



AGENDA
PLANNING COMMISSION
TUESDAY, June 13, 2023
7:00 P.M.

MEMBERS

Corey Watt, Chair, HAPC Rep.

Shana Rosenberg, Vice Chair, HAC Rep. Carla Blackmar, OPTAB Rep.
Jason Bracken, Council & Environmental Commission Rep. Michael Smith
David Prytherch, Council & CASC Rep.

STAFF

Sam Perry, Director, Community Development
Zachary Moore, City Planner / GIS Coordinator
Christopher Conard, Law Director

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 Planning Commission 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 three minutes or less.

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes of May 9, 2023 1
- IV. Public Comments Related to Items Not on the Agenda
- V. Reports from Commissions, Boards, Committees & Staff
- VI. Discussion Item
 - Concept Review – Oxford Cottage Community 5
- VII. Old Business
 - Revisions to Planning Commission Rules of Procedure, **TABLED from March 14 meeting** 22
- VIII. Adjournment



OXFORD PLANNING COMMISSION

Meeting Minutes

Tuesday, May 9, 2023

[Link for website video here](#)

Roll Call

Corey Watt, Chair

Shana Rosenberg, Vice Chair

Steve Dana

Michael Smith

Carla Blackmar

David Prytherch

Jason Bracken

Time: 3:31

A regular meeting of the Oxford Planning Commission was called to order by Chair Corey Watt on Tuesday, May 9, 2023 at 7:00 p.m.

Members in attendance were Shana Rosenberg, Steve Dana, David Prytherch, Michael Smith, Carla Blackmar, and Jason Bracken

Members excused: None

Staff Members in Attendance

Mr. Sam Perry, Director, Community Development, Mr. Zachary Moore, City Planner/GIS Coordinator, Mr. Christopher Conard, Law Director, Ms. Eunike Miller, Administrative Assistant

Staff Members Excused

None

Approval of the Agenda

Mr. Watt made an amendment to the Agenda. Item #6 “Old Business” to become “New Business. Item #7 “New Business” to became “Discussion Items”.

[Time: 3:39](#)

Motion – To Approve the Agenda as Amended

(Voice Vote) 1st Mr. Dana

2nd Mr. Bracken

AYE: (7)

NAY: (0)

ABS: (0)

Approval of Minutes of March 14, 2023

[Time: 4:40](#)

Motion – To Approve the minutes as written

(Voice Vote) 1st Mr. Dana

2nd Ms. Blackmar

AYE: (7)

NAY: (0)

ABS: (0)

Public Comments Related to Items Not on the Agenda

[Time: 5:07](#)

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 Planning Commission 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 three minutes or less.

There were no comments from the public.

Reports from Commissions, Boards, Committees & Staff

[Time: 5:28](#)

Old Business

This agenda item was amended by a motion made by Mr. Dana and seconded by Mr. Bracken at the beginning of the meeting. Therefore, this agenda item became **New Business**.

PC-2022-02

[Time: 15:22](#)

Page 5 of the Agenda Packet

1. PC-2022-02, 5470 College Corner Pike, CONDITIONAL USE EXTENSION REQUEST, new hotel, High Point Lodging, Applicant, John Bayer, Bayer Becker, Agent

Motion – To Enter into Public Hearing

(Voice Vote) 1st Mr. Dana

2nd Mr. Prytherch

AYE: (7)

NAY: (0)

ABS: (0)

Comments from the Public

Craig Erickson, 5280 Morning Sun Rd

Mr. Erikson wanted clarification on the ownership of the property.

Motion – To Close Public Hearing

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Dana

AYE: (7)

NAY: (0)

ABS: (0)

Motion – To Approve the six-month extension request

(Voice Vote) 1st Mr. Prytherch

2nd Mx. Rosenberg

AYE: (7)

NAY: (0)

ABS: (0)

New Business

This agenda item was amended by a motion made by Mr. Dana and seconded by Mr. Bracken at the beginning of the meeting. Therefore, this agenda item became **Discussion Items**.

Time: 25:32

Page 58 of the Agenda Packet

1. Annexation/Zoning Discussion and Possible Recommendation to Council for 525 North Campus Ave for a Potential New Hotel Project

Mr. Perry informed the Commission there was a request from Mr. McCarthy, the Agent of the seller of the property, and from the Architect of the construction company to extend this item to a later meeting. Mr. Perry then gave a brief presentation on the subject. After this presentation, the Commission had a brief discussion on this agenda item.

Time: 57:03

Page 67 of the Agenda Packet

2. Zoning Code Amendments Discussion

Mr. Perry gave a brief explanation of what the Zoning Code Amendments mean and involve, which ones are urgent. Mr. Perry informed the Commission one of the most critical changes would be the validity of a Variance approval. The suggestion is to change it from 6 months to 12 months. Mr. Perry explained why this is necessary.

Motion to Adjourn Meeting at 8:15 p.m.

Time: 1:16:50

(Voice Vote) 1st Mr. Dana

2nd Mr. Bracken

AYE: (7)

NAY: (0)

ABS: (0)



MEMORANDUM
Community Development Department
513-524-5204

TO: Oxford Planning Commission
FROM: Zachary Moore, AICP
City Planner / GIS Coordinator
DATE: June 7, 2023
RE: Oxford Cottage Community – Concept Review

INTRODUCTION

Mindy Muller, President/CEO of Community Development Professionals (CDP), is requesting the Planning Commission conduct a Concept Review for a potential 12-unit transitional housing project referred to as the Oxford Cottage Community (OCC). The project is proposed to be situated on a 2.1-acre site located at 5234 Hester Road (Parcel ID H4100020000010). The site is currently vacant/undeveloped and zoned R-1B Single-Family Medium Density Residential.

Ms. Muller has been working for a number of years to acquire funding and assume site control to get this particular project off the ground. With Ms. Muller's OCC project in mind, and backed by support from the Oxford Housing Advisory Commission (HAC), City Council decided to use American Rescue Plan Act (ARPA) funds to purchase the property from the previous owner in November 2021. A month later, Council authorized the City Manager to enter into a 20-year Land Lease with the Center for Community Revitalization (CCR), a 501(c)(3) nonprofit set up to eventually own and manage the cottages. All of these past steps taken by the City have been in support of CDP's mission to establish a supportive co-housing development to assist Oxford-based residents who have struggled to find affordable, stable housing in the community.

PRELIMINARY EVALUATION

Staff has worked extensively with Ms. Muller and her engineering team at Jones Warner Consultants Inc. (JWCI) over the last several months to communicate applicable zoning requirements and procedures, as well as to fine-tune the potential site layout. Since the City is both the regulator and property owner in this situation, as an organization the City is able to influence the design outcome in a more substantial manner as compared to the more typical situation where land is in private ownership. Steps taken by both parties eventually culminated in a Preliminary Zoning Review by staff, which was provided to the project team on May 17. The Preliminary Zoning Review letter and associated plan is included as an attachment in the Planning Commission's packet. The OCC team did make some minor adjustments to the plan in response to the Review.

