



AGENDA
PLANNING COMMISSION
TUESDAY, August 8, 2023
7:00 P.M.

MEMBERS

Corey Watt, Chair, HAPC Rep.	Ann Kaufman Webster
Shana Rosenberg, Vice Chair, HAC Rep.	Michael Smith
Jason Bracken, Council & Environmental Commission Rep.	Matt Arbuckle
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. Commission Appointments (OPTAB and CIC)
 - IV. Approval of Minutes of June 13, 2023 1
 - V. Public Comments Related to Items Not on the Agenda
 - VI. Reports from Commissions, Boards, Committees & Staff
 - VII. New Business
-
- | | |
|--|-----------|
| PC-2023-09, 5234 Hester Road, PREMILINARY & FINAL PLANNED DEVELOPMENT, 12 residential cottages, Community Development Professionals, Applicant/Agent | 5 |
| PC-2023-11, 55 Reagh's Way, Merry Day Park Property, COMPREHENSIVE PLAN, FUTURE LAND USE MAP AMENDMENT for 4.71 acres from Preserves and Greenspace to Employment Corridor, City of Oxford, Applicant/Agent | 43 |
| PC-2023-08, 55 Reagh's Way, ZONING MAP AMENDMENT for 4.71 acres from General Business (GB) District to Multi-Family Residential (R-4) District, City of Oxford, Applicant | 50 |

PC-2023-12, 525 N Campus Ave, COMPREHENSIVE PLAN, FUTURE LAND USE MAP AMENDMENT for 6.67 acres from Rural to Campus, City of Oxford, Applicant/Agent	83
PC-2023-07, 525 N Campus Avenue, CONDITIONAL USE, new Fairfield by Marriott hotel, Oxford Hotel Group LLC, Applicant/Agent	91

VIII. Adjournment



OXFORD PLANNING COMMISSION

Meeting Minutes

Tuesday, June 13, 2023

[Link for website video here](#)

Roll Call

Corey Watt, Chair

Shana Rosenberg, Vice Chair

Carla Blackmar

Michael Smith

Jason Bracken

David Prytherch

Time: 3:26

A regular meeting of the Oxford Planning Commission was called to order by Chair Corey Watt on Tuesday, June 13, 2023 at 7:00 p.m.

Members in attendance were Shana Rosenberg, 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, Ms. Eunike Miller, Administrative Assistant

Staff Members Excused

None

Approval of the Agenda

Time: 3:31

Motion – To Approve the Agenda

(Voice Vote) 1st Mr. Prytherch

2nd Mx. Rosenberg

AYE: (6)

NAY: (0)

ABS: (0)

Approval of Minutes of May 9, 2023

Time: 3:49

Motion – To Approve the minutes as written

(Voice Vote) 1st Mr. Prytherch

2nd Ms. Blackmar

AYE: (6)

NAY: (0)

ABS: (0)

Public Comments Related to Items Not on the Agenda

Time: 4:06

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.

Karen Byrd Gibson, resident of Oxford

Reports from Commissions, Boards, Committees & Staff

Time: 5:04

Discussion Items

Concept Review – Oxford Cottage Community

[Time: 16:27](#)

Page 5 of the Agenda Packet

1. Oxford Cottage Community, Concept Review

Motion – To Enter into Public Hearing

(Voice Vote) 1st Mr. Prytherch

2nd Ms. Blackmar

AYE: (6)

NAY: (0)

ABS: (0)

Comments from the Public

There were no public comments.

Motion – To Close Public Hearing

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Smith

AYE: (6)

NAY: (0)

ABS: (0)

Old Business

[Time: 1:27:02](#)

Page 22 of the Agenda Packet

1. Revisions to Planning Commission Rules of Procedures

Motion – To Approve Revisions

(Voice Vote) 1st Mr. Prytherch

2nd Mx. Rosenberg

AYE: (6)

NAY: (0)

ABS: (0)

Motion to Adjourn Meeting at 8:28 p.m.

Time: 1:30:51

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Bracken

AYE: (6)

NAY: (0)

ABS: (0)

STAFF REPORT

Community Development | Planning Commission

APPLICATION DETAILS

Applicant	Community Development Professionals (CDP), c/o Mindy Muller
Location	5234 Hester Road (Parcel ID H4100020000010)
Action Request	Preliminary & Final Planned Development (PD)
Engineer	Jones Warner Consultants, Inc. (JWCI)
Owner	City of Oxford
Current Use	Vacant / Undeveloped Land – formerly a single-family home
Current Zoning	R-1B Single-Family Medium Density Residential District
Site Area	2.1 acres
Site Frontage	Approx. 183 feet
Surrounding Land Uses	Single-family residential to the north and east; multi-family residential to the west; commercial land & hotel to the south
Staff Recommendation	Approval , subject to recommended conditions

PROPOSAL SUMMARY

Mindy Muller, President/CEO of Community Development Professionals (CDP), is requesting Planned Development approval 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. 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.

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.

PUBLIC COMMENTS

Public notices were mailed to surrounding property owners and a sign was posted at the front of the property on Hester Road. No public comments have been received as of the writing of this report.

DEPARTMENT COMMENTS

Below are comments from City departments:

Department	Respondent	Response
Economic Development	Seth Cropsenbaker, Economic Development Specialist	Returned with Comments
<i>The City of Oxford Council lists "Housing for All" as one of its top three annual goals. Projects that seek to improve the affordability and reduce barriers to acquiring housing, utilities, etc. are welcomed additions to the City of Oxford. The project at 5234 Hester Rd. has the potential support members of our community currently engaged in, or looking to join the workforce. Any steps that help secure the long-term availability and affordability of residential development, across any and all housing types is welcomed addition to Oxford. The Economic Development Staff have no concerns regarding this project at this time.</i>		
Engineering	Scott Otto, City Engineer	Returned with Comments
<i>Further review of detailed construction plans may result in additional comments and requested plan revisions.</i>		
Fire	John Detherage, Fire Chief	Returned without Comments
Police	John Jones, Police Chief	Returned without Comments

CASE HISTORY

A summary of past case history for this site is provided below:

Case No.	Application	Decision
PC-2018-28	Zoning Map Amendment	Council denied 12/18/2018
Prior to the City assuming ownership, the property had been in private hands. In 2018, Century Hotel Group was interested in purchasing the property for commercial development. This led Bayer Becker, c/o Mark Rosenberger, to submit a Map Amendment application on behalf of then-owner Christopher Rodbro requesting a rezoning from R-1B Residential to GB General Business. The staff recommendation was not favorable. After progressing forward through the necessary steps with Planning Commission and City Council, the request was ultimately denied, leaving the existing R-1B zoning in-tact.		
None	Concept Plan Review	Planning Commission review at 6/13/23 meeting
Due to the uniqueness of the development concept being pursued for this particular site, staff recommended a voluntary Concept Plan review be performed and reviewed by the Planning Commission. This was an opportunity for the Commission to review development plan details on a preliminary basis, and provide informal feedback in anticipation of an eventual formal submittal. Notable topics of discussion included: (1) the amount of off-street parking that was truly warranted for future housing occupants as compared to the usual Code minimum; (2) ensuring accessibility and defensible space; (3) reserving a suitable setback/buffer, especially along the northern property line adjacent to residential; and (4) striking the right balance between space allocated to development features and natural area to be preserved.		

COMMENTARY

Staff comments on site conditions and a number of key development aspects are provided below:

- **Cottages:** 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. A notable change to building plans since the June 13 Concept Review has been to add doorways to the rear of the units, thus enabling residents to more directly reach the central courtyard.
- **Landscaping:** Consistent with Code requirements, the applicant has provided a tree survey documenting the size and location of trees within and surrounding the portion of the site to be developed. The survey identifies which trees are planned to be saved and which must be removed in order to accommodate planned development features including cottages, parking, walkways, and utilities. A row of 24 new 3" arborvitae trees is planned along the northern property boundary, in order to help shield cottages and parking from adjoining single-family residential lots on Hester Road and Fuller Way. The current landscape plan also depicts a total of 8 fringe trees in the front portion of the site, in an effort to meet the Code's minimum front yard tree planting requirement (1 tree per 25 feet of linear lot frontage). Since two 12-foot wide drive aisles are planned for the front yard area, this results in a somewhat awkward clustering of these front yard trees; therefore, staff feels it may be best to allow for a more dispersed arrangement of these required trees, perhaps

relocating a few to the center courtyard and/or near the rear parking bay. Additionally, the applicant notes that underbrush will be cleared in the eastern wooded portion of the site.

- **Lighting:** A total of 9 light poles are planned throughout the site, including 2 in the center courtyard and 6 around the outer perimeter of the looped parking lot. A spec sheet for the chosen model has not yet been provided but will be required to be submitted at the Building Permit stage. Per the Zoning Code, the maximum height of any new light pole is 16 feet. A photometric grid plan will also be needed as part of the Building Permit submittal in order to verify the provision of adequate lighting (the Code requires a minimum of 1 foot-candle across all parking areas in order to provide ample security lighting).
- **Non-Vehicular Mobility:** Relevant topics are discussed below:
 - **Bicycle Parking:** A minimum of 3 bicycle parking spaces are required to be installed per *Section 1149.07(e)(5)(A)*. A location for a future bike rack is displayed on the plan, to the south of the proposed parking aisle and in between two parking bays. Staff would like to see the rack installed on a concrete pad as opposed to grass, to help avoid deterioration of lawn over time. A spec sheet for the chosen bike rack model will need to be provided at the Building Permit stage.
 - **Pedestrian Mobility:** Five-foot wide walkways are planned throughout the development and will connect to existing sidewalk along Hester Road.
- **Signage:** An identification sign is planned in the front yard area, between the Hester Road sidewalk and cottages. The sign is proposed to be 3.5 feet tall and 3.5 feet wide, and located just beyond the right-of-way line. It will be natural illumination only. A couple Code waivers are necessary in order to approve the sign as submitted, and are documented in the recommended approval conditions.
- **Stormwater Management:** The development will need to comply with the requirements contained in the City's Storm Water Design Manual, which is overseen by the Service Department. Typically, stormwater plans and calculations are required to demonstrate that the post-development rate of runoff will not exceed the pre-development rate. It is not yet known whether a portion of the site will need to be set aside for stormwater detention and/or retention purposes, consistent with the City's Manual. Underground detention is possible but may come at additional expense. The applicant has indicated the intent to install underground piping and transport runoff in the direction of current flow, which is toward the northeast. The City Engineer has chosen not to comment at this time, as he awaits more detailed/definitive plans.
- **Traffic Circulation & Parking:** The applicant is showing a reduced number of off-street parking spaces as compared to the Concept Plan previously reviewed by the Planning Commission. While the previous plan provided a total of 30 spaces, this number has been reduced to 18 in the current plan (exclusive of an additional 10' x 25' loading space). The Zoning Code normally stipulates multi-family residential provide a minimum of 2.5 spaces per unit and single-family residential provide a minimum of 2 spaces per unit, which equates to 30 and 24 respectively. The applicant argues that due to the reduced occupancy for the future units (1-2 persons per unit), coupled with the expectation that some households will be without private vehicles, this justifies a reduction in the amount of off-street parking to provide. Additionally, now that the applicant has notified staff of the angle measurement for parking spaces (60 degrees), it has been discovered that the parking aisle width is deficient by 6 feet (presently 12 feet; 18 feet is the minimum). An appropriately sized width is needed to ensure vehicles can effectively maneuver in and out of parking spaces without driving over curbs or becoming stuck.

- **Utilities:**

- **Sewer and Water:** The submitted plans show sanitary and water connections tapping in from existing utility lines along Hester Road. The new lines are planned to run through the center of the site and connect to the rear of cottages.
- **Garbage & Recycling Collection:** A refuse enclosure is planned in the southeastern corner of the development area. More exact details for this enclosure will need to be reviewed at the Building Permit stage, to ensure proper sizing to handle the anticipated volume of trash that will be generated by future residents. The Zoning Code will require enclosure walls to be constructed of masonry (such as brick or stone block) and for gates to be a durable material such as metal or composite as opposed to wood.

DECISION CRITERIA

All Planned Developments shall satisfy the General Decision Standards provided in *Section 1145.06(b)*. Additional Decision Standards also apply to Final Planned Developments, per *Section 1145.06(c)*. The standards found within these sections are below with staff analysis provided for each:

General Decision Standards

1. **The proposed planned development is in fact permitted in the zoning districts in which it is proposed.**
The property is zoned R-1B Single-Family Medium Density Residential, which normally permits detached single-family dwellings as principal uses. The proposed development is essentially a clustering of 12 detached single-family units, although located on a single site as opposed to having each unit on its own separate lot. To that end, it is expected the housing imagined for the site would function in a manner more akin to a multi-family development as opposed to a traditional single-family subdivision. *Section 1145.12(c)(1)* provides that for a Planned Development overlaying an existing residential district, *any land use permitted in any residential district* is potentially permissible. Therefore, it is possible for Planning Commission and City Council to consider the proposal at hand.
2. **If the application is for the same site where a planned development application has been denied within one year, the plan is substantially different from the application so denied.**
This criterion does not apply to the current request.
3. **The uses and site plan will satisfy the general intent of this Zoning Code.**
Per *Section 1143.02(a)*, the purpose of the R-1B District is *to provide and preserve single family residential development of a moderately low density character within and adjacent to areas of similar development*. The concept envisioned for this site is a unique one for Oxford, and certainly contrary to the conventional style and pattern of development the Zoning Code anticipates for the R-1B District. However, the Code does allow for alternative designs to be considered through the flexibility inherent to the Planned Development process, which in turn can help to meet a number of goals including infill development, as well as to facilitate a variety of dwelling types addressing affordable housing needs.
4. **The uses and site plan will be compatible with the general intent of 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.
5. **The size and shape of the site are sufficient for the proposed planned development.**
The subject property meets the minimum size restriction of 1 acre for a Planned Development. Staff's assessment is that the size and shape are large enough to accommodate the desired density.
6. **The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.**
Effects resulting from the proposed residential development are not expected to be unusually hazardous or disturbing as compared to any other variation of residential usage. As a quasi-multi-family style of development, it is appropriately situated as a transition between commercial uses along College Corner Pike and the predominately single-family residential area along the east side of Hester Road.

7. **The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.**
This criterion is generally not applicable to a residential proposal, as these external effects mostly pertain to activities or processes associated with commercial or industrial businesses.
8. **Accessory uses will be directly related to the operation of the principal uses and will not be operated independent of the principal uses.**
Accessory uses shown on the plan include a storage shed & compost bin in the rear, community gardens & fire pit in the center courtyard, bill boards & mailboxes along the parking aisles, and a “little library” at the front of the site which happens to be currently proposed in the right-of-way. All of these accessory uses are acceptably ancillary to the development of this site for residential use. The little library will require approval of a Right-of-Way Permit in order to be installed where presently shown; if unable to obtain approval, it may necessitate relocating to another location on the actual property.
9. **The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.**
Fire and Police Departments reviewed the proposal and did not return any comments or concerns in response. The City Engineer reviewed the current plan details, and did not express any immediate concerns but is awaiting the arrival of detailed construction plans at the Building Permit stage. As mentioned previously, the exact nature & extent of a stormwater management system is a bit of an unknown at this point. Should plans later be required by the Service Department to be revised to include a detention or retention area, this could trigger the need to revise other plan features and subsequently lead to the need for additional review and approval as an Amendment to the Planned Development.
10. **Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.**
In the case of this development, all infrastructure costs will be borne by the applicant. A variety of funding sources are being utilized to finance this project. Once constructed, the community will be managed & maintained by the non-profit Center for Community Revitalization, with a Community Manager present on-site.
11. **The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.**
A new character is effectively being defined for this site through the approval of this development. Despite being contrary to the typical pattern of a conventional suburban subdivision, it is staff’s viewpoint that this unique pocket community is appropriately situated as a transition between more intense commercial and multi-family uses to the west and south and single-family dwellings to the north and east.
12. **The site is designed so that on-site traffic and traffic accessing the site will not adversely impact the movement or safety of all modes of traffic on adjacent public streets.**
The development is planned with two curb cuts off Hester Road, with the southern cut facilitating ingress into the site and the northern cut facilitating egress out of the site. It is recommended that small-scale directional / wayfinding signage be posted to help motorists identify which driveway to

- utilize for entry. The traffic volume generated is not anticipated to be significant; the City Engineer has previously agreed that a Traffic Study was not necessary for this scale of development.
13. **Proposed construction will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance.**
Apart from mature woodlands present on the site, there is no other known scenic or historic feature to be protected.
14. **Proposed construction will not result in the complete elimination of existing mature tree canopy. Effort shall be made to direct disturbance and construction around or away from existing mature tree canopy without completely taking away use of the site or connectivity to existing infrastructure.**
Development features are planned sensitively in order to preserve the most mature tree canopy present on the site, which occupies roughly a third of the total area on the eastern/rear side. Butler County Soil & Water Conservation District has reviewed the application and conducted a site visit, and noted in their review the presence of many native trees including Black Locust, Black Walnut, Sugar Maple, Eastern Red Cedar, Virginia Creeper, and Red Mulberry. While not every existing tree can be saved, it does appear that a reasonable degree of existing natural vegetation will be retained following construction.

Additional Final Plan Decision Standards

1. **The final planned development shall substantially conform to the preliminary plan.**
Due to the relatively minor scale of the proposal at hand and the fact that the entire development will be done as one phase, staff has authorized this Planned Development application to be processed in a combined fashion (Preliminary + Final).
2. **Any substantial changes from the preliminary plan improve the plan or were requested by Planning Commission or Council as part of the preliminary plan approval process.**
Not applicable, per the previous response to #1.
3. **If the final plan seeks approval of only a portion of the approved preliminary plan, the elements of the proposed phase are sufficient to stand alone if the remainder of the planned development is abandoned.**
Not applicable, per the previous response to #1.

STAFF RECOMMENDATION

Based upon a review of the relevant Decision Standards, staff recommends **approval** of the Preliminary & Final Planned Development application subject to the following conditions:

1. Drive aisles adjacent to angled parking spaces shall be sized at an appropriate width per **Table 1149.05-1**. For 60-degree angled parking, the minimum one-way aisle width is 18 feet.
2. The landscaping plan shall be revised to alternatively disperse some of the required front yard trees throughout other portions of the site, and consist of at least three different species as listed on the City's Tree List.
3. All utility and infrastructure work, inclusive of construction activity & installations within the Hester Road public right-of-way as well as any stormwater management devices as may be required, shall meet City specifications to the discretion of the Service Department.
4. A concrete pad shall be provided for required bicycle parking.

5. A waiver shall be granted to **Section 1145.12(e)(3)(A)** to acknowledge a reduction in the 25-foot perimeter setback (as normally required for residential Planned Developments) along the southern side of the property, as presented in the submitted plans. The required setback shall be maintained along the northern boundary.
6. A waiver shall be granted to **Section 1149.05** to allow for a reduction in the amount of required off-street parking spaces from 24 to 18.
7. Waivers shall be granted to **Sections 1151.03(e)(1)** and **1151.05(d)(1)** to allow a freestanding community identification sign in the R-1B District and with reduced setback from the right-of-way, provided the sign design conforms to the submitted plans.

SUBMITTED BY:



Zachary Moore, AICP
City Planner / GIS Coordinator

DATE: August 2, 2023

APPENDIX A

RELEVANT PROVISIONS FROM THE ZONING CODE

Within the Oxford Zoning Code, *Section 1143.02* provides the base zoning standards for the R-1B zoning district and *Chapter 1145* governs Planned Development applications.

1143.02 – R-1B Single-Family Medium Density Residential District.

- (a) Purpose.
This district is designed to provide and preserve single family residential development of a moderately low density character within and adjacent to areas of similar development.
- (b) Uses.
 - (1) Permitted uses.
 - A. Single-family dwellings.
 - B. Accessory buildings and uses incidental to the principal use as provided in Chapter 1141.
 - C. Day Care Home Type B family.
 - (2) Conditional uses.
The following Conditional Uses are subject to review and regulation in accordance with Chapter 1147.
 - A. Community-Oriented Residential Social Service Facilities (CORSSF's).
 - B. Shared Housing for the elderly.
 - C. Government owned and/or operated parks and recreation facilities.
 - D. Bed & Breakfasts.
 - E. Open space recreation areas that are privately or publicly owned, such as golf courses, tennis courts, parks, forests, or wildlife preserves.
 - F. Day care facilities, including Child Day Care, Child Day Care Center, and Day Care Home Type A family.
 - G. Schools: primary, intermediate, and secondary, both public and private.
 - H. Places of worship.
- (c) Site Development Regulations. (Unless superseded by Conditional Use Requirements)
 - (1) Lot requirements.
 - A. Minimum lot area 7,500 sq. feet
 - B. Minimum lot width 65 feet
 - C. Minimum lot frontage 65 feet (not applicable to cul-de-sac lots)
 - (2) Yard requirements.
 - A. Minimum front yard depth 30 feet
 - B. Minimum rear yard depth 35 feet
 - C. Minimum side yard width 8 feet on each side
 - (3) Structural requirements.
 - A. Maximum building height 35 feet
 - (4) Lot coverage.
 - A. Lots with vehicular access from a public street
 - 1. Lot total – Maximum 35 percent
 - 2. All enclosed buildings – Maximum 25 percent of lot
 - 3. Front yard – Maximum 25 percent of front yard
 - B. Lots with vehicular access from a rear or side alley, and no access from a public street
 - 1. Lot total – Maximum 40 percent
 - 2. All enclosed buildings – Maximum 25 percent of lot
 - 3. Front yard – Maximum 15 percent of front yard

1145.06 Planning Commission and Council review.

A preliminary plan shall be approved prior to approval of a final plan, although the processes can be concurrent for small, single phase developments. Both preliminary and final plan approval require a Planning Commission recommendation and Council approval.

The Planning Commission shall base its review of a proposed planned development upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall also consider the Planning Commission recommendation.

The general decision standards for approval of a preliminary and final planned development are substantially similar. The final plan requires greater detail and is subject to additional decision standards.

If, at any time, the Planning Commission or Council finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

(a) **Burden of Proof.**

Planning Commission has no obligation to recommend approval and City Council has no obligation to approve a planned development. This Zoning Code assumes that a planned development is appropriate only if an applicant proves that the proposed uses and design will not be detrimental to the public health, safety, or general welfare of the City or the neighborhood in which it is proposed.

Applicants shall prove that potential negative impacts of elements such as location, size and extent of facilities and operations, site design, traffic generation, site access, and potential impact upon public facilities will be adequately mitigated.

(b) **General Decision Standards.**

All planned developments shall satisfy these general decision standards:

- (1) The proposed planned development is in fact permitted in the zoning districts in which it is proposed
- (2) If the application is for the same site where a planned development application has been denied within one year, the plan is substantially different from the application so denied.
- (3) The uses and site plan will satisfy the general intent of this Zoning Code.
- (4) The uses and site plan will be compatible with the general intent of the Comprehensive Plan.
- (5) The size and shape of the site are sufficient for the proposed planned development.
- (6) The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
- (7) The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
- (8) Accessory uses will be directly related to the operation of the principal uses and will not be operated independent of the principal uses.
- (9) The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services

privately.

- (10) Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
- (11) The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
- (12) The site is designed so that on-site traffic and traffic accessing the site will not adversely impact the movement or safety of all modes of traffic on adjacent public streets.
- (13) Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
- (14) Proposed construction will not result in the complete elimination of existing mature tree canopy. Effort shall be made to direct disturbance and construction around or away from existing mature tree canopy without completely taking away use of the site or connectivity to existing infrastructure.

1145.07 Action by Planning Commission

- (a) The Planning Commission shall recommend to Council approval, approval with conditions, or denial of an application as presented and shall clearly state the findings upon which its recommendation is based.
- (b) The Planning Commission shall base its recommendation and Council its decision upon how well the application satisfies the Decision Standards. Planning Commission, in its recommendation, and Council in its decision may waive or modify dimensional regulations of the Zoning Code, or impose more strict regulations and any additional conditions, guarantees, and safeguards it deems necessary to satisfy the purposes of this Zoning Code. Dwelling unit density cannot be waived.
- (c) Council may require the developer to file performance bonds with the City to guarantee completion of any public utilities associated with the planned development and any elements of the plan that are necessary to its success, if abandoned by the developer.

1145.12 Design.

- (a) Arrangement.
The physical arrangement of a planned development is not subject to the specific dimensional regulations that apply in the underlying zoning district, except as specifically noted in this Chapter. Land uses may be distributed throughout the site and throughout individual buildings in whatever manner is best suited to a particular planned development. Structures, vehicle management areas, open spaces, landscaping, and other elements may be distributed throughout the site in whatever manner is best suited to a particular planned development and the surrounding area.
- (b) Land Area.
A planned development shall be a minimum of 1 (one) contiguous acre or more.
- (c) Land Use.
 - (1) The following land uses are permitted in proportion to those portions of a planned development that overlay an existing residential zoning district:
 - A. Any land use permitted in any residential zoning district in this Code, except Mobile Homes.
 - B. Institutional, public, and semi-public land uses that serve the planned development or the general public.

- C. Commercial land uses, if the total land area of the planned development is greater than 10 acres and if the commercial land use is intended to serve the planned development only. Such commercial land uses shall be limited as follows:
 - 1. No signs that are visible from outside of the development.
 - 2. No direct vehicular access to a public thoroughfare.
 - 3. No less than 95 percent of the total land area shall be devoted to residential land uses.
 - 4. No separate structure intended to be used, in whole or part, for commercial land uses shall be constructed prior to the construction of not less than 50 percent of the dwelling units.
 - (2) The following land uses are permitted in proportion to those portions of a planned development that overlay an existing commercial zoning district:
 - A. Any land use permitted in the underlying zoning district.
 - B. Any land use permitted in any residential zoning district in this Code, except Mobile Homes.
 - (3) The following land uses are permitted only in the portions of a planned development that overlay an existing industrial zoning district:
 - A. Any land use permitted in the underlying zoning district.
 - (4) The land uses permitted in a planned development may be distributed as follows:
 - A. If a single planned development overlays more than one zoning district, then the land uses permitted according to this Section may be distributed throughout the entire planned development site.
 - B. If a planned development includes land uses permitted only in an industrial zoning district, then those land uses may only be located in that portion of the planned development that overlays the industrially zoned land.
- (d) Residential Density.
Residential density shall not exceed 110 percent of the density permitted in the underlying zoning district. Residential land uses in a planned development that overlays a commercial zoning district shall not exceed the density of the R1B Single-Family Medium-Density Residential Zoning District. Area devoted entirely to non-residential land uses, including buildings, vehicle management areas, and other associated land use elements shall be excluded from the area used to calculate residential density.
- (e) Dimensional Regulations.
 - (1) Building Heights shall be limited as in the underlying zoning district, regardless of land use.
 - (2) Front setbacks shall be limited as in the underlying zoning district.
 - (3) All buildings and vehicle management areas shall be setback from the perimeter of a planned development no less than:
 - A. Residential zoning district - 25 feet.
 - B. Commercial zoning district - 25 feet.
 - C. Industrial zoning district - 50 feet.
- (f) Open Space.
 - (1) No planned development shall have less than 20 percent open space, which includes any area not less than 50 by 50 feet, not including the required setbacks, and includes nothing other than natural area.
 - (2) Lot coverage shall be regulated according to the underlying zoning district, except that lot coverage for the residential portion of any planned development shall not exceed 40 percent.
- (g) Sensitive Development Area.
 - A. A Sensitive Development Area is defined as any land(s) or soil(s) proposed to be developed that, if subjected to improper use or management, is otherwise determined to be incapable or unsuitable of urban use. Sensitive Development Areas can also be considered those lands that pose special hazards to development

or the environment, consisting of lands or soils of such sensitive character that they may require special use, design and engineering restrictions.

- B. For the Preliminary Planned Development, the applicant must create an inventory of sensitive environmental area identified in subsection (g)D.(1) to (8) from publicly available resources such as Butler County Soil and Conservation District, OKI, OEPA, ODNR, HAPC, FEMA, USFWS, OHPO and other public entities. This information shall be provided with the preliminary application. Design of the site shall be based on site information obtained from those public entities. An existing landscape plan shall be submitted with each application. The landscape plan shall identify existing trees, natural features and other landscaping elements.
- C. After the approval of the Preliminary Planned Development, the applicant must develop a detailed site analysis of sensitive environmental areas on the site, conducted by firm(s) specialized in the areas, at a minimum: Ecological Survey, and Environmental Site Assessment. Other documentation may be required based on the site and the discretion of the Planning Commission, including, but not limited to: Stream and Wetland Mitigation, Water Way Permits, Archaeological Inventory, Historic Architecture Inventory. The applicant must also provide reports of the analyses following current professional norms for the discipline. It will be the Planning Commission's role to review information submitted by the applicant on each discipline to make the recommendations to City Council.
- D. Design of the proposed Planned Development site shall be based on the site information obtained from those public entities. To the maximum extent practicable, development shall be located to preserve the natural features of the site, to avoid areas of environmental sensitivity, and to minimize negative impacts and alterations of natural features. The following specific areas shall be preserved as undeveloped open space, and in accordance with the U.S. and Ohio Constitutions and state or federal regulations:
 - (1) Unique and/or fragile areas, including wetlands, as may be defined in Section 404, Federal Clean Water Act, as amended; and in Ohio Environmental Protection Agency standards.
 - (2) Land in the floodway as identified and mapped using the Federal Emergency Management Agency's Flood Hazard Boundary Maps. Federal Emergency Management Agency in scientific and engineering reports entitled 'Flood Insurance Study for Butler County, Ohio and Incorporated Areas' effective 12/17/2010, with accompanying Flood Insurance Rate Maps for Butler County, Ohio and Incorporated Areas effective 12/17/2010 and any revisions thereto are hereby adopted by reference and declared to be part of this chapter.
 - a. 100 foot natural buffer shall be maintained adjacent to all permanent and natural surface waters, springs, and wetlands. Development of this area is regulated as follows:
 - 1. Natural vegetation shall be maintained.
 - 2. No structures shall be built or improvements made, except as follows:
 - (a). Walking paths, bicycling paths, and the like, including infrastructure necessary to facilitate their development are permitted anywhere within the buffer.
 - (b). Roads and associated infrastructure are permitted in the buffer to facilitate crossing such water elements.
 - (c). Any improvements approved in a final plan.
 - (d). Any public safety or public utility improvements not associated with the planned development, but deemed necessary by the Service Director, Police Chief or Fire Chief.

- (3) Steep slopes fifteen (15%) percent or more, unless appropriate engineering measures concerning slope stability, erosion, and resident safety are taken into account.
 - (4) Habitats of endangered wildlife, as identified on federal and state lists.
 - (5) Historically and culturally significant structures and sites, as listed on, but not limited to, the National Register of Historical Places or on the local inventory of historic places maintained by the City of Oxford's Historic Architectural Preservation Commission.
 - (6) Aquifers and tributary drainage systems.
 - (7) Tree growth areas or urban forested areas as defined in Chapter 935, of the Codified Ordinances of Oxford.
 - (8) Any area as identified on Map 3.3 of the Comprehensive Plan.
- E. The development shall be laid out to avoid adversely affecting groundwater and aquifer recharge; to reduce excavation and embankment; to avoid unnecessary impervious cover; to prevent flooding; to provide adequate access to lots and sites; and, to mitigate adverse effects of noise, odor, traffic, drainage, and utilities on neighboring properties. The placement of buildings shall take into consideration topography, building height, orientation and drainage. Storm water Best Management Practices in Low Impact Development Designs are desirable and encouraged. City guidelines for these practices and designs can be found in the City of Oxford Storm Water Management Design Manual
- F. If the Planning Commission, or its designated representative, may require the applicant to submit a statement in order to demonstrate that satisfactory efforts have been made to mitigate any special hazards posed to the site if these sensitive lands are subjected to improper use or management. The statement, if required, shall be submitted in one or more of the following forms:
 - (1) The statement shall describe in detail the extent of encroachment on any Sensitive Development Area, the extent and nature of the proposed alteration, the environmental impacts resulting from the proposed alteration, and the proposed methods of mitigation.
 - (2) A Geotechnical Report and/or a Wetlands Assessment/Delineation, prepared by a professional engineer, licensed in the State of Ohio, or by a specialist in Streams and Wetland. This report can be in lieu of a development narrative.
- (h) Landscaping and Screening.
 - (1) A planned development shall satisfy all landscaping elements required by other sections of this Code.
 - (2) The required perimeter setback area shall be retained in natural woods or suitably landscaped with grass, ground cover, shrubs, trees, or earthen mound.
 - (3) A planned development that overlays a commercial or industrial zoning district that is adjacent to a residential zoning district shall be screened from the residential zoning district by a dense evergreen hedge a minimum of 8 feet tall and 10 feet wide at planting and that will maintain at least 90 percent opacity over time.
- (i) Access and Mobility.
 - (1) At residential densities greater than would be permitted in the R-1A District, have direct and principal access from a collector or arterial road.
 - (2) Bicycle rack spaces shall be provided at all planned developments that overlay a commercial zoning district at a rate of 3 per acre.
 - (3) Adequate pedestrian connectivity shall be provided to and through a planned development.
- (j) Utilities and Infrastructure.
Electric and telephone facilities, street light wiring, and other wiring conduits and similar facilities shall be located underground.
- (k) Plan-Specific.
Any other design elements deemed necessary by Planning Commission and Council to ensure that a planned development satisfies the decision criteria of this Chapter.



