



**AGENDA**  
**HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION**  
**WEDNESDAY, November 8, 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 October 11, 2023 1
- V. New Business
  - a. **Request of Reclassification of a Building from Historic to Historic Non-Contributing, 110 E High Street** 3
- VI. Administrative Decisions (Previously Decided)
  - a. **HAPC-2023-05, 15 S Beech Street, CERTIFICATE OF APPROPRIATENESS, new wall sign for restaurant, Jessi Renner, Fast Signs Fairfield, Applicant/Agent** 40
  - b. **HAPC-2023-07, 31 W High Street, CERTIFICATE OF APPROPRIATENESS, new wall sign, Matt Hess, Applicant/Agent** 47
- VII. Adjournment

# HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION (HAPC)

## MEETING MINUTES

WEDNESDAY, October 11, 2023

6:15 P.M.

### I. Call to Order

The October 11, 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, Corey Watt, Alex French, Hueston Kyger, Sean Wagner

Those members excused: Dana Miller, Brad Spurlock

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. Kyger seconded the motion. All were in favor.

### III. Public Comments

There were no comments from the public.

### IV. Approval of Minutes of September 13, 2023

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

### V. Old Business

#### a. Revisions to Historic and Architectural Preservation Commission Rules of Procedure - Staff

Mr. Perry briefly summarized the changes (1) Code References, (2) meeting time and day to allow for more flexibility.

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

#### b. Oxford Cemetery Tours reminder - Alex

Ms. French reported the success of the first tour. 19 people signed up and attended. The attendees had questions and four people provided feedback via survey. Ms. French noted 25 people seemed to be a good number to limit the size of the group. The length of the tour was 45 minutes. October 21<sup>st</sup> is the second tour and four spots are still open. The October 28<sup>th</sup> tour is

completely booked.

## **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**

**HAPC-2023-06, 23 N College Avenue, CERTIFICATE OF APPROPRIATENESS, new wall sign for pet supply store, Greg Beherns, Applicant/Agent**

The Commission was happy to see the improvement that is currently taking place in this area and more businesses moving to this location.

Mr. Watt inquired about projects and timelines. Mr. Perry said the proposed hotel at 22 S Beech St is the only one case now where the COA approval expired. Mr. Watt was concerned about the timeline for the Alexander House (church and café). Mr. Perry said the pastor keeps track of the timeline very well, the building permit was extended once and there is work going on the site. Mr. Watt also wanted to know whether there are updates in regards to the plywood at 22 S Beech. Mr. Perry said citations were issued but not paid yet. Mr. Perry did point out that the auto body sign was removed.

Mr. Watt also inquired about the door at Brick Street. Mr. Perry explained it would be resolved through legal interpretation since they do not use the door as primary access. However, they will need to apply for a building permit.

Mr. Perry informed the Commission that the applicant is applying for a variance extension for 10 N Beech Street.

Mr. Perry shared a few highlights of the Heritage Ohio Conference, which he attended in Dayton, OH.

Mr. Skoglund wanted to know more details about the plaque on the Caroline Harrison Building (131 W High St). Mr. Perry said it was not a condition to the approval, however, the architect promised to place one on the building. Mr. Perry added it is likely because of the architect who designed the plans passing away. Mr. Watt said it might be good to reach out to the architect who took over the planning in an email to talk about this.

## **VII. Adjournment**

Mr. Watt made a motion to adjourn the meeting. Ms. French seconded the motion. All were in favor. The meeting adjourned at 6:41 pm.



**MEMORANDUM**  
Community Development Department  
513-524-5204

**TO:** Historic & Architectural Preservation Commission

**FROM:** Sam Perry, AICP  
Director

**DATE:** November 3, 2023

**RE:** 110 East High Street – Re-classification

Project Architect Emily Lubbers, from MSP Design has been retained by property owner Benjy Federbush to seek a re-classification of a portion of the former book store property located at 110 East High Street. MSP Design retained Naylor Wellman LLC to conduct a detailed analysis of the historic designation of the building as found in the 2018 Uptown District Inventory.

Naylor Wellman LLC determined that although the 2018 Inventory categorized the two-story façade portion as “Historic” it should actually be “Historic Non-contributing” because the historic form and character of the building is not visually accessible and has been obliterated by incompatible remodeling, irreversible alteration, decay or damage.

Please see the attached 36 page report for complete details.

City staff does not find any errors or omissions in the findings in this report and therefore believe that a re-classification could be supported by the information provided.

This is the first re-classification request that has been processed since the adoption of the 2018 Inventory.

Acceptance of the request would still mean that a re-use plan is required in order to approve total demolition. However, the re-use plan would not automatically require the preservation of the two-story façade. Therefore the acceptance of the request, allows a wider variety of re-use plan options to be considered in the future.

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DATE: October 20, 2023

PROJECT ADDRESS: 108-110 E. High Street, Oxford, Butler County, OH

TO: Architect Emily Lubbers, MSP Design

FROM: Naylor Wellman, LLC, Preservation Consultants

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## OVERVIEW

Naylor Wellman is providing this Architectural and Historical Significance Report for the City of Oxford Historic and Architectural Preservation Commission (HAPC) in their determination of the historic significance of the front portion of 108 E. High Street (Butler County Parcel H4100003000172).

## QUALIFICATIONS

*Principals, Wendy Hoge Naylor and Diana Wellman, are registered Preservation Consultants qualified under the Federal Historic Preservation Professional requirements as described in the U.S. Secretary of the Interior's Standards for Archeology and Historic Preservation (48 FR 44716). See attached Naylor Wellman Bio and Resumes.*

## Sources

- ✓ *Site Visit and Photo Documentation – October 10, 2023*
- ✓ *Smith Library of Regional History Photo Collection*
- ✓ *Sanborn Fire Insurance Maps 1887, 1892, 1899, 1911, 1925*
- ✓ *Butler County Atlas Maps & Pictorial Reviews dated 1875, 1895, 1900, 1914*
- ✓ *Oxford Phone Books*
- ✓ *OHI (Ohio Historic Inventory) Form – Site of the Girard Hotel, W.W. Mac Company, BUT-0245201, 110 East High Street, Oxford*
- ✓ *Chronological History – Prepared by Historic Preservation Consultant Elizabeth Sullebarger*

## PROPERTY LOCATION AND HISTORIC DESIGNATION

### Property Location

**108 E. High Street** is located on the north side of E. High Street, east of N. Poplar Street in the City of Oxford. The property is composed of Butler County Parcel H4100003000172 along with a rear addition on Parcel H4100003000169. The 1839-1859 front portion of the building is identified as Historic and Federal style. It has experienced extensive alterations from 1911 to 1970 with a loss of historic material and architectural language, resulting in a lack of historic integrity.

### ALTERATIONS

- In 1970, 108 E. High became physically connected and functionally related to 110 E. High/ Parcel H4100003000173 with removal of the first floor west wall of the 1839-1859 original portion of the building.
- The rear north wall of 108 E. High /Parcel H4100003000172, 1839-1859 original portion of the building has been entirely removed.
- 13 N. Poplar /Parcel H4100003000168 is fully connected to the 110 E. High /Parcel H4100003000173 portion of the building at the south side and Parcel 108 E. High/Parcel H4100003000169 portion of the building at the east side.
- No interior demising walls remain from the historically divided commercial space.
- All four Parcels are under the common ownership of 110 High Street, LLC and are physically connected on the interior.



**Historic Designation - City of Oxford – Uptown Historic District Inventory – February 2018**

- The front portion of 108 E. High/Parcel H4100003000172 is designated “Historic” and recognized by the Inventory as the “2 story portion of the former Follets” with an address of “110 E. High.”
- The rear addition to 108 E. High/Parcel H4100003000169, 110 E. High/Parcel H4100003000173 and 13 N. Poplar/Parcel H4100003000168 portions of the building are designated Non-Contributing.

| Address | Street  | Building                          | Picture                                                                           | Historic Photo                                                                    | Category | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Year Built | Style   | OHI No |
|---------|---------|-----------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------|--------|
| 110     | E. High | 2 story portion of former Follets |  |  | H        | This painted brick two-story building has an altered asymmetrical front facade. The 5 second story windows are one over one. There are three entry doors and one plate glass window on the first floor. This is one of the oldest buildings in the commercial district. Except for a grocery store and cobbler shop, this was primarily a residential use until the 1900's. From 1970 to 2016 Follett's Miami Book Store occupied the commercial space. Prior to the book store a car dealership, printing company and a music store occupied the space. | 1839       | Federal |        |



This painted brick two-story building has an altered asymmetrical front facade. The 5 second story windows are one over one. There are three entry doors and one plate glass window on the first floor. This is one of the oldest buildings in the commercial district. Except for a grocery store and cobbler shop, this was primarily a residential use until the 1900's. From 1970 to 2016 Follett's Miami Book Store occupied the commercial space. Prior to the book store a car dealership, printing company and a music store occupied the space.

**Legend**

**Draft Inventory**

**Category**

-  Historic
-  Non-Historic Contributing
-  Historic Non-Contributing
-  Non-Contributing

**City of Oxford Code: 1152.03 (f) (2) Historic Structure:** Any structure that has or once had special character, or special historic or architectural value as part of the development, heritage or cultural characteristics of Oxford, the State of Ohio, or the United States, and which has been designated as such pursuant to the provisions of this chapter. *Structures in this category will generally be fifty (50) or more years of age. The historic form and character of the building is visually accessible and if not accessible, it could be restored to its historic form and character.*

**City of Oxford Code 1152.03 (g) "Historic Non-contributing"** means structures that will generally be fifty (50) or more years of age. The historic form and character of the building is not visually accessible or has been obliterated by incompatible remodeling, irreversible alteration, decay, or damage.

