



AGENDA
HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION
WEDNESDAY, April 12, 2023

6:15 P.M.

118 West High St - Oxford Courthouse

MEMBERS

Christopher Skoglund, Chair

Dana Miller, Vice Chair

Alex French, Council Representative

Corey Watt, Planning Representative

Brad Spurlock

Hueston Kyger

Sean Wagner

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 December 14, 2022* 1
- V. Old Business
 - a. Updates on projects in the Uptown Historic District – 131 W High, 48 E Park Pl, 10 N Beech, 22 S Beech
 - b. Update on Historic Tours
 - c. Update on HAPC timeline
- VI. Announcements and Communications
 - a. Indigenous People Cultural Preservation
- VII. Administrative Decisions (Previously Decided)*
 - a. **HAPC-2023-01, 31 West High Street, CERTIFICATE OF APPROPRIATENESS, new wall sign for Smoke Shop, Ad Pro Signs, Applicant/Agent** 5

VIII. Adjournment

*Attachments

HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION (HAPC)

MEETING MINUTES

WEDNESDAY, December 14, 2022

6:15 P.M.

I. Call to Order

The December 14, 2022 meeting of the Oxford Historic and Architectural Preservation Commission was called to order at 6:15 p.m. by Chris Skoglund.

Those members present: Chris Skoglund, Alex French, Sean Wagner, Hueston Kyger, Brad Spurlock, Corey Watt

Those members excused: Dana Miller

Staff members present: Sam Perry, Community Development Director

Staff members excused: None

II. Approval of Agenda

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

Mr. Perry suggested moving the NAPC Presentation agenda item to the January meeting since Mr. Miller is not present. Ms. French made a motion to approve the amended agenda. Mr. Watt seconded the motion. All were in favor.

III. Public Comments

There was none.

IV. Approval of Minutes of November 9, 2022

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

V. Old Business

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

Mr. Watt made a motion to remove the case from the table. Ms. French seconded the motion. All were in favor.

Mr. Perry informed the Commission that Mr. Humphrey is in the hospital. Mr. Perry and Mr. Skoglund had a discussion whether this case would be removed from the agenda. After considering all the facts, it was decided to leave it on the agenda. Mr. Perry said he had a meeting with Mr. Humphrey a couple of weeks ago and as a result of this, a few changes have been made. These changes are, the cornice has been shrunk back; the geometry of the arch has

been changed to match to the already existing ones. Mr. Perry also noted that the base openings match to the window openings above. The architect provided a couple of options for the base: 1. A brick base with the upward acting windows, 2. Brick base with windows, 3. Aluminum fencing with windows. Mr. Perry noted he would like to see more details about the fence.

Mr. Perry stated if the Commission could make some form of an approval the applicant would possibly be able to go to the January BZA with the variance request concerning building height.

Mr. Perry emphasized the applicant intends to use the same material as it is on the main building to keep the consistency.

Mr. Skoglund thought the applicant presented a nice proposal taking into consideration what the Commission was asking for. Mr. Skoglund wanted clarification whether all four windows would be upward acting. The Commission members thought it would seem that way. Mr. Skoglund also wondered whether the east and west end of the proposed structure is open. Mr. Perry said both ends would be open.

Mr. Kyger liked the applicant's proposal, the fact that the addition matches to the rest of the building as well as the arches. Mr. Kyger appreciated the fact that the proposal will make the addition look like part of the building, and he thought it would fit in the area. Mr. Kyger preferred the look of the brick wall.

Ms. French was thrilled to see how the drawings are exactly what she pictured. Ms. French thought proposal A is nice for the addition to be open and airy, B is a nice medium, and C could potentially handle some of the noise issues by closing the windows down. Ms. French said she would lean more towards option C.

Mr. Watt said he liked option C the best because of the functionality. At the same time, Mr. Watt did not have a strong preference. Mr. Watt added options A and B have more benefits that are aesthetic. Mr. Watt agreed with Ms. French that this proposal is the best one yet. Mr. Watt noted the fence proposal would add continuity because that is what is going to be at the Caroline Harrison Building.

