



AGENDA
HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION
WEDNESDAY, January 8, 2025
6:00 P.M.

Oxford Municipal Building – First Floor Conference Room
15 S College Avenue

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 Officers | |
| IV. Public Comments | |
| V. Approval of Minutes of November 13, 2024 | 1 |
| VI. Discussion Items | |
| Presentation from Preservation Forward and McKenna Associates – Abbie Emison (in-person) and Jessica Flores (virtual) | 4 |
| Window Repair and Replacement Policy | 5 |

VII. Administrative Decisions (Previously Decided)	10
HAPC-2024-15, 151 W High Street, CERTIFICATE OF APPROPRIATENESS, wall sign, Klusty Sign, Applicant/Agent	11
HAPC-2024-16, 48 E Park Place, CERTIFICATE OF APPROPRIATENESS, patio fence, Tyler Store, Applicant/Agent	18
VIII. Adjournment	

HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION (HAPC)

MEETING MINUTES

WEDNESDAY, November 13, 2024

6:00 P.M.

I. Call to Order

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

Those members present: Alex French, Rémah Dinç, Alia Levar Wegner, Sean Wagner, Dana Miller, and Brad Spurlock

Those members excused: Corey Watt

Staff members present: Sam Perry, Community Development Director

Staff members excused: None

II. Approval of Agenda

Tours Update was added to the Discussion Items. All were in favor.

III. Election of Vice Chair

Mr. Miller made a motion to nominate Mr. Spurlock for Vice Chair. Ms. French seconded the motion. All were in favor.

IV. Public Comments

There were no comments from the public.

V. Approval of Minutes of September 11, 2024

Ms. French made a motion to approve the minutes as written. Ms. Dinç seconded the motion. All were in favor.

VI. Discussion

Update on Design Guidelines & Historic Preservation Plan

Mr. Miller stated the City of Oxford contracted with McKenna to update the Planning & Zoning Code and with Preservation Forward for the Historic Preservation Plan. Two people from Preservation Forward visited the town, and they were taken on both walking and driving tours in the Historic District. One suggestion was to apply for US Historic Designation for the Mile Square.

Mr. Spurlock wondered what can be done regarding the State designated historic buildings, how HAPC can be involved in that. Mr. Perry pointed out that working with an outside consultant would give the opportunity to review and identify areas to improve the work of the

HAPC. One area of improvement would be registering historic properties with the State, thus creating avenues to apply for funding for rehab and restoration, added Mr. Perry.

Mr. Spurlock suggested it would be good to determine which properties are the most significant historically and architecturally to preserve not just in the Mile Square/Historic District.

Mr. Perry mentioned there will be a public meeting in January and more information will be available.

Future of the Cannon in the Uptown MLK Park

Mr. Miller stated there is a proposal for a public restroom in the Uptown Park across O Pub, and the project could potentially affect the placement of the cannon. Mr. Perry explained there is enough room to leave the cannon at its current location. However, there will be construction work going on as the project moves along and this would be a good time to relocate the cannon, further explained Mr. Perry.

Mr. Spurlock gave a summary of the history of the cannon and what his research revealed. Ms. Wegner added to Mr. Spurlock's comments by explaining that through an Act of Congress there is a list of decommissioned cannons and who they were given. Ms. Wegner mentioned she did brief research on Oxford and could not find anything. However, there might be information or records under Indiana or Hamilton. Mr. Spurlock stated he found a record that mentions the cannon was given to the Oxford Chapter and originally placed in the East Park in 1885.

Ms. Wegner offered to do additional research on the history of the cannon so the future of the cannon could be determined considering the additional research.

Ms. Dinç made a motion to temporarily move the cannon, do the research and when the restroom project is completed, then decide the future location of the cannon. Ms. Dinç did not want to see the cannon being damaged in any way. Ms. Wegner mentioned building a structure around the cannon would be another way of protecting it. Ms. French brought up the option of moving the cannon to the Woodside Cemetery. Mr. Spurlock said it would be an interesting idea since there were a substantial number of black veterans from Oxford who served in the Civil War.

Ms. Dinç suggested to incorporate the cost of the relocation of the cannon or the building of a protective structure around it in the bidding process or quote, as one option, and have another option presented for bidding as well.

Ms. Dinç withdrew her previous motion. Ms. Dinç made a motion that HAPC's suggestion is that the requirements for the bidding process include specs in alternate plans for the cannon to be either protected in some way or relocated elsewhere for protection during the construction process of the restrooms. Ms. French seconded the motion. All were in favor.

Tours Update

Ms. French reported there were three successful cemetery tours which were well attended despite that the registration was slower this year. Mr. Spurlock shared the number of attended

on each tour – 19, 24, 26. Jennifer Lorenzetti from the McGuffey Museum led a tour. Ms. French noted one of the tours fell on the Parents' Weekend at the university and lots of students attended. Ms. French shared that her and Mr. Spurlock had discussions about having the tours in the Woodside Cemetery next year, having a tour on Veterans Day, and an evening tour as well.

Ms. Dinç asked whether there was an idea to have a Legends and Lore tour. Ms. French liked the idea of having a tour like that and perhaps working together with Enjoy Oxford on this.

