

## OXFORD HISTORIC DISTRICT COMMISSION

### MINUTES

MAY 6, 2024

The regular monthly meeting of the Oxford Historic District Commission was called to order by the Chairperson, Jennifer Stanley, on Monday, May 6, 2024, at 5:00 p.m., in the meeting room of the Oxford Community Services Building.

Other commission members in attendance were James Wilcox, Justin Werner, Suzanne Litty, Terry Sullivan, and Margaret Morris. Also in attendance was Town Planner, Marilyn Williams.

The minutes of the meeting of April 1, 2024, were approved with the following correction: Page 4, end of line 9, the sentence should read "The vote was carried by a vote of 3 to 1, with Mr. Werner abstaining from the vote and Chairperson Stanley voting against it."

The following building permits were reviewed by the commission:

1. Permit #24-33, William Salomon, 203 Tilghman Street, install self-contained heat pump. Mr. Salomon presented his application explaining that he currently heats his home by wood stove but is now looking to install a self-contained heat pump. Chairperson Stanley asked why he had selected the side of his house, next to where the chimney is located, which faces towards Morris Street, as the side in which his new unit would go. Mr. Salomon responded that his cottage was small and that was the only wall in the house in which the inside part of the unit could be placed. Chairperson Stanley asked about Mr. Salomon's plan to install brown lattice around the elevated platform in which the heat pump would be located. Mr. Salomon responded that he was now thinking about using pickets instead of lattice, but he was not sure how tall the pickets would be. Chairperson Stanley responded that she would like the brown lattice instead and was not sure how the pickets would look nor how large the unit would be. Mr. Salomon stated he too was unsure as to how large the unit would be. Mr. Werner asked if the pickets would start at the ground level or at the level of the platform. Mr. Salomon stated he would assume the pickets would start at the same level as the platform. Chairperson Stanley suggested to the commission members that they approve the unit but noted that they would need a better description from Mr. Salomon as to how he planned to hide it. Mr. Wilcox added that the commission would also want the dimensions to see how high the unit would be and that they would need to know what the applicant wanted to do because it would be facing the street side. Mr. Werner made a motion that the commission approve the Mitsubishi ductless HVAC addition for William Salomon at 203 Tilghman Street that would be built on a platform or fixed with brackets to the exterior of the wall and that he (Mr. Salomon) would need to return back to the HDC for approval on the screening (consisting of) a sketch of what it is going to look like, materials, and dimensions. Chairperson Stanley added the suggestion that if Mr. Salomon decides to use the lattice that he constructs a border around the lattice. The motion was seconded by Mr. Sullivan and carried with all in favor.
2. Permit #24-29, Charles and Mary Reilly, 102 Norton Street, 8'x10' deck and 8'x6' shed. Mr. Reilly explained his plan to build an 8' x 10' deck on the rear of his house, that would be constructed with natural wood, and would be elevated 41" off the ground. Planner Williams presented visuals

of what the deck would look like to the members. Mr. Reilly added that the other proposal was for an 8' x 6' storage shed, to be located in the area along the north side of the existing fence. In looking over the plans for the deck, Chairperson Stanley asked if there would be any railing. Mr. Reilly responded that in order for the deck to meet the building code it would have to have railing and that it would be 36" tall. In going over the plans for the shed, Chairperson Stanley asked how high off the ground the shed would be lifted. Mr. Reilly responded that it would be 6". He added that there would be a little bit of a ramp that would be attached to it and that the shed would be about 3' from the property line. Mrs. Morris made a motion to approve the application for 102 Norton Street for the construction of an 8' x 10' deck, on the rear of the house, by a handicap ramp that will be removed, and the addition of an 8' x 6' storage building on the rear, which will have a ramp and be about 6" off the ground. The motion was seconded by Mr. Sullivan and unanimously carried with all in favor.

3. Permit #24-26, John Litschert II and Brandy Moody, 212 South Street, install an HVAC mini split in garage and install front porch railing and gate. Mr. Litschert was present to discuss the application. He stated that the mini-split will be installed in the backyard and used to heat the existing garage upstairs. Mr. Werner asked about the screening of the unit. Chairperson Stanley pointed out that the unit would be located far back on the property and did not think it would be issue. Mr. Litschert stated that his plan was to have screening around it anyway. In going over the request for the porch railing, Mr. Litschert noted that white picket railing would be placed all the way around the front porch and would be 3'5" in height. He noted that the style would fit in with 4 other houses on South Street and that it would be built around the columns that are already there. Chairperson Stanley asked about the gate. Mr. Litschert responded that it would be a sliding gate and would look just like the picket railing. Mr. Sullivan made a motion that the commission approve the installation of a ductless HVAC system on the detached garage and installation of a white picket railing on the front porch, with a gate, at 212 South Street. The motion was seconded by Mr. Werner and unanimously approved with all in favor.
4. Permit #24-34, Tim Boyle, 104 N. Morris Street, replacement of 2 ducted heat pump systems and addition of 1 single zone ductless heat pump. No one was present to represent the application. Chairperson Stanley stated that she was told if no one came to present the application, the applicant would combine this permit with another permit for review at the next HDC meeting.
5. Permit #24-27, Jay Martin, 204 Factory Street, replace existing siding on house and garage with Cedar Impressions, double 7" shingles, in the color "Seagrass". Mr. Martin addressed the commission stating that his house currently has vinyl siding but that he wanted to replace his existing vinyl siding with new vinyl siding that very much looks like cedar shake and that the color would be "Seagrass". He also noted that shutters currently existing on the house would be removed and not reinstalled but instead would be replaced with wider trim around the windows. Mr. Wilcox stated he had been concerned when looking at the guidelines and reading about the need to maintain siding that currently exists. However, he stated he had checked the history of the house and found that it is not a contributing structure and that it was built in 1990. Chairperson Stanley asked if Mr. Martin was planning on keeping the dentils and light for the doors. Mr. Martin responded that he was, along with the little windows in the foundation. Mr. Werner made a motion to approve the application for 204 Factory Street to replace the existing vinyl siding with the vinyl shake cedar siding as submitted. The motion was seconded by Mr. Sullivan and unanimously carried with all in favor.

