



AGENDA
HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION
WEDNESDAY, November 13, 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 Levar 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. Election of Vice Chair | |
| IV. Public Comments | |
| V. Approval of Minutes of September 11, 2024 | 1 |
| VI. Discussion Items | |
| Update on Design Guidelines & Historic Preservation Plan | |
| Future of the Cannon in the Uptown MLK Park | 6 |
| VII. Administrative Decisions (Previously Decided) | |
| HAPC-2024-13, 16 S Campus Avenue, CERTIFICATE OF APPROPRIATENESS,
hanging sign, Geneva Blackmer, Applicant | 7 |

**HAPC-2024-14, 129 W Walnut Street, CERTIFICATE OF APPROPRIATENESS,
replacement of front porch columns, John Broering, Applicant**

15

VIII. Adjournment

HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION (HAPC)

MEETING MINUTES

WEDNESDAY, September 11, 2024

6:00 P.M.

I. Call to Order

The September 11, 2024 meeting of the Oxford Historic and Architectural Preservation Commission was called to order at 6:00 p.m. by Brad Spurlock.

Those members present: Corey Watt, Alex French, Rémah Dinç, Alia Levar Wegner, and Brad Spurlock

Those members excused: Dana Miller, Sean Wagner

Staff members present: Sam Perry, Community Development Director

Staff members excused: None

II. Approval of Agenda

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

III. Public Comments

There were no comments from the public.

IV. Approval of Minutes of July 15, 2024

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

Mr. Spurlock, Ms. Dinç, and Ms. Wegner abstained since they were not in attendance. All were in favor.

Mr. Spurlock asked Ms. Wegner to introduce herself to the Commission.

V. Discussion

a. 101 West Church Street, Terry and Kathy Dudley

Mr. Perry started his presentation noting that tonight's topic is a discussion that was requested by the property owners, and no vote will be made tonight. Mr. Perry emphasized this is not a pre-application either because no plans were submitted.

Mr. Perry gave a brief history of the property explaining there were plans submitted by Norm Butt, Architect. The plans showed demolition of the existing building and the proposal of a new four-story building. Mr. Perry explained the application was the first one after the new code was in place in 2019 which required a calculation of how much it would cost to bring the building to a purposeful use. Mr. Perry also mentioned the building had a fire which resulted in some damage, therefore this calculation included the cost of repairing the fire damage as well.

Mr. Perry expanded on the code using the wording “purposeful use” because this means a lower standard than the highest and best use. The “purposeful use” includes the property being restored, brought back, or modified to the point of being useful while meeting the minimum building code requirement. However, the Ohio Building Code has some exemption for historical buildings that do not meet the most recent standards, but they can be modified or adaptively reused. This case did not get to this point because the intent was to repair the fire damage and restore as it was before, added Mr. Perry. A calculation of the cost of the repair was prepared and submitted to the City and was determined accurate. This calculation was utilized as evidence to approve the demolition since the cost of the restoration was more than 50% of the appraised value of the building, explained Mr. Perry. The Commission then reviewed the proposed plans for the new building and approved them. Mr. Perry explained when a COA is approved the applicant has one (1) year to obtain a building permit. A building permit was not submitted and issued within the one-year period, and Mr. Dudley requested an extension for the COA before its expiration date, which was not approved, stated Mr. Perry. Mr. Perry also pointed out there is an active code violation case with the compliance deadline of September 18.

Mr. Perry explained to the Commission that Mr. and Ms. Dudley have a few potential options which include:

1. Re-submit the same plans
2. Change the design of the new building
3. Recategorize the building
4. Relocating the historic portion of the building

Mr. Perry added there could be other options, but these were the ones he discussed with the property owners.

Mr. Watt emphasized the importance of the difference between an intact building and the façade when it comes to re-classification of a historic building.

Ms. Dinç wanted to know the square footage of the building and how much of the façade is original. Mr. Perry said approximately 30-40% if looking at from the street.

Ms. Dinç asked the applicant whether his intent is to demolish the entire building. Mr. Dudley said yes.

