



AGENDA
HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION
WEDNESDAY, February 14, 2024
6:00 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

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. Election of Officers
- IV. Public Comments
- V. Approval of Minutes of November 8, 2023 1
- VI. New Business – Pre-Application Review of Uptown Restroom Concepts – Sam Perry
 - a. **HAPC-2024-01, 2 W High Street, CERTIFICATE OF APPROPRIATENESS,**
Pre-Application Review of Uptown Restroom Concepts, **Sam Perry, Applicant** 4
- VII. Administrative Decisions (Previously Decided)
 - a. **HAPC-2023-08, 48 E Park Place, CERTIFICATE OF APPROPRIATENESS,**
exterior exhaust fan, **Craig Bruder, Applicant/Agent** 9
 - b. **HAPC-2023-09, 24 E High Street, CERTIFICATE OF APPROPRIATENESS,**
new wall sign, **Hannah Clark, Applicant/Agent** 19
- VIII. Adjournment

HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION (HAPC)

MEETING MINUTES

WEDNESDAY, November 8, 2023

6:15 P.M.

I. Call to Order

The November 8, 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, Dana Miller, Brad Spurlock, Alex French

Those members excused: Corey Watt, Hueston Kyger, Sean Wagner

Staff members present: Sam Perry, Community Development Director

Staff members excused: None

II. Approval of Agenda

All were in favor.

III. Public Comments

There were no comments from the public.

IV. Approval of Minutes of October 11, 2023

Mr. Miller made a motion to approve the minutes as written. Ms. French seconded the motion.

All were in favor.

V. New Business

a. Request of Reclassification of a Building from Historic to Historic Non-Contributing, 110 E High Street

Mr. Perry opened his presentation by stating that this is the first amendment to the approved Historic Inventory. The applicant is Emily Lubbers from McGill Smith Punshon. Naylor Wellman Historic Preservation Consulting prepared the document to reclassify the vacant Follett's Bookstore.

Mr. Perry explained the focus is on the two-story portion of the building since this was designated as historic because of the façade. The property consists of multiple parcels under one ownership. Mr. Perry further explained the Commission recommended to Council to divide the categories within the ownership as follows:

1. Historic
2. Historic Non-Contributing
3. Non-Contributing Historic
4. Non-Contributing

Mr. Perry added the one-story is designated as non-contributing whereas the two-story is designated as historic. Mr. Perry mentioned the owner previously talked about reclassifying the historic portion but he decided to incorporate it in the new design. Naylor Wellman is now recommending the reclassification to historic non-contributing because of the alterations that have been made through the years.

Ms. Lubbers was invited to share her thoughts and comments with the Commission. Ms. Lubbers explained they worked with Naylor Wellman to explore the feasibility of what can be saved or preserved. Ms. Lubbers added Naylor Wellman had major concerns about the alterations that had happened to the façade and the opening. Ms. Lubbers also explained per Federal guidelines this building would never qualify as historic because of additions and an adjoining building impacting its significance as a Federal style building. These changes resulted in leaving 12.5% historic portion of the total square footage, added Ms. Lubbers.

Ms. Lubbers noted the consulting company also commented on the following non-historic elements on the façade are the brackets, the canopies, the rhythm of the first floor windows and openings, and the incompatible infill bricks. Ms. Lubbers added because of all the alterations it was no longer contributing to the integrity of the historic character.

Mr. Skoglund noted the HAPC does not examine interior, only exterior. Mr. Skoglund explained when the Subcommittee made the classification there was no reference made to Federal guidelines.

Mr. Perry reviewed the Historic Non-contributing definition from the Code. Mr. Perry noted the alterations not only on the exterior but in the interior as well are so extensive that it would be extremely hard to reverse or restore them.

Based on the presentation and documentation provided, Ms. French was in favor of reclassifying this building as requested by the Applicant.

Mr. Miller and Mr. Spurlock were also in favor of the reclassification.

Mr. Skoglund agreed with the Commission members on the reasoning to reclassify this building.

Mr. Skoglund opened up the discussion for the public.

Seth Copenbaker, Economic Development

Mr. Copenbaker spoke in favor of this request. Mr. Copenbaker emphasized the positive effects of what the redevelopment of this site would mean for Oxford and the economy.

Ms. French made a motion to approve the reclassification of this parcel. Mr. Miller seconded the motion. Mr. Skoglund called the roll.

AYE: Ms. French, Mr. Miller, Mr. Spurlock, Mr. Skoglund (4)

NAY: None (0)

ABS: None (0)

Mr. Skoglund asked the Applicant when the site will be developed in the future, if possible, to

include a plaque or incorporate something in the design that would mention the historic significance of this site and the role it played in Oxford's history. The Applicant welcomed the request of the Commission.

