

AGENDA
HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION
WEDNESDAY, JUNE 10, 2020
6:15 P.M.

**Per Ohio House Bill 197, This meeting is being held
via videoconference and/or via teleconference only**

MEMBERS

Mike Kohus, Chair

Edna Southard, Council Representative

Christopher Skoglind, Vice Chair

Dana Miller

Corey Watt, Planning Commission Representative

Chad Smith

Hueston Kyger

STAFF

Sam Perry, Director, Community Development

MEETING PROCEDURE: This meeting is being held as an essential service of municipal governance in accordance with Ohio House Bill 197. Comments from the public are welcome during agenda items only as follows:

(1) Comments for all public hearing items will be heard during HAPC consideration of said item. Please wait until you are recognized by the Chair, 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. Approval of Minutes*
Minutes of the April 4, 2020 Meeting 1
- IV. New Business 3
 - a. Review of Major Accomplishments 2016-2020 – Staff presentation*
- V. Old Business
 - a. Update on Expansion of Historic Districts – Chris
 - b. Update on Design Guidelines Revision -- Chris
- VI. Adjournment

*Attachments

HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION (HAPC)

Meeting Minutes

April 4, 2020

CALL TO ORDER

The April 4, 2020 meeting of the Oxford Historic and Architectural Preservation Commission was called to order at 6:15 p.m. by Mike Kohus.

Members present: Chris Skoglund, Mike Kohus, Chad Smith, Edna Southard. Corey Watt, Dana Miller, Hueston Kyger. Staff present was Sam Perry, Director

Mr. Kohus explained this was a virtual meeting and discussed the meeting procedure. This meeting was being conducted virtually using Zoom and Youtube in accordance with House Bill 197.

Mr. Watt made motion to approve the agenda. Ms. Southard seconded the motion. All were in favor.

APPROVAL OF MINUTES

Ms. Southard made motion to approve the March 11 2020 minutes as written. Mr. Smith seconded the motion. All were in favor.

NEW BUSINESS

HAPC-2020-04, 102 S Main Street, siding replacement, Tom Conrad, Applicant; Sarah Conrad representing

Mr. Sam Perry provided a review of this request for vinyl siding replacement. A memo describing the request as well as photographs and email letter from Mr. Tom Conrad were reviewed. Mr. Perry noted that the building was originally built in 1839 and was located at a prominent intersection at Walnut and Main Streets.

Mr. Perry referred to the Design Guidelines regarding siding. Mr. Perry stated that the property was currently aluminum sided and the property owner was also in the process of repairing the property. A building permit was approved for a porch awning on the northwest corner, and that the Conrad's want to replace the aluminum siding with vinyl siding. The Chair and staff determined that the siding request should not be approved administratively. Cement or hardie board were provided by staff as an option other than vinyl siding. The applicant provided photos of other properties with vinyl installed by the same contractor. Mr. Conrad also described what they have done to their other properties with vinyl siding. One photo is of a home two houses down from 102 S. Main. Mr. Perry referred to the staff report and guidelines suggesting that aluminum and vinyl be discouraged. Mr. Skoglund inquired about property photos submitted of 9 W. Walnut, 117 E. Walnut, and 200 S. Main.

The HAPC discussed past cases of historic district re-sided structures.

Mr. Kohus stated that he agreed to vinyl, but that the trim around the corners and windows cannot be vinyl. Mr. Skoglund inquired Mrs. Conrad if they could keep house in line with the historic nature of the house, understanding that there are newer materials.

Discussion followed regarding the trim detail. Mr. Kohus wanted nice trim around the windows, and at least 4-6" corner trim as he didn't see on house right now at all. Mrs. Conrad asked the HAPC provided specifications of what they wanted. Mr. Skoglund responded that the corner trim on all four sides of house and j-channel up to window frame on the windows have some depth. Mr. Skoglund referred to 117 W Walnut; it has the corner and window trim the HAPC want. Mr. Kohus asked that the corner trim needs to be a little wider, but the window trim was correct.

