

AGENDA
HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION
WEDNESDAY, JUNE 1, 2016
6:00 P.M.

Oxford Courthouse
118 West High Street

MEMBERS

Mike Kohus, Chair

Mike Smith, Council Representative
Daniel Haizman

Peter McCarthy, Planning Commission Representative
Bobbe Burke
Kelsey Sturgill

STAFF

Jung-Han Chen, Community Development Director
Sam Perry, Planner

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes*
Minutes of the May 4, 2016 Meeting 1
- IV. New Business*
Amending HAPC Rules of Procedure 3
- V. 2016 Commission Goals & Objectives
- Update Building Inventory, Codified Ordinances, Design Guidelines
 - Outreach/Awareness/PR
 - Historic Marker Program
 - Planning Commission Collaboration
- VI. Adjournment *Attachments

HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION (HAPC)

Meeting Minutes

May 4, 2016

CALL TO ORDER

The May 4, 2016 meeting of the Oxford Historic and Architectural Preservation Commission was called to order at 6:00 p.m. by Mike Kohus, Chair. Members present were Dan Haizman, Peter McCarthy, Planning Commission Representative, and Kelsey Sturgill. Mike Smith, City Council Representative; and Bobbe Burke were excused. Staff present was Sam Perry, Planner.

APPROVAL OF AGENDA AND MINUTES

Mr. McCarthy made motion to approve the agenda as written. All were in favor.

Mr. Haizman made motion to approve the minutes as written. Mr. McCarthy seconded the motion.

PRESENTATION

10 S. College Avenue, Window Replacement Project, Oxford Community Arts Center, Miami University Owned Property, Caroline Crosswell, Director

Caroline Crosswell and Jack Williams were present and provided a history of the Oxford Community Arts Center and described the completed building improvements thus far. Ms. Crosswell also shared the charter history. Mr. McCarthy also noted that the Community Arts Center has also received an historic preservation award. Ms. Crosswell shared that the Community Arts Center Group formed in 1998 and incorporated and took control of the building in 2001; and was opened full time in 2006. Ms. Crosswell shared the Mission of the Arts Center. Ms. Crosswell reviewed program goals noting that they were very community driven.

Mr. Williams spoke. Mr. Williams is a board member and architect. Mr. Williams discussed building repairs that have taken place and project restoration. Mr. Williams referred to Phase III being the latest initiative, and consisted of exterior trim, front porch work, exterior masonry, tuck-pointing and roof work. Fire alarm and sprinkler installation also occurred. Mr. Williams shared that attempts were made to restore the existing windows but unfortunately it was decided to replace most of them in order to have operable windows and a thermal barrier. Mr. Williams stated that funds had mostly come from community donations. Mr. Williams stated that reconfiguring of the west garden was occurring soon. Mr. Williams stated that the second and third floor windows and five on the ground floor were involved; 115 windows, 13 different dimension openings, and 5 window configurations. Mr. Williams discussed the manufacturer choices and window construction. Mr. Williams shared the grid pattern choice.

Both shared the process of submittals to the State for this project.

PRESERVATION MONTH ACTIVITIES

Mr. Kohus attended the May 3, 2016 City Council meeting and received a Proclamation for May Historic Preservation Month. Walking tour schedules were distributed.

Mr. Perry discussed This Place Matters Oxford and inquired if HAPC would be interested in participating in social media to get more of a grass roots movement going. Mr. Perry described Oxford citizens who may want to take pictures of places that mean something to them historically can do so and add their own "hashtagging"; and then HAPC and the City could collaborate with our Facebook page. Discussion followed.

2016 COMMISSION GOALS & OBJECTIVES

Discussion regarding the Building Inventory and the plan to update the guidelines took place. Mr. Perry noted that due to the 2004 and 2008 inventories never being approved by City Council, updates/changes to it would be based upon the 1994 Building Inventory and then goes before City Council for approval.

Mr. Perry noted that he has not received any Historic Marker applications. Mr. McCarthy inquired if the Oxford Courthouse and Municipal Building had a historic plaque. Mr. Perry stated no they did not, and that they would need applications completed. Mr. Perry stated that applications for an October ceremony would need to receive applications by June. Mr. Perry noted that it would be nice to have a ceremony in coordination with the 50th anniversary of the National Preservation Act. Discussion took place of who has been involved with the application process for historic markers. Discussion took place of structures that would be appropriate for historic marker designation.