PC-2023-09

Surrounding Property Owners Notifications Map

Legend

-  Subject Area
-  200 Ft. Buffer
-  Oxford Corp. Limit
-  Address Point
-  16.5' Vacated ROW
-  Building Footprint



1 inch = 200 feet

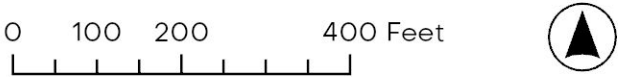
Prepared on Monday, July 10, 2023

The City of Oxford does not guarantee the dimensional accuracy of this map. Precise dimensional accuracy should be based upon recorded deeds, plats or a professional survey.



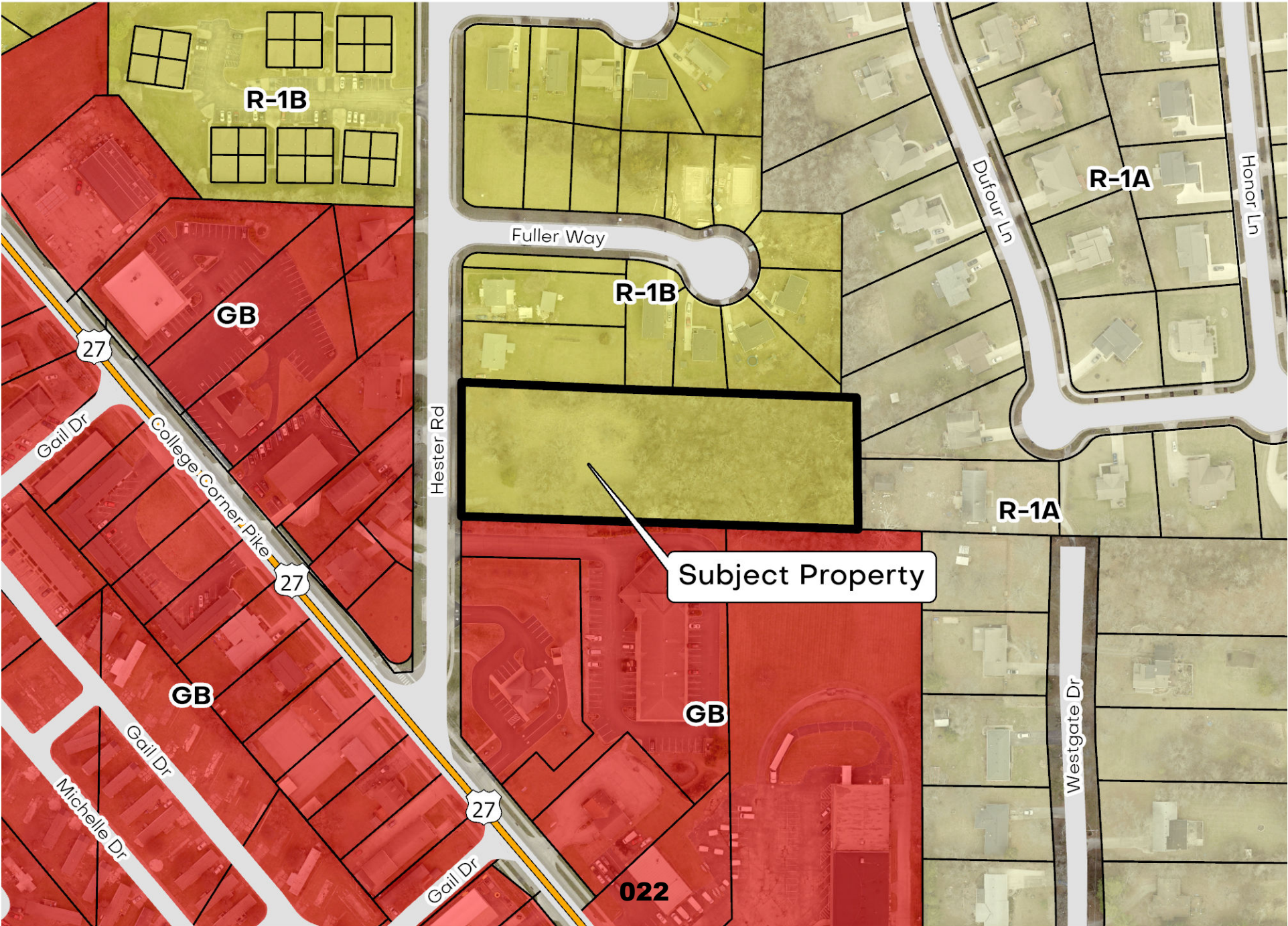
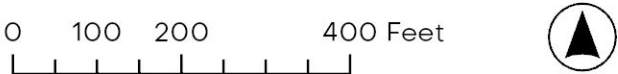
Aerial Map

 Site



Zoning Map

 Site





Butler Soil and Water Conservation District

1802 Princeton Road, Suite 300
Hamilton, Ohio 45011
Telephone: (513) 887-3720
Fax: (513) 785-6668
www.butlerswcd.org

Zachary Moore
City of Oxford
15 S. College Avenue
Oxford, Ohio 45056

July 14th, 2023

Subject: Oxford Cottage Community

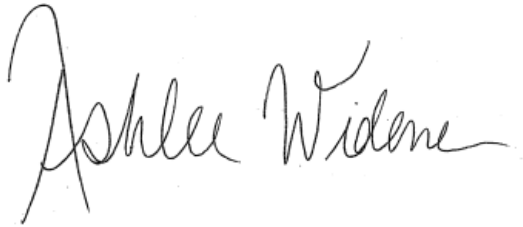
Dear Mr. Moore,

This letter and attachments provide our review of natural resources of the Oxford Cottage Community submission to the City of Oxford. The Butler Soil & Water Conservation District (SWCD) checklist established with the City of Oxford was reviewed and the following are items to note.

- This site is within the Acton Lake Dam-Four Mile Creek HUC 12 within the larger Four Mile Creek HUC 11 watershed. No blue-lined streams, ephemeral streams, or wetlands were found on site. USGS mapping shows no streams on site, and the National Wetlands Inventory shows no wetlands. Web Soil Survey also shows no signs of wetland soils. The slope of the site was relatively flat with no low lying water conditions.
- The soils found within the area are Russell-Miamian silt loams (RwB), bedrock substratum, 2-6% slopes, and Russell-Urban land complex (RxB), gently sloping. Russell-Miamian silt loams are somewhat limited to dwellings with basements due to the shrink-swell soil components. Russell-Miamian silt loams and the Russell-Urban land complex are both somewhat limited to dwellings without basements due to shrink-swell components as well. This means that the developer will have to take special precautions to prevent these soil features from negatively impacting the infrastructure. The water table is greater than 2 meters deep for the Russell-Urban land complex soils but is at 145 cm for the Russell-Miamian silt loams. If basements are constructed, it is the responsibility of the builder to take special precautions to ensure the basements stays dry.
- The native trees found while walking the site included Black Locust, Black walnut, Sugar Maple, Eastern Red Cedar, Virginia Creeper, and Red Mulberry. There were also a few types of invasive species, such as Amur Honeysuckle and Bradford Pear. Some of the forest understory contains invasive species. It would be beneficial to the wildlife and surrounding vegetation if the developer could remove these while clearing other vegetation for construction. Lots of the open space contained small saplings of Black Walnut, Bradford Pear, and one or two Sugar Maple.
- The two trees listed on the plan include Fringe tree and Aborvitae trees. Both are native to the Eastern U.S. Butler SWCD always recommends utilizing native tree species to help support local wildlife.

Butler SWCD is not a regulatory agency; therefore, this information is technical advice to address natural resource concerns before future developed. If you have any additional questions or concerns, please do not hesitate to contact us at (513) 887-3720.

Sincerely,

A handwritten signature in black ink that reads "Ashlee Widener". The signature is written in a cursive, flowing style.

Ashlee N. Widener
Water Resource Specialist,
Butler Soil and Water Conservation District



Memo
Service Department
Engineering Division
513/524-5208

TO: Community Development Department

FROM: Scott Otto, P.E.
City Engineer

RE: Application #PPC-2023-09
5234 Hester Road – Final Planned Development

DATE: July 13, 2023

The Engineering Division offers the following comment:

- Further review of detailed construction plans may result in additional comments and requested plan revisions.



Internal Use Only: PC-2023-09	
Case No.	
Date Filed	6/23/2023

Planned Development Application

Application Type

Choose One

☐

Preliminary

☐

Final

☒

Preliminary & Final

Applicant Information

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

Name * Community Development Professionals

Mailing Address * 332 Dayton Street

City, State & Zip Code * Hamilton, Ohio 45011

Telephone Number * 513-858-1738 Email Address mindymuller@communitydevelopmentprof

Owner Information

Name * City of Oxford

Mailing Address * 15 South College Avenue

City, State & Zip Code * Oxford, Ohio 45056

Telephone Number * 513-524-5204 Email Address Douglas Elliott <delliott@cityofoxford.org>

Engineer/Surveyor Information

Name * Jones Warner Consultants, Inc.

Mailing Address * 8401 Claude Thomas Road, Suite 51

City, State & Zip Code * Franklin, Ohio 45005

Telephone Number * 1-937-704-9868 Email Address JWCI@JonesWarner.com

Location and Lot Information

Name of Subdivision * 00002016

Location of Property * Parcel H4100020000010

Legal Description * 1307 ENT

Zoning District * R-1B Total Area * 2.1 Acres

Submission Requirements and Documentation

The application requirements (Section 1145.05¹) for a preliminary and final planned development are different. The final planned development application requires a greater degree of accuracy and completeness than does the preliminary planned development application. This section describes the application content requirements for each step of the process.

Thirteen (13) complete sets of all information shall be submitted with each preliminary and final application. If any information is submitted in color or on non-standard paper, more copies may be required. The Zoning Administrator may modify this requirement based upon

the type of materials included. The applicant shall contact the Zoning Administrator prior to submitting an application to discuss the submission requirement.

(a) Preliminary Plan.

- (1) Application fee.
- (2) The name, mailing address, and telephone number of the applicant and all property owners.
- (3) If the applicant is not the owner, or if there are multiple owners within the proposed area, a statement from all owners that the applicant is entitled to apply on their behalf, and that they agree to be legally bound to any decision reached according to this Chapter.
- (4) The name, mailing address, and telephone number of any planner, engineer, surveyor, or other design professional who assisted with preparation of the plans.
- (5) Description of use and site. A written, detailed description shall include the following information. A separate response is required for each subsection.
 - A. A legal description of the site, including all separate lots.
 - B. A description of the existing uses of the site.
 - C. The zoning districts in which the site is located.
 - D. A description of the proposed planned development.
 1. The number of housing units by size and type proposed within each phase.
 2. A description of any nonresidential operations, including type of goods sold, services performed, and expected number of customer, clientele, delivery, and service vehicles.
 3. The hours of operation of any nonresidential use.
 4. A phased development schedule, if applicable, that indicates the location and timing of phases and demonstrates that each completed phase would form a reasonably independent unit if succeeding phases were abandoned.
 - E. A narrative statement that evaluates the compatibility of the proposed planned development with the general vicinity and adjacent properties.
 1. How the proposed uses are similar to or different from existing area uses and if there will be any interaction between the proposed site and adjacent sites.
 2. How any existing structures, proposed structures, and the site design relate to adjacent structures and sites.
 3. If the proposed uses will involve any operations that create potential nuisances such as excessive noise, lighting, odor, fumes, vibration, or emissions.
 4. How any potential negative effects on adjacent land will be mitigated.
 - F. A statement about why the location proposed is appropriate for the planned development.
 - G. A statement of the necessity or desirability of the proposed planned development to the neighborhood or community.
 - H. How the proposed mix of dwelling types and/or commercial uses advances community goals of diversity, affordability and market changes (e.g. adaptability of flats versus townhomes)
 - I. Proposals for the provision of public utilities and services, if insufficient or not available for the planned development, or for the provision of suitable private utilities and services.
 - J. A general analysis of expected traffic impact, including vehicular and pedestrian safety, resulting from the proposed development.
 - K. The substance of proposed covenants, easements, and other restrictions on the land and structures.
 - L. A list of the names and mailing addresses of all landowners within 200 feet of the site.
 - M. Such other information regarding the proposed uses, site design, or surrounding area as may be pertinent to the application or required by Planning Commission or Council.
- (6) Site plan. A scaled site plan shall include the following information in detail. The required information may be submitted on multiple site plans if inclusion of all information on a single plan makes it illegible or difficult to understand.
 - A. North arrow.
 - B. Scale.
 - C. Vicinity map.
 - D. All existing and proposed lot lines within the site.
 - E. Dimensions of all lots and of the entire site and any adjacent rights-of-way.
 - F. The location and intended purpose of all open spaces
 - G. Approximate location, height, dimensions, and use of all proposed and existing structures.
 - H. Approximate location and number of different uses (i.e. dwelling types and/or commercial uses).
 - I. Approximate location and design of all proposed vehicle and pedestrian routes and nonresidential vehicle management areas.
 - J. Approximate location and size of all existing and proposed utilities that will serve the planned development.
 - K. Approximate location, size, and type of all proposed signs.
 - L. Approximate location, height, and type of all proposed screening and landscaping.

- M. Distances to residential zoning districts if within 1,000 feet.
- N. The use of land and location of structures on adjacent property and across adjacent rights-of-way.
- O. The location of any nearby schools and commercial facilities.
- P. Other information as required by the Planning Commission or Council.
- (7) Landscape plan.
 - A. The plan shall demonstrate compliance with the requirements of Chapter 1148.
- (8) Elevations. Elevations of proposed structures or typical elevations if structures are not yet designed.
- (9) Other. Photographs of the existing site and its surroundings.
- (10) Digital Submittal. Adobe PDF version of all information submitted to also be submitted on a current digital format.
- (b) Final Plan.
 - (1) The same items and information as required for the preliminary plan, except that the approximations shall be refined to specific locations, dimensions, and descriptions.
 - (2) A detailed traffic impact analysis, including all modes of transportation, prepared by a qualified professional engineer
 - (3) Any additional description or information requested by the Planning Commission or Council during the preliminary plan approval process.
 - (4) Detailed agreements, contracts, deed restrictions, and sureties that will be used to guarantee performance of the development during and after construction.

Surrounding Property Owners

On a separate sheet, provide the parcel numbers, names, and mailing addresses of all property owners within 200 feet of all boundaries of the property in question. The [Butler County Auditor Real Estate Search](#)² is helpful when searching for the mailing address of adjoining property owners. It allows you to search by owner, address, or parcel number.

Decision Process

A preliminary plan shall be approved prior to approval of a final plan, although the processes can be concurrent for small, single phase developments. Both preliminary and final plan approval require a Planning Commission recommendation and Council approval. The review is based on the General Decision Standards found in Section 1145.06¹.

Fees & Receipt

The fees for a Preliminary, Final, or combined Preliminary and Final Planned Development application are \$595.00 plus \$100.00 per acre, plus \$10.00 postage charge.

Sign and Date

Applicant Signature *

Melinda L. Mueller

Date *

6/23/23

Submit Application, Submission Requirements and Documentation, and Fees

We will not accept incomplete applications and/or plans and documentation.

Send or drop off this application with required plans containing all required information as attachments and a check for fees and postage charge made payable to **City of Oxford**, to Community Development Director, 15 South College Avenue, Oxford, OH 45056.

Direct questions to the Community Development Dept. at 513-524-5204. The application will be placed on the next possible agenda.

Note: You must adhere to notification and publication requirements. Submit materials 45 days prior to the proposed Planning Commission meeting on which the action is requested. City Staff will place a public hearing sign on the subject property. **The Applicant is responsible for removing the signage at the completion of the hearing(s).**

¹ See City of Oxford Codified Ordinances: <https://www.cityofoxford.org/fees-ordinances-and-charter>

² Butler County Auditor Real Estate Search: <https://www.butlercountyauditor.org/>



Community Development Professionals
EDUCATE. SUPPORT. DEVELOP. CONNECT.

Helping Communities Thrive.

June 23, 2023

Mr. Zachary Moore, Planner
City of Oxford
15 South College Avenue
Oxford, OH 45056

Re: Planned Development Application - Oxford Cottage Community

Dear Zach:

Please find following a Final Application for consideration for the Oxford Cottage Community developed by Community Development Professionals.

I want to thank you for the City's commitment to affordable housing and the commitment the City has displayed through its partnership on this project. We are excited to bring this unique development to the City of Oxford and welcome the opportunity to become an invested part of such a wonderful community.

I have included the signed application and the drawings of the proposed development for your review and approval. Please let me know if there are questions or the need for additional information. I can be reached at mindymuller@cdp.training or by phone at 513-858-1738.

Sincerely,

Melinda Muller
President/CEO

Corporate Headquarters

8401 Claude Thomas Road, Suite 51

Franklin, OH 45005

P: 855.704-5924

F: 937.704.9949



JONES-WARNER CONSULTANTS, INC.
CIVIL ENGINEERING, SURVEYING, AND CONSULTING SERVICES

Franklin, Cincinnati & Hamilton, Ohio

Locations

www.JonesWarner.com

Date: 6/26/2023

City of Oxford
Zachery Moore, AICP
City Planner/GIS Coordinator

Re: Planned Development Submittal Oxford Cottage Community

Dear Mr. Moore:

This letter is a narrative to address the comments from your e-mail communication on 6/23/2023 found in section 1145.05 of the Oxford Zoning Code for the submittal for Oxford Cottage Community.

(5) B The existing site appears to have been a single family residential home that the structures have been torn down and is vacant land that has been sitting dormant for quite a while. There are no uses presently at this site since it is sitting vacant and dormant.

(5) C The zoning district is zoned R-1B currently.

(5) D 1. 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 single family structures 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.

The cottages are custom homes, 396 sq ft, 29' x 13'8", 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).

(5) D 2. The community will be residential with some shared and common spaces to build community. There is a planned, raised beds community garden and picnic area and fire pit. There is no planned commercial use for the property. There will be vehicles that are entering and exiting the property common to multi-family developments such as Rumpke truck to empty a shared dumpster, mail delivery, personal deliveries from trucks such as Fedex, and UPS,

mowers of contractors to maintain the green space and snow removal vehicles to shovel the parking and driveway areas as needed.

(5) D 3. The hours of operation for the non-residential activity will be 6 am to 6 pm.

(5) D 4. The development will not be phased, it will all be fully built out at the onset of the approved development.

(5) E 1. The proposed site situates beautifully in the neighborhood between the multi-family developments that are nearby and the single-family homes that are adjacent to the north of the property. There will be no planned or formalized interaction with the adjoining neighbors but there is a commitment as part of the sense of community of the Oxford Cottage Community to be good neighbors. One of the planned committees for residents to participate in is the **Community Care Committee**. This committee ensures good neighboring both internally with community residents and externally with the neighborhood and City as a whole. This committee will assist residents to acclimate to the community, assist the neighbors and City at large to connect with the residents of the Oxford Cottage Community, and will serve to address any concerns that prevent good neighboring.

(5) E 2. Care was given in the design of the cottages to ensure the custom homes are attractive and fit into the feel of the neighborhood. The unit designs will complement the adjoining single-family homes and nearby condos and multi-family campuses.

(5) E 3. This pocket community will pose no nuisance to the surrounding neighborhood. The community will have community rules of quiet hours from 11pm – 7am to minimize concern for noise in this planned development with greater density than its neighbors.

(5) E 4. Oxford Cottage Community will be managed on a day-to-day basis by a Community Manager representative of Center for Community Revitalization. There will also be an active committee of residents called the Community Selection and Compliance Committee (CSCC). This committee is responsible for enforcing community rules, addressing concerns with residents, and involving the Community Manager as needed to address residents or their guests who violate rules or otherwise fail to comply with community standards. Any concerns of the public ahead of development will and should be brought out at the pre-approval meeting for this proposed development.

(5) F This proposed residential location is appropriate due to several factors: it is currently zoned residential and fits in with the Oxford zoning designation area, it is affordable housing for the community within close proximity of the local business district of the City of Oxford creating a model for other communities of its likeness. The 2.1 acres are an appropriate residential use for the pocket community. The location was selected because it is close in proximity to basic needs and services including, BCRTA bus line, medical care from Primary Health Solutions, social services (Family Resource Center) and grocery. It is close to single family residential, Habitat for Humanity housing and multi-family campuses.

(5) G Oxford has significant data regarding the need for affordable housing, including individuals and small families who have limited income. This project helps to bring affordable units to help meet the need. The proximity to the Habitat for Humanity homes provides potential

for families to perhaps consider a more permanent location through homeownership in the adjoining neighborhood.

The location also is an appropriate and attractive use of this narrow, wooded lot, eliminating some of the camping and squatting on the back end of the lot by cleaning up the underbrush and providing a persistent and permanent presence on the property.

(5) H This pocket community can be comprised of any and all types of people and nationalities, and backgrounds that need affordable housing meeting the community diversity goals by not discriminating against any protected class and adhering to Fair Housing Act and best practice standards for fair housing. The pocket community builds on best practice in affordable housing to increase density in order to meet the need for more units. This is a great compromise between traditional single-family units on single lots and traditional multi-family. This project increases density in a controlled and planned project that maintains attractiveness while facilitating community building and maintaining affordability.

(5) I This development will have all public utilities available for each cottage including water, sewer, stormwater, electric, trash collection, cable (wi-fi), gas, mail delivery and a detailed plan will be submitted for review and approval. A loading space is provided for private deliveries.

(5) J General residential traffic flow of daily activities is expected from the 12 cottages for work, shopping, and visitors. Non-commercial traffic will include daily delivery of mail, once a week trash collection, daily deliveries of private goods. It is not anticipated that this project will impact traffic in any significant way. Households of the Oxford Cottage Community are limited to 1-2 persons per unit, and it is anticipated that many households will be without private vehicles. There will be no commercial activity on site and residents will have private parking. The traffic pattern will be limited to normal, everyday residential use. There will be private sidewalks to facilitate mobility within the community and public sidewalks and pedestrian safety will not be disturbed.

(5) K There is a 15-year affordable housing rental use restriction on the property under the funding structure of the Federal Home Loan Bank. A restricted covenant will be placed on the deed once the project is complete. This will keep the units affordable, and compliance will be monitored annually by FHLB. The City owns the property and there is a ground lease that prohibits use other than prescribed as affordable housing. This ground lease is in effect for 20 years (starting February 2022) with an option for a second 20-year lease.

(5) M Items 1 through 11 will mostly be handled in drawings and submitted but I will cover a few of them in this line item. The parking angle is 60 degrees, curb length is 10.39', the stall width is 9', the stall depth is 21' and the aisle width is 0 and the road width shall be utilized with such little traffic anticipated. Stormwater will be managed by creating a grading plan to utilize the existing stormwater flow patterns and not change them and grade the site and install underground stormwater piping to transport the runoff from the site to the same place it is draining currently which is the Northeast direction. This drawing can not be completed yet until your approval process is completed due to if there are changes on the conceptual plan the grading plan would need changed again creating unnecessary expenses to the owner. Items 1, 2, 3, 5, 7, 8, 9, and 11 in the 6/23/2023 e-mail will be turned in plan form and not in this narrative letter.

(6) D & E & G & I & J & K This will be turned in with a plan form.

(6) F The East portion of the development will remain wooded clearing the underbrush but keeping the nicer, mature trees. This will provide a nice, peaceful walking area through the woods for the residents of this cottage community.

(6) I The parking angle is 60 degrees and the material type is called out on the plan sheet that will be submitted. (concrete, asphalt, etc..)

(6) L The screening and landscaping for this site will be designated in a separate plan sheet provided as part of the tree survey requirement.

(7) A The site will have a tree survey performed according to Oxford Zoning Code Section 1148.05 (b) (2) and submitted.

(8) UniBilt plans of the custom-design units are attached here to satisfy this requirement.

(10) All information will be submitted in a digital format (PDF)

(10) (b) 1 All information detail is being provided to the specifications outlined in the memo.

Thank you,

Wayne L. Beyerlein

JONES-WARNER CONSULTANTS, INC.

FRANKLIN - CINCINNATI - HAMILTON - WAVERLY

Toll Free: 855.704.5924 C: 513.602.1130



JonesWarner.com

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that

Community Development Professionals

(Applicant Name)

has permission to represent our interest with the City of Oxford regarding
Planned Development Application

(Application Description)

located at

5234 Hester Road, Oxford OH 45056 (Parcel ID H4100020000010)

(Property Address/Location)

Thank you,

Doug Elliott, City Manager

(Property Owner Printed Name – must be a person)

City of Oxford

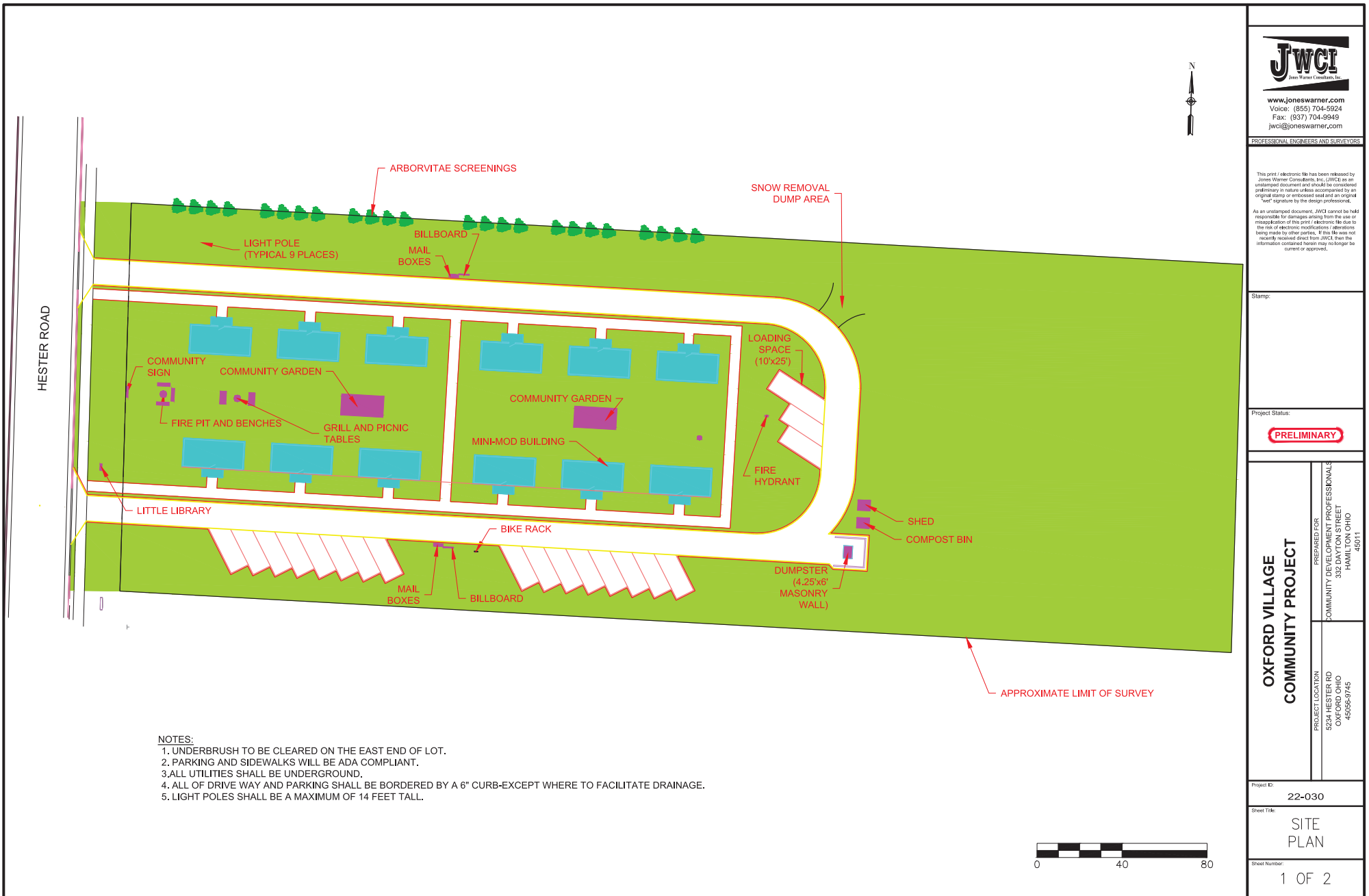
(Property Owner Company Name – if applicable)



(Property Owner Signature – must correspond to printed name above)

June 22, 2023

(Date)





BILL BOARD



FIRE PIT AND BENCHES



FIRE PIT AND BENCHES



ARBORVITAS SCREENING



COMPOSTE BIN



COMMUNITY GARDEN



MINI MOD BUILDING



COMMUNITY SIGN



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

PROFESSIONAL ENGINEERS AND SURVEYORS

This print / electronic file has been released by Jones Warner Consultants, Inc. (JWC) as an unsealed document and should be considered preliminary in nature unless accompanied by an original stamp or embossed seal and an original "wet" signature by the design professional.

As an unsealed document, JWC cannot be held responsible for damages arising from the use or misapplication of the print / electronic file due to the risk of electronic modifications / alterations being made by other parties. If this file was not recently received direct from JWC, then the information contained herein may no longer be current or approved.

Stamp:

Project Status:

PRELIMINARY

**OXFORD VILLAGE
COMMUNITY PROJECT**

PREPARED FOR COMMUNITY DEVELOPMENT PROFESSIONALS 332 DANTON STREET HAMILTON, OHIO 45011	PROJECT LOCATION 5234 HESTER RD OXFORD OHIO 43065-9149
---	---

Project ID:

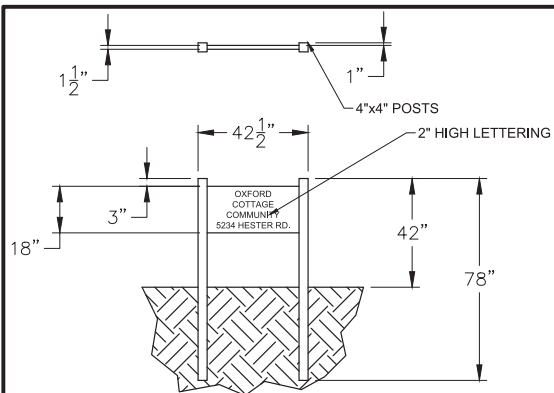
22-030

Sheet Title:

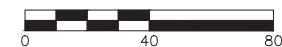
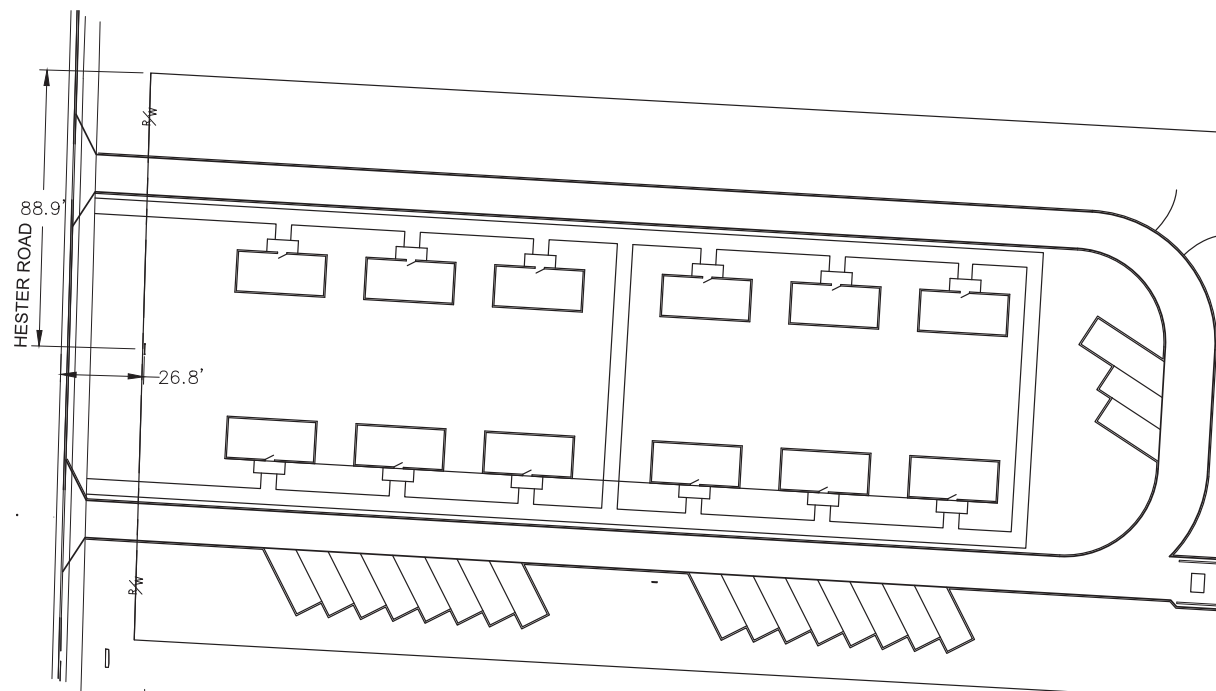
DETAILS

Sheet Number:

2 OF 2



SITE SIGN MADE FROM RECLAIMED WOOD
(EITHER CEDAR OR REDWOOD)
COLOR TO BE NATURAL WOOD COLOR (SEALED)
WITH SHERMAN WILLIAMS WEATHER SHIELD FLAT
INDIGO CLOTH 4009-7
NOT ILLUMINATED



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

PROFESSIONAL ENGINEERS AND SURVEYORS

This print / electronic file has been released by Jones Warner Consultants, Inc. (JWCI) as an unimpaired document and should be considered preliminary in nature unless accompanied by an original stamp or embossed seal and an original "wet" signature by the design professional.

