



AGENDA
HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION
WEDNESDAY, September 11, 2024
6:00 P.M.

Oxford Courthouse
118 West High Street

MEMBERS

Dana Miller, Chair

Corey Watt, Planning Commission Representative	Alex French, Council Representative
Rémah Dinç	Brad Spurlock
Alia Wegner	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 July 15, 2024 | 1 |
| V. Discussion | |
| a. 101 West Church Street, Terry and Kathy Dudley | 5 |
| VI. Administrative Decisions (Previously Decided) | 7 |
| HAPC-2024-11, 35 E Church Street, CERTIFICATE OF APPROPRIATENESS,
fill in ramp, extend existing patio, Robert Humphrey, Architect, Applicant/Agent | 8 |

VII. Adjournment

HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION (HAPC)
MEETING MINUTES
MONDAY, July 15, 2024
6:00 P.M.

I. Call to Order

The July 15, 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: Dana Miller, Corey Watt, Alex French, and Brad Spurlock

Those members excused: Sean Wagner, Rémah Dinç

Staff members present: Sam Perry, Community Development Director

Staff members excused: None

II. Approval of Agenda

Mr. Watt made a motion to table the “Selection of Vice Chair” agenda item to the next meeting. Mr. Spurlock seconded the motion. All were in favor.

III. Public Comments

There were no comments from the public.

IV. Approval of Minutes of May 8, 2024

Ms. French made a motion to approve the minutes as written. Mr. Watt seconded the motion.
Mr. Spurlock abstained since he was not in attendance. All were in favor.

V. New Business

HAPC-2024-08, 105 S College Street, CERTIFICATE OF APPROPRIATENESS Pre-application, new single-family home, Scott Webb, Architect, Applicant/Agent

Mr. Perry started his presentation and reminded the Commission that this is a pre-application discussion, therefore no vote will be taken. Mr. Perry introduced two designs for this property. One would be complying with the Zoning Code, and the second would require variances.

Mr. Watt inquired if the applicant must apply for the variance first before obtaining HAPC’s decision. Mr. Perry stated there is no procedures order.

Mr. Miller requested some clarification on which design requires the variances. Mr. Perry explained the design with the larger footprint and bigger gable is what would require variances.

Mr. Webb started his presentation by showing the site plans. The first site plan shows that the lot is shallow and since the setback requirement in the Mile Square is quite large, 35-foot, it would leave 16’ 8” depth for the house. The second site plan depicted the house with a 10-foot

variance request. Mr. Webb noted that all other requirements would be met. Mr. Webb showed the Commission the designs which resemble the house next door. Mr. Webb noted that the property slopes about 6 feet. To avoid exposing foundation on the front elevation (S College Ave), the design shows the siding all the way down to the ground. Mr. Webb communicated the 16-foot depth house is certainly attainable however, the preference is the other design with the variance request.

Mr. Watt liked how the typography of the site provides additional space in the house. Mr. Watt liked the design with the bigger footprint because it is aesthetically nicer and could be a family house too, not just a student rental. Mr. Watt asked Mr. Webb whether he would request a variance on the parking. Mr. Webb stated he would not.

Mr. Perry inquired about the material of the siding. Mr. Webb said it would be Hardie plank since is more durable. Mr. Perry noted that the proportion of height and width are unusual for the Mile Square. Mr. Perry wondered if it was possible to have a shorter house if the variance is not required and still have rental space. Mr. Webb said it would ultimately be his client's decision. It is likely to become a two-story house that way, added Mr. Webb.

The Commission Members next gave their feedback to the applicant. Mr. Watt stated he prefers the elevation that is depicted in the packet on page 16 because it is the most cohesive with the aesthetics of the Mile Square and the adjoining properties. Mr. Dana agreed with Mr. Watt's statements. Mr. Spurlock also preferred the same design because it is a contemporary version and fits in the neighborhood. Ms. French preferred this design as well because the porch looks nicer, and the proposed house is a better fit for the street.

Mr. Watt commented on the material sample and stated that he is in favor of the applicant working with staff. Mr. Webb added that he would provide more specific information about the materials when he is back before the Commission with the actual application.

The Commission members asked Mr. Webb about the exterior color of the proposed house. Mr. Webb stated they need to see what colors the manufacturer offers on the pre-finished Hardie plank, but he would like the house to reflect the contrast with a pop of color.

HAPC-2024-10, 110 E High Street, CERTIFICATE OF APPROPRIATENESS, demolition and new four-story mixed-use building, Emily Lubbers, Applicant/Agent

Mr. Perry explained this case was in front of the Commission as a pre-application in May. At that meeting, the Commission provided feedback to the applicant. Based on those remarks, the applicant revised the plan and brought it back to the Commission now as a full application. Mr. Perry mentioned the applicant changed the design to create more vertical separation to appear as individual buildings.

Ms. Lubbers explained the biggest change was the reduction of the proposed building in size by about 4000 sq feet based on the feedback regarding zoning. Another significant change was the placement of the entrance for the students, added Ms. Lubbers. By moving that entrance in, it allowed them to offer and proved the 3000 sq feet tenant space, that is in the purchasing agreement, for the bookstore, explained Ms. Lubbers. Ms. Lubbers further explained that making these changes allowed for a lower building height, about 3-5 feet, thus being in line with the

building next door. As a result, the square footage, the unit count, and the building height are all complying with the Zoning Code, noted Ms. Lubbers.

Ms. Lubbers explained the 2nd and 3rd floor plans remained the same, on the 4th floor the rooftop has a 5 feet parapet around for safety purposes. There are 2, 1 bedroom and 1 bathroom unit, the rest are the combination of 3–4-bedroom units, added Ms. Lubbers.

Ms. Lubbers next talked about the exterior changes. The new design is influenced by three separate concepts, stated Ms. Lubbers. Ms. Lubbers noted the more traditional portion has more traditional cornice, base-middle-top piece, banding, and sills at the windows. The building material is cast stone that could have reveals. The more modern concept metal siding, and the transitional concept to tie the two designs together, stated Ms. Lubbers. Ms. Lubbers next presented the two samples of the proposed brick colors to the Commission. Ms. Lubbers then expanded on the metal siding and its color.

Mr. Watt inquired why the corner (E High St and S Poplar) on the first floor got filled in compared to the previous design where it was open. Ms. Lubbers said this would work better with the aesthetics of the building and the layout. Mr. Watt also inquired about a possible rooftop restaurant. Ms. Lubbers explained the main concern with that is the security.

Mr. Perry inquired about the window tinting. Ms. Lubber said the tinting must match the newest building code but there would be some transparency. Ms. Lubbers explained it would not be blacked out.

Mr. Miller asked about the pushing/pulling of the façade. Ms. Lubbers stated there is a 12-inch change between pulling/pushing thus avoiding a flat façade. Ms. Lubbers added every living space and bedroom has a window.

Mr. Perry asked Ms. Lubbers to talk about the longevity and maintenance aspect of the proposed building materials. Ms. Lubbers stated brick is one of the most durable building materials especially when it is not painted, which is not proposed here, and the metal panel has a 25-year warranty. The cast stone panels have the same maintenance and durability, and the joints are part of the panel, added Ms. Lubbers.

Mr. Watt wanted to know what materials will be used at the back of the building. Ms. Lubbers said they would use the same material as on the front façade and the same rhythm of the building. Mr. Watt also inquired about the trash placement. Ms. Lubbers explained that Mr. Federbush owns a piece of land across the alley, and he is currently working on a land agreement to do a shared trash location. Ms. Lubbers further explained there would be a location in the basement where the tenants would take their trash and maintenance would be responsible for taking to the main trash bins.

Ms. French asked some clarification on the metal corner pieces and wondered if these could be a little thinner in width. Mr. Watt joined the conversation and wondered if the metal piece on the right side of the building on High Street could come all the way down and eliminate the horizontal line to match the one on the left. The metal corner on the back, on the alley would be okay to stay as proposed since it creates a box, added Mr. Watt. Mr. Perry inquired how this metal piece drains water. Ms. Lubbers said it has a slight slope draining like a flat roof would.

Mr. Watt inquired whether there are any plans to have solar panels on the roof. Ms. Lubbers said it would require an analysis to determine the ROI and the number of panels that can be installed. Mr. Watt also inquired about greenery with minimal maintenance on the rooftop. Ms. Lubbers stated she could investigate it, but there are about 35 condensers on the rooftop that would use the bulk of the space.

Mr. Perry asked about the street trees. Ms. Lubbers explained the trees are conceptual, and it largely depends on what would occupy the first floor, whether a retail store or some type of restaurant.

Mr. Watt communicated he would like to see outdoor congregate area where possible and functional, and he would like greenery included in the building plans.

The Commission agreed on the applicant making the requested changes to the plans and presenting them along with the additional material samples to Mr. Perry and Chair Miller for administrative approval.

Mr. Watt made a motion to approve the plans as presented with the conditions of revising the proposed plans as discussed during this meeting, and to collaborate with staff and HAPC Chair to administratively approve the revised plans and the additional material samples. Ms. French seconded the motion. All were in favor.

VI. Administrative Decisions (Previously Decided)

HAPC-2024-09, 200 E High Street, CERTIFICATE OF APPROPRIATENESS, tower windows replacement, Thomas I. Converse, Applicant/Agent

VII. Adjournment

Mr. Spurlock made a motion to adjourn the meeting. Ms. French seconded the motion. All were in favor. The meeting adjourned at 7:40 pm.



MEMORANDUM
Community Development Department
513-524-5204

TO: Historic & Architectural Preservation Commission

FROM: Sam Perry, AICP
Director

MEETING DATE: September 11, 2024

RE: 101 W. Church St, Terry & Kathy Dudley

The owners of 101 W. Church Street have requested a discussion with HAPC to gain preliminary feedback before they submit a request for consideration. The Dudleys have owned the property since 2004.

The property is known as the “Smith Funeral Home” because of its former use. It is designated as Historic, in the 2018 Inventory of the Uptown Historic District buildings. The designation is due to its architectural features and association with Colonel James Newton and President Benjamin Harrison. See excerpt from the Inventory below in this memo and also available on the City [website](#) on the HAPC page.

