

Historic Preservation Commission Meeting Minutes October 19, 2017

Call to Order	In Attendance	Absent	Guests
Made by: Tony Armento Time: 5:57p.m.	Tony Armento-Chairman Kelly Collins Schram- * Secretary Marc Brooks-Treasurer * Derreck Brown * Lisa Schons Cheryl Hart-Planning Director Lu Anne Gilligan-Recording Secretary * Ethics Statements were read by: Kelly Collins Schram, Derreck Brown and Marc Brooks	Gary Weaver Rick Thomas	Phil & LaVerne Pope- Applicants

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	9-21-2017	Kelly Collins Schram	Derreck Brown	Motion to approve minutes as written

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	\$ 917.00	Paid 2 months to Lu Anne Gilligan \$170.00	\$747.00

Old Business

Topic	Discussion	Outcome
Update to Oxford Historic District period of significance project	Cheryl Hart reported that the Contract has been returned from the State Office. The next step will be for Cheryl and Michelle McCabe Patterson to coordinate sending out requests for proposals for consultants.	The Contract has been returned from the State. Cheryl Hart and Michelle McCabe Patterson will coordinate sending out requests for proposals for consultants.
Update regarding former St. Catherine of Sienna RC Church building: landmark designations generally	Tony Armento informed the HPC that there have been no further meetings but will let everyone know when the next one is scheduled. The State Historic Preservation Office advised the HPC to not take any action and sit tight so that is the position the HPC is taking for now.	Tony informed the HPC that there have been no meetings and for now the HPC is not taking any action, per the advice of the SHPO. He will inform the HPC members of the next scheduled meeting.
Photo Contest	<p>Marc Brooks stated that all winners have been notified and placed on Face Book along with the Website. Prize Money has been distributed.</p> <p>Marc made suggestions for Pre-exposure awareness for upcoming years:</p> <ol style="list-style-type: none"> 1. More exposure prior to contest 2. Social media – Continuous Website posting on: Connected Oxford, Next Door and flyers 3. Involving other Historic Districts in surrounding towns/cities. Marc will look into working with Roxboro, Franklinton, Henderson, Louisburg, Warrenton and Wake Forest and also using categories from 	<p>Marc Brooks stated that all winners of the Photo contest have been notified, placed on Face Book and the Website. Prize Money has been distributed.</p> <p>Marc made suggestions for Pre exposure awareness for</p>

**Photo Contest
Continued**

these town/cities.

It was also discussed that in the future the HPC:

1. Limit the number of photos taken on one subject
2. Limit the number of categories
3. Involve the Community
4. Make a Calendar with Photos submitted
5. In lieu of sponsorship money, have an awards party with photos displayed such as in the Library or the Hub and invite the Public.
(Maybe even display photos in businesses at a later time for sale)

A member of the HPC announced that they would like to donate \$700.00 towards a party for the food/catering and have it at Uptown 101 or the Hub and donate \$300.00 for the awards /gifts from the HPC but would like to remain anonymous. A subcommittee, made up of Marc, Derreck Brown and Lisa Schons will meet and report more on this at the next meeting.

upcoming years:

1. More exposure prior to photo contest
2. More social media and continuous website posting on: Connected Oxford, Next Door and even making Flyers
3. Involving other Historic Districts in surrounding towns/cities.

Marc also discussed with the HPC:

1. Limit the number of photos taken on one subject
2. Limit the number of categories
3. Involve the Community
4. Make a Calendar with the Photos submitted
5. In lieu of sponsorship money, have an awards party with photos displayed such as in the Library or the Hub and invite the Public.

It was then that an anonymous

<p>Photo contest (Cont.)</p>		<p>member announced that they would like to donate \$1000.00 towards the Photo Contest - \$700 for the party and \$300 towards the Sponsorship Award. A subcommittee was formed to work on this event and report on it at our next meeting.</p>
<p>2017Goals/Visibility initiative update</p> <p>1. Revision to Stewardship Award Policy</p> <p>2. Welcome Committee</p> <p>3. Enhanced communications with historic district property owners</p> <p>4. Next “This Old</p>	<p>1. Tony Armento presented the rewording of the Revision to the Stewardship Award Policy and all the HPC members agreed to modify the Policy to include substantial maintenance projects, which will be required to self-nominate. This will make the HPC aware that they want to be considered for the award. Tony will write a Press Release to the OPL about the Update to the Policy. *Copy of Changes are included</p> <p>2. Gary Weaver was absent so there was nothing to report at this time.</p> <p>3. Tony is going to ask Gary to collect email addresses from property owners for future communications.</p> <p>4. Ericka Brooks will be writing the next “This Old House” on the Photo</p>	<p>Tony presented the rewording of the Revision to the Stewardship Award Policy which modified the Policy to include substantial maintenance projects, which will be required to self-nominate. All HPC members agreed on this change.</p> <p>Gary Weaver was absent and unable to report on the Welcome Committee.</p> <p>Tony will ask Gary to collect email addresses from property owners for future communications.</p> <p>Ericka Brooks is writing the</p>

