

HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION (HAPC)
MEETING MINUTES
WEDNESDAY, March 11, 2026
6:00 P.M.

I. Call to Order

The March 11, 2026 meeting of the Oxford Historic and Architectural Preservation Commission was called to order at 6:00 p.m. by Dana Miller.

Those members present: Sean Wagner, Dana Miller, Alex French, Kelsey Stryffe, and Brad Spurlock

Those members excused: Alia Levar Wegner, Corey Watt

Staff members present: Sam Perry, Community Development Director

Staff members excused: None

II. Approval of Agenda

Ms. French made a motion to approve the agenda. Ms. Stryffe seconded the motion. All were in favor.

III. Annual Election of Officers

Mr. Spurlock nominated Mr. Miller for Chair of the HAPC. Mr. Miller nominated Mr. Spurlock to be the Vice Chair. Mr. Stryffe made a motion to approve the nominations. Ms. French seconded the motion. All were in favor.

IV. Public Comments

There were no comments from the public.

V. Approval of Minutes of November 12, 2025

Mr. Wagner made a motion to approve the minutes as written. Mr. Spurlock seconded the motion. All were in favor.

VI. Discussion Items

Update on Design Guidelines

Mr. Perry informed the Commission that the main change is to expand the scope of the work. Mr. Perry reminded the Commission that the scope of work was cut because some members left the team. The Committee of the HAPC that reviewed the Design Guidelines found that more work was needed on the infill subject. Mr. Perry said the Commission does not need to vote on the matter because it can be approved administratively.

Mr. Perry also informed the Commission there is a proposed date for another Historic Preservation Day for May 6th.

The Commission agreed to expand the scope of the work.

Mr. Miller inquired whether a draft was given. Mr. Perry said there was wording provided on the expanded scope of work but there are no graphics. Mr. Perry also mentioned that Preservation Forward would like to provide a training on how to use the Design Guidelines. This is also included in the expanded scope of work. The Commission welcomed this idea.

Mr. Perry next mentioned the comments that were received from Steve Gordon. Mr. Gordon commented on the latest design of building that is proposed to be built on 110 E High Street. The comments were forwarded to the architect for review. Mr. Perry talked about the suggestion of giving the architect a little bit more than a year of the validity of the Certificate of Appropriateness (COA) if they give thought to the comments and decide to meet earlier than the planned date. Since it takes more time to respond to the comments, the HAPC should commit more time on how long the COA is valid, explained Mr. Perry. Mr. Perry added the architect is planning to attend the April HAPC meeting to discuss the comments that were received.

VII. Administrative Decisions

HAPC-2026-01, 15 S Beech Street, CERTIFICATE OF APPROPRIATENESS, wall sign face change, Hanh Hoang, Applicant/Agent

Mr. Perry stated normally a vinyl sticker sign is not allowed in the Historic District. Since this building is a non-historic building and already had a panel, the vinyl letters were allowed.

The Commission briefly talked about some upcoming events such as the Walking Tours and Cemetery Tours. Ms. French mentioned on April 25 the Legends and Loes marker dedication will take place at the BCRTA Community Room.

VIII. Adjournment

Ms. French made a motion to adjourn the meeting. Mr. Spurlock seconded the motion. All were in favor. The meeting adjourned at 6:35 pm.