

HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION (HAPC)
MEETING MINUTES
WEDNESDAY, January 14, 2026
6:00 P.M.

I. Call to Order

The January 14, 2026 meeting of the Oxford Historic and Architectural Preservation Commission was called to order at 6:00 p.m. by Brad Spurlock.

Those members present: Sean Wagner, Alia Levar Wegner, Kelsey Stryffe, and Brad Spurlock

Those members excused: Dana Miller, Alex French, Corey Watt

Staff members present: Sam Perry, Community Development Director

Staff members excused: None

II. Approval of Agenda

Mr. Wagner made a motion to approve the agenda. Ms. Stryffe seconded the motion. All were in favor.

III. Annual Election of Officers

Ms. Stryffe made a motion to table the annual election of officers. Ms. Wegner seconded the motion. All were in favor.

IV. Public Comments

There were no comments from the public.

V. Approval of Minutes of November 12, 2025

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

VI. Discussion Items

HAPC-2025-11, 110 E High Street, CERTIFICATE OF APPROPRIATENESS pre-application discussion, demolition of existing vacant bookstore building and construction of new principal mixed-use building, **Emily Lubbers, Applicant/Agent**

Mr. Perry began his presentation by mentioning there was a previous pre-application and vote on the demolition of this building and construction of a new building, but that had been expired. Mr. Perry also mentioned the category of the building had been changed from historic to non-contributing thus allowing demolition.

Mr. Perry next showed the rendering and explained that the Zoning Code allows a four-story building. Mr. Perry mentioned that this rendering is a little bit different from the previous

submittal but the massing and the amount of glasses are similar. Mr. Perry pointed out the City has a joint application with the Land Bank for funding for site demolition and remediation.

Ms. Lubbers was invited to join the conversation. Ms. Lubbers pointed out the design is now simplified compared to the previous one and the windows are not as dark. Ms. Lubbers explained the two main components in the design are the modern element and the more traditional element. The biggest difference is the floor plan stated Ms. Lubbers. There are still four floors, but the first floor is now completely open to accommodate a single tenant, however, there is no tenant secured at this time. Also, the main entrance for the students has been moved to a different location. Ms. Lubbers explained the previous floor plan had more of a 2–3-bedroom ratio, but the current one has 3-4 bedrooms. Ms. Lubbers emphasized they are anticipating two colors of brick, metal siding, and a larger format cast stone. Ms. Lubbers informed the Commission the intention is that the building be occupied by the 2028 academic year.

Ms. Lubbers explained that due to liability reasons the balconies have been eliminated. Ms. Lubbers next expanded on the metal paneling which is designed to look like a metal siding. Ms. Lubbers summarized the four elements on the building are the two colors of brick, the metal paneling, and the large format cast stone.

Mr. Spurlock wondered about the durability of the metal paneling. Ms. Lubbers said it is more durable than a siding product but less durable than a masonry product. It also requires less maintenance than a normal siding would.

Ms. Wegner would like to see more white colors incorporated in the design to contribute to a more historical façade.

Mr. Spurlock mentioned the Commission received a note from Steve Gordon regarding this case. Mr. Gordon's main concerns are the massing of the building and the cornice. Mr. Gordon suggested recessing the upper floor of the building. Ms. Lubbers pointed out there is a small recess to match the building with the one next to it. Ms. Lubbers mentioned the roof space is planned to be used actively, and the walls are going to be higher there.

Mr. Perry asked Ms. Lubbers if the floor area ratio maximum was increased, would that give more flexibility on recessing the façade by adding more square footage elsewhere. Ms. Lubbers stated that it possibly could.

Ms. Lubbers explained the contractor is expecting 18-20 months for the work to be done.

Mr. Spurlock spoke positively about the design. Mr. Wagner also liked the design.

Ms. Jessica Greene, Assistant City Manager, mentioned the City is working with Butler County Land Bank on receiving funding for the demolition of the site and remediation. Ms. Greene also liked the design and the concept. Ms. Greene emphasized the City anticipates hearing the final result about the funding in March.