6. Permit #24-36, Richard Carraher, 200 South Street, wood picket fencing. Mr. Carraher explained to the commission that he was looking to install fencing around his property to keep in children and a dog. Mr. Werner noted that the previous owner of this property had asked for and received permission to erect a fence on this property and that he had remembered talking about the height of the fence and about the fence extending all the way into the corner of property. Chairperson Stanley pointed out that may be an important element as the property abuts both South Street and Market Street and may be cause to dictate the height of the fencing due to the visibility needed for vehicular traffic. Planner Williams stated the town will make sure the fencing meets the code and any other requirements. Mr. Werner made a motion to approve the application as submitted with the fence height at 4', with the footprint as shown, unless it needs to be revised to meet the zoning setbacks and height. The motion was seconded by Mr. Sullivan and unanimously carried with all in favor.
7. Permit #24-35, vacant lot Factory Street, James and Diane Ellor, construction of detached single family dwelling. Mr. Ellor presented the application explaining the request is for a new home to be next door to 204 Factory Street. The proposed house would be 30' wide and 60' long with porches on both the back and front of the house, which will face onto Factory Street and would line up with the house at 204 Factory Street. Chairperson Stanley complimented the applicants on the proposed width of their porches. The house will have gray, Hardi-board plank siding, 2 over 2 windows, with the porches being built on piers, and the house itself being lifted 1' from grade with another 3" of freeboard. Planner Williams noted that only part of this property was in the flood hazard area. No questions were asked from the members or the audience. Mr. Wilcox made a motion that the commission approve the proposed plans to build a two-story single family home with front and rear porches on a vacant lot on Factory Street as submitted on the attached plans. The motion was seconded by Mr. Werner and unanimously carried by all in favor.
8. Permit #24-31, Jennifer Coyle, 108 E. Strand, replace existing, non-historic hex paver sidewalk with brick to blend with neighboring brick sidewalks, and replace existing treated lumber edging along driveway with cobblestone. Ms. Coyle was represented by interior designer Catherine Bitter. Ms. Bitter stated that originally the plan was to replace the non-historic hex pavers which made up the sidewalk along the street and replace them with brick. In a conversation with the neighbors on that block, who were also considering sidewalk repair, the applicant wanted to make sure she was working in harmony with her neighbors. Ms. Bitter noted that in speaking with the Town Planner and Town Manager, they had come to the conclusion that maybe they do not need to have sidewalks in that vicinity. She pointed out that 102 Strand does not have a sidewalk but 104, 106, 108, 110, and 112 do, but the rest of E. Strand does not. Ms. Bitter also noted that after talking to Planner Williams she learned that the street may have to be torn up anyway with the paving of the street as it relates to the Strand resilience program as well as the installation of broadband in that area. Mr. Wilcox spoke stating that he was not in favor of removing the sidewalks because of safety concerns and that they provide a margin of safety. However, he added that he would be in favor of replacing the hex paver sidewalk with bricks. Chairperson Stanley stated that she too was concerned for safety reasons and that if the sidewalks were to be eliminated, the area will look as though it is all private property. She added that she thought very strongly about their importance, and they should not be removed. Ms. Bitter spoke stating that she and her client had worked up a landscaping plan and part of that plan was to remove the hex pavers and replace them with brick and that that was the original intent. However, they wanted to make sure that whatever

they did for the sidewalk met the grade of the other sidewalks existing and that in talking to the neighbors and listening to what the Town Planner and Town Manager explained, they did not want to create a situation whereby they installed the sidewalk at existing grade only to have it destroyed during repaving and the laying of internet wiring. Chairperson Stanely pointed out that the sidewalk had always been there and that she thought the sidewalks in town are part of the historic structure. Mr. Sullivan suggested that perhaps Ms. Bitter should wait to see what happens. Ms. Bitter responded that Ms. Coyle wants to move forward with the landscape plan, that the brick would not be set in mortar, and that she wanted to go back with her original plan. Mr. Wilcox stated he was all in favor of that. Chairperson Stanely suggested that when the brick is installed that they put in a little crown so that the water off the bricks will run to the sides. Mr. Werner made a motion to approve, as originally submitted, the plan to remove the hexagon paver walkway and replace it with brick at 108 E. Strand. The motion was seconded by Mr. Sullivan and unanimously carried with all in favor. Prior to leaving, Ms. Bitter asked that if anyone else on that street wanted to repair their sidewalk, would they have to come before the HDC just to lift the bricks. It was agreed by the members that a request of that nature would fall under maintenance and repair.

This concluded the review of building permits.

#### **NEW BUSINESS**

Planner Williams and the HDC members discussed the need to set up a workshop date to go over fencing in the HDC guidelines. Planner Williams reminded the members that if they make any changes to what is already in place, those changes will need to go before the Commissioners for approval.

Member of the audience, Pete Linkin, spoke stating that along 200 and 202 Market Street there is a buried sidewalk that is consistent with the sidewalk behind the museum. He noted that when he and Jean Meade have completed the house at 200 Market Street, they want to resurrect the sidewalk but do not want to do that if it is going to be torn up during the installation of high speed internet. Planner Williams responded that the town doesn't have any concrete plans with regards to that now and that the town only has an agreement to allow the work to be done.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Lisa Willoughby

Assistant Clerk