

Historic Preservation Commission Meeting Minutes October 21, 2021

Call to Order	In Attendance		Absent	Guests
<p>Made by: Derreck Brown</p> <p>Time: 6:02p.m.</p>	<p>Derreck Brown-Chairman Tony Armento – Vice Chairman Lisa Schons-Secretary David Quinn - Member Dickon Housman-Member Cheryl Hart-Planning Director</p> <p>** Ethics Statements read by: Derreck Brown</p> <p>Lou Ann Mitchell – Recording Secretary</p>			<ol style="list-style-type: none"> 1. Bill Coburn – COA Submission 2. Brent Callaway – COA Submission 3. Carla Pruett-Dubois – COA Submission 4. John Anderson-COA Submission
Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	9/19/2021	Tony Armento with changes	David Quinn	All Members Approved

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance

Current: **1553.18**
Includes carry over and anonymous donation

\$389.00*
 (*Special Purpose Contest fund can be carried year to year)
 No disbursements since August

\$85.00 – recording secretary fee

Current General Use Balance
 \$1553.18

\$389.00 for remainder of the year

Summary of Approved Minor Works: N/A

Lisa Schons provided the swearing in of the home owners for his/her COA presentation. No conflicts were stated.

COA APPLICATION REVIEW #1: John Anderson Watkins Family House ca. Early 1900s

Property Address: 308 Main Street, Oxford NC 27565
 Sworn stakeholders: John Anderson
 Property type: Contributing Residential
 Project type: Landscaping and concrete work
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <p>1. Landscaping front and side yards 2. Remove old, cracked concrete flagstone, concrete work. Replaced with new flagstone in various sizes.</p> <p>Note: Removed “removal of shrubbery” from the agenda since it falls under regular maintenance.</p> <p>Advised Dr. Anderson to discuss the railing with Cheryl to see if COA submission is required.</p>	Height of proposed Structure		<p>1. David Quinn made a motion that the COA is congruent with the Oxford Design Guidelines 13.100, 13.101, 13.102, 13.103 and 13.104 and should therefore be approved.</p> <p>It was seconded by Dickon Housman.</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			

			The HPC voted unanimously to approve.
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* See attached HPC worksheet for full details of factors considered

- ** C = Congruent with Historic Aspects of Historic District
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COA APPLICATION REVIEW #2: Brent Callaway

EG Cruise House ca 1909 - 1915

Property Address: 207 Gilliam Street, Oxford NC 27565
 Sworn stakeholders: Brent Callaway
 Property type: Contributing Residential
 Project type: Replace Shingles
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Replace failing shingles on roofing over back porch (over 20 sq. ft). Color will remain the same	Height of proposed Structure		1. Tony Armento made a motion that the COA is congruent with the Oxford Design Guidelines 5.104 and should therefore be approved.
	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	It was seconded by David Quinn.
	Appurtenant fixtures		
	Structural Conditions		The HPC voted unanimously to approve.
	Trees		

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COA APPLICATION REVIEW #3: Bill Coburn Luther Stark House ca. Early 1904

Property Address: 214 College Street, Oxford NC 27565
 Sworn stakeholders: Bill Coburn
 Property type: Contributing Residential
 Project type: Roof repair and wall repair
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Replace rotting back porch land roof with metal roof matching the house.	Height of proposed Structure		1. Tony Armento made a motion that COA is congruent with the Oxford Design Guidelines 5.103
	Setback/placement of structure		
	Exterior Construction Materials	1.C 2.C 3.C C	
	Exterior Colors	1.C 2.C 3.C	

2. Replace crumbling brick retaining wall with rock retaining wall to match the south side of the yard. Wall will be dry stacked on the existing ground.	Architectural Details	1.C 2.C 3.C	and should therefore be approved.
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		It was seconded by Lisa Schons.
	General form and proportion	1.C 2.C 3.C	
	Appurtenant fixtures		
	Structural Conditions		The HPC voted unanimously to approve.
	Trees		2. Dickon Housman made a motion that COA is congruent with the Oxford Design Guidelines 14.102, 14.103, 14.104 and should therefore be approved. It was seconded by David Quinn.

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Property Address: 307 Raleigh Street, Oxford NC 27565
 Sworn stakeholders: Carla Pruett-Dubois
 Property type: Contributing Residential
 Project type: Tree removal, retaining wall, planter boxes, remove driveway and replace, repair of brick, extend porch and replace walkway.
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome	
<p>The property owner is requesting COA approval to</p> <p>1. Removal of 2 Cypress and 1 fir tree in the front yard due to disease and overgrowth of Ivy/Kudzu which pose a threat to house due to overwhelming deterioration of the tree trunk due to the invasion of Ivy/Kudzu estimated to be up to 10 years in age. Attempts to remove entangled and embedded vines have been unsuccessful. Trees are now beginning to deteriorate which pose a threat to the house should they fall. <i>Arborist noted trees need to be removed.</i></p> <p>2. New retaining wall in front of home adjacent to the sidewalk to prevent further erosion of front yard.</p> <p>3. New planter boxes on front of the house to protect the current brick work and enhance the curb appeal.</p> <p>4. Repair of deteriorated brick due to erosion on front of home at foundation level under front porch overhang. Existing brushes that were funneling</p>	Height of proposed Structure		<p>1. Lisa Schons made a motion that the COA is congruent with the Oxford Design Guidelines 15.207 and should therefore be approved.</p>	
	Setback/placement of structure			<p>It was seconded by Tony Armento.</p>
	Exterior Construction Materials	1.C 2.C 3.C		
	Exterior Colors	1.C 2.C 3.C		<p>The HPC voted unanimously to approve.</p>
	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	<p>2. Tony Armento made a motion that the COA is congruent with the Oxford Design Guidelines 14.201,</p>	
	Appurtenant fixtures			
	Structural Conditions			
Trees				

