

HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION (HAPC)
MEETING MINUTES
WEDNESDAY, March 13, 2024
6:00 P.M.

I. Call to Order

The March 13, 2024 meeting of the Oxford Historic and Architectural Preservation Commission was called to order at 6:00 p.m. by Dana Miller.

Those members present: Chris Skoglund, Dana Miller, Corey Watt, Sean Wagner, Brad Spurlock, Alex French

Those members excused: None

Staff members present: Sam Perry, Community Development Director

Staff members excused: None

II. Approval of Agenda

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

III. Public Comments

There were no comments from the public.

IV. Approval of Minutes of February 14, 2024

Mr. Wagner made a motion to approve the minutes as written. Mr. Skoglund seconded the motion. Ms. French and Mr. Spurlock were absent at the last meeting. All were in favor.

V. Comprehensive Plan Assistance – 2024 Goals

Mr. Perry explained that Assistant City Manager Jessica Greene sent out an email asking for help from the Boards and Commission in two things:

- 1) To look though the 2024 Action Items that City Council approved.
- 2) Items that City Council would like to receive feedback on funding, estimated budget, feasibility, and staffing impact.

Mr. Perry distributed a handout prepared by Ms. Greene, and explained he marked some of the items that fall under the HAPC's purview. Mr. Perry used the example of identifying historically landmark properties while the Development Code is being re-written. This way more assets that are historic can be preserved if a land around such properties is developed. Mr. Perry also informed the Commission that an RFP has been posted on the City's Website for both the Development Code Rewrite and for the Historic District Design Guidelines Update. Mr. Perry explained there is a bid alternate to prepare a Historic Preservation Plan as well, which would be an additional cost.

The Commission started a discussion on focus areas for 2025:

1. Update historic preservation guidelines and make recommendation on contributing historic structures or expansion of historic districts
2. Exterior inspections of historic structures
3. Explore ways to improve and expand outdoor dining (since most of them would be in the Historic District and changes to exterior likely to occur)
4. Implementation of Public Art projects

Mr. Skoglund inquired about the progress of the indigenous cultural sites preservation. Ms. French said a meeting is scheduled with Mr. Bracken and Mr. Perry to review the Resolution language. Mr. Watt suggested to have Mr. Kyger's, as ex-officio, perspective on this topic when it is discussed.

Mr. Dana mentioned land acquisition of historic homes that could be rehabilitated and used for affordable housing thus preserving the historic character. Mr. Dana thought this could go along with the inspection/enforcement area.

The Commission also discussed what possibilities there could be for redeveloping Uptown surface lot. Mr. Watt mentioned an example – in Iowa City the 1st floor of the municipal parking garage is used for farmers market (it has high clearance).

The Commission next reviewed the Council approved 2024 Action Items and discussed on what areas they can offer assistance and help to stay on track.

Mr. Miller asked the Commission to think about in what order the 2025 focus areas can be prioritized, and they can discuss this at the next meeting.

Mr. Spurlock asked the Commission what routes they would suggest for the Historic Tours this year. The Coulter - Talawanda Heights Subdivision has been proposed as one route. The other proposal is the Western College tour that would be done by Curt Ellison since this is the last year when the Western Alumni Association is around. Lastly, the Uptown tour would be another one on the W High Street area.

VI. Administrative Decisions (Previously Decided)

HAPC-2024-02, 22 N College Avenue, CERTIFICATE OF APPROPRIATENESS, new freestanding sign, Signery2, Applicant/Agent

VII. Adjournment

Mr. Wagner made a motion to adjourn the meeting. Mr. Skoglund seconded the motion. All were in favor. The meeting adjourned at 6:52 pm.



MEMORANDUM
Community Development Department
513-524-5204

TO: Historic and Architectural Preservation Commission

FROM: Sam Perry, AICP | Community Development Director |
HAPC Administrator

MEETING DATE: April 10, 2024

RE: HAPC-2024-04 – 131 W. High St – Roll-up door

A new business (Oxford Taco) is in the process of finishing the interior. The business owner is requesting approval from the HAPC to change to building openings to moveable doors. One door would roll up vertically (S. College Ave). One door would fold horizontally (W. High Street).

Some HAPC members may recall the discussion on January 12, 2022, as a revision to the originally approved COA for the entire building. The late architect, Greg Meyer, requested four roll-up doors. The Commission provided feedback, suggesting that vertical folding doors be considered, and that an administrative approval may be possible.

Since over two years has passed, the Chair and Administrator decided that this review could not be approved administratively as a minor modification. A new COA application was required, which would be heard by the full Commission.

After reviewing the January 2022 discussion and submitted materials, along with the Design Guidelines, it is staff's opinion that the current proposal could be approved as-submitted. The doors are of high-quality and intended for the application of multi-weather dining/entertainment. The January 2022 discussion referenced a roll-up door that was approved administratively for a different property at 36 East High Street in 2016. The door at that location was under an awning, on a different style building, in a different context. The current request is fully exposed with no awning on a new building, facing a prominent historic building across College Avenue on one side and High Street on the other side.

The applicant is proposing clear/plain glass that will not be tinted. One potential discussion point with the Commission could be the dimension of recess of the door facing from the cast stone facade. This measurement has been important for the Commission in prior building façade reviews because of the large prominent flat-facades of recent buildings.



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

BOX 2 | APPLICATION DETAILS

Property Address/Location 151 W. HIGH STREET

Building Name CAROLINE HARRISON BUILDING

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

Description of Proposed Change(s) On the High Street elevation we would like to replace the entrance/storefront with a bi-fold glass door that will terminate on a knee wall matching adjacent panel heights. On the S. College side we would like to replace one bay of storefront with an upward acting venting door. (See Elevations)

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 Robert W. Humphrey, RA

Applicant Company Name Robert Treadon & Associates

Mailing Address 300 High Street, suite 612. Hamilton, Ohio 45011

Email Address rhumphrey@rtarchitects.com

Telephone Number 513-863-7162 Ext. 106

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

Property Owner Name Matt Rodbro

Property Owner Company Name Red Brick Property

Mailing Address 21 North Poplar Street - Oxford, Ohio 45056

Email Address matt@redbrickproperty.com

Telephone Number 513-524-9340

BOX 5 | ARCHITECT INFORMATION ☒ Check if same as Applicant

Architect/Engineer Name

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) Robert W. Humphrey

Applicant Signature

Date 03.06.24

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 be 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

Treadon & Associates Architecture

(Applicant Name)

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

Overhead door revision

(Application Description)

located at

151 W High Street

(Property Address/Location)

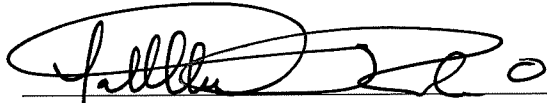
Thank you,

Matthew Rodbro

(Property Owner Printed Name – must be a person)

Matthew Rodbro, Member - West High Street Investments, LLC

(Property Owner Company Name – if applicable)



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

03/06/2024
(Date)

Robert Treadon & Associates Architects

March 8, 2024

Mr. Sam Perry, AICP
Community Development Dept.
City of Oxford, Ohio
15 South College Avenue
Oxford, Ohio 45056

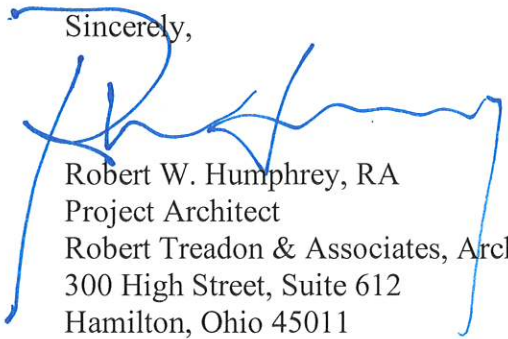
RE: Revisions to previously approved HAPC submittal for the Caroline Harrison
Building (131 & 151 W. High Street; façade revisions; HAPC-2019-25)

Dear Mr. Perry,

As we discussed I have filled out a new COA and I'm attaching elevations showing the previously approved facades and the proposed revisions to the existing facades. We wish to replace the High Street storefront (at 151 W. High Street) with a bi-fold door that will terminate on a "knee wall" as shown. We wish to replace (1) bay on the College Street side with an overhead door as shown. The knee wall and the new doors will match the existing adjacent knee walls and window mullions (dark bronze).

If you have any questions regarding the attached submittal or require additional information, please feel free to contact me at any time. Thank you very much for the assistance given thus far in this process.

