

**Historic Preservation Commission
Meeting Minutes
September 17, 2015**

Call to Order	In Attendance	Absent	Guests
<p>Made by: Tony Armento</p> <p>Time: 6:00p.m.</p> <p>*Tony asked three commission members to each read an ethic statement from the HPC Charter.</p>	<p>Rick Thomas-Vice Chairman Cathy Weaver-Treasurer Christine Usry-Secretary Joan Roberson</p> <p>Lu Anne Gilligan-Recording Secretary</p>	<p>Cheryl Hart-Planning Director</p>	<p>Jayne Kirkpatrick</p>

Approval of Minutes	Date of Minutes	Motion to Approve	2nd	Outcome
	8-20-2015	Rick Thomas	Cathy Weaver	With the changing of the meeting date from August 21 to August 20, the motion was made to approve the

				minutes as written.
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Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	\$8000.00	\$150.00	\$7850.00

Old Business

Topic	Discussion	Outcome
CAMP	Four of the Commission Members attended CAMP held in Salisbury on September 15 th . Tony asked the members to briefly reflect on what they learned so they could share with the members that were unable to attend. It was the general consensus that they received a tremendous amount of information in a short period of time and would have been more beneficial to branch out in smaller groups so that they could have spent more time on various subjects and gained more knowledge. It was pointed out that they were given a general overview from the Federal to the State government, the responsibility handed down and the factors reviewed that we should be careful to cover, grant possibilities as well as funding. They believed it gave us an abundance of information to aspire to and lastly they all liked and thought we should consider the Thomasville format when we begin the revision of our Guidelines. Each member was in agreement that our Guidelines should be easily searchable on the website, direct and accessible to everyone.	Everyone felt enthused about attending the CAMP and took a lot of beneficial information away that could be passed down to new commission members.
<u>ACTIVE PROJECTS</u>		
<i>Design Guidelines</i>	Susan spoke with Tony and informed him that at this time there was nothing to report yet that would require her to attend an HPC meeting. Until then, she will continue to communicate with Tony.	Susan mailed the RFP's to the State. Michelle McCabe mailed them to the potential

	<p>The RFP's were mailed to the potential consultants that the State uses. The State condensed the original RFP that Susan presented and Michelle McCabe asked Susan to personally reach out to three (3) of the consultants that had recently completed similar work that had been excellent and were known to do very good work.</p> <p>Notice has also gone to Joan for publication on our website and it was published in the OPL somewhere between one and two weeks prior to the meeting.</p> <p>The deadline for submission of proposals to be consultants is October 1st.</p>	<p>consultants that the State uses. She also asked Susan to reach out to three consultants that she knew had completed similar work and were excellent.</p> <p>Joan Roberson put a Notice of the RFP on our website and one was published in the OPL.</p> <p>The deadline is Oct. 1st for submission of proposals to be consultants.</p>
<p><u>ACTIVE PROJECTS</u></p> <p><i>218 College Street</i></p>	<p>Tony had nothing to report on at this time.</p>	<p>Nothing at this time.</p>
<p><u>GOAL UPDATES</u></p> <p><i>Downtown Master Plan</i></p>	<p>Christine Usry had a conflict and was unable to attend the public meeting but will attend the next public meeting although the date has not been set as of yet. Two more public meetings are expected to take place. She did speak with Julia who</p>	<p>Christine was unable to attend the meeting for the Downtown Master Plan but plans to attend</p>