Mr. Dudley wanted to know if he needed to start from the beginning and have another bidding process for the repair, or the existing one could be used. Mr. Perry explained there are some factors that need to be taken into consideration, such as the inflation and the value of the property. Mr. Perry further explained Mr. Dudley does not need to start from the beginning and the same contractor could be used since the scope of the work has not changed but the cost would need to be reevaluated.

Mr. Dudley noted his goal is to demolish the existing building and build a new one with a parking garage. Mr. Spurlock inquired if Mr. Dudley meant to use the same plans or a brand-new design. Mr. Dudley stated he is looking into that.

Mr. Watt pointed out when Mr. Dudley’s proposal was approved only himself and Mr. Miller

were part of the Commission at that time. Therefore, the rest of the Commission members may not have seen the approved design. The architect who did the design plans retired as well, added Mr. Watt. Ms. Dinç wondered if the architect kept the rights to the drawings or gave them to Mr. Dudley. Mr. Perry noted this is a private matter between Mr. Dudley and the architect, Mr. Butt.

The Commission explained to Mr. Dudley that the Commission uses the Design Guidelines to make a decision and provide feedback to the applicant. Mr. Perry illustrated this by using the example of building heights.

The Commission expressed its desire of preserving the historic portion of the building if possible. When a Commission makes a decision, they base that on considering multiple factors, such as the residents would like to see the historic character of the town preserved, the Comprehensive Plan, and the Design Guidelines explained Ms. French.

Even though Commission members expressed the desire of keeping and incorporating the historic façade in the new design, Mr. Spurlock suggested to Mr. Dudley that he could submit the plans he already has to get the feedback of the Commission at a pre-application meeting.

Mr. Perry recalled there was a 3-2 vote on the demolition and a 4-3 vote on the approval. Mr. Perry mentioned two Commission members are not present at tonight's meeting. Mr. Wagner is a property owner in the Historic District who could provide additional information and suggestions to Mr. Dudley, and Mr. Miller was on the Commission when the previous discussions took place, explained Mr. Perry. Therefore, a pre-application meeting would provide additional feedback for Mr. Dudley, concluded Mr. Perry.

Mr. Dudley inquired about what is required to re-classify a building. Mr. Perry used the former bookstore's example at 110 E High to explain the process to Mr. Dudley. Ms. Dinç also added a few comments on the process.

Ms. Dinç asked Mr. Dudley whether he has the desire to save the historic portion of the building if he would have the support from the community. Mr. Dudley stated no because the rafters are gone, and there is black mold throughout the structure. Mr. Dudley would rather put the money toward a new building that is safe and up to code.

Mr. Spurlock asked Mr. Dudley whether he wanted to relocate the building. Mr. Dudley expressed he did not want to do that. Mr. Spurlock then summarized there are three options left: (1) resubmit the same plans, (2) resubmit new plans, (3) change the designation of the building. Mr. Dudley thought that option #3 would be very difficult to accomplish. Mr. Perry agreed with Mr. Dudley.

Mr. Watt would like to see the incorporation of the historical façade on Beech Street into the new building, if possible, rather than replicating it.

Mr. Dudley summarized his understating of the conversation – the drawings have to be approved before demolition can start.

Ms. French would also like to see as much of the historic portion preserved as possible. Ms. French

mentioned to Mr. Dudley that he could bring the original drawings to a pre-application meeting for review and feedback, thus giving a chance to those Commission members who were not serving on the Commission to review the plans.

Mr. Spurlock noted as he reviewed the original demolition approval there was substantial evidence submitted that nothing could be done with the building. Mr. Spurlock would also want to see the building saved, however, he thought this is not going to be feasible. Mr. Spurlock further explained if Mr. Dudley resubmitted evidence that the building needs to be demolished, he is more inclined not to incorporate a façade but build a new building. Mr. Spurlock thought that trying to incorporate portions of the old structure and building a new structure in the back the flow of the building would look awkward. Mr. Spurlock said it is up to Mr. Dudley whether he would resubmit the original plans or bring a new set of plans.

