

Historic Preservation Commission Meeting Minutes September 19, 2019

Call to Order	In Attendance	Absent	Guests
<p>Made by: Tony Armento</p> <p>Time: 5:59p.m.</p>	<p>Tony Armento-Chairman</p> <p>Derreck Brown-Vice Chairman/Webmaster</p> <p>Jacalyn Thomas Mark Pace</p> <p>Cheryl Hart-Planning Director</p> <p>**Ethics Statements read by: Tony Armento, Derreck Brown & Jacalyn Thomas</p>	<p>Lisa Schons</p> <p>Kelly Collins-Schram</p>	<p>Rosalyn Green- Applicant 201 E. McClanahan Street Oxford, N.C.</p> <p>Mark Hicks- Applicant 303 High Street, Oxford, N.C.</p> <p>John Anderson- Applicant 308 Main Street, Oxford, N.C.(John Anderson not in attendance; represented by Ali Bhutar and Said (no last name) of 8M Solar Company)</p>

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	7/18/2019 and 8/15/2019	Derreck Brown	Jacalyn Smith	Motion to approve Minutes as written.

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	No funds have yet been expended for operating year. Budget still remains for this year thru 6/30/2019. National Association of Preservation Commission of \$100.00	-0-	N/A

Old Business

Topic	Discussion	Outcome
1) Update on Oxford Historic District National Register Nomination Additional Documentation and Boundary Increase project	1) Cheryl and Tony both received e-mail from Heather Slane telling them that she is frustrated that it is bogged down at the State Preservation Office. There are 18 nominations in front of ours and no idea when it will be coming back to us for revisions.	
2) Update on Williamsboro-Military St. District and Oxford National Guard Armory	2) Tony has to make appointments with Jacqueline and Cheryl to get this underway over the next six weeks or so. After October 15 th . Tony reached out at Jen Broughs at the Preservation Office. Took over responsibility from Claudia Brown who retired this summer. Having trouble getting Jen to call back. Tony already has the application and a sample that is already completed.	

<p>nominations application funding requests</p>		
<p>3) 2019 Photo Contest</p>	<p>3) Photo Contest – Update from Derreck Brown: Contest ended on August 23, 2019. Provided all members, via e-mail and Google Drive, access to the photos (without names associated) to cast blind vote. Heard from everyone except Tony Armento and Mark Pace. Reached out to The Hub for date. October 15, 2019. Cannot be done on the Board Meeting (rescheduled). Will reach out to The Hub to schedule for October 22, 2019. Uptown 101 will be do the catering. Will follow up with Uptown regarding October 22, 2019. Lisa Schons will help with the photos, frames, certificates, etc.</p>	
<p>4) Welcoming Program Activities</p>	<p>4) Welcoming Program Activities – Kelly and Lisa are absent. Will get an update at the October 17th meeting. Kelly needs to reach out to the new people to welcome them to the Oxford. Kelly needs addresses. Kelly is putting together a packet. Lisa was going to find out about getting the Oxford books in bulk. Lisa did reach out to the Museum but does not have an answer yet. Kelly also needs to get together with Cheryl to learn how to go to the Deeds Record to identify properties that have been sold. Time is of the essence because new people are moving in.</p>	
<p>5) Public Ledger Articles</p>	<p>5) Public Ledger Articles – Tony has the updates from Derreck and will be submitting to the Ledger next week. Picture was provided.</p>	

6) Property of the Month

6)Property of the Month- 213 High Street will replace the Villa House. Derreck will update website.

7) Re-start of Historic District walking Tours and Granville County grant application

7) Re-Start of Historic District walking Tours and Granville County grant application- Tony reached out to Mary Yount about meeting with Derreck and Tony for dates of possible meetings. Derreck indicated that PocketSight website regarding cost. PocketSight indicated that they would not charge us for usage. Just need approval to publish when it is ready. Check was submitted for the grant to Angela Allen.

8)Regional Education Event

8) Regional Education Event -11/14/2019. Mark was able to secure the large room. Jacalyn may have a conflict and will not be able to attend. She will check and confirm. Want Amber Stimson to know about this. Concern about the quality of the AV system in that room. Mark Pace indicated it was fixed but will confirm. The speaker has more than 32 years in the field. Developed the Training program for people in preservation (CAMP). Cheryl asked Tony to send her Dan Becker's bio. Tony indicated he would do so. Mr. Becker will focus on the benefit of HPC to the local economy and individual property values. Also to clarify misunderstandings around the directive/charge of HPC. Also discussion around tax benefits.

<p>9)Lighting of the Greens participation</p>	<p>Will discuss further during the October meeting.</p>	
<p>10) HPC Database</p>	<p>Mark Pace now has the database from Gary Weaver. Tony would like to send first class letter to all people. Letter contained flyer about the Regional Event date. Use this opportunity to request that information from attendees. Lisa maintains the oxfordhpc@yahoo.com in response to the request. Want to set up the Database in an Excel format so that one can use mail merge. Property Owner, Address. Tony would prefer in Word document format. Derreck will provide both. Need to send out notification about the end of October. Also send it to Facebook, Granville County and Oxford Connected. Tony will provide the sheet.</p>	
<p>11) Plaque Program</p>	<p>The plaque program is now on the website. Gary will get pricing from Erie Landmark so Derreck can update the website.</p>	
<p>12) Recording Secretary position</p>	<p>Person of interest declined. Derreck mentioned possibility of using high school student. Also, Jacalyn mentioned community college attendees. Cheryl will look as well.</p>	
<p>13) COA application form revision</p>	<p>Updated COA that explicitly states that the property owner should read the guidelines. Tony strengthened the application by providing a more affirmative statement about the guideline. Also, on the application form, the property owner should provide citations. Changed Cheryl's title from Planner to Planning Director.</p>	<p>HPC Members approved (Mark, Jacalyn, Derreck and Tony)</p>