VI. Administrative Decisions (Previously Decided)

HAPC-2023-05, 15 S Beech Street, CERTIFICATE OF APPROPRIATENESS, new wall sign for restaurant, Jessi Renner, Fast Sings Fairfield, Applicant/Agent

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

Ms. French inquired if the new tenant would repaint the building exterior of 31 W High Street. Mr. Perry said that was the proposal originally but the applicant then decided not to do it.

Mr. Spurlock reported on the success of both the Walking Tours (73 attended) and the Cemetery Tours (52 attended).

Mr. Miller inquired whether the Walking Tour would require registration in the future. Mr. Spurlock said they are open to discuss this further.

Ms. French also reported on the success of the Cemetery Tours and 15 surveys were filled out.

Mr. Skoglund shared his experience of the Spring Grove Cemetery Tour he attended.

Mr. Miller wanted to know if there are plans for 110 E High Street site. Mr. Perry said there have been conversations and inquiries about the design guidelines from Ms. Lubbers.

VII. Adjournment

Mr. Spurlock made a motion to adjourn the meeting. Mr. Miller seconded the motion. All were in favor. The meeting adjourned at 6:58 pm.



MEMORANDUM
Community Development Department
513-524-5204

TO: Historic & Architectural Preservation Commission

FROM: Sam Perry, AICP
Director

MEETING DATE: February 7, 2024

RE: Uptown Restroom Pre-Application

City staff have been directed to move forward with a public restroom in the Uptown area. The location options are limited due to a requirement for proximity to the fountain. City staff provided direction to the architect that Historic District Design Guidelines will likely be amended in the future to incorporate modern materials and style. The attached concepts demonstrate two potential options. The intention of the architect is to provide an appropriate design that fits with the Uptown District while being representative of the current era in which it is built. Recent “Revivalist” architecture of the past decade uses modern materials and mimics historic architecture. City staff and the architect understand that modern styling would not exactly match surrounding architecture and are looking for feedback before moving further on design steps.

Schematic Design 1 is a spandrel glass structure with aluminum framing. Spandrel glass is black in color, so there will be no light transmission. The top section is frosted glass which would allow some light transmission. The roof is single slope pitch. This is the more modern style/material, of the two provided.

Schematic Design 2 is a brick structure designed on an arc footprint. The arc is tile that can be painted with a public art mural or be custom tile. The roof is a single slope pitch. This design does not include any glass, but it could, if desired. For example, frosted glass could be included along the top in order for light transmission.

Some details, such as amount of storage and number of stalls, will be decided by staff and Council. Staff is looking for feedback only on materials and architectural styling. If the recent “Revivalist” architecture is preferred, then staff can give that direction to the architect before plans are further developed.

**Internal Use Only:**Case No. HAPC-2024-01Date Filed 2/7/24

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 * Sam Perry

Mailing Address * 15 S. College Ave

City, State & Zip Code * Oxford, Ohio 45056

Telephone Number(s) * 513-524-5204

Email Address sperry@cityofoxford.org

Location of Property * 2 W. High St

Name of Building * n/a

Legal Description * Lot 74

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.

Two modern-styled preliminary concepts for a new Uptown Restroom. One is frosted glass and spandrel glass. The other is brick and tile. The rounded back wall can be painted for public art. Materials from each could also be combined.