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***HISTORY - FRONT PORTION of 108 E. HIGH STREET / Parcel H4100003000172***

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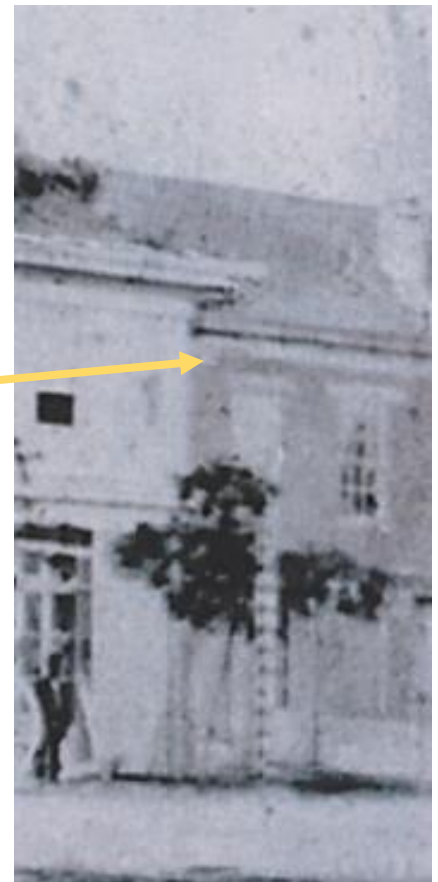
***History***

The front brick portion of 108 E. High/Parcel H4100003000172 was constructed in 1839 as a house and frame shop by David Lathrup on the west portion of the lot. By 1859, he owned two brick houses and a stable on the lot. In 1866-67, L.G. Rosebloom opened a boots and shoes repair shop (cobbler) within the west portion. Between 1880-1890, "The Barracks" tenement house became located to the east next to the west side of Hendricks Cobbler Shop.



Girard House to the left has been demolished and 108 E. High to the right.  
Photo, ca. 1860s

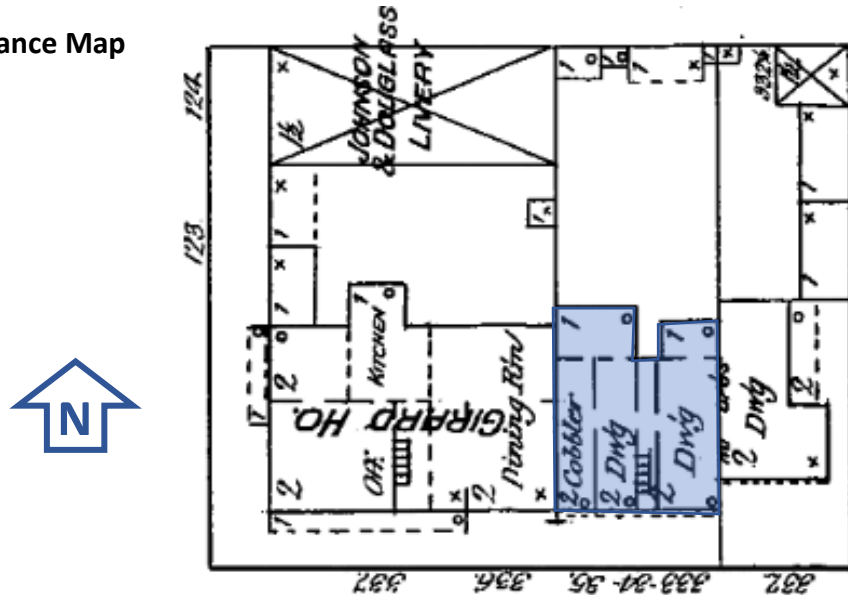
Source: Smith Library of Regional History



### 1887

By 1887, the two-story building with slate roof was composed of two dwelling units flanking a central stair each with a rear one-story wing. The west dwelling unit had an adjoining cobbler area which shared the rear wing. A dotted line indicates a full-width canopy, porch or overhang at the façade. Note historic address is – 333, 334, 335 High Street.

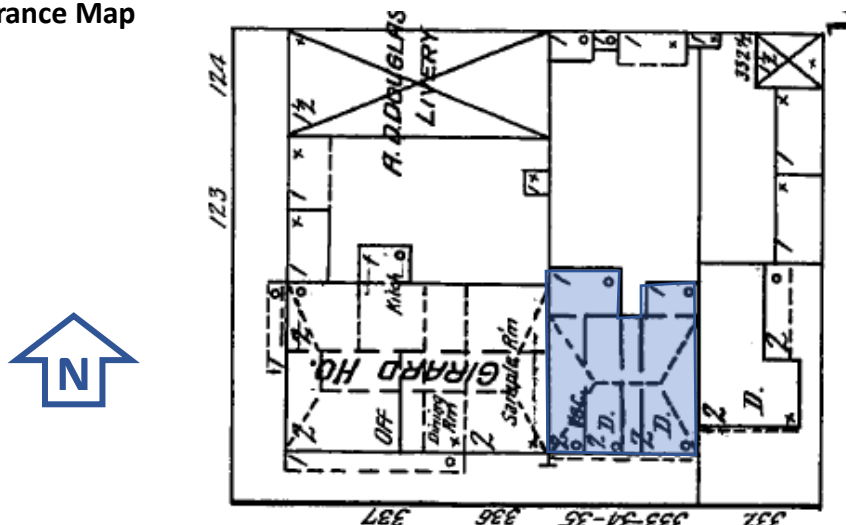
#### 1887 Sanborn Fire Insurance Map



### 1892-1899

By 1892, the two-story building with slate roof was composed of two dwelling units with rear one-story wings remaining. A side-gabled roof is noted. The canopy, porch or overhang at the façade remains. The cobbler area is vacant. Note the configuration remains the same in 1892 and 1899.