Sincerely,



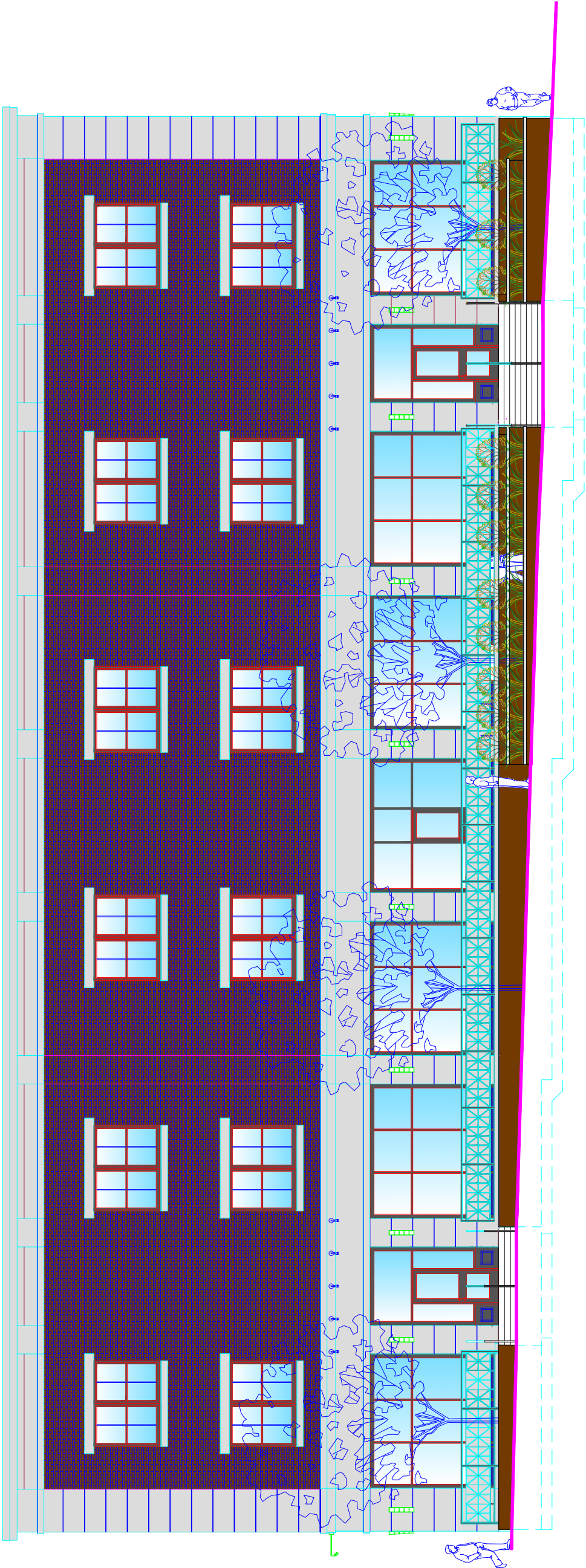
Robert W. Humphrey, RA
Project Architect
Robert Treadon & Associates, Architects
300 High Street, Suite 612
Hamilton, Ohio 45011
(513) 863-7162, Ext. 106
rhumphrey@rtarchitects.com

Attachments:

1. Certificate of Appropriateness Application.
2. Letter of Agency.
3. Sheet A1.00 – Originally Approved W. High Street Elevation.

Robert Treadon & Associates Architects

4. Sheet A1.01 - Proposed Altered W. High Street Elevation.
5. Sheet A1.03 – Originally Approved S. College Ave. Elevation.
6. Sheet A1.04 - Proposed Altered S. College Ave. Elevation.
7. Bi-Fold door information.
8. Overhead door information.



ORIGINALLY APPROVED S. COLLEGE AVE. ELEVATION

NOT TO SCALE

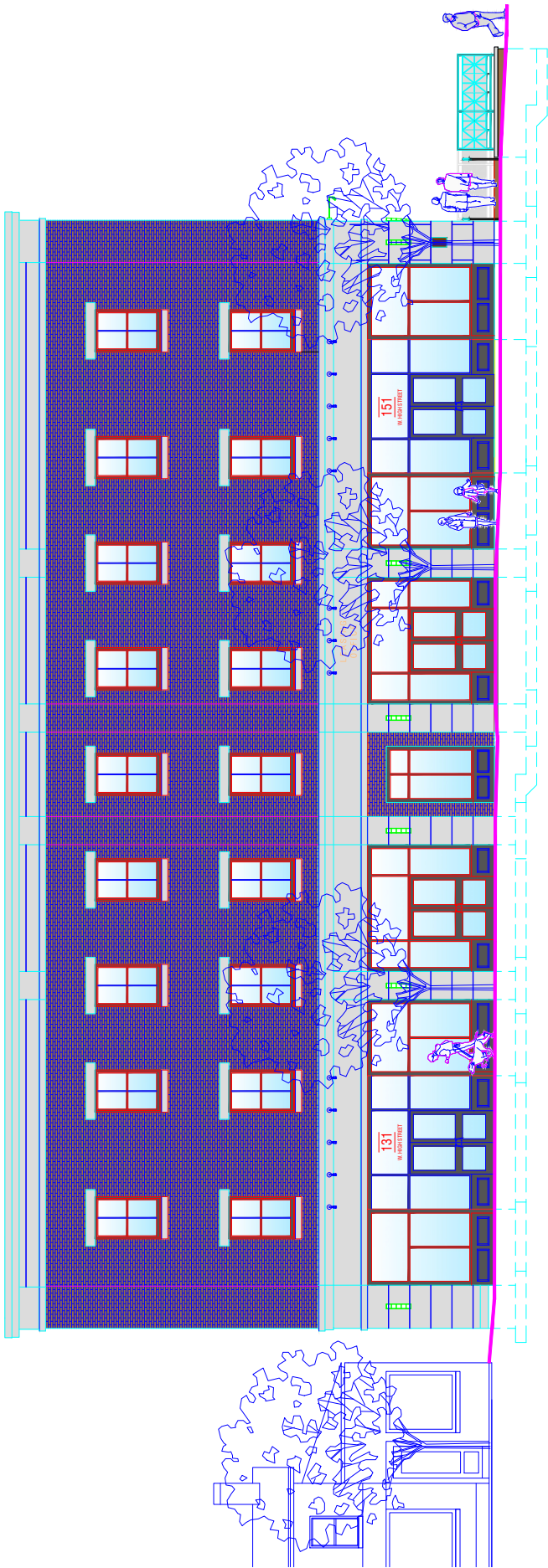
Date: 03.08.2024 Sheet No:	THREE STORY MIXED-USE BUILDING 131 & 151 WEST HIGH STREET OXFORD, OHIO 45056		CAROLINE HARRISON BUILDING
	Robert Treadon & Associates Architects 300 High Street, Suite 612 Hamilton, Ohio 45011 t: (513) 863-7162 f: (513) 863-1116		



PROPOSED ALTERED S. COLLEGE AVE. ELEVATION

NOT TO SCALE:

Date: 03.08.2024	Robert Treadon & Associates Architects 300 High Street, Suite 612 Hamilton, Ohio 45011 t: (513) 863-7162 f: (513) 863-1116	THREE STORY MIXED-USE BUILDING 131 & 151 WEST HIGH STREET OXFORD, OHIO 45056	CAROLINE HARRISON BUILDING
Sheet No: A1.04			



ORIGINALLY APPROVED W. HIGH STREET ELEVATION

NOT TO SCALE

Date: 03.08.2024

Sheet No:

