

**Historic Preservation Commission
Special Meeting Minutes
November 14, 2019**

Call to Order	In Attendance	Absent	Guests
Made by: Tony Armento Time: 6:01p.m.	Tony Armento-Chairman Derreck Brown – Vice Chairman/Webmaster Lisa Schons-Secretary Kelly Collins-Schram Antwan Rice – Code Enforcement Officer (for Cheryl Hart)	Jacalyn Thomas Cheryl Hart-Planning Director	Beverly Nichols- Applicant 217 College St. Oxford, N.C. Phil Pope Marshall Tanner

Approval of Minutes	Date of Minutes	Motion to Approve	2nd	Outcome

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	No report	-0-	No report

Property Address: 217 College Street, Oxford, N.C.
 Sworn stakeholders: Beverly Nichols
 Property type: Residential
 Project type: Replacement roof
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner requests COA approval to replace metal roof on front porch.</p> <p>Hearing of Facts (facts must be grounded in the Design Guidelines).</p> <p>Ms. Nichols stated that she went to Preservation NC (PNC) for approval by Kathleen Turner, because PNC has an easement on the property and its approval for any work is required. She believed this approval satisfied all requirements, and went ahead with replacement of a metal sheet front porch roof with metal sheets. Phil Pope presented photo images of a shingled roof which he said was the front porch roof of the property as taken from his 2nd story window. Ms. Nichols stated that the photo images are not of the front porch, but of the back porch, which was not replaced. She further stated that no work was been done to the area in the photo images.</p> <p>Following deliberation and vote on the application, Mr. Pope asked if there was an appeals process available to him. He was informed that a right of appeal exists only for an applicant in the case where their COA application is denied.</p>	Height of proposed Structure	NA	<p>Kelly Collins-Schram made a motion that the COA should be congruent with the Design Guidelines 5.104. It was seconded by Lisa Schons.</p> <p>The HPC voted unanimously to approve.</p> <p>There is no appeals process for an HPC decision other than to an applicant in the case where their COA application is denied.</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

Demolition by Neglect: There are none at this time.

New Business

Topic	Discussion		Outcome
Approval of Expenditures	Approximately \$200 has been spent on event at the library, for printing and mailing of flyers and for refreshments. Also, the HPC members agreed to purchase a tent and table covering with the HPC logo totaling \$670.		A motion was made to approve reimbursement of the costs by Derreck Brown. It was seconded by Kelly Collins-Schram and unanimously approved.
Motion to Adjourn	1st	2nd	Outcome
	Kelly Collins-Schram	Derrek Brown	The HPC adjourned at 6:25 p.m.

Date of Next Meeting: Thursday, January 16, 2020

Minutes Prepared by: Lisa Schons