

Historic Preservation Commission

Meeting Minutes

November 23, 2015

Call to Order	In Attendance	Absent	Guests
<p>Made by: Tony Armento</p> <p>Time: 5:52p.m.</p> <p>Ethic Statements were read by: Cathy Weaver, Joan Roberson and Christine Sims.</p>	<p>Tony Armento-Chairman Rick Thomas-Vice Chairman Cathy Weaver-Treasurer Christine Sims-Secretary Joan Roberson</p> <p>Susan Wicker-Project Manager for Design Guidelines</p> <p>Cheryl Hart-Planning Director Lu Anne Gilligan-Recording Secretary</p>	<p>Kelly Collins Schram Kevin Pickrell</p>	<p>Mike McLaughlin- Interim City Manager</p> <p>Lindsay Allen –Senior Architectural Historian for JMT (Consultant)</p> <p>Andrew Hunt Danny Evans Jayne Kirkpatrick Sameh Toma Marc Brooks</p> <p>Preston and Leslie Johnson (219 Main St.) Angela Arnold (104 High St.) Manie Currin (203 Main St.)</p>

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	10-22-2015	Cathy Weaver	Rick Thomas	Motion was made to approve minutes as

				written.
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Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	\$9097.19	*\$8000.00 reserved for the Revision of the Design Guidelines	\$ 1097.19 actual funds for the HPC operations

Old Business

Topic	Discussion	Outcome
Design Guideline Update	Susan Wicker relayed that she had spent the afternoon with Lindsey Allen of the JMT group, touring the Historic Districts. Lindsey also walked the districts, taking photos and notes. After introducing herself, Lindsey stated she had reviewed the current version of the Oxford Design Guidelines and referenced it with the content list requested in the RFP. Lindsey asked the HPC what improvements they wanted to see in the revised product. Various elements were discussed to include: page formatting (portrait preferred), section formatting for easy referencing, the need to have clear concise dos and don'ts for each type of COA category request and key architectural elements in an easy to read format. After reviewing the general outline of the new manual, Lindsey stated she and her team would begin working on it. A community meeting will be planned in January or February to garner community input.	Susan Wicker and Lindsey Allen, Senior Architectural Historian, Natural & Cultural Resources, consultant with JMT Firm met with the Commission to discuss the dos and don'ts required so she could begin working on the new HPC Design Guidelines.
217 College Street Watkins Property	Cheryl reported that we still have \$3000.00 available from 2014 to help stabilize the property if necessary. She also talked with Cathleen Turner at PNC and she assured her that they are working hard to find a buyer for the property and or to help stabilize it.	Cheryl is staying on top of the Watkins property and in touch with PNC who is working diligently to find a buyer for the property or help stabilize it.

218 College Street Crawford Property	Tony spoke with Mr. Crawford who told him that he still intended to sell the house. Tony then contacted someone he knew that works with historic tax credit investors. Tony's contact also thought it a good idea for Tony to speak to someone at the bank to assess their interest in working on the project with potential investors. However Tony does not want this to deter any one else from looking for potential buyers for the property since January 08, 2016 is the expiration of the 365 day delay in the demolition delay.	Tony is working to find a buyer for the 218 College St. Property and asked everyone else to continue to also. At the January meeting, if there is no buyer, other plans will need to be made.
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COA APPLICATION REVIEW #1: Andrew Hunt for John Hunt

Property Address: 201 Gilliam St., Oxford, NC
 Sworn stakeholders: John Hunt
 Property type: Residential
 Project type: Roof Repair, Gutter Repair, Replace cracked windows
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
Homeowners would like to: (1) replace white shingles to black architectural shingles (2) Repair Gutters that were damaged (3) Replace all cracked windows panes	Height of proposed Structure	1,2,3-N/A	Joan Roberson made a motion to approve the three COA projects as written for they are congruent with our guidelines. It was seconded by Christine Sims.
	Setback/placement of structure	1,2,3-N/A	
	Exterior Construction Materials	1,2,3-C	
	Exterior Colors	1,2,-C 3-N/A	
	Architectural Details	1,2,3-N/A	
	Roof (shape/form/materials)	1-C	
	Doors/Windows/Fenestrations	2,3-N/A 1,2-N/A 3-C	

	General form and proportion	1,2,3-N/A	The HPC voted unanimously to approve.
	Appurtenant fixtures	1,3-N/A 2-C	
	Structural Conditions	1,2,3-N/A	
	Trees	1,2,3-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: Jayne Kirkpatrick

