



AGENDA
HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION
WEDNESDAY, August 10, 2022
6:15 P.M.

118 West High St - Oxford Courthouse

MEMBERS

Christopher Skoglund, Chair	Alex French, Council Representative
Dana Miller, Vice Chair	Brad Spurlock
Corey Watt, Planning Representative	Sean Wagner
Hueston Kyger	

STAFF

Sam Perry, Director, Community Development

MEETING PROCEDURE: Comments from the public are welcome at two different times during the course of the meeting:
(1) Comments on items not on the Agenda will be heard under Public Comments – and
(2) Comments for all public hearing items will be heard during HAPC consideration of said item. Please wait until you are recognized by the Chair, join the Commission table, state your name and address so that your comments may be properly recorded and limit your remarks to a period of four minutes or less.

- I. Call to Order
- II. Approval of Agenda
- III. Public Comments
- IV. Approval of Minutes of July 13, 2022* 1
- V. Old Business*
- HAPC-2022-04, 10 North Beech Street, CERTIFICATE OF APPROPRIATENESS, alteration to existing building alley façade, Gregory Meyer, Architect/Agent, TABLED** 6
- VI. New Business*
- HAPC-2022-05, 22 South Beech Street, CERTIFICATE OF APPROPRIATENESS, demolition of an existing structure and the construction of a new mixed-use building, Scott Webb, Architect/Agent** 7
- HAPC-2022-06, 48 East Park Place, CERTIFICATE OF APPROPRIATENESS, new mixed-use building, Scott Webb, Architect/Agent** 38
- VII. Adjournment

*Attachments

HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION (HAPC)
MEETING MINUTES
WEDNESDAY, July 13, 2022
6:15 P.M.

I. Call to Order

The July 13, 2022 meeting of the Oxford Historic and Architectural Preservation Commission was called to order at 6:15 p.m. by Chris Skoglund.

Those members present: Chris Skoglund, Alex French, Dana Miller, Brad Spurlock, Corey Watt

Those members excused: Hueston Kyger, Sean Wagner

Staff members present: Sam Perry, Community Development Director

Staff members excused: None

II. Approval of Agenda

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

III. Public Comments

There were none.

IV. Approval of Minutes of April 13, 2022

Mr. Watt made a motion to approve the minutes as written. Ms. French seconded the motion. Mr. Spurlock abstained from voting since he was not part of the Commission at that time. The motion was approved 4-0-1 (1 abstained).

V. New Business

HAPC-2022-04, 10 North Beech Street, CERTIFICATE OF APPROPRIATENESS, alteration to existing building alley façade, Gregory Meyer, Architect/Agent

Mr. Perry started his presentation by describing the location of the property. The location is known as the former Princess Theater. Mr. Perry noted that the Applicant provided drawings that shows the building elevations and they are part of the packet.

Mr. Perry provided slides for the Commission while explaining the proposed plan. Mr. Perry emphasized since there are going to be modifications made to the exterior an approved COA is a condition before a Building Permit can be obtained.

Mr. Skoglund wanted clarification on the awning whether it is permanent or retractable.

Mr. Meyer started his presentation by stating the proposal is to develop an indoor music venue. Mr. Meyer then explained that the existing aluminum/glass windows would be taken out and

replaced with an upward operating aluminum/glass door system. Mr. Meyer added there would be a bar inside with a few seating options. Mr. Meyer further explained the owner's original thought was to install an awning that comes out 2-3 feet. Giving more thought to the awning, the owner decided a retractable awning would be a better choice because it could provide protection from various weather elements, it could be opened by sections, and it could be rolled up when it is not in use, explained Mr. Meyer. Mr. Meyer added the applicant is also proposing fencing between the outdoor seating area and the alley. The fence would match with the storefront and the overhead aluminum finish.

Mr. Skoglund noted that posts will be needed to install the awning. Mr. Meyer said that concrete slabs will be poured. Mr. Watt added this would increase lot coverage. Mr. Perry stated that lot coverage is not an issue in the Uptown Zoning District. However, the Commission could still make a decision of the appropriateness of the proposed plan even though there could be zoning issues to work through.

Mr. Watt was wondering about two things: (1) why the building was not built to the property line, (2) the fact that there are quite a bit of electric lines running in the alley. Mr. Meyer informed the Commission that they had discussions with Duke Electric about the power lines. Mr. Meyer explained that the building elevation is not out to the property line in the alley because of the electric lines. Mr. Meyer added there are patio areas both on the east and west sides and an electric pole had to be relocated being so close to the electric lines. Since the floor area ratio was maxed out, they could not bring the patio out to the property line explained Mr. Meyer.

Mr. Skoglund asked Mr. Meyer what Duke Energy thought about the proposed plan. Mr. Meyer stated that Duke Energy did not have a problem with the proximity of the proposed awning to the electric lines. Mr. Meyer said there is a 3 feet setback from the property line, and the canopy's length from the building would be 8'10". Mr. Meyer explained that a supervisor from Duke was at the site and found no problem with the proposed plan. Mr. Meyer added there is documentation of this.

Mr. Skoglund inquired whether the adjacent property owners have been informed about the proposed plan. Mr. Meyer did not believe that this was done.

Mr. Watt expressed his concerns about the awning, the concrete slabs, and the poles from a historic point of view. Another concern of Mr. Watt's was a quid pro quo because the research he did brought forth that what was agreed to by the applicant is not installed on the building. Because of this Mr. Watt is concerned whether this would happen again with this project. Mr. Miller asked Mr. Watt what the applicant was supposed to install. Mr. Watt said it was a marquee or something similar to that.

Mr. Skoglund inquired whether the applicant has any plans in regards to signage. Mr. Meyer said he asked the applicant if there was any conversations about who would do the sign, the owner or the proposed tenant.

Mr. Skoglund inquired about the egress doors. Mr. Meyer said there are two existing doors on the alley side of the building. One that leads to the mechanical room, and the other that is going to be an egress door to the proposed bar, which will match to the existing storefront doors. The

second proposed overhead egress door would be the replacement of one of the existing storefront windows which is not going to be under the canopy.

Mr. Meyer next briefly touched on the landscape plan.

Mr. Watt commented on the railing and stated he wanted to see a solid, continuous railing perhaps with a gate as a means of egress. Mr. Skoglund shared Mr. Watt's point of view.

Mr. Watt restated his concerns about the canopy. Mr. Watt does not want to see that the canopy area would eventually turn into an extension of the building, such as a three-season room. Mr. Skoglund agreed with Mr. Watt. To prevent this, Mr. Skoglund added that if the proposal, the installation of the canopy and the half wall, garners the approval of the commission, anything beyond this have to come back to the commission to seek approval. The rest of the commission members agreed with Mr. Skoglund's on this matter.

Mr. Miller thought the project would be an enhancement to the alley.

Ms. French inquired if the commission did not approve the canopy and the railings, patio would the applicant still install the rolling bar doors/windows. Mr. Meyer was not sure what the applicant would do. Mr. Meyer thought the applicant might do the patio with some chairs and tables, and possibly provide a space for smokers. Mr. Skoglund added that without a concrete pad or something similar the area overtime would turn into a mud pit. Mr. Meyer agreed. Ms. French added that a canopy and railing would contribute to a nicer looking alley.

Mr. Watt believed that a barrier is a requirement for a patio for an establishment that serves alcohol. Mr. Spurlock agreed with other commission members that the project would dress up the alley. Mr. Spurlock however also shared Mr. Watt's concerns in regards to the canopy that it would be a permanent feature.

Ms. French wondered if this project was approved would other places want to have a canopy or something similar feature. Mr. Perry pointed out that Skipper's has a request for a pergola.

Mr. Skoglund opened up the opportunity for the public to comment on the agenda item.

Michael Smith, 6458 Contreras Rd

Mr. Smith was not in favor of the project. Mr. Smith stated that the owners were asked and agreed to put the historic marquee back on the building, but it did not happen. Mr. Smith communicated that he does not like how the alley looks behind the Brick Street bar which is owned by the applicant of this project. Mr. Smith also commented on the noise issue that the proposed bar could cause since there are residences around the site.

Ms. French was asking what she could do as a Council representative and as HAPC commission member. Mr. Perry pointed out that Ms. French as a council member could ask the City Manager to increase enforcement of noise since that area is weak. Mr. Skoglund joined the conversation and restated his earlier comment on encouraging the tenant and the owners of the building to have a conversation with the adjoining owners about the proposed plan.

Mr. Perry stated that noise from an establishment in HAPC review could not be a reason for

denial by HAPC. Mr. Skoglund affirmed.

Mr. Perry mentioned that some communities require outdoor cafes to go through a Conditional Use process so there is a discretionary review regardless of what the architecture is. Mr. Watt stated this is a good practice.

Mr. Watt suggested to table this agenda item since there are a lot of points that the architect and his client should discuss. Mr. Watt also pointed out it would be very beneficial if staff could research what the agreement was in regards to what the applicant had to install back on the building.

Mr. Watt made a motion to table this agenda item. Ms. French seconded the motion.

Mr. Watt referred back to the canopy and emphasized the importance of being aesthetic. Mr. Watt added he would be in favor of the canopy if it was not the roll up type. Mr. Watt also pointed out the importance of safety when it comes to the heaters being under the proposed canopy. Mr. Skoglund wanted to see more specifics on the canopy such as exterior covering, enclosures etc.

Mr. Meyer wondered if putting up a fixed awning over the two bar tops would be permissible or more favorable to the commission.

Mr. Skoglund next touched on the signage. Mr. Miller also stressed the importance of finding out what the agreement was when the building was rebuilt. Mr. Perry said research is needed to get the answer to the questions, but it is more likely that it was part of a BZA approval that has long been expired.

Mr. Meyer was wondering if the owners and future tenant wanted to put the marquee back (replica) it would need to go to BZA and HAPC. Mr. Perry said it would have to.

With a voice vote, all were in favor of tabling this agenda item.

Mr. Watt asked the applicant how the project coming along on the Caroline Harrison building. Mr. Meyer said the bar layout changed, the bar tops are replaced with storefront windows as was original designed. There would be two overhead doors on the College Street side to access the patio, and the accordion doors on the High Street side. Mr. Meyer briefly touched on the project for Bolin & Troy at 9 S College to answer to Mr. Skoglund's inquiry.

VI. Administrative Decisions (Previously Decided)

Mr. Skoglund provided a brief overview of the administratively approved projects below.

HAPC-2022-01, 12 N College Avenue, CERTIFICATE OF APPROPRIATENESS, paint exterior including doors, sills, trims, gutters, and soffits, and remove 4 unused exterior doors, Austin Embrey, Applicant

HAPC-2022-02, 9 S College Avenue, CERTIFICATE OF APPROPRIATENESS, wall sign for

Bolin & Troy, Triangle Sign Company, LLC, Applicant/Agent

HAPC-2022-03, 10 E Walnut Street, Buffalo Wild Wings, CERTIFICATE OF APPROPRIATENESS, re-facing existing logo sign and awning, Atlantic Sign Company, Applicant/Agent

Mr. Skoglund also commented on the interior remodels that were taking place inside of the restaurant.

Mr. Skoglund mentioned he gave a presentation to the Planning Commission the day before. Mr. Skoglund said a comment was made that it would be nice to see more color on High Street as well as other architectural elements.

Mr. Miller mentioned he and Mr. Perry took a walk at Over-the-Rhine after they attended the NAPC Forum in Cincinnati to observe the architecture and how they mimic the historic buildings that once were there. Some pictures were taken too.

Mr. Spurlock thanked the Commission for electing him to serve on HAPC, and he is looking forward to working with them.

Ms. French reminded the commission an email will soon go out to discuss details about the cemetery tours.

Mr. Watt noted that the HAPC presentation to the Planning Commission helped the members to see how HAPC looks at the bigger picture and not just one or two aspects when making a decision on a COA.

VII. Adjournment

Mr. Spurlock made a motion to adjourn the meeting. Mr. Watt seconded the motion. All were in favor. The meeting adjourned at 7:45 pm.



MEMORANDUM
Community Development Department
513-524-5204

TO: Historic & Architectural Preservation Commission

FROM: Sam Perry, AICP
Director

DATE: August 5, 2022

RE: HAPC 2022-04, 10 N. Beech, Outdoor Patio, Awning Proposal

The architect has had limited availability due to personal health. The architect shared the summary of the July meeting discussion with the client and has no additional information to share back with HAPC at this time. The architect requests that the case stay tabled until the September meeting.

The code states that a decision should be made within 60 days of the original hearing, which falls three days before the September 14 meeting. The HAPC has the choice of extending the time period beyond the 60 days and not removing the case from the table or to make a decision on the case.

City of Oxford
Community Development Department
STAFF REPORT

Historic & Architectural Preservation Commission

Case # HAPC-2022-05

August 10, 2022

APPLICATION

Applicant:	Scott Webb, Architect
Location:	22 South Beech Street
Action Requested:	Demolition and Re-Use Plan for a New Four-Story Mixed-Use Building
Owner:	Walnut Street Investors LLC (Jim Clawson)
Current Use:	Vacant 1-story Automotive Service w/ residential unit above
Proposed Use:	Mixed-Use 4 Story Building
Surrounding Existing Land Uses:	Mixed Uses of Retail, Office and Residential

SUMMARY

Due to the expiration of the 2019 and 2021 approvals, the applicant seeks a third Certificate of Appropriateness (COA) for approval to demolish the existing commercial building formerly known as Mesler Auto. In response to the enclosed June 27, 2022 letter from the architect, the expiration of the 2021 approval was clearly stated from code in the enclosed May 17, 2021 approval letter. However if additional lead time for large projects is justifiable beyond the complexities of the recent pandemic, that can be recommended by the HAPC to Planning and Council for a potential code change.

The plan is to redevelop the site into a four-story mixed use building including sub-grade parking, ground floor hotel, apartments and top level open-air commercial use. The architect has once again submitted three dimensional renderings, perspectives, floor plans and elevation drawings. The property is located in the Uptown Historic District therefore an approval by the HAPC is required before city staff can issue a building permit. The existing (now partially-dismantled) building was designated as Non-Contributing in the 2018 Inventory. The partial dismantling was not approved by the City. Staff anticipates that the review and approval could be similar to the previous approvals. Since the time of the 2019 approval, a new Code was adopted, which included some differences in procedural steps and timing. The latest code allows two years for completion of an approved building, after the building permit has been issued. The permit must be approved and issued within one year of the COA approval. The code also requires a bond equivalent to demolition cost to be held by the City until the project is completed. The applicant followed up after the 2021 HAPC approval with the building permit application; but the building permit did not get issued. The demolition permit and bond has yet to be submitted and approved prior to building permit issuance. The pending building permit plans are enclosed.

SURROUNDING NEIGHBORHOOD

The property is within a block of a variety of eras of architecture. Surrounding blocks also have a mixture of building ages. Two adjacent properties (the church and the professional office) have historic plaques to bring awareness to their unique history. Since the time of the first two approvals there has been a new building built to replace the fire loss at 12 S. Beech Street. Between the first and second COA approvals, a vent hood duct was added to the adjacent building to the west, under the assumption that the proposed building would obscure it.

HAPC SITE HISTORY

HAPC 1993-03: Approved Second floor addition and modification to roof
HAPC 2011-06: Approved installation of wall sign on concrete block addition
HAPC 2019-07: April 2019: Held a pre-application discussion
HAPC 2019-07: May 2019: COA for demolition/re-use plan approved with five conditions
HAPC 2021-03: May 2021: COA for demolition/re-use plan approval with five conditions

PLANNING COMMISSION HISTORY

The design of the building and site were also reviewed through the conditional use process by Planning and City Council in 2018 and again in 2021. The conditional use review/approval was required because of two Zoning Code requirements:

- A hotel use requires a conditional use approval through Planning and City Council
- Exceeding the allowable Floor Area Ratio requires a conditional use approval through Planning and City Council

PERTINENT CODE SECTIONS – Chapter 1152 Includes the entirety of the HAPC’s codified authority. Pertinent code sections are underlined in the following pages:

1152.08 – Certificate of Appropriateness

(a) Purpose

The purpose of the Certificate of Appropriateness (COA) is to provide a procedure by which to review construction, renovation, reconstruction, expansion, and demolition projects on designated historic structures or within historic districts. In an effort to preserve the character of this area, the City has established reasonable development standards and design guidelines for buildings and structures within the district and this procedure allows for a comprehensive review of the activities against the adopted standards and guidelines.