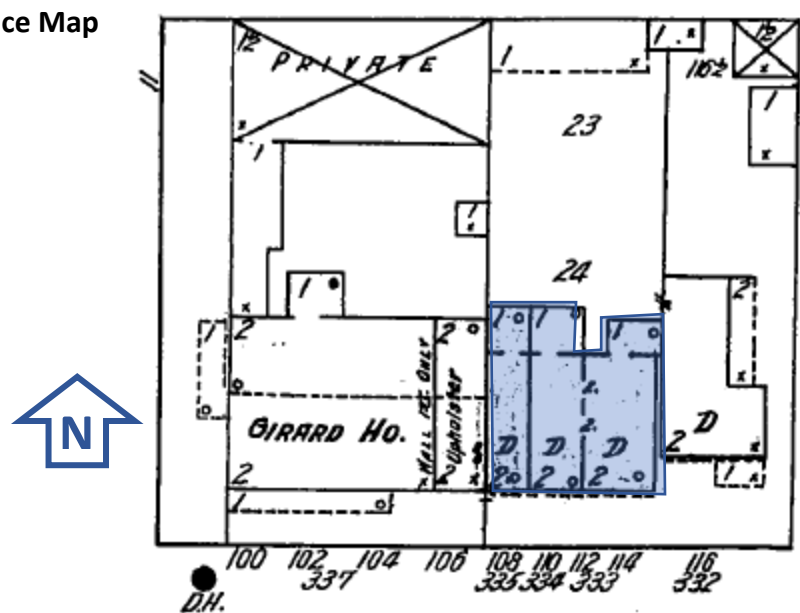
#### 1899 Sanborn Fire Insurance Map

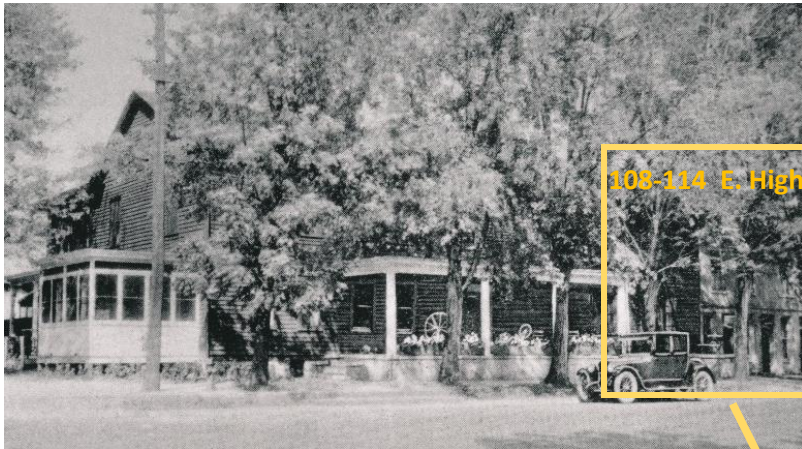


### 1911

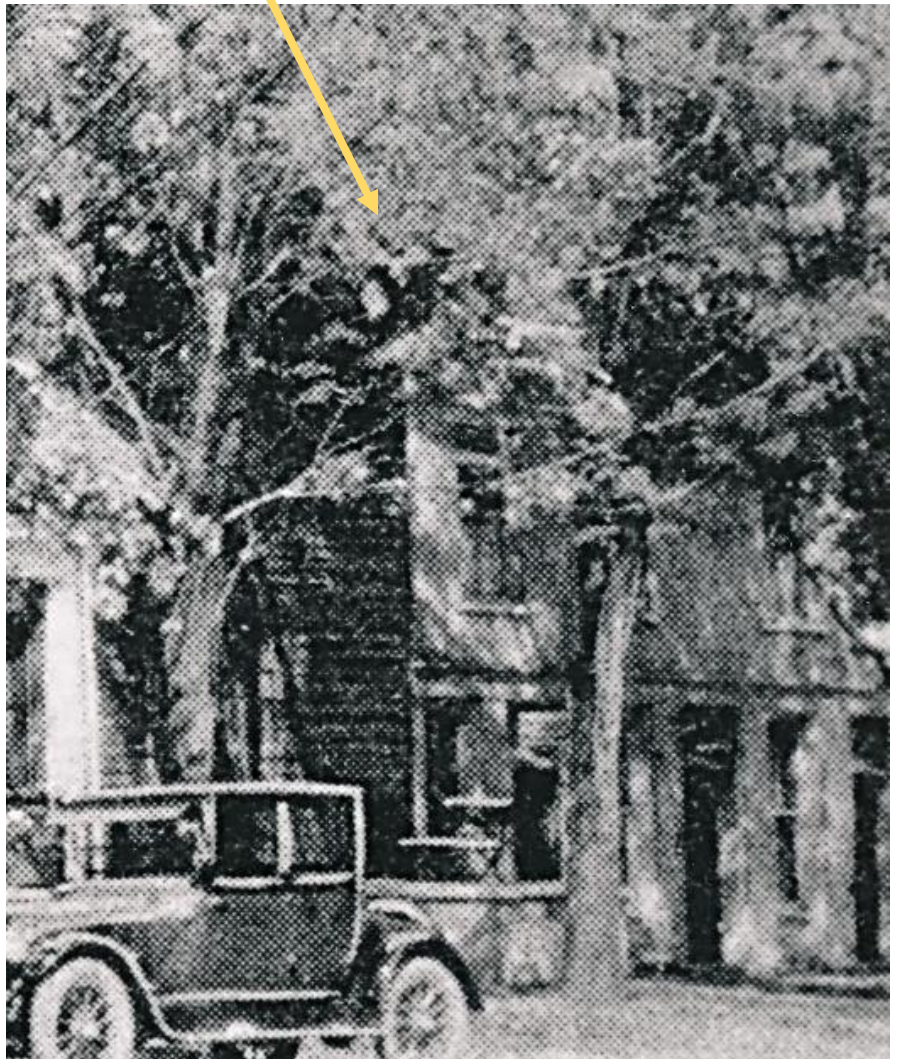
By 1911, the two-story building with slate roof was converted to three dwelling units with the two easternmost units connected. The west cobbler unit was converted to an additional separate dwelling unit with separate rear one-story wing. The canopy, porch or overhang at the façade remains. Interior changes indicate that the central stair was removed/altered. The first floor fenestration pattern was completely changed from the ca. 1860s appearance. Note that the addresses were changed to 108, 110, 112, 114 perhaps indicating an upstairs unit.

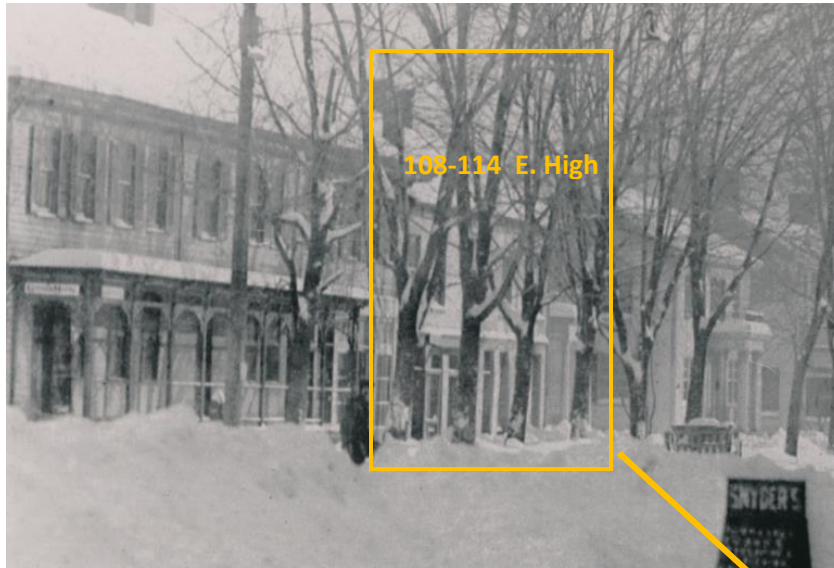
### 1911 Sanborn Fire Insurance Map





Girard House (100 E. High) and  
108-114 E. High  
Photo, 1916





**Girard House (100 E. High) and 108-114 E. High  
Photo, 1918**

**Source:** Smith Library of Regional History

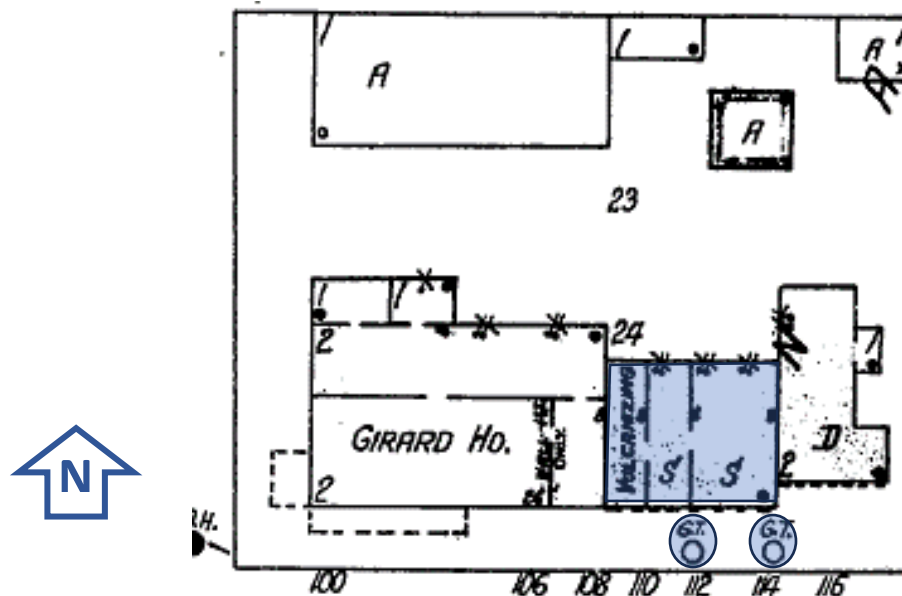
**Note:** First Floor Façade with multiple slender bays covered by a full length slightly projecting roof.



1925

By 1925, the two-story building with shingle roof was converted to three connected commercial use units. Stores reside in the easternmost units and a “vulcanizing” business in the western unit with rear one-story wings removed. The canopy or porch at the façade remains. Two Gas Tanks are noted in the front of the building Address- 108, 110, 112, 114 High Street.

1925 Sanborn Fire Insurance Map



### 1926 -1931

In 1926-1931 Humbach's Service Station and Humbach's Radio Store occupied 108-114 E. High with an apartment above. From 1933-36, Carmin's Service Station was located here, converting to Carmin's Auto Sales in 1941. From 1949-1957, Fryman Motor Sales (Oldsmobile) occupied the building. Note that the first floor fenestration pattern completely changed from the 1911 configuration.



Girard House (to the left) and Fryman Motor Sales (Oldsmobile) at 108 E. High (to the right) until 1957  
Photo, 1953

Source: Smith Library of Regional History

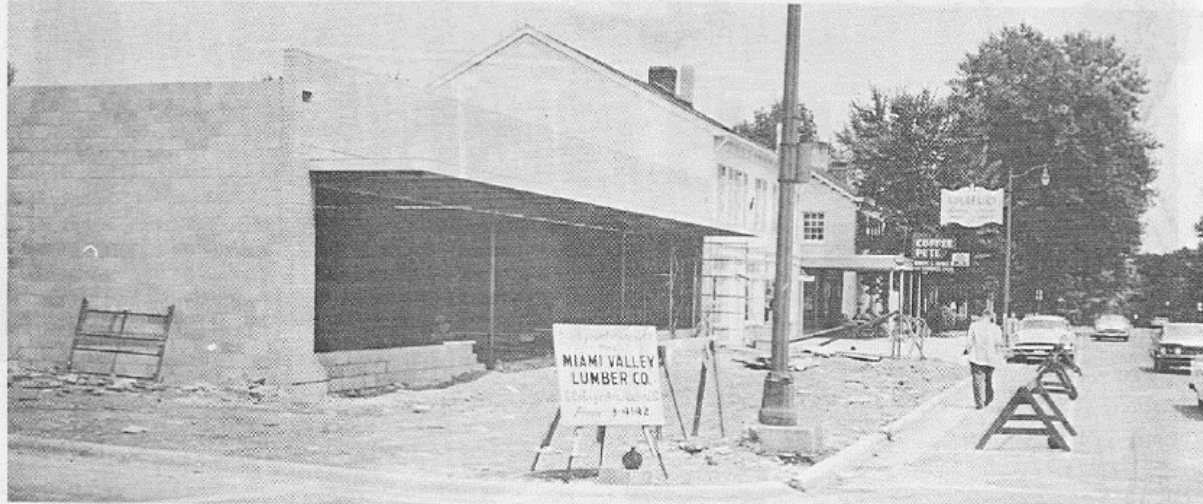
#### First Floor Façade Commercial Alterations:

- First (West) bay - Divided lite double door with divided lite transom
- Second Bay - Divided lite single door entry with transom
- Third Bay - Fixed pane display window with divided light transom
- Fourth Bay – 2 single door entries with transoms
- Fifth (East) Bay – Garage door opening

Note central chimney at roof below ridgeline



### *The Girard Hotel (Spinning Wheel) Corner Changed*



These pictures further detail the history of the Girard Hotel (Spinning Wheel) property previously referred to in this series. The century-old hotel building at the northeast corner of Poplar and High was razed in 1955 and in 1959 replaced by a buff-brick, one-story structure. The photo above shows the building during construction; note beyond it, the building housing Goldflies Music and Cullen Printing, the extended portico of Coffee Pete's, and the old Dr. J. N. Bradley

residence which later housed Sigma Alpha Epsilon and Tau Kappa Epsilon fraternities, since being replaced by the University Arcade building. The photo below shows the corner building, now occupied by The Boar's Head, as it appeared when the W. W. Mac Co. opened its store there in 1960. Later the west corner location was sectioned off and used for some time by Capitol Dry Cleaners. — Staff Photos



**W.W. Mac Company (dime store) replaces the Girard House which was razed in 1955**

**Photo, ca. 1960**

**Source:** Smith Library of Regional History

**108-110 E. High Street Building occupants:**

**1958 - 108** - Goldflies Music Store until 1960; **110** - Cullen Printing Co.

**1960 - 108** - Myers Music Store replaces Goldflies; **110** - Cullen Printing Co.

**1965 - 108** - Myers Music Store; **110** - Typoprint Inca; Students listed in apartments above

**1969 - 108** - Myers until 1970; **110** - Typoprint Inca until 1970



**108 E. High at the center**

**Windowless bar called the Boar's Head Inn with a dry cleaner at west (left) end**  
**Photos, ca. 1969**

## BUILDING ALTERATIONS & CONSTRUCTION

The original 1839-59 Federal style front portion of 108 E. High Street/Parcel H4100003000172 has been engulfed by additions to the west and rear which are physically connected and impacting historic integrity.



