



Memorandum

To: Courthouse Square Historic Preservation Commission

Notice that certain commission members will be included in the meeting via teleconference, subject to City of Oxford Code of Ordinances Section 2-82.

The meeting of the Courthouse Square Historic Preservation Commission will be held on **Thursday September 10, 2026 at 5:00 PM** in the City Hall Courtroom. The following items are on the agenda:

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes from August 2026
4. Staff Report

Administrative Approvals

5. Case #492-A - COA requested by Stan Little for new signage located at 1013 Jackson Avenue (PPIN #5815)

Public Hearing

6. Case #493 – COA requested by Laura James for exterior modifications for property located at 203 North Lamar Boulevard (PPIN #5802)
7. Case #494 – COA requested by Stan Little for illuminated signage located at 1013 Jackson Avenue (PPIN #5815)
8. Adjourn.

"Auxiliary aids and services may be available to individuals with disabilities upon twenty-four (24) hours request by contacting Braxton Tullos, City of Oxford ADA Coordinator at 662-232-2453."

The Guidelines recommend to avoid creating historic appearances that never existed, and if a storefront needs replacement it is acceptable to install a contemporary treatment that respects both the character of the historic building and is compatible with the streetscape.

Staff finds the proposed new storefront to be an improvement on the current configuration of the space based on the recommendations of the Guidelines.

Staff Recommendation: Staff recommends approval of the COA as proposed.

Summary of discussion: With no questions or comments from the audience or commission a motion to approve was made.

Moved: Amanda Hyneman Seconded: Kyle Stribling Status: Passed. All in favor.

7. Case #491 – COA request by Allie O’Neal for exterior modifications for property located at 265 N Lamar Boulevard (PPIN #5800)

Mr. James Hirsch presented on behalf of the city. (YouTube video begins at 11:55)

Commissioner Williams was recused.

Staff Comments: The applicant seeks approval for replacement of an existing window in a tenant space interior to ‘Oxford Square North’, to facilitate a fold-up service window for a new restaurant and cocktail lounge in the tenant space formerly occupied by ‘The Growler’.

265 North Lamar Boulevard (Oxford Square North) is listed as noncontributing in the Courthouse Square Historic District (built c. 2000). The interior courtyard from which this tenant space is accessed is partially viewable from the rear of the building, a City parking garage & surface parking lot. Existing windows to the tenant space are wood, arranged 2/2. Per the material specification document, the replacement window is proposed to be wood sash, and can be altered to suit (the product website indicates 2/2 window pattern is available, and the applicant has agreed to match the existing window arrangement).

Staff finds this replacement window keeps with the existing material, rhythm, and arrangement of the windows in the courtyard while providing operational value for the new user. With this location not being highly visible from the public realm, Staff has no objections to this request.

Staff Recommendation: Staff recommends approval of the COA as proposed.

Summary of discussion: Commissioner Stribling confirmed the new window is the same dimension as existing. With no further questions or comments from the audience or commission a motion to approve was made.

Moved: Amanda Hyneman Second: Kyle Stribling Status: Passed. All in favor.

Motion to Adjourn.

- Moved: Kyle Stribling Seconded: Taylor Webb Status: Passed. All in favor.



To: Courthouse Square Historic Preservation Commission
From: Kate Kenwright; AICP, Planner II
Date: September 10, 2026

COA Application: 492-A
Applicant: Stan Little, Little & Holland PLLC
Owner: Dave and Anne Fair
COA Request: Install Lighting for Signage

Address: 1013 E Jackson Avenue
PPIN: 5815

Historic District: Courthouse Square District
Contributing/Non: Contributing

Date of Approval: August 14, 2026

Case History: August, 2015—Case #194—Install new ADA ramp at rear

Staff Comments:

The applicant received approval to install an individual letter sign on the front elevation, and a new rear wall sign with gooseneck lighting. Both types of signage—individual letter and flat/wall signs—are recommended sign types in the Historic District Design Guidelines.

