

Historic Preservation Commission

Meeting Minutes

November 10, 2023

Call to Order	In Attendance		Absent	Guests
Made by: Derreck Brown Time: 1804	Derreck Brown-Chair David Quinn – Vice Chair Carla Pruett-Dubois – Member Dickon Housman- Member Lisa Schons-Secretary Cheryl Hart-Planning Director **Ethics Statements read by: Derrick Brown, Chair		Lou Ann Mitchell – Recording Secretary	1. Mark Hicks, COA Submission 2. Jacqueline & Richard Thomas, COA Submission 3. Barry Byrd (B&M Roofing Contractors), COA Submission 4. Jenny Lee, COA Submission
Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	Not presented		

Summary of Approved Minor Works: None.

Lisa Schons provided the swearing in of the homeowners for his/her COA presentation. No conflicts were stated.

COA APPLICATION REVIEW #1: 100 West Street Old Imperial Tobacco Company ca 1909-1915

Property Address: 100 West Street, Oxford NC 27565
 Sworn stakeholders: Mr. Barry Byrd, B&M Roofing Contractors
 Property type: Contributing Commercial (HomeCare)
 Project type: Replace existing membrane roof with single ply PVC roofing
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
The property owner is requesting COA approval to 1. Room # 17: Partial tear-off, remove single ply and re-install new single ply system 2. Rooms 1, 24, 25, 33, 35, 38, Front Stairs, Roof Shack, Men's Outside Restroom, Riser Room #2 and elevator- Receiver 3. Room #36: Tear off existing (shingles/modified bitumen) & replace with single ply roof Attachments to application packet included: 1. Product Data Sheet 2. Phase II & III Roof Drawing 3. Photographs of existing roof <u>Not included in COA:</u> Existing gutters will be replaced with same type gutters (included in contractor scope/contract of work, not provided to HPC)	Height of proposed Structure		1. David Quinn made a motion that the COA is congruent with Oxford Design Guidelines 5.104 & 5.105 and should therefore be approved.
	Setback/placement of structure		
	Exterior Construction Materials	1.C 2.C 3.C	
	Exterior Colors		
	Architectural Details	1.C 2.C 3.C	
	Roof (shape/form/materials)	1.C 2.C 3.C	It was seconded by Lisa Schons . The HPC voted unanimously to approve. 2. Carla Pruett-DuBois made a motion that the
	Doors/Windows/Fenestrations		
	General form and proportion	1.C 2.C 3.C	
	Appurtenant fixtures		
	Structural Conditions	1.C 2.C 3.C	
	Trees		

<p><u>Not included in COA:</u> Existing gutter downspouts are PVC pipe, will be replaced with 3x4" white, galvanized downspout (Picture #5- inside courtyard- not visible from exterior of building, Picture #6- Roof Shack). If existing drainage, downspouts will tie into drainage, if not, will be diverted to courtyard (included in contractor scope of work/contract, not provided to HPC)</p> <p>Commission unanimously agreed to allow amendment to COA to include gutters & downspouts as described</p>		<p>COA is congruent with Oxford Design Guidelines 5.104 & 5.105 and should therefore be approved.</p> <p>It was seconded by Lisa Schons.</p> <p>The HPC voted unanimously to approve.</p> <p>3. David Quinn made a motion that the COA is congruent with Oxford Design Guidelines 5.104 & 5.105 and should therefore be approved.</p> <p>It was seconded by Lisa Schons.</p>
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			<p>4. Amendment to COA for gutters & downspouts. David Quinn made a motion that the COA is congruent with Oxford Design Guidelines and should therefore be approved.</p> <p>It was seconded by Lisa Schons. 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: Mark Hicks (Agent for O. Steffanella) Henry Furman House Italianate ca 1900

