

**Historic Preservation Commission  
Meeting Minutes  
May 21, 2015**

<b>Call to Order</b>	<b>In Attendance</b>	<b>Absent</b>	<b>Guests</b>
<b>Made by: Tony Armento</b>  <b>Time: 6:01 p.m.</b>	Tony Armento-Chairman Rick Thomas-Vice Chairman Cathy Weaver- Treasurer Susan Wicker-Secretary Joan Roberson Peter Tocci Harriet Crawford  Cheryl Hart-Planning Director Lu Anne Gilligan-Recording Secretary	None	Wills Hancock John Burns

<b>Approval of Minutes</b>	<b>Date of Minutes</b>	<b>Motion to Approve</b>	<b>2<sup>nd</sup></b>	<b>Outcome</b>
	4-18-2015	Joan Roberson	Cathy Weaver	Motion to approve minutes as written

<b>Treasury Report</b>	<b>Starting Balance</b>	<b>Expenditures since last meeting</b>	<b>Current Balance</b>
	Unknown at this time.	-0-	Cathy is working with the City accountant to obtain current balance.

## Old Business

<b>Topic</b>	<b>Discussion</b>	<b>Outcome</b>
<p><b>Stewardship Award and Photo Contest Presentation</b></p>	<p>Tony reported that at the May 12, 2015 Board of Commissioners meeting that he introduced Susan Wicker and Cathy Weaver as presenters of the 2015 HPC Awards. Susan led the Awards presentation with Cathy's assistance.</p> <p>Tony reported that the Commissioners really enjoyed the photographs. He shared that he was disappointed that the Stewardship Award winners were not there to receive their award. Tony added that he, Cathy and Susan tried to personally deliver the award to the Spilters immediately following the BOC presentation, but they were not home. Cathy reported that she tried three subsequent times to present the award directly to the Spilters, but she was unsuccessful, so in the interest of making sure they got the award before reading about it in the paper that she ultimately left it with workers who assured her he would give it to them as soon as they returned home.</p> <p>Tony stated that in the future, he believes the photo contest should be announced earlier so as to possibly garner greater participation and seasonal photos.</p> <p>The Oxford Public Ledger ran a front page story about the Stewardship Award and a full page covering the Photo Contest winners.</p>	<p>Tony, Susan and Cathy made a presentation at the April BOC Meeting announcing the winners of the Stewardship Award and Photo Contest Winners. The OPL published the winners in the editions the week after the BOC meeting.</p> <p>Tony hopes to begin the photo contest earlier next year.</p>
<p><b>Website Update</b></p>	<p>Joan Roberson reported that our website was finished and that a domain name needs to be selected and the web hosting agreement chosen. The domain cost is \$12.95/year. The options for webhosting are \$4/month for basic service and up to \$12/month for the premium package.</p>	<p>Susan made a motion we adopt our domain name to be <a href="http://www.OxfordHPC.org">www.OxfordHPC.org</a>. Joan Roberson seconded it.</p> <p>The HPC voted unanimously to approve.</p>

		<p>Joan Roberson made a motion we use Weebly.com to upload our webpage with the oxfordhpc.org domain and use the \$4.00/month service upgrade unless we can get flash for \$8.00/month in which case we will use the \$8 service/month.</p> <p>It was seconded by Cathy Weaver.</p> <p>The HPC voted unanimously to approve.</p>
<b>HPC CAMP</b>	<p>Tony asked for those intending to participate in the CAMP in September 2015 to confirm their plans to attend. Tony, Rick, Cathy and Joan announced they will be attending the two day event in Salisbury, N.C. The registration deadline is July 1, 2015. The cost for the four named participants to attend the retreat will be \$380.00</p>	<p>Four of the HPC members will be attending the CAMP in Salisbury in September. The deadline to register is July 1<sup>st</sup>.</p>
<b>Stewardship Award Policy Revision</b>	<p>Susan passed out a proposal for the Stewardship Award Policy revision. The format matches other HPC Policies. Susan is suggesting a change in content regarding the “judging criteria.” In particular, Susan suggested that all completed COA projects (minor works or major works) be automatically entered into consideration and that the HPC then weight how significant the project is based on the following criteria:</p> <ul style="list-style-type: none"> <li>• Quality of the work completed with greater weight given to the best application of historically appropriate/sensitive</li> </ul>	<p>After much discussion, it was decided to table this matter for discussion at the HPC retreat.</p>

