



OXFORD HISTORIC PRESERVATION COMMISSION MEETING MINUTES
15FEB2024

Date & Time:	15FEB2024 @1759
Location:	Oxford Town Hall, Meeting Room

Meeting Details	<input type="checkbox"/> Special Session <input checked="" type="checkbox"/> Regular Meeting	
Attendees	<u>HPC Members</u> P Derreck Brown, Chair P David Quinn, Vice Chair P Lisa Schons, Secretary P Dickon Housman, Treasurer NP Carla Pruett-DuBois, Member P Lillie Armstrong, Member P Jim Branch, Member P Cheryl Hart, Oxford City Planning Office	<u>Invitees</u> Stephen Blasko, Director of Public Works for City of Oxford, COA Applicant Terry & Marie Hopgood, COA Applicant Dickon Housman & Joan Fisch, 306 Broad Street, COA Applicant
Call to Order/Time	by Derreck Brown, Chair	
Attachments/Links	None	
Ethics and Conduct Statement	Ethics & Conduct Statement not read during this meeting. Will be read next time.	
Treasurer's Report	Balance of \$2,500. Provided by Cheryl Hart to Derreck Brown. Report was provided. Derreck introduced himself to the new Finance Director via e-mail.	
Approval of Meeting Minutes	Date of Minutes: APPROVED SEPTEMBER 2023, OCTOBER 2023, and JANUARY 2024 MINUTES. One change requested for JAN 2024 Minutes. Lillie mentioned that basket was not spelled correctly. Change would be updated. Meeting minutes will be posted to website. Meeting approved by Jim Branch. Lillie second. Minutes approved.	
Lisa Schons, Secretary, provided the swearing in of the homeowners or representatives for his/her COA presentation.		
No conflicts of interest or engagement in ex parte communications. None declared. Dickon Housman, HPC member, has application before the HPC. He has recused himself from reviewing and voting on his own application		

COA Application #1
Property Address, Name of Property & Year Built: No property. Five trees for removal on Spring Street between Gilliam Street and Belle Street, at the western end closest to Gilliam Street. Property Type: Contributing <input type="checkbox"/> Residential <input type="checkbox"/> Non-Contributing Residential <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Sworn Stakeholders: Stephen Blasko HPC Conflicts of Interest declared: X <input type="checkbox"/> None <input type="checkbox"/> Other:



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PROJECT DESCRIPTION	Factors Considered*	**	Outcome
1. Five trees to be removed. 2. Arborist letter was provided. 3. Number of pictorial evidence and maps where trees are located. 4. Armstrong Gold Maples to be planted.	Setback/placement of structure	X	Approved as below
	Exterior Construction Materials	X	
	Exterior Colors	X	
	Architectural Details	X	
	Roof (shape/form/materials)	X	
	Doors/Windows/Fenestration	X	
	General Form and Proportion	X	
	Appurtenant Fixtures	X	
	Structural Conditions	X	
	Trees	C	

*See attached HPC worksheet for full details of factors considered

** C= Congruent with Historic Aspects for Historic District

NC= Not congruent with Historic Aspects for Historic District

NA= This project does not impact this factor

Discussion:

- Stephen Blasko Statement:
 - Five trees are diseased and also growing into, and around, the power lines. Poor planning and judgment for the placement of those trees years ago.
 - Stephen provided pictorial evidence (last attachment provided in a separate e-mail) to show where the new trees will be placed. Due to where the current trees are located, and the fact that the power lines are very low at those locations, he is providing proposed new locations for the new Armstrong Gold Maples trees.
 - One to be planted at the corner of (median of 104 E. Spring Street); also on the side where the Century Link building is located there is a large area in right of way; 114 E. Spring Street....room in right of way; 115 E. Spring Street; 305 Main Street in median (looked like tree was there before and was moved; 207 E. Spring Street (not ideal location, but could add one there.
- Question Stage:
 - Derreck Brown asked if the trees in question were the ones that were trimmed a couple of years ago to ensure they were not touching the power lines. Stephen affirmed these are the same trees.
 - David Quinn asked what is the mature height of the Armstrong Maple. Stephen Blasko indicated the mature height is 40 feet.
 - David Quinn asked what size tree will be planted? Stephen said 9 feet.
 - Dickon Housman asked will there be grinding of the stumps? Stephen indicated they will grind the stumps down and plant grass. No trees will be planted there.

