



AGENDA
HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION
WEDNESDAY, September 13, 2023
6:15 P.M.

118 West High St - Oxford Courthouse

MEMBERS

Christopher Skoglund, Chair	Alex French, Council Representative
Dana Miller, Vice Chair	Brad Spurlock
Corey Watt, Planning Representative	Sean Wagner
Hueston Kyger	

STAFF

Sam Perry, Director, Community Development

MEETING PROCEDURE: Comments from the public are welcome at two different times during the course of the meeting:
(1) Comments on items not on the Agenda will be heard under Public Comments – and
(2) Comments for all public hearing items will be heard during HAPC consideration of said item. Please wait until you are recognized by the Chair, join the Commission table, state your name and address so that your comments may be properly recorded and limit your remarks to a period of four minutes or less.

- I. Call to Order
- II. Approval of Agenda
- III. Public Comments
- IV. Approval of Minutes of April 12, 2023 1
- V. Old Business
 - a. **HAPC-2022-06, 48 E Park Place, CERTIFICATE OF APPROPRIATENESS, new mixed use building, Scott Webb, Applicant/Agent, Revisions to approved plans and additional information** 4
 - b. Updates on Indigenous People Cultural Preservation 6
 - c. Updates on Historic Tours
 - d. Updates on any projects in the Uptown Historic District
- VII. Administrative Decisions (Previously Decided)
 - a. **HAPC-2023-04, 16 S Campus Avenue, CERTIFICATE OF APPROPRIATENESS, hanging sign for Jewelry Shop, JG Jewelry LLC, Applicant/Agent** 7
- VIII. Adjournment

HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION (HAPC)
MEETING MINUTES
WEDNESDAY, April 12, 2023
6:15 P.M.

I. Call to Order

The April 12, 2023 meeting of the Oxford Historic and Architectural Preservation Commission was called to order at 6:15 p.m. by Chris Skoglund.

Those members present: Chris Skoglund, Alex French, Dana Miller, Hueston Kyger, Brad Spurlock, Corey Watt

Those members excused: Sean Wagner

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 as presented. Mr. Watt seconded the motion. All were in favor.

III. Public Comments

There was none.

IV. Approval of Minutes of December 14, 2022

Mr. Watt made a motion to approve the minutes as written. Ms. French seconded the motion. All were in favor.

V. Old Business

- a. **Updates on projects in the Uptown Historic District – 131 W High, 48 E Park Pl, 10 N Beech, 22 S Beech**

131 West High Street

Mr. Skoglund was concerned about the completion of the project at 131 W High St. He mentioned that the two-year deadline provided by the Code is coming to its expiration, and there are still quite a few things to be completed. Mr. Skoglund also expressed his concerns about the status of the Certificate of Occupancy (C of O).

Mr. Watt suggested having some type of documentation of these delays in public records. He also voiced his concerns on more and more projects seem to have timeline issues in Oxford. Mr. Perry agreed with Mr. Watt on having issues with material supply that kept adding up. However, the project has been poorly managed at the same time because the owner is not on-site, stated Mr. Perry.

Mr. Watt explained when he mentioned documentation he thought about things such as documentation of failure of reaching out to staff if a timeline could not be kept, for example. Mr. Watt emphasized he was talking about the change in the application of the existing policy.

The Commission had an extensive discussion on how to handle the issue of the owner/applicant not applying for extension when the timeline is approaching to the end and the project is not completed, but the building will be occupied without a C of O. The Commission members agreed this issue could be brought to the attention of the City Council members.

Mr. Perry informed the Commission the 2023 Strategic Plan has budgeted for a work priority list, such as new projects or policies, feasibility studies, and codes changes. Mr. Perry emphasized if the Commission thinks about a written change in direction or policy that will have to wait. However, if the Commission's focused on policy direction to Staff or City Manager in regards to apply something that already exists in the Code, that would be a matter of discussion.

48 East Park Place

Mr. Skoglund informed the Commission the project is moving along. Mr. Perry added the project received a stop work order in the beginning due to working without permit.