A1.00

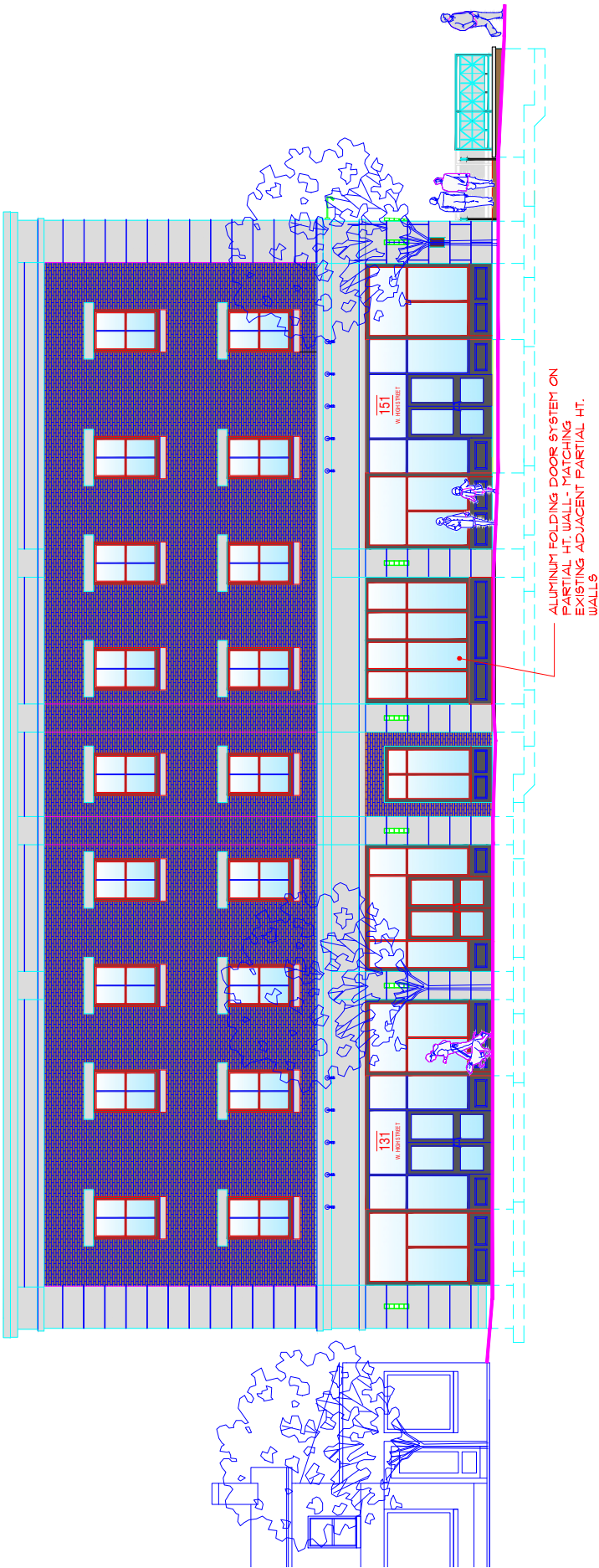
Robert Treadon & Associates
Architects

300 High Street, Suite 612
Hamilton, Ohio 45011 | t: (513) 863-7162 | f: (513) 863-1116

THREE STORY MIXED-USE BUILDING
131 & 151 WEST HIGH STREET

OXFORD, OHIO 45056

CAROLINE HARRISON BUILDING



PROPOSED ALTERED W. HIGH STREET ELEVATION
NOT TO SCALE:

Date: 03.08.2024

Sheet No:

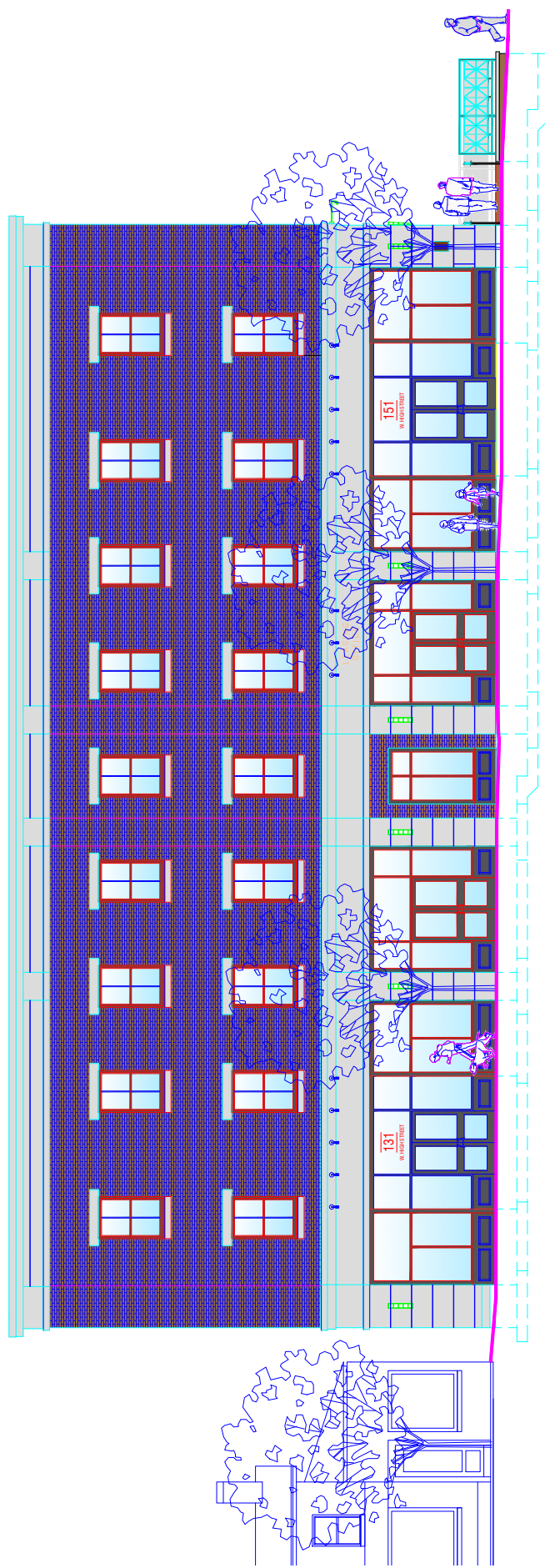
A1.01

**Robert Treadon & Associates
Architects**

300 High Street, Suite 612
Hamilton, Ohio 45011 | t: (513) 863-7162 | f: (513) 863-1116

**THREE STORY MIXED-USE BUILDING
131 & 151 WEST HIGH STREET
OXFORD, OHIO 45056**

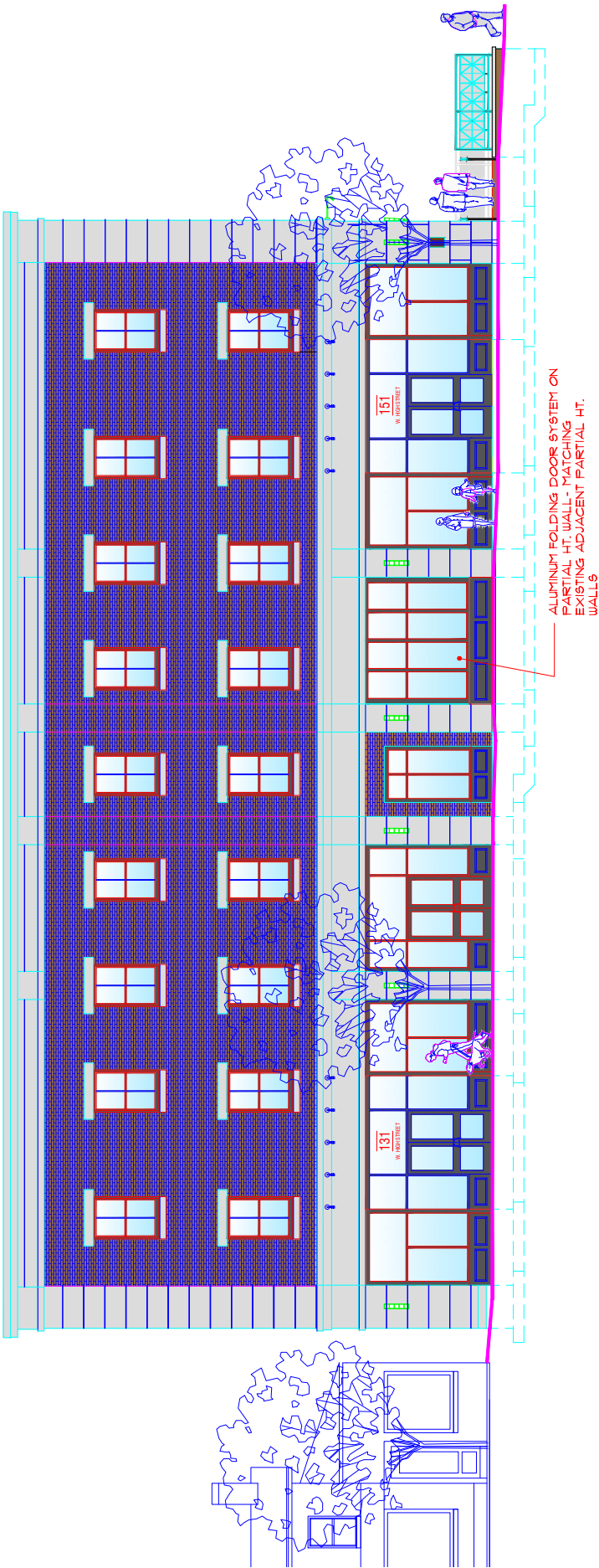
CAROLINE HARRISON BUILDING



ORIGINALLY APPROVED W. HIGH STREET ELEVATION

NOT TO SCALE

Date: 03.08.2024	Robert Treadon & Associates Architects 300 High Street, Suite 612 Hamilton, Ohio 45011 t: (513) 863-7162 f: (513) 863-1116	THREE STORY MIXED-USE BUILDING 131 & 151 WEST HIGH STREET OXFORD, OHIO 45056	CAROLINE HARRISON BUILDING
Sheet No: A1.00			



