



AGENDA
HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION
WEDNESDAY, November 9, 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 September 14, 2022* 1
- V. Old Business*
- HAPC-2022-04, 10 North Beech Street, CERTIFICATE OF APPROPRIATENESS, alteration to existing building alley façade, Robert Humphrey, Architect/Agent, TABLED** **4**
- VI. Administrative Decisions (Previously Decided)*
 - HAPC-2022-08, 7 ½ East High Street, CERTIFICATE OF APPROPRIATENESS, new wall sign, Timothy Hoskins, Applicant/Agent** **12**
 - HAPC-2022-09, 28 West High Street, CERTIFICATE OF APPROPRIATENESS, west side exterior wall color change, Dollar Investments LLC, Tom Kachos, Applicant** **21**
- VII. Adjournment

*Attachments

HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION (HAPC)

MEETING MINUTES

WEDNESDAY, September 14, 2022

6:15 P.M.

I. Call to Order

The September 14, 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, Sean Wagner, Alex French, Hueston Kyger, Brad Spurlock, Corey Watt

Those members excused: Dana Miller

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

III. Public Comments

There were none.

IV. Approval of Minutes of August 10, 2022

Mr. Wagner made a motion to approve the minutes as written. Mr. Watt seconded the motion. All were in favor.

V. Old Business

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

Mr. Perry referred to the Memorandum in the packet on this subject, and mentioned that Mr. Meyer passed away and Mr. Robert Humphrey has taken over the project. Mr. Perry stated that Mr. Humphrey requested tabling the case to collect more information. Mr. Perry added a meeting will be scheduled with Mr. Humphrey to gain more insight into the project.

Mr. Skoglund thanked Mr. Perry to summarize the crucial points of this project in an email to Mr. Humphrey, and offering the opportunity to discuss it in detail.

Mr. Watt made a motion to extend tabling the case until the November meeting with the opportunity to be able to present the project at the October meeting if Mr. Humphrey is ready. Mr. Spurlock seconded the motion. All were in favor.

VI. Administrative Decisions (Previously Decided)

HAPC-2022-07, 114 West Walnut Street, CERTIFICATE OF APPROPRIATENESS, new outdoor seating area in vacated right-of-way, Scott Webb, Architect/Agent

Mr. Kyger wanted to know how much space this outdoor seating area will take up, and whether there is a coverage requirement. Mr. Perry said it is all on private property, it does not block any part of the sidewalk.

Mr. Skoglund mentioned he had a discussion with Mr. Copenbaker on drafting up guidelines on establishing outdoor seating areas. Mr. Skoglund suggested to work on this along with the HAPC and perhaps a Planning Commission representative. Mr. Watt agreed with Mr. Skoglund.

VII. Announcements and Communications

A. National Alliance of Preservation Commissions Conference re-cap

Mr. Skoglund informed the Commission that Mr. Miller would like to participate in the re-cap. Since Mr. Miller was not present at this meeting, this topic will be discussed at the October meeting.

B. Education and Awareness outside of historic districts

a. September and October events

Ms. French informed the Commission that the Oxford Cemetery Association Board did not think that the planned cemetery tour at twilight would be respectful. Ms. French added she was not contacted for any information before the decision about the twilight cemetery tour was made. Ms. French said the daytime tours will still be taking place. Mr. Spurlock added the content of the tour was purely historic, information of people's lives who are buried in the cemetery. Ms. French said she would contact the cemetery board to provide more details about the twilight tours and to make it happen next year.

Mr. Spurlock informed the Commission about the successful walking tours on September 3 and 10. Mr. Spurlock said 33 people were on the first tour (N Main St), and 37 on the Hill & Hollow tour. Mr. Watt shared a few highlights of these tours. Mr. Watt said there were families and young people on the second tour. Ms. French said these tours could be promoted for Miami Students for extra credits. Mr. Spurlock stated there will be two more tours in September.

b. New Kettering Health building

Mr. Perry shared with the Commission that an Indian arrowhead was placed on the wall in the lobby which was donated by one of the families nearby. A picture of the Dewitt cabin was also placed on the wall.

Mr. Watt thought it would be a nice idea to send them a letter of appreciation for the display they did.