10 North Beech Street

Mr. Perry said the variance request received approval from the BZA allowing the one-story addition to the existing building. However, a building permit has not been submitted yet. Mr. Perry reminded the Commission the BZA approval is valid for six months.

22 South Beech Street

Mr. Perry stated the applicant has four more months to apply for a building permit. However, there are code violations and unpaid citations associated with this site as well.

b. Update on Historic Tours

Mr. Spurlock informed the Commission members that both the walking tours and the cemetery tours are under way and the research work is getting close to completion.

Ms. French gave a brief update on the planned cemetery tours for this fall as well.

Mr. Perry attended a recent National Planning Conference in Philadelphia. He shared a few highlights he learned at a workshop about the Laurel Cemetery.

c. Update on HAPC timeline

Mr. Perry mentioned a Zoning Code revision is planned in the near future. Mr. Perry wanted to know the Commission's thoughts on whether to wait with the updating of the Design Guideline and do it simultaneously when the Zoning Code revision/update takes place and receives funding, or start the updating process now, which is budgeted for. The Commission leaned toward doing the two updates at the same time.

VI. Announcements and Communications

a. Indigenous People Cultural Preservation

Mr. Kyger shared his research on the Indian Mounds found in the area, county, outside of the city. One of these sites is located on US 27 South. After the research in the available reference works, both Mr. Spurlock and Mr. Kyger concluded the Indian Mound on US 27 South was possibly on the area where the Miami Western Drive is today, and not on the site where the Kettering Health Network has recently developed.

As the area of the City of Oxford has been expanding, more of these burial grounds might be discovered. The Commission wondered about and discussed what possibilities there could be to preserve this part of history. For example, the mounds might not be there but what could be done with the site – place a plaque, protect the site somehow or commemorated another way, just to mention a few possibilities.

Mr. Perry stated there is already a program in place for federal or state funded projects when the builder/contractor comes across such a burial ground. If the project is privately founded, however, there has to be a policy put in place that would help the contractor/builder what actions to take when they come across human remains or ceremonial artifacts, added Mr. Perry.

VII. Administrative Decisions (Previously Decided)

HAPC-2023-01, 31 West High Street, CERTIFICATE OF APPROPRIATENESS, new wall sign for Smoke Shop, Ad Pro Signs, Applicant/Agent

Mr. Watt wanted to know what can be done about the bright lights these stores use. Mr. Perry stated the policy allows static signage that is not the bright LED lighting up to 50% of window coverage.

VIII. Adjournment

Mr. Miller made a motion to adjourn the meeting. Mr. Watt seconded the motion. All were in favor. The meeting adjourned at 7:58 pm.



MEMORANDUM
Community Development Department
513-524-5204

TO: Historic & Architectural Preservation Commission

FROM: Sam Perry, AICP
Director

DATE: September 7, 2023

MEETING DATE: September 13, 2023

RE: **HAPC 2022-06, 48-52 East Park Place, Revisions to
approved Certificate of Appropriateness**

The new mixed-use building behind the Oxford Memorial Park John W. Altman Pavilion is being completed. A certificate of occupancy has not yet been issued. As part of the final inspection process, it was noted that some exterior items on the building were not completed according to the approved Certificate of Appropriateness or approved building permit plans. Architect Scott Webb has requested that the HAPC review these items for potential approval. Mr. Webb plans to be present at the meeting and explain the requested changes. Photographs and drawings will be provided as needed.

These items are:

1. Painted block was installed instead of brick on the south-facing wall that abuts the adjacent building with an angled roofline.
2. The approved vertical window dividers (muntins) were required to be installed on the exterior of the glass so that each glass surface mimics two individual panes. Windows with only interior dividers were installed. No exterior dividers.
3. Faux stucco, also known as EIFS, was installed on the fourth floor stair covering. The HAPC was presented different renderings of this feature but there was no material specified for HAPC review in either rendering. According to Mr. Webb, the building permit plans apparently had an erroneous reference to brick.
4. The awnings and awning lighting are not yet installed, which is typical. Some additional wall lighting was added that was not on the plans. This is not intended to replace the awning lighting.