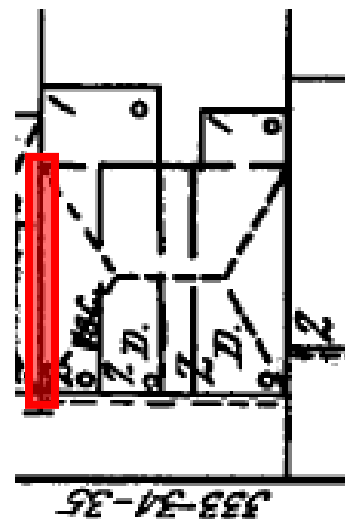
Extensive renovations in 1970 to the exterior and interior changed the building creating an open interior connecting to 110 E. High on its west side. Remodeling of the two-story 1839-59 108 E. High St. building for Miami Co-op Store was designed by architect David Briggs Maxfield with Follett's Miami Co-op Store opening at 110 E. High in 1971 to include 108 E. High. (Oxford Phone Book 1970, 1971) It is unknown if the N. Poplar St. portion of the building was added at the same time. The 108-110 portions of the buildings became functionally related over 50 years ago. These additions lack architectural significance and do not relate to the Federal style of the 1839-59 original building.

The west wall of the front portion of 1839-59 108 E. High was removed and replaced with contemporary brick and steel I-beams; contemporary wood beams and plywood under decking are installed throughout the ceiling. There is no evidence of the historic west brick wall elevation, wood joists or post and beam construction representative of the era. There are no interior demising walls as noted in historic Sanborn Fire Insurance maps.



Former 108 E. High west elevation wall location with contemporary brick & steel I-beams above ceiling height. West wall removed. Brick wall above I-beam is not consistent with 1839-59 masonry construction.

**Demolished wall of 1839-59 portion**



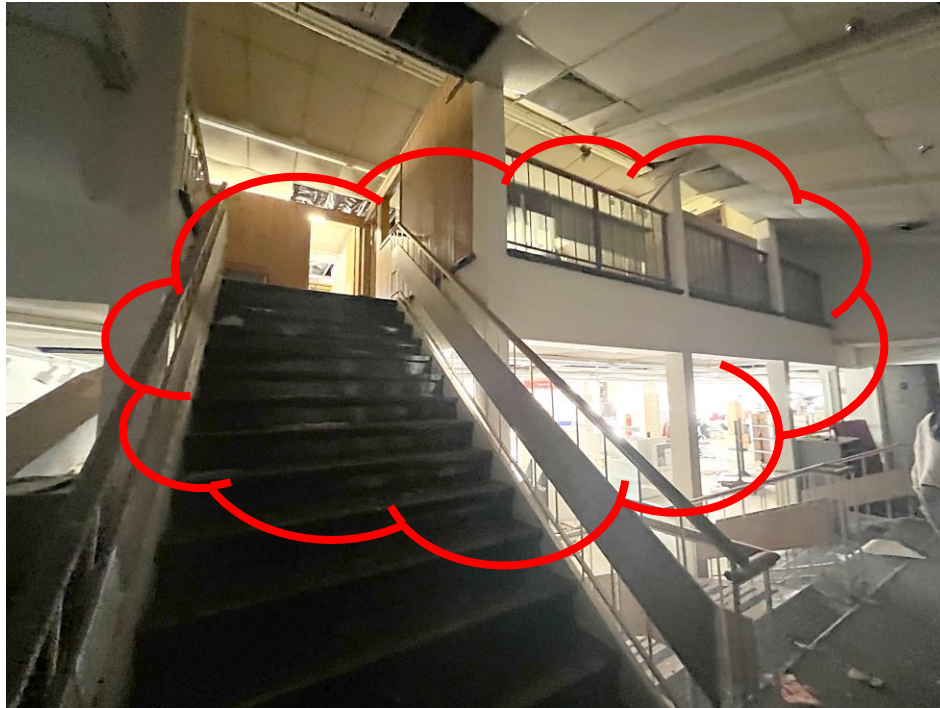
View of front original 1839-59 portion of 108 E. High St. – from former location of west elevation wall, camera direction east. No historic fabric remains.

View of front portion of the original 1839-59 portion of 108 E. High – brick & steel I-beams throughout above dropped ACT ceiling. No historic fabric remains.

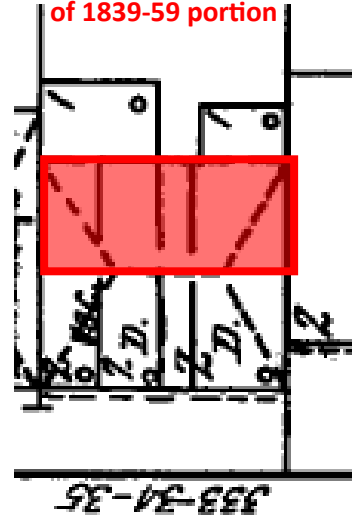


View of 108 E. High St. interior, camera direction northeast. Note north wall has been removed.

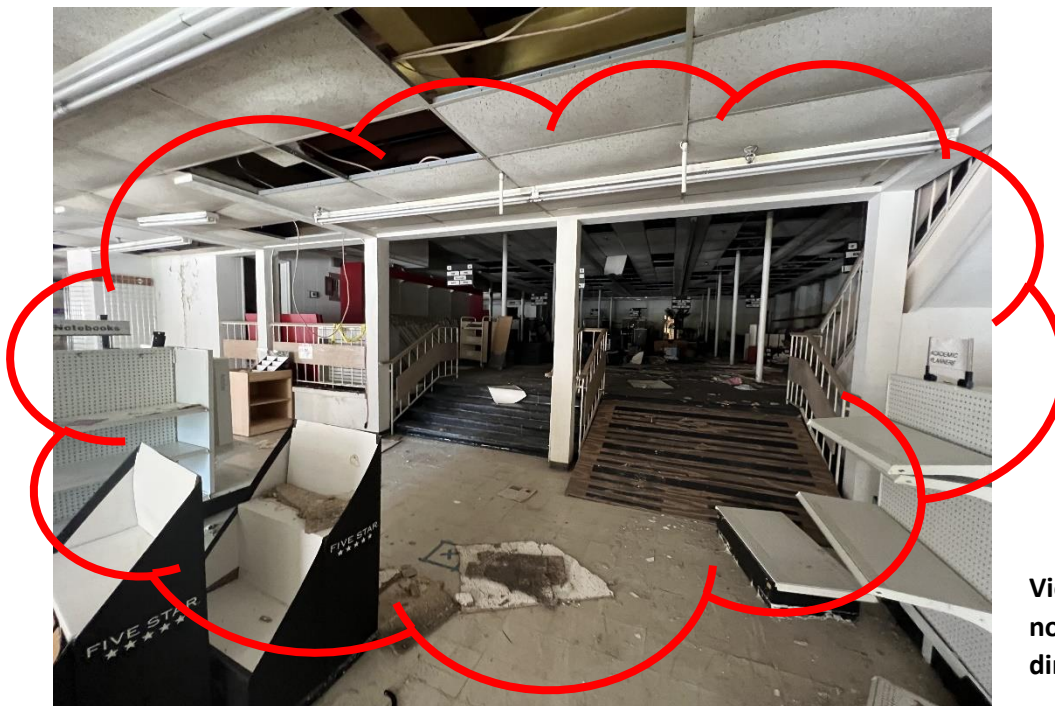
The rear north elevation of the front portion of 108 E. High has been demolished, the demolition includes the north half of the building both first and second floor from the ridge of the side gable, reducing the building by half.



Demolished rear half  
of 1839-59 portion



View of location of former  
rear north elevation, camera  
direction south



View of location of former  
north rear elevation, camera  
direction northwest



View of Gable Ridge, roof angle of original 1839-59 building, showing the rear half of the 1839-59 demolished, camera direction south.

Second floor roof joists and sheathing – appear milled.



Second Floor - View of roof construction, camera direction southeast, up.

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## FAÇADE ALTERATIONS

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The 1839-59 108 E. High front portion two-story five-bay façade is composed of white painted brick and abuts the city sidewalk. The first floor has been altered from previous uses including multi-family residences, commercial stores, service station, car dealership, retail stores and most recently as Follett's Miami Co-op Bookstore. Non-historic canopy, doorway openings, windows and doors remain.