	told her there was a lot of positive feedback and they would be discussing the same subject at the next two meetings.	the next two when the dates are known.
<u>GOALS UPDATES</u>		
<i>Walking Tour</i>	<p>Christine met with the President of the Granville Little Theatre (GLT) a few weeks ago. She was very excited about partnering with us. This would give them an opportunity to get more experience as well as visibility in the community. They would be responsible for the costumes and Christine and Joan are working on the scripts for the skits.</p> <p>Christine has a timeline set up which includes:</p> <ul style="list-style-type: none"> (1) By the end of October—have all the houses that will have skits selected for the tour (2) By December—have the scripts written (3) By January – be able to give the scripts to GLT so they can start their casting in order for them to be ready for the March tour. <p>Christine will follow up with the GLT and get letters out to the homeowners on Main and College St. by the second week in October hoping to get facts about their homes that we can share on the tour. There are three dates for tours, March, May and September. Main Street in March, College Street in May and then during the Bicentennial Celebration on September 3rd they will return to Main St. unless plans are changed. Tony requested that in September both the Main Street and the College Street tours should be reprised.</p> <p>Joan is continuing her research on the houses, who lived in those homes etc. for this, is an long tedious project.</p>	<p>Christine met with the President of the GLT about partnering with us on the Walking Tours and performing Skits. They were very excited about this and hopefully by January, we will have the skits written and in their hands so they can begin casting and getting their costumes ready for the first tour in March.</p> <p>The tours will be on Main or College St. and held in March, May and September.</p> <p>Joan continues to research the homes.</p>
<u>GOAL UPDATES</u>		
	Tony received enthusiastic feedback from the NC Humanities Council. The	Tony is very excited about the Speakers Series and received

<p><i>Speakers Series</i></p>	<p>people with whom he spoke seemed very excited about the Series with the connection to the Bicentennial and although their own portfolio of speakers were not appropriate, they suggested that the HPC apply for funding both for a planning grant as well as for the speakers series itself. They suggested a couple of contacts suitable for planning a series for Oxford and recently Tony reached out to someone at UNCG. If everyone is in agreement, Tony would like to keep pursuing this and apply for the grants. He will report on this again next month.</p>	<p>good feedback from NC Humanities Council and of late has reached out to someone at UNCG. He would like to continue pursuing this and will report on this further next month.</p>
<p><i>OPL articles</i></p>	<p>Rick had originally thought that he would co-ordinate the project but he did not want to be responsible for writing the articles himself. After much discussion, Tony asked him if he would be interested in looking for articles already prepared and report back to us next month if he would like to continue with this project or not.</p>	<p>Rick will look for articles that are already prepared in expert publications and next month a final decision will be made as to whether or not to continue this project.</p>
<p><u>GOAL UPDATES</u></p> <p><i>HPC Retreat</i></p>	<p>It was decided that the Retreat would be held on Oct. 28th even though there are no new members. Originally, Tony wanted to have a brainstorming session around community involvement creating rapport and relationships with other organizations elevating our profile in positive ways to protect the historic districts. All members expressed a desire to proceed with the Retreat with the Facilitator and lunch at Harvest Restaurant but cancel the education session in the afternoon. The HPC will schedule another retreat for a later date when the new members were appointed and include the education sessions at that time.</p>	<p>The HPC Retreat will be held on October 28th as planned with only commission members. They will have a brainstorming session with a facilitator and lunch but will cancel the education session for the afternoon. At a later date, when the new members are appointed, another Retreat will be held and an education session added.</p>

COA APPLICATION REVIEW #1: Stephen & Jayne Kirkpatrick

Property Address: 214 Main Street, Oxford, N.C. 27565
 Sworn stakeholders: Kirkpatrick
 Property type: Residential
 Project type: ** Part 1. (A) Shutters (B) Storm Door

HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>Part One of the Kirkpatrick’s COA Application consisted of (a) repainting the shutters the color cranberry to match the trim color of (b) the new storm doors which they are also installing on the front of the house as well as on the side of the porch which will match.</p> <p><i>*See below for part two</i></p>	Height of proposed Structure	A,B- N/A	<p>This will be combined with Part Two for a Motion. *See Below</p>
	Setback/placement of structure	A,B- N/A	
	Exterior Construction Materials	A-N/A B-C	
	Exterior Colors	A,B- C	
	Architectural Details	A,B- C	
	Roof (shape/form/materials)	A,B- N/A	
	Doors/Windows/Fenestrations	A,B- C	
	General form and proportion	A,B- N/A	
	Appurtenant fixtures	A,B- N/A	
	Structural Conditions	A-C/B-N/A	
	Trees	A.B- 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 #1 Continued* Kirkpatrick (part two) *

Property Address: 214 Main Street, Oxford

Sworn stakeholders:

Property type: Residential

Project type: **Part Two (A) Porch Construction (B) Repairing Roof (C) Replacing Metal Roof

HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
Stephen and Jayne Kirkpatrick’s part two renovations consist of: (a) Replacing front porch rotting post, railing and floorboards and repainting everything white to match existing color of house. (b) Removing top shingles on roof to address leaking and replace the black shingles with green shingles which was the original color of the roof shingles. (c) Replacing standing seam metal porch roof to address leaking. They will be using identical new slate grey metal to replace the old slate grey metal.	Height of proposed Structure	ABC-N/A	Christine Usry made a motion that all five projects applied for be approved based on the design guidelines on pages 28 & 29 along with page 6. It was seconded by Cathy Weaver. The HPC voted unanimously to approve.
	Setback/placement of structure	ABC-N/A	
	Exterior Construction Materials	ABC-C	
	Exterior Colors	ABC-C	
	Architectural Details	ABC-C	
	Roof (shape/form/materials)	A-N/A BC-C	
	Doors/Windows/Fenestrations	ABC-N/A	
	General form and proportion	A-C BC-N/A	
	Appurtenant fixtures	ABC-N/A	
	Structural Conditions	ABC-C	
Trees	ABC-N/A		

* See attached HPC worksheet for full details of factors considered

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COA APPLICATION REVIEW #2 Christine Usry

Property Address: 201 E. Front St. Oxford, N.C.
 Sworn stakeholders: Usry
 Property type: Residential
 Project type: Removing attached glass panels serving as storm windows on front and side of house and
 Replacing with standard storm windows
 HPC Conflicts of Interest declared: Christine Usry (the applicant)

Project Description	Factors Considered *	**	Outcome
Christine Usry would like to remove the 72” or 63” tall solid sheets of glass that cover the windows on the front and side of her home that serve as storm windows. They are impossible to clean or open in any way. The homeowner would like to install 10 standard storm windows that are white baked enamel with triple tracks for easy cleaning and will provide ventilation. They will be fitted to each window.	Height of proposed Structure	N/A	Rick Thomas made a motion the COA be approved according to the provisions in the Design Guidelines on page 29. Joan Roberson seconded it. The HPC voted unanimously to approve.
	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	C	
	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

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Summary of Approved Minor Works

<i>Property Owner Address</i>	<i>Description</i>	<i>HPC authorization</i>
<i>Elizabeth Watts 215 Gilliam St., Oxford, N.C.</i>	<i>The Homeowner would like to remove the old roof and put on a new roof of like shingles and of like color (green).</i>	<i>Cheryl and Tony signed off on this project since there were no changes being made.</i>

COA Renewal: There were no renewals at this time.

Demolition by Neglect

<i>Property Owner Address</i>	<i>Status</i>
<i>217 College Street Watkins Property</i>	<i>There was nothing to report on at this time.</i>

New Business

Topic	Discussion		Outcome
Applications for New Members	Tony encouraged all members to continue their search for new members.		Keep looking for new members
Requests from Board Members	<p>The Board Members had a few minor requests that they wanted to add or change that would be beneficial to the HPC which included:</p> <ul style="list-style-type: none"> (1) Add the Project address in subject line on COA's/Rick's Request (2) Add Worksheet with COA on website for Applicants/all Board Members (3) Minor Works- the Planning Director will forward a COA application to the HPC Chairman with her assessment of whether or not the project qualifies as a Minor Works. If the Chairman agrees, the COA will be issued and the project will be added to the Minor Works agenda of the next HPC meeting. If the Chairman does not agree, the COA application will be forwarded to the all members of the HPC and will be added to the COA Review agenda of the next HPC meeting. 		Requests from the Board members include adding the Project Address in Subject line on COA's, Adding the Worksheet with the COA for the Applicants and letting the Planning Director and the HPC Chairman be the only two people who make the determination of whether or not a project is a minor works.
Motion to Adjourn	1st	2nd	Outcome
	<i>Cathy Weaver</i>	<i>Joan Roberson</i>	By unanimous decision, the meeting adjourned at 7:56 p.m.

Date of Next Meeting: *Thursday, October 22, 2015*

Minutes Prepared by: *Lu Anne Gilligan*