Due to interior damage and restoration costs, an approved plan to demolish and replace with a new 4-story mixed use building was previously approved in 2020. The Dudley’s did not obtain a building permit within the required one-year time frame. Two years would have been allowed to build, if a permit had been obtained. A request to extend the approval beyond one year, was not approved by HAPC. Regardless of the Dudley’s decision on next steps, the City of Oxford requires compliance with Property Maintenance Code, which requires repair to deteriorated wood and painting. This is an active Code Enforcement case, unrelated to HAPC discussions.

Potential next steps for the Dudley’s, per City Code Section 1152, could include, but not limited to:

1. Re-submit previous pre-application demolition request with financial calculations, followed by previous design plans for new construction
2. Re-submit previous pre-application demolition request with financial calculations, followed by new design plans for new construction
3. Submit a re-categorization request by a qualified historic preservation analyst, followed by a demolition request, indefinite delay on developing the site, request zoning code amendment for

legalizing commercial parking lot

4. Submit a request to relocate the original historic portion of the building only, to elsewhere in the district, demolish the remnant, followed by submittal of previous (or new) design plans for new construction

HAPC Members are not required to develop consensus on any feedback provided, as this discussion is not required by City of Oxford code Chapter 1152.

Address	Street	Building	Picture	Historic Photo	Category	Description	Year Built
101	West Church	Smith Funeral Home			H	This two story painted brick house is surrounded by a decorative wrought iron fence. The home has deep cornices and decorative brackets. The front facade is symmetrical with a center entrance with a transom and side lights. There are two 1/1 windows on each side of the entrance with wooden storms. The front porch runs across the front facade with brick pillars and railings. This porch has a tongue and groove wooden ceiling. The porch extends on the west side and is attached to a drive through carport. Upstairs there are five 1/1 windows. The center window is over the front porch and has a decorative wooden railing. On the east side of the house, facing Beech Street, there is a large side porch with brick pillars and railings and a transomed door. The downstairs windows have wooden storms and there are 3 sets of paired windows upstairs. All windows are 1/1. The back brick addition has a 2 car garage with metal doors. There is a newer brick one story addition on the west side. There is also a stucco addition on the back east side. The south side of the building has a newer brick face. It is believed that Benjamin Harrison boarded here in the early 1830s while attending college. Colonel James Newton lived here during the "Irish Riot" in 1862. The house was a funeral home from the 1920's until 2004 when it became a rental.	1830
100	West				H	This two-story frame house has a symmetrical facade with a deep cornice and decorative brackets. The center front entrance has a fan light and side lights. There is a small brick stoop. There are paired 1/1 vinyl replacement windows with shutters on each side of the entrance. Upstairs there is a centered single window with paired windows on each side.	1860



MEMORANDUM
Community Development Department
513-524-5204

TO: Historic & Architectural Preservation Commission

FROM: Sam Perry, AICP
Director | HAPC Administrator

MEETING DATE: September 11, 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). The case documents are being included as information only. If different action is requested for future similar cases, this is the time for Commission members to bring it up to the Chair and staff for comment. Typical administrative approvals per Code, are signs, paint color and window changes.



CERTIFICATION

Historic & Architectural Preservation Commission
Community Development Department

TO: Robert W. Humphrey, Architect
Applicant

DATE: July 16, 2024

RE: **HAPC-2024-11 | 35 E 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: 2024.07.26 10:40:38 -07'00'

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 35 E. Church Street Oxford, Ohio 45056

Building Name Bella Place (Tenant: Fridge & Pantry)

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

Removing existing ramp and railing, extend existing patio over the ramp location.

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 Robert W. Humphrey, R.A.

Applicant Company Name Robert Treadon & Associates

Mailing Address 300 High Street, Ste. 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 Tom Kacachos

Property Owner Company Name Park Place Real Estate

Mailing Address 116 E. High Street Oxford, Ohio 45056

Email Address tkacachos@parkplacerealestate.net

Telephone Number 513-523-2015

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 6-28-2024

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 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

Robert Treadon & Associates, Architects

(Applicant Name)

has permission to represent our interest with the City of Oxford regarding
Proposed Alterations for Fridge & Pantry

(Application Description)

located at

35 E. Church Street, Oxford, Ohio 45056

(Property Address/Location)

Thank you,

Tom Kacachur

(Property Owner Printed Name – must be a person)

Pella Investments, LLC

(Property Owner Company Name – if applicable)

J. Peter from Pella Investments, LLC

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

5/6/24

(Date)

300 High Street, Suite 612
Hamilton, Ohio 45011
(513) 863-7162 | Fax: (513) 863-1116
www.rtarchitects.com

**Robert Treadon & Associates,
Architects**

June 28, 2024

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

RE: Exterior alteration at 35 E. Church Street (Fridge & Pantry-first floor of Bella Place).

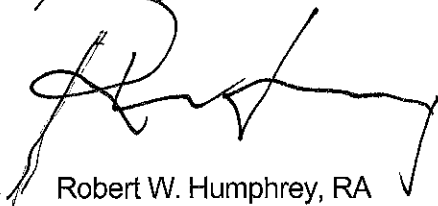
Mr. Perry:

The owner of the existing building (Bella Place) has agreed to allow the first floor tenant (Fridge & Pantry) to remove the existing ramp facing Church Street.

The existing building has (2) accessible entrance doors as shown on the plan (Sheet T1.00). Upon completion of removing the ramp, the tenant wants to extend the existing outdoor patio as shown on Sheet T1.00 and the structural plans.

Thank you for your assistance with this proposal. If you have any questions or concerns regarding this submittal, please contact me by phone or email.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Humphrey', with a stylized flourish at the end.

Robert W. Humphrey, RA
Robert Treadon & Associates, Architects
(513) 863-7162, Ext. 106
rhumphrey@rtarchitects.com

Attachments:
Permit Application
Letter of Agency
Certificate of Appropriateness
Architectural & Structural Drawings
Photos



CHURCH STREET ELEVATION
EXPANDED DECK - NEW RAILING

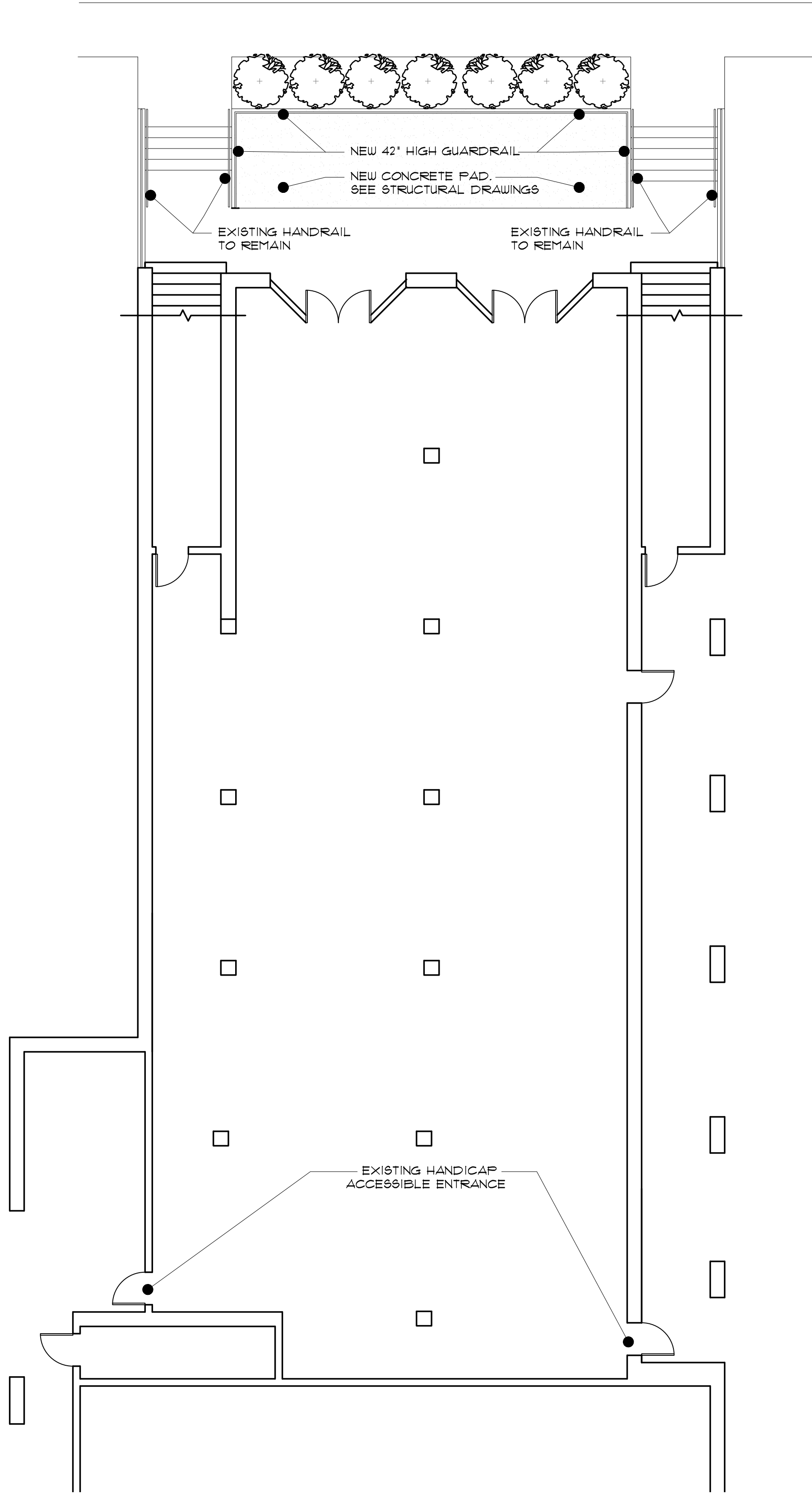
5
T1.00



CHURCH STREET ELEVATION
EXISTING CONDITIONS

4
T1.00

SCALE: N.T.S.



