**Historic Preservation Commission**

**Meeting Minutes**

**May 17, 2018**

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| **Call to Order** | **In Attendance** | **Absent** | **Guests** |
| **Made by:**  **Tony Armento**  **Time: 6:00p.m.** | Tony Armento-Chairman  Gary Weaver-Treasurer  Lisa Schons-Secretary  Derreck Brown-Webmaster  Kelly Collins Schram  Cheryl Hart-Planning Director  Lu Anne Gilligan-Recording  Secretary  \*\*Ethic Statements read by:  Kelly Collins, Lisa Schons  and Derreck Brown | Rick Thomas | There were no Guests at this meeting. |

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| **Approval of Minutes** | **Date of Minutes** | **Motion to Approve** | **2nd** | **Outcome** |
| **4-19-2018** | Gary Weaver | Derreck Brown | Motion to approve Minutes as written |

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| **Treasury Report** | **Starting Balance** | **Expenditures since last meeting** | **Current Balance** |
| $359.61 | -0- | $359.61 |

**Old Business**

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| **Topic** | **Discussion** | **Outcome** |
| **Update on National Register period of significance SHPO/HPF project** | Tony reported that Heather Slane had completed the survey portion of her work and is now writing her findings in narrative format, which will be the remainder of her work. She resurveyed all 210 of the resources (houses/buildings) currently in the Oxford Historic District (OHD). Six (6) of them have been lost since 1986. Of the 71 previously surveyed resources that were not included in the OHD, 10 have also been lost since 1986 and the remainder have been resurveyed. The best news is that Heather has surveyed 180 new resources, of which approximately 160 should become part of the revised OHD | Heather Slane is now writing her finding in narrative format which is the final part of her work. She resurveyed all 210 resources that are currently in the historic district, 71 that were previously left out, and added 180 new resources to the survey, of which approximately 160 should become part of the historic district. |
| **Annual Report to the Board of Commissioners May 8, 2018** | Tony Armento presented the Annual Report of the HPC to the Board of Commissioners on May 8, 2018.  \*\* A copy of the report is included | Tony Armento presented the Annual Report to the Board of Commissioner, May 8, 2018.  (A copy is included) |
| **Regional CLG training Friday 5/18/2018** | Tony Armento and Kelly Collins Schram will attend the Regional CLG training session held on Friday 5/18/2018. At least 2 HPC members must receive at least 3 hours of training each year for the HPC to remain a Certified Local Government. | Tony and Kelly will attend the Regional CLG Training session May 18, 2018. |
| **Landscape update to website FAQ page** | Before Marc Brooks moved away, he sent the members (by email) a landscape update for the website FAQ page. All members were in agreement that this was informative and should be added. Webmaster Derreck Brown will do so.  \*\*A copy is included | All members received the Landscape updated FAQ page from Marc Brooks by email. The members agreed that it should be added to the website.  Webmaster Derreck Brown will do so.  A copy is included\*\* |
| **2018** **Goals/Visibility initiatives updates:** | 1. **2018 Photo Contest**: Derreck reported that the Website had been updated, with the links to go to see the entry forms and eligibility. It was printed in the OPL for this week and several weeks to follow and then intermittently as we move through the summer. It is also posted on the Face Book page, the Granville Community Face Book page and Oxford Connected Community along with Next Door. Lisa Schons and her husband, Jeff, made flyers and passed them out for the downtown merchants to display in their windows.   Derreck hasn’t finalized the plans for the venue yet but is working on them.  Also, Cheryl Hart reached out to Derreck about talking with Mary Yount, the Downtown Development Director, who sent him an email wanting to put a project together with the DOEDC and the HPC for a public art project. Derreck will set up a meeting with Mary, Tony and himself to discuss this further.   1. Photo Contest (cont.) 2. **2018 Stewardship Award (completed) Tony** reported that the winner of the 2018 Stewardship Award was selected and presented with the Award by Gary Weaver at the May 8th Board of Commissioners meeting. The winner was 414 College Street, the home of Jeff and Lisa Schons. There was also an article announcing the winner in the OPL. 3. No discussion. 4. **Welcoming Program Activities –** Gary Weaver announced thathe is aware of a new move-in but has not been able to see anyone yet. 5. **Property of the Month website feature-** The members discussed the fact that three(3) members will pick one (1) house each that’s interesting to them and bring to the meeting where all members will vote on which choice to go on webpage. 6. No discussion 7. No discussion 8. **Regional Education Event-** It was discussed and decided that Tony will ask Cathleen Turner to speak and get us on the docket at the Library for November 14th at 7:00 p.m. and also ask neighboring HPC’s to participate in the event. 9. No discussion | 1. Derreck Brown reported that the website had been updated with the information on the Photo Contest; an article was placed for several weeks in the OPL, posted on Face Book, Granville Comm. Face Book Page, and Oxford Connected Comm. & Next Door.   Lisa & Jeff Schons made flyers and passed them out for the downtown merchants to place in their windows.  Derreck is continuing to work on venue plans for the party honoring the winners of the contest.  Lastly, Derreck spoke with Mary Yount about a joint collaboration between the HPC and the DOEDC hosting a public art project. Derreck, Mary and Tony will meet and discuss this matter further. |
| **Utilization of remaining funds** | Funds will be used as follows through 6/30/2018:  Recording Secretary $ 255.00  Color Copies 22.84  Domain Name  Reg. Fee-IDNS 80.00    Total $357.84  These items will utilize the remainder of budgeted funds for the year with $1.77 left over. | The remainder of our funds for the year will be used for paying the Recording Sec. for three months $255.00, color copies needed for the Board of Commissioners $22.84, and  renewal fee for domain name registration for two years $80.00 |

**COA APPLICATION REVIEW #1: Derreck Brown\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (James M. Currin House 1886)**

Property Address: 213 High Street; Oxford, N.C. 27565

Sworn stakeholders: Derreck Brown

Property type: Residential

Project type: Install approx. 492’ of 4’ black aluminum fence surrounding property (including 5’ walk gate’,

6’double gate and 15’ cantilever gate)

HPC Conflicts of Interest declared: None

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| **Project Description** | **Factors Considered \*** | **\*\*** | **Outcome** |
| **\*\*Derreck Brown, the applicant recused himself from the HPC Board while they were making their ruling since he was the applicant.**  **The applicant would like to install approximately 492’ of 4’ black aluminum fence surrounding the property (including a 5’ walk gate, 6’ double gate and a 15’ cantilever gate).**  **Picture of fence is included \*** | Height of proposed Structure | C | Kelly Collins Schram made a motion that this COA is congruent with the Design Guidelines 14.104, 14.200 &14.202 and therefore should be approved.  Lisa Schons seconded the motion.  The HPC voted unanimously to approve. |
| Setback/placement of structure | C |
| 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 |

\* 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

**Summary of Approved Minor Works: There are none at this time.**

**COA Renewal: Nothing at this time.**

**Demolition by Neglect: There is nothing at this time.**

**New Business**

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| **Topic** | **Discussion** | | | **Outcome** |
| **Plaque Placement** | Gary will research other HPC districts to see where the plaques are placed on houses and bring this information back to our next meeting to be discussed further. | | | Gary will research other HPC districts to see where the Plaques are placed on their homes. We will discuss this further at our next meeting. |
| **Motion to Adjourn** | **1st** | **2nd** | **Outcome** | | |
| Kelly Collins Schram | Lisa Schons | By unanimous decision, the HPC decided to adjourn at 7:02 p.m. | | |

**Date of Next Meeting: Thursday June 21, 2018**

**Minutes Prepared by: Lu Anne Gilligan**