



AGENDA
HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION
WEDNESDAY, July 9, 2025
6:00 P.M.

Municipal Building
First Floor Conference Room
15 South College Ave.

MEMBERS

Dana Miller, Chair

Corey Watt, Planning Commission Representative	Alex French, Council Representative
Alia Levar Wegner	Brad Spurlock
Sean Wagner	Kelsey Stryffe

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 March 12, 2025 1
- V. New Business
- Historic Plaque Marker Applications for 101 N Main Street and 104 E Church Street 5
- VI. Administrative Decisions (Previously Decided)
- HAPC-2025-02, 37 E High Street, CERTIFICATE OF APPROPRIATENESS, wall sign, Ricky Roderer, Fast Signs, Applicant/Agent 30
- VII. Adjournment

HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION (HAPC)
MEETING MINUTES
WEDNESDAY, March 12, 2025
6:00 P.M.

I. Call to Order

The March 12, 2025 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, Rémah Dinç, Alia Levar Wegner, Sean Wagner, and Brad Spurlock

Those members excused: None

Staff members present: Sam Perry, Community Development Director

Staff members excused: None

II. Approval of Agenda

Mr. Miller asked if there were any updates to the agenda. Ms. Dinç requested to include a discussion on the preservation series planned during the previous meeting. Ms. French made a motion to approve the agenda as amended. Mr. Watt seconded the motion. All were in favor.

III. Public Comments

There were no comments from the public. Mr. Miller welcomed students from Miami University in the audience.

IV. Approval of Minutes of January 8, 2025

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

V. New Business

HAPC-2025-01, 131 E Spring Street, CERTIFICATE OF APPROPRIATENESS, porch replacement, Elizabeth Baer-Broestl, Applicant, Scott Webb, Architect

Mr. Perry provided a summary on this case, noting that this originated from an enforcement action due to the work being performed without a permit. Mr. Perry explained that reviewing a case when the project is minor there is no need for a review by the Commission. Upon review, further explained Mr. Perry, it was determined that the project involved significant changes requiring approval from the Commission.

Mr. Watt inquired about the intent of the owners and whether they were aware of constructing a project in the historic district. Mr. Perry clarified that the owners had started work without initial approval but later sought guidance to ensure compliance.

Mr. Scott Webb, Architect for the project, spoke on behalf of the applicant. Mr. Webb shared information about the history of the building, explaining that the current owners had been working on preserving and improving the structure. Mr. Webb also explained that the rear porch replacement was necessary due to extensive damage from various weather elements and structural instability. The initial repairs revealed further damage, making a full reconstruction necessary, added Mr. Webb.

Mr. Webb next explained in detail the changes, emphasizing the intent to maintain compatibility with the historic character of the building.

Next, the Commission members engaged in a lively discussion about some key elements such as (1) removal of non-original decorative elements – “gingerbread” framework, (2) the use of square columns instead of round ones, (3) composite material for the porch ceiling.

Ms. French and Mr. Spurlock agreed on the removal of the fretwork stating that it was not an appropriate addition to an older house. Ms. Dinç agreed with Ms. French and Mr. Spurlock and also wanted to see that the ceiling material and style should match the front porch.

Ms. French made a motion to approve the Certificate of Appropriateness with the condition that the ceiling of the rear porch should be consistent with the existing ceiling of the front porch. Mr. Spurlock seconded the motion. The motion passed 6-1 with a dissenting vote from Mr. Watt.

VI. Discussion Items

McKenna Update Open House Report Out / HAPC and the Comprehensive Plan

Mr. Perry provided a detailed update on the McKenna open house event that was held on February 26th. The meeting focused on three major areas: (1) zoning code revisions, (2) historic preservation plan, (3) design guidelines update. Mr. Perry emphasized that the project is funded by the American Rescue Plan Act and the targeted completion date is August 2025.

Mr. Perry showed the Oxford Today project website, explaining that the website compiles inventory data from past surveys and allows public input. Mr. Perry then highlighted the importance of integrating preservation efforts with economic development strategies. Mr. Perry also highlighted adjustments to zoning, including the creation of an Uptown Transition district to better link the Locust Street corridor with the Historic Urban Core.

Mr. Perry next shared a slide showing various building types. This was used at the workshop to help people think on where these types of buildings should be in the community, explained Mr. Perry.

Mr. Perry informed the Commission that the next open house is planned for May 29, where community members will have another opportunity to provide feedback and ask questions about the progress.

Mr. Watt proposed a joint work session between HAPC and Planning Commission to align historic preservation goals with broader zoning policies. A tentative day in April was proposed.

Preservation Advocacy Series

Ms. Dinç talked about the preservation series initiative, inspired by concerns about Miami University's building projects. Ms. Dinç explained that the series would include:

- An event on April 28 with DAR focusing on preservation efforts
- Another event with CHAPS on one of the weekends in April
- DAR attending the next HAPC meeting pending case volume

Mr. Watt suggested broadening the outreach to Miami students beyond architecture and history majors to include anthropology, psychology, education and social work students.

Mr. Miller wanted clarification on HAPC's role in this event. Ms. Dinç responded that the April meeting would serve as an informational session about the Commission's work. Mr. Perry supported the initiative, noting that a structured series could enhance public engagement.

Historic Preservation Myth Busters

Mr. Miller shared highlights from the McKenna open house Myth Busters station, which tested knowledge on historic preservation. The Commission members also tested their knowledge as a group and Mr. Miller shared the answers to the questions.

Mr. Perry offered to share the full list of questions and answers with the Commission members.

Omission of Oxford in the Civil Rights Trail

Mr. Miller raised the possibility of getting Oxford recognized on the National Civil Rights Trail, given the city's historical significance, particularly Freedom Summer. Mr. Miller noted that Ohio is currently absent from the Trail map.

The Commission discussed possible next steps:

- Reaching out to Ann Elizabeth Armstrong and Bob Wicks
- Investigate previous efforts to achieve the recognition
- Identify key historic sites that meet the trail's criteria

Ms. French stated that she is unable to attend the Talawanda Board of Education meeting where the proposal for a historic marker at the current Board of Education building (Harry Thobe's House) was to be presented. Ms. French noted that Kim Daggy was seeking someone to be present with her. The Commission discussed potential attendees and agreed that a letter of support could serve as an alternative if nobody is able to attend.

Mr. Watt proposed creating a priority list of sites for future historic markers. The Commission welcomed Mr. Watt's proposal.

VII. Administrative Decisions (Previously Decided)

HAPC-2024-18, 45 E High Street, CERTIFICATE OF APPROPRIATENESS, screening for rooftop unit AC, Robert Humphrey, Applicant/Agent

HAPC-2024-19, 35 W High Street, CERTIFICATE OF APPROPRIATENESS, replacing wall sign, Jonah Prost, Applicant/Agent

VIII. Adjournment

Mr. Watt made a motion to adjourn the meeting. Ms. French seconded the motion. All were in favor. The meeting adjourned at 7:10 pm.ⁱ

ⁱ This meeting summary was generated with the assistance of AI technology to enhance accuracy and efficiency. While AI was used to capture key points and structure the summary, it has been reviewed for accuracy and completeness by a staff member.