PARTIAL FIRST FLOOR PLAN

3
T1.00

SCALE: 1/8" = 1'-0"

FRIDGE & PANTRY

RAMP INFILL AND EXPANDED DECK

35 E. CHURCH STREET
OXFORD, OHIO 45056

CONTACT INFORMATION

BUILDING OWNER:
PARK PLACE REAL ESTATE
116 E. HIGH STREET
OXFORD, OHIO 45056
CONTACT: TOM KAKACHOS
PHONE: (513) 523-2015
EMAIL: tkachos@parkplacerealestate.net

GENERAL CONTRACTOR:
GC CONSTRUCTION 4
DEVELOPMENT SERVICES
CONTACT: ROB MARTIN
PHONE: 513-617-1315
EMAIL: rob@gcconstruction.org

ARCHITECT:
ROBERT TREADON & ASSOCIATES, ARCHITECTS
300 HIGH STREET, SUITE 612
HAMILTON, OHIO 45011
CONTACT: ROBERT W. HUMPHREY
PHONE: (513) 863-7162 ext. 106
EMAIL: rhumphrey@rtarchitects.com

STRUCTURAL ENGINEER:
ADVANTAGE STRUCTURAL ENGINEERS
1521 MADISON ROAD
CINCINNATI, OHIO 45206
CONTACT: RAYMOND J. BRAKE
PHONE: 513-386-8800 EXT. 1002
EMAIL: rbrake@advantage3E.com

2017 OHIO BUILDING CODE REVIEW / SCOPE OF WORK

EXISTING BUILDING:
USE AND OCCUPANCY: UNCHANGED
BUILDING AREA: UNCHANGED
FIRE SUPPRESSION: UNCHANGED
CONSTRUCTION TYPE: UNCHANGED
USE GROUP: UNCHANGED

SCOPE OF WORK: IN-FILL EXISTING CHURCH STREET ENTRANCE RAMP AND EXPAND EXISTING OUTDOOR DECK AS SHOWN ON ATTACHED PLANS.

SHEET INDEX

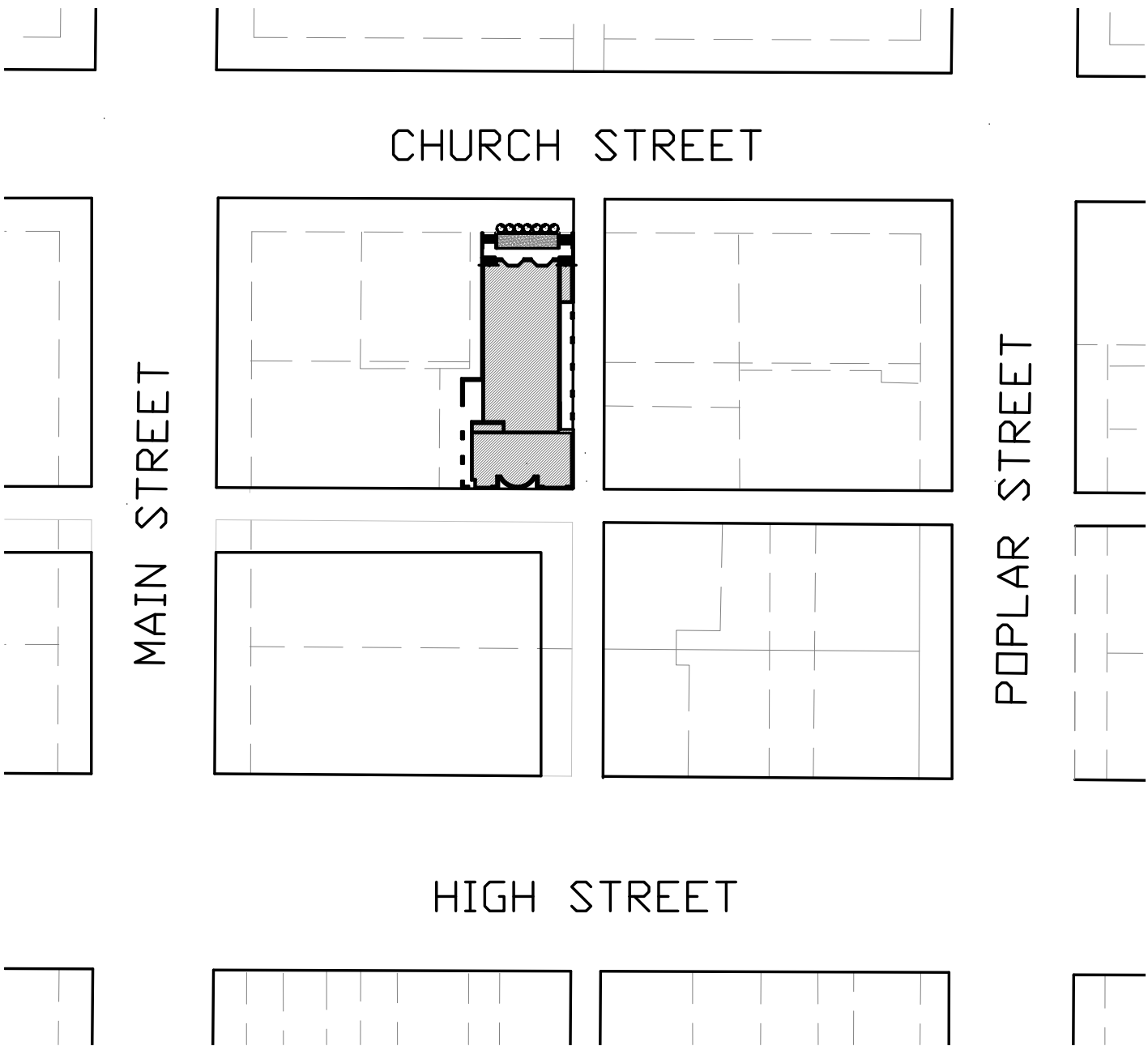
ARCHITECTURAL:
T1.00 - 2017 OHIO BUILDING CODE REVIEW, SCOPE OF WORK, SHEET INDEX, CONTACT INFORMATION, AND PARTIAL FIRST FLOOR PLAN

STRUCTURAL:
S001 - GENERAL CONSTRUCTION NOTES
S100 - EXISTING PARTIAL PLAN
S110 - EXISTING SECTION
S200 - PROPOSED PARTIAL PLAN
S210 - INFILL SECTION A
S220 - INFILL SECTION B



2
T1.00

NEW RAILING IMAGE
SCALE: NOT TO SCALE



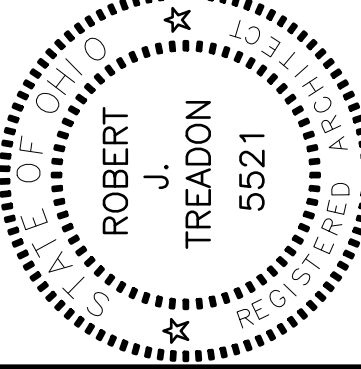
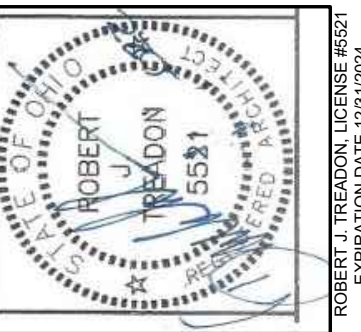
1
T1.00

VICINITY MAP
SCALE: NOT TO SCALE

ISSUE DATES

ISSUE	REVISION	DATE	DESCRIPTION
A		06/24/2024	PERMIT ISSUE

This Sht.	Issue	Rev.	Date	Description
1	A		06/24/2024	PERMIT ISSUE



**Robert Treadon & Associates
Architects**
300 High Street, Suite 612
Hamilton, Ohio 45011 (513) 863-7162 Fax 863-1116

FRIDGE & PANTRY
RAMP INFILL - DECK EXPANSION
35 E. CHURCH STREET
OXFORD, OHIO 45056

Proj. No. F&P OX
Sheet No. **T1.00**

FRIDGE AND PANTRY RAMP INFILL

PROJECT INFORMATION

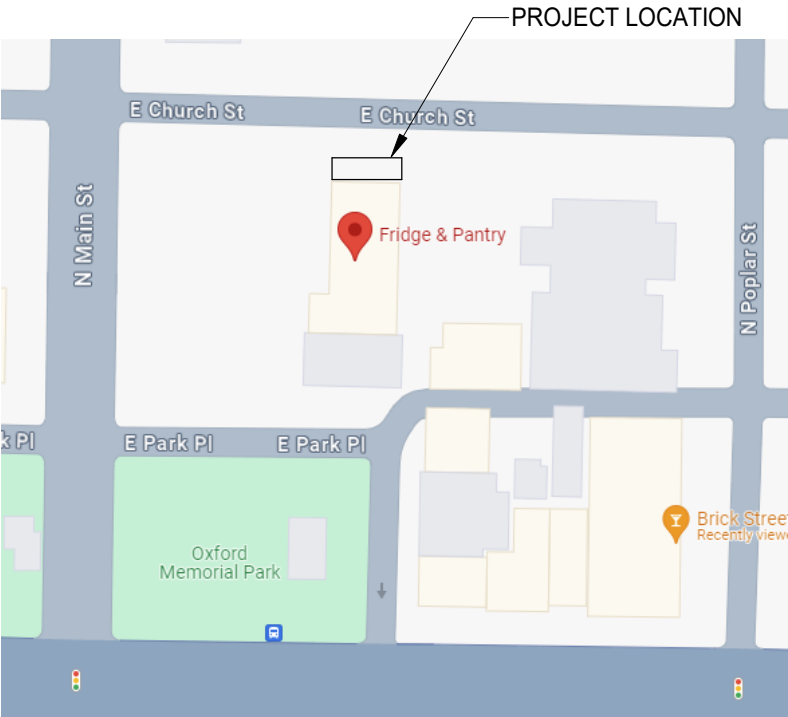
PROJECT DESCRIPTION EXISTING RAMP ON THE FRONT OF THE BUILDING THAT WILL BE MODIFIED AND INFILLED. CONSIST OF CONCRETE SLAB OVER EXISTING RAMP.