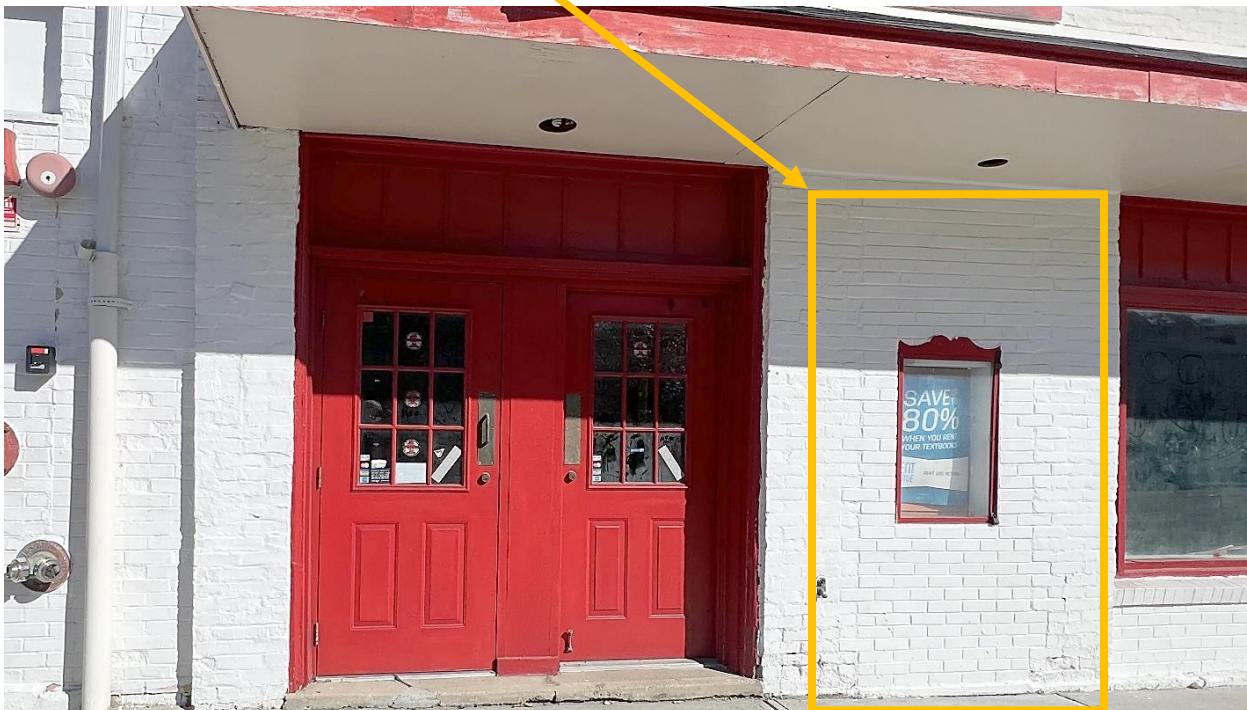


### Façade - First Floor

A non-historic contemporary full-width asphalt shingled wood shed roof with recessed lighting shelters the first floor.



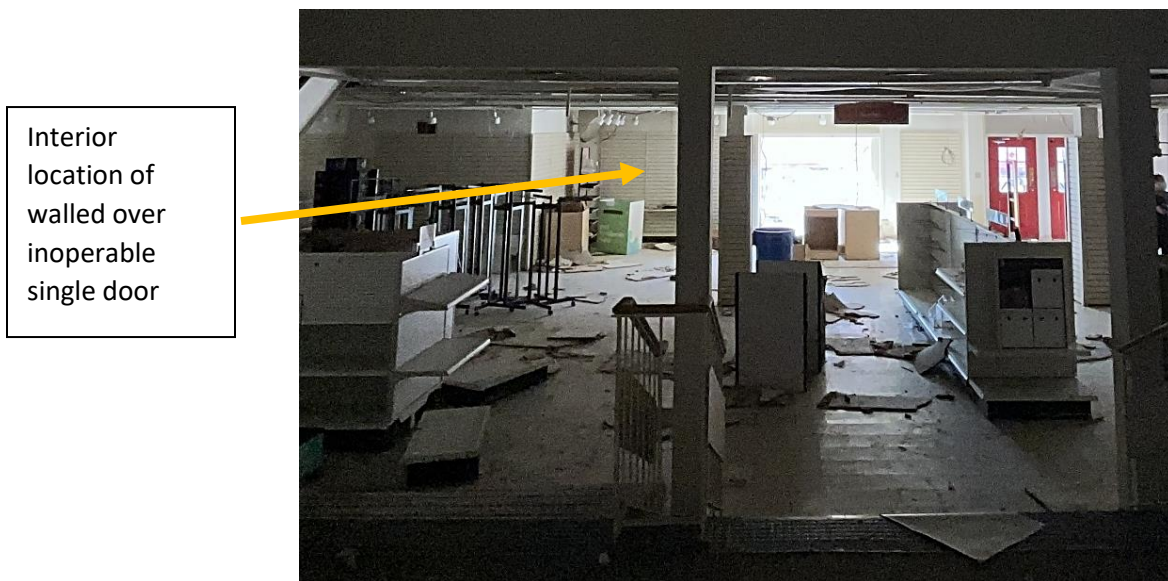
The first bay is composed of a non-historic contemporary double-door entry with a non-historic concrete step. A single door opening to the east at the second bay has been infilled with incompatible type brick, painted over and a non-historic small display box added.



A plate glass picture window at the third bay has been added resting on a knee wall composed of non-historic brick, inconsistent with the Federal style.



The non-historic contemporary faux raised panel single door with concrete step has been walled over on the interior and is inoperable. The wall to the west of the door is non-historic brick. A small display box has been added to the east of the door with further alterations noted in the brick wall where a single door entry was infilled.



The recessed east end bay is a non-historic alteration with red tile entryway, single door and contemporary brick walls. It is unknown what the boarded-over area is covering. This was a garage door entry when used as a car dealership.



### Façade – Second Floor

The second floor window fenestration pattern remains, with vinyl replacement windows installed in openings and simple painted non-historic wood trim concealing evidence of stone sills.

A non-historic sign board conceals evidence of stone lintels at the second floor.



White paint conceals evidence of alterations to the exterior and incompatible brick repair.



Brackets are not representative of the Federal style and do not appear to be a historic nor are they a character-defining feature of the building.



A central chimney below the roof ridge has been removed.



## Additional Interior Photos - Materials

### First Floor



View of First Floor south façade wall, vinyl and ceramic tile flooring, drop ceiling, camera direction south



View of First Floor picture window, gypsum and slat wall materials, camera direction southeast

## Second Floor

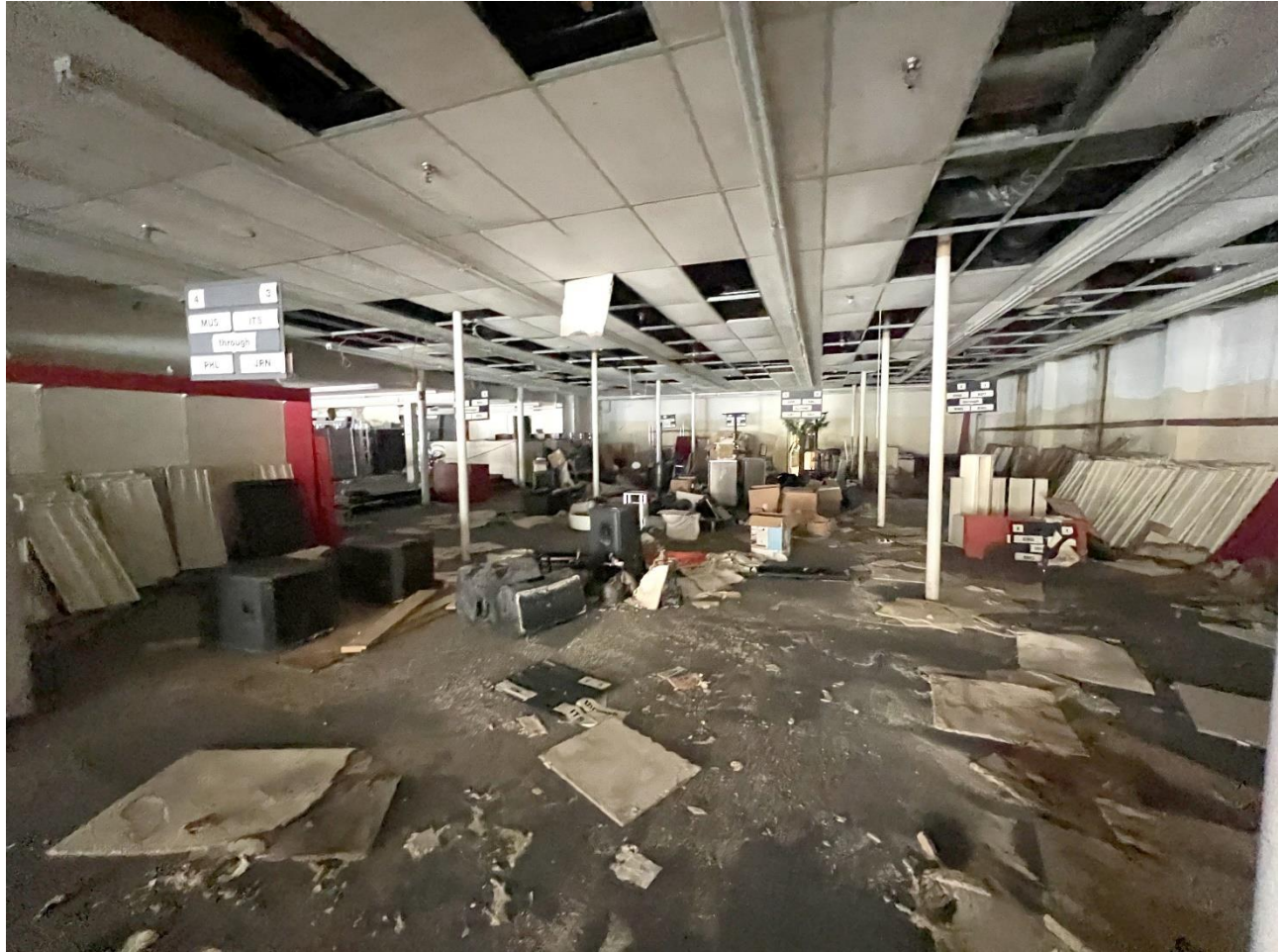


View of Second Floor vinyl replacement window, non-historic trim, gypsum walls, drop ceiling and black mold, camera direction southeast.



