



AGENDA
HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION
WEDNESDAY, October 11, 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 September 13, 2023 1
- V. Old Business
 - a. Revisions to Historic and Architectural Preservation Commission Rules of Procedure – Staff 7
 - b. Oxford Cemetery Tours reminder – Alex
- VI. Administrative Decisions (Previously Decided)
 - HAPC-2023-03, 5 W High Street, Certificate of Appropriateness, new wall sign for pastry shop, Tim Hoskins, Applicant/Agent** 11
 - HAPC-2023-06, 23 N College Avenue, Certificate of Appropriateness, new wall sign for pet supply store, Greg Beherns, Applicant/Agent** 19
- VII. Adjournment

HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION (HAPC)

MEETING MINUTES

WEDNESDAY, September 13, 2023

6:15 P.M.

I. Call to Order

The September 13, 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, Sean Wagner

Those members excused: Corey Watt

Staff members present: Sam Perry, Community Development Director

Staff members excused: None

II. Approval of Agenda

Mr. Kyger made a motion to approve the agenda as presented. Ms. French seconded the motion. All were in favor.

III. Public Comments

There were no comments from the public.

IV. Approval of Minutes of April 12, 2023

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

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

Mr. Perry informed the Commission that during the Final Zoning inspection some changes were found that were different from what was approved by HAPC and on the Building Permits. Staff reached out to the applicant and Mr. Webb and the owners have been addressing some of these changes. Mr. Perry drew attention to the Memorandum that is included in the packet and gives a brief summary of what changes are there.

Chair Skoglund invited Mr. Webb to share his thoughts and the slides he prepared with the Commission. Mr. Perry specified the two main changes he would like to discuss are the window dividers and the brick on the south side of the building.

Mr. Webb started his presentation stating he is here on behalf of the owners. The first slide

showed the rendering and the photo of the finished building, side by side. Mr. Webb explained the drawing does show brick all the way. However, there is an addition on the side of the Sigma Chi building with an angled roofline. Mr. Webb explained that wall belongs to Sigma Chi and cannot lay brick from nor set scaffolding on it. Because of this, the wall was laid from inside. Mr. Webb emphasized on the drawing it was a brick wall all the way but it was simply missed. To correct the problem, they brought the brick back around as far as they could but the rest of the building was painted.

Mr. Webb next talked about the issue with the cornice. Mr. Webb said the workers did not take the cornice all the way. It was caught and the problem is being corrected, and that is why part of the cornice has not been painted yet. Mr. Webb also explained that they used Dryvit on the stairway cover building to minimize drawing attention to it, giving a flat look.

Mr. Webb next addressed the comments on windows, lights and awnings. Mr. Webb explained the green awning is under fabrication, and the awning for the residential side is going to be installed soon. The tenant for that space is working on the graphic design and it is easier to place the design on the awning while on the ground. Mr. Webb added there will be an awning installed on the west side of the building where the patio is.

The discussion continued with the lightings. Mr. Webb explained the indirect lighting for the awning will be installed just as it shown on the rendering. The four boxes on the building are additional lights. Mr. Webb noted his client choose to install more lightings, and this was done without his knowledge.

The last topic that Mr. Webb addressed was the windows. Mr. Webb explained the approval was the exterior vertical window dividers and it was highlighted on the approved plans. The contractor missed this detail. As a result, the installed windows have interior dividers. Mr. Webb further explained when these dividers are inside, they can get lost and broken. If the dividers are on the outside, they collect dirt. In addition to this, the outside dividers are just pieces of metals glued to the surface of the glass. Mr. Webb then presented some examples from the Uptown area such as the DuBois building, Chipotle and Tous les Jour. He explained that modern manufacturers now put these dividers between two panels to avoid those problems that Mr. Webb noted a few minutes ago. Mr. Webb mentioned there was a discussion with the window manufacturer and the dividers can be installed on the exterior. The dividers are 16-inch long metal pieces with a double-sided tape. However, these will not be visible much after the screen is installed on the windows.

Mr. Perry stated using windows with outside muntins would add depth. Mr. Perry inquired from Mr. Webb if he does cost estimate for the bidding process with manufacturer details. Mr. Webb responded he does not do that. Once the plans are approved, he turns it over to the client and is not involved ordering the material.

Ms. French wanted to know when the mistake was discovered; when the windows arrived or installed. Mr. Webb said Mr. Perry discovered the problem while conducting final zoning inspection on the building. Ms. French stated it would have been good if the discovery had happened when the windows arrived. Mr. Perry added if there is a repeat pattern of failure, it is a good idea to do an inspection to make sure the right material was ordered and delivered. Mr. Webb mentioned that being very specific of what kind of windows should be installed would

help prevent situations like this. Similar to when bringing in samples and materials of paint, brick etc. when presenting the proposed project. Ms. French emphasized if during the construction a problem arises and to fulfill the approved plan might not be possible, inform the Commission about it and discuss the option thus, avoiding from the cumulative effects.

Mr. Perry drew the Commission's attention to the fact the Design Guidelines will be updated soon and it could reveal that such details may not be as important on a non-historic new build in the Historic District. Mr. Webb added that most windows, for example, are now vinyl thus making it difficult to achieve the historic look.

Mr. Skoglund pointed out that this building is what a person can expect to see in this era, and the fact that this building is not a historic building or a retrofit it is a new built. Mr. Skoglund liked the idea of adding a metal strip to the window thus having the representation of the divided light in a recently built building. Mr. Skoglund inquired from Mr. Perry whether there are up lit buildings Uptown. Mr. Perry said there are. However, Mr. Skoglund was not in favor of an up lit building.

