

HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION (HAPC)  
MEETING MINUTES  
WEDNESDAY, July 8, 2026  
6:00 P.M.

**I. Call to Order**

The July 8, 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, Alex French, Corey Watt, and Brad Spurlock

Those members excused: Alia Levar Wegner, Dana Miller, and Kelsey Stryffe

Staff members present: Sam Perry, Community Development Director

Staff members excused: None

**II. Approval of Agenda**

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

**III. Public Comments**

There were no comments from the public.

**IV. Approval of Minutes of March 11, 2026**

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

**V. New Business**

**COFA-2026-04, 110 E High Street, CERTIFICATE OF APPROPRIATENESS**, demolition of existing vacant bookstore building and construction of new principal mixed-use building, **Emily Lubbers, Applicant/Agent**

Mr. Perry noted there was a pre-application several months ago which is a requirement by the City Code for every new building in the Historic District. Mr. Perry mentioned there were comments submitted by Steve Gordon. These comments were discussed at the March meeting and shared with the architect. There was also a delay from the applicant's client who was waiting for the outcome of an application request that the City had helped facilitate through the Butler County Land Bank. This application has now been completed, and the funds are set aside thorough the Brownfield Remediation Program.

Mr. Perry next talked about the currently proposed building which is very similar in scale, mass, and material to the one submitted at the pre-application meeting. There are some changes to the cornice detail and the color of the fiber cement panel. Mr. Perry pointed out that staff recommendation is to approve the project because the applicant was receptive to the feedback and to the comments from Mr. Gordon. Mr. Perry mentioned that the applicant is intending to

submit a demolition and building permit application at the same time if this project is approved by the HAPC. This process is usually more complex than submitting the two applications separately. Mr. Watt asked Mr. Perry to elaborate on this topic. Mr. Perry explained there are requirements for documentation such as all the taxes have been paid, a waste management plan especially if asbestos is present, and all utilities have been properly disconnected. Mr. Perry also pointed out that the demolition will be very complex because of the remediation. Mr. Watt also inquired whether there is a difference in timeline if the applications are submitted separately or together. Mr. Perry said there really is not a difference.

Mr. Perry pointed out that the applicant would like to emphasize there is more time that is needed than what the Code allows because of the complexity of the remediation process. The applicant would like two years to have the building permit in place. Mr. Perry explained that the time request is acceptable in this case because the remediation could take longer. There are probably going to be various departments of the state that need to verify the funds are spent correctly and the remediation is done correctly, added Mr. Perry. The lead time on this is unknown, therefore the two years would help them.

Ms. Lubbers started her presentation by explaining the extension they are requesting is for the duration of the construction. Ms. Lubbers also explained that the anticipated duration of the remediation and demolition is six months in best case scenario due to the necessary approvals from state and federal agencies. Also, the construction of a building of this size, approximately 52,200 sq ft, is at least 18 months. Ms. Lubbers clarified that the request is that the COA would be valid for one year to have the building permit in place, but the time allotted for construction is to be three years.

Mr. Watt inquired about the samples and colors. Ms. Lubbers said there are two red brick colors. Ms. Lubbers also mentioned that based on the feedback from the pre-application meeting the original darker metal panel is now replaced with a white fiber cement panel. Ms. Lubbers explained they are implementing new technology for the cornices which will be a lightweight material. It is a foam-filled product that hangs on cleats, and it is more affordable and durable. It is a cast and can be made in any shape.

Mr. Watt also wanted to know more about the roof access. Ms. Lubbers stated there is one area on the roof that is intended to be occupied with full height walls. Ms. Lubbers added that the mechanical units will not be visible from the street. The only thing they anticipate on the roof top is some type of exhaust hood if the first-floor tenant is a restaurant, explained Ms. Lubbers.

Mr. Watt inquired about the placement of the waste wheelers. Ms. Lubbers said the parcel adjacent would have the storage of waste wheelers since both properties have the same owner. Mr. Watt would like a condition for trash management in case the parcel adjacent to this property is no longer available.

Ms. French wanted to know whether there will be a built-in blinds or similar window feature on the corner. Ms. Lubbers said there were discussions about what type of shade will be provided but there are no definite plans yet.

Seth Copenbaker, Economic Development Specialist from the City spoke in favor of this project. Mr. Copenbaker also talked about the indirect and direct impact that this project would have. Mr.

Cropenbaker mentioned the improvement of public-private partnership because of this project. Mr. Cropenbaker explained that this project has garnered the largest award that was designated through the Landbank.

Ted Pickerill from the President's Office at Miami University spoke to express support for this project. Mr. Pickerill spoke about the positive impact this project will have on the students.

Ms. French agreed with Mr. Watt to have a condition on waste management plan. Mr. Perry read a proposed condition: "That the design team develop primary and secondary trash management plans as approved by staff that ensures dedicated land is retained for trash storage and management in the event that the parcel of land across the alley is no longer available." Ms. French was in favor to approve the project as proposed.

Mr. Wagner spoke in favor of the project. Mr. Spurlock was also in favor of the design.

Mr. Watt made a motion to approve the project as proposed with the following conditions. Ms. French seconded the motion. All were in favor.

1. All exterior material samples will be reviewed and approved prior to building permit issuance.
2. Any exterior design changes will be reviewed and approved prior to building permit issuance.
3. The COA shall be valid for one year from the date of this COA approval, which is July 8, 2027. At which time, if a building permit has not been issued by that date, the COA will be void. The building shall be substantially complete according to the approved COA and any subsequent amendments on or before three years from the date of issuance of the building permit. Any requests for additional time extensions will be reviewed on the merits of the circumstances provided to the HAPC at the time of review.
4. Throughout the project timeline, the property and adjacent right-of-way shall be maintained per City of Oxford Right-of-Way, Zoning, Building, Fire, and Property Maintenance Codes. Due to the prominent location of the property, substantial effort shall be made to keep the site in a clean, organized and safe manner, free of loose debris as well as allowance to the public for sidewalk accessibility to the greatest extent feasible during construction activity.
5. That the design team develop primary and secondary trash management plans as approved by staff that ensures dedicated land is retained for trash storage and management in the event that the parcel of land across the alley is no longer available.

## **VI. Preservation Plan and Design Guidelines Update**

Mr. Perry mentioned that it is still Preservation Forward who the City is working with under the umbrella of McKenna. The City has contracted with them with an extra \$16,000 to expand on the infill Design Guidelines and to do a workshop on how to use the Design Guidelines which is planned for September 10.

Mr. Perry asked the Commission's help to review the Preservation Plan. Mr. Perry also mentioned that the consultant did not use the GIS data that was sent to them about which building should be preserved in the Mile Square.

