

Historic Preservation Commission

Meeting Minutes

March 16, 2017

Call to Order	In Attendance	Absent	Guests
<p>Made by: Tony Armento</p> <p>Time: 6:03p.m.</p>	<p>Tony Armento-Chairman Christine Sims-Vice Chair Kelly Collins-Secretary Marc Brooks-Treasurer Gary Weaver</p> <p>Cheryl Hart- Planning Director Lu Anne Gilligan-Recording Secretary</p> <p>** Ethic Statements were read by: Kelly Collins, Gary Weaver and Chris Sims</p>	<p>Rick Thomas Joe Bryan</p>	<p>Derreck Brown-Applicant-213 High St.</p> <p>Leslie & Preston Johnson-Applicant-219 Main St.</p> <p>Michael Currin-Applicant-140 College St., along with Robert Powell, Lauren Gabel, Lauren Currin, Sandy Gabel and Clarence Lemons representing St. Stephen's Episcopal Church.</p>

Approval of Minutes	Date of Minutes	Motion to Approve	2 nd	Outcome
	2-16-2017	Marc Brooks	Kelly Collins	Motion to approve as written.

Treasury Report	Starting Balance	Expenditures since last meeting	Current Balance
	\$1013.76	-0-	\$1013.76

Old Business

Topic	Discussion	Outcome
306 Broad Street Side Yard Fence Update	Cheryl Hart reported that she spoke with Mr. Houseman several times by phone and sent him an email about being at this meeting but something must have happened for him to be a no show. Cheryl will reach out to him about attending the April meeting. It is important that he fill out a COA for his side yard fence that is already installed.	Cheryl Hart spoke with the homeowner at 306 Broad St. about attending the meeting tonight but for some reason he did not. She will reach out to him again about next month's meeting.
2017 Photo Contest	Marc Brooks announced that the updated Press Release for the Photo Contest has been sent via email to all members that reflect all the changes discussed at last month's meeting. Marc will change language to read -winners to be announced on 2 nd Tuesday May 9 th at the BOC meeting and send it to Gary who is working with the OPL on other matters. Kelly will put it on the website and Chris Sims will draw up a flyer to place around town.	Marc Brooks made the necessary changes for the press release for the Photo Contest and got it ready for the OPL and website along with a flyer being drawn up by Chris to be placed around town.
Stewardship Award Policy and 2017 Award	Chris Sims reported that the HPC will table the policy change and revision until a later date in preparation for the stewardship award for the upcoming year and move forward with the process as we have carried out in the past which Chris plans to send out to each HPC member in a couple of weeks via email for a vote in April and presentation in May.	Chris Sims reported that the policy change and revision will be tabled until a later date in preparation for the stewardship award for the upcoming year but will move forward with same process as carried out in past. Chris will send via email

		to all members the choices for them to vote on in April for the presentation in May.
Design Guideline Amendment concerning removal of diseased trees	Marc Brooks is working on the Design Guideline revision for diseased or damaged tree language for members to vote on in April.	Marc Brooks will have the new revision for the Design Guideline for diseased or damaged trees for the HPC members to vote on in April.
HPC E-mail Addresses	Cheryl Hart spoke with the I T people who told her there was concern about the cost of setting everyone up with city emails since all members rotated off and this was a volunteer group versus all other volunteer groups. A g-mail account was suggested. It was decided by the members that first name.oxfordhpc@gmail.com would be used and effective as of April 1 st .	The new email addresses will be effective April 1 st and they will be their first name.oxfordhpc@gmail.com
HPC Member Training April 24th	Tony Armento reminded everyone that April 24 th was chosen for the member training date and the tentative time is 5:30 p.m. He will finalize the plans before our next meeting.	April 24 th will be the date of the SPO member training and tentatively the time is 5:30 p.m. Plans will be finalized before our next meeting.
HPF Grant Application	Gary Weaver mailed the grant application in and the next thing is to wait and go before the Board of Commissioners to keep them informed.	Gary Weaver mailed the grant application and now we wait. We also will keep the BOC informed.
	Gary Weaver met with Lynn Allred, Editor of the OPL and was in favor of placing articles for the HPC in the Ledger. Gary also met with Kelly's Mom,	Gary has been working with the Visibility Committee. They