(b) Applicability

(1) No person shall carry out any exterior alteration, addition, restoration, reconstruction, demolition, removal of exterior architectural elements, construction that alters the architectural style of existing structures, new construction, or moving of a site, structure, or building that is a designated historic site or that is within a historic district without an approved COA. Furthermore, no changes in appearance of such property or structure including, but not limited to, its light fixtures, signs, awnings, windows, siding, roof, doors, shutters, sidewalks, latticework, decorative trim, fences, walls, retaining walls, steps, soffits, paving, or other exterior elements which affect the appearance and cohesiveness of the historic site or historic district, without first obtaining an approved COA in accordance with this section.

(2) If the Historic Preservation Administrator and the HAPC Chair determine a proposed municipal infrastructure improvement impacts the historic or architectural environment of a historic district, a COA shall be required.

(3) Site improvements such as the establishment of a parking lot or structure, landscaping, or other site work shall also be subject to this section unless otherwise waived by the HAPC.

(4) Projects and activities that are exempt from the design review process are the following:

- A. Ordinary repair and maintenance of a building or structure which does not change or alter the exterior appearance of the building or structure;
- B. Changes in occupancy not involving structural or exterior work;
- C. Interior electrical wiring, HVAC or plumbing work on an existing structure;
- D. Interior building renovations which will not alter and/or affect the exterior elevations and facade of the building or structure or any architectural features that are visible from the outside, unless otherwise prohibited in (Minimum Maintenance Standards).

- (5) There shall be a non-refundable filing fee attached to the application for a COA, payable in advance.
- (c) Review Authority
 - (1) All applications for a COA shall be subject to review by the HAPC in accordance with Section unless an administrative approval is allowed under the following conditions:
 - A. Applications where the applicant proposes replacement of an architectural element or feature with a similar feature where there is no change in color, material, or size; or
 - B. Where the HAPC Chair and Historic Preservation Administrator jointly agree that the proposed modification(s) are minor and comply with all applicable standards and guidelines.
 - (2) In cases where an administrative approval of the COA is allowed above, the Historic Preservation Administration shall have the authority to forward an application to the HAPC for review if he or she cannot determine if the proposed work is minor enough to allow administrative review under this chapter.
 - (3) All COAs that are approved administratively shall be placed on the next regular HAPC meeting agenda to ensure that the full HAPC and the public are aware of such administrative approvals.
- (d) Procedure for Administrative Decision on a COA
 - (1) Step 1 - Application
 - A. The applicant shall submit a formal application for COA review, including any applicable fees.
 - B. An application for a COA shall not be considered until it the application is complete. An application shall be considered when all required and pertinent information has been provided and when all required fees have been paid. A complete application shall consist of:
 - i. The completed application form;
 - ii. Applicable non-refundable filing fee, payable in advance;
 - iii. Diagrams, site plans, elevations, illustrations, photo simulations, and written descriptions sufficient to describe and visualize the location and proposed modification of the property and structure; and
 - iv. Written descriptions of the proposed modifications that require a COA.
 - v. The Historic Preservation Administrator may require additional information or materials as necessary.
 - (2) Step 2 - Historic Preservation Administrator Review and Decision
 - A. Within 30 days after the application is determined to be complete, the Historic Preservation Administrator shall make a decision on the application. In making its decision, the Historic Preservation Administrator may approve or deny the application.
 - B. Prior to making a decision on the application, the Historic Preservation Administrator shall have the authority to provide comments to the applicant regarding necessary revisions to bring the application into full compliance. The application shall not be deemed formally approved until the applicant makes all of the appropriate changes and submits all necessary revised forms, maps, and documents to the Historic Preservation Administrator.
- (e) Procedure of a HAPC Decision of a COA
 - (1) Step 1 – Pre-Application Meeting
 - A. A pre-application shall be required for all COA applications that involve a demolition request and all applications that involve new construction of principal buildings.
 - B. A pre-application shall be required for all other applications but for those applications, the meeting may be waived if the Historic

Preservation Administrator and HAPC Chair make a preliminary determination that the application appears to be in keeping with the required standards and design guidelines.

- C. A pre-application shall not be required for an application for a structure or site that is classified as non-contributing in a historic inventory adopted by the City of Oxford.
 - D. The pre-application meeting shall be an opportunity for an applicant and the HAPC to discuss a proposal prior to the applicant expending significant considerable amounts of time and money on design, surveying, and engineering.
 - E. The pre-application may consist of any information the applicant considers useful to the HAPC. The HAPC shall not take any formal action on the application during the pre-application meeting. The applicant shall submit the information to the Historic Preservation Administrator for placement on the agenda for the next regularly scheduled meeting of the HAPC.
 - F. Any discussions held during the pre-application meeting are not binding on the City and do not constitute official assurances or representations by the City or its officials regarding any aspects of the plan or application discussed.
- (2) Step 2 – Application
- A. The applicant shall submit a formal application for COA review, including any applicable fees. An application for a COA shall not be considered until it the application is complete..
 - B. After the application is determined to be complete, it shall be placed on the agenda for the next regularly scheduled HAPC meeting (or within 45 days).
 - C. The HAPC shall set forth the time and the place of the public meeting and shall give written notice to the applicant of the time, date and place of said meeting, and the HAPC shall give public notice of the same.
- (3) Step 3 – HAPC Review
- A. The HAPC shall act upon each application within 60 days of its first HAPC meeting unless consideration has been continued beyond such period by official action, in which case the HAPC shall act within a reasonable time and as soon as is practical.
 - B. Following approval, approval with modifications, or denial of a COA, the Historic Preservation Administrator shall inform the applicant of the HAPC decision by first class mail within 10 days.
 - C. A denial of the application may be appealed in accordance with

this Chapter..

(f) COA Review Criteria

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.
- (g) **Bond Requirement**
Before any building permit for any new principal building is issued a performance bond is required with security equivalent to 100% of the approved cost of leveling the site, filling with soil and sodding or seeding the surface.
- (h) **Amendment or Modifications after an Approval**
Unless otherwise stated in this chapter, any request for an amendment or modification to the approved plans or conditions shall be done in accordance with the procedures and standards established for its original approval.
- (i) **Validity**
 - (1) The COA shall be valid for a period of one (1) year from the date of approval by the HAPC at which time a building permit must be obtained
 - (2) All work shall be substantially completed within two (2) years from the date a building permit is issued.
 - (3) The HAPC may approve an alternative construction schedule for it's COA approval
 - (4) Failure to comply with any of the above deadlines shall render the COA void and no alternations or construction may take place until a new COA has been approved in accordance with this section.
- (j) **COA Decisions Related to Other Permits and Approvals**
 - (1) No permits for zoning, building, or demolition shall be issued without first obtaining a COA.
 - (2) If a COA is approved, permits relative to the proposed modifications may be issued immediately following normal zoning and building department review procedures.
 - (3) If a COA is denied, the City shall not issue any permits that would allow modifications for which the COA was denied.
- (k) **Resubmission of a COA Application**
 - (1) An application that is denied or approved-with-modifications shall not be resubmitted for one year unless the applicant demonstrates that the new application addresses all of the issues or concerns established in the denial or that the new application is substantively different from the initial application.

- (2) The HAPC Chair and Historic Preservation Administrator shall determine if the changes are substantial enough to warrant a new review.

1152.09 – Moving of Historic Structures

- (a) The HAPC may authorize the moving of a historic structure or structure in a historic district through a COA application.
- (b) The HAPC may approve a COA for the moving of a structure within a historic district if the move will enhance the character of the overall district.
- (c) The HAPC may approve a COA for the moving of a structure to a property outside of the historic district provided that:
 - (1) There is a determination that the structure is identified as historic non-contributing or non-contributing in an adopted historic inventory; or
 - (2) That while the structure is historic or non-historic contributing, as identified in an adopted historic inventory, that the reuse of the property where the structure was located will enhance the character and quality of the historic district as compared to the structure that is proposed to be moved.

1152.10 – Demolition Review and Requirements

- (a) An application for the demolition of a building shall require a COA and follow the procedures and requirements of Oxford and Ohio Building Codes.
- (b) Any application for demolition shall include a plan for the reuse of the property that illustrates the mitigation of any adverse effects of the proposed removal upon the property, the streetscape, or the applicable historic district through the following:
 - (1) A plan for the reuse of the property through new construction, exterior rehabilitation, or restoration that is consistent with this chapter and the guidelines set forth in the current Oxford Historic and Architectural Preservation Guidelines; contributes to the historic character of the district or, in the case of a historic site, reflects the architectural character of the demolished structure; complies with the historic design guidelines; and which contributes to the architectural or historic integrity of the applicable historic district; and
 - (2) A plan for the landscaping of the parcel in accordance with this chapter and the guidelines set forth in the current Oxford Historic and Architectural Preservation Commission Design Guidelines, for the benefit of the general area.
- (c) Where an application includes a plan for the reuse of the property through new construction, the application shall include a schedule for construction that will result in the completion of new construction within thirty-six months (36) from the date the COA is issued. Completion dates that extend beyond thirty-six (36) months may be granted at the discretion of the HAPC.
- (d) A demolition permit from the Building or Planning Department shall not be issued unless accompanied by a COA and shall include:
 - (1) a performance bond posting with security equivalent to 100% of the approved cost of leveling the site, filling with soil and sodding or seeding the surface.
 - (2) payment of a mitigation fee of ten percent (10%) of the approved demolition cost.
- (e) Demolition Approval Criteria:

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.
- (f) Demolition by Neglect Prohibited
 The HAPC shall not issue a COA for demolition when the HAPC determines:
 - (1) That the condition of the structure is attributable to demolition by neglect defined as a situation in which property owners, or others having legal possession, custody, or control of a property, allowed the condition of the property to suffer such deterioration, potentially beyond the point of repair, as to threaten the structural integrity of the structure.
 - (2) Conditions of neglect include, but are not limited to, the following:
 - A. Deterioration of exterior walls, foundations, or other vertical support that causes leaning, sagging, splitting, listing, or buckling.
 - B. Deterioration of flooring or floor supports, roofs, or other horizontal members that causes leaning, sagging, splitting, listing or buckling.
 - C. Deterioration of external chimneys that causes leaning, sagging, splitting, listing or buckling.
 - D. Deterioration or crumbling of exterior plasters or mortars.
 - E. Ineffective waterproofing of exterior walls, roofs, and foundations including broken windows or doors.
 - F. Defective protection or lack of weather protection for exterior wall and roof covering, including lack of paint, or weathering due to lack of paint or other protective covering.
 - G. Rotting, holes, and other forms of decay.
 - H. Deterioration of exterior stairs, porches, handrails, window and door frames, cornices, entablatures, wall facings, and architectural details that causes delamination, instability, loss of shape and form, or crumbling.
 - I. Deterioration that contributes to a hazardous or unsafe condition.
- (g) Access to Structure by Chief Building Official
 The property owners, or others having legal possession of the property, shall provide the Chief Building Official or other designee of HAPC access to the property in order to assist in the determination of the condition of the structure as part of any application for a COA related to demolition.

GUIDELINES

The 1994 Design Guidelines establish the framework by which the HAPC, architects and property owners evaluate proposals for changes in Oxford Historic Districts. The existing (now partially-dismantled) building is shown on the 2018 Inventory Amendment as “Noncontributing” with a description:

“Fryman Motors: Site composed of two story wood framed structure with large canopy/car port and cement block building with office and 4 garage bays for car repair.”

Included below are only excerpts of Design Guidelines that are pertinent to the dialogue needed of the Commission. Please refer to the entire guidelines for complete text and additional sections.

Design Guideline #1 STREETSCAPE (p. 25-26)

Specific Recommendations:

1. The basic organization should result in a building with a larger height dimension than width dimension.....windows should be vertical disposition.....building should be topped with a heavy cornice or horizontal element.
3. A. Storefronts should be aligned with modular bays
B. Upper stories should have a repetitive solid/void ratio
C. Equal bays should be used with their division by wall and openings following a regular pattern.
4. New and restored structures should have perforations amounting to no less than 10% or more than 40% of their upper story street facades. (repeated in #9, Upper Facades, subsection 1.)
6. New construction should follow the rhythm of facades, overall spacing, setbacks, and proportions of adjacent structures.

Design Guideline #3 MASONRY (p. 3)

Specific Recommendations:

1. Masonry veneers that face main streets in the Uptown Historic District should not have exposed cinder block or concrete block. Brick masonry is strongly encouraged.

Design Guideline #11 CORNICES (p. 47)

Specific Recommendations:

2. The use of cornices, friezes, and parapets on new structures is encouraged, particularly on commercial structures, where they are compatible with the architectural design of the building.
3. Avoid adding excessive ornamentation to create a more historic look by utilizing details which are inaccurate or inappropriate to the building=s style or time period.

Design Guideline #13 STOREFRONTS (p. 51)

Specific Recommendations:

1. Storefronts should be open and should utilize large amounts of glass. Window glass should extend at least from the top of the first floor to knee level. This does not necessarily mean that a large single pane of glass should be used. The openness creates an inviting feeling to pedestrians that helps set the ground floor commercial uses apart.

Design Guideline #15 PAINT AND COLOR (p. 55)

Specific Recommendations:

3. When repainting, the number of colors should be kept to a minimum (2-3) and should be used in a coordinated, simple pattern such as:
 - a) Background color- walls or siding, this is the main color and should be muted or earth toned.

- b) Trim Color- includes trim at cornices, windows, doors, and corners.
- c) Any unusual architectural feature should be highlighted in its own color (ex.shutters).

4. Bright colors should only be used on the trim and should be related to the chosen background color.

Design Guideline #24 LANDSCAPING (p. 73)

Specific Recommendations:

1. Landscaping should be utilized in keeping with the architectural design, size, and scale of adjacent land uses.

Design Guideline #26 HEIGHT (p. 77)

Specific Recommendations:

1. For both commercial and residential structures, the height of a new building or addition should conform to the height of the existing building envelope along the adjacent block(s).

STAFF ANALYSIS

The existing (now partially-dismantled) building, although in a historic district, is not intended for preservation according to the 2018 Inventory. Therefore its loss might be mitigated through the design and construction of an appropriate replacement structure/development.

The proposed structure is to be a four-story brick and EIFS, stepped and flat-roofed, corner building, mimicking details of the Elms hotel.

The material details of the windows, trim, stone, brick and awnings will be similar to the existing Elms Hotel on Main Street. Those details have been specified in the pending building permit submitted in October 2021. The only material substantially new to the district is the glass railing system which has been specified in the pending building permit drawings.

If HAPC does find that the replacement of the existing building with the proposed building is appropriate, staff recommends adopting the same conditions of approval as noted in the May 17, 2021 enclosed approval letter. All five conditions have been substantially shown to be met in the permit drawings, but can still be included in this approval for consistency.

RECOMMENDATION

The HAPC must render a decision on this COA application within 60 days of this meeting. The Commission could approve, approve with modifications/conditions, deny or table the decision. An approval or denial should be based upon satisfaction of the requirements of Chapter 1152 and noted in the record if different from staff findings. Staff finds that compliance has been met based upon the pre-application discussion, the former application and the re-submitted application being the same design with no significant code or design guideline changes since the original submittal.

SUBMITTED BY:



Sam Perry, AICP
Director

DATE: August 4, 2022



Community Development Department
Approval Letter

May 17, 2021

Mr. Scott Webb
Scott Webb, Architect
103 W Walnut Street
Oxford, OH 45056

VIA EMAIL:
scott@scottwebbarchitect.com

RE: HAPC-2021-03, 22 S. Beech Street, CERTIFICATE OF APPROPRIATENESS, demolition of existing structure and construction of new 4-story mixed-use structure, **Scott Webb**, Applicant/Architect/Agent

Dear Mr. Webb:

At its meeting on May 12, 2021, the Oxford Historic & Architectural Preservation Commission (HAPC) approved your Certificate of Appropriateness application as submitted subject to the following conditions:

1. That, a detailed landscape plan is submitted along with the building permit application.
2. That, there is an offset relief of ½' to 1" as depicted in drawings submitted to the HAPC.
3. That, the general intent for the building materials, colors, textures, and finishes previously approved for The Elms Hotel, is duplicated for this structure. Any changes shall be re-submitted for review and administrative approval.
4. That, any modifications to the structure as a result of any other City Board or Commission; or permit review decisions are re-presented to the HAPC or designee.
5. That, all final details of the building not yet reviewed, including but not limited to EFIS, window tinting, glass railing are presented to the HAPC or designee within one year.

This Certificate of Appropriateness shall be valid for a period of one year from the date of approval by the HAPC at which time a building permit must be obtained. All work shall be substantially completed within two years from the date a building permit is issued.

Should you have any questions, please feel free to contact us at 513-524-5204.