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 *

 Sam Perry, City of Oxford

Date *

Feb 7, 2024

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 _____

Title *

Comments/Conditions *

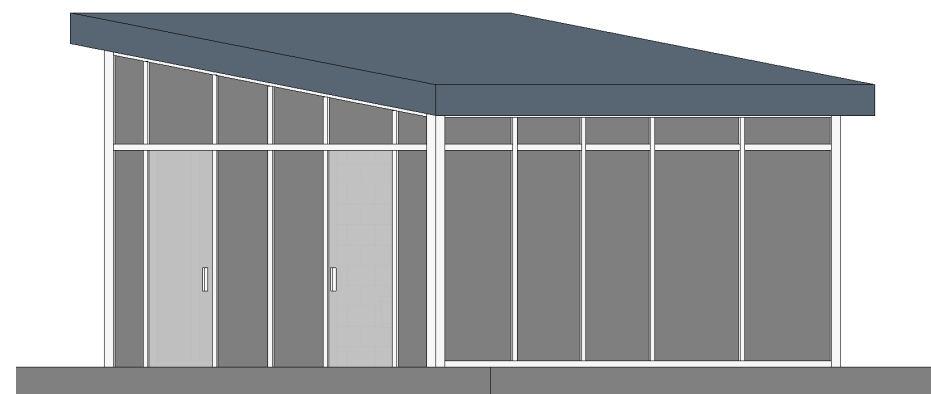
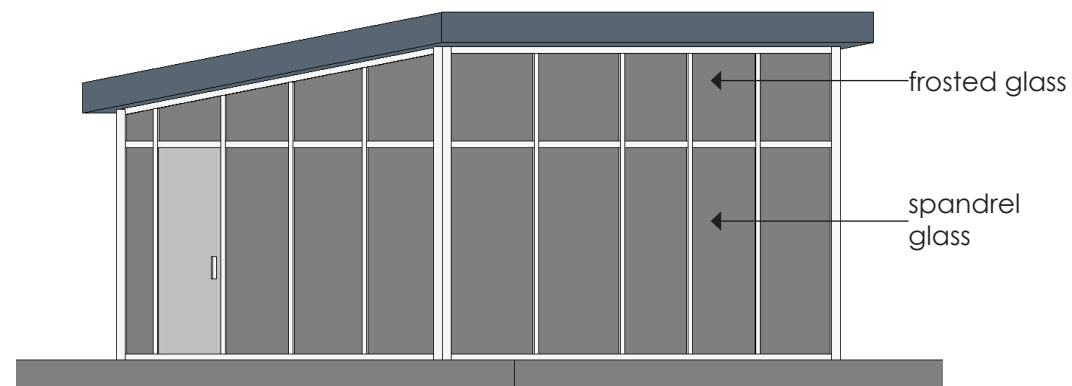
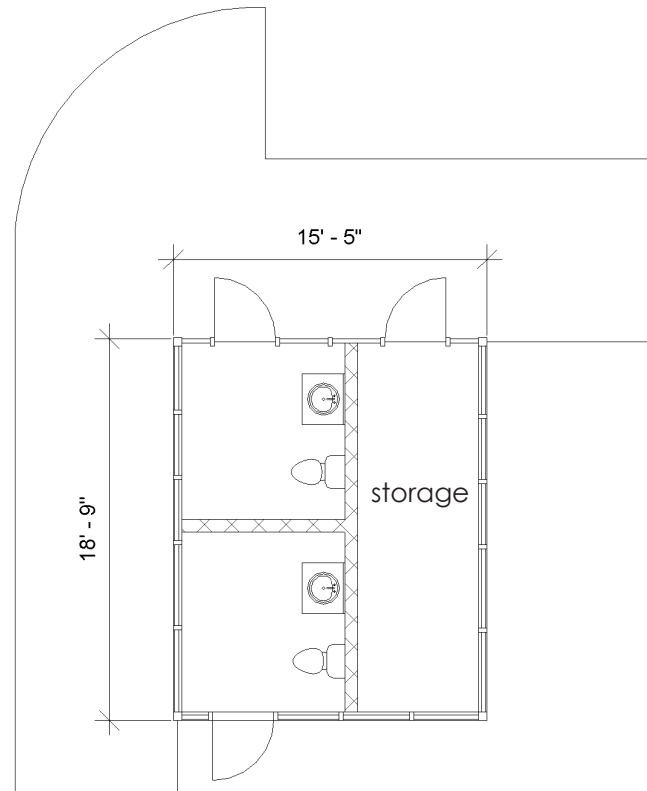
¹ Oxford Codified Ordinances: cityofoxford.org/fees

