

OXFORD HISTORIC DISTRICT COMMISSION

MINUTES

MARCH 6, 2023

The regular monthly meeting of the Oxford Historic District Commission was called to order by the Chairman, James Deerin, on Monday, March 6, 2023 at 5:00 p.m., in the meeting room of the Oxford Community Services Building.

Other commission members in attendance were Jennifer Stanley, Patricia Ingram, Suzanne Litty, and Terry Sullivan. Also in attendance was Town Planner, Maria Brophy.

The minutes of the meeting of February 6, 2023, were approved and accepted as distributed.

The following building permits were reviewed by the commission:

1. Permit #23-14, David and Rose Donovan, 203 N. Morris Street, add egress window to attic on north side of house. Mr. Donovan explained that the only entrance to the attic of his house is on the south side and that it made sense to him to have another window in the attic on the north side should the house catch on fire. The new window will match the other new windows that are being installed in the house. The attic windows will replace 2 vents that had been present in the attic that have since been removed. No questions were received from the members or anyone in the audience. Ms. Litty made a motion to approve the presentation of the egress window to the attic on the north side of the house at 203 N. Morris Street. The motion was seconded by Mrs. Stanley and unanimously carried with all in favor.
2. Permit #23-13, David and Rose Donovan, 203 N. Morris Street, replace HVAC heat pump system in new location. Mr. Donovan explained that he wanted to move the HVAC system currently found from behind the back of his house to along the side of the house where an oil tank had once been as there was plenty of room on that side of the house. A site plan was presented showing the original location of the HVAC unit. Mr. Donovan further explained he wanted to move the units to the side in connection to a pool and pool house that he and his wife were planning on submitting to the HDC soon. In connection with the pool, there will also be plans for a fence but what the intention for now is to put a section of fence on the right side to block the view of the HVAC units and future pool equipment. The view of the units would be blocked from Morris Street and hidden from the view of the river and the neighbors to the side of the house by existing plantings. Chairman Deerin asked for the reason of moving the units. Mr. Donovan responded that it was a silence/insulation solution and that his family room is in the area of the units along with creating less of an eyesore from the future pool area. It was mentioned that the future fencing for the future pool area would run along the north and south sides of the property. Currently there exists some chicken wire on the south side but that would be removed, and the new fencing would be white fencing. Mr. Donovan added he didn't think that moving the units to the new proposed location would make them anymore visible then where they had been in the other area. He also noted that they would be doing more planting on the property line as well. Chairman Deerin asked that after the units are moved that Mr. Donovan check on the visibility of the units, and consider planting more bushes, if needed. Mr. Donovan responded that he would.

Planner Brophy asked Mr. Donovan to confirm that his plan was to install fencing running along the property line all the way down to the back and to have a separate fence placed around the HVAC/future pool equipment. Mr. Donovan responded that was correct. Planner Brophy added to the description of the permit being discussed the addition of white wooden picket fencing to go around the equipment only with the understanding that there would be a request for more fencing when the application for a swimming pool is submitted. Chairman Deerin asked about a second floor HVAC unit that was not part of the description in the permit application but was being shown on the site plan. Mr. Donovan stated it would not be visible from the street and that he thought it was approved in the original plan. Chairman Deerin responded that he didn't recall the commission ever approving that unit and that it would require a separate permit. Mr. Donovan again referred back to his previously approved renovation/addition permit regarding a front door and a door to the mudroom. He noted that those doors in that application had been shown as having glass in them and were fairly modern in appearance. Instead of having the doors which the commission approved in his earlier permit, Mr. Donovan presented a copy of 2 different doors that he wished to use instead. Both doors would be fiberglass and have glass with the front door having clear glass and the mudroom having frosted glass. Chairman Deerin offered to have the doors added onto the HVAC permit being reviewed to go along with the equipment fencing. A motion was made by Chairman Deerin that with respect to 203 N. Morris Street, the commission approve the application for installation of two 3 ton HVAC systems and one 2 ton system on the north side of the house as shown on the plat drawing to be surrounded by white picket fencing, 4' tall. The motion was seconded by Mrs. Stanley and unanimously carried with all in favor. Chairman Deerin made a second motion by stating an amendment to the HVAC application to include the approval of two doors (the main door and mudroom door) on the east side of the front of the house that will be fiberglass with lights as shown on the drawings provided by the applicant as presented in the meeting with the understanding that the applicant will come back with colors (for the doors). The motion was seconded by both Suzanne Litty and Terry Sullivan and unanimously carried with all in favor.

