



OXFORD HISTORIC PRESERVATION COMMISSION MEETING MINUTES
19OCT2023

Date & Time:	19OCT2023 @ 1801
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 NP 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> Ron and Ruth Roberts, COA Applicant Mark Hicks, COA Applicant Peyton Hancock Grissom, COA Applicant
Call to Order/Time	1801 by Derreck Brown, Chair	
Attachments/Links	None	
Ethics and Conduct Statement	Read by: #4 of each category/section read by David Quinn, Lisa Schons and Jim Branch.	
Treasurer's Report	Dickon Housman absent. Derreck Brown read Treasurer's report. From July 1st 2023, the beginning of the new fiscal year through today, we have not spent any money. Remember from the transcription recording part, Carla does that for us, but there's no cost related to that. She's doing that pro bono. So, our budget remaining is \$2500. \$2500 remaining for use as we see fit within accordance with our rules.	
Approval of Meeting Minutes	Date of Minutes: NONE FOR APPROVAL THIS MEETING. WILL APPROVE SEPTEMBER & OCTOBER MINUTES AT JAN 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: 115 E. Front Street, James Rogers House. Colonial Revival, 1904.
Property Type: Contributing X Residential X Non-Contributing Residential <input type="checkbox"/> Commercial <input type="checkbox"/>
Sworn Stakeholders: Ron & Ruth Roberts
HPC Conflicts of Interest declared: X <input type="checkbox"/> None <input type="checkbox"/> Other:



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In previous meeting, went thru a long list of items. Approved some and had some we put on hold. Will now go thru COA submitted this time that was put on hold, review, deliberate, approve or not. Pictoral evidence provided. COA received, checklist, pictures, attachments, and explanations provided by the Roberts.

PROJECT DESCRIPTION	Factors Considered*	**	Outcome
Replacement of storm windows. Building the Deck on back. Remove Iron Steps. Add new chimney caps. Add additional yard post and lamp in front of house. Install new gates to match new fence. Install new landscaping and walkway lighting not to exceed 18" time.	Setback/placement of structure	1.C	Approved as below
	Exterior Construction Materials	1.C	
	Exterior Colors	NA	
	Architectural Details	1.C	
	Roof (shape/form/materials)	NA	
	Doors/Windows/Fenestration	1.C	
	General Form and Proportion	1.C	
	Appurtenant Fixtures	1.C	
	Structural Conditions	1.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:

- Question Stage:
- Installation of New Gate. Derreck Brown asked about pictoral evidence #9. If looking straight up the driveway, will gate open toward the driveway? It will be two arms and could be mechanical. Indicated it will be mechanical and go outward because they do not want to eliminate the hedges.
-

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HPC	Decision of HPC
Replacement of storm windows. Information received from Cheryl. Same vendor and same style. Vendor name is Velve-A-Lume. Website West Windows.com. 410 College Street has them.	6.108	6.108	Motion to Approve: Lisa Schons with specific statement using Velve-A-Lume storm windows. Second: Jim Branch. HPC members approve.
Building the Deck on back. Referenced 114 High Street.	15.201, 15.203	15.201, 15.203, 15.103, 15.104	Motion to Approve: Lisa Schons. Second: Jim Branch. HPC members approve.
Remove Iron Steps.	15.201, 15.203	15.201, 15.203, 15.103, 15.104	Motion to Approve: Lisa Schons. Second: Jim Branch. HPC members approve.



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Add new chimney caps.	5.204	5.204	Motion to Approve: Lisa Schons. Second: Jim Branch. HPC members approve.
Add additional yard post and lamp in front of house. One on front and one on back. Did Reference Mark Hicks house.	16.106	16.106	Motion to Approve: Lisa Schons. Second: Jim Branch. HPC members approve.
Install new gates to match new fence.	14.105	14.105	Motion to Approve: Lisa Schons. Second: Jim Branch. HPC members approve.
Install new landscaping and walkway lighting not to exceed 18" time.	13.201, 16.200, 16.201, 16.203	13.201, 16.200, 16.201, 16.203	Motion to Approve: Lisa Schons. Second: Jim Branch. HPC members approve.

Deliberation:

- Add in 15.103, 15.104 for building the deck on back.
- David indicated that Storm Windows (Velve-A-Lume) should be clearly stated when proceeding with motion to approve.

COA Application #2

Property Address, Name of Property & Year Built: 303 High Street, Kingsbury-Bryan House. I-House/Greek Revival. 1842.

