

AGENDA
HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION
WEDNESDAY, APRIL 4, 2018
6:30 – 7:00 P.M.

Oxford Courthouse
118 West High Street

MEMBERS

Edna Southard, Council Representative	Mike Kohus, Chair	Peter McCarthy, Planning Commission Representative
Christopher Skoglund, Vice Chair		Bobbe Burke
Kelsey Stryffe		Lynne Kronholm

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 February 7, 2018 Meeting 1
- IV. Old Business*
HAPC-2018-02, 118 E. High Street, DuBois Book Store, ATM installation, Express Permits, Agent
(approved with conditions 2/2018) 4
- V. Administrative Approvals*
HAPC-2017-11, 200 E. High Street, 2 door /window changes (originally approved by HAPC 4/2017) 7
- VI. Announcements
 - a. Media Interview April 6, RE: Uptown Inventory
 - b. NAPC 2018 Des Moines
 - c. NAPC 2020 Tacoma (not Cincinnati)
- VII. 2018 Goals & Objectives
- VIII. Adjournment *Attachments

HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION (HAPC)

Meeting Minutes

February 7, 2018

CALL TO ORDER

The February 7, 2018 meeting of the Oxford Historic and Architectural Preservation Commission was called to order at 6:00 p.m. by Mike Kohus, Chair. Members present. Bobbe Burke, Christopher Skoglund, Peter McCarthy, Edna Southard and Kelsey Stryffe. City Staff present was Sam Perry, Planner, and Jung Han Chen, Director. Lynne Kronholm was absent.

APPROVAL OF AGENDA AND MINUTES

Mr. Kohus asked to adjust the agenda and place announcements between New Business and Old Business agenda items.

Mr. Kohus inquired if there were any changes to the January minutes. Seeing none, the minutes were approved as written. All were in favor.

NEW BUSINESS

HAPC-2018-02, 118 E. High Street, DuBois Book Store, ATM installation, Express Permits, Agent

Mr. Perry stated there was a desire to install an ATM at the far right portion of the glass storefront façade of the existing DuBois Bookstore. Mr. Perry stated they had altered the design so that the ATM signage would not be illuminated. Mr. Perry referenced the Design Guidelines.

Mr. McCarthy inquired why no pre-application? Mr. Perry responded that he and Mr. Kohus agreed together that it was not a major environmental modification.

Mr. McCarthy inquired about internally lit ATM's and that he didn't want to see them in the Uptown Historic District. Mr. McCarthy stated he wanted to see a light fixture shining on above the ATM, not the ATM being internally lit. The applicant inquired about existing Uptown ATM's and their status. Discussion followed. In reviewing The Den ATM, and enforcement issues currently ongoing, Mr. Perry shared that enforcement potentially was moving forward on it. The other ATMs were grandfathered. The HAPC inquired the applicant if he could submit lumen level information and asked for a contingency on approval of the wattage. Mr. McCarthy inquired why an ATM wouldn't be considered a sign. Mr. Perry responded that at this time signage was not an issue. Mr. Perry noted this was not an historic building. The Den is an historic building. There is a distinction between an alteration to an historic building versus an alteration to a non-historic building, and that considering this as setting precedence could be part of the HAPC's decision making.

Mr. Steve Todd from Express Permits described the ATM design. Mr. Todd stated that the illumination would be at the green strips on the sides of the ATM and the Fifth Third Bank logo along the top. Mr. Kohus stated that he disagreed with Mr. McCarthy that the green illumination would reach across the street. Mr. Todd stated that most ATM transactions would be made by using the touch screen. Ms. Southard inquired if the screen could go on and off when a transaction was finished. Discussion followed regarding controlling the brightness of it. The HAPC suggested a dim mode where the screen would wake up when you touched it. Mr. Todd stated that he assumed there was a dimness mode. Mr. Perry stated that the drawings state a non-illuminated companion surround. Only the keypad is used for putting in your pin number; all else was by touch screen. Mr. Kohus inquired if there was motion detection. Mr. Todd stated that he didn't know. Mr. Kohus reiterated that no one had any problem with having an ATM device just the illumination of it. Mr. McCarthy felt it to be an internally lit sign and setting precedence.

Passive versus active illumination will address. There will be some lighting on it, and don't see any way around it.