PROPOSED ALTERED W. HIGH STREET ELEVATION
NOT TO SCALE:

Date: 03.08.2024

Sheet No:

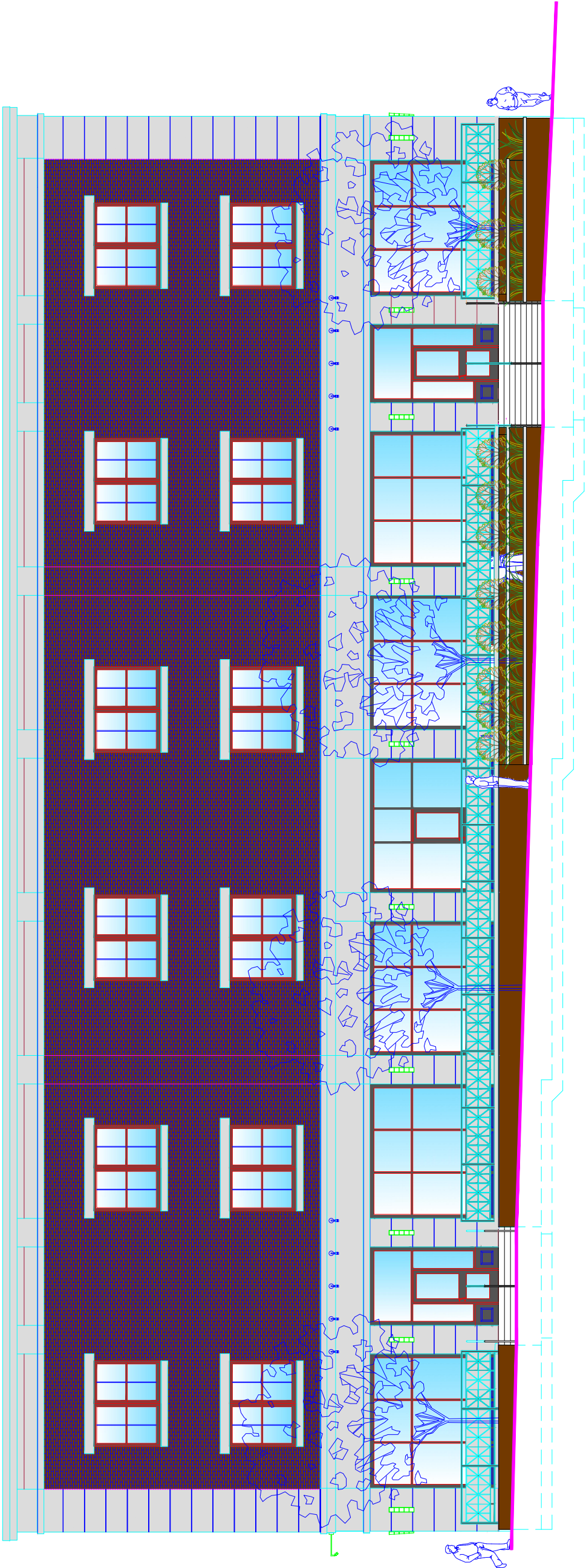
A1.01

**Robert Treadon & Associates
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300 High Street, Suite 612
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**THREE STORY MIXED-USE BUILDING
131 & 151 WEST HIGH STREET
OXFORD, OHIO 45056**

CAROLINE HARRISON BUILDING



ORIGINALLY APPROVED S. COLLEGE AVE. ELEVATION

NOT TO SCALE

Date: 03.08.2024	THREE STORY MIXED-USE BUILDING 131 & 151 WEST HIGH STREET OXFORD, OHIO 45056		CAROLINE HARRISON BUILDING
	Robert Treadon & Associates Architects 300 High Street, Suite 612 Hamilton, Ohio 45011 t: (513) 863-7162 f: (513) 863-1116		



PROPOSED ALTERED S. COLLEGE AVE. ELEVATION

NOT TO SCALE:

Date: 03.08.2024		Robert Treadon & Associates Architects 300 High Street, Suite 612 Hamilton, Ohio 45011 t: (513) 863-7162 f: (513) 863-1116	THREE STORY MIXED-USE BUILDING 131 & 151 WEST HIGH STREET OXFORD, OHIO 45056	CAROLINE HARRISON BUILDING
Sheet No: A1.04				

Ramco's Bi-Folding Window System:

Dark Bronze Anodize

1 - Narrow stile 4 panel Bifolding **Window** (2L/2R) F.S: 11'-10" x 9'-6"

- Windows folding to Interior

-780-300 Roton @ Hinge Jambs / 4 Butt Hinges at

Window Conditions

-2 1/2" top rails & 2 3/4" Mid-Rail with **3 1/2" Bottom Rails**

-Standard Flush-Bolt Locking Top/Bottom at Folding Sections

-Standard 1/2" Straight Wire Pulls

-Open for 1" (**By Others - D.S. lites must be used to meet warranty**)

-1 3/4" x 4 1/2" Closed Back Framing

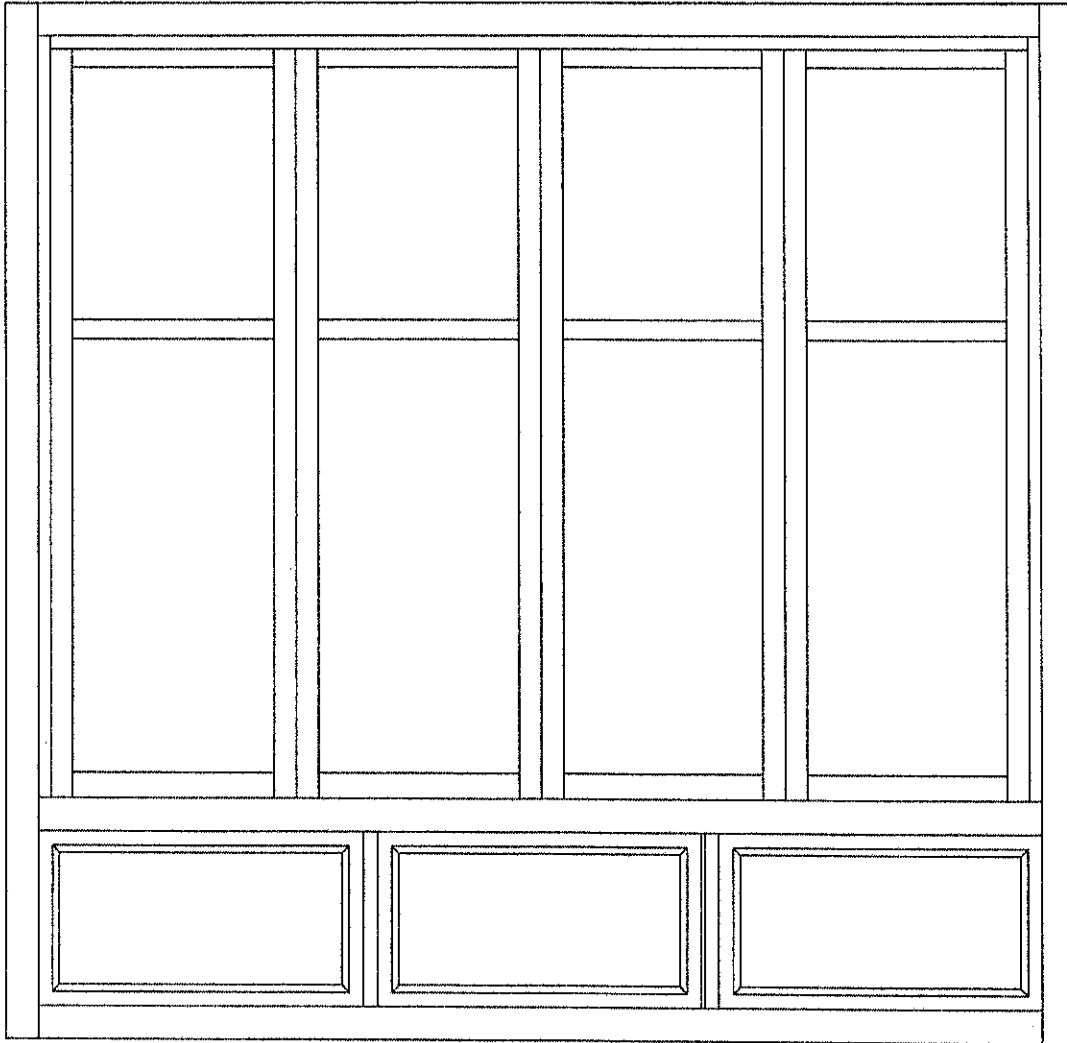
-1 3/4" x 4 1/2" Rolling track header with quad rollers

