



OXFORD HISTORIC PRESERVATION COMMISSION MEETING MINUTES  
20JUL2023

<b>Date &amp; Time:</b>	20JUL2023 @ 1803
<b>Location:</b>	Oxford Town Hall, Meeting room

Meeting Details	<input type="checkbox"/> Special Session <input checked="" type="checkbox"/> Regular Meeting	
Attendees	<b><u>AVEO PV</u></b> X Derreck Brown, Chair <input checked="" type="checkbox"/> David Quinn, Vice Chair <input type="checkbox"/> Lisa Schon, Secretary <input checked="" type="checkbox"/> Dickon Housman, Treasurer <input checked="" type="checkbox"/> 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	<b><u>Invitees</u></b> Don Anderson, COA Applicant Steven Davis, COA Applicant John Hunt, COA Applicant Guillermo Nurse, COA Applicant Mark Hicks for Chuck Steffanella, COA Applicant
Call to Order/Time	1803 by Derrick Brown, Chair	
Attachments/Links	None	
Approval of Meeting Minutes	Date of Minutes: 16JUN2023 Motion to Approve: With updates to Tony Armento’s name, Jim Branch’s name: James Branch Second: David Quinn Outcome: MAY2023 minutes approved	
Ethics and Conduct Statement	Read by: Carla Pruett-DuBois, Dickon Housman, Jim Branch Commission Members understand and agree	
Derrick Brown, Chair, provided the swearing in of the homeowners or representatives for his/her COA presentation. No conflicts stated; none declared		

COA # 1 Application Review			
Property Address: 112 Front Street, Watkins Harris House, Italianate, circa 1880s Property Type: <input checked="" type="checkbox"/> Contributing Residential <input type="checkbox"/> Non-Contributing Residential <input type="checkbox"/> Commercial Sworn Stakeholders: Guillermo Nurse HCO Conflicts of Interest declared: <input checked="" type="checkbox"/> None <input type="checkbox"/> Other:			
PROJECT DESCRIPTION	Factors Considered*	**	Outcome
Restore property to original structure by building front porch,	Setback/placement of structure		



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in accordance to photo and engineered drawings (same proposed for several repairs)	<b>Exterior Construction Materials</b>		
	<b>Exterior Colors</b>		
	<b>Architectural Details</b>		
	<b>Roof (shape/form/materials)</b>		
	<b>Doors/Windows/Fenestration</b>		
	<b>General Form and Proportion</b>		
	<b>Appurtenant Fixtures</b>		
	<b>Structural Conditions</b>		
	<b>Trees</b>		

\*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:**

- 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 10x10 is referenced, should be 10x8 which takes into account the current set back of the property

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HCP	Decision of HCP
<b>Restore property to original structure by building front porch, in accordance to photo and engineered drawings (current materials-none; proposed materials pressure treated pine lumber)</b>	7.100, 7.106, 7.203	*add qualifier that porch decking will be painted according to current guidelines	Deferred until AUG2023 HPC meeting
<b>Restore property to original structure by building front porch, in accordance to photo and engineered drawings (current materials-none; proposed materials roofing)</b>	11.103, 11.104		Not reviewed-structural
<b>Restore property to original structure by building front porch, in accordance to photo and engineered drawings (current materials-none; proposed materials roofing underlayment)</b>	5.100, 5.105	N/A	Not reviewed-structural
<b>Restore property to original structure by</b>	3.101, 3.102	N/A	Not reviewed



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<b>building front porch, in accordance to photo and engineered drawings (current materials-none; proposed materials concrete mix ½ rebar)</b>			
<b>Restore property to original structure by building front porch, in accordance to photo and engineered drawings (current materials-none; proposed materials mill bricks, cinder blocks)</b>	3.100, 3.103, 3.104	N/A	Deferred until AUG2023 HPC meeting- mortar will need to be consistent with current guidelines and up to code
<b>Restore property to original structure by building front porch, in accordance to photo and engineered drawings (current materials-none; proposed materials lighting)</b>	16.100	N/A	Need to see what additional lighting fixtures will look like (comp & scale)- Deferred until AUG2023 HPC meeting
<b>Painting of porch ceiling</b>	N/A	N/A	Deferred until AUG2023 HPC meeting