## **VII. Administrative Decisions**

HAPC-2026-03, 6 N Beech Street, CERTIFICATE OF APPROPRIATENESS, wall sign replacement, Lisa Leishman, Applicant/Agent

HAPC-2026-04, 130 E High Street, CERTIFICATE OF APPROPRIATENESS, balcony railing, Jim O'Donnell, Applicant/Agent

HAPC-2026-05, 107 E Church Street, CERTIFICATE OF APPROPRIATENESS, sign face change, Lois Wellner, Applicant/Agent

HAPC-2026-06, 7 W High Street, CERTIFICATE OF APPROPRIATENESS, lighting on front façade, Michael Martin, Applicant/Agent

COFA-2026-0001, 101 N Main Street, CERTIFICATE OF APPROPRIATENESS, replacement of HVAC units, Nick Fears, Applicant/Agent

COFA-2026-0002, 122 S Campus Avenue, CERTIFICATE OF APPROPRIATENESS, window replacements, Jim McGrath, Applicant/Agent

COFA-2026-0003, 45 E High Street, CERTIFICATE OF APPROPRIATENESS, new wall sign, Ashley Higgins, Applicant/Agent

COFA-2026-0005, 127 W Church Street, CERTIFICATE OF APPROPRIATENESS, new wall sign, Jamie Campbell, Applicant/Agent

## **VIII. Adjournment**

Ms. French made a motion to adjourn the meeting. Mr. Wagner seconded the motion. All were in favor. The meeting adjourned at 7:19pm.





MEMORANDUM  
Community Development  
Department 513-524-5204

TO: Historic & Architectural Preservation Commission

FROM: Sam Perry, AICP, Director | HAPC Administrator

MEETING DATE: August 12, 2026

RE: 121 E. High St, "Top Deck" back-lit sign

---

Tommy Amarantos has submitted a Certificate of Appropriateness Application to install a new sign for the existing business above Skippers Pub. The proposed sign includes back-lit or "halo" style lighting for the lettering. Current Oxford Zoning Code does not permit this type of sign lighting in the Uptown District, therefore a variance will be required from the Board of Zoning Appeals. However, these types of signs have been approved for two other businesses in recent history. Doughby's and Starbucks. Both of these other businesses went through similar processes.

Historic District Design Guidelines refer to Oxford Zoning Code regarding the lighting issue. However, the HAPC can make a determination regarding the proposed lighting, as was done for Doughby's and Starbucks, if it deems the lighting appropriate. The HAPC can also ask questions, request revisions or additional information or attach conditions to an approval.

Staff believes that the proposed sign will draw more attention to this portion of the building and for that reason is asking the applicant to consider some treatment of the visible rooftop HVAC equipment. Potentially painting to match the building, if feasible on the existing surface. Additional screening would likely be inappropriate.

If the HAPC deems the proposed sign to be appropriate, a variance from the Board of Zoning Appeals would still be required under current Zoning Code.

# GRAPHICS, SIGNAGE, & BUILDING IDENTIFICATION

Signs serve two purposes for businesses: to advertise and to identify. Unfortunately, these purposes are often placed at cross purposes when individual businesses attempt to distinguish themselves through ever increasing signage (both in size and number). This has the unintended effect of making all businesses in an area less visible while creating potential traffic hazards, confusion, and aesthetic devaluation. The commercial corridor in the Uptown Historic District has undergone numerous changes in graphics and signage throughout the years in an attempt to find the balance between advertising and identifying particular businesses and maintaining the appearance of the District as a whole.

## General Requirements, Maintenance and Preservation

1. All proposed new, changes in, or replacements of, signage in historical districts must be submitted for HAPC review according to Chapter 1331 of the Oxford Codified Ordinance, the HAPC Rules of Procedure, in addition, all requirements for submissions for planning and zoning regulations.
2. The Sign Code of the City of Oxford Planning & Zoning Code shall be consulted for specific sign regulations in the relevant zoning category underlying a Historic Preservation District.
3. Any change, installation, preservation, or maintenance work on signs in a Historic District shall not permanently alter or damage a building. Likewise, any existing architectural details shall not be removed, damaged, or covered over. When signs are removed, the building surface shall be repaired and/or restored.



Appropriate lighting and signage in Uptown Oxford.

4. All signs shall be protected against deterioration or fading.

# GRAPHICS, SIGNAGE, & BUILDING IDENTIFICATION

## Specific Recommendations Regarding Signage, Graphics, & Building Identification

### Exterior:

1. For signs located on the outside of a building, all illumination shall be indirect, and in accordance with Oxford Planning and Zoning Code 1151.03(f).
2. All sign installations must be reversible and cannot damage the underlying structure.
3. Exterior light fixtures and installation selections shall complement the overall architectural character of the building in scale, style, and material.
4. Appropriate exterior sign materials include wood, stone, metal, glass or composites or plastic indistinguishable from their natural counterparts.
5. All exterior signage shall respect the architectural theme, general composition, and scale of the building to which it is attached.
6. Exterior sign color shall complement the overall color scheme of the structure. Sign letters shall contrast with, but complement, their background.
7. Any art work, trademarks, or corporate logos on any exterior sign shall be intimately associated with and specifically designed for the individual business identified. Such logos as beer and soda logos are prohibited.  
(Examples of acceptable artwork include signs for the Convention and Visitors' Bureau, churches or banks.)
8. Exterior sign types which are traditionally associated with strip or highway development are prohibited. (ie. plastic signs, billboards, portable signs, etc.)
9. Sandwich board signs and banners are allowed per Oxford Zoning Code Chapter 1151.
10. For building identification purposes, address numerals should be attached to all buildings. These should be between 3 and 8 inches high and should be constructed of appropriate and complementary material to the building structure. The address should be easily seen from the adjacent street or public way, yet be as unobtrusive as possible.



Insensitive signage (left) contrasts very sensitive signage (right). These signs are directly across the street from each other.





## Record Report for Certificate of Appropriateness #COFA-26-0008

### Record Overview

**Record Number:** COFA-26-0008

**Record Type:** Certificate of Appropriateness

**Record Status:** Awaiting Payment

**Record Submitted At:** Tuesday July 21, 2026

**Record Address:** 121 E High St, Oxford, OH 45056

**Record Owner:** Eunike Miller

**Record Applicant:** Terry Amarantos

### Form Submission

**Select type:** Certificate of Appropriateness

**Property Address/Location:**

121 E High St, Oxford, OH 45056

**Building Name:** Skippers Pub & Top Deck

**Does the proposal involve demolishing an existing building?:** No

**Description of Proposed Project/Change(s):**

We are trying to add signage to our building so people are aware where top deck is located. Please read Packet i sent.

**Applicant:**

Skippers Pub, Terry Amarantos

121 E high Street

oxford, OH 45056

Skipperstopdeck@gmail.com, (513) 280-0578

**Property Owner:**

Skippers Pub & Top Deck, Terry Amarantos

135 Hunter Woods Dr

oxford, OH 45056

skipperstopdeck@gmail.com, (513) 280-0578

**Same as Applicant?:** No

**Architect:**

**Applicant Name:** Terry T Amarantos

**Applicant Signature:**

Signed in GovWell: Monday July 27, 2026, 8:51am

## **Certificate of Appropriateness Application Narrative (Revised)**

**Applicant: Terry T. Amarantos, Owner**

**Business: Skipper's Pub & Top Deck**

**Property Address: 121 E. High Street, Oxford, Ohio 45056**

### **Project Description**

**Skipper's Pub & Top Deck respectfully requests a Certificate of Appropriateness for the installation of a new flush-mounted wall sign identifying the entrance to Top Deck. The proposed sign consists of individually illuminated channel letters mounted to a acrylic backing panel. The entire sign assembly is installed flush against the existing brick façade and is not a projecting or perpendicular sign.**