Since the site is presently zoned for single-family use, the only way to potentially allow for more than one dwelling unit – without subdividing the site in some fashion – is to request Planned Development approval. Oxford Zoning Code **Section 1145.12** contains provisions defining what can and cannot be proposed in a Planned Development, based on underlying zoning. **Section 1145.12(c)(1)(A)** specifies that when a Planned Development overlays an existing residential district, *any land use permitted in any residential zoning district* is potentially permissible. Moreover, per **Section 1145.12(d)** the resulting residential density cannot exceed *110 percent of the density permitted in the underlying zoning district*.

Considering the site is 2.1 acres in size and the minimum lot area for a single-family dwelling in the R-1B District is 7,500 square feet, this means the maximum resulting density is **12 units** (2.1 acres x 43,560 sq. ft. per acre = 91,476 sq. ft. ÷ 7,500 sq. ft. = 12.20). When increasing this figure by an extra 10 percent, this affords the possibility for one additional dwelling unit, bringing the maximum potential number of dwelling units approvable through a Planned Development review process to **13** (12 x 1.1 = 13.2). Rather than attempt for the maximum density possible, CDP intends for the development to comprise 12 units in total.

Some other key subjects to emphasize at the present time include:

- **Site Orientation & Circulation:** The site is currently proposed to be organized around a one-way private drive, routing traffic in a loop with ingress/egress facilitated by two new curb cuts off Hester Road. With this drive essentially serving as one elongated parking area, all 12 cottages would have front doors facing toward the drive. Arranging the site in this way helps to create a “pocket neighborhood” feel, with space in the center devoted to common use/activities. Pedestrian walkways around the perimeter and through the center of the site are proposed to be 5-feet in width, consistent with zoning standards.
- **Dwellings:** The cottages proposed for the site are quite small as compared to more conventional detached housing products, as each covers a footprint of 396 square feet. It appears that all 12 cottages will follow the same modular design, with each containing an efficiency-style layout comprising one open living/dining/sleeping area and one bathroom. Per the latest analysis by staff, this type of layout should be able to accommodate up to a maximum of 2 occupants per the Oxford Property Maintenance Code. CDP plans for all of the pre-fabricated cottages to be built by one company, UniBilt, based in Vandalia. The units would be assembled in a factory and brought in to be placed on foundations.
- **Parking:** The OCC team is currently showing a total of 30 angled parking spaces on their site plan, along with 1 extra enlarged space toward the back of the site for loading & unloading purposes. The Zoning Code specifies in **Table 1149.05-1** a minimum of 2.5 parking spaces per unit for multi-family residential use, thus resulting in a parking minimum of 30 spaces overall (2.5 x 12 units = 30); if however the parking minimum were instead dictated by the single-family standard (2 per unit), the minimum overall total would drop to 24 spaces (2 x 12 units = 24).
- **Perimeter Setback:** Planned Developments containing residential uses are normally required to provide a structural & parking setback of **no less than 25 feet** around the perimeter of a site, per **Section 1145.12(e)(3)**. As presently designed, the proposed cottage structures would adhere to this setback but angled parking spaces off the proposed one-way drive aisle would not. Angled parking on the north side of the property – which is adjacent to single-family residential uses on Hester Road and Fuller Way – appears to be as close as 7 feet to the property line. Angled parking spaces near the southern line appear

to be set back a little further away than those on the north end, at around 11 feet. The OCC team hopes to alleviate the reduced setback along the northern end of the site by planting arborvitae for screening. It should be noted that any setbacks which are to be reduced in comparison to the 25-foot minimum would require recognition as a waiver to Code.

- **Landscaping, Lighting and Signage:** Tree planting information, apart from the arborvitae plantings shown along the north side of the site, has not yet been provided. It should be noted that a minimum of 20% of any Planned Development site is required to be devoted to open space; this provision should effectively be met through the preservation of a mature wooded area toward the rear of the site, assuming it is not be used for some other purpose such as stormwater management. A sample photo illustrating a potential style/design for a freestanding identification sign has also been provided, though exact plans/dimensions are not yet provided at this time. Lighting details are not yet known.
- **Relationship to the Comprehensive Plan:** The Oxford Tomorrow Plan adopted in January 2023 identifies the site as falling within the **Suburban Neighborhood** Character Type, which are areas normally characterized by residential subdivisions with relatively uniform housing types and densities. It appears this particular project should help address a number of housing objectives adopted into the Plan, including but not limited to: (1) ensuring housing affordability and attainability for all income levels; (2) expanding housing options for all life stages; and (3) supporting developments and programs addressing supportive and transitional housing.

PLANNING COMMISSION ACTION

Concept Reviews do not involve any sort of formal decision or vote being rendered by the Planning Commission; rather, it is an opportunity for valuable feedback to be given that can help shape a development plan in its earliest stages. While it appears the OCC team intends to eventually file a formal submittal for consideration of a Planned Development – which would of course entail formal action by both Planning Commission and Council – at this point in time, the team is simply seeking informal guidance from the Commission on whether the proposal and associated site design seems to be on the right track in terms of embodying appropriate themes and principles. Given the small size of the site along with the relatively low unit count anticipated, it is expected the OCC team should be able to submit enough information for consideration of a combined Preliminary + Final Planned Development, as opposed to submitting for each separately which would result in a lengthier review timeline.

The Commission should keep in mind that other City departments including Fire, Police and Service – which normally weigh in on large-scale development projects and other discretionary planning matters – have not yet had an opportunity to review and comment on the proposal. Other departments are usually consulted once a formal submittal has been received. A Concept Review can serve as an opportunity for an applicant to make more significant adjustments to a particular plan, before it is packaged as a detailed application and submitted for a more complete review involving transmission to other departments for comment and revisions.

Lastly, it should be noted that once a formal submittal is received, per typical protocol courtesy notices will be distributed to all properties within 200 feet of the subject property so that nearby residents may also be given ample opportunity to provide feedback to staff, Planning Commission, and Council.