-**Structural support needed for header.**

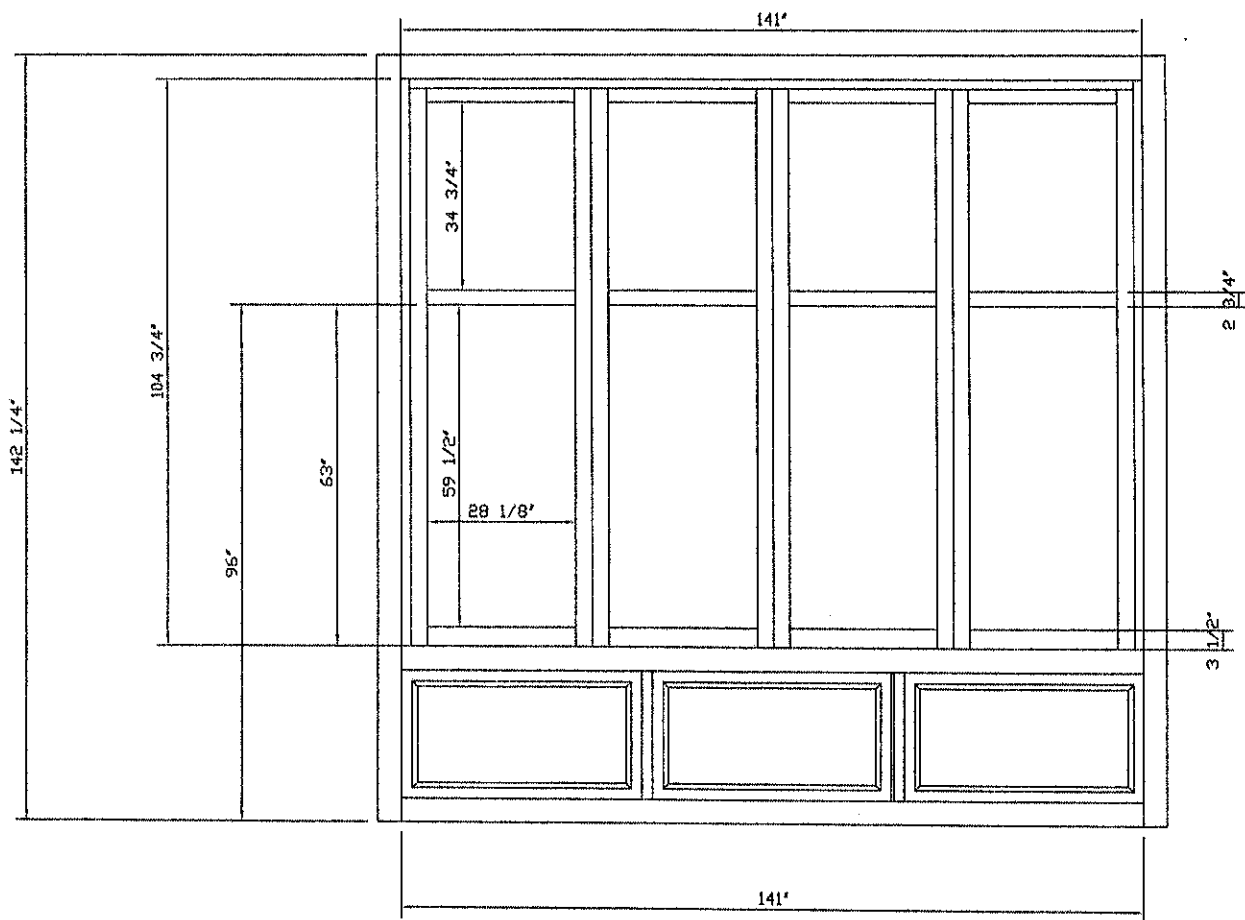
-Standard Sub Sill

-Standard Sweeps (Interior and Exterior)

To meet warranty Ramco Café style door and windows must be installed by a qualified glazing contractor. The contractor may be required to go over installation instructions while the unit is still at Ramco for detailed instructions.



Oxford Taco
Bi-fold window



0-7-10-12

Oxford Taco
Bi-fold window



RELIABLE ARCHITECTURAL METALS COMPANY

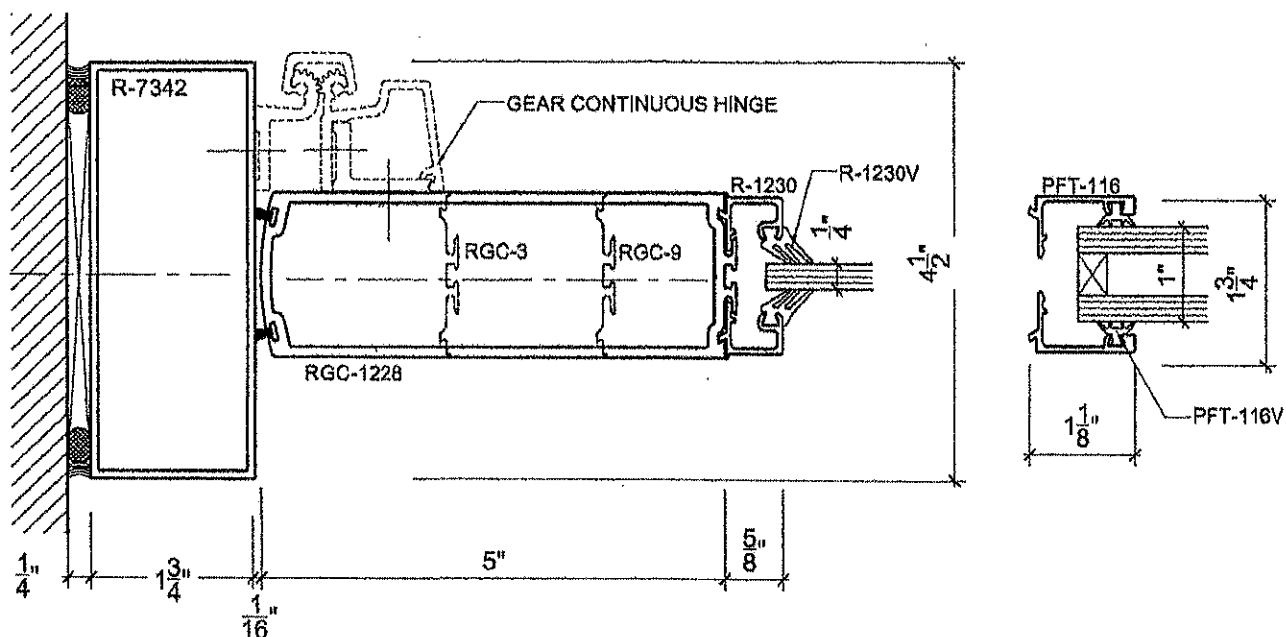
9751 ERWIN STREET
DETROIT, MI 48213
PH: 800.445.0263 FAX: 313.924.8877

