



OXFORD HISTORIC PRESERVATION COMMISSION MEETING MINUTES
17AUG2023

Date & Time:	17AUG2023 @ 1802
Location:	Oxford Town Hall, Meeting room

Meeting Details	<input type="checkbox"/> Special Session <input checked="" type="checkbox"/> Regular Meeting	
Attendees	<u>AVEO PV</u> X Derreck Brown, Chair David Quinn, Vice Chair X Lisa Schon, Secretary <input checked="" type="checkbox"/> Dickon Housman, Treasurer Carla Pruett-DuBois, Member <input checked="" type="checkbox"/> Lillie Armstrong, Member <input checked="" type="checkbox"/> Jim Branch, Member <input checked="" type="checkbox"/> Lillie Armstrong, Member <input checked="" type="checkbox"/> Cheryl Hart, Oxford City Planning Office	<u>Invitees</u> J. Williamson, COA Applicant Guillermo Nurse, COA Applicant John Hancock, COA Applicant Emigdio & Kimberly Castro COA Applicant Lillie Armstrong, COA Applicant
Call to Order/Time	1802 by Derreck Brown, Chair	
Attachments/Links	None	
Approval of Meeting Minutes	Date of Minutes: 17AUG2023 Motion to Approve: Jim Branch Second: Dickon Housman Outcome: JUL23 minutes approved	
Ethics and Conduct Statement	Read by: Lisa Schon, Lillie Armstrong, Jim Branch Commission Members understand and agree	
Derreck Brown, Chair, provided the swearing in of the homeowners or representatives for his/her COA presentation. No conflicts stated none declared		

COA Application #1			
Property Address: 515 College Steet, Dorsey Brown-Floyd House, Italianate, circa 1880s Property Type: x Contributing Residential <input type="checkbox"/> Non-Contributing Residential <input type="checkbox"/> Commercial Sworn Stakeholders: Mr. J. Williamson, along with Mr. Bullock (contractor) HPC Conflicts of Interest declared: <input checked="" type="checkbox"/> None <input type="checkbox"/> Other:			
PROJECT DESCRIPTION	Factors Considered*	**	Outcome
Remove/Replace House & Shop roofs damaged by wind	Setback/placement of structure		Approved as below



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Remove/Replace Porch roof damaged by wind	Exterior Construction Materials		
	Exterior Colors		
	Architectural Details		
	Roof (shape/form/materials)	1.C	
	Doors/Windows/Fenestration		
	General Form and Proportion		
	Appurtenant Fixtures		
	Structural Conditions		
	Trees		

*See attached HPC worksheet for full details of factors considered

** C= Congruent with Historic Aspects for Historic District

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Discussion:

Applicant submitted NTS Quote and specifications

- Proposed shingle is to be as close to slate as possible without being slate
- Matte, black vs. shiny black, more congruent with guidelines
 - Only on porch
 - Several homes have raised seam metal roofs on porch
 - Contractor provided pictures of existing home
 - Current shingle is no longer produced
 - Contractor sent existing shingle to CertainTeed as well as third party vendor to identify
 - Confirmed that shingle is no longer available so unable to use “existing material”
- Current shingles are CertainTeed Independence
- CertainTeed shows current best match is Belmont shingle
- Pictures/sample provided and reviewed
- Dickon inquired as to spacing of raised seam roof
- Contractor unsure, but relayed that there are several homes on College Street with the raised seam metal roof
- Serrated metal roof edges would be more commercial in nature and would not adhere to guidelines
- Derreck: Current roof is consistent with shingles throughout, why the change?
 - Homeowner preference is to “make it look like it probably looked 100 years ago”
 - Homeowner feels it will look “nicer”
 - Change from gray to black is personal preference of homeowner
- Contractor confirmed that the proposed shingle is as close to real slate as possible currently without being true slate
- Derreck asked Cheryl to confirm is previous homes with raised seam roofs on porch came before HPC for COA approval
 - Cheryl could not recall
 - Homeowner unable to provide exact address of other homes
- Pictorial evidence reviewed
- Slate size is not exact size of current shingles although not the same material
- Difference: Proposed shingle is 3-tab shingle and not a mix of cedar and slate, more durable and easier to repair if needed
- Dickon: If changing materials, would need to be a “step up” from current
- Whirly bird vent currently on roof, will be replaced with new