**The overall sign dimensions are approximately 4 feet by 4 feet. The total depth of the sign assembly, including the acrylic backing panel and internally illuminated channel letters, is approximately 6 cm (2.4 inches). This depth is necessary to accommodate the internal LED illumination while maintaining a flush-mounted installation. The sign is finished in Skipper's signature red using durable commercial-grade materials. Installation requires only minimal attachment to the existing masonry, does not alter or obscure historic architectural features, and is fully reversible with minimal impact to the building.**

### **Location and Purpose**

**The proposed sign serves as a wayfinding sign identifying the only public entrance to Top Deck. Because the entrance is not readily visible from the public sidewalk, visitors frequently walk**

**past it or enter Skipper's Pub seeking directions. Placing the sign directly above the entrance provides clear guidance without increasing visual clutter or advertising a new business. It simply identifies an existing establishment that has operated for many years but lacks visible street-level identification.**

### **Compatibility with the Historic District**

**The proposed sign has been designed to complement the existing building and the character of Uptown Oxford. It occupies an otherwise unused wall area and does not cover windows, decorative masonry, or defining architectural features. The clean, simple design and quality materials are appropriate for the Historic District. Because the installation is reversible and requires only minimal attachment to the masonry, the historic integrity of the building is preserved.**

### **Lighting**

**The sign utilizes internally illuminated channel letters that create a halo-style illumination. All LED lighting is contained within the sign assembly, with no exposed light sources. The illumination is intended solely to provide safe and effective nighttime wayfinding while remaining compatible with the character of the Uptown Historic District.**

### **Building Systems**

**The proposed sign is located above an existing exterior louver beneath the HVAC equipment. Harrigan Refrigeration & Air Conditioning Co., Inc. inspected the existing mechanical system and confirmed that enclosing or covering the existing louver will not affect the operation, airflow, or performance of the current HVAC equipment because the equipment does not rely on ventilation through that opening. A letter from Harrigan**

**Refrigeration & Air Conditioning Co., Inc. is included as supporting documentation for this application.**

## **Statement of Significance**

For more than forty years, Skipper's Pub & Top Deck has been part of the fabric of Uptown Oxford and the Miami University community. As our family prepares for its third generation of ownership, we are committed to preserving the traditions that have made Skipper's a recognized Oxford institution while making thoughtful improvements that ensure its continued success.

Despite Top Deck's long history, it has never had a clear visual identity from the street. Many visitors are unaware that an upstairs venue exists because there is no signage identifying the entrance. This proposal addresses that longstanding issue through a modest, professionally designed wayfinding sign that helps visitors locate an existing destination rather than promoting a new one.

Good wayfinding is an important element of a pedestrian-friendly downtown. Clearly identifying entrances reduces confusion, improves the visitor experience, and allows businesses to be more easily understood without adding unnecessary visual clutter. This proposal supports those goals by providing a single, thoughtfully designed sign located precisely where visitors need direction.

Ultimately, this proposal honors the history of Skipper's while investing in its future. It respects the historic building, preserves its architectural character, enhances the Uptown experience, and helps ensure that this family-owned Oxford institution continues serving the community for generations to come. We respectfully request approval of this Certificate of Appropriateness and appreciate the Commission's consideration.

Here are some Mock up photos.

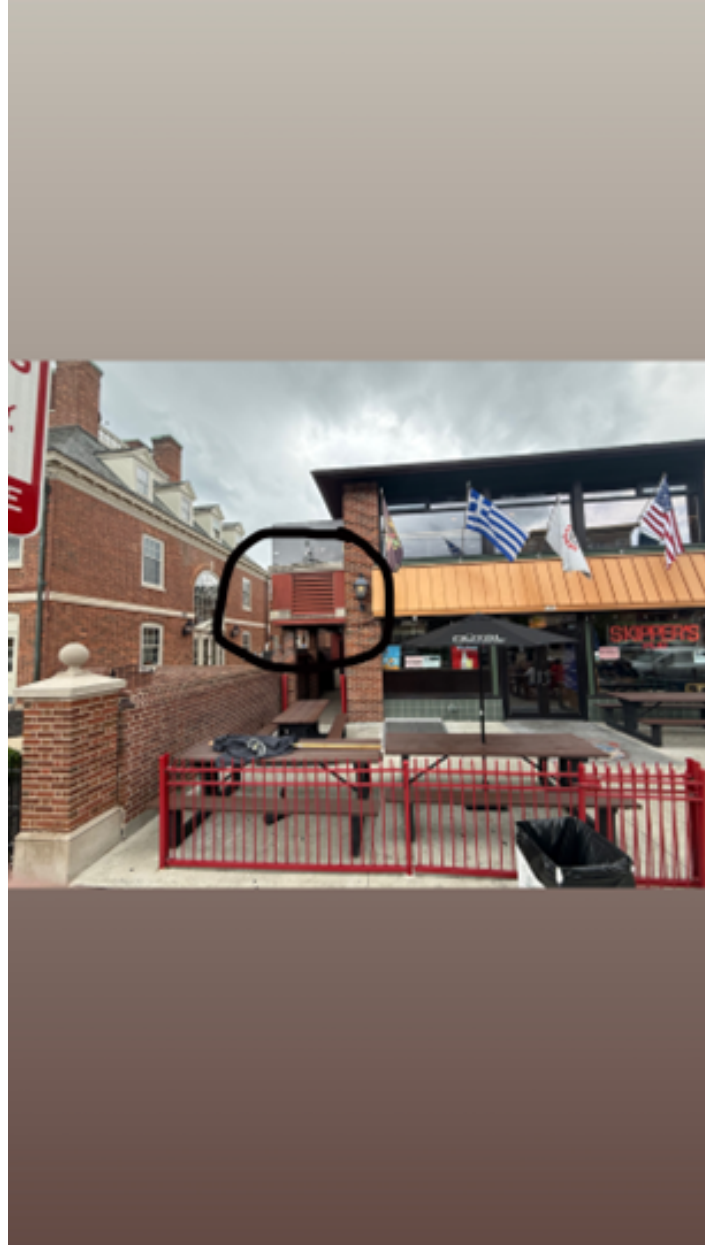
proposed spot.

Sign ( this is the type of sign that I am having made. As you can see the letters are floating)

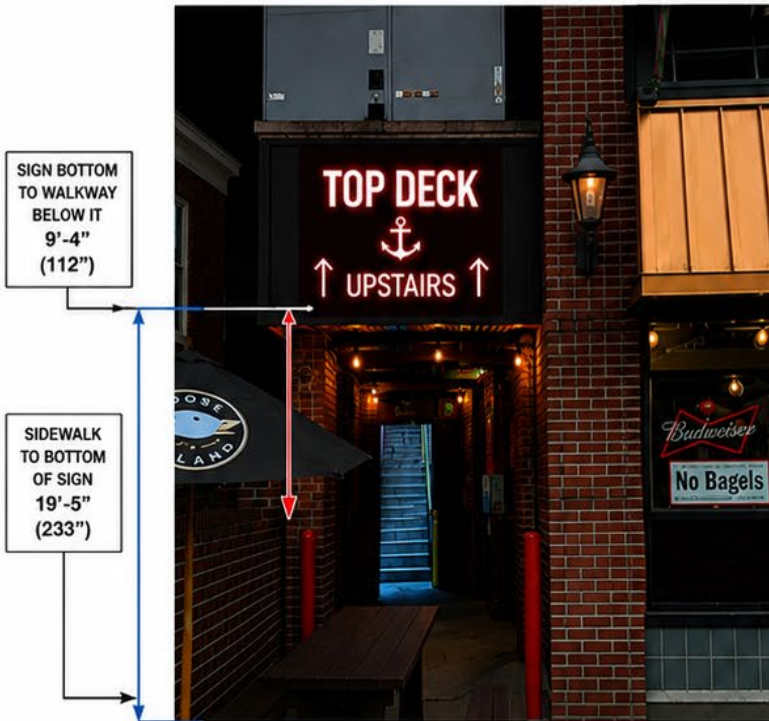
This is just a vent we put on that looks better on the outside. Attached is an email from our HVAC tech. The owner of the company.





