



OXFORD HISTORIC PRESERVATION COMMISSION MEETING MINUTES
18MAY2023

Date & Time:	18MAY2023 @ 6:04 pm
Location:	Oxford Town Hall, Meeting room

Meeting Details	<input type="checkbox"/> Special Session <input checked="" type="checkbox"/> Regular Meeting	
Attendees	<u>AVEO PV</u> <input checked="" type="checkbox"/> Derreck Brown, Chair <input checked="" type="checkbox"/> David Quinn, Vice Chair <input checked="" 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	<u>Invitees</u> Cynthia Searce, COA Applicant James McCloud, COA Applicant Bill Coburn, COA Applicant Elim Malinowski, COA Applicant James Compton, COA Applicant
Call to Order/Time	6:04 pm by Derreck Brown, Chair	
Attachments/Links	None	
Approval of Meeting Minutes	Date of Minutes: 02NOV, 10NOV2022 & 19JAN2023 Motion to Approve: Jim Brantley Second: Lisa Schon Outcome: 02NOV, 10NOV2022 & 19JAN2023 minutes approved	
Ethics and Conduct Statement	Read by: Carla Pruett-DuBois, Dickon Housman, Lillie Armstrong Commission Members understand and agree	
Lisa Schon, Secretary, provided the swearing in of the homeowners or representatives for his/her COA presentation. No conflicts were stated.		

COA # 1 Application Review			
Property Address: 400 College Street, Booth Watkins Mitchell House, Italianate- Circa 1880's Property Type: <input checked="" type="checkbox"/> Contributing Residential <input type="checkbox"/> Non-Contributing Residential <input type="checkbox"/> Commercial Sworn Stakeholders: Cynthia Searce HPC Conflicts of Interest declared: <input checked="" type="checkbox"/> None <input type="checkbox"/> Other:			
PROJECT DESCRIPTION	Factors Considered*	**	Outcome
	Setback/placement of structure		Approved as below



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Paint trim, house garage (white to white)- no reviewed, not required History: Previous COA approved for replacement of internal gutters due to failure of internal failure of channel from fascia and soffit, at that time, all internal gutter on top floor was replaced	Exterior Construction Materials	5. C, 6.C	
	Exterior Colors		
	Architectural Details	5. C	
	Roof (shape/form/materials)	4. C	
	Doors/Windows/Fenestration	7. C	
	General Form and Proportion		
	Appurtenant Fixtures		
	Structural Conditions		
	Trees	3. 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:

1. Repaint house same color- no review necessary, minor works
2. Replace shingles, no review necessary, minor works
3. Front Yard landscaping- shape existing bushes, cut back to reasonable height- no review necessary, minor works
4. Emergency Roof Repair- where old roof met new roof there was rot, back and side of home. Leaked after storm. Plaster falling inside house.
 - a. Current- Flat tin roof: tin/roof roll and tar
 - b. Proposed- Flat roof: Asphalt shingles and roof roll and tar
 - c. No pictures of current roof provided
 - d. No shingle samples or pictures provided
5. Front Porch Repair (decking, columns, trim)- no removal, will be repaired to existing columns, porch tongue and groove to be replaced where needed
 - a. Current: White pine siding, natural tongue and groove decking, white wood columns
 - b. Proposed: White pine siding, natural tongue and groove decking, repair existing columns
 - c. Front view picture of house provided
 - d. No pictures of proposed work provided
6. Replace rotting wood siding- replace with wood
 - a. Current: White painted pine siding
 - b. Proposed: White painted pine siding
 - c. No pictures of current siding provided
 - d. No pictures of proposed work or paint sample provided
7. Replacement of Shutters- no review necessary, minor works

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HPC	Decision of HPC
Emergency Roof Repairs	5.100, 5.102		Applicant to return with requested documentation
Front Porch Repairs: Decking, Columns and Trim	7.100, 7.102, 7.103, 7.16, 7.107	7.100, 7.102, 7.103, 7.16	Motion to approve: Lisa Schon Second: Lillie Armstrong Approved by HPC



