



AGENDA
HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION
WEDNESDAY, March 13, 2024
6:00 P.M.

118 West High St - Oxford Courthouse

MEMBERS

Dana Miller, Chair	Alex French, Council Representative
Christopher Skoglund, 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. Public Comments
- IV. Approval of Minutes of February 14, 2024 1
- V. Comprehensive Plan Assistance – 2024 Goals
- VI. Administrative Decisions (Previously Decided)
 - a. **HAPC-2024-02, 22 N College Avenue, CERTIFICATE OF APPROPRIATENESS, new freestanding sign, Signery2, Applicant/Agent** 4
- VII. Adjournment

HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION (HAPC)
MEETING MINUTES
WEDNESDAY, February 14, 2024
6:00 P.M.

I. Call to Order

The February 14, 2024 meeting of the Oxford Historic and Architectural Preservation Commission was called to order at 6:00 p.m. by Chris Skoglund.

Those members present: Chris Skoglund, Dana Miller, Corey Watt, Sean Wagner

Those members excused: Brad Spurlock, Alex French

Staff members present: Sam Perry, Community Development Director

Staff members excused: None

II. Approval of Agenda

Mr. Watt made a motion to approve the agenda. Mr. Miller seconded the motion. All were in favor.

III. Election of Officers

Mr. Watt made a motion to elect Mr. Miller as Chair and Mr. Skoglund as Vice-Chair. Mr. Wagner seconded the motion. All were in favor.

IV. Public Comments

There were no comments from the public.

V. Approval of Minutes of November 8, 2023

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

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

Mr. Perry started his presentation by explaining the location of the proposed restroom building. Mr. Perry informed the Commission that the Uptown Fountain and splash pad will need to be replaced. Since this is considered a pool by Ohio Law, there is a requirement of having a restroom within 100 feet. Because of this requirement, the location would be in the west park area. Mr. Perry asked the Commission to provide feedback on the location and the building material.

Mr. Perry presented two proposals. The first one is brick and glazed tiles with a single sloped roof. The building is rounded. The second is black glass (spandrel glass) with frosted glass top

row for light transmission. Mr. Perry added the frosted glass row could be added to the other building's design too.

Mr. Watt liked both designs. Mr. Watt thought it would be a great opportunity to incorporate something innovative to the building, such as solar panels or LEED certified building.

Mr. Miller thought the location is a good choice. He also thought the rectangle building shape somewhat mimics the shape of the stage. Mr. Miller wanted to know which way the higher part of the building faces. Mr. Perry said it would be toward east. Mr. Miller liked the translucency and the modern look of the building.

Mr. Skoglund was curious why this location was recommended. Mr. Skoglund understood the location is within the 100 feet requirement. However, it seemed more logical to Mr. Skoglund to choose a place where the two park split thus being more accessible especially during events.

The Commission next discussed the possibility of vandalism to the glass building and public safety, and what preventative measures can be taken.

Mr. Perry noted the architect's main reason to place the building in the corner of the park might have been to preserve the openness.

Mr. Miller noted there are trees in the proposed location. Mr. Perry explained the tree that is currently there would need to be removed, and this can be done as part of the project.

Mr. Perry liked the idea of moving the building closer to where the two park separate. However, it needs a detailed discussion with the architect if this is feasible.

Councilor Michael Smith's idea was a circular shape building that would resemble the water tower that used to be in Uptown. It could be a brick building with a circular roof, for example. Mr. Skoglund thought it would be a good idea to bring back something historical from the past.

Considering the pros and cons of the location, the Commission agreed that the proposed location would be the best option from aesthetics, being "hidden" from the public's view.

Mr. Skoglund pointed out that the surrounding buildings at West Park Place are not all red brick. Therefore, Mr. Skoglund thought it would be a good idea to see a building that is not red brick. Mr. Miller and Mr. Wagner shared Mr. Skoglund's point of view on this, though they would like to have it built with brick for durability and safety. Mr. Perry added it would be best to find some brick like masonry, something non-porous material to be able to keep the building clean.

