Historic Preservation Commission
Meeting Minutes
March 21,2019

Call to Order	In Attendance	Absent	Guests
Made by: **Tony Armento** **Time:** **5:59p.m.**	Tony Armento-Chairman Derreck Brown-Vice Chairman/Webmaster Gary Weaver-Treasurer Lisa Schons-Secretary Kelly Collins Schram Jacalyn Thomas Cheryl Hart-Planning Director Welcome new member Jacalyn Thomas (serving out the remainder of Mark Brooks' term) **Ethics Statements read by: Derreck Brown, Kelly Schram & Gary Weaver	None	David Spitler- Applicant 125 Gilliam St; Oxford, N.C. Jane Kirkpatrick- Applicant 214 Main St., Oxford, N.C. Phil Pope- Applicant 213 College St., Oxford, N.C. Elizabeth Taylor- Applicant 108 East Front St., Oxford, N.C. Keri Currin & AP Currin – Applicant 109 Rectory St., Oxford, N.C.

Approval of Minutes	Date of Minutes	Motion to Approve	2nd	Outcome
	1-17-2019	Derreck Brown	Gary Weaver	Motion to approve Minutes as written.

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	$1049.00	-0-	$1049.00

Old Business

Topic	Discussion	Outcome
Tree Removal of 314 Raleigh St.	Cheryl spoke to applicant as requested. The homeowner changed her mind about removal of the tree. Cheryl let her know if she decides to remove the tree she will need to get the COA.	Committee agreed that the homeowner needs to come forward to get approval. Cheryl will send a letter letting them know that is can be combined with the other tree removal they have planned.
Tree Removal of 111 Rectory St.	Property owner had no idea a COA was needed to remove a tree in the backyard. There was concern about limbs falling an injuring someone. They do have plans to remove additional trees.	
Update on Oxford Historic District National Register Nomination Additional Documentation and Boundary Increase project	Heather has completed the written descriptions in the data base. They have merged and formatted all of the descriptions into a single file which will become the inventory portion of the register nomination. Heather plans to have the final draft at the 1st of this month or within a few weeks.	Tony Spoke with the City Manager, Cheryl Hart and to the grants person Michelle Patterson McCabe at the State Preservation office. As a result it has been concluded that the best course is for the HPC to pursue this in the next cycle.
Update on Williamsboro-Military St. District and Oxford National Guard Armory nominations	**At January's meeting the HPC asked Tony to go forward and explore the opportunity of getting an HPF grant to fund a similar application process with a similar consultant for the addition of two new nominations. One for the Williamsboro-Military St. District and one for the National Guard Armory building. These two were not possible to capture in the expansion of the Oxford Historic District because there were too many incompatible structures that were in between. They can't be islands unless they are**	The HPC will make a presentation and request for support formally to the Board of Commissioners in January and present an application to the State Preservation office in February. The funding would

	nominated on their own which is the case with the armory. There was no way to attach them to the OHD.	happen in June and the project would get underway in August of 2020. This gives a year to work on it with the State Perservation office, and may enhance the opportunity for funding. The project will start over the summer to be ready for January.
2019 Goals/Visibility initiatives updates **(1) 2019 Photo Contest**	**1) Photo Contest** – Update from Derreck Brown: The first posting will be around late April or the beginning of May. The contest will go through the summer until August. The awards ceremony will be in early October. Derreck also met with Mary Yount. She had size formatting issues this year when printing the photos for store fronts, so it will be necessary to require applicants to conform to the size when submitting photos. Derreck will have photo application forms with modifications at the next meeting for approval. Derreck is working on expanding the sponsorship. He is speaking to other people as well as the sponsors from last year. The anonymous donor from last year plans to do the same this year. Lisa Schons will help with this project. Derreck will email the new categories before the next meeting.	**(1)Photo Contest** –First posting in April or May. Contest runs through summer. Applicants will need to conform to size requirements. Expanding sponsorship donations. Anonymous donor from last year will make same donation. New categories will be emailed.
(2) Welcoming Program Activities	**(2) Welcoming Program Activities -** Gary Weaver reported there were two Newcomers to the Historic district –221 Main Street (Melanie Graham and Jason Mullinex) and 312 Main St. (Oneil and Brandon Lock). He discussed tax credits. Gary is going to look into supplying realtors with tax credit information to provide to new home buyers.	**(2)Welcoming Program**-Gary Weaver reported there were two newcomers to the Historic district - 221 Main St. and 312 Main St. He discussed tax credits. Gary is going to look into supplying realtors with tax