As an unimpaired document, JWCI cannot be held responsible for damages arising from the use or misapplication of the print / electronic file due to the risk of electronic modifications / alterations being made by other parties. If the file was not recently received direct from JWCI, then the information contained herein may no longer be current or approved.

Stamp:

Project Status:

PRELIMINARY

**OXFORD VILLAGE
COMMUNITY PROJECT**

PREPARED FOR:
COMMUNITY DEVELOPMENT PROFESSIONALS
332 DANTON STREET
HAMILTON, OHIO 45011

PROJECT LOCATION:
5234 HESTER RD
OXFORD, OHIO 43065-9145

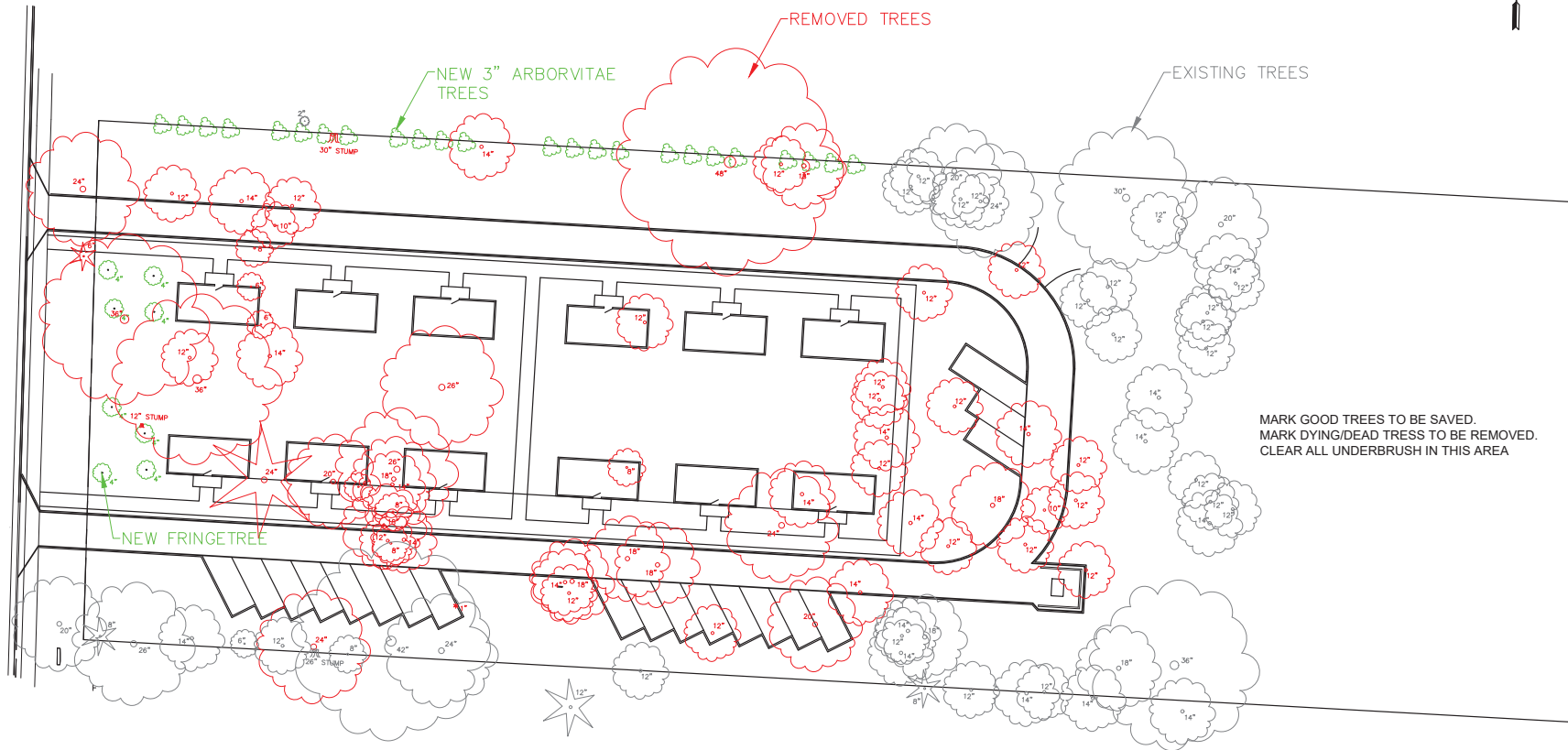
Project ID:
22-030

Sheet Title:
**SIGN
DETAIL**

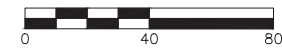
Sheet Number:
X OF X

FILE PATH: \\WORKERSHARED\PROJ\2022\22-030 OXFORD VILLAGE - COMMUNITY DEVELOPMENT\22-030 LANSAP PRESENTATION.DWG
PLOT DATE: Jun 30, 2023 15:57 PM
PLOTTER: HP DesignJet 5000

HESTER ROAD



MARK GOOD TREES TO BE SAVED.
MARK DYING/DEAD TREES TO BE REMOVED.
CLEAR ALL UNDERBRUSH IN THIS AREA



CIVIL ENGINEER



www.joneswarner.com
Voice: (855) 704-5924
Fax: (937) 704-9949
jwci@joneswarner.com

PROFESSIONAL ENGINEERS AND SURVEYORS

REVISIONS / CHANGES TO DRAWING SET		Description of revisions and/or changes to drawing set	
No.	Date		
1			
2			
3			
4			
5			
6			

Seal:
This print / electronic file has been released by Jones Warner Consultants, Inc. (JWCI) as an unswamped document and should be considered preliminary in nature unless accompanied by an original stamp or embossed seal and an original "wet" signature by the design professional.
As an unswamped document, JWCI cannot be held responsible for damages arising from the use or misapplication of this print / electronic file due to the risk of electronic modifications / alterations being made by other parties. If this file was not recently received direct from JWCI, then the information contained herein may no longer be current or approved.

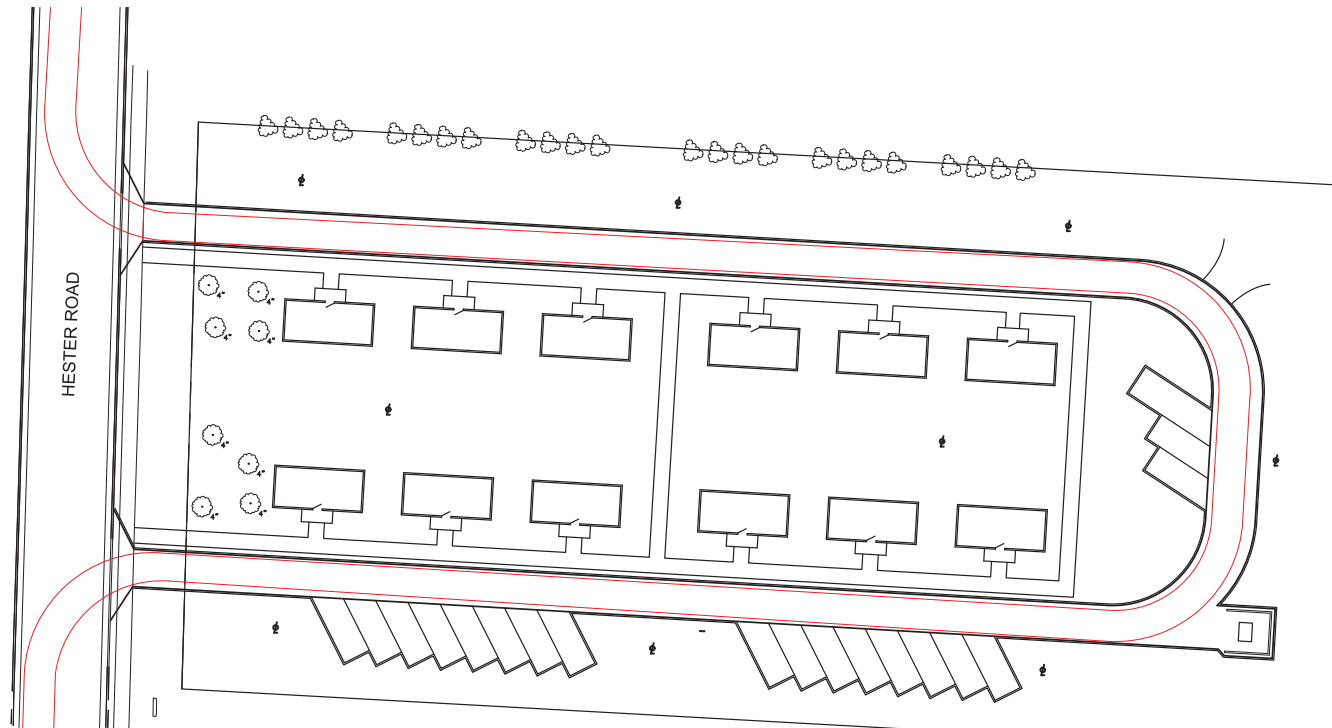
PRELIMINARY

OXFORD VILLAGE COMMUNITY PROJECT	
PROJECT LOCATION 5244 HESTER ROAD OXFORD OHIO 43055-9745	PREPARED FOR COMMUNITY DEVELOPMENT PROFESSIONALS 332 DAYTON STREET HAMILTON, OH 45011

Project ID: 22-030 OXFORD VILLAGE
Drawing Date: 6/30/23

Title:
OXFORD VILLAGE
TREE / LANDSCAPE PLAN

Sheet:
1 OF 2



www.joneswarner.com
Voice: (855) 704-5924
Fax: (837) 704-5949
jwc@joneswarner.com

PROFESSIONAL ENGINEERS AND SURVEYORS

This print / electronic file has been released by Jones Warner Consultants, Inc. (JWC) as an unaltered document and should be considered preliminary in nature unless accompanied by an original stamp or embossed seal and an original "wet" signature by the design professional.

As an unaltered document, JWC cannot be held responsible for damages arising from the use or misapplication of this print / electronic file due to the risk of electronic modifications / alterations being made by other parties. If this file was not recently received direct from JWC, then the information contained herein may no longer be current or approved.

Stamp:

Project Status:

PRELIMINARY

OXFORD VILLAGE COMMUNITY PROJECT

PROJECT LOCATION	PREPARED FOR
5234 HESTER RD OXFORD OHIO 43055-5145	COMMUNITY DEVELOPMENT PROFESSIONALS 332 DANTON STREET HAMILTON OHIO 45011

Project ID: 22-030

Sheet Title: FIRE TRUCK

Sheet Number: X OF X

FLOOR PLAN



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

DRAWINGS PROVIDED BY:

DRAWN BY:	JDE
DATE:	6/29/23
LOG NUMBER:	22048
SCALE:	3/8"
SHEET:	OPT2-FP



OPTION#2 ELEVATIONS

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



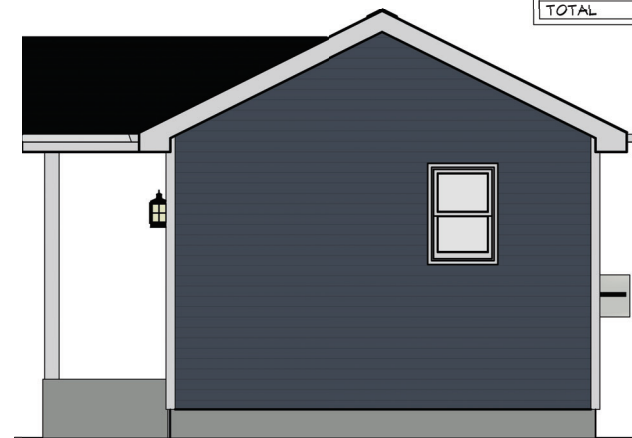
PROJECT DESCRIPTION:
 MINI-MOD
 14x29 1 1 STD
 CUT-A-PART PLAN



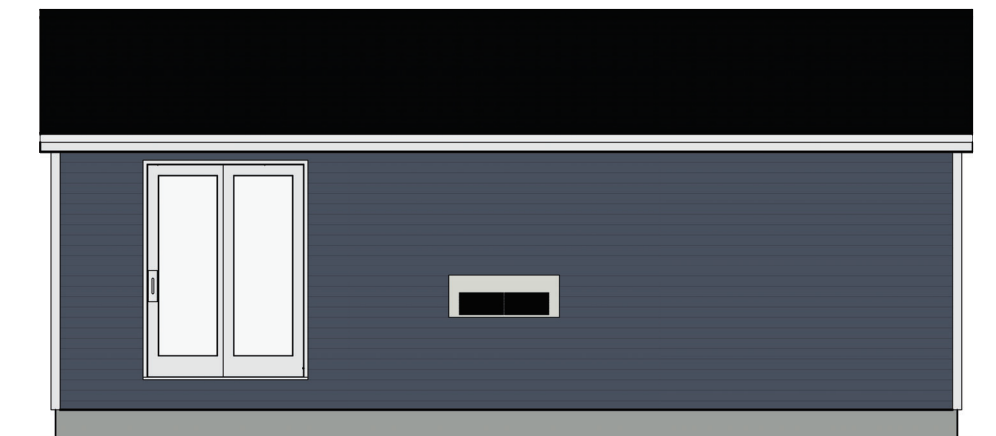
DRAWINGS PROVIDED BY:
 JDE
 DATE:
 6/29/23
 LOG NUMBER:
 22048
 SCALE:
 1/4"
 SHEET:
 EL-OPT2



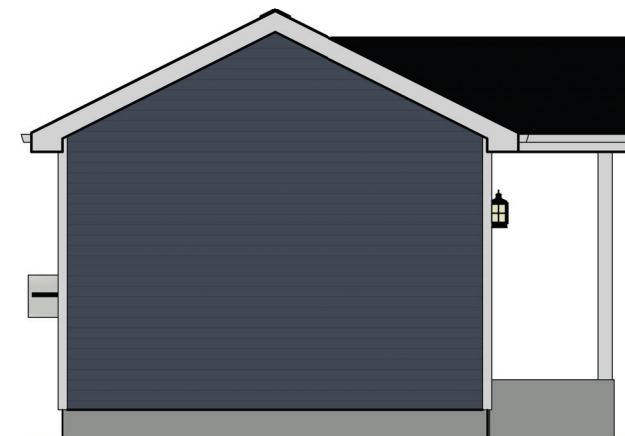
FRONT ELEVATION



RIGHT ELEVATION



REAR ELEVATION



LEFT ELEVATION



MEMORANDUM
Community Development Department
513-524-5204

TO: Planning Commission

FROM: Sam Perry, AICP
Director

DATE: August 3, 2023

MEETING DATE: August 8, 2023

RE: Future Land Use Map Amendment
Merry Day Park
4.67 Acres

**Amending the 2023 Comprehensive Plan Future Land Use
Map Designation of “Preserves and Green Space” to
“Employment Corridor”**

55 Reagh’s Way – Parcel ID H4000022000011

Background

On June 20, 2023, City Council passed a resolution directing staff to expedite a zoning map amendment for the Merry Day Park property. The purpose is to facilitate a potential funding opportunity for an affordable housing project by St. Mary’s Development. In order to apply for the funding, St. Mary’s would need to demonstrate to the Ohio Housing Finance Agency that there is appropriate zoning in place for the project. The funding application deadline is September 15, 2023. Staff submitted a zoning map amendment request on behalf of the City of Oxford. However, in order for a zoning map amendment to be supported, the Planning Commission and City Council should first look to the Comprehensive Plan.

New Land Use Amendment Process

Ideally, amendments to the plan are done pro-actively to respond to changing community needs. However, it is not always possible to know about a potential development project. A Future Land Use Map (FLUM) Amendment does add another step to a development process, which increases overall time but the benefit is that the considerations for the decision are separated from the specifics of the development and are instead focused on the community’s overall needs.

The newly adopted 2023 Comprehensive Plan includes a detailed Future Land Use section within the Land Use and Development Chapter. The previous 2008 plan did not provide specific land use recommendations for changes. Page 136 of the 2023 plan outlines the types of amendments to the Comprehensive Plan. It specifically states that a change to the Future Land Use Map shall be done by recommendation of the Planning Commission to City Council. City Council shall adopt an Ordinance. Since this amendment is associated with the first Zoning Map amendment following the adoption of the 2023 Comprehensive Plan, it is recommended by staff, to begin accepting this process as the new standard moving forward.

“Preserves and Green Space” vs “Employment Corridor”

The Merry Day Park property is currently zoned General Business with a Future Land Use Designation of “Preserves and Green Space.” If the designation is not changed, then the Commission would likely not recommend the associated Zoning Map amendment to City Council. At the time of plan adoption there was no knowledge of a potential new housing project in this location. City Council only knew that it was looking at all options citywide for increasing the supply of affordable housing. Council also knew that city-owned lands tended to be the most viable for outside funding because of site control. Time and time again, the City is learning that having site control and proper zoning are the keys to moving forward with affordable housing projects.

The adopted 2023 plan includes goals, objectives and actions for parks, housing, mobility, health and job creation. No one goal, objective or action is more important than another. When faced with multiple potential objectives for a given piece of property, decision makers should discuss the pros and cons of each as it applies to the circumstances at the time of potential amendment. The Commission and Council can also choose not to make an amendment. Listed below are related Goals, Objectives and Actions within the plan summary matrix in the Implementation Chapter of the plan.

For example, the stated goal in the Culture and Recreation Chapter is: “Celebration of the People and Places that Make Oxford Unique.” All three objectives within the chapter could support no changes or very limited changes to the FLUM for this area. These are R1: Maintain and improve existing parks, recreation, and cultural facilities and programs. R2: Improve access to parks, recreation, and cultural facilities and programs. R3: Promote parks, arts, and culture throughout the community. Action R1-A1 states: Create and implement a new Parks and Recreation Master Plan. Action R1-A4 states: Improve or modify existing playgrounds to be more inclusive. Action R2-A1 states: Promote acquisition of open space areas for either recreational or preservation purposes. Action R2-A6 states: Construct a new dog park to meet the demands of the community. Action R3-A1 states: Promote Oxford’s parks and green spaces for residents and visitors to experience. Action C1-A1 states: Support events that promote culture, health, wellness, and active living. Action S4-A2 states: Expand the city’s urban tree canopy by supporting tree planting and urban forestry programs. Action M1-A6 states: Analyze public transit access and transportation costs for car dependent neighborhoods, with an emphasis on serving populations most in need. Action M3-A2 states: Expand the Oxford Area Trails system by completing the perimeter loop and

linking to neighborhoods and commercial areas. The overarching goal of the Housing Chapter of the plan is: Housing Opportunities for Everyone. Action H1-A4 states: Leverage land and other tangible assets to address housing supply gaps by boosting inventory. Action H2-A1 states: Activate a non-profit entity devoted to expanding attainable housing opportunities. Action H2-A4 states: Explore ways to incentivize the creation and maintenance of housing types and arrangements that fulfill community needs. Objective H3 states: Protect existing naturally occurring affordable housing (NOAH). Action H3-A1 states: Identify existing NOAH areas and developments. Action H3-A2 states: Promote retention of existing NOAH developments where conditions are safe for occupancy. Action H3-A3 states: Evaluate the impacts of land use decisions on existing NOAH.

In looking at the 12 Land Use Character Types on pages 44-49 of the plan, it is noted that “Preserves and Greenspace” does not list any type of housing development as a primary or secondary use. This means that re-zoning to a residential district such as R-4 would not be supported by the existing plan. When looking at the secondary uses within the “Employment Corridor” designation, multi-family residential is listed as a secondary use. If the Commission found that some additional multi-family residential use was needed in this area, it could recommend a change to Employment Corridor. There is a substantial amount of this same designation along College Corner Pike. The only other land use character that would also have multi-family residential as a secondary use that is already nearby, would be “Flex Industrial.” The adjacent manufactured home park is designated “Transitional Suburban” because of the detached nature of the homes. Multi-family is not listed as a primary or secondary use within the “Transitional Suburban” designation.

Two Designations?

Given that the discussion could lead to a comparison of competing needs of green space and housing, it may be asked if two designations could be assigned to this parcel. While it is possible, that is typically not done at the scale of a citywide land use map. That is typically handled at the site development stage or through some other means of agreement or contract during a development phase. The Future Land Use Map is a recommendation, not a binding requirement or restriction on a property. The Zoning map, Zoning Code and Development Regulations are what makes up the regulations that applicable to a development. The 12 Land Use Character designations intentionally have overlapping land uses, so that abutting land uses can hopefully be blended by appropriate site design.

St. Mary’s Housing Development has drafted an example site plan that shows that it may be possible to retain and improve an existing park, construct new multi-family housing and allow a connecting trail to pass through the property.

It should also be noted that another recommended action of the plan is to re-write the Zoning Code. This could mean that the GB and R-4 zoning districts may cease to exist in the future, as we currently know them. This is why it is important to keep the plan and FLUM updated to reflect the

community's needs, so that when the time comes for a development or zoning map amendment, some of the weighing of demands has already occurred.

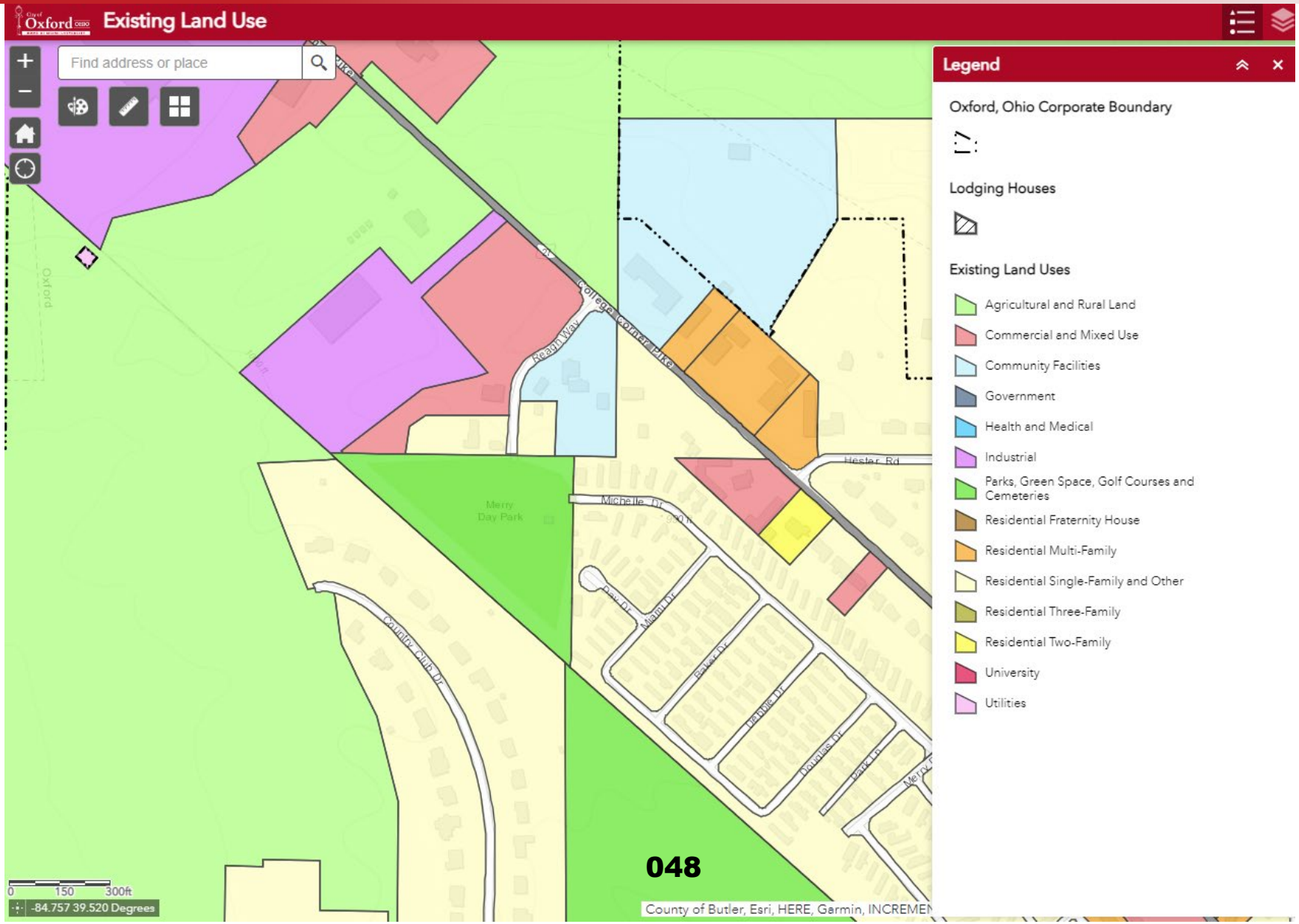
Conclusion and Recommendation

Since this is the first FLUM amendment request since the adoption of the 2023 plan, staff does not have a recommendation. Staff will assist the Commission in formulating a Council recommendation and associated vote so that a potential ordinance can eventually be considered by Council. Staff have received four written comments pertaining to the Zoning Map amendment which could be considered in opposition also to the FLUM amendment, since the two are interrelated. A separate vote should be taken prior to the consideration of the zoning map amendment, so that both can be sent on to City Council.

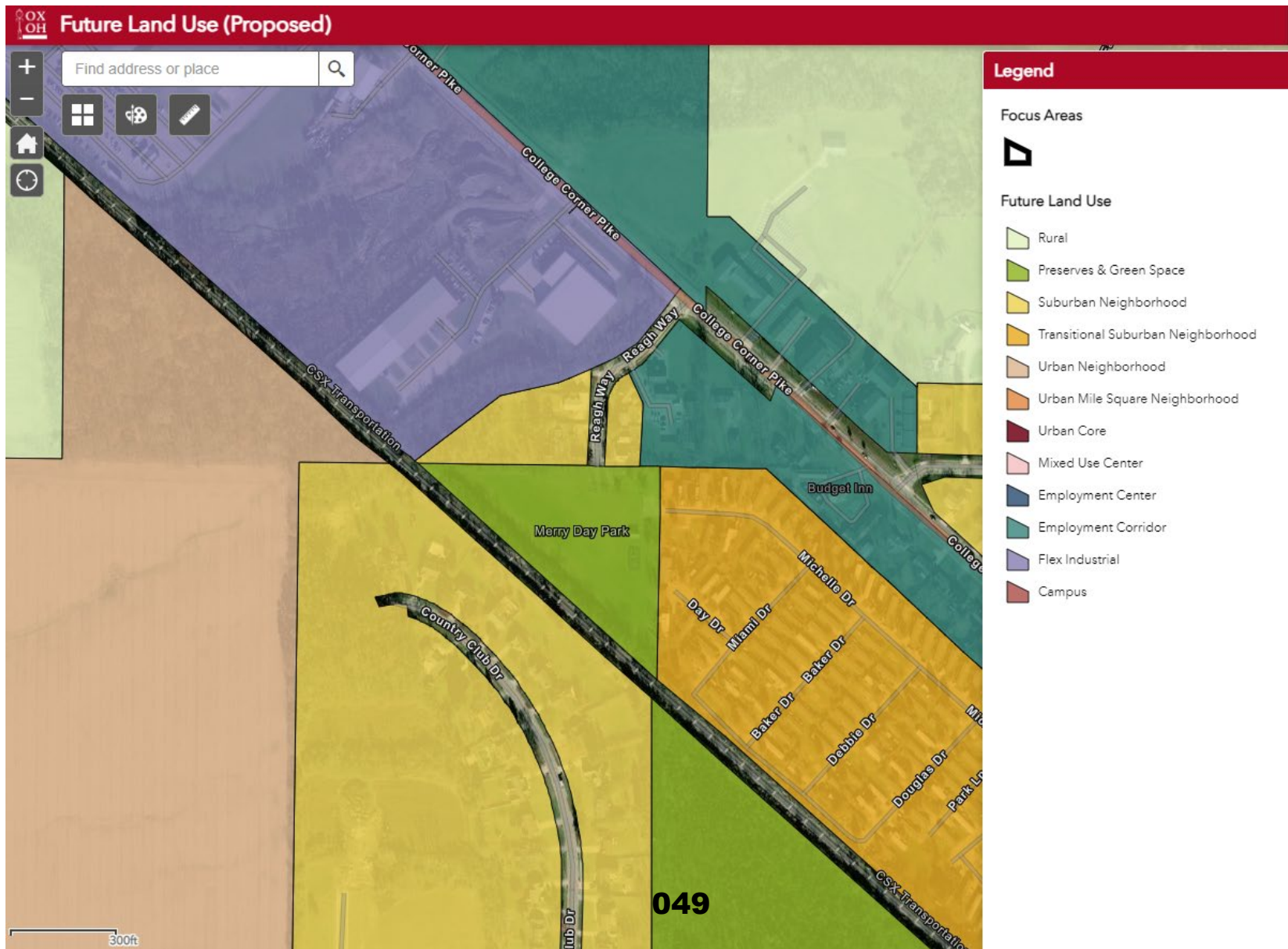
Current Zoning



Existing Land Use



Comprehensive Plan (2023) – Future Land Use





MEMORANDUM
Community Development Department
513-524-5204

TO: Planning Commission

FROM: Sam Perry, AICP
Director

DATE: August 3, 2023

MEETING DATE: August 8, 2023

RE: Zoning Map Amendment
Merry Day Park
4.67 Acres

**Amending the Official Zoning Map from “General Business”
to “R-4 Multi-Family Residential”**

55 Reagh’s Way – Parcel ID H4000022000011

Background

On June 20, 2023, City Council passed a resolution directing staff to expedite a zoning map amendment for the Merry Day Park property. The purpose is to facilitate a potential funding opportunity for an affordable housing project by St. Mary’s Development. In order to apply for the funding, St. Mary’s would need to demonstrate to the Ohio Housing Finance Agency that there is appropriate zoning in place for the project. The funding application deadline is September 15, 2023. St. Mary’s estimates that 43-50 dwelling units could be developed, while also preserving some public park land and a connector trail/path. Staff submitted a zoning map amendment request on behalf of the City of Oxford. The Commission now should look to the 2023 Comprehensive Plan, Future Land Use Map (FLUM) and Zoning Map amendment decision criteria.

Public Notice and Comments

Written comments have been received from Jacob Young, Steven Smith, Tom Thompson and Andor Kiss. Jacob Young also provided a 10 slide presentation which is included in this packet because time may not allow for a lengthy presentation from a citizen. City staff have placed a notification sign on the property and legal notice published in the newspaper. One phone call has

S:\shared\Planning Commission\2023\PC-2023-08 - 55 Reaghs Way, Zoning Map Amendment, City of Oxford\55 Reaghs Way zoning map amendment memo.docx

been received from a resident of the Miami Manufactured Home Park, in response to a notice placed on a door within the mobile home park, from Country Club Drive resident, Doug Brooks.