Property Address: 226 College Street, Oxford NC 27565
 Sworn stakeholders: Mark Hicks
 Property type: Contributing Residential property
 Project type: Landscaping (additional request from previous COA)
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The property owner is requesting COA approval to</p> <p>1. Revised landscaping with lighting- adjustments made to hedge height based on previous COA, current includes Seagull (8239-1224) 5 80" black lamp posts with 3 candelabra LED bulbs and 10 Vista (4704) black pathlights with 2 watt LED bulbs</p> <p>Attachment to application included: 1. Landscaping diagram</p> <p>Commission also agreed to include review of the paint trim colors and shingles based on discussions in the previous meeting.</p> <p>2. Paint trim- SW 2739 Sherwin Williams Charcoal Blue- swatch provided- not reviewed, aligned with current color</p> <p>3. Paint doors, windows, trim- white- not reviewed, aligned with current color</p> <p>4. Paint siding- SW 2739 Sherwin Williams Charcoal Blue- swatch provided</p>	Height of proposed Structure		1. Lisa Schons made a motion that the COA is congruent with Oxford Design Guidelines 16.104 & 16.106, and therefore be approved.
	Setback/placement of structure		
	Exterior Construction Materials	5.C	
	Exterior Colors	2.C 3.C 4.C	
	Architectural Details		
	Roof (shape/form/materials)	5.C	It was seconded by David Quinn.
	Doors/Windows/Fenestrations		
	General form and proportion		
	Appurtenant fixtures		The HPC voted unanimously to approve. 5. Lisa Schons made a motion that the COA is congruent with Oxford Design
	Structural Conditions		
	Trees/Landscaping	1.C	

5. Shingles- Max-def Mora Black Landmark Shingle - sample provided

Discussion: Richard & Jacqueline Thomas (224 College St., Oxford, NC-neighbor)- provided site plan

- Concerns included
 - Proposed 6ft wooden fence which borders 224 College Street property. New fence may impede car door swing if the new fence extends from the back of the chimney upward to College Street. New owner does not intend to place a fence along 224 College Street driveway, only along the back of 226 College Street property parallel to College Street and up to the back of chimney on 226 College Street, which will not impact use of the driveway. Current fence is for safety purposes only and will not remain.
 - Current 6 foot privacy fence is not thought to be adequate. Requesting that height of fence be extended to 8 ft., the same as the Ritz house behind 224 College Street. Based on current guideline 14.203, any side fence has to

Guidelines 5.104, and therefore be approved.

It was seconded by Carla David Quinn.

The HPC voted unanimously to approve.

be 4ft in the front and 6ft in the back, so not addressed.

- Requested that HVAC not be placed on 224 College Street side due to concerns of increased noise. This is the only place that the units can be placed as the Rectory Street side of the home would not be approved, Mr. Hicks offered that current HVAC units are much quieter. Per guideline 8.100, utilities visible from the street must be screened from view with vegetation. While not technically visible from the street, the request is to shield units to reduce sound. Mr. Hicks agreed to speak to the homeowner regarding installing vegetation. Units will not be installed before January, however, freon and electricity must be placed prior to installation, Mr. Hicks agreed to submit landscaping drawing to show where units will be placed once units are ready to be installed and speak to home owner will agree to place one of four units along back of home and three on 224 College Street side of home as proposed

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| <ul style="list-style-type: none"> - Mr. Hicks expressed concerns with delays in permit process as permits cannot be approved without HPC approval - Mr. & Mrs. Thomas referred to Cheryl Hart for further discussion as HVAC is not part of the current COA | | | |
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COA APPLICATION REVIEW #3: Jenny Lee
Revival ca. 1880s

Chapman-Hummel House Italianate Colonial

Property Address: 415 College Street, Oxford NC 27565
 Sworn stakeholders: Jenny Lee
 Property type: Contributing Residential
 Project type: Patch and point up inside foundation curtain wall non-brick on right, left and rear, power wash stone wall including refill mortar joints, cap chimney and straighten porch column
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
Applicant sworn in prior to presentation of application. The property owner is requesting COA approval to 1. Patch and point up inside foundation curtain wall non-brick on right, left and rear -includes inside and outside the curtain wall and includes patching and will not be visible once dirt is backfilled -materials include: cement type S as per page 44 of Guidelines, orange mortar sand, Quickrete concrete, interior curtain wall material picture shown 2. Power wash home -power washing on a concrete base does not need to be reviewed, maintenance of concrete only, no changes to existing structure 3. Cap chimney -repair bricks and mortar on existing chimney and place chimney cap	Height of proposed Structure		1. Dickon Housman made a motion that the COA is congruent with Oxford Design Guidelines 3.103 and should therefore be approved.
	Setback/placement of structure		
	Exterior Construction Materials	1.C, 3.C	
	Exterior Colors		
	Architectural Details	3.C, 4.C	It was seconded by Carla Pruett-DuBois.
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion	4.C	
	Appurtenant fixtures		The HPC voted unanimously to approve.
	Structural Conditions	1.C, 3.C	
	Trees		