Mr. Miller wanted to know what windows Mr. Webb's client would have chosen if there had not been any requirement. Mr. Webb said it would have been what has been installed. Mr. Miller thought the Commission could take into consideration the fact that the Design Guidelines will soon be updated and it seems the divided windows were more aesthetic than having functional purpose. Likely, they produced this type of window at that time. Mr. Webb pointed out how manufacturers have changed their window making process resulting in less depth outside.

Mr. Wagner wanted clarification whether the applicant needed to come to the Board before installing additional lights. Mr. Perry answered they should have come or have an administrative approval. Mr. Wagner emphasized the fact that the Commission is giving a lot of additional accommodation to the owner. Mr. Webb noted his client did not inform him about any changes. Otherwise, he would have informed them the need of discussing any changes with HAPC or staff.

Ms. French expressed her being torn between two things in regards to the windows. She expressed her understanding the modern side of things such as the building, how the windows are made differently but also the fact that the Commission had made a decision. Ms. French then added that she does lean towards adding the metal strip to the exterior.

Mr. Spurlock agreed with the Commission members that these changes should have been presented to the Commission. However, he is in favor of the changes and how the building looks. Mr. Spurlock reasoned if this was a historic building in a historic district, the preservation should be the key. On the other hand, this is a contemporary building and it should be complimentary to the historic district, not necessarily replicate those historic buildings around. Mr. Spurlock felt this building communicates that it is a contemporary one and not a historic building that has been rehabbed with other materials.

Mr. Kyger would have liked to see more depth on the building and the divided windows. However, he did like the awning and the lighting because they contribute to the streetscape nicely. Mr. Kyger thought that at this point it is not feasible to expect the redoing of the

windows. Mr. Kyger strongly agreed with the Commission members that the changes should have been presented to them before built. Summarizing his thoughts, Mr. Kyger was in favor of the building.

Ms. French asked Mr. Webb if the metal strips glued to the exterior of the window would come off or weakens the integrity of the window. Mr. Webb said the challenge is that these strips are not only glued to a surface that changes temperatures but also expanding and contracting. In light of this information, Ms. French was in favor of rather leaving the windows as is then eventually have some with a missing metal strip. Mr. Spurlock affirmed he sees quite a bit of these missing metal strips/muntins when conducting architectural profiling on historic buildings. Ms. French also thought that the lighting would be a nice feature during events Uptown such as Red Brick Friday.

Mr. Skoglund agreed with Mr. Kyger's and Mr. Wagner's point of view.

Ms. French made a motion to accept the changes as noted in Mr. Perry's Memorandum. Mr. Spurlock seconded the motion. All were in favor.

Mr. Webb suggested adding specified windows to list of allowed materials thus avoiding from confusion and mistakes. Mr. Skoglund wondered how other cities handling situations like this. Mr. Spurlock said the ADRB in Hamilton has a specific list on what windows are allowed. If the applicant proposes something that is not on the list they have to come before the board. Mr. Skoglund pointed out such list could be included in the soon updated Design Guidelines.

b. Updates on Indigenous People Cultural Preservation

Mr. Perry reported he reached out to Andy Sawyer, Education Outreach Specialist at Myaamia Center, suggested by Steve Gordon. Mr. Sawyer suggested Mr. Perry to reach out to other cities and inquiry their program for cultural preservation. Mr. Perry contacted Mr. Nathan Bevil, CLG (Certified Local Governments) Coordinator. The cities Mr. Bevil gave Mr. Perry were Savannah, Alexandria, and Scottsdale that have legislation on cultural preservation. Two approach would be: (1) to require archeological study/survey only on public projects the City does through the funding resources by the Federal Government, or (2) require it on both public and private projects in certain areas where the likelihood to find mounds or ceremonial grounds are high.

Mr. Skoglund talked about an annexation approach. He thought it would be good to see if there might be any mounds in the surrounding 1-2 mile radius outside the City limits in case annexation happens on those areas. Mr. Perry added if a project is federally funded, a Phase 1 archeological study is conducted.

Mr. Miller and Mr. Kyger both joined to the conversation talking about a possibility of providing a map that identifies these close areas that might have mounds or a grave site. Thus, when the annexed land undergoes development, the owner/developer would know what the City requires to be done before starting any groundwork.

Mr. Perry noted when a Phase 1 archeological study is done, it needs to be recorded in the State GIS data. Mr. Miller wondered whether the sites the Mr. Kyger showed the Commission are in the historical inventory. Mr. Spurlock said not all of them because there are few sources for the

location of these sites: 1836 and 1855 maps and two or three published books. The mounds that are located in Butler Country are on these five sources. Anything else would be found accidentally.

Mr. Skoglund summarized that after the researches the Commission did not find mounds or ceremonial grounds in the surrounding areas. Mr. Perry pointed out the Commission could ask Council for a symbolic resolution stating to keep in mind the possibility of discovering a historical site when the City considers growth or annexation. Ms. French offered to take the resolution to Council.

c. Updates on Historic Tours

Mr. Spurlock reported there were two tours recently. The Hillcrest tour had 21 in attendance and the Hilltop part 2 tour had 28 people. The final tour is scheduled for the upcoming weekend. It is University hosted by Mr. Miller.

Ms. French provided update on the Cemetery Tours. She mentioned the importance of good marketing. All tours will start at 11 am. On October 7th, 13 open spots remained out of 25, on the 21st 15 spots are still open, and on the 28th only 2 spots remained. Mr. Spurlock added they will do the finalization for this tour on the upcoming Monday selecting the grave sites that will be on the tours.