**Deliberation:**

- David- what is the width of the pressure treated deck boards? What would be historically correct would consist of two sizes, 2 ¼ tongue and groove is consistent
  - Porch should be historically consistent with todays decking boards, have multiple options on width currently
  - Porch decking will be painted gray- not included in COA currently
  - Applicant- standard
  - Dickon- 2.25 tongue and groove boards are available in both pressure threated and non-pressure treated, if painted, no need to use pressure treated lumber
  - Applicant: this specification can be adjusted
- Dickon: Historical pictures show round columns, will they be the same? What will they be covered with?
  - Applicant: Intention is to go back with round columns
  - Interior will be standard post with wrap that is standard and congruent with current guidelines
- Roof pitch of porch: 12:3 - within guidelines
  - Pitch is relevant to depth of porch which equals 8 feet (previously listed as 10 feet), roof pitch doesn't need to change
- Roofing underlayment- not reviewed, structural, not under jurisdiction of HPC
- Concrete mix, ½ rebar- not reviewed, structural, not under jurisdiction of HPC
- Mill bricks, cinder blocks- requested pictures of proposed bricks and mortar mix (generally specified in guidelines, in this case, will need to be up to current code)
  - Color of mortar mix should complement current structure
  - Page 44 references painting of historical masonry walls only, does not apply to new structures, but will need to complement current masonry
- Lighting: current porch has lighting, but Applicant wishes to install lighting under roof line, porch ceiling
  - Requested Applicant to bring in examples of the proposed fixtures



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- Porch ceiling- material and color- applicant to submit COA AUG2023
- Porch column wrap material - applicant to submit COA in AUG2023
  - Will need to be accomplished prior to porch decking
  - Include top and bottom trim options
- Applicant agrees to hold all work until COA is brought to HPC in AUG2023
- Requested to provide cross section of header detail in upcoming meeting
- Requested Applicant revise future COA to remove those structural components, add paint color, set back change, column solution (when known), brick and light fixture with pictures
  - If there is an existing home which is similar, may provide those pictures as reference
  - Current home has no gutters, Applicant is proposing to add gutters
- Requested to add to upcoming COA if decision to install new gutters
  - Derreck: current home has no gutters, so no guideline to support gutter type
  - David: Immediate concern is protection of the foundation from water run off
  - Can be accomplished with grading or gutter systems
  - Current foundation is brick- which becomes more immediate need to manage run off
  - Derreck: we cannot recommend gutters vs. no gutters, but can define what type of gutters can be approved/installed
    - Previous COA applicant (College St, Fall 2022) had both half round gutters (historically correct) and box gutters (not historically correct)- applicant wanted to change to 3 inch, which would require removing all gutters to comply guidelines
    - Viny gutters with down spouts are not allowed
- NO motion by HPC tonight
- Applicant will return in AUG2023 with new COA

### COA Application #2

**Property Address:** 201 Gilliam St, James W Horner, Colonial Revival, circa 1904-1915

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

**Sworn Stakeholders:** John Hunt

**HCO Conflicts of Interest declared:** ☒ None ☐ Other:

PROJECT DESCRIPTION	Factors Considered*	**	Outcome
Replace rotten wood on exterior porch and steps Replaced with same wood, gray painted, work already started prior to COA (not reviewed) Work being performed on both Gilliam St and Spring St side of property	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:**

Applicant did not get COA prior to work commencing, applicant provided apologies to Commission, work has ceased until approval of COA

Applicant states no changes will be made to property, "taking it back to the way it was, I would never change the house"

- Materials are wood for wood with same dimensions
- To be painted back same color as existing house (gray)
- No guidelines proposed by applicant
- Derrick proposed guidelines 7.100 & 7.104
- David proposed guideline 7.106

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HCP	Decision of HCP
Replace rotten wood on exterior porch and steps	None cited by applicant	7.100, 7.104, 7.106	Motion to approve to: Dickon Housman Second: David Quinn Approved by HCP

**Deliberation:** No further deliberation was required

**COA Application #3**

**Property Address:** 226 College Street, Henry Furman House, Italianate, circa 1900

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

**Sworn Stakeholders:** Mark Hicks for Chuck Steffanella

**HCO Conflicts of Interest declared:** ☒ None ☐ Other:

PROJECT DESCRIPTION	Factors Considered*	**	Outcome
<b>Sherwin Williams exterior paint</b> <b>Charcoal Blue</b> <b>Shingle roof: CertainTeed</b> <b>asphalt Landmark Shingles,</b> <b>Moire Black</b> <b>Chimney Caps (none current)</b>	<b>Setback/placement of structure</b>		Approved as below
	<b>Exterior Construction Materials</b>		
	<b>Exterior Colors</b>		
	<b>Architectural Details</b>	2.C	
	<b>Roof (shape/form/materials)</b>	1.C	
	<b>Doors/Windows/Fenestration</b>		
	<b>General Form and Proportion</b>		
	<b>Appurtenant Fixtures</b>		
	<b>Structural Conditions</b>		
	<b>Trees</b>		

