

Historic Preservation Commission Meeting Minutes September 21, 2017

Call to Order	In Attendance	Absent	Guests
<p>Made by: Tony Armento</p> <p>Time: 6:00p.m.</p> <p>The Chair extended a welcome to new members Schons and Brown before commencing business.</p>	<p>Tony Armento-Chairman Kelly Collins Schram-Secretary Marc Brooks-Treasurer Rick Thomas* Gary Weaver Lisa Schons*(New Member) Derreck Brown*(New Member)</p> <p>Cheryl Hart-Planning Director Lu Anne Gilligan-Recording Secretary</p> <p>*Ethics Statements read by: Derreck Brown, Rick Thomas and Lisa Schons</p>		<p>Victor Russell-Applicant for Masonic Home for Children Steven Stockton-Applicant 210 College Street Don McLean-For Dr. SB Lewis Jr. Applicant 312 Main Street</p>

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	8-17-2017	Gary Weaver	Rick Thomas	Motion to approve minutes as written

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	\$1236.00	\$319.00-Stewardship Plaques	\$917.00

Old Business

Topic	Discussion	Outcome
<p>Update to Oxford Historic District period of significance project</p>	<p>Cheryl Hart stated that the agreement was signed and the two (2) copies were sent to the State September 5th. Cheryl is waiting to hear from the State concerning what the next step will be.</p>	<p>Cheryl Hart mailed the signed copies back to the State and is now waiting to hear what the next step will be.</p>
<p>Update regarding former St. Catherine of Sienna RC Church building: landmark designation generally</p>	<p>A community group met two times and Tony Armento attended both. Tony also spoke with Ramona Bartos, the SHPO officer. Ms. Bartos’ advice was for the HPC not to do anything at this point concerning the church building but instead wait and see what would take place with the Section 106 Review and the update to the survey of architecturally significant properties.</p> <p>The HPC had also asked Gary Weaver to look into landmarks. Gary reported that he had emailed Claudia Brown of the SHPO about landmark information. Ms. Brown said there are potentially two problems: (1) The Owner has to consent to the property becoming a landmark and (2) The City has to approve the designation. The HPC also must have a consultant to do the legwork before the information is ready to take to the BOC. At this time Ms. Bartos sent names of consultants to Gary and one was Mary Ruffin Hansbury who was instrumental in helping set up the HPC ten years ago. Gary spoke with Ms. Ruffin Hansbury who stated that for \$3000 would do the report if the HPC decides to pursue this project further.</p> <p>Two of the HPC members will attend the next community meeting on Monday, October 2nd at 6:30p.m.</p>	<p>Tony Armento attended the two (2) community meetings about saving the Catholic Church. Ramona Bartos from SHPO told advised Tony that the HPC should do nothing and wait to see what happens with the Section 106 review. Gary Weaver spoke with Claudia Brown about landmarks. Ms. Brown explained that a consultant would be needed and a list was provided. Gary reached out to Mary Ruffin Hansbury who said she would be interested if the HPC decides to pursue.</p> <p>Two people from the HPC will attend the next community meeting October 2nd at 6:30.</p>

**Visibility initiative/2017
Goals update:**

- (1) Welcoming Committee – Gary Weaver reported that he has visited two newcomers to the Historic District, visited the Realtors and Chamber of Commerce
- (2) Community Events – the HPC decided to have a table and pass out homemade cookies to the community at the Lighting of the Greens on the 1st Friday in December. People in charge of: Banner (Tony), Tablecloth (Lisa), Cookies (Lu Anne), Decorations (Marc) and Table (Gary).
- (3) Walking Tours- Christine Sims, the former Park and Recreation Director, has sent via email all of the information that was used in the tours last year. Tony also had an opportunity to introduce himself to the City Manager, and will inquire if the Parks and Recreation Department would be interested in helping again with the Walking Tours.
- (4) Recurring columns in the OPL – Tony reported that two articles have run in the OPL and Erika Brooks is writing the next article on the Photo Contest which will run in October.
- (5) Tony also introduced to the HPC members the idea of including recent OPL articles on the HPC website and/or Facebook page. The HPC has five recent articles in the OPL:
 - (1) May 25- Stewardship Award - written by Lynn Allred
 - (2) June 1- Tony’s HPC Annual Report to BOC- written by Lynn Allred

Welcoming Committee: Gary is busy visiting newcomers to the Historic District, Chamber of Commerce and Realtors.

Community Events – The HPC is going to be a part of the “Lighting of the Greens” on the 1st Friday in December.

Walking Tours-Tony and Gary will collect the tour information from Christine Sims, who has moved away, and determine if the Parks and Rec. Department will again participate with the tours.

Recurring Columns in the OPL- Two articles have already been in the OPL and the third will run in October.

Tony suggested that articles about the HPC be included in the HPC website and/or Facebook page, and the members decided to do so.

- (3) June 22 – first HPC “This Old House Oxford” article
- (4) August 17 - second HPC “This Old House Oxford” article
- (5) August 21 – Press Release on the new HPF Grant – written by Tony

Tony suggested naming the website section “HPC in the News” and Marc suggested putting it on a “Press” tab. Kelly will contact Lynn at the OPL about obtaining the articles about the HPC.

