

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

I. Call to Order

The November 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, Alex French, Kelsey Stryffe, and Brad Spurlock

Those members excused: Sean Wagner, Alia Levar Wegner, Corey Watt

Staff members present: Sam Perry, Community Development Director

Staff members excused: None

II. Approval of Agenda

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

III. Public Comments

There were no comments from the public.

IV. Approval of Minutes of September 10, 2025

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

V. New Business

36 East High Street, Brick Street Bar, Certificate of Appropriateness for sign modification, Mark Weisman, Applicant, Vince Klusty, Klusty Sign Associates, Agent

Mr. Perry began his presentation by recounting the procedural history. The original application had been submitted in July 2025 and reviewed administratively. However, electronic signage, especially internally illuminated or electronically changeable signage — is prohibited for administrative approval in the Uptown Historic District, causing the request to be automatically referred to the HAPC. The ensuing delay resulted from scheduling difficulties, including quorum issues and applicant availability. Mr. Perry also reminded the Commission that a separate but related matter was pending before the Board of Zoning Appeals concerning the same sign. That BZA matter arose from an administrative denial of the sign permit under zoning rules. The BZA appeal had been filed, but its resolution was not contingent upon the HAPC's decision. For the sign to be installed, both HAPC approval and BZA relief would ultimately be necessary, though the order of those approvals was not prescribed by law.

Mr. Perry next described the marquee as a lawfully nonconforming projecting sign. Current zoning would not permit such an extensive projection over the public sidewalk, but because the structure predates present regulations, it remains legally nonconforming and may continue to exist so long as its nonconformity is not expanded. The existing illumination of the marquee is through direct internal lighting, achieved by fluorescent tubes shining outward through translucent letter panels. This form of illumination, while also nonconforming under present zoning, remains permitted due to its historic existence. The building itself, Mr. Perry noted, is classified as a contributing structure in the historic district, which places upon the Commission a heightened duty to ensure that alterations do not undermine the architectural and historical integrity of the property.

Turning next to the City's Design Guidelines, Mr. Perry explained that the guidelines clearly prefer indirect illumination for signage in the Uptown Historic District, recommending external fixtures such as gooseneck lamps that cast light onto a sign surface. Internal illumination, in which light shines outward through the sign face, is discouraged, and electronic changeable signs are tightly restricted. Movement, flashing, scrolling, or animation are expressly disallowed. The guidelines also emphasize the importance of using materials that resemble traditional signage materials such as wood, stone, metal, and glass, or modern composites that convincingly imitate those historic textures. The LED display proposed by the applicant would, by technical definition, constitute internal illumination, though with characteristics significantly different from the marquee's current fluorescent lighting.

Mr. Perry then discussed the zoning code. The City's zoning regulations explicitly prohibit electronic message centers in the Uptown Historic District, with the sole exception being fuel price displays at gas stations, which are permitted due to a past BZA decision that became institutionalized in the code. Mr. Perry stated that the marquee at Brick Street Bar is not functionally analogous to a fuel station price display, and therefore any approval of the requested signage would be a substantial departure from established norms. Nevertheless, Mr. Perry acknowledged that the HAPC possesses autonomous authority to approve or deny alterations to historic structures under the Certificate of Appropriateness process, based on criteria distinct from those used by the BZA.

Mr. Perry displayed several photographs of the current marquee. Mr. Perry next answered questions from the Commission members. They asked whether conditions placed on a digital sign—such as prohibiting movement or enforcing brightness levels—could realistically be enforced. Mr. Perry answered that while conditions could be imposed, enforcement depended largely on good-faith compliance by the property owner. Violations might occur late at night when staff were not present, and consistent monitoring would be impractical. Commissioners asked whether approving LED signage in this case would create a precedent encouraging future applicants to seek similar technology. Mr. Perry acknowledged that precedent was always a concern.

Mr. Miller invited the applicant's attorney, Mr. Jack Grove, to present the applicant's position. Mr. Grove introduced himself and described his long-standing representation of Weisman

Enterprises, the owner and operator of Brick Street Bar. Mr. Grove explained that Weisman Enterprises had maintained the property as a performing venue for more than twenty years and that the interior stage from the original theater remained intact and utilized for live entertainment. By continuing to host nationally touring acts and student-oriented performances, Brick Street was, in Mr. Grove's view, perpetuating the building's original cultural purpose. Mr. Grove argued that retaining a functional marquee was essential to this legacy.

Mr. Grove then addressed the legal dimension. Mr. Grove asserted that the marquee is a lawfully nonconforming structure and that its nonconforming status authorizes its continued use in its traditional illuminated form. Requiring indirect lighting or forcing a regression to a materially different signage system would conflict with historical authenticity. Mr. Grove also raised constitutional considerations, stating that the City must avoid content-based regulation. If gas stations are permitted to use electronic displays but other businesses are categorically barred, then the City must justify the distinction without relying on the type of business or the content of the signage. Mr. Grove emphasized that the request was not for animated or flashing LED graphics, but for a static display designed to emulate the traditional marquee aesthetic, enhancing safety and reducing maintenance burdens.

Mr. Grove called upon his first witness, Mr. Vince Klusty, the signage expert enlisted by the applicant. Mr. Klusty introduced himself as a veteran sign fabricator who had worked extensively with historic marquees, including the well-known Covedale Theater in Cincinnati. Mr. Klusty displayed photographs of the Covedale marquee before and after its conversion to LED panels. Those images illustrated how a high-quality LED system, programmed with static imagery, could mimic the stylized layout and coloration of traditional changeable-letter theater signs. Mr. Klusty explained that the technology had advanced such that extremely fine pixel pitches—down to six millimeters—permitted detailed, legible imagery at close viewing distances without the pixelation typically associated with LED screens.

Mr. Grove described the challenges of maintaining traditional changeable-letter systems, particularly in outdoor conditions. The existing system at Brick Street Bar required staff to climb ladders on the public sidewalk, often late at night and in adverse weather, to manually insert or remove letters. Ice, wind, and age-induced warping had made the tracks unreliable and unsafe. Mr. Grove affirmed that LED systems, once installed, required significantly less maintenance, reduced safety risks, and permitted consistent visual presentation.

