



OXFORD HISTORIC PRESERVATION COMMISSION MEETING MINUTES
21SEP2023

Date & Time:	21SEP2023 @ 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 P Dickon Housman, Treasurer P Carla Pruett-DuBois, Member P Lillie Armstrong, Member P Jim Branch, Member P Cheryl Hart, Oxford City Planning Office	<u>Invitees</u> Emigdio Castro, COA Applicant Stephen Blasko, COA Applicant Terry & Marie Hobgood, COA Applicant Ronald & Ruth Roberts, COA Applicants
Call to Order/Time	1801 by Derreck Brown, Chair	
Attachments/Links	None	
Ethics and Conduct Statement	Read by: #3 of each category/section read by Carla Pruett-Dubois, Lillie Armstrong, Dickon Housman.	
Treasurer's Report	Dickon Housman: Treasurer's report. Dickon has reached out to the Finance group but no response to three e-mail threads. Cheryl indicated to Dickon for him to send her an e-mail and she will give Dickon what he needs. We will address again during October 19, 2023 meeting minutes.	
Approval of Meeting Minutes	Date of Minutes: 17AUG2023 Motion to Approve: Lisa Schons Second: Dickon Housman Outcome: 17AUG2023 minutes approved.	
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: 110 E. Spring Street
Property Type: Contributing X Residential X Non-Contributing Residential <input type="checkbox"/> Commercial <input type="checkbox"/>
Sworn Stakeholders: Stephen Blasko, City of Oxford
HPC Conflicts of Interest declared: X <input type="checkbox"/> None <input type="checkbox"/> Other:



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PROJECT DESCRIPTION	Factors Considered*	**	Outcome
Removal of Dead Tree in front of 110 E. Spring Street.	Setback/placement of structure	NA	Approved as below
	Exterior Construction Materials	NA	
	Exterior Colors	NA	
	Architectural Details	NA	
	Roof (shape/form/materials)	NA	
	Doors/Windows/Fenestration	NA	
	General Form and Proportion	NA	
	Appurtenant Fixtures	NA	
	Structural Conditions	NA	
	Trees	1.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:

- Pictorial evidence provided. Also, an arborist letter was provided.
- One picture shows that it was already being removed. Public safety based on Hot Sauce festival.

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HPC	Decision of HPC
Remove Dead Tree from Curb Street in front of 110 E. Spring Street.	15.102	15.102	Motion to Approve: David Quinn Second: Carla Pruett-Dubois. HPC members approve.

Deliberation:

- Add in 15.102.

COA Application #2

Property Address, Name of Property & Year Built: 115 E. Front Street. James Rogers House. Colonial Revival. 1904.

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

Sworn Stakeholders: Ronald & Ruth Roberts

HPC Conflicts of Interest declared: ☒ None ☐ Other:



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PROJECT DESCRIPTION	Factors Considered*	**	Outcome
<p>Repair, as needed, front porch columns, column bases, railing and flooring. Repair/replace boxed-in gutters as needed; repair roof as needed. Repair masonry chimneys. Replace rear storm doors. Replace storm windows as needed. Replace exterior shutters as needed. Repair/replace rotten/damaged/failed sections of siding, trim and flashing. Repair/replace rotten sections of green wooden fence; repaint fence. Install new HVAC unit upstairs and remove window unit (Behind house unseen). Replace awnings on rear of house (not visible from street). Install new 48" black aluminum fence around property with appropriate gates. Install new yard post lamp/lantern in front yard beside brick walkway. Address side/rear parking area at end of driveway behind gate. Repair cracks/damage to hardscapes (Driveway and brick walkways). Remove metal stairway in rear of house and install white wooden deck with steps to new parking area (will not be visible from street). Install landscape lighting to illuminate walkways, etc. Install new architecturally compatible chimney caps. Change exterior door colors. Scrape and repaint house same color. Only if necessary and time is of the essence to prevent damage/decay due to inclement weather/ replacement of current hidden gutter system with installed half-round gutter system due to failure of current hidden gutter system.</p>	Setback/placement of structure	NA	Approved as below
	Exterior Construction Materials	C	
	Exterior Colors	C	
	Architectural Details	C	
	Roof (shape/form/materials)	C	
	Doors/Windows/Fenestration	C	
	General Form and Proportion	C	
	Appurtenant Fixtures	C	
	Structural Conditions	C	
	Trees	NA	
<p>*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</p>			



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NA= This project does not impact this factor

Discussion:

Ronald: majority of items are repair....like for like items. One issue is the hidden gutters. Had a notation at the end to deal with any issues if they needed to be replaced regarding hidden gutters.