Mr. Dudley inquired about what it involves moving a historic building. Mr. Watt thought there should be some grants available for projects like this. Mr. Perry explained there are grants however, the leading time is very long. Mr. Perry also quoted a relevant provision from Code Section 1152.08 which allows HAPC to approve a COA for the moving of a structure to a property outside of the historic district if it is non-contributing. Mr. Spurlock explained that he was involved in a moving of a historic building in Hamilton, and it was very costly.

Ms. Dinç stated she would like to see the restoration of the two contributing facades and not a rehabilitation of it, and the addition to the back.

Ms. Wegner agreed with Ms. French on reviewing the original plans thus creating an opportunity to provide more concrete feedback on the design and restoration.

Mr. Perry noted this discussion will not delay the enforcement of the property maintenance code. That is a separate process.

Ms. Dudley wondered what portion of the building there is to keep since a lot of the old parts are gone inside and walls have been removed. Mr. Watt and Mr. Perry mentioned Sigma Chi and Phi Gamma Delta fraternities. Phi Gamma Delta had a fire in 2013, and they kept the historic part but remodeled the inside, explained Mr. Perry. Mr. Perry extended his commendation to Mr. Dudley acknowledging the high-quality work he does in his buildings. Ms. Dinç, as a Historic Preservationist, offered some insight on the methods they use to determine what the historic structure looked like.

Mr. Spurlock thanked Mr. and Ms. Dudley for coming to the Commission and asking for their feedback.

Mr. Dudley also thanked the Commission for the opportunity to have the discussion.

VI. Administrative Decisions (Previously Decided)

HAPC-2024-11, 35 E Church Street, CERTIFICATE OF APPROPRIATENESS, fill in ramp, extend existing patio, Robert Humphrey, Applicant/Agent

HAPC-2024-12, 35 E High Street, CERTIFICATE OF APPROPRIATENESS, window

replacement facing the alley, Stan Miller, Applicant/Agent

VII. Adjournment

Mr. Watt made a motion to adjourn the meeting. Ms. French seconded the motion. All were in favor. The meeting adjourned at 7:15 pm.



MEMORANDUM
Community Development Department
513-524-5204

TO: Historic & Architectural Preservation Commission

FROM: Sam Perry, AICP
Director | HAPC Administrator

MEETING DATE: November 13, 2024

RE: Uptown Cannon

In response to public input, City Council has authorized the development of a new public restroom in the Martin Luther King Jr Park (west side). The Commission reviewed initial concepts and the city staff have hired an architect to design the facility. The project is being funded by a combination of grants and local funds and hoped to be completed in Spring 2025.

The restroom will inevitably consume additional greenspace in the park, likely in place of what is now a large spruce tree. This location is suggested to provide symmetry with the East Park Pavillion building, across North Main Street. A new walkway would be located between the existing cannon and the new restroom facility. The question has come up from the architect if the cannon is required to stay in the park. If it could move or be re-located, that would provide some additional flexibility. The removal of the cannon to another park, could also free up some greenspace that will be lost to the restroom. The green space is popular for lounging during summer music nights.

Brad Spurlock, HAPC member and Manager of the Smith Library of Regional History, conducted some research for this inquiry. Brad found that the cannon was donated to the City in 1885 by the Grand Army of the Republic (G.A.R.). Photo records show that it has been moved within the Uptown parks. Staff is not aware of any local citizen connection to the cannon, any war-time significance or any state or national recognition. However, many community members are likely familiar with the cannon and many children play and climb on it.

Staff would like feedback from HAPC members as to the level of importance of keeping the cannon in the Uptown parks or if re-location to another park is acceptable for the purposes of changing community needs.