² Design Guidelines: cityofoxford.org/hapc

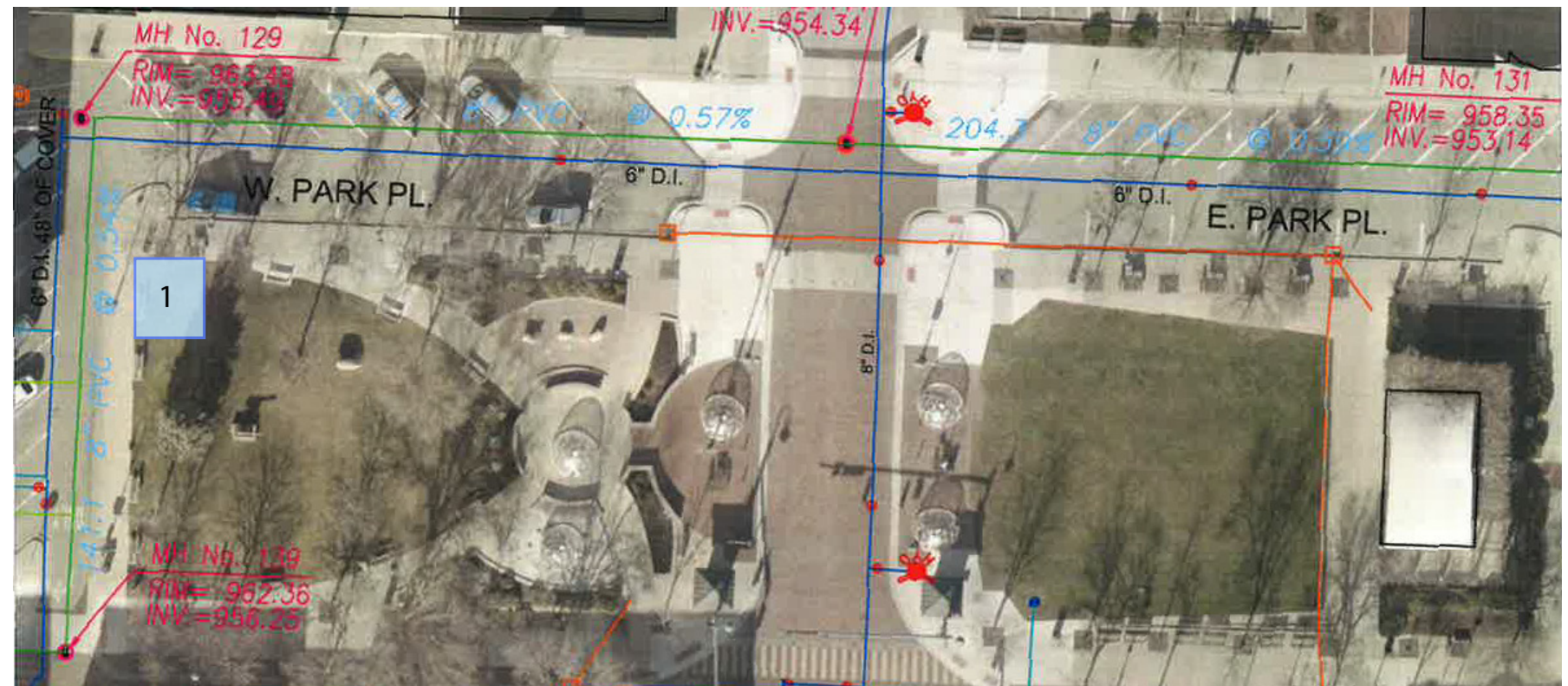
³ Enjoy Oxford (Visitors Bureau): 14 West Park Place, Suite C; Oxford, OH 45056, (513) 523-8687, enjoyoxford.org