Mr. Perry asked Ms. Lubbers if the remediation/demolition funding through the Land Bank was critical to the project. Ms. Lubbers stated that it was not critical but is helpful.

Ms. Lubbers thanked the Commission for their feedback and stated that she hoped to be on the February agenda.

Mr. Spurlock asked if there were any further topics to discuss among the Commission and there were none.

VII. Adjournment

Ms. Stryffe made a motion to adjourn the meeting. Mr. Wagner seconded the motion. All were in favor. The meeting adjourned at 6:39 pm.



MEMORANDUM
Community Development Department
513-524-5204

TO: Historic & Architectural Preservation Commission

FROM: Sam Perry, AICP
Director | HAPC Administrator

MEETING DATE: March 11, 2026

RE: **Update on Design Guidelines**

As an update on the status of the Draft Design Guidelines, our HAPC subcommittee completed our review and the consultant has been working on revisions. Our subcommittee requested more work on the infill/new construction section. The consultant team is suggesting an additional scope of work because of this expanded focus. Staff are planning to move forward with this expanded scope which is within budget.



MCKENNA

February 26, 2026

Mr. Sam Perry
Community Development Director
City of Oxford
15 South College Avenue
Oxford, OH 45056

Re: Enhanced Infill Construction Appendix & HAPC Training Workshop

Dear Mr. Perry and Members of the Historic and Architectural Preservation Commission:

McKenna and Preservation Forward are pleased to submit this proposal to create an Enhanced Infill Construction Appendix to supplement Oxford’s Historic District Design Guidelines, along with a dedicated HAPC Training Workshop to support consistent and defensible application of the guidelines.

Oxford’s historic districts require more than general design guidance—they require precise, defensible standards tailored to the City’s specific architectural context. Through our 2024 partnership with Oxford, we conducted comprehensive research into the 2023 Oxford Tomorrow Comprehensive Plan, the 2018 Uptown Historic District Inventory, and Oxford’s architectural character. While those design guidelines addressed infill construction at a high level, additional detail and scenario-based standards would strengthen the Commission’s ability to evaluate increasingly complex proposals.

This targeted appendix will expand and clarify infill standards directly within the framework of the current guidelines—providing the detailed criteria Oxford needs while ensuring seamless integration with the existing document.

We also strongly recommend a hands-on training workshop for the HAPC. Written standards alone are not enough; commissioners benefit from structured training in how to interpret, apply, and articulate those standards clearly and defensibly.

Led by Preservation Forward’s specialized historic preservation expertise and enhanced by McKenna’s strengths in project management, graphics, and public engagement, this partnership ensures technical rigor paired with clear, accessible presentation.

We would welcome the opportunity to continue our partnership with the City of Oxford on this important initiative. Please feel free to contact me or Jessica Flores with Preservation Forward with any questions.

Respectfully submitted,

McKenna

Abbie Emison, AICP, NCI
Senior Principal Planner

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Executive Summary



PROJECT OVERVIEW

This project strengthens Oxford’s Historic District Design Guidelines through two focused components: a detailed **Enhanced Infill Construction Appendix** and a hands-on **HAPC Training Workshop**.

The appendix will provide clear, objective standards for site planning, massing, setbacks, materials, and streetscape continuity, along with illustrated examples and scenario-based guidance for corner lots, irregular parcels, and other challenging sites.

The accompanying 3-hour workshop will equip commissioners to interpret and apply the guidelines consistently and defensibly—reinforcing alignment with the Secretary of the Interior’s Standards while balancing preservation goals with community growth.

SCHEDULE

Completion within **5 months** of contract execution or as otherwise agreed upon with the City of Oxford.

FEE

Lump Sum Fee: \$16,000, which includes the services and end products in the attached scope.

We can work with you to customize our proposed scope of work to eliminate, add or modify elements, with our overall fee being adjusted accordingly.



Scope of Work

McKenna and Preservation Forward propose the following four phase scope of work for the enhanced infill construction appendix and HAPC training workshop.