It is not uncommon for staff to receive requests for material or design changes during either the building permit plan review process or in the field. However, in this case, there were no requests for approval for changes. No fee or application is required for material or design change requests for new construction projects, after the initial approval is given. HAPC options are:

1. Accept or deny the changes using the same decision criteria as used in a new construction case.
2. Defer the decision to the administrative process, which is handled by the Commission Chair or designee and the Historic Preservation Administrator (Community Development Director or designee).

Pictured below is a site photograph from August 22, 2023.



Sam Perry
Community Development Director
City of Oxford
Municipal Building
15 South College Avenue
Oxford, Ohio 45056

Re: Certificate of Appropriateness
New Mixed Use Building
48-52 East Park Place
Oxford, Ohio

September 7, 2023



SCOTT
WEBB

A R C H I T E C T

103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838

www.scottwebbarchitect.com

Dear Mr. Perry,

Please accept this letter as a formal request to be included on the next agenda of the Historic and Architectural Preservation Commission for some minor revisions made during construction on the new building on West Park Place.

Per our previous correspondence, a number of items have been addressed from your August 28 Memorandum or are under way. Trim on the upper level of the south facing wall is being added, parging is being provided on the exposed foundation areas, and the residential awning is being fabricated. The larger, commercial awnings are awaiting the graphics from the new ground floor tenant.

As you noted, some additional revisions were made during construction.

The south facing wall above Sigma Chi

There seems to have been a confluence of errors regarding the construction of the South wall of the building:

The renderings and construction drawings call for the brick to return along the south wall to the angled portion of the adjacent building below. In order to actually construct it this way, masons have to lay up a 2-wythe wall from the inside, laying 3 bricks over and outside of each block they set, then striking the joint from over the wall. The masons simply did not do it. Once past the edge of the adjacent building, they switched to a single wythe rated block (and grouted it solid for fire protection).

Exterior Vertical Muntins in the residential windows

The single, vertical muntins are provided, but are between the glass, like most new buildings.

While exterior applied muntins are more historically appropriate, modern composite window manufacturers have learned that muntins on the outside are subject to thermal expansion and often don't lay flat on the glass, and gather dirt. Subsequently, the standard now is the muntins to be between the panes of glass to avoid each of these problems.

The General Contractor missed the note on the elevation, and simply ordered the windows like they have on the last (6) Buildings they constructed in the Historic District. That being said, the windows are not "standard" and had to be specially ordered with this single vertical muntin instead of a normal 6-lite pattern we see most everywhere.

Thank you for your consideration of this proposal and the opportunity to speak to the Committee
If you have any questions or need any additional information, please let me know.

Respectfully,

A handwritten signature in dark ink, appearing to read "Scott Webb", written in a cursive style.

Scott Webb, Architect

A handwritten signature in dark ink, appearing to read "Scott Webb", written in a cursive style.



MEMORANDUM
Community Development Department
513-524-5204

TO: Historic & Architectural Preservation Commission

FROM: Sam Perry, AICP
Director

DATE: September 7, 2023

MEETING DATE: September 13, 2023

RE: **Indigenous Culture Preservation**

Per discussion at the April meeting of the Commission, staff did some follow-up regarding how to plan for growth of the City. There was some concern among the Commission that ancient burial or ceremonial grounds could still exist in the undeveloped outlying areas of the Township. The common understanding is that land within the Oxford corporate limits does not contain any undisturbed grounds.

Staff met with Andy Sawyer, the Education Outreach Specialist at the Myaamia Center at Miami University. Andy grew up in the area and now works for the University, tasked to educate the University community and the Myaamia community about the history and culture of the Myaamia tribe. Andy referred us to a staff member of the Ohio Historic Preservation Office. A staff member there, provided us examples of regulations from three cities, none of which are in Ohio. These are:

1. Alexandria, Virginia
2. Savannah, Georgia
3. Scottsdale, Arizona

Scottsdale and Alexandria regulate for protection of archaeological resources on both public and private land development. Both have been in effect for many years. Savannah's was passed in 2019 and is currently only applicable to city development projects. All three cities have populations well over 100,000 and with over 2,000 employees each. Both Scottsdale and Alexandria have on-staff city archaeologists that assist in the processes of the protection. All three entities have very thorough webpages that explain all of the processes and applicability. If this becomes a priority of the Commission for further review, additional staff time allotment is recommended.