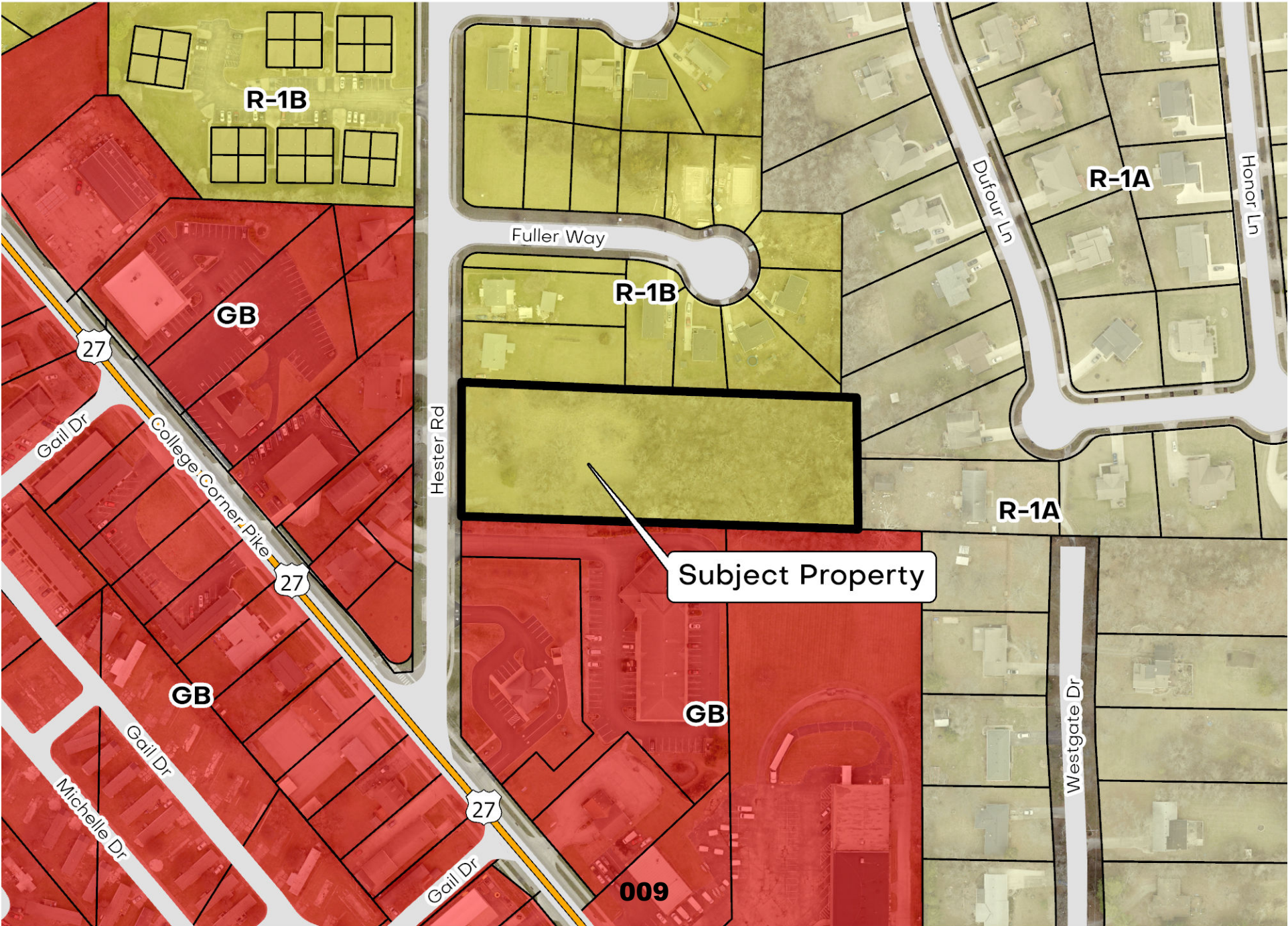
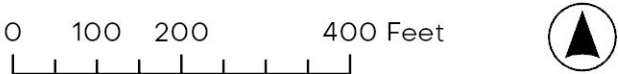
Aerial Map

 Site



Zoning Map

 Site





Community Development Professionals EDUCATE. SUPPORT. DEVELOP. CONNECT.

Helping Communities Thrive.

May 30, 2023

Zachary Moore, AICP
City Planner / GIS Coordinator
City of Oxford
15 South College Avenue
Oxford, OH, 45056.
Email: zmoore@cityofoxford.org

Zach:

Thank you for the opportunity to present this concept plan for consideration by the Planning Commission. We are excited to present this project and hear from the Commission their thoughts, ideas and responses to the planned development.

Oxford Cottage Community (OCC) is an intentional cohousing community that is designed to create a nourishing environment where its residents can thrive. We seek to create a model for community where living is affordable, residents look out for each other and the earth, and there is demonstrated commitment to good neighboring.

OCC is a pocket community comprised of twelve cottages on 2.1 acres on Hester Road. The cottage community is designed to provide a supportive housing environment for Oxford-based residents who have struggled to find affordable, safe rental housing. OCC is an income-controlled community which can house 1-2 person households.

OCC is not *subsidized* but is *affordable* with occupancy costs that include rent and utilities at a level at or below fair market rate. Community Development Professionals (CDP) is the developer and Center for Community Revitalization (CCR), a 501(c)3 nonprofit, will own and manage the cottages.

The cottages are custom homes, 396 sq ft, designed by Unibilt Industries. All cottages are fully furnished including stackable washers and dryers and have an open floor concept with full kitchen. All cottages have a front porch with complementary exteriors and are designed to meet HUD's Housing Quality Standards (HQS).

OCC is a \$1M project with the cottages funded through private investment and \$150,000 in public contribution from the City of Oxford.

The property will be managed by a day-to-day community manager, responsible for general duties related to property management. The community will largely be governed through a resident council. The community concept, that is a *community where everyone can thrive*, is at the heart of OCC with specific values as outlined below that shape the day-to-day operation of the community. These values are important to understanding the uniqueness and intentional design of OCC.

Values

Sharing Our Lives

OCC is a community where we support each other through this season of life. We sustain each other as we live in community, provide support and space for encouraging each other to thrive, and fostering a sense of belonging.

Creation Care

We strive to make our community environmentally sustainable, while still providing affordable housing. We weigh long-term environmental impacts as we decide how to live in community. We support each other in making sound day-to-day living choices that reduce our impact on the earth. We recycle, reuse, and share resources whenever possible.

A Diverse Community

OCC is committed to creating a diverse cohousing community. We value and honor our differences and support the uniqueness and growth of each person. We respect individuality and respect and value the unique history and stories of persons living in our shared community.

Safety and Trust

A feeling of safety and trust is a key component of community. We foster this element within our community by respecting each other's beliefs, accepting each other as individuals, and communicating openly and honestly. We build a safe and nurturing village for everyone. We have governance structures and processes that maintain the social community and the physical spaces.

Consensus Decision Making

We use the consensus decision-making process because we value every member's participation and inherent wisdom. Consensus empowers each of us as individuals while we work toward furthering the community's needs and goals. Communication and consensus decision-making skills are taught to and practiced by everyone in the community.

Balancing Community and Privacy

We value both community and privacy and seek to have a balance between the two. We have shared spaces, such as the community garden, fire pit and picnic areas, where we can garden together, share a meal and participate socially together. We also have the independent private space of our own homes.

Being a Part of the Larger Community

We value the riches that being part of the Oxford community brings to us. We seek healthy interactions with our neighbors and with the larger Oxford community. We strive to be an inspirational resource locally, and an example of how to live in community to other places.

Outdoor Spaces

OCC includes both community and personal outdoor spaces. Gardens, natural spaces, landscaping, and architectural design all work together to create a unique sense of place. Working together in the garden fosters our connection to the earth, and our connection to each other. We work to create an aesthetically pleasing place to live.

The Interconnectedness of Life

We recognize that we are a part of the interconnected web of life, so we strive to treat the natural community with responsibility and respect. We consider this community when making decisions. We create and maintain habitat for native plants and animals.

Integrating Livelihood and Life

We believe that integrating our personal lives and livelihoods is beneficial. We recognize the value working brings to our sense of wellness and well-being. We encourage residents to explore their sense of purpose and improve their financial resources through meaningful work. We encourage participation in cottage industries and artistic endeavors. OCC is not an income-sharing community.

