

Historic Preservation Commission Meeting Minutes October 15, 2020

Call to Order	In Attendance	Absent	Guests
<p>Made by: Derreck Brown</p> <p>Time: 6:03p.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</p> <p>Lou Ann Mitchell – Recording Secretary</p> <p>**Ethics Statements read by: Derreck Brown</p>	<p>Jacalyn Thomas</p>	<p>1. Susan Mitchell for William Mitchell, COA Submission</p>

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	9/17/2020	Tony Armento	Mike Delionbach	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>

Old Business

Topic	Discussion	Outcome
<p>(1) Stewardship Award</p>	<p>Derreck notified 114 High Street of the award and they were excited. Derreck updated the award letter and shared for everyone to review. Derreck will update the Stewardship Award with 2020 date. It was asked how to make this more prominent on the HPC website? It was suggested a tab for awards or located further up in the Contests tab? Suggested to change the tab to Contests and Awards. Everyone agreed to change the tab to Contests and Awards to increase prominence. Suggested and agreed to put Press tab after COA tab. Derreck will move things around and the Commission will review.</p> <p>The Commission also agreed to purchase 2 additional medallions since we will need one for 2021 and 2022.</p>	<p>(1) Stewardship Program- <i>Derreck will present the award and letter on the weekend of Oct. 16.</i></p> <p><i>Derreck will also submit an article in the Oxford paper along with a photo of the home once reviewed by Tony.</i></p> <p><i>Derreck will update the website tabs with mentioned changes and send to everyone to review.</i></p>
<p>(2) OPL Article regarding Irrigation System Backflow Devices</p>	<p>Derreck will send the process for the irrigation backflow article to Tony for review prior to sending to the Oxford Ledger. It was agreed that the Commission will review but agrees that once Tony reviews, it will be sent for publication.</p>	<p>(2) OPL Article regarding irrigation SystBackflow Devices - Tony will review the document and</p>

Cheryl stated the city has created a map and sent to Steve Inscoe and stated that before device installation, a COA needs to be submitted to the HPC. Cheryl sent him a list of the properties of all residences. She stated the school installed one and that they were not aware they needed to submit a COA. Cheryl sent a map of the properties to installation and to all of the homeowners in the HPC district. The Dept. of Installations and inspections has been instructed to tell homeowners to reach out to the HPC via a COA for installation of the backflow device. Cheryl suggested a friendly article in the paper may help get the word out.

David asked if there was an existing best practice for the placement and management of backflow devices that would serve as a guideline for future management or guidelines? Cheryl stated there is information on the list serv and there has been some communities or Commissions that suggested they be in the side or rear yard with shrubbery. Tony stated, on page 57 of the Guidelines, that the device is to be placed in the rear or rear side. He stated this was discussed a while ago with the Hillsborough Historic and they stated that both residents and businesses should be following the guidelines.

Derreck will send to the Oxford Ledger for publication

HPC district map was sent to Steve and installations and all homeowners so that COA's are submitted prior to obtaining a permit.

Derreck and Cheryl will discuss further regarding additional communication regarding the devices.

Tony suggested that the City departments should be told about the HPC from the City Manager so that they are aware of the Commission and the guidelines. Cheryl will discuss with the City Managers.

<p>(3) SHPO Virtual Training Update</p>	<p>Lisa has sent her three to Derreck. She is finished and David sent his in and his are done. Thank you to both!</p>	<p>(3) SHPO Virtual Training Update – Cheryl will complete the paperwork for certification.</p>
<p>(4) HPC Data Base</p>	<p>Derreck thanked Tony for sending the database over. Derreck shared a letter for each homeowner, the FAQ document to be delivered to the homeowners. This will help update the database.</p>	<p>(4) HPC Database - Derreck will send the documents to everyone. Derreck and Lou will work on getting the letters out.</p>
<p>(5) Updates to oxfordhpc.org Website</p>	<p></p>	<p></p>
<p>(6) PocketSights.com Update</p>	<p>The SoundTrack tool (Proprietary ownership?) is completed except for the portion which allows for audio recordings. Derreck read the contents to the Commission. The sound cloud is free. Question of proprietary nature. If you record your voice, you state that they are owned by the city. The HPC can create an account to provide the recordings. The recording is sent to the Commission in an electronic format. It was noted that a homeowner recording, would be another step.</p>	<p><i>PocketSights.com – Derreck agreed to create the account for the Commission and send the account information to Cheryl.</i></p>

**(7) Welcoming
Program Activities**

Kelly will look for the information on her desktop and get addresses to deliver the welcome bags. Tony stated he is happy to help with the delivery.