The individual letter sign will fit within the existing fascia without alteration.

The rear sign is appropriately lit with gooseneck lights as recommended by the Guidelines.

The signage meets the recommendations of the Guidelines, and the size requirements of the Land Development Code section 7.3.1.c.



August 14, 2026

Stan Little
1013 Jackson Avenue E
Oxford, MS 38655

RE: Notice of Approval
Case #492-A; 1013 Jackson Avenue E

Dear Mr. Little,

Your Certificate of Appropriateness to install new signage was administratively approved by Planning Department Staff on August 14, 2026. This approval includes:

- The new front lettering (unlighted)
- The new rear wall sign
- Two new gooseneck fixtures to light the rear sign. The wiring and conduit for the goosenecks will be as disguised as possible and will not be visible.

Lighting for the front sign will be considered at the meeting of the Courthouse Square Historic Preservation Commission at their September 10th meeting.

This approval is valid for one year and will thus expire on August 14, 2027. If required permits have not been issued by that date, the applicant will have to submit a new request for a Certificate of Appropriateness. Also, any additional or new changes must be approved through a new Certificate of Appropriateness permitting process. Failure to comply will result in the doubling of fees and the removal of any after-the-fact unapproved additions to the resource.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ben Requet". The signature is stylized with a large, sweeping initial "B" and "R".

Ben Requet, AICP
Director of Planning

Historic Resources Inventory

Property name, historic:

Property name, common: commercial building

Street Address: 1013 Jackson Avenue

Descriptive Location (Rural address):

Legal Description:

Former/Historic Use: Residential: single dwelling

Present Use: Commercial: office building

Date of Construction: 1893

Date(s) of historic changes, if any:

Post-historic changes and date(s):

Architect(s):

Builder(s):

Brief Description:

Ca. 1893, one-story, 4--bay (W,W,W,D), masonry construction, Queen Anne, bayed cottage. Roof is complex hip-and-gable with asphalt shingles, a box cornice and gable end contain a lattice vent and tow-single light casement windows. Façade features a polygonal bay with a conical roof. Windows are 1/1 d.h. wood sashes set in segmental-arched reveals. Partial-width, shed roofed porch supported by turned posts with turned spindle balustrade. Off-center entrance has single-light, multi-paneled door topped with a single-light transom and flanked by half-length, three-light sidelights, set in a semi-circular arched reveal.

Outbuildings or secondary elements (if significant, use separate form)

Historical Information:

Sanborn Fire Maps indicate this was constructed between 1890-1895.

MDAH Inventory Code

County: Lafayette

City: Oxford

USGS Quad map: Oxford South

Survey Seq. #: 44

Ownership: Private

Interior surveyed? No

Integrity: Very intact

Materials:

Style: Queen Anne

Form: Bayed cottage

Sources:

Contexts:

Owner:

Photographer: Judith Johnson and Associates

Photo No/Date:

Form by: Judith Johnson & Associates

Survey project: Courthouse District-2020

Form completed: 02 Dec 2020

Registration Status and Dates

NHL:

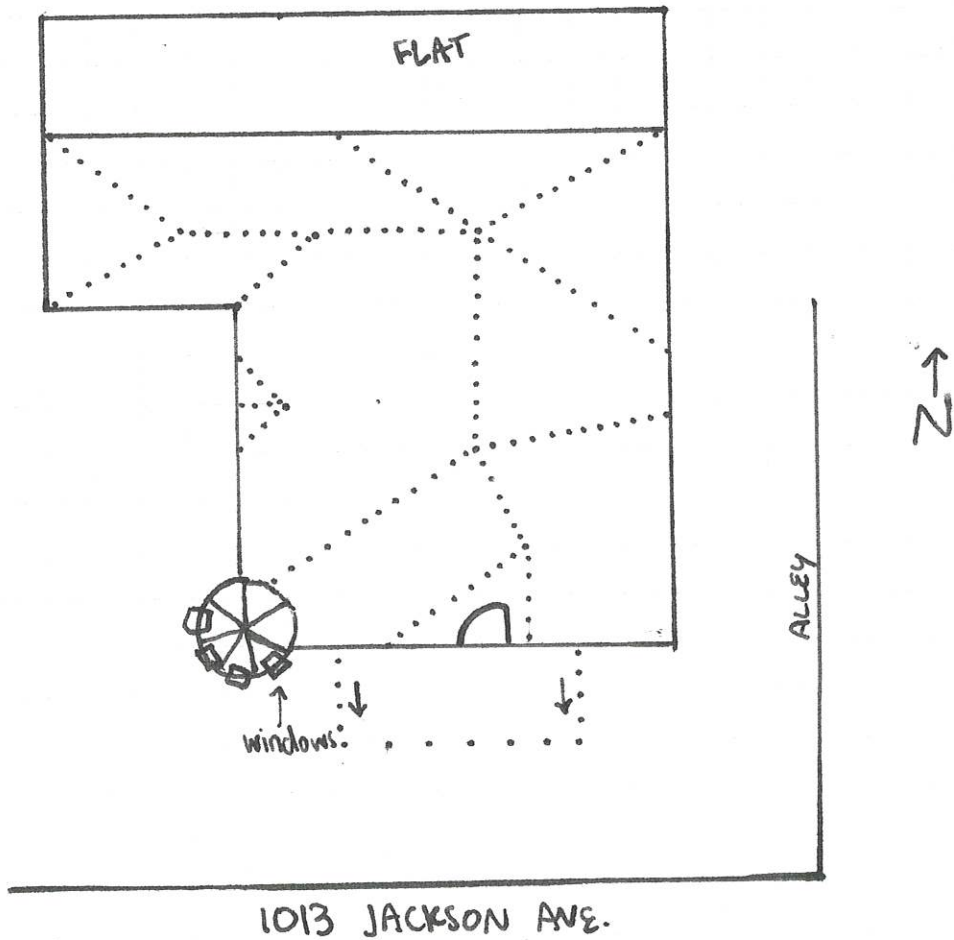
Listed NR

Federal DOE:

District Name:

- ☒ Contributing
☐ Non-Contributing
☐ Previously Listed

Element no.





Little & Holland, PLLC
CONVICTED ATTORNEYS



Little & Holland

*Concierge Attorneys
for Students & Families*



To: Courthouse Square Historic Preservation Commission
From: Kate Kenwright; AICP, Planner II
Date: September 10, 2026

COA Application: 493
Applicant: Laura James (Jonathan Mattox, Howorth & Associates)
Owner: Martha Fisher
COA Request: Changes to second floor windows and doors, install rear egress stair
Address: 201-203 North Lamar Boulevard
PPIN: 5802

Historic District: Courthouse Square District
Contributing/Non: Noncontributing

Case History: Case #439—Stucco Rear Wall—November, 2023
 Case #331—Install new balcony—January, 2020
 Case #120—Install new signage – July 2013

Staff Comments:

201-203 N Lamar Boulevard is listed as noncontributing in the Courthouse Square Historic District. Though built ca. 1920, the building is highly altered, including all window and door openings, the balcony, etc.

The applicant seeks approval to convert two existing window pairs into doors onto the balcony, to change the existing center door into a window, and to install a rear stair. These changes are to facilitate the use of the upper floor for one residential and one commercial unit.

The existing windows are not original, and in fact the center door on the front to be replaced was installed with the approval of this Commission in 2023. The proposed changes to the front façade are appropriate in both proportion and material (wood windows and doors) for the façade.

For the rear façade, the proposed door will fit into an existing boarded-up opening. The new painted wood egress stair is simple in style and will be located on the applicant's property, not the city's right-of-way.

Staff Recommendation:

Staff recommends approval of the COA as proposed.



