

AGENDA
HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION
WEDNESDAY, SEPTEMBER 11, 2019
6:30 P.M. (Start time changed)

Oxford Courthouse
118 West High Street

MEMBERS

Mike Kohus, Chair

Edna Southard, Council Representative
Christopher Skoglind, Vice Chair

Corey Watt, Planning Commission Representative
Chad Smith

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 Related to Items not on the Agenda – 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 Related to Items Not on the Agenda
- IV. Approval of Minutes*
Minutes of the August 14, 2019 Meeting 1
- VI. Administrative Approvals* 3
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
- VII. Old Business
 - a. Review of Properties Outside of the Historic District
 - b. Historic District Paint Colors
- VIII. Adjournment *Attachments

HISTORIC AND ARCHITECTURAL PRESERVATION COMMISSION (HAPC)

Meeting Minutes

August 14, 2019

CALL TO ORDER

The August 14, 2019 meeting of the Oxford Historic and Architectural Preservation Commission was called to order at 6:00 p.m. by Mike Kohus. Members present: Chris Skoglund, Mike Kohus, Chad Smith, Corey Watt and Edna Southard. Staff present was Sam Perry, Director. Ms. Southard arrived at 6:30 p.m.

PUBLIC COMMENTS

There were none

APPROVAL OF AGENDA AND MINUTES

Mr. Watt made motion to approve the May 8, 2019 HAPC minutes as written. Mr. Smith seconded the motion. All were in favor.

NEW BUSINESS

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

Mr. Perry stated that the Zoning Code now requires a pre application review before a final HAPC vote. Therefore, Mr. Webb is requesting a pre-application discussion regarding a proposed new dwelling in the alley behind 116 W. Church Street. The existing house will stay and a new house will be built behind it in the alley. Mr. Perry provided an overhead view of the site. Mr. Perry noted it would have its own separate driveway off the alley. Mr. Perry noted that it was a lot of record and could be built. Mr. Perry provided a context of the surrounding buildings.

Mr. Scott Webb spoke. Mr. Webb shared that he picked up some of the details from the front house. The front of the new house would include the front porch matching the front house. Mr. Smith inquired if the exterior material was vinyl siding. Mr. Webb responded yes as the front house was primarily siding. Mr. Webb stated that the design included window heads and a transom over the door. Mr. Webb stated that the design also included shutters on all sides of the structure. Mr. Webb stated that he replicated many of the details including a dormer.

Mr. Watt stated that he liked the new house design, but not the vinyl siding. Mr. Watt stated he didn't think the front house was wood siding, but asked about using Hardie siding. Mr. Smith suggested a throwback textured siding, as long as matching the existing home really nicely. Mr. Watt inquired about which trees would be preserved. Mr. Perry inquired about the foundation, and if it could be softened up a bit. Mr. Watt referred to the back, covered porch and preferring the decking material to be complementary with the rest of the house. Mr. Webb stated it would probably be vinyl or composite. Mr. Perry asked just as long as the deck was not unpainted treated wood. Mr. Webb reviewed HAPC's findings, to patch the exposed foundation, change the dormer to replicate the main house, and trying not to do vinyl and if would be, to use upgraded vinyl.

Mr. Perry reminded Mr. Webb that he would need to submit an application for a Certificate of Appropriateness review and pay the HAPC fee.

ADMINISTRATIVE APPROVALS

The HAPC discussed administrative approvals that have taken place since the last meeting:

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

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

HAPC-2019-11-ADM, 22 S. Campus Avenue, window and door replacements, Paul Brokamp, VSWC Architects, Applicant (Mr. Perry described to the HAPC the window design chosen.)

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

OLD BUSINESS

Historic District Expansion of the Mile Square and Beyond

Mr. Perry stated that he had printed out and distributed what Mr. Skoglund had sent to him. Mr. Skoglund discussed potential geographic expansion areas of the Mile Square and stated that he had plotted them out to identify potential

distinct (clustered) areas. Mr. Skoglund stated that he didn't see any except for those on Collins and Elm, and the other area in the upper right corner of the Withrow Street area. The University District could expand a couple of blocks even Uptown down to Collins - or maybe even to Spring Street? Mr. Skoglund even suggested buffering the area around in a C design around the Uptown. Mr. Skoglund stated that now that we can see where they are, maybe designate historic islands, and look at do we designate them non historic, non-contributing? Mr. Perry suggested homework for the HAPC to go out and look at gateway areas, tourism areas and flag potential structures. Discussion followed. Mr. Perry stated that he was planning on getting a consultant to update the Design Guidelines and possibly update Uptown and University Districts.