	<p>materials, preservation of key details and architectural features, etc.</p> <ul style="list-style-type: none"> <li>• Extent of the work completed with greater weight given to major restorations/preservation/rehabilitation vs. minor works, i.e., the extent to which the project contributed to the preservation of the property.</li> <li>• Impact of the project on the preservation and enhancement of the Historic District</li> <li>• Cumulative factors (smaller projects over a period of years that exemplify the work of historic preservation-minded stewards)</li> </ul> <p>This sparked much discussion without a decision, so Joan suggested the matter be tabled and these details be worked out at a later date. Tony agreed this would be a good topic for the HPC retreat.</p>	
<p><b><u>Active Projects</u></b></p> <p>CLG Grant</p>	<p>Susan stated she had not heard from the State but will let the commission know via email when she does hear something. She reminded the HPC that the State still had a few more days before they are required to notify the entrants.</p>	<p>Susan will let everyone know via email when she hears from the State about our CLG Grant application.</p>
<p><b><u>Active Projects</u></b></p> <p><b>Saving 218 College</b></p>	<p>Tony reported that he believes the HPC now has all the information needed to sit down with the property owner and share what we have found out and let him know what his options. Preservation N.C. will be on standby if necessary. Tony stated that two or three people need to go sit down with Mr. Crawford. Tony,</p>	<p>Tony Armento, Cathy Weaver and Susan Wicker were chosen to go sit down with Mr. Crawford and present him with</p>

<b>Street</b>	Susan and Cathy were chosen to be on the communication committee. Everyone agreed on these choices.	the details of what they have learned about the property and the options available to him. They will work out a time to meet at a time convenient for Mr. Crawford.
<b><u>Goal Updates</u></b> <b>Downtown Master Plan Committee</b>	Peter Tocci attended a Meet and Greet Downtown Master Plan Meeting on the April 23, 2015. Tony asked Peter to be the HPC liaison on that Committee and to communicate that the HPC is open to work with them.  Peter shared that the Committee went on a bus tour through West Jefferson and Statesville and gathered many ideas to beautify the Oxford Downtown District.	Peter Tocci agreed to be the HPC liaison with the Downtown Master Plan Committee.
<b><u>Goal Update</u></b>  <b>Walking Tours</b>	Tony and Joan reported on the partnership with Chris Usry of Oxford Parks and Recreation. They are excited about the walking tours already being planned. Chris has several great ideas in the works such as : (1) Using the HPC Walking Tour Brochure currently stocked in the Kiosk at the Chamber of Commerce as a starting point to create a new format that not only focuses on the architectural styles of the houses but also includes relevant history about the original owners to make it more interesting to participants (for example a tobacco engineer lived in her historic house and the tour could include a mock auction while at a stop at her home.) She hoping to use Granville Little Theater to assist with the skits and people dressed in that time frame. Christine is also hoping to use technology to aid the tours, e.g. Headsets with a smart phone tour guide app. (2) There are three Guided tours set for 2016: Main St. District, College St. District and the Bicentennial Tour. (3) A cemetery tour is being discussed  There was discussion about the geography of the tours as they relate to the	Tony and Joan are working with Christine Usry at the Oxford Parks and Recreation to plan walking tours through the College Street or Main Street Historic Districts.  All ideas are in the beginning stages.