C. Oxford Tomorrow Comprehensive Plan status update

Mr. Skoglund emphasized the team effort that has been put into the Comprehensive Plan. Mr. Skoglund briefly summarized who is involved in the Comprehensive Plan. Next, the Time Line was shared. Mr. Skoglund briefly spoke about the process. Mr. Skoglund next shared the Comprehensive Plan Framework. Mr. Perry added big emphasis will be placed on the Action part of this Framework. Mr. Skoglund briefly touched on the Vision Statement, Topics and Goals. Mr. Perry added the Culture and Recreation section will be where HAPC has a role. Mr. Skoglund encouraged the Commission members to visit the Oxford Tomorrow website for more detailed information on the Comprehensive Plan.

Mr. Skoglund talked about the meetings that have taken place in connection with the Comprehensive Plan. Mr. Skoglund shared the Future Land use map and touched on the Focus Areas shown on this map. Mr. Perry added another public input meeting is planned in November.

VIII. Adjournment

Ms. French made a motion to adjourn the meeting. Mr. Spurlock seconded the motion. All were in favor. The meeting adjourned at 7:16 pm.



MEMORANDUM
Community Development Department
513-524-5204

TO: Historic & Architectural Preservation Commission

FROM: Sam Perry, AICP
Director

DATE: November 2, 2022

MEETING DATE: November 9, 2022

RE: **HAPC 2022-04, 10 N. Beech Street, One-Story Addition**

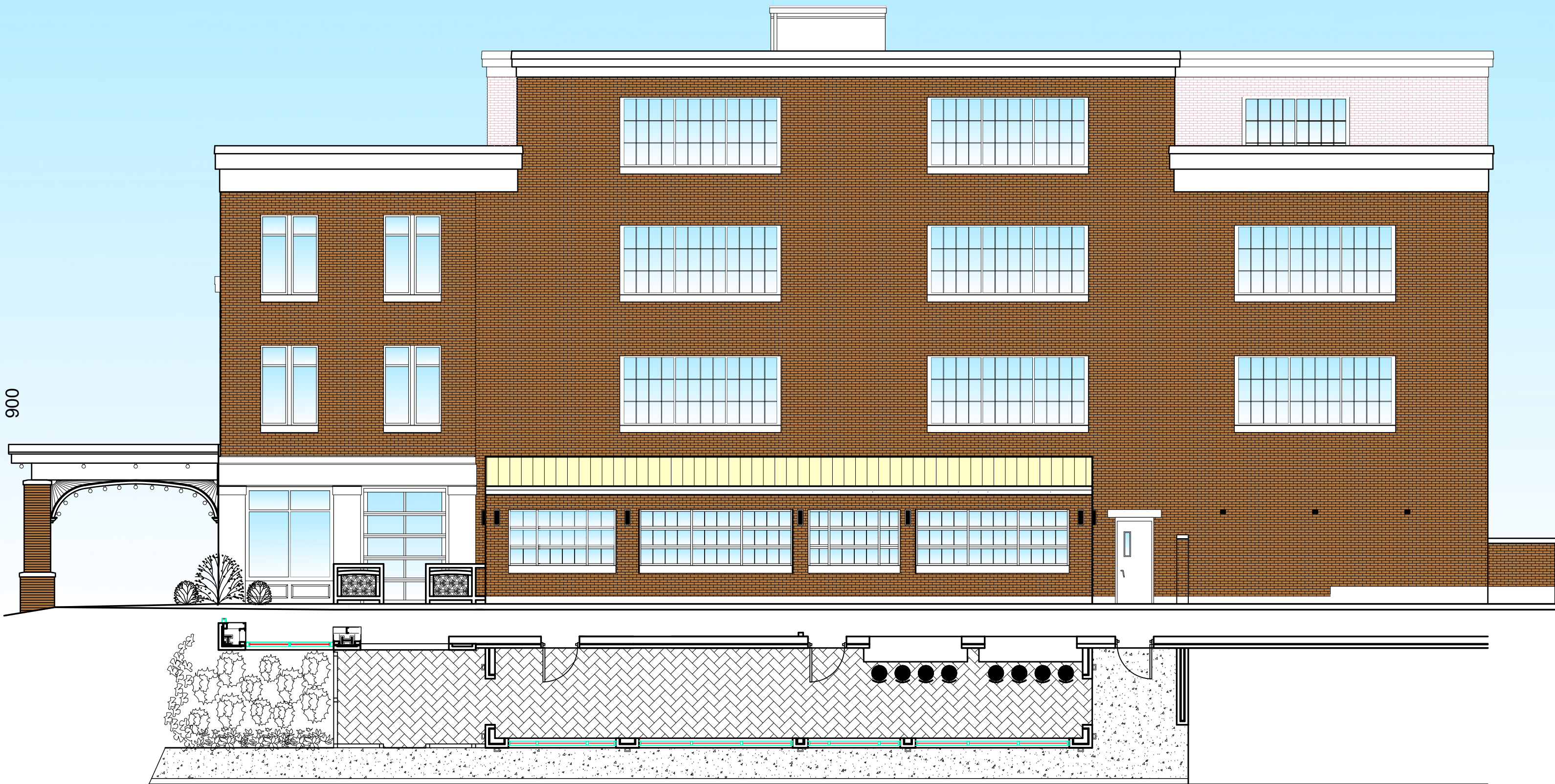
HAPC members may recall that the original proposal in July was for an outdoor patio surface with a roof structure that was partially retractable. Questions were raised about the degree of permanency and longevity of the materials. The project has since been revised to a one-story masonry-walled structure with permanent metal roof. The addition is setback from the main façade on Beech Street.