PHASE 1: PROJECT INITIATION

- Kickoff meeting
- Review of recent HAPC cases
- Confirm priority infill scenarios
- Develop detailed appendix outline

Deliverable: Approved Outline & Sample Section

PHASE 2: DRAFT DEVELOPMENT

- Draft all appendix sections
- Develop diagrams and visual examples
- Integrate objective review criteria
- Virtual check-in meeting

Deliverable: Complete Draft Appendix

PHASE 3: REVIEW & WORKSHOP

- Revise draft based on staff feedback
- Conduct 3-hour HAPC Training Workshop
- Test criteria using real-world Oxford scenarios

Deliverable: Revised Appendix & HAPC Workshop

PHASE 4: FINALIZATION

- Incorporate final feedback
- Final formatting and graphics
- Deliver final Word, InDesign, and PDF versions

Deliverable: Final Enhanced Infill Construction Appendix



Methodology

This approach is informed by national best practices while remaining firmly rooted in Oxford's architectural character and community context. We will draw from leading college town examples including Ann Arbor, Madison, Boulder, and Restore Oregon's (formerly the Historic Preservation League of Oregon) groundbreaking compatible infill principles.

Restore Oregon's 2011 Compatible Infill Design Principles, developed through extensive stakeholder engagement with over 200 participants, established seven foundational principles that challenge conventional preservation thinking and emphasize compatibility over harsh differentiation. These principles—which hold that the district is the resource rather than individual parts, that new construction should reinforce historic significance, and that infill must be compatible yet distinct—provide the philosophical foundation for Oxford's appendix. Our team will adapt these proven principles to Oxford's specific context, ensuring new construction protects district integrity while enabling compatible growth.

GUIDING PRINCIPLES
✓ Context-Sensitive Design: Standards tailored to Oxford's specific architectural patterns
✓ Compatibility Over Differentiation: District is the resource, not individual parts
✓ Clear, Implementable Standards: Objective criteria reducing subjectivity
✓ Visual Communication: Photography and diagrams making expectations clear
✓ Federal Compliance: Integration with Secretary of the Interior's Standards
✓ FRESH Framework: Footprint, Roof, Envelope, Skin, Holes (fenestration)



Project Schedule & Fee

SCHEDULE

We will work out a mutually acceptable schedule for preparing the Enhanced Infill Construction Appendix and scheduling the HAPC Training Workshop with you. The following is our proposed timeline of tasks, estimated to take 5 months.

PHASE	MONTH				
	1	2	3	4	5
1. Project Initiation	■				
2. Draft Development	■	■			
3. Review and Workshop			■	■	
4. Finalization					■

FEE

The following is an itemized breakdown of the fees to complete the Enhanced Infill Construction Appendix and HAPC Training Workshop, as described in this proposal. We propose to complete the project for a lump sum of **\$16,000**.

PHASE	ITEMIZED FEE
Phase 1 – Project Initiation	\$1,500
Phase 2 – Draft Development	\$9,000
Phase 3 – Review and Workshop	\$4,500
Phase 4 – Finalization	\$1,000
Total	\$16,000



MEMORANDUM
Community Development Department
513-524-5204

TO: Historic & Architectural Preservation Commission

FROM: Sam Perry, AICP
Director | HAPC Administrator

MEETING DATE: March 11, 2026

RE: Previously Approved COA – 15 South Beech – Saigon Oi

The previously approved COA case for the new wall sign at 15 S. Beech is enclosed. This is for a new business, Saigon Oi, a Vietnamese restaurant. No further action is needed on the part of HAPC.



CERTIFICATE OF APPROPRIATENESS APPLICATION

Please print legibly. To apply, email completed form and plans in PDF format to commdev@cityofoxford.org

BOX 1 | APPLICATION TYPE Select one

- Pre-Application for Certificate of Appropriateness
- Certificate of Appropriateness

BOX 2 | APPLICATION DETAILS

Property Address/Location 15 South Beech, Oxford, OH, 45056

Building Name Saigon Oi Restaurant

Does the proposal involve demolishing an existing building? Yes No

Exsiting sign with new vynal wrapping.