Mr. Perry suggested more structured advertising for the Historic Tours, perhaps on the City Website as an event that people can sign up. Mr. Skoglund mentioned talking with Enjoy Oxford to advertise these tours on the billboard the Uptown Park. The Commission discussed ideas how the tours, both the Historic and Cemetery, can be better advertised and marketed.

d. Updates on any projects in the Uptown Historic District

Mr. Skoglund inquired the status of the proposed hotel project at 22 S Beech. Mr. Perry said the permit has been approved but the applicant has not submitted a demolition permit or the estimate for demolition bond. The COA or Conditional Use approval is about to expire, added Mr. Perry.

Mr. Skoglund wanted to know if there are any updates on the old funeral home. Mr. Perry said there are none.

Mr. Perry shared with the Commission there are no plans submitted for the old Coop Book Store. The owner's architect inquired about rules and regulations, what the City would like to see happen but nothing has been submitted.

Mr. Skoglund wondered what happens to the building at 200 W High Street that was used as an office while the Caroline Harrison building at 131 W High Street was under construction. Mr. Perry said they approached staff to talk about options such as rezoning and demolition. Staff gave them guidance potentially allowing a rezoned neighborhood business. This way the building can be preserved. It would also allow a Conditional Use for a restaurant.

The next update was on 22 N College Avenue. Mr. Perry said the construction of a ramp is

underway to provide access to the building for those of with a wheelchair. Interior working is underway as well.

The building at 21 N College Avenue is receiving occupants. Shana Rosenberg's store, Thread Up Oxford, has moved in, and a pet supply store will occupy the middle part.

VI. Administrative Decisions (Previously Decided)

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

Mr. Skoglund stated one particular point in the approval process was to make sure that the hanging sign would be high enough from the ground. Mr. Perry added the applicant applied for a variance, which will be heard later this month.

Mr. Skoglund reminded there was another administrative approval for signage for the pastry shop (Tous les Jour) Uptown at 5 W High Street.

VII. Adjournment

Ms. French made a motion to adjourn the meeting. Mr. Kyger seconded the motion. All were in favor. The meeting adjourned at 7:52 pm.

**RULES OF PROCEDURE
FOR THE
HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION**

APPROVED JULY 6, 2016 2023

Article I – Membership

The Historic and Architectural Preservation Commission is established by Ordinance No. 1544 by the Council of the City of Oxford, Butler County, State of Ohio.

All members shall have, to the greatest extent practicable, interest and proficiency in historic and architectural preservation and adaptive reuse. The HAPC shall consist of seven voting members. Membership shall be composed of:

- (1) One City of Oxford Council member.
- (2) One City of Oxford Planning Commission member, who is not also a member of Council.
- (3) One owner of real property in one of Oxford's Historic Districts.
- (4) Four members selected, based on the following guidelines:
 - A. Two with professional training or employed in professions related to historic preservation, such as architecture, architectural history, history-y, archaeology, planning, real estate, building construction, or law related to any of these.
 - B. Other members who own real property in Oxford and either:
 1. are proprietors of businesses in a historic district or
 2. are residents in the historic districts, or
 3. have demonstrated a special interest in historic preservation and related matters.

(b) The City Manager shall serve as an ex-officio member as authorized by Section 8.12 of the Oxford Charter.

(c) Members of the HAPC shall be appointed by a majority of Council. HAPC members shall serve for a period of four years and without compensation. Vacancies on the HAPC shall be filled within 60 days.

- (1) Terms shall be staggered so that one or two members' terms expire each year.

ARTICLE II – Jurisdiction and Function

In accordance with Ordinance No. 2734 of the Code of the City of Oxford, the Commission shall have the following jurisdiction, powers, and duties:

1. The Commission shall be empowered to conduct or coordinate a survey or surveys of all areas, places, structures, works of art, or objects in the City of Oxford which the Commission has reason to believe are or will be eligible for designation as historic sites or historic districts.
2. It shall be the duty of the Commission to recommend the designation of historic districts or sites and to review all plans for the construction, alteration, repair, moving or demolition of historic sites and structures in a historic district and it shall have sole power to issue a Certificate of Appropriateness. (See Chapter 4334 1152 for further specification)

ARTICLE III – Offices and Duties of Members and Staff

Section 1. At the first meeting of each calendar year, the Commission shall elect one of its members as Chair and one as Vice-Chair, except that the member of the Planning Commission or Council shall not stand eligible for any of the aforementioned offices.

Section 2. The Chair shall preside at all meetings of the Commission, shall call special meetings, and shall be responsible for the preparation of the agenda of each business meetings. The Chair shall also represent the Commission in matters and areas of concern to the Commission when so directed by a majority of its members and/or by City Council. The Chair shall advise and keep the members apprised of Commission related matters; and, shall perform such other duties commonly prescribed to such office and those duties that

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are deemed appropriate and necessary by other members of the Commission and/or City Council.

- Section 3.** The Vice-Chair shall perform the same duties as the Chair in his/her absence; shall be responsible with the aid of the Historic Preservation Administrator and the Law Director for the orientation of and the dissemination of all pertinent Commission materials for all newly appointed members.
- Section 4.** In the event that the Chair and the Vice-Chair are both absent from a meeting, the remaining members shall select a Chair Pro-Tem who shall perform the same duties as the Chair for the balance of the meeting.
- Section 5.** The Recording Secretary shall record, either in manuscript or by mechanical tape recording, the proceedings of all business meetings, hearings, and public meetings, and shall prepare the minutes therefrom. All such recorded proceedings (manuscript or tapes) shall be preserved for a period of six months. A record shall be made by the Recording Secretary and be placed in the minutes of each business meeting indicating the vote of each member by name relative to each agenda item. Said minutes shall be placed in the Public Record and shall be maintained in the office of the Historic Preservation Administrator.
- Section 6.** The Law Director serves as the legal counselor to the Commission in accordance with Section 5.04 of the Oxford Charter and Section 125.02 of the Oxford Administrative Code and shall be responsible for advice, interpretation, and recommendation in all matters relating to Commission business.
- Section 7.** The Historic Preservation Administrator with the concurrence of the City Manager (see Section 121.02 of the Oxford Administrative Code) shall report on agenda items; shall be responsible for the compiling and maintaining of all documents and communications received by the Commission; shall notify in writing petitioners and/or affected parties and the news media of meetings, hearings and the like; shall request and assemble all pertinent documents and information relative to agenda items; shall keep the Public Record of Commission matters on file in his/her office in the Municipal Building; and, shall make available to petitioners, affected parties and/or the public the rules and regulations relative to Commission procedures.