Mr. Robert Humphrey, architect with Treadon & Associates, submitted the building addition plans to the Community Development Department on September 12. It was requested that the plans not be presented to HAPC until October. Mr. Humphrey requested a zoning code review during this waiting time period. At the September 14 HAPC meeting, the Commission decided to extend the decision until the November meeting so that adequate time would be provided for preparation from the applicant. No additional plans or details have been submitted since September 12.

The HAPC doubled the decision time window from 60 days to 120 days and could now make a decision. However, the project design has changed substantially with no material samples having been submitted. Additionally, there is not specific design guidance for one-story additions to modern structures. There are some general guidelines for façade architecture attached to this memo.

The Commission could approve, approve with conditions, deny or table. Staff recommends discussing the appropriateness of a one-story addition to a non-historic building in this context along an alley away from High Street.



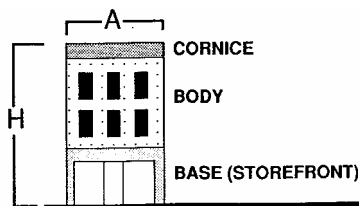


STREETSCAPE

The Zoning Code of the City of Oxford should be consulted for specific regulations pertaining to this element. The overall appearance of the Uptown Historic District commercial corridor is that of a typical turn of the century commercial district: the building masses are flush with the sidewalk, a storefront is located at ground level, the upper story is generally articulated with equal (or nearly equal) alternating vertical bands of wall and opening, and a cornice crowns the structure. The buildings may be arranged with one, two, or three structural bays which are vertical in disposition (regardless of the overall proportion of the building) and further give scale and detail to the street wall.

Specific Recommendations

1. *The basic arrangement noted in the background section should be utilized in all new or altered structures.* The basic organization should result in a building wall with one, two, three, or more clearly vertical structural bays (that is, the height, H, should be of larger dimension than the width, A). The base of the new or altered structure should clearly contain a store-front, its main body should be divided into fairly regular bands of wall and window opening, the windows should be vertical in disposition, and the whole topped by a heavy cornice or other horizontal element.
2. The restoration or alteration of existing buildings should follow the historical characteristics of the existing building. The existing buildings are based on repetitive bays which are proportionally vertical. These repetitive bays may be further indicated by the use of pilasters (as in the Halter Block). The overall building may be composed of equal bays (ie.: indicated as AAA if three bays are identical, or AA'A if the middle one is a modified version of the other two) or may alternate between specific modules (ie.: indicated as ABA).
3. *Appearance at ground level* should follow the following guidelines:
 - a) *Storefronts* should be aligned with the modular bays described above (see the Schlenck Block, building I).