Description of Proposed Change(s)

BOX 3 | APPLICANT INFORMATION

Is the applicant also the current property owner?

Yes (You may skip Box 4) No (Do not skip Box 4, and include a [Letter of Agency](#) with your submittal)

Applicant Name Hanh Hoang

Applicant Company Name Pho West LLC DBA Saigon Oi

Mailing Address 15 South Beech st., Oxford, OH 45056

Email Address saigonoioxford@gmail.com

Telephone Number 937-545-2226 or 513-255-9063

BOX 4 | PROPERTY OWNER INFORMATION Check if same as Applicant

Property Owner Name Hotel Development Services LLC

Property Owner Company Name Hotel Development Services LLC

Mailing Address 125 West Spring St., Oxford, OH 45056

Email Address pam@hoteldevepment.net

Telephone Number 513-523-7263

BOX 5 | ARCHITECT INFORMATION Check if same as Applicant

Architect/Engineer Name Scott Webb Architect

Company Name Scott Webb Architect

Mailing Address 103 West Walnut, Oxford, OH 45056

Email Address scott@scottwebbarchitect.com

Telephone Number 513-523-3838

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

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

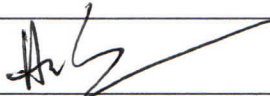
Note: Upon checking an application for completeness, staff may require additional information and/or materials above and beyond the items listed above in order to perform a complete evaluation for compliance with relevant Code provisions. You are welcome to contact Community Development at 513-524-5204 ahead of submission to determine whether additional items may be required. For example, a **material sample** may be requested for certain small-scale changes such as new signage, doors, etc.

BOX 7 | APPLICANT SIGNATURE

As the owner or owner's agent, I hereby agree all information contained in this application is true, accurate, and complete to the best of my knowledge. I acknowledge the application will first be checked by City staff for completeness prior to processing. Upon intake, staff will consult the Chair of the Historic & Architectural Preservation Commission (HAPC) to determine whether an application is approvable in an administrative fashion, or will require being heard by the full Commission at a regular meeting date.

Applicant Name (Print) Hanh Hoang

Applicant Signature



Date 01/08/25

Processing Fee

The appropriate processing fee amount will be determined during a completeness check by Community Development staff. It may take 1-2 business days for a completeness check to be performed. The applicant will receive a digital copy of a processing fee invoice via email once it is ready. Fees may be paid in-person by check or credit card in the Community Development Department located on the first floor of the Oxford Municipal Building, 15 S College Avenue, Oxford OH 45056. For credit card payments, the City accepts Visa, MasterCard, or Discover, and such payments may also be taken over the phone by calling Community Development at 513-524-5204.

Bond Requirement for Demolitions

Be aware that any future [Demolition Permit](#) cannot issued unless accompanied by a COA and shall include:

- (1) a **performance bond** posting with security equivalent to 100% of the approved cost of leveling the site, filling with soil and sodding or seeding the surface.
- (2) payment of a **mitigation fee** of ten percent (10%) of the approved demolition cost.

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that

Hanh Hoang

(Applicant Name)

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

I'm the owner and authorized representative of "Saigon Oi" restaurant.

(Application Description)

located at

15 South Beech St., Oxford, OH 45056

(Property Address/Location)

Thank you,

~~Hanh Hoang~~

Beech Street Investors, LLC

(Property Owner Printed Name – must be a person)

James M. Clawson, Member

(Property Owner Company Name – if applicable)



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

12/31/25

(Date)

Black ACM Panel with Beige Cut Vinyl

9'-2" W x 32" T (Quantity - 1)

Printed & cut vinyl on black Aluminum Composite panel.
Attached via hardware fasteners through black border line.



Door Vinyl

18" W x 30" T (Quantity - 1)

Cut frosted vinyl logo and hours for front door glass.



Design Proof for: *Saigon Oi*

Created by: *Bill Scheiding*

on: 12-8-2025

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Select

SIGNS APPAREL WRAPS

Saigon Oi
VIETNAMESE RESTAURANT

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