



AGENDA
HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION
WEDNESDAY, December 8, 2021
6:15 P.M.

118 West High St - Oxford Courthouse

MEMBERS

Christopher Skoglund, Chair	Alex French, Council Representative
Dana Miller, Vice Chair	Chad Smith
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 October 13, 2021* 1
- V. New Business 4
 - a. 110 E. High Street future
 - b. Non-Architectural Preservation Items – McGuffey House
 - c. NAPC Forum 2022 Attendance (Cincinnati) – July 13-17, 2022*
- VI. Old Business
 - a. Design Guidelines Update
 - i. Policy Research Peer Cities Report
 - ii. Smith Library Research completed
- VII. Administrative Decisions (Previously Decided)*
 - HAPC-2021-09, CERTIFICATE OF APPROPRIATENESS, 22 W Park Place, new wall sign, Ahmad Maghathe, Applicant** 6

HAPC-2021-11, CERTIDFICATE OF APPROPRIATENESS, 77 S Main Street, new wall sign, Timothy Hoskins, Applicant/Agent	12
HAPC-2021-12, CERTIFICATE OF APPROPRIATENESS, 104 E Church Street, window replacements, Oxford Presbyterian Church, Applicant	18

VIII. Adjournment

*Attachments

HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION (HAPC)

MEETING MINUTES

WEDNESDAY, October 13, 2021

6:15 P.M.

I. Call to Order

The October 13, 2021 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, Edna Southard, Dana Miller, Hueston Kyger, Corey Watt, Sean Wagner

Those members excused: Chad Smith

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. Ms. Southard seconded the motion. All were in favor.

III. Public Comments

Mr. Spurlock stated that the property request list is going to be done in 1-2 weeks. Lot of the identified buildings on the list are mostly from the 1800s. Once the list is completed, it will be uploaded on Google Drive. Each property will have a folder. 39 properties have been visited so far.

At the City Council meeting, the one prior to the last meeting, Mr. Skoglund informed the Council how the Commission engages the Smith Library to do the property research.

IV. Approval of Minutes of September 8, 2021

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

V. Old Business

a) Status of previously approved COA's in Uptown District

Mr. Perry stated that a new COA was not submitted for 101 W Church Street.

22 S Beech St: Planning Commission and HAPC approval expired, but it was resubmitted. Both Commissions have given approval for the resubmitted application. The building permit also expired but it has been resubmitted earlier in the week.

131 W High Street: the project is moving along on the Caroline Harrison Building.

Mr. Perry added there have been a few sign approvals as well.

Mr. Skoglund observed the new Doughby's sign is shorter than the previous one and he talked to them about painting over the place of the old sign so it will be the same color as the rest of the building.

Mr. Skoglund said that the project on the property located next to UDF is moving along as well.

Mr. Watt inquired about the door that was installed along the Sky Deck at 36 E High Street. Mr. Perry stated there is no new update on this matter at the moment.

Mr. Kyger inquired how long can be the delay for the resubmission of a new COA for 101 W Church Street. Mr. Perry said there is no time limit on this. Mr. Perry also used the old bookstore as an example stating that as long as the minimum standards are being met for property maintenance conditions, and the taxes are being paid, no other actions are needed.

Mr. Wagner had a question about incentives to develop a vacant lot. Mr. Perry stated that Council took the advice from Law that the risks outweigh the benefits. Mr. Perry added there are laws to pass that prohibits vacancy, and there could be financial incentives which would be a new topic for the City Council to consider.

Ms. Southard was wondering if there was a way to strengthen the Design Guidelines, within the limits of the Law, so the external appearance of a vacant property can be maintained. Ms. Southard used windows on vacant houses as an example. Mr. Watt added there are window coverage guidelines from the City and perhaps incorporate some kind of a guideline into that. Mr. Skoglund suggested to look into what Hamilton did.

Mr. Skoglund had a question about 45 E. High. Mr. Skoglund wanted to know if they have to come back to the Commission when they plan the sign for the building. Mr. Perry said yes.

Mr. Wagner had a question on the previous bookstore building in Uptown. He wanted to know if there is a fine for not maintaining the building as required. Mr. Perry said yes, there is a fine. Mr. Wagner also wanted to know what would happen if the Guidelines were violated. Mr. Perry believed there would be a citation for violating the Preservation Ordinance, but need to check what the Code says.

Ms. Southard stated there was a meeting with Smith Library about the tours for next year. Ms. Southard reported they plan to have the four tours in May since it is Historic Preservation month. Ms. Southard added that the tours in September were very successful. Ms. Southard mentioned if anyone from the Commission members would like to do tours they would be happy to assist. The planned tours: N Elm & West Sycamore, Hillcrest & Coulter Subdivision, Hilltop, N Main 200-300 blocks, for future Peabody and McKee. Mr. Miller wanted to know how long these tours have been offered. Ms. Southard could not give an exact answer, she said she has been involved for 6 years. Mr. Perry thought 10-15 years total.

Mr. Watt made a comment that last night's Planning Commission meeting made him realize that there is some kind of disconnection between Planning Commission and HAPC. Perhaps HAPC could come and provide information before a decision is made on a case that affects historical sites or the property is in the Historic District.

b) Scope of Work for Discussion for Design Guidelines Update

There is a need to update the Design Guidelines and to be able to answer to the property owner's questions.

Mr. Watt was wondering if there is a way to put in the Design Guidelines that certain things (basic things) are applicable to everyone in the Historic District regardless of the type of usage. Mr. Watt agreed with Mr. Skoglund that the Guidelines should be easy to understand and not overwhelming to people.

Mr. Skoglund drew attention to the importance of keeping the historic look of a house but being efficient at the same time.

Mr. Watt was wondering if there are any funding available. Mr. Perry said yes, the Federal Tax Credit (20%), State Tax Credit (25%), or Qualified Restoration Credits through the Ohio Department of Development, called Historic Tax Credit Program. Mr. Perry said that the local landlords are not really interested in this program. Mr. Watt added that it would be ideal if additional funds were available if someone, for example, wants to update a building to more modern accessibility standards.

Mr. Perry was doing a research on what he would call Degree of Regulation. There are areas that require attention before a consultant will be hired to help. For example: demolition of historic buildings, and what will be built in its place (the style, the details). Mr. Perry also pointed out there are already vacant lots in the Historic District, and a decision needed to be made on whether new architecture is allowed or not. Mr. Perry suggested if there are things the Commission wants to include in the scope of work to discuss it and give it to him in writing. Mr. Wagner added that it is a good idea because this way the Commission is better equipped to explain to those whose properties are affected why this is beneficial, what the purpose of expanding the Historic District. This way consensus from the public could be gained. Mr. Watt agreed with Mr. Wagner.

