

Historic Preservation Commission Meeting Minutes September 17, 2020

| Call to Order | In Attendance | Absent | Guests |
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| <p>Made by: Derreck Brown</p> <p>Time: 6:04p.m.</p> | <p>Derreck Brown-Chairman Tony Armento – Vice Chairman Lisa Schons-Secretary Mike Delionbach - Member David Quinn - Member</p> <p>Cheryl Hart-Planning Director</p> <p>** Ethics Statements read by: Derreck Brown</p> | <p>Kelly Collins-Schram Jacalyn Thomas</p> | <ol style="list-style-type: none"> 1. Heather Slane, HMW Preservation Consultant from Durham 2. Hannah Beckman-Black Survey & National Register Specialist for the State and Historic Preservation office. 3. Emily Johnson, COA submission 4. Michael Noel COA submission 5. Elizabeth Maginnes, COA submission |

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| Approval of Minutes | Date of Minutes | Motion to Approve | 2 nd | Outcome |
|---------------------|-----------------|-------------------|-----------------|----------|
| | 8/20/2020 | David Quinn | Mike Delionbach | Approved |

- I. Oxford Historic District Nomination Project – Pubic Hearing and Presentation by Heather Slane and Hannah Beckman-Black
 - a.Hannah provided an overview of the State Historic Preservation Office and gave an overview of the National Register of Historic Places. You can find more information on the website regarding restoration and/or tax credits.
 - b.Heather provided an update regarding the historic districts in Oxford. She will present it to the National Register meeting on Oct. 8th. The committee will make recommendations on which properties to send to the National Register of Historic Places and stated it should be sent to Washington sometime after that.
- II. Derreck thanked Tony Armento for all of his work while the Chairperson of the HPC regarding the expansion of the national register district.

| Treasury Report | Starting Balance | Expenditures since last meeting | Current Balance |
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| | <p data-bbox="659 103 821 131">\$1915.00</p> <p data-bbox="506 180 978 318">The Commission has a remainder of the 11k donation gifted for the Oxford Historic expansion</p> <p data-bbox="491 363 993 537">The commission should receive a \$500 donation for the special purpose fund which will bring the total to \$889.00</p> <p data-bbox="659 579 821 607">\$389.00*</p> <p data-bbox="537 618 947 724">(*Special Purpose Contest fund can be carried year to year)</p> | <p data-bbox="1024 103 1360 172">\$85.00 – recording secretary fee</p> | <p data-bbox="1633 103 1814 131">\$1830.00</p> |

Old Business

| Topic | Discussion | Outcome |
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| <p data-bbox="134 1089 415 1166">(1) Welcoming Program Activities</p> | <p data-bbox="474 1089 1436 1166">Kelly did not attend the meeting so Derreck will speak with her tomorrow.</p> <p data-bbox="474 1222 1520 1435">The Commission discussed new buildings that may be included with the expansion and that we need to update our database and introduce our selves and the Commission guidelines. The Commission will need to have a conversation to see if they want to join the local district and the impact it would have on the HPC.</p> | <p data-bbox="1537 1089 1940 1435">(1) Welcoming Program- <i>The Commission will Review current guidelines to ensure any enhancements that are appropriate are included in the guidelines for that building.</i></p> |

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| | <p>Guidelines would be reviewed if movement taken to increase the current size.</p> | |
| <p>(2) Public Ledger Articles</p> | <p>We need to find out if Kelly still wants to write the articles. Jayne Kirkpatrick may be interested in writing them.</p> | <p>(2) Public Ledger Articles - <i>Tony will speak to Kelly about the status.</i></p> |
| <p>(3) Stewardship Award</p> | <p>Derreck notified 114 High Street of the award and they were excited.</p> | <p>(3) Stewardship Award - <i>Derreck will work with Cheryl to obtain the plaque. Tony suggested and will order 2 plaques to have on hand.</i></p> |
| <p>(4) SHPO Virtual Training Update</p> | <p>Lisa has sent her three to Derreck. David confirmed he has done his and will send soon.</p> | <p>(4) SHPO Virtual Training Update – <i>All will be turned in to Derreck soon.</i></p> |
| <p>(5) Irrigation Backflow Document</p> | <p>Cheryl stated the city has created a map and sent to Steve Inscoe and stated that before device installation, a COA needs to be submitted to the HPC. Cheryl sent him a list of the properties of all residences. She stated the school installed one and that they were not aware they needed to submit a COA. Cheryl sent a map of the properties to installation and to all of the homeowners in the HPC district. The Dept. of Installations and inspections has been instructed to tell homeowners to reach out to the HPC via a COA</p> | <p>(5) Irrigation Backflow Document - <i>HPC district map was sent to Steve Inscoe and installations and all homeowners so that COA's are submitted prior to obtaining a permit.</i></p> |

for installation of the backflow device. Cheryl suggested a friendly article in the paper may help get the word out.