Mr. Klusty also addressed concerns about illumination. Modern LED systems include built-in ambient light sensors that automatically adjust brightness according to the time of day and surrounding lighting conditions. Mr. Klusty emphasized that the applicant understood Oxford's concerns and was fully prepared to operate the system in a manner that ensured subdued nighttime illumination. Mr. Klusty demonstrated static images that resembled the familiar block-letter marquee look, explaining that the technology could easily produce a white background with black lettering or a dual-panel scrolling format that mimicked letter trays—except without movement, which the applicant agreed would be disabled.

Mr. Grove distributed Professor Kiely's research work on Art Moderne style. Professor Joss Kiely then delivered expert testimony on the architectural significance of the building. Mr. Kiely explained his academic background in twentieth-century architectural history and contextualized the style of the former Miami Western Theater as operating at the intersection of Art Deco and Art Moderne. These styles embraced bold geometric forms, streamlined contours, and the integration of modern materials and lighting technologies. Professor Kiely explained that during the mid-twentieth century, theater marquees frequently underwent modernization to incorporate updated lighting and materials. This process of technological evolution was historically consistent and did not undermine architectural authenticity. Mr. Kiely suggested that a static LED display that visually reproduced traditional marquee messaging could be compatible with the building's stylistic lineage and uphold its historic character.

Mr. Grove shared some photos of signage in the community with the Commission.

Mr. Grove also shared the Ohio Historic Inventory document.

Following the testimony, the Commissioners excused themselves to deliberate privately.

Ms. French articulated the Commission's decision. Ms. French stated the Commission believes that the evidence shows the applicant is attempting to honor the historical and architectural significance of the sign and to use technology consistent with the historical use of the sign and agreement that they will use it as a static sign with no scrolling imagery with illumination adjustments to reduce light distraction. Ms. French made a motion to approve the Certificate of Appropriateness for the sign modification at 36 E High Street with the following conditions:

1. Static signage
2. No scrolling marquee and no moving images
3. Illumination adjustment as recommended by the sign installer to reduce distraction
4. Attempted adherence to the traditional character of the signage on the marquee

Mr. Spurlock seconded the motion. All were in favor.

VI. Old Business

Update on District Design Guidelines and Preservation Plan Progress

After the vote, the Commission members engaged in a brief administrative discussion regarding upcoming revisions to the Design Guidelines. Mr. Perry explained that staff had begun reviewing the latest draft from the consultants.

VII. Adjournment

Ms. Stryffe made a motion to adjourn the meeting. Mr. Spurlock seconded the motion. All were in favor. The meeting adjourned at 8:11 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: January 14, 2026

RE: **HAPC-2025-11, 110 East High St demolition and new construction, pre-application discussion**

Architect Emily Lubbers is requesting a pre-application discussion regarding the replacement of the vacant Follett’s bookstore building. A Certificate of Appropriateness for this site was approved in July 2024; however, the project did not move forward, which resulted in the **expiration of the approval after one year (July 2025)**. This means that the process must begin again from the start as if no previous approval had occurred.

Some HAPC members may remember approving a re-classification of this property from contributing to non-contributing in [November 2023](#). The re-classification allows complete demolition to proceed if an appropriate re-use plan is approved. Preservation of any part of the existing building/s is not required.

City code [section 1152](#) requires that a pre-application discussion is held before the submittal of a Certificate of Appropriateness application for a new principal building. The purpose of the discussion is to gain feedback from the Commission members before detailed plans are drawn. The intent is to conserve time for the designer and gain early alignment between the designer and the Commission.

A similar process occurred in [May 2024](#), when the HAPC held a pre-application discussion for the same site. In [July 2024](#), a Certificate of Appropriateness for the demolition of the existing building and new construction, was approved, with a condition that revisions be made and material samples be approved. As stated in the cover letter, Ms. Lubbers and her client are open to feedback for making the project appropriate for the district and the site. Previously, staff requested that

<https://cityofoxfordoh.sharepoint.com/sites/Boards-and-Commissions/Shared Documents/HAPC/2025/HAPC-2025-11, 110 E High St, COA pre-application, Emily Lubbers/Staff memo HAPC 2025-11.docx>

material samples or locations of example installations be provided at some point in the process. Particularly for any materials, textures or installations that are not already being used in the district. The primary feedback given in 2024 to the architect is not unlike feedback for other projects of this scale. For example the recent Caroline Harrison building at 131 W. High St. These types of projects take up almost a quarter block, therefore, differentiation/articulation in the façade will be necessary. Previous attempts at differentiation in the façade looked sufficient on paper or screen, but in reality, one inch of articulation was insufficient. The articulation needs to be several inches. This proposal and one approved in 2024 demonstrates much more significant articulation. The 1994 Design Guidelines are outdated and do not adequately address new construction of this scale; they only address much smaller sites. However, the Guidelines do generally reference vertical proportioning of storefronts in both new and existing construction. The new Guidelines have been drafted but are not approved yet. This latest version is very similar to the version approved in July 2024. **The main difference observed by staff in the latest version is the removal of the black metal boundary pieces on the front façades.** All other façade design elements appear to be identical to the 2024 version. Staff is confident that the design team is up for the challenge of designing a modern building in a historic setting. Staff recommends that HAPC members provide as much feedback as possible. Consensus on the feedback is not needed at this point because no vote will be taken.

There were some public comments provided to staff and Commission members after the 2024 approval regarding the façade being overly trendy and would not stand the test of time for decades moving forward. The Commission should entertain relevant public comments, if any, at public meetings, for potential consideration into the design of the final, approved version. Staff has taken the time to observe historic district infill construction in other urban settings around the United States. There is a wide variety: from historic replication to completely modern materials, and everything in between. In the case of this property, the architect's client is not in favor of open balconies, which does limit the potential variation on the façade.