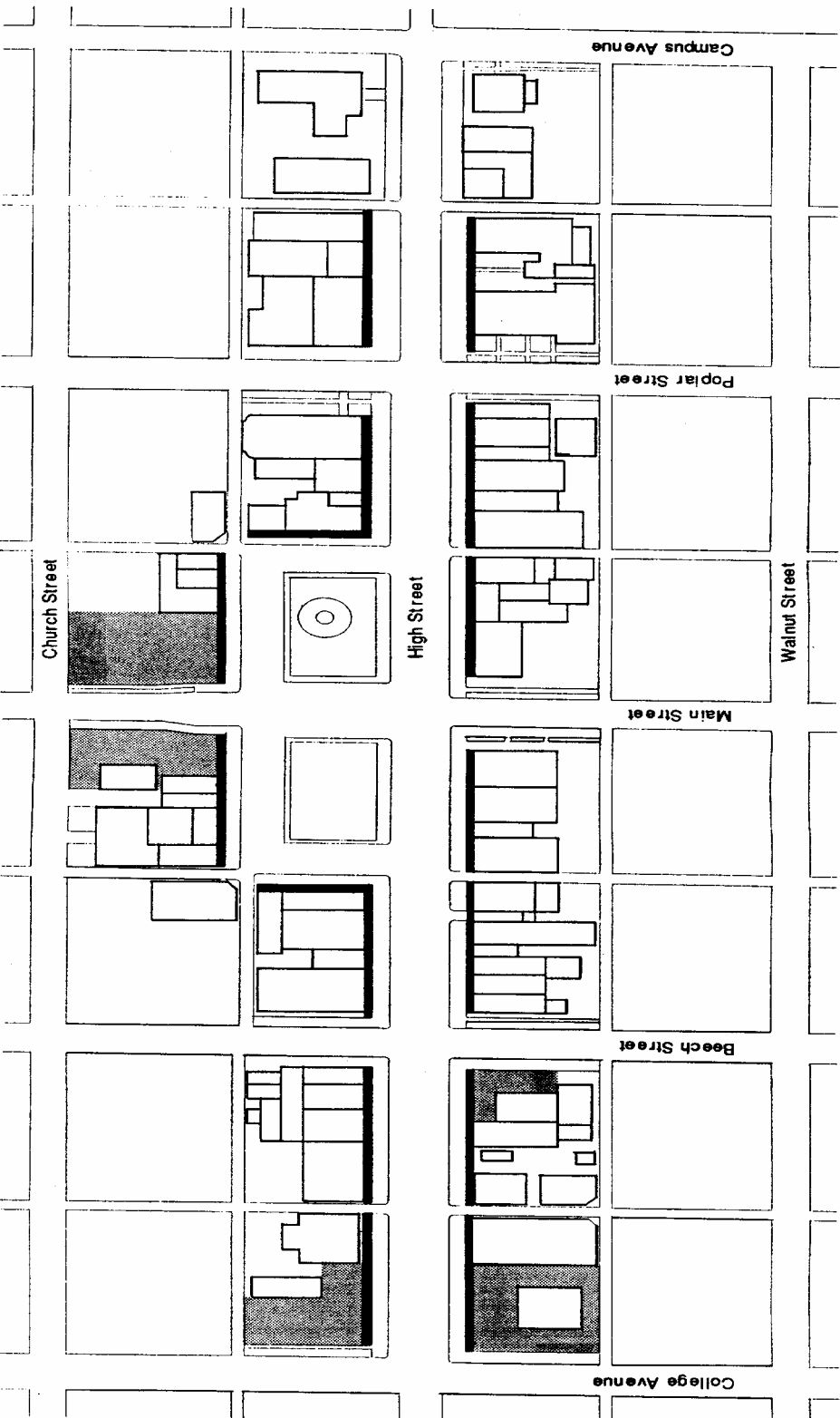
Schlenck Building

STREETSCAPE

- b) *Upper Stories* should have a repetitive solid/void organization, ranging from narrow piers between openings (as in the main facade of the Bank One building) to spaces of equal width to the window openings.
- c) *Front facades of new buildings* should follow guidelines similar to those enumerated above. Equal bays should be used with their division by wall and openings following a regular pattern. If an entry bay is to be indicated (either on center to the overall width, as in the Kyger Block, or to one side) its proportions should clearly indicate this differentiation. In either case, *a clear storefront should be present at ground level to help reinforce the definition of the bays.*
4. New and restored structures should have perforations amounting to no less than 10% nor more than 40% of their upper story street facades.
5. In new or altered buildings the storefront height should fall between 10 feet and 14 2 feet.
6. New construction should follow the rhythm of facades, overall spacing, setbacks, and proportions of adjacent structures.
7. For both residential and commercial structures, the buildings themselves should have their fronts oriented parallel to the adjacent street. In addition, buildings should be oriented perpendicular to the adjacent street (ie. the building should not be situated on the lot at an irregular angle).
8. It is inappropriate to set a structure back from the property line, thus destroying the continuity of the street wall (see EDGE CONDITIONS diagram). It is also inappropriate for a structure to be setback from the sides of the property, which equally destroy the clarity of the wall.

STREETSCAPE

MAP
EDGE CONDITIONS



STOREFRONTS

The storefront plays an important role in any Historic District. A well maintained, friendly, and open storefront helps preserve and protect the historic character of a community. The High Street Corridor of the Uptown Historic District has been characterized by flat storefronts (non-recessed), with large amounts of glass. This made the storefronts seem open and inviting. Traditional storefronts are relatively simple and symmetrical in design and construction.