MEMORANDUM
Community Development Department
513-524-5204

TO: Historic & Architectural Preservation Commission

FROM: Sam Perry, AICP
Director | HAPC Administrator

MEETING DATE: July 9, 2025

RE: **Oxford Presbyterian Church Historic Marker Applications:**
101 North Main Street
104 East Church Street

In 2009, City Council adopted Resolution #4425, creating the Historic Marker Program. 15 plaques have been awarded under this program, the most recent being in 2014. Tier One Markers are Preservation Awards for recent restoration projects. Tier Two Markers are Historic Plaques for a significant historic structure or site. If awarded, both tiers result in a bronze plaque being mounted on the property with a city designation number.

Will Hazleton, of Oxford Presbyterian Church, has submitted two, Tier two marker applications, one for 101 North Main Street, which is the 1925 main church building, known as the Memorial Church building. The other application is for 104 East Church Street, the 1838 Seminary building, also owned and operated by the Oxford Presbyterian Church.

Attached are excerpts of Mr. Hazleton's applications and photographs. Mr. Hazleton is not able to attend the July 9 meeting. Therefore, Mr. Chuck Crain, of Oxford Presbyterian Church bicentennial committee, will attend.

Also attached is program information that is published on the city website for the Marker Program.

If HAPC decides to approve both marker applications, city staff will work with Mr. Hazleton and Smith Library of Regional History on the proper wording for the plaques, procurement of the plaques, timing of plaque presentation, property agreement, and installation.



Historic Marker Program

Sponsored by the
Historic and Architectural Preservation Commission
City of Oxford, Ohio
Established 2009

The City of Oxford has a rich architectural history with buildings dating to the early 19th century. The city recognizes the increasing value of its historic resources and their contribution as an asset in attracting residents, visitors and investors to the community. The Historic and Architectural Preservation Commission (HAPC) encourages owners to show their pride in Oxford's history and cultural heritage by displaying Historic Markers on their buildings.

The HAPC Historic Marker Program was established as a way to promote interest in preservation and to recognize outstanding efforts made by owners of historic properties who have sensitively restored and/or maintained their structures.

The presentation of Oxford Historic Markers takes place in September. Properties must be located within the boundaries of the City of Oxford to be eligible for Awards. Nominations for Historic Markers can be made by owners, businesses, organizations or any individual who wishes to identify and reward exemplary preservation practices. It is important that the owner is aware of and agrees to the nomination, and that the Marker will be accepted if awarded.

Applications for nomination can be obtained at the Municipal Building at 101 East High Street. The deadline for submitting nominations is **May 1**. The HAPC will thoroughly research and verify information on applications and make the decision to award the Historic Markers, referring to the U.S. Secretary of the Interior's Standards for Rehabilitation and the National Park Service Preservation Briefs, as well as available resources and reference books on historic architecture.

The **Historic Marker Program** is organized in **two Tiers** as follows:

Tier One Markers will be awarded annually as a **Preservation Award** for restoration projects completed within the previous calendar year. Markers can also be awarded retroactively for nominations of exceptional preservation efforts in the past, or for intact and well maintained architecturally significant structures that contribute positively to the historic fabric of the city.

Tier Two Markers will be awarded annually as a **Historic Plaque** for a significant historic *structure* or historic *site*.

▪ **Structure** is defined as a building that was created to provide shelter for human activity of any type, including agricultural and recreational, and it should include all its basic structural elements. Additions, façades, wings or other parts of the *structure* will not be considered independently of the rest of the building. Generally a *structure* should be at least 50 years old to be considered for historic designation, but exceptions may be made if it is the site of a historic event or has other vital significance relevant to the development of the city, county, state or nation.

▪ **Site** is defined as an area or location designating a significant person, event or structure that influenced the development of the city, county, state or nation. It is not necessary for a surviving structure to remain on a *site*; it could be a cemetery, a designated scenic or nature trail, a landscape feature, etc.

Installation

With the owner's permission, the marker will be installed on the front façade to the left, or if not possible, to the right of the main door at eye level, about four to six feet above the ground or porch floor. It will be fastened with tamper-proof brass screws by a qualified contractor selected by the HAPC.

Tier One project categories eligible for the City of Oxford **Preservation Award** are: **Exterior Restoration for Residential, Exterior Restoration for Mixed-Use/Commercial, Adaptive Re-use, Project Excellence** and **Stewardship**.

Awards will be presented on the basis of the following criteria:

1. *Project design sensitivity* to the historic character, original architectural elements and fabric of the property, and degree of preservation or restoration achieved.
2. *Project execution* representing the *best preservation practice* and use of appropriate techniques and materials germane to its period and style whenever possible.
3. *Degree of difficulty* of problems or threats faced, and the creativity and appropriateness of the solutions applied.
4. *Impact of project* on the community and on the preservation of Oxford's historic resources, showing leadership, programs and project organization.

Award-winning projects embody the goals of preserving, protecting and celebrating Oxford's historic architecture and unique sense of place. **Preservation Awards** (Tier One) are presented, installed and provided by the City of Oxford. There is no fee to the owner or applicant for Preservation Awards.

Tier Two Historic Plaques will be considered by the HAPC for *structures* or *sites* on the basis of meeting one or more of the following criteria:

1. It is characteristic of an architectural style of a historic period and has integrity, retaining sufficient original elements of high enough quality and maintenance to show architectural significance.
2. The structure is listed on the National Register of Historic Places and has been maintained in appropriate condition since its registration, with no insensitive repairs, replacements or additions.
3. It is identified as the work of a master builder, designer, or architect whose individual work has influenced the development of the city, county, state or nation.
4. It is identified with a person or persons who significantly contributed to the development of the city, county, state or nation.
5. The structure or site has value as a reminder of the cultural or archaeological heritage of the city, county, state, or union.
6. It is the site of a significant local, county, state or national event.

Historic Plaques (Tier Two) are purchased through the HAPC by the owner or applicant; installation is included in the purchase price.

When Historic Markers are awarded, the building owners must pledge, in a Letter of Agreement with the City of Oxford, to maintain the historic integrity, the significant original features and the surrounding grounds that distinguish the character of the structure and its environment.

Historic Markers will not restrict homeowners from making appropriate changes to their property. However, changes considered inappropriate to the significant architectural elements or details of a *structure* or *site* will result in loss of designation and removal of the Marker.

This includes removing important architectural features, installing vinyl siding, replacing original windows with vinyl or metal windows, removing an original slate or tile roof, building inappropriate or insensitive additions, or otherwise destroying the integrity of the original structure.

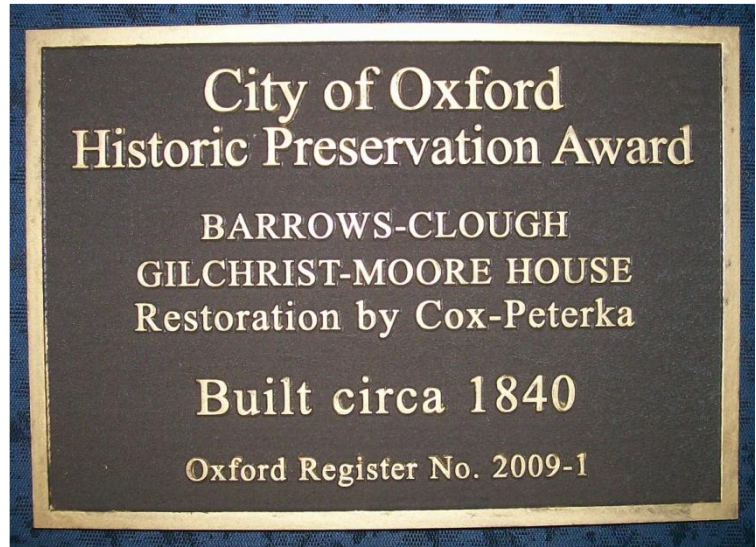
For assistance or more information, contact the Oxford City Planner at the Municipal Building, 101 East High Street, Oxford. Telephone: 524-5204

Historic Marker Details

Preservation Awards

Tier One Markers awarded for historic preservation projects are 10" x 7" rectangular solid cast bronze plaques with customized wording and the City of Oxford Register number at the bottom.