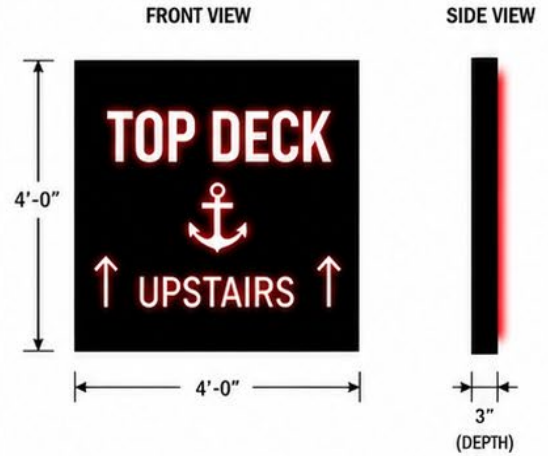


## 1. PROPOSED SIGN LOCATION – EXISTING PHOTO



Proposed Sign:  
4'-0" x 4'-0" Wall Mounted Sign  
Single Sided  
Mounted with four (4) anchors into brick  
Top left of walkway entrance

## 3. SIGN DETAIL & LIGHTING INFORMATION



The letters and anchor are white.  
The sign is not illuminated from the front.

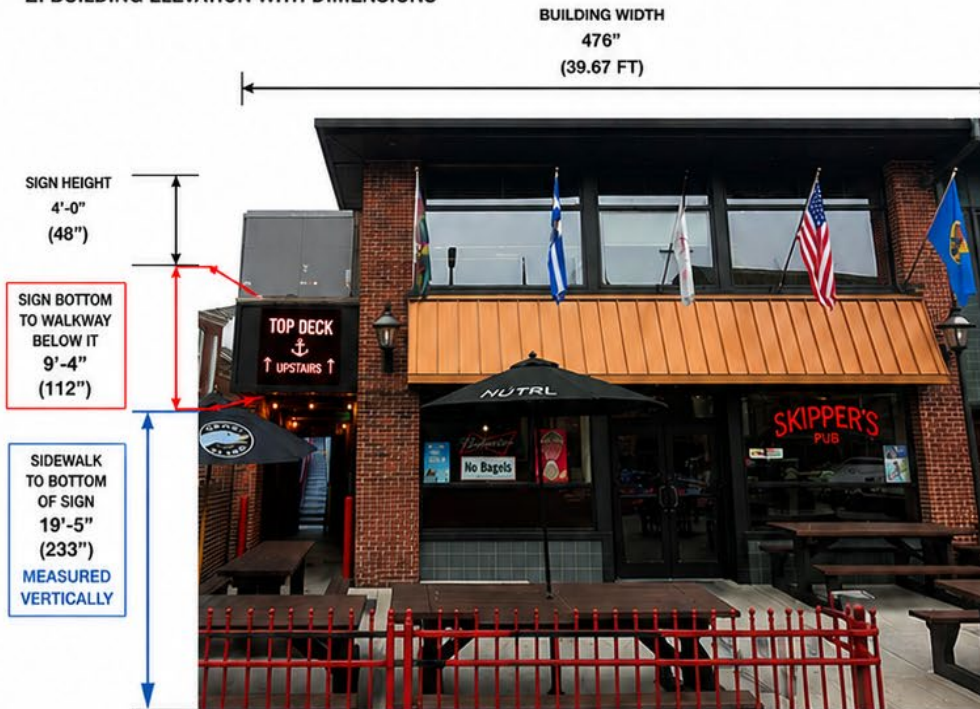
**The only illumination is indirect red light coming from behind the letters and anchor, creating a halo effect.**

There are no exposed light sources.  
No internal illumination is used.

### SIGN CONSTRUCTION:

- White acrylic letters and anchor
- Mounted to black aluminum cabinet
- Red LED halo lighting behind letters only (not visible)
- Sign will not blink, flash, or change

## 2. BUILDING ELEVATION WITH DIMENSIONS



121 E. HIGH STREET, OXFORD, OHIO

014

## 4. LIGHTING & VENTILATION NOTES

### LIGHTING:

The sign is illuminated only by indirect red LED lighting positioned behind the white letters and anchor. The letters and anchor themselves are not illuminated.

There are no exposed light sources.

No internal lighting is used.

The red glow is contained within the sign cabinet and does not shine outward.

All lighting will comply with Oxford Zoning Code requirements for indirect illumination.

### VENTILATION:

The proposed sign will not obstruct or interfere with any existing ventilation systems or airflow.

No modifications to the building or ventilation equipment are proposed.





**HARRIGAN REFRIGERATION &  
AIR CONDITIONING CO., INC.**  
11298 SEBRING DRIVE  
CINCINNATI, OH 45240  
513-542-7500 FAX 513-542-1345

Skippers Pub  
121 E High St.  
Oxford Ohio, 45056  
Attn: Terry Amarantos

Terry

I stopped by to review your equipment and its current installation. Based on my inspection, removing or covering the louvers on the side beneath the HVAC unit will not affect the operation or performance of the current equipment.

The previous equipment may have required the louvers for ventilation; however, the current HVAC system is designed differently and does not require ventilation through that area.

Respectfully Submitted,

Raymond J. Harrigan, Vice President  
Harrigan Refrigeration & A/C Co., Inc







**MEMORANDUM**  
Community Development Department  
513-524-5204

**TO:** Historic & Architectural Preservation Commission

**FROM:** Sam Perry, AICP  
Director | HAPC Administrator

**MEETING DATE:** August 12, 2026

**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). The 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 for comment. Typical administrative approvals per Code, are signs, paint color and window changes.



## CERTIFICATION

Historic & Architectural Preservation Commission  
Community Development Department

TO: Scott Webb  
Applicant

DATE: July 7, 2026

RE: COFA-26-0006 | 9-11 S Main Street

The HAPC and Historic Preservation Administrator have determined the proposed modification(s) per the case cited above to be minor in nature and hereby approve and issue a **Certificate of Appropriateness** pursuant to Oxford Zoning Code Section 1152.07(c), subject to the following comments and/or conditions:

Corner protection of the masonry at the alley, shall be required.