Discussion took place regarding the loss of historic structures in the UP District.

Mr. McCarthy shared information regarding Planning Commission work sessions with Wendy Moeller, a consultant, to discuss non-conformities and their impact.

ADMINISTRATIVE APPROVALS

HAPC-2016-05-ADM, 13 W. High Street, Cellar Bar, installation of a wall sign, Marques Williams, Applicant/Agent (Approved March 11, 2016)

HAPC-2016-06-ADM, 13-B E. High Street, Bowtie Barber Club Barber Shop, installation of a wall sign, Keith Weiser, Applicant (Approved March 28, 2016)

HAPC-2016-07-ADM, 111 E. High Street, St. Mary's Church, window replacement, Pam Burk, Applicant, Agent (Approved April 13, 2016)

Mr. McCarthy shared that he struggled with the church not replicating the existing windows. Mr. Kohus stated that the new church windows would basically look the same. Discussion followed.

OTHER

Mr. Kohus provided a status of membership and current resignation of Amanda Cramer due to job relocation. Discussion followed. Mr. Haizman shared that his term would be up in June.

Mr. Perry asked that HAPC let people know of open positions.

ELECTION OF OFFICERS

Discussion regarding election of officers took place. Mr. Kohus will stay as Chair until something different happens as he will be moving.

Discussion followed.


Mr. Perry shared that there are 30 characters of space available on the City of Oxford statement, to place advertisements for board and commissions' openings.

ADJOURNMENT

Mr. Haizman made a motion to adjourn the meeting. Mr. McCarthy seconded the motion. All were in favor. The meeting was adjourned at 7:00 p.m.

Memo



To: HAPC
From: Sam Perry 
Date: 5/24/2016
Re: HAPC Rules of Procedure Review June 1, 2016

The last revision to the Rules of Procedure was in 2012. The proposed revision is to make the membership requirements more closely match City of Oxford Code Section 1331, both in formatting and content.

- Current HAPC rules require Oxford residency for all members while the adopted Code requires it as one potential credential for two members that are not Council or Planning Commission members.
- Current HAPC rules require three members to have property ownership anywhere in Oxford, while adopted Code requires one member to own property specifically within a Historic District.
- There are proposed revisions to Articles I and V to ensure consistency with City Code.

**RULES OF PROCEDURE
FOR THE
HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION**

**DRAFT CHANGES FOR HAPC REVIEW JUNE 1, 2016
REVISIONS TO ARTICLES I AND V**

Article I – Membership

The Historic and Architectural Commission is established by Ordinance No. 1544 by the Council of the City of Oxford, Butler County, State of Ohio. Membership shall consist of seven members. All members shall have, to the greatest extent practicable, interest and proficiency in historic and architectural preservation and adaptive reuse. All shall be residents of the City of Oxford. One member shall be an owner of real property or be a proprietor of a business in one of Oxford's Historic Districts. Two members should have professional training or be employed in professions related to historic preservation, architecture, architectural history, history, archaeology, planning, real estate, building construction, or law related to any of these. Two members should own real property in Oxford, and have demonstrated a special interest in historic preservation and related matters. One member shall be a member of the Oxford Planning Commission and one member shall be a member of the Oxford City Council. Members of the Commission shall be appointed by a majority of City Council and shall serve four year overlapping terms of office with one term expiring each year. The City Manager, as authorized by Section 8.12 of the Oxford Charter, shall serve as an ex-officio member of the Commission.

All members shall have, to the greatest extent practicable, interest and proficiency in historic and architectural preservation and adaptive reuse. The HAPC shall consist of seven voting members. Membership shall be composed of:

(1) One City of Oxford Council member.

(2) One City of Oxford Planning Commission member, who is not also a member of Council.

(3) One shall be an owner of real property in one of Oxford's Historic Districts.

(4) Four members appointed by Council, based on the following guidelines:

A. Two should have professional training or be employed in professions related to historic preservation, such as architecture, architectural history, history, archaeology, planning, real estate, building construction, or law related to any of these.

B. Other members should own real property in Oxford, be proprietors of businesses in an historic district, be residents of the historic districts, or have demonstrated a special interest in historic preservation and related matters.

(b) The City Manager shall serve as an ex-officio member as authorized by Section 8.12 of the Oxford Charter.