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Replace Rotting Wood Siding	2.100, 2.102, 2.103, 2.105, 2.106		Applicant to return with requested documentation
Replace Shutters	6.104, 6.111	N/A	Minor works, no review necessary
Front Yard Land Scaping	15.101	N/A	Shape existing bushes, cut back to reasonable height Minor works, no review necessary
Repaint House	4.102, 4.103, 4.200, 4.203	N/A	Minor works, no review necessary
Replace Shingles		N/A	Minor works, no review necessary

Deliberation:

1. Columns, Front porch repair- level porch floor, once level reseal exterior of columns
2. Emergency Roof Repair
 - a. one section is traditional roof, new addition (r) and back porch are roll roofing- "put it back the way it was"
 - b. shingles are generally brought to HPC with specs
 - c. current COA does not specify new roofing material
 - d. 2 porches and back of house, applicant doesn't know what the replacement materials are
 - e. HPC does not know what existing materials are
 - f. HPC recommended pictures of existing roof and replacement materials
3. Replace wood siding- like for like

The following options were provided to applicant:

Option A- wait until June meeting,

Option B- applicant gets information then have special meeting (Zoom)

Decision:

Option B for roof- requested applicant bring contractor specs or contractor to Zoom call

COA Application #2

Property Address: 405 College Street, Thomas House- Colonial Revival- 1926

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

Sworn Stakeholders: James McCloud

HCO Conflicts of Interest declared: ☒ None ☐ Other:

PROJECT DESCRIPTION	Factors Considered*	**	Outcome
Paint trim, house garage (white to white)- no reviewed, not required History: Previous COA approved for replacement of internal gutters due to failure of internal failure of channel from fascia and soffit, at that time, all internal gutter on top floor was replaced	Setback/placement of structure	1.C	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		



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	Structural Conditions		
	Trees		

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Discussion:

- Repairing existing rear porch and add ramp to conforms to ADA standards- stained wood to stained wood
- Actually a removal of old deck (not original) and replace deck (extending the deck to meet rise/run of ramp) and add ramp.
- Railings will be replaced (picture provided of Stevens house railings as template)
- Current lattice to be removed and decking material will be used to underpin

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HPC	Decision of HPC
Repair existing rear porch and add a ramp	7.100, 7.103, 7.106	7.100, 7.103, 7.106, 6.106	Motion to approve to: David Quinn Second: Carla Pruett-Dubois Approved by HPC

Deliberation: No further deliberation was required

COA Application #3

Property Address: 214 College Street, Luther Stark House- Colonial Revival- 1904

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

Sworn Stakeholders: Bill Coburn

HCO Conflicts of Interest declared: ☒ None ☐ Other:

PROJECT DESCRIPTION	Factors Considered*	**	Outcome
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	Exterior Construction Materials		
	Exterior Colors		
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestration		
	General Form and Proportion		
	Appurtenant Fixtures		
	Structural Conditions		
	Trees	1.C	

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Discussion:

Removal of mature trees (15.207) - certified arborist letter provided

- 17" DBH American elm located at the North East corner of the property line. At some time in the past the elm succumbed to Dutch elm disease. The tree has deteriorated to the point of dropping limbs and large sections with only a slight wind. This tree expands over your neighbors play ground and swing set.

Recommendation: Immediate removal before additional property damage is done or before personal injuries occurs.

- 2. 3 - 16" DBH Black walnuts located at the North West corner of the property. The three stems were at one time stump sprouts that all grew together. The close proximity of the three stems has caused included bark at the lower base which has developed into significant decay. Two of the three stems are completely hollow and are on the verge of collapse. All three stems have internal decay in the mid and upper portions of the trunks and have lost most of their strength. There is also a significant volume of dead limbs in the trees and the trees have lost 65 to 70% of their crown mass.

Recommendation: All three stems should be removed. All three stems are on the verge of collapsing into the back lawn.

- 3. 2 – 16" DBH (single base) Black walnut located at North West corner of driveway. The general health of this tree is good but the base splits into co-dominance at 3 feet off the ground. The base of the tree(s) has included bark and the tree(s) are approximately 45 ft tall. The tree(s) are very prone to splitting due to the included bark. The tree(s) also have a significant volume of deadwood which has been dropping on the parking area of vehicles and basket ball court on windy days.

Recommendation: The two main leads could be cabled to help prevent the tree from splitting apart, however the crown will continue to drop dead limbs. Because this location is used for parking and play area, I would suggest removal.