Mr. Scott Webb, suggested if they didn't illuminate the 5/3rd sign panel and utilized the canopy light above the ATM, would the HAPC approve it.

Discussion followed. Discussion regarding increasing the wattage of the canopy light was approved.

All were in favor of the ATM itself.

Allowing for Administrative approval for the illuminated areas of the ATM was discussed.

Mr. Skoglund informed the applicant that the HAPC was just trying to maintain a certain look within the historic district; however, life safety, of course, had to come first.

Mr. Perry provided a list of conditions:

1. Non-illuminated 5/3rd sign panel
2. Utilize canopy lighting primarily, supplement if needed
3. Non-illuminated surround
4. Investigate reduced lighting for transaction and for touch screen (passive vs. active)
5. Re-submit details for administrative review

Ms. Burke inquired Mr. Todd if all of the conditions were doable? Mr. Todd stated he believed so.

Mr. Skoglund made motion to approve HAPC-2018-02 with conditions. Ms. Southard seconded the motion. All were in favor.

HAPC-2018-03, 9 E. High Street, Masonic Building, Elevator addition, Scott Webb, Applicant, Agent

Mr. Scott Webb provided an overview, stating there were no changes from the preliminary application. Mr. Webb provided a rendering. Mr. Webb stated that City Staff asked he put more detail on the site plan, which included the existing benches and picnic tables. Mr. Webb continued that obviously where the addition would go, one bench shall go. Mr. Webb stated they were trying to find a match to the existing brick and that they would be using the same brick, lighting, roof as the existing structure. Mr. Webb stated he would come back with samples. Mr. Webb displayed the structure detail which was identical to the existing structure. The addition will contain an elevator and lobby. The HAPC agreed they liked the roof. Mr. Webb noted it would have ADA access. Mr. McCarthy inquired about the exposed concrete foundation and would it include stucco detail. Mr. Webb referred to the last revision which changed the Mile Square Design Guidelines to no longer be a requirement. Mr. Webb noted however it would be colored concrete footer. Ms. Burke inquired about the window and what it would look like inside. Mr. Webb stated that the existing brick would remain on one wall and would just be a little elevator lobby. Ms. Southard inquired if it would be limited access or locked at night? Mr. Webb explained it would be operational when businesses were open. Mr. Kohus stated he liked the window for visibility inside.

Mr. Kohus made motion to approve HAPC-2018-03. All were in favor.

Mr. McCarthy inquired about signage for the businesses located in the basement. Discussion followed. Mr. Webb stated signage would come back before the HAPC.

Announcements

Mr. Perry announced:

- Mr. Perry announced that the City of Oxford was approved for and would be participating in the National Association of Preservation Commission Conference (Forum 2018) scheduled for July 20, 2018, in Des Moines. Mr. Perry stated the City would share how the HAPC did their inventory. Mr. Perry stated that Lynne Kronholm and Mike Kohus have expressed interest.
- Mr. Perry reported that a letter of support from the City of Oxford has been requested by the City of Cincinnati to host Forum 2020. Mr. Perry inquired if the HAPC would send a letter of support. Mr. McCarthy made motion to encourage support of Cincinnati. All were in favor. - Approved
- Mr. Perry asked for approval in writing a letter of thanks from the HAPC to the Oxford Presbyterian Church in response to their recently completed and planned improvements to the historic Seminary building at 104 E. Church Street. Mr. Perry shared what improvements the Church has been made, including the refurbished stained glass. The letter will show appreciation to the congregation for what they are doing. Discussed encouraging them to apply for an historic marker.

OLD BUSINESS

Uptown Historic Inventory Update

Mr. Perry discussed the presentation and recommendation to City Council of the 2018 Uptown Historic Inventory.

Mr. McCarthy made motion to approve the adoption of the 2018 Uptown District Inventory. Ms. Southard seconded the motion. All were in favor

Recommendation to City Council for adoption of a zoning code text amendment to Chapter 1331, Historic and Architectural Preservation Commission. Discussion took place regarding contributing and non-contributing categories of building identifications and doing away with term significant. Mr. Skoglund made motion to adopt changes to Chapter 1331 as shown. Ms. Southard seconded the motion.