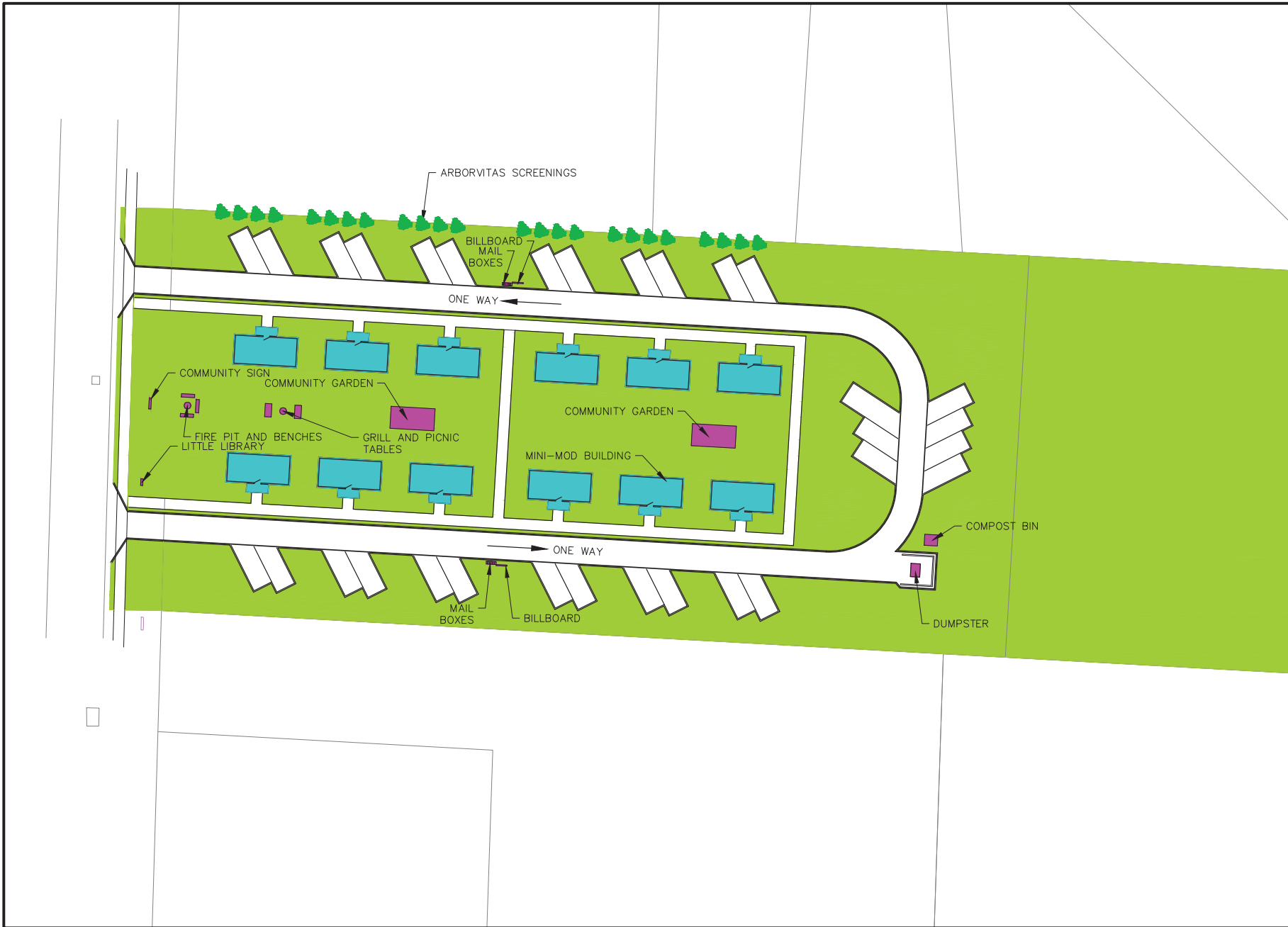
Included here is a concept drawing for OCC along with some additional conceptual detail for some of the elements referenced in the drawing such as signage, fire pit, raised garden beds, and the like.

I look forward to introducing or re-introducing the project to the members of the Commission. Thanks so much for your assistance throughout this process.

Sincerely,



Mindy Muller
President/CEO



www.joneswarner.com
Voice: (855) 704-5924
Fax: (837) 704-9949
jwc@joneswarner.com

PROFESSIONAL ENGINEERS AND SURVEYORS

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Stamp:

Project Status:

PRELIMINARY

OXFORD VILLAGE COMMUNITY PROJECT

PREPARED FOR:	COMMUNITY DEVELOPMENT PROFESSIONALS
PROJECT LOCATION:	332 DANTON STREET HAMILL, OHIO 45011
5234 HESTER RD OXFORD, OHIO 45056-5145	

Project ID:

22-030

Sheet Title:

Sheet Number:



BILL BOARD



FIRE PIT AND BENCHES



FIRE PIT AND BENCHES



ARBORVITAS SCREENING



COMPOSTE BIN



COMMUNITY GARDEN



MINI MOD BUILDING



COMMUNITY SIGN



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jwci@joneswarner.com

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Stamp:

Project Status:

PRELIMINARY

**OXFORD VILLAGE
COMMUNITY PROJECT**

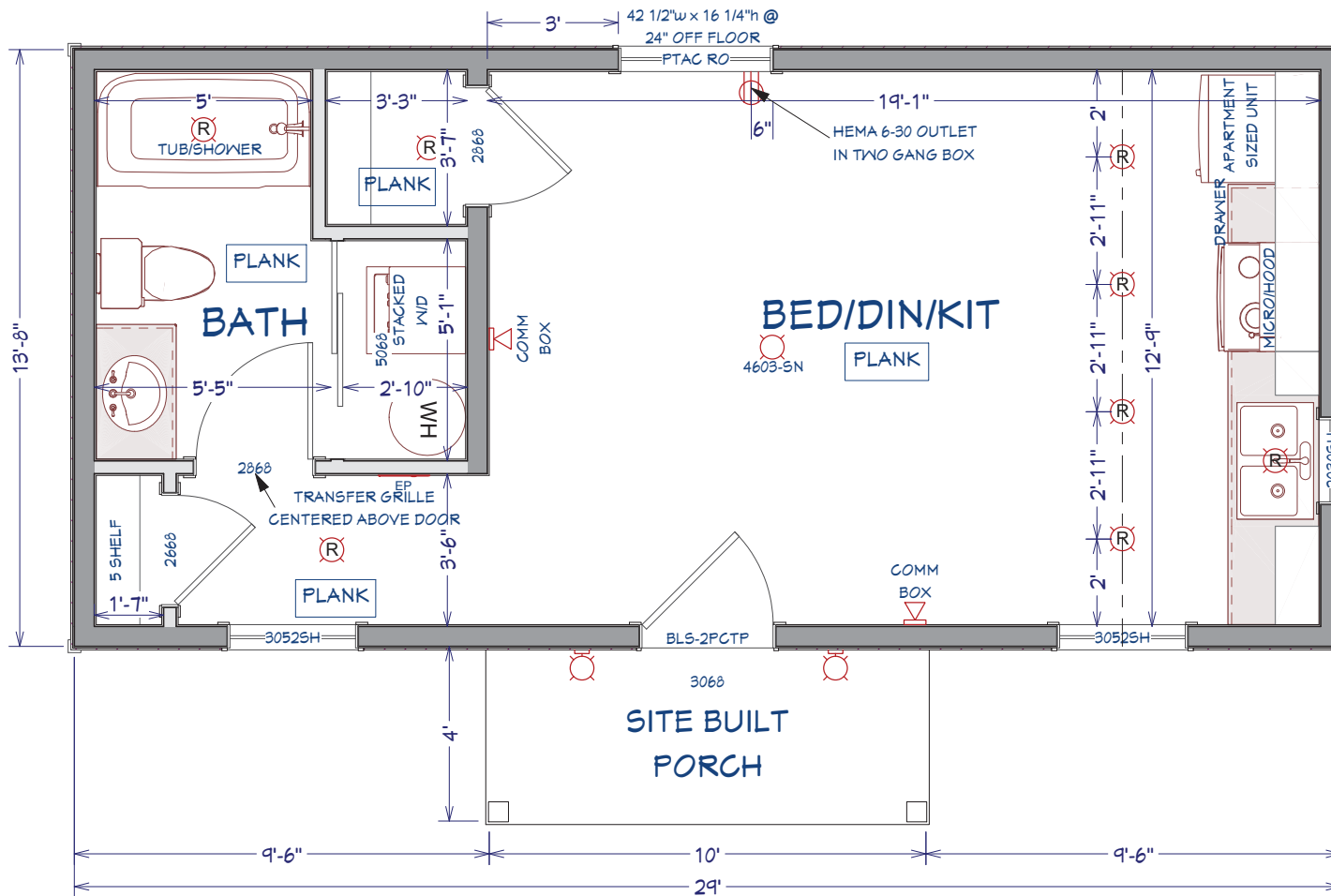
PREPARED FOR: COMMUNITY DEVELOPMENT PROFESSIONALS 332 DANTON STREET HAMILL, OHIO 44811	PROJECT LOCATION: 5234 HESTER RD OXFORD, OHIO 43065-9149
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Project ID:

22-030

Sheet Title:

Sheet Number:



SQUARE FOOTAGE	
1st FLOOR	396 SF
2nd FLOOR	N/A
TOTAL	396 SF



PROJECT DESCRIPTION:
 MINI-MOD
 14x29 1 1 STD
 CUT-A-PART PLAN



DRAWINGS PROVIDED BY:	
JDE	
DATE:	
1/11/23	
LOG NUMBER:	
22048	
SCALE:	
3/8"	
SHEET:	
FP	

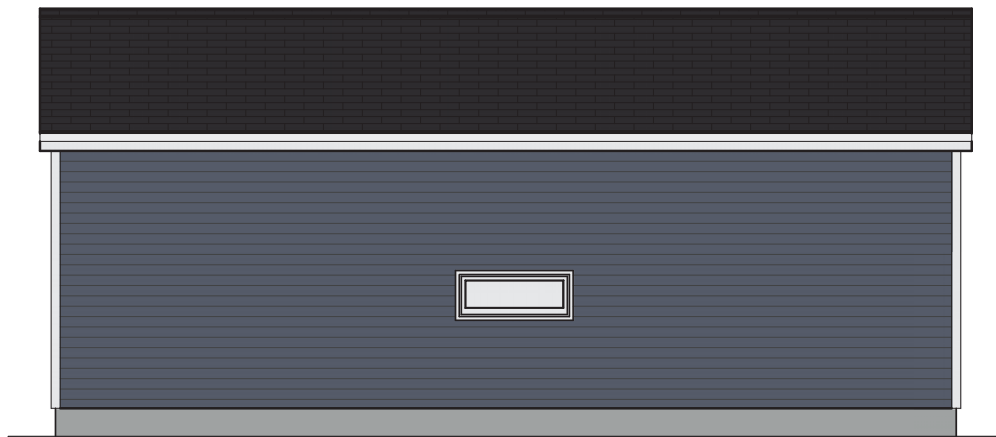
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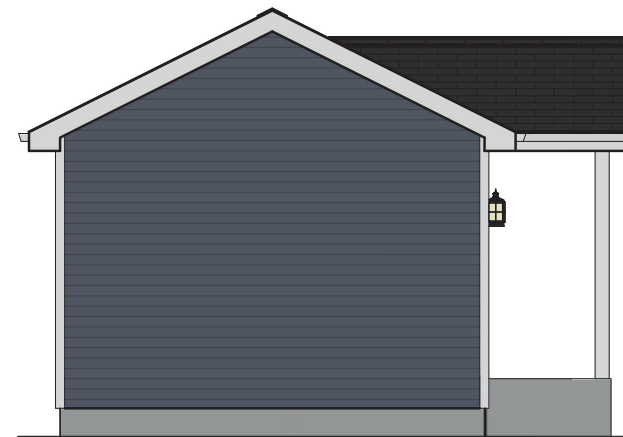
FRONT ELEVATION



RIGHT ELEVATION



REAR ELEVATION



LEFT ELEVATION

SQUARE FOOTAGE	
1st FLOOR	396 SF
2nd FLOOR	N/A
TOTAL	396 SF



PROJECT DESCRIPTION:
 MINI-MOD
 14x29 1 1 STD
 CUT-A-PART PLAN



DRAWN BY:	JDE
DATE:	1/11/23
LOG NUMBER:	22048
SCALE:	1/4"
SHEET:	ELEV

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Community Development Department
Preliminary Zoning Review
513-524-5204

May 17, 2023

Wayne Beyerlein
Jones-Warner Consultants, Inc.
8401 Claude Thomas Road, Suite 51
Franklin, OH 45005

VIA EMAIL:
wbeyerlein@joneswarner.com

RE: Preliminary Zoning Review for 5234 Hester Road – Cottage Community Planned Development

Dear Mr. Beyerlein:

As requested, I have reviewed your plans received May 4, 2023 for a future Planned Development comprising twelve (12) cottage units on a 2.1-acre site at 5234 Hester Road in Oxford, Ohio. The plan provided on May 4 is attached to this letter.

To provide some brief background, the City utilized American Rescue Plan Act (ARPA) funding to purchase the subject property in 2021 with the intention of having Community Development Professionals (CDP) develop a cottage-style project which would fulfill a community need for supportive, transitional housing.

The purpose of this letter is to provide comments resulting from the review of plans for compliance with the Oxford Zoning Code. This is only a preliminary review based upon the conceptual details currently provided; therefore it should not be construed as being exhaustive of all possible requirements that could come into play throughout the process – however, an attempt has been made to be as comprehensive as possible. Any differences in plans submitted for formal processing of a PD or an eventual Building Permit may reveal new or revised comments different than those mentioned here. Furthermore, this review only observes compliance with respect to the Oxford Zoning Code, and not to any other applicable codes or regulations including but not limited to the Oxford Property Maintenance Code or Residential Code of Ohio (RCO).

[Residential Building Permits](#) are required to be submitted and approved by the City prior to commencement of construction. It is further understood that prior to submission of Building Permits, a [Planned Development \(PD\) application](#) must first be considered and approved in order to accommodate a design comprising a cluster of 12 cottages. The primary reason the PD process must be followed is to request allowance for having more than one dwelling unit on the site, as set forth in [Section 1141.03\(a\)](#).