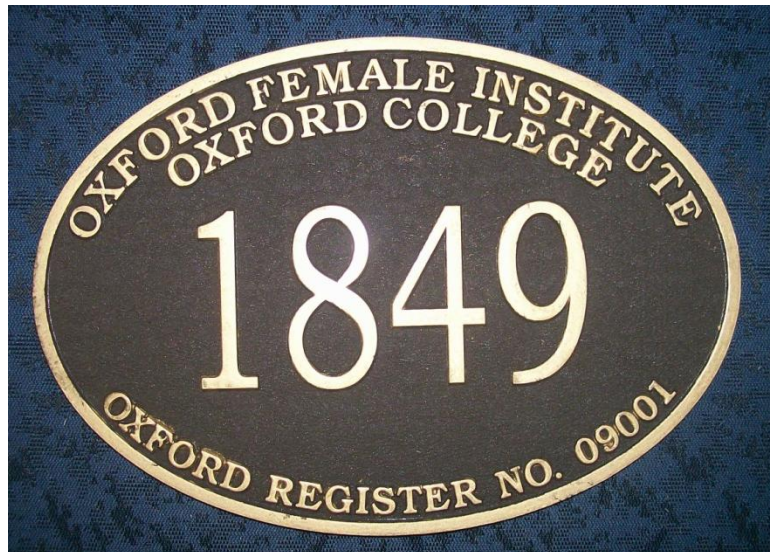
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Historic Plaques

Tier Two Historic Plaques are a standard 7" x 10" solid cast bronze oval with the construction date prominently displayed in the center and the City of Oxford Register number at the bottom. The wording at the top can be customized, up to a maximum letter/space count. A name associated with the history of the structure is preferred and only verifiable historic facts will be allowed. The HAPC may assist with wording for the Plaque.

(Example of style at right)



HISTORIC MARKER PROGRAM

TIER 1 - PRESERVATION AWARD



2009 Nominations (Initial Year)				Received 2009 Award	Reg. No.
Address:	Owner:	Built:	Structure Name:		
1. 103 W. Walnut	Kim & Kathy Peterka	c.1840	Barrows-Clough Gilchrist-Moore	Yes	2009-1

2010 Nominations				Received 2010 Award	Reg. No.
Address:	Owner:	Built:	Structure Name:		
1. 26 & 28 W. High	Ned Hoelzer/ Tom & Heather Kacachos	1872	Davis Hall/ Davis Block	Yes	2010-2
2. 418 Bouden	Robert Wolfe, Jr.	c.1830		Yes	2010-3

2012 Nominations				Received 2012 Award	Reg. No.
Address:	Owner:	Built:	Structure Name:		
1. 225 W. Walnut	Andrew and Amy MacGee	1927	The Fullerton	Yes	2012-4

TIER 2 - HISTORIC PLAQUE



2009 Nominations (Initial Year)				Received 2009 Award	Reg. No.	Pd.
Address:	Owner:	Built:	Structure Name:			
1. 10 S. College	Miami University/ Oxford	1849	Oxford Female Institute	Yes	09001	Y
2. 131 W. Collins	Prudence Z. Dana	c. 1850	Oxford Collee Keely-Douglass Cottage	Yes	09002	Y
3. 103 W. Walnut	Kim & Kathy Peterka	c.1840	Barrows-Clough Gilchrist-Moore	Yes	09003	Y

2010 Nominations				Received 2010 Award	Reg. No.	Pd.
Address:	Owner:	Built:	Structure Name:			
1. 26 & 28 W. High	Ned Hoelzer/ Tom & Heather Kacachos	1872	Davis Hall/ Davis Block	Yes	10004	

2011 Nominations				Received 2011 Award	Reg. No.	Pd.
Address:	Owner:	Built:	Structure Name:			
1. 5990 Contreras	Peter & Connie McCarthy	1896	Welsh-Stewart House	Yes	11005	
2. 410 E. Spring St.	Miami University/ McGuffey House Museum	1833	William Holmes McGuffey House	Yes	11006	

2012 Nominations				Received 2012 Award	Reg. No.
Address:	Owner:	Built:	Structure Name:		
1. 112 S. Campus Ave.	TKE/Lindsay	1857	David Swing House No. 2	Yes	12008
2. 351 E. Spring St.	Miami University	1868	Stanton-Bonham House	Yes	12007
3. 310 E. High St.	Miami University	1839	Lewis Place	Yes	12009

2013 Nominations				Received 2013 Award	Reg. No.
Address:	Owner:	Built:	Structure Name:		
1. 131 W. Chestnut St.	Smith/Henderson	1912	Sunset Place	Yes	13011
2. 14 N Poplar St	Presnell	1875	Methodist Church	Yes	13010

2014 Nominations				Received 2014 Award	Reg. No.
Address:	Owner:	Built:	Structure Name:		
1. 14 S. Beech St	Bethel AME	1855	Bethel AME	Yes	14012
2. 508 S. College	Wilson-Huston	1906	Tyler Rice	Yes	14013
3. 16 S. Campus	O.N. Stoddard	1834	Univ. Chr. Fellow.	Yes	14014