EXISTING WINDOW



UNCOVER ALL WINDOWS



201 NORTH LAMAR BLVD.



Historic Resources Inventory

Property name, historic:

Property name, common: commercial building

Street Address: 201-203 Lamar Boulevard North

Descriptive Location (Rural address):

Legal Description:

Former/Historic Use: Commercial: other/unspecified

Present Use: Commercial: other/unspecified

Date of Construction: c.1920

Date(s) of historic changes, if any:

Post-historic changes and date(s):

Architect(s):

Builder(s):

Brief Description:

ca. 1920, two story, 6 bay (W,W, D,D,W,W), no style, masonry with stucco veneer, commercial building. Flat roof with built-up asphalt roofing, and flat parapet wall. Windows are single- light fixed metal display, and 6/6 d.h. metal sash windows. Façade altered in 2020 with addition of two story, projecting, full porch with metal hip roof, wood box columns, stick balustrade on 2nd floor. Windows on 2nd floor are paired, 6/6 d.h. metal sash with a centered, single light metal frame door. Entries on first floor are off-center, single-light, metal frame.

Outbuildings or secondary elements (if significant, use separate form)

Historical Information:

Sanborn Fire Insurance maps indicate that this was constructed between 1916-1925.

MDAH Inventory Code

County: Lafayette

City: Oxford

USGS Quad map: Oxford South

Survey Seq. #: 58

Ownership: Private

Interior surveyed? No

Integrity: Extensive changes

Materials:

Style:

Form:

Sources:

Contexts:

Owner:

Photographer: Judith Johnson and Associates

Photo No/Date:

Form by: Judith Johnson & Associates

Survey project: Courthouse District-2020

Form completed: 04 Dec 2020

Registration Status and Dates

NHL:

Listed NR

Federal DOE:

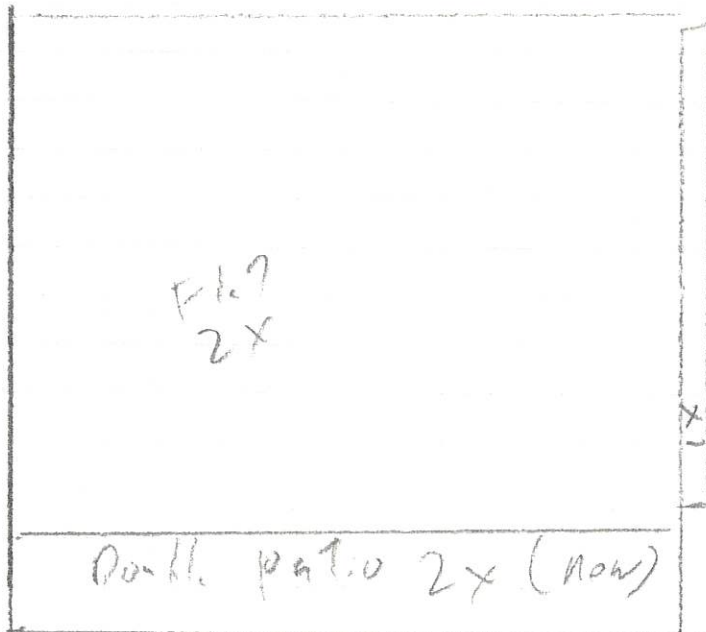
District Name:

- ☐ Contributing
☒ Non-Contributing
☐ Previously Listed

Element no.