- 4. 22" Red maple located in the South East portion of the back yard. The Red maple is the result of a tree having had the top broken or cut off at sometime in the past. The past action has caused the tree to develop co-dominate tops. The co-dominate stems have significant included bark at their junction which does not allow the two trees to adhere to one another. The vertical seam that is visible at the base of the trees has internal decay. Due to the height of the trees they have a very high probability of splitting during a high wind event or under a heavy snow or ice load. The tree also has large structural roots pushing to the ground surface of the lawn. It appears that the tree is struggling from a lack of oxygen in the soil due to constant pooling of waters after rain events. The tree is also shading the back of the residence which is causing significant mold and decay to the brick foundation.

Recommendation: There are a couple of options with this tree. If you wanted to try and save the tree you would have to hire a qualified arborist to climb the tree and install cabling to reduce the risk of splitting in half along with installing drainage. This might be difficult due to the fact this is the lowest location of the property.

The second option is to remove the tree and grind the stump and elevated roots. The location is very poor for most upland tree species.

- 5. 17" Red maple located on the East side of the driveway at the front of the property. At some point the entire top of the tree broke off leaving only a skeleton of the tree with only four limbs. The tree is being choked and suffocated by English ivy. At this point the tree does not provide any significant shade or value to the landscape.

Recommendation: Remove the tree, grind the stump and replant a low growing tree species that is compatible with the over head utility facilities. This would avoid Duke Energy needing to prune the tree in the future and making is aesthetically displeasing.



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Proposed Project Details	Guideline Cited by Applicant	Guideline as per HPC	Decision of HPC
Removal of Mature Trees	15.207	15.207	Motion to approve to: Dickon Housman Second: Lisa Schon Approved by HPC

Deliberation: No further deliberation was required

COA Application #4

Property Address: 200 High Street, Lassiter Mullins House- 1870's

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

Sworn Stakeholders: Emil Malinowski

HCO Conflicts of Interest declared: ☒ None ☐ Other:

PROJECT DESCRIPTION	Factors Considered*	**	Outcome
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	Exterior Construction Materials		
	Exterior Colors		
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestration		
	General Form and Proportion		
	Appurtenant Fixtures	1.C	
	Structural Conditions		
	Trees		

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Discussion:

- Installation of metal fence along side of the house- treated wood to aluminum fence

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HPC	Decision of HPC
Install a metal fence along the SW side of property approx. 80 feet long, replacing the hedge row which currently exists in that area. Wood fence on the SW border of the backyard to be moved		14.104, 14.203	Motion to approve: Carla Pruett-Dubois Second: David Quinn Approved by HPC



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New fence to be installed to be the exact model and color already submitted at 114 High St and 213 High St

Deliberation:

Height of fence determined to be 4 ft

COA Application #5

Property Address: 303 Raleigh Street , Claude Rucker House, 1940

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

Sworn Stakeholders: James Compton

HCO Conflicts of Interest declared: ☒ None ☐ Other:

PROJECT DESCRIPTION	Factors Considered*	**	Outcome
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	Exterior Construction Materials		
	Exterior Colors		
	Architectural Details		
	Roof (shape/form/materials)		
	Doors/Windows/Fenestration		
	General Form and Proportion		
	Appurtenant Fixtures	1.C	
	Structural Conditions		
	Trees		

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Discussion:

- Front door lights (16.103)- at the time of the original COA, no lights had been chosen (black metal to black metal)
- Derreck provided picture
- **Addendum- shutters on Front St side, shutters to be replaced (same as on front)**

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HPC	Decision of HPC
Replace old front door lights	16.103	16.103	Motion to approve to: Jim Brantley Second: Dickon Housman Approved by HPC



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Deliberation: No further deliberation was required

COA Application #6

Property Address: 414 College Street,
Property Type: ☐ Contributing Residential ☒ Non-Contributing Residential ☐ Commercial
Sworn Stakeholders: Lisa Schon
HCO Conflicts of Interest declared: ☒ None ☐ Other:

PROJECT DESCRIPTION	Factors Considered*	**	Outcome
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	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:

Gravel driveway as opposed to previously approved paved drive, will continue with previous design

Decision- like for like- no review needed

Proposed Project Details	Guideline Cited by Applicant	Guideline as per HPC	Decision of HPC
Gravel driveway as option to approved concrete driveway COA, same layout as approved			No approval necessary