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**Discussion:**

Original COA received previously, current COA is extension of previous COA

- Paint color not reviewed, same for same



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- Shingles are asphalt three-tab, architectural design, same color as existing
- Nicer shingle than originally proposed
- No chimney cap currently exists

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HCP	Decision of HCP
Sherwin Williams exterior paint Charcoal Blue Shingle roof: CertainTeed Landmark Shingles, Moire Black Chimney Caps (none current)	Not reviewed- minor works  5.105  5.107	N/A  5.104	Motion to approve to: Jim Branch Second: Carla Pruett-DuBois Approved by HCP

**Deliberation:**

No further deliberation required

**COA Application #4**

**Property Address:** 411 College Street, Lions **Faucett** House, Italianate/Colonial Revival, circa 1880

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

**Sworn Stakeholders:** Stephen Davis

**HCO Conflicts of Interest declared:** ☒ None ☐ Other:

PROJECT DESCRIPTION	Factors Considered*	**	Outcome
Roof replacement: Demolition, decking replacement, replace rotted soffits & fascia Change paint color from gray to white Change paint color from gray to white	Setback/placement of structure		Approved as below
	Exterior Construction Materials		
	Exterior Colors	2.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:**

Submitted two applications, first did not include all information

- Homeowner's original plan was to refurbish home and eventually move in however, current plan is to refurbish and sell
  - Homeowner states he will not "flip the house"
- Current shingles are gray, asphalt shingles
- Proposed shingles are CertainTeed Landmark architectural shingles, gray



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- Portion of back of house is a “mishmash” of construction consisting of Masonite material, not included in COA, applicant requesting this be reviewed with current COA
- Room addition on back side of property added in “1970s” and “certainly not original”
  - On this portion of the property, there is Masonite siding which has undergone “severe deterioration”
  - Has created an “opening” that homeowner wishes to close
  - Paint contractor recommended that all Masonite siding be removed and replaced with wood
  - Siding was matched to original siding on front of property, but not back of property
  - Not included in COA, but homeowner wishes to have this reviewed with current COA
- Change paint color from gray to white
- “Demolition, decking” clarified by applicant to refer to the roof decking
- Rotten fascia and soffit are on back portion of home, front portion of home is original fascia and soffit
- Paint and shingle samples provided
- Original shingle color was not available at Lowes, homeowner proposed Oyster Gray which is very close to original shingle color
- Attached to COA was information provided by Carolina Home and Repainting which includes pictures of home and pictures of Pewter Gray shingles originally proposed but unavailable
- Dickon: Will everything be white or will trim be a different color?
  - Applicant: Everything will be same color
- Derreck: With respect to the Masonite siding on the back of home, is there any reason why this was not provided in COA?
  - Applicant: Was unsure of how to describe propose work, but became evident that if painting was to be reviewed, this work would need to be included as painters will not paint over deteriorated Masonite siding
  - Derreck: Proposed to HPC, that COA be revised to include more detail and be reviewed with tonight’s COA/
  - David: HPC can stipulate review of additional work with a motion to be consistent with what HP has done in the past
  - Derreck: HPC accepts stipulation and motion

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HCP	Decision of HCP
<b>Demolition, decking replacement, replace rotted soffits &amp; fascia, shingles will be Landmark CertainTeed three-tab architectural shingle in Oyster Gray</b>	5.100, 5.104	5.105	Motion to approve to: Carla Pruett-DuBois Second: Lillie Armstrong Approved by HCP
<b>Change paint color from gray to white (addendum to include repair of Masonite siding which must be performed removing Masonite, replacing with wood, to be completed after structural repairs are complete using guidelines 2.100 and 2.104)</b>	4.100	1.106, 4.200	Motion to approve to: Dickon Housman Second: Jim Branch Approved by HCP
<b>Paint trim (white to white)</b>	4.100	Not reviewed- Like to like	N/A