Mr. Skoglund hoped that the Commission's desire to work with the property owner would come through the Design Guidelines and clear communications.

Mr. Watt added it would be a good idea to help Mr. Perry and his team with possible penalties if someone does not comply with regulations. Mr. Watt pointed out it would also be helpful and consistent to provide guidelines on styles, material when it comes to new buildings in the Historic District. Mr. Skoglund added that it is important because we do not want architectural changes on a building. Mr. Skoglund mentioned the Copy Shop across the street from the Police Station as an example.

Mr. Miller added that the requirements should be written down. Mr. Perry encouraged the Commission to write their thoughts down so he can include them in the Guidelines. Mr. Watt suggested to give Mr. Wagner and Mr. Kyger permission to work with Mr. Perry in the behalf of the Commission, as a subcommittee.

Mr. Miller suggested to look through other design guidelines that the City has in a hard copy form. Mr. Watt said it would be important to have the new Design Guidelines online and be searchable. Mr. Watt suggested to form a Focus Group to provide input on things that the Commission might not think of.

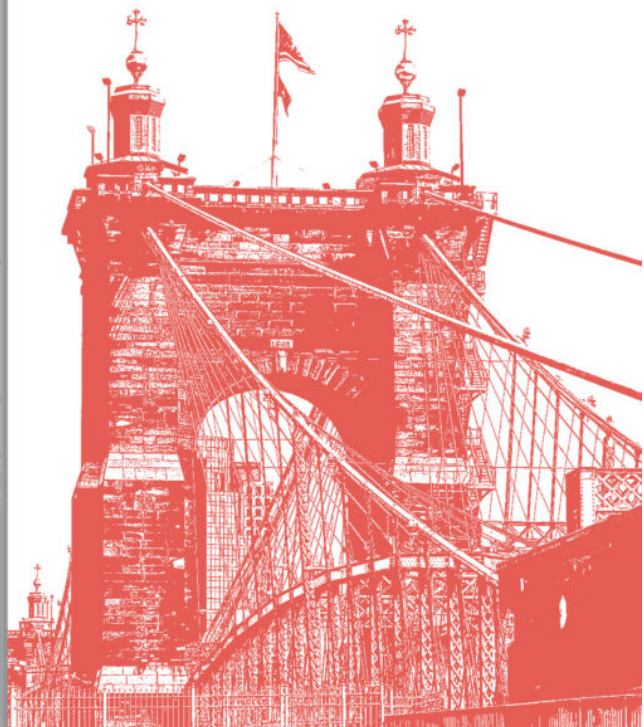
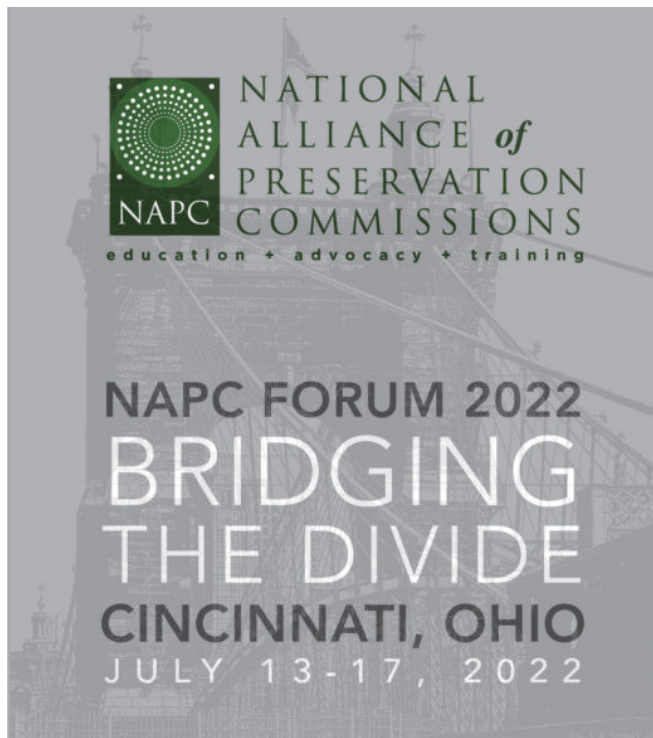
VI. Administrative Decisions (Previously Decided)

HAPC-2021-10, 37 E High Street, CERTIFICATE OF APPROPRIATENESS, new wall sign, Xinxia Li, Applicant/Agent

The Commission liked the name of the business, Barcode.

VII. Adjournment

Mr. Kyger made a motion to adjourn the meeting. Mr. Miller seconded the motion. All were in favor. The meeting was adjourned at 7:20 p.m.



NAPC's FORUM is the only national conference focused on the issues facing local historic preservation boards and commissions. Held on a biennial basis, FORUM includes dozens of educational sessions and discussion panels, mobile workshops and tours, and five days of non-stop networking for commission staff and volunteers representing local, state and national organizations and government agencies.

FORUM 2022 will be held in Cincinnati, Ohio. **Mark your calendars for July 13-17, 2022!** The conference headquarters will be the Hilton Cincinnati Netherland Plaza, a National Historic Landmark and fixture of downtown Cincinnati. More details to come on registration rates, hotel room blocks, and conference festivities. We look forward to seeing you all in person!

SCHEDULE:

Wednesday, July 13, 2022: Pre-conference day, ticketed tours and programming offered

Thursday, July 14, 2022: Pre-conference day, ticketed tours and programming offered. State CLG Coordinators Meeting

Friday, July 15, 2022: Sessions begin, ticketed tours offered and evening plenary and reception

Saturday, July 16, 2022: Sessions continue, ticketed tours offered and evening plenary and reception

Sunday, July 17, 2022: Sessions conclude at 12 noon, ticketed tour offered

Included in the cost of FORUM registration:

- All sessions on Friday, Saturday, and Sunday.
- Some pre-conference programming.
- Friday and Saturday evening plenaries.
- Two evening receptions.

Ticketed options: Registration is required for some pre-conference programming; tours require tickets with prices ranging from approximately \$20 to \$75, depending on length and meals included.

REGISTRATION RATES	EARLY BIRD	REGULAR
Member	\$240	\$285
Non-Member	\$280	\$325

HOTEL

The conference hotel is the historic **Hilton Cincinnati Netherland Plaza**. The room block rate is \$179 per night. Within our block we also have a limited number of per diem rate rooms reserved. The 2021 hotel per diem rate for Cincinnati, OH is \$151 per night for estimating purposes. The hotel block will be opened along with registration on or around April 1. You will need a code to receive the block rate. That code will be provided closer to when registration opens.