---

---

---

---

---

---

---

---

---

---

Sincerely,

Brad Spurlock  
Vice-Chair,  
Historic & Architectural Preservation Commission (HAPC)

Sam Perry, AICP  
Community Development Director,  
serving as Historic Preservation Administrator



## Record Report for Certificate of Appropriateness #COFA-26-0006

### Record Overview

**Record Number:** COFA-26-0006

**Record Type:** Certificate of Appropriateness

**Record Status:** Completed / Approved

**Record Submitted At:** Wednesday July 1, 2026

**Record Address:** 9-11 S Main St, Oxford, OH 45056

**Record Owner:** Eunike Miller

**Record Applicant User:** Scott Webb

**Record Applicant Company:** Scott Webb, Architect

**Record Expiration Date:** Tuesday July 20, 2027

### Form Submission

**Select type:** Certificate of Appropriateness

**Property Address/Location:**

9-11 S Main St, Oxford, OH 45056

**Building Name:** 9-11 S Main

**Does the proposal involve demolishing an existing building?:** No

**Description of Proposed Project/Change(s):**

Replacement of non-compliant wood deck at entry with new Patio, ADA ramp, & Stairs

**Applicant:**

Scott Webb, Architect, Scott Webb

103 W Walnut St

Oxford, OH 45056

[scott@scottwebbarchitect.com](mailto:scott@scottwebbarchitect.com), (513) 523-3838

**Property Owner:**

9 & 11 S Main Street LLC

9 S Main St.

Oxford, OH 45056

[tedwood100@gmail.com](mailto:tedwood100@gmail.com), (513) 461-9032

**Same as Applicant?:** Yes

**Architect:**

Scott Webb, Architect, Scott Webb

Oxford, OH 45056

[scott@scottwebbarchitect.com](mailto:scott@scottwebbarchitect.com), (513) 523-3838

**Applicant Name:** Scott Webb, Architect

**Applicant Signature:**





---

Signed in GovWell: Wednesday July 1, 2026, 2:37pm

# LETTER OF AGENCY

To Whom It May Concern:

Please be advised that

Scott Webb, Architect

---

(Applicant Name)

has permission to represent our interest with the City of Oxford regarding  
HAPC Approval to reconstruct the entry patio and deck

---

(Application Description)

located at

9-11 S Main Street

---

(Property Address/Location)

Thank you,

Ted Wood

---

(Property Owner Printed Name – must be a person)

9 & 11 S MAIN STREET LLC

---

(Property Owner Company Name – if applicable)



---

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

7/7/26

---

(Date)

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

Re: Certificate of Appropriateness  
New Entry Patio, Ramps, & Stairs  
Replacement of Non-Conforming Entry Deck  
9-11 South Main Street  
Oxford, Ohio

July 1, 2026



SCOTT  
WEBB

ARCHITECT

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

[www.scottwebbarchitect.com](http://www.scottwebbarchitect.com)

Dear Mr. Perry,

Please accept this letter as a formal request for a Certificate of Appropriateness through the Historic and Architectural Preservation Commission for the replacement of the deteriorating wood entry deck & steps at 9-11 South Main Street.

As you may know, this was the first commercial building of my career, and the first building to be presented at the newly formed Historic & Architectural Preservation Commission. It was also constructed before the passage of the Americans with Disabilities Act (ADA), so the building has never been accessible.

While it has housed a number of tenants and has changed hands a few times over the years, the front entry deck has never been truly addressed.

The Proposed New Entry Patio replaces the current wood deck with Building Code and ADA compliant stairs and ramps. With the slope of South Main Street, the design starts the stair and ramps at the north corner, being highest point of the site. With 35" of height to address from that point, the ramp requires 35' of length and is therefore too long for a single run. The Design splits the ramp with a landing in the center, reflecting the symmetry of the original building façade.

With regard to the Certificate of Occupancy Decision Criteria of 1152.07(f)(1) we offer the following:

- A. *The proposed development complies with all the requirements of this code and other related codes and ordinances enforced by the City;*

The Proposed New Deck provides a permanent structure meeting ADA requirements. Staff has indicated no other variances would be required for this structure in the Vacated Right-of-Way

- B. *Properties which contribute to the character of the historic district shall be retained, with their historic architectural features intact and altered as little as possible;*

The building at hand is classified as "Non-Historic Contributing" in the 2018 Inventory. No changes are proposed for the building in this application.

- C. Any alteration of an existing property shall be compatible with its historic character, as well as with the surrounding district;*

The Proposed New Entry Deck is compatible with the existing building and the surrounding district, incorporating (2) complimentary colors of brick veneer and providing details in relief to break up the length of wall along South Main Street

- D. New construction shall be compatible with the district in which it is located;*

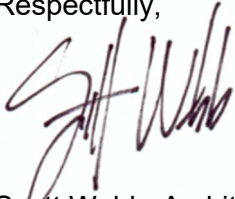
The Proposed New Entry Deck is compatible with the existing the surrounding district, as many properties have incorporated outdoor activity areas along the north/south streets in the Uptown District.

- E. The application demonstrates compliance with any historic guidelines or policies adopted by the City of Oxford that are applicable to the subject application; and*

The application demonstrates compliance with the Historic District Guidelines.

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

Respectfully,

A handwritten signature in dark ink, appearing to read "Scott Webb", is written over a light blue rectangular background.