Mr. Perry stated that at the next HAPC meeting to narrow down areas, and park the others for the time being. Mr. Perry stated that he liked Mr. Watt's idea of historical islands (not just one house, but clusters (even though were allowed per Mr. Perry). Determine designations, and possibly schedule open houses for these areas. Could there be resistance from homeowners? Mr. Perry suggested that while out identifying properties to ask yourself is this a site/cluster/district category?

Historic District Paint Color Guidelines: Mr. Kohus inquired how do we want to present to the public. Mr. Kohus described how he would chose various color schemes. Discussion regarding how to share the information would occur. Everyone agreed the information would be shared on the City of Oxford website. All agreed that we include the paint codes and that we reference in our design guidelines as to what color schemes were preferred. Mr. Kohus emphasized that they would not be a requirement but a guideline.

Rules of Procedure: Mr. Perry shared that this was a good time to include in the packet and review if updates were needed in the Rules of Procedure. Mr. Perry referred to the inclusion of public comments. Mr. Perry stated that he didn't see anything specific in the Rules about public comments included on the Agenda as an agenda item. Mr. Perry described how the BZA handled in person public comments. Mr. Watt referred to Section Article I(b) "The City Manager shall serve as an ex-officio member as authorized by Section 8.12 of the Oxford Charter", to read "The City Manager or designee shall serve as an ex-officio member..."

Mr. Dana Miller and Mr. Hueston Kyger were in the audience. Mr. Miller inquired about price comparisons of vinyl versus Hardie siding, and window choices, and the creating of hardships for the owner. Discussion followed.

ADJOURNMENT

Mr. Smith made motion to adjourn the meeting. Mr. Watt seconded the motion. All were in favor. The meeting was adjourned at 7:10 p.m.



Internal Use Only:	
Case No.	HAPC-2019-15-ADM
Date Filed	8/19/19

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 *	Eat up hot pot
Mailing Address *	15 S Beech St
City, State & Zip Code *	Oxford, OH 45056
Telephone Number(s) *	513-465-4839
Email Address	gaoa@miamioh.edu
Location of Property *	15 S Beech St
Name of Building *	
Legal Description *	

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.

Replace existing building sign with similar sign

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 *

Rick Roderer

Digitally signed by Rick Roderer
DN: cn=Rick Roderer, o=FastSigns, ou,
email=227@fastsigns.com, c=US
Date: 2019.08.16 17:02:36 -0400

Date *

8/15/19

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	
Fee Paid Date *	_____
Receipt Number *	_____
Date of HAPC Review *	08/22/2019
Decision *	(Circle One) <input checked="" type="radio"/> Accepted <input type="radio"/> Rejected As Noted
Approval Signature *	<i>Michael J. Adams</i>
Title *	Chair HAPC
Comments/Conditions *	Square Edges Required on Lettering

¹ Oxford Codified Ordinances: cityofoxford.org/tees

² Design Guidelines: cityofoxford.org/hapc

³ 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

Last Revised: Monday, January 14, 2019

HAPC application

Condition

**RECEIVED
City of Oxford**

AUG 23 2019

Community Development



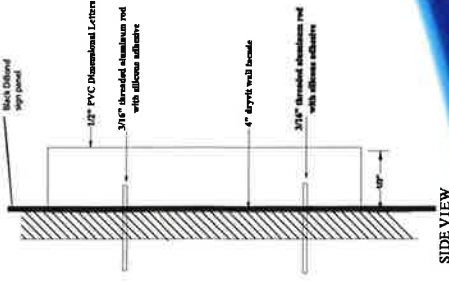
Face change Only



Eat Up Hot Pot
15 S Beech St
Oxford, OH 45056

34" x 10ft Dibond
sign panel with
1/2" thick PVC letters
stud mounted thru
DiBond sign panel and
into building fascia

