

**Historic Preservation Commission
Meeting Minutes
October 22, 2015**

| Call to Order | In Attendance | Absent | Guests |
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| <p>Made by: Tony Armento</p> <p>Time: 6:06p.m.</p> | <p>Rick Thomas-Vice Chairman Cathy Weaver-Treasurer Christine Sims -Secretary Joan Roberson</p> <p>Welcomed New Member- Kelly Collins Schram</p> <p>Project Manager for Design Guideline Revision Proposals-Susan Wicker</p> | None | <p>Morris Pruitt Jayne Kirkpatrick Tim McKelly Phillip McNeal Ben Floyd George Foster</p> <p>Also observing, but as a new member to be Appointed at the next Oxford BOC meeting - Kevin Pickrell</p> |

| Approval of Minutes | Date of Minutes | Motion to Approve | 2nd | Outcome |
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| | 9-17-2015 | Cathy Weaver | Christine Sims | Motion was made to approve minutes as written. |

| Treasury Report | Starting Balance | Expenditures since last meeting | Current Balance |
|-----------------|------------------|---------------------------------|-----------------|
| | \$9500.00 | \$150.00 | \$ 9350.00 |

Old Business

| Topic | Discussion | Outcome |
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| <p>Design Guidelines Project</p> | <p>Susan Wicker, HPC Project Manager for Design Guidelines Project, gave a general overview of the Design Guidelines rewrite status. In August 2014, the Oxford HPC earned a grant of \$12k for the purpose of rewriting the Design Guidelines, which will be matched with \$8k from the City of Oxford. Susan has been working with the State Preservation Office (SPO) to start the year long process. During the months of August and September, Susan drafted a Request for Proposal (RFP) as required by the State HPO. The SPO announced the RFP via their standard communications procedure. Three consultants submitted proposals to be considered:</p> <ol style="list-style-type: none"> 1. Johnson, Mirmiran & Thompson, Inc (JMT) 2. Thomason and Associates 3. Ramsay Leimenstoll <p>Susan passed out the proposals from the three consultants for review. Susan stated that she had read every proposal in detail and believed any one of the consultants would do a good job. Susan shared a table (attached) outlining the differences in the consultant firms. Cathy Weaver asked Susan who she felt was the best qualified. Susan said that she felt the JMT firm offered the most bang for the buck, pointing out they intend to utilize a team of 13 professionals for just this project. In addition, the JMT group employs 1200 professionals in their organization that can be called upon if needed. (The 13 professionals included a project manager, a cultural resource manager, a number of architectural historians</p> | <p>After discussing the pros and cons of each option, there was a consensus to move forward with JMT and utilize Thomason and Associates as the backup plan if needed.</p> <p>Cathy Weaver made a motion to move forward with JMT and that if for some reason the SPO did not agree with the first choice of consultants to authorize Susan to move forward with the second choice, Thomason and Associates. Susan will advance the project as defined and notify the consultants that were not selected.</p> |

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| | <p>and archeology historians as well as technical experts. All professionals have solid credentials.) The Thomason and Associates firm indicated that 4 consultants would work on the project while Ramsay Leimenstoll appears to work with her husband only.</p> <p>Susan stated that the only known issue with using JMT is that they had never worked with the NC State Preservation Office before, so if we picked that firm, the SPO would still need to approve the selection.</p> | |
| <p>217 College Street Watkins Property</p> | <p>Cheryl Hart reported on a meeting she had with the Interim City Manager and Cathleen Turner with PNC concerning the Watkins property. Because the Oxford BOC approved the use of \$3000.00 to stabilize the house, it was important to determine how the money can be recouped. If any money is used, the City Manager will place a lien on the property but still there needs to be a plan in place for the \$3000.00 to be repaid. Cheryl is waiting to hear from Cathleen Turner on this matter.</p> <p>However, Ms. Turner is urging us not to worry and is very optimistic; also assuring Tony that they will step in and take over the property if they must. Cheryl informed the members that decisions will need to be made in November.</p> | <p>Cheryl met with the City Manager and Cathleen Turner (PNC) to discuss the Watkins Property at 217 College St. Before the City will allow \$3000.00 to be given for the stabilization of this house, a plan must be put in place for repayment. Cheryl is waiting to hear from Cathleen Turner and more to report on next month.</p> |
| <p>218 College Street Crawford Property Demolition COA Update</p> | <p>Tony followed up with (PNC) Cathleen Turner concerning house and learned that they have not heard from Jimmy Crawford as of today. Tony then reached out to Mr. Crawford, who told him that he still wants to sell the property. He stated that January was not a firm date for demolition but does not want to hold the house indefinitely and would welcome HPC assistance in facilitating a sale, with an asking price of \$35,000.</p> | <p>Tony reached out to Jimmy Crawford about the property on 218 College St. He is still interested in selling but is willing to accept our help with that process.</p> |