General Business to R-4 Multi-Family Residential

Staff is unsure of the history of the rationale for the General Business District for this park property. Much of the property along railroad tracks and highways in Oxford was previously designated commercial. Over time, some has gradually been re-zoned or developed, while much has remained undeveloped, or been retained as green space. For this particular property it was owned by the Day family, and was likely all designated the same as the manufactured home park, which was previously owned by the Day family. The City of Oxford accepted the current Merry Day park land from the Day family in the 1990s. Written comments (attached) have been provided outlining some of the history of the land donation. Additionally there are comments regarding the pros and cons of reducing park land and green space in this part of the community.

When considering reducing the amount of land that is zoned for commercial development, the Commission should consider the potential for development. Currently the property is owned by the City and developed as a park. It is at the dead end of a local street and abuts active railroad tracks. Because of limited access and frontage, it is unlikely that it would develop commercially within the ten year time horizon of the 2023 Comprehensive Plan.

If the property were to be re-zoned to Multi-Family Residential, there would be increased likelihood of a lesser amount of green space and parks. If the City of Oxford continues to be the owner of the property, there would be additional public steps required prior to development. The re-zoning would not guarantee that the park land would go away but it would increase the likelihood. Preliminary discussions between the City of Oxford and the potential housing developer have been for a long term land lease, where the City would retain control of land use decisions on an incremental basis. This is unlike a privately owned property where the zoning designation change is more typically the last public process before the use can be changed.

Another consideration for the Commission is the supply of Multi-Family Residential land. Historically, zoning map amendment requests for Multi-Family have been driven by student housing projects. Because of this, the community has been cautious about increasing the supply of Multi-Family land. In recent years, in response to increased interest in affordable housing, the community has been re-considering Multi-Family zoning. As noted in the previous memo regarding the FLUM amendment, the 2023 Comprehensive Plan lists several action items about increasing access and supply of affordable housing.

Spot-Zoning

There are no other R-4 designations in Oxford other than in the Southpointe Parkway area. The R-4 district was created in 2013 as a Multi-Family district separate from R-3. The R-3 areas are closer to the Mile Square on McGuffey Avenue and Arrowhead Drive. The standards are nearly identical with some exceptions on number of units per building. Both require the Planned Development Process for more than one building to be built. Since there is R-3 zoning already on Reagh's Way,

it would seem on face value that would be the more logical district if the commercial designation were removed. However, the standards are nearly the same, and R-4 allows slightly more flexibility for a housing developer. In some circles, this would be considered “Spot-Zoning”, which is typically a negative term applied to zone change that is unlike the surrounding area. Whether it is called Spot-Zoning or another term, as long as the decision is supported by the Decision Criteria and properly documented, it is allowed.

Decision Criteria

Oxford Zoning Code 1135.02 (c) is the section of local zoning law that outlines the criteria upon which a Zoning Map Amendment recommendation should be made. These are below:

- A. There is an error on the Official Zoning Map or in the delineations between districts thereon.
- B. The proposed amendment will make the map conform more closely with the Comprehensive Plan.
- C. There has been a substantial change in area conditions that necessitates the amendment.
- D. There is a legitimate need for additional land area in the zoning district that will be expanded.

Staff's analysis is in italics below:

A. There is an error on the Official Zoning Map or in the delineations between districts thereon. *Not applicable. Staff is not aware of any errors in the zoning map. This would only be applicable if the property were much smaller or there were some type of error in a property line that was incorrectly reflected on an official map. This is rarely applicable in the modern era of map documentation.*

B. The proposed amendment will make the map conform more closely with the Comprehensive Plan.

Since the plan was just recently adopted this year, there are many fresh goals, objectives and actions that should be considered for this criteria. The primary one would be the outcome of the case involving the associated FLUM amendment itself. If there are other findings not mentioned in that report that the Commission believes support their decision, those should be cited for the record. Additionally, since staff cited goals, objectives and actions that could support approval or denial, it is important that the Commission articulate which ones more weight will be placed on for the final decision.

C. There has been a substantial change in area conditions that necessitates the amendment. *Typically, the Commission should look to any changes or new information since the time of the adoption of the plan, which was in January 2023. One change or new information would be that the City's contracted Housing Consultant (Neighborhood Housing Services) identified this property as a strong candidate for outside funding for affordable housing. This occurred after the January adoption of the plan. However, if the FLUM was amended at this same meeting, then this criteria may not be as applicable. A second change after the adoption of the plan is that TOPSS (Talawanda Oxford Pantry and Social Services) and FRC (Family Resource Center) both voted to use their own land on College Corner Pike, not Merry Day Park, to build a new facility. Prior to the adoption of the plan, it was understood that TOPSS would build on the*

S:\shared\Planning Commission\2023\PC-2023-08 - 55 Reaghs Way, Zoning Map Amendment, City of Oxford\55 Reaghs Way zoning map amendment memo.docx

Merry Day Park land. With that knowledge, the General Business District designation is no longer needed to directly support TOPSS and FRC's missions.

D. There is a legitimate need for additional land area in the zoning district that will be expanded. *There is no undeveloped R-3 land but there is a large tract of R-4 zoned land on Southpointe Parkway. However, roads and utilities would need to be extended in order for it to be developed. Per the 2023 Comp Plan, a major overhaul of the zoning code is needed in order to increase housing density and a diversity of housing types. A re-zoning to R-4 could support that effort.*

Conclusion and Recommendation

Staff recommends that the Commission use the Decision Criteria, with a strong emphasis on the outcome of the FLUM amendment. Given that commercial development is unlikely on the property, the decision will center on the balancing of park access along with affordable housing access. A Zoning Map amendment does not guarantee that multi-family housing will be developed on this property. If the Commission does decide to recommend re-zoning of the property, it may want to request that the City retain ownership.



Current Zoning Map Merry Day Park

Parcels (updated as of 6/30/2023)



Corporate Boundary



City of Oxford Zoning - Overlay Districts

Historic Districts



Neighborhood Conservation Overlays



Planned Developments

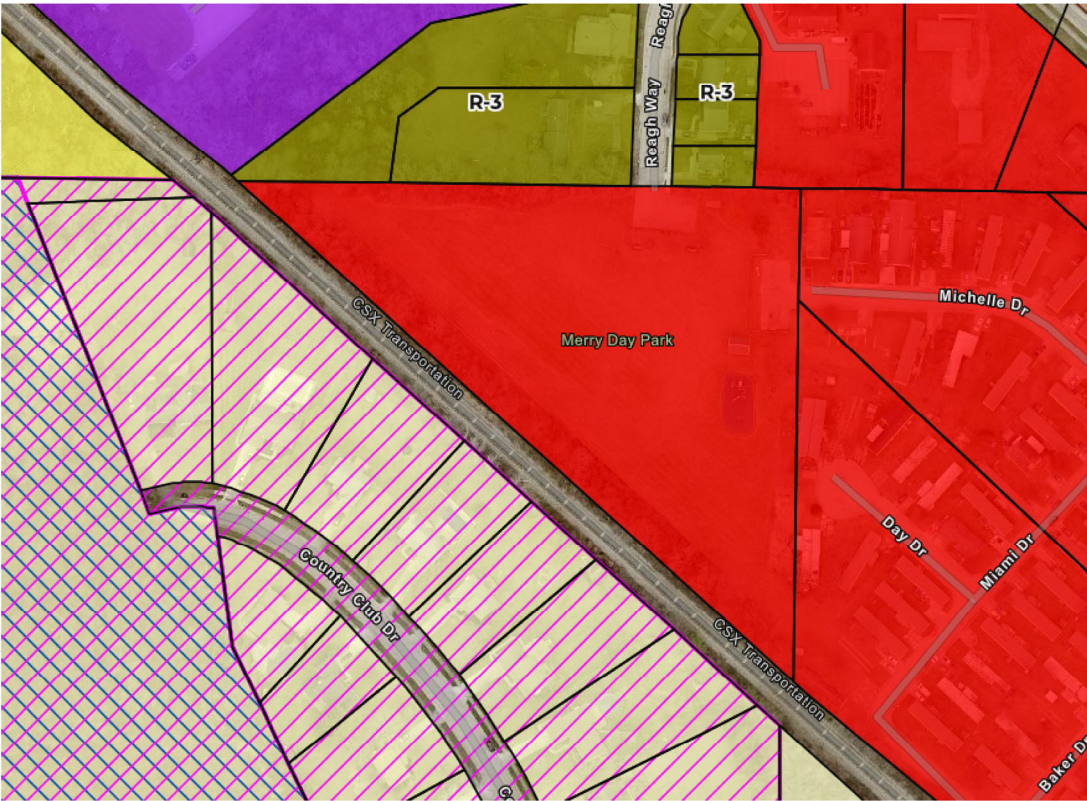


City of Oxford Zoning - Base Districts

- AOS Agricultural Open Space District
- R-1A Single-Family Low-Density Residential District
- R-1B Single-Family Medium Density Residential District
- R-2A Single- and Two-Family Residential District
- R-3 Multi-Family Residential District
- R-4 Multi-Family Residential District
- R-MH Planned Mobile and Manufactured Home Residential District
- R-1MS Single-Family Residential Mile-Square District
- R-2MS Single- and Two-Family Mile-Square Residential District
- R3MS Single, Two and Three-Family Mile-Square Residential District
- RO Office Residential District
- NB Neighborhood Business District
- GB General Business District
- UP Uptown District
- OI Office & Light Industrial District
- LI Light Industrial District
- MU University District

Butler County Rural Zoning Districts (Retained after Annexation)

- A-1 Agricultural District
- R-1 Suburban Residence District



From: [Seth Copenbaker](#)
To: [Zachary Moore](#); [Sam Perry](#)
Cc: [Jessica Greene](#)
Subject: FW: Review Needed
Date: Tuesday, July 18, 2023 3:18:02 PM

Below are the Economic Development Staff Comments regarding the proposed Zoning Map Amendment at 55 REAGHS WAY

An amendment to the Oxford Zoning map to allow for the creation of a high-density residential development would align with several guiding principles and documents within the City of Oxford.

Listed among Oxford City Council's top priorities is "Housing for All". Development of high-density non-student housing represents a residential type not commonly found in Oxford. The housing type facilitated by the proposed zoning change traditionally reduces barriers to housing affordability by providing a high supply of residential units.

The Oxford Tomorrow Comprehensive Plan was adopted by Council in 2023. Within that plan several recommendations relevant to the proposed zoning change were made, including;

- H1-A1: Update zoning regulations to increase density and promote a diversity of residential housing types and living arrangements.
- H1-A3: Identify areas of town which are appropriate for increased density allowance, housing diversity, and accessory dwelling units (ADUs).
- H1-A4: Leverage land and other tangible assets to address housing supply gaps by boosting inventory.
- H2-A1: Activate a non-profit entity devoted to expanding attainable housing opportunities.
- H2-A2: Explore ways to incentivize the creation and maintenance of housing types and arrangements that fulfill community needs.

A housing study conducted by Bowen National Research in 2020 indicated that Oxford is in critical need for housing units at or below \$999.00 per month.

A high-density residential development designed and marketing to residents at or below 80% LMI would help support many vacant job posting in Oxford.

-Miami University, and by extension Aramark routinely have a number of open positions for critical "frontline" positions across a variety of job types in housing, dining, grounds services, etc.

-Many service industry businesses in Oxford, including restaurants, continue to face labor shortages that curb the potential success of their operations.

-The development of the College@Elm and presence of The Fisher Group will bring a significant number of light manufacturing jobs to Oxford. The jobs provided by the Fisher group could serve to attract additional labor force to Oxford

and further facilitate new employers in light manufacturing to come to Oxford.

The creation of a high-density housing development in Oxford could serve as a boon to the Oxford Community. The Economic Development Staff support the proposed Zoning Map Amendment at 55 REAGHS WAY without concern.

Seth W. Copenbaker
Economic Development Specialist
Scopenbaker@CityofOxford.org
Office: (513) 524-5238

Oxford Planning Commission,

My name is Jacob Young, and I am a grandson of Ray and Mary Day. I am a graduate of Talawanda High School and hold a bachelor's degree in Urban and Environmental development from Miami University. Twenty-six years and one week ago, my grandparents identified a need for a park & recreation space that was reasonably accessible from the mobile home park and the surrounding community. According to paperwork in my grandfather's handwriting dated August 1st, 1997, he stated that 4.687 acres was to be "a gift to the City of Oxford to be used for City of Oxford Parks." Since that dedication, he proceeded to build a playground and sheltered picnic area. In 2009, the City of Oxford transferred the deed of the property into their name. By accepting this donation of land, there was agreement between the two parties that there needed to be recreational space for the College Corner Pike corridor. This need for recreational space has not changed during the last 14 years, and is likely more essential now than ever. Although not as updated and modernized as the other parks I'll mention, Merry Day Park currently provides a playground, sheltered picnic area, park benches, and the remnants of a baseball field within safe and reasonable walking distance of hundreds of residents.

Merry Day Park offers a recreational space to one of the most densely populated areas of Oxford. The images and slides I am going to share will lend some perspective on access that my grandfather had in 1997, and hopefully help you understand what it means when families in this community will be forced to find an alternative playground for their child to enjoy. **(Slide 1)**

First is the Tri Park, the former location of the community pool. According to Google Earth. The Tri Park playground is located approximately 1.7 miles one direction from Merry Day Park. Those with no form of transportation will have very limited access to this park. **(Slide 2)** On the following page you will see BCRTAs proposed schedule to get to the TRI Park. It will take 20 minutes to get from the Pike to the Tri Park with approximately one additional mile of walking still required **(Slide 3)**. Please note that BCRTA does not allow children 12 and younger to ride the bus without adult supervision.

Next is the Oxford Community Park. Google Earth measures 2.4 miles one direction to access the playground **(Slide 4)**, thus creating an even greater challenge to access for those without transportation. BCRTA does not offer a route to the Community Park, and the current closest stop is at Kroger - that stop would still require an additional 1.2 mile walk to the park from there **(Slide 5)**. Again, that is just one direction. Another route included is the most recent route of the Oxford Area Trail system from Merry Day Park to the Oxford Community Park measured at 4.5 miles round trip. The potential future OATS trail will not provide increased access to parks and playgrounds to the College Corner Pike corridor.

Finally, we have Oxford's newest park space, Leonard Howell Park. Google Earth measures the distance from Merry Day Park to Leonard Howell Park at 2.8 miles one direction, which is the most challenging of all the park locations to access for those without transportation **(Slide 6)**. Using BCRTA, it will take a total of 44 minutes of bus riding and additional walking to get to the park from the College Corner Pike corridor. **(Slide 7)**. Again, that is in just one direction.

On January 18th, 2022 City Council approved the lease of a 7-acre sect of the 47 acres plot owned by the City of Oxford to Episcopal Retirement Services to develop 42 affordable housing units (**Slide 8**). All 42 units will serve tenants with incomes at or below 60 percent of Area Median Income. The United State Census bureau determined that the median income level for Oxford, OH for 2021 is \$41,749 with 60% being \$25,049.40 (ERS website). It should be noted that St. Mary's development corporation average income is only \$13,500 a year making their product more affordable than even ERS (St. Mary's Development Corporation website). With 40 acres left in the parcel and using only 11% of these remaining acres, we can offer the same number of affordable housing units with less acreage and a higher chance of qualification among the senior community. In July of 2022, funding was not approved for this development. All other plans for ERS's development could not be found.

The City of Oxford has also purchased two adjacent parcels on Chestnut Street on June 13th, 2023 totaling 2.311 acres - slightly larger than the piece of property on Hester Road in which a 12, two-person units are being built (Butler County Auditors Site).

According to a meeting with Jessica Greene, Assistant City Manager of the City of Oxford on July 21st, 2023, (it is my understanding) there is a need for 500 to 2000 affordable living units in the City of Oxford. The current 2.1-acre Hester Road housing initiative provides 12 two-person units COMBINED with ERS's 42 senior living units only totals 54 units. Considering the low-end of affordable housing units needed is 500, that means we have hardly achieved even 10% of that goal. When there are other more sensible and equally suited locations available, it is hard to understand how taking away a small 4.6-acre designated recreation space from an already underserved population makes any good sense.

Working with our family business for the last several years has given me the opportunity to see the need for affordable housing first-hand, but as a good citizen, I want to oppose taking away the designated recreational space for community members with the least access to surrounding public parks and playgrounds. I implore the Planning Commission and City Council to consider better options and solutions with fewer consequences. Given the information I have shared with you today, I do not feel it is in the best interest of the Planning Commission to advise and City Council to rezone Merry Day Park.

Thank you for taking your time to read by public comment,

Jacob E. Young

Merry Day Park

Perspective on Access



By Jacob E Young

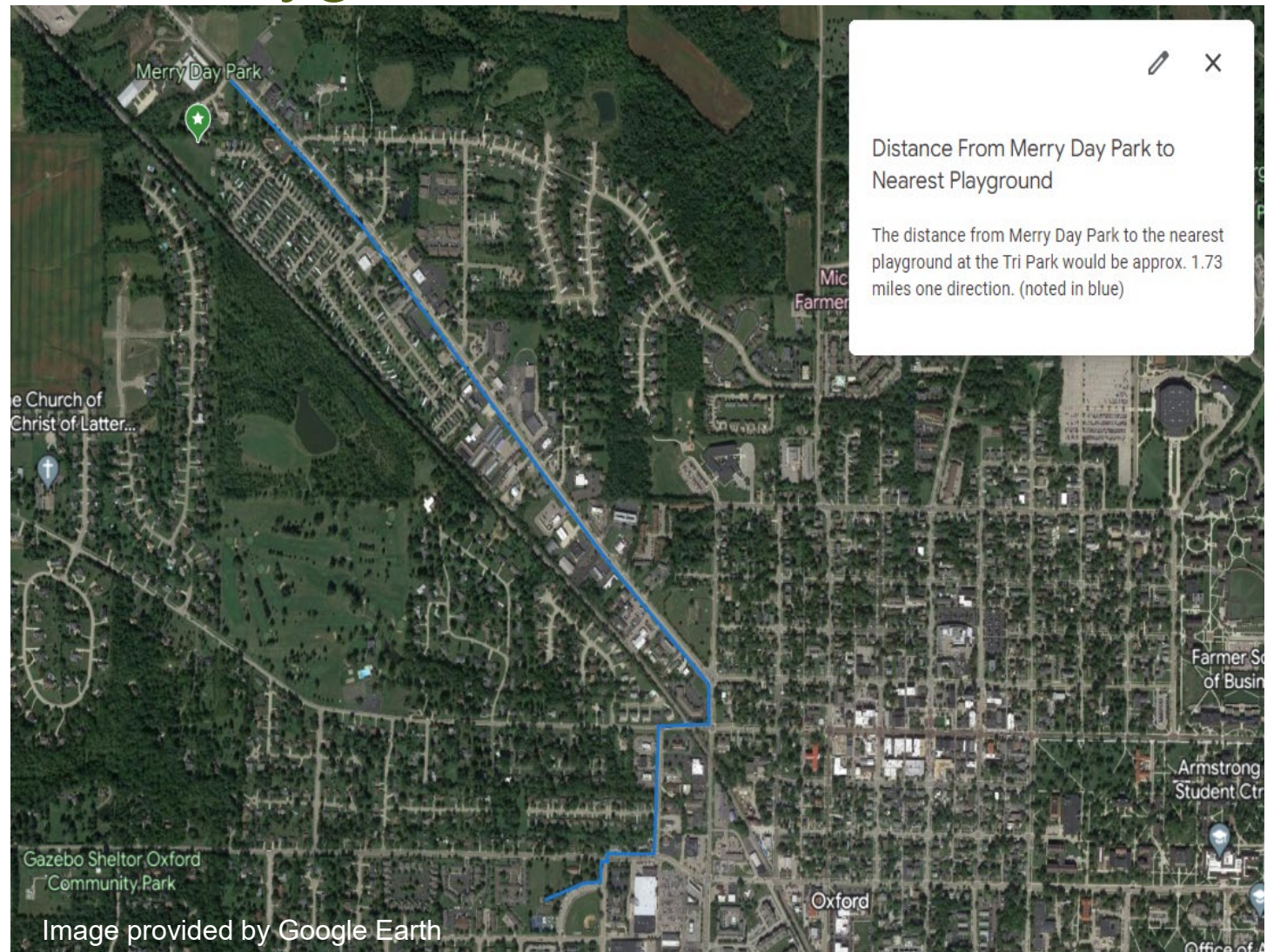
Merry Day Park to Tri Park Playground

~3.5 mile round trip

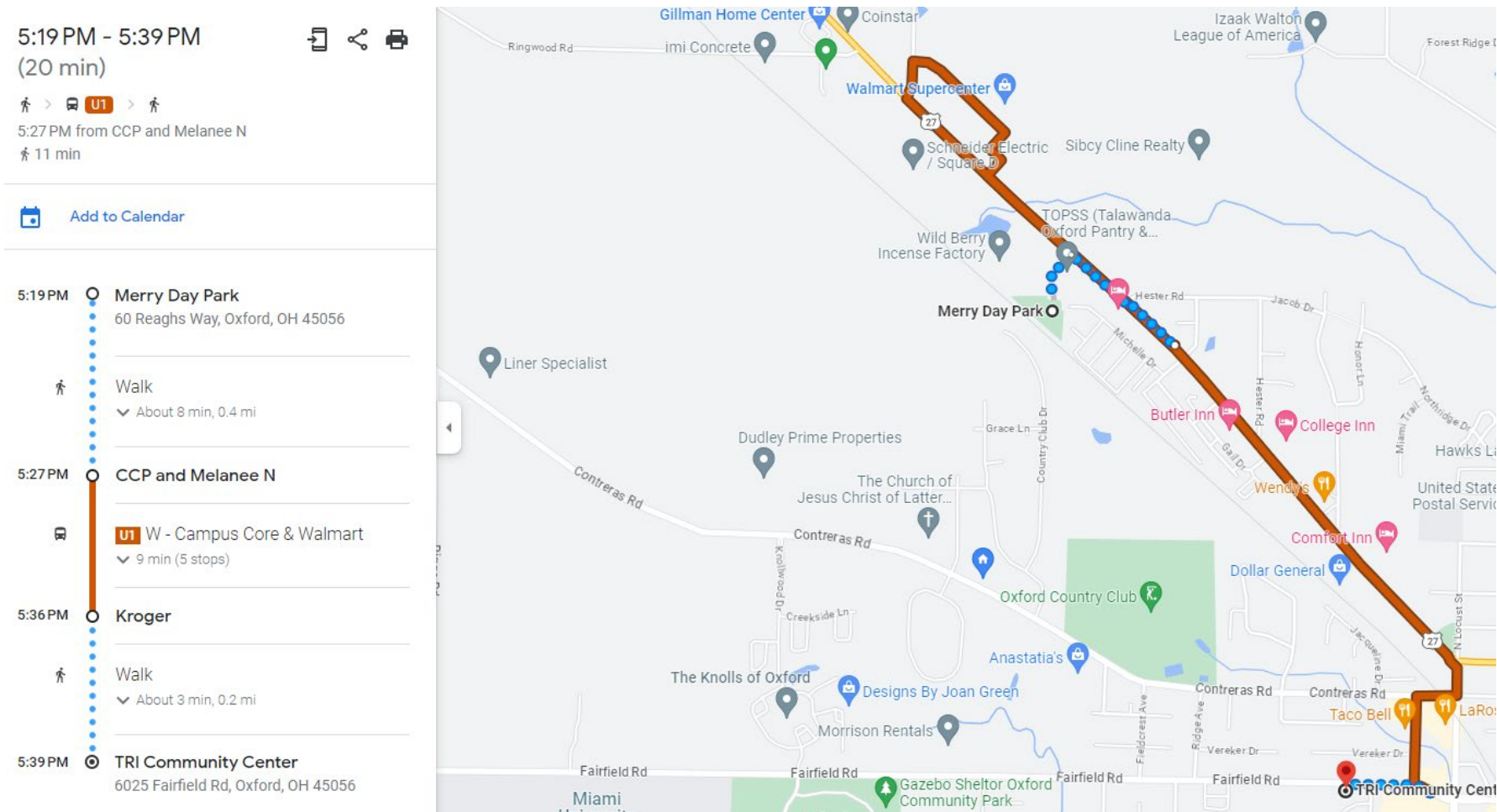
Drastically limits access to families without motor transportation

BCRTA requires that all children 12 and younger be accompanied by an adult

Minimum of 20 minutes of travel time on BCRTA to access park which requires transit and walking



Merry Day Park to Tri Park: BCRTA



Merry Day Park to Oxford Community Park

Green Line: ~4.6 miles round trip

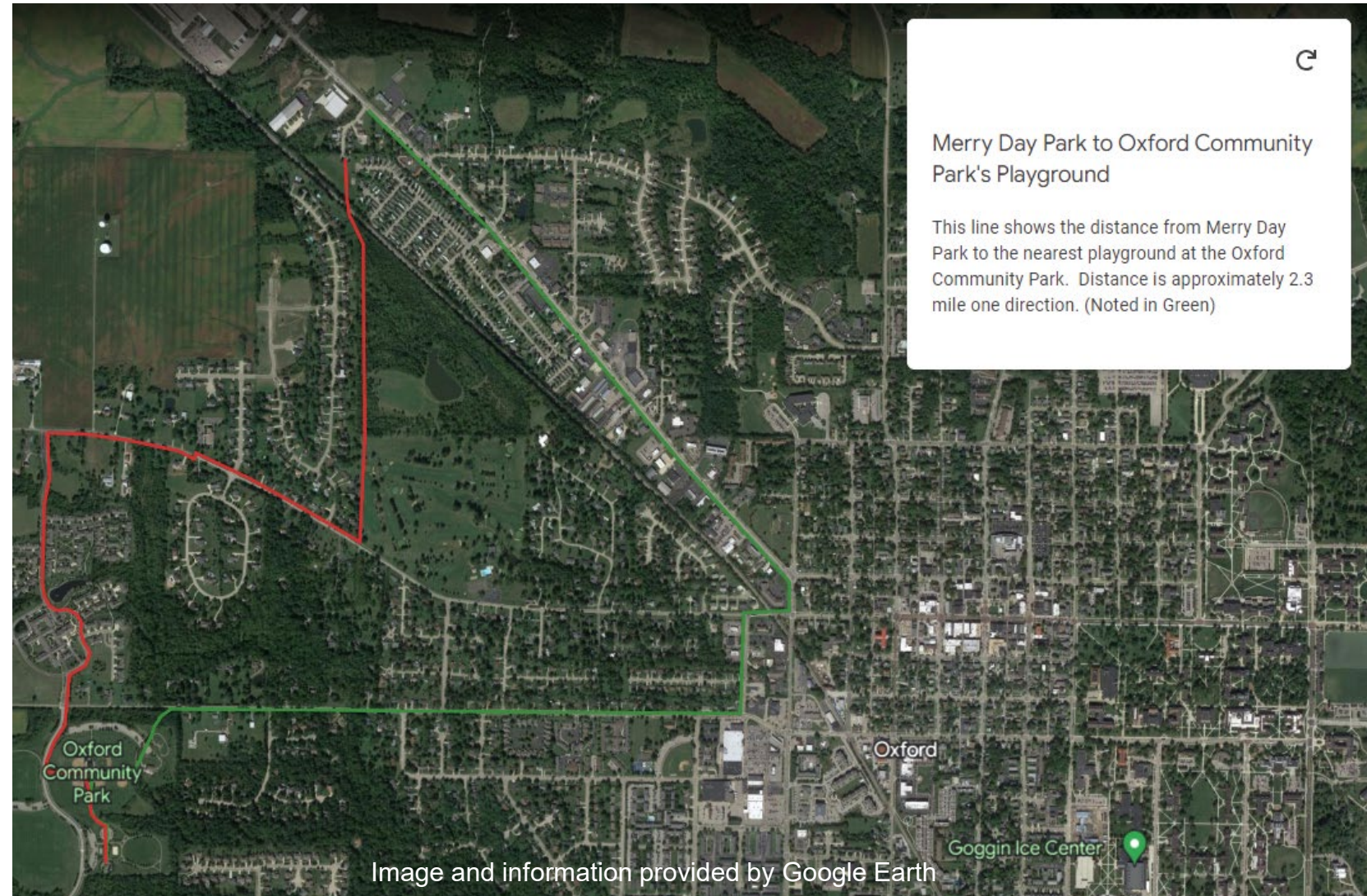
Red Line: ~4.5 miles round trip

Drastically limits access to families without motor transportation

BCRTA requires that all children 12 and younger be accompanied by an adult

BCRTA lists a 44 minute travel time with 1.2 miles of walking (one direction) to access OCP

Latest Proposed Oxford Area Trail (OAT) minimally shortens distance to OCP



Merry Day Park to Oxford Community Park: BCRTA

Please note the additional ~1.5 miles each direction needed to walk to get to OCP after transit to Kroger stop

5:19 PM - 5:38 PM (19 min)  

   5:27 PM from CCP and Melanee N
 10 min

 [Add to Calendar](#)

5:19 PM  **Merry Day Park**
60 Reaghs Way, Oxford, OH 45056

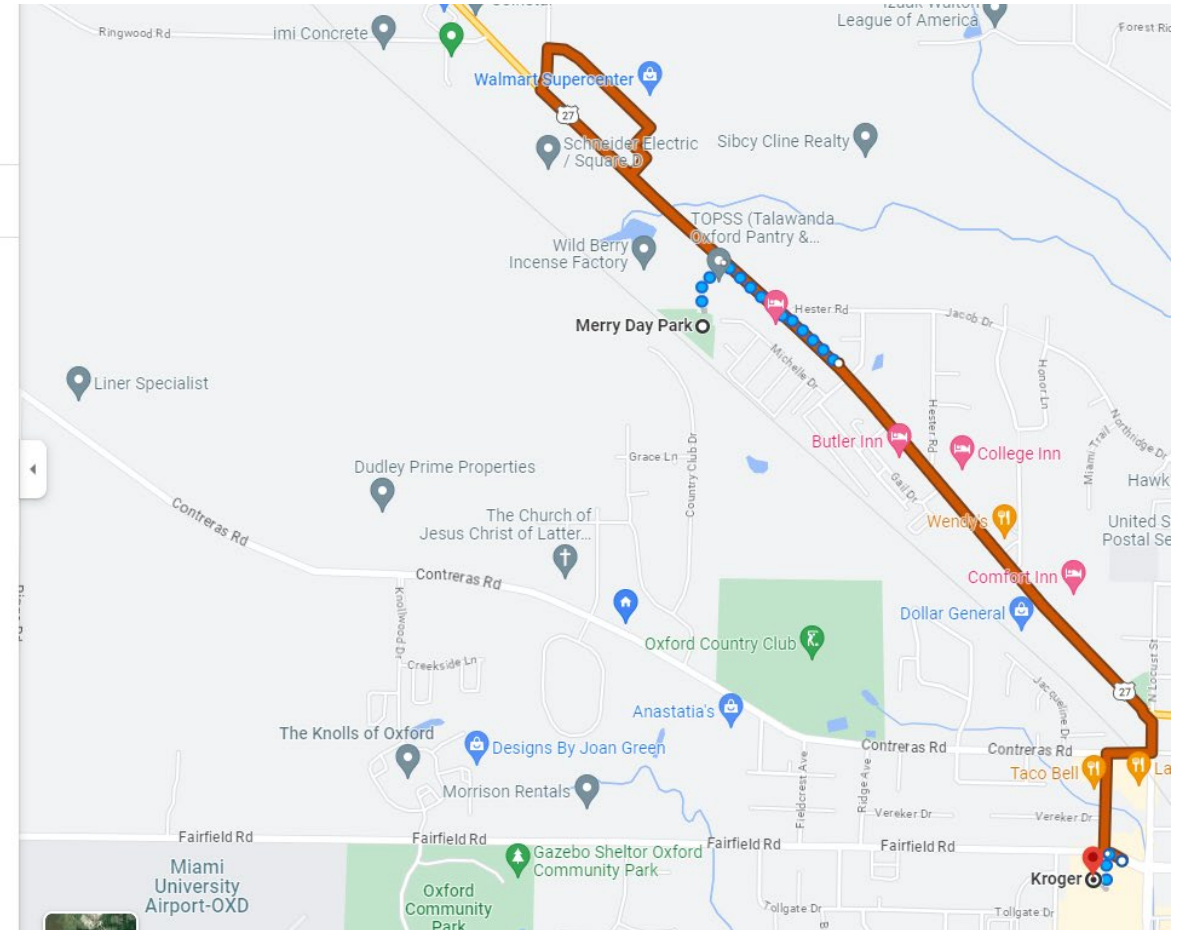
 Walk
▼ About 8 min, 0.4 mi

5:27 PM  **CCP and Melanee N**
 **U1** W - Campus Core & Walmart
▼ 9 min (5 stops)