Kelly and Tony will deliver every other month to new residents. She will have bags delivered this weekend. She will review deed changes to ensure all new residents receive welcome bags

**(8) Public Ledger
Articles**

Kelly suggested that the Commission shelve the writing of the articles and ask the homeowners to provide written information regarding their homes. Derreck has written an article on his home and will share with Kelly. It was also stated that the gentleman next to the funeral home has a wealth of knowledge about Oxford and the homes. Kelly will reach out to him. David agreed to reach out to Henry Derr, who is the prior owner of his home to see if he would be interested in speaking with Kelly. David shared Kelly Quinn's number with Kelly for Kelly Schram will call and speak with Kelly Quinn.

Public Ledger Articles –
Kelly will reach out to Kelly Quinn to obtain information regarding 149 College street home. Kelly will also reach out to Mr. Henry Derr for information regarding the Quinn home.

<p>(6) City of Oxford Tree Pruning and Removal</p>	<p>Certified local is sent to City and Cheryl will get the form and take care of it. In December an official report should be submitted. Cheryl will take care of this at this point.</p> <p>David asked regarding the four trees that have been cut on College street. Cheryl stated the tree trunks will be removed by the City.</p> <p>Tony asked what the email stated. Cheryl stated the email explanation of activity with tree cutting along Main and College Streets. She stated that Duke Energy cuts trees from power lines and that Duke Energy had an arborist identified diseased trees to be removed. Back in 2013 we have the forestry service from Masonic home to main street identified several trees to be removed. While Duke Energy was here, the City had them remove the trees. City did not come to the Commission with COA to discuss. Tree ordinance gives city ability to remove trees in utility strip. City was unaware of the Duke Energy schedule.</p>	<p>(6) City of Oxford Tree Pruning Removal</p> <p><i>Cheryl will send email to Tony so that he has the email.</i></p>
<p>8 Frequently Asked Questions</p>	<p>Derreck suggested an HPC frequently asked questions regarding the HPC, the COA process, etc. He asked the Commission their thoughts and everyone agreed that we should do this.</p>	<p>Derreck will send to Tony for review.</p>

	Send to Oxford Ledger every couple of months and update the website as needed.	
Jacalyn's Membership Update	Derreck was able to email with Jacalyn. She has things going on and would not have time to dedicate to the HPC.	The committee agreed that she has been an asset but understand that she needs to step away for a while. She is welcome to reapply in the future should a member position be open.
HPC Photo Contest	Tony suggested a photo contest extension . He asked if the extension has been publicized. The Commission want to be sure to get Autumn photos	HPC Photo Contest – Derreck will publicize the extension of the deadline so that we have Autumn photos
	Announcement: the State Preservation National Advisory Committee met Thursday. The presentation regarding oxford was really good and Tony	

stated it was well received. This is the state level Expansion. It was well received. Tony stated the Commission should be very proud. The hard work of Heather and Sherry who did an amazing job for HPC. Package was exemplary. We should be very proud of what the Commission has done over the last few years. The staff presents to the advisory committee. Kudos to Tony.

Thank you all for an awesome year! The Commission did it and Derreck appreciates what everyone does for the city and Commission. Look forward to a new year and honored to work with everyone and thank you to everything you do.

Lisa Schons provided the swearing in of Ms. Susan Mitchell

COA APPLICATION REVIEW #1: Susan Mitchell for William Mitchell Edward Taylor House c.1964

Property Address: 214 Gilliam Street, Oxford NC 27565
 Sworn stakeholders: Susan Mitchell for William Mitchell
 Property type: Non-Contributing Residential
 Project type: Installation of handrail
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <p>1. Install wrought iron handrails for front steps (railing was previously in place) – in order for Mr. Mitchell to come home, he will need the railing installed to be able to enter and leave the home. Will match front step photo that was provided along with same style in photo.</p>	Height of proposed Structure		<p>1. Mike Delionbach made a motion that the COA should be congruent with the Design Guidelines 7.105 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		

* 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: No minor works approved since the September 17, 2020 meeting.

Derreck explained that the Potter School will resubmit since they are not ready to do the work. If someone brings forth a COA in Nov or Dec. that needs to be reviewed in 45 days and can't wait until Jan. 8 submission, a special meeting may be called. Cheryl will ascertain if COA submissions can wait until the Jan. 2021 meeting.

COA Renewal: There were none since the last meeting.

Demolition by Neglect: There are none at this time.

New Business

Topic	Discussion	Outcome
Downtown Oxford Window Decorating Contest	Derreck provided information regarding the window decorating contest. He stated he wanted to make everyone aware.	No action required by the Commission.

Motion to Adjourn	1st	2nd	Outcome
	Kelly Collins-Scrums	David Quinn	The HPC adjourned at 7:38p.m.

Date of Next Meeting: **Thursday, January 21, 2021**

Minutes Prepared by: **Lou Ann Mitchell**