**Internal Use Only:**Case No. HAPC 2021-09Date Filed 9/14/21

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 * Ahmad Maghathe
 Mailing Address * 423 Maxine Dr
 City, State & Zip Code * Oxford, Ohio, 45056
 Telephone Number(s) * 513-8589660
 Email Address ahmadmim30@gmail.com
 Location of Property * 22 W Park Place
 Name of Building * _____
 Legal Description * Retail- Tobacco Shop

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.

Remove existing wood that is mounted on wall. Paint the wall with a matching color. Install stud mounted dimensional letters

to the wall in front of the building. Also install stud mounted dimensional circular blue logo, with the logo being positioned to the left of the letters.

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 Tour*¹ booklets and at the Smith Library of Regional History² located in the Oxford Lane Library.

Fee

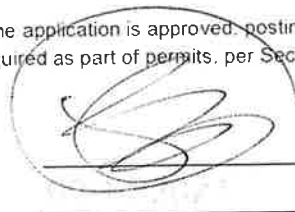
There is no fee for pre-application review. The fee for Certification of Appropriateness is \$50.00 or \$250.00 if classified as historic by a City-approved inventory. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

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

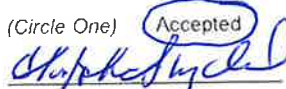
Decision

(Circle One)

Accepted

Rejected

Approval Signature



Date 11/15/2021

Title

CHAIRPERSON

HAP &

Comments/Conditions

NONE

¹ Oxford Codified Ordinances:

² Design Guidelines:

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

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

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that MIM Sons Inc. has permission to represent our interest with the City of Oxford and act on our behalf for the Historic Architectural Preservation Committee (HAPC) regarding to signage at 22 West Park Place in Oxford.

Thank you,

Signed:

Christy Monroe
Oxford Enterprises

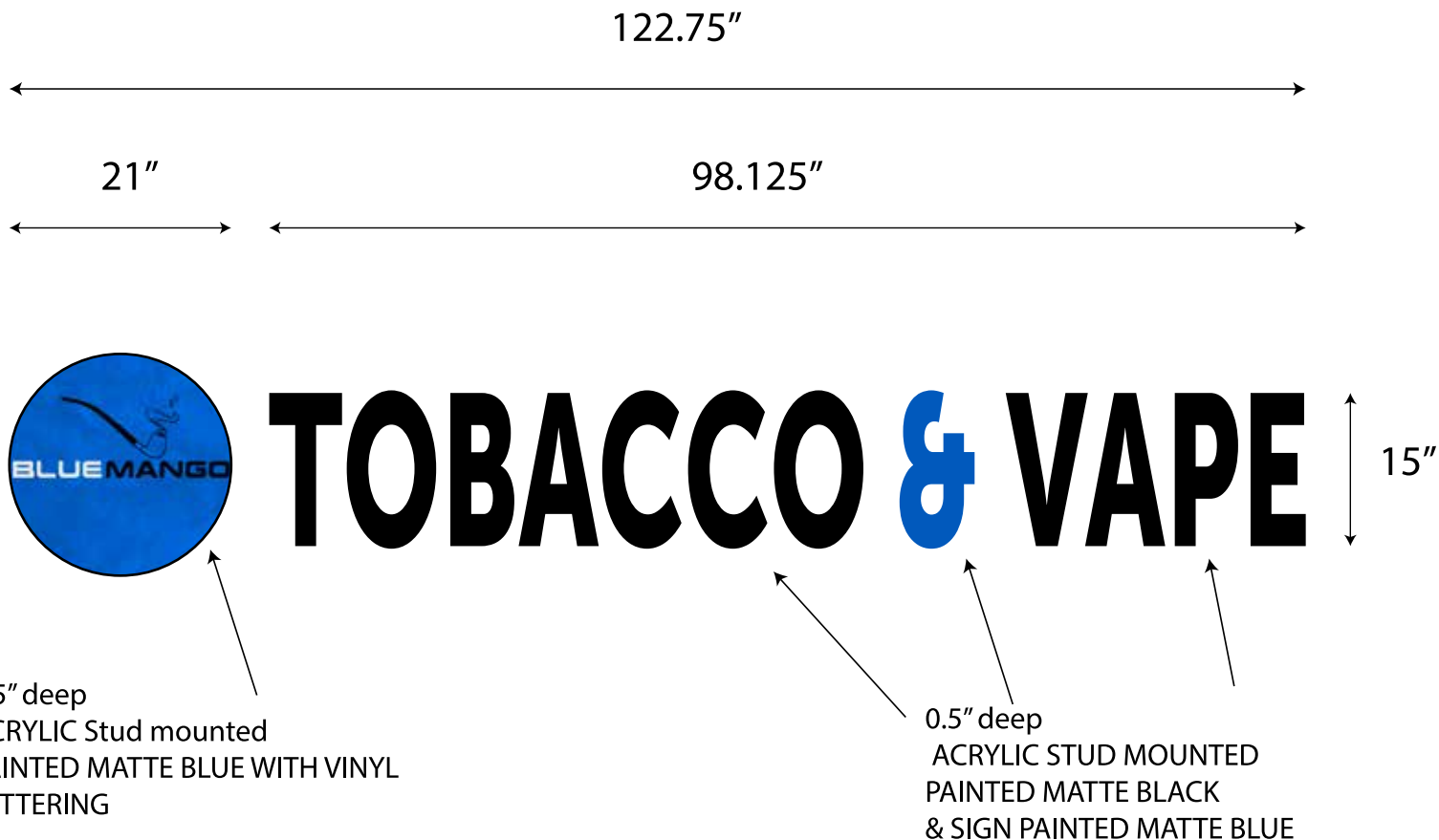
9/3/21
Date



· **SIGNS** ·

513-313-9858
2890 S. Main St
Middletown, Ohio
Building F

Client: Blue Mango
Date: 10-26-21
Drawn by: Ty Goforth
Version: 1
Job #: SES21437



****Please Review Proof Carefully! Once Proof is Approved So Easy Signs WILL NOT be Held Financially Responsible if Any Changes Needed****

SIGN & INSTALL SPECS.

Attn.

FILE NAME: Bm main shop

Quantity: 1 set custom letters and logo SEE ABOVE
Size: SEE ABOVE
Type: store front
Method: CNC ROUTED AND PAINTED
Substrate: ROUTED ACRYLIC
Colors: BLACK AND PANTONE 286C

Install: install on front of building
using threaded rod
Posts: NA
Color: NA
Type: NA
Scale: NA

All images are copyrighted©
by So Easy Signs. The use of
any image is prohibited unless
prior written permission or
payment is obtained. Design
charges will result from use
without permission or
payment.