MEMORANDUM
Community Development Department
513-524-5204

TO: Historic & Architectural Preservation Commission

FROM: Sam Perry, AICP
Director

DATE: September 7, 2023

MEETING DATE: September 13, 2023

RE: **HAPC 2023-04, 16 South Campus Ave sign**

No action is needed from the Commission on this case, as it has already been decided administratively. This sign cannot be permitted unless the Board of Zoning Appeals approves the proposed variance for the hanging sign. The variance case is scheduled for a Sept 26 BZA hearing.



Community Development Department
Approval Letter

August 2, 2023

Genevieve Gerenz
JG Jewelry LLC
16 S Campus Ave
Oxford, OH 45056

VIA EMAIL:
gerenzge@miamioh.edu

RE: HAPC-2023-04, 16 S Campus Avenue, CERTIFICATE OF APPROPRIATENESS, new hanging sign, JG Jewelry LLC, Applicant/Agent

Dear Ms. Gerenz:

The Oxford Historic & Architectural Preservation Commission (HAPC) Chair has approved your Certificate of Appropriateness application for the proposed new hanging sign, subject to variance approval.

This Certificate of Appropriateness shall be valid for a period of one year from the date of approval by the HAPC. All work shall be substantially completed within two years from HAPC approval.

Should you have any questions, please feel free to contact us at 513-524-5204.

Respectfully,

Eunike Miller
Administrative Assistant
Community Development Department

Cc: File



Internal Use Only:

Case No.

HAPC-2023-04

Date Filed

7/18/2023

Historic and Architectural Preservation Commission Application

The pre-application provides an opportunity for the designer and the Historic and Architectural Preservation Commission (HAPC) to discuss a proposal prior to the applicant expending significant time and money on design, survey and engineering. It only requires submission of preliminary or conceptual information. The Certificate of Appropriateness (COA) requires submission of detailed exterior plans. [Section 1331.06(a)]¹

Applicant Information

Attach a Letter of Agency if the Applicant is not the property owner.

Name * JG Jewelry LLC

Mailing Address * 16 S Campus Ave

City, State & Zip Code * Oxford OH 45056

Telephone Number(s) * 4079126399

Email Address gerenzge@miamioh.edu

Location of Property * 16 S Campus Ave

Name of Building * Stoddard House

Legal Description * Interfaith Center

Type of Application

Select all that apply.

☒ Pre-Application (no fee) ☒ Certificate of Appropriateness (\$50.00) ☐ Demolition of Historic Structure (\$250.00)

Proposed Environmental Change(s)

Describe, in detail, all proposed exterior alterations for this property and attach drawings showing its relationship to the existing or planned surroundings. Consult Chapter 1331 of the Oxford Municipal Code, Historic & Architectural Preservation¹ and the Design Guidelines² to review the requirements for decisions regarding environmental changes and conditions for removal as well as standards for Commission decisions.

We would like to install a sign for our business that will be occupying the majority of the Stoddard House portion of the property at 16 S Campus Ave.

The current Interfaith Center sign and the OCPJ sign will be removed in accordance with zoning rule 1151.05(a)(1) and any damages from their installation repaired. This sign will be 20"x65" and will

hang at the front of the porch between the center two columns. The colors and style of the sign are determined by what will compliment the character of the building best. Reference the attachments.

Required Documentation

Attach a current photograph of the subject of this application. Include drawings and diagrams showing its relationship to the existing or planned surroundings.

You may find information on the history of the building in the Walking Tour³ booklets and at the Smith Library of Regional History⁴ located in the Oxford Lane Library.

Fee

There is no fee for pre-application review. The fee for Certification of Appropriateness is \$50.00 or \$250.00 if classified as historic by a City-approved inventory. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

For *demolition requests*, if the application is approved, posting of financial security for the re-use plan and mitigation fees for the demolition will be required as part of permits, per Section 1331.063(a)(3) and (4).