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HPC	Decision of HPC
Remove five diseased trees. Replace with five Armstrong Maple trees at above-mentioned	15.207	15.207	Motion to Approve: Lisa Schons Second: David Quinn



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locations. Grind the stumps and plant grass.		HPC members approve.
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Deliberation:

- 15.207. Covers recommendation from certified arborist. Also covers replanting.
- Also mentioned replacement of 15 trees in the downtown area. Will be doing 68 total trees over the next few years. Trees planted are different types but not the same holly trees. Cheryl asked Stephen to send the types of trees so she can provide to the HPC. There will be four different species being used. Canopies for trees will be complimentary to each other. Worked with an arborist.

COA Application #2

Property Address, Name of Property & Year Built: 202 E. Front Street. Mary Hunt Parker House. I-House Italianate. Built in the 1880s.

Property Type: Contributing ☒ Residential ☒ Non-Contributing Residential ☐ Commercial ☐

Sworn Stakeholders: Terry & Marie Hobgood

HPC Conflicts of Interest declared: ☒ None ☐ Other:

PROJECT DESCRIPTION	Factors Considered*	**	Outcome
1. Replacing leaking black shingle roof on back of house with black metal roofing (original roof).	Setback/placement of structure	X	Approved as below
	Exterior Construction Materials	C	
2. Proposed metal roof will match black metal roof on front of house and top mid section of house.	Exterior Colors	X	
	Architectural Details	C	
	Roof (shape/form/materials)	C	
3. As an alternate, replace leaking black shingle roof with black shingles to match bottom mid section of house.	Doors/Windows/Fenestration	X	
	General Form and Proportion	C	
	Appurtenant Fixtures	X	
4. Provided drawings and pictorial evidence (ground and aerial) to aid in HPC Review.	Structural Conditions	C	
	Trees	X	

*See attached HPC worksheet for full details of factors considered

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Discussion:

Terry & Marie Statements

- Marie Hobgood. Really one project. Different roof lines. This is the roof on the first floor back of the house. Currently black shingles on top of older metal roof. Both have to be removed. Estimates for shingles and metal. Owner prefers to go with metal. One project, two alternates. On one side of house you can see the roof but on the other side you can only see some of it.



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- Terry Hobgood: The whole room on the back is not original to the house. Was added afterwards in the 1940s when the house was broken up into apartments during the war.

Questions:

- David Quinn. The medal roof that is being contemplated, is that a standing seam metal roof. We don't see the terminology. Marie indicated that it is the same roof that was put on the main part of the house. Standing seam. Should be stated when voting.
- David Quinn. What is the preference for us to vote on? Marie indicated that they want to go with the metal roof.
- Dickon Housman. Is it both pitches? Near where the back door is? Hobgood's stated yes.

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HPC	Decision of HPC
1. Replacing leaking black shingle roof on back of house with black metal roofing (original roof). 2. Proposed metal roof will match black metal roof on front of house and top mid section of house. 3. As an alternate, replace leaking black shingle roof with black shingles to match bottom mid section of house.	5.100, 5.104	5.100, 5.104, 5.101	Motion to Approve: David Quinn. Second: Dickon Housman. HPC members approve.

Deliberation:

- Added 5.101. Lillie provided this one. "Preserving and retaining." Jim asked whether we need to state anything if the back part of the house is new. Derreck indicated that since it was stated that it was added in the 1940's, it is technically historic. HPC Members were fine with adding this.
- When voting, add language that states the metal roof must be standing seam.