Mr. Spurlock reported on the success of the Walking Tours. Curt Ellison led the Western Alumni Tour with 37 attendants. West High Tour had good feedback on this guided tour which was attended by 23 people. Coulter and Hillcrest Tour was guided by Steve Gordon and 18 people attended. Mr. Spurlock would like to have at least another downtown tour and another subdivision tour next year.

VII. Administrative Decisions (Previously Decided)

HAPC-2024-13, 16 S Campus Avenue, CERTIFICATE OF APPROPRIATENESS, hanging sign, Geneva Blackmer, Applicant

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

VIII. Adjournment

Ms. French made a motion to adjourn the meeting. Mr. Wagner seconded the motion. All were in favor. The meeting adjourned at 7:03 pm.



MEMORANDUM
Community Development Department
513-524-5204

TO: Historic & Architectural Preservation Commission

FROM: Sam Perry, AICP
Director | HAPC Administrator

MEETING DATE: January 8, 2025

RE: **Consultant Work – Preservation Forward**

City Council allocated some of our local share of American Rescue Plan Act funding, for the purpose of updating Development Codes, including Zoning, Subdivision and Historic Preservation. In late 2023, through a competitive selection process, the City contracted with McKenna Associates and Preservation Forward. The first public meeting in the process was held on October 24. The consultant team also did some walking and touring of Oxford during their visit.

Abbie Emison from McKenna will be in attendance in-person. Jessica Flores, from Preservation Forward, will be attending virtually. Jessica would like to share with the Commission, a brief update on the Historic Preservation Plan, the Design Guidelines and the findings from the Technical Report. Jessica would also like feedback on their team's findings regarding the process of reviewing COA's. The next public meeting is tentatively scheduled for the evening of Wednesday, February 5, 2025.

Additional background info on this overall process can be found at:
www.cityofoxford.org/OxfordToday



MEMORANDUM
Community Development Department
513-524-5204

TO: Historic & Architectural Preservation Commission

FROM: Sam Perry, AICP
Director | HAPC Administrator

MEETING DATE: January 8, 2025

RE: **Window Repair and Replacement Policy**

City Code Chapter 1152 allows for this Commission to determine how it wants to handle Certificates of Appropriateness applications for windows, among many other types of alterations. Looking at past case history, wall signs is the top category of COA reviews, followed by an equal distribution of new building construction, paint color changes, and window replacements. Maintenance items, such as painting the same building color, or the repairing of windows, is not required to be reviewed by this Commission.

Past precedent for windows on historic buildings, has been handled a variety of ways, in many cases, allowing for the usage of vinyl replacement windows, in historic buildings. Very few, if any, situations, has the HAPC denied a request for vinyl replacement windows. Some cases, have involved the approval of non-historic wood clad windows, that simulate a historic window. In some cases, window replacements may be done on historic buildings, with no COA review whatsoever. These would constitute code violations that, if known, would require code enforcement follow-up.

Chair Miller and Vice-Chair Spurlock have suggested that the policy be discussed with the entire Commission, so that staff and the Commission can be on the same page, and that staff can assist applicants in the proper way.

Some of the challenges regarding historic window preservation from staff observation have been:

- Energy efficiency complaints from property owners
- Lack of skilled tradespeople to repair/restore historic windows
- Lack of knowledge regarding energy efficient improvements that are possible
- Vandalism and associated repeat repair orders from property managers

<https://cityofoxfordoh.sharepoint.com/sites/Boards-and-Commissions/Shared Documents/HAPC/2025/Window Policy Discussion.docx>

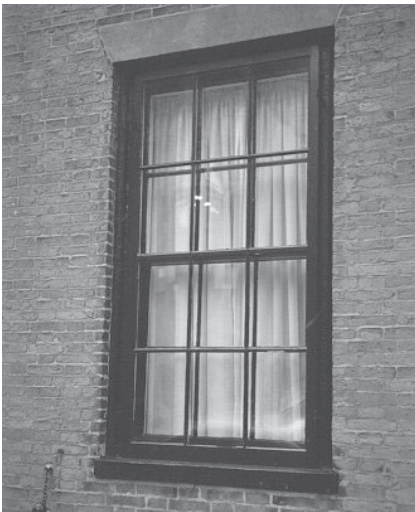
WINDOWS

Windows are basically holes punched in the facade of a structure and as such they contribute heavily to the visual presentation of a building or even block. Window openings in 19th century structures were typically vertical in proportion. In structures of Greek Revival (or Federal) style, these may have the proportions of a “golden section” (approximately 5:8 or 1:1.618, roughly those of the McCullough Block). The proportions for Italianate Revival structures might be 1:3 (in both the Schlenck Block, building I and the Kyger Block, building II) or even 1:5 (also in the Kyger Block). The predominant window for residential structures in the historic districts is 1 to 1, double hung, wood.

Insensitive window alteration has resized the window opening while leaving the original lintel and filling in the gap with a poor masonry treatment.



Maintenance and Preservation



Good – Storm window exactly matches inner window.