5:36 PM  **Kroger**
▼ About 2 min, 0.1 mi

5:38 PM  **Kroger**
300 S Locust St, Oxford, OH 45056

Tickets and information
[BCRTA - 1 \(513\) 785-5237](#)



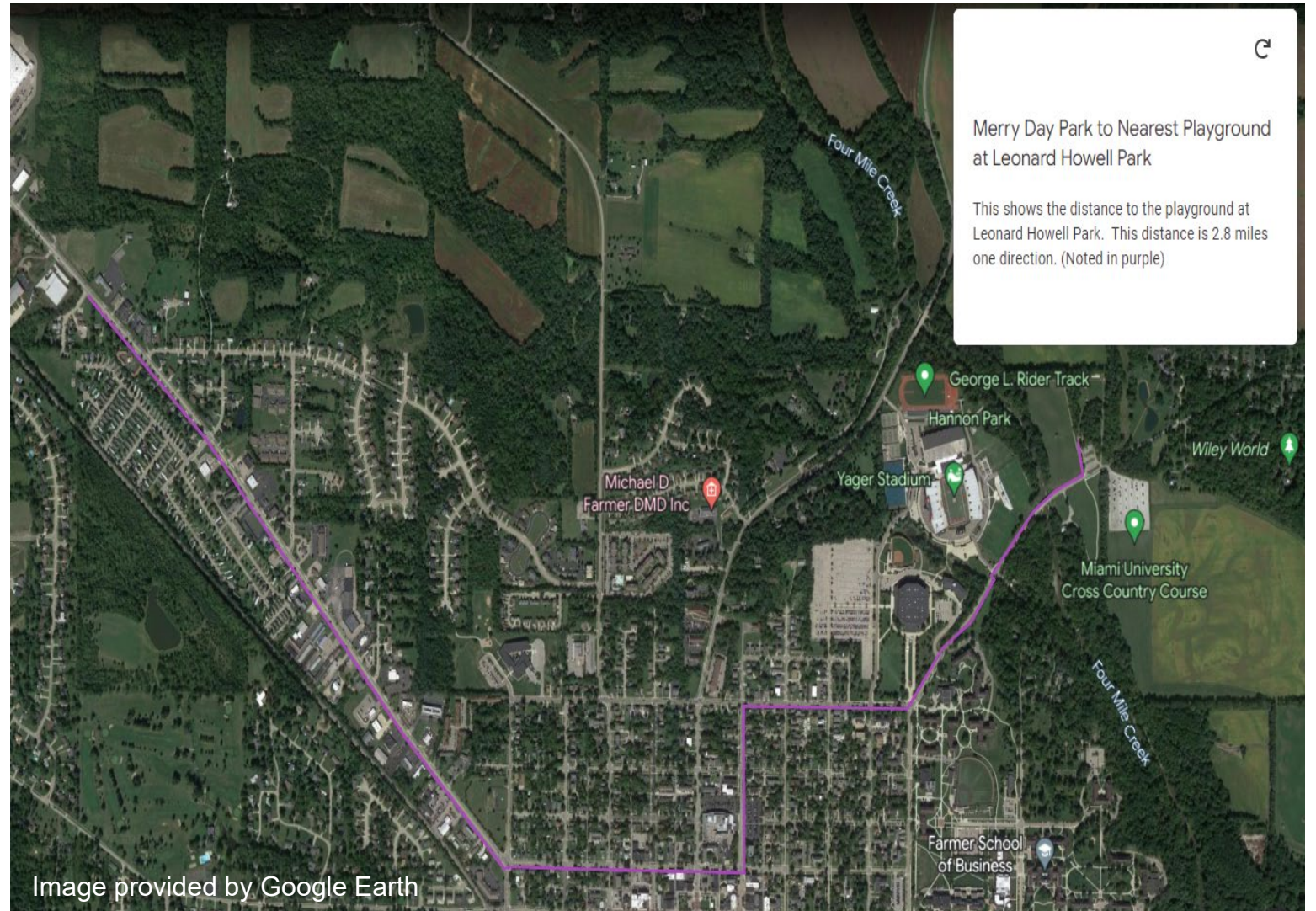
Merry Day Park to Leonard Howell Park

~5.6 mile round trip

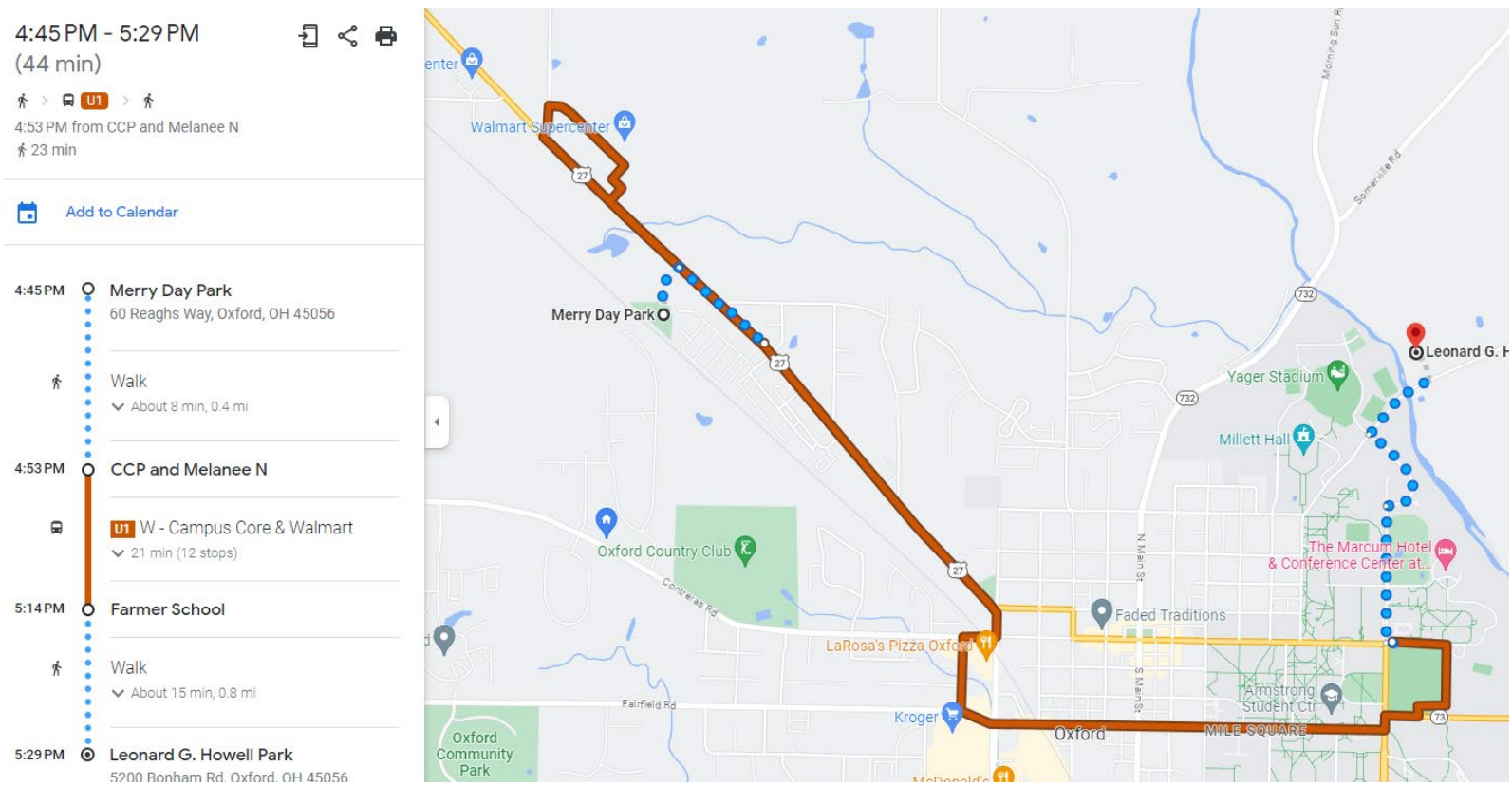
Drastically limits access to families without motor transportation

BCRTA requires that all children 12 and younger be accompanied by an adult

BCRTA lists a 44 minute travel time with 1.2 miles of walking (one direction) to access LHP



Merry Day Park to Leonard Howell Park: BCRTA



City of Oxfords Access to land for Housing Developments

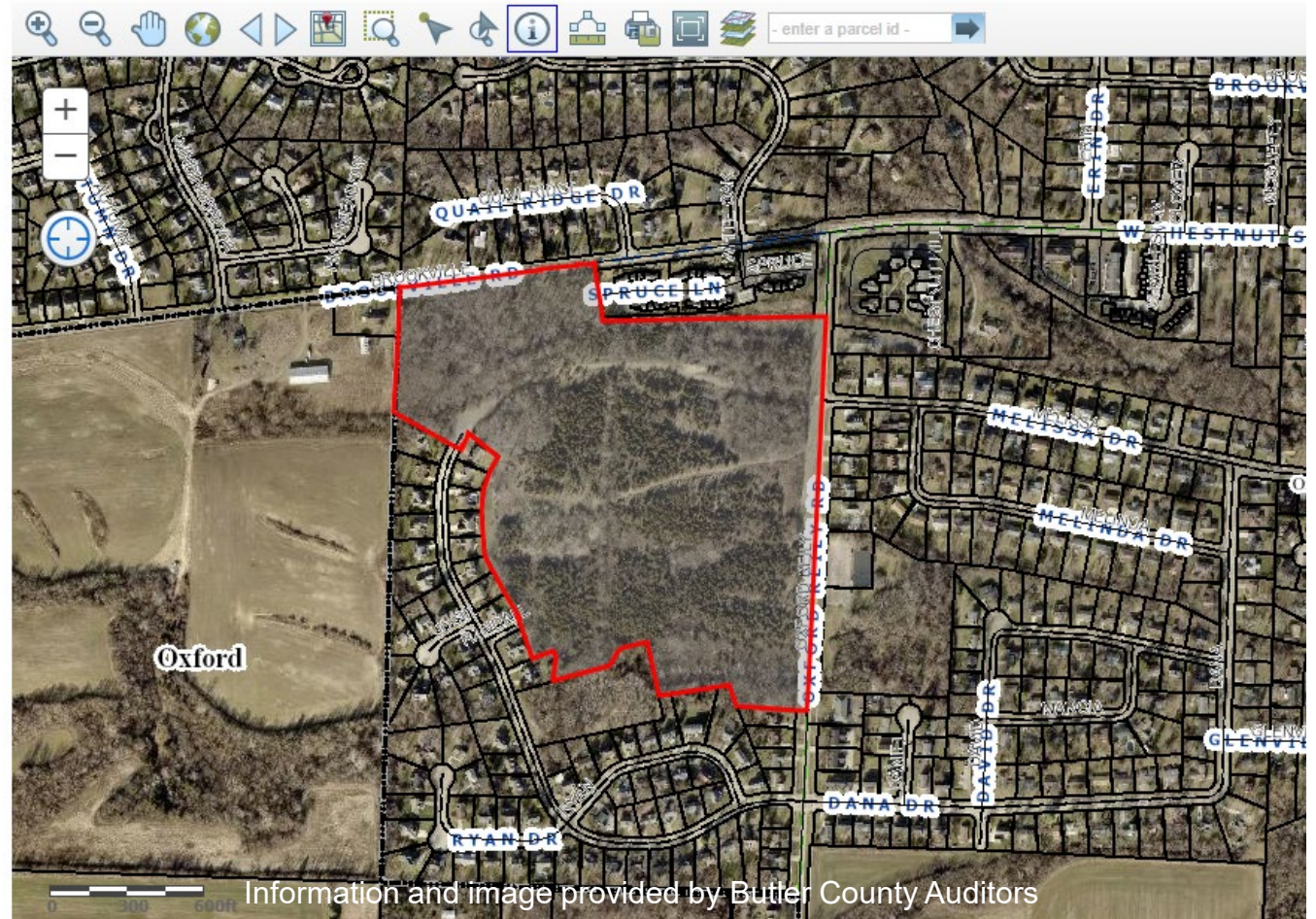
On December 10th, 2008 the City of Oxford purchased a 47.47 acre undeveloped lot within city limits

On January 18th, 2022, City Council approved a 7 acres by developed for Senior Living Community by Episcopal Retirement Services

Leaving 40.47 acres left in the tract of land

Using 11.6% of the remaining 40 acres would allow St. Mary's Development Corp to proceed with the expansion of affordable senior living in Oxford

PARID: H4100119000029
CITY OF OXFORD OHIO



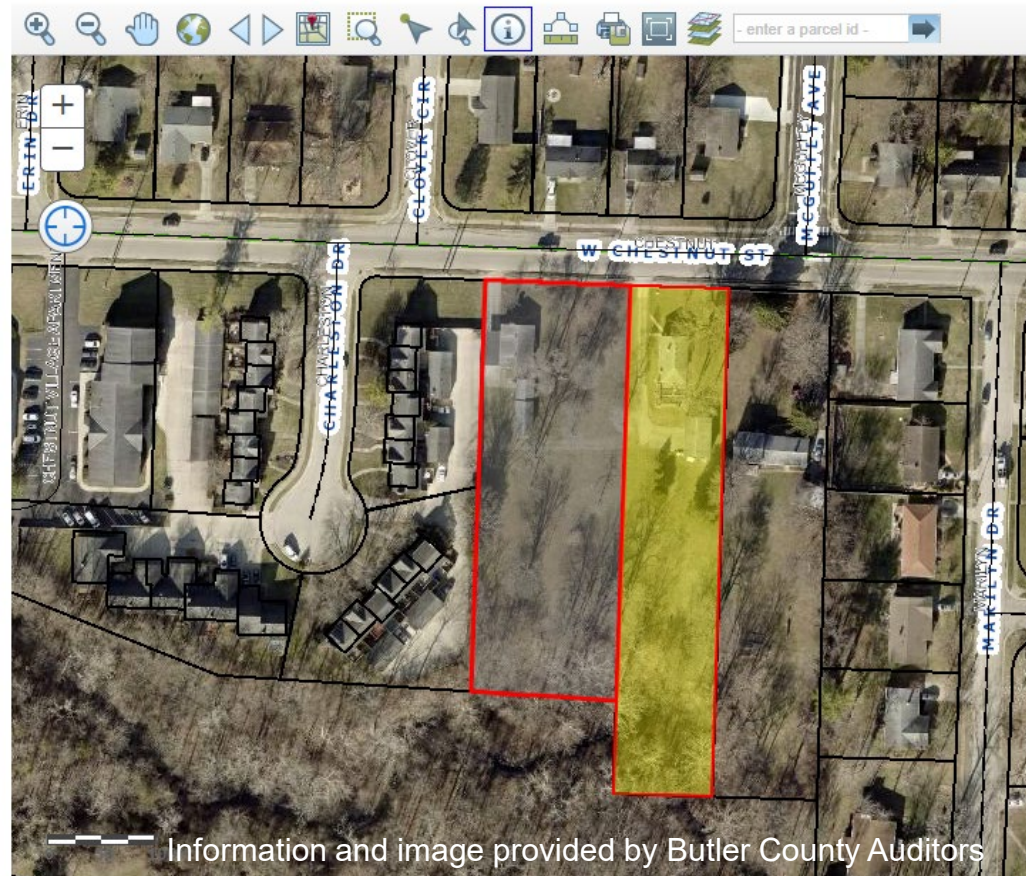
City of Oxfords Access to land for Housing Developments

On June 13th, 2023 the City of Oxford purchased two adjacent properties totaling 2.3 acres at 603/607 West Chestnut Street

Note current housing project at 5234 Hester Road is 2.1 acres.

-12 Units, 2 tenants per unit

PARID: H4100121000125
CITY OF OXFORD OHIO



Merry Day Park: Perspective on Access

- I firmly believe that Affordable Housing is needed in Oxford
- According to Assistant City Manager Jessica Greene “500-2,000 affordable housing units are needed in Oxford” -07/21/2023
- Between Hester Roads 12 units and 42 units on Oxford Reily Road totaling 54 affordable housing units
- We still have a long road to reach these goals and taking away parks and recreational spaces no matter the size, is NOT the way to accomplish these goals
- I implore the Planning Commission to advise against this zoning map amendment

221 Country Club Drive
Oxford, Ohio
45056-9037

July 30, 2023

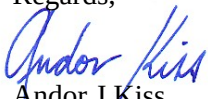
To Planning Commission & City Council, Oxford, Ohio;

I'm writing to you about my concerns about the rezoning of Merry Day Park from a park / green space to residential, multi-person, high density housing. The root of this decision, I believe, comes from the Housing Needs Assessment generated by Bowen National Research (20-329), which indicates that there is a need for low income housing in Oxford. I am not opposed to this goal, but I have three major concerns for the Planning Commission and City Council with regards to this specific rezoning proposal:

- (1) My understanding was that the current Merry Day Park land was donated to the city on the condition that it remain a public park / green space for the community. It seems very disingenuous to now renege on that commitment and turn the green space / public park into a high density housing area, adjacent to another high density housing area (Miami Of Ohio Mobile Home Park (MOMHP)). A decision to rezone the park to housing area could preclude other gifts and bequeaths to the City of Oxford, if this flip-flopping of commitments becomes the norm.
- (2) The loss of the Merry Day Park / green space would be a significant degradation in the quality of life for those residents in the MOMHP, residents of Reagh's Way, and the residents in the apartment complexes across Route 27. Green space enhances people's life experience, reduces stress, and generally improves the life and neighborhood bonds. I am both surprised and disappointed that members of City Council, Planning Commission and the Environment Commission would support the eradication of green space adjacent to a high density housing project (MOMHP), given what they surely know (academic peer reviewed studies; e.g. <https://www.frontiersin.org/articles/10.3389/fpubh.2022.993801/full>) about the implications and significant physiological and mental health downsides to such a decision.
- (3) The goal of 50 units for low income and very low income tenants in Oxford is laudable. However, if approved and funded, and once the structure is built in present day Merry Day Park, these people / families will not have a green space and/or park to enjoy. This will be an unattractive aspect impacting their living situation. There are NO other city parks on that side of town, with the closest being Miami University Natural Areas and/or Peffer Park – a distance of about eight miles. It is unlikely that low income children and elderly people will be able to make an eight mile journey to enjoy a city park. This will also likely impact the quality of life for MOMHP residents and the residents of Reagh's Way.

In summary, I am opposed to the building of this new complex by eliminating Merry Day Park, there has to be a better way to preserve urban green space(s) and tackle the problem of low income housing. As a former member of the Environmental Commission (CoO), I was on the understanding that there were plans in place (prior to COVID-19) to improve Merry Day Park – as a park. I am also a resident *directly across from Merry Day Park* in the Heritage Subdivision, and I hear children and teenagers using the park to play games, softball, basketball – whenever the weather permits. In other words, Merry Day Park gets a lot of usage, and it would be a poor and short-sighted decision to eradicate this green space. This would seem to be a solution of robbing Peter to pay Paul, which is never a good solution.

Regards,



Andor J Kiss

eMAIL: andorjkiss@gmail.com

Tel: (513) 593-6598

From: [Gale Smith](#)
To: [Sam Perry](#)
Subject: MerryDayPark
Date: Wednesday, July 26, 2023 7:47:35 PM

Sam

I'm sending this email in regards to the children of the trailer park. Mr.Day was a very compassionate man that done a lot for the city of Oxford. He donated that parcel of ground for the children of the park. He knew there was a need for the children to go a park and play. I moved into the park in 2011 at 308 Michelle Dr. which is beside Merry Day park. During this time till present day me and my wife have enjoyed watching the children play. We have watched many birthday parties , graduations, reunions, and people just showing up on weekends to have a cookout. It's just shows what local government will do just to weep the profits and show no compassion for the children. I just want the people on counsel to set back and think what they would do if their children's play area was threatened. Miami doesn't want it close to them and we don't want it close to us.

Thankyou

Steven Smith U.S.M.C. Veteran
Sent from my iPad

From: tthomoxf@woh.rr.com
To: [Sam Perry](#)
Subject: Merry Day Park Re-zoning
Date: Tuesday, July 25, 2023 10:31:40 PM

Name: Tom Thompson
Address: 219 Country Club Dr., Oxford
Phone: 513-461-3689

Sam, I would like to express my opposition to the proposed re-zoning of Mary Day Park for multiple reasons. Just to give you a little history about myself, I lived in the Miami Mobile Home Park for 7 years and used the park area with my kids many times. I don't believe it's a good idea to repurpose this recreational area from its original intent as stated in City of Oxford Ordinance **"2524 7-15-97 Accepts 4.687 acres from Miami Mobile Home Park for use by the City for public recreational and leisure activities."**

I currently live on the other side of the railroad tracks directly across from the park. I worry about the unintended consequences of the proposed use of the property. The increased population density of that area, Children playing on the railroad tracks, and also a decrease in our property values are all weighing heavy on my mind.

Please reconsider moving forward with this ill conceived plan.



Internal Use Only:	
Case No.	PC-2023-08
Date Filed	7/13/2023

Zoning Map Amendment Application

Applicant Information

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

Name *	Sam Perry
Mailing Address *	15 South College Ave.
City, State & Zip Code *	Oxford, Ohio 45056
Telephone Number(s) *	513-524-5204
Email Address	sperry@cityofoxford.org

Location and Lot Information

Location *	55 Reaghs Way
General Description of Proposed Amendment *	GB to R-4 Zoning Map Amendment of 4.672 Acres
Current Zoning *	General Business
Proposed Zone(s) *	R-4 Multifamily Residential

Submission Requirements and Documentation

From Section 1135.02 Procedure¹.

- (a) Initiation. A map amendment may be initiated by adoption of a motion by Planning Commission, by adoption of a motion by Council, or by application to Planning Commission by at least one owner of the property within the area proposed to be rezoned.
- (b) Application. If Planning Commission or Council initiates an amendment, then the Zoning Administrator shall provide information as necessary for proper consideration of the motion. The information provided shall be substantially similar to that required of an application for amendment.

An application for amendment shall be filed with the Zoning Administrator. An application shall be complete prior to being scheduled for a public hearing. An application will be considered complete only if the Zoning Administrator is satisfied that all of the materials required by this chapter are included and are sufficient in their content to satisfy the intent of the application requirements.

- (1) Contents of application. The applicant shall contact the Zoning Administrator prior to submitting an application to discuss the submission requirement, which includes the following information. A written, detailed description, where applicable, is required for each subsection.
 - A. Application Fee.
 - B. The name, mailing address, and telephone number of the applicant.
 - C. A general description of the proposed amendment.
 - D. A narrative statement that describes how the proposed amendment relates to the Comprehensive Plan.
 - E. A statement that identifies potential negative consequences of the proposed amendment.
 - F. Such other information regarding the proposed amendment as may be pertinent to the application or required by Planning Commission or Council.
 - G. A legal description of the area to be rezoned.
 - H. The proposed zoning of the area.
 - I. The current zoning of the area.
 - J. A description of existing uses in the area.

- K. A vicinity map, at a scale approved by the Zoning Administrator, showing property lines, streets, existing and proposed zoning and other items required by the Zoning Administrator.
- L. A list of the names and mailing addresses of all owners of land that is proposed to be rezoned and all land owners within 200 feet of every parcel proposed to be rezoned (see later section).

Surrounding Property Owners

On a separate sheet, provide the parcel numbers, names, and mailing addresses of all property owners within 200 feet of all boundaries of the property in question. The [Butler County Auditor Real Estate Search](#)² is helpful when searching for the mailing address of adjoining property owners. It allows you to search by owner, address, or parcel number. *Property Owner names will not be provided in the agenda packet.*

Decision Process

From Section 1135.02(c)(1) Decision Standards¹.

A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

- A. There is an error on the Official Zoning Map or in the delineations between districts thereon.
- B. The proposed amendment will make the map conform more closely with the Comprehensive Plan.
- C. There has been a substantial change in area conditions that necessitates the amendment.
- D. There is a legitimate need for additional land area in the zoning district that will be expanded.

Fees & Receipt

The required fee is \$375.00, plus \$10.00 postage charge. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

Sign and Date

Applicant Signature *



Date *

6/23/2023

Submit Application, Submission Requirements and Documentation, and Fees

We will not accept incomplete applications and/or plans and documentation.

Send or drop off this application with required documentation as attachments and a check for fee and postage charge made payable to **City of Oxford**, to Community Development Director, 15 South College Avenue, Oxford, OH 45056.

Direct questions to the Community Development Dept. at (513) 524-5204. The application will be placed on the next possible agenda.

Note: You must adhere to notification and publication requirements. Submit materials 45 days prior to the proposed Planning Commission meeting on which the action is requested. City Staff will place a public hearing sign on the subject property. **The Applicant is responsible for removing the signage at the completion of the hearing(s).**

¹ City of Oxford Codified Ordinances: <http://www.cityofoxford.org/fees-ordinances-and-charter>

² Butler County Auditor Real Estate Search: <http://www.butlercountyauditor.org/>

RESOLUTION NO. 7509

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXPEDITE THE REZONING PROCESS AND JOIN ST. MARY DEVELOPMENT CORPORATION AS A PARTNER IN AN AFFORDABLE HOUSING FUNDING APPLICATION.

WHEREAS, the availability of affordable housing has become a pressing issue in our community, adversely affecting the well-being and stability of many residents; and

WHEREAS, the 2020 Oxford Housing Needs Assessment listed a critical need for affordable housing, stating the need for an additional 323 units.

WHEREAS, the 2023 Oxford Comprehensive Plan has a goal of Housing for Everyone and action items related to changing zoning to increase density and working to provide supportive housing services; and

WHEREAS, partnering with St. Mary Development Corporation development that specializes in affordable housing, can bring expertise, resources, and streamlined processes to expedite the construction and availability of affordable housing units; and

WHEREAS, to apply for funding from the Ohio Housing Finance Agency, the property must have the proper zoning designation by the application deadline; and

WHEREAS, to be supportive of the funding application, the City will need to expedite the rezoning process by fast-tracking the Planning decision to Council, and passing the zoning ordinance as an emergency to allow this rezoning to occur in time for the application; and

WHEREAS, to be supportive of the funding application, the City will need to create a development agreement and establish a land lease of at least 75 years; and

WHEREAS, the City Manager and Assistant City Manager recommended that the City Manager expedite the rezoning process and join St. Mary Development Corporation as a partner in their affordable housing funding application.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOLVES THAT:

SECTION 1: Council hereby accepts the recommendation of the City Manager and further authorizes the City Manager to expedite the rezoning process and join St. Mary Development Corporation as a partner in their affordable housing funding application.

SECTION 2: This resolution shall take effect at the earliest date allowed by law.



MAYOR

ADOPTED: JUNE 20, 2023

ATTEST:



CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: WILLIAM SNAVELY
PREPARED BY: LAW (STAFF)



July 17, 2009

Mr. James G. Robinson
Attorney at Law
14 West Park Place
Oxford, Ohio 45056

Dear Mr. Robinson:

Enclosed please find a recorded copy of the General Warranty Deed for parcel number H4000-022.000-011 (Merry Day Park) for your records.

Sincerely,

A handwritten signature in cursive script that reads "Mary Ann Eaton".

Mary Ann Eaton
Clerk of Council

TRANSFERRED
DATE 7/16/09 Bah
CONVEYANCE
FEE \$ 0
EXEMPT 5519

Roger Reynolds, Butler Co. Auditor
This conveyance has been examined and the grantor
has complied with section 319.202 of the revised code.



Image ID: 000007353429 Type: OFF
Kind: DEED
Recorded: 07/06/2009 at 03:07:23 PM
Fee Amt: \$36.00 Page 1 of 3
Workflow# 0000033923-0001
Butler County, Ohio
Dan Crank COUNTY RECORDER
File# 2009-00035120

BK **8132** PG **2009**

GENERAL WARRANTY DEED

MIAMI MOBILE HOME PARK, LLC., an Ohio Limited Liability Company, through all of its members, for valuable consideration paid, grants with general warranty covenants, to THE CITY OF OXFORD, OHIO, a municipal Corporation, whose tax-mailing address is 101 East High Street, Oxford, Ohio 45056-1887, the follow described real property:

SEE ATTACHED EXHIBIT "A"

SUBJECT TO all easements, conditions, restrictions and limitations of record and all legal highways, and excepting from the warranty hereof taxes and assessments due and payable December, 2008 and thereafter.

Parcel No.:

Prior Deed Reference: Volume 1324, Page 459 of the Butler County, Ohio records.

EXECUTED this 16th day of June, 2009.

Mary L. Day
Mary L. Day, Individually, Member

Mary L. Day
Mary L. Day, Successor Trustee, Member

Douglas A. Day
Douglas A. Day, Member

Gail J. Young
Gail J. Young, Member





Image ID: 000007353430 Type: OFF
Kind: DEED

Page 2 of 3

File# 2009-00035120

BK 8132 PG 2010

STATE OF OHIO

)

) SS

COUNTY OF BUTLER

)

BE IT REMEMBERED, that on this 16 day of June, 2009, before me, the subscriber, a Notary Public in and for said state, personally came Mary L. Day, Successor Trustee, Member, and Mary L. Day, individually, member, Douglas A. Day, Member and Gail J. Young, Member, the Grantors in the foregoing deed, and acknowledged the signing thereof to be their voluntary act and deed.

IN TESTIMONY THEREOF, I have hereunto subscribed my name and affixed my notarial seal on the day and year last aforesaid.


Notary Public

JAMES G. ROBINSON, Attorney at Law
NOTARY PUBLIC-STATE OF OHIO
 My commission has no expiration
 date. Section 147.03 R. C.

This Instrument was prepared by: James G. Robinson, Esquire, 14 West Park Place, Oxford, Ohio 45056.



Image ID: 000007353431 Type: OFF
Kind: DEED

Page 3 of 3

File# 2009-00035120

BK 8132 PG 2011

EXHIBIT "A"

APPROVED
BCEO
BY AMB
6-17-09

Situate in the City of Oxford, Butler County, Ohio and being part of Lot 1728 of said City of Oxford, being the lands of Miami Mobile Home Park, LLC as recorded in deed book 7155 page 2003 of the Butler County Recorder's Office and being further described as follows:

Beginning at the northwest corner of Lot 1419 of said City of Oxford, said point being witnessed by a ½" rebar found 1.77 feet to the north of said corner;

Thence with the west line of said Lot 1419 S 1°46'56" W for 592.50 feet to a ½" rebar found, said point being on the northwest right of way of C.I. and W Railroad;

Thence with said northwest right of way of C.I. and W Railroad N 47°03'24" W for 912.50 feet to a ½" rebar found, said point being on the north line of said Lot 1728;

Thence with said north line of Lot 1728 S 87°32'36" E for 687.16 feet to the Point of Beginning, containing 4.672 acres of land more or less and being subject to all legal highways, easements, restrictions and agreements of record.

This description was prepared by David Douglas Smith, Register Ohio Surveyor # 7121. A plat of survey of this property has been recorded in volume 52 page 122 of the Butler County Engineers record's of Land Surveys.

H4100 - 022,000 - 011

Agreement

This Agreement is entered into this 15TH day of May, 2009, by and between Miami Mobile Home Park, LLC, (hereinafter "Days") and the City of Oxford, Butler County, Ohio, an Ohio Municipal Corporation (hereinafter "City").

WHEREAS, in 1997 Ray & Mary Day (their heirs, successors and assigns collectively referred to hereinafter as the "Days") owned a certain parcel of land in the City of Oxford, Ohio; and

WHEREAS, on August 13, 1997, the Days granted a 4.687 acre parcel of land to the City by virtue of a General Warranty Deed; and

WHEREAS, pursuant to an agreement with the Days executed on August 20, 1997, said 4.687 acre parcel was to be utilized by the City for public recreational and leisure activities; and

WHEREAS, said parcel was configured as a park and continues to be held open for public use and public purpose as the "Merry Day Park"; and

WHEREAS, the August 13, 1997 deed attached hereto was never recorded due to a legal description title defect arising from the property records documenting the Days prior ownership of a 9.460 acre parcel of land; and

WHEREAS, the Butler County Auditor continued to assess taxes upon the entirety of the 9.460 acre parcel of land, and the Days continued to pay accordingly all taxes due and owing thereon; and

WHEREAS, the official records of Butler County Ohio, had not accounted for the prior sale of land by the Days and the division of the 9.460 acre parcel into two parcels; and

WHEREAS, due to the error in the public records the deed while presented and accepted by the City could not be recorded and the taxes correctly calculated; and

WHEREAS, the parties to this Agreement were recently able to have the records corrected in Butler County and now seek to resolve the issue of taxes paid.

