

Historic Preservation Commission Meeting Minutes May 20, 2021

Call to Order	In Attendance	Absent	Guests
<p>Made by: Derreck Brown</p> <p>Time: 6:04p.m.</p>	<p>Derreck Brown-Chairman Tony Armento – Vice Chairman Lisa Schons-Secretary David Quinn - Member Kelly Collins-Schram -Member Cheryl Hart-Planning Director</p> <p>**Ethics Statements read by: Derreck Brown</p>	<p>Dickon Housman-Member</p>	<ol style="list-style-type: none"> 1. Martha Tanner, COA Submission 2. Douglas Marchant, COA Submission 3. Glenn Ott & Caryl, Observers and potential home buyer of 217 College Street

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	<p>4/15/2021 4/22/2021</p>	<p>David Quinn Tony Armento</p>	<p>Lisa Schons David Quinn</p>	<p>All Members Approved</p>

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	<p style="text-align: center;">\$1465.00</p> <p>Website fee is \$96.00. Derreck will make that submission. No other expense other than recording secretary fee since last meeting.</p> <p style="text-align: center;">\$320.00 set aside for medallion</p> <p style="text-align: center;">\$432.00 for recording secretary until June.</p> <p style="text-align: center;">\$389.00*</p> <p>(*Special Purpose Contest fund can be carried year to year) No disbursements since August</p>	<p>\$85.00 – recording secretary fee</p>	<p style="text-align: center;">\$389.00 for remainder of the year</p>

Summary of Approved Minor Works: 302 College Street was approved.

Lisa Schons provided the swearing in of the home owners for their COA presentation. No conflicts were stated.

COA APPLICATION REVIEW #1: Douglas Marchant

William A. Devin House c. 1880s

Property Address: 204 High St., Oxford NC 27565
 Sworn stakeholders: Douglas Marchant
 Property type: Contributing Residential
 Project type: Replace rotten railing and install shutters
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <p>1. Replace rotten front porch railing – will look like the photos provided and same color</p> <p>2. Install shutters on the two front porch windows and on a side window – color will be dark green color. Mounting hardware will be hinge with clasp.</p> <p>HPC reviewed photos provided by the homeowner.</p>	Height of proposed Structure		<p>1. Tony Armento made a motion that the COA is congruent with the Oxford Design Guidelines 7.103, 7.104 and 7.106 and should therefore be approved.</p> <p>It was seconded by David Quinn.</p> <p>The HPC voted unanimously to approve.</p> <p>2. Tony Armento made a motion that the COA is</p>
	Setback/placement of structure		
	Exterior Construction Materials	1.C 2.C 3.C	
	Exterior Colors	1.C 2.C 3.C	
	Architectural Details	1.C 2.C 3.C	
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion	1.C 2.C 3.C	
	Appurtenant fixtures		
	Structural Conditions		
	Trees		

			<p>congruent with the Oxford Design Guidelines 2.201, 6.104 and 6.111 and should therefore be approved.</p> <p>It was seconded by Kelly Collins-Schram.</p> <p>The HPC voted unanimously to approve.</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: Martha & Marshall Tanner

Erwin Beard House c.1902-1908

Property Address: 209 College Street, Oxford NC 27565
 Sworn stakeholders: Martha & Marshall Tanner
 Property type: Contributing Residential
 Project type: Tree Removal
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Remove 4 loblolly pine trees 2. Remove 1 hemlock tree	Height of proposed Structure		1. Kelly Collins-Schram made a motion that the COA is congruent with the Oxford Design Guidelines 15.102 and 15.207 and should therefore be approved.
	Setback/placement of structure		
	Exterior Construction Materials	1.C 2.C 3.C	
	Exterior Colors	1.C 2.C 3.C	
	Architectural Details	1.C 2.C 3.C	
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		It was seconded by Tony Armento.
	General form and proportion	1.C 2.C 3.C	
	Appurtenant fixtures		The HPC voted unanimously to approve.
	Structural Conditions		
	Trees		

* See attached HPC worksheet for full details of factors considered

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Old Business

Topic	Discussion	Outcome
<p>(3) This Old House Article</p>	<p>Derreck shared the draft article. It was suggested to include a current photo along with any older home photos available.</p>	<p>(1) This Old House Article <i>– Derreck will send to David and Tony.</i></p> <p><i>Derreck will work to get it posted in the next 2 weeks.</i></p>
<p>(1) Site Markers</p>	<p>David provided a document to Derreck and Cheryl. Derreck commended David on the research he has completed regarding the markers. The purpose of the markers is to enhance the walking tour as the markers would include historical photos, facts and other information pertaining to the home. Funding was discussed and it was suggested that it should be provided by either the homeowner or a sponsor. Markers would be placed in front of the home but not within the Oxford City right of way.</p> <p>It was discussed that video and additional information could be provided by placing a QR code on the markers that the visitor with a smart phone could scan and access. This could be additional photos, videos, narrative from the owner, etc regarding the home and the historical factors of their homes. The HPC was not sure how the QR code would stand up with being exposed to the weather and research would be needed, if it is decided that the QR scan code would be beneficial.</p>	<p>(2) Site Markers – <i>David will send out his proposal to the members. Everyone will review and revisit at the next meeting.</i></p>

Derreck suggested that a committee is formed of volunteers to continue to work on this project. Volunteers include Kelly, Tony, Lisa, David.

(2) Stewardship Award

David stated he has updated the spreadsheet and will change the revision number so that the HPC will know they are reviewing the current version. He has created various tabs and will share the updated version with the commission soon.

He plans to send out with the new data soon.

The Medallions were shipped to the church and the town manager called Cheryl to go and get the medallions.

(3) COA Examples

It was suggested and approved that the HPC will provide various scenarios from former submissions. The HPC would provide more information how best to submit COA and a better understanding of process for submission.

The HPC agreed to try COA examples, and Derreck will review future applications to ensure if anything is missing that may cause a denial. He will bring that to Cheryl's attention and they can determine together whether it is something that should be communicated with the homeowner or not.

(2) Stewardship Award – *David will send out the updated spreadsheet soon.*

(3) COA Examples – *The HPC agreed that having examples of approvals and denials would help homeowners with future COA submission. No personal information would be shared on examples.*

<p>(4) Annual Report</p>	<p>David stated he will do additional leg work prior to the June meeting.</p> <p>Derreck stated the Annual Report was almost complete.</p>	<p><i>David will work on examples to have ready for the next meeting.</i></p> <p><i>David stated he should have examples to share by the next meeting.</i></p> <p>(4) Annual Report - <i>Derreck will send to the HPC once it is finalized.</i></p>
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New Business

Topic	Discussion	Outcome
<p>(1) Budget and Carry over</p>	<p>Derreck stated that the commission has only 5 weeks left to spend down the money left in the budget and lose it, except for the \$389.00. Since we were unable to have the photo contest, this will carry over. No other monies will carry over. It was discussed and decided that the commission would add the Oxford History books to the new home owner packets. Lisa and Derreck will work on the purchase of the books.</p> <p>Tony will submit reimbursement for the gift he gave Heather Slane. \$134.32.</p>	<p>1) Budget Discussion and Carry Over Usage - <i>Derreck will go to CVS and Walgreens for the Oxford History books and Lisa has ordered 1 from Amazon. He will send an email to let everyone know how many he gets. Goal is to get 25 total.</i></p>

Motion to Adjourn	1st	2nd	Outcome
	Lisa Schons	David Quinn	The HPC adjourned at 7:12p.m.

Date of Next Meeting: Thursday, June 17, 2021

Minutes Prepared by: Lou Ann Mitchell