Maintenance and Preservation

1. As little as possible of the original materials and design of a storefront should be changed for preservation and maintenance work. In fact, a regular maintenance program can help keep a storefront looking beautiful for years to come. This minimal level of investment will help maintain property values and increase the desirability of visiting the Historic District, while avoiding very costly major repairs.
2. Historic details, even if they are now only partially preserved, should be restored rather than replaced. If replacement is justified, materials and design details should match the original. This is especially true for unusual or rare materials and designs, such as any iron work.

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.
2. The original structure should be maintained in design, detail, and materials. If a change is proposed, every effort should be made to match the original design, which can be verified through photographic or physical evidence of the building.
3. Storefronts should not be modeled on any historical themes which are not based on photographic or physical evidence of the building. Likewise, materials and building details should be in keeping with the historical evidence and should not attempt to portray a false sense of history.
4. Signage is also an important part of the overall design of a storefront. Please consult the sign element for more details.



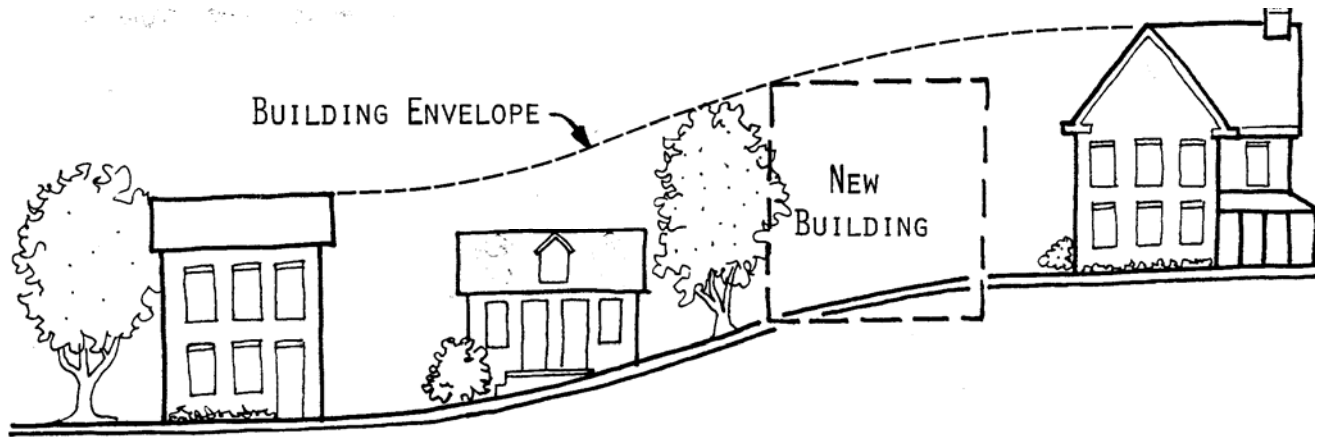
One of Uptown's particularly inviting storefronts.

HEIGHT

The Zoning Code of the City of Oxford should be consulted for specific height regulations

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).
2. Buildings on corner lots should relate in setback and height to the structures along both adjacent blocks.



Example of a building envelope along a block.



MEMORANDUM
Community Development Department
513-524-5204

TO: Historic & Architectural Preservation Commission

FROM: Sam Perry, AICP
Director

DATE: November 2, 2022

RE: **Previous Approvals**

No action is requested of the Commission on the following cases. The cases have already been approved administratively per Code 1152.07(c). These case documents are being included as information only. If different action is requested for future similar cases, this is the time for Commission members to bring it up to the Chair and staff.

**Internal Use Only:**Case No. HAPC-2022-08Date Filed 9/13/22

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 * Timothy Hoskins

Mailing Address * 221 N B Street

City, State & Zip Code * Hamilton OH 45013

Telephone Number(s) * 513 863 2578

Email Address thoskins@trianglesigncompany.com

Location of Property * 7 1/2 East High St

Name of Building * Oxford Masonic Lodge

Legal Description * H4000003000085

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.

Install One (1) 12" High x 24" Wide x 1" Thick single faced on illuminated carved HDU sign panel on the 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 *

Aug 29, 2022

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.

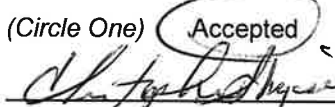
Direct questions to the Community Development Department at (513) 524-5204.