Respectfully,

Zachary Moore, AICP
Planner
zmoore@cityofoxford.org
513-524-5204

Cc: File

**Internal Use Only:**Case No. HAPC-2022-05Date Filed 6/27/22

Historic and Architectural Preservation Commission Application

The pre-application provides an opportunity for the designer and the Historic and Architectural Preservation Commission (HAPC) to discuss a proposal prior to the applicant expending significant time and money on design, survey and engineering. It only requires submission of preliminary or conceptual information. The Certificate of Appropriateness (COA) requires submission of detailed exterior plans. [Section 1331.06(a)]¹

Applicant Information

Attach a Letter of Agency if the Applicant is not the property owner.

Name * Scott Webb, Architect

Mailing Address * 103 West Walnut Street

City, State & Zip Code * Oxford, Ohio 45056

Telephone Number(s) * 513-523-3838

Email Address scott@scottwebbarchitect.com

Location of Property * 22 South Beech Street

Name of Building * New mixed-use building

Legal Description * Parcel #H4100004000156

Type of Application

Select all that apply.

☐ Pre-Application (no fee) ☒ Certificate of Appropriateness (\$50.00) ☐ Demolition of Historic Structure (\$250.00)

Proposed Environmental Change(s)

Describe, in detail, all proposed exterior alterations for this property and attach drawings showing its relationship to the existing or planned surroundings. Consult Chapter 1331 of the Oxford Municipal Code, Historic & Architectural Preservation¹ and the Design Guidelines² to review the requirements for decisions regarding environmental changes and conditions for removal as well as standards for Commission decisions.

New Mixed-Use building, previously approved.

Required Documentation

Attach a current photograph of the subject of this application. Include drawings and diagrams showing its relationship to the existing or planned surroundings.

You may find information on the history of the building in the Walking Tour³ booklets and at the Smith Library of Regional History⁴ located in the Oxford Lane Library.

Fee

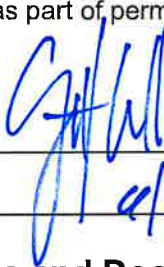
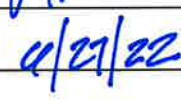
There is no fee for pre-application review. The fee for Certification of Appropriateness is \$50.00 or \$250.00 if classified as historic by a City-approved inventory. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

For *demolition requests*, if the application is approved, posting of financial security for the re-use plan and mitigation fees for the demolition will be required as part of permits, per Section 1331.063(a)(3) and (4).

Sign and Date

Applicant Signature *

Date *

Submit Application, Plans and Documentation, and Fee

We will not accept incomplete applications and/or documentation. Applications are due 19 days before the meeting. You will receive a copy of the agenda a few days prior to the meeting. In order for your request to be reviewed, you must be present.

Send or drop off this application with required documentation as attachments and a check for fee (if applicable) made payable to **City of Oxford**, to Community Development Director, 15 South College Avenue, Oxford, OH 45056.

Direct questions to the Community Development Department at (513) 524-5204.

For Staff Use Only

Decision * (Circle One) Accepted Rejected

Approval Signature * _____ Date _____

Title * _____

Comments/Conditions * _____

¹ Oxford Codified Ordinances: cityofoxford.org/fees

² Design Guidelines: cityofoxford.org/hapc

³ Enjoy Oxford (Visitors Bureau): 14 West Park Place, Suite C; Oxford, OH 45056, (513) 523-8687, enjoyoxford.org

⁴ Smith Library of Regional History: 441 South Locust Street, Oxford, OH 45056, (513) 523-3035, lanepl.org

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that

Scott Webb Architect

(Applicant Name)

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

HAPC

(Application Description)

located at

22 South Beech Street

(Property Address/Location)

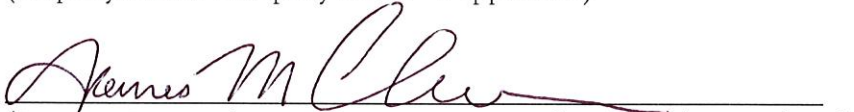
Thank you,

James M. Clawson

(Property Owner Printed Name – must be a person)

Walnut Street Investors, LLC

(Property Owner Company Name – if applicable)


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

6/27/22
(Date)

Sam Perry
Community Development Director
City of Oxford
Municipal Building
15 South College Avenue
Oxford, Ohio 45056

Re: Certificate of Appropriateness Extension
Mixed Use Development
22 South Beech Street
Oxford, Ohio

June 27, 2022



SCOTT
WEBB

A R C H I T E C T

103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838

www.scottwebbarchitect.com

Dear Mr. Perry,

Please accept this letter as a formal request reinstate the Certificate of Appropriateness for the Mixed Use development at 22 South Beech Street.

As my clients have worked over the past year, finalizing the construction drawings and getting all the necessary permits approved, they are struggling to find available contractors and materials to start the project.

Somehow the Building Permit has been approved, but the twice approved Certificate of Appropriateness has expired once again. The expiration of approvals for a project this large and complicated are simply not long enough to have a project staged and ready to begin.

Per your decision of June 1, 2022, please accept the attached application for a Certificate of Appropriateness.

If you have any questions or need any additional information, please call.

Respectfully,

Scott Webb, Architect



Proposed New Mixed-Use Building

Ground Floor Hotel Annex with Underground Parking,
Apartment Units, Fourth Floor Commercial with Roof Deck

22 South Beech Street (Former Mesler Auto Body)

Walnut Street Investors
125 West Spring Street
Oxford, Ohio



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Location & Context

Zoned UP, the existing property is occupied by a non-conforming use

Proximity & ownership allows this property to be considered for an annex to the Elms Hotel



Existing Building

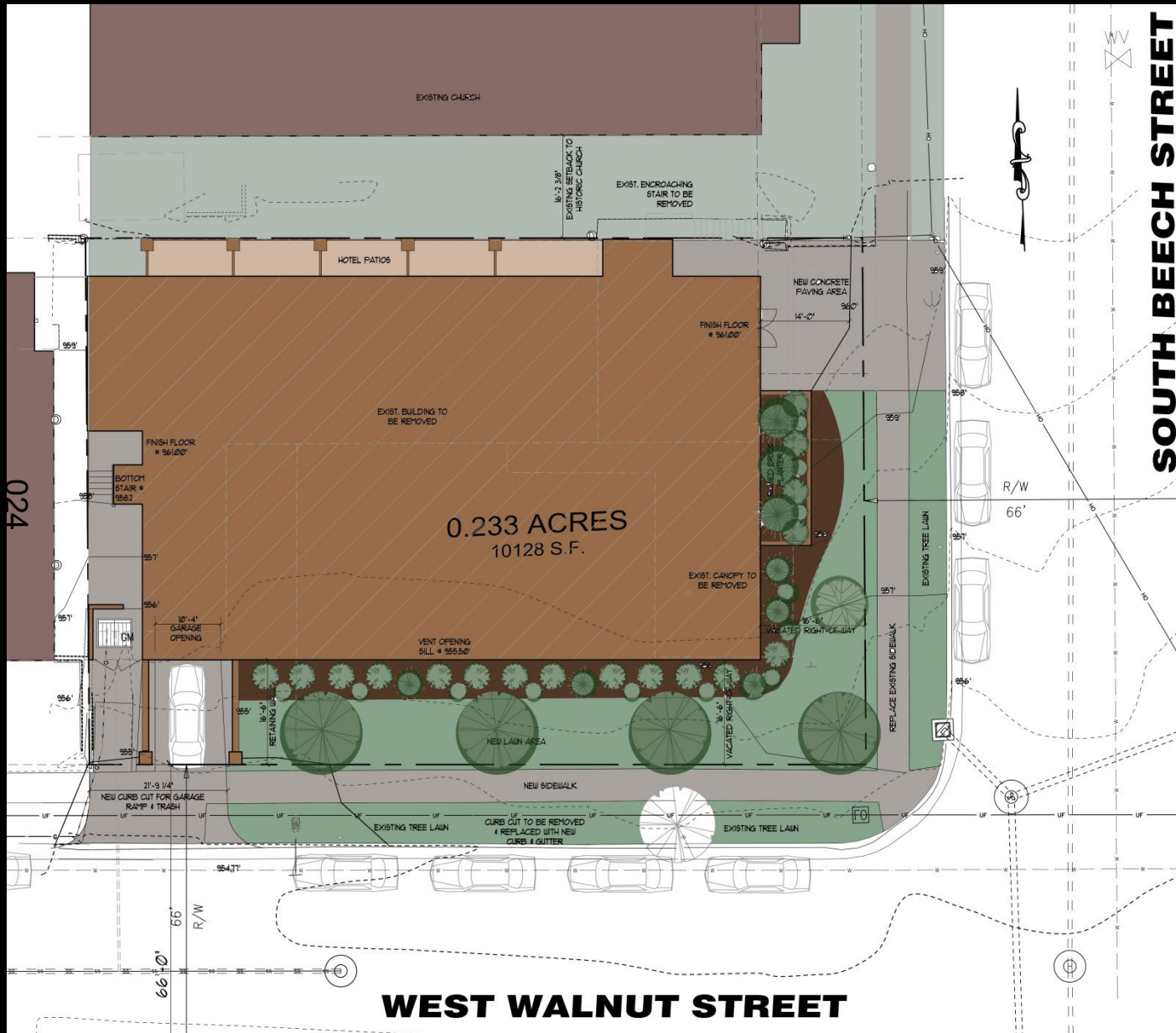


The Building was approved as a conditional use by Planning Commission & City Council

The A.M.E. Church provided a letter to Planning Commission in support of the development



Site Plan



The grade level pedestrian access is located at the Northeast corner of the property, facing High Street

The entrance to the private garage is located as far as possible from the intersection

Proposed Building

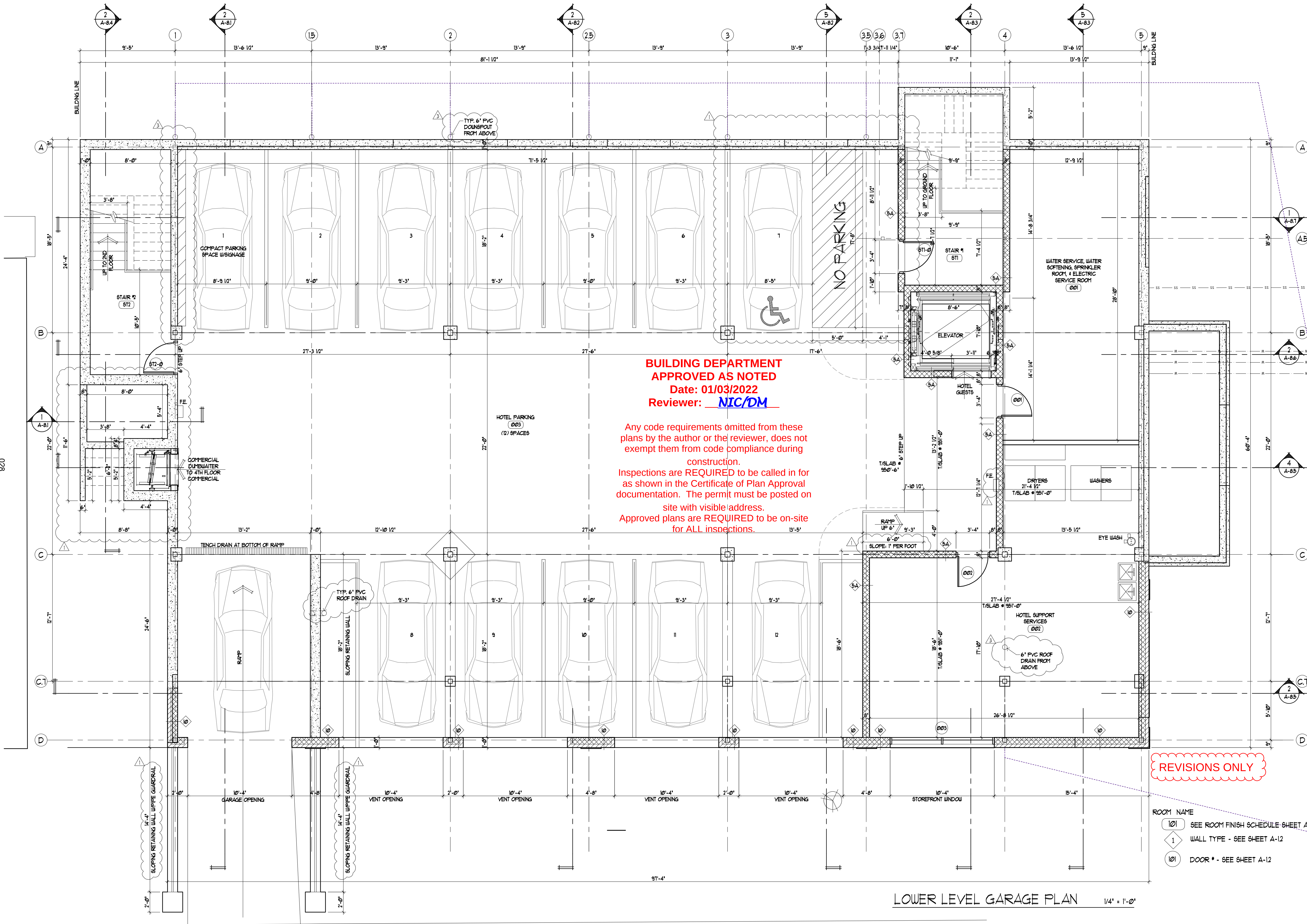




Brick Veneer Details,
Panels & windows reflect
the Elms Hotel







**BUILDING DEPARTMENT
APPROVED AS NOTED**
Date: 01/03/2022
Reviewer: NIC/DM

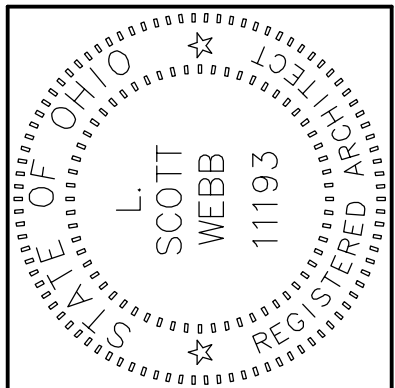
Any code requirements omitted from these plans by the author or the reviewer, does not exempt them from code compliance during construction.
Inspections are REQUIRED to be called in for as shown in the Certificate of Plan Approval documentation. The permit must be posted on site with visible address.
Approved plans are REQUIRED to be on-site for ALL inspections.