COA APPLICATION REVIEW #1: Rosalyn Green

Mary Potter School Shop, 1927

Property Address: 201 E. McClanahan Street, Oxford, N.C.
 Sworn stakeholders: Rosalyn Green
 Property type: Commercial
 Project type: Replace metal shingle roof standing seam metal or asphalt shingles
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>Approval to not match the current metal shingle roof (500 sf) that was installed in 1926. Cost comparison from several roofing company indicate a signification savings. Replace existing metal shingle roof with a standing seam metal or asphalt shingles.</p>	Height of proposed Structure	X	<p>Derreck Brown made a motion to deny the COA based on incongruency on the Oxford Design Guidelines 5.100, 5.104, 5.306. It was seconded by Jacalyn Thomas. Mark Pace voted against. Tony Armento denied. Overall motion to deny.</p>
	Setback/placement of structure	X	
	Exterior Construction Materials	N	
	Exterior Colors	N	
	Architectural Details	X	
	Roof (shape/form/materials)	N	
	Doors/Windows/Fenestrations	X	
	General form and proportion	N	
	Appurtenant fixtures	X	
	Structural Conditions	X	
	Trees	X	

* 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: 201 E. McClanahan Street, Oxford, N.C.
 Sworn stakeholders: Rosalyn Green
 Property type: Commercial
 Project type: Removal of brick chimneys
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to remove brick chimneys.</p>	Height of proposed Structure	X	<p>Secretary of Interior Standard for Rehabilitation. Standard #4 kept in mind during deliberation (not gained historic significance). No mention in Section 5, but mention in 9.102. Ancillary structure. Jacalyn Thomas made a motion that the COA was congruent with the Oxford Design Guidelines 9.102 so therefore should be approved. It was seconded by Mark Pace.</p> <p>The HPC voted unanimously to approve.</p>
	Setback/placement of structure	X	
	Exterior Construction Materials	X	
	Exterior Colors	X	
	Architectural Details	X	
	Roof (shape/form/materials)	X	
	Doors/Windows/Fenestrations	X	
	General form and proportion	X	
	Appurtenant fixtures	X	
	Structural Conditions	X	
	Trees	X	

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COA APPLICATION REVIEW #3 : Mark Hicks Kingsbury-Bryan House c. 1842

Property Address: 303 High Street; Oxford, N.C.
 Sworn stakeholders: Mark Hicks
 Property type: Residential
 Project type: Addition of masonry chimney to the rear elevation of secondary structure to be painted white or unpainted older, oversize tumble brick.
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval build masonry fireplace between 2 windows on detached building behind main house. View of chimney is from Belle Street side. Detached building was built in the late 80's, early 90's.	Height of proposed Structure	C	Derreck Brown made a motion that the COA regarding the chimney and choice to leave the chimney unpainted was congruent with the Oxford Design Guidelines 11.100, 11.101, 11.103, 11.200, 11.201 so therefore should be approved. It was seconded by Mark Pace. The HPC voted unanimously to approve.
	Setback/placement of structure	C	
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details	C	
	Roof (shape/form/materials)	X	
	Doors/Windows/Fenestrations	X	
	General form and proportion	C	
	Appurtenant fixtures	X	
	Structural Conditions	X	
	Trees	X	

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COA APPLICATION REVIEW #4 : John Anderson **Cozart-Cannady House, 1870s**

Property Address: 308 Main Street; Oxford, N.C.
 Sworn stakeholders: Ali Bhutar
 Property type: Residential
 Project type: Installation of solar electric panels on rear single-story flat roof.
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
Install solar panels on 1st story, flat roof at rear of house. Will integrate with existing electrical service. Panels will not be visible from the ground level street or any adjacent structure. Will not require any alteration to roof or house.	Height of proposed Structure	C	Jacalyn Thomas made a motion that the COA was congruent with the Oxford Design Guidelines 5.202 so therefore should be approved. It was seconded by Mark Pace. The HPC voted unanimously to approve.
	Setback/placement of structure	C	
	Exterior Construction Materials	X	
	Exterior Colors	X	
	Architectural Details	X	
	Roof (shape/form/materials)	X	
	Doors/Windows/Fenestrations	X	
	General form and proportion	X	
	Appurtenant fixtures	X	
	Structural Conditions	X	
Trees	X		

- * See attached HPC worksheet for full details of factors considered
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Summary of Approved Minor Works: No minor works since the last meeting in August

COA Renewal: There were none of these since the last meeting.

Demolition by Neglect: There are none at this time.

New Business

Topic	Discussion	Outcome
Remediation, Compliance and Enforcement	<p>A mature tree was removed from Rectory Street on Sunday morning without a COA. Cheryl will have this person to bring an application after the fact.</p> <p>Additional discussions around the Preservation Ordinance have several fines that can be applied. The power to fine is vested in the city. Letter d of the ordinance, if a complete application is not submitted a penalty can be imposed. \$50 a day, not to exceed \$500. Additional research will be done by Cheryl related to tree removal that was not authorized by the HPC.</p> <p>226 College Street. Cheryl welcomed them and reached out about the need for new residents to reach out to the HPC for COA Applications.</p>	HPC are in agreement.

Motion to Adjourn	1st	2nd	Outcome
	Mark Pace	Derreck Brown	By unanimous decision, the HPC adjourned at 8:04p.m.

Date of Next Meeting: Thursday, October 17, 2019

Minutes Prepared by: Derreck Brown