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

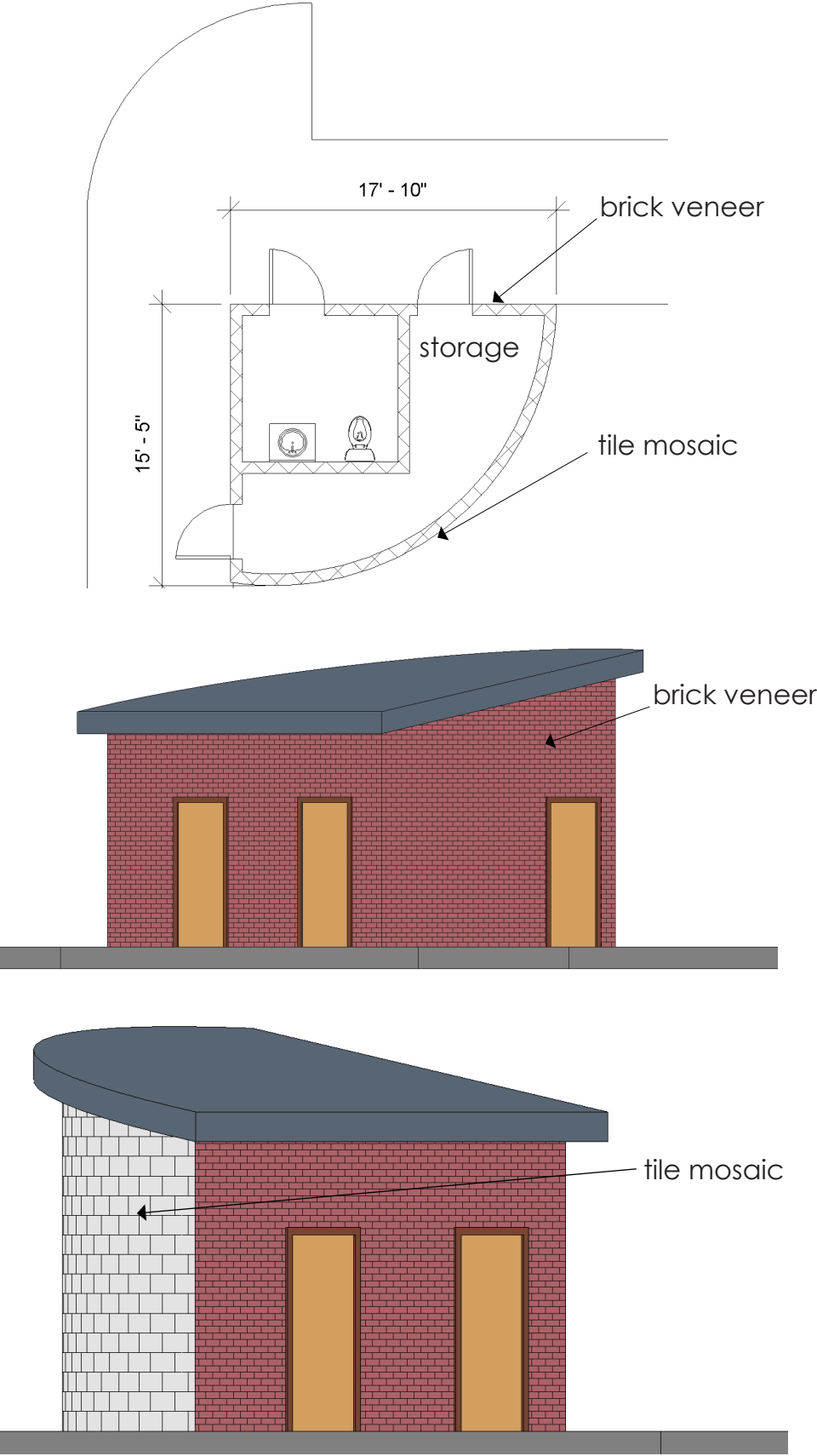
Schematic Plan 1



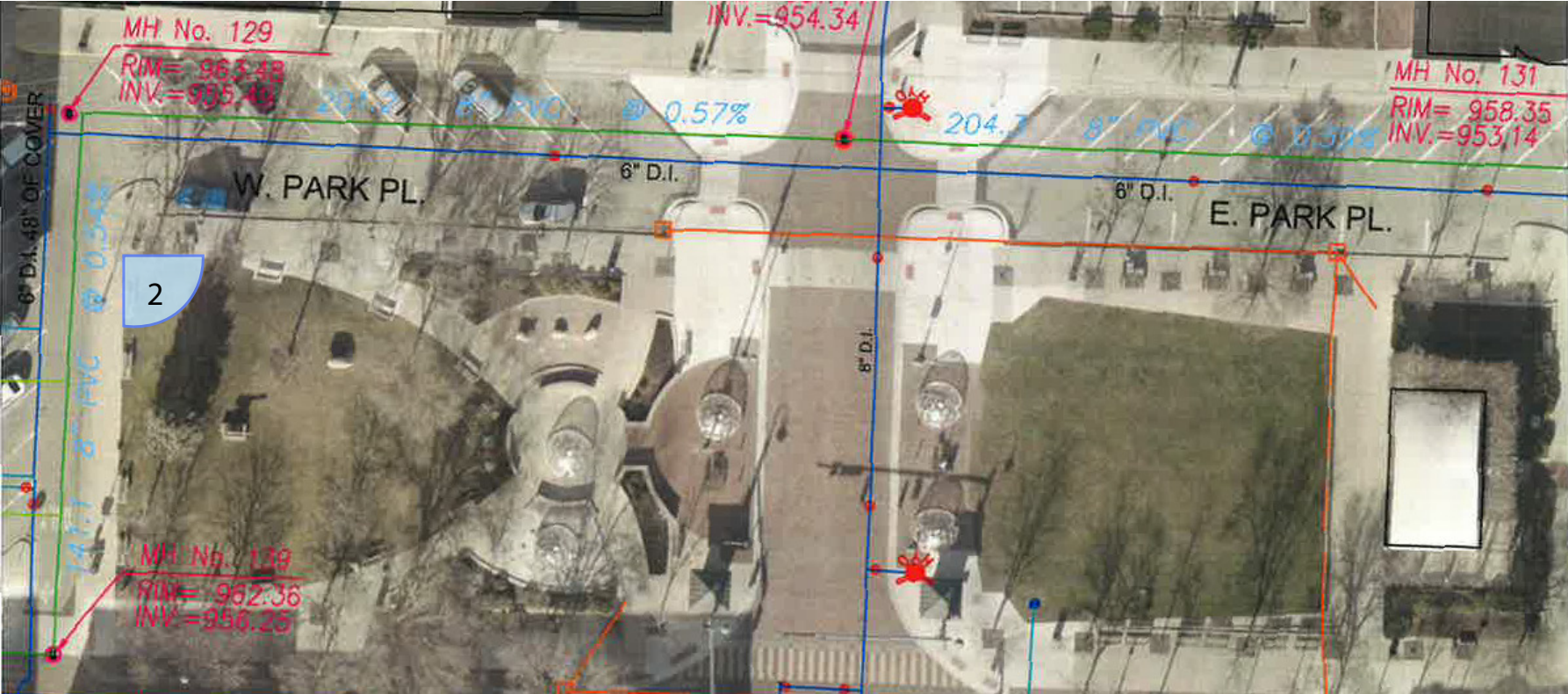
Site Plan



Schematic Plan 2



Site Plan





Community Development Department
Approval Letter

December 27, 2023

Craig Bruder
125 W Spring Street
Oxford, OH 45056

VIA EMAIL:
craig@hoteldevelopment.net

RE: HAPC-2023-08, 48 E Park Place, CERTIFICATE OF APPROPRIATENESS, exhaust hood fan, Craig Bruder, Applicant/Agent

Dear Mr. Bruder:

The Oxford Historic & Architectural Preservation Commission (HAPC) Chair has approved your Certificate of Appropriateness application for the exhaust hood fan as submitted on December 19, 2023 and in subjection to the following condition:

1. The exhaust fan (exterior sections) must be painted to match the brick. This must also be maintained (painted).

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-2023-08

Date Filed

12/20/2023

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 *

CRAIG BRUDER

Mailing Address *

125 W. SPRING ST

City, State & Zip Code *

OXFORD, OH 45056

Telephone Number(s) *

513-200-0198

Email Address

CRAIG@HOTELDEVELOPMENT.NET

Location of Property *

48 E. PARK PLACE - OXFORD

Name of Building *

PALMER BLDG.

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.

INSTALL AN EXHAUST HOOD FAN ON THE LOWER LEFT SIDE OF THE NORTH FACING SIDE OF THE BLDG.

ALONG W/ THE APPLICATION IS A PHOTO W/ THE FANS ACTUAL LOCATION, AND SOME PHOTOS OF OTHER HOOD FANS IN NEIGHBORING AREA.

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 *


 DEC 19, 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.

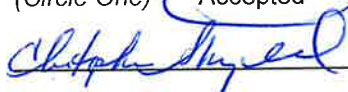
Direct questions to the Community Development Department at (513) 524-5204.

For Staff Use Only

Decision *

(Circle One) Accepted Rejected

Approval Signature *

 Date 12/22/2023

Title *