REVISIONS ONLY

- ROOM NAME
- 101 SEE ROOM FINISH SCHEDULE SHEET A-12
 - 1 WALL TYPE - SEE SHEET A-12
 - 101 DOOR # - SEE SHEET A-12

LOWER LEVEL GARAGE PLAN

1/4" = 1'-0"



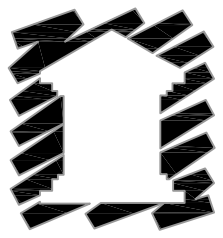
**SCOTT
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REVISIONS
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PROPOSED NEW MIXED-USE BUILDING
22 South Beech Street
OXFORD, OHIO 45056
FORMER MESLER AUTO BODY SITE

SEPT. 9, 2019

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REVISIONS

FEBRUARY 5, 2020 - PERMIT REVISIONS
MARCH 5, 2020 - PERMIT REVISIONS
DECEMBER 23, 2021 - PERMIT REVISIONS

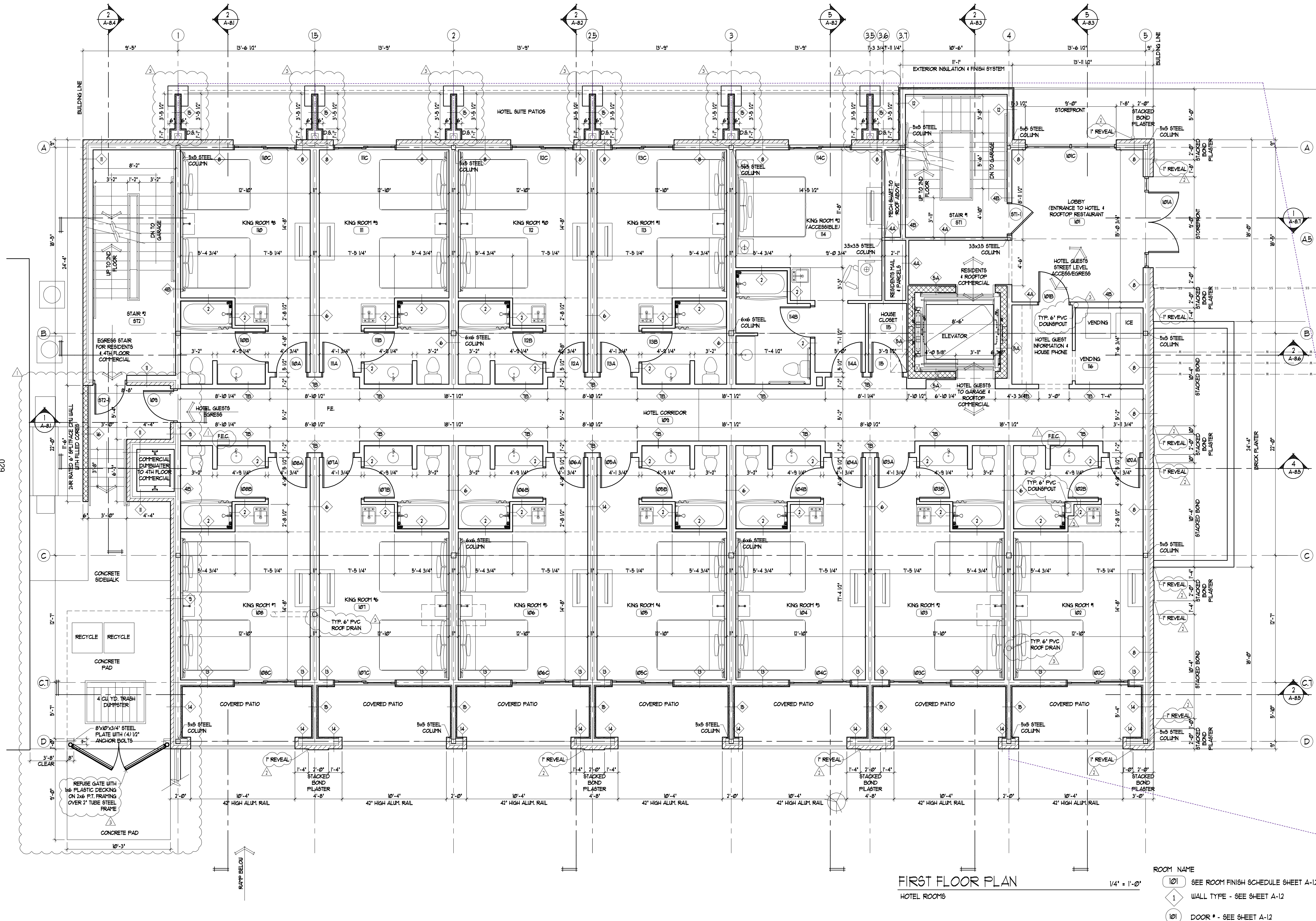
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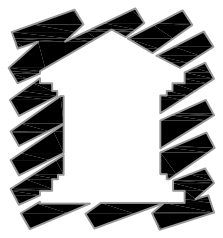


FIRST FLOOR PLAN
HOTEL ROOMS

1/4" = 1'-0"

ROOM NAME

- 101 SEE ROOM FINISH SCHEDULE SHEET A-12
- 1 WALL TYPE - SEE SHEET A-12
- 101 DOOR # - SEE SHEET A-12



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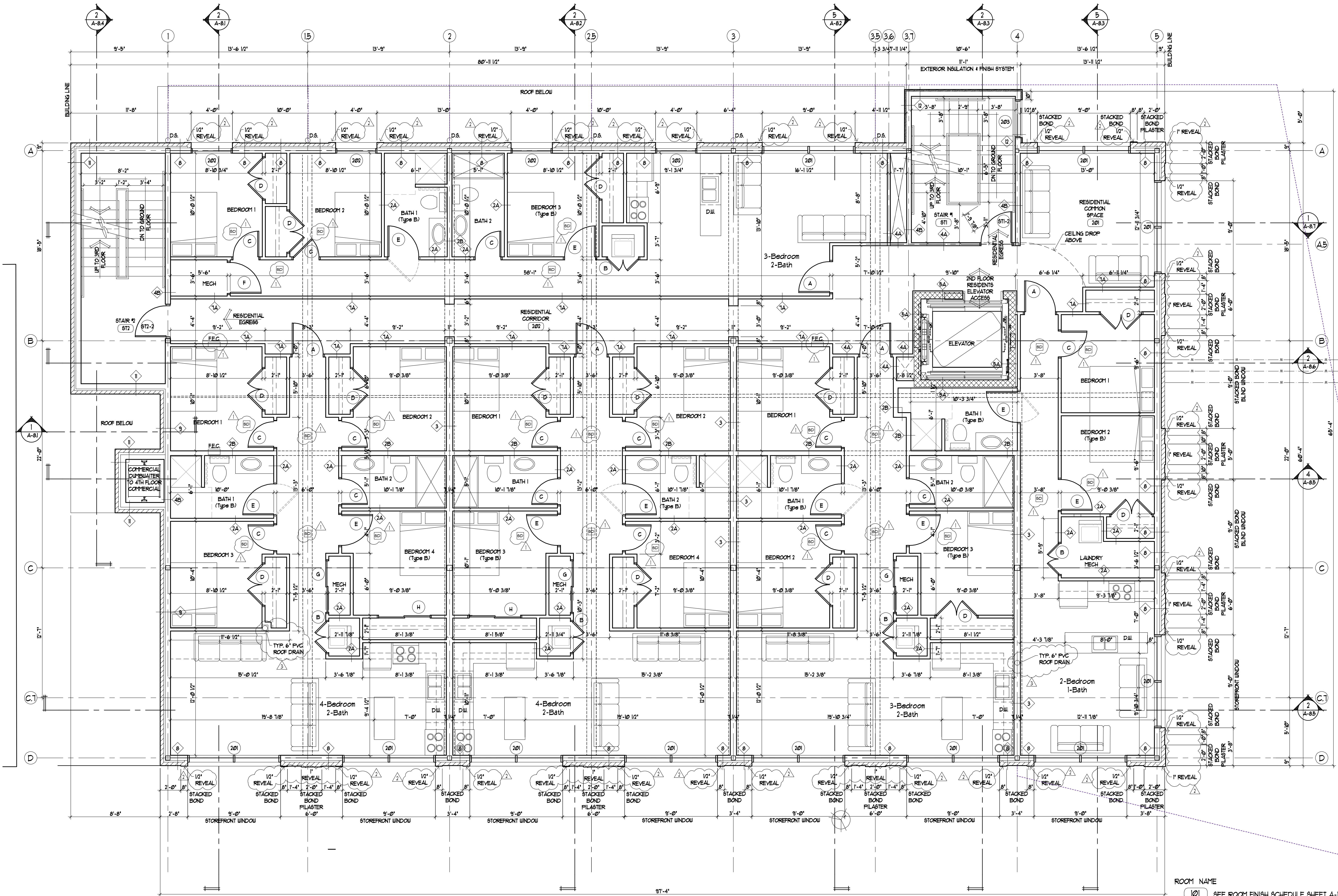
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SECOND FLOOR PLAN

APARTMENT UNITS

1. UNLESS OTHERWISE NOTED ALL INTERIOR WALLS ARE WALL TYPE 1.

1/4" = 1'-0"

ROOM NAME

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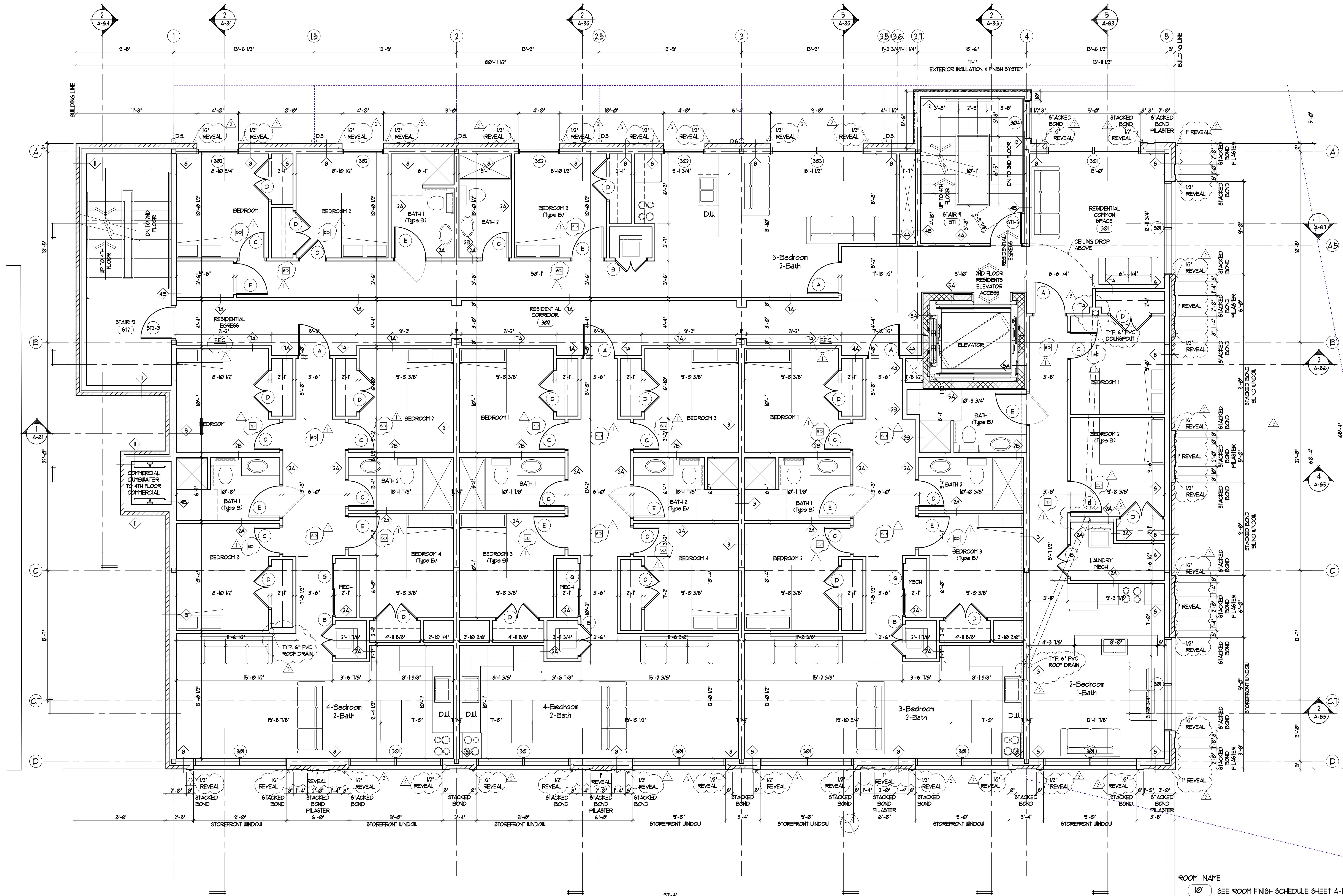
SEE ROOM FINISH SCHEDULE SHEET A-12

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WALL TYPE - SEE SHEET A-12

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DOOR - SEE SHEET A-12



THIRD FLOOR PLAN

APARTMENT UNITS
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- ROOM NAME
- 101 SEE ROOM FINISH SCHEDULE SHEET A-12
 - 1 WALL TYPE - SEE SHEET A-12
 - 101 DOOR * - SEE SHEET A-12



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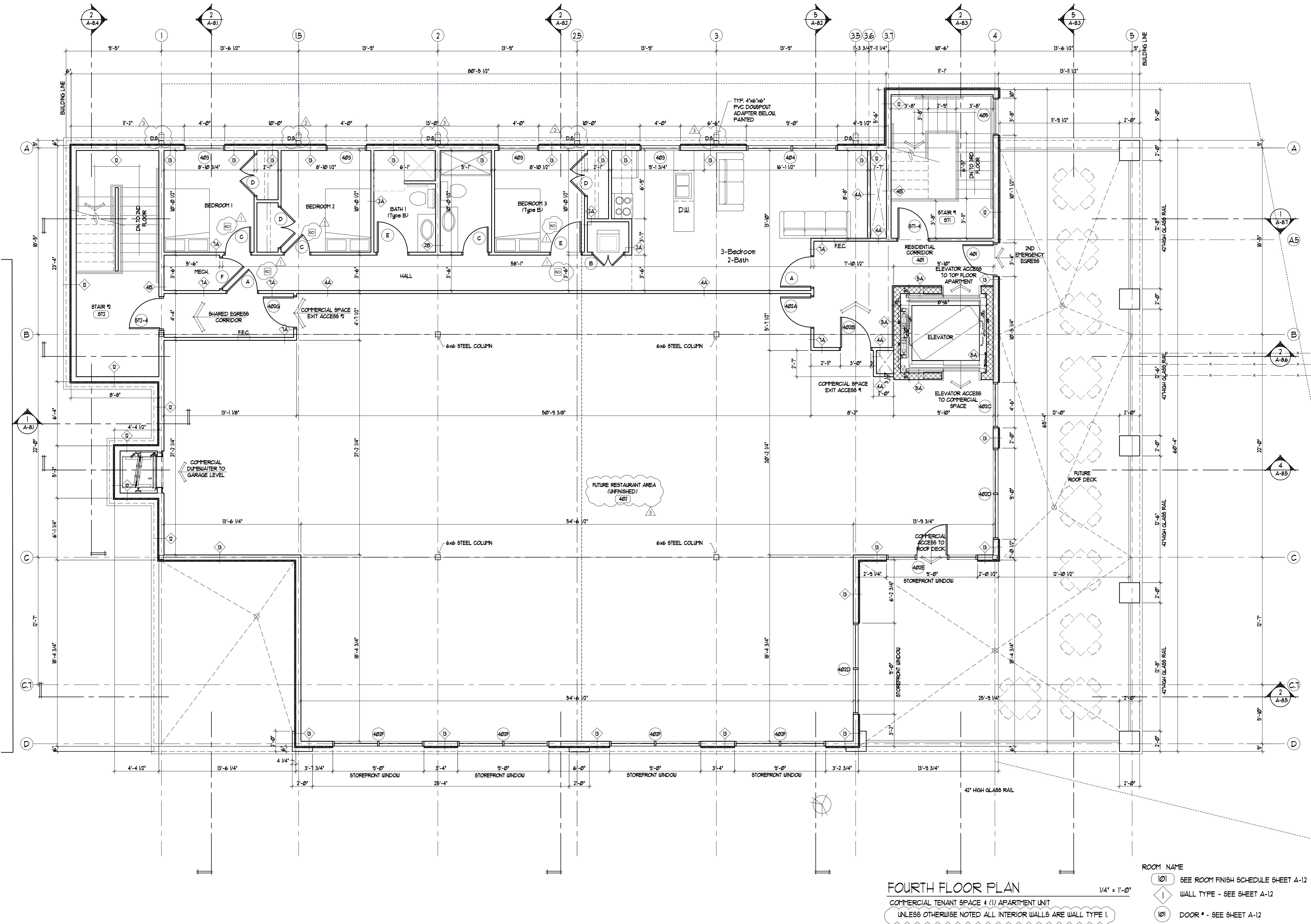
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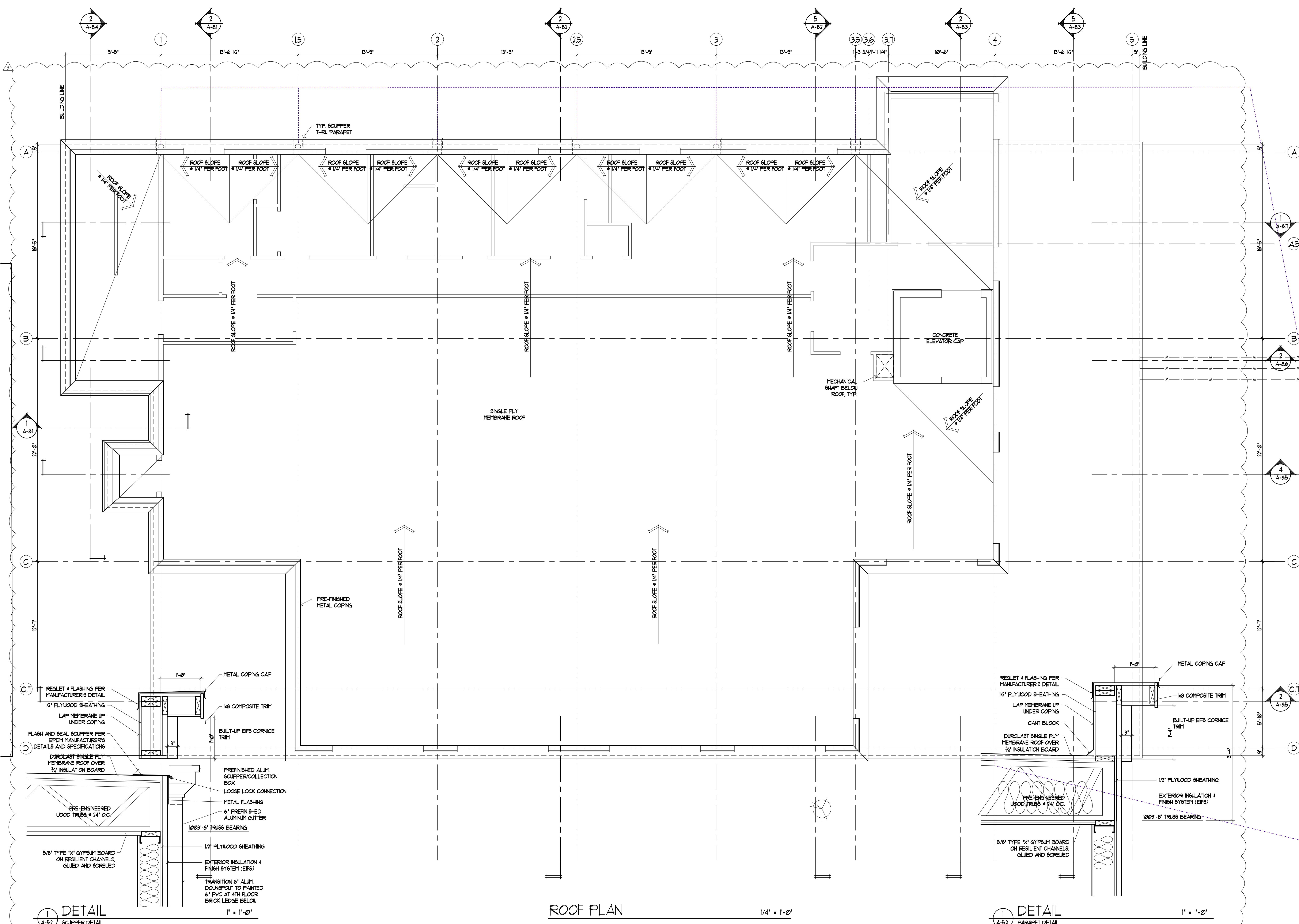
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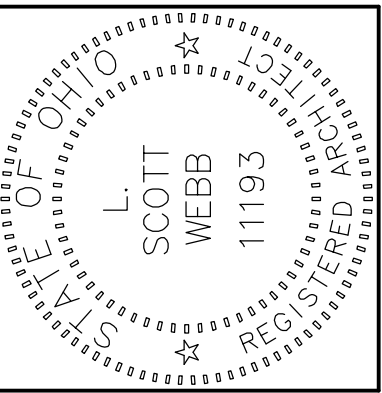
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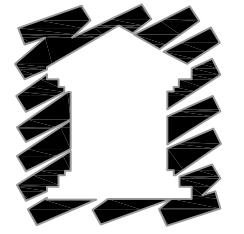
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PROPOSED NEW MIXED-USE BUILDING
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SEPT. 9, 2019