		credit information to provide to new home buyers.
3)Public Ledger Articles	**(3) Public Ledger Articles** – Tony submitted a press release to the Oxford Public Ledger in February. Kelly Collins Schram will write an article along with the help of Heather Slane. Tony will also connect Kelly with Stuart Paynter. Derreck Brown will write about his home. Jacalyn will look into possibly posting articles in the Dispatch.	**(3)Public Ledger Articles-** Tony prepared a press release in February. Kelly Collins Schram will write article along with the help of Heather Slane. Tony will also connect Kelly with Stuart Paynter. Derreck Brown will write about his home. Jacalyn will look into possibly posting articles in the Dispatch.
(4) Property of the Month	**(4)Property of the Month-** Derreck e-mailed Heather Slane about obtaining the digital photgraphs. He will follow up. Link on website is not working. Derrerk will fix link.	. **(4)Property of the Month** Derreck e-mailed Heather. He will follow up. Link on website is not working. Derrerk will fix link.
(5) Re-start of Historic District walking Tours	**(5) Re-Start of Historic District walking Tours-** Tony and Derreck met with Mary Yount. Derreck will take the lead on preparing a funding applications to Granville County Dept. of Tourism for help in paying for a self-guided tour and a guided walking tour twice a year. Application deadline is April 1st. Derreck is looking in to the Pocket Sites app for self-guided tours. The annual cost for the app is $499 per year. The guided tours would be by golf cart. The cost per cart per day is $100. Will work with the county tourism department for help in developing a walking tour. Derreck will look into brochures as well.	**(5)Re-start of Historic District walking Tours** Tony and Derreck met with Mary Yount. Derreck will take the lead in preparing a funding application to Granville County Dept. of Tourism for help in paying for a self-guided tour and a guided walking tour

		twice a year. Application deadline is April 1st. Derreck is looking in to the Pocket Sites app for self-guided tours. The annual cost for the app is $499 per year. The guided tours would be by golf cart. The cost per cart per day is $100. Will work with the county tourism department for help in developing a walking tour. Derreck will look into brochures as well.
(7)Regional Education Event	**(7) Regional Education Event-** Will be scheduled for November 7, 2019. Cheryl submitted/requested an increase for funding in the next budget cycle. The HPC needs to purchase Stewardship plaques and would like to pay a speaker in order to get some variety.	**(7)Regional Educational Event-** Will be November 7, 2019. Cheryl submitted/ requested an increase for HPC funding. The HPC needs to purchase Stewardship plaques and would like to pay a speaker.
(8)Lighting of the Greens participation	**(8) Lighting of the Greens participation-**No discussion	**(8)Lighting of the Greens participations –** No discussion.
HPC Database	Gary Weaver is continuing to work on emails for all names/ properties in the Historic district. All names have been matched with address. Working on getting phone numbers.	Gary Weaver is continuing to work on emails for all names/ properties in the Historic district. All names have been matched with address.

Plaque Program	The plaque program is now on the website. Gary will get pricing from Erie Landmark so Derreck can update the website.	Working on getting phone numbers. The plaque program is now on the website. Gary will get pricing from Erie Landmark so Derreck can update the website.

COA APPLICATION REVIEW #1: Stephen & Jayne Kirkpatrick — Dr. C White House, 1886

Property Address: 214 Main Street, Oxford, N.C.
Sworn stakeholders: Jayne Kirkpatrick
Property type: Residential
Project type: Install fencing
HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to install 143' of 4' Hatteras style fencing (black) including 4', 7' and 10' gates, and 4' posts with ball caps.	Height of proposed Structure	C	Derreck Brown made a motion that the COA should be congruent with the Design Guidelines 14.200, 14.202, 14.203. It was seconded by Kelly Collins Schram. The HPC voted unanimously to approve.
	Setback/placement of structure	C	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion	C	
	Appurtenant fixtures		
	Structural Conditions		
	Trees		

* 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: Phil & Laverne Pope — Helen Taylor House c. 1922-28

Property Address: 213 College Street, Oxford, N.C.
Sworn stakeholders: Phil Pope
Property type: Residential
Project type: Replace roof shingles on main structure and garage building
HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to replace roof shingles of main structure and garage building.	Height of proposed Structure	C	Gary Weaver made a motion that the COA was congruent with the Oxford Design Guidelines 5.104 (house), 9.104 (garage) so therefore should be approved. It was seconded by Jacalyn Thomas.
	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	N/A	
	Trees	N/A	

			The HPC voted unanimously to approve.

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COA APPLICATION REVIEW #3 : Elizabeth & Maureen Taylor Herndon-Hunt House c. 1850, 1910s

Property Address: 108 E. Front Street; Oxford, N.C.
Sworn stakeholders: Elizabeth Taylor
Property type: Residential
Project type: Addition of wood balustrade to front porch, painted white.
HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to add a 32" high balustrade to the front porch. It will be made of wood and painted white.	Height of proposed Structure	C	Kelly Collins Schram made a motion that the COA was congruent with the Oxford Design Guidelines 7.100, 7.103, 7.203, 7.106 so therefore should be approved. It was seconded by Derreck Brown.
	Setback/placement of structure	C	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details	C	
	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	

			The HPC voted unanimously to approve.