CHAIR - HAPC

Comments/Conditions *

EXHAUST FAN (EXTERIOR SCULPTON(S)) MUST BE PAINTED TO MATCH THE BRICK. THIS MUST ALSO BE MAINTAINED (PAINTED) GOING FORWARD

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

Craig Bruder
(Applicant Name)

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

all construction concerns, particularly hood
(Application Description) location + exterior
aspects of building

located at

48 - 52 East Park Place, Oxford
(Property Address/Location)

Thank you,

Brenda Palmer, Mgr Mbr 48-52 East Park
(Property Owner Printed Name – must be a person) Place, LLC

48-52 East Park Place, LLC
(Property Owner Company Name – if applicable)

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

12/18/23
(Date)

December 19, 2023

City of Oxford
Community Development Department
15 S College Ave.
Oxford, OH 45056

Attn: Sam Perry, AICP

This letter is to address the question you had regarding the exhaust system and why we placed it on the outside wall on the alley side and not running it inside the building up to the roof.

The system requires to be cleaned out every 3 months on each floor that it penetrates. This would require for maintenance personnel to have access to each apartment on each floor above the restaurant every 3 months to be able to clean out the exhaust system for fire safety issues. The benefit of having it on one floor would be having only one cleaning out above ceiling resulting in less static pressure for the exhaust system.

We appreciate you helping us with this situation, being that this is a time sensitive issue, and we are hoping we could get this taken care of administratively without having to wait for the next Historical Society meeting to get a final answer.

If you need anything further from Inloes, regarding the exhaust system please contact Jamie Kelley at 513-896-9499.

Thank you for your time.