Typically PDs are approved in stages, first with a Preliminary PD followed by a Final PD. When applicants can provide a sufficiently detailed plan that provides all of the required contents outlined in [Section 1145.05](#) of the Oxford Zoning Code, it is possible for a combined submittal (Preliminary + Final) to be entertained which shortens the amount of review time spent. Planning Commission is a recommending body for PDs, and City Council is the approving authority. Please keep in mind that a 30-day referendum period applies following any decision on a PD; an application for a Building Permit can be filed as soon as immediately after a PD approval, but please keep in mind zoning approval of a permit is not possible until after the 30-day period has lapsed.

Preliminary comments on the submitted plan are listed below and on the following pages. Please keep in mind that the nature of a PD review is discretionary, so there may be instances where staff, Planning Commission, and/or Council are willing to entertain waivers to certain requirements as part of the review process:

1. [Section 1145.12\(e\)\(2\)](#) specifies that for Planned Developments, *front setbacks shall be limited as in the underlying zoning district*. The site is presently zoned R-1B Single-Family Medium Density Residential District, wherein the minimum front yard setback is 30 feet per [Section 1143.02\(c\)\(2\)\(A\)](#). It is not clear from the provided site plan whether the units closest to Hester Road meet the minimum setback distance (which is measured from the front lot line), though they do appear to be fairly close in meeting the requirement.

2. [Section 1145.12\(e\)\(3\)\(A\)](#) requires all buildings and parking areas within a Planned Development to be set back from the perimeter property boundary no less than 25 feet when the property abuts either a Residential District or a Commercial District. The property abuts Residential zoning to the east and north (R-1A and R-1B Districts respectively) and Commercial zoning to the south (GB District; i.e., College Inn & Suites formerly the Baymont Inn). The provided site plan does not show compliance with required perimeter setbacks to either the north or south. Per past suggestions, staff may be amenable to supporting a reduction of the required setback along the southern side of the property abutting commercial land, especially if it is only involving the encroachment of parking surfaces (not structures) into the 25-foot area.
3. [Section 1145.12\(f\)](#) requires all Planned Developments to reserve at least 20% of the site as open space, while also capping lot coverage at 40%. The 20% minimum appears to be more than sufficiently met so long as the wooded portion toward the rear (east side) of the site is retained and this environmental area remains undisturbed. In reviewing the present site plan, staff estimates the resulting lot coverage to be about 27%, thus compliant with the 40% maximum.
4. There are numerous Code provisions applicable to perimeter areas of the site, particularly the areas adjoining residential property to the north (i.e., 5280 Hester Road and 705-709 Fuller Way) and commercial to the south (i.e., 5190 College Corner Pike). These provisions include:
 - a. [Section 1145.12\(h\)\(2\)](#), which specifies that the perimeter of a Planned Development *shall be retained in natural woods or be suitably landscaping with grass, ground cover, shrubs, trees, or earthen mound*.
 - b. [Section 1149.07\(b\)\(2\)](#), which provides that *all paved areas of an off-street parking area shall be a minimum of 6 feet from any lot line or 10 feet from any lot in a residential zoning district*.
 - c. [Section 1149.07\(e\)\(4\)\(A\)](#), which requires parking areas to be screened from an adjacent residential district by a 6-foot high visual screen.
 - d. [Section 1149.07\(e\)\(4\)\(B\)](#), which specifies that *any parking space oriented in such a way as to have headlights shine into a residential structure shall have a fence, wall, or solid hedge of no less than 4' in height screening the headlights*.

Per the provided site plan, it appears that parking spaces are currently situated in locations that would be approximately 7 feet from the northern lot line (abutting residential) and 11 feet from the southern lot line (abutting commercial). No details on screening methods are yet known or provided.

5. [Section 1145.12\(j\)](#) specifies that *electric and telephone facilities, street light wiring, and other wiring conduits and similar facilities shall be located underground*. Please keep this standard in mind as plans are developed.
6. [Section 1145.12\(k\)](#) specifies that the Planning Commission and/or Council may deem other design elements necessary to ensure a project satisfies the decision criteria outlined for Planned Developments. These criteria can be found in [Section 1145.06\(b\)-\(c\)](#) of the Oxford Zoning Code.
7. [Chapter 1148](#) governs tree planting and preservation. Thank you for providing details on existing trees and corresponding sizes. Any trees which are to be saved during construction should be labeled on the site plan. Trees which are preserved may be counted toward planting requirements, and trees planted can also count toward tree replacement per Code requirements. For now, please be aware of the following tree planting requirements:
 - a. [Section 1148.04\(c\)\(1\)](#) requires the overall number of planted trees on a site at a rate of 1 tree for every 10 linear feet of lot frontage. The total frontage is estimated to be 183 feet, thus 18 total trees of at least 2-inch caliper are required to be planted or preserved somewhere on the site.
 - b. [Section 1148.04\(c\)\(2\)](#) requires a certain number of trees to be within the front yard area, at a rate of 1 tree for every 25 linear feet of lot frontage. Using the same frontage distance (183 feet), this equates to a

minimum of 7 trees needing to be planted in the vicinity of the 30-foot front yard setback area. These trees may count toward overall site plantings per (a.) above.

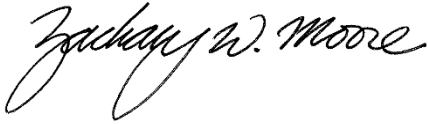
- c. [Section 1149.07\(e\)\(6\)\(B\)\(1\)](#) requires new parking areas to have a minimum of 2 trees, plus 1 tree for every 5 parking spaces or fraction thereof. With 32 parking spaces overall presently proposed, this amounts to 9 trees needing to be planted around or near the parking areas. These 9 trees may also count toward overall site planting per (a.) above.
8. [Section 1149.04](#) provides various parking dimensional standards where staff is unable to verify precise compliance at the present time, as exact dimensions, depths, and parking angles are not yet known. Providing callout notes/labels on the plan would assist with this effort. Refer to [**Table 1149.04-1**](#) for dimensional requirements, which are based on parking angle.
9. [Section 1149.05](#) – and even more specifically, [**Table 1149.05-1**](#) – specifies that there shall be a minimum of 2 off-street parking spaces provided for a single-family dwelling. For multi-family dwellings, the minimum is 2.5 per unit. In some respects (particularly parking design) the Zoning Code requires a project of this nature is to be treated as multi-family since more than 1 residential building is proposed to be located on a single lot (despite the fact that units are detached and separate from one another). When treated as a collection of single-family dwellings, the minimum number of spaces overall is 24. If treated as multi-family, the resulting minimum is a bit higher at 30 spaces total. The provided site plan provides a total of 32 spaces, thus meeting the standard either way it may be interpreted.
10. Consistent with [Section 1149.07\(e\)\(1\)](#), please ensure parking and walkways are designed to be ADA-compliant, with the necessary amount of accessible spaces provided.
11. [Section 1149.07\(e\)\(2\)\(A\)](#) requires a minimum of 1 loading space sized 10-ft x 25-ft to be situated somewhere on the site, for general loading purposes. The rear portion of the site may be an ideal location for this space.
12. [Section 1149.07\(e\)\(4\)\(D\)](#) requires all parking areas to provide a minimum security lighting level of 1 foot candle, and further specifies that any light fixtures installed on the site cannot exceed 16 feet above the ground. Additional lighting standards can be found in [Section 1141.04\(f\)](#), including light trespass onto neighboring properties as well as a requirement for light sources to be recessed.
13. [Section 1149.07\(e\)\(4\)\(E\)](#) requires all areas adjacent to parking to *be raised, landscaped, and separated from the parking area by a minimum 6-inch high concrete curb*. Please be aware of this standard as plans are developed, as this will be the expectation at the Building Permit stage. Openings in curbing are permitted for stormwater management purposes.
14. [Section 1149.07\(e\)\(4\)\(R\)\(2\)](#) requires pedestrian walkways to be at least 5 feet in width. It appears from the provided site plan that walkways are proposed to be 4 feet in width, which would not meet the standard.
15. [Section 1149.07\(e\)\(5\)\(A\)](#) requires a minimum of 3 bicycle parking spaces to be accommodated somewhere on the site. This can be met by providing an outdoor bike rack. While it is typically preferred for multi-family developments to have indoor bicycle storage/lockers, the nature of incurring this type of expense for a more substantial bicycle amenity may not seem to align with the mission of this project.
16. Signage details have not yet been provided for consideration. [Chapter 1151](#) governs the place and manner in which new permanent signs are permitted. Staff recommends some degree of permanent signage details be considered and decided as part of the Planned Development review, such that Code compliance can be better understood with waivers to standards entertained as may be needed.
17. Standards affecting trash and recycling collection, more specifically refuse enclosures, are contained within [Section 1141.04\(j\)](#) of the Oxford Zoning Code. A properly sized refuse enclosure should be included on the plan, along with elevation drawings provided to communicate proposed styling and materials for the gate and walls. Walls must consist of masonry (such as brick or stone block); wooden privacy fencing alone is insufficient. The City contracts

