

Historic Preservation Commission

Meeting Minutes

May 16, 2019

Call to Order	In Attendance	Absent	Guests
<p>Made by: Tony Armento</p> <p>Time: 6:00p.m.</p>	<p>Tony Armento-Chairman Lisa Schons-Secretary Kelly Collins Schram Jacalyn Thomas Mark Pace</p> <p>Cheryl Hart-Planning Director</p> <p>**Ethics Statements read by: Kelly Collins-Schram, Lisa Schons and Mark Pace</p>	<p>Derreck Brown-Vice Chairman/Webmaster Gary Weaver-Treasurer</p>	<p>Terry and Lee Hobgood-Applicant 202 E. Front Street; Oxford, N.C.</p> <p>Paul Williford-Applicant 503 College St., Oxford, N.C.</p> <p>Katie and Daniel Kuhn-Applicant 503 College St., Oxford, N.C.</p>

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	4-18-2019	Kelly Collins-Schram	Mark Pace	Motion to approve Minutes as written.

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	\$1045.00	-0-	\$1045.00

Old Business

Topic	Discussion	Outcome
<p>(1) Update on Oxford Historic District National Register Nomination Additional Documentation and Boundary Increase project</p>	<p>(1) No update at this time.</p>	
<p>(2) Update on Williamsboro-Military St. District and Oxford National Guard Armory nominations</p>	<p>(2) No update at this time. Project will be getting underway. Tony is reaching out to the State Preservation Office to lend a hand putting together the necessary language for a funding application working with Cheryl to prepare a request for the board of commissioners in January.</p>	<p>(2) Project is getting started now.</p>
<p>(3) 2019 Photo Contest</p>	<p>(3) Photo Contest – Derreck provided an e-mail with the photo contest information to date. He has raised \$700 so far and is waiting on other potential sponsors. He has written a press release giving the deadline (August 23rd) and categories. Derreck provided suggested categories and asked the HPC to approve or to make substitutions. The HPC decided on the following categories: 1. Photographers Choice 2. Street Scapes 3. Doors and Windows 4. Roofs. The HPC decided to announce next year’s categories at this year’s Award Ceremony in order to give applicants more seasons in which to take photographs. Lisa Schons will work with Derreck.</p>	<p>(3) Photo Contest– Derreck has raised \$700 so far from sponsors. HPC approved categories. Categories for this year’s contest were selected. Next year’s categories will be announced at this year’s award ceremony.</p>

<p>(4) Welcoming Program Activities</p>	<p>(4) Welcoming Program Activities - Gary Weaver visited Ron and Ruth Roberts at 115 E. Front St. and Braxton Henderson at 316 Main St. Kelly Collins-Schram will take Gary's place in July after he leaves the HPC. She will touch base with Gary on how he became aware when there are new neighbors and what information he provides to new residents. Houses for sale at this time include: Joan Roberson, Gary Weaver, Danny Evans, corner house on Front St, and at least one more on Front St. HPC members will be on the look out for new neighbors to help Kelly.</p>	<p>(4) Welcoming Program-Gary Weaver reported there were two newcomers to the Historic district – 316 Main St and 115 E. Front St. Kelly will take over Welcoming Program. HPC members agreed to report new neighbors to Kelly in an effort to help with the program.</p>
<p>(5) Public Ledger Articles</p>	<p>(5) Public Ledger Articles – Tony received an article from Derreck for This Old House. He will look it over and will submit it to the Public Ledger for the June publication. Kelly Collins-Schram is still writing her article along with the help of Heather Slane.</p>	<p>(5) Public Ledger Articles- Derreck's article is complete, Tony will review it and submit it for the June edition of the Public Ledger. Kelly is still working on her article.</p>
<p>(6) Property of the Month/Online Inventory of Properties</p>	<p>(6) Property of the Month- Derreck now has all of the digital pictures from Heather (400+). Derreck should focus on the Oxford local district first when creating the online inventory on the HPC website. If it is decided that the inventory should include all National Register buildings, these can be added at a later date.</p>	<p>(6) Property of the Month - Derreck now has all of the digital pictures. He should focus on uploading the local district first. A decision will be made later whether to include National Registry buildings outside the local historic districts.</p>
<p>(7) Re-start of Historic District walking Tours</p>	<p>(7) Re-Start of Historic District walking Tours- The HPC has the scripts for the guides tours and all of the Bluetooth devices have been located. The funding application to the county has not been awarded yet, but it is likely the HPC will</p>	<p>(7) Re-start of Historic District walking Tours- the scripts for the guided tours and</p>

