

# OXFORD HISTORIC DISTRICT COMMISSION

## MINUTES

JANUARY 8, 2024

The regular monthly meeting of the Oxford Historic District Commission was called to order by the Chairperson, Jennifer Stanley, on Monday, January 8, 2024, at 5:00 p.m., in the meeting room of the Oxford Community Services Building.

Other commission members in attendance were Suzanne Litty, Terry Sullivan, James Wilcox, and Margaret Morris. Also in attendance was Town Manager Cheryl Lewis.

The minutes of the meeting of December 4, 2023, were approved and accepted as distributed.

The following building permits were reviewed by the commission:

1. Permit #23-107, Abigail R. Rosenfeld, 101 Sullivan's Alley, new roofing and siding. Ms. Rosenfeld was represented by her contractor, Nate Whitaker. Mr. Whitaker spoke stating that he had done a full inspection of the roof and that it was in need of replacing. The homeowner was requesting that the existing roofing be replaced with Titan Premium Architectural Shingles, in the color "weathered wood", which would be similar to the color already existing on the roof. The house currently is covered with aluminum siding which hides the cinderblocks beneath it. Mr. Whitaker stated that the color of the existing aluminum siding is greenish beige and/or yellowish/greenish gray. The proposed new siding is CertainTeed MainStreet vinyl siding in the color "heritage cream". A question was raised about existing solar panels on the roof and if the solar panels would remain. Mr. Whitaker responded that they were not actual photocell panels, adding that they had been used by the previous owners as part of water collection system to just heat water and that they would be removed. It was pointed out that the request on the front of the application itself was for new roofing and siding but on the Historic District material description sheet, within the application, it referred to new skylights. Mr. Whitaker responded that he had not discussed installing skylights with the current owner though there had been discussion of adding lighting to the second floor. Chairperson Stanley stated that the commission's concern would be with the skylights and where they would be placed on the house and that the owner would need to submit a separate application for that request. A motion was made by Mr. Sullivan to approve the application for siding and roofing, as proposed, with the understanding that if there were to be any skylights installed, the owner would come back before the commission with an application (for the skylights) at a later time. Mr. Whitaker spoke stating that he believed there was an existing skylight already in place. Mrs. Morris pointed out that the contractor's proposal did mention that the customer would like to install two new skylights but that the application itself did not mention this. It was agreed by the members that if there is one skylight, it would be grandfathered, but if two new ones were being requested, the owner would have to bring a proposal before the commission. Mr. Sullivan amended his motion to include that the property owner could repair her existing skylight. The motion was seconded by Ms. Litty and unanimously approved without further discussion.
2. Permit #23-109, Phyllis Gaiti, 408 S. Morris Street, request for small section of fencing with gate to block view of garbage cans. Ms. Gaiti explained to the commission that she was looking to install a small 4' section of wooden, picket fencing, with a gate, between her house and the

house next door to her in order to store her garbage and yard debris cans from view. Chairperson Stanley noted that Ms. Gaiti's neighbor's house is only 8" from Ms. Gaiti's property line and that the fencing would be located between the two properties, set back away from the front property line. Ms. Gaiti pointed out that the neighbors are in favor of the fencing and produced a letter from her neighbors which verified that statement. She also stated that the new fencing would replicate the picket fence that already exists on her property and that it would not be over 4' high. Chairperson Stanley made a motion that the commission approve the request for a fence and gate at 408 S. Morris Street with the fencing style to replicate the owner's existing fencing. The motion was seconded by Mr. Wilcox and unanimously carried with all in favor.

3. Permit #23-108, James Wilcox 307 N. Morris Street, mini-split unit on south side of house. Mr. Wilcox recused himself from the meeting in order to present his application. He explained that he wanted to install a mini-split unit on the south side of his house, referring to his attached contract which gave the dimensions of the unit, as well as presenting photos to show that the area in which he would like to install his unit was heavily wooded, thus ensuring that it would not be visible from the public right-of-way. The unit would protrude 13" from the house. The members all agreed it would not be visible. Chairperson Stanley noted that that if any of the shrubs were to be removed, Mr. Wilcox would need to replace them. Mrs. Morris made a motion to approve the application of James Wilcox at 307 N. Morris Street to install a mini-split system on the south side of his house which is already covered by shrubbery, and if any of the shrubbery is removed, it would need to be replaced so that the unit would not be visible from the street. The motion was seconded by Mr. Sullivan and unanimously carried with all in favor.

This concluded the review of building permits.

A consultation with held with residential designer Timothy Kearns to discuss the possible replacement of the existing windows in the Old Point Comfort Condos, located at 218 N. Morris Street. Chairperson Stanley noted that the commission members had been apprised of the current condition of the windows by way of photos taken by commission member Justin Werner during a visit to the property with Chairperson Stanley and Mr. Kearns. Chairperson Stanley pointed out that the guidelines are clear about windows and replacement developments, adding that there was no indication that the windows were beyond repair. Mr. Kearns pointed out that some of the windows had already been replaced in the past. Mrs. Morris raised the question that if the older windows were to be replaced with windows that are similar to what is there, with energy efficient windows, would that be acceptable or would the old windows need to remain, if they are still in good shape. Manager Lewis spoke stating that the commission has held to keeping historic windows and that they shouldn't be removed. It was agreed by all that the windows are to remain as is. Mrs. Morris ended the discussion by adding that if the owners did not like their current storm windows on the outside, they would replace them. Manager Lewis added that there are newer, less visible exterior storm windows that are located throughout town but the owners would still need to come back before the commission to show the commission what they were proposing.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Lisa Willoughby

Assistant Clerk