



	\$1230.00	\$100.00	\$1130.00
--	-----------	----------	-----------

**No ex parte communication regarding applications for this evening.**

**COA APPLICATION REVIEW #1: Gary Williams rep. by John Watson (Carrie Fuller House, 1909-1915)**

Property Address: 108 Rectory Street, Oxford, N.C.  
 Sworn stakeholders: John Watson on behalf of Gary Williams  
 Property type: Contributing/ Residential  
 Project type: Landscape  
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<b>Removal of mature oak tree. The Applicant (Gary Williams) for 108 Rectory Street was not present but had John Watson to represent him. Mr. Watson shared that the homeowner paid for the tree (arborist performed the work) to be removed prior to contacting the HPC to which Tony asked for evidence in compliance with HPC guidelines. Mr. Don Wright provided cell phone photographs on the tree which towered over from the homeowner's property on to his. Diameter estimated to be more than 18". The mature oak previously pierced Don Wright's roof and caused water damage. The applicant stated that no photos were submitted with the insurance claim of having the mature oak removed. Clear evidence that insurance claim was paid for damage. Tree was removed to avert property damage and to ensure Mr. Wright no additional damage from branches would, in the future, go thru his house.</b>	Setback/placement of structure	N/A	Kelly Collins-Schram made a motion that the COA was congruent with the Oxford Design Guideline 15.207 so therefore should be approved with mitigating factors of not having photographic evidence from the arborist, but instead that there was an insurance claim having been filed. Motion seconded by Lisa Schons. Motion approved.
	Exterior Construction Materials	N/A	
	Exterior Colors	N/A	
	Architectural Details	N/A	
	Roof (shape/form/materials)	N/A	
	Doors/Windows/Fenestrations	N/A	
	General form and proportion	N/A	
	Appurtenant fixtures	N/A	
	Structural Conditions	N/A	
	Trees	C	

--	--	--	--

- \* 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: Don Wright (E E Fuller House, c. 1922-28)**

Property Address: 104 Rectory Street, Oxford, N.C.  
 Sworn stakeholders: Don Wright  
 Property type: Contributing / Residential  
 Project type: Structure/Appurtenant Fixture  
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p><b>The Homeowner comes before the HPC with four requests in his COA:</b></p> <ol style="list-style-type: none"> <li><b>1. Replace the rear porch on the back of the house (3x3). Wants to use the same steps and make the stoop larger (3x6), with a roof over just the stoop. 4x4 stoop post will be reused. Paint color will be consistent in the color</b></li> <li><b>2. Requesting to change the floor color of the front porch from brown stain to gray paint</b></li> <li><b>3. Replace the chain link walkway and driveway of two gates with wrought iron gates. Only removing gates and height is 6'. Same height as privacy fence</b></li> <li><b>4. Installation of a rock veneered concrete blocked retaining wall at the driveway (Received permission last year...time has passed. No change in what had already been approved) Minor Works</b></li> </ol>	Height of proposed Structure	C	<p>#1. Lisa Schons made a motion to approve the COA based on being congruent with Guideline 11.101. Derreck Brown seconded. Approved. Structural. Height, form, material and color.</p> <p>#2. Derreck Brown made a motion to approve based on being congruent with Guideline 7.106. Lisa Schons seconded. Approved.</p> <p>#3 Lisa Schons made a motion to approve based on being congruent with</p>
	Setback/placement of structure	C	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details	N/A	
	Roof (shape/form/materials)	C	
	Doors/Windows/Fenestrations	N/A	
	General form and proportion	C	
	Appurtenant fixtures	N/A	
	Structural Conditions	N/A	
	Trees	N/A	