ARTICLE IV – Meetings

- Section 1.** A regular business meeting of the Commission upon the call of the Chair is usually ~~shall be held at 6:00 p.m. on the first Wednesday of each month, or as scheduled by the Commission a day, a time, and a location as determined by the Chair, and as published on the City's website.~~ **shall be held at 6:00 p.m. on the first Wednesday of each month, or as scheduled by the Commission a day, a time, and a location as determined by the Chair, and as published on the City's website.** A meeting may be canceled if there are no business items. Additional business meetings may be called by the Chair or by any two (2) members when deemed necessary and appropriate, or when mandated by requirements of Section 4334 ~~1152~~ **1152** of the Oxford Code. All Commission meetings are open to the public for attendance and participation and shall be announced ~~to the public and the news media~~ **announced** at least two days in advance of the meetings.
- Section 2.** The Chair or any two (2) members may call a work session. Work sessions are for the purpose of studying appropriate matters pertinent to the duties of the Commission. The public is invited to attend the entire work session ~~but may not participate. and may participate during the first and last fifteen (15) minutes, five minute time limit per person (and at other times at the discretion of the Chair), of such sessions in matters relative to the agenda or matters discussed during the work session.~~ **but may not participate.** Notice of the call for special meetings or a work session shall be ~~communicated~~ **announced** ~~to the public and the news media~~ at least two days in advance of said meetings.

- Section 3.** All meetings, including Executive Sessions, shall be held and conducted in conformance with the Ohio Sunshine Law (Ohio Revised Code, Section 121.22).

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Section 4. Quorum for all meetings and work sessions shall consist of four members present at the meeting.

Section 5. All questions concerning the governance of the Commission business meetings and the transaction of such business shall be decided in accordance with parliamentary rules as contained in the latest Revised Edition of Robert's Rules of Order.

ARTICLE V – Voting

Section 1. All Commission members are voting members.

Section 2. A majority vote of those members present shall be necessary to pass any item of business that is brought before the Commission. Where only a quorum is present at any business meeting an affirmative vote of three (3) members is necessary to validate the passage of any motion or recommendation. ~~Any motion where only quorum is present which results in a tie vote shall become automatically an agenda item for the next regular business meeting or, if so required by ordinance, at a specially called business meeting.~~

Section 3. No Commission member shall participate in the discussion or vote on any matter in which a personal interest exists. ~~It shall be the responsibility of the Chair to inquire whether a personal interest exists.~~ Members having such a personal interest shall ~~absent~~ **recuse** themselves from the Commission during that portion of the meeting in which said matter is being deliberated and voted upon.

~~**Section 4.** Any member may include in the Commission's recommendations to the City Council a minority report in regard to any agenda item.~~

ARTICLE VI – Public Hearings

Section 1. Public hearings pertinent to Commission matters initiated and conducted by the City Council should be attended by Commission members for the purpose of gathering relevant information which may be presented at the hearing. At the Commission's next regular monthly business meeting or at a specially called business meeting (if so required by deadlines specified by ordinance), the Commission shall consider the matter, may solicit a written opinion from the Planning Commission and make its recommendation to City Council.

Section 2. All Commission members shall be notified by the Clerk of City Council of public hearings established by the Council on subjects pertaining to Commission matters.

Section 3. When a public hearing has been requested by a petitioner under the purview and authority of Chapter 4334 **1152** of the City Code, the Commission shall set forth the time and place of the hearing and shall give written notice to the petitioner of the time, date and place of said hearing and the Commission shall make public notice of the same. Such hearing shall be held not more than thirty days after the written request for the hearing or may be held within such a time as is mutually agreed upon by the Commission and the petitioner. The Historic Preservation Administrator shall transmit in writing its findings and final determination to the petitioner not later than thirty (30) days following the date of the hearing.

ARTICLE VII – Business Procedures

Section 1. Agenda items of business must be received at the ~~City Manager's~~ **Community Development Department's** Office in the Municipal Building no later than 5:00 p.m., nineteen (19) days preceding the regular monthly business meeting. Business items that are submitted after this time shall be considered at the next business meeting or at a special meeting as required to satisfy time requirements mandated by Section 4334 **1152**.

Section 2. Each agenda item of business that is submitted for the Commission's consideration must be complete, that is, it must contain all pertinent information such as: plans for new

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construction, renovation, rehabilitation or for alteration, repair or demolition of any area, place, structure, work of art, or object which falls under the designation of historic site or historic district. Such complete information shall be required when necessary and applicable in accordance with the requirements stipulated by the appropriate sections of Chapter 4334 **1152** of the City Code (or other pertinent ordinances) under which the agenda item is being considered.

Section 4. In order for the Commission to fulfill its responsibilities and duties in rendering proper consideration to any petition submitted by an individual or individuals, said individual or individuals or agent or legal representative shall be present at the business meeting and shall fully inform themselves of the ordinance, rules, and regulations relative to the business item involved. It shall be the duty of the Historic Preservation Administrator to inform said party or parties in writing of the time, date, place, and purpose of the meeting. The Commission shall reserve the right to dismiss or postpone any petition if the petitioner, his agent, or legal representative is not present at the meeting or has not requested in writing a reasonable extension of time for a proper presentation of said petition.