The Commission also agreed on having a sloped roof rather than a flat roof and a curved design.

VII. Administrative Decisions (Previously Decided)

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

Mr. Skoglund pointed out that this project was approved with a comment that the fan needed

to be the same color as the building and it had to be maintained. Mr. Watt inquired if they were fined. Mr. Perry stated they had to pay a work without permit fee.

The Commission also discussed what steps and enforcements could be taken to prevent a project to happen without a permit or not the way as it was approved, therefore reducing after-the-fact permits and/or approvals.

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

Mr. Skoglund explained the letters were not made for exterior use. To encourage business, the COA was approved with a condition of maintaining the letters, and if they do not hold up, they must be replaced with those of intended for exterior use, added Mr. Skoglund.

With spring approaching, Mr. Skoglund suggested to reach out to the owners and tenants in the Uptown Historic District to help them what colors are acceptable to use on the exterior if they consider painting the building.

VIII. Adjournment

Mr. Watt made a motion to adjourn the meeting. Mr. Wagner seconded the motion. All were in favor. The meeting adjourned at 7:09 pm.



CERTIFICATION

Historic & Architectural Preservation Commission
Community Development Department

TO: Lois Wellner c/o Signery2
Applicant

DATE: 3/4/2024

RE: **HAPC-2024-02 | 22 N College Ave**

The HAPC Chair and Historic Preservation Administrator have determined the proposed modification(s) per the case cited above to be minor in nature and hereby approve and issue a **Certificate of Appropriateness** pursuant to Oxford Zoning Code [Section 1152.07\(c\)](#), subject to the following comments and/or conditions:

Sincerely,

Dana P. Miller
Digitally signed by Dana P. Miller
Date: 2024.03.07 10:49:40 -05'00'

Dana Miller
Chair,
Historic & Architectural Preservation Commission (HAPC)



Sam Perry, AICP
Community Development Director,
serving as Historic Preservation Administrator



CERTIFICATE OF APPROPRIATENESS APPLICATION

Please print legibly. To apply, email completed form and plans in PDF format to commdev@cityofoxford.org

BOX 1 | APPLICATION TYPE Select one

- ☒ Pre-Application for Certificate of Appropriateness
☒ Certificate of Appropriateness **E.M. 2/28/24**

BOX 2 | APPLICATION DETAILS

Property Address/Location 22 N College Ave

Building Name Alexander House - RedLife Coffee

Does the proposal involve demolishing an existing building? ☐ Yes ☒ No

New dimensional ground sign

Description of Proposed Change(s)

BOX 3 | APPLICANT INFORMATION

Is the applicant also the current property owner?

☐ Yes (You may skip Box 4) ☒ No (Do not skip Box 4, and include a [Letter of Agency](#) with your submittal)

Applicant Name Lois Wellner

Applicant Company Name Signery2

Mailing Address 2571 Millville Shandon Rd HAmilton, OH 45013

Email Address signery2@gmail.com

Telephone Number 513-265-3708

BOX 4 | PROPERTY OWNER INFORMATION ☐ Check if same as Applicant

Property Owner Name The Calvary Church, Tom Ellis

Property Owner Company Name same

Mailing Address 11970 Kenn Rd, Cincinnati, OH 45240

Email Address tellis@thecalvarychurch.com

Telephone Number 513-602-9307

BOX 5 | ARCHITECT INFORMATION ☐ Check if same as Applicant

Architect/Engineer Name none

Company Name

Mailing Address

Email Address

Telephone Number

BOX 6 | ATTACHMENT CHECKLIST Submit all contents in **PDF format**. No printed copies are necessary.

- ☐ **Narrative/Cover Letter** providing a written description of the proposed exterior change(s)
- ☐ **Elevations, site plans, renderings, diagrams, photo simulations, and/or other items** necessary to accurately illustrate the details of proposed exterior change(s)
- ☐ **Photos** of existing site conditions

Note: Upon checking an application for completeness, staff may require additional information and/or materials above and beyond the items listed above in order to perform a complete evaluation for compliance with relevant Code provisions. You are welcome to contact Community Development at 513-524-5204 ahead of submission to determine whether additional items may be required. For example, a **material sample** may be requested for certain small-scale changes such as new signage, doors, etc.