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| | <p>Tony wants to use every available drawing point to sell this house such as tax credits and urged everyone to help with this process.</p> | <p>Tony encouraged all members to search for buyers for this property.</p> |
| <p>Bicentennial event participation:</p> <p>(1)Walking tours partnership with Oxford Parks & Recreation</p> | <p>Christine and Tony wrote a letter to homeowners in the historic districts, Cheryl printed it, and Rick stuffed it in the envelopes and mailed them. The letter announced the tours and asked permission, if selected, (1) to be able to use their homes to stop by</p> <ul style="list-style-type: none"> (2) if they would be interested in being a property that was used as a skit (3) or just a verbal home with someone telling the story of their home <p>The permission slips must be returned by November 20th to Christine. Also, they asked for any interested volunteers to help with the tour or skits as a participant, such as a tour guide, story teller or cast member and also asked for any stories they may know about their homes. Christine is hoping to have the scripts written by January although she is still waiting to hear from Granville Little Theatre. Joan suggested checking with the High School drama class for volunteers to perform in the skits.</p> <p>The letter also reminded property owners of their responsibility to secure a Certificate of Appropriateness in advance of beginning work on their homes that falls under the HPC Ordinance. The letter also announced the HPC retreat session on October 28 and included an invitation for interested property owners to attend.</p> <p>Joan's information on the homes in the Main Street Historic District is finished and has been given to Christine. Tony and Joan (Tony is doing this research) will begin his research on the history of the homes in the College Street Historic District for the tour in May in a couple of months.</p> <p>A decision was to be made tonight according to what Rick discovered when he</p> | <p>The letter has been written and mailed and it was collaborative effort on everyone's part.</p> <p>Rick made the decision not to continue with articles for the</p> |

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| <p>(2)Speakers series and OPL articles</p> | <p>researched the articles to be written and placed in the OPL. With Rick’s research, he discovered that it took a lot of detailed historical background and had copyright issues that presented more problems than he realized so he felt at this time, it should be taken off the table and he may write some articles on his own.</p> <p>Tony spoke with a person last month at the North Carolina Humanities (NCHC), who suggested a few people who may be able to assist in the creation of a Speakers Series. Tony contacted the first person, a professor of history at UNC-G, but he was unable to assist due to prior commitments. He then contacted the second person, an accomplished historian on the faculty of UNC-CH. After discussing the project with Tony, the historian agreed to prepare a four-session survey style “course” on the history of Oxford, if the HPC decides to go forward. The funding available from the NCHC is \$750.00 for planning and \$2000.00 for Implementation.</p> <p>Cathy suggested that Tony be the liaison for this project with the Speaker Series for the Bicentennial and attend the meeting on Nov. 4th. Everyone approved of this going forward, so long as the historian consented to HPC review and approval of the course content in advance of its presentation.</p> | <p>OPL for the Bicentennial but will probably write a couple himself.</p> <p>The Commission agreed for Tony to proceed with the plans for a four session Speakers Series at the Library for the Bicentennial Celebration, so long as the HPC is permitted to review and approve the content.</p> |
| <p>HPC Retreat</p> | <p>Mary Ruffin Hansbury will be the facilitator for the HPC Retreat on October 28, 2015 at the Library. Donuts and muffins will be picked up by Tony and served at 9:00 a.m. with the meeting beginning at 9:30. Cathy will bring trays. Christine will bring plates, napkins, cups, sugar and coffee. Tony asked everyone to be there by 8:45 a.m. Ten to fifteen people are expected to attend. Lunch reservations are at noon at Harvest Restaurant.</p> | <p>The HPC Retreat will be held on Oct. 28. At 9:00 a.m. Donuts, muffins, and coffee for the morning and Lunch reservations at noon with Mary Ruffin Hansbury as the facilitator.</p> <p>Cathy Weaver made a motion to spend \$50.00 for breakfast food and it was seconded by Joan Roberson.</p> |