PROJECT LOCATION 35 EAST CHURCH STREET
OXFORD, OHIO, 45056

SCOPE OF WORK SCOPE IS TO INFILL APROXIMATELY 338 sqft OPEN AREA THAT IS CURRENTLY UNUSED.

GOVERNING CODE 2024 OHIO BUILDING CODE

EXISTING CONSTRUCTION TYPE REINFORCED CONCRETE WALLS AND SLAB ON THE INTERIOR AND PERIMETER OF THE RAMP, BEARING ON COMPACTED SOIL. THE RAMP ALSO INCLUDES A GUARDRAIL SYSTEM OVER THE CONCRETE WALLS.



SITE LOCATION PLAN



NORTH

GENERAL STRUCTURAL NOTES

COPIES OF PUBLICATIONS REFERENCED IN THESE GENERAL STRUCTURAL NOTES ARE AVAILABLE FOR REVIEW AT ADVANTAGE GROUP ENGINEERS, INC. CONTRACTORS UNFAMILIAR WITH THESE PUBLICATIONS MUST REVIEW THEM PRIOR TO CONSTRUCTION.

GOVERNING CODE

OHIO BUILDING CODE – 2024, BASED ON 2021 IBC

CLASSIFICATION OF THE BUILDING STRUCTURE:
RISK CATEGORY II, TABLE 1604.5

CONSTRUCTION AND SAFETY

- THE CONTRACTOR SHALL BRACE THE ENTIRE STRUCTURE AS REQUIRED DURING DEMOLITION AND CONSTRUCTION TO MAINTAIN STABILITY UNTIL THE STRUCTURE IS COMPLETE AND FUNCTIONING AS THE DESIGNED UNIT.
- THE ENGINEER SHALL NOT BE RESPONSIBLE FOR THE MEANS, METHODS, TECHNIQUES, SEQUENCES OR PROCEDURES OF CONSTRUCTION SELECTED BY THE CONTRACTOR.
- THE CONTRACTOR WILL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS OF THE JOB SITE INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING PERFORMANCE OF THE WORK. THIS REQUIREMENT WILL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS. WHEN ON SITE, THE ENGINEER IS RESPONSIBLE FOR HIS OWN SAFETY BUT HAS NO RESPONSIBILITY FOR THE SAFETY OF OTHER PERSONNEL OR SAFETY CONDITIONS AT THE SITE.
- THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS. SHOULD ANY DISCREPANCY BE FOUND, THE CONTRACTOR SHALL NOTIFY THE ARCHITECT/ENGINEER IMMEDIATELY OF THE CONDITION.

MISCELLANEOUS STRUCTURAL NOTES

- THESE STRUCTURAL DRAWINGS DEPICT A STRUCTURAL SYSTEM AND THE MAJOR COMPONENTS OF THAT SYSTEM. MINOR ITEMS, INCLUDING BUT NOT LIMITED TO, POURSTOPS, DECK SUPPORT ANGLES, FRAMES AT FLOOR AND ROOF DECK OPENINGS, CFS AT ARCHITECTURAL FEATURES, ETC. SHALL BE SUPPLIED BY THE CONTRACTOR AS NEEDED TO PROVIDE A COMPLETE SYSTEM.
- WHERE DETAILS ARE CALLED FOR IN ONE AREA OF THE BUILDING, THEY SHALL BE DUPLICATED AT SIMILAR CONDITIONS UNLESS NOTED OTHERWISE.
- STRUCTURAL AND ARCHITECTURAL PLANS SHOW DIMENSIONS AND ELEVATIONS TO SIGNIFICANT WORKING POINTS. CONTRACTORS, DETAILERS AND SUPPLIERS ARE RESPONSIBLE FOR THE DETERMINATION OF ALL DIMENSIONS, PITCHES, ELEVATIONS, ETC. BEYOND THOSE NOTED AS NECESSARY TO THOROUGHLY DETAIL/FABRICATE THEIR WORK. CONTACT ARCHITECT WITH ANY DISCREPANCIES FOUND.
- THE CONTRACTOR SHALL ONLY USE STRUCTURAL PLANS ISSUED AS "FOR CONSTRUCTION" OR ISSUES THEREAFTER. PRIOR ISSUES SHALL ONLY BE USED FOR PRICING PURPOSES AND COORDINATION. GC SHALL VERIFY THE MOST CURRENT SET OF DRAWINGS WITH THE ARCHITECT AND ENGINEER PRIOR TO PREPARING SUBMITTALS AND PRIOR TO FABRICATION.

FOUNDATIONS

- SOIL CONDITIONS:
 - THE FOUNDATION DESIGN AND GENERAL FOUNDATION NOTES ARE BASED ON THE ASSUMPTION OF FAVORABLE SOIL CONDITIONS. THE CONTRACTOR SHALL RETAIN THE SERVICES OF A GEOTECHNICAL CONSULTANT WHEN APPLICABLE TO VERIFY THE DESIGN ASSUMPTIONS OF NATIVE UNDISTURBED SOILS PRIOR TO THE FOUNDATION INSTALLATION.
- THE BOTTOM OF FOUNDATION ELEVATION INDICATED ARE FOR BIDDING PURPOSES AND MAY BE LOWERED TO SUIT SUB-SURFACE SOIL CONDITION. BEARING STRATA SHALL BE APPROVED BY THE BUILDING DEPARTMENT PRIOR TO PLACING CONCRETE. PROVIDE ENGINEERED FILL OR FLOWABLE FILL CONCRETE (500 PSI) UNDER FOUNDATIONS AT SOFT SPOTS AND FOR EXTENDING EXCAVATION TO ADEQUATE BEARING MATERIAL. INSTALL FOUNDATIONS AT DESIGNED ELEVATIONS.
- FOOTINGS AND GRADE BEAMS MAY BE PLACED WITHOUT SIDE FORMS IF EXCAVATED WALLS STAND APPROXIMATELY VERTICAL.
- ALL FOOTINGS SHALL BEAR ON LEVEL (WITHIN 1 IN 12) UNDISTURBED SOIL OR APPROVED ENGINEERED FILL.
- GRAVITY SOIL PRESSURES USED FOR DESIGN:

Foundation Description	Design Bearing Capacity	Minimum Footing Width	Minimum Frost Depth
Isolated Column Footings on Native Soil/Engineered Fill	1,500 psf	24"	30"
Continuous Wall Footings on Native Soil/Engineered Fill	1,500 psf	18"	30"

- LATERAL SOIL PRESSURES USED FOR DESIGN:
 - RETAINING WALLS: 45 PCF EQUIVALENT FLUID PRESSURE, TRIANGULAR DISTRIBUTION & 0.33 * SURCHARGE PSF, RECTANGULAR DISTRIBUTION.
- CONTRACTOR SHALL CONTACT UTILITY COMPANIES FOR LOCATING UNDERGROUND SERVICES AND IS RESPONSIBLE FOR THEIR PROTECTION AND SUPPORT.
- COMPACTION:
 - ALL FILL MATERIALS SHALL BE APPROVED BY A GEOTECHNICAL CONSULTANT.
 - ENGINEERED FILL BENEATH FOOTINGS: MINIMUM COMPACTION 98% STANDARD PROCTOR DENSITY AT THE OPTIMUM MOISTURE CONTENT.
 - BACKFILL AGAINST FOUNDATION WALLS ALONG INTERIOR FACE OF FOUNDATION WALLS SHALL BE CLAYEY MATERIAL COMPACTED IN 6" LIFTS TO 95% STANDARD PROCTOR DENSITY OR CONCRETE WITH A COMPRESSIVE STRENGTH OF $f_c = 500$ PSI.
 - BACKFILL ALONG EXTERIOR FACE RETAINING TYPE WALLS SHALL BE A WELL-GRADED GRANULAR MATERIAL COMPACTED TO 95% STANDARD PROCTOR DENSITY UP TO WITHIN 24 INCHES OF THE FINISHED GRADE. AT EXTERIOR RETAINING WALLS, 3" DIAMETER WEEP HOLES AT 3'-0" ON CENTER MAXIMUM SHALL BE AS NOTED ON THE DRAWINGS.
 - BACKFILL ALONG EXTERIOR FACE OF SHALLOW WALL FOUNDATIONS TO BE COMPACTED CLAYEY MATERIAL. COMPACT TO 95% STANDARD PROCTOR.
 - FILL BELOW CONCRETE SLABS TOP 12" OF SUBBASE BELOW EXTERIOR SLABS TO BE COMPACTED TO 98% STANDARD PROCTOR DENSITY PRIOR TO PLACEMENT OF SLAB.

- SEAL UTILITY TRENCH AT THE EXTERIOR FOUNDATION WALL BY USING A COMPACTED CLAYEY BACKFILL OR LEAN CONCRETE TO CREATE A DAM TO PREVENT ENTRY OF WATER.
- FINISHED GRADE SHALL SLOPE AWAY FROM THE PERIMETER FOUNDATION.