NOW THEREFORE, in consideration of the mutual promises hereinafter contained, the parties, intending to be legally bound hereby, do covenant and agree as follows:

(1) The 4.687 acre parcel of land granted to the City by virtue of the Warranty Deed attached hereto as Exhibit "A" has been owned, operated, and otherwise possessed by the City of Oxford as a public park since the date contained in said deed.

(2.) The parties further acknowledge that in taking steps to correct the title description issues the parcel was resurveyed and the legal description corrected such that the land held by the City is 4.672 acres, not 4.687 acres as described in the 1997 deed Attached hereto as Exhibit "A". Also attached is a copy of the corrected deed and the revised plat drawing with the corrected survey attached as Exhibit "B" and Exhibit "C".

(3.) The Day's hereby re-conveying to the City by deed 4.672 acres, using the corrected legal description.

(4.) As consideration for the mutual obligations and covenants contained herein, the City shall pay to the Days, Fourteen Thousand and Four Hundred and Eighty and 72/100 Dollars (\$14,480.72) in full and complete satisfaction and release of the outstanding real estate tax claim and as full and complete release of all other issues, known or unknown between the parties are hereby released by the parties.

(5.) This Agreement shall be binding on the parties, their successors, assigns and heirs, and any transfer of the subject property shall be subject to the restrictions provided in this Agreement.

IN WITNESS WHEREOF, the parties hereunto set their hands on this day and year first above written.

Signed in the presence of:

 _____ _____	CITY OF OXFORD, OHIO  By: Douglas R. Elliott, Jr., City Manager
 _____ _____	MIAMI MOBILE HOME PARK, LLC.  By: Mary L. Day, Successor Trustee/Member

**STATE OF OHIO,
COUNTY OF BUTLER, SS:**

Before me, a Notary Public in and for said County and State, did personally appeared the City of Oxford, Ohio by Douglas R. Elliott, Jr., City Manager, who acknowledged that he did sign the foregoing instrument and the same is the free act and deed of said City.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name affixed my notarial seal on this 17th day of June, 2009.

MaryAnn Eaton
Notary Public

My Commission Expires: 8/20/13

Mary Ann Eaton
Notary Public, State of Ohio
My Commission Expires Aug. 20, 2013

**STATE OF OHIO,
COUNTY OF BUTLER, SS:**

Before me, a Notary Public in and for said County and State, did personally appeared the Miami Mobile Home Park, LLC, by Mary L. Day, Successor Trustee/Member its duly authorized agent, and as representative of the successors, assigns and heirs of Ray and Mary Day who acknowledged that she did sign the foregoing instrument and the same is her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name affixed my notarial seal on this 16 day of JUNE, 2009.

James G. Robinson
Notary Public

My Commission Expires: _____

JAMES G. ROBINSON, Attorney at Law
NOTARY PUBLIC-STATE OF OHIO
My commission has no expiration
date. Section 147.03 R.C.

APPROVED AS TO FORM:
Stephen M. McHugh, Esq.
City Law Director



MEMORANDUM
Community Development Department
513-524-5204

TO: Planning Commission

FROM: Sam Perry, AICP
Director

DATE: August 3, 2023

MEETING DATE: August 8, 2023

RE: **Future Land Use Map Amendment**
6.73 Acres total land area in 3 parcels:

525 North Campus Avenue – H3610026000034
5192 Morning Sun Road – H3610025000004
Morning Sun Road – H3510025000006

**Amending the 2023 Comprehensive Plan Future Land Use
Map Designation of “Rural” to “Campus”**

Background

In parallel with the hotel conditional use application also on this agenda, is a recommended amendment to a portion of the Future Land Use Map (FLUM) of the 2023 Comprehensive Plan. The suggestion is to amend the FLUM for three parcels from “Rural” to “Campus.” The FLUM is the primary influential document for a proposed zone change or major land use change. Because a rezoning process has not happened for these three parcels, Commission members may question if and when it will happen. This can be done in multiple ways. Historically, the Planning Commission sometimes does not have an opportunity to influence the zoning designation because that is sometimes done through an annexation agreement with City Council. Other times an annexation happens with no city zoning designation. When this happens, the zoning defaults to the Township/County Zoning. In this situation however, on July 18, 2023, City Council established the future zoning as General Business for the primary parcel, 525 North Campus Avenue. It is expected that City Council will also mandate General Business for the other two parcels as part of an annexation agreement, following the Planning Commission review of the conditional use.

New FLUM Amendment Process

Ideally, amendments to the FLUM and/or the Comprehensive Plan are done pro-actively to respond to changing community needs. However, it is not always possible to know about a potential development project. Hence the decisions may be done in parallel but still separated legislation for clarity. There is not a local or state law mandating a specific process at this time.

The newly adopted 2023 Comprehensive Plan includes a detailed Future Land Use section within the Land Use and Development Chapter. The previous 2008 plan did not provide specific land use recommendations for changes. Page 136 of the 2023 plan outlines the types of amendments to the Comprehensive Plan. It specifically states that a change to the Future Land Use Map shall be done by recommendation of the Planning Commission to City Council. City Council shall adopt an Ordinance. Pages 44-49 illustrate the 12 Land Use Character Types that could be considered for these parcels. The subject parcels are already designated Rural but could be changed with Commission and Council action. While the FLUM is not considered a binding regulation of land, it does provide recommendations for consideration as a development begins to take shape.

Timeline of Events

Below is a timeline of events up to this point, copied from the hotel conditional use report and including dates regarding annexation procedures.

March 6, 2023: Butler County Commissioners approve rezoning of 3 subject parcels from R-3 One- and Two-Family Residential to B-3 General Business. It was known at the time that the purpose of the rezoning was to accommodate a future hotel development adjacent to the City. The rezoning cleared the way for possible consideration of a new hotel use by the County Board of Zoning Appeals (BZA) via their Conditional Use process.

May 9, 2023: Due to learning about an upcoming Conditional Use hearing scheduled with the County BZA for May 16, the Community Development Director composes a memo summarizing the implications of a potential future annexation (a required step in order to receive sewer & water services from the City) and presents the information to the Oxford Planning Commission for discussion and feedback.

May 15, 2023: Meeting between developer, realtor and City staff at the City offices to discuss the project, including the subjects of annexation, utility connections, and the necessary procedural steps. The development team communicates their desire to break ground in July. In response, City staff offers to expedite Conditional Use review proceedings, essentially by reviewing a future application as if the property in question has already been annexed by the City and is zoned to allow a hotel.

May 26, 2023: The City receives a written request for municipal water & sewer connection from the Ohio Association of Regular Baptist Churches, the current owner of the largest parcel involved which is the proposed location for the hotel that would require utility services.

June 6, 2023: City Council holds a First Reading on the request for utility connection. While the notion of a hotel in the area was generally seen favorably at this time, Councilors also seemed disenchanted with the process appearing to circumvent City-level planning & zoning procedures. The request had been on track for a Second Reading on June 20, but was postponed to the following meeting at the request of the applicant & owner.

June 7, 2023: An Expedited Type II Annexation Petition for 6.7 acres of land was filed with Butler County Commissioners.

June 23, 2023: City of Oxford receives an executed Conditional Use application form electronically from the applicant. Through a number of email exchanges in the days following, various other application components, plans, details, etc. are later requested by City staff and transmitted by the applicant.

July 13, 2023: First round of department comments on the Conditional Use application, including memos from Engineering & Fire Departments as well as a formalized Preliminary Zoning Review letter, are delivered electronically to the applicant.

July 18, 2023: In response to the June 7 annexation petition, the City Council adopted two resolutions: 1) Statement of services to be provided and 2) Buffer area requirements if uses are incompatible

July 18, 2023: City Council adopts Ordinance No. 3727, granting the property owner's request for extension of sewer and water utilities on condition of "signing a water service and utility agreement that included [sic] a requirement that any new owner, successor, and assign must agree to the annexation of the Property into the City of Oxford at the City's sole request. Upon annexation, the Property will be zoned General Business."

July 18, 2023: The County BZA votes 4-1 to deny a Conditional Use request for a new hotel, citing no access to public water or sewer as of the date of the hearing.

Urban Growth and Development

The recently adopted 2023 Comprehensive Plan recommends that careful attention is given to development proposals. Action E5-A1 states: "Consider the tax benefits and other residual economic benefits when reviewing development proposals". It goes further to state that "Oxford should connect land use and fiscal policy for a sustainable and resilient future." Action L4-A2 states: "Develop an annexation policy and adequate public facilities ordinance to ensure growth aligns with public goals." It goes further to link the adequacy (or lack thereof) of public facilities to the merits of a particular annexation request. While a new policy has not been formulated, the intent is clear. A consideration of impact on public services should be considered when land is added to the City.

The proposed development would likely increase tax base, improving the fiscal health of the community. This is compared to residential annexation which typically is a decrease in fiscal health because residential growth requires more public services than it financially supports. Non-

residential growth improves fiscal health because it creates opportunity for job creation. New jobs result in increased income tax collection by the City of Oxford. These non-utility public services (Fire, Police, Recreation, Zoning, and Administration) are funded by general fund revenue from income taxes. Utility services are funded by user fees, therefore they can operate more independently.

Land Use

The newly adopted FLUM of the 2023 Comprehensive Plan intentionally did not recommend changes to most of the lands outside the corporate limits. The reason was that the plan recommended that a joint land use policy be formulated with surrounding jurisdictions (Action L4-A1). This is why the FLUM lists the property as “Rural”. It does not mean that it is intended to stay that designation until the next major plan update in ten years. The plan can be revised at any time and should be revised to adapt to changing community needs. However, in this case, the plan was silent on the matter for this property. This means that the Commission can and should recommend a future land use designation. Or no change at all, if that is more appropriate at this time.

The abutting land use designations are “Campus” to the east and “Urban Mile Square Neighborhood” to the south. If the Commission was inclined to recommend a land use designation specific for a hotel use, it could recommend Employment Corridor. However, in this context, Employment Corridor would allow a Zoning Designation such as General Business, which is not consistent with the abutting land uses. Neighborhood Business would be a closer fit for a Zoning Designation but would not allow the type of square footage desired by the developer. In this case, staff does not see that Employment Corridor would be a best fit, nor in alignment with the recently adopted plan. Urban Mile Square Neighborhood would be a close fit, but would not allow a Zoning district that would support a hotel. The best and safest fit for the Commission and the developer to partner could potentially be “Campus.” The campus designation aligns best with larger institutional buildings, large open spaces and strong planning principles such as pedestrian and other types of connectivity. However, the designation by itself would not be enough. There would have to be some other type of agreement in place. There has been recent interest from Miami University to have a hotel near this area in order to create a destination experience for visitors to the stadium complex. A “Campus” designation could potentially be paired with an annexation agreement to ensure that all of the City’s expectations are met.

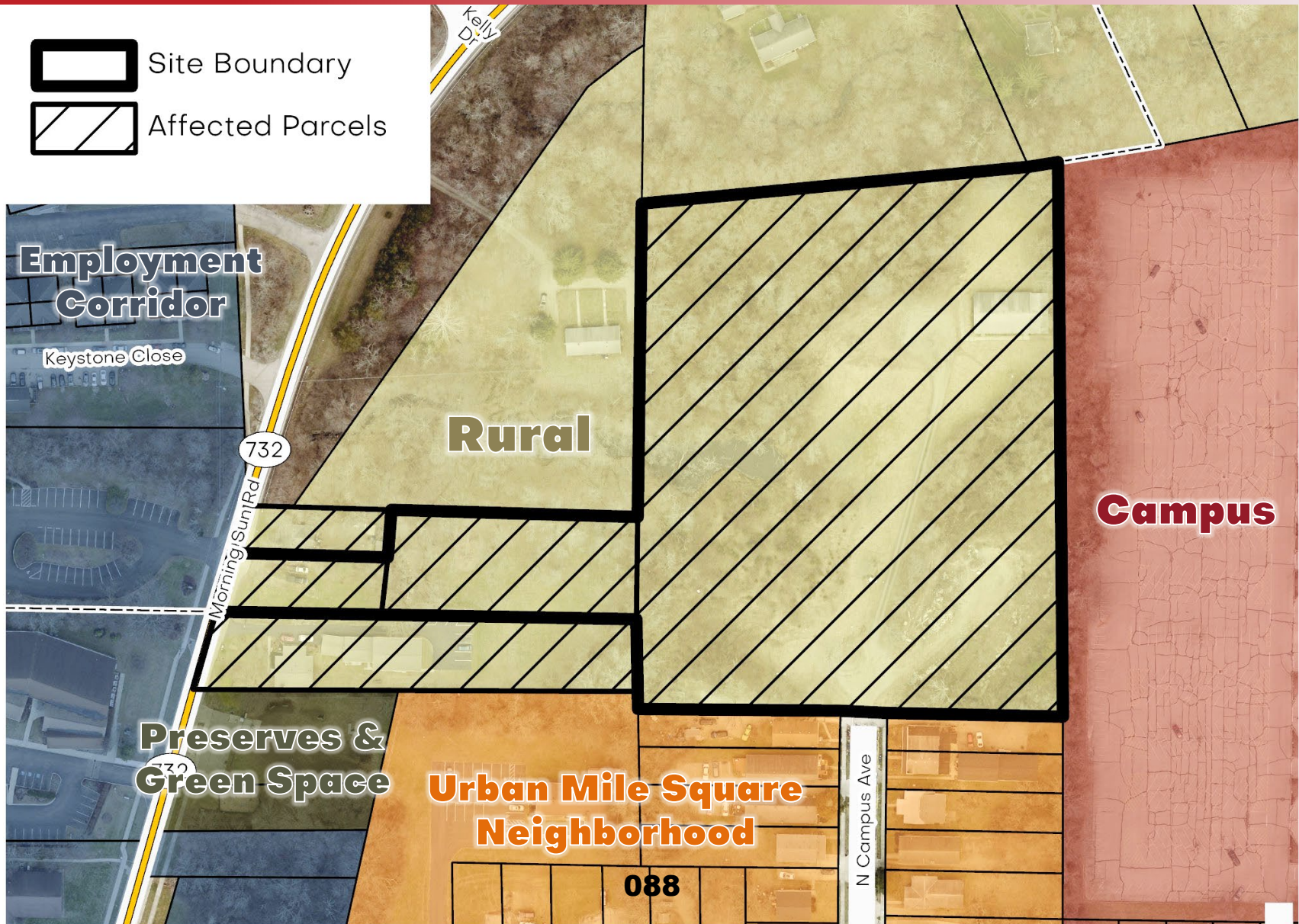
If the City decides that non-residential land use is inappropriate for this location, it may be best to not change the FLUM and to deny the conditional use. However, there could be some risk that future development could possibly happen under County development processes since the land is zoned B-3 in the Township/County. Additionally, previous comments from neighboring owners have been around the topic of demolition materials being dumped on the site. If a FLUM amendment was passed, it could increase the likelihood that there will be improved maintenance and upkeep of the properties. The likelihood for development not involving the City of Oxford is somewhat low because the City is the provider of water, sanitary sewer and Fire/EMS services in this location. Those services are typically not provided unless an outside service agreement is

reached or annexation moves forward. Some type of change or development of these properties could be an improvement over the current vacant/underutilized condition, if done correctly.

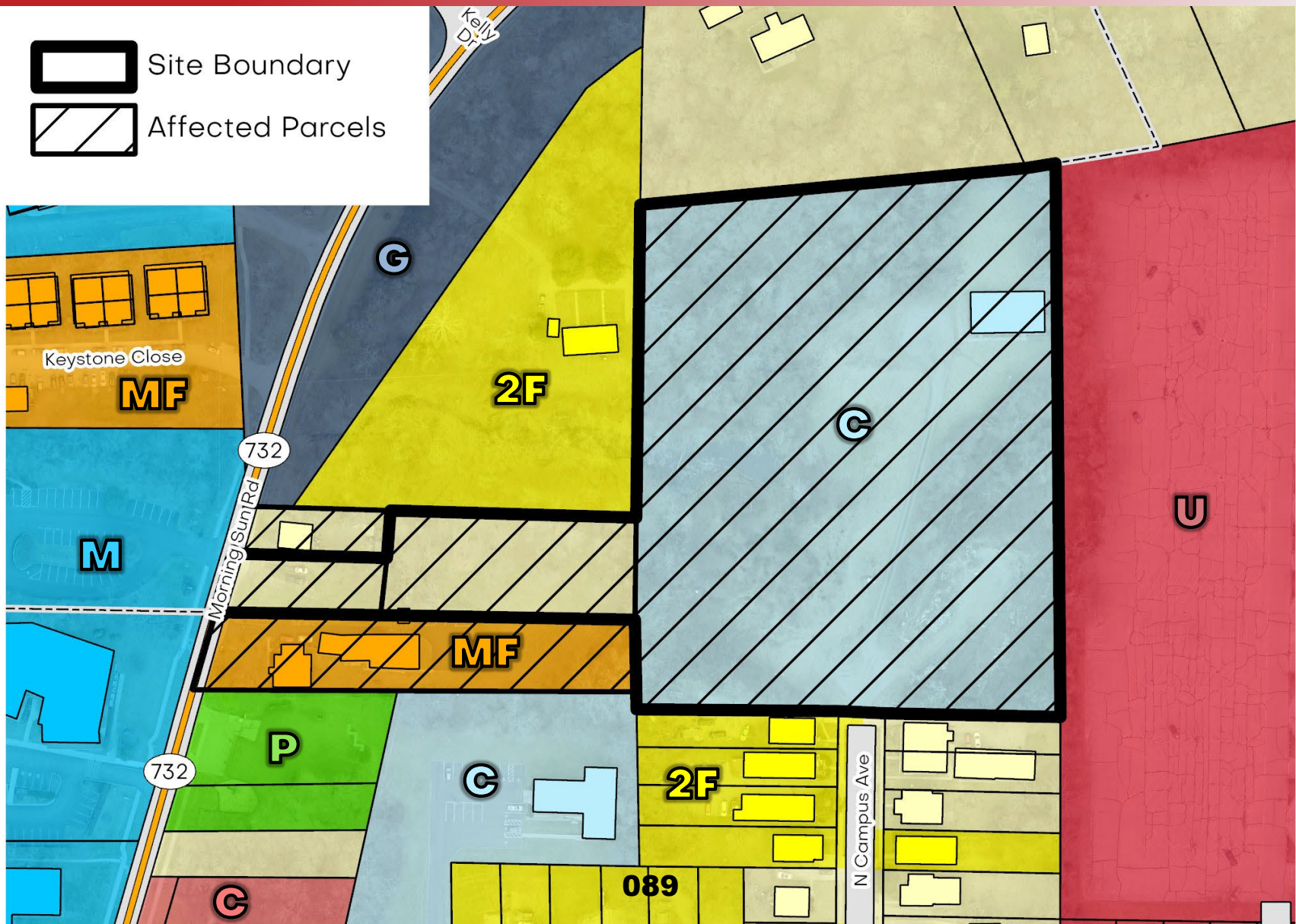
Conclusion and Recommendation

Since FLUM amendments are a relatively new procedure, staff does not have a recommendation at this time. Staff will assist the Commission in formulating a Council recommendation and associated vote so that a potential ordinance and/or annexation agreement can eventually be considered by Council. The outcome of the FLUM recommendation will also be influential on the hotel conditional use review.

Comprehensive Plan (2023)



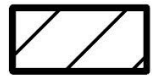
Existing Land Use



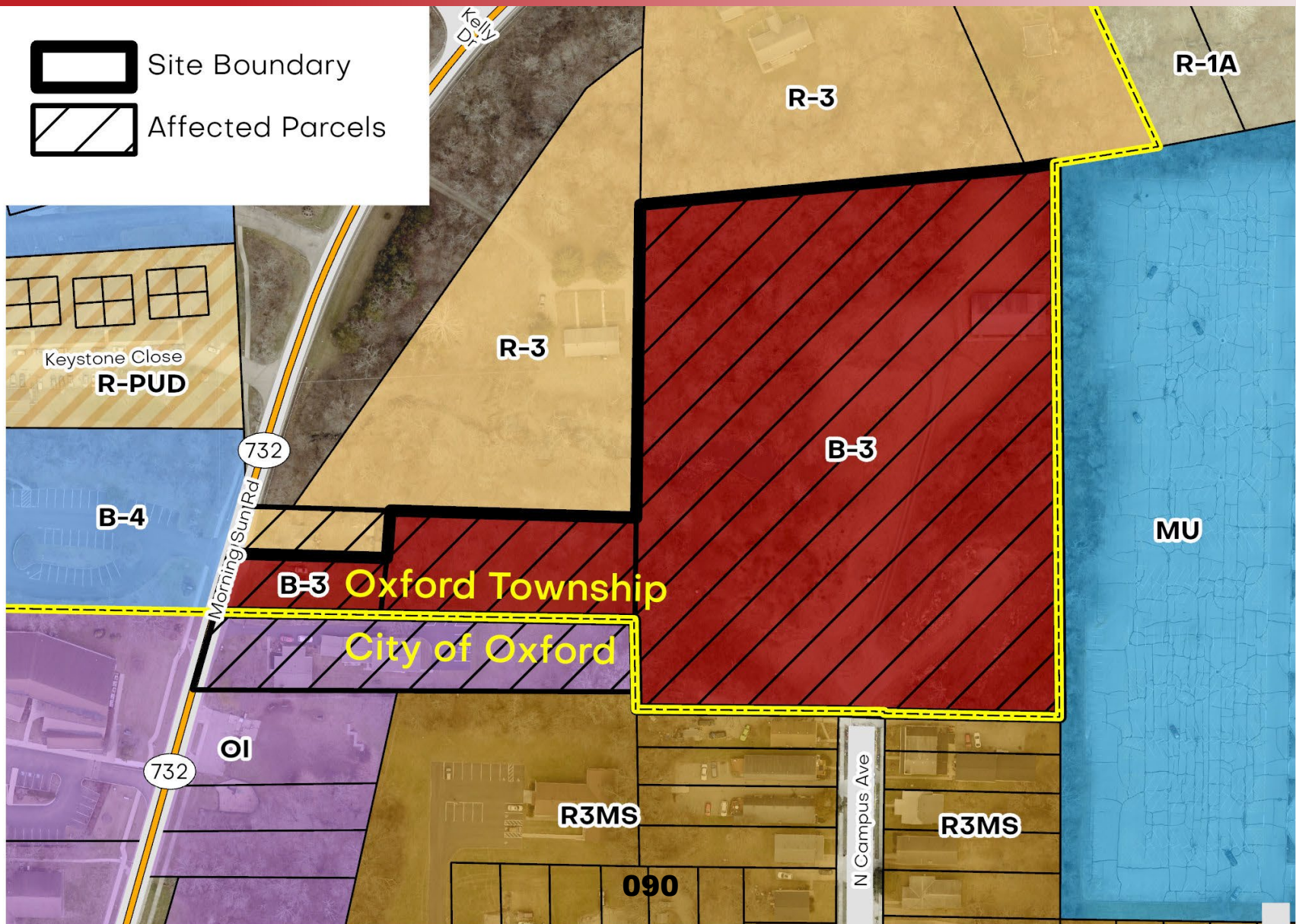
Zoning



Site Boundary



Affected Parcels



Case No:
PC-2023-07



Meeting Date:
August 8, 2023

STAFF REPORT

Community Development | Planning Commission

APPLICATION DETAILS

Applicant	Oxford Hotel Group LLC, c/o Stephen J. Alexander, AIA
Action Request	Conditional Use
Location & Site Area	3 Parcels – 6.67 acres total (exclusive of ROW): 1. 5192 Morning Sun Rd – Parcel ID H3610025000004 (0.20 acres) 2. Morning Sun Rd – Parcel ID H3510025000006 (0.71 acres) 3. 525 N Campus Avenue – Parcel ID H3610026000034 (5.76 acres)
Additional Affected Parcels*	4. 5176 Morning Sun Road – Parcel ID H4000011000025 (0.77 acres) 5. 5196 Morning Sun Road – Parcel ID H3510025000005 (0.15 acres)
Engineer	Bayer Becker, c/o Mark Rosenberger, PE
Owners	1. Dudley Prime Properties LLC 2. Jane R Swift 3. Ohio Association of Regular Baptist Churches 4. Jane R Swift 5. Carol Ann Johnson
Current Uses	1. Vacant / Undeveloped Land 2. Vacant / Undeveloped Land 3. Former Church / Place of Worship; now vacant 4. Multi-Family Residential (2 buildings; 5 units) 5. Single-family home
Current Zoning & Jurisdiction	1. B-3 General Business (Oxford TWP; County Zoning) 2. B-3 General Business (Oxford TWP; County Zoning) 3. B-3 General Business (Oxford TWP; County Zoning) 4. OI Office Industrial (City of Oxford; City Zoning) 5. R-3 One- and Two-Family Residence (Oxford TWP; County Zoning)
Site Frontage	1. Approx. 66 feet along Morning Sun Road ROW 2. No frontage on public ROW (landlocked parcel) 3. 50-foot ROW “stub” on N Campus Avenue 4. Approx. 80 feet along Morning Sun Road 5. Approx. 56 feet along Morning Sun Road

PROPOSAL SUMMARY

Indianapolis-based Architect Stephen Alexander is representing a development team seeking to construct a new Fairfield by Marriott branded hotel to serve the Oxford area. The proposed hotel totals 56,357 square feet in gross floor area, is 3 stories tall, and consists of 92 total guest rooms. The structure itself would occupy a footprint approximately 18,200 square feet in size. To facilitate the prospect for a commercial site in what is otherwise currently a residential neighborhood setting, the team proposes assembling three different parcels – each of which is currently under separate ownership – together to form a single development site. The westernmost parcel has 64 feet of width along Morning Sun Road (SR 732), and is planned as the location for a new primary access into the hotel site. The largest of the three parcels, the site of the former Faith Baptist Church, totals 5.76 acres in size and has 50 feet of frontage on the ‘stub’ end of N Campus Avenue. The stub street for N Campus Avenue is part of the Homestead Subdivision, recorded in 1909. All three parcels currently fall outside the Oxford corporate limits, being located in unincorporated Oxford Township and therefore under the jurisdiction of the Butler County Rural Zoning Resolution. The project as envisioned predates formal involvement by the City administration & officials, having first progressed through County-level planning & zoning procedures where the City has no decision-making authority.

PROJECT TIMELINE

A timeline of notable events pertinent to the hotel development currently under consideration is provided below:

- March 6, 2023: Butler County Commissioners approve rezoning of 3 subject parcels from R-3 One- and Two-Family Residential to B-3 General Business. It was known at the time that the purpose of the rezoning was to accommodate a future hotel development adjacent to the City. The rezoning cleared the way for possible consideration of a new hotel use by the County Board of Zoning Appeals (BZA) via their Conditional Use process.
- May 9, 2023: Due to learning about an upcoming Conditional Use hearing scheduled with the County BZA for May 16, the Community Development Director composes a memo summarizing the implications of a potential future annexation (a required step in order to receive sewer & water services from the City) and presents the information to the Oxford Planning Commission for discussion and feedback.
- May 15, 2023: Meeting between developer, realtor and City staff at the City offices to discuss the project, including the subjects of annexation, utility connections, and the necessary procedural steps. The development team communicates their desire to break ground in July. In response, City staff offers to expedite Conditional Use review proceedings, essentially by reviewing a future application as if the property in question has already been annexed by the City and is zoned to allow a hotel.
- May 26, 2023: The City receives a written request for municipal water & sewer connection from the Ohio Association of Regular Baptist Churches, the current owner of the largest parcel involved which is the proposed location for the hotel that would require utility services.
- June 6, 2023: City Council holds a First Reading on the request for utility connection. While the notion of a hotel in the area was generally seen favorably at this time, Councilors also seemed disenchanted with the process appearing to circumvent City-level planning & zoning procedures. The request had been on track for a Second Reading on June 20, but was postponed to the following meeting at the request of the applicant & owner.
- June 23, 2023: City of Oxford receives an executed Conditional Use application form electronically from the applicant. Through a number of email exchanges in the days following, various other

application components, plans, details, etc. are later requested by City staff and transmitted by the applicant.

- July 18, 2023: City Council adopts Ordinance No. 3727, granting the property owner's request for extension of sewer and water utilities on condition of "signing a water service and utility agreement that included [sic] a requirement that any new owner, successor, and assign must agree to the annexation of the Property into the City of Oxford at the City's sole request. Upon annexation, the Property will be zoned General Business."
- July 13, 2023: First round of department comments on the Conditional Use application, including memos from Engineering & Fire Departments as well as a formalized Preliminary Zoning Review letter, are delivered electronically to the applicant.
- July 18, 2023: The County BZA votes 4-1 to deny a Conditional Use request for a new hotel, citing no access to public water or sewer as of the date of the hearing.

PUBLIC COMMENTS

Public notices were mailed to surrounding property owners and a sign was posted on Morning Sun Road. On 7/28, staff received a voicemail from Mr. Bob Blackburn, who is the property owner of 511 N Campus Avenue; Mr. Blackburn voiced support for the project but expressed concerns for asbestos that may have been dumped at the site over time and would need to be cleaned up properly. An email was also received on 8/2 from Sue Cameron, who is the owner of property at 5258 Morning Sun Road; Ms. Cameron posed various questions and concerns which this report largely addresses.

DEPARTMENT COMMENTS

Below are comments from City departments:

Department	Respondent	Response
Economic Development	Seth Copenbaker, Economic Development Specialist	Returned with Comments
<i>Comments Received June 28:</i> <i>The proposed development of a 100+ "key" hotel is a welcomed addition to the City of Oxford. A new hotel, particularly one located to Miami's campus and athletic facilities would support the vibrant University-driven tourism cycle in Oxford. The robust annual calendar of University events, associated organization events, athletic contests and other local and regional events lead to a high occupancy of local hotels on the majority of weekends throughout each year. An additional hotel would support more guests staying in Oxford and utilizing the City's many restaurants, shops, etc. during their stay.</i> <i>Presently the property at 525 N. Campus Ave. is outside the City of Oxford's incorporated limits. This fact depresses the economic benefits of the project. If outside the city limits, the proposed hotel guests would support other Oxford businesses, but income tax benefits of all hotel-related employees, through all phases of the project from site prep through daily operations, would not benefit the City. The greatest economic benefit to the City of Oxford would be for annexation of the property, before any phase of construction begins for the proposed hotel.</i> <i>The issue of annexation, and the property currently outside the Oxford City limits is the only concern for the Economic Development Staff at this time.</i> <i>Comments Received July 31:</i> <i>Economic Development staff are in support of this project</i>		

1. *The potential job creation for operations staff at the hotel would be a benefit to the City of Oxford.*
2. *The potential lodging tax would further help support the City of Oxford, and our partners at the Enjoy Oxford visitors bureau.*
3. *The additional lodging would help support the variety of programs and events across Oxford, Butler County, and southwest Ohio.*

Economic Development staff have some concerns at this time

1. *Annexation, prior to any development, would help capture income tax revenues through the construction phases.*
2. *At this time the site exists outside of the purview of the City of Oxford and all related planning and zoning regulations.*
 1. *Has a written agreement been broached with the developers seeking adherence to our development process?*
3. *If annexation cannot be completed prior to development of this project, the Economic Development Staff would support the creation of a written and binding agreement between the City of Oxford and the developers prior to development of this site.*
 1. *Outline parameters for annexation.*
 2. *Agreement to adhere to Oxford planning and zoning rules/regulations, and Planning Commission process, etc.*

Engineering	Scott Otto, City Engineer	Returned with Comments
See Engineering Memo dated 7/5/2023		
Fire	John Detherage, Fire Chief	Returned with Comments
See Fire Department Memo dated 6/29/2023		
Police	John Jones, Police Chief	Returned with Comments
• <i>Connectivity to N. Campus Ave should be required. Assists with police patrolling, emergency response to the location, and traffic flow for guests. Concerned with the driveway on SR732 (Morning Sun Rd) and the off-set from the drive across from it. Traffic crashes in that area tend to be disabling damage. Another driveway with higher traffic counts will only increase the number of traffic crashes in that stretch.</i>		

COMMENTARY

Staff comments on site conditions and a number of key development aspects are provided below:

- **Building Architecture:** The hotel building proposed follows the corporate branding palette for Marriott-branded hotels. Much of the exterior façade is shown to consist of EIFS material. ***Section 1143.12(d)(6)*** requires the front facades of new buildings developed in the GB District to utilize *at least 50% natural materials including brick, stone, masonry, glass or wood*. Staff estimates that stone masonry and composite materials (resembling wood) together constitute roughly 19% of the overall façade. The amount of glazing (i.e., windows / transparent surfaces) is also deficient, calculated at around 34% as compared to the usual standard minimum of 60%. Given the relative proximity to

the Miami University campus, the Commission may want to consider whether the building should exemplify a more Oxford-centric architectural style so as to better blend in with the college town aesthetic.