Section 5. The Commission renders its decision on all petitions in accordance with Chapter 4334 **1152**. Between the time of the receipt of a petition and the deadline for Commission approval, disapproval, or report, the Commission may:

- a) conduct surveys;
- b) hold special meetings (prior to or in addition to the advertised public hearing required by the various ordinances) for the purpose of eliciting pertinent information from interested parties;
- c) conduct such investigations as it deems necessary and desirable.

Section 6. The Recording Secretary shall prepare an annual report. ~~for submission to City Council in February~~



MEMORANDUM
Community Development Department
513-524-5204

TO: Historic & Architectural Preservation Commission

FROM: Sam Perry, AICP
Director

DATE: October 5, 2023

RE: Previous Administrative Approvals

No action is requested of the Commission on the following COA cases for new signs at 5 West High Street and 23 North College Ave. These cases have already been approved administratively per Code 1152.07(c). The case documents are being included as information only. If different action is requested for future similar cases, this is the time for Commission members to bring it up to the Chair and staff.



Community Development Department
COA Approval Letter

August 10, 2023

Timothy Hoskins
Triangle Sign Company
221 N B Street
Hamilton, OH 45013

VIA EMAIL:

thoskins@trianglesigncompany.com

RE: HAPC-2023-03, 5 W High Street, CERTIFICATE OF APPROPRIATENESS, new wall sign, Timothy Hoskins, Applicant/Agent

Dear Mr. Hoskins:

The Oxford Historic & Architectural Preservation Commission (HAPC) Chair has approved your Certificate of Appropriateness application for a new wall sign in accordance with the sample letter presented to us on August 7, 2023 and in subjection to the following condition:

1. If there is any deterioration to the letter(s) such as, but not limited to, rust, plastic cracking, staining on wall the letter(s) are mounted on, the letter(s) will be repaired / replaced and any staining be remediated.

This Certificate of Appropriateness shall be valid for 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-2023-03Date Filed 7/7/2023

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 * Timothy Hoskins

Mailing Address * 221 N B Street

City, State & Zip Code * Hamilton OH 45013

Telephone Number(s) * 513 863 2578

Email Address thoskins@trianglesigncompany.com

Location of Property * 5 W High St

Name of Building * Tous Les Jours Cafe'

Legal Description * H4100003000263

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.

Install one (1) set of non illuminated channel letters on the wall

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 *



Date *

7/7/2023

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 *



Date

8/10/2023

Title *

CHAIR PERSON HAPC

Comments/Conditions *

If there is any deterioration to the letter(s) such as, but not limited to, rust, plastic cracking, staining on wall the letter(s) are mounted on, the letter(s) will be repaired / replaced and any staining be remediated.

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 Timothy Hoskins /Triangle Sign Co., LLC has permission to represent our interest with the City of Oxford and act on our behalf for the Historic & Architectural Preservation Commission hearing (Date) ^{07/07/23}_B regarding the sign for Tous Les Jours Café' at our property located at 5 West High Street Oxford, Ohio 45056