As background information, the HAPC should be aware that the City Manager's office staff have partnered with this property owner in seeking demolition and site preparation funding assistance through the Butler County Land Bank and Ohio Department of Development. **It is a priority of the City of Oxford that this property be returned to active usage. It has been vacant/underutilized for nearly a decade.**

PROPERTY LOCATION AND HISTORIC DESIGNATION

Property Location

108 E. High Street is located on the north side of E. High Street, east of N. Poplar Street in the City of Oxford. The property is composed of Butler County Parcel H4100003000172 along with a rear addition on Parcel H4100003000169. The 1839-1859 front portion of the building is identified as Historic and Federal style. It has experienced extensive alterations from 1911 to 1970 with a loss of historic material and architectural language, resulting in a lack of historic integrity.

ALTERATIONS

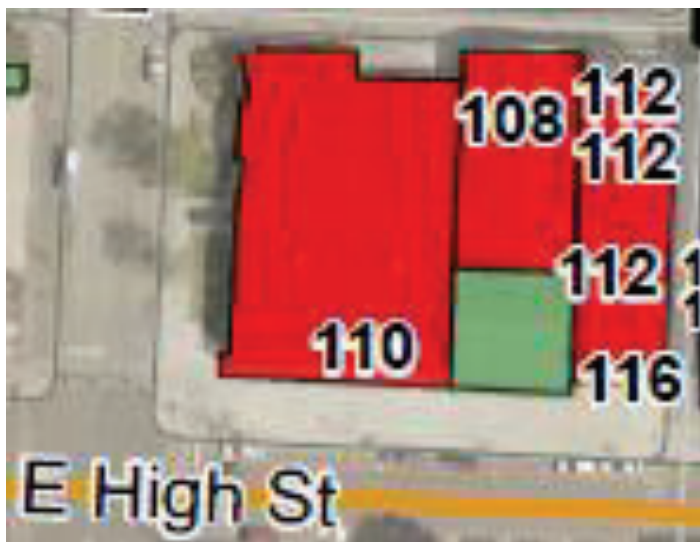
- In 1970, 108 E. High became physically connected and functionally related to 110 E. High/ Parcel H4100003000173 with removal of the first floor west wall of the 1839-1859 original portion of the building.
- The rear north wall of 108 E. High /Parcel H4100003000172, 1839-1859 original portion of the building has been entirely removed.
- 13 N. Poplar /Parcel H4100003000168 is fully connected to the 110 E. High /Parcel H4100003000173 portion of the building at the south side and Parcel 108 E. High/Parcel H4100003000169 portion of the building at the east side.
- No interior demising walls remain from the historically divided commercial space.
- All four Parcels are under the common ownership of 110 High Street, LLC and are physically connected on the interior.



Historic Designation - City of Oxford – Uptown Historic District Inventory – February 2018

- The front portion of 108 E. High/Parcel H4100003000172 is designated “Historic” and recognized by the Inventory as the “2 story portion of the former Follets” with an address of “110 E. High.”
- The rear addition to 108 E. High/Parcel H4100003000169, 110 E. High/Parcel H4100003000173 and 13 N. Poplar/Parcel H4100003000168 portions of the building are designated Non-Contributing.

Address	Street	Building	Picture	Historic Photo	Category	Description	Year Built	Style	OHI No
110	E. High	2 story portion of former Follets			H	This painted brick two-story building has an altered asymmetrical front facade. The 5 second story windows are one over one. There are three entry doors and one plate glass window on the first floor. This is one of the oldest buildings in the commercial district. Except for a grocery store and cobbler shop, this was primarily a residential use until the 1900's. From 1970 to 2016 Follett's Miami Book Store occupied the commercial space. Prior to the book store a car dealership, printing company and a music store occupied the space.	1839	Federal	



This painted brick two-story building has an altered asymmetrical front facade. The 5 second story windows are one over one. There are three entry doors and one plate glass window on the first floor. This is one of the oldest buildings in the commercial district. Except for a grocery store and cobbler shop, this was primarily a residential use until the 1900's. From 1970 to 2016 Follett's Miami Book Store occupied the commercial space. Prior to the book store a car dealership, printing company and a music store occupied the space.

Legend

Draft Inventory

Category

- Historic
- Non-Historic Contributing
- Historic Non-Contributing
- Non-Contributing

City of Oxford Code: 1152.03 (f) (2) Historic Structure: Any structure that has or once had special character, or special historic or architectural value as part of the development, heritage or cultural characteristics of Oxford, the State of Ohio, or the United States, and which has been designated as such pursuant to the provisions of this chapter. Structures in this category will generally be fifty (50) or more years of age. The historic form and character of the building is visually accessible and if not accessible, it could be restored to its historic form and character.

City of Oxford Code 1152.03 (g) "Historic Non-contributing" means structures that will generally be fifty (50) or more years of age. The historic form and character of the building is not visually accessible or has been obliterated by incompatible remodeling, irreversible alteration, decay, or damage.

HISTORY - FRONT PORTION of 108 E. HIGH STREET / Parcel H4100003000172

History

The front brick portion of 108 E. High/Parcel H4100003000172 was constructed in 1839 as a house and frame shop by David Lathrup on the west portion of the lot. By 1859, he owned two brick houses and a stable on the lot. In 1866-67, L.G. Rosebloom opened a boots and shoes repair shop (cobbler) within the west portion. Between 1880-1890, "The Barracks" tenement house became located to the east next to the west side of Hendricks Cobbler Shop.

