

**Historic Preservation Commission
Meeting Minutes
December 08, 2016
Special Called Meeting**

Call to Order	In Attendance	Absent	Guests
<p>Made by: Tony Armento</p> <p>Time: 6:07p.m.</p>	<p>Tony Armento-Chairman Rick Thomas-Vice Chairman Kelly Collins-Secretary Christine Sims-Treasurer Marc Brooks</p> <p>Cheryl Hart-Planning Director Lu Anne Gilligan-Recording Secretary</p> <p>**Ethics Statements read by: Rick Thomas, Marc Brooks and Chris Sims.</p>	<p>Joe Bryan – New Appointed Member by the BOC in November</p>	<p>Donald Wright- Applicant at 104 Rectory Street Phillip Paulson- for Francis Winston- Applicant at 611 College Street Whitney Wicker-for Susan and David Wicker-Applicant at 404 College Street</p>

Approval of Minutes	Date of Minutes	Motion to Approve	2nd	Outcome
	10-20-2016	Marc Brooks	Chris Sims	Motion to approve minutes as written.

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	Nothing to report at this time.	-0-	Nothing to report at this time.

Old Business

Topic	Discussion	Outcome
Adoption of Revised Design Guidelines	Tony reminded everyone that there has been 13 long hard months of work with 100 to 200 hours going into this project and how wonderful it was to have it finished.	Christine Sims made a motion that the Revised Design Guidelines be adopted with an effective date of December 9, 2016, and any COA's coming before this Commission to be reviewed under the new guidelines. Kelly Collins Schram seconded it. HPC voted unanimously to approve.

COA APPLICATION REVIEW #1: Francis Winston

Property Address: 611 College Street, Oxford, NC
 Sworn stakeholders: Phillip Paulson for Francis Winston
 Property type: Residential
 Project type: Replace concrete steps, replace concrete walkway, an addition of a 12 X 16 deck, install gutters, Replace existing windows with vinyl windows, paint foundation bricks, pave driveway, install Shutters and remove two(2) mature trees

HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The Meadow’s House built in 1911</p> <p>The present homeowner (Francis Winston) would like to:</p> <p>(1) Replace existing concrete steps with brick steps and replace concrete walkway with brick pavers that lead up to these steps. The pattern of the brick will either be a Herringbone or Basket weave and dark red in color. No handrails since there are only three steps.</p> <p>(2) Build a 12 X 16 uncovered porch in the rear of the home with white wood railings. They will use treated wood and it will fit in with the style of the house with the columns and the deck wood will be natural with lattice skirting painted white at the bottom since it is six feet high from the ground.</p> <p>(3) Install black or white aluminum gutters around entire house</p> <p>(4) Replace existing windows with vinyl replacement windows</p> <p>(5) Change foundation brick color from gray to off white</p> <p>(6) Paving the driveway from the street to deck in rear of house</p> <p>(7) Install raised two panel shutters in cedar or pine and painted black or dark gray in color. They will be 14” wide and length of window.</p>	Height of proposed Structure	(2)C	<p>(1) Marc Brooks made a motion that the steps, walkway and material described are congruent with the Oxford Design guidelines and should be approved. It was seconded by Kelly Collins Schram.</p> <p>HPC voted unanimously to approve.</p> <p>(2)Chris Sims made a motion that the height, form, color and materials are all congruent with the Oxford Design Guidelines and should be approve. It was</p>
	Setback/placement of structure		
	Exterior Construction Materials	(1)C(2)C(3)C (4)NC(6)C(7)C	
	Exterior Colors	(1)C(2)C(3)C (4)C(5)C(6)C(7)C	
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion	(1)C(2)C(7)C	
	Appurtenant fixtures		
Structural Conditions			
Trees	(8)Tabled		

(8) Removal of two (2) mature trees (one which is badly pruned and one which shows disease) and replace with four (4) smaller Red Maple and Sugar trees - 12 to 14' high and a 4 1/2 to 5" trunk.

(611 College Street Continued)

seconded by Rick Thomas.
HPC voted unanimously to approve.

(3) Marc Brooks made the motion that the gutter materials and color were congruent with the Design Guidelines and should be approved. Kelly Schram seconded it. HPC voted unanimously to approve.

(4) Kelly made a motion to deny this project due to the material being incongruous with the Oxford Design Guidelines. It was seconded by Rick Thomas. HPC voted unanimously to deny.

(611 College Street Continued)

(5) Marc Brooks made a motion that the foundation brick color change is congruent to the Oxford Design Guideline and should be approved. It was seconded by Rick Thomas. HPC voted unanimously to approve.