Sign and Date

Applicant Signature *

SG Jewelry LLC

Date *

7/2/2023

Submit Application, Plans and Documentation, and Fee

We will not accept incomplete applications and/or documentation. Applications are due 19 days before the meeting. You will receive a copy of the agenda a few days prior to the meeting. In order for your request to be re-viewed, you must be present.

Send or drop off this application with required documentation as attachments and a check for fee (if applicable) made payable to **City of Oxford**, to Community Development Director, 15 South College Avenue, Oxford, OH 45056.

Direct questions to the Community Development Department at (513) 524-5204.

For Staff Use Only

Decision *

(Circle One)

Accepted

Rejected

Approval Signature *

[Signature]

Date 8/1/2023

Title *

CHAIR HAPC

Comments/Conditions *

SUBJECT TO VARIANCE APPROVAL

¹ Oxford Codified Ordinances: cityofoxford.org/fees

² Design Guidelines: cityofoxford.org/hapc

³ Enjoy Oxford (Visitors Bureau): 14 West Park Place, Suite C; Oxford, OH 45056, (513) 523-8687, enjoyoxford.org

⁴ Smith Library of Regional History: 441 South Locust Street, Oxford, OH 45056, (513) 523-3035, lanepl.org

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that

Kerri Cissna

(Applicant Name)

has permission to represent our interest with the City of Oxford regarding

The Interfaith Center

(Application Description)

located at

16 S. Campus Ave, Oxford, Ohio, 45056

(Property Address/Location)

Thank you,

Kerri Cissna

(Property Owner Printed Name – must be a person)

The Interfaith Center

(Property Owner Company Name – if applicable)



(Property Owner Signature – must correspond to printed name above)

July 24, 2023

(Date)



4530 Bishop Ln
Ste. 108
Louisville, KY 40218
(502) 409-5008

Engineered Visual Solutions
www.louisvillecustomsigns.com

INVOICE

INV-2869

Payment Terms: Cash Customer

Created Date: 7/14/2023

DESCRIPTION: Exterior Business Sign

Bill To: JG Jewelry LLC
16 S Campus Ave
Oxford, KY 46056
US

Pickup At: Louisville Custom Signs
4530 Bishop Ln
Ste. 108
Louisville, KY 40218
US

Ordered By: Genevieve Gerenz
Email: jg.jewelry.oxford@gmail.com

Salesperson: Kevin Parrish
Work Phone: 502-409-5008 x 101

NO.	Product Summary	QTY	UNIT PRICE	TAXABLE	AMOUNT
1	Routed HDU - 65x16	1	\$1,237.07	\$1,237.07	\$1,237.07
1.1	Graphic Design - Design - 1 Hour				
1.2	Graphic Design - Presentation File				
1.3	Graphic Design - Production Files				
1.4	File Setup Fee - File Set Up				
1.5	Pattern Fee - Installation Pattern - Not Included				
1.6	Installation/Removal - Installation - Not Included				
1.7	Installation/Removal - Removal - Not Included				
1.8	(V) - Routed HDU - DS V-Carved 2 Color				
1.9	(V) - EYE - Bolts, Color Blk/Clear Zinc				

Orders totaling \$1000 or less must be paid in full when placing the order.
Orders totaling more than \$1000 require a 50% deposit when placing the order
and the balance must be received before shipment/delivery, pickup, or
installation. All sales are final, and payments are non-refundable.

Subtotal:	\$1,237.07
Taxable Amount:	\$1,237.07
Taxes:	\$74.22
Grand Total:	\$1,311.29
Amount Paid:	\$655.65
BALANCE DUE:	\$655.64







Mounting mechanism: Two eye hooks penetrating the sign 1.75" deep and protruding from the top of the sign 1.25" will interlock with two corresponding eye hooks which penetrate upward into the front porch beam 1.5" deep and protrude 1.0" below. These will be made of an alloy of galvanized steel and zinc and have a chrome appearance. The screw section of the hardware will be reinforced with wood glue and maintained periodically.

Material:	Routed HDU
Height:	16"
Length:	65"
Width:	0.75"
Clearance height:	84"