Best regards,

Jamie Kelley, Project Manager
Inloes Mechanical

Exhaust
↓

INTAKE
↓

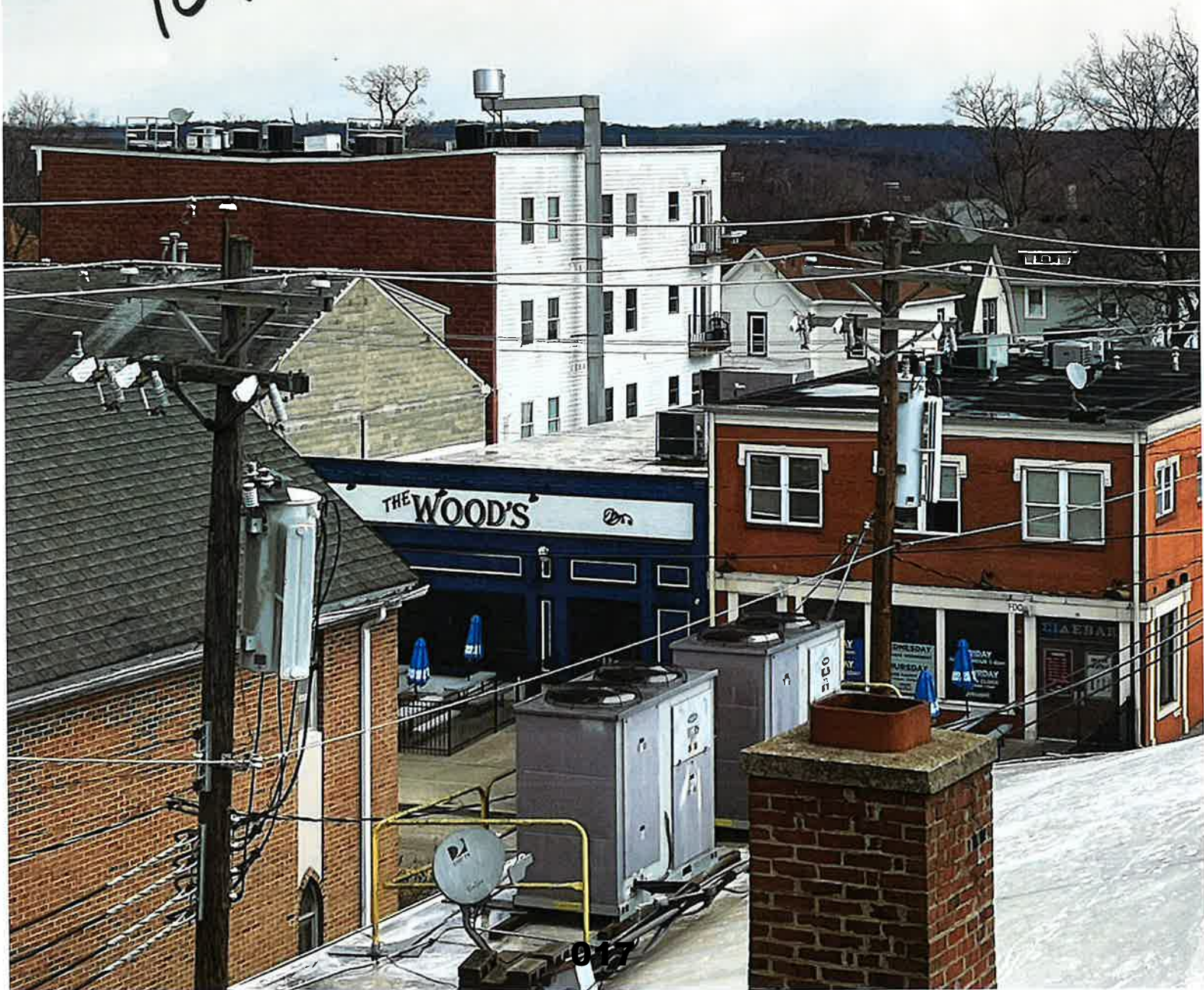
YUM YUM
24 E PARK PK

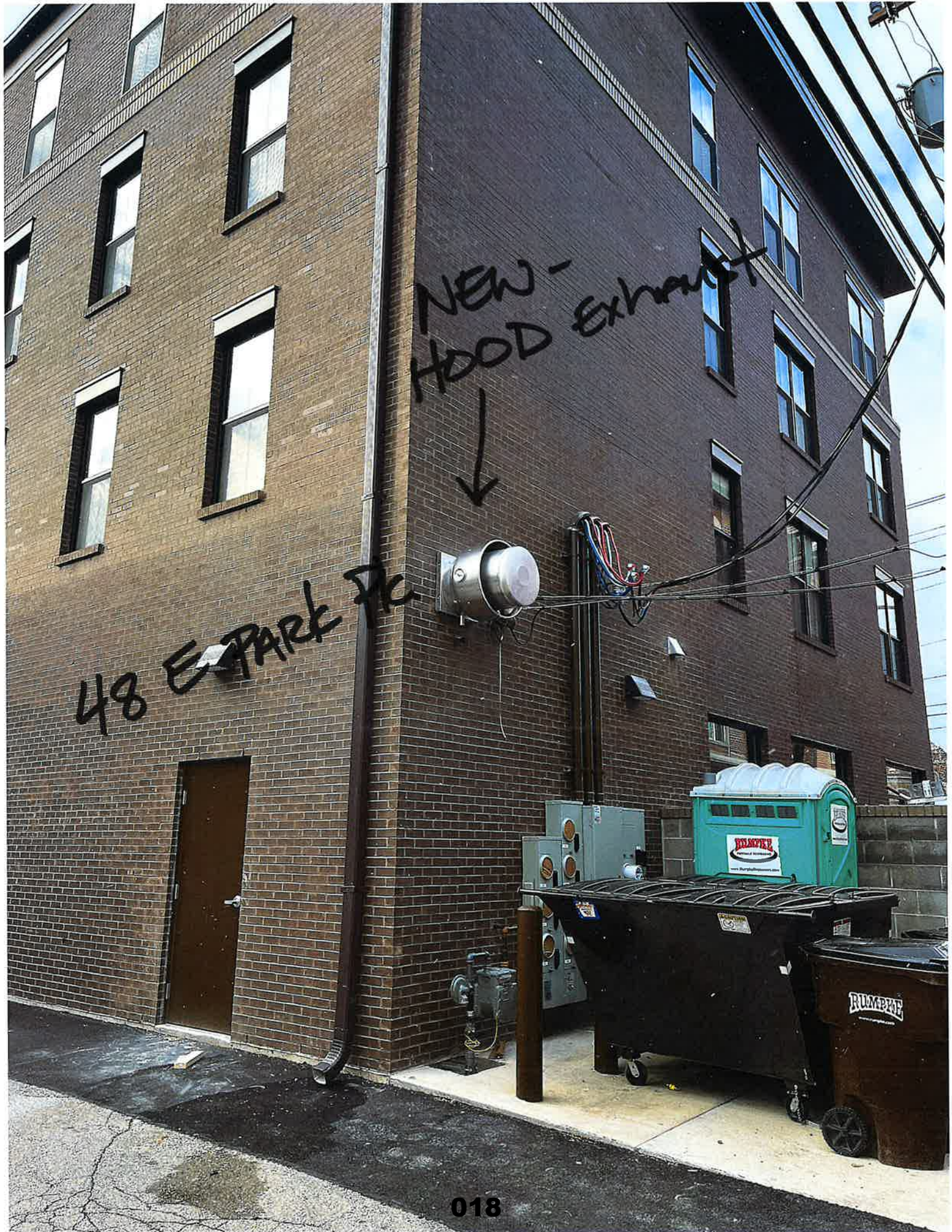




File W. Walnut
View from the
Alley
MAY 19 1991

Church St Social
107 E Church St







Community Development Department
Approval Letter

January 2, 2024

Hannah Clark
14135 Bentley Road
Brookville, IN 47012

VIA EMAIL:
hannah_clark4@hotmail.com

RE: HAPC-2023-09, 24 E High Street, CERTIFICATE OF APPROPRIATENESS, new wall sign, Hannah Clark, Applicant/Agent

Dear Ms. Clark:

The Oxford Historic & Architectural Preservation Commission (HAPC) Chair has approved your Certificate of Appropriateness application for the for the new wall sign for Earth & Metals located at 24 E High Street as submitted on December 22, 2023 and in subjection to the following condition:

1. Letters must be maintained (repaint etc.) and if they do not hold up, must be replaced with lettering intended for exterior usage.

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-2023-09

Date Filed

12/22/2023

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 *

Hannah Clark

Mailing Address *

14135 Bentley Road

City, State & Zip Code *

Brookville, IN 47012

Telephone Number(s) *

765.309.6012

Email Address

hannah-clark4@hotmail.com

Location of Property *

24 East High Street 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 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.

Paint over current sign to match the rest of the building. Hang letters for new sign where current sign is located.

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 *

Hannah L. Clark

Date *

12.20.23

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 *

Christopher Meyer

Date 1/2/2024

Title *

CHAIR - HAPC

Comments/Conditions *

LETTERS MUST BE MAINTAINED (REPAINT ETC) AND IF THEY DO NOT HOLD UP, MUST BE REPLACED WITH LETTERING INTENDED FOR EXTERIOR USAGE

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 Earth and Metals 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 24 East High in Oxford.

Thank you,

Signed:


Sigma Chi Foundation

11/30/23
Date

rd
ion

Leeli+Lou

Greater
Oxford
Community Foundation
Please use side entrance



EARTH & METALS





024

Details:

Length: 14"

Width: 11 3/4"

Thickness: 1 11/16"

Orientation: Vertical

Includes: 2 - Keyhole Mounts

025