

Historic Preservation Commission Meeting Minutes March 15, 2018

Call to Order	In Attendance	Absent	Guests
Made by: Tony Armento Time: 6:00p.m.	Tony Armento-Chairman Marc Brooks-Vice Chairman Derreck Brown-Webmaster Lisa Schons-Secretary Gary Weaver-Treasurer Kelly Collins Schram Cheryl Hart-Planning Dir. Lu Anne Gilligan-Recording Secretary **Ethic Statements read by: Marc Brooks, Lisa Schons and Derreck Brooks.	Rick Thomas	Prentiss Brooks-Master Carpenter (Applicant) Tracey Alston-Applicant Dawn & Clarence Lemons – Applicants Rosalyn Green-Applicant Teresa & Shannon Ferrell -Applicants

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	January 18, 2018	Derreck Brown	Gary Weaver	Motion to approve Minutes as written.

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	\$529.61	\$85.00	\$444.61 (Gary added that \$2000.00 has been paid by the City)

			for their portion on the revision of the HPC Grant). Also Cheryl added to her budget the HPC's request for an additional \$500, which she will present to the Board of Commissioners.
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3 Old Business

Topic	Discussion	Outcome
Update on National Register period of significance SHPO/HPF project	Tony Armento informed the commission that he had spoken with Heather Slane about the status of the project, which she thought was about one week behind schedule. Heather's assistant has been out of state and will be back soon. Cheryl announced that the Board of Commissioners approved the staff report that she submitted, recommending that the HPC be authorized to move forward with the second phase of the project, which will take Heather's survey and transforms it into an application for the U.S. Park Service. Heather is gathering all the evidence and creating a survey of properties, and the survey will be modified into an application format in the next phase. Although the second phase is roughly the same cost as the first phase, which is approximately \$17,000.00, a person who has purchased a building in the downtown district and who would like the process to move along more quickly, has offered to pay for the second phase. This private participation will move this project forward quickly and the HPC will not need to see grant funding from the Historic Preservation Fund.	Tony Armento spoke with Heather Slane who plans to get our project back on track soon. Cheryl Hart reported the BOC approved the recommendation for the second phase of the project, which is to take Heather's survey and transform it into an application for the U. S. Park Service. A downtown business owner offered to pay for Phase II in order to move the process along more quickly, because he has purchased a building in the downtown district and will also benefit Phase II.

<p>Landscape update to website FAQ page</p>	<p>Marc Brooks will send via email to all HPC members, for their review, a Landscape paragraph update. The members will then vote on including it on the FAQ page at the April meeting.</p>	<p>Marc Brooks will send via email to the HPC members for their review a Landscape update. They will vote on it at the April meeting.</p>
<p>2018 GOALS/VISIBILITY UPDATE:</p> <p>(1) Photo Contest</p>	<p>(1) Derreck Brown reported that he, Erica Brooks, Susan Wicker and Lisa Schons met to discuss the photo contest. Susan provided a Release Form that is used as a Registration Form. The contest will begin May 1st and all photos must be submitted by the end of August 31, 2018. The HPC will vote on the categories and the winners will be awarded at the reception held by the HPC at the Hub in October. The categories will be decided on at our April meeting.</p>	<p>(1) Derreck Brown, Erica Brooks, Susan Wicker and Lisa Schons met to discuss the photo contest. Susan provided a Release Form. The contest will begin May 1st and all submissions must be turned in by August 31st. A reception to honor the winners will be held in October at The Hub. Categories will be chosen at our April meeting.</p>
<p>(2) 2018 Stewardship Award</p>	<p>(2) Tony will distribute the Stewardship Award list at the April meeting. The list will include all the properties that were started and completed in the last two years. The HPC members vote secret ballot and the winners are announced at the Board of Commissioners meeting in May.</p>	<p>(2) Tony will distribute the Stewardship Award list at the April meeting. The list will include all properties that were started and completed in the last two years. They will be voted on by the HPC members and winners will be announced at the BOC meeting in May.</p>