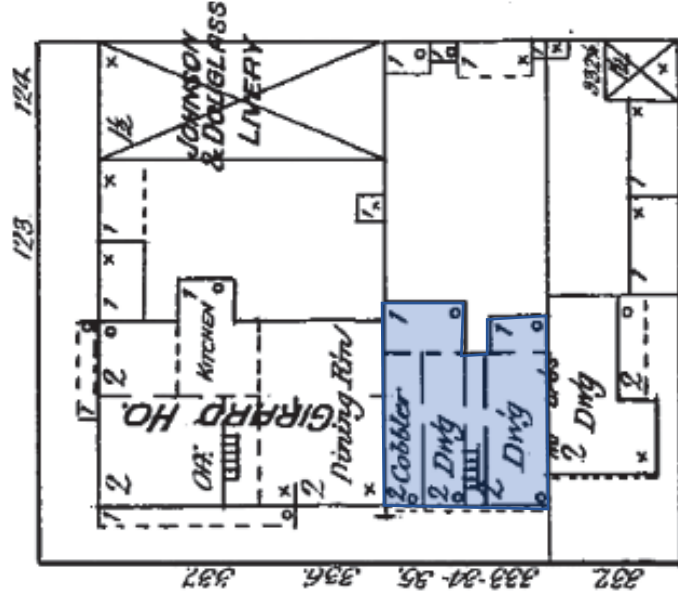


Girard House to the left has been demolished and 108 E. High to the right.
Photo, ca. 1860s
Source: Smith Library of Regional History

1887

By 1887, the two-story building with slate roof was composed of two dwelling units flanking a central stair each with a rear one-story wing. The west dwelling unit had an adjoining cobbler area which shared the rear wing. A dotted line indicates a full-width canopy, porch or overhang at the façade. Note historic address is – 333, 334, 335 High Street.

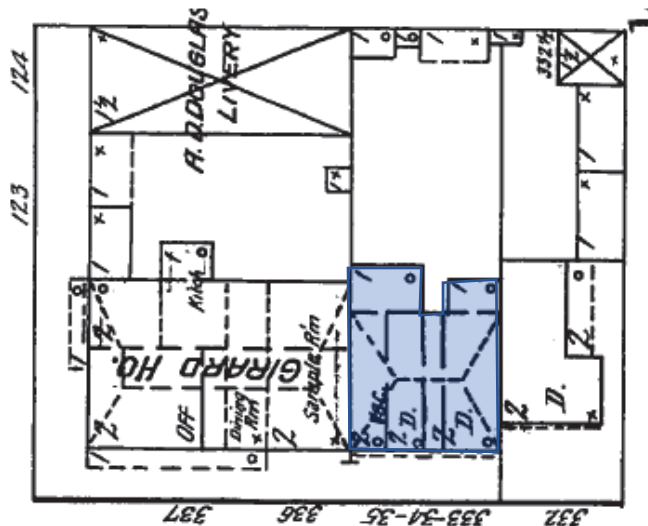
1887 Sanborn Fire Insurance Map



1892-1899

By 1892, the two-story building with slate roof was composed of two dwelling units with rear one-story wings remaining. A side-gabled roof is noted. The canopy, porch or overhang at the façade remains. The cobbler area is vacant. Note the configuration remains the same in 1892 and 1899.