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REVISIONS	
DECEMBER 23, 2021	PERMIT REVISIONS
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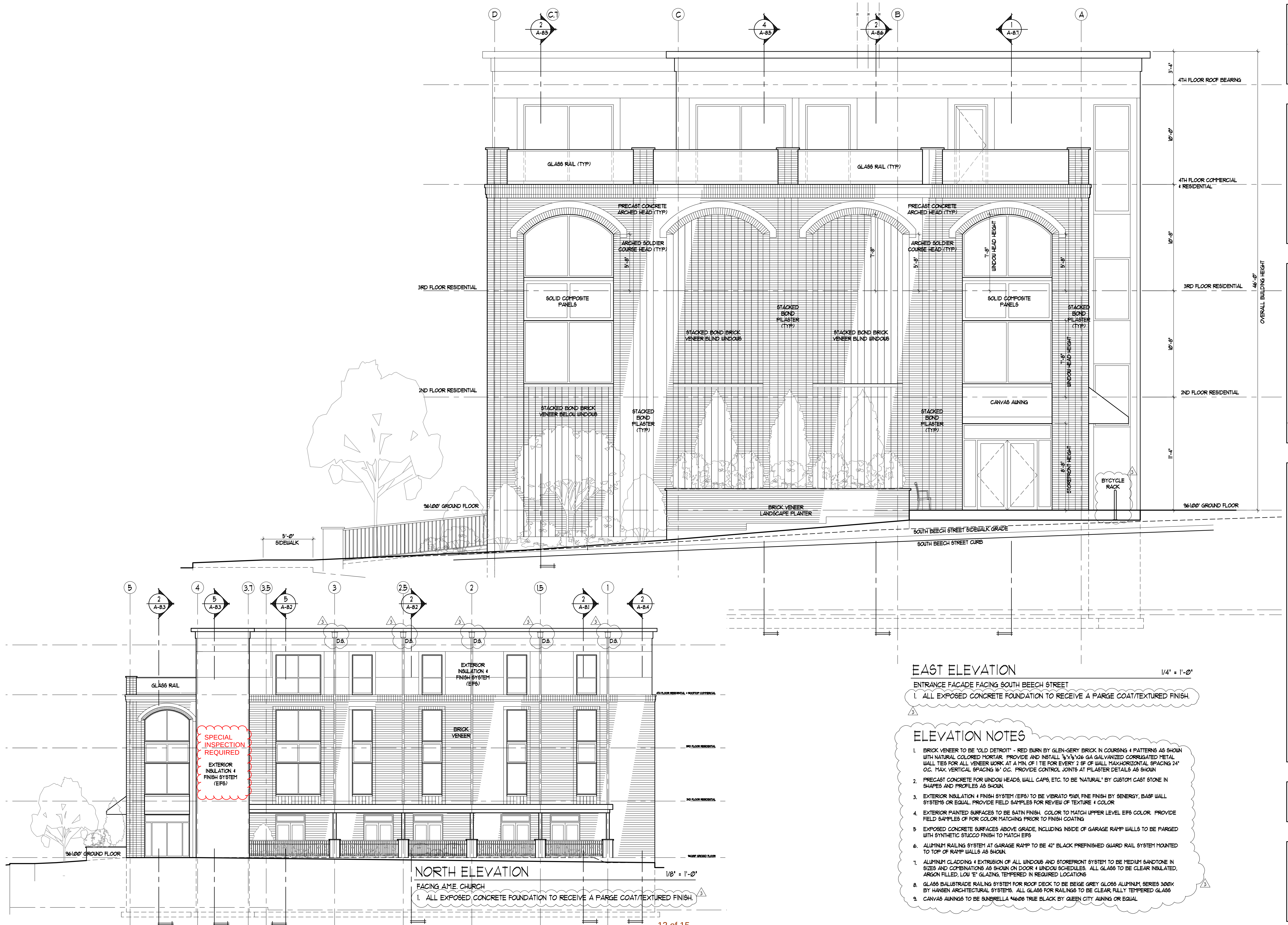
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22 South Beech Street

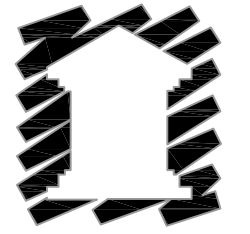
OXFORD, OHIO 45056
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SEPT. 9, 2019

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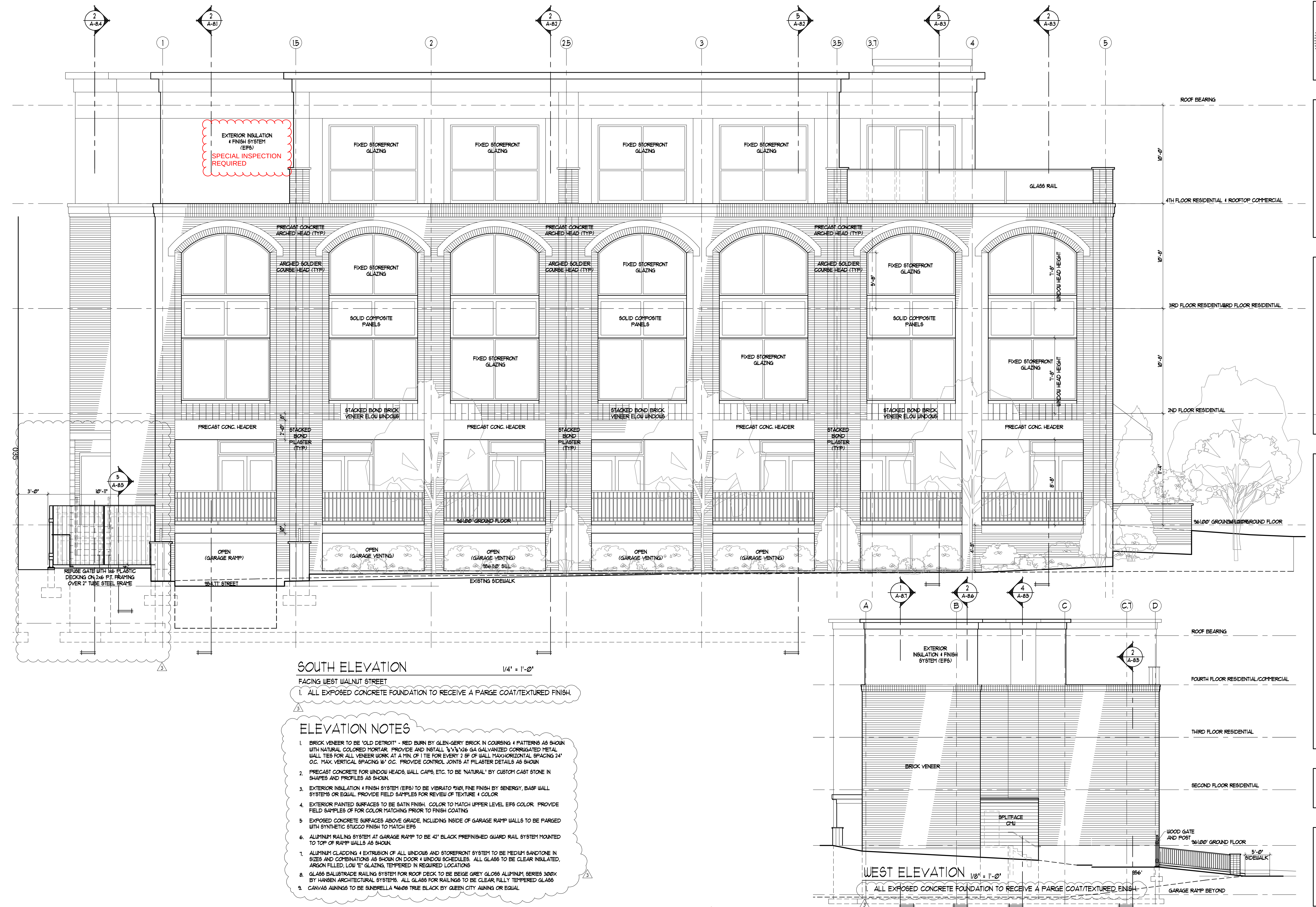
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SEPT. 9, 2019

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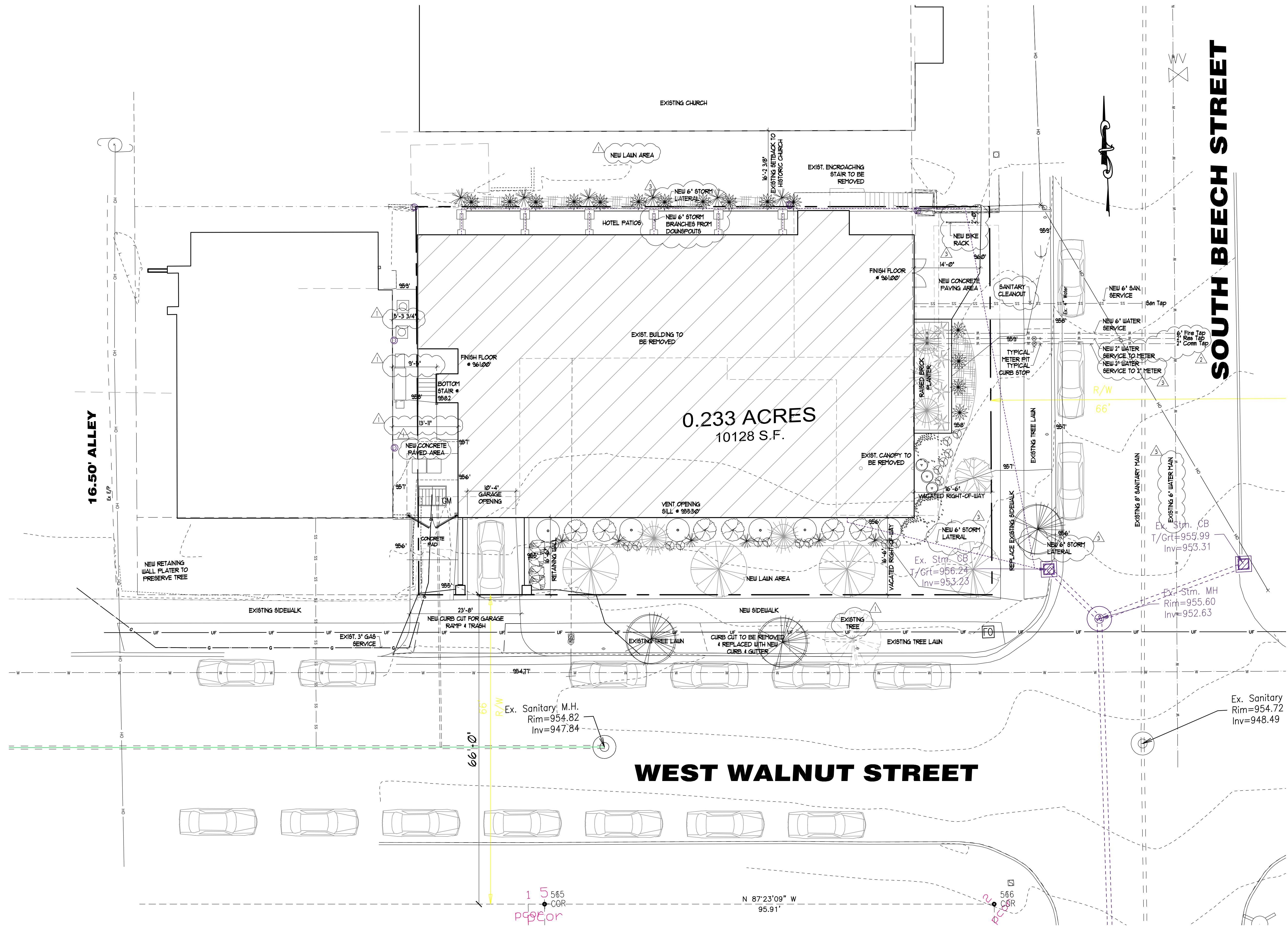


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②	MARCH 5, 2020 - PERMIT REVISIONS
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PROPOSED NEW MIXED-USE BUILDING
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SEPT. 9, 2019

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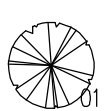
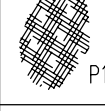
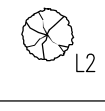
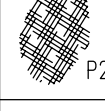
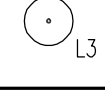
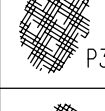
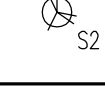
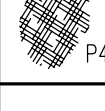
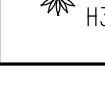