For Staff Use Only

Decision *

(Circle One) Accepted Rejected

Approval Signature *

 Date 10/4/2022

Title *

CHAIR HAPC

Comments/Conditions *

NO COMMENTS

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

Michael Burns

(Applicant Name)

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

Oxford Originals Signage

(Application Description)

located at

7 1/2 East High Street

(Property Address/Location)

Thank you,

Susan Wilson

(Property Owner Printed Name – must be a person)

College Property Management

(Property Owner Company Name – if applicable)

Susan Wilson

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

9-12-22

(Date)



Proposed: Furnish and install one (1) 12"x24"x1" Single Face carved High Density Urethane (HDU) sign panel with raised border and raised copy painted black with a textured wood grain background. Stud mounted flush onto brick wall.

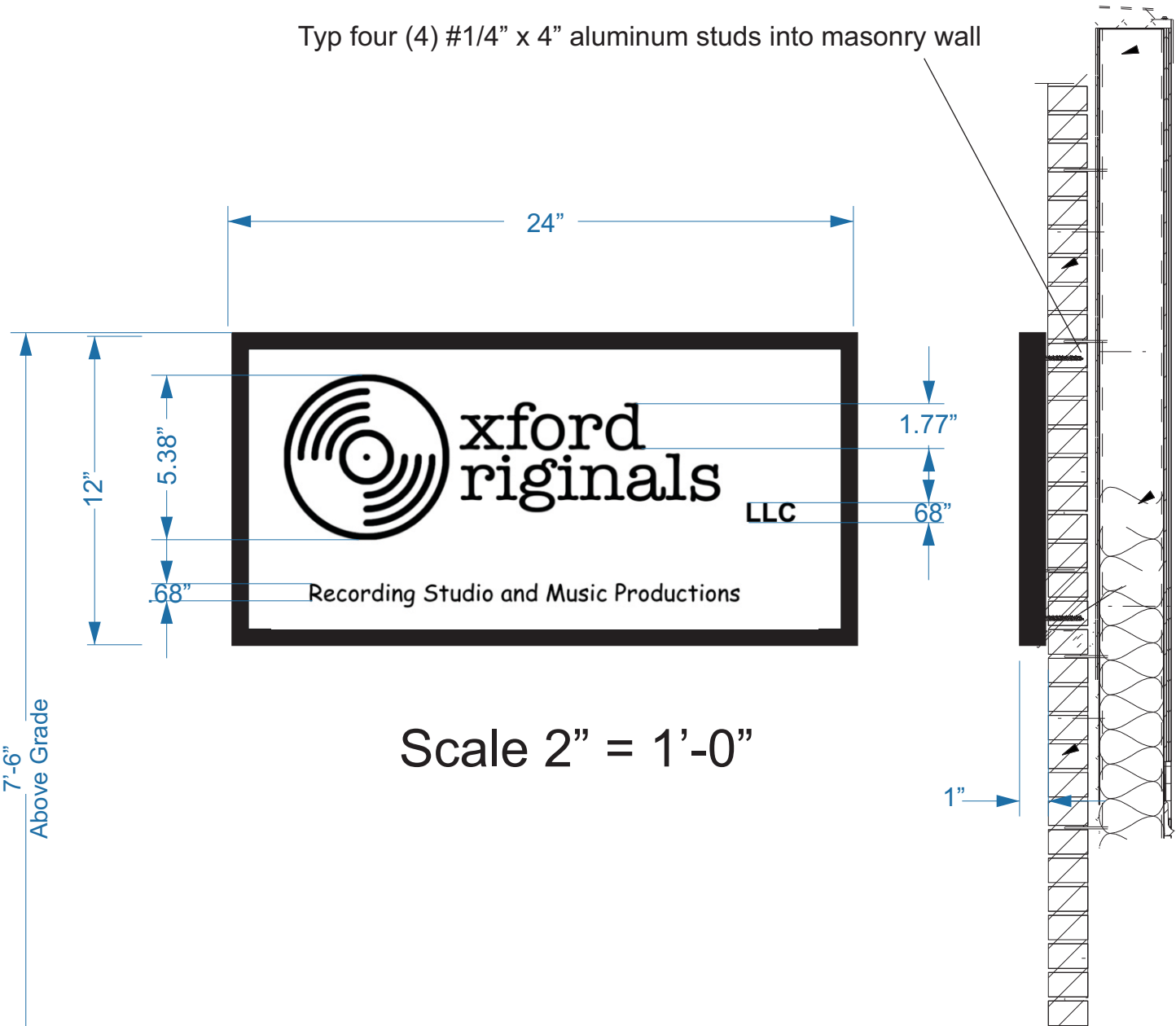


Proposed: Furnish and install one (1) 12"x24"x1" Single Face carved High Density Urethane (HDU) sign panel with raised border and raised copy painted black with a textured wood grain background. Stud mounted flush onto brick wall.