Mrs. Conrad asked what her next step was. Mr. Kohus asked she provide exterior elevations. Mrs. Conrad responded that she didn't know how. Discussion followed. Suggested that maybe the vendor could do a mockup. They should be able to give you a rendering. Then, if agreed to, we could handle administratively; replicate same window treatment and a wider (4" corner) trim as 117 W. Walnut. Mr. Watt inquired Mr. Perry if he could come up with a past structure who replicated this. Mrs. Conrad inquired that if she provided the HAPC a past structure the contractor performed install replicated and then can be administratively approved.

Mr. Skoglund made motion to approve vinyl siding for HAPC-2020-04, that the Applicant upon presentation of

photographs, illustrating use of 4" siding on the corners and replicating the window treatment seen at 117 W. Walnut, then if can be provided to us we can handle administratively. Hueston Kyger seconded the motion.

AYE: Mr. Skoglind, Mr. Watt, Mr. Kyger, Mr. Smith, Mr. Miller

NAY: None

ABS: None

HAPC-2019-25, 131 W High Street, proposed new 3-story mixed use structure, (revisions to plans) **Matt Rodbro, Applicant, Dan Rankin and Greg Meyer representing. Mr. Rodbro was present as far as both Mr. Rankin and Mr. Meyer was present at this meeting.**

Mr. Perry announced this was a follow-up to a requested administrative approval which came about due to additional information regarding elevation of the property. Now that there are more details of slope of site they are requesting changes. Was discussed and determined that needed full review by HAPC. Elevations are affected, patio, looking at ways to soften the elevation changes. Sam displayed the revised drawings. Now a stair step patio, reduces patio size. Building materials changes, entrances on high be recessed se corner of building in order to place the transformer, materials on east elevation previously architectural block/brick veneer, now scored block. Chris inquired, east facing wall. Issue of not being able to get in there due to lack of space. Is there some type of setback requirement there? Discussed lack of room for scaffolding. Edna inquired didn't see any accessibility ramp to patio to get to the patio. There is a ramp. Other side there is only stairs.

Corey-referred to the east elevation, and stated that he was not seeing any difference except for the six vertical boxes (so to speak) they look same except for in the back corner. Mr. Rankin responded that the first floor initial elevations had a block material proposal and the other floors scored block. This was also used at the former Princess Theater site. Mr. Perry stated it would be a pigmented material. The vertical black elements were lights. Mr. Watt inquired about the spacing between the existing building and the proposed walkway. Mr. Rankin stated it was three feet. Mr. Rankin reported that part of the reason for proposing block was to avoid putting up scaffolding that may not be safe. Mr. Watt inquired if at the east elevation they could wrap cast stone in the same fashion as the Princess Theater. Discussion followed. Mr. Kohus inquired if the mortar color could match the scored block. Mr. Meyer would use a color mortar matching the scored block. Alleviating the monotony of a running bond pattern. When mortar sets and is cured it is of the same color. Brick will get washed and raked so will still have cast stone bands, parapets same.

Mr. Kyger inquired about the trash location. Mr. Meyer stated within the covered receiving area; wouldn't be visible. The electric meters would be in the covered area as well.

Mr. Skoglind stated he appreciated the changes made on the west side as it definitely softened that corner. Discussion regarding stair stepping with landscaping took place.

Mr. Watt referred to the area from stairs, the recessed garden area to the north and what was the width of the patio? Mr. Meyer-proposed the number of stair risers that we need to transfer the elevation difference, 8' of patio area between top riser to the entrance into the tenant space; two settee tables proposed to go there. Could be used as an outdoor meeting area. Discussion followed. Mr. Watt stated that he was worried about at the rear, the southwest tenant is at north side and think about disability access there. Lengthy discussion took place regarding the landscape change intended to replace the retaining wall. Without the stepped and recessed patio, the retaining wall would be five feet tall at the sidewalk. Concerns about accessible entry on the patio was addressed by the applicant team. The Commission approved the revisions as requested with a unanimous roll call vote of 7-0-0

OLD BUSINESS

Mr. Skoglind Put a pause on the expansion of the historic district.

ADJOURNMENT

Mr. Skoglind made motion to adjourn the meeting. Mr. Smith seconded the motion. All were in favor. The meeting was adjourned at 7:30 p.m.

