

# Historic Preservation Commission Meeting Minutes May 19, 2016

| Call to Order   | In Attendance  | Absent   | Guests  |
|---|--|--|---|
| <b>Made by:</b><br><b>Tony Armento</b><br><br><br><br><b>Time:</b><br><b>6:06p.m.</b> | Tony Armento –Chairman<br>Rick Thomas-Vice Chairman<br>Christine Sims-Treasurer<br>Cathy Weaver<br>Jayne Kirkpatrick<br><br>Cheryl Hart –Planning<br>Director<br>Lu Anne Gilligan –<br>Recording Secretary<br><br>*Ethics Statements were read<br>by: Jayne Kirkpatrick, Rick<br>Thomas and Christine Sims | Kelly Collins Schram –<br>Secretary<br>Joan Roberson | Francis Winston-<br>applicant<br>Jaye Williamson –<br>applicant |

| Approval of Minutes | Date of Minutes | Motion to Approve | 2 <sup>nd</sup> | Outcome                       |
|---------------------|-----------------|-------------------|-----------------|-------------------------------|
|                     | 4-21-2016       | Rick Thomas       | Christine Sims  | Motion to approve as written. |

| Treasury Report | Starting Balance   | Expenditures since last meeting | Current Balance |
|-----------------|--|---------------------------------|-----------------|
|                 | \$ 8859.25 *When typing the minutes I realized a discrepancy of \$48.90 in the | \$75.00                         | \$8735.35       |

treasury which needs to be discussed at the June meeting.

**Old Business**

| <b>Topic</b>   | <b>Discussion</b>  | <b>Outcome</b>   |
|--|--|--|
| <p><b>217 College Street<br/>Watkins Property<br/>Demolition By Neglect<br/>Update</b></p>   | <p>Cheryl reported that we Tom Watkins’ sister had signed and he was supposed to sign over the property any day to the Preservation NC. Mr. Watkins has contracted Phillip Paulson to remove all of the furnishings out of the house so hopefully within the next couple of weeks PNC will be the new owners. They have a couple from Louisburg that is very interested in buying the property. Cheryl also stated that there were a few members of the BOC that were tired of receiving letters about buzzards flying in and out of the back building and ready to tear it down if it doesn’t take place right away.</p>  | <p>PNC should be able to take over the property soon if they get Tom Watkins signature and Phillip Paulson removes furniture which should approximately two weeks. They will then be able to move forward with the sale of the property to the hopeful new owners from Louisburg.</p>                                |
| <p><b><i>Bicentennial event<br/>participation</i></b></p> <p><b>Walking Tours<br/>partnership with<br/>Oxford Parks and<br/>Recreation</b></p> | <p>Christine announced that the Walking Tour scheduled for this Saturday has been rained out and rescheduled for <i>June 18<sup>th</sup></i> and will be held from :<br/>9 am, 10:30, 12:30p.m. and 2:30p.m.</p> <p>Everyone will meet at Warehouse Square. There are 30 people registered at this time to take the tour but hopefully there will be a lot more.</p> <p>Tony asked Joan to help with the titles on the homes but she was unavailable until the next week so he asked Christine, Jayne and Kelly to meet next week and then get him their thoughts on what they had discovered on the homes they had researched. They will get together on a time via email and let Tony know when and where the meeting will be held so they can finalize their research for the tour.</p> | <p>The Walking Tour was rescheduled due to rain to June 18<sup>th</sup>. Participants are to meet at Warehouse Square at : 9 am, 10:30 am, 12:30pm or 2:30pm.</p> <p>Tony, Christine, Kelly and Jayne will meet next week to put all their research together that they have done on the properties for the tour.</p> |
|  | <p>Tony reported that a <i>Design Guideline</i> meeting was held on May 4<sup>th</sup>. He also wrote minutes and they are as follows: A special meeting of the HPC was held at</p>  |  |