Questions:

- Lillie – extent of repair based on whether it is Minor Works and needs to be reviewed. Regarding exterior painting of the house. Painting same color and not sandblasting. Also question around masonry of the chimney and cap. Also possible green fence. Identical fencing to 213 High Street. Wants to do 48" all around. Seegar Fencing was the vendor used at 213 High Street.
- Carla – pictures of fence and lamp post. No picture of lamp post. Will bring that at next meeting.
- David – storm windows. House next to Lisa Schons house has the special storm windows that were approved before.
- David – awning. Make sure awning has to be period correct? The Roberts are not sure why they were there. Maybe because of water runoff? Number 7 in the photos. Awnings before 1940s have to be canvas, vinyl coated canvas, or acrylic. Color must compliment the style. The Roberts asked if whether contractor could build a new structure.
- Carla – landscape light and damage to walkways. When roof was put on, the truck holding the debris cracked the brick. Just looking to replace with like brick. Pea gravel (like Taylor sister driveway) for driveway.
- Lisa – HVAC unit. Can it be seen from High Street or Gilliam Street? If it can be seen, then will need to think about vegetation or cover. Referenced #7 for whether or not it can be seen. Does not appear to be visible.

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HPC	Decision of HPC
Repair, as needed, front porch columns, column bases, railing and flooring.	7.100,7.106,7.102,7.104	7.100, 7.106,7.102,7.104	Motion to Approve: Lisa Schons. Second: David Quinn. HPC members approve.
Repair/replace boxed-in gutters as needed; repair flat roof as needed.	5.103,5.203,5.104	5.103,5.104	Motion to Approve: David Quinn. Second: Carla Pruett-Dubois. HPC members approve.
Repair masonry chimneys.	3.100,3.102,5.107	3.100,3.102,3.103,3.105,5.107 (also page 44 with painting/mortar masonry)	Motion to Approve: Dickon Housman. Second: Jim Branch. HPC members approve.
Replace rear storm doors.	6.109	6.109. Door is manufactured is Larson Platinum Security. Full view door with enamel finish.	Motion to Approve: David Quinn. Second: Carla Pruett-Dubois. HPC members approve.
Replace storm windows as needed.	6.108,6.109	Pending.	Will provide vendor name, etc. of storm



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			windows at next meeting in October.
Replace exterior shutters as needed.	6.100,6.104	6.100,6.104,6.111,6.102	Motion to Approve: Carla Pruett-Dubois. Second: Lisa Schons. HPC members approve.
Repair/replace rotten/damaged/failed sections of siding, trim and flashing.	2.100,2.103,2.104	2.100,2.103,2.104	Motion to Approve: Dickon Housman. Second: David Quinn. HPC members approve.
Repair/replace rotten sections of green wooden fence; repaint fence.	2.101,14.100,14.102,14.103	2.101,14.100,14.102,14.103	Motion to Approve: Lillia Armstrong. Second: Dickon Housman. HPC members approve.
Install new HVAC unit upstairs (Behind house unseen).	8.100,8.101	8.100,8.101. Take into account if seen from street, vegetation or screening is needed.	Motion to Approve: Dickon Housman. Second: Carla Pruett-Dubois. HPC members approve.
Replace awnings on rear of house (not visible from street).	5.103,5.104	6.113	Motion to Approve: Lisa Schons. Second: Lillie Armstrong. HPC members approve.
Install new 48" black aluminum fence around property with appropriate gates.	14.202,14.203	14.202,14.203. Reference 213 High Street.	Motion to Approve: Dickon Housman. Second: Carla Pruett-Dubois. HPC members approve.
Install new yard post lamp/lantern in front yard beside brick walkway.	16.106	Pending. Reference Mark Hicks.	Will need to come back and provide pictorial evidence in October meeting.
Address side/rear parking area at end of driveway behind gate. Will be a mechanized gate. With pea gravel.	13.105,14.105	13.105,13.104,13.107	Motion to Approve for Pea Gravel only: Jim Branch. Second: Lisa Schons Will need to come back and provide pictorial evidence in October meeting.
Repair cracks/damage to hardscapes (Driveway and brick walkways).	13.100,13.101,13.102	13.100,13.101,13.102	Motion to Approve: Lisa Schons. Second: Carla Pruett-Dubois. HPC members approve.
Remove metal stairway in rear of house and install white wooden deck with	15.201,15.203	Pending.	Will need to come back and provide pictorial