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<b>Replace Masonite section of exterior wall- to be completed prior to painting, replacing Masonite siding with wood and should be consistent with wood on existing house</b>	None provided, not in original	2.100, 2.104	Motion to approve to: Dickon Housman Second: Lille Armstrong Approved by HCP
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**Deliberation:**

- Roof replacement: no deliberation, no more than 20 sq feet, aligns with relevant guidelines (not provided by applicant), but aligns with 5.100, 5.104 and 5.105
- Paint: Derrick referred to guidelines for paint colors relative to house style
  - Page 30, common local paint colors read to HPC
  - Body color changing to white, aligns with current guidelines
  - Trim color will be white to white, aligns with current guidelines
  - No shutters
  - Guideline provided by HPC 4.200 and 1.106
- Masonite sections of exterior wall on back of house: Commission in agreement to allow this to be added to current COA
  - Dickon provided guidelines 2.100 and 2.104
  - David: Back left side of house contains an area of separation between walls, this repair is more than replacing siding, this is not included in COA, so HPC cannot review and vote on this work. COA says only "siding" however the repair includes more intense restoration than just "siding"
  - Derreck and David provided further clarification to applicant with respect to requirements for work and COA inclusion
  - Applicant: Per the roofer, Masonite siding has eroded as a result of rain "coming off the roof" resulting in separation, "opened a big hole"
  - David: This includes structural repair, not just siding
  - Dickon: Is structural our jurisdiction?
  - Cheryl: Since repair is structural, City Inspection will be required, Inspector will need mor details
  - Derreck agrees that structural repairs are not under HPC jurisdiction
    - If paint is completed without repair to deteriorated Masonite, structural issues will remain
    - Applicant: House will not be ready for sale without these structural repairs, appreciates HPC bringing this to discussion
    - Cheryl: After this meeting and work is accomplished, City Inspectors will inspect
    - Derreck: Motion should include language to address the need for structural repairs to be completed followed by City Inspection
  - Carla to provide addendum language to Cheryl to provide to applicant
- Derrick: even with current COA and motion to approve addition, structure will require extensive repair
- Cheryl: Inspection will take place following work completion and then painting can occur
- Cheryl will email Inspector and cc Mr. Hunt with addendum language

**COA Application # 5**

**Property Address:** 306 College Street, William A Adams, Italianate Colonial Revival, 1885-1891

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

**Sworn Stakeholders:** Lloyd Bastian

**HCO Conflicts of Interest declared:** ☒ None ☐ Other:





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PROJECT DESCRIPTION	Factors Considered*	**	Outcome
<b>Minor repair to hidden gutter</b> <b>Replace damaged wood</b> <b>Repaint new wood/wood products (tongue and groove-white to white)</b> <b>Replace wooden post</b> <b>Level post for rise and run</b> <b>Hidden level beam addition</b>	<b>Setback/placement of structure</b>		Replace wooden post- not reviewed
	<b>Exterior Construction Materials</b>	1.C, 2.C, 3.C	Level rise/run- not reviewed
	<b>Exterior Colors</b>		LVL beam addition- not reviewed
	<b>Architectural Details</b>		Approved as below
	<b>Roof (shape/form/materials)</b>		
	<b>Doors/Windows/Fenestration</b>		
	<b>General Form and Proportion</b>		
	<b>Appurtenant Fixtures</b>		
	<b>Structural Conditions</b>	3.C, 4.C, 5.C	
	<b>Trees</b>		

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**Discussion:**

- Repaint new wood/wood products: paint is white to white, not reviewed
- Applicant- first home in Oxford to have aluminum siding which “hid” defects in siding
  - 16 feet was constructed with 1 x12’ side by side, provides little support for 16 foot span
- Hidden gutter repair: current material rubber, proposed material rubber
  - Existing, however beam inside garage started to bow (pictorial evidence provided)
  - Beam installed and jacked up to level beam
  - Scabbed onto existing beams to provide support for 16-foot span
  - Need to “finish up”
  - David: Confirmed hidden gutter dimensions and span
  - Applicant: this area had broken loose, causing water damage to underlying structure
- Replace wooden post:
  - Only support was “white board” which provided little support
  - Applicant also installed a beam to provide additional support but needs to finish this work as well
    - These defects resulted in need for LVL Beam in garage area
- Level post for rise and run: not reviewed, see “Hidden beam addition”
- Hidden level beam addition: LVL beam already installed- not reviewed as deemed structural in nature
  - Dickon: Applicant in replacing non-header with LVL beam/header, is this under HPC jurisdiction?
  - HPC: this work requires permit from City Inspection
  - Cheryl: Confirmed that this work will require City permit
  - David: HPC only has jurisdiction over what these beams will be covered with, not the structural component of the beam itself which is addressed in current COA under “Replace damaged wood”
- Pictorial evidence x 7 provided for review
- Applicant has builder experience
- Been in the home 25 years and has performed repairs to the home in the past
- Applicant would like to add vents to soffits, COA previously provided and approved previously by HPC in 2018
- No change to dimensions or materials from previously approved COA
  - David: Can argue that this is structural