Discussed finalized revisions to the 2018 HAPC Goals outlined on page 22 of the agenda:

- Provide public outreach regarding the Historic Inventory document update. Discussed various organizations they could share the information with and how to share the information to the tenants living in some of the identified structures.
- Encourage engagement with the public and historic district with talks, lectures, special tours, among public settings (ex: Lane Library), podcasts of walking tours. The HAPC discussed the importance of identifying select properties as needing for engagement.
- Develop signage for the historic districts and homes
- Historic inventory maintenance
- Include the Planning Commission goals with HAPC goals
- Begin work on the University Historic District
- Review building demolition decision criteria
- Review the 1994 Design Guidelines.

Ms. Southard made motion to approve the 2018 Goals and Objectives. Mr. Skoglund seconded the motion. All were in favor.

ADJOURNMENT

Mr. McCarthy made motion to adjourn the meeting. Mr. Skoglund seconded the motion. All were in favor. The meeting was adjourned at 7:21 p.m.

Memo



To: HAPC
From: Sam Perry, Planner
Date: 3/29/2018
Re: HAPC 2018-02 – 118 E. High St Dubois Book – 5/3rd Bank ATM

This is an item of Old Business regarding the conditionally approved ATM at the above address. All of the lighting except for the screen itself has been removed from the plans. There are no translucent materials, flood lights or soffit lights.

Staff has determined that the bank logo lettering will have to be reduced in size to the width of the ATM unit in order to comply with Oxford Zoning Code. The lettering is a surface-applied vinyl adhesive.

The HAPC can accept the revisions as-submitted with the following conditions:

1. that the logo sign be reduced in size per city staff guidance
2. that the bank provide a detailed report to staff about the screen lighting/dimming issue and potential options, if any

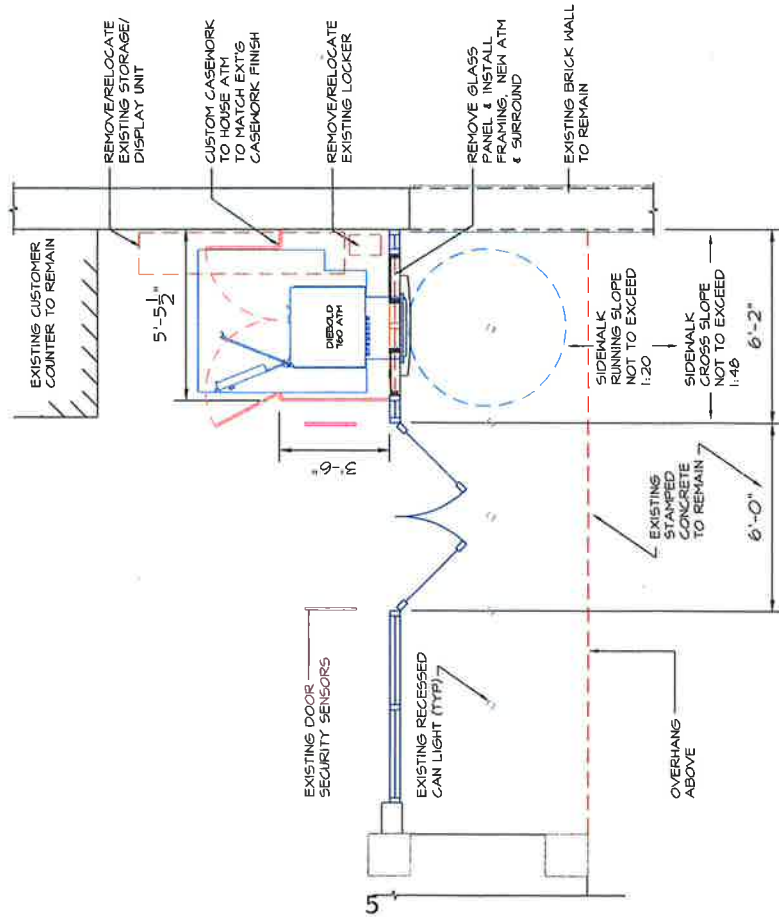
As an item of revisions to Design Guidelines, the HAPC can create guidelines for ATM's so that they will be handled all administratively in the future.