018



Proposed: Furnish and install one (1) 12"x24"x1" Single Face carved High Density Urethane (HDU) sign panel with raised border and raised copy painted black with a **textured wood grain background**. Stud mounted flush onto brick wall.



th
ACCOUNT REP.

Timothy Hoskins, Managing Member
Triangle Sign Co., LLC

Notes

DATE
CUSTOMER APPROVAL
Oxford Originals LLC - Michael Burns
7 1/2 E High St
Oxford OH 45014

JOBNO.
DATE: Aug 12, 2022
DWGNO. 22-1024
SHEET 1 OF 1

th
DRAWN BY

Aug 12, Revision .01

REVISIONS

221 NORTH "B" STREET HAMILTON, OHIO 45013
PHONE 513-863-2578 FAX 513-863-8740

© th Scale: not to scale

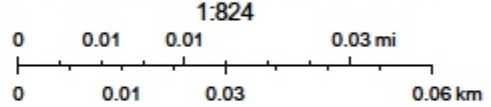
Butler County

H4000003000085
Oxford Originals
7 1/2 High St.



8/29/2022, 8:39:34 AM

Parcels	Private	2018_Ortho	2017_NorthEast.sid	2017_SouthEast.sid	2017_NorthWest.sid	2017_SouthWest.sid
Road_Centerlines	State Route	Red: Band_1	Red: Band_1	Red: Band_1	Red: Band_1	Red: Band_1
County	Township	Green: Band_2	Green: Band_2	Green: Band_2	Green: Band_2	Green: Band_2
Interstate	US Highway	Blue: Band_3	Blue: Band_3	Blue: Band_3	Blue: Band_3	Blue: Band_3
Municipal						



Butler County, FEMA, Pictometry, butler, Butler Co

Web AppBuilder for ArcGIS
Butler Co | Pictometry | Butler County | FEMA | butler |



Community Development Department
Approval Letter

October 4, 2022

Mr. Timothy Hoskins
Triangle Sign Company, LLC
221 N B Street
Hamilton, OH 45013

VIA EMAIL:

thoskins@trianglesigncompany.com

**RE: HAPC-2022-08, 7 ½ E High Street, CERTIFICATE OF APPROPRIATENESS, new wall sign,
Timothy Hoskins, Applicant/Agent**

Dear Mr. Hoskins:

The Oxford Historic & Architectural Preservation Commission (HAPC) Chair has approved your Certificate of Appropriateness application **for the Oxford Originals wall sign.**

This Certificate of Appropriateness shall be valid for a period of one year from the date of approval by the HAPC, during which time a building permit must be obtained. All work shall be substantially completed within two years from HAPC approval. Additional permits may be required.

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

Respectfully,

Eunike Miller
Administrative Assistant
Community Development Department

Cc: File



Internal Use Only:	
Case No.	HAPC-2022-09
Date Filed	10/5/22

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 * Dollar Investments, LLC

Mailing Address * 116 E. High St

City, State & Zip Code * Oxford, OH 45056

Telephone Number(s) * 513.523.2015

Email Address Renee@parkplaceoxford.com

Location of Property * 28 W. High St

Name of Building * Olivia Villas

Legal Description * H4100003000008

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.

Paint west exterior wall - color change from maroon to cream to prevent brick damage from excessive heat