CONCRETE

- CONCRETE WORK AND TESTING SHALL CONFORM TO ALL REQUIREMENTS OF ACI 301, "SPECIFICATIONS FOR STRUCTURAL CONCRETE FOR BUILDINGS", EXCEPT AS MODIFIED BY THE SUPPLEMENTAL REQUIREMENTS BELOW. REPORTS FROM TESTS REQUIRED BY SECTION 1.6 OF ACI 301 SHALL BE SUBMITTED TO STRUCTURAL ENGINEER, ARCHITECT, OWNER, CONTRACTOR, CONCRETE SUPPLIER, AND BUILDING OFFICIAL.
- CONCRETE WORK IN COLD WEATHER SHALL CONFORM TO ALL REQUIREMENTS OF ACI 306.1 "STANDARD SPECIFICATION FOR COLD WEATHER CONCRETING" AND ACI 306R "COLD WEATHER CONCRETING".
- CONCRETE WORK IN HOT WEATHER SHALL CONFORM TO ALL REQUIREMENTS OF ACI 305R "HOT WEATHER CONCRETING". THE AIR TEMPERATURE, RELATIVE HUMIDITY, CONCRETE TEMPERATURE, AND WIND VELOCITY SHALL BE ENTERED INTO THE NOMOGRAPH OF THIS REFERENCE TO DETERMINE IF PRECAUTIONS AGAINST PLASTIC SHRINKAGE ARE REQUIRED.
- CONCRETE MIX DESIGNS SHALL BE SUBMITTED FOR EACH TYPE OF CONCRETE TO THE STRUCTURAL ENGINEER FOR APPROVAL IN ACCORDANCE WITH ACI 301 SECTION 4.2.3.4 FIELD TEST DATA OR TRIAL MIXTURES.
- SUBMIT SHOP DRAWINGS OF REINFORCING STEEL.
- MATERIALS (ALSO SEE CONCRETE MIX SCHEDULE):

- REINFORCING STEEL: ASTM A615 OR ASTM 996 (AXLE ONLY) 60 KSI YIELD DEFORMED BARS AND ASTM A1064 MESH, FLAT SHEETS ONLY.
- FLY ASH: ASTM C618, TYPE F OR C. FLY ASH-TO-TOTAL CEMENTITIOUS RATIO SHALL NOT EXCEED 25% MAXIMUM.
- GROUND GRANULATED BLAST FURNACE SLAG: ASTM C989. TOTAL GROUND GRANULATED BLAST FURNACE SLAG-TO-TOTAL CEMENTITIOUS RATIO SHALL NOT EXCEED 50% MAXIMUM.
- HIGH RANGE WATER REDUCER (HRWR) ADMIXTURE: ASTM C494.
- CHLORIDE CONTENT OF CONCRETE: LIMIT TOTAL CHLORIDE ION CONTENT TO AMOUNT INDICATED IN TABLE 4.2.2.6 OF ACI 318. ADMIXTURES CONTAINING CHLORIDE ARE NOT PERMITTED IN REINFORCED CONCRETE OR CONCRETE CONTAINING METALS.

CONCRETE MIX SCHEDULE:

Application	f_c @ 28 days (psi)	Air Content ¹	Max w/c ratio ²	Max Agg. Size ¹ (in)	F Class	S Class	W Class	C Class
Footings & Drilled Piers	3000	N/a	0.55	3/4	F0	S0	W0	C0
Foundation and Retaining Walls	4500	6% ± 1.5%	0.45	3/4	F2	S0	W1	C1
Exterior Flatwork (Plain Concrete)	4500	6% ± 1.5%	0.45	3/4	F3	S0	W1	C1
Exterior Flatwork ⁵ (with steel reinf.)	5000	6% ± 1.5%	0.4	3/4	F3	S0	W1	C2

[1] - Where 3/8" maximum aggregate is preferred, adjust air entrainment to 7.5% ± 1.5% (if required).

[2] - Where air entrainment is not required by design, the contractor/supplier may choose to include air entrainment to improve placement or finish characteristics. Air entrainment is not permitted in normal weight concrete to receive a hard trowel finish and entrapped air shall not exceed 3%.

- SLUMP SHALL BE MEASURED PRIOR TO THE ADDITION OF HRWR.
- ALL REINFORCING BARS, EMBEDS, AND ANCHOR RODS SHALL BE PLACED WITHIN THE REQUIRED TOLERANCES AND SUPPORTED TO PREVENT DISPLACEMENT DURING CONCRETE PLACEMENT. WORKING REINFORCING BARS, EMBEDS, AND ANCHOR RODS INTO WET CONCRETE (KNOWN AS "WET STICKING") IS PROHIBITED. IF NECESSARY, THE CONTRACTOR MAY PROVIDE ADDITIONAL REINFORCING BARS TO SECURELY TIE REINFORCING BARS, EMBEDS, AND ANCHOR RODS.
- LAP SPLICE REINFORCING BARS 48 BAR DIAMETERS UNLESS NOTED OTHERWISE.
- BAR CLEARANCES BETWEEN ADJACENT BARS AND FORMWORK SHALL BE AS NOTED ON THE DRAWINGS OR A MINIMUM AS PER ACI REQUIREMENTS.
- AT CORNERS AND INTERSECTIONS OF FOOTINGS, WALLS, AND GRADE BEAMS, PROVIDE BENT BARS OF EQUAL SIZE AND AT SAME SPACING AS TYPICAL REINFORCING AROUND CORNER AND/OR INTO ABUTTING WALL OR GRADE BEAM. BARS SHALL HAVE EMBEDMENT OF 30 BAR DIAMETERS (18" MINIMUM).
- REINFORCE ALL EXTERIOR SLABS ON GROUND WITH 6x6-W2.9xW2.9 (42#) MESH. LOCATE MESH 2" CLEAR BELOW TOP OF SLAB.
- CONTROL JOINTS IN SLABS ON GROUND SHALL BE LOCATED AT 10'-0" MAXIMUM SPACING AND SHALL CREATE SECTIONS OF SLAB WITH AN APPROXIMATE ASPECT RATIO OF 1 TO 1. CONTROL JOINTS SHALL BE SAWN AND SHALL BE A MINIMUM OF 1/4 OF THE SLAB THICKNESS DEEP. THE CONTROL JOINT SHALL BE SAWN AS SOON AS THE SAW BLADE CAN CUT THE CONCRETE WITHOUT DISPLACING THE AGGREGATE. CUT EVERY OTHER MESH WIRE AT THE CONTROL JOINT LOCATION PRIOR TO PLACING CONCRETE. IF AN EARLY-CUTTING SAW IS BE USED AND A SHALLOWER DEPTH OF THE CUT IS DESIRED, CONTACT THE ENGINEER IN ADVANCE FOR APPROVAL.
- PROVIDE 3/4" CHAMFER AT CORNERS OF EXPOSED CONCRETE.

EPOXY ADHESIVE ANCHORS

- EPOXY ADHESIVE ANCHORS:
 - EPOXY ADHESIVE SHALL BE HIT-HY 200 V3 EPOXY ADHESIVE MANUFACTURED BY THE HILTI COMPANY. INSTALL PER MANUFACTURER'S RECOMMENDATIONS. SUBSTITUTES MAY BE CONSIDERED, SUBMIT MANUFACTURER'S DATA PRIOR TO INSTALLATION.
 - THREADED RODS SHALL BE ASTM A36. SIZES AND EMBEDMENT AS INDICATED ON THE DRAWINGS.
 - CONDUCT JOB-SITE TRAINING OF ALL CONTRACTOR'S PERSONNEL INSTALLING THIS PRODUCT FOR SAFE AND PROPER INSTALLATION, HANDLING, AND STORAGE OF THE EPOXY SYSTEM.



1527 Madison Road
Cincinnati, OH 45206
513 396 8900

www.advantageSE.com

PREPARED FOR: GC CONSTRUCTION, LLC

FRIDGE & PANTRY RAMP
INFILL

35 E CHURCH ST
OXFORD, OH
45056

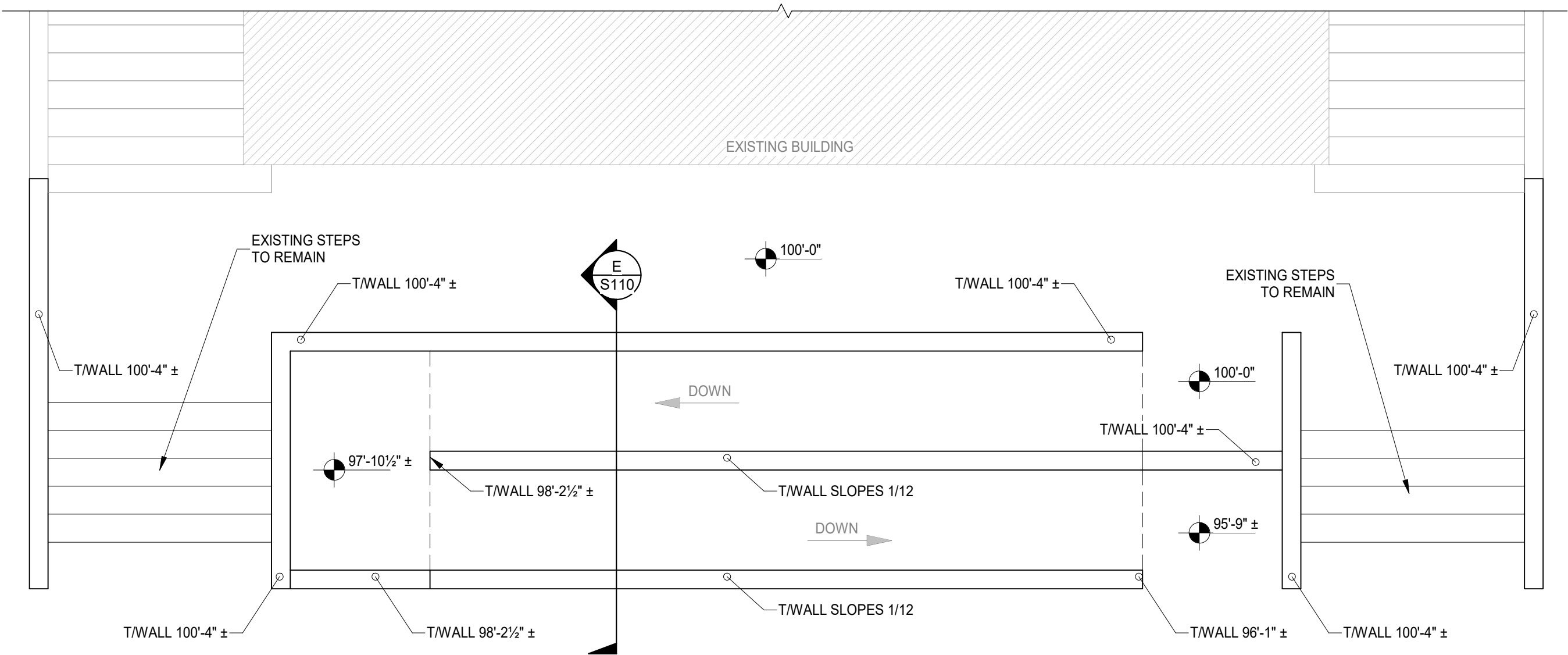


Rev./Sub. Date
Permit 6/24/2024

Project Number: 24495.04
Design Team: RJB / LR

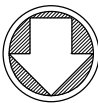
GENERAL STRUCTURAL
NOTES

S001



EXISTING PARTIAL PLAN

SCALE 1/4" = 1'-0"



NORTH

PLAN NOTES:

1.- ALL ELEVATIONS PROVIDED ON PLAN ARE ESTIMATES FOR BUDGET PURPOSES.
GENERAL CONTRACTOR TO SHOOT GRADE ELEVATIONS PRIOR TO CONSTRUCTION.