Sign & Date

Signature approves production of sign

Image is a artist rendering of finished product size and color may vary/ image is low resolution for email use only

©2016 So Easy Signs



513-313-9858
2890 S. Main St
Middletown, Ohio
Building F

Client: Blue Mango
Date: 8-24-21
Drawn by: Ty Goforth
Version: 2
Job #: SES21498

Sign & Date

Signature approves production of sign





Community Development Department
Approval Letter

November 16, 2021

Ahmad Maghathe
423 Maxine Dr
Oxford, OH 45056

VIA EMAIL:
ahmadmim30@gmail.com

RE: HAPC-2021-09, 22 W Park Place, CERTIFICATE OF APPROPRIATENESS, new wall sign, Ahmad Maghathe, Applicant

Dear Mr. Maghathe:

The Oxford Historic & Architectural Preservation Commission (HAPC) Chair has approved your Certificate of Appropriateness application as submitted on October 26, 2021.

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.

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. _____

Date Filed _____

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 North B Street
 City, State & Zip Code * Hamilton OH 45013
 Telephone Number(s) * 513 863 2578
 Email Address thoskins@trianglesigncompany.com
 Location of Property * 77 South Main St
 Name of Building *
 Legal Description * H4100003000247

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.

Remove and recover the existing awning apply white vinyl graphics and reinstall above the entry door.

Install one 22" x 30" cast aluminum plaque at the entrance to 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 *

Tim Hoskins

Date *

9.30.2021

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 *

[Signature]

Date

10/11/2021

Title *

CHAIR - HAPC

Comments/Conditions *

- SUBJECT TO RESOLUTION OF AUNING ISSUES

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 Timothy Hoskins _____ has permission to represent our
interest with the City of Oxford and act on our behalf for the
_____ HAPC _____ hearing _____ regarding the
_____ Signs for Pickle & Pig _____ at our property located at
_____ 77 South Main St. _____, Oxford, Ohio 45056

Thank-you,

Signed: _____

(Property Owner Name Printed)

(Company Name/Owner/Organization)

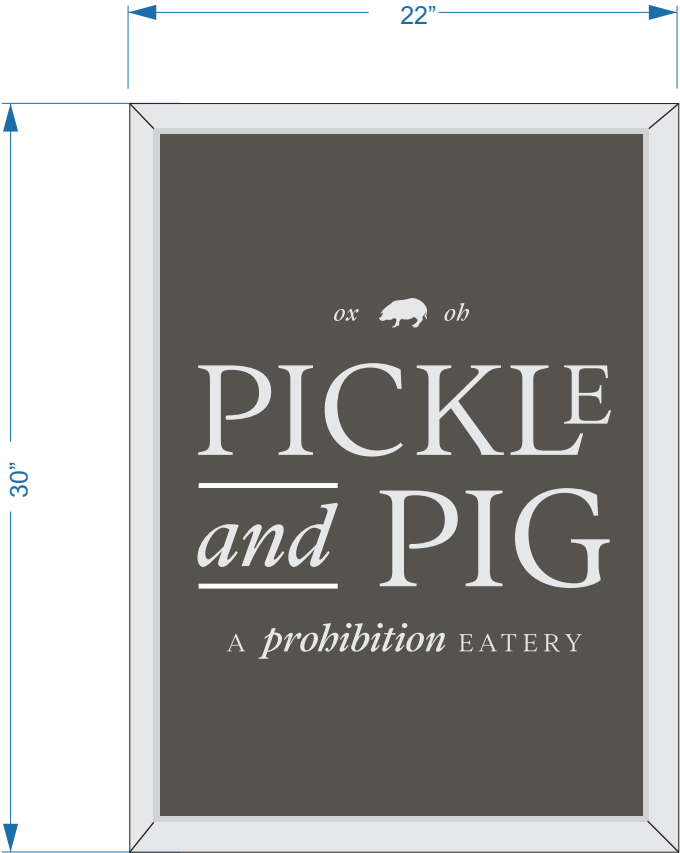
9/1/21

Date:

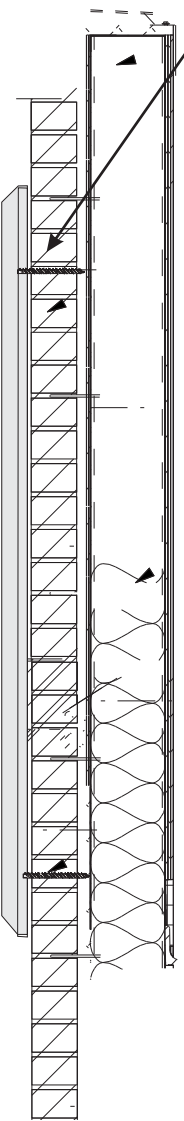
Jim Clawson owner

HOTEL DEVELOPMENT SERVICES

Pickle & Pig A PROHIBITION ENTRY



Typ four (4) 3/8" Aluminum Studs into masonry wall



One (1) 30" x 22" Cast Aluminum Plaque with raised satin finish copy, satin finish single line beveled border, leatherette textured background painted to match PMS 179-15U with a matte clear top coat. Concealed stud mounting into masonry wall.

This is an original, unpublished drawing submitted in connection with a project we are planning for you. It is not to be copied, reproduced, exhibited or shown to anyone outside your organization without the written permission of Triangle Sign Co., LLC



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

© th Scale: not to scale

th
ACCOUNT REP.