Proposed ATM Installation for:



FIFTH THIRD BANK

DuBois Book Store
 118 East High Street
 Oxford, OH 45056



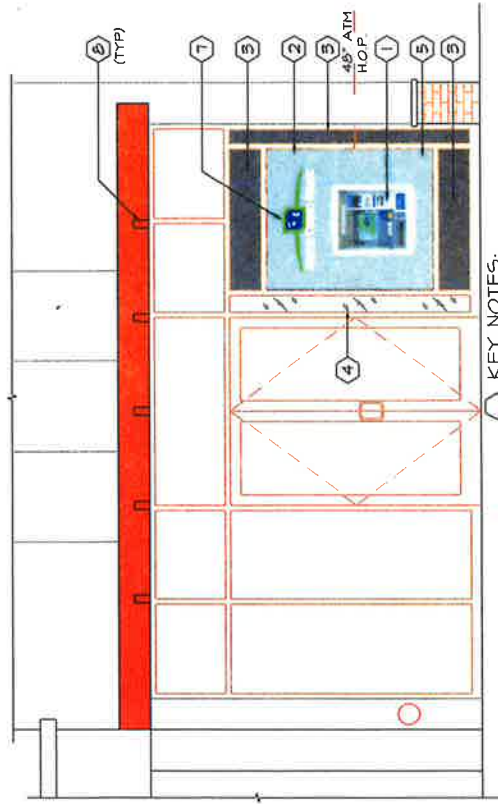
PROPOSED ATM PLAN
 SCALE: 1/4" = 1'-0"



PROPOSED STREET VIEW
 SCALE: N.T.S.



EXISTING STREET VIEW
 SCALE: N.T.S.



PROPOSED FRONT ELEVATION
 SCALE: 1/4" = 1'-0"

Prepared for:
FIFTH THIRD BANK
 38 Fountain Square Plaza
 Cincinnati, OH

FIFTH THIRD BANK

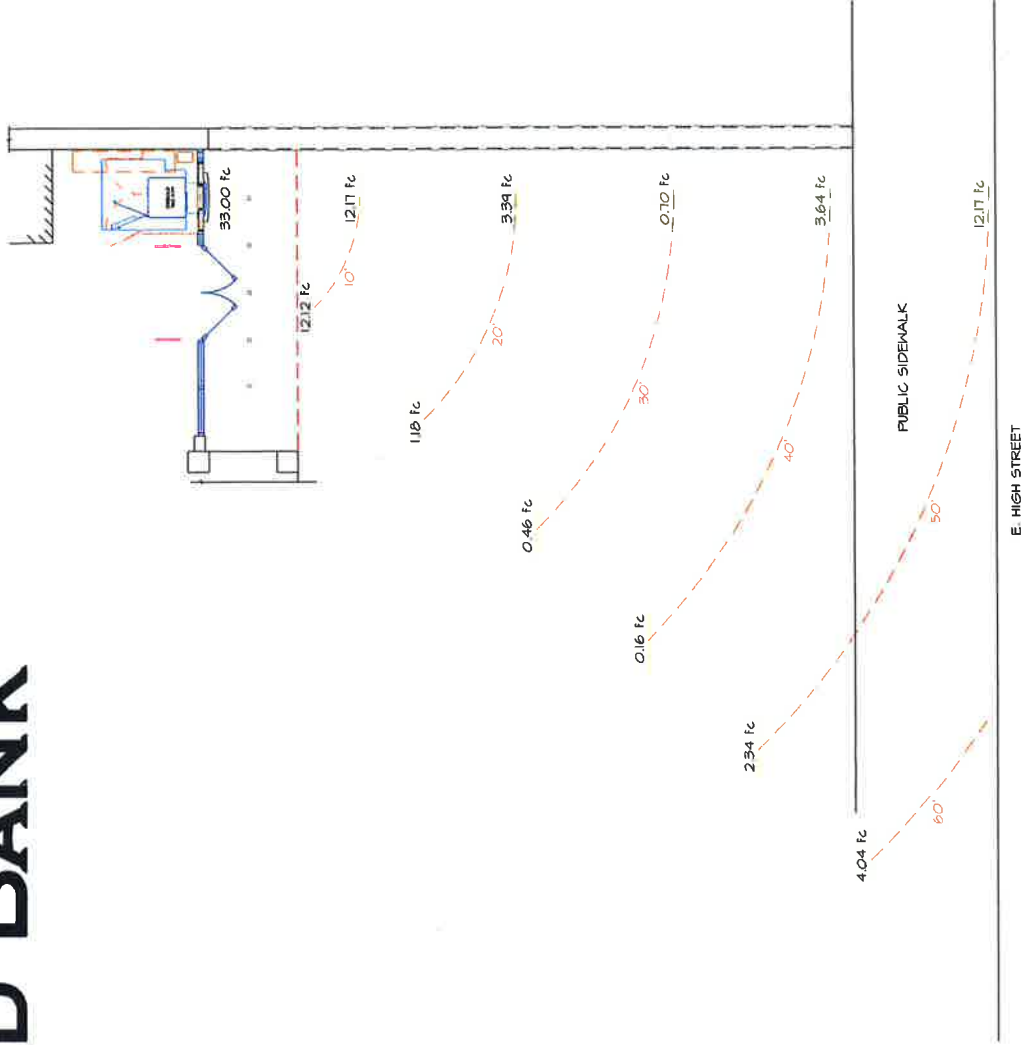
 OptiVia
 Bank Equipment Services
 DATE: 2/27/18
 SCALE: SEE PLAN
 DESIGNER: JSB
 PROJECT:
 CLIENT APPROVAL:
 PRODUCT ORDER #:
 SHEET NO: 1

