

## **OXFORD HISTORIC DISTRICT COMMISSION**

### **MINUTES**

**JULY 1, 2019**

The regular monthly meeting of the Oxford Historic District Commission was called to order by the chairman, Thomas Costigan, on Monday, July 1, 2019 at 5 p.m. in the meeting room of the Oxford Community Services Building.

Other commission members in attendance were Jennifer Stanley, Julie Wells, Patricia Ingram, Suzanne Litty, and James Deerin.

Due to delay in receiving last month's minutes, it was agreed that the minutes of June 3, 2019 will be reviewed in the August, 2019 meeting.

#### **Old Business**

Chairman Costigan informed the commission members that he had received additional information from Katie Schroeder with regards to her permit for 314 Tilghman Street (re. permit #19-29). The commission has been working with the owner who is in the process of making repairs to her building. The owner originally wanted to remove all the windows on north side of the second floor of the building, but, in revisiting the project has now proposed to remove the existing windows and install 5 new windows, 3 over 3, 48" x36" Marvin windows. A drawing, showing the exact placement of the windows, has now been provided to the commission, as was requested by the HDC at their June 3, 2019 meeting. The town is working with the owner to provide some grant funding for the project. All the commission members agreed that the new design is a vast improvement from what they were originally given and unanimously approved the new drawing provided to them.

Chairman Costigan also presented to the commission additional information that was requested by the commission at their meeting on June 3, 2019 with regards to the building permit for E. Mitchell Fry and his desire close-in his existing porch. Chairman Costigan reminded the commission members that this was not a contributing structure but that the commission wanted something on paper to show a better idea of what the owner wanted to do. The new attachment drawing showed a view of the south side of the porch with windows that would be broken up so as not to create a view of just one giant window on that side of the building. It was agreed that this was a better solution to that which had previously been submitted. Mr. Deerin made a motion that the commission approve the south side redrawing dated 6/10/19 and that the commission had already approved the east and west elevations of the windows

and door for the closing in of the existing porch. Mrs. Stanley noted that in the future the commission should have full elevation drawings in order to have a clear view of the proportions of the building. This was followed by Mrs. Stanley seconding the motion which was unanimously carried by all in favor.

The following building permits were than reviewed by the commission:

1. Permit #19-46, Michael Klein, 108 Benoni Street, remove and replace existing picket fence. Mr. Klein explained to the commission members that he was looking to replace his existing fence that had been installed in the mid-1980's but wanted to change the material from wood to vinyl as he was looking for a no-maintenance fence. He added that it would be identical to the existing fence in every other way and that it could not be easily seen from the street. Chairman Costigan noted that the HDC has approved vinyl fences before, particularly ones such as this that are not on the street side and are located back along the side of the property and are hard to see. Ms. Litty made a motion to approve the fence at 108 Benoni Street as described in the application. The motion was seconded by Mr. Deerin and unanimously carried with all in favor.
2. Permit #19-37, Cynthia Egan, 215 South Street, replace existing storage shed, which has concrete, slab foundation, with new, pre-made shed which will match existing measurements of 8'x10'x11'. Chairman Costigan noted that the applicant was not present but that the permit was fairly detailed in that the applicant was asking for a new storage shed to be the same size and in the same location of the existing shed and to be painted with the same color scheme as the house. Mrs. Stanley complained that the commission should ask for a photo of what the applicant wants to replace because the commission otherwise has no idea what the old building looks like and if it can be seen from the street. Mr. Deerin commented that the new shed would not be a whole lot different from the existing one other than it would have a different look to it. Ms. Litty made a motion to approve the removal of the existing shed at 215 South Street and to approve the building of a new shed. The motion was seconded by Mrs. Ingram and unanimously carried with all in favor.
3. Permit #19-47, Church of the Holy Trinity, 502 S. Morris St., create graded handicap entrance to main entrance of church using paving tiles and black iron railings on each side. The church was represented by Fr. Kevin Cross and Senior Church Warden, Gordon Fronk. Fr. Cross explained the application and presented the commission with photos of the current church entrance. He noted that the church wants to improve the safety and appearance of the entrance into the church which currently has one step leading up into the church that creates a hazard when one is exiting the church. The thought is to build out the entrance that would allow individuals to go straight out either into or out of the church without the need of a ramp as the entrance/exit would be level with the church. Guard rails would also be incorporated to provide a safe exit/entrance. Blue stone material would be used and set in concrete with wiring imbedded under it for radiant heat to melt the ice in the winter. The railings would come out in a traditional style. Questions were raised concerning the railing. Chairman Costigan noted that

since there was already a railing pattern in place, they might as well continue to use that, as long as what they are planning on doing is structurally strong. Mr. Deerin made a motion to approve the application of the Church of the Holy Trinity at 502 S. Morris Street for the construction of a ramp and associated railings as shown on the drawings as presented in connection with the application. The motion was seconded by Mrs. Stanley and unanimously carried with all in favor.

This concluded the review of building permits.

The consultation scheduled with Analipsi, LLC was canceled at the request of the property owner who decided he wanted to get squared away with the Planning Commission prior to meeting with the HDC .

There being no further business, the meeting was adjourned.

Respectfully submitted,

Lisa Willoughby  
Assistant Clerk