1. Restored or replaced windows should be proportionally vertical, where architecturally appropriate.

2. Original window materials, design, or hardware should be maintained and/or duplicated.
3. Storm windows are encouraged for their energy efficiency. They should correspond in appearance to the inner window so that they look like part of the building rather than appearing to be just stuck-on.
4. Sash appearance should complement the existing (or original, if appropriate) windows, especially if the windows are visible from a public way.
5. Stone lintels over windows which are new or currently exist should be left unpainted, while previously painted lintels can be stripped utilizing non-abrasive chemicals.

Specific Recommendations

1. Windows should be proportionally vertical.

WINDOWS



A coat of matching paint on a storm window and proper lintel maintenance can make the difference between a well maintained (right) and a poorly maintained (left) window opening.

2. It is acceptable to clearly divide wide openings with proportionally vertical windows, so long as the basic form of the window itself is clearly vertical.
3. Window openings themselves may have flat lintels, round-arched lintels, or segmental-arched lintels.
4. Reflective glass (such as blue or gold tinted glass) is prohibited.
5. Skylights can be added to increase the availability of natural light. These should generally be flat and unobtrusive (especially from any public ways).
6. All window openings, sash appearances, and materials should be consistent and architecturally appropriate to the building style.
7. Where practical, historical accuracy based on physical or photographic evidence should be maintained.
8. Original features such as cornerboards, brackets, hoodmolds, and other details should be preserved, repaired, and/or replaced. Removal of these elements detracts from the overall appearance and presentation of a structure and should not be removed.
9. Avoid adding excessive ornamentation to create a more historic look by utilizing details which are inaccurate or inappropriate to the buildings style or time period.
10. Windows which are to be closed-off should not be removed and the hole filled in with some type of permanent material. Rather, the window should be maintained.



NO – In this example, the window openings have inappropriately been permanently filled with brick and the window glass removed.

TOP TEN REASONS TO RESTORE OR REPAIR WINDOWS



1. BECAUSE YOUR WINDOWS FIT YOUR HOUSE.

Quirky as they might be, your older windows fit your house. Care was taken to match the weight and style of window to the building, the trim, etc. They have expanded and contracted with the seasons. With proper weather stripping they can be made to fit and seal even better. Replacement windows have a rigid structure that fits within your window openings. Old houses move and shift over time and frequently the gaps that open up around replacement windows and the window openings result in more drafts than the original windows.

2. BECAUSE YOU APPRECIATE GOOD CRAFTSMANSHIP.

The true mortise and tenon construction of antique windows is incredibly strong and even when it begins to weaken it is easily repaired. Many unique window shapes were created because of the craftsmanship with wood joinery. Antique windows were built to last, to be repaired as needed and to remain in use for as long as the house might stand, not to become landfill.

3. BECAUSE YOU VALUE GOOD MATERIALS.

Antique wood windows are constructed of old growth timber. The wood is more dense and more weather resistant than today's tree farmed softwoods. Delicate profiles are possible because of the density of the wood. The reason these windows are still around, even with years of neglect, is because the wood is of very high quality requiring no cladding or additional materials to give them weather resistance. Once all the old, cracking paint is removed, your wood windows are usually quite beautiful, graceful, and strong.

4. BECAUSE YOU LOVE THE CHARACTER OF ANTIQUE GLASS.

Even the glass in antique windows tells a story. It may be roundel or cylinder glass, each indicating a certain era of manufacturing. Old glass has varieties of color and texture that are a delight to the eye. Two layers of glass are better than one, and in an antique home that second layer of glass should be the storm window that protects the original window.

5. BECAUSE YOU THINK A WARRANTY SHOULD BE MORE THAN 20 YEARS.

Chances are your windows have done their job for fifty or more years already. Sure, they may be a little creaky and may not be as attractive as they once were, but it's a far better investment to repair a proven performer than to sink money into a new window that only has a 20 year warranty at best. With proper maintenance your antique windows will last for generations to come. Heck, even without maintenance they may last that long!

WWW.WINDOWPRESERVATIONALLIANCE.ORG

TOP TEN REASONS TO RESTORE OR REPAIR WINDOWS

6. BECAUSE YOU WANT TO AVOID VINYL.

Poly vinyl chloride (PVC) is becoming one of the greatest concerns in the building industry. Not only does the production of it create an environmental nightmare, but the gases it emits over time are becoming a concern. In the event of a house fire, burning PVC releases toxic amounts of dioxin. In addition, Lead is used as a stabilizer in the manufacture of PVC. If you are concerned about our planet's health, and your own carbon footprint, you should read up on efforts to reduce the use of vinyl.

7. BECAUSE YOU WANT MORE LIGHT.

Replacement windows are set into the window opening, the sash is smaller than the originals, therefore you get less viewing area and less light. Who wants less light?

8. BECAUSE WINDOWS ARE A FUNCTIONAL PART OF YOUR HOUSE.

Weights and pulleys are the best balance systems ever invented. There is a prevalent myth that a lot of cold air comes in through the weight pocket. However, if there is cold air in the weight pocket it's generally because there is a gap between the outside trim of the house and the siding. It may also indicate a poor seal at the floor joists. Replacing easily serviceable weights and pulleys with vinyl jamb liners or invisible balance systems means installing a system that has a maximum life span of 10-20 years but generally fails in less time. You can't believe how joyful it is to open and close windows easily with one hand when everything is restored to the way it was designed to work!