Proposed ATM Installation for:



FIFTH THIRD BANK

DuBois Book Store
118 East High Street
Oxford, OH 45056



BANK LIGHTING SAFETY STANDARDS
10 Foot Candles @ 10'
2 Foot Candles @ 50'

EXISTING LIGHTING PLAN
SCALE: 1/8" = 1'-0"

E. HIGH STREET

PUBLIC SIDEWALK

Prepared for:
FIFTH THIRD BANK
38 Fountain Square Plaza
Cincinnati, OH

FIFTH THIRD BANK
OptiVia
Bank Equipment Services
DATE: 2/26/18
SCALE: SEE PLAN
DESIGNER: JSB
PROJECT:

CLIENT APPROVAL
PRODUCT ORDER #

SHEET NO.
2

Memo



To: HAPC
From: Sam Perry, Planner
Date: 3/29/2018
Re: Beta Theta Pi door change Admin Approval (200 East High St)

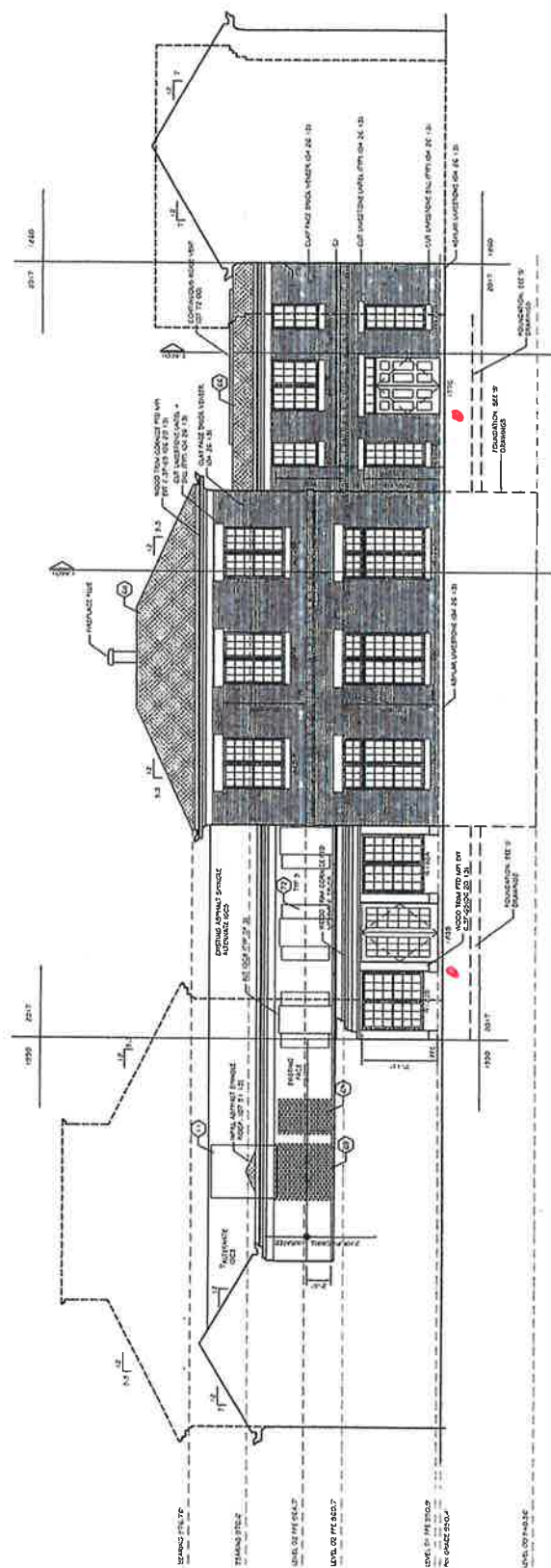
During the construction process Beta Theta Pi came across an issue with the structural framing of two south facing doors. The doors are on the recessed façade that is not highly visible from High Street. It is the connector portion of the building.