BOX 7 | APPLICANT SIGNATURE

As the owner or owner’s agent, I hereby agree all information contained in this application is true, accurate, and complete to the best of my knowledge. I acknowledge the application will first be checked by City staff for completeness prior to processing. Upon intake, staff will consult the Chair of the Historic & Architectural Preservation Commission (HAPC) to determine whether an application is approvable in an administrative fashion, or will require being heard by the full Commission at a regular meeting date.

Applicant Name (Print) Lois Wellner

Applicant Signature Lois Wellner	 Digitally signed by Lois Wellner Date: 2024.02.28 15:13:06 -05'00'	Date 02/28/2024
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Processing Fee

The appropriate processing fee amount will be determined during a completeness check by Community Development staff. It may take 1-2 business days for a completeness check to be performed. The applicant will receive a digital copy of a processing fee invoice via email once it is ready. Fees may be paid in-person by check or credit card at the Finance Department window on the first floor of the Oxford Municipal Building, 15 S College Avenue, Oxford OH 45056. For credit card payments, the City accepts Visa, MasterCard, or Discover, and such payments may also be taken over the phone by calling our Finance Department Utilities line at 513-524-5221, Option 1.

Bond Requirement for Demolitions

- Be aware that any future [Demolition Permit](#) cannot issued unless accompanied by a COA and shall include:
- (1) a **performance bond** posting with security equivalent to 100% of the approved cost of leveling the site, filling with soil and sodding or seeding the surface.
 - (2) payment of a **mitigation fee** of ten percent (10%) of the approved demolition cost.

COA Review Criteria For source text, refer to Oxford Zoning Code [Section 1152.07\(f\)](#)

Decisions on a COA application shall be based on consideration of the following criteria:

- (1) The proposed development complies with all the requirements of this code and other related codes and ordinances enforced by the City;
- (2) Properties which contribute to the character of the historic district shall be retained, with their historic architectural features intact and altered as little as possible;
- (3) Any alteration of an existing property shall be compatible with its historic character, as well as with the surrounding district;
- (4) New construction shall be compatible with the district in which it is located;
- (5) The application demonstrates compliance with any historic guidelines or policies adopted by the City of Oxford that are applicable to the subject application; and
- (6) In determining compatibility, the HAPC shall consider the following:
 - A. The general design, character, and appropriateness to the property of the proposed alteration or new construction;
 - B. The scale of the proposed alteration or new construction in relation to the property itself, surrounding properties, and the neighborhood;
 - C. The texture, materials, and color and their relation to similar features of other properties in the neighborhood;
 - D. The visual compatibility with surrounding properties, including proportion of the properties façade, roof shape, and the rhythm of spacing of properties on streets, including setback; and
 - E. The importance of historic, architectural, or other features to the significance of the property.
- (7) In its considerations of whether an application is deserving of an approval, the HAPC may also consider the cost of modifications or other proposals, where costs for a particular action or inaction may be unreasonable given existing conditions of a structure, site, or area.
- (8) The HAPC shall encourage alterations and repairs to historic structures and to structures in historic districts in the spirit of their existing architectural style; however, additions in styles different than the existing structure may be approved if such additions complement the existing architectural style. The HAPC shall be flexible in its judgment of plans for alteration, repair, or demolition of structures, sites, and areas of little historic or cultural value except where such alteration, repair, or demolition would seriously impair the historic value and character of surrounding structures or of the surrounding area. It is not the intent of this Chapter to limit alteration or repair to any one period of architectural style.