104 East Church St



UNITED PRESBYTERIAN CHURCH



1890



1905



1952

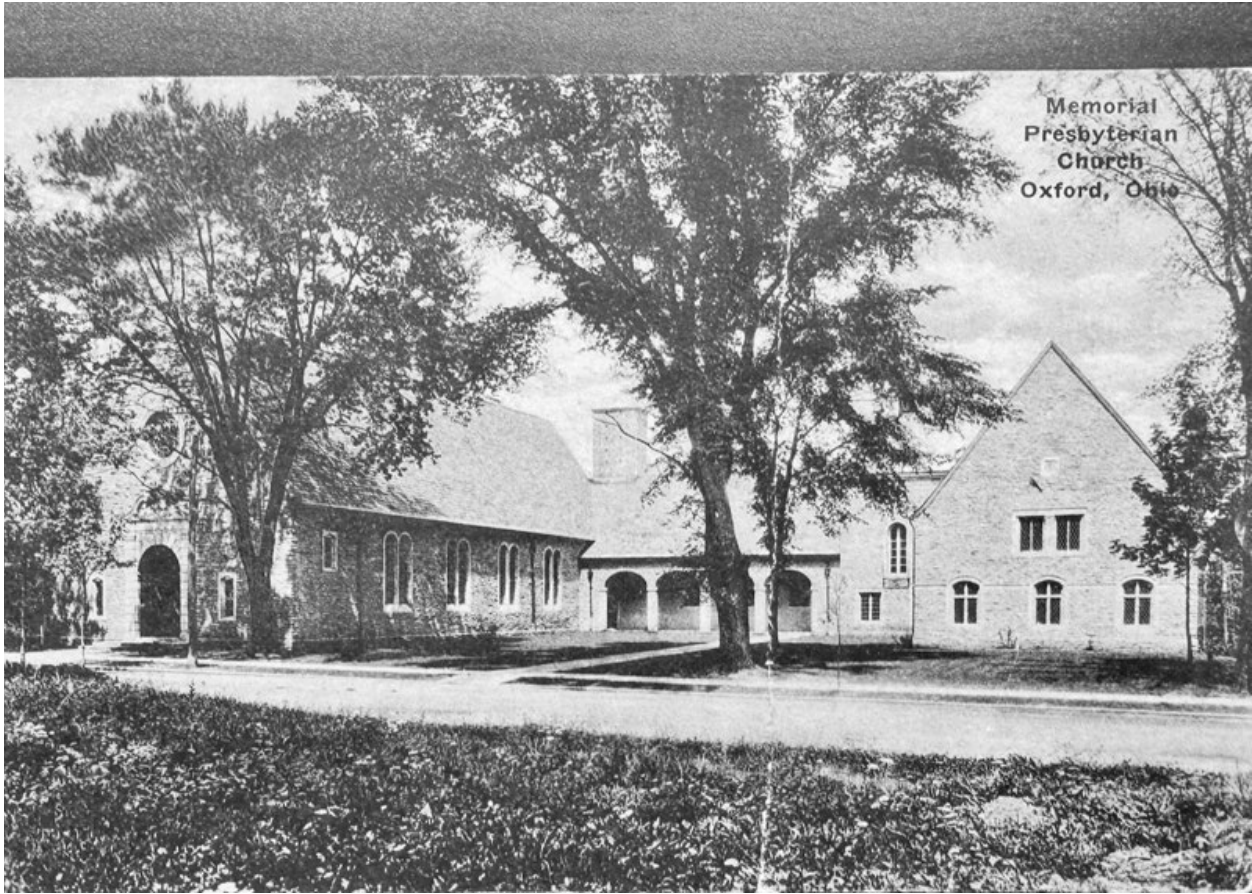


1960

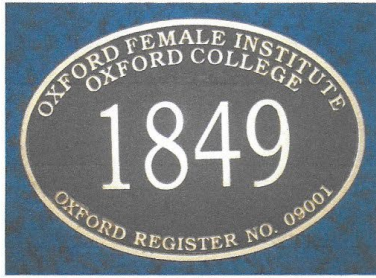
101 North Main St



<https://cityofoxfordoh.sharepoint.com/sites/Boards-and-Commissions/Shared Documents/HAPC/2025/Historic Marker Applications/Oxford Presbyterian Church Staff Memo.docx>



<https://cityofoxfordoh.sharepoint.com/sites/Boards-and-Commissions/Shared Documents/HAPC/2025/Historic Marker Applications/Oxford Presbyterian Church Staff Memo.docx>



Historic Marker Application City of Oxford, Ohio

Please submit to:
Historic and Architectural Preservation Commission
City of Oxford, Municipal Building
101 East High Street, Oxford, Ohio 45056
For information or assistance:
524-5204 or www.cityofoxford.org
Established 2009

HISTORIC PLAQUE APPLICATION (TIER TWO)

(Application Deadline: May 1)

Name of Applicant(s): WILLIAM A. HAZLETON

Name of Owner(s): OXFORD PRESBYTERIAN CHURCH

Mailing Address: 101 N. MAIN STREET, OXFORD, OHIO

Tel: 513-461-1812 Email: hazletwa@miamioh.edu

Name on marker (original owner or most significant owner): OXFORD THEOLOGICAL SEMINARY

Please summarize information on the following topics and include attachments as appropriate:

- Location of Structure 104 E. CHURCH STREET, OXFORD, OHIO
Tax Parcel No. 14000007000158 Building Permit # _____
Year of Construction 1838 Additions/Restorations 1891-92, 1923, 1948-50, 2016-2018
- Description of the site (Habs Haer, fire maps) SEE ATTACHED TEXT AND MAPS
- General narrative of the structure (title search, chain of title, deed records, historic surveys, historic structures report if available): SEE ATTACHED TEXT
- Architect/builder, if known: SEE ATTACHED TEXT
- Architectural narrative (for styles, refer to Virginia and Lee McAlester, *A Field Guide to American Houses*, Alfred A. Knopf, NY, 1994): SEE ATTACHED TEXT

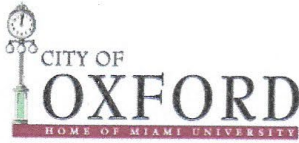
6. Description of interior and any modifications: SEE ATTACHED TEXT
7. Distinguishing exterior features (gardens, setting, landscape features): SEE ATTACHED TEXT
8. Historic Context (significant events, people, stories associated with the property): SEE ATTACHED TEXT
9. Historic photographs / Current photographs: *Please submit photos of all elevations and grounds.*
10. Reference sources: SEE ATTACHED REFERENCE SOURCES
11. Statement of significance: SEE ATTACHED TEXT

Additional pages may be attached.

The applicant certifies that the information on this application is true and accurate to the best of his/her knowledge.

Signed  Date 5/19/25

HAPC Use Only:	
Site visited by _____	on _____
Information verified by _____	on _____
Application approved _____	Not approved _____ on _____
Marker awarded to _____	on _____
Register Number: _____	

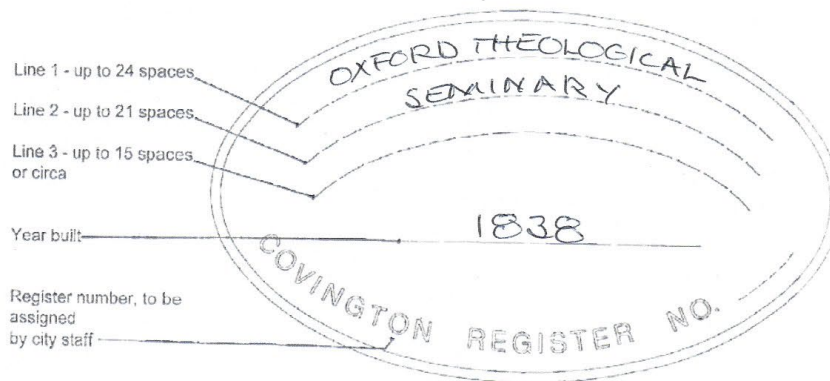


Historic Marker Program

Sponsored by the
Historic and Architectural Preservation Commission
City of Oxford, Ohio
Established 2009

HISTORIC PLAQUE WORDING

Fill in desired information; please print clearly. Historic and Architectural Preservation Commission (HAPC) members will assist in determining the final layout.



INFORMATION ON PLAQUE MUST BE VERIFIABLE HISTORIC FACT SUBSTANTIATED BY DATA SUBMITTED WITH THE APPLICATION.

Please submit a check for *\$124.00 payable to the City of Oxford. The plaque will not be ordered until payment is received. Please allow 8-12 weeks for delivery. The City of Oxford will notify you when the plaque arrives.

Before the City will release the plaque, a **Letter of Agreement** must be signed by the property owner, pledging to maintain the historic integrity of the structure. A copy of this letter is available for review upon request.

*** Price Subject to Change Based on Foundry's Pricing. Recipient will be notified of final cost.**

OXFORD HISTORIC PLAQUE

104 E. Church Street

OXFORD THEOLOGICAL SEMINARY (26 spaces)

OXFORD THEOLOGICAL SEMINARY

1838

1. Location: 104 E. Church Street, Oxford, Ohio
Tax Parcel #: H4000007000158
Year of Construction: 1838 (1838-39)
Additions/Restorations: 1891-1892, 1923, 1948-50, 2016-2018

2. Description of site: NE corner of Church (Mulberry) and Main Streets. In 1838 the Trustees of the Seminary purchased InLots19-20, Village of Oxford, that contained together one acre of ground, for the sum of \$700. Once the site was secured, the Seminary Board met with a committee from the Associate Reformed congregation in Oxford where it was decided to join in building a single edifice that would accommodate both the Seminary and church at much less expenditure for each. The Seminary Trustees agreed to convey to the congregation one half of the site, to be held as joint and undivided property with the congregation repaying the Seminary Board one half the purchase price; see Map of Oxford, Ohio (1852); Sandborn Fire Insurance Map, Oxford, Ohio (1892); Sandborn Fire Insurance Map, Oxford, Ohio (1925). Maps attached with references sources.