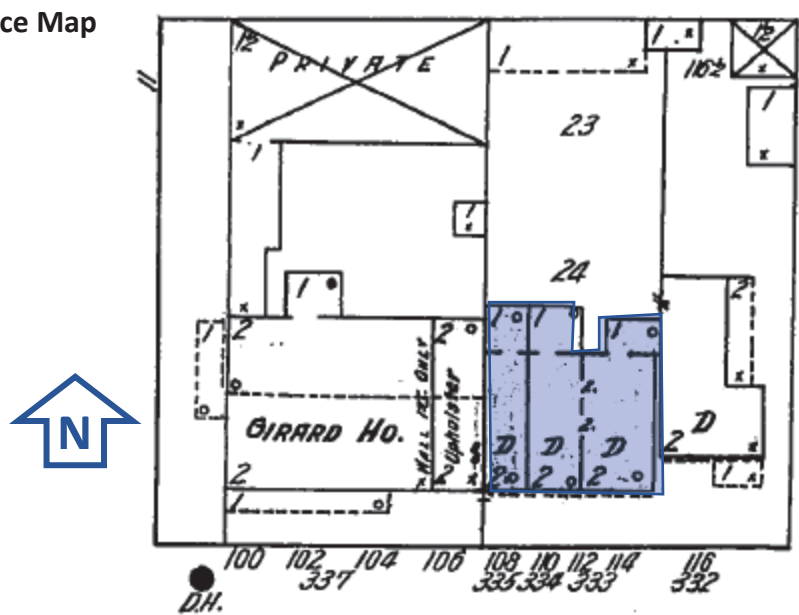
1899 Sanborn Fire Insurance Map

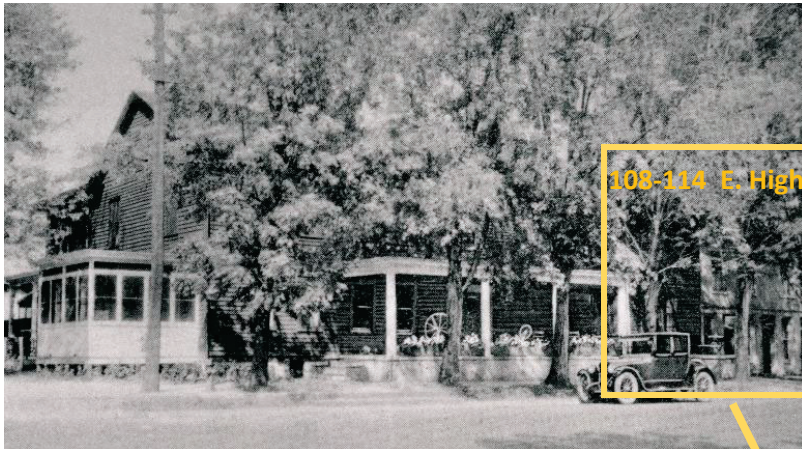


1911

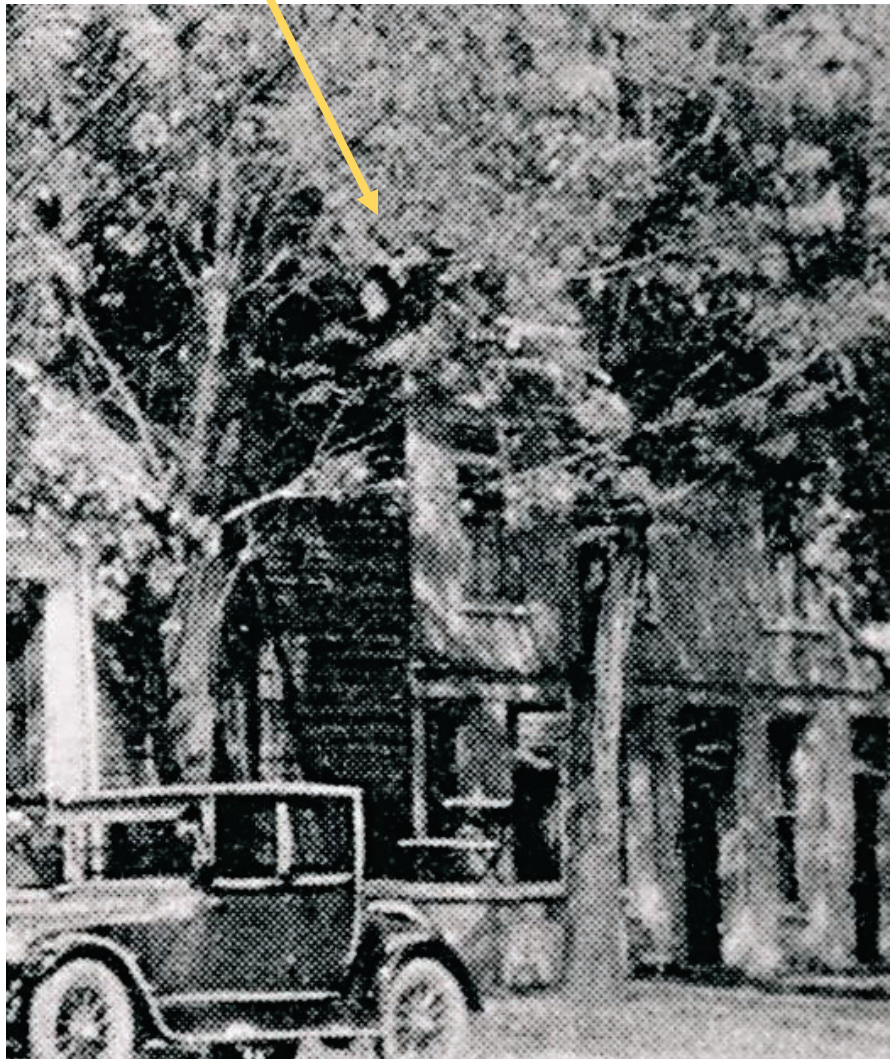
By 1911, the two-story building with slate roof was converted to three dwelling units with the two easternmost units connected. The west cobbler unit was converted to an additional separate dwelling unit with separate rear one-story wing. The canopy, porch or overhang at the façade remains. Interior changes indicate that the central stair was removed/altered. The first floor fenestration pattern was completely changed from the ca. 1860s appearance. Note that the addresses were changed to 108, 110, 112, 114 perhaps indicating an upstairs unit.

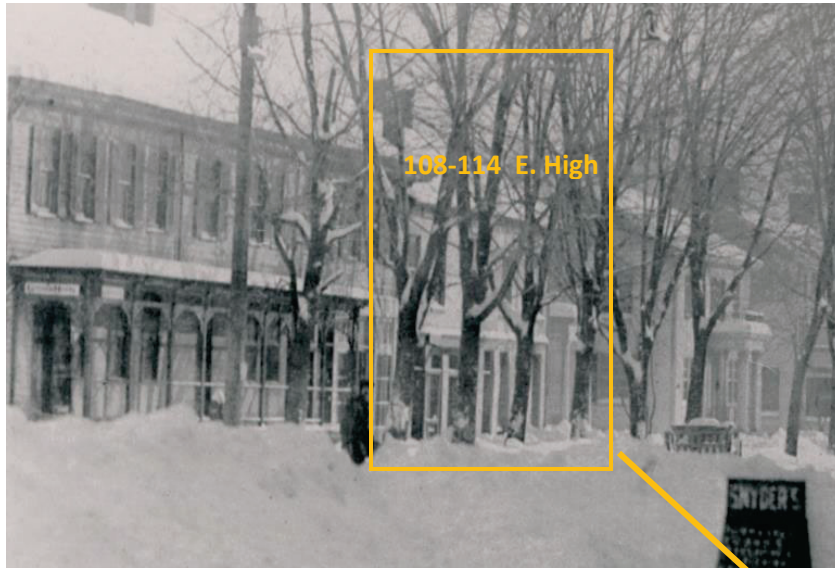
1911 Sanborn Fire Insurance Map





Girard House (100 E. High) and
108-114 E. High
Photo, 1916





**Girard House (100 E. High) and 108-114 E. High
Photo, 1918**

Source: Smith Library of Regional History

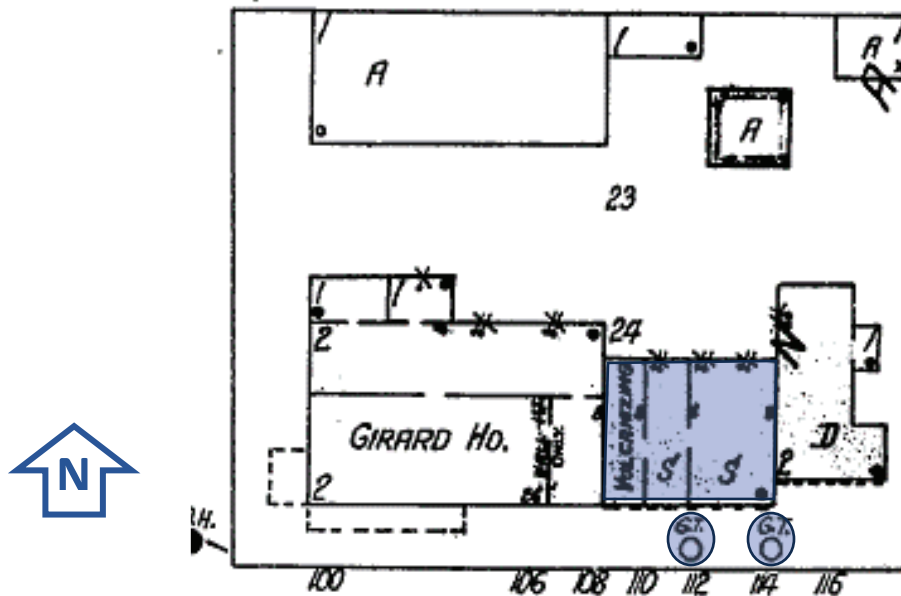
Note: First Floor Façade with multiple slender bays
covered by a full length slightly projecting roof.