View of Second Floor non-historic trim, gypsum walls, drop ceiling and black mold, camera direction southwest.

## CONNECTING PORTIONS OF THE BUILDING



View of rear 108 E. High/Parcel H4100003000169, camera direction north.





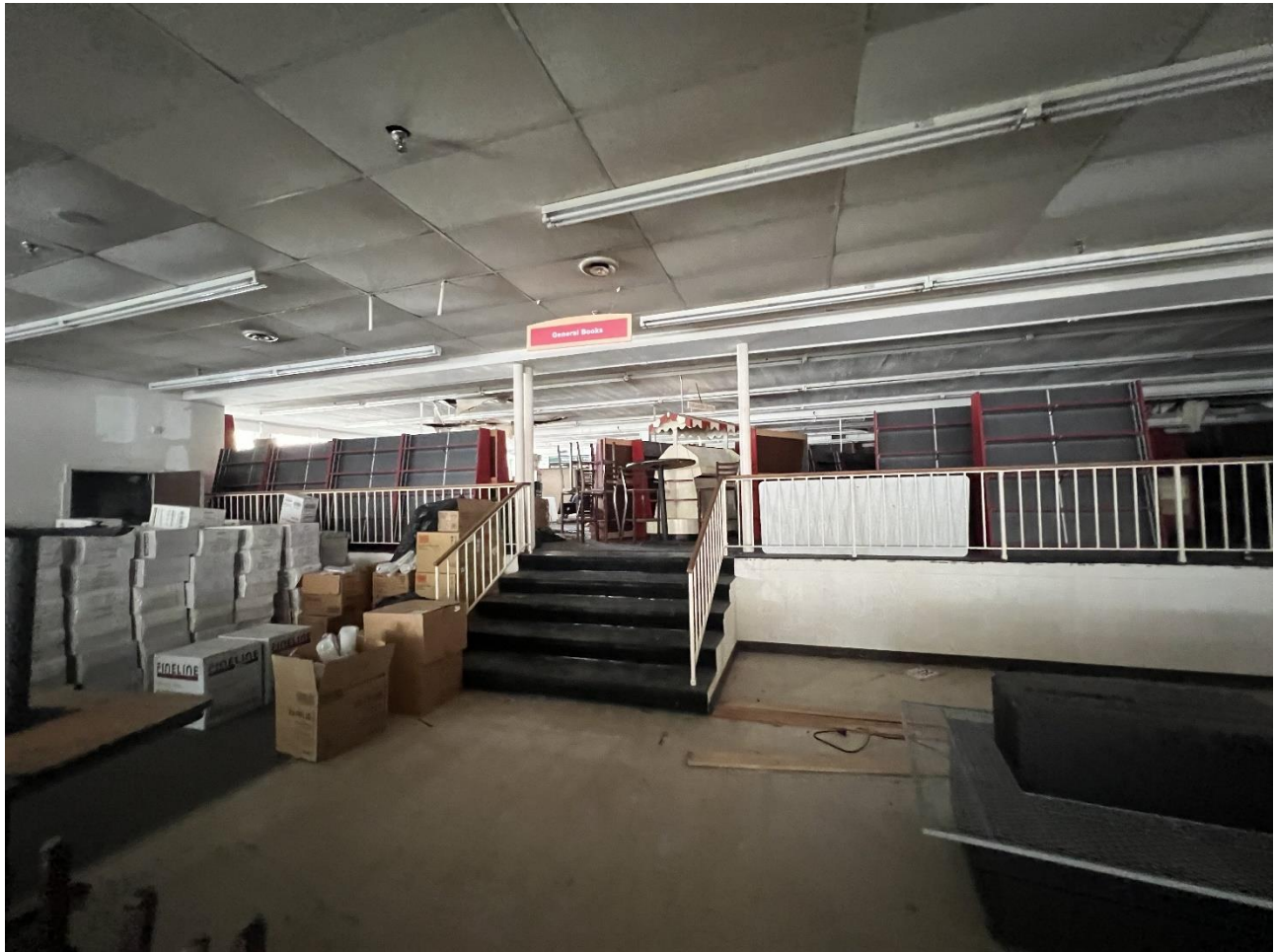
View from rear portion of 108 E. High to 13 N. Poplar portion, camera direction northwest





View of 110 E. High/Parcel H4100003000173 from 108 E. High





View of 13 N. Poplar Street/Parcel H4100003000168 portion of the building connecting to 108 and 110 E. High, camera direction north.



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## CONCLUSION

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### **I. The original 1839-59 108 E. High Street front portion of the building, composed of approximately 2,363.05 sf, does not retain historic integrity.**

- The rear half of the building from the side gable ridge line northward has been obliterated, cutting the front 1839-59 portion of the building in half with a post-1925 addition.
- The 110 E. High Street one-story portion to the west, although constructed as a separate building, was adjoined in 1970 obliterating the west wall of the 1839-59 portion of 108 E. High making the buildings functionally related.
- It is unknown if 13 N. Poplar was modified at the same time in 1970 but it is now an adjoining portion of the building.

Additions and an adjoining building have engulfed the 1839-59 108 E. High Street front portion impacting its significance as a Federal style building for which it was designated as part of the Uptown Historic District. The total square footage of the connected portions is approximately 18,829 sf with the historic 1839-59 portion as 12.5% of the total.

### **II. As recognized by the Uptown Historic District Inventory, the 108 (110) 1839-59 Federal style front portion of the building “has an altered asymmetrical front façade.”**

- The first floor façade has been altered with new openings, incompatible brick repair and alterations which have been painted to camouflage changes.
- A plate glass window resting on a contemporary brick knee wall, box displays, a recessed end bay and a contemporary wood shed roof have been introduced and impact the historic character of the building.
- The second floor fenestration pattern remains with non-historic vinyl replacement windows in openings. Evidence of stone sills and lintels is hidden by incompatible wood trim and a contemporary signboard.
- Brackets are not representative of the Federal style.
- The central roof chimney has been removed.

### **III. No interior historic fabric remains beyond roof joists and framing.**

- The interior does not retain first floor historic demising walls.
- The second floor residential demising walls have also been demolished leaving no evidence of this use.

- No interior finishes remain with the first floor completely gutted and second floor plaster removed from walls and ceilings with no historic trim, baseboards or doors.
- The interior of the building is composed of contemporary vinyl and ceramic tile floor, gypsum walls, plate glass picture window, contemporary plywood under decking and steel I-beams.
- Black mold has infiltrated the building.

## FINDINGS

**The 1839-59 108 E. High Street front portion of the building is “Historic Non-contributing” defined by City of Oxford Code 1152.03 (g) as structures that will generally be fifty (50) or more years of age. The historic form and character of the building is not visually accessible and has been obliterated by incompatible remodeling, irreversible alteration, decay, or damage.**

- The building no longer conveys its Federal style architectural features beyond the façade exterior second floor fenestration pattern and has been engulfed by later additions. White paint on the façade has largely camouflaged the loss of historic materials.
- The only remaining exterior historic fabric appears to be remnants at the façade including some first floor brick, second floor brick and fenestration pattern, and gable roof framing. There is no evidence of first floor to second floor post and beam construction that would have been typical of the era.
- No interior historic fabric remains beyond roof joists and framing. Black mold has infiltrated the building.

## END of REPORT

# NAYLORWELLMAN, LLC

## HISTORIC PRESERVATION CONSULTING

RETAIN ✧ RESTORE ✧ REVIVE

### NAYLORWELLMAN CLIENT SERVICE PLEDGE

#### 1. WE WILL KNOW YOUR

**PROJECT.** We make it our business to understand your project and provide the knowledge and resources towards the significant matters that impact your project.

#### 2. WE WILL MANAGE THE PROJECT AS IF WE WERE THE

**CLIENT.** We will deliver the highest quality of service on time and in the most effective manner.

**3. WE WILL BE ENGAGED.** From the beginning, we will work with you to develop a plan that meets your strategic goals and will be available whenever necessary to adjust those goals as the project develops.

**4. WE WILL COMMUNICATE  
OFTEN.** We will provide regular updates on the progress of your project, including significant developments, and offer approaches to address changes that affect your project.

#### TEAM APPROACH

We ask that you share your objectives, so we can manage our services to help you obtain them, and inform us as your goals change.

We want to know your preferred methods of communication, so we can deliver our services to you effectively.



**NAYLORWELLMAN, LLC** is a State of Ohio certified Women-Owned Business Enterprise (WBE) located in Northeast Ohio. The firm was established in 2013 and specializes in historic building preservation and adaptive-use, architectural history and historic preservation planning and experience spanning 50 years with projects in Ohio, Connecticut, Illinois, Indiana, Kansas, Michigan, New York, Pennsylvania, West Virginia and Wisconsin.

Principals **WENDY HOGE NAYLOR** and **DIANA WELLMAN** are registered Preservation Consultants qualified under the Federal Historic Preservation Professional requirements as described in the *United States Secretary of the Interior's Standards for Archeology and Historic Preservation (48 FR 44716)*.

Together, they have listed on the National Register **50** individual buildings and **24** historic districts, encompassing **4k+** historic resources and assisted clients in acquiring **\$140k** in awards from the Ohio Pipeline Pilot Initiative Grant and **\$200k** in CLG Grants. Since **2009**, their portfolio of rehabilitation projects has secured Federal tax credits valued at **\$160M+** and **51** OHPTC awards at **\$110M+**. During their careers, they have completed **65+** successful historic tax credit projects.

