

# Historic Preservation Commission Meeting Minutes October 18, 2018

Call to Order	In Attendance	Absent	Guests
<p><b>Made by:</b> <b>Tony Armento</b></p> <p><b>Time:</b> <b>6:00p.m.</b></p>	<p>Tony Armento-Chairman Gary Weaver-Treasurer Derreck Brown-Webmaster Lisa Schons-Secretary Kelly Collins Schram-Member</p> <p>Cheryl Hart-Planning Director Lu Anne Gilligan-Recording Secretary</p> <p>*Ethics Statement Read by: Kelly Schram, Lisa Schons and Derreck Brown</p>	<p>None</p>	<p>Ken Koepplinger and David Spitler-applicant 125 Gilliam St.; Oxford, NC</p> <p>Gerald, Tracey &amp; Carly Alston- applicants 315 Raleigh St.; Oxford, NC</p> <p>Stephen Davis-applicant 411 College St.; Oxford, NC</p> <p>Jim Blaine, (Keri &amp; AP Currin) applicant- 109 Rectory St.; Oxford, NC</p> <p>Derreck Brown-applicant 213 High St.; Oxford, NC</p> <p>Bob Metcalf-observer from historic district</p>

Approval of Minutes	Date of Minutes	Motion to Approve	2 <sup>nd</sup>	Outcome
	8-16-2018	Gary Weaver	Derreck Brown	Motion to approve

<b>Treasury Report</b>	<b>Starting Balance</b>	<b>Expenditures since last meeting</b>	<b>Current Balance</b>
	\$1500.00	\$270.00 (\$100-Membership renewal \$ 85-August Rec. Sec. \$ 85-Sept. Rec. Sec.)	\$1230.00

**Old Business**

<b>Topic</b>	<b>Discussion</b>	<b>Outcome</b>
<p><b>Update on National Register period of significance SHPO/HPF project</b></p>	<p>Tony informed the Board that the SHPO/HPF project’s first phase was a success. The State has accepted Heather Slane’s recommendations for the expansion areas.</p> <p>* A list is included of the properties that will be included in the expansion and available for income tax credits. The HPC has received \$11,000.00 from a private donor to advance the second phase of the project. Heather has a timeline for completing this phase and Cheryl Hart announced that the contract will go out Monday making it possible for Heather to begin working on the project immediately. This phase is expected to be complete by October 2019.</p> <p>Gary Weaver went to the OPL to find the cost for running two different sizes of legal notices. An 8 X 8 ½ runs for \$ 68.00 and a 12 X 8 runs for \$96. The notices will inform anyone affected by this expansion what it is about. The HPC decided on the larger notice.</p>	<p>Tony announced that the first phase of the Update to the National Reg. Period of Sig. Project is complete and approved by the State. The money has been donated for the second phase so Heather Slane can begin work immediately and hopefully finish by October 2019.</p> <p>Gary Weaver found out the cost for running notices in the OPL and reported back to the HPC. The HPC chose the larger size to use.</p>