(c) Members of the HAPC shall be appointed by a majority of Council. HAPC members shall serve for a period of four years and without compensation. Vacancies on the HAPC shall be filled within 60 days.

(1) Terms shall be staggered so that one or two members' terms expire each year.

ARTICLE II – Jurisdiction and Function

In accordance with Ordinance No. 2734 of the Code of the City of Oxford, the Commission shall have the following jurisdiction, powers, and duties:

1. The Commission shall be empowered to conduct or coordinate a survey or surveys of all areas, places, structures, works of art, or objects in the City of Oxford which the Commission has reason to believe are or will be eligible for designation as historic sites or historic districts.
2. It shall be the duty of the Commission to recommend the designation of historic districts or sites and to review all plans for the construction, alteration, repair, moving or demolition of historic sites and structures in a historic district and it shall have sole power to issue a Certificate of Appropriateness. (See Chapter 1331 for further specification)

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ARTICLE III – Offices and Duties of Members and Staff

Section 1. At the first meeting of each calendar year, the Commission shall elect one of its members as Chair and one as Vice-Chair, except that the member of the Planning Commission or Council shall not stand eligible for any of the aforementioned offices.

Section 2. The Chair shall preside at all meetings of the Commission, shall call special meetings, and shall be responsible for the preparation of the agenda of each business meetings. The Chair shall also represent the Commission in matters and areas of concern to the Commission when so directed by a majority of its members and/or by City Council. The Chair shall advise and keep the members apprised of Commission related matters; and, shall perform such other duties commonly prescribed to such office and those duties that are deemed appropriate and necessary by other members of the Commission and/or City Council.

Section 3. The Vice-Chair shall perform the same duties as the Chair in his/her absence; shall be responsible with the aid of the Historic Preservation Administrator and the Law Director for the orientation of and the dissemination of all pertinent Commission materials for all newly appointed members.

Section 4. In the event that the Chair and the Vice-Chair are both absent from a meeting, the remaining members shall select a Chair Pro-Tem who shall perform the same duties as the Chair for the balance of the meeting.

Section 5. The Recording Secretary shall record, either in manuscript or by mechanical tape recording, the proceedings of all business meetings, hearings, and public meetings, and shall prepare the minutes therefrom. All such recorded proceedings (manuscript or tapes) shall be preserved for a period of six months. A record shall be made by the Recording Secretary and be placed in the minutes of each business meeting indicating the vote of each member by name relative to each agenda item. Said minutes shall be placed in the Public Record and shall be maintained in the office of the Historic Preservation Administrator.

Section 6. The Law Director serves as the legal counselor to the Commission in accordance with Section 5.04 of the Oxford Charter and Section 125.02 of the Oxford Administrative Code and shall be responsible for advice, interpretation, and recommendation in all matters relating to Commission business.

Section 7. The Historic Preservation Administrator with the concurrence of the City Manager (see Section 121.02 of the Oxford Administrative Code) shall report on agenda items; shall be responsible for the compiling and maintaining of all documents and communications received by the Commission; shall notify in writing petitioners and/or affected parties and the news media of meetings, hearings and the like; shall request and assemble all pertinent documents and information relative to agenda items; shall keep the Public Record of Commission matters on file in his/her office in the Municipal Building; and, shall make available to petitioners, affected parties and/or the public the rules and regulations relative to Commission procedures.

ARTICLE IV – Meetings

Section 1. A regular business meeting of the Commission upon the call of the Chair is usually held at 6:00 p.m. on the first Wednesday of each month, or as scheduled by the Commission. Additional business meetings may be called by the Chair or by any two (2) members when deemed necessary and appropriate, or when mandated by requirements of Section 1331 of the Oxford Code. All Commission meetings are open to the public for attendance and participation and shall be announced to the public and the news media at least two days in advance of the meetings.

- Section 2.** The Chair or any two (2) members may call a work session. Work sessions are for the purpose of studying appropriate matters pertinent to the duties of the Commission. The public is invited to attend the entire work session and may participate during the first and last fifteen (15) minutes, five minute time limit per person (and at other times at the discretion of the Chair), of such sessions in matters relative to the agenda or matters discussed during the work session. Notice of the call for special meetings or a work session shall be communicated to the public and the news media at least two days in advance of said meetings.
- Section 3.** All meetings, including Executive Sessions, shall be held and conducted in conformance with the Ohio Sunshine Law (Ohio Revised Code, Section 121.22).
- Section 4.** Quorum for all meetings and work sessions shall consist of four members present at the meeting.
- Section 5.** All questions concerning the governance of the Commission business meetings and the transaction of such business shall be decided in accordance with parliamentary rules as contained in the latest Revised Edition of Robert's Rules of Order.