3. Permit #22-91, Wilbert and Irina Cawley, 106 Stewart Avenue, 17' x 35' in-ground swimming pool and 135 sq. ft. patio. The Cawleys were represented by their pool contractor, Chris Connelly with Coastal Pools. Chairman Deerin noted that the pool was being requested for a vacant lot. Planner Brophy spoke stating that a permit through the town office would not be issued until construction of a house on the property begins. Chairman Deerin asked where the pool equipment would be placed. Mr. Connelly responded that the Cawleys were planning to build a pool house around the equipment so that the equipment would not be seen and presented a plat showing where the pool house would be located. The pool house itself would be 18' x 10'. Chairman Deerin pointed out that the application only mentions the pool aspect and that the commission would not be addressing a pool house at this time. Mr. Connelly stated that he was before the commission to discuss only the pool and patio. Chairman Deerin noted that he did not see any problem with the application. Mrs. Stanley worried about the possible noise coming off of the pool equipment. Mr. Connelly stated that once the equipment is in the pool house, one wouldn't hear it at all. Mrs. Ingram asked if in the motion it could be added that should the owners end up not having a pool house, the pool equipment will be shielded. Chairman Deerin made a motion that with respect to 106 Stewart Avenue that the commission approve the installation of a 17' x 35' in-ground swimming pool with an adjacent 135 sq. ft. patio and placement of the pool equipment with the

understanding that if there is not a pool house around it, it will be shielded by appropriate white wooden picket fencing and that the application will come back before the HDC if they want to do something other than as shown on the Cawley schematics submitted with the application. The motion was seconded by Mr. Sullivan and unanimously carried with all in favor.

4. Permit #23-15, Barbara Meade, 101 High Street, raise house 16" on new foundation with exposed brick veneer; create conditioned crawlspace. Barbara Meade and Pete Linkins were both present to discuss the application. Ms. Meade explained that she and Mr. Linkins were wanting to restore house and that they had also bought the vacant lot behind the house. The house has been inspected and the couple were told that the sills of the house were rotting and that the house needed to be lifted. Mr. Linkins stated that Expert House Movers would be doing the work for them and that the plan is to have a conditioned crawl space and that the 16" exposed foundation would be covered with a brick veneer. Chairman Deerin asked if the porches on the house were going to be raised as well. Ms. Meade responded that they would need to be torn off before the house is lifted as well as two existing chimney but they all would be rebuilt to replicated what is there today. Chairman Deerin asked if any historical materials that are on the porch now could be restored and used on the rebuilt porch. Mr. Linkins responded didn't believe there would be any but that he would look for anything that could be saved. He added that the porch that faces High Street is the main porch and that they would try to replicate that. Planner Brophy asked if the chimneys would be replaced in-kind. Mr. Linkins responded that they would. Chairman Deerin made a motion that with respect to 101 High Street, the commission approve the application to lift the house 16" and install a new conditioned crawl space foundation with veneer brick, involving removal of porches and rebuild to the same specifications as the house shows now and the same with the chimneys. The motion was seconded by Mrs. Stanley and unanimously carried with all in favor.
5. Permit #23-16, Michael Gibson and Katherine Mueller, 318 Tilghman Street, replace existing double hung window with casement pair in existing opening; replace existing double hung window with single double hung window; replace existing double hung window with sliding French door and screen existing HVAC unit on north wall with Oxford picket fence. Residential designer, Timothy Kearns, presented the application. Mr. Kearns explained this was a non-historic home and that he had been before the commission recently with a permit to change out windows for this property, on the parking lot side of the garage, which was met with approval from the commission, but that the applicants had changed their minds about the project and decided to go with something different from what they had requested the first time around. The existing double hung windows on the garage will remain the same size but will be changed to single swing casement windows as the French casement windows the applicants originally wanted are next to impossible to get in a timely manner. The overall plan is to eventually heat this area and make it part of the living space of the house. Also being requested is a sliding door to be located on the back of the house which would not be visible from the street and which would be replacing a set of double hung windows. Currently there is a through the wall a/c unit below those existing double hung windows and would also come out and be changed over to an outside HVAC unit, located within a notch, on the north side of the building, visible from Tilghman Street but that would be made hidden. Chairman Deerin asked if the new sliding door would be offset and not exactly in the same space as the double hung window that is coming out. Mr. Kearns responded that was correct. Mr. Kearns added that depending on the availability of the sliding door, it may

