



OXFORD HISTORIC PRESERVATION COMMISSION MEETING MINUTES
18JAN2024

Date & Time:	18JAN2024 @ 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 NP 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> Lynn E. Graham, COA Applicant Michael & Haven Parrott, COA Applicant Mayor Guillermo Nurse was also in attendance
Call to Order/Time	1759 by Derreck Brown, Chair	
Attachments/Links	None	
Ethics and Conduct Statement	Read by: #4 of each category/section read by Dickon Housman, Lillie Armstrong, Jim Branch	
Treasurer's Report	Balance of \$2,500. Provided by Dickon Housman. Rollover was \$2,000 from previous year so tied to total amount of \$2,500.	
Approval of Meeting Minutes	Date of Minutes: NONE FOR APPROVAL THIS MEETING. WILL APPROVE SEPTEMBER & OCTOBER MINUTES, AS WELL AS THESE MINUTES (JAN 2024) AT FEB 2024 MEETING. Usual transcriber was in an accident and unable to take care of transcription.	
Lisa Schon, 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.		

COA Application #1
Property Address, Name of Property & Year Built: 222 College Street. Dr. Roy Noblin House. Colonial Revival. 1932. Property Type: Contributing <input checked="" type="checkbox"/> Residential <input checked="" type="checkbox"/> Non-Contributing Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Sworn Stakeholders: Lynn Graham HPC Conflicts of Interest declared: <input checked="" type="checkbox"/> None <input type="checkbox"/> Other:



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PROJECT DESCRIPTION	Factors Considered*	**	Outcome
1 Replace existing shingles, black	Setback/placement of structure	NA	Approved as below
2 Replace rotting wood on front porch	Exterior Construction Materials	2.C,4.C	
3 Replace rotting wood on A-frame siding	Exterior Colors	4.C	
4 Replace existing windows	Architectural Details	2.C,4.C	
	Roof (shape/form/materials)	1.C	
	Doors/Windows/Fenestration	4.C	
	General Form and Proportion	1.C	
	Appurtenant Fixtures	NA	
	Structural Conditions	C	
	Trees	NA	

*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:

- Submitted application back in the fall. Resubmitted for January to be reviewed now. Property owner provided photographs, pictorial evidence, etc. to assist HPC in review.
- Property owner purchased house and wants to bring back to original state.
- Question Stage:
 - Dickon and David. Replacement of windows. Will you try to salvage windows that are currently there? Property owner stated that they will replace, where needed. HPC indicated to property owner that we would want to salvage windows as much as possible. Property owner indicated there is a company out of Raleigh, NC that can repair the windows. Property owner indicated that they believe most of the windows can be repaired.
 - David. If windows are to be replaced, David asked if they would be of the same style and single-pane. Property owner said they would.
 - David. Will shingles be 3-tab. Property owner stated that they would replace with the same...and of same color.
 - David. Replace the rotting wood on A-frame siding? Property owner said will replace with wood or hardi-plank instead of roofing material.
 - Lillie. Is it only the header board on the A-frame? Property owner said Yes.
 - Indicated replacement of two light fixtures on front of house on either side of the door. Property owner will need to provide pictorial evidence before installing these. Property owner will bring to next meeting if they do want to replace.

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HPC	Decision of HPC
Replace existing shingles, black asphalt 3-tab.	5.100,5.104,5.105	5.100,5.104,5.105	Motion to Approve: Lillie Armstrong Second: Dickon Housman. HPC members approve.



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Replace rotting wood on front porch	7.103	7.103. Reference 201 Gilliam Street. 7.100, 7.104,7.106	Motion to Approve: Lillie Armstrong Second: Dickon Housman. HPC members approve.
Replace rotting wood on A-frame siding with hardi-plank boards	5.100,5.104,5.105	5.100,5.104,5.105,2.100,2.103,2.104	Motion to Approve: Lillie Armstrong Second: Dickon Housman. HPC members approve.
Replace existing windows	6.201	6.201,6.102,6.103	Motion to Approve: Lillie Armstrong Second: Dickon Housman. HPC members approve.

Deliberation:

- Add in 2.100,2.103,2.104 for A-frame siding
- Add 6.102, 6.103 to replace existing windows.

COA Application #2

Property Address, Name of Property & Year Built: 304 Raleigh Street. Howell Family House. I- House/Colonial Revival. 1907.

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

Sworn Stakeholders: Michael Parrott & Jared Bullock (Contractor)

HPC Conflicts of Interest declared: ☒ None ☐ Other:

PROJECT DESCRIPTION	Factors Considered*	**	Outcome
1. Replace shingle roof on house.	Setback/placement of structure	NA	Approved as below
2. Replace metal roof on house.	Exterior Construction Materials	NA	
3. Replace required siding/corner boards.	Exterior Colors	1.C,2.C,3.C	
	Architectural Details	3.C	
	Roof (shape/form/materials)	1.C,2.C	
	Doors/Windows/Fenestration	NA	
	General Form and Proportion	1.C,2.C	
	Appurtenant Fixtures	NA	
	Structural Conditions	2.C	
	Trees	NA	

*See attached HPC worksheet for full details of factors considered

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Discussion:



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- Roof has been approved by insurance to replace upper section. Storm damage. Also damage to metal roof and lower roof replacement since upper roof section.
- 3-tab architectural roof. Pictorial evidence. Certaineed 3-tab. Black metal on the front porch is aged and wants to replace.
- Siding. Where roof ties into side or headwall. Some flashings go up and is not incorrect. Replace with cedar plank. Same color.