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FRIDGE & PANTRY RAMP
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45056

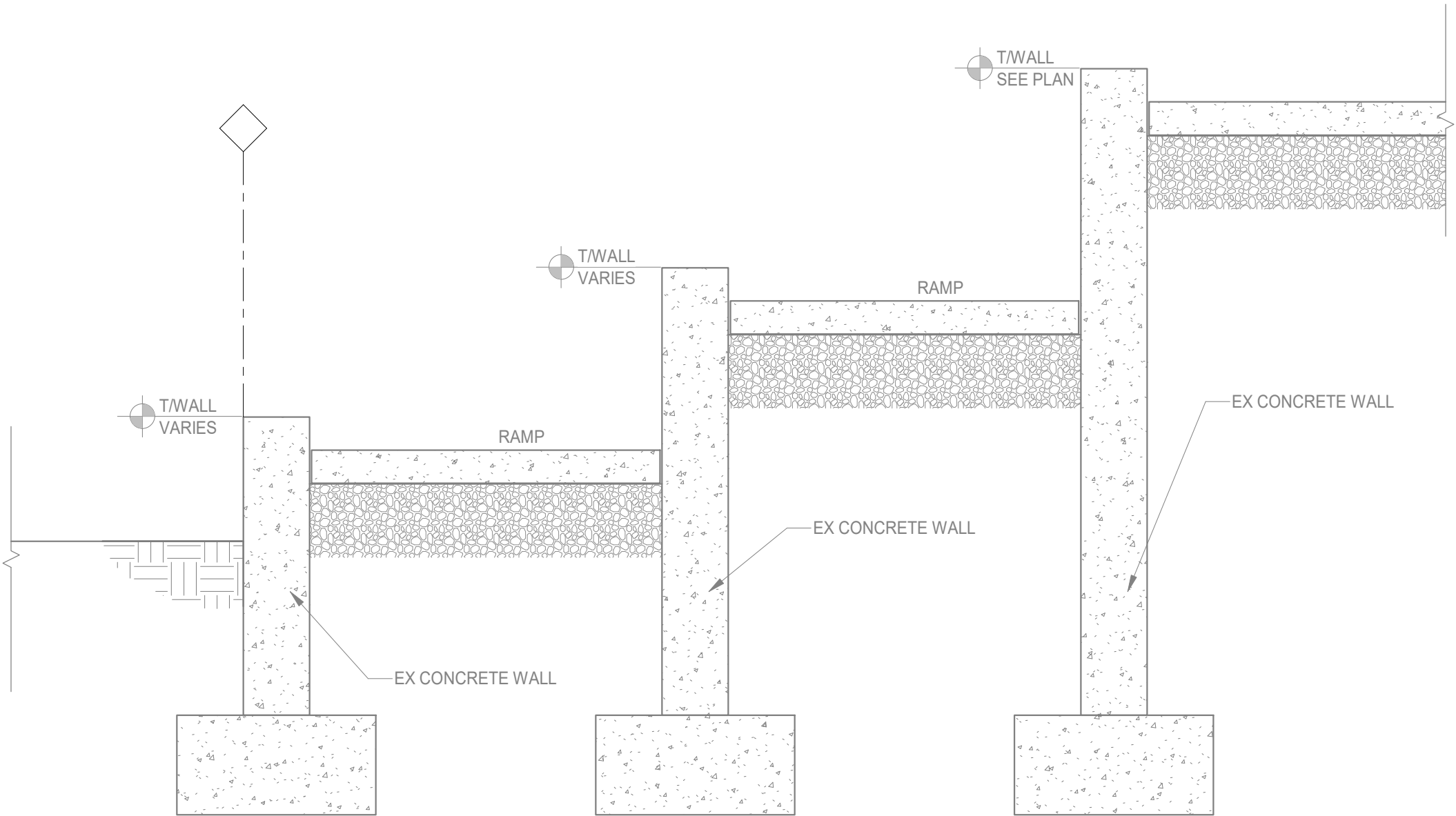


# Rev./Sub.	Date
Permit	6/24/2024

Project Number: 24495.04
Design Team: RJB / LR

EXIST PARTIAL PLAN

S100



SECTION E
SCALE 3/4" = 1'-0" S110



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Cincinnati, OH 45206
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www.advantageSE.com

PREPARED FOR: GC CONSTRUCTION, LLC

FRIDGE & PANTRY RAMP
INFILL

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OXFORD, OH
45056

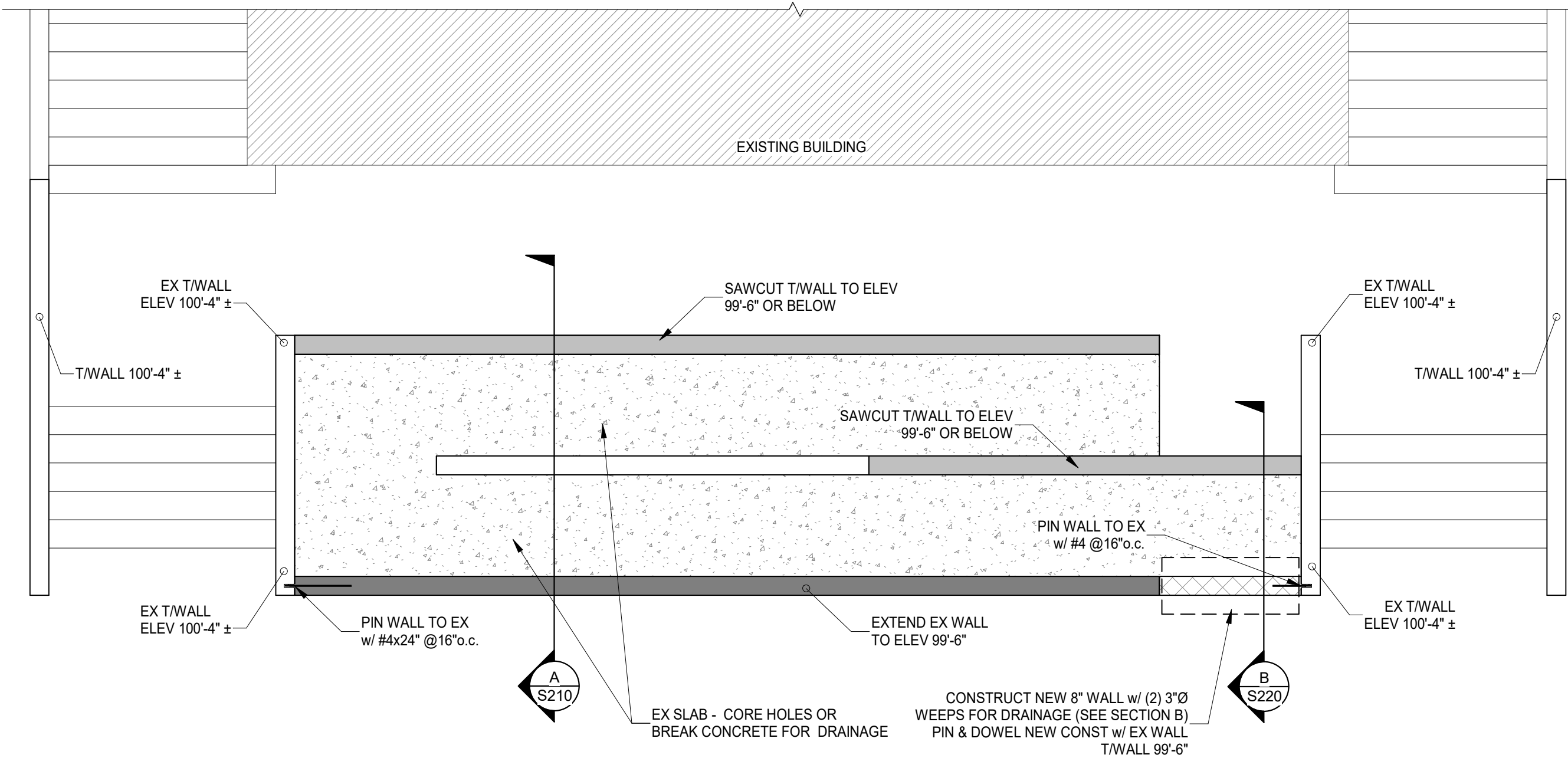


# Rev./Sub.	Date
Permit	6/24/2024

Project Number: 24495.04
Design Team: RJB / LR

EXIST SECTION

S110



PROPOSED INFILL PARTIAL PLAN

SCALE 1/4" = 1'-0"