David asked if there was an existing best practice for the placement and management of backflow devices that would serve as a guideline for future management or guidelines? Cheryl stated there is information on the list serv and there has been some communities or commissions that suggested they be in the side or rear yard with shrubbery. Tony stated, on page 57 of the Guidelines, that the device to be placed in the rear or rear side for devices. He stated this was discussed a while ago with the Hillsborough Historic and they stated yes that properties should be following the guidelines.

The City should have told homeowners about the guideline and did not do so now the commission has devices incorrectly installed that have to be lived with. Something to do immediate to make sure the commission does not have more pop up on the street?

**(6) City of Oxford
Tree Pruning and
Removal**

David asked regarding the four trees that have been cut on College street. Cheryl stated the tree trunks will be removed by the City.

Tony asked what the email stated. Cheryl stated the email explanation of activity with tree cutting along Main and College Streets. She stated that Duke Energy cuts trees from power lines and that Duke Energy had an arborist identified diseased trees to

Derreck and Cheryl will discuss going forward and communication regarding the devices.

Tony suggested that the City departments should be told about the HPC from the City Manager so that they are aware of the Commission and the guidelines. Cheryl will discuss with the City Managers.

**(6) City of Oxford Tree
Pruning Removal**

Cheryl will send email to Tony so that he has the email.

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| | <p>be removed. Back in 2013 we have the forestry service from Masonic home to main street identified several trees to be removed. While Duke Energy was here, the City had them remove the trees. City did not come to the Commission with COA to discuss. Tree ordinance gives city ability to remove trees in utility strip. City was unaware of the Duke Energy schedule.</p> | |
| (7) HPC Database | <p>Tony will send the database to Derreck.</p> | <p><i>Tony will update database as needed.</i></p> |

COA APPLICATION REVIEW #1: Michael Noel & Stephanie Hall

c.1900 Thomas Lenier house

Property Address: 410 College Street, Oxford NC 27575
 Sworn stakeholders: Michael Noel & Stephanie Hall
 Property type: Residential
 Project type: Repaint home, replace back door, etc.
 HPC Conflicts of Interest declared:

| Project Description | Factors Considered * | ** | Outcome |
|--|-------------------------------------|----|--|
| <p>The City of Oxford is requesting COA approval to</p> <ol style="list-style-type: none"> 1. Repaint House (Repair where necessary) 2. Replace Back Door with Wood French Doors – <i>The Commission reminded the homeowner can't have a grid that is applied to the window. Single glass pane is fine with no snap in.</i> 3. Repaint front door or strip and stain - <i>Committing to what is approved today for color. Homeowner can submit additional COA for a change later if wants a different color.</i> 4. Install gutters in places with no gutters 5. Cap 2 main chimneys 6. Build wooden ornate awning over back door - <i>If this is an awning, then we are limited to 6.113. If this is some kind of roof, it is different. It was agreed if was defined as a fabric awning and the homeowner requested to modify application to be canvas style and black in color. Homeowner stated the awning will be black. If there is a change, he will submit another COA.</i> 7. Repair and re-stain back porch (>20 sq. ft) (not subject to review if wood replacement is over 20 | <p>Height of proposed Structure</p> | | <p>1 & 3. Tony Armento made a motion that the COA should be congruent with the Oxford Design Guidelines as follows: House & Front door repainting 1.100, 1.201, 4.100, 4.101, 1.103, 1.202, 4.102, 4.200, 4.203, 1.203, 4.103, 4.201, 6.113</p> <p>2). Back door replacement: 6.101 as long as no harm done in size of opening</p> |

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| <p>sq ft). Homeowner stated the overall back deck is larger than 20 sq ft and ½ of it the wood has been replaced. Measurement is probably right on the line which is why included just in case. Will replace pressure treated wood with pressure treated wood. May replace all wood if need be. Contractor feels we can not sand down to something acceptable which is why on COA.</p> | | | <p>4. Installation of Gutters: 5.200</p> <p>5. Chimney: 5.204</p> <p>6. Awning as modified 6.113</p> <p>7. Back porch restoration and wood replacement 7.106 and 7.103</p> <p>Seconded by Lisa Schons.</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

COA APPLICATION REVIEW #2:

Eric and Emily Johnson

Medford House c.1899

Property Address: 208 Gilliam Street, Oxford NC 27565
 Sworn stakeholders: Eric & Emily Johnson
 Property type: Contributing Residential
 Project type: Install new brick paver backyard patio with firepit
 HPC Conflicts of Interest declared: None

| Project Description | Factors Considered * | ** | Outcome | |
|--|---------------------------------|-------------|--|--|
| <p>The property owner is requesting COA approval to</p> <p>1. Install brick paver backyard patio with firepit</p> <p><i>– Homeowner stated it would be 16x12 feet up to a but with space between rock path and include built in brick fire pit about 36 inch square and away from the home. Being visible from the street is a concern. What is the pit really going to look like. Patio is fine, since it is flush to ground. Commission suggested planting hedges to block visibility to the firepit. Commission requested to know what the firepit looks like before agreeing square brick, clean line about 1 foot high and adhere to safety policy. Homeowner overall height is about 12 inches or less off the ground.</i></p> | Height of proposed Structure | | <p>1. Lisa Schons made a motion that the COA should be congruent with the Design Guidelines 15.103 and should therefore be approved.</p> | |
| | Setback/placement of structure | | | <p>It was seconded by David Quinn.</p> |
| | 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 | | <p>The HPC voted unanimously to approve.</p> |
| | Roof (shape/form/materials) | | | |
| | Doors/Windows/Fenestrations | | | |
| | General form and proportion | 1.C 2.C 3.C | | |
| | Appurtenant fixtures | | | |
| | Structural Conditions | | | |
| Trees | | | | |

* See attached HPC worksheet for full details of factors considered

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COA APPLICATION REVIEW #2:

Elizabeth Maginnes

Martha Taylor House c. 1914

Property Address: 407 College Street, Oxford NC 27575
 Sworn stakeholders: Elizabeth Maginnes
 Property type: Contributing Residential
 Project type: removal of two trees beside of home and replace roof
 HPC Conflicts of Interest declared:

| Project Description | Factors Considered * | ** | Outcome |
|---|---------------------------------|-------------|--|
| <p>The property owner is requesting COA approval to</p> <p>1. Removal of two trees on the side of the house that are against the house - 2 trees need to be removed so that the roof can be replaced. The Commission asked for the measurement regarding how wide it is. The homeowner stated the trees are less than 16 inches (no authority needed that the trees are less than 16 inches in width)</p> <p>2. Replace asphalt shingles with new asphalt shingles - Roof is 30 years and needs to have shingles. Replace with dark gray shingles. Current shingles are too old to tell the exact color.</p> | Height of proposed Structure | | <p>1. No Approval from the commission is required for this particular tree removal.</p> <p>2. Mike Delionbach made a motion that the COA is congruent with the Design Guidelines 5.104 so therefore should be approved.</p> <p>It was seconded by Tony Armento</p> |
| | Setback/placement of structure | | |
| | Exterior Construction Materials | | |
| | Exterior Colors | 1.C 3.C | |
| | Architectural Details | 1.C 2.C | |
| | Roof (shape/form/materials) | 1.C | |
| | Doors/Windows/Fenestrations | | |
| | General form and proportion | 1.C 2.C 3.C | |
| | Appurtenant fixtures | | |
| | Structural Conditions | | |
| | Trees | | |

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| | | | The HPC voted unanimously to approve. |
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Summary of Approved Minor Works: No minor works approved since the September 17, 2020 meeting.

COA Renewal: There were none since the last meeting.

Demolition by Neglect: There are none at this time.

New Business

| Topic | Discussion | Outcome |
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| National Preservation Month | We may need to use the website and/or the Public Ledger to put an article out about the history of National Preservation Month since we cannot do public events due to Covid-19. Derreck will find out when the Proclamation will be made by the Board of Commissioners. It should be at the May meeting since that is National Preservation Month. | May will be Preservation Month. May need to put article on website or Public Ledger. |
| 2020 HPC Photo Contest | Derreck posted information on the HPC website. The Commission will discuss at the October meeting on how best to share photos that are submitted. | The Commission has decided to do a best of. |
| 2020 Historic Preservation Fund Grants for Certified Local Government WHOIS Data Confirmation | Derreck and Cheryl received information that the grant was rewarded but only for the Oxford National Guard Armory and National Register application. The amount is 4k. Letter stated with so many competitive applications, could not award all. The letter suggested we apply during the 2 nd round. | Derreck will send a note thanking them for the grant funds and letting them know we will be reapplying. |

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| Cheryl asked about Jacalyn's membership | A further discussion will be held in October. She is not responding to emails or phone calls. The commission would like to know she is doing well and if still interested in the committee. | Derreck will send her a letter to ascertain her interest in remaining on the committee |
| Lisa Schons asked the question regarding the Christmas Parade | Lisa stated she has heard it would be a drive through parade and didn't know if we should set up a booth or not. | Cheryl stated it may change but would not advise the HPC to set up a booth. |

| Motion to Adjourn | 1st | 2nd | Outcome |
|--------------------------|-----------------------|-----------------------|-------------------------------|
| | Lisa Schons | Mike Delionbach | The HPC adjourned at 8:12p.m. |

Date of Next Meeting: Thursday, October 15, 2020

Minutes Prepared by: Lou Ann Mitchell