MEMORANDUM
Community Development Department
513-524-5204

TO: Historic & Architectural Preservation Commission

FROM: Sam Perry, AICP
Director | HAPC Administrator

MEETING DATE: November 13, 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: Geneva Blackmer
Applicant

DATE: September 27, 2024

RE: **HAPC-2024-13 | 16 S Campus Ave**

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

Sincerely,

Brad Spurlock Digitally signed by Brad Spurlock
Date: 2024.09.27 16:27:49 -04'00'

Brad Spurlock
Acting 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 16 S. Campus Avenue, Oxford OH 45056

Building Name The Interfaith Center at Miami University

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

Description of Proposed Change(s) Added signage to building entrance

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 Geneva Blackmer, Executive Director

Applicant Company Name The Interfaith Center at Miami University

Mailing Address 16 S. Campus Avenue, Oxford, OH 45056

Email Address oxfordinterfaithprograms@gmail.com

Telephone Number 702-884-0004

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 Joe Allen

Company Name So Easy Signs, LLC

Mailing Address 8772 Thomas Rd.Middletown, Ohio

Email Address joe@soeasysigns.com

Telephone Number 513-313-9858

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) Geneva Blackmer, The Interfaith Center at Miami University

Applicant Signature 

Date 09/09/2024

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

010

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:

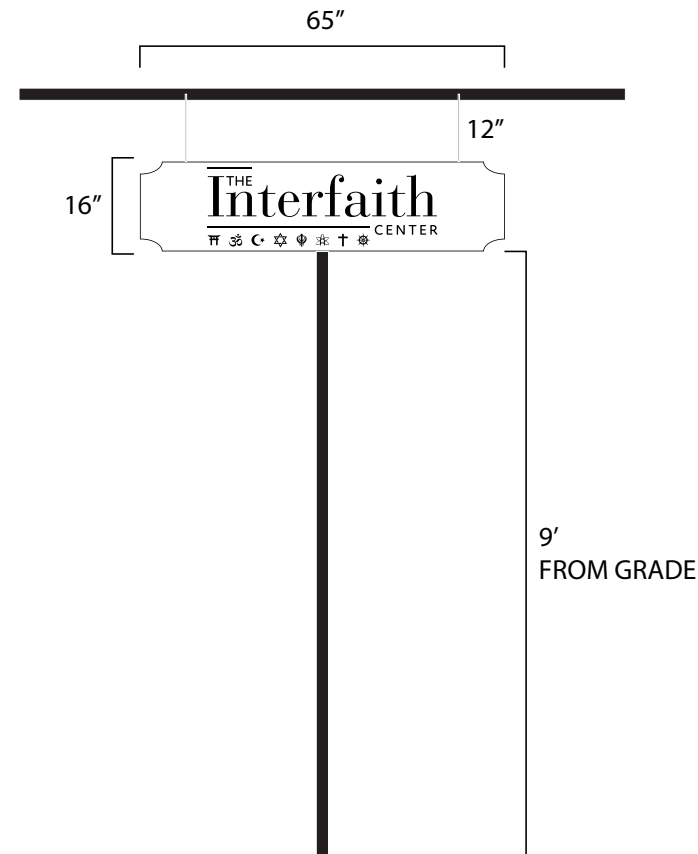
- (1) The applicant has given clear evidence that the structure has incurred extensive damage to its basic structural elements such as roof, wall, and foundation requiring substantial reconstruction, and the structure presents an immediate danger to the public health, safety, or welfare as declared by 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.



513-313-9858
8772 Thomas Rd.
Middletown, Ohio

Client: INTERFAITH CH.
Date: 9-6-24
Drawn by: LEVI GIBBS
Version: 2
Job #: SES24431

SIGN WILL BE TETHERED TO
BEAM USING CLAMPED "S" HOOKS
AND HEAVY GAUGE CHAIN



****Please Review Proof Carefully! Once this proof is approved there may be additional charges if any changes are needed****

SIGN & INSTALL SPECS.

Attn.

FILE NAME:

Quantity: 1 DOUBLE SIDED
Size: SEE ABOVE
Type: PANEL SIGN
Method: CUT SIGN
Substrate: 1/2 MDO WHITE

Colors: ORACAL 070 BLACK

Install: TBD

Posts: NA

Color:

Type:

Client Art

Design Time

All images are copyrighted© by So Easy Signs. The use of any image is prohibited unless prior written permission or payment is obtained. Design charges will result from use without permission or payment.