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- Dickon- where do the vents exit. If vented through a gable, it would require City Inspection. Many historic homes have vents and often require vents to be placed in gables, etc.
- Applicant is proposing soffit vents which will go underneath the current box gutter which relies on airflow with proposed ridge vent
- Not currently covered in guidelines, structural in nature
- Cheryl: if deemed structural, will require permit and City Inspection
  - Commission: deemed as structural

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HCP	Decision of HCP
<b>Minor repair to hidden gutter</b>	5.103	N/A	Motion to approve to: Dickon Housman Second: Jim Branch Approved by HCP
<b>Replace damaged wood</b>	2.104	N/A	Motion to approve to: Dickon Housman Second: Jim Branch Approved by HCP
<b>Repaint new wood</b>	4.200	N/A	Motion to approve to: Dickon Housman Second: Jim Branch Approved by HCP
<b>Replace wooden post</b>	2.104	N/A	Not reviewed, see deliberation
<b>Level post for rise and run</b>	N/A	N/A	Not reviewed, see deliberation
<b>Hidden LVL beam addition</b>	N/A	N/A	Not reviewed, see deliberation

**Deliberation:**

All structural repairs will need to go through the City to ensure that they are compliant

- Unable to approve replacement of wooden post as it is deemed structural in nature and will need to be permitted and inspected
- Unable to approve hidden LVL beam addition as it is structural in nature and will need to be permitted and inspected
- Unable to approve installation of soffit vents as it is structural in nature and will need to be permitted and inspected
- Cheryl confirmed the above

**COA Application #6**

**Property Address:** 308 Main Street, Cozart-Kennedy House, Italianate Colonial Revival, circa 1870s

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

**Sworn Stakeholders:** Dr. Anderson

**HCO Conflicts of Interest declared:** ☒ None ☐ Other:

PROJECT DESCRIPTION	Factors Considered*	**	Outcome
Repair to slate roof and replacing old valleys with copper (existing)	Setback/placement of structure		Approved as below



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materials slate, tin; proposed material slate, copper) Repair chimney, re-pointing and adding copper chimney cap (existing materials brick; proposed materials brick, copper)	<b>Exterior Construction Materials</b>	<b>2.C</b>	
	<b>Exterior Colors</b>		
	<b>Architectural Details</b>		
	<b>Roof (shape/form/materials)</b>	<b>1.C</b>	
	<b>Doors/Windows/Fenestration</b>		
	<b>General Form and Proportion</b>		
	<b>Appurtenant Fixtures</b>		
	<b>Structural Conditions</b>		
	<b>Trees</b>		

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**Discussion:**

- Applicant provided supplemental documents including pictorial evidence and supporting documents
  - Brad Schafer provided Applicant with documentation
  - Estimate from Century Slate Corporation provided
  - Series of pictures including chimneys, repointing and additional work required
  - Applicant: Roof ridges can be re-painted, however existing valleys are deteriorated and need to be replaced as well as flashing around chimney
  - Currently, tin flashing is not comparable, copper flashing currently available is comparable which will last longer, but will dull with a patina over time
  - Stabilize and repoint chimney
  - Copper chimney cap which will not only keep debris out of chimney, but to also to protect chimney from rain water and environmental exposure
  - No additional questions from HPC

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HCP	Decision of HCP
<b>Repair to slate roof (existing materials slate, tin; proposed material slate, copper)</b>	5.100, 5.101	N/A	Motion to approve to: David Quinn Second: Carla Pruett-DuBois Approved by HCP
<b>Replacing old valleys with copper</b>	5.104, 5.203	N/A	Motion to approve to: David Quinn Second: Carla Pruett-DuBois Approved by HCP
<b>Repair chimney, re-pointing and adding copper chimney cap (existing materials brick; proposed materials brick, copper)</b>	3.100, 3.201, 3.102, 3.103	N/A	Motion to approve to: David Quinn Second: Carla Pruett-DuBois Approved by HCP
<b>Adding copper chimney cap</b>	5.204	N/A	Motion to approve to: David Quinn Second: Carla Pruett-DuBois Approved by HCP