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| | | HPC voted unanimously to approve. |
| Downtown Master Plan Committee | There was no meeting so there is no report. | Nothing to report at this time. |
| Applications for new member | We have new member, Kevin Pickrell, to be appointed by Commissioners, at their next meeting. | Kevin Pickrell will be appointed as new member. |

COA APPLICATION REVIEW #1: Ben Floyd

Property Address: 401 Broad Street, Oxford, NC
 Sworn stakeholders: Ben Floyd and Philip McNeal
 Property type: Residential
 Project type: Build front porch, replace wood shutters on front window and door and paint
 HPC Conflicts of Interest declared: None

| Project Description | Factors Considered * | ** | Outcome |
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| The owners bought this house and named it “The Ugly Ducking” with the intentions of changing it into something beautiful. It was originally built in 1880 and was the William Z. Mitchell house. They would like to: (A) Build a front porch 12’W 7’D 10’H with four post on the front and two in the back. The floor is already | Height of proposed Structure | A-C/ B,C-N/A | Cathy Weaver made a motion to approve the COA as presented and it was seconded by Joan Roberson. |
| | Setback/placement of structure | A-C B,C-N/A | |
| | Exterior Construction Materials | A,B-C C-N/A | |
| | Exterior Colors | A,B,C-C | |

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| brick. (B) Replace wood shutters on the single front window and door. *(They will also be installing a carriage light or a drop down light beside the door which are both acceptable by the Design Guidelines) (C) Paint: House (aluminum siding)-Pale Green Trim-White Shutters-Black <ul style="list-style-type: none"> Pictures are included | Architectural Details | A,B-C C-N/A | The HPC voted unanimously to approve. |
| | Roof (shape/form/materials) | A-C B,C-N/A | |
| | Doors/Windows/Fenestrations | A-C B,C-N/A | |
| | General form and proportion | A-C B,C-N/A | |
| | Appurtenant fixtures | A-C B,C-N/A | |
| | Structural Conditions | A,B,C- N/A | |
| | Trees | A,B,C- 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: Oxford United Methodist Church/Tim McKelly

Property Address: 105 W. McClanahan Street, Oxford

Sworn stakeholders: Church Members/Tim McKelly

Property type: Church

Project type: The addition of a Fellowship Hall with restrooms

HPC Conflicts of Interest declared: Joan Roberson

| Project Description | Factors Considered * | ** | Outcome |
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| | Height of proposed Structure | C | |

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| <p>The Methodist Church would like to add a Fellowship Hall with restrooms that are handicap accessible. Brick would be used up to four (4) or five (5) feet and then commercial grade Stucco. We removed light fixtures, fencing and sidewalks from consideration and will have Mr. McKelly bring those back to the Commission at a later time.</p> <p>*Joan Roberson recused herself from the deliberation since she is a member of this church.</p> | Setback/placement of structure | C | <p>Christine Sims made a motion to approve this COA with the mitigating factors that we allow the tree to come down because of its height, it's setback from the sidewalk and the potential of having planted the tree, also the stucco is being allowed since stucco is being used on other buildings already, along with the items removed from consideration until a later time (Fencing, Sidewalks and Lighting). Cathy Weaver seconded it.</p> <p>HPC voted unanimously to approve.</p> |
| | Exterior Construction Materials | NC with mitigating factors— other stucco on existing buildings. | |
| | Exterior Colors | C | |
| | Architectural Details | C | |
| | Roof (shape/form/materials) | C | |
| | Doors/Windows/Fenestrations | C | |
| | General form and proportion | C | |
| | Appurtenant fixtures | N/A | |
| | Structural Conditions | N/A | |
| Trees | NC with mitigating factors of the removal of a non mature tree, height and setback. | | |

* See attached HPC worksheet for full details of factors considered

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COA APPLICATION REVIEW #3:Jayne & Stephen Kirkpatrick

Property Address: 214 Main Street, Oxford, NC
 Sworn stakeholders: Jayne Kirkpatrick
 Property type: Residential
 Project type: Paint front porch floor, install gate at back of house, Install carport in back yard, and Install handrail On front steps
 HPC Conflicts of Interest declared: None

| Project Description | Factors Considered * | ** | Outcome |
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| <p>The Homeowners would like to: (A) Paint front porch dark green from gray (B) Fence gate between existing metal posts for chain link fence (C) Metal Carport in backyard (D) Handrail for the front steps in a black metal (the original handrail to the house)</p> | Height of proposed Structure | C-C A,B,D- N/A | <p>A motion was made by Cathy Weaver to approve (A) Painting the porch floor green. It was seconded by Joan Roberson.</p> |
| | Setback/placement of structure | C-C A,B,D- N/A | |
| | Exterior Construction Materials | C-No A,B,D- N/A | <p>Rick Thomas made a motion to approve (B) installation of a chain link gate between two existing posts in the rear of house with mitigating factor that a chain link fence was already on the premises and a previous gate was installed Christine Sims seconded it.</p> |
| | Exterior Colors | A,D,C-C B-NC— mitigating factor is that other chain link fence on property; previous gate was | |