- (6) Community Education Session has been scheduled for Wednesday, November 15th at 6:00 p.m. in the Richard Thornton Library. Mitch Wilds, the Restoration Services Branch Supervisor of the NC State Preservation Office will be the presenter. Mr. Wilds will speak on Preservation Techniques and Products, a topic chosen by the HPC in January. Kelly Collins will announce the meeting on the website, Facebook page, and “Connected Oxford,” Lisa Schons will post it on the “Next Door” app, and Tony will prepare a Press Release for the OPL. Tony will also prepare a Flyer for Gary to print and place in downtown store windows, hoping to reach as many people as possible since the HPC budget is insufficient for direct mailing to property owners.

The Community Education Session will be held Nov. 15th at the Thornton Library. Mitch Wilds will be the presenter and speak on Preservation Techniques and Products. Notification of the event will be placed on the HPC website, Facebook, Next Door, and Connected Oxford. A Press Release will be placed in the OPL and a flyer passed out around town in order to reach as many people as possible.

- (7) Tony reported that when the digital pictures of all of the homes in the Historic District are received from the survey update, they will be added to the website which should be within the next two years.

Tony reported that the HPC will be able to place the digital pictures of all of the homes in the Historic District on the website once the new Nation Register survey is completed.

Photo Contest	Next month the HPC will get a report from Marc Brooks about greater participation in the Photo Contest or discontinuing it.	Marc Brooks will report next month on gaining greater participation for the photo contest.
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COA APPLICATION REVIEW #1: Stephen Stockton

Stark-Mayes House –Built 1906

Property Address: 210 College Street, Oxford, N.C.
 Sworn stakeholders: Stephen Stockton
 Property type: Residential
 Project type: Addition of white painted wood railings (with balusters) to front porch
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner requests to install a white painted treated wood railing (with balusters) to the front porch. *Pictures are included	Height of proposed Structure	C	Gary Weaver made a motion that the application is congruous with the Oxford Design Guidelines 7.103, 7.105 & 7.106 and therefore should be approved. Marc Brooks seconded.
	Setback/placement of structure	N/A	
	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	C	
	Trees	N/A	The HPC voted unanimously to approve.

* 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: Victor Russell –Masonic Home for Children at Oxford, Inc.
Orphanage Superintendent’s House – 1918

Property Address: 500 College Street, Oxford, N.C.
 Sworn stakeholders: Victor Russell
 Property type: Residential
 Project type: Addition of white painted wood railing (with balusters) to front porch
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner requests to replace the rotting railing of the front porch with an exact railing which will be a white painted wood (with balusters).	Height of proposed Structure	C	Marc Brooks made a motion that the application is congruous with the Oxford Design Guidelines 7.100, 7.103 & 7.106 and therefore should be approved. Rick Thomas seconded.
	Setback/placement of structure	N/A	
	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	C	
	Trees	N/A	The HPC voted unanimously to approve.

* See attached HPC worksheet for full details of factors considered
 ** C = Congruent with Historic Aspects of Historic District
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Property Address: 312 Main Street, Oxford, N.C.
 Sworn stakeholders: Don McLean
 Property type: Residential
 Project type: Replace front porch beams in white painted wood
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner requests to replace the rotted structural beams of the front porch. There will be no other changes or alterations to the house. The beams will be treated wood and painted like color (white) as current beams.</p>	Height of proposed Structure	N/A	<p>Marc Brooks made a motion that the application is congruous with the Oxford Design Guidelines 7.100, 7.103, 7.104 & 7.106 and therefore should be approved. Dereck Brown seconded.</p> <p>The HPC voted unanimously to approve.</p>
	Setback/placement of structure	N/A	
	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	C	
	Trees	N/A	

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Summary of Approved Minor Works

<i>Property Owner Address</i>	<i>Description</i>	<i>HPC authorization</i>
<u>Oxford United Methodist Church 105 McClanahan St. Oxford, N.C.</u>	<i>The United Methodist Church would like to replace their brick staircase and handrails in front of the church.</i>	Cheryl Hart and Tony Armento signed off on this project since there were no changes being made.

COA Renewal: There are none at this time.

Demolition by Neglect: There is nothing at this time.

New Business

Topic	Discussion	Outcome
Update to NCSHPO Manual	<p>Tony passed out three pages to replace three pages concerning Historic Preservation Tax Credits at the back of Section 4.3 in the HPC Manual. Tony also passed out a new COA review checklist to replace the one in Section 5.3 of the Manual.</p> <ul style="list-style-type: none"> Copies are included 	Tony passed out new Section 4.3 and 5.3 for the HPC Manual
	Tony would like to revise the Stewardship Award to allow property owners who	Tony will write a revision for

<p align="center">Revision to Stewardship Award Policy</p>	<p>complete “Repair/Maintenance Projects” to self-nominate. The HPC already considers all other projects, including minor works, because they require submission of an application for a COA.</p> <p>Tony will write a revision and bring before the HPC next month.</p>		<p>the Stewardship Award that would allow property owners who complete Repair/Maintenance projects to self-nominate for the Award.</p> <p>Tony will bring the revision before the HPC next month.</p>
<p>Motion to Adjourn</p>	<p>1st</p>	<p>2nd</p>	<p>Outcome</p>
	<p>Marc Brooks</p>	<p>Kelly Collins Schram</p>	<p>By unanimous decision, the HPC meeting adjourned at 7:36 p.m.</p>

Date of Next Meeting: Thursday, October 19, 2017

Minutes Prepared by: Lu Anne Gilligan