|  |   |  |
|--|---|--|
| <p><b>Design Guidelines Revision</b></p> | <p>6:00 pm on Wednesday, May 4 in the Training Room of City Hall. Members present at the meeting were: Tony Armento, Chairman, Rick Thomas, Vice Chairman, Cathy Weaver and Jayne Kirkpatrick. Also attending were Susan Wicker, Project Manager of the <i>Design Guidelines</i> Revision, Cheryl Hart, Planning Director, and Larry Thomas, an interested property owner. The first four chapters of the draft revision to the <i>Design Guidelines</i> were discussed during the meeting, and recommendations for style, grammar, and content changes were noted.</p> <p>The next <i>Design Guideline</i> meeting will be held Wednesday May 25<sup>th</sup> at 6:00 pm and Tony asked that everyone attend if possible and please read the context in advance.</p> | <p>The <i>Design Guideline</i> meeting was held on May 4<sup>th</sup> and Tony wrote minutes which are included. The first four chapters of the draft were discussed. The next <i>Design Guideline</i> meeting will meet Wednesday May 25<sup>th</sup> and everyone is encouraged to attend.</p> |
| <p><b>2016 Photo Contest</b></p>         | <p>Tony had nothing new to report for the photo contest except that Susan extended the deadline until May 31<sup>st</sup> due to insufficient admissions.</p>   | <p>The new deadline for the photo contest is May 31<sup>st</sup> due to insufficient admissions.</p>   |
| <p><b>2016 Stewardship Award</b></p>     | <p>Tony announced that he needed one more member to submit their vote so a decision could be determined. There was a tie at this time so this member needs to turn in their vote.</p>   | <p>One more member needs to turn in their vote so a winner can be determined for the Stewardship Award.</p>  |

**COA APPLICATION REVIEW #1: Jaye Williamson**

Property Address: 513 College Street, Oxford, N.C.  
Sworn stakeholders: Jaye Williamson  
Property type: Residential  
Project type: Paint outside of house  
HPC Conflicts of Interest declared: None

| Project Description  | Factors Considered *            | **  | Outcome  |
|--|---------------------------------|-----|--|
| <p><b>The Homeowner would like to paint the outside of the house changing the color of the home from taupe to Jekyll Island Yellow (a National Trust for Historical Preservation colors), the trim will be a creamy white, front door will be Lake Breeze (aqua blue) and the shutters will be painted black.</b></p> <p><b>Mr. Williamson also had paint chips for the HPC members to view.</b></p> <p><b>*Picture of House is included</b></p> | Height of proposed Structure    | N/A | Jayne Kirkpatrick made a motion to approve the COA as submitted for it is congruent with the Design Guidelines. It was seconded by Christine Sims. |
|  | Setback/placement of structure  | N/A |  |
|  | Exterior Construction Materials | N/A |  |
|  | Exterior Colors                 | C   |  |
|  | Architectural Details           | N/A |  |
|  | Roof (shape/form/materials)     | N/A |  |
|  | Doors/Windows/Fenestrations     | C   |  |
|  | General form and proportion     | N/A | The HPC voted unanimously to approve.  |
|  | 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 #2: Francis Winston**

Property Address: 611 College Street, Oxford, N.C.

Sworn stakeholders: Francis Winston

Property type: Residential

Project type: Two Car Garage, Deck on rear of house and replace broken and non-existent windows

HPC Conflicts of Interest declared: None

| Project Description | Factors Considered * | ** | Outcome |
|---------------------|----------------------|----|---------|
|---------------------|----------------------|----|---------|