Services offered include National Register Nominations, Federal and State Historic Tax Credit Applications, Local Historic Building Surveys, Historic American Building Surveys, Historic American Engineering Records, Section 106, Preservation Planning, and Historic Design Guidelines.



**Registered Preservation Consultant**  
qualified under the Federal Historic Preservation Professional requirements as described in the U.S. Secretary of the Interior's Standards for Archeology and Historic Preservation (48 FR 44716).

### **ORGANIZATIONAL WORK**

#### **2012 to Present**

Board Member,  
Western Reserve Historical Society

#### **2016 to Present**

Board Voting Member, Chagrin Falls  
Architectural Board of Review

#### **2008-2018**

Board Member,  
Your HomeTown Chagrin Falls

#### **2000-2002**

Founding Member, Board of Trustees,  
Heritage Ohio

#### **1993-98**

Co-Founder, Chair, Board of Trustees,  
Chagrin Falls Preservation

**WENDY H. NAYLOR - Principal**

**NAYLORWELLMAN, LLC**  
HISTORIC PRESERVATION CONSULTING  
RETAIN ■ RESTORE ■ REVIVE

**naylorwellman.com**

## **CREDENTIALS**

**Over Twenty-Five (25) years of experience in Historic Preservation:** Preservation Tax Credit, Section 106 Review, National Register Nomination process, Design Guidelines, Historic Architectural Building Survey.

**Advocate for Historic Preservation Community Initiatives:** Feasibility plans and marketing strategies for redevelopment and reuse of historic properties; Involvement in the formation of local and statewide historic preservation and Main Street groups.

**Section 106 Certification:** Historic Projects and Historic Preservation Law.  
**Attorney, Admitted to Ohio Bar**

**Member:** National Trust for Historic Preservation, Ohio Historical Society, Heritage Ohio, Cleveland Restoration Society, and Cleveland Museum of Art Associate's Program graduate.

## **EXPERIENCE**

**Principal and Co-Founder** • Naylor Wellman, LLC • May 2013 to present

**Principal and Founder** • The Naylor Company • May 2011 to present

## **EDUCATION**

**2009 Maxine Goodman Levin College of Urban Affairs, Cleveland State University** • Masters in Urban Planning, Design and Development; Specialization in Historic Preservation, GPA 4.0

**1985 Admitted to Ohio Bar**

**1984 Wake Forest University School of Law** • Juris Doctorate, Law Review

**1979 St. Lawrence University** • B.A., Government

**1975 Hawken School**



**Registered Preservation Consultant**  
qualified under the Federal Historic Preservation Professional requirements as described in the U.S. Secretary of the Interior's Standards for Archeology and Historic Preservation (48 FR 44716).

#### **AWARDS**

**2009 Community Improvement Award for Historic Preservation**  
City of Cleveland Heights

**2013 Legacy Award**  
Western Reserve Historical Society

#### **ORGANIZATIONAL WORK**

**2023 – present** Little Italy Design Review Committee

**2011-2015** Citizen Advisory Commission, City of Cleveland Hts.

**DIANA L. WELLMAN - Principal**

**NAYLOR WELLMAN, LLC**  
HISTORIC PRESERVATION CONSULTING  
RETAIN ■ RESTORE ■ REVIVE

**naylorwellman.com**

## **CREDENTIALS**

**Over Twenty Five (25) years of experience in Historic Preservation:**  
*Preservation Tax Credit, Section 106 Review, National Register Nomination, Building Surveys, Historic HABS/HAER documentation Design Guidelines, Preservation Planning, & Conservation Easements.*

**Experience working with the National Park Service and State Historic Preservation Offices in:** *Ohio, Michigan, Pennsylvania, New York, Connecticut, Indiana, Illinois, and Wisconsin.*

**Proficient in Design Software and Design Skills:** *Emphasis in Adaptive-Use, Historic Preservation, Secretary of the Interior's Standards for Rehabilitation and alternative compliance code sections of the International Building Code.*

**Member:** *National Trust for Historic Preservation, Heritage Ohio, Western Reserve Historical Society, Cleveland Restoration Society, Future Heights, & Cleveland Hts. Home Resource Center.*

## **EXPERIENCE**

**Principal and Co-Founder** • Naylor Wellman, LLC • May 2013 to present

**Principal and Founder** • Preservation Principles Consulting, LLC • May 2009 to present

**Preservation Specialist** • Sandvick Architects • Jan. 1998 to May 2009

## **EDUCATION**

**1999 Maxine Goodman Levin College of Urban Affairs, Cleveland State University** • Masters of Urban Studies, ABT

**1997 Belmont College** • A.A.S., Building Preservation and Restoration, Cum Laude

**1996 Kent State University** • M.F.A., Art History 20CH, GPA 3.75

**1995 Ohio University** • B.F.A., Art History, Cum Laude



Community Development Department  
COA Approval Letter

October 12, 2023

Jessi Renner  
FastSigns Fairfield  
6560 Dixie Hwy  
Fairfield, Ohio 45014

**VIA EMAIL:**  
Fastsigns.227@fastsigns.com

**RE: HAPC-2023-05, 15 South Beech Street, CERTIFICATE OF APPROPRIATENESS, new wall sign for BT Chicken, Jessi Renner, FastSigns, Applicant/Agent**

Dear Ms. Renner:

The Oxford Historic & Architectural Preservation Commission (HAPC) Chair has approved your Certificate of Appropriateness application for a new wall sign in accordance with the second set of revised plans presented to us on October 11, 2023.

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,

Sam Perry  
Director  
Community Development Department

Cc: File

**Internal Use Only:**Case No. HAPC-2023-05Date Filed 9/19/2023

## 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)]<sup>1</sup>

### Applicant Information

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

Name \* Jessi Renner - FastSigns Fairfield

Mailing Address \* 6560 Dixie Hwy

City, State & Zip Code \* Fairfield, OH 45014

Telephone Number(s) \* 5139423000

Email Address 227@fastsigns.com

Location of Property \* 15 S Beech St, Oxford OH 45056

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 Preservation<sup>1</sup> and the Design Guidelines<sup>2</sup> to review the requirements for decisions regarding environmental changes and conditions for removal as well as standards for Commission decisions.*

Remove PVC letters from existing 3mm dibond sign and apply new 3mm dibond face with vinyl letters.

## 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 Tour<sup>3</sup> booklets and at the Smith Library of Regional History<sup>4</sup> 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 \*

*Fast Signs Fairfield*

Date \*

9/22/23

## 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 \*

Date 10/13/2023

Title \*

CHAIR HAPC

Comments/Conditions \*

N/A

<sup>1</sup> Oxford Codified Ordinances: [cityofoxford.org/fees](http://cityofoxford.org/fees)

<sup>2</sup> Design Guidelines: [cityofoxford.org/hapc](http://cityofoxford.org/hapc)

<sup>3</sup> Enjoy Oxford (Visitors Bureau): 14 West Park Place, Suite C; Oxford, OH 45056, (513) 523-8687, [enjoyoxford.org](http://enjoyoxford.org)

<sup>4</sup> Smith Library of Regional History: 441 South Locust Street, Oxford, OH 45056, (513) 523-3035, [lanepi.org](http://lanepi.org)

## LETTER OF AGENCY

To Whom It May Concern:

Please be advised that

Fast Signs

---

(Applicant Name)

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

Exterior Signage

---

(Application Description)

located at

15 South Beech Street

---

(Property Address/Location)

Thank you,

James M. Clawson

---

(Property Owner Printed Name – must be a person)

Beech Street Investors LLC

---

(Property Owner Company Name – if applicable)

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

9/21/23  
(Date)

AFTER

*BT. Chicken*

Face change Only

10ft

34"

*BT. Chicken*

BT. Chicken  
15 S Beech St  
Oxford, OH 45056

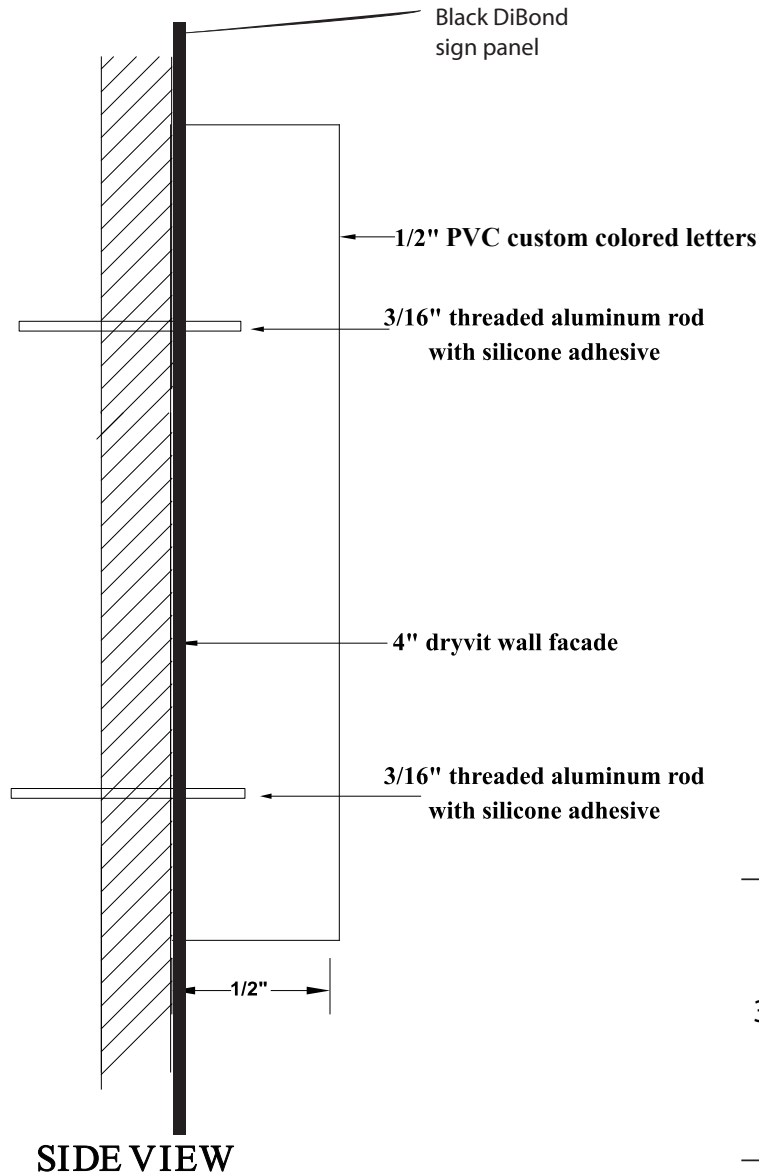
34" x 10ft Dibond  
sign panel with  
1/2" thick PVC custom  
colored letters  
stud mounted thru  
DiBond sign panel and  
into building faciaa

Total signage  
28.36sqft

BEFORE



# Plastic Formed Letters



3mm Dibond sign panels attached to concrete block building with 1.75" Tapcon screws and silicone.