<p><b>5. Construct a 24' x 24' red metal shed. Just post (metal) and roof (metal). Will not have sides and will be open all the way around. Corner post with an A-Frame room with red (or black) roof. Height proposed is 8 feet. Went toward Board of Adjustment for Variance and that was denied. Still a structure, so there needs to be conformity to the setback requirements. At least 8' from rear and side property line.</b></p>			<p>Guideline 14.105, 14.203. Kelly Collins-Schram seconded. Approved.</p> <p>#4 Not hearing because it is the renewal of previously approved COA. Minor Work approved by Tony Armento and Cheryl Hart.</p> <p>#5 Members would like more information. Placement is a situation that the HPC needs to be addressed. Unable to answer these sufficiently right now. Table until January or we can call a special meeting to be heard within 45 days. Motion tabled for next meeting.</p>
---	--	--	--

\* 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 #3 : Larry Patrick rep. by Herve Sergent**

Property Address: 110 High Street; Oxford, N.C.  
 Sworn stakeholders:  
 Property type: Contributing/ Residential  
 Project type: Structural Conditions  
 HPC Conflicts of Interest declared: None

<b>Project Description</b>	<b>Factors Considered *</b>	<b>**</b>	<b>Outcome</b>
<p><b>The Homeowner comes before the HPC with four requests in his COA:</b></p> <ol style="list-style-type: none"> <li><b>1. Repointing the chimney with mortar</b></li> <li><b>2. Replacing existing roof shingles in like kind. Cheryl Hart and Tony Armento agreed that this project is a Minor Works. COA was approved without a hearing.</b> <p><b>There are also two homes listed as the Betts Taylor House; it was decided that 110 High Street is not the Betts Taylor Home and the directory must be updated to reflect correctly. National Register is incorrect. 114 High Street is, based on Herve Sergent, is truly the Betts-Taylor House.</b></p> <p><b>Two chimneys in the back of the roofline. Mr. Patrick is using the same company that did the work at Mr. Sergent. Only repointing. Nothing to be added to the original chimney. Reconsolidation so that it continues to function.</b></p> <p><b>Page 44. Mortar composition. Suggested Mortar Type</b></p> </li></ol>	Height of proposed Structure	N/A	<p>Derreck made a motion that the COA was congruent with the Oxford Design Guidelines 5.107 so therefore should be approved. It was seconded by Lisa Schons.</p> <p>The HPC voted unanimously to approve.</p>
	Setback/placement of structure	N/A	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details	N/A	
	Roof (shape/form/materials)	N/A	
	Doors/Windows/Fenestrations	N/A	
	General form and proportion	N/A	
	Appurtenant fixtures	N/A	
	Structural Conditions	N/A	
Trees	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 #4 :Kelly Collins-Schram (Lawson J. Speed House, 1906)**

Property Address: 114 Rectory Street; Oxford, N.C.  
 Sworn stakeholders:  
 Property type: Contributing/Residential  
 Project type: Appurtenant Fixture  
 HPC Conflicts of Interest declared: Kelly Collins-Schram

Project Description	Factors Considered *	**	Outcome
<b>Homeowner is requesting to construct a 12x24” shed with white 3/8” LP Smart Panel wood siding and charcoal metal roof on cinder block foundation in backyard. At time of meeting homeowner had already constructed the shed. Picture provided of shed and siding (vertical). Color is white. Doors operate opening outward. No setback issues. Deeper more than wider.</b>	Height of proposed Structure	C	Was previously approved at a larger scale. Derreck Brown made a motion that the COA was congruent with the Oxford Design Guidelines: 9.200. Lisa Schons seconded. Motion approved
	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	
	Appurtenant fixtures	C	
	Structural Conditions	C	
Trees	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 #5: Lisa Schons (Col. Roger O. Gregory House, 1880s)**

Property Address: 414 College Street; Oxford, N.C.  
 Sworn stakeholders:  
 Property type: Contributing/Residential  
 Project type: Appurtenant Fixture  
 HPC Conflicts of Interest declared: Lisa Schons