Scott Webb, Architect

# 9-11 S Main St.

## Site Pictures



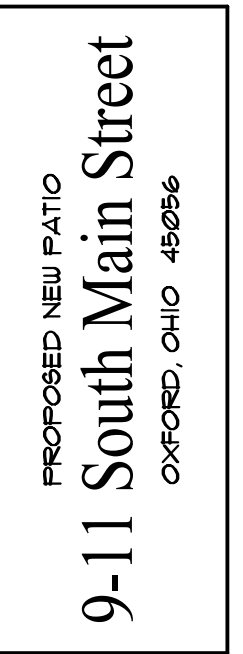
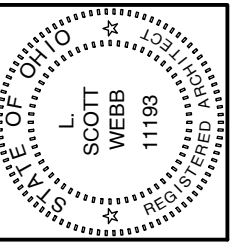
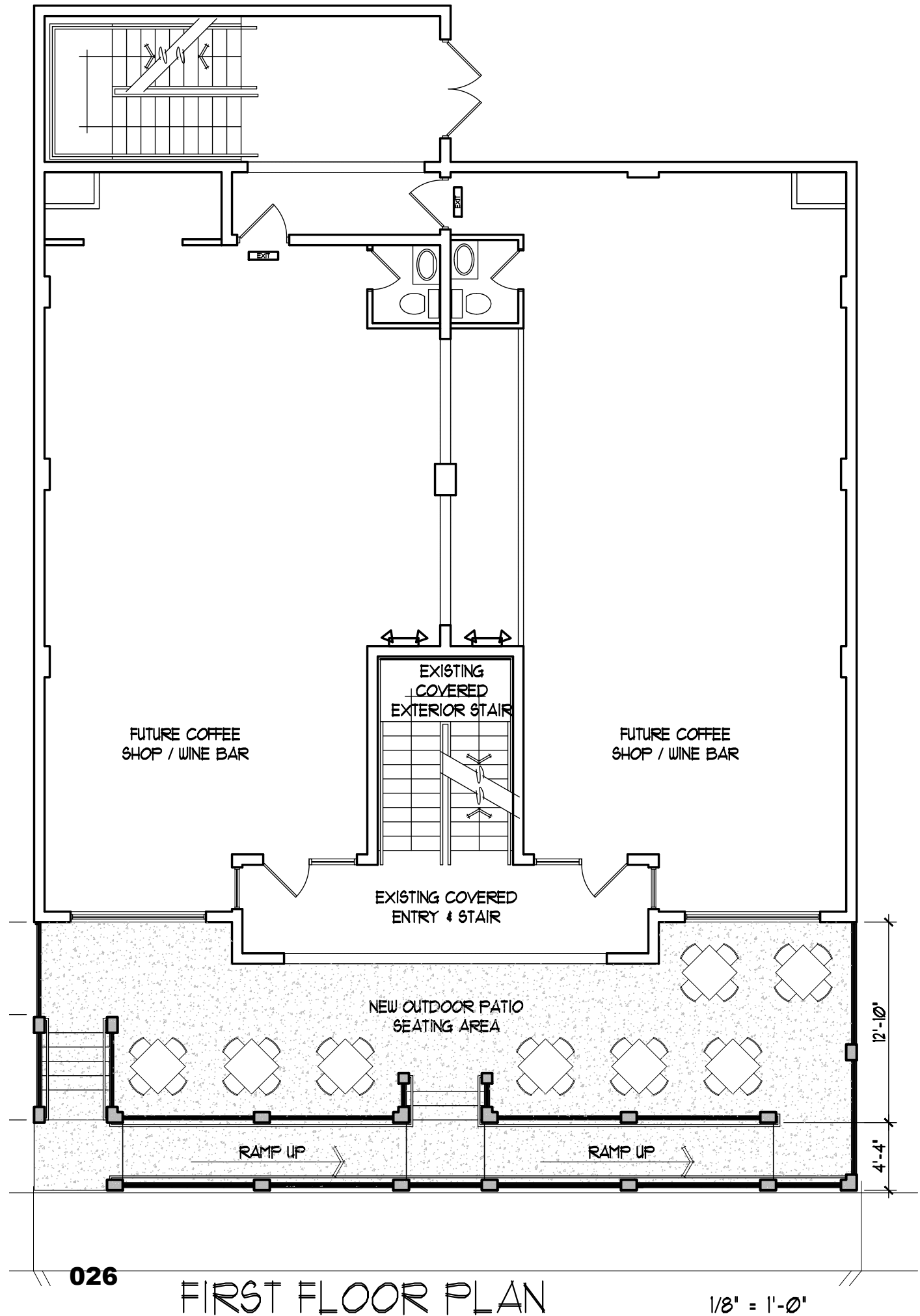
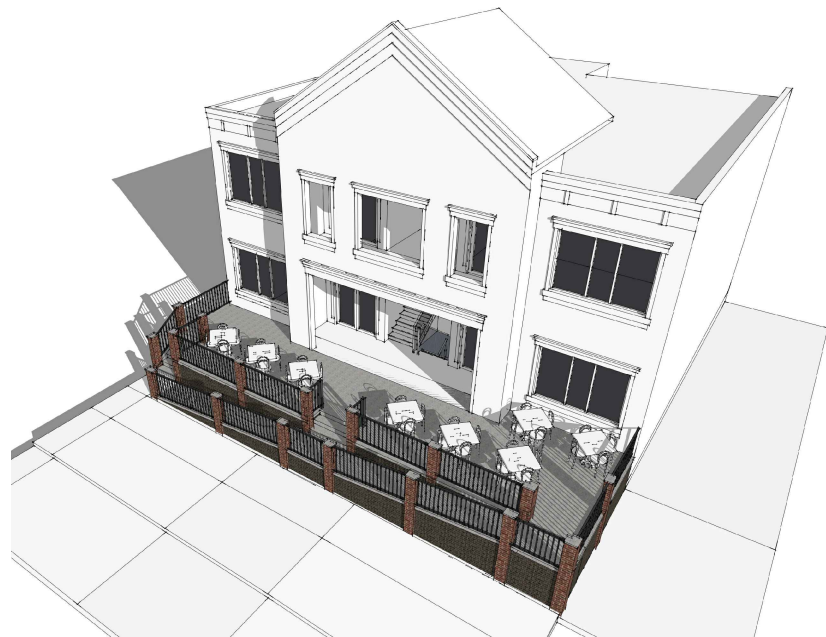
Existing Building along S Main Street



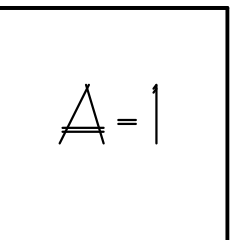
Wood Deck to be replaced



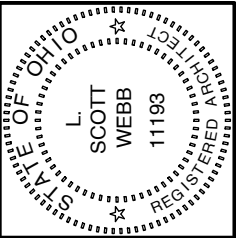




| DATE         |  |
|--------------|--|
| July 1, 2026 |  |
| REVISIONS    |  |
|              |  |
|              |  |
|              |  |









SCOTT  
WEBB  
ARCHITECT

103 West Walnut Street  
Oxford, Ohio 45056  
(513) 523-3838  
[www.scottwebbarchitect.com](http://www.scottwebbarchitect.com)

PROPOSED NEW PATIO

9-11 South Main Street

OXFORD, OHIO 45056

| DATE         |  |
|--------------|--|
| July 1, 2026 |  |
| REVISIONS    |  |
|              |  |
|              |  |
|              |  |

A-2





## CERTIFICATION

Historic & Architectural Preservation Commission  
Community Development Department

TO: Lawrence Trent  
Applicant

DATE: July 13, 2026

RE: **COFA-26-0007 | 100 W High Street**

The HAPC Chair and Historic Preservation Administrator have determined the proposed modification(s) per the case cited above to be minor in nature and hereby approve and issue a **Certificate of Appropriateness** pursuant to Oxford Zoning Code [Section 1152.07\(c\)](#), subject to the following comments and/or conditions:

The solidier course brick and/or window lintels of 15 windows  
as marked on the attachment photos, shall be painted a  
contrasting color that is already used on this building, such as  
dark red or dark green.

---

---

---

---

---

---

---

Sincerely,

Dana Miller  
Chair,  
Historic & Architectural Preservation Commission (HAPC)

Sam Perry, AICP  
Community Development Director,  
serving as Historic Preservation Administrator