Monitor Ave



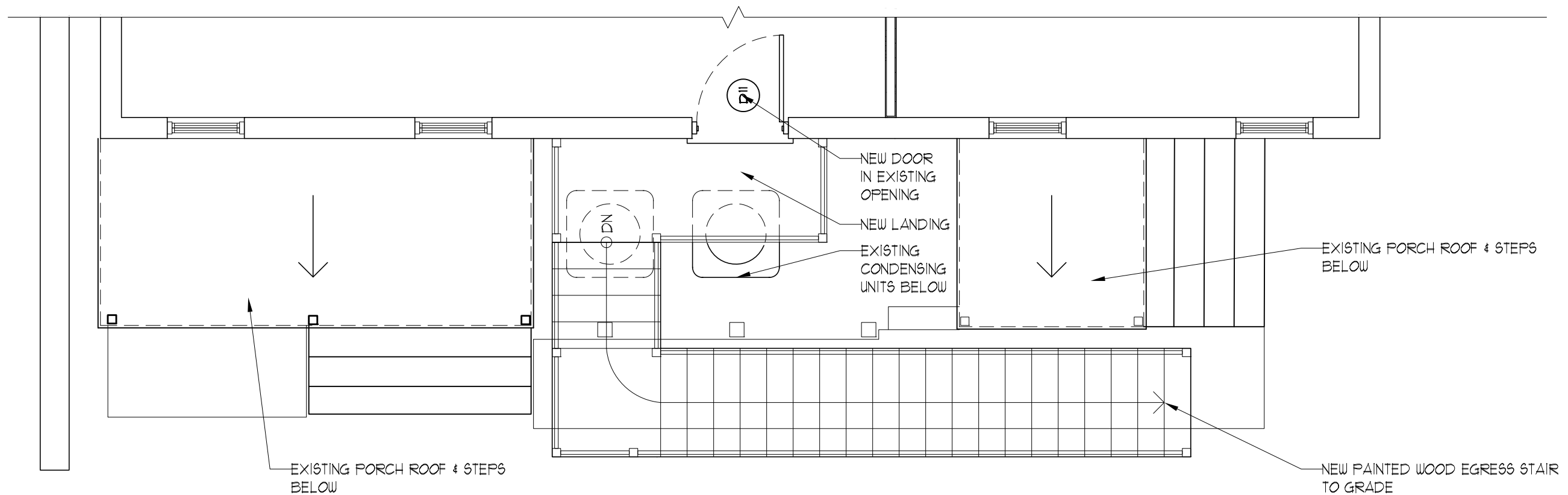
201-203 North Lamar Ave



1 201 NORTH LAMAR BLVD. PROPOSED FRONT ELEVATION
SCALE: 1/4" = 1' - 0"



2 201 NORTH LAMAR BLVD. PROPOSED REAR ELEVATION
SCALE: 1/4" = 1' - 0"



3 201 NORTH LAMAR BLVD. PROPOSED PARTIAL PLAN (REAR)
SCALE: 1/4" = 1' - 0"





To: Courthouse Square Historic Preservation Commission
From: Kate Kenwright; AICP, Planner II
Date: September 10, 2026

COA Application: 494
Applicant: Stan Little, Little & Holland PLLC
Owner: Dave and Anne Fair
COA Request: Install Lighting for Signage

Address: 1013 E Jackson Avenue
PPIN: 5815

Historic District: Courthouse Square District
Contributing/Non: Contributing

Case History: August, 2026—Case #492-A—Install Front and Rear Signage
 August, 2015—Case #194—Install new ADA ramp at rear

Staff Comments:

The applicant received approval in August to install an individual letter sign on the front elevation, and a new rear wall sign with gooseneck lighting.

The applicant seeks approval from the Commission to install warm white LEDs behind the previously approved individual metal letters.

The Guidelines note that illuminated and lighted signage is **subject to approval by the Commission and that in many instances, available ambient street or storefront/window display lighting is sufficient to illuminate signs...gooseneck lighting or other unobtrusive light fixtures, such as a small spot or floodlight, is often the most appropriate choice to illuminate wall signage. Incandescent and warm-colored lighting should be used when possible.**

The application specifies individual metal letters backlit with warm white LED lights. This property is unique to the square in that it is not a commercial-style building with a storefront, and this does not feature any storefront lighting. However, it is directly next to a city streetlight across Boles Wiley Alley.

Staff Recommendation:

Staff recommends denial of the request to install backlighting.

Should the Commission choose to approve the proposal, Staff will confirm at the time of permitting that the lighting will be a warm white as recommended for lighting in the Historic District and as specified in the applicant's proposal.