**Community Development
Department**

Jung-Han Chen, AICP –
Community Development Director
Sam Perry, AICP - Planner
Lynn Taylor – Administrative Assistant

Historic And Architectural Preservation Commission

Annual Report - 2016

2016 HAPC Members

Michael Smith

Bobbe Burke

Michael Kohus

Kelsey Sturgil

Daniel Haizman

Pete McCarthy

Lynne Kronholm August, 2017

Robert Benson resigned 03 /2016

Amanda Cramer resigned 05/2016

**2016 HAPC
CERTIFICATE OF APPROPRIATENESS**

**HAPC-2016-01 15 E. High Street, Steinkeller, wall sign, Randy Man Sign & Graphics, Applicant, Agent
Approved 3/2/2016**

**HAPC-2016-02, COA 9 W. Walnut Street, second story addition, Scott Webb, Applicant/ gent
Approved 3/2/2016**

**HAPC-2016-03-ADM, 3 E. Walnut Street, change of shingle color from Cobblestone Grey to Tudor Brown in the UP District, Ray St. Clair Roofing, Agent
Approved 3/09/2016**

**HAPC-2016-04, 12 Beech Street, Wall Mural, Tom Uhl Applicant
Approved w/ conditions 4/6/2016**

**HAPC-2016-05-ADM, 13 W. High Street, Cellar Bar, installation of a wall sign, Marques Williams, Applicant/Agent
Approved 3/18/2016**

**HAPC-2016-06-ADM 13-B E. High Street, Bowtie Barber Club Barber Shop, installation of a wall sign, Keith Weiser, Applicant
Approved 3/31/2016**

**HAPC-2016-07-ADM 111 E. High Street, St. Mary's Church, window replacement, Pam Burk, Applicant, Agent
Approved 4/14/2016**

**HAPC-2016-08-ADM 32 W. High Street, Chinese Cuisine, new wall sign, light fixtures, wall repair, One Stop Signs, Applicant, Agent
Approved w/conditions 6/16/2016**

**HAPC-2016-09-ADM 3 E. Walnut Street demolition of an existing accessory structure (garage), Scott Webb, Applicant, Agent
Administratively Approved 7/26/2016**

HAPC-2016-10 17 W. Church Street pre-application, demolition of an existing structure and construction of a new mixed-use building Scott Webb, Applicant, Agent

**HAPC-2016-11-ADM 104 E. Church Street Oxford Presbyterian Church ,replace and reinstall steeple and spire, Joe Simpson, Trustee, Applicant, Oxford Presbyterian Church
Administratively approved 7/26/2016**

**HAPC-2016-12-ADM 1 W. High Street, revision to an approved Certificate of Appropriateness, to modify an existing patio and handrail, Robert Treadon, Applicant/Agent
Administratively approved 8/3/2016**

**HAPC-2016-13, 17 W. Church Street, demolition of an existing structure and construction of a new mixed-use building Scott Webb, Applicant, Agent
Approved w/conditions 8/23/2016**

**HAPC-2016-14, 36 E. High Street, replacement of two existing windows in patio, remove and block below and create garage openings, Mark Weisman, Applicant, Owner
Approved 9/26/16**

HAPC-2016-15-ADM 7 W. High Street, Rapid Fired Pizza, installation of a new wall sign, Ed Langley, Insignia Signs, Applicant, Agent Administratively approved 8/25/16

HAPC-2016-16 200-208 E. High Street, Beta Theta Pi Fraternity, Pre-Application renovation and addition to the Alpha Chapter House, Renouveau Design, Inc., Applicant, Agent

HAPC-2016-17 114 W. Walnut Street, Pre-Application, demolition and construction of a new mixed use structure, Scott Webb, Applicant, Agent

HAPC-2016-18 114 West Walnut Street, demolition and construction of a new mixed use building, Scott Webb, Applicant, Agent approved 12/7/2016

HAPC-2016-19 104 W. High Street, Pre-Application, demolition and construction of a new mixed use structure, Scott Webb, Applicant, Agent

HAPC-2016-20-ADM 108 E Church Street, window replacement, Stan Miller, The Invisible Window, Applicant/Agent Administratively approved 12/6/2017

**Community Development
Department**

Jung-Han Chen, AICP –
Community Development Director
Sam Perry, AICP - Planner
Lynn Taylor – Administrative Assistant