## Record Report for Certificate of Appropriateness #COFA-26-0007

### Record Overview

**Record Number:** COFA-26-0007

**Record Type:** Certificate of Appropriateness

**Record Status:** Awaiting Payment

**Record Submitted At:** Wednesday July 8, 2026

**Record Address:** 100 W High St, Oxford, OH 45056

**Record Owner:** Eunike Miller

**Record Applicant:** Lawrence Trent

### Form Submission

**Select type:** Certificate of Appropriateness

**Property Address/Location:**

100 W High St, Oxford, OH 45056

**Building Name:** High Tide

**Does the proposal involve demolishing an existing building?:** No

**Description of Proposed Project/Change(s):**

Window replacements

**Applicant:**

Lawrence Trent

101 Country Club Dr

Oxford, OH 45056

ltrent87@yahoo.com, (513) 255-6201

**Property Owner:**

**Same as Applicant?:** No

**Architect:**

**Applicant Name:** Lawrence Trent

**Applicant Signature:**

Signed in GovWell: Wednesday July 8, 2026, 1:24pm

### Generated Documents

No documents generated

### Activity History

|                                                                     |                                                                                                                                                  |
|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Email</b><br>July 20, 2026, 2:55pm                               | Subject: #COFA-26-0007   New Task - Add Fees (Lawrence Trent) (100 W High St, Oxford, OH 45056)<br>To: Eunike Miller                             |
| <b>Email</b><br>July 20, 2026, 2:55pm                               | Subject: #COFA-26-0007   Update On Your Submission (Lawrence Trent) (100 W High St, Oxford, OH 45056)<br>To: Lawrence Trent                      |
| <b>Status Changed</b><br>July 20, 2026, 2:55pm                      | From: Submitted<br>To: Awaiting Payment                                                                                                          |
| <b>Application Review Completed</b><br>July 20, 2026, 2:55pm        | Sam Perry reviewed the application and marked it as complete.                                                                                    |
| <b>Application Review Canceled</b><br>July 20, 2026, 2:55pm         | Sam Perry canceled the request for updates                                                                                                       |
| <b>AutoCheck</b><br>July 9, 2026, 11:22am                           | AutoCheck was run when the application was updated. 2 feedback items were generated; 0 were resolved.                                            |
| <b>AutoCheck</b><br>July 9, 2026, 11:20am                           | AutoCheck was run when the application was updated. 2 feedback items were generated; 0 were resolved.                                            |
| <b>AutoCheck</b><br>July 9, 2026, 11:20am                           | AutoCheck was run when the application was updated. 2 feedback items were generated; 0 were resolved.                                            |
| <b>Email</b><br>July 8, 2026, 3:34pm                                | Subject: #COFA-26-0007   Your Action Is Required (Lawrence Trent) (100 W High St, Oxford, OH 45056)<br>To: Lawrence Trent                        |
| <b>Application Review Updates Requested</b><br>July 8, 2026, 3:34pm | Sam Perry requested updates.                                                                                                                     |
| <b>AutoCheck</b><br>July 8, 2026, 1:24pm                            | AutoCheck was run when the application was submitted. 2 feedback items were generated; 0 were resolved.                                          |
| <b>Email</b><br>July 8, 2026, 1:24pm                                | Subject: New Case for Review   #COFA-26-0007<br>To: Eunike Miller                                                                                |
| <b>Email</b><br>July 8, 2026, 1:24pm                                | Subject: #COFA-26-0007   Oxford: Submission Received and Status Tracker (Lawrence Trent) (100 W High St, Oxford, OH 45056)<br>To: Lawrence Trent |
| <b>Email</b><br>July 8, 2026, 1:24pm                                | Subject: #COFA-26-0007   New Task - Review Application (Lawrence Trent) (100 W High St, Oxford, OH 45056)<br>To: Sam Perry                       |
| <b>Record Submitted</b><br>July 8, 2026, 1:24pm                     | Lawrence Trent submitted the case.                                                                                                               |
| <b>AutoCheck</b><br>July 8, 2026, 1:24pm                            | AutoCheck was automatically run during the application process. 2 feedback items were generated; 0 were resolved.                                |

To Whom It May Concern

We are replacing 22 windows and installing 400 series Anderson windows and 100 W High Street.

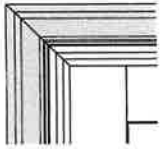
The insert will be taken out and the existing original frame as well and installing new windows brick to brick. The opening size will be increased by 7 inches.

In addition, at the arched windows arched PVC trim will be installed to match existing opening.



## 400 SERIES EXTERIOR TRIM

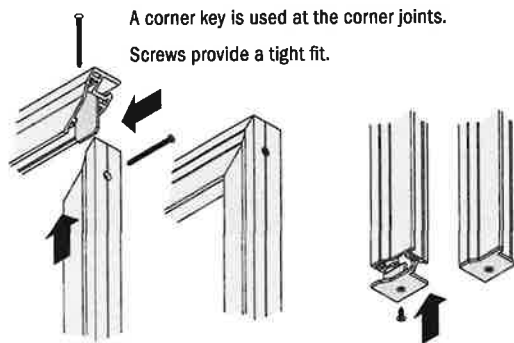
### Brick Mould



Brick mould with mitered corners

Formula for dimension of window/door plus exterior trim:

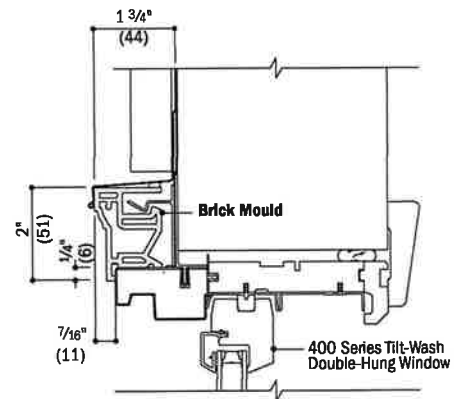
**Add 1 3/4" (44) per side for brick mould**



For patio doors, end caps  
are used at the sill.

### Trim Detail

Scale 3" (76) = 1'-0" (305) – 1:4



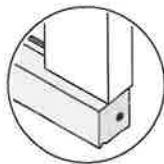
#### Vertical Section

400 Series Tilt-Wash Double-Hung Window with Brick Mould

### Sill Nose

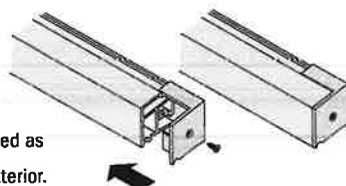


Sill nose and 3 1/2" (89) flat  
casing with flush corner



Formula for dimension of window plus exterior trim:

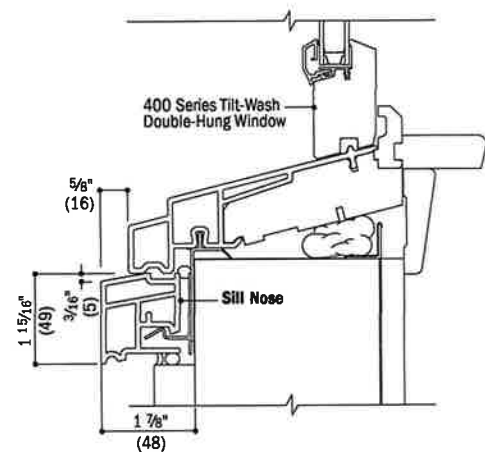
**Add 1 15/16" (49) for sill nose**



End caps are handed as  
viewed from the exterior.

### Trim Detail

Scale 3" (76) = 1'-0" (305) – 1:4



#### Vertical Section

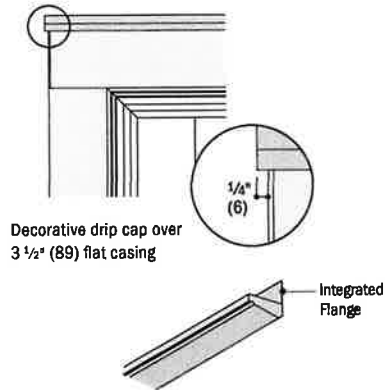
400 Series Tilt-Wash Double-Hung Window with Sill Nose

• Typical trim combinations shown. Additional combinations may also be used. Some restrictions apply. For more information, contact your Andersen supplier.  
• Details are for illustration only and are not intended to represent product installation methods or materials. Refer to product installation guides at [andersenwindows.com](http://andersenwindows.com).  
• Dimensions in parentheses are in millimeters.