th
DRAWN BY

Timothy Hoskins, Managing Member
Triangle Sign Co.,LLC

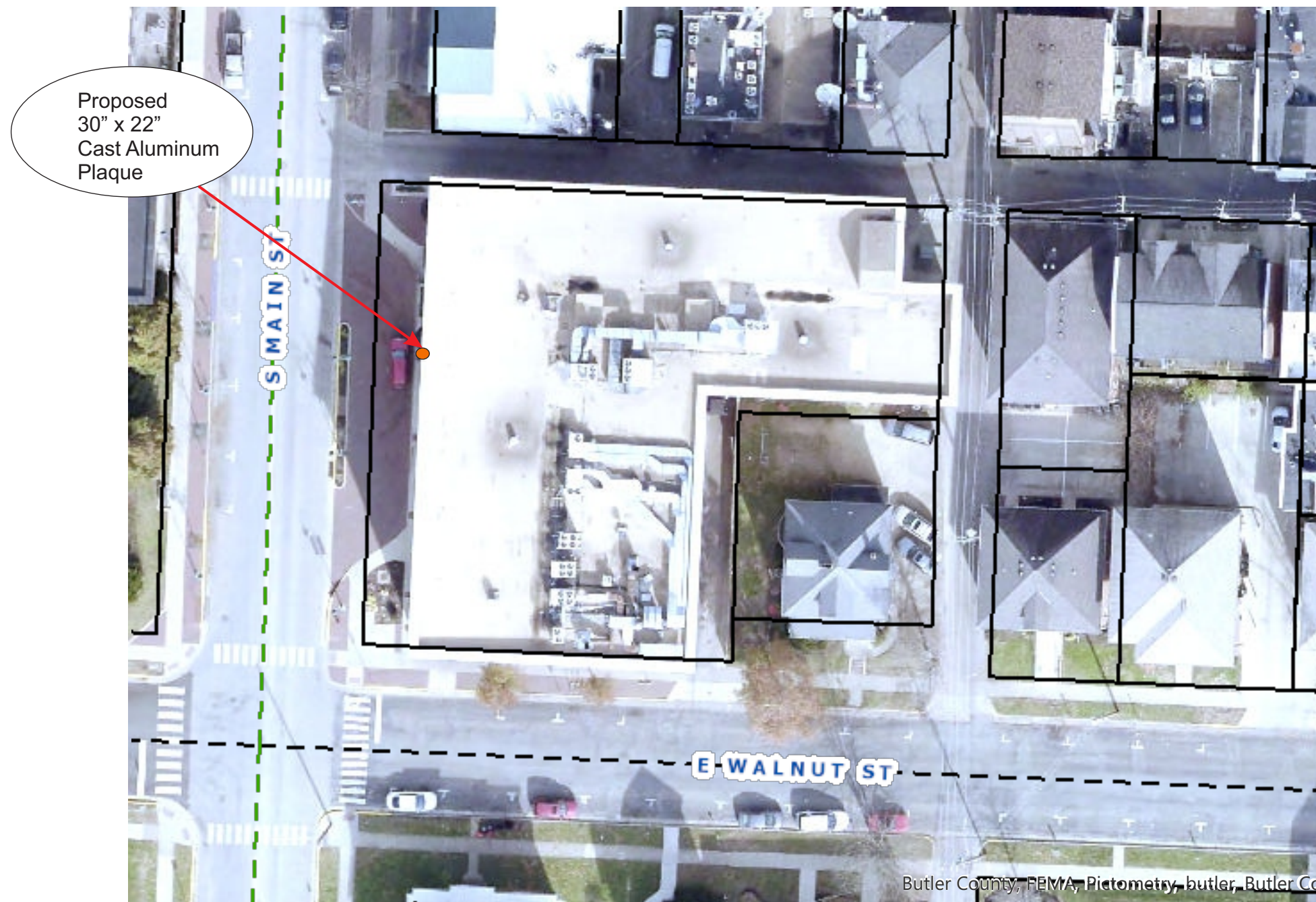
REVISIONS

- DESIGN LOADS
- 2017 OHIO BUILDING CODE
 - BASIC WIND SPEED (3 SECOND GUSTS) = 105 MPH
 - WIND EXPOSURE C
 - DESIGN WIND PRESSURE IS 30 PSF
 - WIND LOAD CONTROL DESIGN OVER SEISMIC LOADS
 - MINIMUM ALLOWABLE LATERAL BEARING PRESSURE = 150 PSF
 - ALL WELDING TO BE AWS COMPLIANT WITH E70 ELECTRODES

NOTES

CUSTOMER APPROVAL
DATE
PICKLE AND PIG _ David Hornak
77 Main St
Oxford OH

JOBNO.
DATE: Aug 9,2021
DWGNO. 20-1024
SHEET 1 OF 2



H4100003000247
Red Brick Pride, LTD
75 S. Main St
Oxford OH 45056

Eunike Miller

From: Eunike Miller
Sent: Monday, October 11, 2021 4:51 PM
To: 'Tim Hoskins'
Cc: Sam Perry; Zachary Moore
Subject: 77 S Main

Hi Tim,

This email is to inform you that your Certificate of Appropriateness application has been approved administratively. You can now proceed with the work for the existing awning as proposed.

We are looking forward to receiving the variance application for the plaque sign.

If you have any further questions, please feel free to reach out to us.

Have a good day!

Eunike Miller
Administrative Assistant
Community Development Department
513-524-5204



**Internal Use Only:**Case No. HAPC-2021-12Date Filed 11/9/21

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 * Oxford Presbyterian Church
 Mailing Address * 101 N Main St.
 City, State & Zip Code * Oxford, OH 45056
 Telephone Number(s) * (513) 523-6364
 Email Address finance@oxfordpresbychurch.org
 Location of Property * 104 E Church St.
 Name of Building * Presbyterian Church Seminary Building
 Legal Description * 19 W105 & E16 1/2 VAC ST Parcel #H4000007000158

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.

Oxford Presbyterian proposes replacing nine deteriorated (9) windows on the building's first floor
with aluminum clad wood windows as we work to continue to improve security, maintenance,
and energy efficiency with Pella products to resemble the existing look of the historic 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.

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Sign and Date

Applicant Signature *

Date *


 11/9/21

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For Staff Use Only

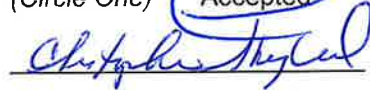
Decision *

(Circle One)

Accepted

Rejected

Approval Signature *



Date 11/15/2021

Title *

CHAIR PERSON HAPC

Comments/Conditions *

NONE

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

Over the last eight years, the Oxford Presbyterian Church Seminary building has undergone both major and minor renovations. These renovation efforts have included adding structural support to the structure built in 1838, a new roof with ventilation and attic insulation, restroom renovations and a vertical platform lift to meet ADA requirements, high-efficiency HVAC units, and cosmetic improvements such as paint and flooring. The next important step to help preserve the building for future church and community activities is replacing the deteriorated single panel windows on the first floor.

The current, non-original windows have been in place longer than any of our church members can remember, including a few who have been members for more than 70 years. Normal usage and exposure to the elements, along with some accidental and intentional breakage, has left the windows beyond repair. The windows are not operational, most are experiencing some degree of wood rot, and the various dissimilar types of single pane art glass are not energy efficient.

We are continually working to improve our impact on the environment and Oxford Presbyterian has received recognition for becoming an Earth Care Congregation through the Presbyterian Church U.S.A. Earth Care Congregations are churches that have committed to the “Earth Care Pledge” and accomplished a specific number of actions toward caring for God’s earth in four categories: worship, education, facilities, and outreach. New energy efficient windows will continue our efforts towards improving our environment.