Questions:

- David. How many linear feet of siding are you replacing? Is it more than 25 linear feet. Looks like 48 linear feet in front and back. It was implied that #3 references that. Not vinyl. It is cedar wood siding. If can get cedar in the same dimension, that is what matters. Contractor will get a piece on the back side to make sure they can match it up.
- Dickon. If it is cedar, then fine. But, if not, when you open it up, and it is 1x6, will they state that they will replace for like to like even if cedar is onsite? Contractor stated that they will use like for like regardless of what is found underneath when they open it up and review it.
- Metal roof on porch, will there be anything else done to the wood under the metal? If it was rotted, then they would replace with like products.

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HPC	Decision of HPC
Replace shingle roof on house.	Did not provide.	5.104,5.100,5.105	Motion to Approve: Dickon Housman. Second: David Quinn. HPC members approve.
Replace metal roof on house (front porch).	Did not provide.	5.104,5.100,5.105	Motion to Approve: Dickon Housman. Second: David Quinn. HPC members approve.
Replace required siding/corner boards.	1.100,1.103,1.105,1.106	1.100,1.103,1.105,1.106. Dimension of siding should be the same as what was removed.	Motion to Approve: Dickon Housman. Second: David Quinn. HPC members approve.

Deliberation:

- **Added 5.104,5.100,5.105 for shingle roof. HPC provided these.**
- **Added 5.104,5.100,5.105 for replacement of metal roof on house (front porch).**
- **Added 1.100,1.103,1.105,1.106 for replacement of required siding/corner boards.**



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Old Business		
Topic	Discussion	Outcome
2023 Lighting of the Greens.	Everyone said it went well. Well attended, but not quite as many as last year. Strong Arm gift was nice. Recommend next year is to put the Strong Arm in a nice basket. Also, did the drawing earlier. 6:15 pm. That way we have a better chance of giving the gift to the person on time. Canopy is in David's basement...FYI.	Was very nice and everyone enjoyed themselves.
Transcriber	Carla was doing our transcription work for us. Not sure if she will be able to continue to do this. Therefore, we need to find another transcriber. Dickon might have a candidate.	Derreck will talk to Dickon.
Yahoo Mail Account	Lisa has access now to it.	Lisa will continue to review Yahoo! mail account.
New Business		
Topic	Discussion	Outcome
2024 Goal Setting	Lighting of the Greens 2024 - Yes Photo Contest 2024 – Yes. Can we link Photo Contest to Hot Sauce Festival. Check with the Asst. for Economic Development. Gives us more exposure.	Do another campaign thru OPL for Photo Contest.
Property of the Month	Yes. Recommend doing quarterly. Recommend also using excerpts from the walking tour to use for paper.	Pending.
Walking Tour	Yes. Can pull four houses off the walking tour. Lillie and David brought this up. Instead of random selection process, just use four. Photo and informational blurb. We've talked about focusing on interior focus of some of the features inside the house. Would have to "stage" and ensure there are no personal items being seen,.	Need to update PocketSights. Also take better pictures of some of the houses and update the text. All pamphlets/flyers have been passed out in Oxford, North Carolina Visitor Center.



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Updating Oxford Design Guidelines	Will need to provide access to Lisa Schons and Carla Pruett-Dubois.	Begin updating for finalization. Also, follow-up with Lisa and Jeff about printing cost of guidelines.
Election of 2024 HPC Officers	Chair – Derreck Brown, Vice Chair – David Quinn, Lisa Schons – Secretary, Jim Branch – Treasurer. HPC members voted on new election of officers.	Derreck's HPC term will end on 6/30/24. Will need to vote for new chair soon. Dickon asked to not continue as Treasurer. Provided details of the job. New person in the Finance role. Derreck needs to engage. Melanie is the new Finance person, who is extremely busy. Derreck Brown will remain as Webmaster and will remain Project Manager of Photo Contest. David mentioned the importance of providing instructions on website, PocketSights. Derreck will need to pass the information over to someone else. Need a transition period. David will remain Project Manager of Stewardship Award and Plaque Program. Lillie and David will talk about transitioning the Plaque Program over. Also, Welcome and Visibility Program will be Carla Pruett-Dubois.
Plaque program	<p>Lillie asked about this. She has someone who can help with the wooden plaques.</p> <p>The Stewardship plaques. David ordered two of them. Will check at home for these.</p> <p>Also, discussion regarding historical markers on the house. Some are in better shape than others. Revisiting Lillie's connection helping with this endeavor of repairing/replacing historic plaque. Lillie said they asked for a sample.</p>	Pending.
Renewal of Confirmation of the Oxford HPC Code of Ethics	Jim Branch, David Quinn, Derreck Brown, Lillie Armstrong, Dickon Housman	Lisa Schons and Carla Pruett-Dubois still need to sign. Both were not present.
Trees	Mayor asked for us to be more proactive in this area in helping individuals understand the importance of trees. Discussed Arbor Day and also the need to replace trees when a diseased tree is removed, etc.	HPC cannot endorse any arborist. That being said, Cheryl can be the intermediary for that. We could also do work with The Gardeners or some form of Cooperative Education. Will look into that.



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PARKING LOT

- None

ADJOURNED: 1911

MOTION TO ADJOURN: David Quinn

SECOND: Lillie Armstrong

DATE OF NEXT MEETING: February 15, 2024

MINUTES PREPARED BY: Derreck Brown