Sign & Date

Signature approves production of sign

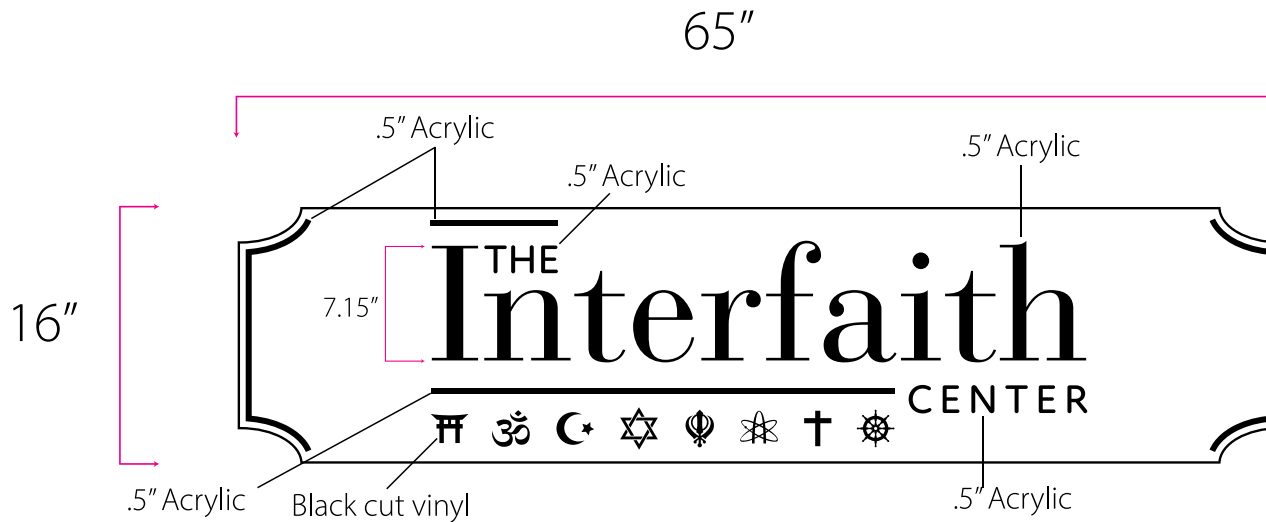
Image is a artist rendering of finished product size and color may vary/ image is low resolution for email use only

©2016 So Easy Signs



513-313-9858
2890 S. Main St
Middletown, Ohio
Building F

Client: INTERFAITH CH.
Date: 9-18-24
Drawn by: Levi Gibbs
Version: 2
Job #: SES24431



QTY 1
SINGLE SIDED
3/4 MDO WHITE

SIGN & INSTALL SPECS.

Attn.

FILE NAME: INTERFAITH SIGNS

Quantity: 1
Size: SEE ABOVE
Type: PANEL SIGN
Method: CUT VINYL / .5" Acrylic
Substrate: SEE ABOVE

Colors: ORACAL 070 BLACK

Install: TBD

Posts:
Color:
Type:
Scale: NA

All images are copyrighted© by So Easy Signs. The use of any image is prohibited unless prior written permission or payment is obtained. Design charges will result from use without permission or payment.

Sign & Date

Signature approves production of sign

Image is a artist rendering of finished product size and color may vary/ image is low resolution for email use only

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So Easy Signs LLC

8772 Thomas Rd.
Middletown, OH 45042
513-313-9858



· **SIGNS** ·

Estimate

Prepared on 9/19/2024

Estimate for:

The Interfaith Center
16 S Campus Ave
Oxford, OH

Attn:

Geneva Blackmer

Job

SES24431 (REVISED)

Project

Exterior Sign

Due date

TBD

Description	Qty	Price	Total price
- Custom 16" x 65" x .75" contour cut MDO sign with .5" acrylic letter, accent brackets and accent bars, and black vinyl lettering.	1 ea	\$1,196.00	\$1,196.00
- On-site installation including all labor and applicable hardware.	1 ea	\$185.00	\$185.00
- Site survey, permit renderings.	1 ea	\$250.00	\$250.00

3.5% processing fee for credit card payments.