9. BECAUSE YOU REALLY CAN SAVE 30-40% ON HEATING COSTS.

According to the Field Study of Energy Impacts of Window Rehab Choices conducted by the Vermont Energy Investment Corporation, the University of Vermont School of Civil and Environmental Engineering, and the U.S. Army Cold Regions Research and Engineering laboratory, the estimated first year energy savings between a restored wooden window with a good storm window vs. a replacement window was \$0.60. Yup, less than a buck. In their conclusions section they noted, "The decision to renovate or replace a window should NOT be based solely on energy considerations, as the difference in estimated first year savings between the upgrade options are small." Broken glass, failed glazing, no weather stripping – these small and repairable items are what really effect energy efficiency in windows.

10. BECAUSE THE GREENEST BUILDING IS ONE THAT IS ALREADY BUILT.

Replacement windows are touted as a way to save energy. But when evaluated from the perspective of the entire production, shipping, installation and removal process, replacing windows consumes a whole lot of energy, or viewed the other way, an older building has a great deal of embodied energy. If the total energy expenditure to manufacture replacement windows is considered, then the break even period stretches to 40-60 years. Sadly, replacement windows often fail long before that break even point is reached, whereas historic windows can last for generations. In the words of Richard Moe, President of the National Trust for Historic Preservation "We can't build our way out of the global warming crisis. We have to conserve our way out. That means we have to make better, wiser use of what we have already built." Restoration work can create up to 10 lbs of waste, but replacing windows generates around 50 lbs. of waste. Repairs and restoration work are done by local craftspeople paying local taxes. They use a minimum of materials and resources and a maximum of labor. Restoring windows is the best use of your embodied energy and the best way to support the local economy.

WWW.WINDOWPRESERVATIONALLIANCE.ORG



MEMORANDUM
Community Development Department
513-524-5204

TO: Historic & Architectural Preservation Commission

FROM: Sam Perry, AICP
Director | HAPC Administrator

MEETING DATE: January 8, 2025

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: Klusty Sign Associates, c/o Melody Vergenz
Applicant

DATE: 11/25/2024

RE: **HAPC-2024-15 | 151 W High Street, Wall Signs**

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:

HAPC will need to follow up with the property owner to
determine the status of the historical marker.

Sincerely,

Dana P. Miller Digitally signed by Dana P. Miller
Date: 2024.11.26 17:15:37 -05'00'

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

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



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

BOX 1 | APPLICATION TYPE Select one

- ☐ Pre-Application for Certificate of Appropriateness
☒ Certificate of Appropriateness

BOX 2 | APPLICATION DETAILS

Property Address/Location 151 W. High Street

Building Name

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

Description of Proposed Change(s) Install two (2) sets of non-illuminated, cast aluminum letters - each 14.65 square feet in area. One (1) set on the W. High Street frontage and one (1) set on the S. College Avenue frontage.

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 Melody Vergenz

Applicant Company Name Klusty Sign Associates, Inc.

Mailing Address 3160 E. Kemper Rd., Cincinnati, OH 45241

Email Address m.vergenz@klustysa.com

Telephone Number 513-772-4500

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

Property Owner Name

Property Owner Company Name West High Street Investments

Mailing Address 21 N. Poplar St., Oxford, OH 45056

Email Address

Telephone Number 513-257-7237

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) Melody Vergenz

Applicant Signature 

Date 11/1/24

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

Klusty Sign Associates

(Applicant Name)

has permission to represent our interest with the City of Oxford regarding
Signage & Lighting for 131 & 151 W High St.

(Application Description)

located at

131 and 151 W High St., Oxford, OH 45056

(Property Address/Location)

Thank you,

Matt Rodbro

MEMBER WEST HIGH STREET INVESTMENTS, LLC

(Property Owner Printed Name – must be a person)

West High St. Investments LLC

(Property Owner Company Name – if applicable)

Matt Rodbro MEMBER WEST HIGH STREET INVESTMENTS 4/07/2024

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

November 12, 2024

Historic Preservation Board
City of Oxford
15 S. College Avenue
Oxford, OH 45056

RE: Certificate of Appropriateness Application
Calendula – 151 W. High Street

Dear Board Members:

Thank you for accepting our application for Certificate of Appropriateness approval for the wall signs at the above location. I am aware there were a few suggestions for consideration prior to submitting the application and I would like to address them:

1. Our work does not include any external illumination for the signs. The building owner has not determined what type of illumination he will utilize, if any, he will utilize for the building (the existing tenants have no external illumination at this time). We can let him know that he will need to have lighting approved by the Board when and if the time comes, if that is needed.
2. The letters are 1" thick cast aluminum mounted flush to the building façade. This is in keeping with other tenant signage on the building.
3. To keep all signs on the building consistent, the owner has decided on the flush mounted individual letters and logos. He is aware that the façade will need repair if a tenant moves out. If and when we remove signage of this nature, we fill the holes with paintable caulk so that the façade can be repainted by the owner to remove any damage from the sign.