<p>-pictures of existing chimney with no cap and proposed chimney cap provided</p> <p>-209 Raleigh St offered as an example of chimney cap</p> <p>4. Straighten porch column</p> <p>-Left outer column is leaning, contractor will attempt to jack up column and move column back in place.</p> <p>-if unsuccessful, column will need to be demolished, base will be rebuilt with cinder block and concrete, with exterior cement to be blown on to match texture of existing concrete and painted the same color as the home</p> <p>-material and appearance on the outside of the column should be equal to or as close as possible to the existing column, thought to be pebble dash texture currently.</p> <p>-paint color does not need to be reviewed</p> <p>Applicant provided pictures of each proposed work which included existing structures and proposed updates.</p>		<p>3.Dickon Housman made a motion that the COA is congruent with Oxford Design Guidelines 5.100 & 5.204 and should therefore be approved.</p> <p>It was seconded by Carla Pruett-DuBois</p> <p>The HPC voted unanimously to approve.</p> <p>4. Dickon Housman made a motion that the COA is congruent with Oxford Design Guidelines 3.100, 7.103 & 7.104 and should therefore be approved.</p>
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			<p>It was seconded by Carla Pruett-DuBois.</p> <p>The HPC voted unanimously to approve.</p>
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* See attached HPC worksheet for full details of factors considered

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COA APPLICATION REVIEW #4: Connor Smith - Not Present

Property Address: 415 College St. , Oxford NC 27565
Sworn stakeholders:
Property type: Contributing Residential
Project type:
HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
No discussion.	Height of proposed Structure		
	Setback/placement of structure		
	Exterior Construction Materials		
	Exterior Colors		
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion		
	Appurtenant fixtures		
	Structural Conditions		
	Trees		

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Old Business

Topic	Discussion	Outcome
(1) Walking Tour Pamphlets & Walking Tour	<ul style="list-style-type: none"> -Pamphlets are available, provided to members. Derrick is pending discussion with Angela Allen, Granville Tourism, to provide pamphlets -Walking tour audio on Pocket Site is available, Derrick just needs to load audio against the tour. Sections of the recording are corrupted but Derrick does not want to hold this process any longer -Derrick needs to submit final justification to Angela who will submit to Hack. Funds returned are +/- \$500.00 and to be used for remaining funds for the tour 	<p><i>(1) To be placed on HPC webpage (front of pamphlet) on front page as well as a link to the actual Walking Tour</i></p> <p><i>(2) Derrick to submit final justification to Angela Allen</i></p> <p><i>(3) Derrick to load Walking Tour audio to Pocket Site</i></p>
(2) Lighting of the Greens	<ul style="list-style-type: none"> -First Friday in December (02DEC2022 at 1600) -Cheryl submitted information to ensure that HPC gets the same spot in front of The Hub, but the recipient was OOO due to illness, Cheryl will follow up and cc Derrick - Derrick has the tent, Lisa has the doll house. Derrick will also bring tables. Jeff may also be asked to help set up. - Cookies will be provided. Members were encouraged to bake goods, but can purchase. Place 3-4 in a ziploc bag. -Raffle- do we want to make a cake again? Lou Anne (provided cake for last raffle, will not be able to provide cake this year. Suggestion made to reachout to Strong Arm for desert box, Rise for baked goods, Harvest for baked goods. - Members agreed that a baked goods basket would be a good idea. 	<p><i>(1)Derrick will bring tables and tent, Lisa will bring doll house</i></p> <p><i>(2) Derrick will reach out to Strong Arm, Rise, Harvest regarding a baked goods basket</i></p>

New Business

Topic	Discussion	Outcome
(1) Happy Birthday to Dickon!		<i>We all sang, of course! (okay to delete)</i>
(2) 226 College St	<p>-Cheryl discussed that Mr. Hicks should be cognizant that he needs to bring all requests to the Commission moving forward to ensure that all requests can be addressed, discussed and voted on appropriately</p> <p>-Derrick discussed the fact that the building permit cannot be approved unless/until the landscaping plan is approved by the Commission</p> <p>- Mr. Hicks received an expedited demolition permit</p> <p>-Derrick proposed to reach out to Mr. Hicks to ensure that he fully understands the outcome of tonight's meeting and its decisions</p> <p>-Members agreed that this would be acceptable</p>	<i>(2) Derrick will reach out to Mr. Hicks</i>

Motion to Adjourn	1st	2nd	Outcome
	Carla Pruet-DuBois	Lisa Schons	The HPC adjourned at 1949.

Date of Next Meeting: Special meeting on 20NOV2022

Minutes Prepared by: Carla Prueff-Dubois