Mr. Spurlock stated his preference would be option B because it looks nicer architecturally and without the garage door. Mr. Spurlock was in agreement with the garage door as well. Mr. Spurlock summarized his preference as option B but option C was also acceptable to him.

Mr. Wagner preferred B but he also agreed the option C presents more functionality.

Mr. Watt stated he would like to see the marquee installed and perhaps to be a condition to approval.

Ms. French would like to the continuation of lights throughout the arches, just like the ones at the front entrance. Mr. Perry added it might depend on the thickness of the brick wall. Mr. Perry said the farther back the garage door is the better because then the arches could be emphasized more.

Mr. Skoglund noted that the patio is not that deep, and the width of the wall could take away

some of the interior space. In light of this fact, Mr. Watt and Ms. French leaned toward option B. Mr. Watt noted that option B would be better if perhaps later on a heater would be placed on the patio. Ms. French added that with only 3 windows that can open and a narrow patio the noise level would be much less compared to Brick Street.

Mr. Watt and Mr. Kyger were discussing the openings and the location of the gates on the patio. The Commission would like to see regular windows instead of garage doors.

Mr. Kyger made a motion to approve the COA as shown on Sheets A201 B and A202 B with brick base and no window enclosure, and with the following conditions.

1. Further changes to openings either on the main building or on the addition require HAPC approval.
2. The general intent for the lighting is to match the main building.
3. Completion of the marquee as soon as possible.
4. The material of the gates would require administrative approval.

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

VI. Administrative Decisions (Previously Decided)

HAPC-2022-10, 19 North Poplar Street, CERTIFICATE OF APPROPRIATENESS, sign face change to an already existing sign, Matt Rodbro, Applicant

Mr. Skoglund briefly summarized that the COA was for replacing the face of an already existing sign, and it was approved administratively.

Mr. Skoglund inquired from Mr. Perry whether The Woods building was painted. Mr. Perry said a beverage self was added to the window framing without approval, and they painted everything in the window. Mr. Skoglund wanted to know if an application has been submitted, or a letter has been sent to the owner. Mr. Perry stated Staff was busy sending letters to Vape Shop owners. Mr. Watt inquired if it was appropriate to inform the City Manager about what happened at The Woods building. Mr. Perry said it would be.

HAPC-2022-11, 25 East Walnut Street, CERTIFICATE OF APPROPRIATENESS, front door and trim replacement, Holy Trinity Episcopal Church, Applicant

Mr. Perry mentioned that the church sought pre-approval before they submitted the COA to make sure if the project was acceptable.

Mr. Skoglund inquired whether there was a recent request from a church to be placed on the Historic Registry. Mr. Perry said he did not receive any recently. Mr. Skoglund thought it would be a good idea to put some information on the website eventually about the steps and requirements if someone requests a building/property to be placed on the Historic Registry, and about the Historic Building Marker program. Mr. Perry said the last Historic Building Marker was done in 2015, the Harry Thobe House on W Chestnut St. Mr. Spurlock added the Lane Library can assist with the program as well. Mr. Watt thought that adding these Historic

Buildings to the fall walking tours would be a nice idea. Mr. Spurlock agreed. Mr. Watt inquired from Mr. Perry if this program is for Historic Buildings only or Historical sites can be included as well. Mr. Perry thought there is an option for that, and it can be adopted.

Mr. Skoglind informed the Commission that the night before the Comprehensive Plan was presented to the Planning Commission, and the Commission recommends approval to City Council. Mr. Skoglind noted Historic and Architectural features are included in the Plan. Mr. Skoglind suggested reviewing the Comprehensive Plan at the next HAPC meeting, perhaps in a work session setting, and discuss possible steps and plan for the upcoming year; also include tour planning.

VII. Adjournment

Ms. French made a motion to adjourn the meeting. Mr. Watt seconded the motion. All were in favor. The meeting adjourned at 7:04 pm.