<p>(3)Public Ledger articles</p>	<p>(3) There was an article published in the OPL on February 12th. It was the article that Erika Brooks wrote about the last Photo contest. Tony was asked by the Mayor to thank everyone for all of the efforts each of them had put into the HPC and said that the article had really caught her eye. As for future articles, the next one is scheduled for June and anyone interested in writing or helping in anyway please let Tony know.</p>	<p>(3)An article was published in the OPL on February 12th that was written by Erica Brooks on the Photo Contest. The Mayor asked Tony Armento to thank all members for the efforts each of them put into the HPC. The Mayor also enjoyed the article Erica wrote. The next article will be published in June and anyone interested in writing this article, please let Tony know.</p>
<p>(4)Welcoming Program activities</p>	<p>(4)Gary Weaver hasn't had too many newcomers to move into the district but he has been working on having something to add to present to these newcomers. He designed a new sheet with our logo and our Contact information. *Copy is included</p>	<p>(4)Gary Weaver designed a new sheet to add to his package to hand out to newcomers in the historic district that he visits as the Welcoming Committee. It contained the HPC member's contact information and a copy is included.</p>
<p>(5) Property of the Month website feature</p>	<p>(5)Derreck Brown will post on the webpage the "Property of the Month" as soon as this project gets underway. Tony reminded everyone that this was something that needed to have a subcommittee formed so they could begin working on.</p>	<p>(5)The "Property of the Month" will be posted on the webpage by Derreck Brown once this project gets started. Tony reminded everyone to be</p>

<p>(6) Re-start of Historic District Walking Tours</p>	<p>(6) Tony reminded the members that we needed to start working on the Walking Tours also. Start thinking about who would like to work on this project.</p>	<p>thinking of who wanted to be on this subcommittee.</p> <p>(6) Tony also reminded the members that they needed to begin working on the Walking Tours project also.</p>
<p>(7) Online inventory of properties</p>	<p>(7) The online inventory is something we do not have a lot of control over because it is dependent on Heather's completion of Historic District update project, but once it is completed we will have inventory of digital photographs that we will be able to put on the webpage.</p>	<p>(7) The HPC does not have a lot of control over the online inventory until Heather Slane's completion of the project. Once it is completed the HPC will be able to add an inventory of digital photographs to the website.</p>
<p>(8) Regional Education Event</p>	<p>(8) The Regional Educational Event sponsored by the NC State Historic Preservation Office will be held May 18th in Chapel Hill. Two members must attend. Tony Armento and Kelly Collins Schram will attend this event. Tony requested that others consider participating as well and to let him know.</p>	<p>(8) The Regional Education Event will be held May 18 in Chapel Hill. Tony Armento and Kelly Collins-Schram will attend.</p>
<p>(9) Lighting of the Greens participation</p>	<p>(9) The Lighting of the Green's participation and preparation will wait until the fall.</p>	<p>(9) The Lighting of the Green's participation and preparation will wait until the fall.</p>

COA APPLICATION REVIEW #1: Dawn and Clarence Lemons

Cannady Family House c. 1880's

Property Address: 304 Main Street; Oxford, N.C. 27565
 Sworn stakeholders: Dawn and Clarence Lemons
 Property type: Residential
 Project type: Replace wood fencing between front and rear yards with black aluminum fencing, Install brick Walkways in rear yards, Replace wood handrails with stained wood handrails and aluminum Balusters
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The Applicants, Dawn and Clarence Lemons are requesting to:</p> <p>(1)Replace wood fence between front and rear yards with black aluminum fencing</p> <p>(2)Install brick walkways in rear yard and</p> <p>(3)Replace wood handrails on two sets of rear handrails with stained wood handrails with aluminum balusters</p> <p>*Pictures are included</p>	Height of proposed Structure	1,3-C	<p>Marc Brooks made a motion that the COA Project #1(replacement of the wood fence) is congruent with Design Guidelines 14.104, 14.200 & 14.203 and therefore should be approved.</p> <p>Kelly Collins seconded the motion.</p> <p>Kelly Collins Schram made a motion that the COA Project #2 (installation of brick walkways) is congruent with Design Guidelines 13.104 & 13.107 so therefore should be approved.</p> <p>It was seconded by</p>
	Setback/placement of structure	1,2-C	
	Exterior Construction Materials	1,2,3-C	
	Exterior Colors	1,2,3-C	
	Architectural Details	1,2,3-C	
	Roof (shape/form/materials)	N/A	
	Doors/Windows/Fenestrations	N/A	
	General form and proportion	1,2,3-C	
	Appurtenant fixtures	1,3-C	
	Structural Conditions	1,3-C	
Trees -Landscape	1,2-C		

			<p>Derreck Brown.</p> <p>Marc Brooks made a motion that Project #3 (replacement of wood handrails) is congruent with Design Guidelines 7.101 & 7.202 and therefore should be approved. Lisa Schons seconded the motion.</p> <p>The HPC voted unanimously to approve all motions.</p>
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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