Historic Resources Inventory

Property name, historic:

Property name, common: commercial building

Street Address: 1013 Jackson Avenue

Descriptive Location (Rural address):

Legal Description:

Former/Historic Use: Residential: single dwelling

Present Use: Commercial: office building

Date of Construction: 1893

Date(s) of historic changes, if any:

Post-historic changes and date(s):

Architect(s):

Builder(s):

Brief Description:

Ca. 1893, one-story, 4--bay (W,W,W,D), masonry construction, Queen Anne, bayed cottage. Roof is complex hip-and-gable with asphalt shingles, a box cornice and gable end contain a lattice vent and tow-single light casement windows. Façade features a polygonal bay with a conical roof. Windows are 1/1 d.h. wood sashes set in segmental-arched reveals. Partial-width, shed roofed porch supported by turned posts with turned spindle balustrade. Off-center entrance has single-light, multi-paneled door topped with a single-light transom and flanked by half-length, three-light sidelights, set in a semi-circular arched reveal.

Outbuildings or secondary elements (if significant, use separate form)

Historical Information:

Sanborn Fire Maps indicate this was constructed between 1890-1895.

MDAH Inventory Code

County: Lafayette

City: Oxford

USGS Quad map: Oxford South

Survey Seq. #: 44

Ownership: Private

Interior surveyed? No

Integrity: Very intact

Materials:

Style: Queen Anne

Form: Bayed cottage

Sources:

Contexts:

Owner:

Photographer: Judith Johnson and Associates

Photo No/Date:

Form by: Judith Johnson & Associates

Survey project: Courthouse District-2020

Form completed: 02 Dec 2020

Registration Status and Dates

NHL:

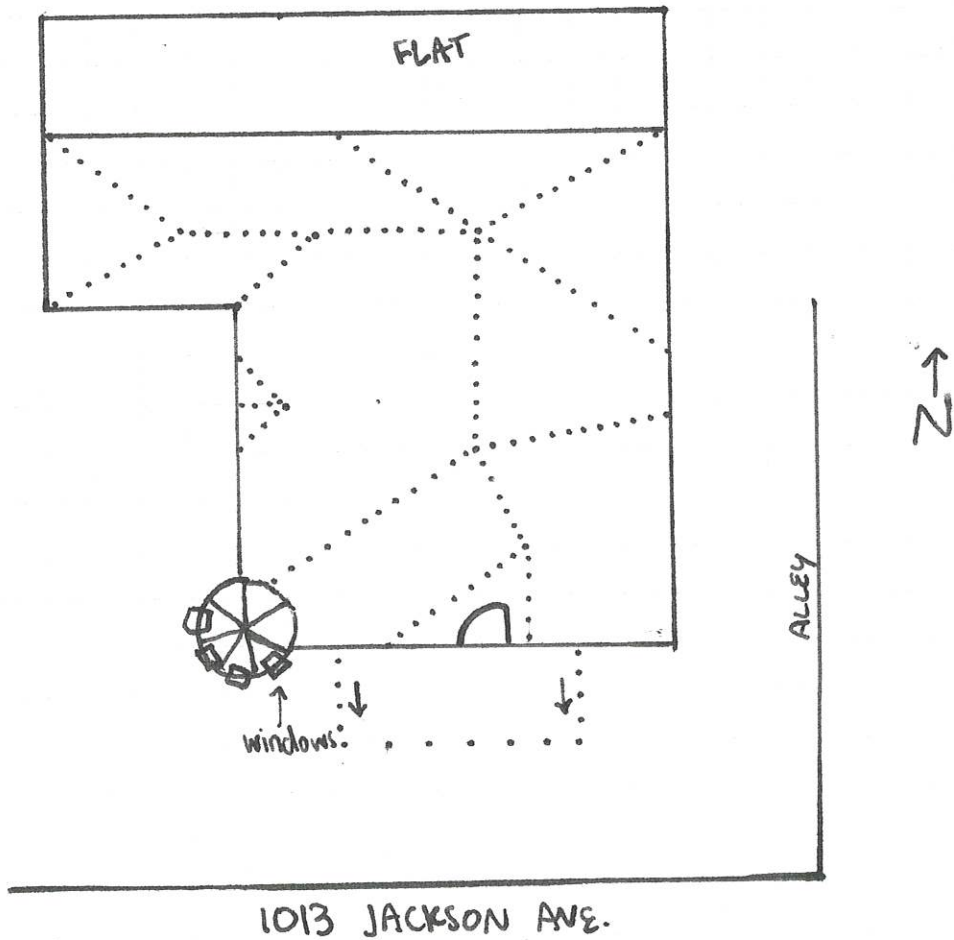
Listed NR

Federal DOE:

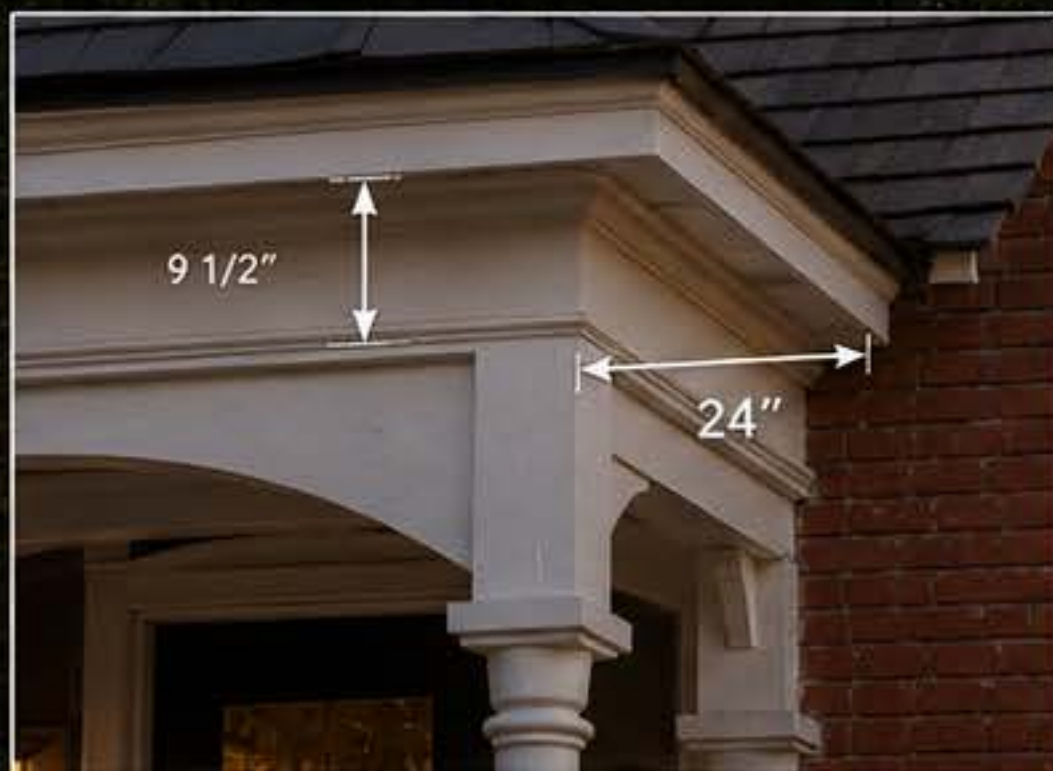
District Name:

- ☒ Contributing
☐ Non-Contributing
☐ Previously Listed

Element no.



EXISTING OVERHANG DIMENSIONS



PROPOSED SIGN (ACTUAL SCALE)



SIGN SPECIFICATIONS

- Individual metal letters
- Backlit with warm white LEDs
- Bottom of letters set ~2 1/2" above top of trim
- Main line letter height: 7"
- Second line letter height: 2 3/4"
- Overall sign height: 12 1/2"
- No modifications to existing structure



Sign fits within existing fascia area – no structural changes required.