3. General narrative of the structure: The building is two stories in height, with original dimensions of 50' X 70', and the foundation is all above ground. The contract for erecting the structure was \$4,600, the cost divided between the Second Synod of the West and the local Associate Reformed congregation. The Seminary occupied the ground floor, stipulated to be 12 feet from floor to ceiling. The upper story was to be used by the church. The costs incurred in constructing each floor were estimated separately upon completion, while the foundation and roof, with cornice and gable ends, were paid in equal shares. Constructed of bricks reputedly fired on the premises, the building was under roof by October 1838. The exterior walls were painted white. After twenty years, the Seminary left in 1858 for Monmouth, Illinois. The trustees transferred

title to the land to the local congregation, now known as the United Presbyterian Church of Oxford, and sold their share of the building, presumably, to the church.

4. Architect/builder: Unknown
5. Architectural narrative: Completed in 1839, the building is federal vernacular in style. Because the edifice housed the Oxford Theological Seminary on the ground floor and the Associate Reformed Church on the upper level, an earthen embankment was constructed at the front of the building facing Church Street to allow the congregants to enter the church without disturbing the seminarians. Consequently, the church became known locally as “the Bank Church.”

Considering its age, few modifications have been made to the building’s exterior. A major renovation between 1891 and 1892 saw the removal of the earthen embankment on the south end. Replacing it was a ground-level main entryway, covered by a small porch. Two windows were installed on either side of the entry doors and a small rose window mounted above the entrance. Eight stained-glass windows were also installed in the second-floor sanctuary. A second restoration in 1923 replaced the stoves that had heated the sanctuary with a furnace, allowing the removal of several chimneys from the roof. Stained-glass windows on the east and west sides of the front vestibule were also installed. On the north end (rear) of the building, an extension (bump-out) was constructed in 1949 to accommodate a new organ, donated in memory of Quentin Hyde, and to provide additional seating in the sanctuary. A new ground floor entrance was also constructed at the back facing Popular Street. The front/main entrance was altered with the removal of the porch in 1952. The church spire is original and was restored in 2016.

6. Description of interior and modifications: Built principally as a seminary, the ground floor was devoted to instruction, with a large classroom, library, office space, and possible living accommodations. At any one time, there were 10-12 seminarians in attendance. After the Seminary left, the new pastor of the United Presbyterian Church, Rev. William J. McSurely, and his family used the ground floor as their living quarters from 1858 to 1866. There is no record as to what happened to the space after that time. In 1892, a church manse was constructed next door at 108 E. Church Street. It is reasonable to assume that at some point, the ground floor of the Seminary building became a social room, possibly used for Sunday school classes, with a kitchen and storage rooms at the back. In the 1949 expansion, the additional space at the north end of the ground floor allowed for a new kitchen and a study for the minister.

Associate Reformed/United Presbyterians were theologically conservative, and their upstairs sanctuary probably displayed little in the way of ornamentation until the installation of the stained-glass windows in 1892. Nor did the denomination place much importance on music; the first organ was acquired in 1907. The memorial stained-glass windows, four on each side of the sanctuary, are in the Art Nouveau style. The windows were made by William Coulter & Sons of Cincinnati and reportedly cost an average of \$75 each.

To accommodate a new main entry on the ground level, a two-story vestibule was constructed in 1892 that featured twin staircases leading to the sanctuary. In the early 1920s, two early Art Deco stained-glass windows were installed on the east and west landings of the stairs. The west window contains an honor roll of Oxford residents who served in World War I. A similar honor roll was envisioned for the east window during World War II but never carried out. The stained-glass rose window at the top of the south wall is Art Nouveau and was probably installed in the early 1890s.

Beginning in 2016, the Seminary Church underwent extensive renovation to repair and preserve the structure as well as to make it an inviting and useable space. It involved stabilizing the structure with a concrete foundation, removing mold, cleaning and painting the entire building. On the ground floor, new floor covering was installed throughout, the kitchen was upgraded, a new entry was constructed from the vestibule to the social room, bathrooms were modernized, and the windows replaced. On the upper floor, the chancel opening was closed, a wooden floor installed, a lift constructed to accommodate those who found stairs difficult, along with new lighting, a sound system, chairs and other furnishings. In 2018 the eight stained-glass windows were restored and reinstalled with protective covering. Lastly, a new HVAC system was installed for the entire building. The multi-year project required a substantial financial investment by members of the Oxford Presbyterian Church and reflected their commitment to protect the Seminary and its rich heritage for future generations.

7. Exterior features: The south and west sides of the Seminary are landscaped with shrubs and plants, and small flower gardens are maintained in the front and at the rear entrance along Popular Street. The north side of the church abuts an alley, and the east side aligns with the former manse.
8. Historic context: The Oxford Theological Seminary was a product of the need to train Presbyterian ministers for the country's Western expansion and the desire to enhance Miami's status as a true university. Robert Hamilton Bishop was an active proponent of bringing the Seminary to Oxford, and from 1850 to 1855 it had affiliate status with the university. The Seminary trained roughly ninety seminarians, many of whom served as foreign and home missionaries.

Some of the notable individuals associated with the Seminary and the Associate Reformed Church were: Rev. Samuel W. McCracken, Miami professor and the first pastor of the church (1837-1840); Rev. Joseph Claybaugh, Seminary head and pastor of the Associate Reformed Church (1840-1855); Jeremiah Morrow, head of the Seminary's Board of Trustees, former Governor of Ohio, member of Congress and US Senator; Rev. William J. McSurely, former pastor, and president pro-tem, librarian, and member of the Board of Trustees of Miami University; David Swing (Miami 1852), a Seminary student who became one America's most renown preachers in the post-Civil War era; and Whitelaw Reid (Miami 1856), who attended the Associate Reformed Church as a student and later became publisher of the *New York Herald Tribune*, unsuccessful vice-

presidential running mate of Benjamin Harrison in 1886, and Ambassador to France and Great Britain.

The United Presbyterian Church merged with the Oxford Presbyterian Church in 1966. In 1979, the Seminary Church was placed on the American Presbyterian/Reformed Historical Sites Registry (No. 185).

9. Historic photographs/Current photographs: photographs attached in separate file.
10. Reference sources: resources attached in separate file.
11. Statement of significance: The Seminary Church is the oldest house of worship in Oxford. Despite the removal of the earthen embankment, changes to the south façade, and the extension of the building to the north, the exterior remains fundamentally the same as it was in early photographs. The interior has gone through several alterations necessitated by the Seminary's removal to Monmouth, IL and the evolving needs of a growing congregation. While successive modifications made the building more functional, some of the prominent features from the 1891-92 renovation, such as the foyer staircase and stained-glass windows, were fortunately preserved. Recently, the Oxford Presbyterian Church made a substantial investment in restoring and protecting the structure in honor of its rich history as a theological training ground and place of worship on the edge of the Western frontier. Today the Seminary Church welcomes not only members of the Oxford Presbyterian Church, but those of other local denominations and organizations in using this space as a center for community outreach.