1527 Madison Road
Cincinnati, OH 45206
513 396 8900
www.advantageSE.com

PREPARED FOR: GC CONSTRUCTION, LLC

FRIDGE & PANTRY RAMP
INFILL

35 E CHURCH ST
OXFORD, OH
45056

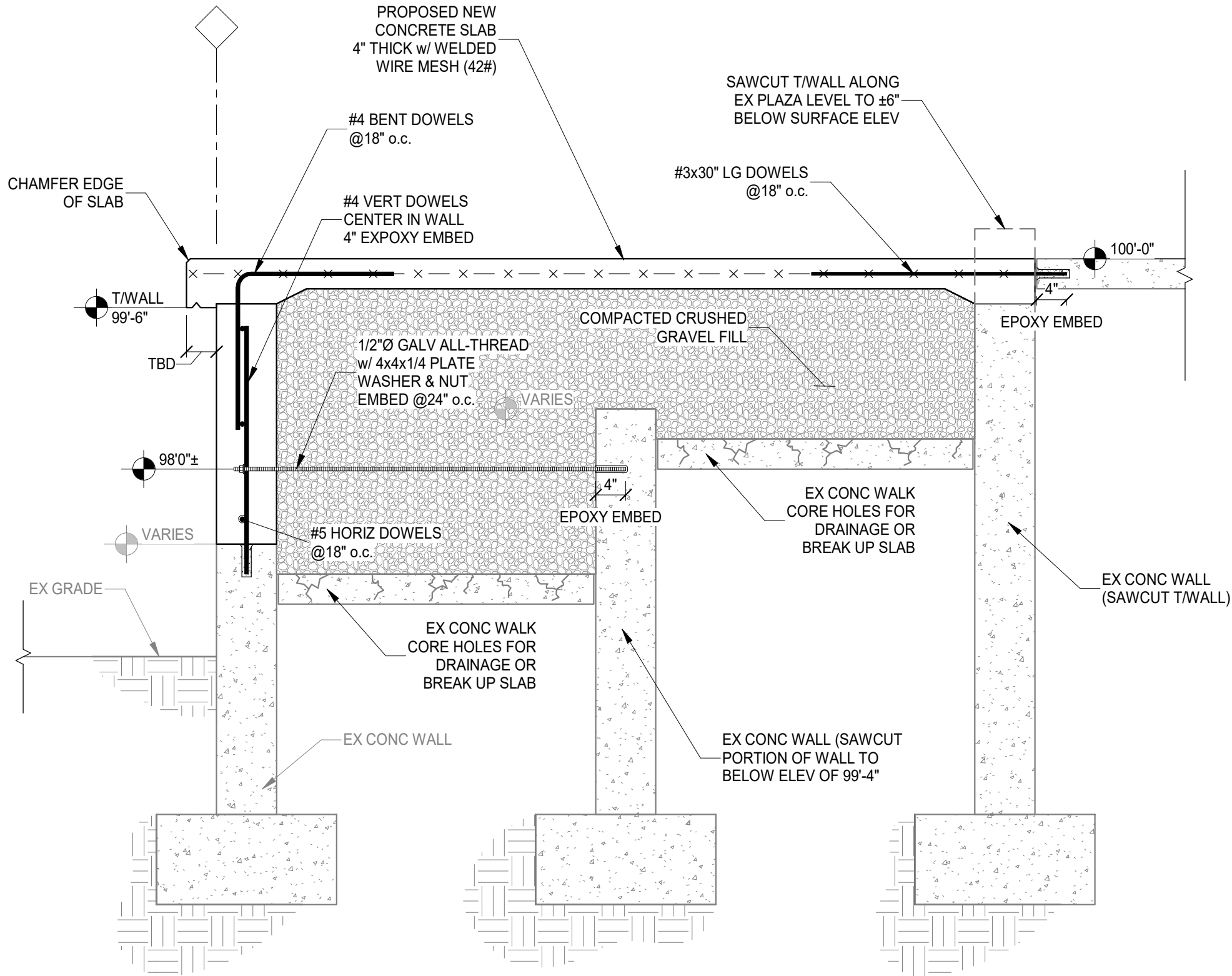


# Rev./Sub.	Date
Permit	6/24/2024

Project Number: 24495.04
Design Team: RJB / LR

PROPOSED PARTIAL PLAN

S200



SECTION A
SCALE 3/4" = 1'-0" S210



1527 Madison Road
Cincinnati, OH 45206
513 396 8900
www.advantageSE.com

PREPARED FOR: GC CONSTRUCTION, LLC

FRIDGE & PANTRY RAMP
INFILL

35 E CHURCH ST
OXFORD, OH
45056

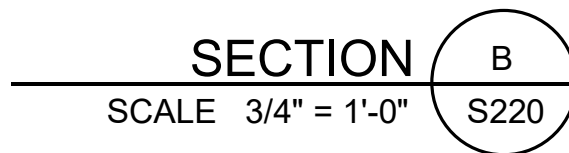


# Rev./Sub.	Date
Permit	6/24/2024

Project Number: 24495.04
Design Team: RJB / LR

INFILL SECTION A

S210



CERTIFICATION

Historic & Architectural Preservation Commission
Community Development Department

TO: Stan Miller, The Invisible Window Co., LLC
Applicant

DATE: 7/29/2024

RE: **HAPC-2024-12 | 35 E High 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:

A commercial building permit shall be obtained for the alterations prior to beginning work.

Sincerely,

Dana P. Miller Digitally signed by Dana P. Miller
Date: 2024.08.06 20:22:49 -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 35 E. High Street, Oxford, OH 45056

Building Name Snyder's

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

Replace windows in Unit B located on the 2nd floor facing the alley

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 Stan Miller

Applicant Company Name The Invisible Window Co., LLC

Mailing Address 3723 Oxford Millville Rd., Oxford, OH 45056

Email Address tiwoxf@gmail.com

Telephone Number (513) 523-6930

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

Property Owner Name David Schmitt

Property Owner Company Name Student Housing Management - Co/o: Derek Cook

Mailing Address 4600 Mason Montgomery Rd., Mason, OH 45040

Email Address dcook@studenthousingmgmt.com

Telephone Number (513)256-1485 attn: Dereck Cook

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) Stan Miller

Applicant Signature

Date 7/15/2024

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.

The Invisible Window Co., LLC
The Clear Choice for Windows & Doors
Oxford, Ohio
Stan Miller
Office (513) 523-6930
Fax (513) 280-6442
www.stanthewindowman.com

7/15/2024

Historical & Architectural Preservation Committee
C/o: The City of Oxford Community Development Dept.
101 E. High St.
Oxford, OH 45056

Re: Window replacement @ 35 E. High St. Unit B

To the Members and Staff:

Attached is a plan to replace the windows at the listed address. These 4 windows are located in the cantilever facing South over the South alley parallel to High St. Due to the settling of the structure combined with the stucco facade being butted up to the existing windows, they are out of square to the point that they will not shut, lock, or keep out the elements. Please refer to my attached Proposal to install a slightly smaller window to allow for installing them properly square, and also adjusting them in the future should the settling of the cantilever continue, without having to completely replace the windows yet again. The windows to be replaced are NOT egress windows, so the reduced size will not be a factor. Nor will it be aesthetically noticeable from an exterior view. Per existing, the windows & the added trim will be white. The current plan for the added exterior trim is to custom clad it with aluminum. This is because it is the most durable approach to properly seal the windows against water and air infiltration, as well as reducing the need for recurring maintenance that painted wood would require. However, if you insist on painted wood trim, I am willing to make that change. Just keep in mind that the rest of the facade is essentially maintenance free.

Please refer to the attached Proposal, Drawing and Photos for a more detailed depiction of the proposed project.

I will work with the Oxford Police Department to acquire all necessary right-of-way permits to perform this project in such a tricky location. Also, I'm doing everything in my power to have this project complete prior all the "madness" that ensues in the weeks leading into student move-in for the fall semester at Miami University this fall.

Thank You Very Much!
Stan the Window Man

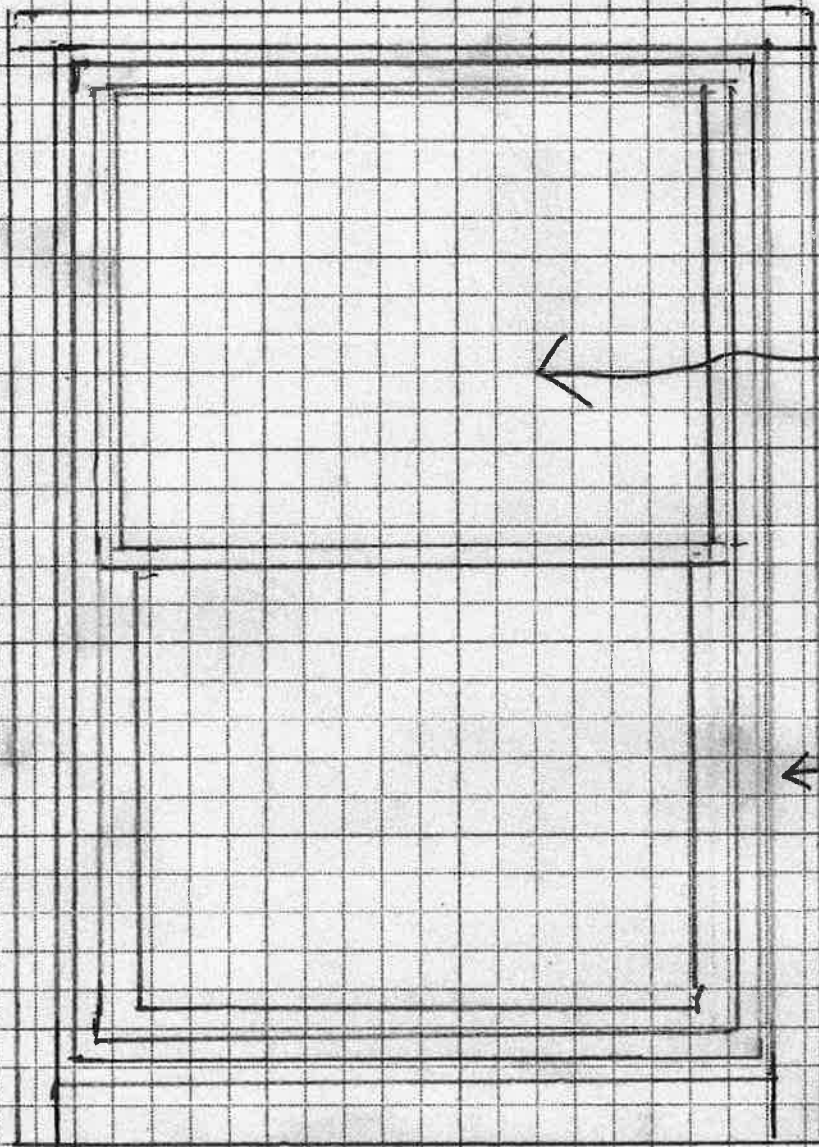


Stan Miller

35^E W. High St., Oxford, OH 45056

7/15/2024

Drawing of proposed changes from
existing windows



Vinyl Double
Hung window
Identical to
existing.
→ Slightly
reduced size

← Added exterior
trim.
→ 2" - 3 1/2"