<p>water to the brick and holding moisture causing the brick to deteriorate have been removed.</p> <p>5. Extend existing porch to create a continuous structure on front of the home. Pictures of original structure provided for context. Extension of the roof line over the home will be the same as the home.</p> <p>6. Place stamped cement pavers over existing walkway to the house and front steps to level walkway and repair and cover crack in front steps.</p>		<p>14.104 and should therefore be approved.</p> <p>It was seconded by Lisa Schons.</p> <p>The HPC voted unanimously to approve.</p> <p>3. Dickon Housman made a motion that the COA is congruent with the Oxford Design Guidelines 14.201, 14.104 and should therefore be approved.</p> <p>It was seconded by Lisa Schons.</p> <p>The HPC voted unanimously to approve.</p>
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		<p>4. Tony Armento made a motion that the COA is congruent with the Oxford Design Guidelines 3.102, 3.103, 3.105, with the stipulation that mortared joints be performed consistent with existing joints and should therefore be approved..</p> <p>It was seconded by David Quinn.</p> <p>The HPC voted unanimously to approve.</p> <p>5. Dickon Housman made a motion that the COA is congruent with the Oxford Design Guidelines 7.105, 7.106, 7.203</p>
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			<p>and should therefore be approved.</p> <p>It was seconded by Lisa Schons.</p> <p>The HPC voted unanimously to approve.</p> <p>6. Lisa Schons made a motion that the COA is congruent with the Oxford Design Guidelines 13.101, 13.102, 13.104, 13.200 and should therefore be approved.</p> <p>It was seconded by Tony Armento.</p> <p>The HPC voted unanimously to approve.</p>
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Tony Armento swore in Lisa Schons.

COA APPLICATION REVIEW #5: Jeff and Lisa Schons

Roger O'Gregory ca. Early 1880s

Property Address: 414 College Street, Oxford NC 27565
Sworn stakeholders: Lisa Schons
Property type: Contributing Residential

Project type: Repair of down spouts and porch flooring
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Repair of soffits and fascia around down spouts. 2. Repair rotting wood flooring around front porch. Will keep same and repaint same color. Homeowner is unsure how much will need to be replaced until repair is started.	Height of proposed Structure		1. Tony Armento made a motion that the COA is congruent with the Oxford Design Guidelines 2.103, 7.103 and should therefore be approved. It was seconded by David Quinn. The HPC voted unanimously to approve.
	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			

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Tony Arment suggested that the commission opens up consideration for synthetic flooring to add to the guidelines revision. Added to ongoing list for Lisa Schons.

COA APPLICATION REVIEW #6: David Quinn Abner N. Jones House 1857

Property Address: 419 College Street, Oxford NC 27565
 Sworn stakeholders: David Quinn

Property type: Contributing Residential
 Project type: Install front doors of home
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <ol style="list-style-type: none"> 1. Paint metal roof, front and back roof. Black to Black. (was decided COA was not needed.) 2. Install wood doors on front of home. Center panel will be glass, not wood. 	Height of proposed Structure		<ol style="list-style-type: none"> 1. The commission agreed a COA is not required since the repaint will remain the same color as currently on the home. 2. Dickon Housman made a motion that the COA is congruent with the Oxford Design Guidelines 6.101, 6.105 and 6.109 and should therefore be approved. <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		

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Old Business

Topic	Discussion	Outcome
(1) CLG Recertification Training	CLG training update. Thank you to Dickon and David for attending the training and submitting the information by the required deadline. David discussed the spray foam used in some homes and the negative impact it had on the exterior of the home. It was	<i>(1) CLG Recertification Training articles. Training is complete.</i>

interesting that you should not use foam because it is not good on the exterior of a home.