I am hoping this is sufficient to proceed with the review of our application. If additional information is needed, please let me know.

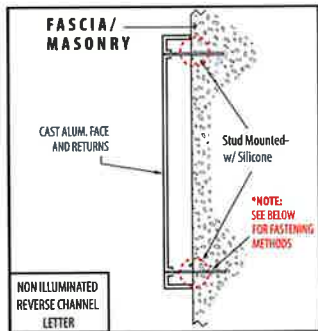
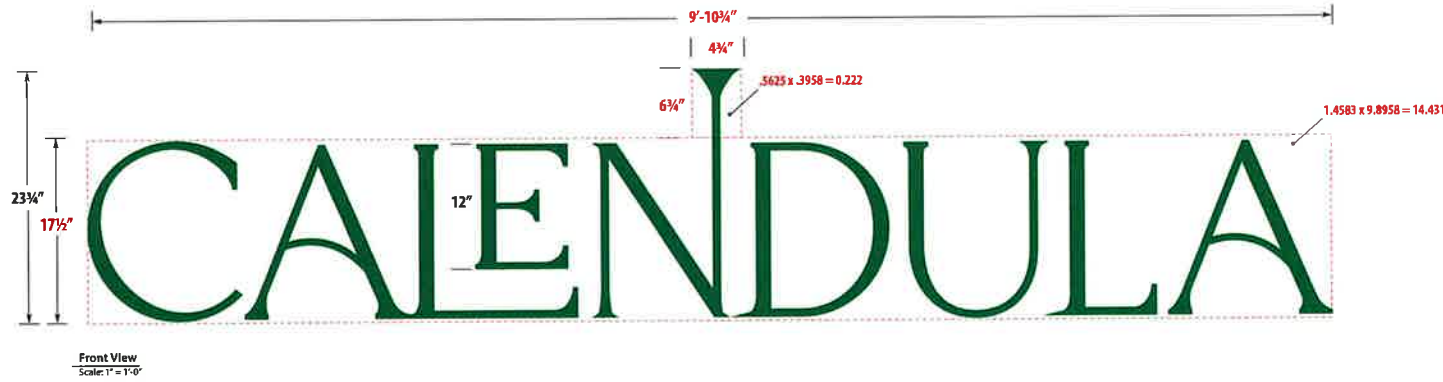
Regards,



Vince Klusty
President

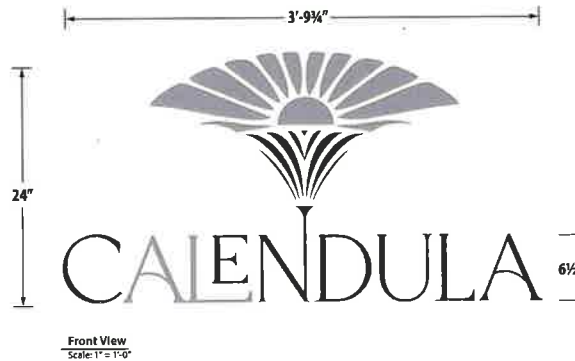
TWO (2) SETS OF NON ILLUM. CAST ALUM. LETTERS
TWO (2) ETCHED VINYL LOGOS

14.65 sq. ft. = 0.222 + 14.431



LETTERS

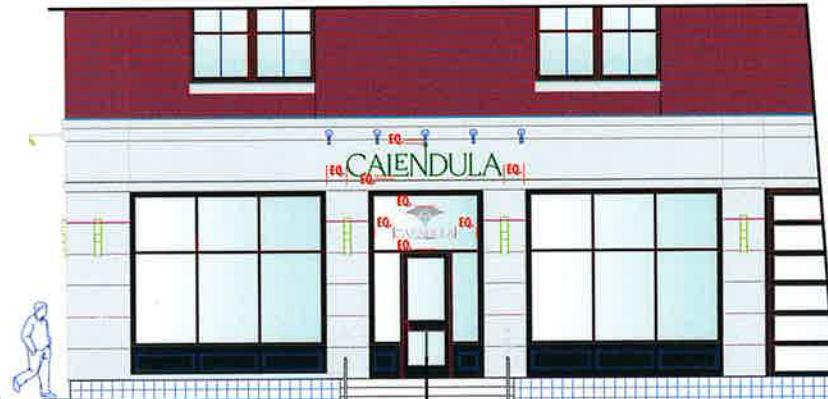
- Cast alum. painted to match PANTONE 357C (green) including returns with Matte finish.
- Flush stud mounted (tapped stud holes incorporated into letter mold) with silicone on studs as req'd.
- Installation pattern included.



LOGO

- Oracal 8510-090 Silver (fine) Etched Glass film.
- 1st surf. application.

*MASONRY FASCIA : req'd size all-thread x 3" min. penetration length



*After zoning approval, manufacturing methods may be subject to change.