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| | | installed. | A motion was made by Cathy Weaver to deny the COA for (C) Metal Carport because it is not congruent to Historic District. Joan Roberson seconded it. |
| | Architectural Details | C-No D-C B-C /Mitigating Factor is same as above A-N/A | Rick Thomas made a motion to approve (D) Installation of handrail to front steps. It was seconded by Cathy Weaver. |
| | Roof (shape/form/materials) | C-No A,B,D- N/A | |
| | Doors/Windows/Fenestrations | A,B,C,D- N/A | |
| | General form and proportion | C-C A,B, D- N/A | The HPC voted unanimously on each motion. |
| | Appurtenant fixtures | B,D-C A,C-N/A | |
| | Structural Conditions | A,B,C,D- N/A | *Tony Armento encouraged Ms. Kirkpatrick to return at a later time with a COA for a different type of carport. |
| | Trees | C-C A,B,D- N/A | |

* See attached HPC worksheet for full details of factors considered

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NA = This project does not impact this factor

Summary of Approved Minor Works

| <i>Property Owner Address</i> | <i>Description</i> | <i>HPC authorization</i> |
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| <i>James and BK McCloud 405 College Street Oxford, NC</i> | Installation of Quilt Trail Block in front yard and to Replace roof from black asphalt shingles to Colonial Slate asphalt shingles. | Cheryl and Tony signed off on this project since there were no changes being made. |
| <i>Joan Roberson 119 W Front Street Oxford, NC</i> | Replace roof with like color and like shingles. | Cheryl and Tony signed off on this COA since there were no changes made. |
| <i>Christine Sims 201 E Front Street Oxford, NC</i> | (1)Scrape and paint window and door, using white paint, trim with white exterior paint,(all of this is same as existing colors),(2)Scrape and paint rod iron fence black (same as existing)m, (3) sand and varnish front door and storm door – natural (same as existing). | Cheryl and Tony signed off on this project since there were no changes being made. |
| <i>Cathleen and Gary Weaver 221 Gilliam Street Oxford, NC</i> | (1)Power Wash front and side porch floors, repaint grey (same existing color), (2)Power wash and touch up paint spots on house –white, (3)Power wash back deck stain and paint – cedar/white (same existing color), (4)Power wash garage deck back yard, stain and paint – cedar/white (same existing color),(5)Power wash small picket fence right side/back yard and (6)small picket fence left back yard – stain white. | Cheryl and Tony signed off on this project since there were no changes being made. |
| <i>Joan Roberson 119 W Front Street</i> | Replace loose bricks at the top of the chimney. | Cheryl and Tony signed off on this |

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| <i>Oxford, NC</i> | | project since there was no change. |
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COA Renewal: There were none at this time.

Demolition by Neglect: There was nothing at this time.

New Business

| Topic | Discussion | Outcome |
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| East Spring Street Median Barricade | Tony talked with Mayor Jackie Sergent about the Barricade put up in the median. She informed him that it was put there to solve a problem of trucks driving across the median when they should not or others backing out of their driveways into the median and killing the grass. It is only temporary and will be removed maybe by Thanksgiving or Christmas. | Tony spoke with the Mayor about the median barricade who told him that it was there to solve a problem but was only temporary. |
| Purchase of Digital Recorder | Tony asked the Commission members if they would agree to purchase a digital recorder for recording meeting. Lu Anne Gilligan was authorized to spend up to \$110 on the recorder and provide her receipt to Cheryl Hart. | Cathy made a motion to purchase a digital recorder and it was seconded by Joan Roberson. The HPC voted unanimously to approve. |

| Motion to Adjourn | 1st | 2nd | Outcome |
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| | Joan Roberson | Cathy Weaver | By unanimous decision, the HPC voted to adjourn at 9:15 p.m. |

Date of Next Meeting: **November 23, 2015**

Minutes Prepared by: **Lu Anne Gilligan**