with Rumpke for trash pickup services; a copy of Rumpke's specifications for dimensions and sizing can be provided upon request.

18. It is not known at this time what measures will be proposed to handle stormwater runoff. The City's Service Department, c/o City Engineer Scott Otto, reviews plans for consistency with requirements stipulated in the Storm Water Design Manual. At a bare minimum, there should be some narrative to this regard included as part of an eventual PD submittal. You are welcome to contact Mr. Otto for more guidance on what details and/or calculations will be necessary at the PD and Building Permit stages.
19. As suggested previously, once a site plan is better solidified it will be important to also receive a fire truck turning template so that our Fire Chief can assess drive aisles and turn radii for emergency service accessibility.

Please contact me if you have any questions.

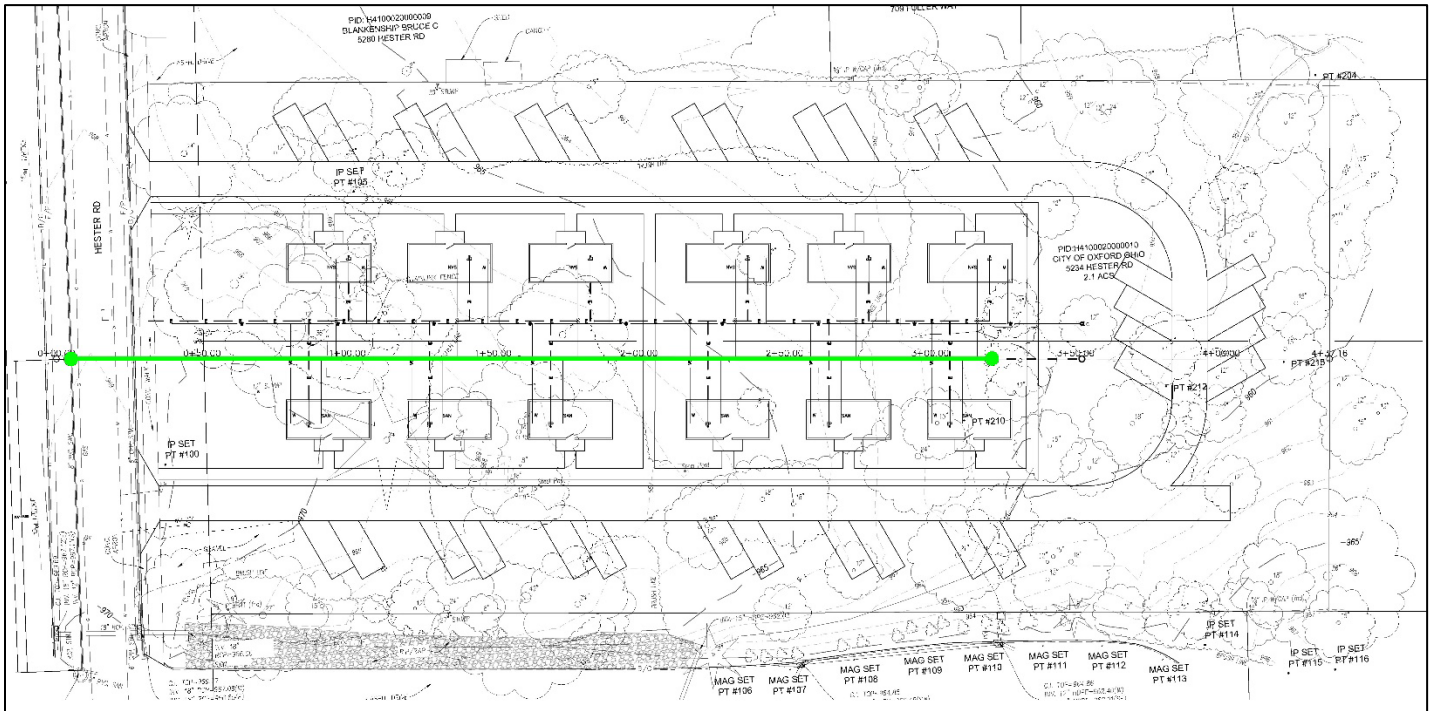
Respectfully,

A handwritten signature in black ink that reads "Zachary W. Moore". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Zachary Moore, AICP
City Planner / GIS Coordinator
zmoore@cityoffoxford.org
513-524-5204

ATTACHMENT

Site Plan





MEMORANDUM
Community Development Department
513-524-5204

TO: Oxford Planning Commission
FROM: Sam Perry, AICP
Director
DATE: June 8, 2023
RE: Rules of Procedures Revisions

Based on the need to bring the Planning Commission by-laws up-to-date, some revisions to the Rules are proposed as noted on the attached copy. If approved at this meeting these would go into effect immediately. City Council approval is not required. This discussion was tabled at the March 14th meeting.

A handwritten signature in black ink that reads "Sam Perry" with a long, sweeping horizontal line extending to the right.

Sam Perry, AICP
Community Development Director

**RULES OF PROCEDURE FOR
THE PLANNING COMMISSION OF
THE CITY OF OXFORD, OHIO**

ARTICLE I – Membership

The Planning Commission is established by Section 8-06 **8.03** of the Charter of the City of Oxford, Ohio. Membership shall consist of seven members, two of whom are members of Council, selected by Council for a term of one year; and five citizen members, appointed by Council from among the qualified electors of the City. ~~Planning Commission shall be sworn into office at his/her first meeting.~~ The five citizen members shall serve five-year overlapping terms of office with one term expiring each year. Citizen members of the Planning Commission shall hold no other public office, except that one such member may be a member of the Board of Education.

