District and Oxford National Guard Armory nominations</p>	<p>Michelle Patterson McCabe---responsible for Historic Preservation fund grants. Will be speaking with new person, Beth King, next week. Have 6 months to put together a proposal for our own Board of Commissioners and HPC Committee.</p>	<p>Additional updates in July.</p>
<p>2019 Photo Contest</p>	<p>Off and running. On HPC Website, HPC Facebook page, NextDoor, Granville Community Facebook page, and Oxford Community Connect Facebook page. Email blast sent to 2,500 people at the above mentioned Facebook sites. Sponsorships at Riccoben Dentistry, Tony Woodlief (Farm Bureau Insurance). Did not hear back from Ken Koeplinger. \$525 committed. Uptown may still be interested. Instead of cash, maybe Uptown would do in kind instead of cash. Need to follow up with Wesco and Whitco, too. Need to also put in Oxford Ledger. Mary Yount also wants to make sure the sizing is correct. Categories for October needs to be created, too. Autumn and winter variety.</p>	<p>Additional updates in July.</p>
<p>Welcoming Program activities</p>	<p>No new people moved into the area since last meeting. Gary Weaver showed new Welcome folder. Kelly will be taking care of this moving forward.</p>	<p>Gary will transfer this to Kelly.</p>
<p>Public Ledger articles</p>	<p>Derreck wrote a story. Tony is reviewing and editing. Wanted to focus more on historical stories. Mark Pace will provide some additional information.</p>	

Property of the Month website feature/Online inventory of properties	Property of the Month will be replaced with 213 High Street article when it is ready.	
Re□start of Historic District Walking Tours and Granville County grant application	Working with Heather to only do the local district property. Listed in the Guidelines books. Make sure we use the link for the State Office Preservation to zoom in on the properties. Work out some way to incorporate this. Call Amber about Jeff. Have not heard from Granville County about grant. Ordered PocketSight and submit expense reimbursement.	
Regional Education Event 11/7/2019	Tony reached out to Joe Ramsey Leventhal. Prominent in preservation community and does speaking events. Not available but suggested someone else who could speak. Tony has the person's name in his e-mail (Dan?). He will be calling.	
Lighting of the Greens participation	Members not in attendance to provide report	
HPC Database	Gary reported that it is still a work in progress. Distributed current database. A lot of work has been done. Cover letter and whole list of HPC on the back. Phone calling is not as effective, but mailing the letter is better. Gary would still like to stay involved with this for a while.	
Recording Secretary Position	Prospect that we thought might be interested doesn't appear that it will work out. Cheryl suggested maybe a high school senior.	

New Business: Status of 417 Goshen Street	Scaffolding on the house. Cheryl is trying to find out about what they are doing.		
Motion to Adjourn	1st	2nd	Outcome
	Jacalyn Thomas	Gary Weaver	By unanimous decision, the HPC adjourned at 8:15 p.m.

Date of Next Meeting: Thursday, July 18, 2019

Minutes Prepared by: Derreck Brown