<p>Visibility Initiative</p>	<p>Cookie, about writing feature articles under the heading “This Old House – Oxford Style” once a month. In undertaking this, we considered and determined that the newspaper campaign is not within the scope of the media relations policy.</p> <p>Decisions made were:</p> <ul style="list-style-type: none"> (a) The articles will be reviewed by the chairman before it is sent to the OPL (b) Run Featured Houses periodically (c) Have Christine ‘s tri-fold brochure of Oxford’s Historic District printed to pass out to newcomers, Realtors and place in Chamber of Commerce (Chris will get a quote for this project by next month) 	<p>decided on writing articles for the OPL under the heading “This Old House-Oxford Style”, running a featured house periodically and getting Christine’s tri-fold printed to pass out to newcomers, Realtors and in the Chamber of Commerce.</p>
<p>Website/ Communications</p>	<p>Kelly reported she is working on shutting down our old website and making other adjustments in bringing our new website up to date. Gary agreed to help with updating the COA’s.</p>	<p>Kelly is working on shutting down our old website and making adjustments to updating our new website. Gary will help with updating the COAs.</p>

COA APPLICATION REVIEW #1: St. Stephen’s Episcopal Church

Property Address: 140 College Street, Oxford, N.C.
Sworn stakeholders: Michael Currin (Project Manager)
Property type: Church

Project type: Construct an outdoor pavilion, replacement installation of walkways, installation of sitting wall, installation of new fence and landscape area

HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>St. Stephen’s Church Members would like to:</p> <p>(1)Construct an outdoor pavilion at the rear of the Parish Hall which is adjacent to the existing playground. The architectural design of the pavilion arches is to compliment the extension architecture of the church. The finish on the beams will compliment dark brown finish on exterior woodwork of church and all stone used will match ones used on church. The roof will use same asphalt shingles as on Parish Hall of Church and Educational Building.</p> <p>(2) Replacement and installation of walkway – pavers and stone used will match that already used in other places</p> <p>(3)Installation of seat wall-stone used will match other stone already used on existing stone wall</p> <p>(4)Installation of new wrought iron fence surrounding cemetery-</p> <p>(5) Landscaping includes new shrubs and ornamental plantings, a few trees and also moving a few existing trees. This will complement structure and site along with relocating existing benches and adding a focal point such as a fountain.</p> <p>● Plans are included</p>	Height of proposed Structure		<p>Marc Brooks made a motion that the proposed pavilion is consistent with Section 12 of the Design Guidelines and should therefore be approved. Gary Weaver seconded it.</p> <p>The HPC voted unanimously to approve.</p> <p>Chris Sims made a motion that the Landscape project (2 through 5) is congruent with the Design Guideline, section 13, 14, & 15 noting that further guideline in</p>
	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		

			Chapter 14, the open fence cannot exceed 4' in height and as such should be approved. Marc Brooks seconded it. 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: Leslie H. and Preston L. Johnson Known as the Samuel Hall House
Constructed in 1936

Property Address: 219 Main Street, Oxford, N.C.
 Sworn stakeholders: Preston Johnson
 Property type: Residential
 Project Type: Install three (3) handrails on steps landing from sidewalk to house for safety

HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
<p>The Johnsons would like to install three (3) sets of handrails from the sidewalk to house. They will be placed on one side and material used will be black aluminum. Height will be 36".</p> <p>*Photos are included</p>	Height of proposed Structure	C	<p>Kelly Collins Schram made a motion to approve this project, for it is congruent with the guidelines and Historic District. It was seconded by Marc Brooks.</p> <p>HPC voted unanimously to approve.</p>
	Setback/placement of structure	C	
	Exterior Construction Materials		
	Exterior Colors		
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion		
	Appurtenant fixtures		
	Structural Conditions		
	Trees/Landscape	C	

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COA APPLICATION REVIEW #3: Derreck R. Brown