Project Description	Factors Considered *	**	Outcome
<p><b>The Homeowner comes before the HPC with four requests in his COA:</b></p> <ol style="list-style-type: none"> <li><b>1. Install chain link fence (screened with vegetation) Cannot see chain link fence from the road. Inside the bushes so it will be screened. Lisa Schons provided visuals. Secondary yard behind the carriage house.</b></li> <li><b>2. White wood gate in rear yard.</b></li> <li><b>3. Replace black standing seam metal roof on secondary structure.</b></li> </ol>	Height of proposed Structure	C	<p>Derreck Brown made a motion that the COA was congruent with the Oxford Design Guidelines 14.204 (fence) so therefore should be approved. Kelly Collins-Schram seconded. Approved.</p> <p>Derreck Brown made a motion that the COA was congruent with the Oxford Design Guidelines 14.105 (gate) so therefore should be approved. Kelly Collins-Schram seconded. Approved.</p> <p>Derreck Brown made a motion that the COA</p>
	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	
	Appurtenant fixtures	C	
	Structural Conditions	C	
Trees	N/A		

			<p>was congruent with the Oxford Design Guidelines 5.203 so therefore should be approved. Motion seconded by Kelly Collins-Schram. Motion approved.</p>
--	--	--	---

\* 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: 110 High Street -- Replacement of asphalt shingle roof with like material in color.**

**Old Business**

<b>Topic</b>	<b>Discussion</b>	<b>Outcome</b>
<p><b>Update on Oxford Historic District National Register Nomination Additional Documentation and Boundary Increase Project</b></p>	<p>No new information to report on this since the last meeting. Heather Slane has not reached out. Can only presume no new information about this project.</p> <p>Jenn Brosz – need to correct the last minutes with correct spelling.</p>	<p>No additional outcome at this time. Will report on status at next meeting in January.</p>
<p><b>2019 Goals/Visibility Initiatives updates:</b></p> <p><b>(1)Photo Contest</b></p>	<p><b>(1) Photo Contest</b> – Tuesday of next week, October 22<sup>nd</sup>. Starts at 7:00 p.m. 4 individuals who won will be in attendance. OPL notice was in paper today. Will occur at The Hub. Uptown 101 will cater again. The Hub confirmed attendance. Sent notices to sponsors. Derreck will print photos. Certificates will be presented</p>	<p><b>(1)Photo Contest</b> –will provide status.</p>

by Lisa. Requisition submission to be done by Derreck for expenses. Also notification of the November event. use the folders. Modification of presentation format so that each winner will receive all awards. Announcing next year's categories at this event so that we can present winter scenes. Four categories of Seasons to simplify the approach. Provide press release early. Invite the Board of Commissioners and the Mayor.

**(2) Welcoming Program Activities**

**(2) Welcoming Program Activities** – Kelly indicated that she has not worked on it that much. Lisa was going to find out about cost of books at wholesale. Lisa reached out to the Granville Museum to determine the cost of the book. Unfortunately, the book is no longer in publication. Brochure insert and additional inserts. Adding in a magnet. Lisa will check on VistaPrint.

**(2) Welcoming Program**-Kelly will work with Cheryl about finding the names from the Register of Deeds to determine whose doors to knock on.

**(3) Public Ledger Articles**

**(3) Public Ledger Articles** -  
Check to see if the article will appear in tomorrow's paper. Currin house publication. Derreck will add the online inventory and add as Property of the Month. Kelly spoke with Heather and we should not publish the article until they get the legal notice to advertise and the public meeting. Article regarding the economic benefit of the HPC. Kelly thought she was supposed to be the expansion of the national register. A little confusion, but both can be tied in together in one article.

**(3) Public Ledger Articles**  
Kelly will continue to write an article about the economic benefit of the HPC. Kelly Schram will write the article along with help from Heather Slane and Derreck Brown.