**Deliberation:**



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- None required

### COA Application #7

**Property Address:** 400 College Street (APPLICANT DID NOT ATTEND MEETING- NOT REVIEWED)

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

**Sworn Stakeholders:**

**HCO Conflicts of Interest declared:** ☒ None ☐ Other:

PROJECT DESCRIPTION	Factors Considered*	**	Outcome
	Setback/placement of structure		
	Exterior Construction Materials		
	Exterior Colors		
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestration		
	General Form and Proportion		
	Appurtenant Fixtures		
	Structural Conditions		
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### Discussion:

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HCP	Decision of HCP

### Deliberation:

Motion to Adjourn	1 <sup>st</sup>	2 <sup>nd</sup>	Outcome
	David Quinn	Carla Pruett-DuBois	HPC agreed, adjourned at 1951

### Old Business

Topic	Discussion	Outcome
Treasurer's Report	Current: \$960.42 (300.00 +/- should be removed)	Dickon has not yet met with Derreck to review, Cheryl not able to provide due to printing issues



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	<p>After adjustments, which include an additional 400.00+/-, will leave budget at 100.00+/-</p> <p>City system has been down so unable to provide previous balance</p> <p>Derreck purchased more of the Welcome Bag materials x 12, to provide to Carla- to be added to this years budget</p>	
<b>Guideline updates</b>	<p>Derreck reached out to Tony but has not heard back. Tony has "soft copy" which Carla and Lisa will work together to update.</p> <p>Lisa has running list of proposed updates spanning the last year</p> <p>Will need to address the "one offs"</p> <p>Need to discuss who will handle the updates, not an insignificant time investment</p> <p>Need to consider printing costs, need to have working budget/quote for printing costs for +/- 50 copies</p> <p>Per Cheryl, most recently, only printed copies were created for members as guidelines are available on HPC website for the public</p> <p>Dickon stated that this would be ideal as budgeting for these types of things tends to be a lengthy process</p> <p>Confirmed 10 copies of the guidelines for HPC with between 175 and 200 pages with same spiral format for members, same paper type (may be more expensive)</p> <p>Will need to load new guidelines to website</p>	<p>Carla will follow up with Derreck and Lisa</p> <p>Once complete- proof will be provided to Derreck for approval/QC</p>
<b>400 College Street</b>	<p>Applicant did not attend meeting; however, it is noted that work not yet approved is already taking place</p>	<p>Cheryl will reach out to homeowner in writing to cease all work until COA reviewed and approved</p> <p>May involve financial sanctions against homeowners</p> <p>Applicant has not attended last two meetings (on agenda) and did not follow up with Cheryl</p>
<b>CLG Training Requirement</b>	<p>Reviewed in JUN2023 meeting</p>	<p>Carla and Jim to attend</p> <p>Jim- Sanford, 24SEP2023</p> <p>Carla- Mt Airy, 31AUG2023</p> <ul style="list-style-type: none"> <li>• <b>August 31<sup>st</sup> - CLG/Commission</b></li> </ul>



OXFORD HISTORIC PRESERVATION COMMISSION MEETING MINUTES  
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		<b>Training in Mount Airy</b> ( <i>registration information will be sent out in July</i> ) <ul style="list-style-type: none"> <li><b>September 25<sup>th</sup> - CLG/Commission Training in Sanford</b> (<i>registration information will be sent out in August</i>)</li> </ul>
<b>Photo Contest</b>	Businesses starting to respond to outreach	
<b>New Business</b>		
<b>Topic</b>	<b>Discussion</b>	<b>Outcome</b>
<b>Voting options</b>	David- Members can vote to NOT approve a COA, which members need to keep in mind as we navigate the more complex COAs moving forward Derreck- if an Applicant requests that HPC votes and HPC vote is negative, Applicant can request that HPC not review application at that time Cheryl- provide Applicant with robust reasons or negative vote	HPC confirmed agreement and understanding
<b>PARKING LOT</b> <ul style="list-style-type: none"> <li>None</li> </ul>		
<b>DATE OF NEXT MEETING: 17AUG2023</b> <b>MINUTES PREPARED BY: Carla Pruett-DuBois</b>		