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Proposed Project Details	Guideline Cited by Applicant	Guideline as per HPC	Decision of HPC
Remove/Replace House & Shop roof damaged by wind	5.100, 5.102, 5.105, 5.106, 5.201, 5.203	5.100, 5.102, 5.201, 5.203	Motion to approve to: Lisa Schon Second: Dickon Housman Approved by HPC
Remove/Replace Porch roof damaged by wind	None provided	Same as above	

Deliberation:

- Lillie: 5.201 refers to dormers, requested contractor to confirm as home has gables- contractor confirmed
- Dickon confirmed that home does not have fennels (5.105)
- Color change from gray to black confirmed

COA # 2 Application Review

Property Address: 112 West Front Street, Watkins Harris House, Italianate, circa 1880s

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

Sworn Stakeholders: Guillermo Nurse

HCO Conflicts of Interest declared: ☒ None ☐ Other:

PROJECT DESCRIPTION	Factors Considered*	**	Outcome
Restore property to original structure by building front porch, in accordance with photo and engineered drawings (same proposed for several repairs)	Setback/placement of structure		Approved by HPC
	Exterior Construction Materials	1.C	
	Exterior Colors	1.C	
	Architectural Details		
	Roof (shape/form/materials)	1.C	
	Doors/Windows/Fenestration		
	General Form and Proportion		
	Appurtenant Fixtures		
	Structural Conditions		
	Trees		

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Discussion:

- Applicant agreed as per JUL2023 HPC meeting to bring COA back to HPC for review with additional details previously requested
- Construction diagrams provided by Applicant
- Pictorial evidence of historical home provided by Applicant from 1947 which show original condition of house which included a front porch
- Applicant: in areas of drawing where ten-by-ten is referenced, should be ten-by-eight which considers the current set back of the property
- With respect to cinder block underpinning of porch, cinder blocks will be stucco
- Lighting pictures reviewed



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Proposed Project Details	Guideline Cited by Applicant	Guideline as per HPC	Decision of HPC
Restore property to original structure by building front porch, in accordance with photo and engineered drawings (current materials-none; proposed materials pressure treated pine lumber)-rebuild porch (3.75 x 8 ft long tongue & groove boards)	7.100, 7.106, 7.203	7.106, 7.203, 3.14	Motion to approve to: Dickon Housman Second: Lillie Armstrong Approved by HPC
Restore property to original structure by building front porch, in accordance with photo and engineered drawings- Install mill brick facer brick to porch	3.100, 3.103, 3.104, 5.303	3.100, 3.103	Motion to approve to: Dickon Housman Second: Lillie Armstrong Approved by HPC
Restore property to original structure by building front porch, in accordance with photo and engineered drawings- replace existing columns to closely match current architecture	N/A	3.104	Motion to approve to: Dickon Housman Second: Lillie Armstrong Approved by HPC
Restore property to original structure by building front porch, in accordance with photo and engineered drawings (current materials-none; proposed materials lighting)	16.100	16.100	Motion to approve to: Dickon Housman Second: Lillie Armstrong Approved by HPC
Painting of porch same as existing trim & paint ceiling SC-140W	N/A	3.104, 7.106	Motion to approve to: Dickon Housman Second: Lillie Armstrong Approved by HPC
Install lighting consistent with the proposed application picture		7.107, 16.104	Motion to approve to: Dickon Housman Second: Lillie Armstrong Approved by HPC
Install aluminum k-style gutter & down spouts LeafFilter Brand		3.104, 5.103	Motion to approve to: Dickon Housman Second: Lillie Armstrong Approved by HPC