The City Manager, as authorized by Section 8-12 **8.09** of the Oxford Charter, shall serve as an ex-officio member of the Planning Commission.

ARTICLE II – Jurisdiction and Function

In accordance with Section 8-07 **8.03** of the Charter of the City of Oxford, Ohio, the Planning Commission:

may act as the Platting Commission of the municipality. As such, it shall provide for planning, zoning and regulations covering platting of all lands which are subject to control by the municipality, and shall cause an official map to be made. The Commission shall carry out the municipal planning function including the preparation of a **Comprehensive Plan** ~~master plan~~, and make such investigations, reports, and recommendations relating to planning and the physical development of the City as it finds necessary and desirable.

ARTICLE III – Offices and Duties of Members and Staff

Section 1. At the first meeting of each year, the Planning Commission shall elect one of its members as Chair, one as Vice-Chair, ~~and one as Executive Secretary~~

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 meeting. The Chair shall also represent the Planning Commission in matters and areas of concern to the Commission when so directed by a majority of its members and/or City Council; shall advise and keep the Commission members informed of Planning Commission related matters; and, shall perform such other duties commonly prescribed to such office and those duties that are deemed appropriate and necessary by the other members of the Commission and/or City Council.

Section 3. The Vice-Chair shall perform the same duties as the Chair in his absence; shall be responsible with the aid of the Community Development Director, Planner and the Law Director, or designee, for the orientation of and the dissemination of all pertinent Planning Commission materials to 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 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 as provided for in the City's records retention policy. 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 on file in the office of the Community Development Director.

~~Section 6. The Executive Secretary shall be responsible for the accuracy of the minutes of the meetings of the preceding month, prepared by the Recording Secretary, for approval at the next business meeting, and shall be responsible for such communications, as may be directed by the Commission.~~

Section 6. The Law Director serves as the legal counselor to the Planning Commission in accordance with ~~Section 5.04~~ **5.05** 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 Planning Commission business. The Law Director shall be present at all regular monthly business meetings of the Planning Commission. At such other times when the Law Director's services and legal counsel are required, he shall be given 48 hours notice in advance of such meetings.

Section 7. The Community Development Director 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 Planning Commission; shall notify in writing petitioners and/or affected parties and the news media of meetings and hearings; shall request and assemble all pertinent documents and information relative to agenda items; shall keep the Public Record of Planning Commission matters on file in the Community Development Director's office in the Municipal Building and make same available for public inspection; shall make available to petitioners, affected parties and/or the public the rules and regulations relative to Planning Commission procedures; shall advise the Commission of all lot splits, the packaging of lots, and the like.

ARTICLE IV – Meetings

Section 1. ~~The~~ **A** regular monthly business meeting of Planning Commission shall be held in the Oxford Courthouse at 7:30 p.m. during the second week of each month, unless otherwise scheduled at a day, a time, and a location as determined by the Chair, and as published on the City's website. A meeting may be canceled if there are no business items. Additional business meetings may be called by the Chair or any two (2) members when deemed necessary and appropriate. All Meetings are open to the public for attendance and participation and shall be announced to the public and the news media at least 2 days in advance of the meetings.

Section 2. The Chair or any two members may call a work session. Work sessions are for the purpose of studying appropriate matters pertinent to the duties of the Planning Commission. The public is invited to attend the entire work session and may participate **at the discretion of the Chair** during the first and last fifteen minutes, and at other times at the discretion of the Chair, of such sessions in matters relative to the agenda or matter discussed during the work session. Notice of the call for special meetings or a work session shall be **announced** communicated to the public and the news media at least 2 days in advance of said meeting.

Section 3. All meetings, including Executive **Sessions** Meetings, shall be held and conducted in conformance with the Ohio Revised Code, Section 121.22.

Section 4. Quorum for all meetings and work sessions shall consist of four members present at the meetings.

Section 5. All questions concerning the governance of the Planning 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 Planning Commission are the five citizen members and the two Council 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 the minimum quorum is present at any business meeting an affirmative vote of three members is necessary to validate the passage of any motion or recommendation. ~~Any motion 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. The Chair is entitled to vote on all matters under consideration by the Planning Commission.

Section 4. No Planning Commission member shall participate in the discussion or vote on any matter in which he has a personal interest as Planning Commission member. ~~It shall be the responsibility of the Chair to inquire whether a personal interest exists.~~ Any member having such a personal interest shall ~~absent~~ **recuse themselves** himself from the Commission during that portion of the meeting in which said matter is being deliberated and voted upon.

~~Section 5. Any participating member may include in the Planning Commission's recommendations to City Council a minority report in regard to any agenda item.~~

ARTICLE VI – Public Hearings

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

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

ARTICLE VII – Business Procedures

Section 1. Agenda items of business must be received in the **Planning Community Development** Department's Office in the Municipal Building no later than 5:00 p.m., and forty-five (45) days prior to the regular business meeting. Business items that are submitted after this time shall be considered at the next business meeting.

Section 2. The agenda for the regular monthly business meeting shall follow the format set forth by the Planning Commission. An agenda shall not be required for additional business meetings called by the Chair unless new items of business are to be considered at the additional meeting.

Section 3. Each agenda item of business that is submitted for the Planning Commission's consideration must be complete, that is, it must contain all pertinent information, such as: maps, diagrams, sketches, detailed specifications, etc., where necessary and applicable, in accordance with the requirements stipulated by the appropriate ordinance under which the agenda item is being considered.

Section 4. In order that Planning Commission may fulfill its responsibilities in rendering proper consideration to any petition, request, or plat 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 Zoning Administrator to inform said party or parties in writing of the time, date, place, and purpose of the meeting.

The Planning Commission shall reserve the right to dismiss any petition, request, plat, etc., if the petitioner, his agent, or legal representative is not present or has not requested in writing a reasonable extension of time for a proper presentation of said petition, request, plat, and the like.

Section 5. The Planning Commission renders a decision on petitions, subdivisions, plats, plans, etc., in accordance with the Oxford Code of Ordinances. Between the time of receipt of the petitions, subdivision, plats, plans, etc., and the deadline for Planning Commission approval, disapproval, or report, the Planning 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 it deems necessary and desirable

Section 6. Changes made on Final Plats by Council shall be reported to the Planning Commission by the Zoning Administrator.

Section 7. For zoning change requests, see Oxford Code of Ordinances, Chapter 1135.

ARTICLE VIII – ~~Planning Procedures~~ Annual Report

Section 1. During the fourth quarter of each year, the Planning Commission shall review the Code of Ordinances as they pertain to Planning and the Comprehensive Plan and the revisions thereof, which have been suggested during the previous twelve (12) months (See Agenda item VIII); following such review the Planning Commission shall formulate an Annual Report and any recommendations concerning any changes it deems desirable in any portion of the Comprehensive Plan. Those recommendations shall be submitted to the Oxford City Council in October, together with suggestions as to the means to accomplish the recommended changes.