<p><b>2018 Goals/Visibility initiatives updates;</b></p> <p><b>(1) 2018 Photo Contest</b></p> <p><b>(2)Public Ledger Articles</b></p> <p><b>(3)Welcoming Committee</b></p>	<p>(1)Photo <b>Contest</b>-Tony Armento complimented Derreck Brown and Lisa Schons on doing a great job on the Photo Contest. The contest was very successful, and the event was enjoyed by everyone.</p> <p>(2)<b>Public Ledger Articles</b>-The “This Old House” article on “The Villa” will be published Monday the 22nd. Tony suggested that Derreck contact Kelly Edwards about getting the Scribd version of the column to add to the “HPC in the News” page on the HPC website. Gary suggested in the future each member write an article a year. Derreck Brown will write the next article on 213 High Street.</p> <p><b>**</b>A copy is included in the Minutes along with a picture</p> <p>(3)<b>Welcoming Committee</b>-Gary Weaver passed out list (which is a work in progress) of the HPC’s district names, emails and addresses. He also had an opportunity to welcome the new neighbors that moved into 208 Gilliam Street.</p>	<p>(1)<b>Photo Contest</b> -The Photo Contest and event honoring the winners was a great success this year.</p> <p>(2)<b>Public Ledger Articles</b>-The article for This Ole House will be published Monday, October 22. Derreck will contact Kelly Edwards about receiving the Scribed version whenever and HPC column is published in the OPL. Derreck Brown will write the next article for “This Ole House” on 213 High Street.</p> <p>(3)<b>Welcoming Committee</b>- Gary Weaver passed out a list (which is a work in progress) of the HPC’s district names, emails and addresses. He also had an opportunity to welcome the new neighbors on 208 Gilliam Street.</p>
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<p><b>(4) Walking Tours</b></p>	<p><b>(4)Walking Tours-</b>Derreck Brown began developing pocket sites for all historic homes but also still wants to promote along with Mary Yount. It will have audio but needs developing. Tony would like to set up a follow-up with key members for next phase of this project.</p>	<p><b>(4) Walking Tours-</b>Derreck Brown has begun to develop pocket sites with audio for Walking Tours. More meetings need to be set up and key players will attend.</p>
<p><b>(5) Regional Education Event</b></p>	<p><b>(5)Regional Education Event-</b> Tony informed the HPC that the Regional Educational Event was in danger of not taking place. He finally reached David Maurer, who shared his presentation with Tony. It mainly concerns commercial properties, rather than residential. The cost would be \$180.00 per hour and half the travel cost for the presentation. David told Tony it was only applicable to the homeowners in a very limited way but could be used as outreach to business owners. Amber Stimpson told Tony about an author, but he will not be available. Marvin Brown, author of “Heritage and Homesteads”, Amber Kidd or Heather Slane are also names suggested. Tony will pursue one of these and notify the other members by e-mail.</p>	<p><b>(5) The Regional Education Event –</b> A speaker has not been confirmed, but Tony will make a selection from remaining options and inform the other members of the Commission by e-mail.</p>
<p><b>(6)Lighting of the Greens</b></p>	<p><b>(6)Lighting of the Greens-</b>Lu Anne Gilligan will be calling HPC members about making cookies and will get a cake made for the raffle. Tony has the application to turn in to Mary Yount, and will bring the HPC banner. Gary will provide the table, and Lisa Schons will provide the raffle tickets. Derreck will take care of publicity on the HPC’s website and Facebook page.</p>	<p><b>(6) Lighting of the Greens-</b>Lu Anne Gilligan will call HPC member about making cookies and get a cake made for the raffle. Lisa will provide the raffle tickets. Tony will turn in the application and provide the banner, Gary will provide the table and Derreck will handle the publicity.</p>

<b>116 West Front St. Mailbox</b>	Cheryl Hart was successful in having the curbside mailbox removed from the curb at 116 West Front Street	Cheryl Hart took care of having the mailbox removed from the curb at 116 West Front Street.
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**COA APPLICATION REVIEW #1: David Spitler**

**Bransford Ballou House c. 1904-15**

Property Address: 125 Gilliam Street, Oxford, N.C. 27565  
 Sworn stakeholders: Ken Koeplinger and David Spitler  
 Property type: Residential  
 Project type: Remove mature tree, Install basketball court on concrete pad, Install 25’ X 40’ X 6’ Black fence, Install 2900 lumen floodlight on 20’ tall post (black) and Install basketball backboard/hoop on 10’ post (black)  
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<b>Ken Koeplinger, who will be doing the work for David Spitler, at 125 Gilliam St., came before the HPC stating that the property owner would like to:</b> <b>(1) Remove a mature tree</b> <b>(2) Install a 24’ X 40’ basket ball court on a concrete pad</b> <b>(3) Install 25’ X 40’ X 6’ High Fence **</b> <b>(4) Install 2900 lumen (200 watt) floodlight on 20’tall post (black)</b> <b>(5) Install basketball backboard/hoop on 10’ tall black post</b> <b>** During meeting Applicant changed from 6’ black chain link fence to a 6’wood or beige composite fence.</b>	Height of proposed Structure	(3)C(4)C (5)C	(1) Kelly Collins Schram made a motion that # 1 of the COA was congruent with the Design Guideline 15.207 so therefore should be approved. Gary Weaver seconded it.  Derreck Brown made a motion that #2 of the COA was congruent with the Design Guideline 15.200 and should be approved. It was seconded by Kelly Collins Schram.
	Setback/placement of structure	(2)C (3)C (4)C (5)C	
	Exterior Construction Materials	(2)C (3)C (4)C (5)C	
	Exterior Colors	(2)C(3)C (4)C (5)C	
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion	(2)C (3)C (4)C (5)C	
	Appurtenant fixtures		
	Structural Conditions		

<p><b>The property owner stated that this is already a play area, located in the rear corner of the property and barely visible from the two streets which border property.</b></p>	<p>Trees</p>	<p>(1)C (2)C</p>	<p>Gary Weaver made a motion that #3 of the COA was congruent with Design Guideline 14.203 and therefore should be approved. It was seconded by Lisa Schons.</p> <p>Lisa Schons made a motion that #4 of the COA was congruent with the Design Guidelines 16.104 &amp; 16.106 and should be approved. Kelly Schram seconded it.</p> <p>Derreck Brown made a motion that #5 of the COA was congruent with Design Guideline 15.200 and therefore should be approved. It was seconded by Kelly Collins Schram.</p> <p>The HPC voted unanimously to approve.</p>
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- \* 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