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Install new header to match header detail shown in application photo		3.100, 7.106	Motion to approve to: Dickon Housman Second: Lillie Armstrong Approved by HPC
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Deliberation:

- Columns will be cast as non-load bearing, to resemble historical columns most closely
- Structural review continues to be outside HPC jurisdiction, not reviewed
- Porch ceiling material and color
- Color will not be different from existing color, will be as close to current as possible
- Porch wrap picture provided is manufacturer depiction, applicant will attempt to get as close to historical accuracy as possible
- Lighting reviewed
- Pictorial evidence reviewed, included lighting
- Shingle sample not provided; however proposed shingle is the same in size. proportion and color, CertainTeed, 3-tab architectural shingle
 - Current= 20-year shingle, proposed= 30-year shingle
- Cheryl confirmed that porch set back has to be ten feet, applicant agreed
 - Not reviewed, not under HPC authority
- Gutters will be aluminum, not vinyl
- Applicant to continue to work with Planning Office on structural aspects not under HPC authority

COA Application #3

Property Address: 109 W. Front Street, Easton Hancock House, Colonial/bungalow circa 1915

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

Sworn Stakeholders: John Hancock

HCO Conflicts of Interest declared: ☒ None ☐ Other:

PROJECT DESCRIPTION	Factors Considered*	**	Outcome
Build Free Standing Pavilion 20 x 15 to be located at the rear of the home. The pavilion will sit on existing patio.	Setback/placement of structure		Approved as below
	Exterior Construction Materials	1.C	
	Exterior Colors		
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestration		
	General Form and Proportion		
	Appurtenant Fixtures		
	Structural Conditions		
	Trees		

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Discussion:

- Picture provided of current patio



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- Will not be attached to home
- Applicant did research, American Landscape Structures is among highest rated providers
- Will be assembled by local contractors
- Specifications provided along with site drawing of property
- Multi- tiered
- Per guidelines, structure must not be higher than the first-floor roof (site-line)
 - Sunroom on the back of the house may be below vaulting of proposed pavilion but not visible from the street
 - Proportions are correct/acceptable
 - Columns are composite material
 - Proposed structure is in back of home
 - Composite looks like wood (to mimic columns in front of home)
 - Will be secured to existing patio

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HPC	Decision of HPC
Build Free Standing Pavilion 20 x 15 to be located at the rear of the home. The pavilion will sit on existing patio.	9.108, 9.109	9.108, 9.109	Motion to approve to: Lillie Armstrong Second: Lisa Schon Approved by HPC *Post vote note: Applicant relayed that home was built in 1904, however COA states 1915, Lisa Schon to make note

Deliberation: No further deliberation was required

COA Application #4

Property Address: 217 College St., Watkins Family House, Colonial Revival, circa 1900's
Property Type: ☒ Contributing Residential ☐ Non-Contributing Residential ☐ Commercial
Sworn Stakeholders: Emigdio & Kimberly Castro
HCO Conflicts of Interest declared: ☒ None ☐ Other:

PROJECT DESCRIPTION	Factors Considered*	**	Outcome
1. Repair roof & soffit, paint the same color 3 seal	Setback/placement of structure		Approved as below
2. Repair and replace rotten wood siding	Exterior Construction Materials	2,3,4,5,6,7,8, 9, 13, 17, 18, 19.C	
3. Repair rotten wood on the left side of balcony & restore metal floor	Exterior Colors	2, 9.C	
4. Repair chimneys with same mortar	Architectural Details	10.C	
5. Repair ceiling & posts on balcony & porch pillars & stairs	Roof (shape/form/materials)		
6. Replace hidden gutters with half round metal gutters	Doors/Windows/Fenestration	8. C	
	General Form and Proportion		
	Appurtenant Fixtures		
	Structural Conditions		
	Trees		