APPROVED BY: _____ DATE: _____
LANDLORD APPROVAL: _____ DATE: _____

All design and specifications are the sole copyright of Klusty Sign Associates, Inc. Any reproduction, in whole or in part, without written permission is prohibited. This drawing is for informational purposes only and is not to be used for construction.

DATE: 8/20/24
SCALE: 1" = 1'-0"

BY: Brian Marco
REP: Vince Klusty

CLIENT: Midwest Galleries
LOC: 151 W. High
Oxford, OH 45056

DRAWING NO: CD-15206_mfg



CERTIFICATION

Historic & Architectural Preservation Commission
Community Development Department

TO: Casey Rensel
Applicant

DATE: 11/22/2024

RE: **HAPC-2024-16 | 48 E Park Place**

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

Sincerely,

Dana P. Miller
Digitally signed by Dana P. Miller
Date: 2024.11.25 10:34:30 -05'00'

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



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



CERTIFICATE OF APPROPRIATENESS APPLICATION

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

BOX 1 | APPLICATION TYPE Select one

- ☐ Pre-Application for Certificate of Appropriateness
☒ Certificate of Appropriateness

BOX 2 | APPLICATION DETAILS

Property Address/Location 48 E Park Pl. Oxford Ohio 45056

Building Name OxVegas Chicken

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

Adding a fence to the exterior of 48 E Park Pl.

Description of Proposed Change(s) Proposed fence will not be attached to either wall, will have the inclusion of a gate and will span the length of the patio ending at the trash recepticle.

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 Casey Rensel

Applicant Company Name OxVegas Chicken LLC.

Mailing Address 48 E Park Pl. Oxford Ohio 45056

Email Address casey@oxvegaschicken.com

Telephone Number 7408033366

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

Property Owner Name Brenda and Gary Palmer

Property Owner Company Name 48-52 East Park Place LLC.

Mailing Address 1086 Thicket Walk Lane, Dayton Ohio

Email Address drbpalmerdds@gmail.com

Telephone Number +1 (937) 304-9032

BOX 5 | ARCHITECT INFORMATION ☐ Check if same as Applicant

Architect/Engineer Name John Combs

Company Name Heavenly Gates Fence Co.

Mailing Address 3345 N. Law Rd. Oxford Ohio 45056

Email Address johncombs1968@icloud.com

Telephone Number 5136175305

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

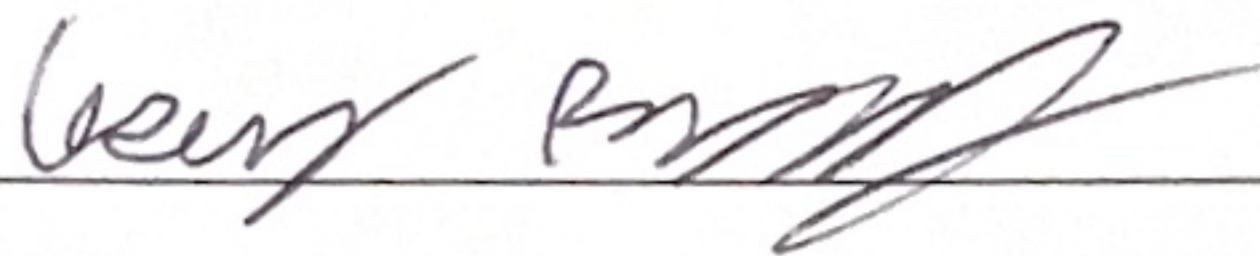
Note: Upon checking an application for completeness, staff may require additional information and/or materials above and beyond the items listed above in order to perform a complete evaluation for compliance with relevant Code provisions. You are welcome to contact Community Development at 513-524-5204 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) Casey Rensel

Applicant Signature



Date 11/14/2024

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

OxVegas Chicken, LLC (Tyler Storer & Jackson Trester, Owners)(Casey Rensler, General Manager)

(Applicant Name)

has permission to represent our interest with the City of Oxford regarding
Semi-permanent fence installation on north side of building

(Application Description)

located at

48 East Park Place, Oxford, OH

(Property Address/Location)

Thank you,

Brenda R. Palmer, Manager

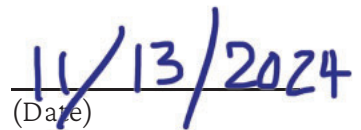
(Property Owner Printed Name – must be a person)

48-52 East Park Place, LLC

(Property Owner Company Name – if applicable)