JAMBS DETAILS

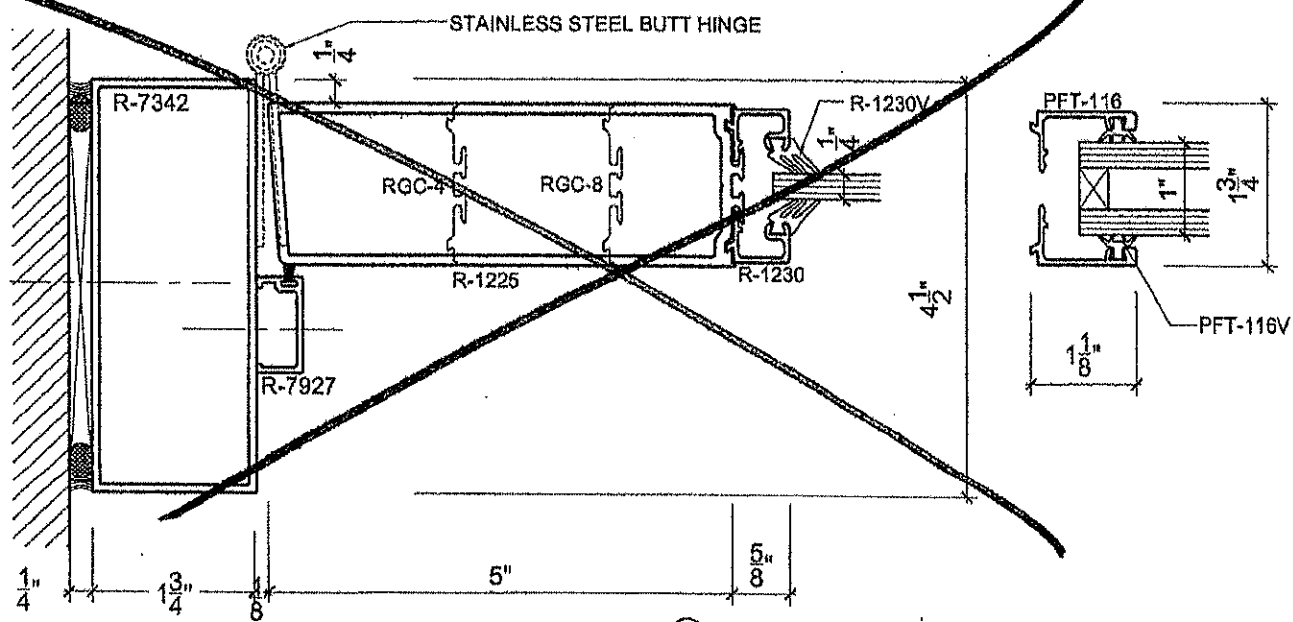
1/2 SCALE

(FOLD TO RIGHT SHOWN)

CENTER HUNG - OUTSWING



OFFSET - OUTSWING



SECTION (2)

www.ramcometals.com



RELIABLE ARCHITECTURAL METALS COMPANY

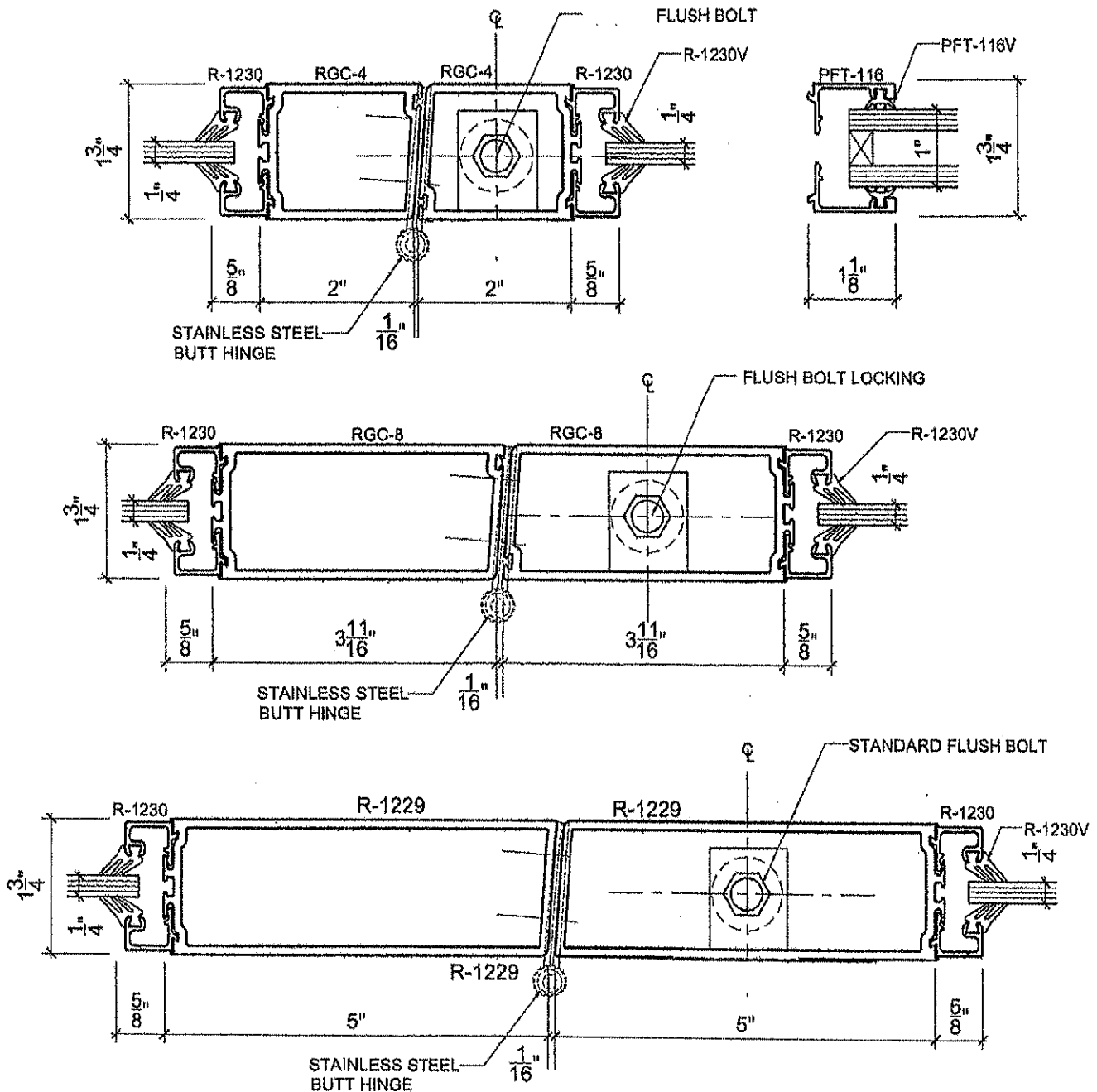
9751 ERWIN STREET
DETROIT, MI 48213
PH: 800.445.0263 FAX: 313.924.8877

HINGED STILES DETAILS

1/2 SCALE

(BUTT INGES)

OUTSWING



SECTION ④

www.ramcometals.com



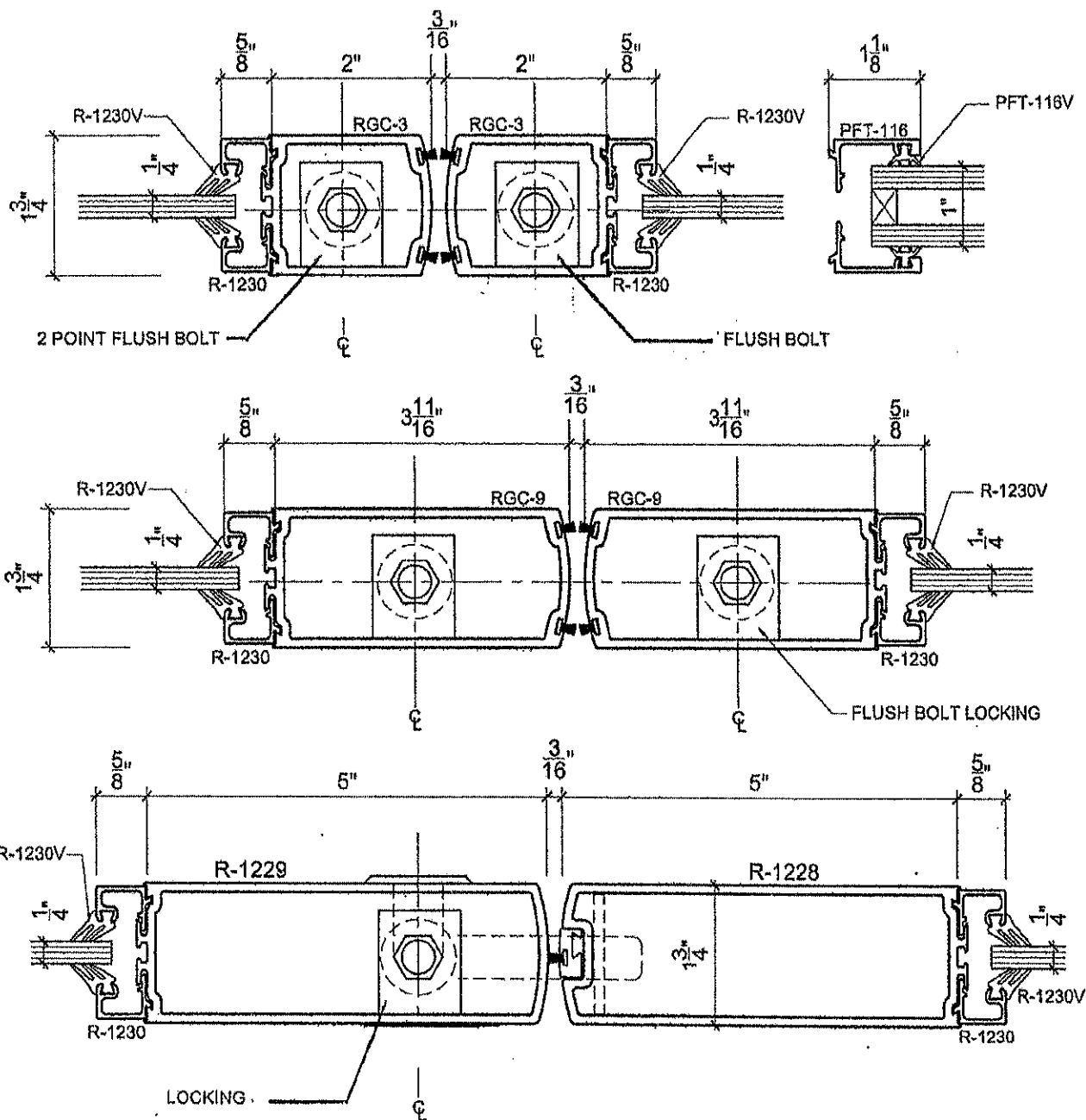
RELIABLE ARCHITECTURAL METALS COMPANY

9751 ERWIN STREET
DETROIT, MI 48213
PH: 800.445.0263 FAX: 313.924.8877

MEETING STILES DETAILS

1/2 SCALE

INSWING / OUTSWING



SECTION ③

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DETROIT, MI 48213
PH: 800.445.0263 FAX: 313.924.8877