**Known as the James M. Currin House
Constructed in 1886**

Property Address: 213 High Street, Oxford N.C.
 Sworn stakeholders: Derreck Brown

Property type: Residential
 Project type: Repair 14' of front porch soffit and replace two (2) columns to resin, and spot repair of siding and Fascia boards
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
Mr. Brown would to: (1) Repair 14' of front porch soffit (2) Replace two (2) columns to resin to match existing 16 columns. He will replace white resin and wood with like material and color - white resin and wood (3) Spot repair of siding and fascia boards with same material as needed prior to painting entire house	Height of proposed Structure	1,2,3- C	Marc Brooks made a motion that the repair of the soffit, fascia boards and siding are congruent with Section 2 of the Design Guidelines and the replacement of the two wood columns with resin material is congruent with Section 7 of the Design Guidelines and therefore should be approved. Christine Sims seconded it. HPC voted unanimously to approve.
	Setback/placement of structure	1,2,3-C	
	Exterior Construction Materials	1,2-C	
	Exterior Colors	1,2-C	
	Architectural Details	1,2-C	
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion		
	Appurtenant fixtures		
	Structural Conditions		
Trees/Landscape	1,2,3-C		

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NA = This project does not impact this factor

COA APPLICATION REVIEW #4: Christine Sims

Known as the Sidney Cutts House--

Constructed in 1931

Property Address: 201 E. Front Street, Oxford, N.C.
 Sworn stakeholders: Chris Sims
 Property type: Residential
 Project type: Replace 300’ of deck boards and stain deck brown and apply sealant
 HPC Conflicts of Interest declared: None

Project Description	Factors Considered *	**	Outcome
Christine Sims would like to: (1) Replace approximately 300’ sq. feet of existing aged and rotting deck boards – will replace nails with screws (2) Stain deck brown to match planter boxes and Studio in rear of house and apply sealant	Height of proposed Structure	1,2-C	Kelly Collins Schram made a motion that according to Section 15 in the Design Guidelines that the replacement and staining of the deck is congruent and should be approved. Gary Weaver seconded it. HPC voted
	Setback/placement of structure	1.2-C	
	Exterior Construction Materials	1-C	
	Exterior Colors	2-C	
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestrations		
	General form and proportion	1,2-C	
	Appurtenant fixtures		
	Structural Conditions		
Trees/Landscape	1,2-C		

			unanimously to approve.
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- * See attached HPC worksheet for full details of factors considered
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 NC = Not Congruent with Historic Aspects of Historic District
 NA = This project does not impact this factor

Summary of Approved Minor Works: There have not been any at this time.

COA Renewal: There are none at this time.

Demolition by Neglect: There are none at this time.

New Business

Topic	Discussion	Outcome
Member Vacancy	Joe Bryan hasn't attended any meetings since he was appointed in November. There is language in the HPC Charter and in the Historic Preservation Ordinance about attendance requirements. It states that if a member misses three (3) consecutive regular meetings or four (4) in a calendar year with no adequate reason for the absences that a vacancy be declared and the vacancy be filled.	Joe Bryan has missed three consecutive meetings without adequate reason and this is cause for a vacancy to be declared and the vacancy to be

	The members unanimously agreed that these conditions were met, and therefore the Chairman will recommend to the Board of Commissioners that a vacancy be declared.	filled according to the HPC Charter and the Historic Preservation Ordinance. Tony Armento will make the recommendation to the Board of Commissioners as required by the Ordinance and the Charter.	
Historic District Walking Tours	Christine and Cheryl have had calls about the walking tours that Chris had last year, however we would need headsets and golf cart. We would need a six (6) passenger cart to accommodate our tour. Chris is offering her time if the HPC is interested in pursuing this further.	Chris is offering her time if the HPC is interested in pursuing a historic walking tour. We will need headsets and a golf cart so Chris will go to Al Sandlin to see if he will donate a golf cart.	
Motion to Adjourn	1st	2nd	Outcome
	Marc Brooks	Kelly Collins	By unanimous decision, the Board adjourned at 8:49 p.m.

Date of Next Meeting: Thursday April 20, 2017

Minutes Prepared by: Lu Anne Gilligan