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COA Application #3

Property Address, Name of Property & Year Built: 306 Broad Street. Bullock-Crews House. I-House Italianate. 1903

Property Type: Contributing ☒ Residential ☒ Non-Contributing Residential ☐ Commercial ☐

Sworn Stakeholders: Dickon Housman and Joan Fisch

HPC Conflicts of Interest declared: ☒ None ☐ Other: Dickon did not discuss his COA with any HPC Member prior to meeting.

PROJECT DESCRIPTION	Factors Considered*	**	Outcome
<ul style="list-style-type: none"> Addition to an existing accessory structure (currently detached studio building in the back yard) – details below. 	Setback/placement of structure	C	Approved as below but some items are deferred (Trees, Painting)
	Exterior Construction Materials	C	
	Exterior Colors	Deferred	
	Architectural Details	C	
	Roof (shape/form/materials)	C	
	Doors/Windows/Fenestration	C	
	General Form and Proportion	C	
	Appurtenant Fixtures	C	
	Structural Conditions	C	
	Trees	Deferred	

*See attached HPC worksheet for full details of factors considered

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Discussion:

- See section below for details. Also reference detailed documentation in COA application.

Questions:

- Derreck Brown. The main building is the current studio, correct? Dickon responded yes. Derreck asked if there is an addition to the primary structure? Is that the bedroom section in the design documents? Dickon responded yes.
- Derreck asked if setback is ok? Dickon indicated that he believes they are in compliance (more than 10 feet). Cheryl indicated that she will check, too. Review and approval is contingent on this and will be applied during voting.
- Derreck Brown. A3.0 picture and the other picture. Clarification based on which picture represents existing or proposed? A3.0 picture is proposed. Front, back, pitch is brand new. Dickon indicated there should only be two windows, not three. The middle one will be removed. The windows will match the style of the main house. Trim will go with the existing trim door. Need to state only two windows instead of three.
- Derreck Brown. Door on the front of the new carriage house. Will there be an awning on the side facing the yard? Dickon indicated there will be no awning.
- Statement from Dickon. Dickon wants to add K-Style aluminum gutters with square downspouts....instead of half-round.
- Derreck Brown. A3.0. Covered storage on the back of the office. Is that permanent to the building? Dickon indicated that it will be permanent.



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- Exterior lighting. Jim Branch asked will it match what is already there? Dickon stated yes.
- Statement from Dickon. Window trim. Wants it to be slightly different on the gable ends due to the fact that they have a lot more exposure. Wants to do that on the back of the building.
- Derreck Brown. What is a CMU block regarding foundation? Cinder block. Dickon indicated that this will remain for the existing structure. He is not doing that on the addition. It would just be a slab and built to grade. Will regrade everything to make sure it aligns correctly.
- Derreck Brown. Walkway and patio will be the same or different? One has stone and the other says brick. Was approved in a previous one but will need to vote again
- Dickon indicated Driveway on the side will be done in brushed concrete. Will need to be stated during motion vote.
- Where will mechanical equipment be? It will be on the school side. Can it be seen from Broad Street? No. Can it be seen from the parking lot? Yes. A lot of vegetation and overgrown.
- Tree removal has to be removed from the place where the addition is. Will need to come back with arborist letter indicating whether they are diseased or reside in the footprint of the new additional structure. There was mention of another tree more toward the back but will not be removed. **We will not be able to vote tonight on tree removal. Dickon will submit this for next meeting.**
- Sherwin-Williams color. Will need to bring this back to us and submit for next meeting. Would like to go with white which aligns with Paint Guidelines but different than the main house (balanced beige). **Will need to submit next time to go with white.**

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HPC	Decision of HPC
Addition.	11.100, 11.101, 11.102, 11.103, 11.104, 11.105, 11.107, 11.200, 11.201, 11.202	11.100, 11.101, 11.102, 11.103, 11.104, 11.105, 11.107, 11.200, 11.201, 11.202	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.
Ancillary Structure	9.101, 9.103, 9.106, 9.107, 9.108, 9.109	9.101, 9.103, 9.106, 9.107, 9.108, 9.109	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.
Siding.	1.00,1.103	1.00,1.103	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.
Trim (cornerboards)	1.100,1.103	1.100,1.103	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.
Trim (window trim)	1.100,1.103	1.100,1.103	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.
Door trim	1.100,1.103	1.100,1.103	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.
Trim frieze board	1.100,1.103	1.100,1.103	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.