Attn: HAPC, City of Oxford, Ohio
Re: Application for Certificate of
Appropriateness



ATTN: HAPL, City of Oxford, Ohio 7/15/2024
Re: Application for Certificate of Appropriateness
35^E W High St., Oxford, OH 45056
Photo of existing windows

Attn: HAPC, City of Oxford, Ohio

7/15/2024

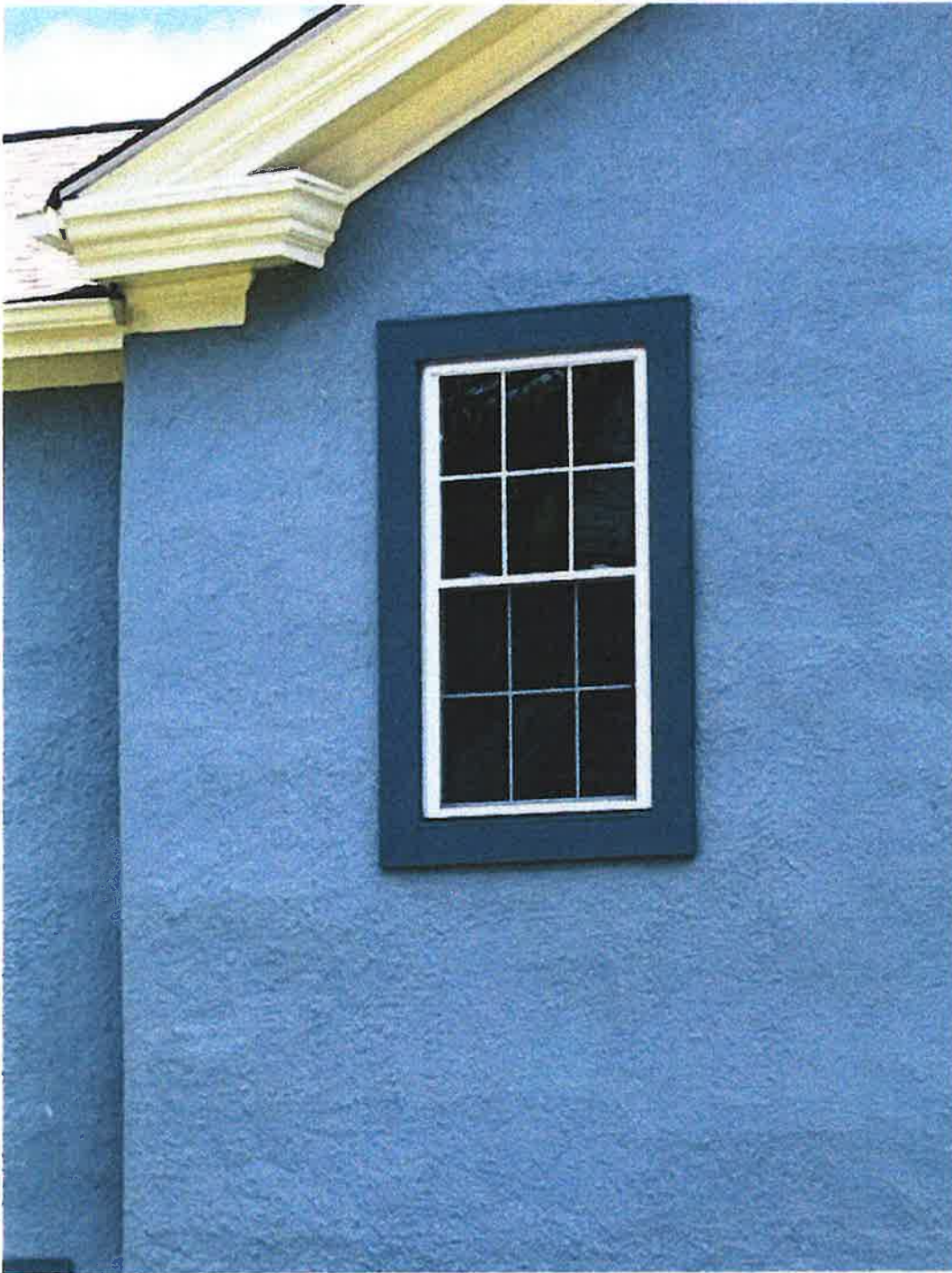
Re: Application for Certificate
of Appropriateness

35 ~~W~~^E High St., Oxford, OH 45056

This photo represents an
excellent depiction of the
exterior view of the new
windows with the added trim.

NOTE:

- 1- The trim on the new windows
will be white
- 2- The new windows will
NOT have the muntins.



The Invisible Window Co., LLC

The Clear Choice for Windows & Doors

Oxford, Ohio

Stan Miller

Office (513) 523-6930

Fax (513) 280-6442

www.stanthewindowman.com

6/21/2024

Historical & Architectural Preservation Committee

C/o: The City of Oxford Community Development Dept.

101 E. High St.

Oxford, OH 45056

Re: Window replacement @ 35 E. High St. Unit B

To the Members and Staff:

Please be advised that my company has been authorized by the Student Housing Management to represent their interest with the City of Oxford and act on their behalf for application of Certificate of Appropriateness, as well as any necessary hearings required for the replacement of windows at 35 East High Street unit B in Oxford, Ohio.

This authorization is given by: Representative, Student Housing Management

Printed name: DAVID SCHMITT

Signed: [Signature]

Date: 7/4/24

Thank You Very Much!
Stan the Window Man

Stan Miller

ORDER: 214717
ORDER DATE: 1/26/2024
ORDER CONTACT:

QUOTE

INVOICE INFORMATION

Invisible Window

SHIPPING INFORMATION

Invisible Window

SHIP VIA:

ORDER	ORDER DATE	PO NUMBER	CUSTOMER REF		TERMS	
214717	1/26/2024	35 B High	Miami Properties			
ITEM	DESCRIPTION	QTY	SIZE	PRICE	TOTAL	
1	Double Hung Heritage New Construction Void NFRC YES, EXACT SIZE, CREAM WHITE, DOUBLE, LOE2/CLEAR, 1/8 (DOUBLE STRENGTH), GREY, ARGON, HALF SCREEN, FIBERGLASS, YES NITE LATCH, DOUBLE LOCK, SOLAR HEAT GAIN=[0.29], U-FACTOR=[0.29], VISUAL TRANSMITTANCE=[0.55] NO NITE LATCHES	4	36 3/4 W X 51 1/2 H			
		TOTALS: 4		SUBTOTAL:		
				STATE 5.75%:		
				COUNTY 1%:		
				TOTAL:		

COMMENT: NO NITE LATCHES

M100 2 @ \$12 = 24
230 2 @ \$10 = 20
Insul 2 @ \$10 = 20

The Invisible Window Company, LLC
 Stan Miller, Owner
 3723 Oxford-Millville Rd.
 Oxford, OH 45056
 Phone: (513) 523-6930 Fax: (513) 280-6442

Work Order

DATE	PROPOSAL #
2/19/2024	3641

CUSTOMER
Student Housing Mgt. C/o: Derek Cook dcook@studenthousingmgt.com

JOB ADDRESS
35 B E. High St. Oxford, OH 45056

ITEM	DESCRIPTION	QTY
Vinyl Kraft Windows	Heritage Series New Construction: White interior & exterior: DS eK2 glass; Half screen w/ extruded aluminum frame & fiberglass mesh; Integral nail fin & J-channel	
Double-Hung	40 x 52	4
Lumber	2 x 4 - 8' pine	8
Lumber	1 x 6 - 8' primed pine	4
Coil Stock	24" smooth white aluminum trim material Per foot	32
Misc.	Fasteners, sealants, insulation, etc.	
Product Subtotal	This amount is due upon placement of your custom order.	
Misc.	Acquire a Certificate of Appropriateness from the City of Oxford's Historical & Architectural Preservation Commission - Includes application fee and all drawings/ documentation submission requirements. You must provide a Letter of Agency. See attachment. Acquire right-of-way permits from the City of Oxford.	
Standard Installation Services	Dust containment - Vertical encapsulation; Insulate; Caulk as needed w/ premium sealants; Disposal of all jobsite debris; Remove & reinstall window treatments; Clean-up all work areas daily. Invisible Clean.	4
Full Frame Installation	Remove existing windows to the rough opening; Reframe opening w/ listed 2 x 4 pine & flash as needed; Set new windows; Trim-out interior w/ listed primed pine & paint white; Trim-out exterior w/ listed aluminum trim material; Mechanically fix upper sashes, rendering them inoperable, yet easy to clean &/ or service	4
Ladder Work	As needed	
Labor Subtotal	This amount is due upon satisfactory completion of your project.	
Additional Requirements	You or your tenants MUST clear all items at least three feet from the windows, as well as maintain a reasonable path to the work area.	

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4590.00
 6.5...
 4490.00

The Invisible Window (513) 461-4704 → Stan

Miami Property / 35 E. High #2?
35 B. E. High St 1/23/2024

Tammy / Ric

4 $30\frac{3}{4} \times 54\frac{1}{2}$ Existing 1/25/2024
Net 5.7 * 1:15 - 1:45
 $36\frac{3}{4} \times 51\frac{1}{2}$ Replacement measure
net = 4.9375

* $\frac{1}{4}$ " too short for egress.

→ Windows are not egress required
All in Living Room