OPC has recently received gifts to fully fund this project. We look to install Pella windows designed to closely match the existing windows – and while these windows will be built to order, the addition of details to match our current windows (exterior grilles and tempered glass) along with significant supply chain disruptions, will result in an estimated 24 week or longer lead time. The construction market and scope of the project has led us to respectfully request HAPC approval as soon as possible to be able to place the order.

Oxford Presbyterian is excited at the prospect of adding new windows for a multitude of reasons - increases in energy efficiency so we can continue to be good stewards of our environment, enable us to protect the building for future generations, and the ability to make an immediate improvement to a visible building in the Oxford Uptown Historic District. We hope the HAPC will approve of this project and help support us in these efforts.

West view



Windows to be replaced
identified with red arrow



East view



South view







Proposal - Detailed

Carter Lumber #0178
351 Apple Street
Mount Orab, OH 45154
Phone: (330) 673-6100 Fax: () -

Sales Rep Name: CARTER17, 8
Sales Rep Phone: 330-673-6100
Sales Rep E-Mail: sandi.dews@carterlumber.com
Sales Rep Fax:

Customer Information	Project/Delivery Address	Order Information
The Carter Companies - 00178 00000 THE CARTER COMPANIES 601 Tallmadge Road KENT, OH 44240 Primary Phone: (330) 673-6100 Mobile Phone: Fax Number: (000) 0000000 E-Mail: Contact Name: Great Plains #: 7900178 Customer Number: 1009932102 Customer Account: 7900178	OXFORD PRESBYTERIAN 00178 THE CARTER COMPANIES 351 Apple Street Lot # MOUNT ORAB, OH 45154 County: BROWN Owner Name: The Carter Companies - 00178 Owner Phone: (330) 673-6100	Quote Name: GC CONSTRUCTION Order Number: P79 Quote Number: 14495933 Order Type: Non-Installed Sales Wall Depth: Payment Terms: C.O.D. Tax Code: 7.0 Cust Delivery Date: 9/14/2021 Quoted Date: 8/24/2021 Contracted Date: Booked Date: Customer PO #:

Line #	Location:	Attributes
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10 None Assigned

Architect Specialty, Traditional, Direct Set, Fixed Frame, 45.25 X 105.25, White

Qty

7



PK #
2094

1: Traditional, 45.25X105.25 Fixed Frame Direct Set

Frame Size: 45 1/4 X 105 1/4

General Information: Interior Glazed, Factory Assembled, Standard, Clad, Pine, 5", 3 11/16"

Exterior Color / Finish: Painted, Standard Enduraclad, White

Interior Color / Finish: Prefinished White Paint Interior

Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude

Performance Information: U-Factor 0.29, SHGC 0.29, VLT 0.54, CPD PEL-N-18-02912-00001, Performance Class CW, PG 40, Calculated Positive DP

Rating 40, Calculated Negative DP Rating 40, Year Rated 08/11

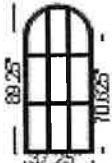
Grille: GBG, No Custom Grille, 3/4" Contour, Traditional (2W2H), White, White

Wrapping Information: No Exterior Trim, 4 9/16", 5 7/8", Standard Four Sided Jamb Extension, Factory Applied, Pella Recommended Clearance, Perimeter Length = 301".

Viewed From Exterior

Rough Opening: 46" X 106"

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com

Line # Location:		Attributes	
15	None Assigned	Architect Specialty, Traditional, Direct Set, Fixed Frame Springline, 37.25 X 89.25, White	Qty 2
Frame Radius = 18.625"  Viewed From Exterior Rough Opening: 38" X 90"		PK # 2094 1: Traditional, 37.2589.25 Fixed Frame Direct Set Springline Frame Size: 37 1/4 X 89 1/4 X 70 5/8 General Information: Interior Glazed, Standard, Clad, Pine, 5", 3 11/16" Exterior Color / Finish: Painted, Standard Enduraclad, White Interior Color / Finish: Prefinished White Paint Interior Glass: Insulated Dual Low-E Advanced Low-E Insulating Glass Argon Non High Altitude Performance Information: U-Factor 0.27, SHGC 0.29, VLT 0.55, CPD PEL-N-18-02796-00002, Performance Class CW, PG 40, Calculated Positive DP Rating 40, Calculated Negative DP Rating 40, Year Rated 08/11 Grille: GBG, No Custom Grille, 3/4" Contour, Traditional (3W3H), White, White Wrapping Information: No Exterior Trim, 4 9/16", 5 7/8", Standard Four Sided Jamb Extension, Factory Applied, Pella Recommended Clearance, Perimeter Length = 238".	

Thank You For Your Interest In Pella® Products

PELLA WARRANTY:

Pella products are covered by Pella's limited warranties in effect at the time of sale. All applicable product warranties are incorporated into and become a part of this contract. Please see the warranties for complete details, taking special note of the two important notice sections regarding installation of Pella products and proper management of moisture within the wall system. Neither Pella Corporation nor the Seller will be bound by any other warranty unless specifically set out in this contract. However, Pella Corporation will not be liable for branch warranties which create obligations in addition to or obligations which are inconsistent with Pella written warranties.

Clear opening (egress) information does not take into consideration the addition of a Rolscreen [or any other accessory] to the product. You should consult your local building code to ensure your Pella products meet local egress requirements.

Per the manufacturer's limited warranty, unfinished mahogany exterior windows and doors must be finished upon receipt prior to installing and refinished annually, thereafter. Variations in wood grain, color, texture or natural characteristics are not covered under the limited warranty.

INSYNCTIVE PRODUCTS: In addition, Pella Insynctive Products are covered by the Pella Insynctive Products Software License Agreement and Pella Insynctive Products Privacy Policy in effect at the time of sale, which can be found at [Insynctive.pella.com](https://www.pella.com/insynctive). By installing or using Your Insynctive Products you are acknowledging the Insynctive Software Agreement and Privacy Policy are part of the terms of sale.

Notice of Collection of Personal Information: We may collect your personal information when you interact with us. Under the California Consumer Privacy Act (CCPA), California residents have specific rights to request this information, request to delete this information, and opt out of the sharing or sale of this information to third parties. To learn more about our collection practices and your rights under the CCPA please visit our link <https://www.pella.com/california-rights-policy/> at [pella.com](https://www.pella.com).