(6) Rick Thomas made a motion that the paved concrete driveway is congruent with the Oxford Design Guidelines and should be approved. Marc Brooks seconded it. HPC voted unanimously to approve.

(7) Rick Thomas made a motion that the installations of raised wood panel shutters

(611 College Street Continued)

with architectural details are congruous with the Oxford Design Guidelines and should be approved. Kelly Collins Schram seconded it. HPC voted unanimously to approve.

(8) Marc Brooks made a motion to table this project until next month to give the commission members a chance to examine the property. It was seconded by Rick Thomas. 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
 NC = Not Congruent with Historic Aspects of Historic District
 NA = This project does not impact this factor

COA APPLICATION REVIEW #2:David and Susan Wicker

Property Address: 404 College Street, Oxford, N.C.
 Sworn stakeholders: Whitney Wicker
 Property type: Residential
 Project type: Remove two (2) mature trees and relocate two (2) storage buildings in the rear of the property
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The C.D. Ray House built in 1911 The Wickers would like to: (1) Remove (a) large mature maple tree in front yard that is dead along with a (b) mature pecan tree which is rooted at the base of the carriage house and is upending the carriage house foundation and causing deterioration to the carriage house which they are in the process of looking at options to restore. (2) Relocate two (2) 14 X 20 storage buildings currently located behind the carriage house. They	Height of proposed Structure		1. (a)Marc Brooks made a motion that the dead maple presents a danger and should be removed therefore should be approved. It was seconded by Kelly Collins.
	Setback/placement of structure	2-C	
	Exterior Construction Materials		
	Exterior Colors		
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion		
	Appurtenant fixtures		
	Structural Conditions		
Trees	1 (a,b)-C		

<p>would like to move them to the opposite perimeter of the back yard to better evaluate the restoration options of carriage house.</p> <p>*Pictures are included</p>		<p>HPC voted unanimously to approve.</p> <p>(b) Marc Brooks made a motion that the pecan tree was damaging a historic structure and should be removed therefore should be approved. Rick Thomas seconded it. HPC voted unanimously to approve.</p> <p>(2) Kelly Collins Schram made a motion to relocate the storage buildings and that it was congruent to the design guidelines therefore should be approved. Marc Brooks seconded it. HPC voted</p>
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			unanimously to approve.
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COA APPLICATION REVIEW #3: Don and Mary Wright

Property Address: 104 Rectory Street, Oxford, N.C.
 Sworn stakeholders: Don Wright
 Property type: Residential
 Project type: Build a free standing garage and a carport to existing house
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The E.E. Fuller House 1922 -28 The Wrights would like to: (1) Build a free standing 30' X 24' free standing garage- Materials used will be Hardy Plank wood painted gray and to match house, trim will be white and metal roof -wine berry in color. There will be windows on the side facing the back side of homeowner's house with one to two doors and the foundation will be cinderblock painted the same color as building. (2) Addition of a 10' x 52' carport to the existing house—Wood material used painted gray to match house with wine berry metal roof.	Height of proposed Structure	(1)C(2)C	Marc Brooks made a motion that height, form, placement, material and color of both the 10 x 52' carport addition and the free standing garage structure is congruent to Oxford Design Guidelines as presented tonight at this meeting and should be approved. Kelly Collins seconded
	Setback/placement of structure	(1)C(2)C	
	Exterior Construction Materials	(1)C(2)C	
	Exterior Colors	(1)C (2)C	
	Architectural Details	(1)C(2)C	
	Roof (shape/form/materials)	(1)C(2)C	
	Doors/Windows/Fenestrations	(1)C(2)C	
	General form and proportion	(1)C(2)C	
	Appurtenant fixtures	(1)C(2)C	
	Structural Conditions	(1)C(2)C	
Trees		N/A	

			it. HPC voted unanimously to approve.
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Summary of Approved Minor Works

<i>Property Owner Address</i>	<i>Description</i>	<i>HPC authorization</i>
<u>Francis Winston 611 College Street Oxford, N.C. 27565</u>	<i>The Homeowner wanted to repair and replace soffit/fascia boards, replace front door with identical one, repair and replace porch flooring with identical type of wood and paint.</i>	<i>Cheryl Hart and Tony Armento signed off on this project since there were no changes being made.</i>

COA Renewal: There were none at this time.

Demolition by Neglect: There were none at this time.

New Business: There was nothing at this time.

Motion to Adjourn	1st	2nd	Outcome
	Marc Brooks	Kelly Collins	By unanimous decision, the Board adjourned at 7:53p.m.

Date of Next Meeting: Thursday, January 19, 2017

Minutes Prepared by: Lu Anne Gilligan