

Historic Preservation Commission

**Meeting Minutes
March 17, 2016**

Call to Order	In Attendance	Absent	Guests
<p>Made by: Tony Armento</p> <p>Time: 5:46p.m.</p>	<p>Tony Armento-Chairman Rick Thomas-Vice Chairman Christine Sims-Treasurer Kelly Collins Schram-Secretary Cathy Weaver Jayne Kirkpatrick*<i>Welcome our newest member appointed by the Board of Commissioners to the HPC</i></p> <p>Cheryl Hart-Planning Director Lu Anne Gilligan-Recording Secretary</p>	<p>Joan Roberson</p>	<p>Scott Phillips-speaker for United Methodist Church Project Laura Blackley and Gary Bowman attended on behalf of Mr. Phillips</p> <p>Jed Pittard for Henry Derr's COA</p>

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	1-21-2016	Cathy Weaver	Kelly Collins	Motion to approve as written.

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	**\$9500.00	\$859.25/YTD	\$8690.75* **\$8000.00-earmarked for the Design Guidelines

		Project--leaving the HPC exactly \$590.75** to work with
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Old Business

Topic	Discussion	Outcome
217 College Street Watkins Property	Tony and Cheryl spoke with Cathleen Turner/Preservation of NC and she informed them that she now holds the title to the Watkins Property. Over the next few months we should start seeing work begin to take place on the property to stabilize it, clean up the yard and empty the contents out of the house. Professionals will be used in this process.	Good news from Cathleen Turner of PNC. They now hold the title of 217 College Street and intend to begin working on the house within the next few months.
Bicentennial/Walking Tours partnership with Oxford Parks and Recreation	Christine reported that Saturday of this weekend was the first planned Walking Tour of the Main St. District. They will be held at 10 a.m., 12:30 p.m., 2:30p.m., and 4:30 p.m. There were several people already signed up in advance for the 12:30 and 4:30 but hopefully more people will come out and see what we have to offer. In May, they will be touring College St. so Chris asked that she be able to get all the information on the homes before then. Tony had researched several of the homes already but hit some dead ends in the early 20's so he enlisted some help from Jayne Kirkpatrick as well as Kelly Collins due to the time crunch. Chris invited everyone to join her on the tour Saturday. Chris also stated that hopefully next year, the Granville Little Theatre would be able to join us on the tour since they were not able to this year.	This Saturday, March 18, our first Bicentennial/ Walking Tour of the Main St. Home District will be Held. There are four time slots: 10:00 am 12:30 pm 2:30 pm and 4:30 pm. Christine asked for the information on the College St. homes to be turned into her since the next tour is in May. Tony, Jayne and Kelly will be doing the research on the homes.

<p>Downtown Master Plan Committee</p>	<p>Things are looking like they are moving forward according to Christine. Nothing new to report at this time.</p>	<p>There was nothing new to report at this time except things were moving forward.</p>
<p>2016 Board of Commissioners Annual Report</p>	<p>Tony made the 2016 Annual Report to the Board of Commissioners in February and felt it went really well. He received a lot of positive feedback and Cheryl expressed the same sentiment. She also felt they really were impressed over the number of COA's that were reviewed last year. Tony asked Kelly to please place a copy on our website.</p> <p>*A copy of the report is included.</p>	<p>Tony made the 2016 annual report to the Board of Commissioners in February. He and Cheryl were very pleased with the response from the Commissioners.</p>
<p>2016 Photo Contest</p> <p>Selection of Categories And Publicity and Expansion of Participation</p>	<p>(A) Categories: After much deliberation, the HPC voted unanimously on the following categories:</p> <ol style="list-style-type: none"> 1. Photographers' Choice –this is any structure or any aspect of a structure in either the College Street District or Main Street District. 2. Winter Scenes – this is any snowy/icy scene in the College Street or Main Street Districts. 3. Black/White Photography of Warehouse or Industrial buildings in the College Street or Main Street Districts. 4. Facades of homes in the College Street District – this includes homes on College Street but also homes on in the adjacent streets. 	<p>Four Categories were chosen for the 2016 Photo Contest. They are as follows:</p> <ol style="list-style-type: none"> 1. Photographers' Choice 2. Winters Scenes 3. Black/White Photos of Warehouse or Industrial Buildings 4. Facades of Homes in the College Street District and adjacent streets <p>Susan Wicker will help with the publicity and Kelly Collins</p>

	<ul style="list-style-type: none"> All photos must be recent, i.e., taken in 2015 – 2016 and must be taken within the Historic Districts. All submissions must be received by May 2, 2016 and winners will be announced at the Oxford Board of Commissioners’ Meeting May 10, 2016. First Place winners will receive \$50.00 cash. Second Place winners will receive \$ 25.00 cash Third Place winners will receive \$ 10.00 cash <p>Publicity and Expansion of participation goes in the Oxford Public Ledger, on our website and in the past, Susan Wicker has printed up flyers which she put up around town. The schools were also given copies. Susan volunteered to help us with the publicity since she already has the templates from years past.</p>	will put it on the website.
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COA APPLICATION REVIEW #1: Scott Phillips representing Oxford United Methodist Church