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<p>7. Repair foundation cracks with same material</p> <p>8. Repair windows & doors & trim</p> <p>9. Garage workshop will be repaired and repainted</p> <p>10. Install HVAC unit in rear</p> <p>11. Iron fence will be put back on properly</p> <p>12. Driveway & walkway will be properly cleaned up & stay as original</p> <p>13. Original light fixtures will be put on</p> <p>14. Hand scraping old paint</p> <p>15. Show-bound Sherwin Williams for exterior</p> <p>16. Color palate would be natural brick & whites</p> <p>17. Front door painted brown satin water based (English Oak)</p> <p>18. Remove paint from foundation & revert to original brick</p> <p>19. Repair or replace glass from windows</p> <p> *all proposed materials for items existing are same material for same material</p>			
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*See attached HPC worksheet for full details of factors considered

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Discussion:

- Applicant relayed that hidden gutters are very damage
- Applicant relayed that existing roof is very damaged
 - Repair required only; sealant required
 - Requires some replacement tin shingles
- Foundation is not originally painted white, will go back to natural brick
- Garage or workshop refers to repairing the garage door
 - Includes painting of structure
- Fence item not addressed- not adding or removing, just repairing and placing
- Hidden gutters
 - Current guidelines prefer ½ round gutters, most applicants chose k-style gutters
 - Moving away from hidden gutters due to extensive rot/disrepair as shown in pictorial evidence
 - 5.200 states that existing hidden gutters must have documentation of failure which was provided (pictorial evidence)
 - Dickon provided drawing to depict current industry standards to the best of his knowledge to include transition from roof to new k-style gutters with respect to tin shingles



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- Downspouts confirmed to be round
- Commission requested roof plan to align down spout placement – applicant agreed
- Gutters can be reviewed, down spouts can not
- Commission also requested gutter/down spout colors as well
- Driveway is currently shared (driveway to left in pictorial evidence)
- Applicant asked to provide Cheryl with all pictures
- Driveway is maintenance, not reviewed
- Foundation mortar must be congruent with page 44
 - Exposure is a factor in the type of mortar selected
 -
- Hand scraping paint, sand blasting not allowed
- Replacement of wood siding is wood for wood
- Glass replacement reviewed to ensure that those original windows would not be replaced, just broken or missing glass panes
- HVAC unit approved for placement on right hand side of home previously, not done
 - If placed on right side of home, must have screening vegetation

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HPC	Decision of HPC
Repair roof & soffit, paint the same color & seal	5.100, 5.101	5.100, 5.101	Motion to approve to: Dickon Housman Second: Jim Branch Approved by HPC
Repair and replace rotten wood siding	1.100-1.105, 2.100-2.104, 5.107	1.100, 1.102, 1.105, 1.106, 2.102, 2.103, 2.104, 5.107	Motion to approve to: Dickon Housman Second: Jim Branch Approved by HPC
Repair rotten wood on the left side of balcony & restore metal floor	7.103, 7.104	7.103, 7.104	Motion to approve to: Dickon Housman Second: Jim Branch Approved by HPC
Repair chimneys with same mortar	3.100-3.105, 3.107	3.100, 3.101, 3.102, 3.103, 3.104, 3.105, 5.107	Motion to approve to: Dickon Housman Second: Jim Branch Approved by HPC
Repair ceiling & posts on balcony & porch pillars & stairs	7.100-7.104	7.100, 7.101, 7.102, 7.103, 7.104	Motion to approve to: Dickon Housman Second: Jim Branch Approved by HPC
Replace hidden gutters with half round metal gutters	5.200	5.200	Down Spouts- Commission requested either picture indicating where downspouts would be placed (SEP2023)
Repair foundation cracks with same material	3.104, 3.102, 3.100	1.104, 3.100, 3.102, 3.100, 3.103	Motion to approve to: Dickon Housman Second: Jim Branch Approved by HPC
Repair windows & doors & trim	6.100, 6.101, 6.103	6.100, 6.101, 6.103	Motion to approve to: Dickon Housman