OXFORD THEOLOGICAL SEMINARY
#10: REFERENCE SOURCES

BOOKS & ARTICLES:

Ellison, Curtis W. ed. *Miami University: 1809-2009*. Athens, Ohio: Ohio University Press, 2009, p. 33.

Jamison, Wallace N. "Associate and Associate Reformed Seminaries," in *Ever a Frontier*, edited by James Arthur Walther, pp. 69-96. Grand Rapids, MI: William B. Eerdmans Publishing Co., 1994.

Shriver, Phillip R. and Edith Foth Puff. *A History of Presbyterianism in Oxford, Ohio: 1818-1825-2000*. Oxford Presbyterian Church, privately published, 2000.

W. G. M. S Publicity Committee. "United Presbyterianism in Oxford." *Women's Missionary Magazine* 63, no. 10 (June 1950), pp. 580-592.

PAMPHELTS, REPORTS, & RECORDS

"104 East Church Street." *Guide for Historical Walking Tour of Oxford, Ohio* [n.d.]. Smith Library of Regional History, Lane Library of Oxford, AR-0550, Box1.

Brittain, Rev. J. R., D.D. *A Memorial Sermon: Preached in the United Presbyterian Church, Oxford, Ohio, October 25, 1896*. Smith Library of Regional History, Lane Library of Oxford, AR-0550, Box1.

Extracts from the Minutes of the Proceedings of the Associate Reformed Synod of the West, held at Pittsburgh, October 17, 1838. Hamilton, Ohio: I. M. Walters, 1838. Smith Library of Regional History, Lane Library of Oxford, AR-0550, Box 2.

Johnson, Elizabeth J. *Notes on Dating Seminary Windows*. Transcript, May 2005. Smith Library of Regional History, Lane Library of Oxford, AR-0550, Box1.

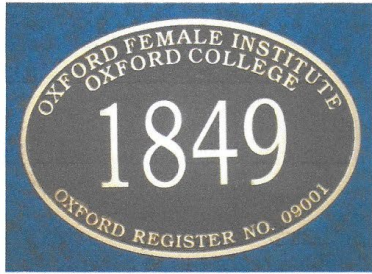
United Presbyterian Church of Oxford, Ohio. *Seminary Building: A History in Stain Glass* [n.d.]. Smith Library of Regional History, Lane Library of Oxford, AR-0550, Box1.

NEWSPAPER ARTICLES:

Smith, Ophia D. "Historian Recalls Life of Theological Seminary." *Oxford Press*, October 23, 1941, p. 1.

"U. P. Church Remodeling Starts Soon." *Oxford Press*, April 8, 1948, p. 1.

Williams, Isabella, "Education for Women Related to Progress in U. P. Church," *Oxford Press*, July 27, 1950, p.3.



Historic Marker Application
City of Oxford, Ohio

Please submit to:
Historic and Architectural Preservation Commission
City of Oxford, Municipal Building
101 East High Street, Oxford, Ohio 45056
For information or assistance:
524-5204 or www.cityofoxford.org
Established 2009

HISTORIC PLAQUE APPLICATION
(TIER TWO)

(Application Deadline: May 1)

Name of Applicant(s): WILLIAM A. HAZLETON

Name of Owner(s): OXFORD PRESBYTERIAN CHURCH

Mailing Address: 101 N. MAIN STREET, OXFORD, OHIO

Tel: 513-461-1812 Email: hczletia@miamioh.edu

Name on marker (original owner or most significant owner): THE MEMORIAL CHURCH

Please summarize information on the following topics and include attachments as appropriate:

- 1. Location of Structure 101 N. MAIN STREET, OXFORD, OHIO
Tax Parcel No. H4000007000101 Building Permit #
Year of Construction 1925 (1925-27) Additions/Restorations 1989-91, ca. 2000, 2022, 2024
2. Description of the site (Habs Haer, fire maps) SEE ATTACHED TEXT & MAPS
3. General narrative of the structure (title search, chain of title, deed records, historic surveys, historic structures report if available): SEE ATTACHED TEXT
4. Architect/builder, if known: SEE ATTACHED TEXT
5. Architectural narrative (for styles, refer to Virginia and Lee McAlester, A Field Guide to American Houses, Alfred A. Knopf, NY, 1994): SEE ATTACHED TEXT

6. Description of interior and any modifications: SEE ATTACHED TEXT
7. Distinguishing exterior features (gardens, setting, landscape features): SEE ATTACHED TEXT
8. Historic Context (significant events, people, stories associated with the property): SEE ATTACHED TEXT
9. Historic photographs / Current photographs: *Please submit photos of all elevations and grounds.*
10. Reference sources: SEE ATTACHED REFERENCE SOURCES
11. Statement of significance: SEE ATTACHED TEXT

Additional pages may be attached.

The applicant certifies that the information on this application is true and accurate to the best of his/her knowledge.

Signed *J.C. Hargrave* Date 5/19/25

HAPC Use Only:	
Site visited by _____	on _____
Information verified by _____	on _____
Application approved _____ Not approved _____	on _____
Marker awarded to _____	on _____
Register Number: _____	

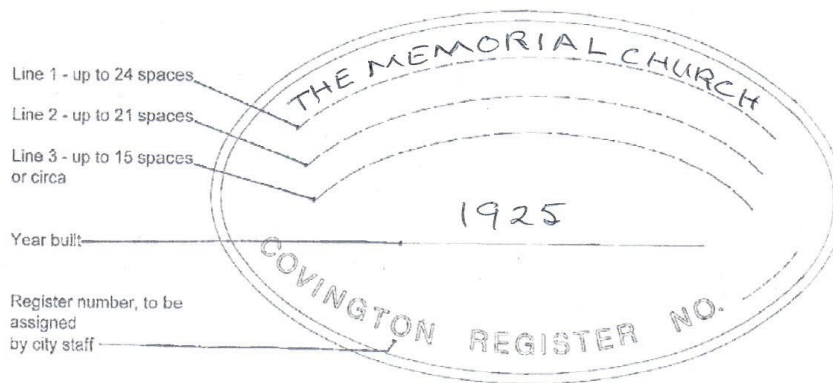


Historic Marker Program

Sponsored by the
Historic and Architectural Preservation Commission
City of Oxford, Ohio
Established 2009

HISTORIC PLAQUE WORDING

Fill in desired information; please print clearly. Historic and Architectural Preservation Commission (HAPC) members will assist in determining the final layout.



INFORMATION ON PLAQUE MUST BE VERIFIABLE HISTORIC FACT SUBSTANTIATED BY DATA SUBMITTED WITH THE APPLICATION.

Please submit a check for *\$124.00 payable to the City of Oxford. The plaque will not be ordered until payment is received. Please allow 8-12 weeks for delivery. The City of Oxford will notify you when the plaque arrives.

Before the City will release the plaque, a **Letter of Agreement** must be signed by the property owner, pledging to maintain the historic integrity of the structure. A copy of this letter is available for review upon request.