**Historic And Architectural
Preservation Commission**

Annual Report - 2017

2017 HAPC Members

Michael Smith
Bobbe Burke
Michael Kohus
Kelsey Stryffe
Pete McCarthy
Lynne Kronholm
Christopher Skoglund

**2017 HAPC
CERTIFICATE OF APPROPRIATENESS**

HAPC-2017-01-ADM 12 S. Beech Street, formerly Stella, wall and roof signage, ChunXi Kitchen, Xiauqwei Ren, Applicant **Approved 12/28/2016**

HAPC-2017-02 104 W. High Street, demolition and construction of a new mixed use structure, Scott Webb, Applicant, Agent **Approved w/conditions 1/4/17**

HAPC-2017-03 19 W Walnut Street, installation of vinyl siding over existing wood siding, Mitch Messler, Applicant **Approved w/conditions 1/4/17**

HAPC-2017-04-ADM 11 N. College Avenue, pole sign replacement and installation of two electronic LED illuminated pricing signs, Karen Dodge, Applicant, Agent **Approved 2/1/2017**

HAPC-2017-05, 13 N. Main Street, installation of a small cell pole and equipment in the right-of-way, Cincinnati Bell Applicant **Approved w/conditions 3/1/2017**

HAPC-2017-06-ADM 110 E. High Street, emergent removal of roof canopy, former Follett's Miami Co-op Bookstore, Scott Webb, Applicant/Agent **Administratively Approved 2/22/17**

HAPC-2017-07, 101 E. High Street, Municipal Building, window and roof replacement, repair of existing cupola, installation of two overhead doors, Michael Dreisbach, Applicant/Agent **Approved 4/5/2017**

HAPC-2017-08, 15 S. College Avenue, former Lane Library, installation of additional windows, and the removal and replacement of an existing rooftop air conditioning condensing units, Michael Dreisbach, Applicant/Agent **Approved 4/5/2017**

HAPC-2017-09-ADM, 29 E. High Street, formerly Lane & Kate, Hush Intimate Apparel, relocation of an awning to new location, Scott Webb, Applicant, Agent, Approved 3/27/17

HAPC-2017-10-ADM, 109 W. High Street, formerly Morning Sun Bakery, Oxford Smoke Time, removal of existing awning and installation of a wall sign above entrance door, Karin Grimes, Applicant/Agent **Approved 3/27/17**

HAPC-2017-11 200-208 E. High Street, Beta Theta Pi Fraternity, renovation and addition to the Alpha Chapter House, Renouveau Design, Inc., Applicant, Agent **Approved 4/5/2017**

HAPC-2017-12-ADM 122 S. Campus Avenue, Phi Kappa Psi, replacement of existing windows John Faile, Applicant, Agent **Approved 4/6/2017**

HAPC-2017-13 130 E. High Street, rail extension, Scott Webb Applicant, Agent,
Withdrawn by applicant

HAPC-2017-14 19 E High Street, Starbuck's, backlit wall sign, Tommy Reed, Atlantic Sign Company, Applicant, Approved with condition 8/3/2017

HAPC-2017-15, 12 S. Poplar Street, replacement of existing windows, George Simonds, Applicant Approved with condition 9/6/2017

HAPC-2017-16, 117 E. High Street, The Den, approval of an existing ATM location, Jeff Robinson, Applicant, Agent Denied 9/6/2017

HAPC-2017-17, 45 E. High Street, formerly 45 East Bar & Grill, approval of an exterior remodel and conversion from a second floor bar to residential living, Pre-Application, Scott Webb Applicant, Agent

HAPC-2017-18-ADM, 112 S. Campus Avenue, Tau Kappa Epsilon Fraternity, approval of various exterior repairs, Peter Lindsay, Applicant, Agent Approved 8/31/2017

HAPC-2017-19, 15 S. Beech Street, installation of a new wall sign, Scott Webb, Applicant, Agent, Approved with condition 9/6/2017

HAPC-2017-20-ADM, 117 E. High Street, The Den, wall sign installation, Bryan Blankenship, Applicant, Agent Approved 8/31/2017

HAPC-2017-21-ADM, 35 E Church Street, formerly La Pinata, wall sign for a grocery store, Steve Thomas, Applicant, Agent Approved 8/31/2017