Property Address: 214 Main St., Oxford, NC

Sworn stakeholders: Stephen and Jayne Kirkpatrick

Property type: Residential

Project type: 2-Car Carport

HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The Homeowners are presenting a revised COA for a 20' X 20' 2 Car Carport in the rear of the house. It will be white German siding with Green shingled roof to match the shingled roof on the house. This will not be seen from the front of the house.</p> <ul style="list-style-type: none"> Diagram and picture are included 	Height of proposed Structure	C	Christine Sims made a motion to approve the COA application for all elements are congruous with design guidelines and it was seconded by Cathy Weaver.
	Setback/placement of structure	C	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details	C	
	Roof (shape/form/materials)	C	
	Doors/Windows/Fenestrations	C	
	General form and proportion	C	HPC voted unanimously to approve the application.
	Appurtenant fixtures	C	
	Structural Conditions	C	
	Trees	N/A	

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COA APPLICATION REVIEW #3: Danny Evans

Property Address: 307 Main St., Oxford, NC
 Sworn stakeholders: Danny Evans
 Property type: Residential
 Project type: Replace Single pane roll out windows with Double pane vinyl windows
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The Homeowner is requesting to replace the metal frame single pane roll out windows with double pane vinyl windows. The home was built in 1950. Mr. Evans stated that some of the window panes were broken, some of them were difficult to open, the caulking was gone and you could feel the wind coming in around them and since they were not energy efficient he would like to replace them with energy efficient double pane vinyl windows.</p> <p>The HPC explained that since the home was built in 1950 and located in the historic district vinyl windows would not be appropriate for his home. Windows are a</p>	Height of proposed Structure	N/A	<p>Cathy Weaver made a motion to deny the COA according to the Design Guideline on page 29 and Rick Thomas seconded it.</p> <p>HPC voted unanimously to deny the application.</p>
	Setback/placement of structure	N/A	
	Exterior Construction Materials	N/A	
	Exterior Colors	N/A	
	Architectural Details	N/A	
	Roof (shape/form/materials)	N/A	
	Doors/Windows/Fenestrations	NC	
	General form and proportion	NC	
	Appurtenant fixtures	N/A	
	Structural Conditions	N/A	
Trees			

prominent feature of the home and they could not approve this COA since it would not fit with the historic district guidelines and also the windows were such a distinguishing feature of the home, they should not be destroyed. The HPC members suggested he find someone to replace or repair the present day windows he has in his home now or that something may be out there that will work in his windows since new things are always being produced. -The homeowner was given a copy the Secretary of the Interior's Preservation Brief concerning the repair and maintenance of steel windows and asked to come back at a later time with a revised COA.

*Pictures are included

- * See attached HPC worksheet for full details of factors considered
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COA APPLICATION REVIEW #4: Sameh Toma

Property Address: 410 College St., Oxford, NC
 Sworn stakeholders: Sameh Toma
 Property type: Residential
 Project type: (1) Replace exterior windows on front of house,(2) Replace roof on backside of where roof is flat
 (3)Sandblast and paint over metal shingles on main roof ** metal shop to replicate any roofing that needs replacement and (4) Replace metal roof on cupola **metal shop to replicate any roofing that needs replacement
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The Homeowner would like to:	Height of proposed Structure	1,2,3,4- N/A	Cathy Weaver made a

<p>(1) Replace exterior windows on the front of the house with vinyl windows but** amended the application to read: replace all windows with same design wooden windows allowed by historic Design Guideline.</p> <p>(2) Replace Roof on the backside of the house where the roof is flat with rubber roofing</p> <p>(3) Sandblast and paint over metal shingles on the main roof but ** amended the application to read: Remove the paint without sandblasting and paint over metal shingles.</p> <p>(4) Replace metal roof on cupola sections ** metal shop to replicate any roofing that needs replacement-Grey standing seam metal color(same as currently on porch)</p> <p>**The Commission informed Ms. Toma that vinyl windows were not allowed by the historic Design Guidelines so she asked to change the vinyl to wooden windows that are allowed.</p> <p>**The Commission also informed Ms. Toma that sandblasting is never recommended to any material in the historic district in the Design Guidelines on page 24. Ms. Toma asked to amend her COA to exclude sandblasting and Tony told her that he would email some information of alternative methods of cleaning the roof that is within the guidelines of restorations for the HPC.</p>	Setback/placement of structure	1,2,3,4-N/A	<p>motion to approve this Revised COA application with Wooden Windows being substituted for Vinyl windows and substituting “NOT sandblasting” for “sandblasting” according to our design guidelines. It was seconded by Joan Roberson.</p> <p>HPC voted unanimously to approve the amended application.</p>
	Exterior Construction Materials	1,2,3,4-C	
	Exterior Colors	1,2,3,4-C	
	Architectural Details	1,2,3,4-N/A	
	Roof (shape/form/materials)	1-N/A 2,3,4,-C	
	Doors/Windows/Fenestrations	1-C 2,3,4-N/A	
	General form and proportion	1,4-C 2,3-N/A	
	Appurtenant fixtures	1,2,3,4-N/A	
	Structural Conditions	1,2,3,4-N/A	
Trees	1,2,3,4-N/A		