	<p>receive a grant. There should be about \$700 left in this year’s budget because there was no recording secretary fee for a number of months. Although Derreck will be reimbursed for the gift card, stewardship award plaques for the next two years have been ordered, and Tony will be reimbursed for annual award copies, the HPC agreed to use part of the remaining \$700 to sign up for the Pocket Sights app now.</p>	<p>the Bluetooth devices have been found. The HPC will use part of the remaining \$700 in the budget to sign up for the Pocket Sights app to get the walking tour underway.</p>
<p>(8) Regional Education Event</p>	<p>(8) Regional Education Event- Will be November 7, 2019 in the small room at the library. Tony would like to branch out on the topics even if we need to pay for it.</p>	<p>(8) Regional Educational Event- Will be November 7, 2019 in the small room at the library.</p>
<p>(9) Lighting of the Greens participation</p>	<p>(9) Lighting of the Greens participation- Kelly and Lisa will start to talk about expanding.</p>	<p>(9) Lighting of the Greens participations – Kelly and Lisa will start to talk about expanding.</p>
<p>(10) Plaque Program</p>	<p>(10) The plaque program is now on the website. No other updates.</p>	<p>(10) The plaque program is now on the website.</p>

<p>(11) Recording Secretary</p>	<p>(11) Mark Pace may know someone who might take over and will speak to him.</p>	<p>(11) Mark Pace will speak to the person who takes the minutes for the library.</p>
<p>(12) HPC Annual Report and Stewardship Award Presentation</p>	<p>(12) Tony made a copy of the annual report (see report attached to files). The Report received good feedback from the Board of Commissioners. The 2019 Stewardship Award was presented. The winner was 109 Rectory St. owed by Jim Blaine. The award was accepted by Keri Currin on behalf of Mr. Blaine.</p>	<p>(12) The HPC Annual Report was presented to the Board of Commissioners. Stewardship Award was presented for 109 Rectory St.</p>
<p>(13) 2019 CLG training</p>	<p>(13) Training is May 17 in Wake Forest. Lisa Schons and Kelly Collins-Schram will attend.</p>	<p>(13) May 17 in Wake Forest. Lisa Schons and Kelly Collins-Schram will attend.</p>

COA APPLICATION REVIEW #1: Terry Hobgood

Mary Hunt Parker House, 1880's

Property Address: 202 E. Front, Oxford, N.C.
 Sworn stakeholders: Terry Hobgood
 Property type: Residential
 Project type: Replace black tin roof
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to replace black tin roof in like material and color.</p>	Height of proposed Structure	NA	<p>Jacalyn Thomas made a motion that the COA should be congruent with the Design Guidelines 5.104 & 5.105. It was seconded by Kelly Collins Schram. The HPC voted unanimously to approve.</p>
	Setback/placement of structure	NA	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details	NA	
	Roof (shape/form/materials)	C	
	Doors/Windows/Fenestrations	NA	
	General form and proportion	C	
	Appurtenant fixtures	NA	
	Structural Conditions	NA	
	Trees	NA	