MEMORANDUM
Community Development Department
513-524-5204

TO: Historic & Architectural Preservation Commission

FROM: Sam Perry, AICP
Director

DATE: April 6, 2023

RE: **Previous Approvals**

No action is requested of the Commission on the following case. The case has 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.

**Internal Use Only:**Case No. HAPC-2023-01Date Filed 3/27/2023

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 *

Ad Pro Signs

Mailing Address *

11336 Dallas Blvd

City, State & Zip Code *

Cinti OH 45231

Telephone Number(s) *

513-922-8900

Email Address

adprosigns@yahoo.com

Location of Property *

31 West High St

Name of Building *

Legal Description *

Miami Smoke 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.

Make and install a smoke shop sign to
building facade

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 *

[Signature] Ad Pro Signis

Date *

3/24/23

Submit Application, Plans and Documentation, and Fee

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

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

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

For Staff Use Only

Decision *

(Circle One)

Accepted

Rejected

Approval Signature *

[Signature]

Date

3/31/2023

Title *

CHAIR- HAPC

Comments/Conditions *

NO ADDITIONAL COMMENTS.

¹ Oxford Codified Ordinances: cityofoxford.org/fees

² Design Guidelines: cityofoxford.org/hapc

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

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

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that

Ad Pro Signs

(Applicant Name)

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

Smoke Shop Signs Installation

(Application Description)

located at

31 West High St

(Property Address/Location)

Thank you,

RESHAM BASSI

(Property Owner Printed Name – must be a person)

(Property Owner Company Name – if applicable)

[Signature]

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

3/24/23

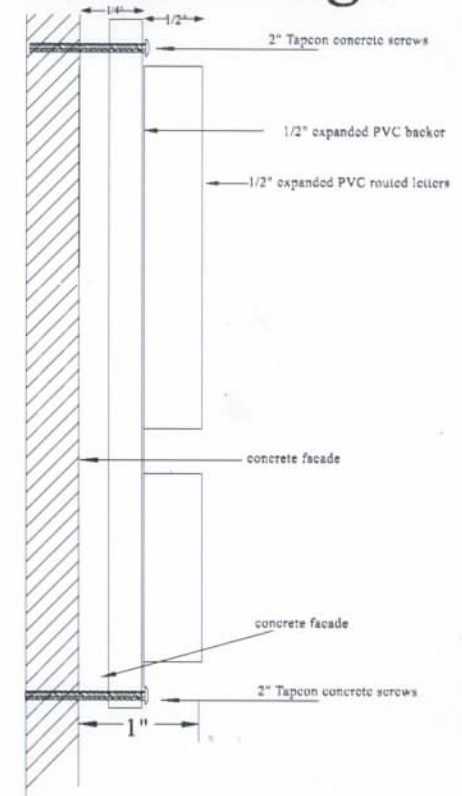
(Date)

\$1085



31 W High St

Stand Off PVC lettering



SIDE VIEW

☐ APPROVED AS SUBMITTED ☐ APPROVED WITH CHANGES NOTED ☐ UNAPPROVED TO BE RESUBMITTED WITH CHANGES NOTED

signed _____ date: _____

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THIS SIGN WILL BE LABELED
OR EQUAL. THE INSTALLATION
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ELECTRICAL CODE
REQUIREMENT



CUSTOMER:	Central turners	JOB NUMBER:	9008
CONTACT:		DATE:	5/20/21
LOCATION:		DESIGNER:	MR



Community Development Department
Approval Letter

April 6, 2023

Matt Roesel
Ad Pro Signs
11336 Dallas Blvd
Cincinnati, OH 45231

VIA EMAIL:
adprosigns@yahoo.com

RE: HAPC-2023-01, 31 West High Street, CERTIFICATE OF APPROPRIATENESS, new wall sign, Ad Pro Signs, Applicant/Agent

Dear Mr. Roesel:

The Oxford Historic & Architectural Preservation Commission (HAPC) Chair has approved your Certificate of Appropriateness application for the proposed new wall sign as submitted on March 24, 2023. Any changes in sign lighting will require additional review.

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