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steps to new parking area. Will need additional steps (will not be visible from street).			evidence (drawing) in October meeting.
Install landscape lighting to illuminate walkways, etc.	13.201,16.200,16.201,16.203	Pending. Page 76 lighting should be no higher than 18".	Will bring pictorial evidence to next meeting for HPC to review.
Install new architecturally compatible chimney caps.	5.204	Pending.	Will bring pictorial evidence to next meeting for HPC to review.
Change exterior door colors.	4.101,4.102,4.103,4.200,4.201	4.101,4.102,4.103,4.200,4.201. Should also reference page. 30 for common local paint colors. In compliance.	Motion to Approve: Lillie Armstrong. Second: Lisa Schons. HPC members approve.
Scrape and repaint house same color.	Minor Works – No need to review.		

Deliberation:

- See above for details.

COA Application #3

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

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

Sworn Stakeholders: Terry and Marie Hobgood

HPC Conflicts of Interest declared: ☒ None ☐ Other:

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



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Discussion:

- Pictorial Evidence provided. 4 pictures.
- Like materials. 2 & 3/8" boards
- Only replacing what needs to be replaced. Support beams may also need to be replaced. They are wooden as well.

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HCP	Decision of HPC
Replace Porch Flooring.	7.103,7.104,7.106	7.100,7.103,7.104,7.106	Motion to Approve: Dickon Housman. Second: Lillie Armstrong. HPC members approve.

Deliberation:

- Added 7.100 as well.

COA Application #4

Property Address, Name of Property & Year Built: 217 College Street

Owners did not show for review of their COA. Chair asked Cheryl to contact owners to let them know we meet again in October 2023.

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

Sworn Stakeholders:

HPC Conflicts of Interest declared: ☒ None ☐ Other:

PROJECT DESCRIPTION	Factors Considered*	**	Outcome
.	Setback/placement of structure		Approved as below



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Owners did not show for review of their COA. Chair asked Cheryl to contact owners to let them know we meet again in October 2023.

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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Discussion:

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

Deliberation:

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Old Business

Topic	Discussion	Outcome
CLG Training Requirements	Carla went to is in Mt. Airy. Was very informative. Brent gave the training this time. Conversations were around tax credits. Examples of how tax credits were being used. Everyone was most impressed with the Mary Potter school. Setting us as a bar because we adhere to our own guidelines better than most.	Certification maintained.
CLG Training Requirements	Jim will be going to Southern Pines next week. Meeting is at Police Department.	Will hear more during October meeting.
Redesign of Oxford Guidelines	We have all the information for the design guidelines. Loaded out on Google Drive. Folder needs to be shared with Carla and Lisa. We can then make our adjustments.	Begin working on the changes.
Stewardship Award	David delivered plaque. Need to get a picture made. Did talk to them and showed them newspaper in hand of the write-up. Will arrange to have picture taken with	Photo will be taken on Sunday or Monday. Article to be placed in OPL.



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	Chair and property owners. Hopefully can do that on Sunday afternoon.	
New Business		
Topic	Discussion	Outcome
HPC Yahoo Mail Account.	Need someone to check that. Lisa will do it. She will set a reminder to check it at least every two weeks.	Lisa will handle it.
Property of the Month	Have not heard from Jayne and hard to get in touch with her. Need to move forward to getting it done. Should do twice a year. Haven't been doing a good job there.	Will try to reach out again.
Tree Citation	Thank you, Cheryl, for policing tree issues. Also thank you to Antoine. Also, 304 Raleigh Street was cited. Next to 308 Raleigh Street.	304 Raleigh Street property owners reached out to Cheryl. Cheryl discussed and citation was paid. \$500. Paid by 304 and 308 Raleigh Street property owners. Need to do another Q&A OPL about trees.
Recommend that we allow shorter COA's to go earlier and bypass the order of review.	David brought this up and agree.	
305 Williamsboro Street, St. Catherine's Church	HPC does not need to review.	
PARKING LOT		
<ul style="list-style-type: none"> None 		
ADJOURNED: 1931 MOTION TO ADJOURN: Lisa Schons SECOND: Lillie Armstrong DATE OF NEXT MEETING: 19OCT2023 MINUTES PREPARED BY: Derreck Brown		