Thank-you,

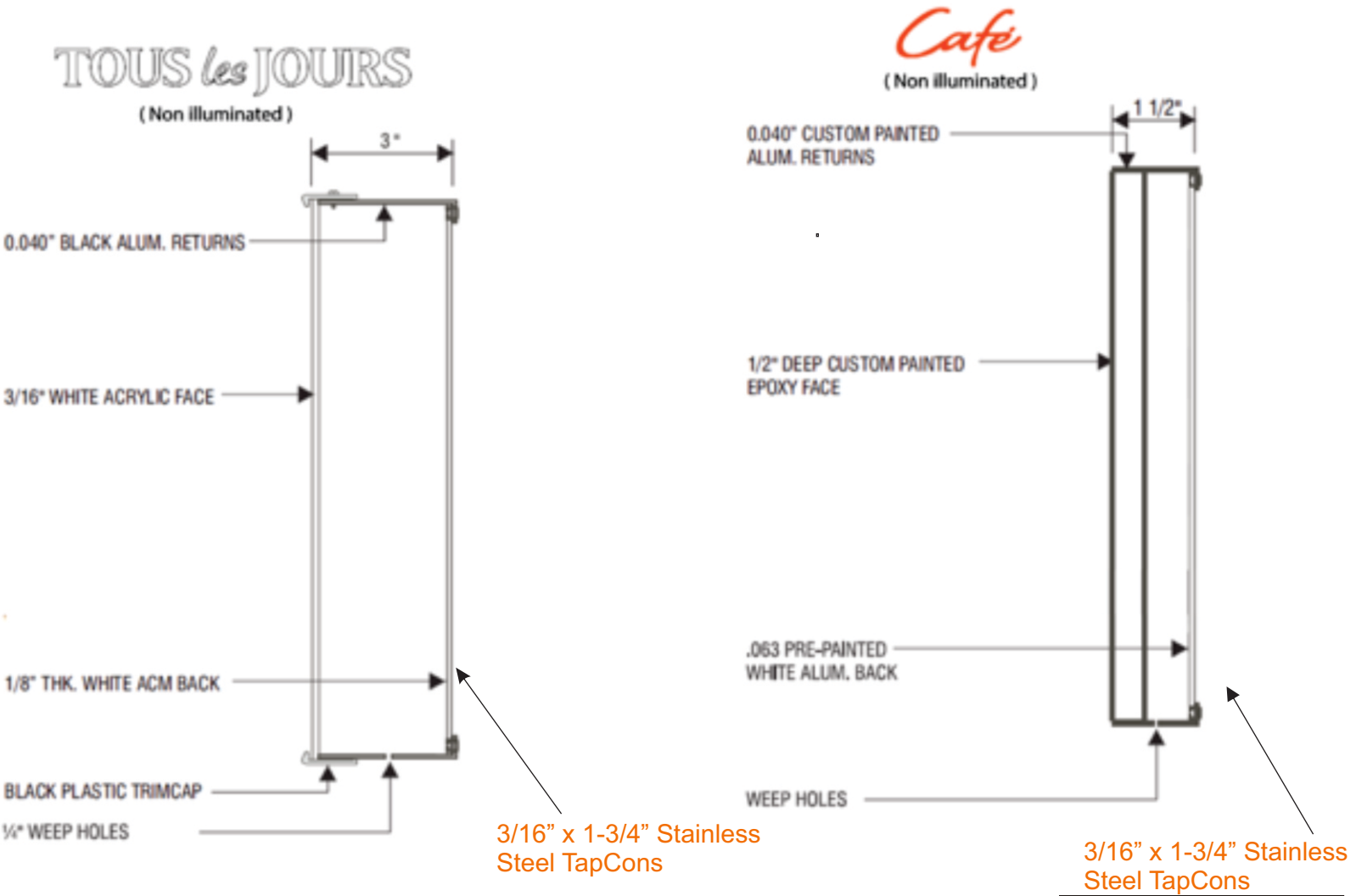
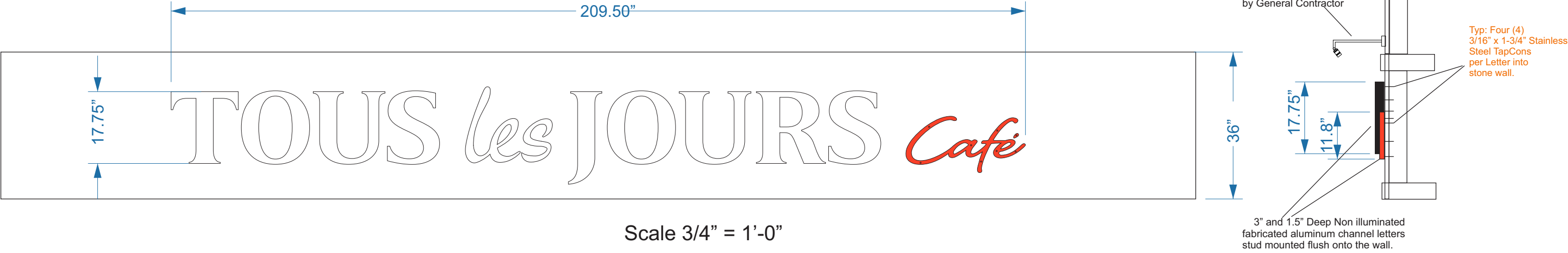
Signed: *Christina Hool* dotloop verified
07/07/23 9:00 AM PDT
ILBO-HJAA-GO2J-SMND

(Property Owner Name Printed)
(Company Name/Owner/Organization)

Property Manager: Christina Hool
Managing for: BDL Associates III

Contact Information:
(513) 280- 0220
ChristinaLhool@gmail.com

Date:



221 NORTH "B" STREET HAMILTON, OHIO 45013
PHONE 513-863-2578 FAX 513-863-8740

© th Scale: not to scale

th
ACCOUNT REP.

th
DRAWN BY

Timothy Hoskins, Managing Member
Triangle Sign Co., LLC

Aug 13, 2023
Revision

REVISIONS

016

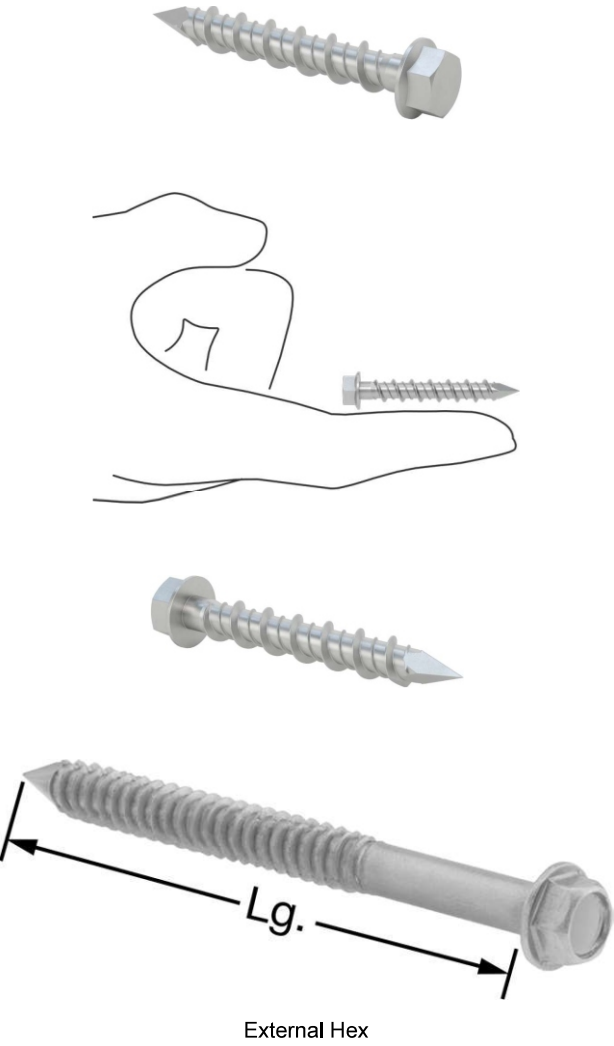
CUSTOMER APPROVAL
Tous Les Jours Café' - Jiaji (Ambrose) Li
5 West High St
Oxford Ohio