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

Sworn Stakeholders: Mark Hicks

HPC Conflicts of Interest declared: ☒ None ☐ Other:

PROJECT DESCRIPTION	Factors Considered*	**	Outcome
Replace existing deck and rails. Removal of existing crepe myrtle and shrubs. Replace existing driveway with concrete or pea gravel.	Setback/placement of structure	NA	Approved as below
	Exterior Construction Materials	1.C	
	Exterior Colors	NA	
	Architectural Details	1.C	
	Roof (shape/form/materials)	NA	
	Doors/Windows/Fenestration	NA	
	General Form and Proportion	1.C	
	Appurtenant Fixtures	1.C	
	Structural Conditions	1.C	
	Trees	1.C	

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Discussion:

- Provided pictorial evidence, pictures. Information around dimensions. Existing deck was built by Mark Hicks. Shrubbery was planted by Mark Hicks as well. Also, current driveway concrete was poured by Mark Hicks, too. He just wanted to make sure he is doing it correct. Might not do the work within six months. Chair indicated that if work is not done in six months, but no changes to initially approved COA (for example, if driveway is not started in the next six months), then resubmit to Cheryl for Minor works approval by the Chair. Would not have to come back in front of the HPC. Was stated that if one thing changes (for example, a different material for the driveway that was not initially approved), a new COA would need to be submitted and he would have to come back in front of the HPC for review.

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HPC	Decision of HPC
Replace existing deck and rails.	15.203	15.203	Motion to Approve: Jim Branch. Second: David Quinn. HPC members approve.
Removal of existing crepe myrtle and shrubs.	15.100	15.100	Motion to Approve: Jim Branch. Second: David Quinn. HPC members approve.
Replace existing driveway with concrete and/or pea gravel.	13.102, 13.104	13.102, 13.104	Motion to Approve: Jim Branch. Second: David Quinn. HPC members approve.

Deliberation:

- **15.100. Page 74. Mature trees component. 16" in diameter and 4.5' off the ground. Crepe myrtles are usually under that. Also, behind the house and not part of the main streetscape.**
- **Question from Lisa S. indicating whether or not we even need to review trees and shrubs. Chair indicated that we should review because they are "mature" trees/landscaping and to state that it does not impact streetscape.**

COA Application #3

Property Address, Name of Property & Year Built: 222 College Street

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

Sworn Stakeholders:

HPC Conflicts of Interest declared: ☐ None ☐ Other:

Owners did not show for review of their COA. Chair asked Cheryl to contact owners to let them know we do not meet again until January 2024.



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

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

Deliberation:

Owners did not show for review of their COA. Chair asked Cheryl to contact owners to let them know we do not meet again until January 2024.

COA Application #4

Property Address, Name of Property & Year Built: 103 W. Front Street. Franklin W. Hancock Sr. House. Dutch Colonial Revival. 1914

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

Sworn Stakeholders: Peyton Hancock Grissom

HPC Conflicts of Interest declared: ☒ None ☐ Other:



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PROJECT DESCRIPTION	Factors Considered*	**	Outcome
Concrete walkway from driveway to new steps on side of right side porch. Remove exiting irregular block steps. Repair or replace rotted column based on both side of porch. Replace rotted and warped porch floors on both side of porch. Replace rotted fascia boards resulting from failed inlay gutters. Replace rubber roofing material on porch flat roofs with metal black roof to cover failed inlay gutters.	Setback/placement of structure	NA	Approved as below
	Exterior Construction Materials	1.C	
	Exterior Colors	NA	
	Architectural Details	1.C	
	Roof (shape/form/materials)	1.C	
	Doors/Windows/Fenestration	NA	
	General Form and Proportion	1.C	
	Appurtenant Fixtures	NA	
	Structural Conditions	1.C	
	Trees	NA	

*See attached HPC worksheet for full details of factors considered

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Discussion:

- Documentation provided around pictures of the home for work that needs to be done. Also drawings/sketches for dimension of right side porch, etc.
- Property owner indicated they have been living in it for 10 years. Did a lot of work internally. Big lover of doing things right and cherish our ownership. Left side porch is so rotted and needs to be fixed. The major things is the concrete steps that will align with her parent's home. 1x3 tongue and groove wood board. Same color as now. Metal roofing like Dr. Lewis home. Ken Koeplinger is contractor who provided additional information.
- How many columns are on the porch. Eight. Are not looking to replace all of them. Where needed, want to replace with composite. And want to re-enforce structural support. Where completely deteriorated they need to replace. Chair stated in March 2017, 213 High Street had the same issue. Two had to be replaced. Tony Armento indicated do not replace unless you have to. For those that need to be replaced, precedent would be set to use composite. Only the bases that need to be replaced for this work. Not the columns?
- David Quinn asked about internal gutters. Are you replacing gutters with membrane roof. Property indicated that they did replace the rubber membrane 10 years ago. Requesting metal sheeting rooves. David asked if we've approved design at this level. Significant future change to the house. How do we address that? 16" that is recessed. Property owner is not looking to fix the internal gutter. On page 49, Roofing and Chimney Guidelines. HPC reviewed these guidelines. What is allowed and what is not allowed? Chair also asked about where will the water run off to? Ken Koeplinger indicated that there is a slight pitch and asked that water would run off the side. Would there be changing of the grade so the water runs away from the house? There is a total slope on the right side. On the left side, there is a straight up concrete drain going to the street. Nothing that is a particularly good fit. Lisa asked if she was removing the original gutters. The answer was no. Lillie said if they are fixing the roof, then they are preserving and



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retaining. Page 48, Gutters and Downspouts. Hidden gutter systems are prone to fail. If the internal gutters are not being torn out, and will remain there, and the roof is helping to preserve them. No changing or altering of the roof cannot be touched. 5.105. David provided this as citing.

- Picture of standing seam roof. The picture shown was not in the guidelines. Needs to be standing seam roof.

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HPC	Decision of HPC
Concrete walkway from driveway to new steps on side of right-side porch. Remove exiting irregular block steps.	13.107	13.107	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.
Repair or replace rotted column bases on both side of porch.	7.202	7.202,7.104	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.
Replace rotted and warped porch floors on both side of porch.	7.202	7.202,7.106,7.102	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.
Replace rotted fascia boards resulting from failed inlay gutters.	1.103, 1.105, 3.200	2.103	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve.
Replace rubber roofing material on porch flat roofs with metal black roof to cover failed inlay gutters.	5.200	5.105	Motion to Approve: David Quinn. Second: Lisa Schons. HPC members approve. Stated standing seam roof (black) and that the old internal gutters will not be removed.

Deliberation:

- 7.104 added for replace rotted column based on both side of porch. Lillie stated this to be added.
- 7.106 (for painting), 7.102 (only fixing bases things that need to be fixed) for replace rotted and warped porch floors on both side of porch.
- 2.103 only for replace rotted fascia boards resulting from failed inlay gutters. Asked what material will be used. Answered pine.
- 5.105 was cited by David for the internal gutter issue.

Old Business

Topic	Discussion	Outcome
CLG Training Requirements	Jim Branch indicated that it went well. More than 25 people were there. Couple of breakout sessions. Also showed our guidelines and people really liked it.	Continued certification.



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Access to Electronic Document for Oxford Design Guidelines	Lisa indicated that she does not have access.	Derreck will re-send e-mail.
Stewardship Award	Due to Chair being ill, did not have picture taken. Will go next Tuesday to take picture and get it to OPL	Finalize picture and send to OPL.
Yahoo Mail Account	Lisa has access now to it.	Lisa will continue to review Yahoo! mail account.
Property of the Month	Cannot get in touch with Jayne Fitzpatrick. Did not answer the door.	Need to get in touch with her to see if she is still interested.

New Business

Topic	Discussion	Outcome
Lighting of the Greens	December 8 th . Derreck has tent. Should still do the raffle tickets. Raffle off Strong Arm Bakery. Bake cookies. Everyone will bake. Registration due by 12/1. Derreck will take care of this and will try to get our usual space.	Derreck will follow-up with everyone to make sure everyone does their part.
Landscape Lighting	Where does the 18" come from?	It is in the Guidelines and referenced at page 76. Not in regular section but is stated.
Storm Windows	When doing revision to Guidelines, we ought to have some kind of reference, statement, regarding the specific storm window needed.	
Printing of New Guidelines	Pricing for a few books being printed. Jeff Schons will check with Masonic printing for budgeting perspective	Lisa will check with Jeff. We will need 7 for members, one for Cheryl, and maybe another 10 and one at the library (Mark Pace). Checking to see how much 20 copies will be.
Cited House next to 222 College Street for Trees	Cheryl will determine the exact amount.	

PARKING LOT

- None

ADJOURNED: 1914

MOTION TO ADJOURN: Lillie Armstrong

SECOND: Lisa Schons

DATE OF NEXT MEETING: January 18, 2024

MINUTES PREPARED BY: Derreck Brown