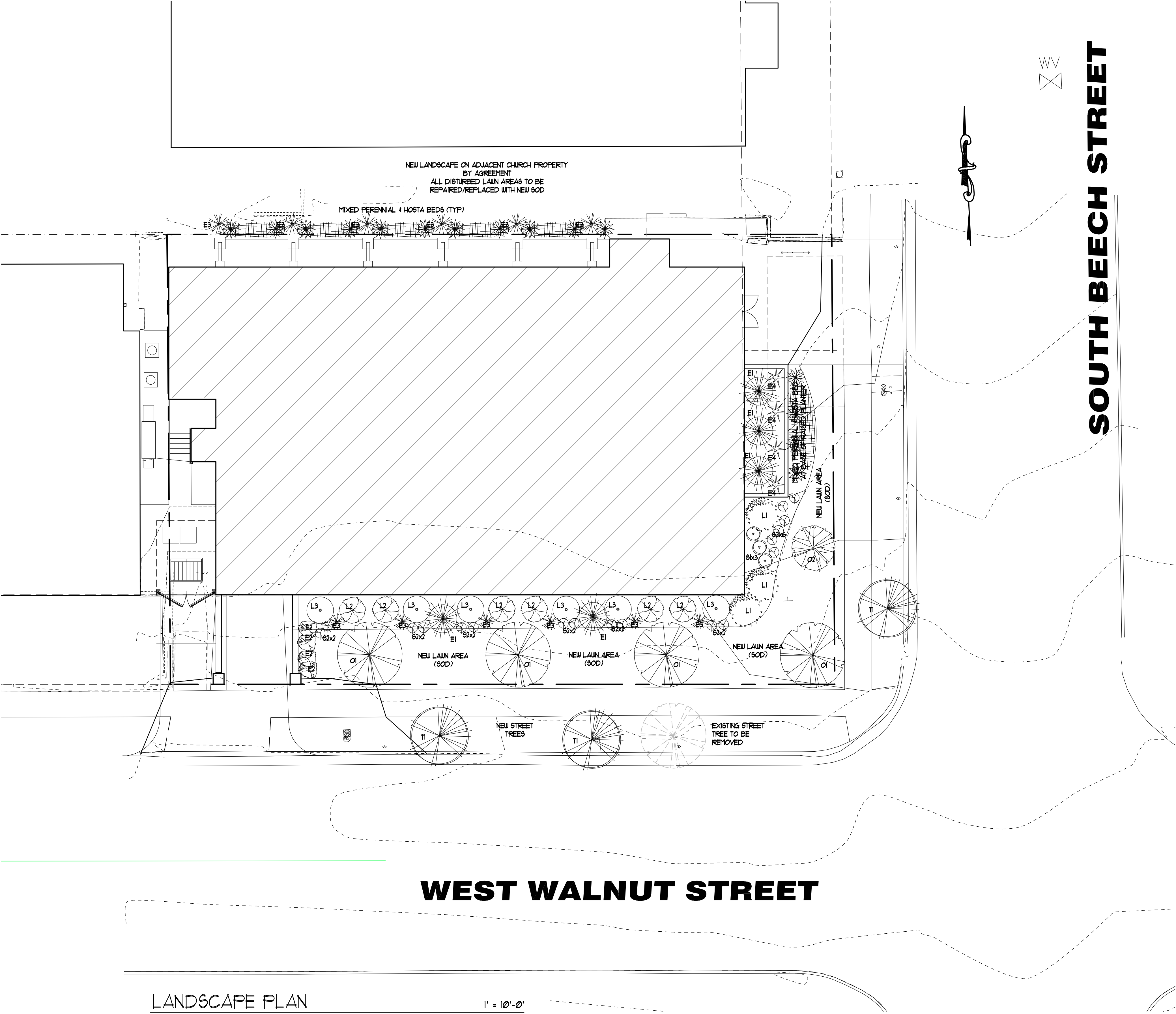
SITE PLAN 1" = 10'-0"

HOTEL ROOMS

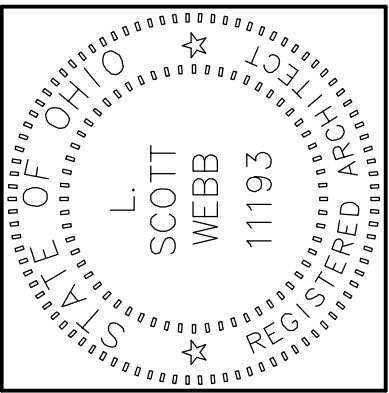
1. ALL DISTURBED AREAS NOT PERMANENTLY COVERED BY PAVEMENT, LANDSCAPING OR OTHER DEVELOPED SURFACES SHALL BE SEEDED OR SOODED.
2. PROVIDE STAINLESS STEEL ROUNED TUBE WAVE BICYCLE RACK FOR (3-5) BICYCLE CAPACITY (BELSON MODEL KCBR-5UR-556)
3. INSTALL 1'-1/2" RESIDENTIAL WATER METER AND METER SETTER.
4. INSTALL NEW A586 1025 BACKFLOW DEVICES ON BOTH THE RESIDENTIAL AND COMMERCIAL WATER LINES.
5. INSTALL NEW A586 1048 OR A586 1025 BACKFLOW DEVICE ON FIRE SUPPRESSION SYSTEM.
6. INSTALL 2" COMMERCIAL WATER METER AND METER SETTER.

036

LANDSCAPE KEY						
SYMBOL	QTY	NAMES / PLANTING & MATURE SIZES	SYMBOL	QTY	NAMES / PLANTING & MATURE SIZES	
	4	CLEVELAND PEAR carpinus caroliniana 1 1/2" CALIPER 15'-20' SPREAD; 20'-30' HEIGHT		3	JUNIPER - ROBUSTA GREEN Juniperus chinensis - robusta green 30 INCHES IN HEIGHT 3' SPREAD; 10'-12' HEIGHT	EVERGREEN SHRUBS
	1	STAR MAGNOLIA Magnoliaceae Magnolia stellate 1 1/2" CALIPER 8'-10' SPREAD; 8'-10' HEIGHT		4	BOXWOOD - GREEN VELVET buxus 'green velvet' 1 GALLON CONTAINER 3' SPREAD; 2'-3' HEIGHT	
	3	ALLEGHENY SERVICEBERRY C, N, S Rosaceae Amelanchier laevis 12 FEET IN HEIGHT 15'-20' SPREAD; 30'-40' HEIGHT		6	DWARF SERBIAN SPRUCE picea omorika 'nana' 1 GALLON CONTAINER 4'-6' SPREAD; 3'-6' HEIGHT	
				4	JUNIPER - SAYBROOK GOLD Juniperus chinensis 'saybrook gold' 1 GALLON CONTAINER 5'-6' SPREAD; 2'-3' HEIGHT	
						PERENNIALS - MIXED BEDS
	3	HYDRANGAEA - NIKKO BLUE hydrangea macrophylla 2 GALLON CONTAINER 5'-7' SPREAD; 4'-6' HEIGHT		-	GRASS - LITTLE BUNNY FOUNTAIN pennisetum 'little bunny' 1 GALLON CONTAINER 2' SPREAD; 1' HEIGHT	
	6	BUTTERFLY BUSH - PURPLE EMPEROR buddleia 'purple emperor' 2 GALLON CONTAINER 3'-4' SPREAD; 4'-5' HEIGHT		-	GRASS - LITTLE BLUE STEM schizachyrium scoparium 1 GALLON CONTAINER 2' SPREAD; 2'-4' HEIGHT	
	6	VIBURNUM - MOHICAN viburnum lantana 'mohican' 2 GALLON CONTAINER 6'-8' SPREAD; 5'-6' HEIGHT		-	GERANIUM - JOHNSONS BLUE geranium x 'johnson's blue' 1 GALLON CONTAINER 24" SPREAD; 18" HEIGHT	
	18	SPIRAEA - LITTLE PRINCESS spiraea japonica 'little princess' 1 GALLON CONTAINER 2'-4" SPREAD; 2'-4" HEIGHT		-	SALVIA - SNOW HILL salvia numerosa 'schneehugel' 1 GALLON CONTAINER 24" SPREAD; 15" HEIGHT	PERENNIALS - HOSTAS
				-	HOSTA - AUREDMARINATE hosta fortunei 1 GALLON CONTAINER 3'-4' SPREAD; 18 INCH HEIGHT	
				-	HOSTA - ROYAL STANDARD hosta 'royal standard' 1 GALLON CONTAINER 3'-4' SPREAD; 18 INCH HEIGHT	
				-	HOSTA - FRANCIS WILLIAMS hosta sieboldiana - 'francis williams' 1 GALLON CONTAINER 4'-5' SPREAD; 24 INCH HEIGHT	
LANDSCAPE NOTES						
1. IRRIGATION SYSTEM TO BE DESIGN BUILD AND METERED SEPARATELY PER LOCAL REQUIREMENTS. 2. PROVIDE LANDSCAPING PER KEY AND PLAN. SHRUBS MAY BE SUBSTITUTED PER APPROVAL WITH THE ARCHITECT AND OWNER PROVIDING THE MICRO CLIMATE OR AVAILABILITY DICTATE A CHANGE. ALL REVISIONS ARE ALSO SUBJECT TO APPROVAL BY LOCAL AUTHORITY. 3. PROVIDE 4" OF TOP SOIL AT SCOURED AND PLANTED AREAS. USE 1/3 ON-SITE TOP SOIL, 1/3 CLEAN FRIABLE SANDY-LOAM TOP SOIL & 1/3 COARSE SAND. 4. PROVIDE 3" DEPTH SHREDDDED HARDWOOD MULCH AT A 8 FOOT DIAMETER AT ALL TREES AND 3 FOOT DIAMETER AT ALL SHRUBS. MULCHED AREAS TO BE COVERED IN APPROPRIATE SHAPES AND SIZES AT GROUPINGS OF TREES AND SHRUBS. 5. PROVIDE 3" DEPTH HARDWOOD MULCH IN OTHER AREAS INDICATED. 6. TIE AND STAKE ALL TREES WITH 3 STAKES PER TREE. ALL STAKES TO BE REMOVED WITHIN 1 YEAR. 7. FERTILIZE ALL TREES WITH AGRIFORM 21 GRAM TABLETS, SLOW RELEASE 20 TO 15 ANALYSIS WITH ONE TABLET PER 1/2" OF CALIPER. 8. LANDSCAPE SUB SHALL REMOVE ALL TAGS AND BINDINGS AFTER PLANTING. 9. PROTECT EXISTING TREES MARKED TO REMAIN DURING CONSTRUCTION. PRUNE EXISTING TREES TO REMAIN AFTER CONSTRUCTION IS COMPLETED.						



LANDSCAPE PLAN
HOTEL ROOMS
1" = 10'-0"



SCOTT WEBB
ARCHITECT
103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838
www.scottwebbarchitect.com

REVISIONS		
	FEBRUARY 5, 2020 - PERMIT REVISIONS	
	MARCH 5, 2020 - PERMIT REVISIONS	
	DECEMBER 23, 2021 - PERMIT REVISIONS	

PROPOSED NEW MIXED-USE BUILDING
22 South Beech Street
OXFORD, OHIO 45056
FORMER MESLER AUTO BODY SITE

SEPT. 9, 2019

L-1.0

City of Oxford
Community Development Department
STAFF REPORT

Historic & Architectural Preservation Commission

Case # HAPC-2022-06

August 10, 2022

APPLICATION

Applicant:	Scott Webb, Architect
Location:	48 East Park Place
Action Requested:	New Four-Story Mixed-Use Building
Owner:	48-52 East Park Place LLC (Brenda Palmer)
Current Use:	Vacant
Proposed Use:	Mixed-Use 4 Story Building
Surrounding Existing Land Uses:	Mixed Uses of Retail, Restaurant/Bar, Residential

SUMMARY

Architect Scott Webb's proposal on behalf of Brenda Palmer is to develop the currently vacant site into a four-story mixed use building. This site was formerly (2014) the location of a historic two-story building that was owned by the Sigma Chi Foundation. The building was demolished as part of Sigma Chi's overall project to improve the High Street portion of the property with a rear access addition for the Community Foundation to occupy. The property is located in the Uptown Historic District therefore an approval by the HAPC is required before city staff can issue a building permit. In 2021, the HAPC discussed this same design with the architect as part of a pre-application review.

The proposed building is four story brick masonry with a three story transitional element to the south. The architectural style would fit the definition of "Revivalist" used in the 2018 Inventory section of the Design Guidelines. Revivalist was defined in the inventory because most of the new Uptown District architecture in the last decade mimics historical styles, which include Italianate and others. Note the Italianate cornice brackets. The architect is proposing an alternative to red brick for color variety, soldier course brick work, awnings, masonry window molding and typical bronze-framed storefront windows. Utility service connections, loading and trash services are tentatively intended to be to the side or rear of the building. A building and zoning permit has not yet been submitted for review. A bond is not required by code because there is not a building demolition to approve.

SURROUNDING NEIGHBORHOOD CONTEXT

The property is within and near a block of important historic buildings, along High Street. The adjacent building to the south has undergone significant grant-funded restoration within the last two decades as well as an addition in 2016. Service access for the site is somewhat limited due to the alley being on the "short" side of the building. Overhead power lines are in front and to the side of the building. The site serves as a backdrop for the Uptown Park and the John W. Altman Pavilion where outdoor festivals are held.

HAPC SITE HISTORY (2014-PRESENT)

HAPC 2014-08: Denied building demolition, meeting recorder failed

HAPC 2014-15: Repeated meeting, denied building demolition, transcript created

BZA 2014-06: HAPC Denial overturned, demolition and building permits issued

HAPC 2021-06: Pre-application review

PERTINENT CODE SECTIONS – Chapter 1152 Includes the entirety of the HAPC’s codified authority. Pertinent code sections are underlined in the following pages:

1152.08 – Certificate of Appropriateness

(a) Purpose

The purpose of the Certificate of Appropriateness (COA) is to provide a procedure by which to review construction, renovation, reconstruction, expansion, and demolition projects on designated historic structures or within historic districts. In an effort to preserve the character of this area, the City has established reasonable development standards and design guidelines for buildings and structures within the district and this procedure allows for a comprehensive review of the activities against the adopted standards and guidelines.

(b) Applicability

(1) No person shall carry out any exterior alteration, addition, restoration, reconstruction, demolition, removal of exterior architectural elements, construction that alters the architectural style of existing structures, new construction, or moving of a site, structure, or building that is a designated historic site or that is within a historic district without an approved COA. Furthermore, no changes in appearance of such property or structure including, but not limited to, its light fixtures, signs, awnings, windows, siding, roof, doors, shutters, sidewalks, latticework, decorative trim, fences, walls, retaining walls, steps, soffits, paving, or other exterior elements which affect the appearance and cohesiveness of the historic site or historic district, without first obtaining an approved COA in accordance with this section.

(2) If the Historic Preservation Administrator and the HAPC Chair determine a proposed municipal infrastructure improvement impacts the historic or architectural environment of a historic district, a COA shall be required.

(3) Site improvements such as the establishment of a parking lot or structure, landscaping, or other site work shall also be subject to this section unless otherwise waived by the HAPC.

(4) Projects and activities that are exempt from the design review process are the following:

- A. Ordinary repair and maintenance of a building or structure which does not change or alter the exterior appearance of the building or structure;
- B. Changes in occupancy not involving structural or exterior work;
- C. Interior electrical wiring, HVAC or plumbing work on an existing structure;
- D. Interior building renovations which will not alter and/or affect the exterior elevations and facade of the building or structure or any architectural features that are visible from the outside, unless otherwise prohibited in (Minimum Maintenance Standards).

(5) There shall be a non-refundable filing fee attached to the application for a COA, payable in advance.

(c) Review Authority

(1) All applications for a COA shall be subject to review by the HAPC in accordance with Section unless an administrative approval is allowed under the following conditions:

- A. Applications where the applicant proposes replacement of an architectural element or feature with a similar feature where there is no change in color, material, or size; or
- B. Where the HAPC Chair and Historic Preservation Administrator jointly agree that the proposed modification(s) are minor and comply with all applicable standards and guidelines.

(2) In cases where an administrative approval of the COA is allowed above, the Historic Preservation Administration shall have the authority to forward an application to the HAPC for review if he or she cannot determine if the

- proposed work is minor enough to allow administrative review under this chapter.
- (3) All COAs that are approved administratively shall be placed on the next regular HAPC meeting agenda to ensure that the full HAPC and the public are aware of such administrative approvals.
- (d) Procedure for Administrative Decision on a COA
- (1) Step 1 - Application
- A. The applicant shall submit a formal application for COA review, including any applicable fees.
- B. An application for a COA shall not be considered until it the application is complete. An application shall be considered when all required and pertinent information has been provided and when all required fees have been paid. A complete application shall consist of:
- i. The completed application form;
- ii. Applicable non-refundable filing fee, payable in advance;
- iii. Diagrams, site plans, elevations, illustrations, photo simulations, and written descriptions sufficient to describe and visualize the location and proposed modification of the property and structure; and
- iv. Written descriptions of the proposed modifications that require a COA.
- v. The Historic Preservation Administrator may require additional information or materials as necessary.
- (2) Step 2 - Historic Preservation Administrator Review and Decision
- A. Within 30 days after the application is determined to be complete, the Historic Preservation Administrator shall make a decision on the application. In making its decision, the Historic Preservation Administrator may approve or deny the application.
- B. Prior to making a decision on the application, the Historic Preservation Administrator shall have the authority to provide comments to the applicant regarding necessary revisions to bring the application into full compliance. The application shall not be deemed formally approved until the applicant makes all of the appropriate changes and submits all necessary revised forms, maps, and documents to the Historic Preservation Administrator.
- (e) Procedure of a HAPC Decision of a COA
- (1) Step 1 – Pre-Application Meeting
- A. A pre-application shall be required for all COA applications that involve a demolition request and all applications that involve new construction of principal buildings.
- B. A pre-application shall be required for all other applications but for those applications, the meeting may be waived if the Historic Preservation Administrator and HAPC Chair make a preliminary determination that the application appears to be in keeping with the required standards and design guidelines.
- C. A pre-application shall not be required for an application for a structure or site that is classified as non-contributing in a historic inventory adopted by the City of Oxford.
- D. The pre-application meeting shall be an opportunity for an applicant and the HAPC to discuss a proposal prior to the applicant expending significant considerable amounts of time and money on design, surveying, and engineering.
- E. The pre-application may consist of any information the applicant considers useful to the HAPC. The HAPC shall not take any formal action on the application during the pre-application meeting. The applicant shall submit the information to the Historic Preservation

Administrator for placement on the agenda for the next regularly scheduled meeting of the HAPC.