JOBNO.
DATE: Aug 13,2023
DWGNO. 23-1024
SHEET 1 OF 3

410 Stainless Steel Screw for Concrete and Block

Hex-Washer Head, 1/4" Diameter, 1-3/4" Length

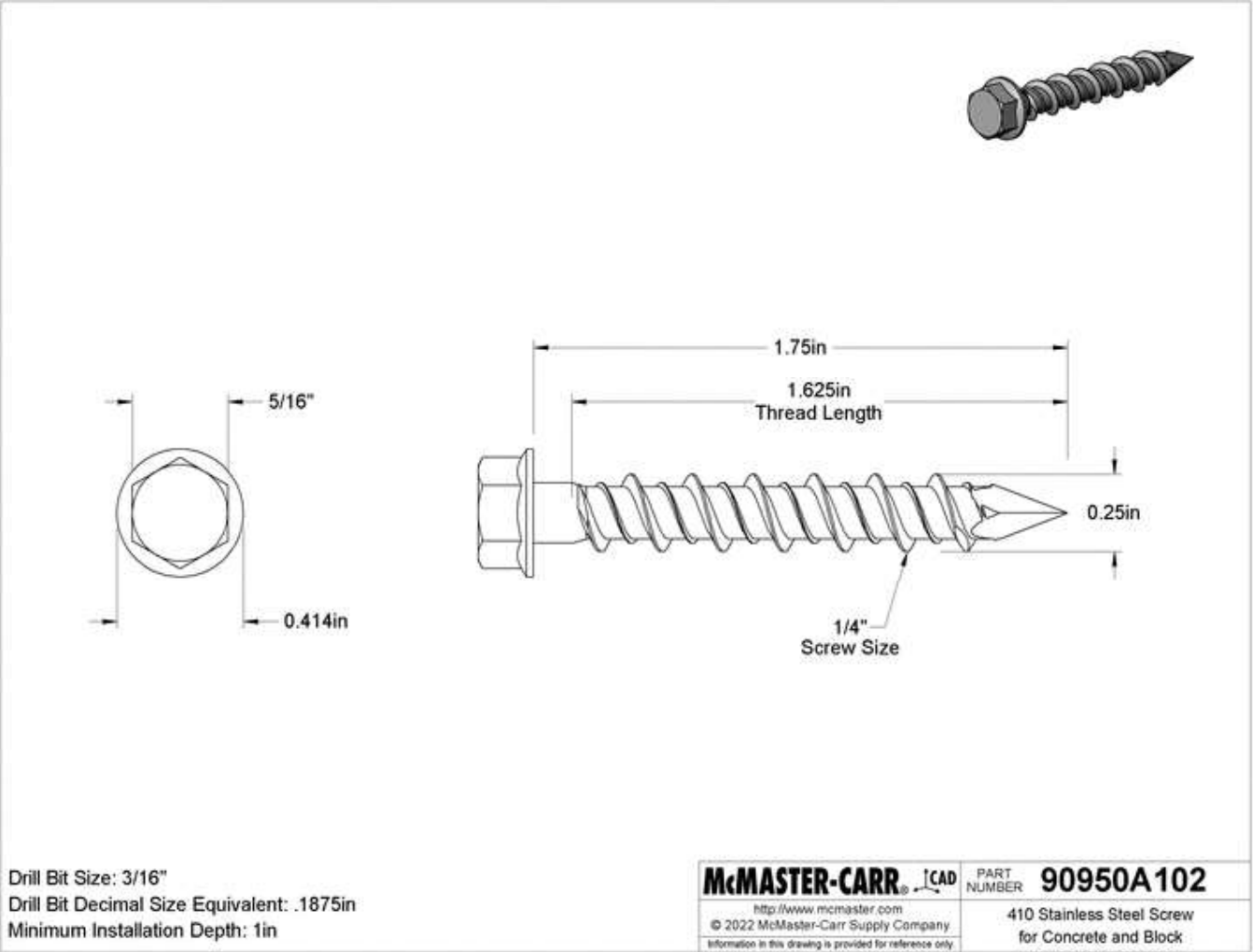
\$17.73 per pack of 10
90950A102



Material	410 Stainless Steel
Diameter	1/4"
Length	1 3/4"
Screw Size	1/4"
Screw Size Decimal Equivalent	0.25"
Drill Bit Size	3/16"
Drill Bit Decimal Size Equivalent	0.1875"
Thread Length	1 5/8"
Min. Install. Depth	1"
Head	
Width	5/16"
Height	0.18"
Flange Diameter	0.414"
Strength, lbs.	
Pull-Out	190
Shear	225
Tested In	3,000 psi Concrete
Drive Style	External Hex
Head Type	Hex
Thread Direction	Right Hand
Tip Type	Pointed
For Use In	Block, Brick, Concrete
Removable	Removable
Anchor Type	Tapping Screw
System of Measurement	Inch
RoHS	RoHS 3 (2015/863/EU) Compliant
REACH	Not Compliant
DFARS	Not Specialty Metals Compliant
Country of Origin	Taiwan
Schedule B	731814.0000
ECCN	EAR99
Related Products	Hammer Drill Bits Installation Tool Set

These 410 stainless steel screws are more corrosion resistant than ultra-corrosion-resistant coated steel screws. They're

also known as Tapcons. All have a hex head for a secure grip with a wrench. Drive into a hole with a hammer drill or socket wrench, or use a specialized tool set (sold separately). Pull-out strength and shear strength values are 25% of the ultimate values.



The information in this 3-D model is provided for reference only.