	Bicentennial Celebration. The consensus was that the HPC should limit their involvement to the Historic Districts to be true to the HPC purpose and the defined scope of responsibilities. The Bicentennial Committee is free to do tour elsewhere if they choose.	
<b><u>Goal Update</u></b>  <b>Bicentennial Event Participation</b>	Prior to the meeting, Rick had requested everyone to present their ideas for the Bicentennial Celebration. Rick announced that no one had forwarded any ideas and requested that ideas be shared at this time. Several ideas were bounced around without anyone committing to assume responsibility for executing said ideas. After much discussion without a decision, Susan cautioned the HPC to be mindful of the work involved with adding additional projects to an all-volunteer group with lots of other work to do aside from the Bicentennial Celebration. She reminded them that she would soon be rotating off the HPC and that they had already committed to a big Bicentennial project, the walking tours. Tony and Rick felt it would be easy to do many of the proposed ideas, i.e., writing articles for the OPL or establishing a Speakers Bureau to give relevant historic preservation presentations. Cathy stated she was not in a position to donate additional time beyond the Walking Tours project. Joan agreed with Susan and Cathy---she said the research and work she had already committed to do was her limit. Harriet stated that the HPC was doing enough and nothing further was needed.	No decision was made. The matter was tabled until the next meeting.
<b><u>Goal Update</u></b>  <b>HPC Retreat</b>	Tony informed the Commission members that the Retreat scheduled for Saturday, June 27 <sup>th</sup> , from 9 to 5, may be cancelled. The SPO speakers do not want to come on Saturday so an alternate weekday must be proposed. Those present agreed that they could come on Friday, June 26 if that would help.	The HPC Retreat is in limbo, pending feedback from the SPO regarding an alternative date during the week.

**COA APPLICATION REVIEW #1: Union Bank and Trust Company**

Property Address: 414 College Street, Oxford, N.C.  
Sworn stakeholders: Union Bank and Trust Company  
Property type: Residential  
Project type: General Maintenance on exterior existing structure  
HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>Wills Hancock, Realtor and John Burns of the Union Bank, stated that the bank would like to renovate the property on 414 College Street for resale. The plans are to :</p> <p>(1) Repair missing soffit, fascia boards and moldings on front of the home</p> <p>a. Original moldings stored in the rear buildings will be used where available. Otherwise, like materials and design will be employed</p> <p>(2) Install steps at rear of home</p> <p>a. Steps will be made of wood and in keeping with the style of the house and steps at the front of the house</p> <p>(3) Install 5 squares of black shingles on existing roof with black paper on rear of home</p> <p>a. This request is identical to previously approved COA application made by previous homeowner and last roofing material used on that section of the house</p> <p>*Pictures of house are included</p>	Height of proposed Structure	N/A(1,2,3)	<p>Cathy Weaver made a motion to approve COA as presented for repairs to the fascia board, molding and missing soffit on the front of the home.</p> <p>It was seconded by Peter Tocci. The HPC voted unanimously to approve.</p> <p>Susan Wicker made a motion to accept this COA as described to add steps to the rear of the structure in keeping with the other steps on the property. It was seconded by Rick Thomas. The HPC voted unanimously to approve.</p> <p>Susan Wicker made a motion to approve the COA as written with the reroofing of the 5 squares of shingles. Peter Tocci seconded it. The HPC voted unanimously to approve.</p>
	Setback/placement of structure	N/A(1,2,3)	
	Exterior Construction Materials	C(1,2,3)	
	Exterior Colors	N/A(1/3) C (2)	
	Architectural Details	C (1,2,3)	
	Roof (shape/form/materials)	C (2) N/A(1,3)	
	Doors/Windows/Fenestrations	N/A(1,2,3)	
	General form and proportion	C ( 2) N/A(1,3)	
	Appurtenant fixtures	N/A(1,2,3)	
	Structural Conditions	C(1,2,3)	
Trees	N/A(1,2,3)		