1/2 SCALE



024

Ventana

Collection by



SAFE-WAY

GARAGE DOORS

Make a Statement



ANODIZED COLORS:

(Custom Powder Coat Colors consult factory - Powder coat colors to match most Safe-Way Models)



Aluminum



Champagne



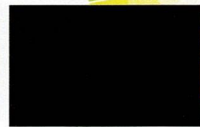
Light Bronze



Medium Bronze

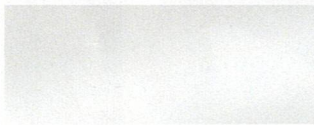


Dark Bronze



Black

GLASS OPTIONS: (Consult factory for additional options)



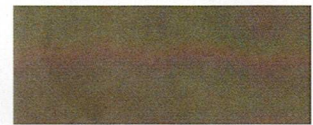
Plain



Mirrored



Frosted



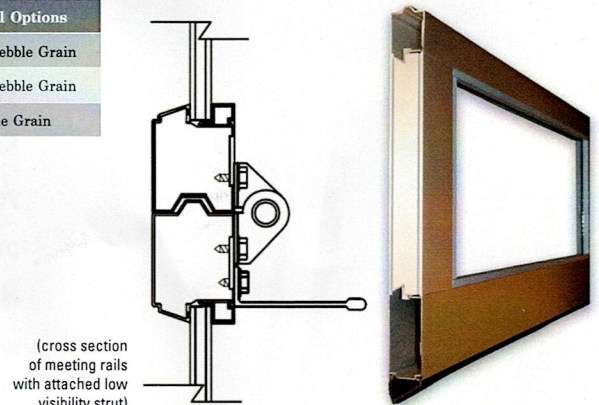
Smoke

MODELS:

Model	Width	Height	Glass Options	Aluminum Panel Options
450 Medium Frame	14'2" Max	14'0" Max	DSB Single, Tempered Single*	Single Thickness Pebble Grain
550 Heavy Frame	24'2" Max	16'0" Max	DSB Single, Tempered Single*	Single Thickness Pebble Grain
551 Heavy Frame	24'2" Max	16'0" Max	Insulated Tempered*	Insulated Pebble Grain

CONSTRUCTION:

- 2" thick, tongue and groove sections joints allow for use with most door models offered by Safe Way Garage Doors.
- Stiles and rails firmly attached by internal through-bolting with Low Visibility re-enforcing struts when required.
- Snap in glazing strips secure either DSB glass, Plexiglass, Tempered, Insulated Tempered, Aluminum panels, Insulated Aluminum panels.*



(cross section of meeting rails with attached low visibility strut)

Model 550-551

Distributed by



SAFE-WAY®

GARAGE DOORS

Make a Statement

As Safe-Way Door constantly strives to improve our product, all specifications listed in this informative brochure are subject to change without notice or obligation. Printed color may vary from actual color, please check with your local dealer for color swatches.

3814 East U.S. 30 • Warsaw, IN 46580
574-267-4861 • Fax: 574-267-2871

www.safe-waydoor.com



**ARE YOU AS
PASSIONATE
ABOUT HISTORY
AS WE ARE?**

LET'S CONNECT!

HERE'S HOW WE CAN HELP YOU SHARE YOUR STORY

PARTNERSHIP OPPORTUNITIES

Telling untold stories can help boost tourism, generate buzz and bring people together. If your project or initiative could incorporate roadside markers, connect with us today. A partnership with the Pomeroy Foundation can benefit your organization and your community.

FAQS

WHY INSTALL HISTORICAL MARKERS IN YOUR COMMUNITY?

Markers preserve history, educate the public, encourage pride of place and promote historic tourism. Key moments in local, state and national history are a part of the fabric of our great nation and should never be forgotten.

ARE THE MARKERS REALLY FULLY-FUNDED? Yes they are! Our grants pay for the entire cost of your marker, the pole and shipping.

HOW DO I GET A MARKER FOR MY TOWN? Our website has everything you need to know about applying for a marker grant through any of our programs. Go to wgpfoundation.org to get started or snap the QR code on this card.

NATIONAL HISTORIC MARKER DAY Join us on the last Friday in April for a great way to give back to your community. When you register to clean a marker we'll send you lots of fun swag.



HUNGRY FOR HISTORY® MARKER GRANT PROGRAM

Let us help you celebrate your community's food history by using a marker to tell the story of a local specialty. Available nationwide.

HOMETOWN HERITAGE™ SIGNAGE GRANT PROGRAM

We can show you how to commemorate the important people, notable places and key events that are part of your community's history. Not available in New York State

NATIONAL REGISTER SIGNAGE GRANT PROGRAM

Spotlight public properties and historic districts that are on the National Register of Historic Places with either a marker or plaque. Available nationwide.

HISTORIC TRANSPORTATION MARKER GRANT PROGRAM

Highlighting the importance of transportation in the United States. Available nationwide.

LEGENDS & LORE® MARKER GRANT PROGRAM

Put local folklore and legends from your community on a marker to promote cultural tourism. Available in AL, CT, ID, LA, MO, NC, NY, OH, OR, PA, TX, UT, VT and WV.

PATRIOT BURIALS™ MARKER GRANT PROGRAM

Honor Revolutionary War patriots who fought in or were involved with the struggle for American independence with one of our markers. Available in AL, IN, KY, MD, NJ and NY through your state chapter of Sons of the American Revolution.

NEW YORK STATE HISTORICAL MARKER GRANT PROGRAM

Use a marker to commemorate historic people, places, things, or events in the Empire State as early as 1683 to 1923.



Our Mission

The William G. Pomeroy Foundation is committed to supporting the celebration and preservation of community history, and working to improve the probability of finding appropriate donor matches or other life-saving treatments for blood-cancer patients.



info@wgpfoundation.org



wgpfoundation.org



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William G. Pomeroy Foundation



@WGPFoundation

Follow us on social media!



MEMORANDUM
Community Development Department
513-524-5204

TO: Historic & Architectural Preservation Commission

FROM: Sam Perry, AICP
Director | HAPC Administrator

MEETING DATE: April 10, 2024

RE: **Previous Approvals**

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



CERTIFICATION

Historic & Architectural Preservation Commission
Community Development Department

TO: Shana Rosenberg
Applicant

DATE: March 15, 2024

RE: **HAPC-2024-03 | 127 W Church Street**

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: 2024.03.15 18:55:39 -04'00'

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

BOX 2 | APPLICATION DETAILS

Property Address/Location 127 W. Church St., Oxford OH 45056

Building Name

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

Description of Proposed Change(s) Replace the two laminated sign panels that currently say "OXFORD VINEYARD" with laminated sign panels that say "UPTOWN THREADS".

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 Shana Rosenberg, Thread Up Oxford Executive Director

Applicant Company Name Thread Up Oxford / Uptown Threads

Mailing Address 5156 College Corner Pike, Oxford OH 45056

Email Address threadupoxford@gmail.com

Telephone Number 513-280-0365

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

Property Owner Name Robert Blackburn

Property Owner Company Name Robert Blackburn Trust

Mailing Address c/o Oxford Real Estate, Inc., 19 South Beech Street, Oxford OH 45056

Email Address

Telephone Number 513-523-4532

BOX 5 | ARCHITECT INFORMATION ☐ Check if same as Applicant

Architect/Engineer Name Lois Wellner, Owner/Operator

Company Name Signery 2

Mailing Address 2751 Millville Shandon Road, Hamilton OH 45013

Email Address signery2@gmail.com

Telephone Number 513-265-3708

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) Shana Rosenberg

Applicant Signature Shana Rosenberg

Digitally signed by Shana Rosenberg
Date: 2024.03.05 14:42:59 -05'00'

Date 3/5/2024

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.