1925

By 1925, the two-story building with shingle roof was converted to three connected commercial use units. Stores reside in the easternmost units and a “vulcanizing” business in the western unit with rear one-story wings removed. The canopy or porch at the façade remains. Two Gas Tanks are noted in the front of the building Address- 108, 110, 112, 114 High Street.

1925 Sanborn Fire Insurance Map



1926 -1931

In 1926-1931 Humbach's Service Station and Humbach's Radio Store occupied 108-114 E. High with an apartment above. From 1933-36, Carmin's Service Station was located here, converting to Carmin's Auto Sales in 1941. From 1949-1957, Fryman Motor Sales (Oldsmobile) occupied the building. Note that the first floor fenestration pattern completely changed from the 1911 configuration.



Girard House (to the left) and Fryman Motor Sales (Oldsmobile) at 108 E. High (to the right) until 1957
Photo, 1953

Source: Smith Library of Regional History

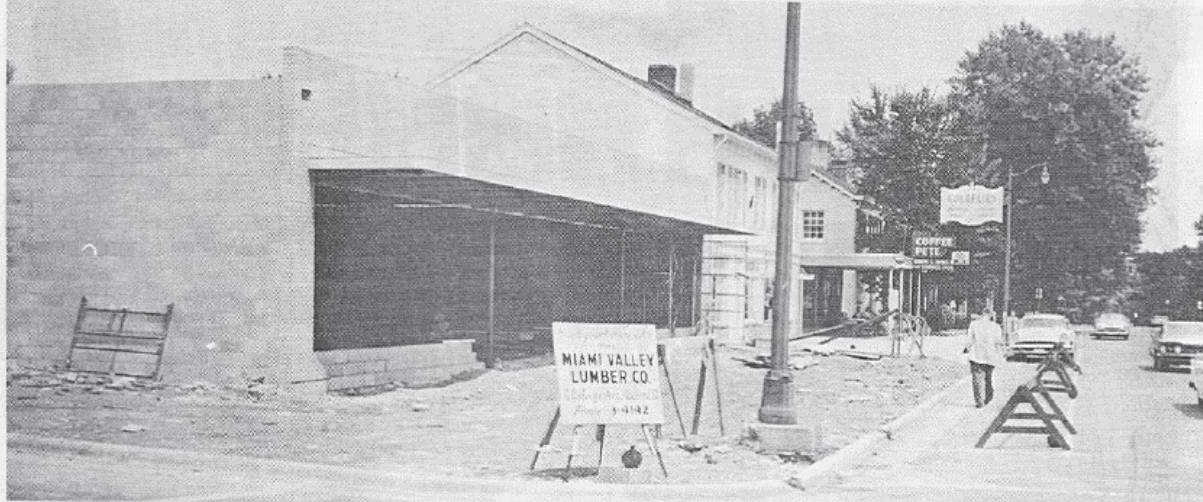
First Floor Façade Commercial Alterations:

- First (West) bay - Divided lite double door with divided lite transom
- Second Bay - Divided lite single door entry with transom
- Third Bay - Fixed pane display window with divided light transom
- Fourth Bay – 2 single door entries with transoms
- Fifth (East) Bay – Garage door opening