\* 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: Thomas and Christine Bennett**

Property Address: 114 Rectory Street, Oxford, NC

Sworn stakeholders: Thomas and Christine Bennett

Property type: Residential

Project type: Construct fence in rear yard

HPC Conflicts of Interest declared: None

<b>Project Description</b>	<b>Factors Considered *</b>	<b>**</b>	<b>Outcome</b>
Homeowners would like to construct a fence in their rear yard. A partial chain link fence already exists and they would like to continue fencing in their rear property with a 5 ft. chain length fence and gate. It will be approximately 175'd x 75'w.	Height of proposed Structure	C	Peter Tocci made a motion we accept the COA as written and it was seconded by Cathy Weaver.
	Setback/placement of structure	C	
	Exterior Construction Materials	C	
	Exterior Colors	N/A	The HPC voted unanimously to approve.
	Architectural Details	N/A	
	Roof (shape/form/materials)	N/A	
	Doors/Windows/Fenestrations	N/A	
	General form and proportion	N/A	
	Appurtenant fixtures	C	The HPC also suggested that they plant vegetation along the fence line.
	Structural Conditions	N/A	
	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

### **Summary of Approved Minor Works**

<b><i>Property Owner Address</i></b>	<b><i>Description</i></b>	<b><i>HPC authorization</i></b>
<u>306 Broad St. Oxford Hicks Property</u>	Painted house with like colors.	Cheryl Hart and Tony Armento approved this COA prior to the meeting as minor works.

### **COA Renewal:**

There were no COA renewals at this time.

### **Demolition by Neglect:**

<b><i>Property Owner Address</i></b>	<b><i>Status</i></b>
217 College St. Watkins Property	Cheryl Hart reported that she had requested \$3000 to go towards materials to stabilize the property at 217 College Street. This matter was on the May 12 BOC Meeting Agenda. Some members of the BOC were opposed to giving money for improvements to private property. Tony Armento, Cathy Weaver and Susan Wicker were in attendance at the May BOC meeting and Susan addressed the BOC concerns. Susan clarified to the BOC that they would not be “giving away money” in that it was more of a guaranteed loan as the City of Oxford would get their money back after the sale of the house. Cheryl stated that Susan’s comments swayed the resistant commissioners to vote in favor of loaning the \$3000 to facilitate the purchase of materials to stabilize the property. Tony thanked Cheryl and Susan for their hard work on this project.

**New Business**

<b>Topic</b>	<b>Discussion</b>		<b>Outcome</b>
<b>New Member Applications</b>	<p>Tony asked for each member to clarify their term status so that Cheryl understood how many vacant positions needed to be posted.</p> <p>Susan – term ending June 30, 2015 (ineligible to renew)</p> <p>Harriet – term ending June 30, 2015 (limited term completing Yancey’s Washington’s 2<sup>nd</sup> term...Harriet is undecided at this time.)</p> <p>Rick – 1<sup>st</sup> term ends June 30, 2015 (limited term, completing E. Watts 2<sup>nd</sup> term-plans to renew)</p> <p>Cathy – 2<sup>nd</sup> term ends June 2016 (ineligible to renew)</p> <p>Joan – 2<sup>nd</sup> term ends June 2016 (ineligible to renew)</p> <p>Tony – 1<sup>ST</sup> term ends June 2016 (plans to renew)</p> <p>Peter – 1<sup>st</sup> term ends June 2016 (undecided)</p>		<p>Immediate needs – x1 position to fill</p> <p>Harriett to let Tony know her plans in the coming weeks.</p> <p>All members encouraged to assist with recruitment.</p>
<b>Motion to Adjourn</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Outcome</b>
	Joan Roberson	Cathy Weaver	

			meeting adjourned at 8:38p.m.
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**Date of Next Meeting: Thursday, June 18, 2015**

**Minutes Prepared by: Lu Anne Gilligan**