Page 2

032

Version: 2/27/2024

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

Shana Rosenberg, Thread Up Oxford Executive Director

(Applicant Name)

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

Signage

(Application Description)

located at

127 W. Church St., Oxford OH 45056

(Property Address/Location)

Thank you,

Robert Blackburn

(Property Owner Printed Name – must be a person)

Robert Blackburn Trust

(Property Owner Company Name – if applicable)

PLEASE SEE ATTACHED LETTER OF AGENCY WITH SIGNATURE, DATED 8/8/2023

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

(Date)

CERTIFICATE OF APPROPRIATENESS APPLICATION - ATTACHMENT

I. Narrative/Cover Letter providing a written description of the proposed exterior change(s)

To Whom It May Concern:

Thread Up Oxford is an Oxford area non-profit IRS 501(c)(3) that has been serving the community with filling their textile needs and preventing textile waste since its inception in 2021. This is done through a combination of education and activism (REDUCE), redistribution of textiles back out to the community in a variety of ways (REUSE), and downcycling/shredding/product creation from what is left (RECYCLE).

Thread Up Oxford is the “umbrella” organization that operates Uptown Threads, Oxford's only thrift store within walking distance of the university.

Uptown Threads is in rented space at 127 W. Church Street, Oxford OH at the corner of the historic uptown district. The building was once occupied by Oxford Vineyard Church. When the church vacated the space, the signs were left on the roof.

Replacing the two “Oxford Vineyard” signs so they read “Uptown Threads” will go a long way in improving foot traffic to a retail location that generates revenue to support our nonprofit mission.

NOTE: We do understand that, while the current Oxford Vineyard signs are wired and capable of backlighting, this is no longer an option.

- To cost-efficiently replace the signage while also complying with new sign regulations, the Uptown Threads sign(s) have been designed to simply replace the flat 6mm panels that currently say “Oxford Vineyard” with 6mm panels that say “Uptown Threads”.
- The installers will remove the old light bulbs in the sign cabinets.

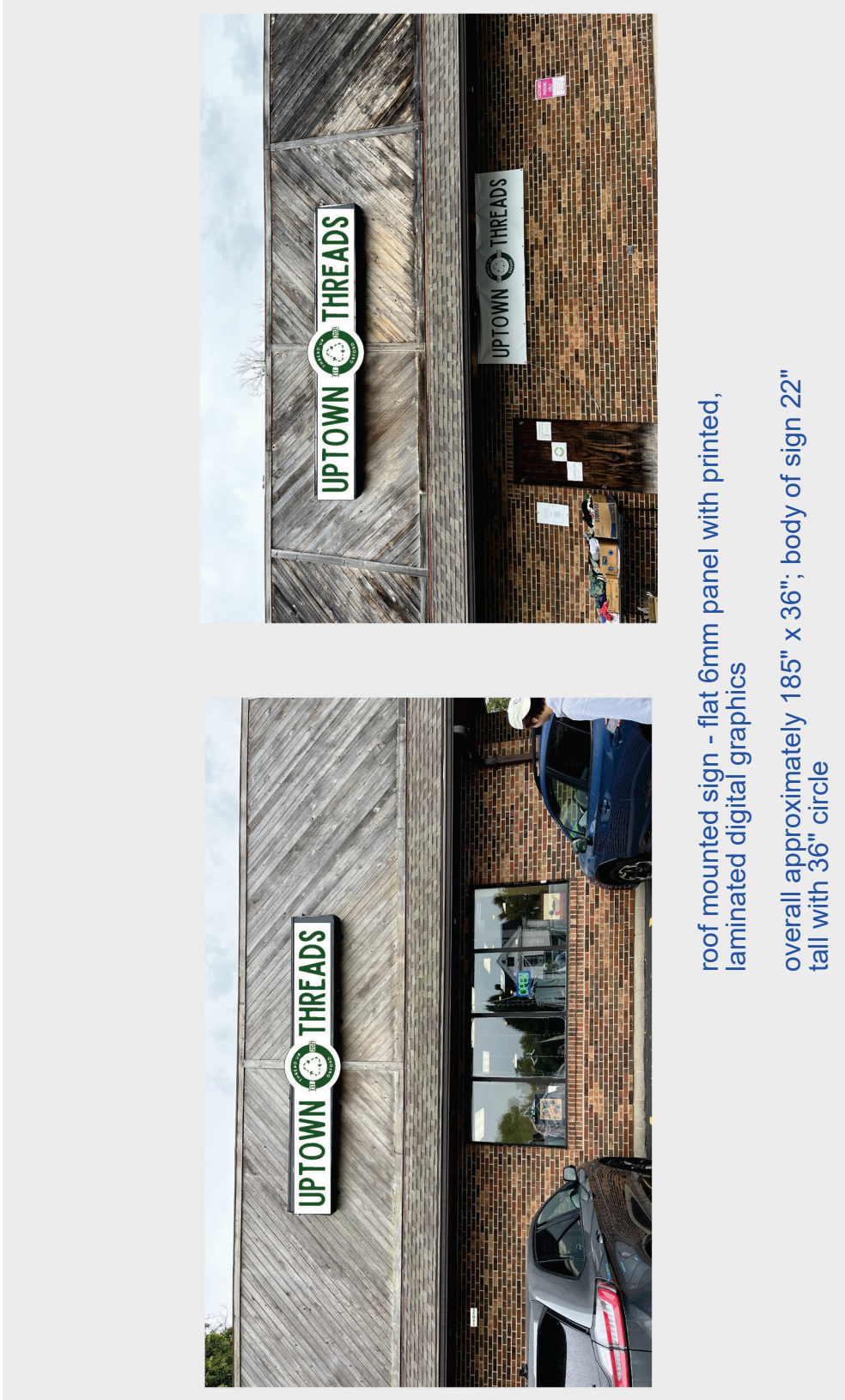
We request your support of the new sign panels, maintaining the same dimensions as the existing signs.

Sincerely,

Shana Rosenberg
Executive Director Thread Up Oxford

CERTIFICATE OF APPROPRIATENESS APPLICATION - ATTACHMENT

II. Elevations, site plans, renderings, diagrams, photo simulations, and/or other items necessary to accurately illustrate the details of proposed exterior change(s)



Job No.:
230579

Date:
10/12/2023

Signery2

513-265-3708 signery2@gmail.com

CERTIFICATE OF APPROPRIATENESS APPLICATION - ATTACHMENT

III. Photos of existing site conditions



CERTIFICATION

Historic & Architectural Preservation Commission
Community Development Department

TO: Emily Kinser
Applicant

DATE: March 21, 2024

RE: **HAPC-2024-05 | 48 E Park Place**

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:

Since the awning is composed of fabric a regular power washing may be needed to maintain properly.

Sincerely,

Dana P. Miller Digitally signed by Dana P. Miller
Date: 2024.03.22 18:41:54 -04'00'

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

BOX 2 | APPLICATION DETAILS

Property Address/Location 48 E. Park Place Oxford, OH 45056

Building Name OxVegas

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

Install awning with graphics / lettering

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 Emily Kinser

Applicant Company Name Awnings by Kinser

Mailing Address 8772 Thomas Rd. Middletown, OH 45042

Email Address awningsbykinser@gmail.com

Telephone Number 513-425-0142

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

Property Owner Name

Property Owner Company Name

Mailing Address

Email Address

Telephone Number

BOX 5 | ARCHITECT INFORMATION ☐ Check if same as Applicant

Architect/Engineer Name

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)

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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) Emily Kinser

Applicant Signature *Emily Kinser*

Date 03/19/24

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\(f\)](#)

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 - 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

Emily Kinser - Awnings by Kinser

(Applicant Name)

has permission to represent our interest with the City of Oxford regarding
awning with graphics / lettering

(Application Description)

located at

48 E. Park Place Oxford, OH 45056

(Property Address/Location)

Thank you,

Brenda R. Palmer

(Property Owner Printed Name – must be a person)

48-52 East Park Place LLC

(Property Owner Company Name – if applicable)

Brenda R. Palmer

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

1/22/2024

(Date)

			38'4"	
6'3"	22'3"			
OXVEGAS CHICKEN				
SGS GRAPHICS		PRINTED LOGO/LETTERING		BROWN FABRIC
		TOP LOGO - H 24" X W 240" CIRCLE - 24"		DROP - 44" PROJECTION - 16" WIDTH - 54' 1 1/2"