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



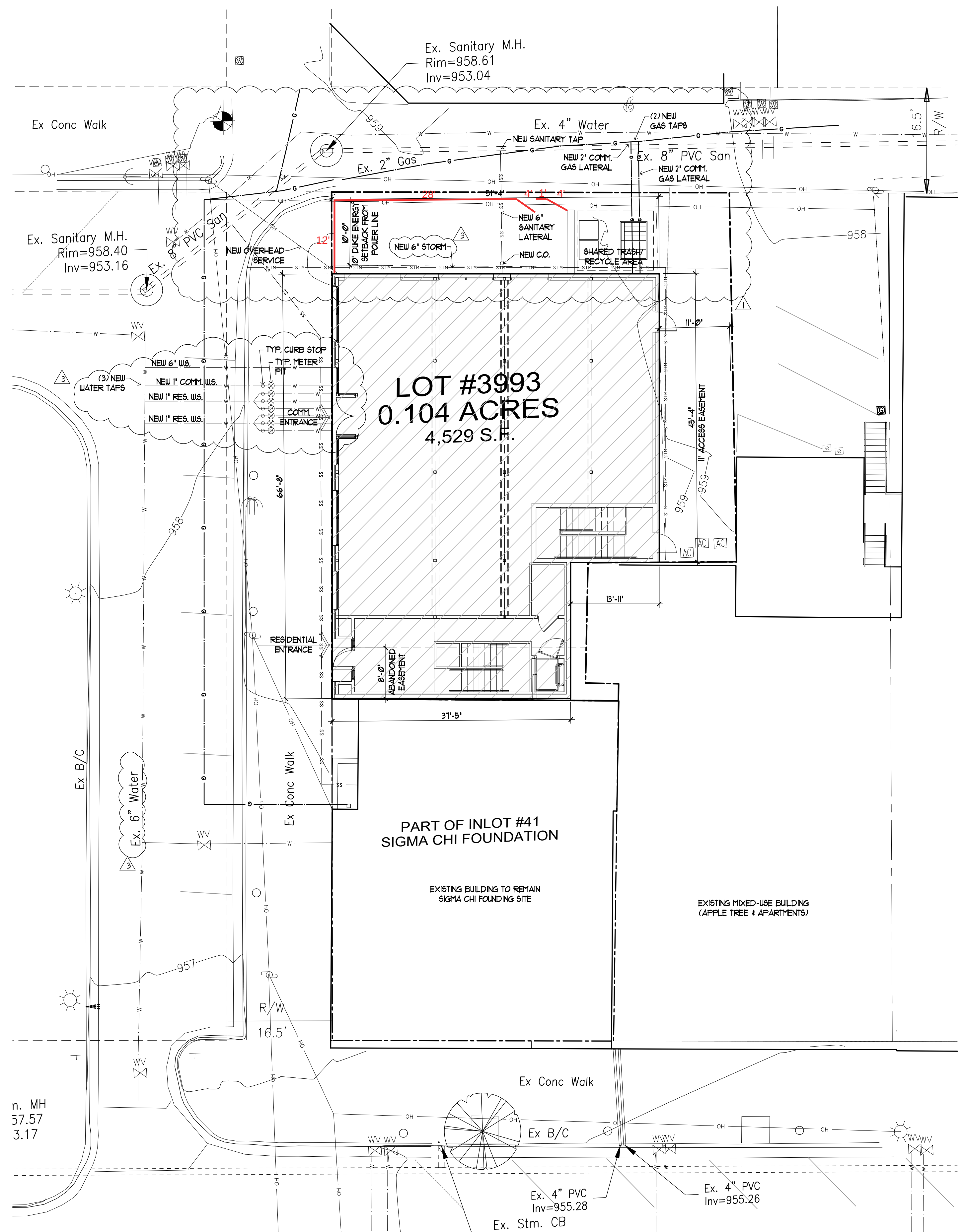
(Date)