(2) 2 HPC Seats

Update regarding potential candidates for HPC Seats

- a. Board of Commissioners will review nominations for two new members at November 9th meeting. Will be sworn in on 11/10 if votes are successful. Two people have submitted applications, Carla Pruet-Dubios and Lillie Byer Armstrong. Up for voting for approval on the Nov. 9th meeting. If approved, we will have all seats filled.
- b. Scheduling Orientation with new members after 11/9 vote and swearing in – Tony Armento will reach out to the new members once the vote is complete for orientation. New members will receive binders and guidelines.
- c. Lighting of the Greens – Derreck asked if it is still happening this year. Members have not seen anything regarding this. The commission will not have a kiosk this year. Cheryl will update the commission one she knows if there will be a lighting of the greens parade.
- d. Video is not an option. Derreck stated that he will record. If each video is 2-3 mins, he should be able to capture all residences, or does the Commission want start out focusing on certain residences, which includes those in good shape, complete the recording and move forward. It was announced that Mary Yount has left her position. Cheryl and Derreck will see who to give this to for

(2) HPC Seats – Derreck updated the commission regarding the open HPC seats.

Lighting of the Greens – Cheryl will update the commission the plan for this.

PocketSight – Derreck will record homes and have ready for the January 2022 meeting.

**(2) PocketSight
Walking Tour
Demonstration**

communication. Tony suggested to discuss with the new person and gage interest in this and working together on this project. No replacement has been hired.

Walking Tour: The Commission discussed the PocketSight and how to improve the experience of the walking tour. Derreck stated the sight was changed. In order to record audio, Sound Cloud would be utilized. Sound Cloud is free up to 3 hours of recording. Anything over 3 hours will need to be paid for to keep the sound cloud space. It is \$179.00 per year. Sound cloud contains audio and exterior photos of homes. David asked if Derreck would consider interior non-personal photos of home architectural features? Derreck stated a link could be shared that would contain the interior photos. Derreck will review other options for additional photos and report back to the Commission. Video is not an option. Derreck stated that he will record. If each video is 2-3 mins, he should be able to capture all residences, or does the Commission want start out focusing on certain residences, which includes those in good shape, complete the recording and move forward. It was announced that Mary Yount has left her position. Cheryl and Derreck will see who to give this to for communication. Tony suggested to discuss with the new person and gage interest in this and working together on this project. No replacement has been hired.

**(2) PocketSight Walking
Tour Demonstration -**

New Business

Topic	Discussion	Outcome
(1) Update Granville Tourism Grant for Walking Tour	<p>The commission received the \$600 grant and discussed how best to utilize the funds to improve the walking tour. The Commission received the grant and should be used by May of 2022 and the commission has to match the amount awarded. Derreck suggested we use for the Walking Tour or we could update the pamphlets. Discussion was held around the logistics of recreating the pamphlet. Tony stated he believes it was done by the city but could not confirm who did the pamphlet. Derreck asked if Lisa's husband could help work on redoing the only pamphlet we have.</p>	(1) Update Granville Tourism Grant for Walking Tour – Derreck will take the pamphlet to Lisa.
(2) Tree Artwork on College Street Discussion	<p>The Commission discussed back in 2020 when trees were cut down and trimmed, people voiced opinions around trees being cut. This was done by Duke Energy. Duke Energy cut down trees that needed to be removed. 2 trees on College Street were ones that were left because the city would not go in and have the trees removed. Grinding the stumps, etc., would cost the city additional money. Can the City cut them down and replace with new trees without a COA? Lisa stated that she knew the plan was to do the same thing with the larger tree as was done with the smaller tree.</p> <p>How is this within the jurisdiction of the HPC? If residents don't like the trees, do they go to the city? Should we be looking at this?</p>	<p>(2) Tree Artwork on College Street Discussion – Derreck will discuss with the Mayor regarding the placement of the artwork.</p> <p>Derreck is not looking to be adversarial with the Board. Instead, he wants to build a relationship with the City that is different than the current</p>

Should the Commission be looking into this? What should the Commission be doing in regards to the trees? David stated he thought that if inside of historic boundary marker, unless specific documented exceptions. It would be pulled from Historic Preservation Ordinance. Should the artwork submit a request to be approved? Is the artwork exempt from review? Tony Armento stated it is not exempt from review. He cited Section 8. Section 8 states that this is one of the elements that would require submission of a COA. Required for all exterior work, above ground utility structures. It was stated that the Ordinance has been violated since a COA was not submitted regarding the artwork.

relationship. There is some disagreement regarding the current perception of the HPC by the overall community.

Tony stated the city knows to submit a COA for the round-a-bout and other things.

Derreck will report back to the Commission.

(3) Stone Wall Restoration

David wanted to discuss the historic stone wall on Williamsboro Street, between Cooper and Military Streets. Is that something that is a potential landmark we should try to save?

Tony stated a survey of historic features in Oxford. He did not remember if the status was requested. He stated he felt certain that the focus was on the 2 cemeteries. He stated there is a landmark at the Episcopal Church. It has been many years since the survey was completed.

(3) Stone Wall Restoration

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Noted: Derreck stated this is the last meeting until January 2022. Cheryl will focus on this when reviewing COA's.

Derreck thanked the Commission for their work in the last year.

Motion to Adjourn	1st	2nd	Outcome
	Tony Armento	David Quinn	The HPC adjourned at 8:47p.m.

Date of Next Meeting: Thursday, January 20, 2022
Minutes Prepared by: Lou Ann Mitchell