COA APPLICATION REVIEW #2: Rosalyn Green

Dr. George C. Shaw House c. 1921

Property Address: 202 E. McClanahan Street; Oxford, N.C. 27565
 Sworn stakeholders: Rosalyn Green (President of Mary Potter Club)
 Property type: Residential
 Project type: Replace black roof shingles with black designer shingles and replace damaged wood as needed
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The Applicant, Rosalyn Green, is requesting to replace the black roof shingles with black designer shingles and replace any damaged wood as needed.</p>	Height of proposed Structure	N/A	<p>Kelly Collins Schram made a motion that the COA is congruent with the Design Guideline 5.104 and therefore should be approved. Gary Weaver seconded the motion.</p> <p>The HPC voted unanimously to approve.</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	N/A	
	General form and proportion	C	
	Appurtenant fixtures	N/A	
	Structural Conditions	C	
	Trees (Landscape)	N/A	

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COA APPLICATION REVIEW #3: Tracey Alston

Beverly S. Royster House c.1901

Property Address: 315 Raleigh Street; Oxford, N.C. 27565
 Sworn stakeholders: Tracey Alston
 Property type: Residential
 Project type: Installation of pitched surface on flat porch roof with rolled rubber or rolled asphalt roofing
 And Replacement of rotted structured elements in wood (painted in same color)
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The Applicant, Tracey Alston, is requesting to:</p> <p>(1) Install a pitched surface on a flat porch roof with rolled rubber or rolled asphalt as a covering</p> <p>(2) Replacement of rotted structured elements of wood and painted in same color</p> <p>*Pictures are included</p>	Height of proposed Structure	N/A	<p>Derreck Brown made a motion that #1 was congruent with the Design Guidelines 5.100 & 5.104 and #2 is congruent with 2.103 and therefore should be approved. It was seconded by Marc Brooks.</p> <p>The HPC voted unanimously to approve.</p>
	Setback/placement of structure	N/A	
	Exterior Construction Materials	1,2-C	
	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	

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 NA = This project does not impact this factor

Property Address: 213 High Street; Oxford, N.C. 27565
 Sworn stakeholders: Derreck Brown
 Property type: Residential
 Project type: Remove concrete driveway and replace with pea gravel
 HPC Conflicts of Interest declared: ****Derreck Brown recused himself since he is a member of the HPC commission**

Project Description	Factors Considered *	**	Outcome
The Applicant, Derreck Brown, is requesting to remove the old concrete driveway and replace it with pea gravel **Pictures are included	Height of proposed Structure	N/A	Lisa Schons made a motion that the COA as presented is congruous with the Design Guidelines 13.100, 13.103 & 13.104 and should be approved. Gary Weaver seconded the motion. The HPC voted unanimously to approve.
	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	N/A	
	General form and proportion	C	
	Appurtenant fixtures	N/A	
	Structural Conditions	N/A	
	Trees	N/A	

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COA APPLICATION REVIEW #5: Teresa Ferrell and Donna Elkins
1900

Henry Furman House c

Property Address: 226 College Street; Oxford, N.C. 27565
 Sworn stakeholders: Teresa Ferrell
 Property type: Residential
 Project type: Replace rotted fascia board and clapboard with wood and painted with like approved color
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The Applicant is requesting to replace any rotted Fascia Board and Clapboard with wood. It will be painted with like color that was already approved in January.	Height of proposed Structure	N/A	Marc Brooks made a motion that the COA is congruous with the Design Guidelines 1.103, 1.105 & 2.103 and therefore should be approved. Derreck Brown seconded the motion. The HPC voted unanimously to approve.
	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	N/A	
	General form and proportion	N/A	
	Appurtenant fixtures	N/A	
	Structural Conditions	N/A	
Trees	N/A		

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Summary of Approved Minor Works: There have been none at this time.

COA Renewal: There were none at this time.

Demolition by Neglect: Nothing at this time.

New Business

Topic	Discussion		Outcome
Member resignation	Tony Armento stated that, with great regret, he needed to announce the resignation of Marc Brooks from the HPC to the members.		Marc Brooks has resigned from the HPC.
Motion to Adjourn	1st	2nd	Outcome
	Marc Brooks	Kelly Collins Schram	

Date of Next Meeting: Thursday, April 19, 2018

Minutes Prepared by: Lu Anne Gilligan