- **Landscaping:** The landscaping plan submitted by the applicant includes a total of 22 deciduous trees and 30 evergreen trees. The deciduous plantings are shown interspersed throughout the parking areas proposed to the west and south of the building. Those of an evergreen variety are shown in two district areas of the site where anticipated tree clearance would encroach into a 20-foot buffer area surrounding the perimeter of the site. This perimeter buffer zone was apparently inspired by County Zoning standards; the minimum transitional buffer found in the Oxford Zoning Code for the GB District is 25 feet per *Section 1143.12(d)(2)(A)*; in order to approve the plan as-is, a waiver to this standard would be required. Several other zoning standards emphasize the need for screening from adjoining residential districts; an example being *Section 1149.07(e)(4)* which requires a *6-foot high visual screen* and further specifies that any parking space oriented toward residential structures must have a *fence, wall, or solid hedge* at least 4 feet high to screen the glare from headlights. Staff recommends revisions be made to the landscaping plan to include additional shrubbery/plantings along the edges of westernmost and southernmost parking bay edges. Additionally, it should be noted that tree survey information consistent with the requirements of *Section 1148.05* has not been provided; for the most recent hotel proposal (Holiday Inn Express) approved in June 2022, the Planning Commission chose to waive the surveying requirement finding the plan was sensitively designed with respect to a pocket of woods present on the site.
- **Lighting:** A photometric grid plan, which displays anticipated foot-candle readings, has been submitted as part of the application. Foot-candles are a measurement of light intensity directed toward the ground by light sources. Proposed site lighting includes new poles/fixtures to illuminate parking lots, as well as bollard-style lamps to illuminate pedestrian walkways linking the future hotel to N Campus Avenue to the south and the Miami University campus (Millett Hall parking) to the east. Per the Zoning Code, light sources are required to be recessed (i.e. full cut-off), and cannot exceed more than 1 foot-candle at any residential property line. It appears the area most at-risk for negative spillover is the single-family property located at 5196 Morning Sun Road, immediately north of where the hotel entrance is proposed. It should also be noted that the current photometric plan is based on a pole height of 20 feet, which exceeds the Code limit for no more than 16 feet.
- **Non-Vehicular Mobility:** Relevant topics are discussed below:
 - **Bicycle Parking:** Bicycle racks are required to be provided at a rate of 3 per 10,000 square feet of gross floor area, per *Section 1143.12(d)(5)*. Since the building is proposed to comprise 50,575 square feet of area per the provided architectural plans, this results in a total of fifteen (15) bicycle parking spaces being required. The applicant recently revised their plans to provide a pad for bike racks near the hotel entrance.
 - **Pedestrian Mobility:** Pedestrian walkways measuring at least 5 feet in total width are required to be constructed between building entrances and public sidewalks pursuant to *Section 1149.07(e)(7)*. The original site plan provided by the applicant only showed a pedestrian connection to N Campus Avenue; the plan has since been revised to show a second connection to Morning Sun Road. In cases where no sidewalk exists in the right-of-way adjacent to development site, one is required to be built. Staff considers the property at 5176 Morning Sun Road to be part of the development site, since it is owned by one of the affected property owners and changes are proposed to vehicle drives/access in this location. A new sidewalk must therefore be built along the entire frontage, linking to existing sidewalk which currently terminates near the Northside Bark dog park property line.

- **Signage:** The applicant has communicated the intention to install a total of 3 signs, including 1 freestanding sign at the Morning Sun Road entrance as well as 2 wall signs on the western (front) and eastern (rear) building facades. Looking to the architectural plan set provided, the elevation views of the building appear to include wall signs which are “conceptually” drawn (the lettering does not seem match the actual corporate logo for Fairfield Inn). On the plans, a roughly 14-foot wide by 5-foot tall (70 sq ft) sign is depicted on the west façade and 2 signs measuring roughly 8 feet wide by 3 feet tall (24 sq ft) are shown on the northern and southern facades. A design plan for the freestanding sign has not yet been provided, though the sign area would be capped at 48 square feet along with meeting all other applicable Code standards. The overall signage area allowance for this site is 128 square feet per *Section 1151.05(a)(3)*, calculated at a rate of no more than 2 square feet per linear front foot of the site (64 feet of frontage on Morning Sun Road x 2 = 128). Moreover, the Code also normally limits the total number of signs for any single business site in the GB District to no more than 2. Given the Code parameters, waivers will be needed in order to accommodate the size and number of signs anticipated.
- **Stormwater Management:** Stormwater is proposed to be managed by a network of new storm pipes as well as two detention basins located in the northwestern and southeastern corners of the site. The site is located downstream from a significant drainageway running east from the vicinity of Hawks Landing and under SR 732. An existing storm sewer runs north from the N Campus Avenue right-of-way and meets up with this stream, where it continues east to Miami property. Another stream runs immediately north of the site, though most of the runoff from surfaces should instead be captured by the proposed stormwater system and exit the site via the Miami property. At the time of Building Permit submission, plans will need to demonstrate compliance with the City’s Stormwater Design Manual.
- **Traffic Circulation & Parking:** The site plan includes a total of 96 off-street parking spaces, meeting the Zoning Code’s requirement for a minimum of 1 parking space per hotel guest room. These spaces are split between two general areas to the west and south of the building. As evident in the comments returned by the Fire and Police Chiefs, accessibility has been a significant concern and point of discussion with the applicant up to this point. Consistent with similar logic and revisions previously applied to the Holiday Inn Express project, the Fire Chief would like to see the site plan redesigned to accommodate wrap-around access for a fire apparatus, to improve the ability for fire attack. Additionally, both Chiefs have indicated a desire for connectivity to N Campus Avenue, thus enabling more than one way in and out of the site. N Campus Avenue is currently a stub street, with an “informal” turnaround located on private property. The original proposal was for only a turnaround in this area, but has since been revised to propose a one-way connection with “Do Not Enter” signs posted to deter ingress into the site. Should a full two-way vehicular connection be established, it may necessitate eliminating one row of parallel parking along N Campus Avenue leading to Sycamore Street.
- **Utilities:** Comments on individual utility services are provided below.
 - **Garbage & Recycling Collection:** A refuse enclosure serving the new hotel is proposed at the northern edge of the site. Plans illustrating the design of this enclosure have not yet been provided. A series of standards pertaining to trash/recycling facilities are provided in *Section 1141.04(j)* and would be required to be met at the Building Permit stage, including such things as: (1) having gates and walls constructed of durable materials [e.g., masonry walls & metal gates]; (2) having an exterior appearance compatible with the principal structure; (3) providing adequate area for storage of both trash and recycling receptacles; and (4) providing the ability for walk-in access without having to open main enclosure gates.

- **Sewer and Water:** City utility connections will be routed to the hotel building from existing mains located in the right-of-way at the north end of N Campus Avenue. A new water line will also be installed to loop around to an existing main along Morning Sun Road. City Council, by Ordinance, has agreed to provide increased service/flow to the site, contingent on an Agreement being signed by the City and property owner.

DECISION CRITERIA

A. The proposed use is in fact a Conditional Use appropriate in the zoning district in which it is proposed.

The site is not presently located in the City of Oxford zoning jurisdiction, though a recently adopted Ordinance stipulates that the property eventually be zoned GB General Business upon annexation. If accepting the zoning classification as a given, out of the list of permitted uses prescribed by the Zoning Code, a hotel is likely one of the most suitable uses for this site.

B. The use and site will satisfy the general intent of the Zoning Code.

Section 1143.12(a) describes the purpose of the GB General Business District as being *intended to provide for a variety of retail, service and administrative establishments required to satisfy the needs of the overall community. The District is also intended to accommodate retail trade establishments in the community that cannot be practically provided for in a neighborhood commercial district development*, and is only appropriate for *areas that are presently served, or will be served upon development, with both central water and sewer*. As the City's Economic Development Specialist has indicated, there is an apparent community need for more lodging that would support University events and the local economy in general. Being on the periphery of the City and somewhat co-located in conjunction with residential and office uses in the vicinity, it is important that this site not become a "blank slate" available for other commercial usage by-right, and to that end may be somewhat contradictory to the general spirit of other areas in town which are zoned GB.

C. The use and site will be compatible with the general intent of the Comprehensive Plan.

The Comprehensive Plan adopted in January of this year designates the subject property as a "Rural" Character Type. It would be most appropriate to amend the Future Land Use Map (FLUM) prior to considering rezoning or development approvals. On page 136 of the Plan, it is specified that *amendments to the future land use map shall first require a recommendation from the Planning Commission prior to Council considering adoption of an Ordinance*. Again, if GB zoning is inevitable, re-designating the property as a "Campus" Character Type would bring the property into better alignment with the Plan.

D. The use and shape of the site are sufficient for the proposed use.

Yes, the size and shape of the site are more than sufficient to accommodate the structure, parking, and driveways attributed to developing a future hotel use.

E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.

A hotel is generally not hazardous but could be disturbing depending on the traffic, lighting and visual impacts. Per the lighting plans provided, it seems any light spillover effects will be appropriately mitigated. Evergreen screening is proposed along the northernmost end of the proposed parking lot, which should help screen the development from single-family residential properties in Oxford Township to the north, though complete visual obstruction is probably unavoidable seeing as how the proposal entails a three-story building. Anticipated traffic patterns and impacts would be better understood by having a Traffic Impact Study performed.

- F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.**
This standard is generally intended for industrial operations and generally does not apply to this proposal, sparing perhaps consideration for future traffic impacts.
- G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.**
Staff is not aware of any accessory uses that will operate independently of the hotel use. A restaurant would be an example of an accessory use that would be acceptably ancillary to a hotel use. Vinyl privacy fencing measuring 6 feet in height is proposed to the south of the hotel entry drive, adjacent to 5176 Morning Sun Road; the applicant has expressed this is a per their agreement with the owner of this property.
- H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.**
The most significant outstanding concern is the provision of sufficient access to/from and around the hotel building. It is the opinion of staff that complete two-way connections should be provided to both Morning Sun Road and N Campus Avenue, along with a vehicular route of appropriate width and radii wrapping around the entire building to provide sufficient access in the event of an emergency. The latest version of the site plan only shows the additional accessways at a conceptual level (i.e. red hatching); these routes need to be integrated into the more precise engineering characteristic of the rest of the site layout.
- I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.**
All development costs are to borne privately by the developer. As the City's Service Director has noted in a previous staff report, the proposed demand will not have a noticeable effect on the City's utilities for reliability, acceptable flow, pressure and volume, provided improvements are constructed in accordance with City specifications.
- J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.**
The development will actually be altering the character of the area from a more pastoral setting with limited/light intensity of development (i.e. former church building) to a more substantial commercial setting with a higher degree of traffic throughout the week.
- K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.**
The primary access proposed off of Morning Sun Road falls outside of the City corporate limits, and therefore is currently under ODOT jurisdiction when it comes to access management & roadway infrastructure improvement standards. The applicant has provided documentation that ODOT has approved a Variance to allow for driveway spacing less than the 50 foot minimum typically required under their standards. The future hotel access drive is positioned approximately 21 feet away from the neighboring property line at 5196 Morning Sun Road, which is a small 6,500 square foot lot supporting an older single-family home built in 1941. A gravel driveway serving this dwelling unit currently straddles the property line, and the submitted plan indicates that the encroaching portion of gravel would be cleared away to make way for the new hotel access. ODOT indicates in their documentation that a Traffic Impact Study (TIS) is still required, and in speaking with the City

Engineer, he also agrees a Study is warranted. A TIS could help determine whether additional improvements, such as a turning lane, are needed along Morning Sun Road, or may help to verify that traffic could be better dispersed by providing two connections as opposed to one.

L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.

The site is presently underutilized and has been used illegally as a dump site for some time. Apart from the mature woodlands tucked around the outside of the site, staff is not aware of any other notable scenic or historic feature of importance.

M. Proposed construction will not result in the complete elimination of existing mature trees on the site. Effort shall be made to direct disturbance and construction around or away from the existing mature trees without completely taking away use of the site or connectivity to existing infrastructure.

The most substantial pocket of mature trees to be cleared to make way for development totals around an acre in size and is located in the northwestern corner of the site, where a detention basin and parking lot are presently planned. It does appear there has been a concerted effort with the site design to steer development features away from other patches of woods present throughout the site, though this may be more a natural consequence of designing with the existing terrain to lessen the amount of cut/fill needed.

N. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

Following annexation and Conditional Use approval by City Council, the developer would be required to obtain Building Permit approval from the City prior to commencing work on the site. Occasionally, a developer will seek approval of a Site Work Permit so that earth movement activities can get a head start before the construction of building(s) and installation of utilities.

STAFF RECOMMENDATION

Based upon a review of the relevant Decision Standards, staff recommends **tabling** the Conditional Use request at this time, pending revisions being received which address the following major items at minimum: (1) provision of full access from N Campus Avenue; and (2) complete access around the perimeter of the building for emergency vehicles.

Additionally, staff encourages the Commission to provide the applicant as much guidance as possible on whether the current site plan & building design are “on target” in terms of desirability consistent with the Decision Criteria, or should undergo a more significant redesign to reposition the building and/or further condense development features to lessen the degree of environmental impact.

If however the Planning Commission is generally in favor of the site design presented and inclined to recommend approval at this stage, staff believes the following conditions should be applied to the approval:

1. Complete hard-surfaced vehicular connectivity shall be provided between the hotel parking area/drives and N Campus Avenue. This connection shall be two-way unless otherwise determined by City staff.
2. A Traffic Impact Study shall be completed to the discretion of the City Engineer.
3. The width of the perimeter setback shall be increased from 20 feet to 25 feet, consistent with **Section 1143.12(c)(2)**. Following grading activities and prior to issuance of a Certificate of Occupancy, if remaining vegetation following clearance is insufficient to provide the necessary screening effect

required by Code, additional evergreen landscaping may be required to be planted per the discretion of the Zoning Administrator.

4. Shrubbery shall be planted along the westernmost and southernmost parking lot edges for the purpose of screening headlight glare from adjoining residential properties.
5. All three parcels shall be consolidated together to form a single development site. This shall require processing of a Lot Split/Consolidation Application through the Community Development office, prior to recording with the County. Proof of recording must be provided prior to zoning sign-off on any Building Permit.
6. An easement shall be recorded granting the right of access to the owner of 5176 Morning Sun Road (Parcel H4000011000025), as well as to the owner of 5196 Morning Sun Road (Parcel ID H3510025000005), across the future hotel driveway to be located on Parcel H3610025000004. Easement rights shall be in perpetuity and shall run with the land. Proof of recording must be provided prior to zoning sign-off on any Building Permit.
7. Per **Section 1149.07(e)(7)**, a 5-foot wide sidewalk shall be constructed along Morning Sun Road, forming a complete pedestrian link between the future hotel and existing sidewalk adjacent to the Northside Bark dog park.
8. Per **Section 1149.07(e)(4)**, crosswalks across asphalt drive aisles shall be concrete and the edges of all parking spaces and drive aisles shall have 6-inch high concrete curb. Curbing will be in lieu of wheel stops as currently shown on certain areas of the plan. Occasional openings in the curb are allowed for stormwater management purposes. An exception is allowed for the stretch of drive located between the new entry point for 5176 Morning Sun Road and where the N Campus Avenue extension intersects the main drive, per the discretion of the Zoning Administrator.
9. Fire hydrants shall be provided per the discretion of the Fire Department / Fire Chief.
10. Hydrants and all-weather access surface are to be completed prior to delivery of combustible materials to job site. Access must be capable of supporting fire apparatus and maintained throughout construction.
11. Stormwater devices shall be installed in accordance with City specifications, and any remaining blockages cleared to ensure proper water flow and function.
12. Waivers shall be granted to **Section 1143.12**, subsections **(c)** and **(d)** to permit the building as designed, acknowledging the following: (1) exceedance of the maximum front yard setback of 150 feet; (2) a principal entrance that does not face the street; (3) glazing being reduced from 60% minimum to approximately 34%; and (4) natural materials being reduced from 50% minimum to approximately 19%.
13. A waiver to **Sections 1148.04** and **1148.05** is hereby granted to accept the proposed tree planting schedule and relieve the developer from the Tree Survey requirement. This waiver is contingent upon the landscaping plan being fulfilled as submitted, along with additional evergreen plantings as may be necessary to achieve adequate screening effect. At any location on the site, dead or invasive vegetation may be removed without issue. Clear cutting is prohibited in areas designated on the plans to remain.
14. A waiver to **Section 1151.05(a)(3)** shall be granted to allow for a total of 2 wall signs and 1 freestanding sign, contingent on: (1) each wall sign being limited to 70 square feet in size; and (2)

the future freestanding sign meeting all normally applicable regulations, inclusive of maximum height & width as well as minimum setback from right-of-way.

SUBMITTED BY:



Zachary Moore, AICP
City Planner / GIS Coordinator

DATE: August 2, 2023

APPENDIX A

RELEVANT ZONING CODE PROVISIONS

Within the Oxford Zoning Code, *Section 1143.12* provides the base zoning standards for the GB General Business District. *Section 1147.02(c)-(d)* governs the Planning Commission's decision making process on Conditional Uses. *Section 1147.03(b)(27)* provides standards specific to motels that should be reviewed during the Conditional Use process.

1143.12 – GB General Business District.

- (a) Purpose.

This district is intended to provide for a variety of retail, service and administrative establishments required to satisfy the needs of the overall community. This district is also intended to accommodate retail trade establishments in the community that cannot be practically provided for in a neighborhood commercial district development. This district is only appropriate within areas that are presently served, or will be served upon development, with both central water and sewer.
- (b) Uses.
 - (1) Permitted uses.
 - A. Retail services. (Not to exceed 15,000 square feet of total gross floor area)
 - 1. Apparel and jewelry.
 - 2. Books, stationery, newspapers, magazines, office equipment and office supply stores.
 - 3. Department stores.
 - 4. Drug stores selling health and personal care aids.
 - 5. Food products, including groceries, meat, fish, baked goods, confectionary, and beverages.
 - 6. Flowers, potted plants, and garden supplies.
 - 7. Hardware, paint, home furnishings, and other home improvement products.
 - 8. Optical aids.
 - 9. Photography, bicycles, gifts and toys, pets, music, sporting goods, and other hobby and craft supplies.
 - 10. Restaurants, not including drive-in or fast food.
 - 11. Sales of new and used motor vehicles by dealerships holding franchises authorized by manufacturers for the sale of new vehicles.
 - B. Personal and professional services. (Not to exceed 15,000 square feet of total gross floor area)
 - 1. Accounting, advertising, architectural, auditing, bookkeeping, legal, and medical offices, and offices for other similar professional service providers.
 - 2. Banks, credit agencies, investment firms, real estate, insurance offices, and other similar establishments engaged primarily in financial services.
 - 3. Barber and beauty shops.
 - 4. Cleaners, including dry cleaning and Laundromats.
 - 5. Home improvement services, including carpentry, electrical, heating, plumbing, and decorating.
 - 6. Offices for nonprofit, charitable, labor, and other service organizations.
 - 7. Repair establishments for bicycles, household appliances, locksmiths, shoes, and motor vehicles (if no gasoline is sold and repair work is done inside).
 - 8. Theaters, not including drive-ins.
 - 9. Other similar personal and professional services, such as employment agencies, travel bureaus, and ticket offices.
 - C. Accessory buildings incidental to the principal use.
 - (2) Conditional uses.

The following Conditional Uses are subject to review and regulation in accordance with Chapter 1147.

- A. Retail services.
 - 1. Automobile service stations selling gasoline.
 - 2. Bars and establishments serving alcohol.
 - 3. Banks with drive-through facilities.
 - 4. Building supplies, garden supplies.
 - 5. Drive-in and fast-food restaurants.
 - 6. Sales of motorcycles and used motor vehicles, rental and service of motor vehicles, sales and rental of boats and marine equipment, and sales and rental of trailers.
 - 7. Temporary or outdoor sales of plants and garden supplies.
- B. Personal and public services.
 - 1. Animal hospitals or kennels.
 - 2. Bowling alleys.
 - 3. Cultural institutions, including libraries, art galleries and museums.
 - 4. Hotels and motels.
 - 5. Places of worship.
 - 6. Funeral homes.
 - 7. Indoor skating rinks, arcades, and similar recreational uses.
 - 8. Instructional studios.
 - 9. Night clubs, discotheques, and other entertainment facilities.
- C. Other uses.
 - 1. Community-Oriented Residential Social-Service Facilities (CORSSF's).
 - 2. Shared Housing and Congregate Housing for the elderly.
 - 3. Government owned and/or operated parks and recreational facilities.
 - 4. Bed & Breakfasts.
 - 5. Publicly owned and operated neighborhood recreation centers.
 - 6. Day care facilities, including Day Care for child, Day Care Center for child, Day Care Home Type A family, and Day Care Home Type B family.
 - 7. Schools: primary, intermediate, and secondary, both public and private.
 - 8. Mini-warehouse (Self-Storage Units)
 - 9. Business Incubator
 - 10. Any permitted or combination of any retail, personal or public services that exceed 15,000 square feet of gross floor area

(c) Site Development Regulations. (Unless superseded by Conditional Use Requirements)

(1) Lot requirements.

- A. Minimum lot frontage and width: 100 feet
- B. No minimum lot size is specified; however, the lot size shall be adequate to provide for parking, access drive spacing, yard space and screening requirements.

(2) Yard requirements.

- A. Minimum setbacks.

Front yard	Rear yard	Side yard
35 feet	25 feet	0 feet

When a side or rear lot line abuts residential district lot lines, the minimum side or rear transitional setback distance shall be 25 feet in depth and shall be screened from the residential district by a dense evergreen hedge a minimum of 6 feet tall at planting and that will maintain at least 90 percent opacity over time. Existing vegetation may be considered as long as the anticipated overall opacity effect can be achieved. Alternatively, different types of screenings may be utilized subject to review and approval by the Zoning Administrator if the alternative material can achieve the overall 90% opacity effect.

- B. Maximum front yard setback.

A maximum front yard setback of 150 feet; and at least 75% of the façade of the principal building must be setback no more than 150 feet from the front lot line.

(3) Structural requirements.

- Maximum building height 45 feet
- (d) Supplementary Regulations.
- (1) All merchandise, new and used, with the exception of boat, automobile, truck or farm implements and plants and garden supplies, shall be stored within a completely enclosed building. Displays of boats, automobiles, tractors, recreational trailers and/or mobile homes shall conform to the requirements as defined in Section 1141.03 (e)
 - (2) Landscaping:
Landscaping of the site shall comply with the requirements of Chapter 1148.
 - (3) The building should be oriented so that the principal building entrance faces the principal street or the street providing main access to the site. The entrance must be connected to the street and adjacent parking with clearly marked sidewalks/walkways. The building façades facing the street must adhere to the façade treatment as outlined in the following sections. In no instance, shall the rear of the building face the public right-of-way.
 - (4) Building facades that are oriented toward a right-of-way shall be provided for visual relief as follows:
 - A. Windows and transparent doors must occupy a minimum of 60% of the entire building wall area measured between 2.5 and 7 feet in height above grade along the entire front façade. Glass block, opaque or darkly tinted glass is not considered to be transparent.
 - B. Building façades must have different articulation in height and setback. Different horizontal articulations with material, color and opening shall also be utilized when building elevation is higher than 14 feet. Preferred materials include brick, stone, glass or wood.
 - (5) Each development is required; where appropriate, to provide adequate space (including easements) for alternative modes of transportation such as bike paths, multi-use paths, bus stops and turnarounds. Each development is also required to provide bicycle rack space at a rate of 3 per 10,000 square feet of gross floor area.
 - (6) The front façade of the principal structure shall be finished, utilizing at least 50% natural materials including brick, stone, masonry, glass, or wood. No aluminum or vinyl siding shall be used in finishing or utilized on the front façade of the building.
 - (7)
 - A. All utility boxes must be screened with appropriate landscaping material such that they are not visible from a right-of-way or other publicly accessible area.
 - B. All refuse collection and recycling containers must be enclosed or screened so as not to be visible from a right-of-way or other publicly accessible area. The structure surrounding the container(s) must be enclosed on all sides, one of which includes a gate or door that can be secured. The enclosure may consist of wood or masonry walls. Containers shall not be located in any front yard. The exterior perimeter of the enclosure(s) must be landscaped, excluding the access point.

1147.02(c) – Planning Commission Review.

The Planning Commission shall base its review of a proposed Conditional Use upon the complete application, upon any staff report, and upon any relevant and credible testimony presented during the public hearing.

If the Planning Commission finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

- (1) Burden of Proof.
 - A. Planning Commission has no obligation to recommend approval and City Council has no obligation to approve a Conditional Use. This Zoning Code assumes that the uses listed in this section are not appropriate unless an applicant proves that the use will not be detrimental to the public health, safety, or general welfare of the City or the neighborhood in which it is proposed.

- B. Applicants shall prove that potential negative impacts of elements such as location, size and extent of facilities and operations, site design, traffic generation, site access, and potential impact upon public facilities will be adequately mitigated.
- (2) General Decision Standards.
All Conditional Uses shall satisfy these General Decision Standards.
- A. The proposed use is in fact a Conditional Use appropriate for in the zoning district in which it is proposed.
 - B. The use and site will satisfy the general intent of this Zoning Code.
 - C. The use and site will be compatible with the general intent of the Comprehensive Plan.
 - D. The size and shape of the site are sufficient for the proposed use.
 - E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
 - F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
 - G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.
 - H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.
 - I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
 - J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
 - K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.
 - L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
 - M. Proposed construction will not result in the complete elimination of existing mature trees on the site. Effort shall be made to direct disturbance and construction around or away from existing mature trees without completely taking away use of the site or connectivity to existing infrastructure.
 - N. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

1147.02(d) – Action by Planning Commission.

- (1) The Planning Commission shall recommend to Council approval, approval with conditions, or denial of an application as presented and shall clearly state the findings upon which its recommendation is based.
- (2) The Planning Commission shall base its recommendation to Council upon how well the application satisfies the General Decision Standards and the Decision Standards for the proposed use. In its recommendation, Planning Commission may waive or modify dimensional regulations of the Zoning Code, or impose more strict regulations and any additional conditions, guarantees, and safeguards it deems necessary to satisfy the purposes of this Zoning Code.

1147.03(b)(27) – Motels.

- (A) Potential Concerns
 - 1. Proximity to residential.

2. Screening from residential.
3. Appropriate street access.



City of
Oxford OHIO
HOME OF MIAMI UNIVERSITY

PC-2023-07

**Surrounding
Property Owners
Notifications Map**

Legend

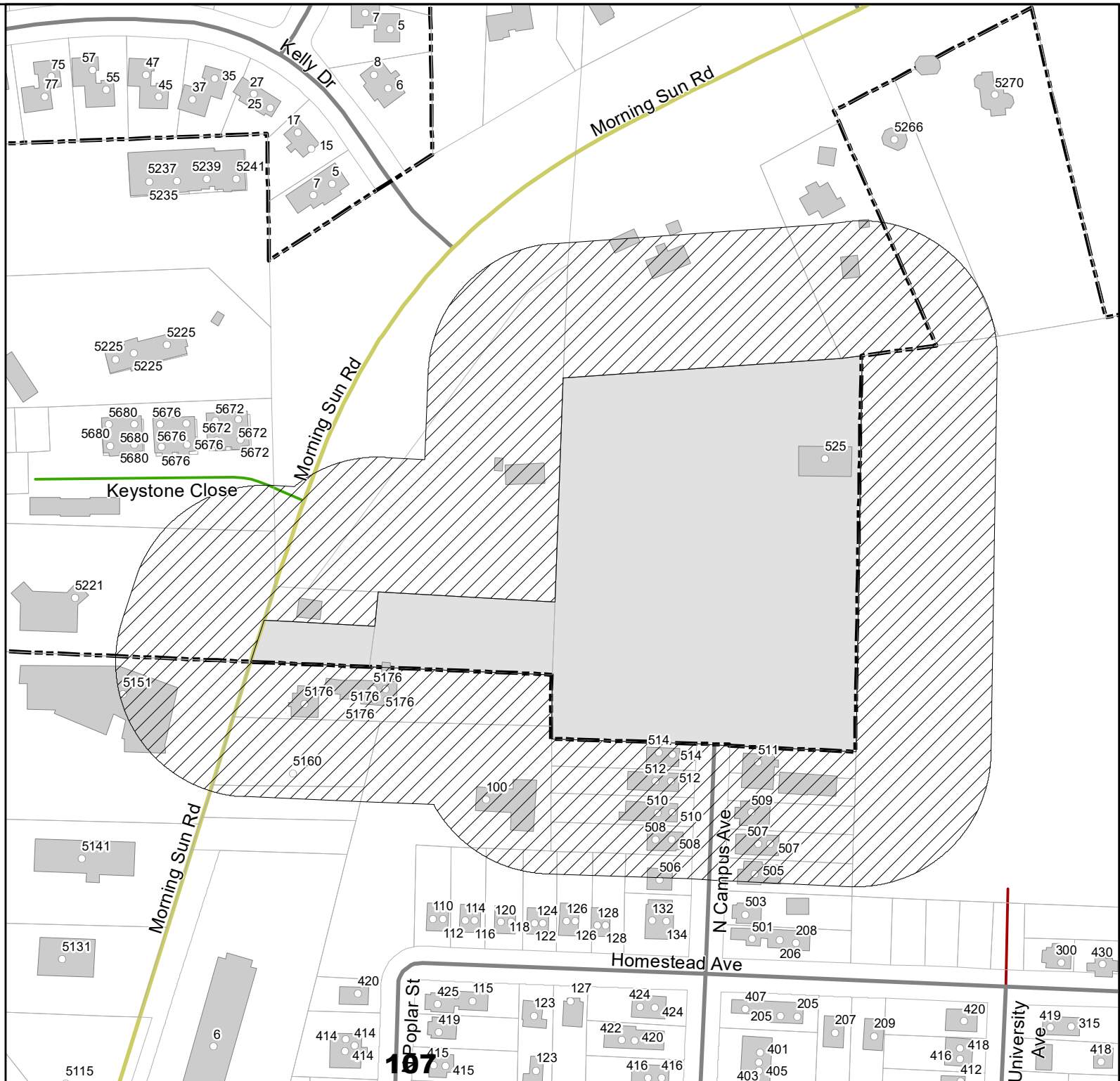
-  Subject Area
-  200 Ft. Buffer
-  Oxford Corp. Limit
-  Address Point
-  16.5' Vacated ROW
-  Building Footprint



1 inch = 200 feet

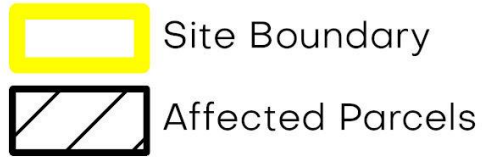
Prepared on Wednesday, July 12, 2023

The City of Oxford does not guarantee the dimensional accuracy of this map. Precise dimensional accuracy should be based upon recorded deeds, plats or a professional survey.