Deliberation: No further deliberation was required

New Business

Topic	Discussion	Outcome
Treasurer's Report	Current: \$1,534.88 Previously Reported: Previously reported total was minus adjustments Donations: \$1,529.00 (includes rollover)	Dickon requested to review donations with Derreck for accuracy To provide corrected totals following review



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	Remaining Balance after appropriations: \$1,005.88	
Mailbox Signage and playground equipment at home on corner of Raleigh and Henderson	<p>Currently, "Lil Library" box is on the curb at front of the house. Current guideline suggested: 17.300 plastic sign guideline</p> <p>Members do not feel that box is appropriate.</p> <p>Playground equipment is on the side of the home (Henderson St side), but not on back of home. Home is on a corner lot. Current guideline suggested: 15.303 not felt to cover the playground equipment, 15.200 (swimming pools and other recreational amenities) screened by vegetation – may not cover</p>	<p>Cheryl who will reach out to homeowner with 17.300 as reason for removal- HPC agreed</p> <p>Playground equipment to be discussed further in June</p>
Stewardship Award	<p>David has received two members votes thus far, encouraged other members to cast votes via email including 1,2,3 by COB 24MAY2023</p> <p>Carla forwarded David's email to Lillie and Dickon (may not have received initially)</p> <p>One remaining plaque, last purchased two, so we will need to repurchase two new plaques. Took over two months for last plaques to arrive.</p> <p>Derreck suggested that we purchase now while money is in the budget (current budget cycle ends in Jun2023). If we purchase by December, we would have them in time for next years Stewardship Awards.</p>	<p>Members agreed to submit votes by 24MAY2023</p> <p>David to provide figure of what was spent on plaques last time</p>
College Street Median	<p>Carla updated HPC: Seems to be divided thoughts, some feeling that there was a median, some don't. Mayer Sergent connected Carla with community member, Jimmy Crawford, who remembers when median was removed. Carla further spoke with Mayor Sergent</p>	<p>Carla to reach out to Mayor Sergent to get landscaping and lighting details</p> <p>HPC has no jurisdiction in this matter</p>



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	<p>regarding the requirements for the upcoming College Street Median, which had to be approved by NC DOT, which included:</p> <ol style="list-style-type: none">1. City had to seek NC DOT permission for lighting and landscaping of proposed median2. Height requirements for landscaping were taken into consideration for line-of-sight safety3. Mayor Sergent offered to provide details of landscaping and lighting approved by NC DOT <p>HPC has no input into what can or can not be placed into the median as this was dictated by NC DOT</p> <p>City has proposed historic lighting style</p> <p>Landscaping has not been proposed as of yet, per NC DOT, but City has guidelines for proposal requirements</p> <p>Derreck- while median is within the district, we should request details of the planned inclusions of median</p> <p>Timeline for start of work has not been released</p> <p>David is on the Granville Gardens Committee so has been pulled into discussions regarding proposed landscaping, as member of Granville Gardens Committee only, not as HPC member. This includes timeline for planting, which needs to have plants in ground by October 2023, pending water, drainage, sewer, etc.</p> <p>Bulb outs, new roundabouts and new median are subject of these discussions</p> <p>Mr. Coburn voiced concerns with when section of driveway in front of his home will be re-paved. David offered that no deep root system</p>	
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	landscaping will be planted so nothing to impede the re-paving	
Meeting Minutes	Carla to continue to provide minutes until another recording scribe can be identified	Template proposed by Carla Lisa to see if template used at her place of work is usable
Old Business		
Topic	Discussion	Outcome
Walking Tour Pamphlet & Pocketsite	Dereck scheduled time to provide to Angela last week, however, due to personal reasons, this needed to be rescheduled.	Derreck to provide to Angela 21APR2023
PARKING LOT		
Motion to Adjourn	1st	2nd
	David Quinn	Lillie Armstrong
PARKING LOT		
<ul style="list-style-type: none"> Walking Tour for kids Photo Contest Calendar Playground equipment- corner of Raleigh and Henderson St 		
DATE OF NEXT MEETING: 15JUN2023		
MINUTES PREPARED BY: Carla Pruett-DuBois		