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			Second: Jim Branch Approved by HPC
Garage workshop door will be repaired and repainted (white to white)	9.100, 9.103, 9.105	9.100, 9.105, 1.106, 1.202 *concentrating on door	Motion to approve to: Dickon Housman Second: Jim Branch Approved by HPC
Install HVAC unit in rear *more than 50% back from home with vegetation or appropriate fencing	8.100, 8.101, 8.104	8.100, 8.101 * previously approved for side of home, but not done	Motion to approve to: Dickon Housman Second: Jim Branch Approved by HPC
Iron fence will be put back on properly	14.100, 14.102	Not reviewed	N/A
Driveway & walkway will be properly cleaned up & stay as original	13.100, 13.104, 13.102	Not reviewed	N/A
Original light fixtures will be put on	16.100, 16.101, 16.103	16.100, 16.101, 16.103 *clarified that lights are exterior	Motion to approve to: Dickon Housman Second: Jim Branch Approved by HPC
Hand scraping old paint	1.201	1.201	Motion to approve to: Dickon Housman Second: Jim Branch Approved by HPC
Show-bound Sherwin Williams for exterior (white)	N/A	Not reviewed, like for like	N/A
Color palate would be natural brick & whites (white for white)	4.100-4.102	4.100, 4.101, 4.102	Motion to approve to: Dickon Housman Second: Jim Branch Approved by HPC
Front door painted brown satin water based (English Oak)	4.100-4.102	4.100-4.102 *color swatch not provided but shown from online	Motion to approve to: Dickon Housman Second: Jim Branch Approved by HPC
Remove paint from foundation & revert to original brick	1.201, 3.104	1.201, 3.104 *picture to be sent to Cheryl	Motion to approve to: Dickon Housman Second: Jim Branch Approved by HPC
Repair or replace glass from windows	6.104, 6.103	6.104, 6.103 *missing or broken panes only	Motion to approve to: Dickon Housman Second: Jim Branch Approved by HPC

Deliberation:

No further deliberation required

COA Application #5

Property Address: 417 Goshen Street, Bryant Kingsbury House, circa 1926, Georgian Traditional Federal
Property Type: ☒ Contributing Residential ☐ Non-Contributing Residential ☐ Commercial



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Sworn Stakeholders: Lillie Armstrong

HCO Conflicts of Interest declared: ☒ None ☐ Other:

PROJECT DESCRIPTION	Factors Considered*	**	Outcome
Addition of wagon round chimney caps to three main chimneys	Setback/placement of structure		Approved as below
	Exterior Construction Materials		
	Exterior Colors	1.C	
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestration		
	General Form and Proportion		
	Appurtenant Fixtures		
	Structural Conditions		
	Trees		

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Discussion:

- No current chimney caps
- Pictorial evidence provided
 - Includes pictures of other existing wagon round chimney caps
- Mark at library was unable to find any pictures of any existing chimney caps

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HPC	Decision of HPC
Addition of wagon round chimney caps to three main chimneys	5.106, 5.107, 5.204	5.106, 5.107, 5.204	Motion to approve to: Lisa Schon Second: Jim Branch Approved by HPC

Deliberation:

- None required

Old Business

Topic	Discussion	Outcome
Treasurer's Report	Dickon needs current financial report	Dickon has not yet met with Derreck to review, to meet with Derreck to review and present at next meeting
All other old business tabled		

New Business

Topic	Discussion	Outcome
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PARKING LOT

- None



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ADJOURNED: 1951
MOTION TO ADJOURN: Lisa Schon
SECOND: Lillie Armstrong
DATE OF NEXT MEETING: 21SEP2023
MINUTES PREPARED BY: Carla Pruett-DuBois