<p><b>(4) Property of the Month</b></p>	<p><b>(4)Property of the Month-</b> Need to choose the next one. Should be one in the College Street District. Lisa will write the next one. Tony will assist with editing. Have to ask the owners if they have any stories and history they would like to provide. Mark Pace has a lot of this information at the Thornton Library.</p>	<p><b>(4)Property of the Month</b> 419 College Street (Abner N. Jones House)</p>
<p><b>(5) Re-start of Historic District walking Tours</b></p>	<p><b>(5) Re-Start of Historic District walking Tours-</b> Derreck brought us a thank you card for Angela Allen. Tony and Derreck met with Mary Yount to determine how we can spend the money. Money can be matched but can also be matched with in-kind items. Some kinds of brochures which can be put in kiosk and tourist centers. Will also announce guided tour we might have once a year. Can also provide information how pocket type of the app can be provided, too. Derreck will copy old brochures so we don't have copies.</p>	<p><b>(5)Re-start of Historic District walking Tours</b> Continue to work on this and have it completed by the beginning of the year.</p>
<p><b>(6) Online inventory of properties</b></p>	<p><b>(6) Online inventory of properties-</b> Derreck is working on that and will publish this.</p>	<p><b>(6)Online inventory of properties-</b> Derreck is working on it.</p>
<p><b>(7)Regional Education Event</b></p>	<p><b>(7) Regional Education Event-</b> Tony reported that the educational event will be held in November. Dan Becker will be the guest speaker. Tony will be sending Cheryl the resume and the flyer. The title of the speech will be "Crowdsourcing Community Investment through Preservation: A Personal Contribution." Will also need mailing labels. Scan and convert the mailing labels.</p>	<p><b>(7)Regional Educational Event-</b> Finalize remaining items.</p>

<p><b>(8)Lighting of the Greens participation</b></p>	<p><b>(8) Lighting of the Greens participation-</b>The HPC discussed how to make the Lighting of the Greens even more successful than last year. Kelly spoke with Lu-Ann and she will take care of the cake. It's \$20.00. Kelly will fill out the standard requisition a week before you need the money. First Friday in December (12/6). Lisa will provide the table. There will be a tent, with lights and a dollhouse. Kelly and Lisa will finalize everything.</p>	<p><b>(8)Lighting of the Greens participations</b> - The HPC discussed changes that would help make the Lighting of the Greens more successful. Kelly Schram and Lisa Schons will taking charge of the changes put in place.</p>
<p><b>9) HPC Database</b></p>	<p>Logo, website and e-mail address. Kelly will review and update. Lisa indicated that Jeff may still have the logo. Tony will get the database back from Mark.</p>	<p>Tony will be the keeper of that database moving forward.</p>
<p><b>10) Remedies, Compliance and Enforcement</b></p>	<p>Opened conversation last month which is to use fees and penalties as a way to gain compliance. Suggestion is that there should be a fee for late submission. There are fees and there are no fees throughout NC. Exorbitant fees would shut down compliance. But having a minimal fee (e.g., \$50) would make people align with compliance. Second, tree cutting after the fact. Likelihood that approving removal of a tree cannot be approved. Suggestion is to penalize them. Cheryl proposed that we put something in the paper and that provides more than sufficient notice. The main thing is that there should be some kind of fee for a late application. Fees have been discussed in the past but want to endorse them for late applications. Look at the ordinance as it pertains to tree removal and provide a possible ordinance amendment. Concerns regarding whether the ordinance can be enforced.</p>	<p>Tony will finalize and provide recommendations to Cheryl for the Board of Commissioners.</p>

**COA Renewal: There were none of these since the last meeting.**

**Demolition by Neglect: There are none at this time.**

**New Business – No New Business**

<b>Motion to Adjourn</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Outcome</b>
	Lisa Schons	Derreck Brown	By unanimous decision, the HPC adjourned at 8:27 p.m.

**Date of Next Meeting: Thursday, July 16, 2020**

**Minutes Initially Prepared by: Elisia Parker**

**Minutes Significantly Updated by: Derreck Brown**