ARBITRATION AND CLASS ACTION WAIVER ("ARBITRATION AGREEMENT")

YOU and Pella and its subsidiaries and the Pella Branded Distributor AGREE TO ARBITRATE DISPUTES ARISING OUT OF OR RELATING TO YOUR PELLA PRODUCTS (INCLUDES PELLA GOODS AND PELLA SERVICES) AND WAIVE THE RIGHT TO HAVE A COURT OR JURY DECIDE DISPUTES. YOU WAIVE ALL RIGHTS TO PROCEED AS A MEMBER OR REPRESENTATIVE OF A CLASS ACTION, INCLUDING CLASS ARBITRATION, REGARDING DISPUTES ARISING OUT OF OR RELATING TO YOUR PELLA PRODUCTS. You may opt out of this Arbitration Agreement by providing notice to Pella no later than ninety (90) calendar days from the date You purchased or otherwise took ownership of Your Pella Goods. To opt out, You must send notice by e-mail to pellawebsupport@pella.com, with the subject line: "Arbitration Opt Out" or by calling (877) 473-5527. Opting out of the Arbitration Agreement will not affect the coverage provided by any applicable limited warranty pertaining to Your Pella Products. For complete information, including the full terms and conditions of this Arbitration Agreement, which are incorporated herein by reference, please visit www.pella.com/arbitration or e-mail to pellawebsupport@pella.com, with the subject line: "Arbitration Details" or call (877) 473-5527. D'ARBITRAGE ET RENONCIATION AU RECOURS COLLECTIF ("convention d'arbitrage") EN FRANÇAIS SEE PELLA.COM/ARBITRATION. DE ARBITRAJE Y RENUNCIA COLECTIVA ("acuerdo de arbitraje") EN ESPAÑOL VER PELLA.COM/ARBITRATION.

Seller shall not be held liable for failure or delay in the performance of its obligations under this Agreement, if such performance is hindered or delayed by the occurrence of an act or event beyond the Seller's reasonable control (force majeure event), including but not limited to earthquakes, unusually severe weather and other Acts of God, fire, strikes and labor unrest, epidemics, riots, war, civil unrest, and government interventions. Seller shall give timely notice of a force majeure event and take such reasonable action to mitigate the impacts of such an event.

Product Performance Information:

U-Factor, Solar Heat Gain Coefficient (SHGC), and Visible Light Transmittance (VLT) are certified by the National Fenestration Rating Council (NFRC).

For more information regarding the finishing, maintenance, service and warranty of all Pella® products, visit the Pella® website at www.pella.com

Manufacturer stipulates that these ratings conform to applicable NFRC procedures for determining whole product performance. NFRC ratings are determined for a fixed set of environmental conditions and a specific product size. NFRC does not recommend any products and does not warrant the suitability of any product for any specific use.

Design Pressure (DP), Performance Class, and Performance Grade (PG) are certified by a third party organization, in many cases the Window and Door Manufacturers Association (WDMA). The certification requires the performance of at least one product of the product line to be tested in accordance with the applicable performance standards and verified by an independent party. The certification indicates that the product(s) of the product line passed the applicable tests. The certification does not apply to mulled and/or product combinations unless noted. Actual product results will vary and change over the products life.

For more performance information along with information on Florida Product Approval System (FPAS) Number and Texas Dept. of Insurance (TDI) number go to www.pella.com/performance.

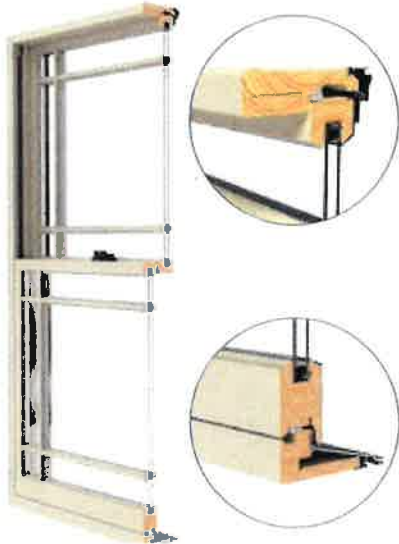
Pella® Architect Series®

Traditional Wood & Clad/Wood



Expertly crafted wood windows and patio doors with nearly endless possibilities.

Double-Hung Interior



Double-Hung Exterior



- **Designed with distinguished details**
Crafted with classic aesthetics to make a statement and add architectural interest to your project, inside and out.
- **Enhanced style options and custom capabilities**
Maximum design flexibility with dramatic sizes, custom colors, finishes, profiles, product types and more.
- **Authentic look of true divided light**
Pella's Integral Light Technology® grilles use the industry's only foam spacer to create the most authentic look of true divided light, by casting a more realistic shadow.
- **Interior finish options**
From light to dark, Architect Series - Traditional wood windows and patio doors are available in an array of classic and on-trend colors. Pine interiors are available in a variety of paint and stain colors.
- **Beautiful hardware**
Choose from Pella's collection of rich patinas and other timeless finishes.
- **Optional integrated security sensors**
Built-in security sensors allow homeowners to know when their windows and doors are open or locked, while being virtually invisible when the product is closed.
- **ENERGY STAR® certified¹**
Pella products offer energy-efficient options that will meet or exceed ENERGY STAR guidelines in all 50 states. Pella Architect Series - Traditional products with triple-pane glass have been awarded the ENERGY STAR Most Efficient Mark in 2021.¹
- **Long-lasting durability**
Aluminum-clad exteriors with EnduraClad® finish is applied in an overlapping fashion on windows for exceptional protection. Pella's exclusive EnduraGuard® wood protection is applied after the pieces have been cut and milled, but prior to final assembly.
- **Best limited lifetime warranty²**
Pella Architect Series - Traditional products are covered by the best limited lifetime warranty in the industry for wood windows and patio doors.²
- **Testing beyond requirements**
At Pella, our products are tested beyond requirements to help ensure they have long-lasting performance and reduce call-backs for you.

Available in these window and patio door styles:



Special shape windows also available.