Property Address: 105 W. McClanahan Street, Oxford, NC
Sworn stakeholders: Scott Phillips representing the Methodist Church Members
Property type: Church
Project type: Construction of Columbarium Garden
HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The Oxford United Methodist Church would like to construct a Columbarium Garden. It will be brick to match the brick of the Church. The monument will be 14'	Height of proposed Structure	C	Kelly Collins made a motion to approve the COA as written
	Setback/placement of structure	C	
	Exterior Construction Materials	C	
	Exterior Colors	C	

<p>in length and the memorial wall will be 20' X 42" in height. It will also be landscaped by a landscape architect out of Raleigh (Powell Fox/Clero).</p> <p>*A drawing and picture is included.</p>	Architectural Details	C	<p>because it is congruent with the Design Guidelines. It was seconded by Cathy Weaver.</p>
	Roof (shape/form/materials)	C	
	Doors/Windows/Fenestrations	C	
	General form and proportion	C	
	Appurtenant fixtures	C	
	Structural Conditions	C	
	Trees	N/A	<p>The HPC voted unanimously to approve</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

COA APPLICATION REVIEW #2: Jed Pittard, contractor for Henry Derr

Property Address:

419 College Street, Oxford, NC

Sworn stakeholders:

Jed Pittard

Property type: Residential
 Project type: Build Work Shop
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>Jed Pittard explained to the HPC that Mr. Derr wanted to build a freestanding workshop with brick foundation and concrete floor. This structure will be 16' tall and congruous with the main house. The light fixtures will match those of the main house along with the same siding and the roofing materials. The dimensions are 20 X 29 with a 10' open shed off the side of it.</p> <p>*Pictures are included</p>	Height of proposed Structure	C	<p>Christine made a motion that the preservation commission find as a fact that the proposed project at 419 College St., if constructed according to the plans reviewed at this meeting, is not incongruous with the character of the district and for that reason it is generally in harmony with the neighboring properties so I therefore that it be approved. Rick Thomas seconded it.</p> <p>The HPC voted unanimously to approve</p>
	Setback/placement of structure	C	
	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	C	
	Structural Conditions	C	
	Trees	N/A	

* See attached HPC worksheet for full details of factors considered
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COA APPLICATION REVIEW #3: Christine Sims

Property Address: 201 E. Front Street, Oxford, NC
 Sworn stakeholders: Christine Sims
 Property type: Residential
 Project type: Tree Removal
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>Christine Sims sits on the Commission so she recused herself. *</p> <p>The Homeowner is requesting permission to remove two (2) very large pine trees from the front side yard. They are both top heavy due to years of trimming off all lower branches and they also consider them to be lightning rods. The homeowner stated that if one should fall it would damage not only my home and but reach to neighboring homes as well.</p> <p>*Pictures are included</p>	Height of proposed Structure	N/A	Cathy Weaver moved that the preservation commission find as a fact the proposed project on 201 E. Front St. to remove two (2) pine trees is not congruous with the guidelines but there is a substantial mitigating factor which is safety due to the height of the trees and therefore I move it be approved.
	Setback/placement of structure	N/A	
	Exterior Construction Materials	N/A	
	Exterior Colors	N/A	
	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	NC with mitigating factor--safety		

		of residence	Kelly Collins Schram seconded it. HPC voted unanimously to approve.
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- * See attached HPC worksheet for full details of factors considered
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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>410 College St.</u> <u>Sameh Toma</u>	Homeowners wanted to replace decorative metal black shingles with (Natural metal finish) black in color, Victorian decorative shingles. <i>*Since this COA, the Homeowner has decided that they may want to change the color of the metal roof so they will present another COA next month for this request,</i>	This was approved by the Minor Works Committee based on the COA submitted.
<u>202 E. McClanahan Street</u>	The Museum needed repair to the front porch and steps. They were to use like colors and like	This was approved by the Minor Works

<u>George C. Shaw Museum</u>	materials.	Committee based on the COA submitted.

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

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

New Business

Topic	Discussion	Outcome
2016 Stewardship Award	Cathy Weaver passed out the COA's eligible for the Stewardship Award. Members were asked to take them home and make a first, second and third choice and send them via email to Tony within the next month. Only six (6) qualify. The List is included *	Members were asked to make their first, second and third choice for the 2016 Stewardship Award and send it to Tony via email.
Authorization of refreshments for public meeting	Tony needed approval for the cost of the refreshments.	Cathy Weaver moved that the HPC approve the cost of the refreshments and it was seconded by Jayne Kirkpatrick.

			The HPC voted unanimously to approve.
Motion to Adjourn	1st	2nd	Outcome
	Christine Sims	Kelly Collins	By unanimous decision, the HPC voted to adjourn at 6:53 p.m.

Date of Next Meeting: April 21, 2016

Minutes Prepared by: Lu Anne Gilligan