Property Address: 315 Raleigh St., Oxford, N.C. 27565  
 Sworn stakeholders: Tracey and Gerald Alston  
 Property type: Residential  
 Project type: Construct 1.5 story 3-bay detached garage building  
 HPC Conflicts of Interest declared: None

<b>Project Description</b>	<b>Factors Considered *</b>	<b>**</b>	<b>Outcome</b>
<p><b>The property owners are requesting COA approval to construct a new 1.5 story 3-bay (with 3<sup>rd</sup> bay as a French door) detached garage made of Hardie-siding, painted to match house, with the roofing shingles and a dormer window to match house. A mature walnut tree will need to be removed which is not completely healthy completely according to the applicants.</b></p> <p><b>* The Homeowners are asked to have a tree specialist or certified arborist to examine the tree to determine the health of the tree.</b></p> <p><b>*Picture is included</b></p>	Height of proposed Structure	C	<p>Gary Weaver made a motion that the COA should be congruent with the Design Guidelines 9.106, 9.107, 9.108, 9.109, 12.108, 12.109, 12.200, 12.201 and the removal of the mature tree congruent with guideline 15.207 provided conditions are met with expert arborist to determine.</p> <p>It was seconded by Kelly Collins Schram.</p> <p>The HPC voted unanimously to approve conditional on receipt of the professional opinion.</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	C	

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**COA APPLICATION REVIEW #3: Jim Blaine**

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Property Address: 109 Rectory St., Oxford, N.C. 27565  
 Sworn stakeholders: Keri Currin, AP Currin and Jim Blaine  
 Property type: Residential  
 Project type: Modification of roof color from 2017 COA  
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p><b>This COA was a modification to show the Applicant’s understanding was that the color of the roof was matched in August 2017 to the best of his intention.</b></p>	Height of proposed Structure		<p>Lisa Schons made a motion to modify the application heard on August 2017 to clarify that the property owner intended for the roof color to be an exact match. Derreck Brown seconded it.</p> <p>The HPC voted unanimously to approve.</p>
	Setback/placement of structure		
	Exterior Construction Materials		
	Exterior Colors		
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion		
	Appurtenant fixtures		
	Structural Conditions		
Trees			

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Property Address: 411 College Street, Oxford, N.C. 27565  
 Sworn stakeholders: Stephen Davis  
 Property type: Residential  
 Project type: Change paint color from gray to white, repoint chimneys, replace asphalt shingle roof w/gray standing seam-metal w/o segmented design or cedar shingle(stained gray), replace garage with new wood structure and matching roof (2bay w/gable resembling submitted photograph), construct new wood outbuilding (white) at rear of house resembling submitted photograph, Install bay window at left rear using existing materials or wood for new elements, change front porch columns from turned spindle to round, install picket fencing in front yard (color white – material-wood, 1.5’ from sidewalk and 4’ in height, and replace former pea gravel driveway with dark asphalt or pea gravel.

HPC Conflicts of Interest declared: None

<b>Project Description</b>	<b>Factors Considered *</b>	<b>**</b>	<b>Outcome</b>
<b>The property owner is requesting to:</b> <b>(1) Change paint color from gray to white</b> <b>(2) Repoint Chimneys</b> <b>(3) Replace asphalt shingles roof w/gray standing seam-Metal w/o segmented design or cedar shingle (stained gray)</b> <b>(4) Replace garage with new wood structure and Matching roof (2 bay w/gable resembling submitted Photograph)</b> <b>(5) Construct new wood outbuilding (white) at rear of house resembling submitted photograph</b> <b>(6) Install bay window at left rear using existing materials or wood for new elements</b>		(4,5,6,8,) C	Derreck Brown made a motion that (1) was congruent with Design Guidelines (“DG”) 4.200, 4,200, 100, 102 & 103 and therefore should be approved; seconded by Kelly Collins Schram.  Gary Weaver made a motion that # (2) was congruent with DG 3.101, 3.103, 3.105 and therefore should be approved; seconded by Lisa Schons.  Kelly Collins Schram made a motion that # (3) was congruent with DG 5.203 and therefore should be approved; seconded by Lisa Schons.  Kelly Schram made a motion that # (4) was congruent with DG 9.103, 9.106, 9.107,
	Setback/placement of structure	(4,5,& 8) C	
	Exterior Construction Materials	(2,3,4,5,6,7, 8,9) C	
	Exterior Colors	(1)C	
	Architectural Details	(7)C	
	Roof (shape/form/materials)	(3,4,5)C	
	Doors/Windows/Fenestrations	(4,5,6,)C	
	General form and proportion	(3,4,5,6,7,8,) C	
	Appurtenant fixtures	(4,5,8) C	
	Structural Conditions	(1,2,4,5))C	
Trees	(9) C		