** Price Subject to Change Based on Foundry's Pricing. Recipient will be notified of final cost.*

OXFORD HISTORIC PLAQUE

101 N. Main Street

THE MEMORIAL CHURCH (19 spaces)

THE MEMORIAL CHURCH

1925

1. Location of Structure: 101 N. Main Street, Oxford, Ohio
 Tax Parcel #: H4000007000101
 Year of Construction: 1925 (1925-27)
 Additions/Restorations: 1989-91, ca. 2000, 2022, and 2024

2. Description of site: NE corner of Church and Main Streets. The Memorial Church was constructed on InLots 52 & 51. Previous structures: The Second Presbyterian Church, (“New School”), which had broken off from the ‘First’ Presbyterian Church (“Old School”), built a church on this site (1842 -1843); see Map of Oxford, Ohio (1852). The Second and First Presbyterian Churches reunited in 1869, taking the name Presbyterian Church of Oxford, and henceforth met in the former Second Presbyterian Church building. In the early 1870s the building suffered extensive damage during a windstorm and was reconstructed between 1875 and 1877; see Sandborn Fire Insurance Map, Oxford, Ohio (1887). The Presbyterian Church of Oxford was demolished in 1925 to allow construction of the Memorial Presbyterian Church (1925-1927) on the same site; see Sandborn Fire Insurance Map, Oxford, Ohio (1925).

3. Narrative of structure: On March 19, 1925, as part of the Presbyterian Church’s Centennial Celebration, it was publicly announced that Mrs. Laura M. Kumler had agreed to finance the erection of a new church edifice as a memorial to her daughter, Miss Mary Kumler, and her late husband, Mr. Theophilus Kumler. The cornerstone was laid on October 25, 1925.

The building is configured in the shape of an upside-down capital “L”. The longer arm, containing the sanctuary, runs south to north parallelling Main Street, with the main entrance fronting Church Street. It is connected to a smaller wing by an east-west stone cloister that fronts a two-story matching structure. The shorter, north-south section of the “L” on the east side projects out toward Church Street. Facing the courtyard at the corner of the cloister and the shorter wing is a bell tower. The bell was cast in 1854 and presumedly hung in the

belfry of the old First Presbyterian Church on the NE corner of Church (Mulberry) and Campus (East) Streets. The bell tower of that church was destroyed in a windstorm in 1855 and never replaced. Most likely, the bell was placed in storage and reused in the reconstruction of the Presbyterian Church of Oxford (1875-1877) on this site, only to be used again in the Memorial Church.

The Memorial building is constructed of blue limestone, quarried five miles north of Oxford, along Four Mile Creek by H. S. Coulter Co. The entire roof is covered by “rough” slate. The trim surrounding the doors and windows, along with external decorations, is Bedford limestone. The Memorial Church was dedicated on September 11, 1927.

4. Architect/builder: In October 1924, Mrs. Kumler engaged Carl Eugene Howell of Howell & Thomas Architects, in Cleveland, Ohio, to draw up preliminary plans for The Memorial Church, and the firm carried the project through to completion. The architectural plans are in the Cleveland Public Library, Howell & Thomas Architectural Drawing Collection, Folder No. 762: “Presbyterian Church, Oxford, Ohio, 1926.” The general contractor was F. E. Wood Construction and Supply Company, Lima, Ohio. The total cost of construction was \$172,120, plus \$10,327 for Architectural Services.
5. Architectural narrative: The inspiration for the building is a Norman English parish church, though no precise church has been identified. The neo-Norman influence is most pronounced in the exterior windows, the arched cloister, wooden ceiling and support trusses in the sanctuary, and the arches and columns on either side of the nave that run along the side aisles.
6. Description of the interior and modifications: The two-story sanctuary is built in cathedral style, with a row of pillars along either side at the base of the timbered roof. An organ loft at the south end of the nave contains the pipes for the organ and space for musicians. On the south wall above the loft is an attractive English cathedral-glass rose window. A vestibule/entry way is found below the loft, with three sets of doors opening into the sanctuary.

The chancel area is semi-circular. Risers for seating the choir are at the back, along with space for an organ console. Behind the choir, five English cathedral-glass windows grace the north wall. The remaining decorative windows in the sanctuary are art glass. Furnishings, such as the pulpit, communion table, baptismal font and the pews, are walnut. The pews and the elaborate carving and woodwork found in the chancel furniture, as well as in the paneling at the front and back of the sanctuary, were done by the American Seating Company.

According to Mrs. Kumler’s wishes, members of the congregation were responsible for furnishing the interior of the building. The estimated cost was \$30,000, and well over ninety percent of members responded to an appeal for subscriptions. There were some large contributions. The America walnut chancel furniture and paneling were given in memory of the Rev. J. P. E. Kumler, a former pastor of the Second Presbyterian Church (1860-1868) and Luara Kumler’s brother-in-law, by his daughters who also built Kumler Chapel on the

Western Campus. Another major item was an organ, given by several families. Built by the M. P. Moller Company of Hagerstown, MD, the organ was designed by Joseph Clokey, a member of Miami's Music Department. Built at a cost of \$30,000, the organ was considered a fine example of Moller's work.

Less decoration is found in the rest of the building. Office space was provided behind the sanctuary. The two-story central portion housed a social room and kitchen on the ground floor and a choir rehearsal room on the second. The shorter, south-to-north section of the "L," contained a small auditorium and Sunday school classrooms on the ground floor and additional Sunday school classrooms on the second. The total cost of the interior furnishings, including the organ, was \$58,484; special memorial gifts amounted to \$25,265.

Over the last 100 years, changes have been made to some classrooms and in reconfiguring office space. In 1990 the chancel area underwent extensive renovation with the installation of a new organ. The chancel was extended forward, the reredos in front of the choir were removed, and access to the chancel and choir stalls improved. The social room (known as the Molyneaux room) in the center of the structure has been reduced in size to accommodate additional office space along the north side, and most recently (2024) modernized and refurbished to be more welcoming and facilitate the use of new technologies. Circa 2000, a playground has been installed in front of the classroom wing that now houses the Christian Cooperative Nursery School during the week. The main doors to the sanctuary have been replaced, and an ADA accessible ramp constructed at the entrance (2022). In sum, remarkably few modifications have been made to either the exterior or interior of the Memorial Church.

7. Distinguishing exterior features: The church is neatly landscaped along the Main Street side, and the courtyard facing Church Street contains a well-maintained memorial garden. On the north side, there is an alley that separates the church from McCullough-Hyde Memorial Hospital. The east side of church borders physician parking for the hospital.
8. Historic context: The Memorial Church was the inspiration of Laura Magie Kumler. Born in 1845 to David Magie and Hannah Marie Young, her father was a prominent stock farmer who developed the "Magie Breed", forerunner of the Poland China hog. In 1868 she married Theophilus Kumler, son of Oxford's first banker. Theophilus was also a banker and engaged in hog breeding, as well as being a long-serving Trustee of Miami University. The Kumler's had one daughter, Mary, who died at the age of 31 in 1898. At the time of Theophilus' death in 1909, the Kumlers lived at 200 E. High Street, now the home of Beta Theta Pi fraternity. As a widow, Laura proved to be an astute investor, and in her 1926 obituary, the *Dayton Daily News* claimed she was "one of the wealthiest women in Butler County."

In 1925 after her generous gift for building a new edifice was announced, the construction contract for the Memorial Church designated Laura Kumler as "the owner." She died in 1926, and it fell to her nephew and executor, Dr. John Molyneaux, to turn over the keys to the building (ownership) to the church trustees upon its dedication in 1927.

9. Historic photographs/Current photographs: photographs attached in separate file.
10. Reference sources: sources attached in separate file.
11. Statement of significance: The Memorial Church was designed and constructed to be both artistic and functional. In 1926, The *Dayton Daily News* commented that “the church will be one of the most attractive in southwestern Ohio.” Beside the architecturally impressive neo-Norman exterior, the craftsmanship and design of the sanctuary combined “the dignity of the cathedral with the homelike atmosphere of the village church” that has welcomed worshipers for nearly a century.