Mounting Hardware
Revision

DATE		JOBNO.
CUSTOMER APPROVAL		DATE: Aug13,2023
Tous Les Jours Café’ - Jiaji (Ambrose) Li		DWGNO. 23-1024
5 West High St		SHEET 2 OF 3
Oxford Ohio		



Community Development Department
Approval Letter

October 5, 2023

Greg Beherns
Pet Wants
630 E Main Street
Eaton, OH 45320

VIA EMAIL:
gbeherns@petwants.com

RE: HAPC-2023-06, 23 N College Avenue, CERTIFICATE OF APPROPRIATENESS, new wall sign, Greg Beherns, Applicant/Agent

Dear Mr. Beherns:

The Oxford Historic & Architectural Preservation Commission (HAPC) Chair has approved your Certificate of Appropriateness application for the proposed new wall sign as submitted on September 28, 2023. Any changes in sign lighting will require additional review.

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-2023-06

Date Filed

9/26/2023

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 *

GREG BEHERNS

Mailing Address *

630 E. MAIN ST. EATON, OHIO 45320

City, State & Zip Code *

EATON, OHIO 45320

Telephone Number(s) *

513-543-9198

Email Address

gbeherns@petwants.com

Location of Property *

23 N. COLLEGE OXFORD, OHIO

Name of Building *

Legal Description *

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.

PLEASE SEE ATTACHED DRAWINGS

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 *

Gregory A. Beebe

Date *

9/26/2023

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 reviewed, 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 *

Chadwick Taylor

Date *10/5/2023*

Title *

CHAIR - HAPC

Comments/Conditions *

N/A

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, lanepi.org

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that Kit and Daisy LLC, has permission to represent our interest with the City of Oxford and act on our behalf for the Historic Architectural Preservation Committee (HAPC) regarding to signage at 23 North College Avenue in Oxford.

Thank you,

Signed: _____

Robert Blackburn Trust

8-30-2023

Date





SIGN ON STORE
FRONT AT
CINCY WEST
PET WANTS.



Google Maps 14 N College Ave

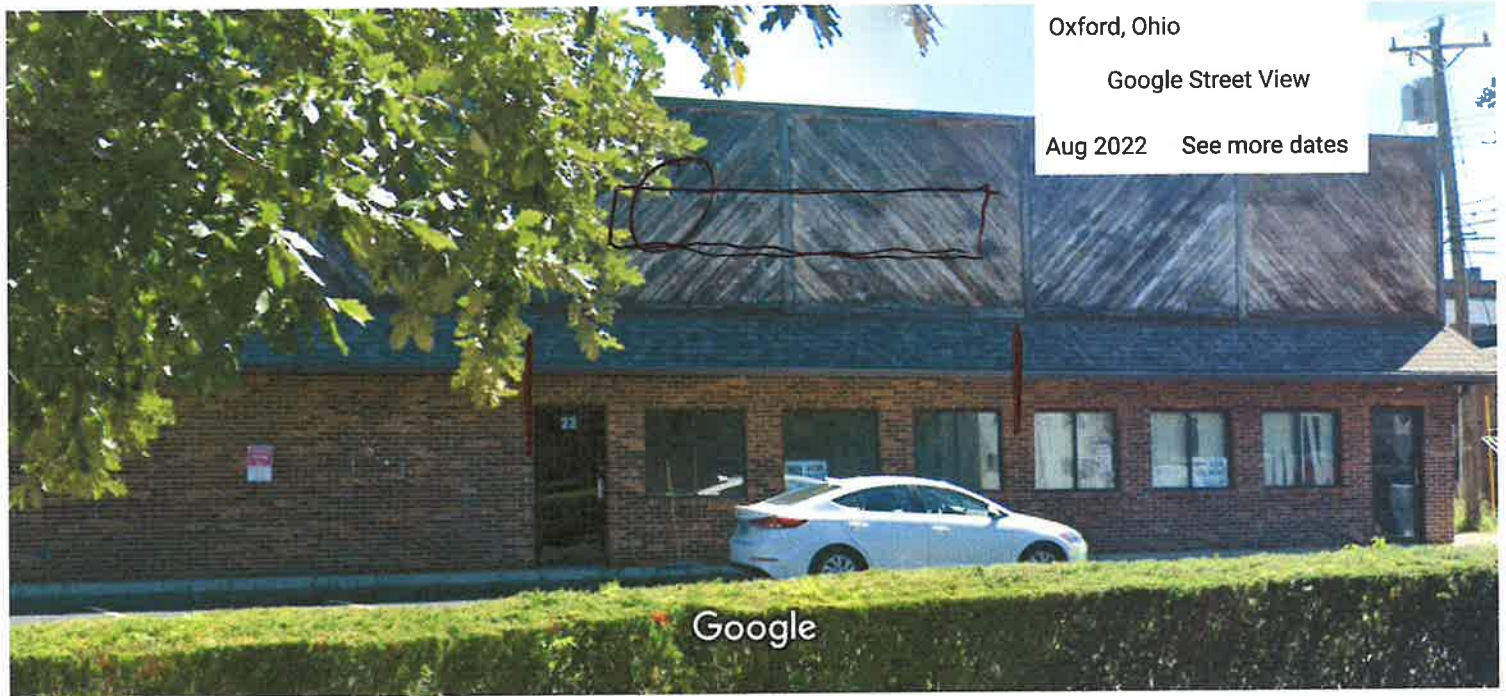
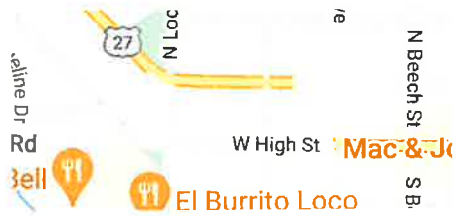


Image capture: Aug 2022 © 2023 Google



SIGN TO BE CENTERED
BETWEEN DOOR AND 3rd WINDOW