PVC Dimensional
Letters

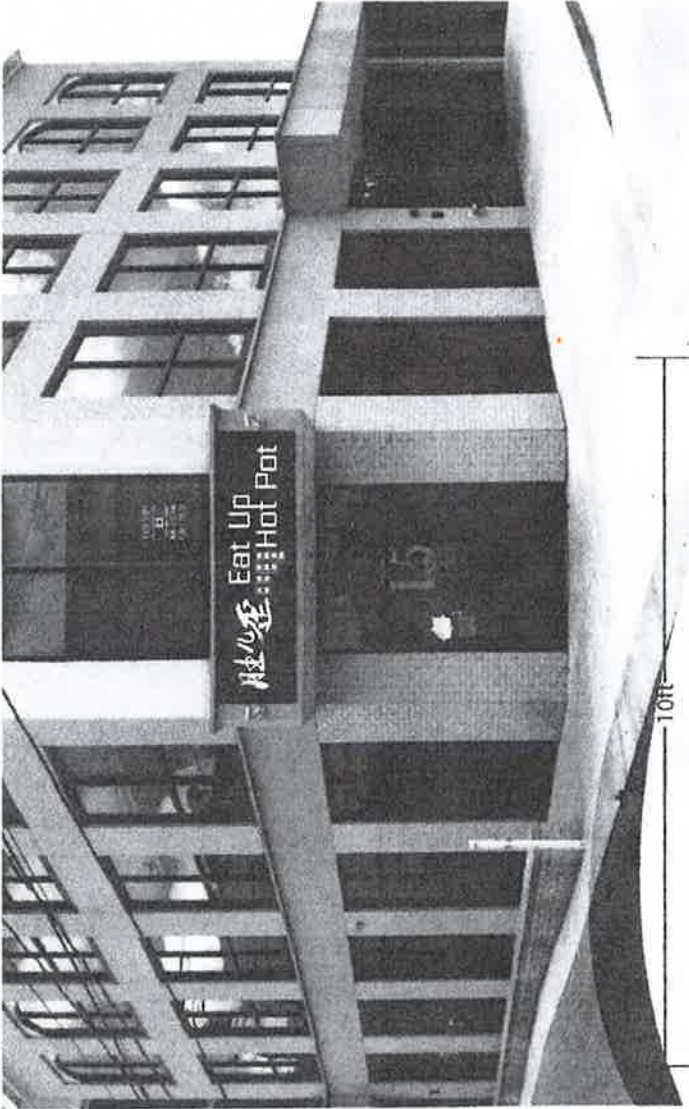


Total signage
28.36sqft

FASTSIGNS
(513) 942-3000
6560 Dixie Hwy
Fairfield, Ohio
227@FastSigns.com

Company: Eat Up Hot Pot
Contact: Ang Gao
Phone:
Email:

Invoice #: 44444
File Name



Face change Only

RECEIVED
City of Oxford

Eat Up Hot Pot

Eat Up Hot Pot
15 S Beech St
Oxford, OH 45056

34" x 10ft Dibond
sign panel with
1/2" thick PVC letters
Dibond sign panel and
stud mounted thru
into building fascia.

PVC Dimensional
Letters



Total signage
28.36sqft

AUG 23 2019

(513) 942-3000
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Fairfield, Ohio
227@FastSigns.com

Company: Eat Up Hot Pot
Contact: Ang Gao
Phone:
Email:

Invoice #: 46444

File Name

FASTSIGNS

Community Development



Internal Use Only:	
Case No.	HAPC-2019-16-ADM
Date Filed	8/22/19

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Applicant Information

Attach a Letter of Agency if the Applicant is not the property owner.

Name * Mona Kerby

Mailing Address * 7 1/2 E High St.

City, State & Zip Code * Oxford, OH 45056

Telephone Number(s) * 513 523-6110 mkerby1960@gmail.com

Email Address ~~XXXXXXXXXXXXXXXXXXXX~~

Location of Property * 29 E High Street

Name of Building * _____

Legal Description * _____

Type of Application

Select all that apply.

Pre-Application (no fee) Certificate of Appropriateness (\$50.00) Demolition of Historic Structure (\$250.00)

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Sign face change on existing awning.

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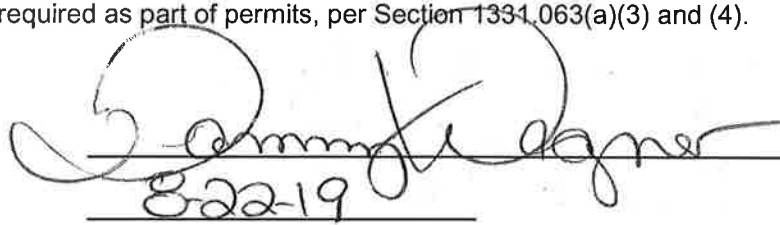
Fee

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Sign and Date

Applicant Signature *



Date *

8-22-19

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

For Staff Use Only	
Fee Paid Date *	<u>8/25/19</u>
Receipt Number *	_____
Date of HAPC Review *	<u>8/27/2019</u>
Decision *	(Circle One) <input checked="" type="radio"/> Accepted <input type="radio"/> Rejected
Approval Signature *	<u>Christophe Skyles</u> VIC-CHAIR HAPC <u>8/27/2019</u>
Title *	_____
Comments/Conditions *	_____

¹ Oxford Codified Ordinances: cityofoxford.org/fees

² Design Guidelines: cityofoxford.org/hapc

³ 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, lanepi.org

Attitudes UPTOWN



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City of Oxford

AUG 26 2019

Community Development

PLANNING
CITY OF OXFORD

AUG 26 2019

Community Development

Queen City Awning
Cincinnati, Ohio

Attitudes

rendering

Deliverables
C F G P I

Client: City of Oxford
Date: 8/26/19
By: [Name]
Sheet # of [Total]

OFFICE COPY