Subtotal \$1,631.00

Tax \$0.00

Acceptance and agreement of estimate:

Total \$1,631.00

X _____

Date:

*Pricing is valid for 30 days. Payment terms require 50% deposit

prior to production with balance due upon installation/delivery. Final invoice may vary.*



CERTIFICATION

Historic & Architectural Preservation Commission
Community Development Department

TO: John Broering
Applicant

DATE: October 10, 2024

RE: **HAPC-2024-14 | 129 W Walnut 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: 2024.10.14 13:18:45 -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 129 W. Walnut

Building Name

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

Description of Proposed Change(s) I will be replacing the deteriorated non load bearing beam on the east side of the front porch. I will also be replacing the five 10" Diameter front porch columns with new 10" permacast structural columns that will be painted to match existing cream color.

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 John Broering

Applicant Company Name Park Place Real Estate

Mailing Address 116 E. High St.

Email Address John@parkplaceoxford.com

Telephone Number 5132802927

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

Property Owner Name Tom Kachos

Property Owner Company Name Park Place Real Estate

Mailing Address 116 E. High St.

Email Address TKachos@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) John Broering

Applicant Signature 

Date 9/11/24

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\(f\)](#)

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

John Broering

(Applicant Name)

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

replacement of front porch columns

(Application Description)

located at

129 W. Walnut St

(Property Address/Location)

Thank you,

Tom Kacachos

(Property Owner Printed Name – must be a person)

(Property Owner Company Name – if applicable)

T. K

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

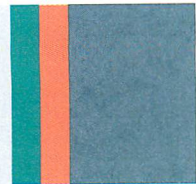
9/11/24

(Date)

John Broering

116 E. High St. Oxford, OH 45056

513-280-2927 John@ParkPlaceOxford.com



9/11/2024

Community Development

City Of Oxford

15 S. College Ave. Oxford, OH 45056

Dear Community Development,

I am requesting a COA to replace the deteriorated porch columns located at 129 W. Walnut St. There are five total columns that I would like to replace with new structural PermaCast columns that will be painted the existing cream color. I will also be replacing the beam on the east side of the porch and constructing it out of wood to be an exact match to what is currently there. I have attached a cut sheet of the column as well as a photo of the front of the house showing the columns and beam.

Sincerely,

John Broering



Francis Schulze Company

Address: 3880 Rangeline Rd

Russia, OH 45363

Phone: 937-295-3941

Fax: 937-295-3706

Website: www.francisschulze.com

Email: smeyer@francisschulze.com

Customer Information

Name: GILLMAN HOME CENTER

Address:

OXFORD

Phone 1:

Phone 2:

Fax:

Contact: JON

Job Name: 129 W WALNUT

Specifications

Size = 9-5/8" x 9' 0"

Cap = 11-1/4" x 3"; Base = 13-1/8" x 5-1/4"

Lead Time: Non-Stock (Contact Office for Lead Time)

Item Description	Qty
#45104 HB&G PermaCast® Round Tapered Plain Column 10' x 9' (14,000 lbs. Max Structural Load; 7-3/8" Top I.D., 8-7/8" Bottom I.D.)	1
#45141 Tuscan Cap and Base Set w/Installation Kit and Flashing for 10' Round Tapered PermaCast® Column	1

Item Total



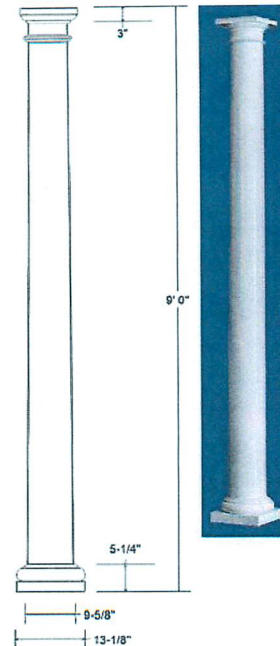
Quote

Page 1 of 1

Quote Number: 7618

Date: 9/6/2024

Sales Person: Sam Meyer



Order Sub Total: \$286.42

Tax: \$0.00

Order Total: \$286.42



Version #: 7.29

Version Date: 7/5/2024