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COA APPLICATION REVIEW #4 : Jim Blaine St. Stephen's Episcopal Rectory, c. 1867

Property Address: 109 Rectory Street; Oxford, N.C.
Sworn stakeholders: Kevin Currin
Property type: Residential
Project type: Install concrete driveway and replace stepped concrete walkway.
HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
Keri & AP Currin, who will be doing the work for Jim Blaine, at 109 Rectory St., came before the HPC stating that the homeowner would like to: **(1) The installation of a concrete driveway.** **(2) The replacement of stepped concrete walkway.**	Height of proposed Structure	N/A	(1)Gary Weaver made a motion that the COA was congruent with the Oxford Design Guidelines 13.014 so therefore should be approved. It was seconded by Kelly Collins Schram.
	Setback/placement of structure	(1)C (2)C	
	Exterior Construction Materials	(1)C (2)C	
	Exterior Colors	(1)C (2)C	
	Architectural Details	N/A	
	Roof (shape/form/materials)	N/A	
	Doors/Windows/Fenestrations	N/A	
	General form and proportion	(1)N/A (2)C	
	Appurtenant fixtures	N/A	

	Structural Conditions	N/A	(2)Gary Weaver made a motion that the COA was congruent with the Oxford Design Guideline 13.106, 13.107 so therefore should be approved. It was seconded by Jacalyn Thomas. The HPC voted unanimously to approve.
	Trees	N/A	

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COA APPLICATION REVIEW #5: David Spitler **Bransford Ballou House, c. 1904-15**

Property Address: 125 Gilliam Street, Oxford, N.C.
Sworn stakeholders: Davis Spitler
Property type: Residential
Project type: Installation of concrete driveway.
HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval install a concrete driveway to replace existing gravel driveway.	Height of proposed Structure	N/A	Derreck Brown made a motion that the COA was congruent with the Oxford Design Guidelines 13.104, 13.107, 13.100 so therefore should be approved.
	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	It was seconded by Gary Weaver. The HPC voted unanimously to approve.
	Structural Conditions	N/A	
	Trees	N/A	

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COA APPLICATION REVIEW #6: Kelly Collins Schram — Lawson J Speed House, c. 1906

Property Address: 114 Rectory Street, Oxford, N.C.
Sworn stakeholders: Kelly Collins Schram
Property type: Residential
Project type: Installation of shed, installation of playscape and replacement of privacy fence.
HPC Conflicts of Interest declared: Kelly Collins Schram

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval for: **(1) Install 20'x20'x8' shed in rear yard, painted white, with black arch shingles.** **(2) Installation of 12' playscape with loft, swings and slide in rear yard.**	Height of proposed Structure	(1)C (3)C	(1) Gary Weaver made a motion that the COA was congruent with the Oxford Design Guidelines 9.106, 9.107, 9.108, 9.109 so
	Setback/placement of structure	(1)C (2)C (3)C	
	Exterior Construction Materials	(1)C (3)C	
	Exterior Colors	(1)C (3)C	
	Architectural Details		
	Roof (shape/form/materials)		

(3) Replacement of white vinyl privacy fencing in rear yard with 6' dog-ear wood panel privacy fencing, painted white	Doors/Windows/Fenestrations		therefore should be approved. It was seconded by Derreck Brown (2)Jacalyn Thomas made a motion that the COA was congruent with the Oxford Design Guideline 15.200, 15.203 so therefore should be approved. It was seconded by Derreck Brown. (3)Gary Weaver made a motion that the COA was congruent with the Oxford Design Guideline 14.203, 14.104, 14.200 so therefore, should be approved. It was seconded by Jacalyn Thomas. The HPC voted unanimously to approve.
	General form and proportion	(1)C (3)C	
	Appurtenant fixtures		
	Structural Conditions		
	Trees		

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Summary of Approved Minor Works: Application by the DOT for replacement, installation and retrofitting of sidewalk curb ramps was approved.

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
	Cheryl asked us to give an opinion on whether we would entertain an application from the City for the installation of a round about at the intersection of Spring St. and Main St.	Tony will send a formal note to Cheryl letting her know that the HPC as no reservation

Application from DOT to hear application for round about	(1) It is an area of concern for traffic. We want to deter trucks and tractor trailers from being downtown. (2) It is in the Historic District. DOT would like the HPC opinions to see if a round about would be supported before going ahead with project planning. HPC agrees to hear application.	about reviewing an application of this type.
Recording Secretary	LuAnn needed to step down due to health reasons. Lisa Schons will not continue as recording secretary to enable her to participate in meetings.	Derreck will buy gift card to Middleburg Steak House for $100 as a gift for LuAnn services. Lisa will review future meeting minutes. Derreck will approach Bart Covington to see if he would be interested in taking the minutes.

Seat Vacancy	Cheryl may have someone interested (Mark from the Library) in taking Rick Thomas' seat.	She will follow up. Kelly Collins Schram and Lisa Schons will attend.
CLG Training for 2019	Will be in Wake Forest May 17th.	Kelly Collins Schram and Lisa Schons will attend.

Motion to Adjourn	**1st**	**2nd**	**Outcome**
	Kelly Collins Schram	Gary Weaver	By unanimous decision, the HPC adjourned at 8:04p.m.

Date of Next Meeting: Thursday, April 18 , 2019

Minutes Prepared by: Lisa Schons