|  |                                 |  |   |
|--|---------------------------------|--|---|
| <p><b>The Homeowner would like to:</b></p> <p><b>(1) Build a two car garage out of wood siding painted the same color as house with a tin roof painted black and they would also like to pave driveway.</b></p> <p><b>(2) They also are planning to repair/replace siding, boxing and trim to match. The siding will be tan, the trim and boxing white, the roof- black. All materials will match existing materials.</b></p> <p><b>(3) Replacing gutters which will be baked on powder black.</b></p> <p><b>(4) Add an open deck on rear of house replacing existing concrete steps using all pressure treated wood.</b></p> <p><b>(5) Replace single- pane wood windows which are broken or nonexistent.</b></p> <p><b>(6) Removal of two mature trees from the front yard.</b></p> <p><b>**After much discussion, about what design plan he would be using for the deck or for the garage, what kind of windows he will use, definite paint color so many unanswered questions, that Cheryl Hart suggested that Mr. Winston put the COA on hold and come back when he has more details worked out and Mr. Winston was delighted to do so.</b></p> | Height of proposed Structure    |  | <p>In keeping with the spirit of the guidelines, Mr. Winston is going to clean up the vegetation around the buildings so that the yard is no longer overgrown and a distraction on the district and among these things; he will remove a dead tree which does not require approval.</p> <p>The Homeowner also decided to put this COA on HOLD and return when he has made more definite decisions such as a design for the deck and for the garage, paint color, the size of the windows etc.</p> |
|  | Setback/placement of structure  |  |   |
|  | Exterior Construction Materials |  |   |
|  | Exterior Colors                 |  |   |
|  | Architectural Details           |  |   |
|  | Roof (shape/form/materials)     |  |   |
|  | Doors/Windows/Fenestrations     |  |   |
|  | General form and proportion     |  |   |
|  | Appurtenant fixtures            |  |   |
|  | Structural Conditions           |  |   |
|  | Trees                           |  |   |

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

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**Summary of Approved Minor Works: There were none at this time.**

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

**Demolition by Neglect: Nothing at this time.**

**New Business**

| <b>Topic</b>                          | <b>Discussion</b>   | <b>Outcome</b>  |
|---------------------------------------|---|---|
| <b>Utilization of Remaining Funds</b> | Tony wanted to discuss how the HPC wanted to spend the remaining \$510.00 the treasurer says we will have to spend. Many ideas were tossed around. \$100.00 has to go to our dues to the National Association (Cheryl will check on the exact amount for this). This leaves us with \$410.00. Some included but not decided on were: (1) New Color Brochures to put in Chamber of Commerce and ones to use on walking tours (Christine will find cost of Brochures) (2) Cathy Weaver suggested Architectural Documentation and Photos of Homes in and outside of the district in case of demolition etc. (3) Rick suggested a list for the local Realtors to hand out to perspective buyers (4) Jayne suggested a long term plan for a catalog for every property in the Historic District and someday a video to put on the website which would require funding (5) Cathy also suggested a | Several ideas were tossed out as to how to spend our remaining funds. Tony asked that Cathy look into the PNC training cost and Christine the cost of the brochures and bring that back to the meeting next month. Also, he asked that Rick bring an outline for what |

|                                 |  |   |  |
|---------------------------------|--|---|--|
|                                 | <p>training session for one to two people to attend PNC training to expansion of district (Cathy Weaver will call Cathleen Turner to see if we can prepay and when training sessions are held) (6) also Tony would like to see the non contributing members that have now become contributing members and eligible for tax credits be identified</p> <p>**Cathy also brought up an idea to save money to stop putting the date on the Stewardship Award Plaques. That way it could be used anytime and if a recipient was a second or third time award winner, they would not need nor want another plaque and could just receive a certificate. This would save hundreds of dollars. You have to go by the guidelines to decide on the winner of the award so depending on the COA projects completed by the homeowner, determines the winner of the Stewardship Award.</p> |   | <p>is to be included on a list for the Realtors to hand out. That should take the balance of the funds for the year.</p> |
|                                 |  |   |  |
| <p><b>Motion to Adjourn</b></p> | <p><b>1<sup>st</sup></b><br/>Jayne Kirkpatrick</p>   | <p><b>2<sup>nd</sup></b><br/>Cathy Weaver</p> | <p><b>Outcome</b><br/>By unanimous decision, the HPC voted to adjourn at 7:54 pm.</p>                                    |

\*Presentation of the 2016 Photo Contest and Stewardship Award Winners will be made at the Commissioners’ Meeting on June 14, 2016

**Date of Next Meeting: Thursday June 16, 2016**

**Minutes Prepared by: Lu Anne Gilligan**