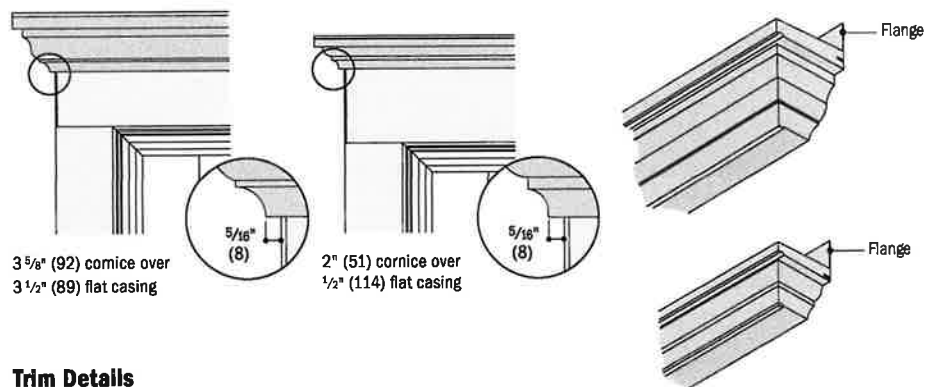


## 400 SERIES EXTERIOR TRIM

### Decorative Drip Cap



### Cornices

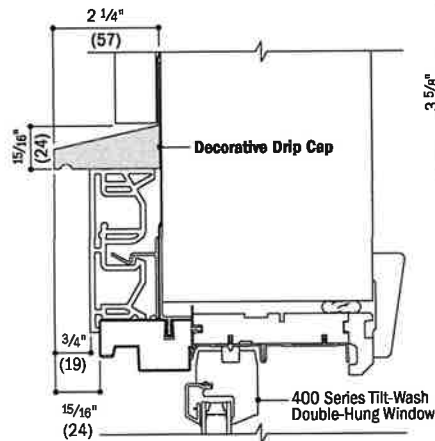


### Trim Details

Scale 3" (76) = 1'-0" (305) – 1:4

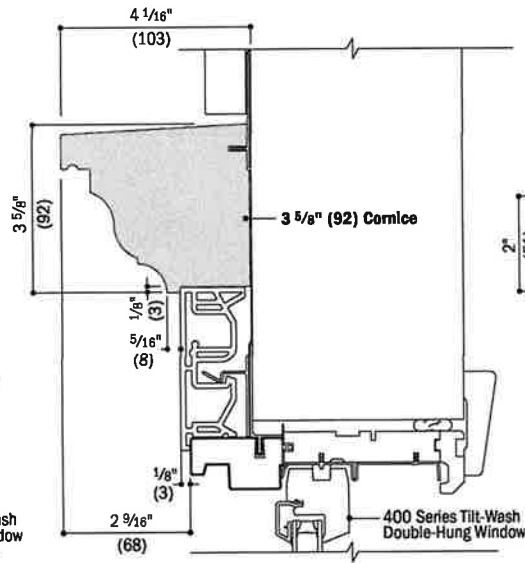
#### Trim Detail

Scale 3" (76) = 1'-0" (305) – 1:4



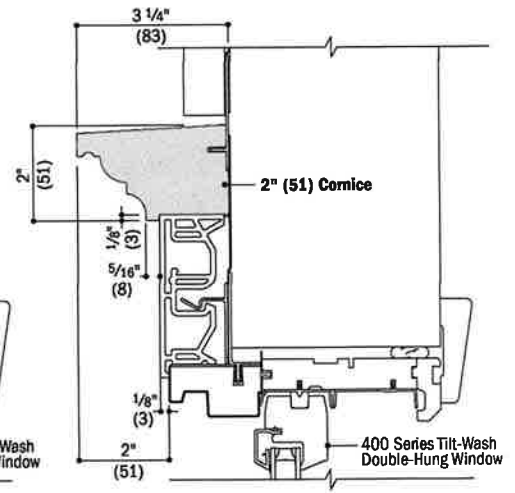
#### Vertical Section

400 Series Tilt-Wash Double-Hung Window  
with Decorative Drip Cap over 3 1/2" (89) Flat Casing



#### Vertical Section

400 Series Tilt-Wash Double-Hung Window  
with 3 5/8" (92) Cornice over 3 1/2" (89) Flat Casing

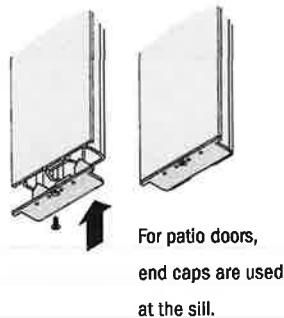


#### Vertical Section

400 Series Tilt-Wash Double-Hung Window  
with 2" (51) Cornice over 3 1/2" (89) Flat Casing

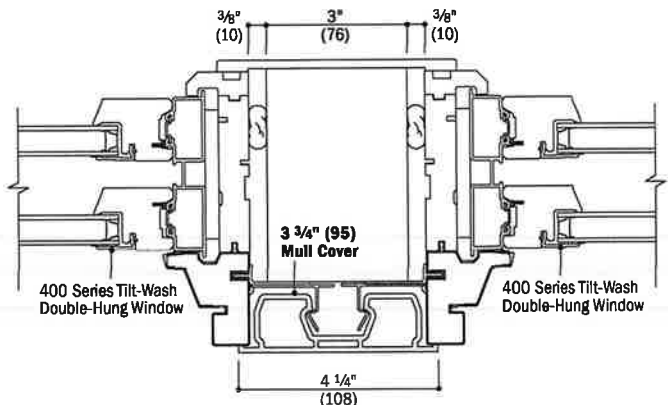
### Mull Cover

A 3 3/4" (95) mull cover is available for installations where windows or patio doors have been installed into separate rough openings to obtain a joined appearance.



### Separate Rough Openings Detail

Scale 3" (76) = 1'-0" (305) – 1:4



#### Horizontal Section

400 Series Tilt-Wash Double-Hung Windows and 3 3/4" (95) Mull Cover

\*Typical trim combinations shown. Additional combinations may also be used. Some restrictions apply. For more information, contact your Andersen supplier.  
\*Details are for illustration only and are not intended to represent product installation methods or materials. Refer to product installation guides at [andersenwindows.com](http://andersenwindows.com).  
\*Consult with an architect or structural engineer regarding minimum requirements for structural support members between adjacent rough openings.  
\*Dimensions in parentheses are in millimeters.





July 8<sup>th</sup>, 2026

Historic and Architectural Preservation Committee  
City of Oxford  
15 South College Ave  
Oxford, OH 45056

To whom it may concern, I, Anthony Simboli owner of 100 West High St, in Oxford, OH dba Grace Hall, LLC, give Lawrence Trent, Contractor permission to speak on my behalf at any and all hearings and to replace the windows on the building as part of an ongoing restoration project.

Don't hesitate to reach out to my offices in Rowley, MA with any questions, 978-432-6545 x1003.

Thank you for your time,

  
Anthony Simboli, Owner

150 Newburyport Turnpike, Building C





**037**





**038**





**039**





040





041





**042**





**043**





044



Anderson, 400 Gough  
San Francisco, California 94102

1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 2680, 26

- your experience  
and your skills. Write  
me about the hotel  
and restaurant.

© 2004 Blackwell Publishing Ltd *Journal of Internal Medicine* 255: 105–112

Source: <http://www.fishbase.org>, accessed April 2004.

... ..

1. *Journal of the American Medical Association*, 2000; 283: 2689-2694.

Example: **gates** with high profile  
and **gates** with low profile

**Partnership** is a common arrangement with a **joint** bank account. **Joint** means the money is shared.

See page 104 for material & wood used for  
relative cost & material wood variety

Traditional dress still has  
strong influence today

045





046