- F. Any discussions held during the pre-application meeting are not binding on the City and do not constitute official assurances or representations by the City or its officials regarding any aspects of the plan or application discussed.

(2) Step 2 – Application

- A. The applicant shall submit a formal application for COA review, including any applicable fees. An application for a COA shall not be considered until it the application is complete..
- B. After the application is determined to be complete, it shall be placed on the agenda for the next regularly scheduled HAPC meeting (or within 45 days).
- C. The HAPC shall set forth the time and the place of the public meeting and shall give written notice to the applicant of the time, date and place of said meeting, and the HAPC shall give public notice of the same.

(3) Step 3 – HAPC Review

- A. The HAPC shall act upon each application within 60 days of its first HAPC meeting unless consideration has been continued beyond such period by official action, in which case the HAPC shall act within a reasonable time and as soon as is practical.
- B. Following approval, approval with modifications, or denial of a COA, the Historic Preservation Administrator shall inform the applicant of the HAPC decision by first class mail within 10 days.
- C. A denial of the application may be appealed in accordance with

this Chapter..

(f) COA Review Criteria

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.
- (g) **Bond Requirement**
Before any building permit for any new principal building is issued a performance bond is required with security equivalent to 100% of the approved cost of leveling the site, filling with soil and sodding or seeding the surface.
- (h) **Amendment or Modifications after an Approval**
Unless otherwise stated in this chapter, any request for an amendment or modification to the approved plans or conditions shall be done in accordance with the procedures and standards established for its original approval.
- (i) **Validity**
 - (1) The COA shall be valid for a period of one (1) year from the date of approval by the HAPC at which time a building permit must be obtained
 - (2) All work shall be substantially completed within two (2) years from the date a building permit is issued.
 - (3) The HAPC may approve an alternative construction schedule for it's COA approval
 - (4) Failure to comply with any of the above deadlines shall render the COA void and no alternations or construction may take place until a new COA has been approved in accordance with this section.
- (j) **COA Decisions Related to Other Permits and Approvals**
 - (1) No permits for zoning, building, or demolition shall be issued without first obtaining a COA.
 - (2) If a COA is approved, permits relative to the proposed modifications may be issued immediately following normal zoning and building department review procedures.
 - (3) If a COA is denied, the City shall not issue any permits that would allow modifications for which the COA was denied.
- (k) **Resubmission of a COA Application**
 - (1) An application that is denied or approved-with-modifications shall not be resubmitted for one year unless the applicant demonstrates that the new application addresses all of the issues or concerns established in the denial or that the new application is substantively different from the initial application.
 - (2) The HAPC Chair and Historic Preservation Administrator shall determine if the changes are substantial enough to warrant a new review.

1152.09 – Moving of Historic Structures

- (a) The HAPC may authorize the moving of a historic structure or structure in a historic district through a COA application.
- (b) The HAPC may approve a COA for the moving of a structure within a historic district if the move will enhance the character of the overall district.
- (c) The HAPC may approve a COA for the moving of a structure to a property outside of the historic district provided that:
 - (1) There is a determination that the structure is identified as historic non-contributing or non-contributing in an adopted historic inventory; or
 - (2) That while the structure is historic or non-historic contributing, as identified in an adopted historic inventory, that the reuse of the property where the structure was located will enhance the character and quality of

the historic district as compared to the structure that is proposed to be moved.

1152.10 – Demolition Review and Requirements

- (a) An application for the demolition of a building shall require a COA and follow the procedures and requirements of Oxford and Ohio Building Codes.
- (b) Any application for demolition shall include a plan for the reuse of the property that illustrates the mitigation of any adverse effects of the proposed removal upon the property, the streetscape, or the applicable historic district through the following:
 - (1) A plan for the reuse of the property through new construction, exterior rehabilitation, or restoration that is consistent with this chapter and the guidelines set forth in the current Oxford Historic and Architectural Preservation Guidelines; contributes to the historic character of the district or, in the case of a historic site, reflects the architectural character of the demolished structure; complies with the historic design guidelines; and which contributes to the architectural or historic integrity of the applicable historic district; and
 - (2) A plan for the landscaping of the parcel in accordance with this chapter and the guidelines set forth in the current Oxford Historic and Architectural Preservation Commission Design Guidelines, for the benefit of the general area.
- (c) Where an application includes a plan for the reuse of the property through new construction, the application shall include a schedule for construction that will result in the completion of new construction within thirty-six months (36) from the date the COA is issued. Completion dates that extend beyond thirty-six (36) months may be granted at the discretion of the HAPC.
- (d) A demolition permit from the Building or Planning Department shall not be issued unless accompanied by a COA and shall include:
 - (1) a performance bond posting with security equivalent to 100% of the approved cost of leveling the site, filling with soil and sodding or seeding the surface.
 - (2) payment of a mitigation fee of ten percent (10%) of the approved demolition cost.
- (e) Demolition Approval Criteria:

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.
- (f) Demolition by Neglect Prohibited

The HAPC shall not issue a COA for demolition when the HAPC determines:

 - (1) That the condition of the structure is attributable to demolition by neglect defined as a situation in which property owners, or others having legal possession, custody, or control of a property, allowed the condition of the property to suffer such deterioration, potentially beyond the point of repair, as to threaten the structural integrity of the structure.
 - (2) Conditions of neglect include, but are not limited to, the following:
 - A. Deterioration of exterior walls, foundations, or other vertical support that causes leaning, sagging, splitting, listing, or buckling.
 - B. Deterioration of flooring or floor supports, roofs, or other horizontal members that causes leaning, sagging, splitting, listing or buckling.
 - C. Deterioration of external chimneys that causes leaning, sagging, splitting, listing or buckling.
 - D. Deterioration or crumbling of exterior plasters or mortars.
 - E. Ineffective waterproofing of exterior walls, roofs, and foundations including broken windows or doors.
 - F. Defective protection or lack of weather protection for exterior wall and roof covering, including lack of paint, or weathering due to lack of paint or other protective covering.
 - G. Rotting, holes, and other forms of decay.
 - H. Deterioration of exterior stairs, porches, handrails, window and door frames, cornices, entablatures, wall facings, and architectural details that causes delamination, instability, loss of shape and form, or crumbling.
 - I. Deterioration that contributes to a hazardous or unsafe condition.
- (g) Access to Structure by Chief Building Official

The property owners, or others having legal possession of the property, shall provide the Chief Building Official or other designee of HAPC access to the property in order to assist in the determination of the condition of the structure as part of any application for a COA related to demolition.

GUIDELINES

The 1994 Design Guidelines establish the framework by which the HAPC, architects and property owners evaluate proposals for changes in Oxford Historic Districts.

Included below are only excerpts of Design Guidelines that are pertinent to the dialogue needed of the Commission. Please refer to the entire guidelines for complete text and additional sections.

Design Guideline #1 STREETSCAPE (p. 25-26)

Specific Recommendations:

1. The basic organization should result in a building with a larger height dimension than width dimension.....windows should be vertical disposition.....building should be topped with a heavy cornice or horizontal element.
3. A. Storefronts should be aligned with modular bays
B. Upper stories should have a repetitive solid/void ratio
C. Equal bays should be used with their division by wall and openings following a regular pattern.
4. New and restored structures should have perforations amounting to no less than 10% or more than 40% of their upper story street facades. (repeated in #9, Upper Facades, subsection 1.)
6. New construction should follow the rhythm of facades, overall spacing, setbacks, and proportions of adjacent structures.

Design Guideline #3 MASONRY (p. 3)

Specific Recommendations:

1. Masonry veneers that face main streets in the Uptown Historic District should not have exposed cinder block or concrete block. Brick masonry is strongly encouraged.

Design Guideline #11 CORNICES (p. 47)

Specific Recommendations:

2. The use of cornices, friezes, and parapets on new structures is encouraged, particularly on commercial structures, where they are compatible with the architectural design of the building.
3. Avoid adding excessive ornamentation to create a more historic look by utilizing details which are inaccurate or inappropriate to the building's style or time period.

Design Guideline #13 STOREFRONTS (p. 51)

Specific Recommendations:

1. Storefronts should be open and should utilize large amounts of glass. Window glass should extend at least from the top of the first floor to knee level. This does not necessarily mean that a large single pane of glass should be used. The openness creates an inviting feeling to pedestrians that helps set the ground floor commercial uses apart.

Design Guideline #15 PAINT AND COLOR (p. 55)

Specific Recommendations:

3. When repainting, the number of colors should be kept to a minimum (2-3) and should be used in a coordinated, simple pattern such as:
 - a) Background color- walls or siding, this is the main color and should be muted or earth toned.
 - b) Trim Color- includes trim at cornices, windows, doors, and corners.
 - c) Any unusual architectural feature should be highlighted in its own color (ex.shutters).

4. Bright colors should only be used on the trim and should be related to the chosen background color.

Design Guideline #24 LANDSCAPING (p. 73)

Specific Recommendations:

1. Landscaping should be utilized in keeping with the architectural design, size, and scale of adjacent land uses.

Design Guideline #26 HEIGHT (p. 77)

Specific Recommendations:

1. For both commercial and residential structures, the height of a new building or addition should conform to the height of the existing building envelope along the adjacent block(s).

STAFF ANALYSIS

This is not a proposed demolition combined with a re-use plan, therefore the analysis is focused on the compatibility of the proposed structure using the Design Guidelines. The compatibility applies to the surrounding context as well as the overall district.

The proposed structure is similar to other Revivalist buildings designed by this architect in the Uptown District, with the exception of brick colors and the re-introduction of the cornice brackets. Recent proposals of this type from this architect and others have generated discussion on ensuring that there is texture and relief visible from the street. The precision of modern materials limits opportunity for variability in texture that is actually visible from the street. While it is always difficult to tell from a drawing, there are recent examples for HAPC members to view for comparative discussion. If these are still found to be acceptable types of materials and designs, they will be helpful to move this approval along to a vote. These are:

- The Caroline Harrison building currently under construction – 131 W. High Street (Architect -Meyer)
- The one-story building south of United Dairy Farmers – 12 S. Beech Street (Architect-Webb)
- The Kyger Building (Phan Shin) – 106 W. High Street (Architect-Webb)

The color three-dimensional drawings, site plan and elevation drawing depict the intentions of the exterior design. The architect is planning to bring the material samples and colors to the meeting for discussion, which can end up being cited in the approval conditions, if such a level of detail is desired by the Commission. Those details can also be delayed to administrative review with the Chair and staff.

RECOMMENDATION

The HAPC must render a decision on this COA application within 60 days of this meeting. The Commission could approve, approve with modifications/conditions, deny or table the decision. An approval or denial should be based upon satisfaction of the requirements of Chapter 1152 and noted in the record if different from staff findings. Staff finds that compliance has been met based upon the pre-application discussion, pending the outcome of this meeting's discussion using the Design Guidelines. If in agreement with staff's findings, the Commission could approve, with the following potential conditions:

1. That the following brick selections are approved:_____.
2. That the following upper level window design/material is approved:_____.
3. That the following cast stone selections are approved:_____.
4. That the following cornice and trim selections are approved:_____.
5. That the following awning selections are approved:_____.
6. That the following ground level window and door details are approved:_____.
7. That, there are masonry offset reliefs of 1/2" to 1" as depicted in drawings submitted to the HAPC.
8. That, the general intent for the building materials, colors, textures, and finishes presented and approved at the HAPC meeting are included in the building permit plans, or if not, be re-submitted for review and administrative approval.

9. That, any modifications to the structure as a result of any other City Board or Commission; or permit review decisions are re-presented to the HAPC or designee.
10. That, all final details of the building not yet reviewed, be presented to the HAPC or designee, and approved, prior to building permit approval.

SUBMITTED BY:

A handwritten signature in black ink, appearing to read "Sam Perry", with a long horizontal flourish extending to the right.

Sam Perry, AICP
Director

DATE: August 5, 2022

**Internal Use Only:**

Case No.

HAPC-2022-06

Date Filed

6/27/22

Historic and Architectural Preservation Commission Application

The pre-application provides an opportunity for the designer and the Historic and Architectural Preservation Commission (HAPC) to discuss a proposal prior to the applicant expending significant time and money on design, survey and engineering. It only requires submission of preliminary or conceptual information. The Certificate of Appropriateness (COA) requires submission of detailed exterior plans. [Section 1331.06(a)]¹

Applicant Information

Attach a Letter of Agency if the Applicant is not the property owner.

Name * Scott Webb, Architect

Mailing Address * 103 West Walnut Street

City, State & Zip Code * Oxford, Ohio 45056

Telephone Number(s) * 513-523-3838

Email Address scott@scottwebbarchitect.com

Location of Property * 48-52 Park Place

Name of Building * New mixed-use building

Legal Description * Parcel #H4100003000277

Type of Application

Select all that apply.

☐ Pre-Application (no fee) ☒ Certificate of Appropriateness (\$50.00) ☐ Demolition of Historic Structure (\$250.00)

Proposed Environmental Change(s)

Describe, in detail, all proposed exterior alterations for this property and attach drawings showing its relationship to the existing or planned surroundings. Consult Chapter 1331 of the Oxford Municipal Code, Historic & Architectural Preservation¹ and the Design Guidelines² to review the requirements for decisions regarding environmental changes and conditions for removal as well as standards for Commission decisions.

New Mixed-Use building

Required Documentation

Attach a current photograph of the subject of this application. Include drawings and diagrams showing its relationship to the existing or planned surroundings.

You may find information on the history of the building in the Walking Tour³ booklets and at the Smith Library of Regional History⁴ located in the Oxford Lane Library.

Fee

There is no fee for pre-application review. The fee for Certification of Appropriateness is \$50.00 or \$250.00 if classified as historic by a City-approved inventory. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

For *demolition requests*, if the application is approved, posting of financial security for the re-use plan and mitigation fees for the demolition will be required as part of permits, per Section 1331.063(a)(3) and (4).

Sign and Date

Applicant Signature *

Date *




Submit Application, Plans and Documentation, and Fee

We will not accept incomplete applications and/or documentation. Applications are due 19 days before the meeting. You will receive a copy of the agenda a few days prior to the meeting. In order for your request to be re-viewed, you must be present.

Send or drop off this application with required documentation as attachments and a check for fee (if applicable) made payable to **City of Oxford**, to Community Development Director, 15 South College Avenue, Oxford, OH 45056.

Direct questions to the Community Development Department at (513) 524-5204.

For Staff Use Only

Decision * (Circle One) Accepted Rejected

Approval Signature * _____ Date _____

Title * _____

Comments/Conditions * _____

¹ Oxford Codified Ordinances: cityofoxford.org/fees

² Design Guidelines: cityofoxford.org/hapc

³ Enjoy Oxford (Visitors Bureau): 14 West Park Place, Suite C; Oxford, OH 45056, (513) 523-8687, enjoyoxford.org

⁴ Smith Library of Regional History: 441 South Locust Street, Oxford, OH 45056, (513) 523-3035, lanepl.org

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that

Scott Webb

(Applicant Name)

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

new building construction

(Application Description)

located at

48-52 E. Park Place / uptown

(Property Address/Location)

vacant lot

Thank you,

Brenda Palmer

(Property Owner Printed Name – must be a person)

48-52 East Park Place, LLC

(Property Owner Company Name – if applicable)

Brenda R Palmer

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

6/27/2022

(Date)

Sam Perry
Community Development Director
City of Oxford
Municipal Building
15 South College Avenue
Oxford, Ohio 45056

Re: Certificate of Appropriateness
New Mixed Use Building
East Park Place
Oxford, Ohio

June 27, 2022



**SCOTT
WEBB**

A R C H I T E C T

103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838

www.scottwebbarchitect.com

Dear Mr. Perry,

Please accept this letter as a formal request for a Certificate of Appropriateness through the Historic and Architectural Preservation Commission for a new building on West Park Place behind the Sigma Chi Founding Site. Since the building was presented for a concept review last July, my clients have closed on the property and are hoping to start construction this fall.

The proposal at hand represents a new 3-4 Story Building meeting the Floor Area Ratio Guidelines prescribed the Zoning Code for the Uptown Historic District. The height of the building adjacent to the Sigma Chi Addition is 3-stories, providing the residential entrance, with the building stepping up toward the corner of the alleys reaching 4-stories toward the north, matching the height of Bella Place where they bookend the alley.