ARTICLE V – Voting

Section 1. ~~The voting members of the Commission are the five citizen members appointed by City Council, one Planning Commission representative, and one Council representative.~~
All Commission members are voting members.

Section 2. A majority vote of those members present shall be necessary to pass any item of business that is brought before the Commission. Where only a quorum is present at any business meeting an affirmative vote of three (3) members is necessary to validate the passage of any motion or recommendation. Any motion where only quorum is present which results in a tie vote shall become automatically an agenda item for the next regular business meeting or, if so required by ordinance, at a specially called business meeting.

Section 3. No Commission member shall participate in the discussion or vote on any matter in which a personal interest exists. It shall be the responsibility of the Chair to inquire whether a personal interest exists. Members having such a personal interest shall absent themselves from the Commission during that portion of the meeting in which said matter is being deliberated and voted upon.

Section 4. Any member may include in the Commission's recommendations to the City Council a minority report in regard to any agenda item.

ARTICLE VI – Public Hearings

Section 1. Public hearings pertinent to Commission matters initiated and conducted by the City Council should be attended by Commission members for the purpose of gathering relevant information which may be presented at the hearing. At the Commission's next regular monthly business meeting or at a specially called business meeting (if so required by deadlines specified by ordinance), the Commission shall consider the matter, may solicit a written opinion from the Planning Commission and make its recommendation to City Council.

Section 2. All Commission members shall be notified by the Clerk of City Council of public hearings established by the Council on subjects pertaining to Commission matters.

Section 3. When a public hearing has been requested by a petitioner under the purview and authority of Chapter 1331 of the City Code, the Commission shall set forth the time and place of the hearing and shall give written notice to the petitioner of the time, date and place of said hearing and the Commission shall make public notice of the same. Such hearing shall be held not more than thirty days after the written request for the hearing or may be held within such a time as is mutually agreed upon by the Commission and the

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petitioner. The Historic Preservation Administrator shall transmit in writing its findings and final determination to the petitioner not later than thirty (30) days following the date of the hearing.

ARTICLE VII – Business Procedures

Section 1. Agenda items of business must be received at the City Manager’s Office in the Municipal Building no later than 5:00 p.m., nineteen (19) days preceding the regular monthly business meeting. Business items that are submitted after this time shall be considered at the next business meeting or at a special meeting as required to satisfy time requirements mandated by Section 1331.

Section 2. Each agenda item of business that is submitted for the Commission’s consideration must be complete, that is, it must contain all pertinent information such as: plans for new construction, renovation, rehabilitation or for alteration, repair or demolition of any area, place, structure, work of art, or object which falls under the designation of historic site or historic district. Such complete information shall be required when necessary and applicable in accordance with the requirements stipulated by the appropriate sections of Chapter 1331 of the City Code (or other pertinent ordinances) under which the agenda item is being considered.

Section 4. In order for the Commission to fulfill its responsibilities and duties in rendering proper consideration to any petition submitted by an individual or individuals, said individual or individuals or agent or legal representative shall be present at the business meeting and shall fully inform themselves of the ordinance, rules, and regulations relative to the business item involved. It shall be the duty of the Historic Preservation Administrator to inform said party or parties in writing of the time, date, place, and purpose of the meeting. The Commission shall reserve the right to dismiss or postpone any petition if the petitioner, his agent, or legal representative is not present at the meeting or has not requested in writing a reasonable extension of time for a proper presentation of said petition.

Section 5. The Commission renders its decision on all petitions in accordance with Chapter 1331. Between the time of the receipt of a petition and the deadline for Commission approval, disapproval, or report, the Commission may:

- a) conduct surveys;
- b) hold special meetings (prior to or in addition to the advertised public hearing required by the various ordinances) for the purpose of eliciting pertinent information from interested parties;
- c) conduct such investigations as it deems necessary and desirable.

Section 6. The Recording Secretary shall prepare an annual report for submission to City Council in February.