BT. Chicken  
15 S Beech St  
Oxford, OH 45056

34" x 10ft Dibond sign panel with 1/2" thick PVC custom colored letters stud mounted thru DiBond sign panel and into building faciaa

Total signage  
28.36sqft

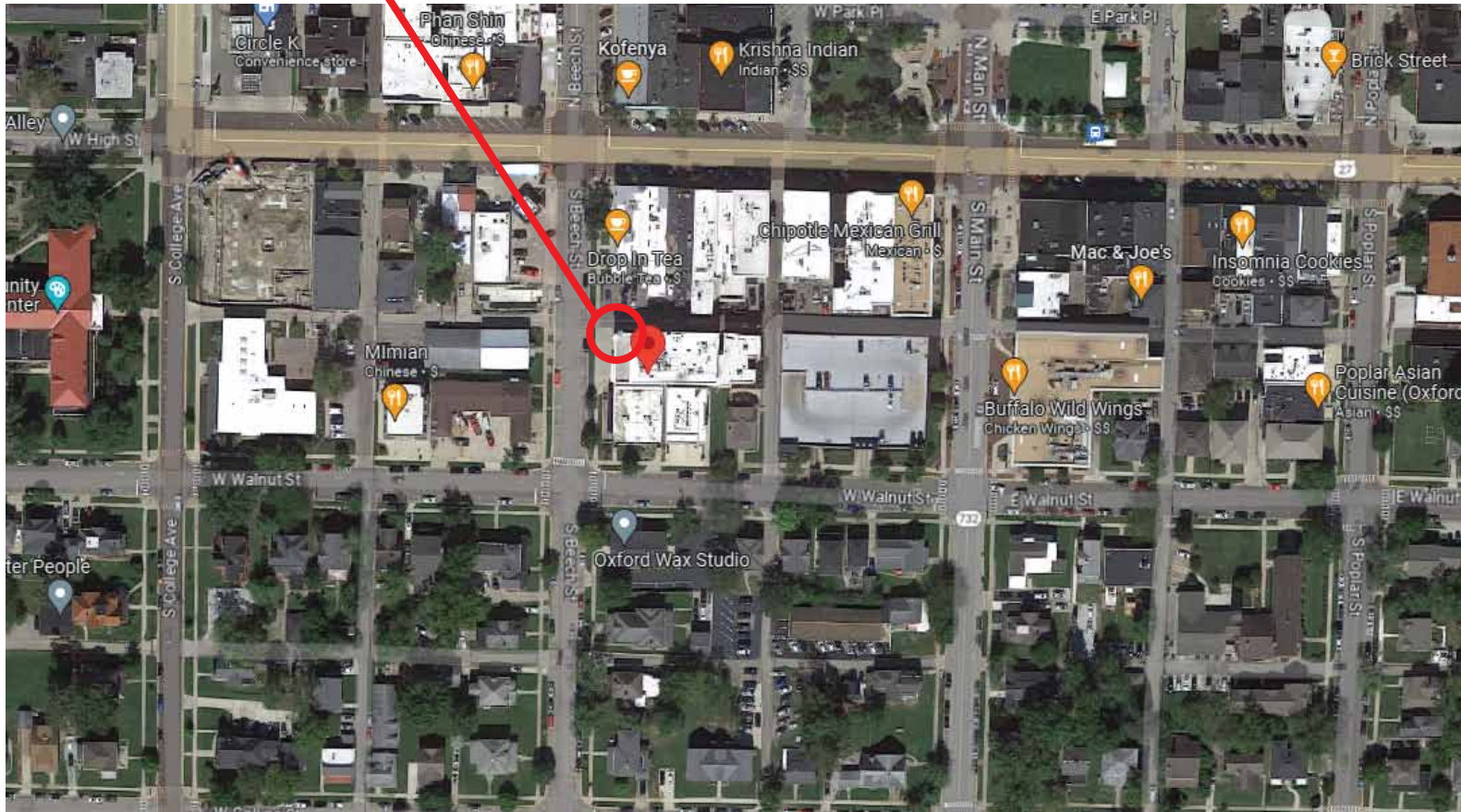




BT. Chicken  
15 S Beech St  
Oxford, OH 45056

34" x 10ft Dibond  
sign panel with  
1/2" thick PVC custom  
colored letters  
stud mounted thru  
DiBond sign panel and  
into building faciaa

Total signage  
28.36sqft





Community Development Department  
Approval Letter

October 30, 2023

Matt Hess  
Bello Wood Fired Pizza Studio  
3722 Kirchling Rd  
Hamilton, OH 45013

**VIA EMAIL:**  
pizza@bellopizzastudio.com

**RE: HAPC-2023-07, 31 W High Street, CERTIFICATE OF APPROPRIATENESS, new wall sign, Matt Hess, Applicant/Agent**

Dear Mr. Hess:

The Oxford Historic & Architectural Preservation Commission (HAPC) Chair has approved your Certificate of Appropriateness application for the proposed new wall sign as submitted on October 25, 2023. This acceptance does not include approval of the change in exterior color (paint change).

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-2023-07Date Filed 10/26/23

## 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)]<sup>1</sup>

### Applicant Information

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

Name \* MATT HESS

Mailing Address \* 3722 KIRCHLING RD

City, State & Zip Code \* HAMILTON, OH 45013

Telephone Number(s) \* 513-375-0020

Email Address PIZZA@BELLOPIZZASTUDIO.COM

Location of Property \* 31 W - HIGH ST OXFORD, OH 45056

Name of Building \* \_\_\_\_\_

Legal Description \* LOWER LEVEL

### 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 Preservation<sup>1</sup> and the Design Guidelines<sup>2</sup> to review the requirements for decisions regarding environmental changes and conditions for removal as well as standards for Commission decisions.

The color of the building will be changed to Blue where it is pink and yellow where it is white.

## 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 Tour<sup>3</sup> booklets and at the Smith Library of Regional History<sup>4</sup> 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 \*

  
10/26/23

## 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 \*



Date 10/30/2023

Title \*

CHAIR NACP

Comments/Conditions \*

THIS ACCEPTANCE DOES NOT INCLUDE APPROVAL OF  
THE CHANGE IN EXTERIOR COLOR (PAINT CHANGE)

<sup>1</sup> Oxford Codified Ordinances: [cityofoxford.org/fees](http://cityofoxford.org/fees)

<sup>2</sup> Design Guidelines: [cityofoxford.org/hapc](http://cityofoxford.org/hapc)

<sup>3</sup> Enjoy Oxford (Visitors Bureau): 14 West Park Place, Suite C; Oxford, OH 45056, (513) 523-8687, [enjoyoxford.org](http://enjoyoxford.org)

<sup>4</sup> Smith Library of Regional History: 441 South Locust Street, Oxford, OH 45056, (513) 523-3035, [lanepl.org](http://lanepl.org)

# LETTER OF AGENCY

To Whom It May Concern:

Please be advised that

**Matt Hess**

\_\_\_\_\_  
(Applicant Name)

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

**The premises**

\_\_\_\_\_  
(Application Description)

located at

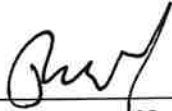
**31 West High Oxford, Ohio 45056**

\_\_\_\_\_  
(Property Address/Location)

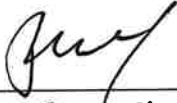
Thank you,

**Rosham Bassi**

\_\_\_\_\_  
(Property Owner Printed Name – must be a person)



\_\_\_\_\_  
(Property Owner Company Name – if applicable)



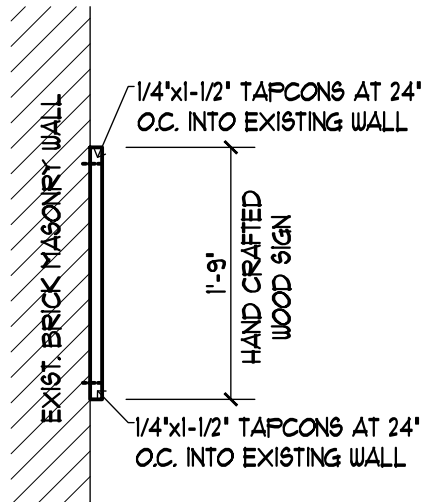
\_\_\_\_\_  
(Property Owner Signature – must correspond to printed name above)

**10/24/23**

\_\_\_\_\_  
(Date)



SURFACE MOUNTED SIGN 3/4" = 1'-0"



MOUNTING DETAIL 3/4" = 1'-0"



**051** SIGN LOCATION NO SCALE