* See attached HPC worksheet for full details of factors considered

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COA APPLICATION REVIEW #5: Marc Brooks

Property Address: 221 Main St., Oxford, NC
 Sworn Stakeholders: Marc and Erika Brooks
 Property type: Residential
 Project type: (1) Garage (2) Driveway (3) Porte Cochere and (4) Fencing and Gates
 HPC Conflicts of Interest declared:

Project Description	Factors Considered *	**	Outcome
<p>The house was built in 1913 and the Homeowner would like to:</p> <p>(1) Demolish the existing deteriorated free standing Garage and replace with a wood or composite siding (white) with black accents (black or grey asphalt shingles and carriage house style doors). Design will complement the existing architectural character of the home.</p> <p>* Pictures are included</p> <p>(2) Driveway-Grade the yard extending from Main St. to the garage (located in rear left of property) to facilitate driveway installation. Pour concrete (white/light colored) with paver inlays.</p> <p>(3) Porte Cochere- Add Porte cochere over driveway beginning approximately 2/3 back from front of house. Structure will follow the style of the existing porch on the left side of house with fluted columns sitting on shorter brick columns to match foundation of house, dental molding, flat roof and decorative railing on roof. This will be white wood with red brick foundation.</p>	Height of proposed Structure	1,3,4-C 2,-N/A	<p>Christine Sims made a motion to approve all four (4) projects (as amended to limit the height of proposed fencing to 4'), which are considered to be congruent with the Design Guidelines. It was seconded by Joan Roberson.</p> <p>HPC voted unanimously to approve the amended application.</p>
	Setback/placement of structure	1,2,3,4-C	
	Exterior Construction Materials	1,2,3,4-C	
	Exterior Colors	1,2,3,4-C	
	Architectural Details	1,3-C 2,4-N/A	
	Roof (shape/form/materials)	1,3-C 2,4-N/A	
	Doors/Windows/Fenestrations	1-C 2,3,4-N/A	
	General form and proportion	1,2,3,4-C	
	Appurtenant fixtures	1,3,4-C 2-N/A	
	Structural Conditions	1-C 2,3,4-N/A	
Trees	1,2,3,4-N/A		

***Pictures are included**

(4) Remove all rail and post fencing (High St. side), wooden picket fencing (rear yard) and iron fencing (left rear yard). Install new wood or composite decorative privacy fence (not to exceed 5') ** (see amendment) around perimeter of rear side and rear yard. Fencing would be located in the rear yard beginning at the gate on the Porte cochere side extending to the back property line, across back of the property at the shared driveway, along property line at low stone wall on the High St. side, and the fence will turn 90 degrees and meet the house at the point where the screened porch begins.

Install automatic gate as fencing at entrance to Porte Cochere to ensure vehicles parked in Porte Cochere are enclosed within fencing.

***Pictures are included**

Material used will be white wood or composite and black Decorative Iron/Aluminum

****Commission members felt the solid part of the fence would need to be no more than four (4)' high where he planned to put fencing around the perimeter of the rear side and rear yard in order to be in conformity with the Design Guidelines discussion of fences. Mr. Brook's amended the COA application accordingly.**

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

COA Renewal: There was nothing at this time.

Demolition by Neglect: There was nothing at this time.

New Business

Topic	Discussion		Outcome
Photo Contest	Tony spoke with the HPC Members about starting the Photo Contest this year before Christmas and they were all in agreement.		The photo contest will begin this year before Christmas.
Motion to Adjourn	1st	2nd	Outcome By unanimous decision, the HPC voted to adjourn at 7:44 p.m.
	Joan Roberson	Cathy Weaver	

Date of Next Meeting: Thursday, January 21, 2016

Minutes Prepared by: Lu Anne Gilligan