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 *

Tom Krasch

Date *

10/4/2022

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 *

Christine Meyer

Date 10/6/2022

Title *

CHAIR HAPC

Comments/Conditions *

NO COMMENTS

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

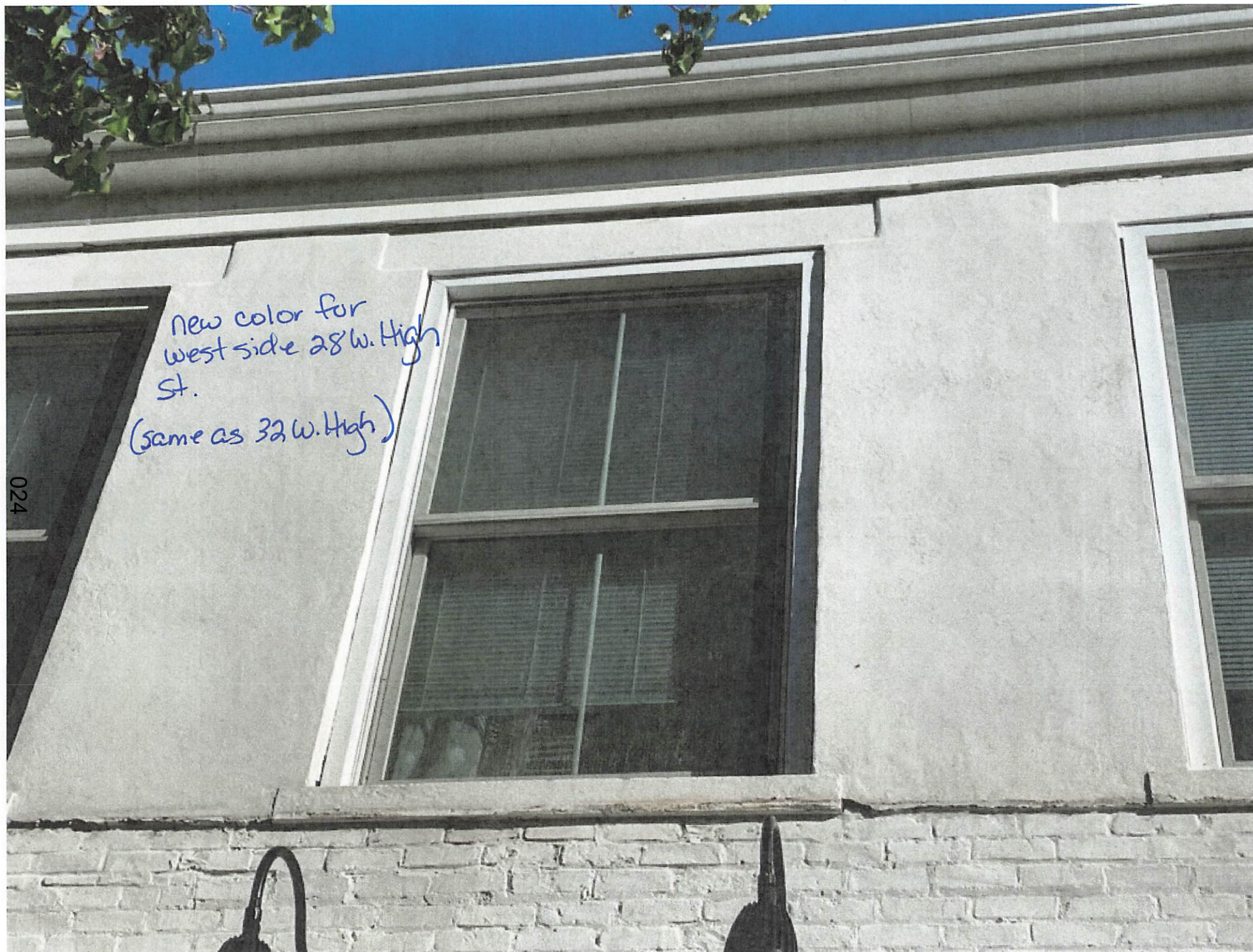
⁴ Smith Library of Regional History: 441 South Locust Street, Oxford, OH 45056, (513) 523-3035, lanepi.org



Current color west side
28 W. High St.

new color for
west side 28 w. High
St.
(same as 32 w. High)

024





**Community Development Department
COA Approval Letter**

October 7, 2022

Mr. Tom Kacachos
Dollar Investments LLC
116 E High Street
Oxford, OH 45056

VIA EMAIL:
renee@parkplaceoxford.com

RE: HAPC-2022-09, 28 W High Street, CERTIFICATE OF APPROPRIATENESS, west side exterior wall color change, Dollar Investments LLC, Thomas Kacachos, Applicant

Dear Mr. Kacachos:

The Oxford Historic & Architectural Preservation Commission (HAPC) Chair has approved your Certificate of Appropriateness application to change the exterior wall color on the west side of the building to the proposed cream color as presented on the submitted swatch and the Behr custom color dated March 29, 2021.

This Certificate of Appropriateness shall be valid for two years from HAPC approval.

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

Respectfully,

Eunike Miller
Administrative Assistant
Community Development Department

Cc: File