

Historic Preservation Commission Meeting Minutes November 19, 2020 (Special Meeting)

Call to Order	In Attendance	Absent	Guests
<p>Made by: Derreck Brown</p> <p>Time: 6:05p.m.</p>	<p>Derreck Brown-Chairman Tony Armento – Vice Chairman Lisa Schons-Secretary Mike Delionbach - Member David Quinn - Member Kelly Collins-Schram -member Cheryl Hart-Planning Director Dickon Housman-Member</p> <p>**Ethics Statements read by: Derreck Brown</p>	<p>Lou Ann Mitchell – Recording Secretary Mike Delionbach, Member</p>	<p>1. Rosalyn Green, National Potter Club, COA Submission Joe Sciortino 2. Joe Sciortino, COA Submission 3. Jenny Lee, Visitor</p>

Approval of Minutes	Date of Minutes	Motion to Approve	2nd	Outcome
	10/15/2020	Kelly Scram motioned	David Quinn	Approved

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	<p style="text-align: center;">\$1830.00 Cost of stewardship awards are \$170.00 each Medallion total for 2 would be about \$340.00 delivered (includes 10% discount)</p> <p style="text-align: center;">All members were ok with the purchase of 2 medallions.</p> <p style="text-align: center;">The Commission should receive a \$500 donation for the special purpose fund which will bring the total to \$889.00</p> <p style="text-align: center;">\$389.00* (*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;">\$1065.00</p> <p style="text-align: center;">Will have \$1065.00 available at the end of year if we need a special meeting in Nov. or Dec.</p>

Lisa Schoens provided the swearing in of the home owners for their COA presentation. David and Rosalyn were sworn in. No conflicts

COA APPLICATION REVIEW #1: former Mary Potter School

c.1927

Property Address: 201 E. McClanahan Street, Oxford NC 27565
 Sworn stakeholders: Rosalyn Green
 Property type: Contributing
 Project type: Replace metal shingle roof
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <p>1. Replace roofing which will match metal shingle roof with same color, zinc gray.</p>	Height of proposed Structure		<p>1. Tony Armento made a motion that the COA should be congruent with the Design Guidelines 5.105, 5.203 and 5.104 and should therefore be approved.</p> <p>It was seconded by David Quinn.</p> <p>The HPC voted unanimously to approve.</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		

* 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:

Forrest S. Wiggins

c.

Property Address: 213 Gilliam Street, Oxford NC 27565
 Sworn stakeholders: Forrest S. Wiggins
 Property type: Non-Contributing Residential
 Project type: Replace roof
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to Replaced the roof. Cheryl sent letter to stop. He will need to come in front of the HPC to get approval even after the fact. HPC stated cease work order should remain in effect until he receives approval. Roof is 100% complete. Enforcement is Cheryl's responsibility. In violation of the HPC ordinance.</p>	Height of proposed Structure		1. Cheryl will reach out to him to have him attend the meeting in January, 2021.
	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		

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COA APPLICATION REVIEW #1: St Stephens Espicalpal Church rectory Bldg. Colonial Revival c. 1923

Property Address: 302 College Street, Oxford NC 27565
 Sworn stakeholders: Joe Sciortino
 Property type: Contributing (church)
 Project type: Roof repair/replacement
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <ol style="list-style-type: none"> 1. Remove rotted 2x sub fascia at the eaves of the main roof and replace 2. Remove rotted 1x8 fascia trim at the eaves of the main roof and replace with the same 1x8 material. Paint white as the original fascia. 3. Strip 3-Tab shingles on the main room and replace with similar color matching architectural. Will look for an utilize architectural shingle. 4. Replace any chimney flashing and pipe boots. <p>It was discussed and agreed upon by the Commission that if the architectural shingle is used, then the COA is approved.</p>	Height of proposed Structure		<p>1&2. Tony Armento made a motion that the COA should be approved on the condition that the rectangular architectural shingle be utilized, not the cobble and congruent with 2.103 the Design Guidelines and should therefore be approved.</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			

It was seconded by Dickens Housman .

The HPC voted unanimously to approve 3. Tony Armento made a motion that the COA should be congruent with the Design Guidelines 5.104 and 5.102 and should therefore be approved.

It was seconded by David Quinn.

The HPC voted unanimously to approve.

4. Lisa Schons made a motion

		<p>that the COA should be congruent with the Design Guidelines 5.104 and 5.102 and should therefore be approved.</p> <p>It was seconded by David Quinn.</p> <p>The HPC voted unanimously to approve.</p>
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COA APPLICATION REVIEW #4: Carmen and David Quinn

Abner and Jones House c.1857

Property Address: 419 College Street, Oxford NC 27565
 Sworn stakeholders: David Quinn
 Property type: Contributing Residential
 Project type: Replace plants/tree, and gutter
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <ol style="list-style-type: none"> 1. Replace dead shrubs at front porch with Azelias 2. Plant 1 Willow Oak in front walk area opposite current oak (No COA needed for shrubs or tree per page 18) 3. Replace and install internal gutter at base of metal roof on all 4 sides of the upper floor. Will ensure water does not cascade over side. 	Height of proposed Structure		<p>1. Kelly Scram made a motion that the COA should be congruent with the Design Guidelines 5.104 and 5.105 and should therefore be approved.</p> <p>It was seconded by Lisa Schons</p> <p>The HPC voted unanimously to approve.</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			

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Summary of Approved Minor Works: No minor works approved since the October 15, 2020 meeting.

COA Renewal: There were none since the last meeting.

Demolition by Neglect: There are none at this time.

New Business

Topic	Discussion	Outcome
COA	Tony reminded the applicants and the members that homeowners do not need to provide a reason for the work. Questions regarding who is doing the work are also inappropriate.	A friendly reminder.

Motion to Adjourn	1st	2nd	Outcome
			The HPC adjourned at

Date of Next Meeting: Thursday, January 21, 2021

Minutes Prepared by: Lou Ann Mitchell