<p>House” Column</p> <p>5. Community Education Session</p> <p>6. Participation in Lighting of the Greens event</p> <p>7. Walking Tours</p>	<p>Contest. Erika will include photos and information about the sponsors. This article will run in the OPL Monday, October 30th.</p> <p>5. The Community Education Session will be held at the Library, November 15th at 6:00 p.m.</p> <p>6. The Lighting of the Greens will be Friday, December 1st. The HPC will have a Cake Raffle with tickets which will include name, address and email address, banner and cookies. Tony will be in charge of banner, Marc will be in charge of messaging, Lu Anne will be in charge of cake and cookies and Lisa in charge of raffle tickets.</p> <p>7. Tony reported that he has received the scripts from Christine Sims for the Walking Tours.</p>	<p>next “This Old House” column on the Photo Contest which will run in the OPL, Monday, October, 30th.</p> <p>The Community Education Session will be held at the Library, November 15th, at 6:00 p.m.</p> <p>The Lighting of the Greens will be Friday, December 1st. The HPC will have a table set up to include a banner, cookies and a cake raffle.</p> <p>Tony has received the scripts from Christine Sims for the Walking Tours.</p>
<p>Website/ Communications items update</p>	<p>1. Home Page – Kelly has updated the Home Page. On the Home page, there is a link to the Events page where you will find a copy of the Educational Program Flyer.</p> <p>2. Educational Programs Page – Gary took Flyers to store windows</p>	<p>Home Page – Kelly updated the Home Page. On the Home page there is a link to the Events page where you will find a copy of the Educational Program Flyer.</p> <p>Gary took Educational Programs Flyer to Downtown Store Windows.</p>

	<p>3. FAQ/Permits and Procedures (COA tab) – Marc and Tony met and began drafting a revision for this but it is not complete. When it is completed, they will send it via email to Kelly to replace the old FAQ/Permits and Procedures with the new revised one.</p> <p>4. “HPC in the News” items – Kelly uploaded successfully all of the instances of the HPC spoken about in the OPL over the past several months</p> <p>5. Awards page (Contests tab) – Kelly will or has added all winners on Facebook and the Website</p> <p>6. HPO Web – GIS Service provided by the State Preservation Office – Kelly will reach out to Amber Kidd about this HPO website.</p>	<p>Marc and Tony met and began drafting a revision for the FAQ/Permits and Procedures (COA tab) but is not complete. When it is complete, they will send via email to Kelly to replace the old with new revised one.</p> <p>Kelly successfully uploaded all of the instances of the HPC spoken about the OPL over the past several months.</p> <p>Kelly has or will put on Facebook and the Website all Award winners</p> <p>Kelly will reach out to Amber Kidd of the SPO about the HPO Website</p>
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COA APPLICATION REVIEW #1: Phil and LaVerne Pope

Helen Taylor House, c 1925

Property Address: 213 College Street, Oxford, N.C.
 Sworn stakeholders: LaVerne & Phil Pope
 Property type: Residential

Project type: Enclose rear side deck on rear of property
HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The Homeowners request to enclose part of a rear side deck on the rear of their property. They will be using standing seam black metal roof to match black asphalt roof and all wood for columns, fascia board, soffit and rails will be painted white to match existing house color.</p> <p>*Pictures are included</p>	Height of proposed Structure	C	<p>Marc Brooks made a motion that the proposal is congruent with the Oxford Design Guideline 7.200 and 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)	C	
	Doors/Windows/Fenestrations	C	
	General form and proportion	N/A	
	Appurtenant fixtures	N/A	
	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 #2: Marc Brooks

John G. Hall House c. 1913

Property Address: 221 Main Street, Oxford, N.C.
Sworn stakeholders: Marc Brooks
Property type: Residential
Project type: Installation of brick edging in saw tooth pattern along sidewalk
HPC Conflicts of Interest declared: Marc Brooks recused himself since he is a HPC Board Member

Project Description	Factors Considered *	**	Outcome
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<p>The Homeowner request to use new and reclaimed brick from his garage to install brick edging in a saw tooth pattern along sidewalk.</p> <p>*Pictures are included</p>	Height of proposed Structure	C	<p>Kelly Collins Schram made a motion that the proposal was congruent with the Oxford Design Guidelines 14.104, 14.200 and 14.201 and therefore should be approved. Lisa Schons seconded it.</p> <p>The HPC voted unanimously to approve.</p>
	Setback/placement of structure	C	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details	C	
	Roof (shape/form/materials)	N/A	
	Doors/Windows/Fenestrations	N/A	
	General form and proportion	C	
	Appurtenant fixtures	N/A	
	Structural Conditions	N/A	
	Trees	N/A	

* See attached HPC worksheet for full details of factors considered

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Summary of Approved Minor Works

<i>Property Owner Address</i>	<i>Description</i>	<i>HPC authorization</i>
<u>Rebuilding Hope 209 E.Front St. Oxford, N.C. 27565</u>	<i>Temporary Handicap Ramp built with Treated Wood on Side Yard – 21’ X 48”</i>	Cheryl Hart and Tony Armento signed off on this project since it is a temporary structure..

COA Renewal: There were none at this time.

Demolition by Neglect: There was nothing at this time.

New Business: There was none at this time.

Motion to Adjourn	1st	2nd	Outcome
	Kelly Collins Schram	Marc Brooks	By unanimous decision, the HPC meeting adjourned at 8:04p.m.

Date of Next Meeting: Called Meeting – Thursday December 7, 2017

Minutes Prepared by: Lu Anne Gilligan