HAPC-2017-22, 119 E. High Street, 119 E. High Street, installation of a generator, Ned Stephenson, Applicant Approved with conditions

HAPC-2017-23, 119 E. High Street, approval of a new awning and wall sign replacement, Kathy Mason, Oxford Flower Shop, Applicant/Agent Partial approval with conditions

HAPC-2017-24-ADM, 210 W. High Street, retaining wall removal, replacement of front steps, new handrail, remove excess concrete within one year, Diane Dudley, Applicant Approved with conditions

HAPC-2017-25, 117 E High Street, The Den, relocation of an ATM, Jeff Robinson, Applicant, Agent Approved with conditions

HAPC-2017-26-ADM, 22 E. High Street, Sigma Chi Foundation, installation of a new wall sign, Haglage Construction, Applicant, Agent, Approved Administratively 11/17

**Community Development
Department**

Jung-Han Chen, AICP –
Community Development Director
Sam Perry, AICP - Planner
Lynn Taylor – Administrative Assistant

Historic And Architectural Preservation Commission

Annual Report - 2018

2018 HAPC Members

Edna Southard
Bobbe Burke 6/2018
Michael Kohus
Pete McCarthy 6/2018
Lynne Kronholm 6/2018
Christopher Skoglund
Corey Watt
Chad Smith

**2018 HAPC
CERTIFICATE OF APPROPRIATENESS**

HAPC-2018-01-ADM, Pre-Application, 9 E. High Street, Masonic Building, elevator installation, Scott Webb, Agent

HAPC-2018-02 118 E. High Street, DuBois Book Store, installation of a new ATM, Express permits, Applicant, approved with conditions 2/7/2018

HAPC-2018-03, 9 E. High Street, Masonic Building, installation of an elevator, Scott Webb, Applicant/Agent, Approved 2/7/2018

HAPC-2018-04-ADM, Pre-Application, 11 E. Walnut Street, Hillel Foundation, Craig Moyer, The Architectural Group, Agent

HAPC-2018-05, 101 E. High Street, City of Oxford Municipal Building, window change, City of Oxford, Applicant

HAPC-2018-06-ADM, 5 S. Beech Street, Dough-Versity, installation of new wall sign and gooseneck light fixtures, David Bryan, Applicant, Agent

HAPC-2018-07-ADM, Pre-Application, 20 W. Walnut Street, demolition of a single family structure and construction of a new mixed use structure, Scott Webb, Architect, Agent

HAPC-2018-08, 115 E. Church Street, construction of a new mixed use building on a vacant lot, Scott Webb, Architect, Agent

HAPC-2018-09, 11 E. Walnut Street, Hillel Foundation, renovation and addition to an existing structure, Norm Butt The Architectural Group, Craig Moyer, Hillel Foundation, Applicant

HAPC-2018-10-ADM, 206 S Campus, installation of a fence, Jerry Miller, Applicant

HAPC-2018-11-ADM, 20 S. Poplar, installation of a commercial ventilation hood on the outside of the structure, Uptown Real Estate LLC, Applicant

HAPC-2018-12-ADM, 1 W. High Street, patio remodel, Main & High Development, LLC, Applicant

HAPC-2018-13-ADM, 14 W. Park Place, removal of existing signage, replacement of new signage, Patrick Reist, Triangle Signs, Applicant

HAPC-2018-14-ADM, 101 N. Main Street, Presbyterian Church, installation of a handicap ramp, Joeseeph Simpson, Trustee, Oxford Presbyterian Church, Applicant

HAPC-2018-15-ADM, 24 E. High Street, Leeli + Lou, installation of a hand painted wall sign, Julie Twyman, Applicant

HAPC-2018-16-ADM, 104 W. High Street, Phan Shin Restaurant, installation of a wall sign, HuiJuan Incorporated, Applicant

HAPC-2018-17-ADM, 30 W. Walnut Street, installation of an exterior metal exhaust duct on the rear of the structure, Samuel Yi, Applicant

HAPC-2018-18-ADM, 15 S. College Avenue, installation of two wall signs, Michael Dreisbach, City of Oxford, Applicant

HAPC-2018-19-ADM, 20-24 E. High Street, installation of an Ohio Historic Marker at the Sigma Chi Founding site, Richard Hronek, Applicant, Approved by Other entities' approval