Note central chimney at roof below ridgeline

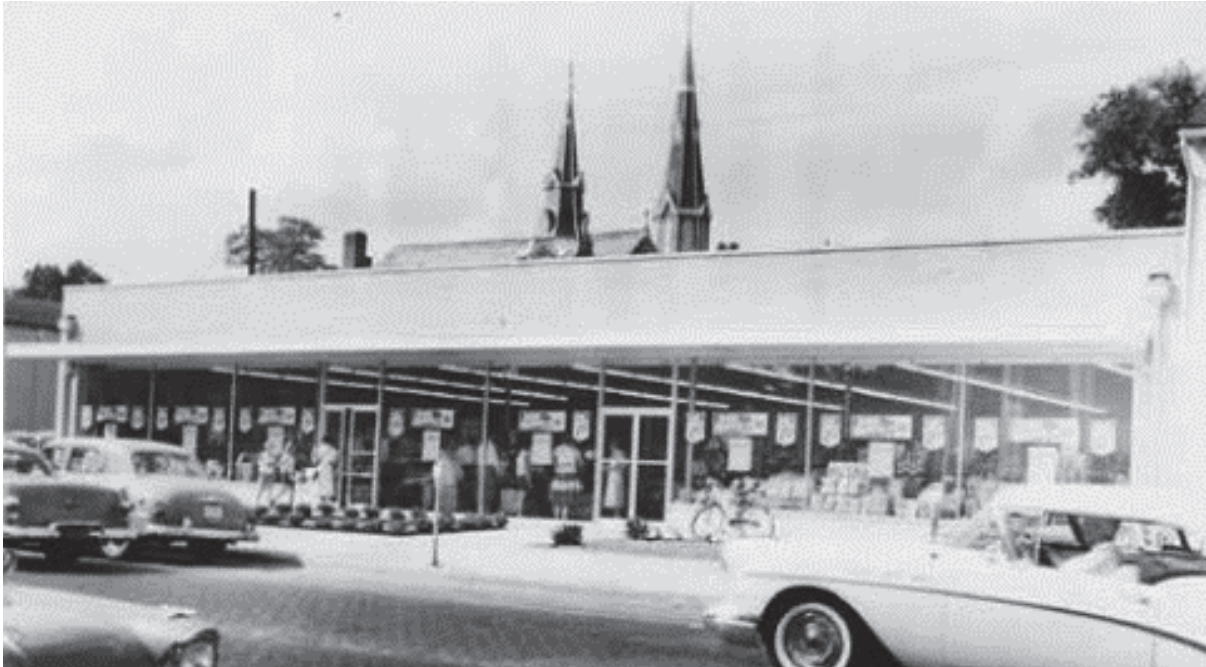


The Girard Hotel (Spinning Wheel) Corner Changed



These pictures further detail the history of the Girard Hotel (Spinning Wheel) property previously referred to in this series. The century-old hotel building at the northeast corner of Poplar and High was razed in 1955 and in 1959 replaced by a buff-brick, one-story structure. The photo above shows the building during construction; note beyond it, the building housing Goldflies Music and Cullen Printing, the extended portico of Coffee Pete's, and the old Dr. J. N. Bradley

residence which later housed Sigma Alpha Epsilon and Tau Kappa Epsilon fraternities, since being replaced by the University Arcade building. The photo below shows the corner building, now occupied by The Boar's Head, as it appeared when the W. W. Mac Co. opened its store there in 1960. Later the west corner location was sectioned off and used for some time by Capitol Dry Cleaners. — Staff Photo



W.W. Mac Company (dime store) replaces the Girard House which was razed in 1955

Photo, ca. 1960

Source: Smith Library of Regional History

108-110 E. High Street Building occupants:

1958 - 108 - Goldflies Music Store until 1960; **110** - Cullen Printing Co.

1960 - 108 - Myers Music Store replaces Goldflies; **110** - Cullen Printing Co.

1965 - 108 - Myers Music Store; **110** - Typoprint Inca; Students listed in apartments above

1969 - 108 - Myers until 1970; **110** - Typoprint Inca until 1970



108 E. High at the center
Windowless bar called the Boar's Head Inn with a dry cleaner at west (left) end
Photos, ca. 1969

BUILDING ALTERATIONS & CONSTRUCTION

The original 1839-59 Federal style front portion of 108 E. High Street/Parcel H4100003000172 has been engulfed by additions to the west and rear which are physically connected and impacting historic integrity.





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

<input type="checkbox"/> Pre-Application for Certificate of Appropriateness <input type="checkbox"/> Certificate of Appropriateness
--

BOX 2 | APPLICATION DETAILS

Property Address/Location
Building Name
Does the proposal involve demolishing an existing building? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Proposed Change(s)

BOX 3 | APPLICANT INFORMATION

Is the applicant also the current property owner? <input type="checkbox"/> Yes (You may skip Box 4) <input type="checkbox"/> No (Do not skip Box 4, and include a Letter of Agency with your submittal)
Applicant Name
Applicant Company Name
Mailing Address
Email Address
Telephone Number

BOX 4 | PROPERTY OWNER INFORMATION Check if same as Applicant

Property Owner Name
Property Owner Company Name
Mailing Address
Email Address
Telephone Number

BOX 5 | ARCHITECT INFORMATION Check if same as Applicant

Architect/Engineer Name
Company Name
Mailing Address
Email Address
Telephone Number

BOX 6 | ATTACHMENT CHECKLIST Submit all contents in **PDF format**. No printed copies are necessary.

- Narrative/Cover Letter** providing a written description of the proposed exterior change(s)
- Elevations, site plans, renderings, diagrams, photo simulations, and/or other items** necessary to accurately illustrate the details of proposed exterior change(s)
- 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)

Applicant Signature

Date

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

(Applicant Name)

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

(Application Description)

located at

(Property Address/Location)

Thank you,

(Property Owner Printed Name – must be a person)

(Property Owner Company Name – if applicable)

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

(Date)

December 26, 2025

Sam Perry
Community Development Director
City of Oxford
Community Development

RE: Certificate of Appropriateness Pre-Application Meeting
For: Benjy Federbush
AT: 110 E. High Street, Oxford, OH 45056

Dear Mr. Perry:

This letter serves as an official request to submit for Certificate of Appropriateness for a proposed new mixed-use building located at 110 E. High Street.

The proposed building is a four-story 52,400 SF mixed-use building. The building will have retail on the first floor and three stories of multi-family housing above. The multi-family housing will be designed with Miami University students in mind. The residential units will be a combination of two bedroom, three bedroom and four bedroom units. The first floor covers most of the site, with the second thru fourth floors forming a U-shape towards the rear of the site, therefore allowing every bedroom to have a window.

The proposed exterior design uses brick veneer, metal siding, smooth stone veneer, and pre-cast panels. The first floor will have an abundance of aluminum storefront to create a welcoming atmosphere along the street front. The building is designed to appear as multiple smaller buildings, as opposed to one large building, to be more in line with the existing character of the neighborhood. Two colors of brick have been proposed. Both will be in the red family with one being a darker brown/burgundy and the other a lighter mauve color. The pre-cast concrete and stone will be in the cream/tan family. The upper floor windows have a regular and repetitive pattern. MSP will provide physical samples of materials for review at the meeting.

While the building does have an overall more modern aesthetic, we believe the design respects the rhythm and character of the surrounding buildings, and the neighborhood. We understand the Certificate of Appropriateness application process is a collaborative one and we are looking forward to working with the City of Oxford and the HAPC to finalize the design and create a building that both the owner, designers, and City of Oxford can be proud of.

If we can be of any further help, please do not hesitate to call.