end up that the double hung window may remain. The final request is to take out a third set of double hung windows that face Tilghman Street and replacing them with a single double hung window because that space will become a bathroom and will require a smaller window. The new window will have shutters to match the rest of the house. No comments were made with regards to the requests. Mrs. Stanley made a motion that the commission accept the proposal for 318 Tilghman Street to replace several windows with newer, more functional ones as described in the application. Chairman Deerin added that it was not clear that the intention is to remove the existing wall a/c unit and replace it with an HVAC system shielded by an Oxford picket fence on the north side the house as shown on page A3 of the plans and also on page A2. Mrs. Stanley amended her motion to include the addition of an HVAC unit which would be replacing a wall air conditioner, with appropriate screen fencing as shown in A3 of the drawings. The motion was seconded by Mrs. Ingram and unanimously carried with all in favor.

6. Permit #23-18, Michael and Denise Bloomfield, 103 Tred Avon Avenue, remove prefabricated shed from property. Representing the Bloomfields was residential designer Timothy Kearns. All agreed it was a very straightforward application. Mrs. Stanley made a motion to accept the proposal for the removal of the prefabricated garden shed. The motion was seconded by Ms. Litty and unanimously carried with all in favor.

A consultation was held with Timothy Kearns, representative for the property owner at 512 E. Strand, to discuss what could be done with the existing house on the property. Mr. Kearns explained that there was someone seriously looking to purchasing the property from Mr. Salvo but wanted to know what could be done with the house. He noted that at one time the house housed inside of it a part of a sailing ship, referred to as "the Hod". That element is no longer within the house and has since been removed and donated to a local museum. Chairman Deerin noted that the house is a very visible one as it sets close to the street as well as being visible from the water. Planner Brophy spoke stating that she had pulled some old files with minutes pertaining to past discussions of this property. She also spoke of an application that had been presented to the HDC to have the house demolished, which the HDC denied, and in turn, was taken by the owner to go be heard by the Board of Appeals, who upheld the decision made by the HDC. Mr. Kearns explained that when that happened he brought back another plan of adding a second floor addition to the house that had met all the setbacks that had been fairly well received by the HDC. He added that the house at the moment is one story with a concrete block foundation. The pipes in the house recently burst and there was water within the house so the house itself would require total renovation. The question presented by Mr. Kearns was how much of the house would need to be kept? Chairman Deerin noted that the house has aluminum siding, fiberglass, and asbestos. Mr. Kearns added that without the "Hod" there really isn't anything historic about it. Chairman Deerin suggested that the members plan on holding a field trip to properly take a look at the house. All the members were open to the suggestion. Planner Brophy added that the property is close to the flood zone area, and if it is found the house actually sits within it, the house will require an elevation certificate and most likely there will be a need to lift the house.

7. Permit #23-11, Jennifer Stanley, 225 S. Morris Street, remove vinyl roof shingles and replace with EcoStar Seneca Shake shingles. Mrs. Stanley recused herself from the commission in order to present her application. She reminded the members that she had previously come before them with an application to replace the roofing on the steeple of her church but realized it was now time to look into replacing the shingles on the roof of the church as well. She explained that originally the church would have had cedar shake shingles but that when she purchased it, it had green and white asphalt shingles. Mrs. Stanley stated that she had decided to do the same imitation shingles that she recently had had installed on her home, in the same color, which is the closest thing to the cedar shake color. Mrs. Stanley included a photo of her house shingles to show how the roof would look when finished along with a sample of the product. Chairman Deerin made a motion that with respect to 225 S. Morris Street the commission approve the removal of the existing roof shingles and replace them with shingles as shown in the sample as provided by Mrs. Stanley at the meeting. The motion was seconded by Mr. Sullivan and unanimously carried with all in favor.

This concluded the review of building permits and consultations.

Prior to closing, Mrs. Stanley asked if it would be important to add that when people are applying to install HVAC units that the commission be provided a photo of what the units would look like. All the members agreed it was a good idea and that the office should remind the applicants of such.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Lisa Willoughby

Assistant Clerk