The merger of the Memorial and United Presbyterian congregations in 1966 marked a new chapter for Presbyterians in Oxford. Worship services continued at the Memorial Church, and the former United Presbyterian Church (the Seminary Church) at 104. E. Church Street became a center for church and community activities. The combined congregation has a rich heritage that has played an important part in Oxford becoming a college town. Presbyterian clergy played an essential role in the administration, instruction, and financial well-being of “Old” Miami (1809-1873). Leaders and congregants of Oxford’s Presbyterian churches founded and helped sustain not only the Oxford Theological Seminary (1838), but also the Oxford Female Institute (1849), Oxford Female College (1854), and the Western Female Seminary (1853). After two hundred years, the Oxford Presbyterian Church proudly continues this long tradition of faith, education, and service.

THE MEMORIAL CHURCH
(Oxford Presbyterian Church)

#10: REFERENCE SOURCES

BOOKS & ARTICLES:

Porter, Rev. Thomas J. *History of the Presbyterian Church in Oxford: 1818-1825-1900*. Hamilton, Ohio: Republican Publishing Company, 1902.

Robb, Dale. "Miami University 1809-2002: From Presbyterian Enterprise to Public Institution." *The Journal of Presbyterian History* 81, no.1 (Spring 2003), pp. 35-54.

Shriver, Phillip R. and Edith Foth Puff. *A History of Presbyterianism in Oxford, Ohio: 1818-1825-2000*. Oxford Presbyterian Church, privately published, 2000.

PAMPHELTS, REPORTS, & RECORDS

"101 North Main Street." *Guide for Historical Walking Tour of Oxford, Ohio* [n.d.]. Smith Library of Regional History, Lane Library of Oxford, AR-0540, Box 1.

Agreement between Laura M. Kumler (owner) and Woods Construction and Supply Co., July 2, 1925. Smith Library of Regional History, Lane Library of Oxford, AR-0540, Box 1.

Ferguson, E. B., Treasurer. *Report: Church Furnishing Fund*. Memorial Presbyterian Church, Oxford, Ohio, October 1, 1928. Smith Library of Regional History, Lane Library of Oxford, AR-0540, Box 1.

Howell & Thomas Architects. *Final Invoice: Oxford Presbyterian Church*, November 28, 1927. Smith Library of Regional History, Lane Library of Oxford, AR-0540, Box 1.

Joint Meeting of Session and Trustees, Oxford, Ohio, March 16, 1925. Oxford Presbyterian Church, Session Records, April 22, 1907 – April 14, 1925, p. 90.

Memorial Presbyterian Church. *Program of Dedication: Oxford, Ohio, September 11 – October 7, 1927*. Smith Library of Regional History, Lane Library of Oxford, AR-0540, Box 1.

The Order of Service for Laying of the Corner Stone of the Oxford Presbyterian Church, October 11, 1925. Smith Library of Regional History, Lane Library of Oxford, AR-0540, Box 1.

Presbyterian Church, Oxford, Ohio, 1926. Cleveland Public Library, Howell & Thomas Architectural Drawing Collection, Folder No. 762.

United Presbyterian Church, Oxford, Ohio. Ohio Historic Inventory (No. BUT-1911-1). Columbus, Ohio: Ohio Historical Society, Ohio Historic Preservation Office, June 16, 1999.

NEWSPAPER ARTICLES:

Grover, Raymah. "Presbyterians Vote Merger to be Effective Jan. 1, '66." *Oxford Press*, August 5, 1965, sec. 3, p. 1.

"New Presbyterian Church Edifice at Oxford." *Hamilton Daily News*, October 13, 1925, p. 1.

"Tomorrow Memorable Day for Presbyterians." *Hamilton Daily News*, September 10, 1927, Oxford News, p. 1.



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 37 E High St, Oxford, OH 45056

Building Name Oxford Sushi King

Does the proposal involve demolishing an existing building? Yes No

Description of Proposed Change(s) Install a stud mounted painted acrylic dimensional sign onto the storefront
Sign will NOT be illuminated.

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 Ricky Roderer

Applicant Company Name Fastsigns - Fairfield

Mailing Address 6560 Dixie Hwy E, Fairfield, OH 45014

Email Address 227@fastsigns.com

Telephone Number 513.942.3000

BOX 4 | PROPERTY OWNER INFORMATION Check if same as Applicant

Property Owner Name Derek Cook

Property Owner Company Name Uptown 2 LLC

Mailing Address 37 E High St, Oxford, OH 45056

Email Address dcook@studenthousingmgmt.com

Telephone Number 513.265.1485

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) Ricky Roderer

Applicant Signature



Date 6/16/25

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 in the Community Development Department located 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 Community Development at 513-524-5204.

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

FARM Perez Company LLC, dba Oxford Sushi King
(Applicant Name)

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

Approval for exterior signage per the attached
(Application Description)

located at

37 E. High St., Oxford, OH 45056.
(Property Address/Location)

Thank you,

DAVID SCHMITT
(Property Owner Printed Name – must be a person)

Uptown 2 LLC
(Property Owner Company Name – if applicable)

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

6/18/25
(Date)



Created Date: 6/9/2025

DESCRIPTION: Painted Acrylic Storefront Sign

Bill To: Oxford Sushi King
37 E High St.
Oxford, OH 45056
US

Pickup At: Fastsigns
6560 Dixie Hwy
Ste E
Fairfield, OH 45014
US

Requested By: Alex Perez
Email: oxfordsushiking@gmail.com

Salesperson: Ricky Roderer

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Painted 1/4" Thick Acrylic Storefront Sign - WHITE	1	\$781.55	\$781.55
1.1	Channel Letters - Part Qty: 1 - Retail Price: \$0.00 Text: SUSHI KING OXFORD Notes: 62.5" x 14" flat cut painted acrylic "SUSHI KING" & 19.5" x 19.5" flat cut acrylic logo with vinyl applied 62.5" x 4" Flat cut acrylic letters "OXFORD" & two lines.			
2	Installation	1	\$475.00	\$475.00
2.1	Installation (On-site) - Notes: Travel to site, install stud mounted acrylic letters to the storefront using a paper pattern.			
3	Permit Work	1	\$350.00	\$350.00

3.1	<p>Permit Application -</p> <p>Notes: Do all Sign Permit Work: Work to include drawings, sign permit application and submittal of permit paperwork to the appropriate city, township or county. (Engineer stamped drawings or Special Inspections are NOT INCLUDED and would be an additional cost if required by the city) PRICE DOES NOT INCLUDE THE ACTUAL PERMIT FEES as each jurisdiction's permit fees vary in price. The balance is due in full when permit has been procured. Permit and application fees assessed by the municipality will be added here \$_____ on the final invoice.</p>
-----	---

Subtotal:	\$1,606.55
Taxes:	\$104.43
Grand Total:	\$1,710.98
Deposit Required:	\$855.49

Due to the current economic uncertainty pertaining to materials cost and supply chain issues, estimates are void after 15 days, and will need to be requested

Signature: _____ **Date:** _____

Before



37 E High St.
Oxford, OH 45056



85" x 19.5" (11.5 sqft)

After



1/2" Thick painted acrylic letters & logo. Letters will be installed onto the exterior of the building using studs and silicone to secure.



Non-illuminated,
stud mounted
acrylic letters



37 E High St.
Oxford, OH 45056