Sincerely,

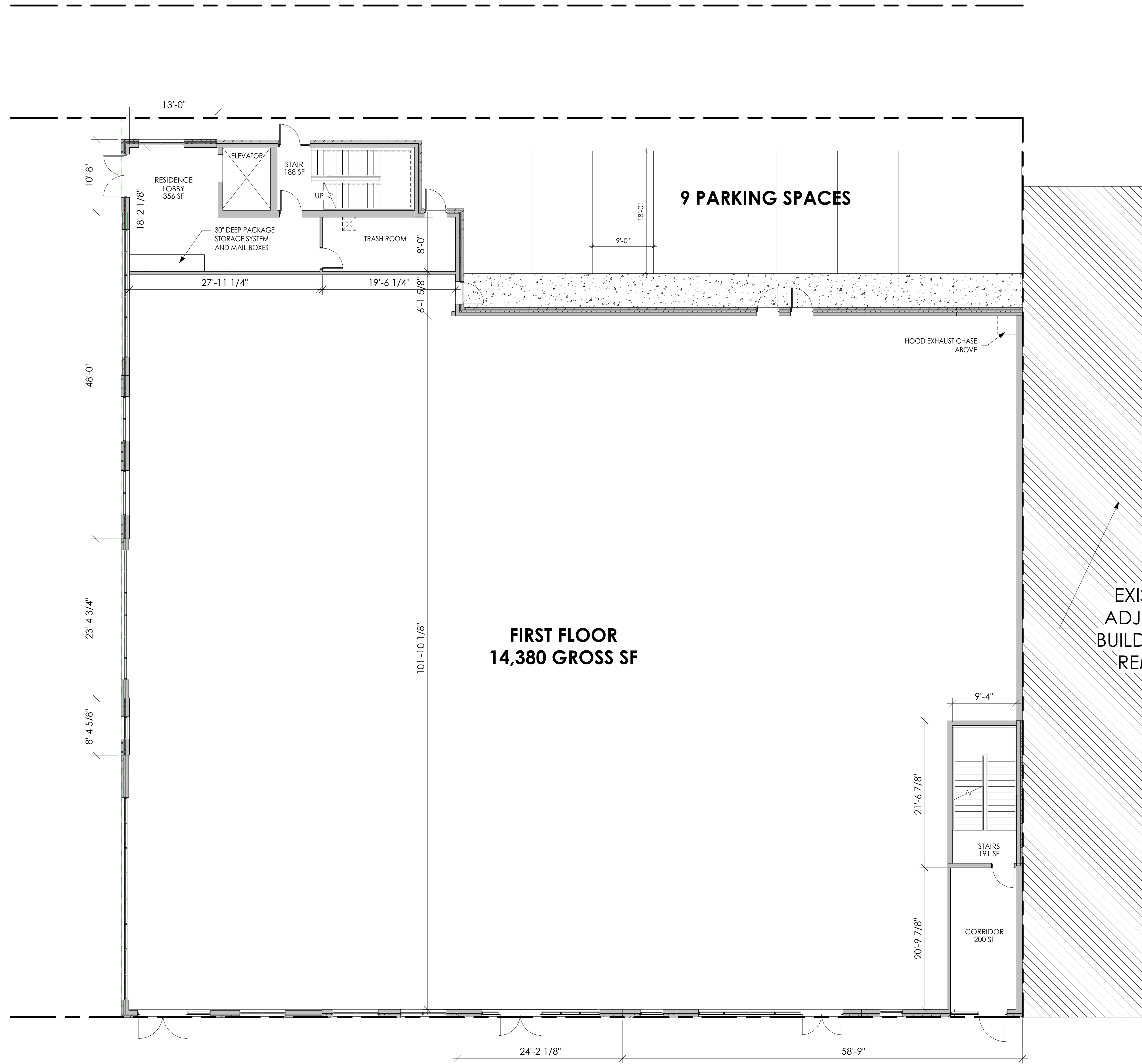
Emily Lubbers, AIA NCIDQ
Project Architect
513-759-3212
elubbers@mspdesign.com
McGill Smith Punshon, Inc.

Issue/Revision	No.	Date

GENERAL NOTES

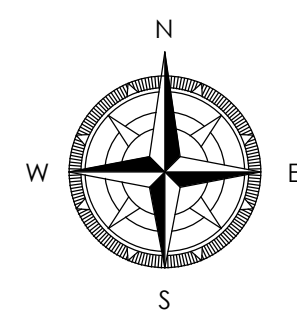
- A. ALL DIMENSIONS ARE TAKEN TO FINISHED FACE OF WALLS AND FINISHED FACE OF EXISTING STRUCTURE.
- B. ALL DIMENSIONS SHALL HAVE PREFERENCE OVER SCALE. DO NOT SCALE DRAWINGS.
- C. EDGE OF ALL DOOR JAMBS AT HINGE SIDE, UNLESS INDICATED OTHERWISE, ARE TO BE 4" FROM THE FACE OF INTERSECTING WALLS. EDGE OF ALL DOOR JAMBS AT STRIKE SIDE, UNLESS INDICATED OTHERWISE, ARE TO BE 18" MINIMUM FROM THE FACE OF INTERSECTING WALLS.
- D. IF CONTRACTOR SHOULD DISCOVER ANY UNFORESEEN PROBLEMS DURING CONSTRUCTION, THE ARCHITECT SHOULD BE NOTIFIED IMMEDIATELY AND THAT PARTICULAR WORK SHOULD BE DISCONTINUED UNTIL NECESSARY REVISIONS CAN BE DECIDED UPON.
- E. REFER TO M/E/P SHEETS FOR ALL MECHANICAL, ELECTRICAL AND PLUMBING RELATED WORK.
- F. REFER TO STRUCTURAL SHEETS FOR ALL STRUCTURAL RELATED WORK.
- G. REFER TO WALL SECTIONS FOR CONSTRUCTION OF EXTERIOR WALLS.
- H. ALL WALL TYPES TO BE TYPE '1' UNLESS NOTED OTHERWISE. SEE SHEET A001 FOR WALL TYPES.
- I. FIRST FLOOR LEVEL 100'-0" EQUALS 952.78'. SEE CIVIL DRAWINGS.
- J. ALL WOOD BLOCKING TO BE PRESSURE TREATED AT EXTERIOR LOCATIONS.

DRAWING NOTES



FIRST FLOOR

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



PROPOSED MIXED USE

**110 E HIGH STREET
OXFORD, OHIO 45056**

Sheet Title
FIRST FLOOR PLAN

Project Number 23402.01
Drawing Scale 1/8" = 1'-0"

Sheet Number **A102**