If the original drawings were to be followed, the transom windows would be so small that they would have been inappropriately sized. The architect discovered the potential impact and requested the change be approved.

No action is needed by the HAPC. The approval has already been given by the Chair.

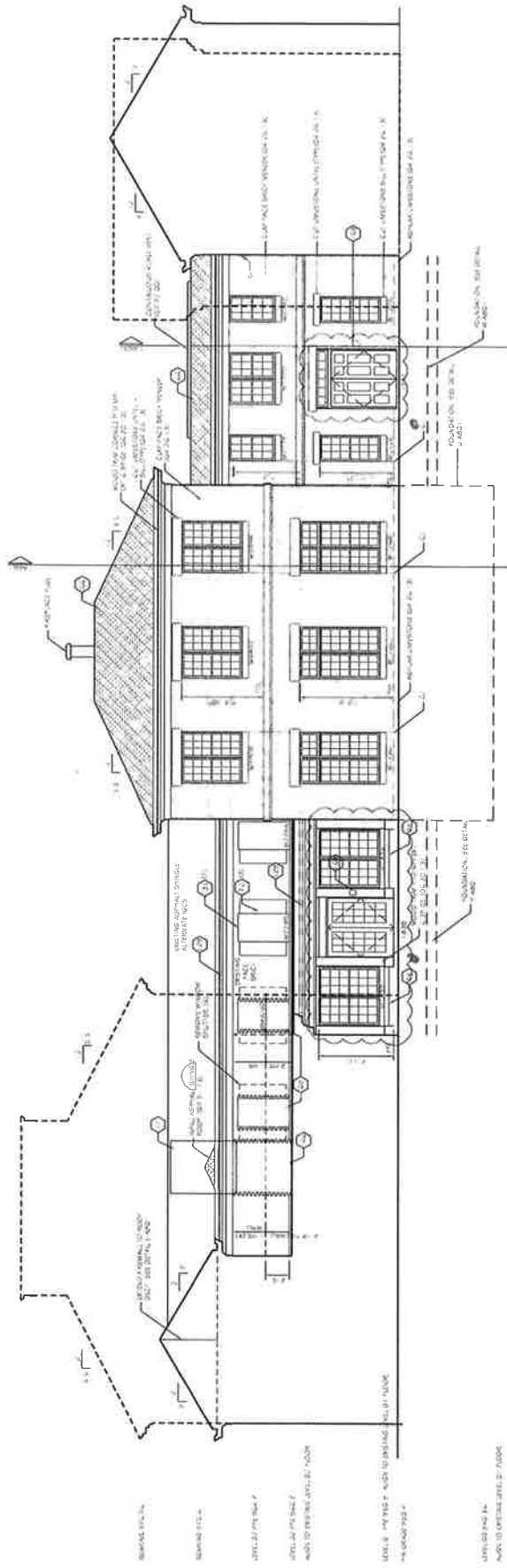
The purpose of the administrative review process is to deal with unforeseen field changes like this.

ORIGINAL



DETAIL A-A651
EXTERIOR ELEVATION 1

Revision



DETAIL A-A651