

# Historic Preservation Commission

## Meeting Minutes

### November 10, 2022

Call to Order	In Attendance		Absent	Guests
<b>Made by:</b> <b>Derreck Brown</b>  <b>Time:</b> <b>7:55p.m.</b>	Derreck Brown-Chair David Quinn – Vice Chair Carla Pruett-Dubois – Member Lillie Armstrong - Member Lisa Schons-Secretary Dickon Housman-Member  Cheryl Hart-Planning Director  **Ethics Statements not read, but understood by Commission members		Lou Ann Mitchell – Recording Secretary	1. James Johnson, COA Submission
Approval of Minutes	Date of Minutes	Motion to Approve	2 <sup>nd</sup>	Outcome
	09MAY2023			

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

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

**COA APPLICATION REVIEW #1: Mr. Metz****Mattie B Harris CA1986**

Property Address: 108 Front Street, Oxford NC 27565  
 Sworn stakeholders: Mr. Johnson, representing Conner Smith  
 Property type: Non-Contributing Residential  
 Project type: Flush mounted solar panels on roof  
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<b>The property owner is requesting COA approval to</b> 1. Flush mounted solar panels on roof -No existing materials- new installation -Proposed materials: -Black Mission Solar Energy Panels x 15  COA Packet includes: -COA Checklist -Structural Certification for Installation of Residential Solar Letter - Overhead pictures of roof with proposed solar panel placement -Photovoltaic Roof Mount System Permit with schematic -Appointment of Lien Agent Document  Mr. Johnson further offered that the panels will not be visible from the front of the property.  Discussion: None Deliberation: None			1. Lisa Schon made a motion that the COA is congruent with Oxford Design Guidelines 5.202 and should therefore be approved.
	Setback/placement of structure		
	Exterior Construction Materials	1.C	
	Exterior Colors		It was seconded by David Quinn.
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		The HPC voted unanimously to approve.
	General form and proportion		
	Appurtenant fixtures		
	Structural Conditions		
	Trees		

Mr. Johnson reminded that work needs to commence within the next 6 months, if not, he will need to re-submit a COA for the work.			
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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

**New Business**

Topic	Discussion	Outcome
None		

**Old Business**

Topic	Discussion	Outcome
None		

Motion to Adjourn	1 <sup>st</sup>	2 <sup>nd</sup>	Outcome
	Carla Pruett-DuBois	David Quinn	The HPC adjourned at 7:59pm.

Date of Next Meeting: 26JAN2023  
Minutes Prepared by: Carla Pruett-Dubois