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Roofing Items	5.100,5.101	5.100,5.101	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.
Gutters and downspouts	5.100	5.100	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.
Windows (middle window removal...only two windows) page A3.0	6.100, 6.104, 6.105, 6.201	6.100, 6.104, 6.105, 6.201	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.
Door (laundry)	6.104, 6.104, 6.105, 6.200,	6.104, 6.104, 6.105, 6.200,	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.
Doors Barn Front	6.101, 6.104, 6.105, 6.200	6.101, 6.104, 6.105, 6.200	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.
Exterior Lighting	16.104	16.104	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.
Foundation (CMU block and slab for new addition)	11.100, 11.103	11.100, 11.103	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.
Walkway from main house (Brick Paver)	13.104, 13.107	13.104, 13.107	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.
Patio	13.104, 13.107	13.104, 13.107	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.
Driveway with language around brushed concrete	13.104, 13.105, 13.107	13.104, 13.105, 13.107	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.
Fence	14.100, 14.202	14.100, 14.202	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.
Mechanical Equipment	8.100	8.100	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.
Shed structure	9.106, 9.108	9.106, 9.108	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.



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Deliberation: <ul style="list-style-type: none"> • See above. Agreed with initial guidelines provided by applicant. 		

Old Business		
Topic	Discussion	Outcome
Design Guidelines	Lisa indicated she has access to Google Drive sent by Derreck. Lisa has list. Recommend Lisa download and work off desktop and make modifications. Lisa and Derreck will review together and then we can review at the next meeting.	Lisa and Derreck will report back to HPC at next meeting
Cost for Printing new Design Guidelines	50 copies would be 80# gloss cover. Front page will be color. Identical to what we have now. \$789.45. David indicated that we originally talked about 20 copies. But could we include City staff members and others. For example, the Mayor, Cindy Bowen (Clerk), and others, should we do 30 (\$473.67). Lisa and Jeff will check on this. Jim indicated that 50 would be too much because we have to make changes every 10 years. Also, are there any Community folks that would want one?	Lisa will check about 30 with Printing Office. Also, feedback from Cheryl regarding who she thinks would need a copy of the Design Guidelines.
Plaque Program	David is not aware if they were ever shipped. Cheryl indicated that the vendor was waiting for approval from David. David said he will check on final approval and will let us know. Last correspondence was July 25, 2023.	David will follow up and let us know more later.
Walking Tour and Property of the Month	Need to move forward with us doing it ourselves. Will need to bring it back in house. Suggestion was to pick four different properties and make it easy to write an article. David asked about the gentleman who writes about historic properties? Lillie said Lewis	Derreck to check on how to get in touch with Lewis Bolling.



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	Bolling. Maybe we could leverage him? Jim also suggested Mark Pace. Architectural, historical house features and the history.	
New Business		
Topic	Discussion	Outcome
Carla Pruett-Dubois	Resigned from picture. Posting of vacancy for individuals to apply. Cheryl asked about others who applied before and whether they are still interested. Will reach out to Cassie Palisky to see if she is still interested.	Derreck will reach out to her to see if she is still interested.
Stewardship Award	Awardees were never put in the OPL. Derreck provided sample of award and photo to be placed in OPL. Can submit to Donna Perkins for free.	HPC liked the sample and approved it to be submitted.
PARKING LOT <ul style="list-style-type: none">• None		
ADJOURNED: 1903 MOTION TO ADJOURN: Jim Branch SECOND: Lillie Armstrong DATE OF NEXT MEETING: February 15, 2024 MINUTES PREPARED BY: Derreck Brown		