<p><b>(7) Change front porch columns from turned spindle to round</b></p> <p><b>(8) Install picket fencing in front yard</b></p> <p>    <b>a. color-white</b></p> <p>    <b>b. material-wood</b></p> <p>    <b>c. placement- 1.5'from sidewalk</b></p> <p>    <b>d. height - 4'</b></p> <p><b>(9) Replace former pea gravel driveway with dark asphalt or pea gravel</b></p> <p><b>**Photos are included along with color sample</b></p>			<p>9.108, &amp; 9.109 and therefore should be approved; seconded by Derreck Brown.</p> <p>Lisa Schons made a motion that # (5) was congruent with DG 9.106, 9.107, 9.108 &amp; 9.109 and therefore should be approved; seconded by Kelly Collins Schram.</p> <p>Kelly Schram made a motion that # (6) was congruent with DG 6.105, 6.200 &amp; 6.201 and therefore should be approved; seconded by Derreck Brown.</p> <p>Kelly Collins made a motion that # (7) was congruent with DG 7.101 &amp; 7.105 and therefore should be approved; seconded by Lisa Schons.</p> <p>Derreck Brown made a motion that # (8) was congruent with DG 14.104 &amp; 14.202 therefore should be approved; seconded by Kelly Collins Schram.</p> <p>Lisa Schons made a motion that # (9) was congruent with DG 13.102, 13.103 &amp; 13.104 therefore should be approved; seconded by Kelly Collins Schram.</p> <p>The HPC voted unanimously to approve.</p>
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 NC = Not Congruent with Historic Aspects of Historic District

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Property Address: 213 High Street, Oxford, N.C. 27565  
 Sworn stakeholders: Derreck Brown  
 Property type: Residential  
 Project type: Replace patio with 630 sq. ft. patio with 5’ diameter flagstone fire pit and gray pavers. Install 180 sq. ft. walkway (gray pavers), and Install 50’ stone veneer retaining wall gray flagstone)  
 HPC Conflicts of Interest declared: Derreck Brown, the property owner

<b>Project Description</b>	<b>Factors Considered *</b>	<b>**</b>	<b>Outcome</b>
<p><b>Derreck Brown, the property owner, recused himself from deliberation on his application.</b></p> <p><b>The property owner is requesting to:</b></p> <p><b>(1) Replace patio with 630 square feet patio with 5 ft. diameter fire pit (Flagstone fire pit and gray pavers will be used)</b></p> <p><b>(2) Install 180 sq. ft. walkway ( using gray pavers)</b></p> <p><b>(3) Install 50’ stone veneer retaining wall (gray flagstone)</b></p> <p><b>** Photo are included</b></p>	Height of proposed Structure	(1)C	Kelly Collins made a motion that # (1) was congruent with Design Guidelines 15.103 & 15.203 so therefore should be approved. It was seconded by Gary Weaver
	Setback/placement of structure	(1,2,3)C	
	Exterior Construction Materials	(1,2,3)C	
	Exterior Colors	(1,2,3)C	
	Architectural Details		Kelly Collins Schram made a motion that # (2) was congruent with the Design Guidelines 13.104 & 13.107 so therefore should be approved. It was seconded by Lisa Schons.
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion	(1,2,3)C	
	Appurtenant fixtures		Kelly Schram made a motion that # (3) was congruent with Design Guidelines 14.104 & 14.200 so therefore should be approved. It was seconded by Lisa Schons.
	Structural Conditions		
Trees		The HPC voted unanimously to approve.	

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**Summary of Approved Minor Works: There have been no minor work applications since the last meeting.**

**COA Renewal: There are none at this time.**

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

**New Business**

<b>Topic</b>	<b>Discussion</b>		<b>Outcome</b>
<b>HPC Database</b>	Gary Weaver is already working on the HPC addresses for the Welcoming Committee.		Gary Weaver is working on the HPC addresses for the Welcoming Committee.
<b>Motion to Adjourn</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>Outcome</b>
	Kelly Collins Schram	Lisa Schons	By unanimous decision, the HPC adjourned at 9:39

**Date of Next Meeting: Thursday, January 17, 2019**

**Minutes Prepared by: Lu Anne Gilligan**