With an abundance of red brick varieties along Park Place, the building as shown opts for a darker brick color scheme adding some depth and interest to the Uptown Park streetscape.

The building is proposed with continuous awnings in the typical sign band area to provide some visual relief and some additional shade for this west-facing façade.

Thank you for your consideration of this proposal. If you have any questions or need any additional information, please call.

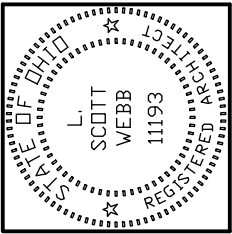
Respectfully,

Scott Webb, Architect



EXTERIOR CONCEPT

VIEW FROM PARK PLACE





SCOTT
WEBB

ARCHITECT

103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838
scottwebbarchitect.com

PRELIMINARY SITE STUDY

48-52 Park Place

OXFORD, OHIO 45056

DATE	
June 28, 2022	
REVISIONS	

A-2



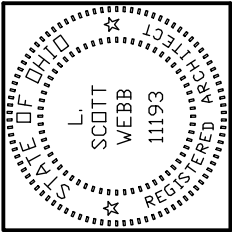
EXTERIOR CONCEPT

VIEW FROM HIGH STREET



EXTERIOR CONCEPT

PRELIMINARY ELEVATION





SCOTT
WEBB

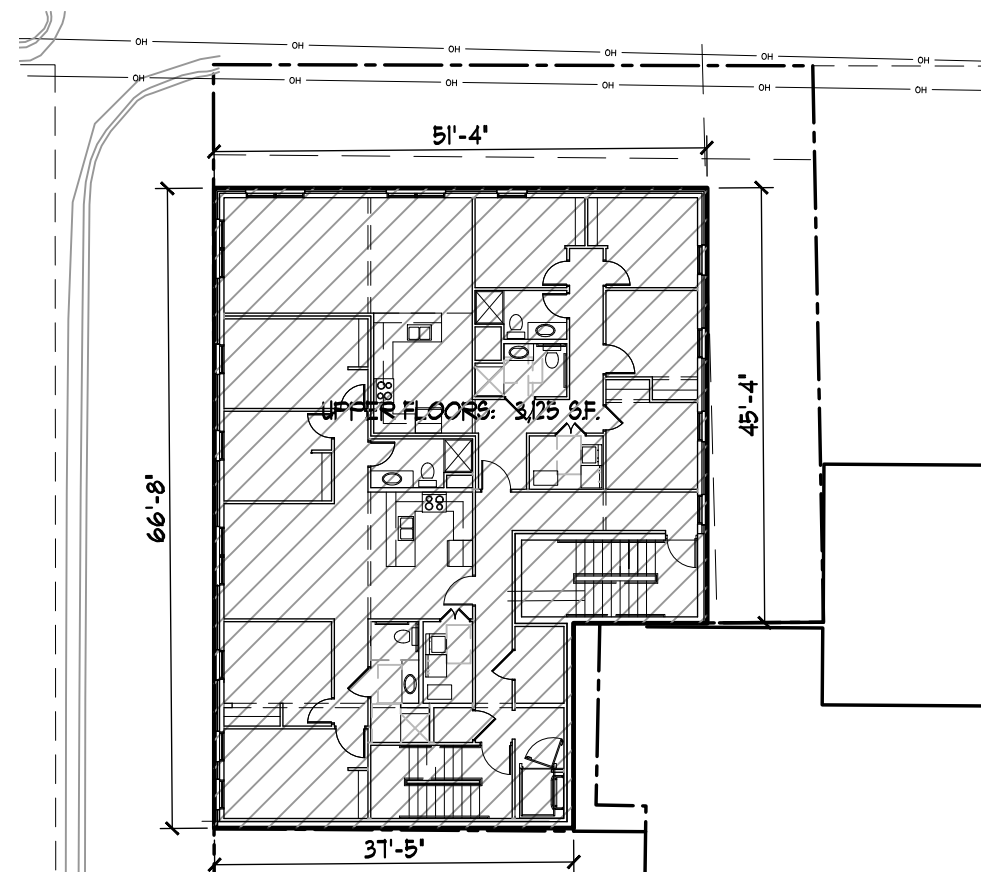
ARCHITECT

103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838
scottwebbarchitect.com

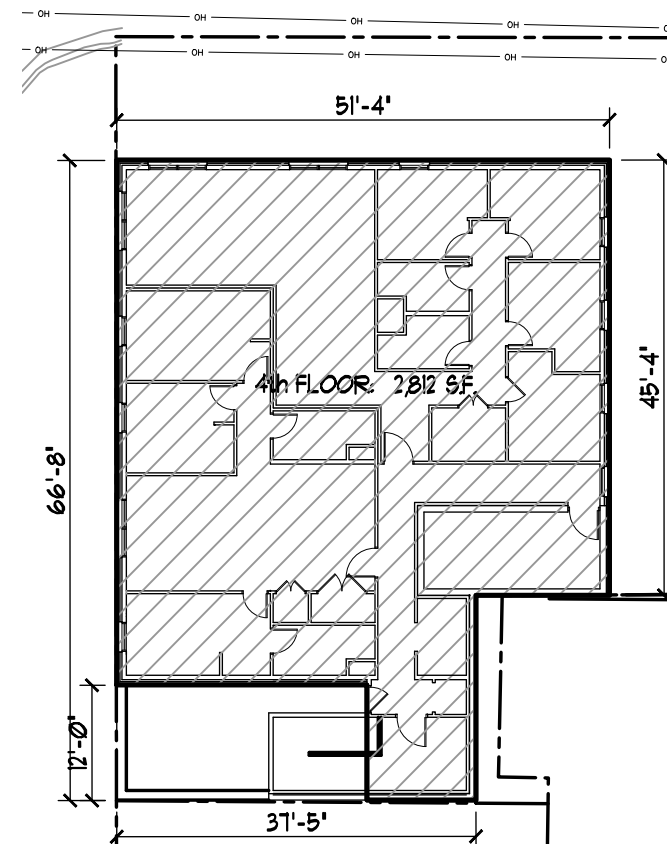
PRELIMINARY SITE STUDY
48-52 Park Place
OXFORD, OHIO 45056

DATE	
June 28, 2022	
REVISIONS	

A-3



UPPER FLOORS (2 & 3) 1"=20'-0"
(2) IDENTICAL FLOORS @ 3,125 SF.



4th FLOOR 1"=20'-0"

ZONING CODE

4,529 GROSS LOT AREA
UP (UPTOWN) ZONING DISTRICT

BUILDING AS SHOWN
COMMERCIAL AREA:

3,125 SF GROUND FLOOR COMMERCIAL
69.0% (10% MIN. REQUIRED)

RESIDENTIAL AREA:

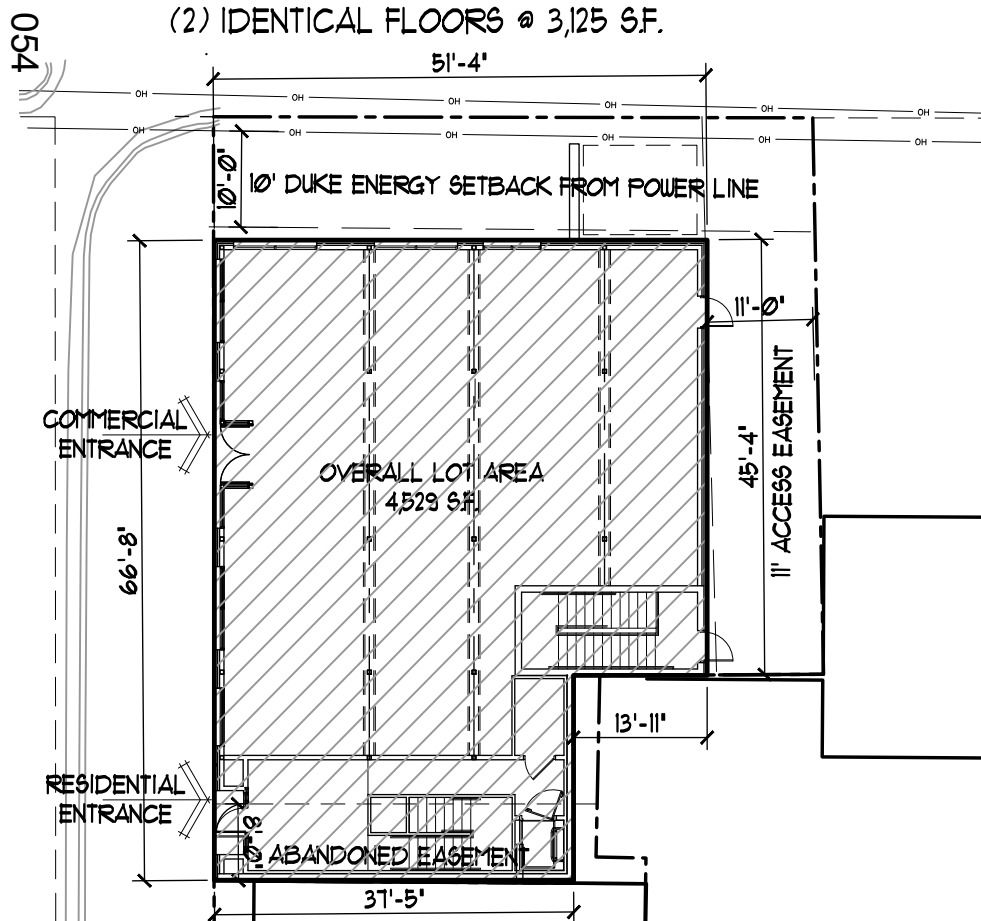
3,125 SF 2ND FLOOR RESIDENTIAL (GROSS)
3,125 SF 3RD FLOOR RESIDENTIAL (GROSS)
2,812 SF 4TH FLOOR RESIDENTIAL (GROSS)
9,062 SF. TOTAL RESIDENTIAL (GROSS)
9,058 MAX. (2x LOT AREA)

PROPOSED OCCUPANCY

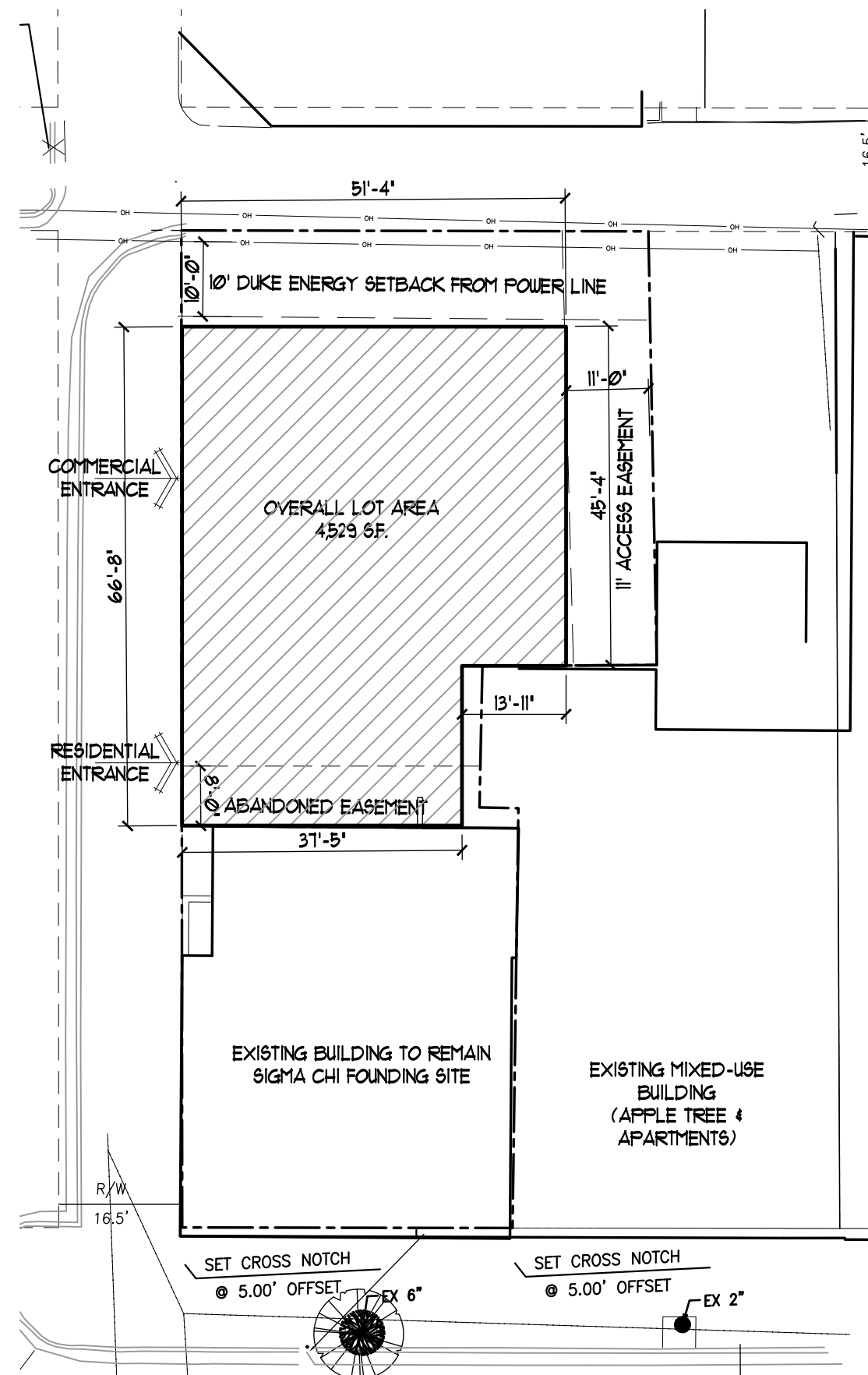
(8) 2nd FLOOR
(8) 3rd FLOOR
(7) 3rd FLOOR
23 TOTAL RESIDENTS
(22.65) MAX. OCCUPANTS (4,529 SF. @ 1 PER 200 SF.)

TOTAL BUILDING AREA:

3,125 SF GROUND FLOOR COMMERCIAL (GROSS)
9,062 SF. TOTAL RESIDENTIAL (GROSS)
12,187 SF. (13,581 MAX. - 3x LOT AREA)

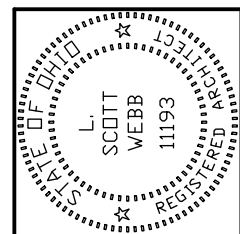


GROUND FLOOR 1"=20'-0"
3,173 GROSS BUILDING AREA



SITE PLAN

SHOWING OVERALL LOT AREA & EASEMENTS



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PRELIMINARY SITE STUDY
48-52 Park Place
OXFORD, OHIO 45056

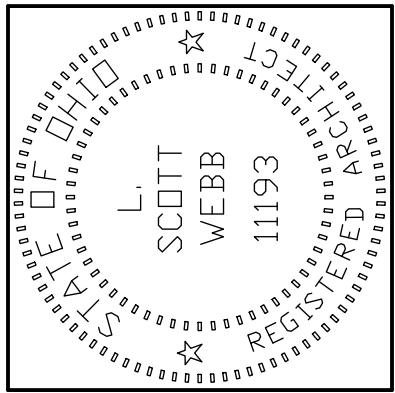
DATE	
June 28, 2022	
REVISIONS	

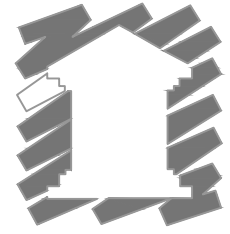
A-1



FRONT (WEST) ELEVATION
FACING PARK PLACE

1/4" = 1'-0"




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REVISIONS									

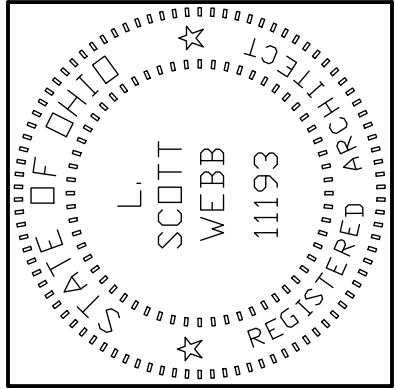
PROPOSED MIXED USE BUILDING
48-52 Park Place
OXFORD, OHIO 45056

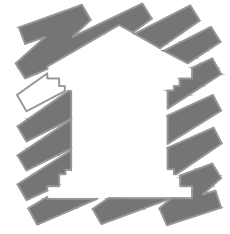
June 3, 2022

A-5.1



FRONT (WEST) ELEVATION
FACING PARK PLACE




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REVISIONS	

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

June 3, 2022

A-5.1