* 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: 503 College Street, Oxford, N.C.
 Sworn stakeholders: Paul Williford
 Property type: Commercial
 Project type: Replace wooden plantation shutters and replace rotten wood clapboards.
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to (1) replace wooden plantation shutters in like material and color. (2) replace rotted wood clapboards as needed</p>	Height of proposed Structure	N/A	<p>1. Kelly Schram made a motion that the COA was congruent with the Oxford Design Guidelines 6.103, 6.111 & 6.104 so therefore should be approved. It was seconded by Mark Pace.</p> <p>2. Jacalyn Thomas made a motion that the COA was congruent with the Oxford Design Guidelines 1.103 so therefore should be approved. It was seconded by Lisa Schons.</p> <p>The HPC voted unanimously to approve.</p>
	Setback/placement of structure	N/A	
	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.C 2.C	
	Appurtenant fixtures	N/A	
	Structural Conditions	N/A	
	Trees	N/A	

* See attached HPC worksheet for full details of factors considered

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NA = This project does not impact this factor

Property Address: 503 College Street; Oxford, N.C.
 Sworn stakeholders: Daniel Kuhn
 Property type: Commercial
 Project type: Repaint brick foundation from white to red.
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to repaint the brick foundation from white to red.	Height of proposed Structure	NA	Kelly Collins Schram made a motion that the COA was congruent with the Oxford Design Guidelines 3.202 & 4.200 so therefore should be approved. It was seconded by Mark Pace.
	Setback/placement of structure	NA	
	Exterior Construction Materials	NA	
	Exterior Colors	C	
	Architectural Details	NA	
	Roof (shape/form/materials)	NA	
	Doors/Windows/Fenestrations	NA	
	General form and proportion	NA	
	Appurtenant fixtures	NA	
	Structural Conditions	NA	
	Trees	N/A	The HPC voted unanimously to approve.

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Property Address: 224 College Street; Oxford, N.C.
 Sworn stakeholders: Jacalyn Thomas
 Property type: Residential
 Project type: Replace two second story wood balustrades.
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to replace two second story wood balustrades.	Height of proposed Structure	C	Lisa Schons made a motion that the COA was congruent with the Oxford Design Guidelines 7.100, 7.103, 7.105 & 7.106 so therefore should be approved. It was seconded by Kelly Collins Schram. The HPC voted unanimously to approve.
	Setback/placement of structure	N/A	
	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		

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 NA = This project does not impact this factor

Property Address: 114 Rectory Street, Oxford, N.C.
 Sworn stakeholders: Kelly Collins-Schram
 Property type: Residential
 Project type: Removal of mature trees.
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to remove 4 mature trees.	Height of proposed Structure	N/A	Lisa Schons made a motion that the COA was congruent with the Oxford Design Guidelines 15.102 & 15.207 so therefore should be approved. It was seconded by Mark Pace.
	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	C	The HPC voted unanimously to approve.

* See attached HPC worksheet for full details of factors considered
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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.

New Business

Topic	Discussion		Outcome
<p>129 W. Front Street</p> <p>Photo Contest Prints for Sale</p>	<p>Tony noticed that there is a coating being applied to the porch roof at 129 W. Front Street, changing the color. Cheryl will contact homeowner</p> <p>At the Board of Commissioners meeting, a board member asked if prints of the Photo Contest winners were available for sale. The HPC discussed the possibility of making notecards or calendars and will find out what will be involved, including the legality of using the photos. The HPC will consider the proper wording for the photo contest entry forms and will check entry forms for note about applicant giving up rights to the photos. Kelly asked if there was a way for someone to order prints online through a link. The HPC will revisit this at the next meeting with an update.</p>		<p>Cheryl will contact homeowner.</p> <p>HPC will looking into the legalities of selling photo contest photos in the form of calendars or notecards and will revisit this at next month's meeting.</p>
<p>Motion to Adjourn</p>	<p>1st</p>	<p>2nd</p>	<p>Outcome</p> <p>By unanimous decision, the HPC adjourned at 7:37 p.m.</p>
	<p>Kelly Collins Schram</p>	<p>Lisa Schons</p>	

Date of Next Meeting: Thursday, June 20, 2019

Minutes Prepared by: Lisa Schons