	REVISIONS
①	OCTOBER 21, 2022 - PERMIT REVISIONS
③	NOVEMBER 3, 2022 - PERMIT REVISIONS

PROPOSED MIXED USE BUILDING
48-52 Park Place
OXFORD, OHIO 45056

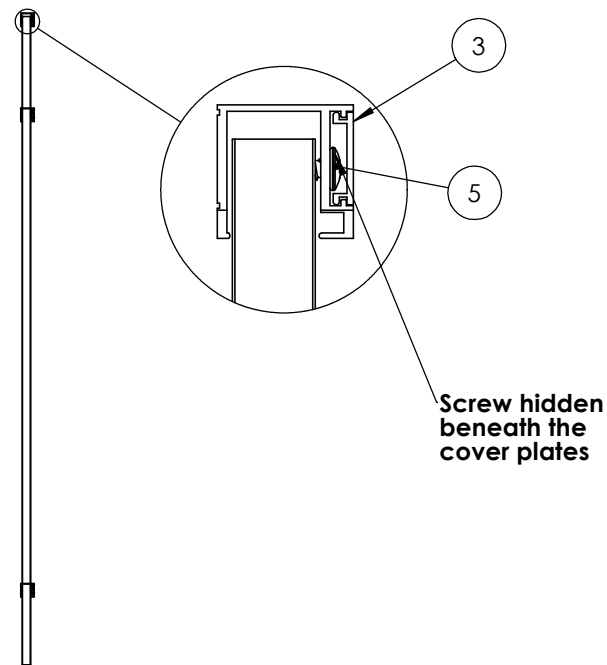
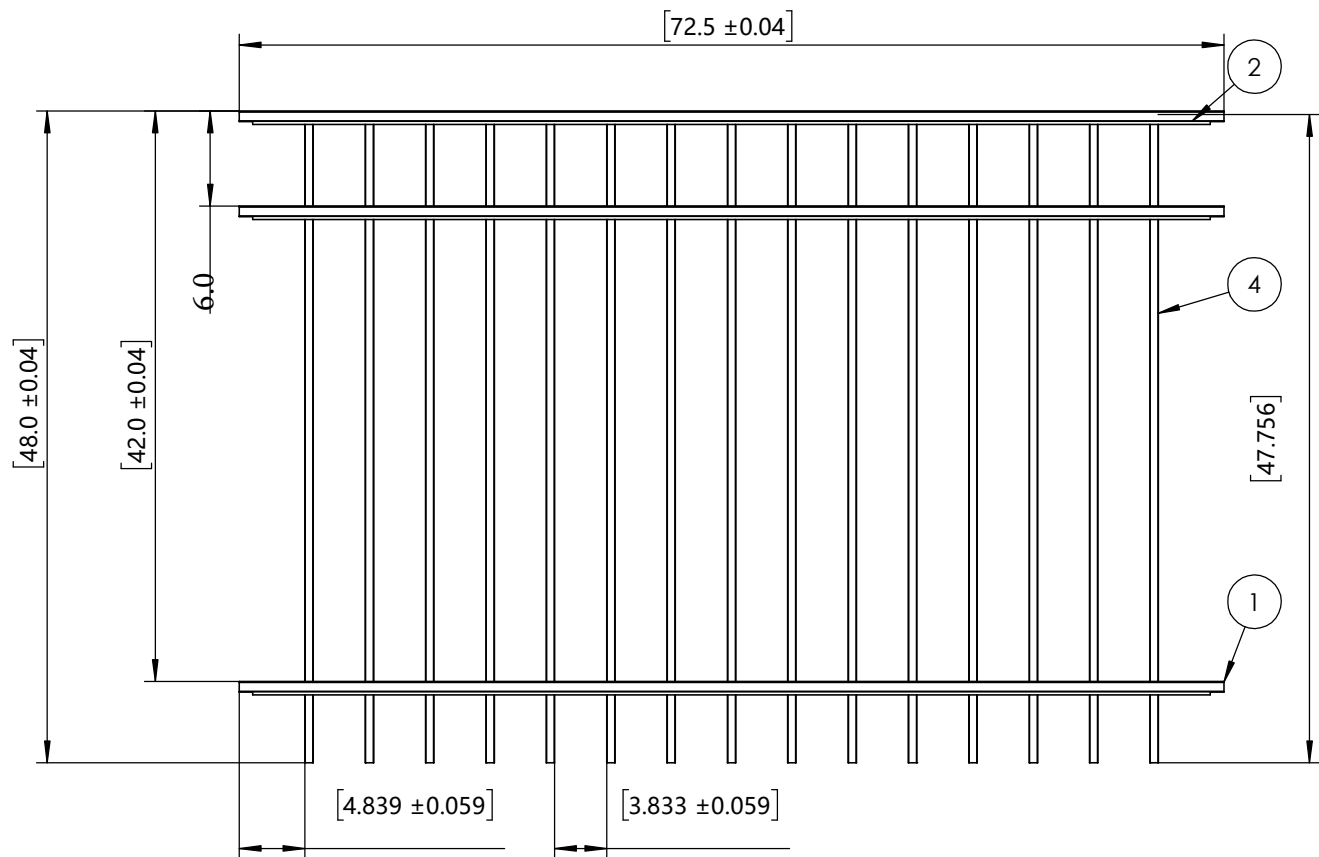
Sept. 22, 2022

$$C = 1$$


SITE PLAN

$$1' = 1\emptyset' - \emptyset'$$

1. NEW 6" SANITARY SEWER LATERAL.
2. PROVIDE 6" WATER LATERAL FOR FIRE SUPPRESSION SYSTEM. IT HAS AN ASSE 1048 BACKFLOW PREVENTION DEVICE.
3. EXISTING WATER SERVICE LINE TO THE BUILDING TO BE REMOVED.
4. PROVIDE NEW 1" COMMERCIAL WATER METER AND (6) NEW 5/8"x3/4" RESIDENTIAL WATER METERS.
5. PROVIDE NEW 2" COMMERCIAL GAS LATERAL AND 2" GAS METER.
6. PROVIDE NEW 2" RESIDENTIAL GAS LATERAL AND NEW 3/4" GAS METERS FOR EACH UNIT.
7. NEW 6" STORM DRAIN FOR ROOF WATER WILL WRAP AROUND BUILDING AND DAYLIGHT THRU CURB ON PARK PLACE.
8. FOUNDATION DRAINS AROUND PERIMETER OF BUILDING HAVE BEEN REMOVED.



024

Rails Top Wall: 1" Square, .055"
 Rails Side Wall: 1" Square, .082"
 Pickets: .625" Square, .050"

USA VINYL, LLC 5795 GREEN POINT DRIVE GROVEPORT, OH 43215 Copyright 2019 USAVinyl, LLC	Alloy	6063-T5	Product Code:	PBAL-FLTP-4X6		
	Powder Coat	AAMA-2604-13				
	Approve by	BKH	Description	Straight Section 48" H X 72.5" W		
	Complete date	08-27-2019	Revision	A/1	Sheet 1	Of 1