Product Specifications

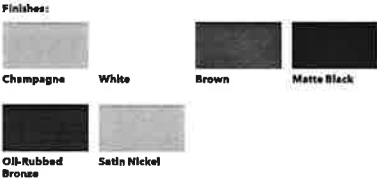
Window & Patio Door Styles	Min. Width	Min. Height	Max. Width	Max. Height	Performance Class & Grade	Performance Values			Frame / Install
						U-Factor	SHGC	STC	
Awning	13-3/4"	13-3/4"	59"	59"	LC40-CW50	0.25-0.29	0.18-0.47	27-33	Fold-out Fin, Block Frame, EnduraClad Exterior Trim / Brickmould
Precision Fit Awning	17"	17"	53"	29"	R45-CW50	0.28-0.33	0.18-0.47	27-30	Pocket Replacement
Casement	13-3/4"	13-3/4"	41"	96"	CW30-CW50	0.25-0.29	0.18-0.47	28-33	Fold-out Fin, Block Frame, EnduraClad Exterior Trim / Brickmould
Precision Fit Casement	17"	17"	35"	73"	R50-CW50	0.28-0.33	0.18-0.47	27-30	Pocket Replacement
Fixed Casement	10"	10"	144"	144"	CW30-CW50	0.25-0.29	0.18-0.47	28-32	Fold-out Fin, Block Frame, EnduraClad Exterior Trim / Brickmould
Precision Fit Fixed Casement	17"	17"	59"	73"	R50-CW50	0.28-0.33	0.18-0.47	27-30	Pocket Replacement
Double-Hung	14"	24-3/4"	54"	96"	CW40-CW50	0.25-0.30	0.19-0.53	26-34	Fold-out Fin, Block Frame, EnduraClad Exterior Trim / Brickmould
Precision Fit Double-Hung	13-1/2"	23-3/4"	48"	84"	CW40-CW50	0.25-0.31	0.19-0.53	26-30	Pocket Replacement
In-Swing Hinged Patio Door (Single)	18"	36"	48"	199-1/2"	LC40-LC55	0.20-0.40	0.14-0.40	—	Fold-out Fin, Block Frame, EnduraClad Exterior Trim / Brickmould
In-Swing Hinged Patio Door (Double)	36"	36"	96"	119-1/2"	LC40-LC55	0.20-0.40	0.14-0.40	31-35	
Out-Swing Hinged Patio Door (Single)	18"	36"	48"	119-1/2"	R50-LC70	0.20-0.40	0.14-0.39	30-36	
Out-Swing Hinged Patio Door (Double)	36"	36"	96"	119-1/2"	R50-LC70	0.20-0.40	0.14-0.39	30-36	
Sliding Patio Door (O)	30-3/4"	74"	60-3/4"	119-1/2"	LC25-LC70	0.25-0.40	0.15-0.42	—	
Sliding Patio Door (OX, XO)	59-1/4"	74"	119-1/2"	119-1/2"	LC25-LC70	0.25-0.40	0.15-0.42	31-35	For more info visit PellaADM.com
Sliding Patio Door (OXO)	90"	74"	180"	119-1/2"	LC25-LC70	0.25-0.40	0.15-0.42	—	
Sliding Patio Door (OXXO)	116-1/4"	74"	236-1/4"	119-1/2"	LC25-LC70	0.25-0.40	0.15-0.42	—	
Multi-Slide Patio Door	40-1/4"	50-1/2"	701-1/4"	119-1/2"	R15-LC25 ¹	0.30 - 0.36	0.15 - 0.46	—	
Bifold Patio Door	31-3/4"	55-3/4"	312"	119-1/2"	R15-R25 ¹	0.26-0.44	0.13-0.45	—	

Window sizes available in 1/8" increments.
Special sizes available. For more information regarding performance, visit pella.com/performance. For more information regarding frame and installation types, visit PellaADM.com.

Window Hardware

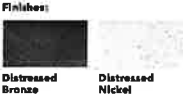
Classic Collection

Get a timeless look with authentic styles in classic finishes.



Rustic Collection

Create a distinct and charming look with distressed finishes.



Window Hardware

Essential Collection

Select from popular designs and finishes to suit every style.



Patio Door Hardware

Classic Collection

Choose timeless pieces, created in collaboration with Baldwin® Hardware, for a look that will never go out of style.



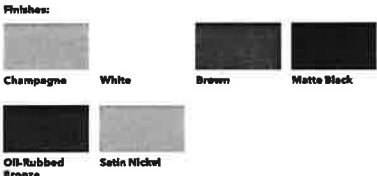
Rustic Collection

Stand out with bold looks and create an utterly unique aesthetic.



Essential Collection

Elevate your style and transform a home with elegant selections.



Additional hardware collections available. Visit PellaADM.com for more information.

Grilles

Choose the look of true divided light, roomside removable grilles or make cleaning easier by selecting grilles-between-the-glass.



¹ See back cover for disclosures.

^{44A7A} See back cover for disclosures.

Colors

Wood Types

Choose the wood species that best complements your project's interior.



Prefinished Pine Interior Colors

Custom interior finishes, unfinished or primed and ready-to-paint are also available.



Aluminum-Clad Exterior Colors

Our low-maintenance EnduraClad[®] exterior finish resists fading. Take durability one step further with EnduraClad Plus which also resists chalking and corrosion.⁹



Custom colors are also available.



Added Peace of Mind

Integrated Security Sensors

Integrated wireless security sensors maintain aesthetics, streamline security installation and ensure no warranty loss is caused by post-installation drilling. Sensors can be monitored via the free Pella[®] Insynctive[®] App and are compatible with major security panel systems.¹⁰ For more information, go to connectpella.com.



The Best Limited Lifetime Warranty in the Industry

We know your reputation matters and you stake your reputation on quality, dependable products. That's why we have the best limited lifetime warranty in the industry for wood windows and patio doors.²

¹ Some Pella products may not meet ENERGY STAR[®] guidelines in Canada. For more information, contact your local Pella sales representative or go to energystar.gc.ca.

² Based on comparing written limited warranties of leading national wood window and wood patio door brands. See written limited warranty for details, including exceptions and limitations, at pella.com/warranty.

³ Performance ratings vary based on product configuration.

⁴ Flush multi-slide handle is a Pella exclusive design.

⁵ Flush multi-slide handle is not available in Champagne.

⁶ Color-matched to your product's interior and exterior color.

⁷ Appearance of exterior grille color may vary depending on the Low-E insulating glass selection.

⁸ Availability may be limited. Please contact your local Pella rep for details.

⁹ EnduraClad Plus protective finish is not available with all colors. See your local Pella sales representative for availability.

¹⁰ Requires the Insynctive App on a smart device, an Insynctive Bridge and a wireless home router with internet connection.



Community Development Department
Approval Letter

November 16, 2021

Mr. Nick Fears
Oxford Presbyterian Church
101 N Main Street
Oxford, OH 45056

VIA EMAIL:

finance@oxfordpresbychurch.org

RE: HAPC-2021-12, 104 E Church Street, CERTIFICATE OF APPROPRIATENESS, window replacements, Oxford Presbyterian Church, Applicant

Dear Mr. Fears:

The Oxford Historic & Architectural Preservation Commission (HAPC) Chair has approved your Certificate of Appropriateness application as submitted on November 9, 2021.

This Certificate of Appropriateness shall be valid for a period of one year from the date of approval by the HAPC. All work shall be substantially completed within 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