HAPC-2018-20, Pre-Application, 11 N. College Avenue, Circle K, Signage, Tommy Reed, Atlantic Sign Company

HAPC-2018-21-ADM, 31 W. High Street, installation of a wall sign, Kevin Nichols, Applicant, Agent

HAPC-2018-22-ADM, 102 W. High Street installation of an awning, Oxford Chamber of Commerce, Applicant/Agent

HAPC-2018-23-ADM, 114 W Walnut Street installation of a wall sign, Scott Webb, Applicant, Agent

**Community Development
Department**

Sam Perry, Community Development Director
Zachary Moore, Planner
Lynn Taylor, Administrative Assistant

Historic And Architectural Preservation Commission

Annual Report - 2019

2019 HAPC Members

Edna Southard
Michael Kohus
Christopher Skoglund
Corey Watt
Chad Smith

**2019 HAPC
CERTIFICATE OF APPROPRIATENESS**

HAPC-2019-01-ADM, 11 N. College Avenue, multiple sign face changes, Tommy Reed, Applicant, Agent

HAPC-2019-02-ADM, 35 W. High Street, installation of a new wall sign, Jiaji Li, Applicant, Agent

HAPC-2019-03-ADM, Pre-Application, 45 E. High Street, renovation to an existing structure, Jennifer Choto, Platte Architecture & Design, Applicant, Agent

HAPC-2019-04-ADM, 200 W High Street, installation of wall signage, Triangle Sign, Applicant, Agent

HAPC-2019-05, 45 E. High Street, renovation of an existing structure, Jennifer Choto, Platte Architecture & Design, Applicant, Agent Approved 3/13/2019

HAPC-2019-06-ADM, 20 W. High Street, installation of exterior louvers for an interior HVAC equipment, JP Morgan Chase Bank, Applicant

HAPC-2019-07, 22 S Beech Street, demolition of an existing structure and the construction of a new mixed use building, Scott Webb, Applicant, Agent

HAPC-2019-08, 107 E. Church, installation of a new wall sign, LogCon Enterprises LLC, dba Books & Brews, Applicant

HAPC-2019-09, 12 W Church Street, Tri Health, installation of a new monument sign, Rob Steiner, High Tech Signs, Applicant/Agent

HAPC-2019-10-ADM, 119-1/2 W High Street, installation of a wall mural, Ella Cope, Applicant Agent

HAPC-2019-11-ADM, 22 S. Campus Avenue, window and door replacements, Paul Brokamp, VSWC Architects, Applicant/Agent

HAPC-2019-12 Pre-Application, 118 W Church Street, proposed new structure in an alley, Scott Webb, Applicant, Agent

HAPC-2019-13-ADM, 11 W. Church Street, installation of a new wall sign, Kun Hu Applicant, Agent

HAPC-2019-14-ADM, 17 W Church Street, installation of a new wall sign, The Sign Place, Applicant, Agent

HAPC-2019-15-ADM, 15 S. Beech, installation of a new wall sign, Fastsigns, Applicant, Agent

HAPC-2019-16-ADM, 29 E. High Street, sign face change, Attitudes Hair Salon, Mona Kerby, Applicant

HAPC-2019-17, 30 E. High Street, installation of a kitchen hood exhaust fan, Gerry Bird, Applicant, Agent

HAPC-2019-18-ADM, 26 W High Street, installation of a awning sign, Timothy /Hoskins, Triangle Sign, Applicant, Agent

HAPC-2019-19, 118 W. Church Street, new single family residence, Scott Webb, Applicant/ Agent

HAPC-2019-20-ADM, 31 W High Street, structure paint colors, Resham Bassi, Applicant

HAPC-2019-21-ADM, 109 S Beech Street, retaining wall replacement and dormer siding replacement, Mitch Mesler, Applicant

HAPC-2019-22, 36 W High Street, installation of a wall sign, Sign Connection, Applicant

HAPC-2019-23, Pre-Application, 131 W High Street, proposed new 3–story mixed use structure, Matt Rodbro, Applicant

HAPC-2019-24, 31 W. High Street, installation of a wall sign, The Sign Place, Applicant

HAPC-2019-25, 131 W High Street, proposed new 3–story mixed use structure, Matt Rodbro, Applicant