Demolition Approval Criteria For source text, refer to Oxford Zoning Code [Section 1152.09\(e\)](#)

The HAPC may approve a COA for demolition only if one of the following is satisfied:

- (1) The applicant has given clear evidence that the structure has incurred extensive damage to its basic structural elements such as roof, wall, and foundation requiring substantial reconstruction, and the structure presents an immediate danger to the public health, safety, or welfare as declared by the Chief Building Official (condemnation) but that such damage was not done through neglect of the property by the owner or former owners; or
- (2) The demolition is proposed for a structure that is identified as non-contributing or historic non-contributing in an adopted inventory of the applicable zoning district; or
- (3) The applicant demonstrates that the following conditions are met based on the designation of the site or structure in an adopted historic inventory:
 - A. Historic Structures
 - i. The applicant must demonstrate that the costs to rehabilitate or renovate the structure to a purposeful use exceeds 50 percent of the fair market value.
 - ii. The City shall reserve the right to have an individual or entity that is not a member of HAPC to assess the financial feasibility of renovating the structure.
 - iii. The COA shall not be approved if the cause of such damage was due to neglect by the owner or previous owners.
 - B. Non-Historic Contributing Structures
 - i. The removal will not adversely affect the architectural or historic integrity of the streetscape; or
 - ii. The structure is not consistent with other structures in the district in terms of historic character, architectural style, construction material, height, setback, or mass.

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that

Signery2

(Applicant Name)

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

RedLife Coffe

(Application Description)

located at

22 N College Ave

(Property Address/Location)

Thank you,

Tom Ellis

(Property Owner Printed Name – must be a person)

RedLife Coffee, LLC

(Property Owner Company Name – if applicable)



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

0.28.24

(Date)

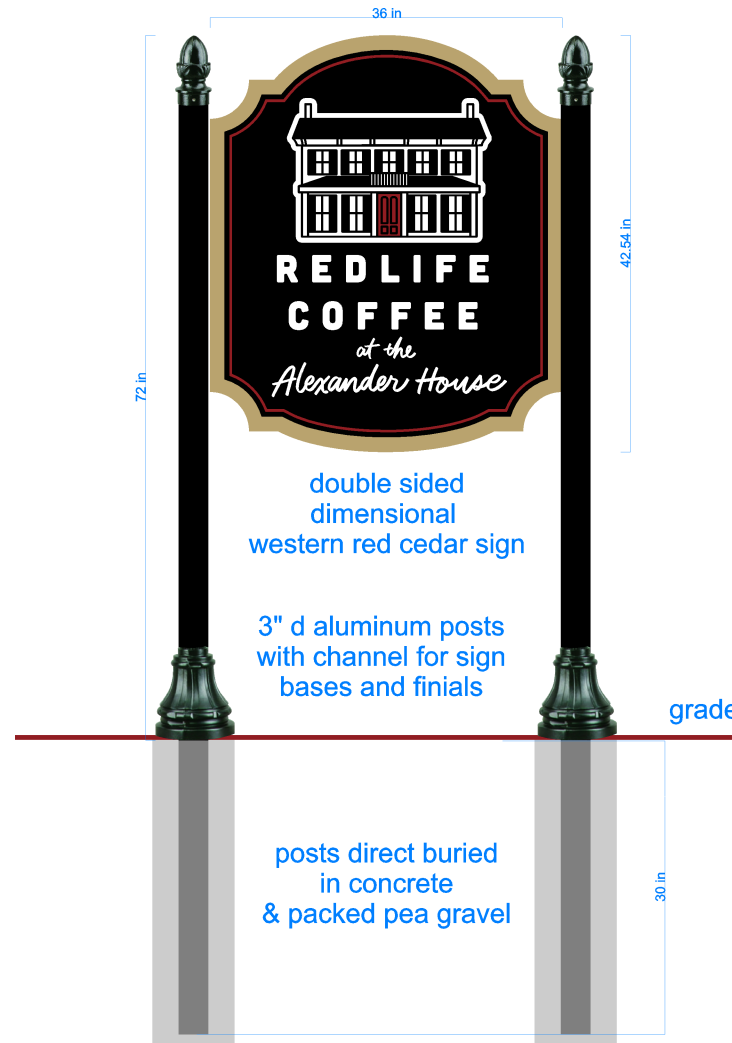


Signery2

513-265-3708 signery2@gmail.com

RedLife Coffee
22 N College

Date:
2/28/2024



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