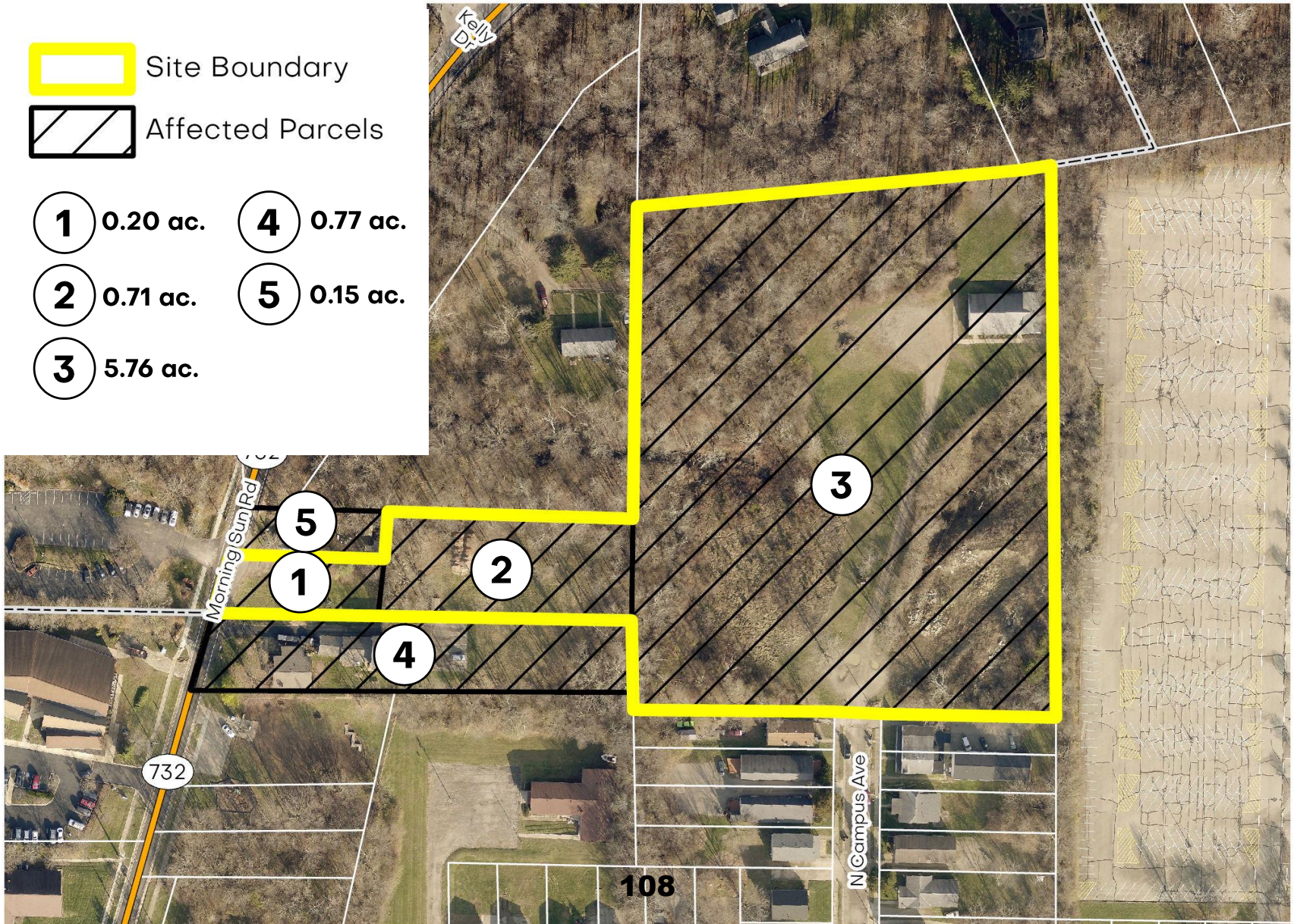


Aerial Map

0 100 200 400 Feet



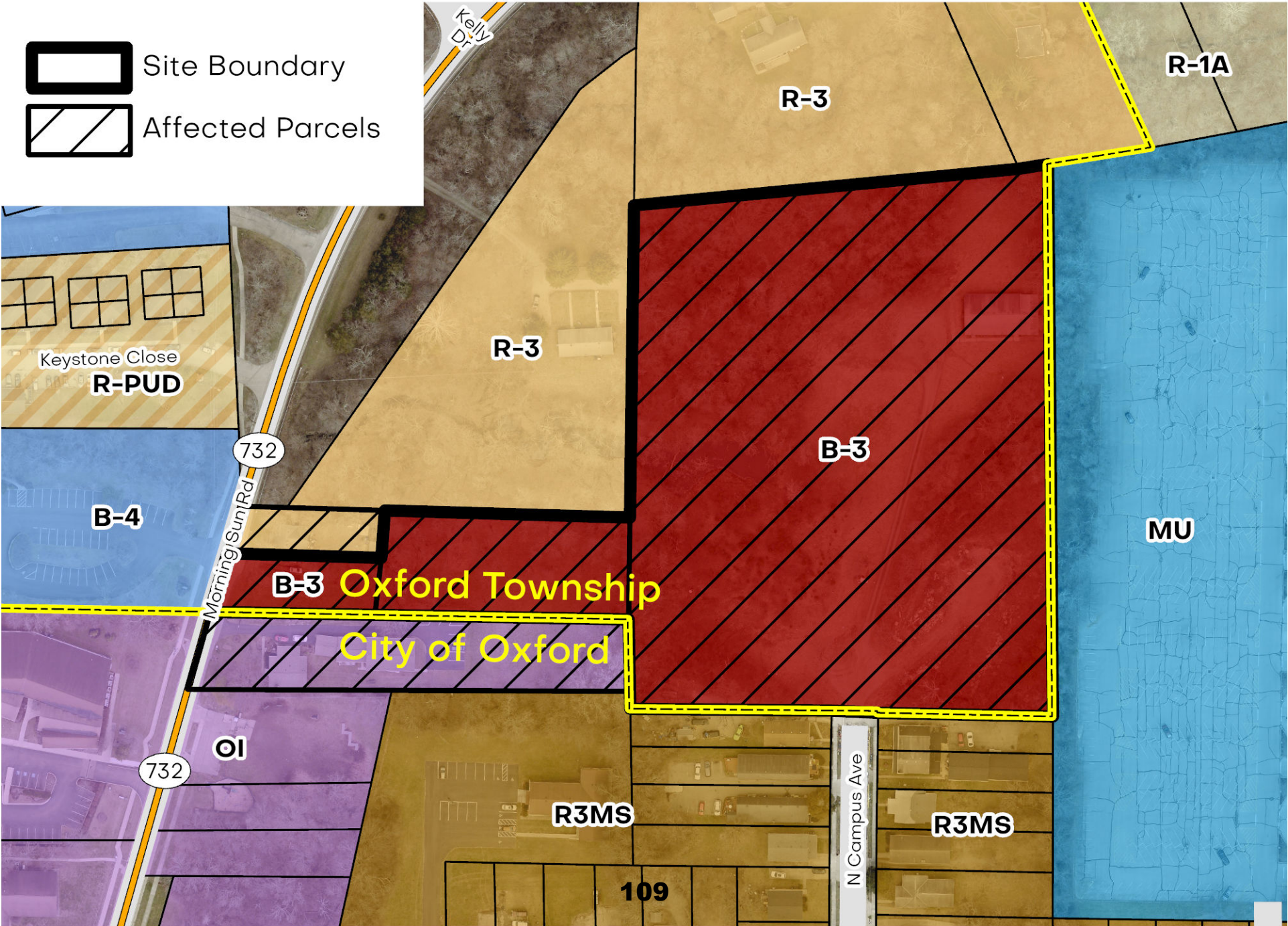
- | | |
|-------------------|-------------------|
| 1 0.20 ac. | 4 0.77 ac. |
| 2 0.71 ac. | 5 0.15 ac. |
| 3 5.76 ac. | |



Zoning Map



- Site Boundary
- Affected Parcels



ORDINANCE NO. 3727

AN ORDINANCE GRANTING, UPON ANNEXATION, THE REQUEST OF THE OHIO ASSOCIATION OF REGULAR BAPTIST CHURCHES TO CONNECT TO AND/OR EXTEND THE CITY WATER AND SANITARY UTILITIES TO SERVE A PROPOSED 92-UNIT HOTEL AT 525 NORTH CAMPUS AVENUE OUTSIDE THE OXFORD CORPORATE LIMITS.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OXFORD,
BUTLER COUNTY, STATE OF OHIO, THAT:

SECTION 1: The request for service includes both water and wastewater utilities with a domestic demand of ~ 14,000 gallons per day and a 6" main extension to provide fire service to the property 525 North Campus Avenue, Parcel ID Number H610026000034 (the "Property") more particularly described in Exhibit "A" attached hereto, to serve a 92-unit hotel.

SECTION 2: Council has determined that the City has surplus water and that the grant of this request will not be detrimental to the City's water supply or its residents. Further, the granting of such request will be beneficial to the City and is in the best interest of the City.

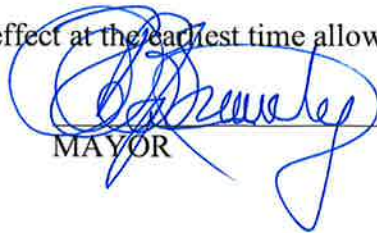
SECTION 3: The applicant shall pay for the total cost of the connections, all necessary water taps, water capacity benefit charges, and any surcharges for the use of the City utilities outside the corporate limits. The owner shall also meet the Oxford standards for utility construction.

SECTION 4: The costs associated with any necessary permits and the acquisition of any easements shall be the sole responsibility of the applicant.

SECTION 5: No additional water taps into this water line shall be allowed without prior approval of Council.

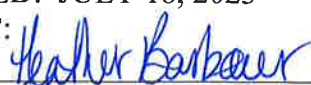
SECTION 6: This grant is further conditioned upon the applicant, the Ohio Association of Regular Baptist Churches, signing a water service and utility agreement that included a requirement that any new owner, successor, and assign must agree to the annexation of the Property into the City of Oxford at the City's sole request. Upon annexation, the Property will be zoned General Business.

SECTION 7: This Ordinance shall take effect at the earliest time allowed by law.


MAYOR

ADOPTED: JULY 18, 2023

ATTEST:


CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW(STAFF)

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF BUTLER COUNTY, OHIO
PETITION BY OWNERS OF REAL ESTATE FOR ANNEXATION OF 6.916 ACRES
OF LAND MORE OR LESS IN OXFORD TOWNSHIP, BUTLER COUNTY, OHIO
TO CITY OF OXFORD, OHIO

(Expedited Type 2 Annexation- Sections 709.021 & 709.023 Ohio Revised Code)

The undersigned, being 100% of the owners of land adjacent to the City of Oxford, Butler County, herein respectfully petition that the real estate hereinafter described be annexed to the City of Oxford, Butler County, Ohio.

The territory proposed for annexation contains 6.916 acres, more or less, in Oxford Township, Butler County, and is contiguous and adjacent to the boundary of the City of Oxford, Ohio, for five percent (5%) or more of the perimeter of the territory proposed for annexation. The undersigned understand the property will not be excluded from the township.

The full description of the territory sought to be annexed is attached hereto and incorporated herein as Exhibit A.

1. The number of owners of real estate in the territory sought to be annexed is three (3), the Petitioners.
2. A map or plat of the above-described territory sought to be annexed is attached hereto and made a part hereof as Exhibit B.
3. The annexation will not create an unincorporated area of the township that is completely surrounded by the territory proposed for annexation.
4. There is no annexation agreement between the municipality and township pursuant to R.C. § 709.192 applicable to this annexation nor an applicable Cooperative Economic Development Agreement (C.E.D.A.) pursuant to R.C. § 701.07.
5. The owners who sign this petition by their signature expressly waive their right to appeal in law or equity from the Board of County Commissioners' entry of any resolution passed under R.C. § 709.023 and waive any rights they may have to sue on any issue relating to a municipal corporation requiring a buffer as provided in R.C. § 709.023 and further waive any rights to seek a variance that would relieve or exempt them from the buffer requirement.
6. Douglas R. Elliott, Jr. is hereby appointed and authorized to act as agent for Petitioners in securing such annexation.

7. Petitioner's agent is hereby authorized to make any amendments and/or deletions which in his absolute and complete discretion are proper under the circumstances then existing. In addition, the petitioner's agent is authorized to make such amendments and/or deletions in the petition, map, plat or description in order to correct any discrepancy or mistake noted by the County Engineer or others in their examination of the petition, map, plat or description. Amendments to correct the map, plat or description may be made by the presentation of an amended map or plat and description to the Board of County Commissioners on, before or after the date set for hearing of this petition unless otherwise specified by law.
8. "WHOEVER SIGNS THIS PETITION EXPRESSLY WAIVES THEIR RIGHT TO APPEAL IN LAW OR EQUITY FROM THE BOARD OF COUNTY COMMISSIONERS' ENTRY OF ANY RESOLUTION PERTAINING TO THIS SPECIAL ANNEXATION PROCEDURE, ALTHOUGH A WRIT OF MANDAMUS MAY BE SOUGHT TO COMPEL THE BOARD TO PERFORM ITS DUTIES REQUIRED BY LAW FOR THIS SPECIAL ANNEXATION PROCEDURE."

PETITIONERS/OWNERS:

David Kisner POA
Ohio Association of Regular Baptist Churches
David Kisner POA
Owner of Parcel No. H3610-026-000-03
Date Signed: _____

dotloop verified
07/03/23 10:14 AM EDT
L3GS-RKH1-MPKY-JXXM

Jane R. Swift
Jane R. Swift
Owner of Parcel No. H3510-025-000-006
Date Signed: 6-28-2023

Terry Dudley
Dudley Prime Properties, LLC
Owner of Parcel No. H3610-025-000-004
Date Signed: 6-27-23

Agent:

Douglas R. Elliott, Jr., City Manager
City of Oxford
15 South College Avenue

Zachary Moore

From: S Cameron <suebcameron@gmail.com>
Sent: Wednesday, August 2, 2023 10:27 AM
To: Zachary Moore
Subject: 525 N. Campus Ave

Zachary,

We received the courtesy notice of the August 8th planning commission and City council meeting. I have a few questions about the proposed hotel.

1. I see from the drawing that the hotel is placed just a few feet from the 20 ft easement of our property. Is there consideration that at the other side of the easement is a very steep embankment? What are the chances that the construction will alter that unstable hillside?
2. I understand that access is needed around the entire perimeter of a building for fire emergencies. Is it possible that the hotel building should be placed further towards Campus avenue to allow this kind of access?
3. Given that there are private residences on the north side of the lot, is it not possible for the hotel to be built closer to the north campus entrance where the adjacent properties are rentals and Miami greenspace? Also, since we are near the bottom of the embankment on the north side, we will have three stories of windows looking down on our home.
4. The proposed drawing shows, I believe, a 20 ft easement but it does not show the promise for a berm and evergreens placed in an offset pattern to completely block from the residences all the lighting and activity.
5. How does the hotel expect to manage water runoff from the 18,200 square foot building plus the 96 paved parking spaces? We have endured a much higher water volume during storms in the creek behind our home after the elementary school did not provide a drainage pond for its runoff. Instead, all their water comes to the creek by our home and has eroded our land significantly. The creek is the lowest point and I know water flows to the lowest point possibly flooding out our yard and home.
6. When would the construction start and how long do they expect construction to take? At what hours will they be working?
7. Has there been approval by ODOT to build the access road off of 732?

Feel free to call me at 810-265-0600. I plan to be at the meeting on Tuesday, but these are concerns that I have ahead of time.

Thank you.

Sue Cameron



Community Development Department
Preliminary Zoning Review
513-524-5204

July 13, 2023

Stephen J. Alexander, AIA
Oxford Hotel Group LLC
333 E Ohio Street
Indianapolis, IN 46204

VIA EMAIL:
steve@princealexander.biz

RE: Preliminary Zoning Review for 525 N Campus Avenue – Fairfield by Marriott Hotel

Dear Mr. Alexander:

This letter is being provided as a prelude to an eventual staff report to be released prior to the Oxford Planning Commission's consideration of your Conditional Use application on August 8. Though not expressly required by the Oxford Zoning Code, a Preliminary Zoning Review is a typical first step performed by City staff in order to examine draft development plans and gauge how closely the plans conform to applicable codes and standards, usually prior to accepting submission of a formal application. Given the potential for several decisions related to the application to be made by other applicable authorities earlier than the August 8 date, I felt it would be prudent to more formally document the issues I am finding from the perspective of Oxford (city) zoning, for our mutual benefit.

This is only a preliminary review based upon the plans, details, and various other application components the Community Development Department has received from your team since June 19. This letter is not intended to be as exhaustive, or as summarizing, as a Planning Commission staff report which provides recommendations in a more holistic manner. The primary purpose of this review is to cite various Code standards/sections where a lack of compliance seems to be apparent, or where staff feels commentary is warranted at this time.

Keep in mind that Conditional Use reviews in Oxford are considered discretionary, meaning waivers and/or variations to Code standards may be considered, so not all of the issues cited here may end up necessitating plan revisions. Additionally, the discretionary nature of this type of review means various changes may eventually be requested that are not directly associated with a specific standard stated in the Zoning Code, but rather are based on applicable decision criteria.

Lastly, it must be clarified that this review is based on a couple "hypothetical" assumptions, those being: (1) the site being located within the City of Oxford corporate limits [as of the date of this letter, the site has not yet been annexed and is located in unincorporated Oxford Township]; and (3) the site being zoned GB General Business District under the City of Oxford Zoning Code [as of the date of this letter, the site falls within the jurisdiction of the Butler County Rural Zoning Resolution and is zoned B-3 General Business].

With the parameters and limitations as previously mentioned in mind, comments staff can share are as follows:

1. **Section 1141.03(b)** requires every building to be on a lot of record and *have its principal entrance upon a street bordering such lot*. The entrance as proposed is not considered to be "upon" a public street.
2. **Section 1141.01(c)(4)(A)** provides that residential fences cannot exceed 4 feet in height in front yards or 8 feet in height in side and rear yards. New 8-foot tall privacy vinyl fencing is proposed to be constructed along the property line separating 5176 Morning Sun Road from the subject site (3 parcels) being developed. Portions of this new fence are also proposed to enclose portions of an existing parking area which are currently encroaching onto the site. The minimum front yard in the GB District is 35 feet, therefore 8-foot tall fencing cannot be situated within this front yard area as measured from the right-of-way line along Morning Sun Road.
3. The Oxford Zoning Code provides a series of standards pertaining to trash/recycling collection facilities in **Section 1141.04(j)**. Key requirements for refuse enclosures include such things as: (1) having gates and walls constructed of

S:\shared\Plan Reviews\2023\525 N Campus - Hotel - Preliminary Zoning Review (3).docx

durable materials [e.g., masonry walls & metal gates]; (2) having an exterior appearance compatible with the principal structure; (3) providing adequate area for storage of both trash and recycling receptacles; and (4) providing the ability for walk-in access without having to open main enclosure gates. While Bayer Becker has provided a “Standard Trash Enclosure Plan” in their civil set, compliance with applicable zoning standards is not yet certain.

4. **Section 1143.12(c)(2)(B)** specifies a maximum front yard setback of 150 feet, and also that at least 75% of the façade of any principal building be set back no more than 150 feet from the front lot line. No matter whether the front lot line is considered to be along Morning Sun Road or N Campus Avenue, the building as situated does not comply with this standard. It could be said the Zoning Code does not anticipate “campus-style” development, characterized by deep setbacks from public thoroughfares, in the GB zoning district.
5. **Section 1143.12(d)(2)(A)** provides that *whenever a side or rear lot line abuts residential district lot lines, the minimum side or rear transitional setback distance shall be 25 feet in depth and shall be screened from the residential district by a dense evergreen hedge a minimum of 6 feet tall at planting and that will maintain at least 90 percent opacity over time.* The Code allows for existing vegetation to substitute for the required screening effect, as long as adequate opacity is present. The subject property is adjacent to residential districts in the City to the south and Township to the north and west. Landscaping and tree survey plans that would help express compliance with these standards have not yet been received.
6. **Section 1143.12(d)(3)** requires buildings *to be oriented so that the principal building entrance faces the principal street or the street providing main access to the site*, thus similarly worded as compared to **Section 1141.03(b)**. This Section also requires entrances *to be connected to the street and adjacent parking with clearly marked sidewalks/walkways.* The entrance does not face a principal street as called for by the Code. Additionally, while a pedestrian connection is included between the entrance and public sidewalk network present on N Campus Avenue, no such connection is shown to Morning Sun Road.
7. **Section 1143.12(d)(3)(A)** provides glazing standards for buildings in the GB District to follow, requiring a minimum of 60% of front building wall area (within a band measured between 2.5 feet and 7 feet in height above grade) to consist of transparent windows & doors. Staff estimates the percentage of glazing on the currently proposed building plans to be approximately 34%.
8. **Section 1143.12(d)(5)** requires bicycle racks to be provided at a rate of 3 per 10,000 square feet of gross floor area. Since the building is proposed to comprise 50,575 square feet of area per the provided architectural plans, this results in a total of fifteen (15) bicycle parking spaces being required. This standard can be met by showing an appropriate number of bicycle racks installed on a paved pedestrian surface somewhere within reasonable proximity to the hotel entrance.
9. **Section 1143.12(d)(6)** requires the front façade of a new building to utilize *at least 50% natural materials including brick, stone, masonry, glass, or wood.* Much of the façade currently proposed consists of EIFS exterior material. Staff estimates that stone masonry and composite materials (resembling wood) together constitute roughly 19% of the overall façade. Being adjacent to the Miami University campus, which has highly standardized and distinct architectural styling, staff believes architectural design likely deserves heightened scrutiny in this situation as compared to other locations in town.
10. Additional tree planting and preservation standards found in **Chapter 1148** cannot yet be evaluated, as the City has yet to receive requested plans/exhibits.
11. **Section 1149.07(e)(4)** requires non-residential parking areas *to be screened from an adjacent residential district by a 6-foot high visual screen* and furthermore 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.* This standard reads very similar to a standard previously cited in Comment #5. Because a landscaping plan has yet to be provided, it is not yet adequately understood whether these provisions are met. Headlight glare may also be addressed through the installation of additional fencing.

12. **Section 1149.07(e)(4)(D)** requires parking areas to have a minimum security lighting level of 1 foot-candle, and also specifies a maximum light pole height of 16 feet. While it appears the parking area would be sufficiently lit, the submitted lighting spec sheet seems to indicate that lights would be mounted at 20 feet above the ground in excess of the 16-foot height limit.
13. **Section 1149.07(e)(4)(E)** specifies that *all unpaved areas adjacent to an off-street parking area shall be raised, landscaped, and separated from the parking area by a minimum 6-inch high concrete curb*. Examining Sheet C3.0, it appears that not all proposed vehicular drive surfaces have curbing around the outside edges. Occasional openings are permitted for stormwater management purposes, but entire stretches of drive/parking cannot lack curbing.
14. **Section 1149.07(e)(4)(G)** specifies that *interior rows of parking shall have an access aisle between each 15 parking spaces*. Staff believes the spirit of this standard can be reasonably met by providing a more direct walkway between the front entrance/canopy area and the westernmost aisle of parking spaces, as well as by adding a dedicated walkway in between the two parking bays to the south of the hotel building and leading from there along the northern edge of the two easternmost bays.
15. **Section 1149.07(e)(4)(R)(3)** provides that *pedestrian walkways shall be clearly differentiated from driveways, parking aisles, and parking and loading spaces through the use of elevation changes, a differing paving material, or similar method. Surface striping alone, is insufficient*. The proposed pedestrian path linking the hotel to N Campus Avenue crosses drive aisles twice near the southernmost parking bays; these crossings should consist of concrete so as to differ from the rest of the asphalt driving surface.
16. **Section 1149.07(e)(6)(B)** outlines a formula to determine the number of new tree plantings that should accompany any newly constructed parking area, at a rate of *2 trees per parking facility plus 1 tree for every 5 spaces or fraction thereof generally distributed throughout the parking area*. Finding that there are two total parking facilities (one to the west of the building and one to the south) comprising a total of 96 spaces, this equates to a requirement for 24 new trees to be planted and interspersed throughout the new parking areas. A landscaping plan is needed in order to verify compliance with this standard.
17. **Section 1149.07(e)(7)** requires five-foot wide walkway connection(s) between a building entrance and any public sidewalk present. Should sidewalk not be present along a public street, one is required to be built per the specs of the City of Oxford Curb, Gutter & Sidewalk Specifications Manual and ideally located within the public right-of-way (when the right-of-way width does not allow for sidewalk construction, a public access easement may instead be recorded). To comply, a walkway should be built linking the hotel to the Morning Sun Road right-of-way, as well as new sidewalk built along Morning Sun Road to link to the existing network currently terminating near the northern edge of the Northside Bark Dog Park.
18. **Section 1151.03(e)(1)** provides that *no freestanding sign shall be closer to a lot line or the public right-of-way than the height of the sign [...]*. Per Sheet C3.0, a monument sign is proposed to be situated partially within the right-of-way along Morning Sun Road, thus not conforming to this standard despite what the planned height might be.
19. **Section 1151.05(a)(3)** provides a number of standards for determining signage allowance in the GB District, inclusive of the following:
 - a. **Subsection (A)** specifies that *maximum total sign area for all signs on a development site shall be no more than 2 square feet of sign area per linear front foot of the site*. If using Morning Sun Road as the “front” of the site, this equates to 128 square feet of total signage area allowance. Although dimensions are not called out for the proposed wall signs on Sheets 211 & 212, staff estimates the sign on the western (front) façade comprises an area of approximately 74 square feet, while the signs on the northern and southern (side) facades are around 24 square feet in size. Design plans for the proposed freestanding sign were not included in the submittal.
 - b. **Subsection (A)(1)** limits the total number of signs on a development site overall to no more than 2 wall or freestanding signs. The site and building plans appear to convey the possibility for up to 4 total signs, including 1 freestanding sign at the Morning Sun Road entrance and up to 3 wall signs on the hotel building, which exceeds the limit for no more than 2 overall.

- c. **Subsection (A)(1)(b)** limits any freestanding sign to no more than 48 square feet in sign area per side, a maximum overall sign structure height of 6 feet, and maximum overall sign structure width of 12 feet. Please keep these standards in mind as plans for the freestanding sign are developed.

20. In consideration of the Conditional Use Decision Standards in **Section 1147.02(c)(2)**, other general comments and/or subjects staff feels are worthwhile to mention at this stage are as follows:

- a. **North Campus Avenue:** Fire and Police Departments both would like to see connectivity of some kind to the stub end of North Campus Avenue, to better facilitate emergency response. “Connectivity” here more than likely means extension of pavement, either as a public or private thoroughway, where the connection is obviously apparent to drivers (as opposed to reinforced ground that can support an emergency vehicle while still allowing grass to grow). If instead the ultimate outcome from the process is that N Campus Avenue should remain a dead-end, the turnaround area should be revised to sufficiently comply with City specs as well as Fire Department expectations.
- b. **Relationship to Miami Campus:** The future hotel is expected to have a symbiotic relationship with the Miami University campus to the east, particularly the Millett Hall arena which is the location of many notable events throughout the year, including graduation ceremonies. City staff have shared the submitted application/plans with Miami’s Physical Facilities Department, offering an opportunity to review and comment. Depending on the University’s outlook, it may make sense for the pedestrian connection to be oriented differently, and/or to add a vehicular connection between the Millett lot and hotel parking.
- c. **Wrap-Around Access:** Oxford’s most recent Conditional Use review for a hotel – a new Holiday Inn Express coming to 5046 College Corner Pike – went through several design iterations. The Fire Department sought provision for access around the entire perimeter of the building, therefore the parking area was re-designed to wrap completely around. The current site design for 525 N Campus does not exemplify this type of arrangement.
- d. **Parcel Consolidation:** Another dimension to this proposal is the notion of combining 3 otherwise separately distinct parcels – one of which is “landlocked” with no frontage on a public thoroughfare – to form one single development site. In theory, once the properties are transferred and a new entity assumes ownership and management responsibility for the hotel use, it would make sense for all 3 parcels to be consolidated together (dissolving the division lines in-between) thus better preventing future severance of maintenance and ownership interests. The consideration of this particular aspect technically requires a procedure separate from the Conditional Use to be followed, that being an application for a [Lot Split/Consolidation](#). Per the Oxford Subdivision Regulations, these types of applications have the ability to be approved administratively by the Community Development Director and Planning Commission Chair, and may entail the dedication of additional street right-of-way to conform to the City’s Thoroughfare Plan. Morning Sun Road is classified as an Urban Minor Arterial, with a typical section calling for 50-feet of right-of-way from centerline. Existing right-of-way width varies, around 30-33 feet.
- e. **Access Easements:** As also mentioned by the City Engineer, ingress/egress easements will need to be crafted and recorded to ensure the occupants of residential units at 5176 Morning Sun Road – and potentially also the dwelling at 5196 Morning Sun Road – can be guaranteed the right to access in perpetuity. The extension/enhancement of N Campus Avenue – whether it results in a dead-end or connection of some kind to the rest of the development – will also need either a public access easement or right-of-way dedication, to ensure the public can use the space unimpeded by future owner interests or preferences.
- f. **Access from Morning Sun Road:** It is understood the development team desires primary access into the hotel site to be provided via a new entrance on Morning Sun Road, opposite the Phi Kappa Tau Executive Offices. In this area there are two “cuts” on the eastern side of the State highway – one is a paved driveway serving a small residential housing complex at 5176 Morning Sun Road (Parcel ID H4000011000025) located within the City limits, and the other is a gravel driveway serving a single-family home at 5196 Morning Sun Road (Parcel ID H4000011000025) located in Oxford Township. While the existing driveway

cut at 5176 is proposed to be eliminated in favor of offering a new point of access along the hotel entry drive, the gravel drive on the opposing property at 5196 is shown to remain. A portion of the gravel drive currently encroaches onto the parcel where the new hotel drive would be located, leaving the portion falling directly on the 5196 property untouched. Measured at the right-of-way line, the distance between what will remain on the neighbor's property as a gravel drive and the edge of the proposed hotel entry drive is approximately 21 feet. Based on the documentation from ODOT, it appears the recommended spacing is 360 feet and the absolute minimum is usually 50 feet, though ODOT has granted a Variance in this case. In his review, the City Engineer suggests that due to the eventual Corp line following the centerline of Morning Sun Road, access management be reviewed and approved by both ODOT and the City.

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@cityofoxford.org
513-524-5204



Memo
Service Department
Engineering Division
513/524-5208

TO: Community Development Department

FROM: Scott Otto, P.E.
City Engineer

RE: PZE-2023-07 Conditional Use
525 N. Campus – Fairfield By Marriott
Proposed Hotel

DATE: July 5, 2023

The subject plan has been reviewed with the following comments:

- The following items will need to be addressed prior to final construction drawing approval. Review of construction drawings may result in additional comments:
 - The preliminary plan references Boone and Butler County zoning and utility standards. All notes and standards need updated to City of Oxford.
 - Provide names and contact information for all utility companies in the area.
 - No Ohio PE Stamp, needs added for final plan set.
 - No storm water management design calculations provided.
 - Downspout connections not shown.
 - No details/specs for sanitary sewer grinder pump provided.
 - Show profile for proposed water main.
 - No tap, service, or meter sizes shown for proposed domestic water service.
 - No water usage demand calculations provided. Concern with supply for Fire suppression system.
 - Plan shows existing driveway to the south on Morning Sun Rd. will be removed, and access for the property will be provided from the new hotel driveway. Ingress/Egress easement needed?
- It is understood that the proposed driveway access at Morning Sun Rd. has been reviewed by ODOT. Has ODOT approved this proposed access, or provided comments? With annexation, the City corp limits will be at the CL of Morning Sun Rd. adjacent to ODOT jurisdiction. It is recommended the proposed access point be reviewed and approved by City of Oxford and ODOT.
- The narrative describes a history of debris being dumped on site and major blockages of storm water on the site. What will be done to improve these conditions, and ensure a viable building site?



MEMORANDUM

Fire Department

513-523-6324

TO: Oxford Hotel Group LLC
Applicant

FROM: John Detherage
Fire Chief

DATE: 06-29-2023

RE: PC-2023-07 | 525 N. Campus Ave.

The subject application is Returned, Revisions Required.

1. Provide fire department access to the perimeter of the building. See Holiday Inn Express 5470 College Corner Pk.
2. Provide second ingress/egress from N. Campus Ave.
3. Provide fire hydrants at the South West and North East corners of the building.
4. Fire hydrants must be installed along the access drive no more than 300' apart.
5. Hydrants and all-weather access surface to be completed prior to delivery of combustible materials to job site. Access must be capable of supporting fire apparatus and maintained throughout construction.

All revisions are to be submitted through the Community Development Department.

July 27, 2023

Sam Perry, AICP
Community planning Director
15 South College Avenue
Oxford, Ohio 45056

RE: Microsoft Teams meeting 7-26-2023, Fairfield review

Sam, thank you for arranging this meeting with your review group and the Fire Department Chief. The meeting was very productive. Below I have recapped our discussion and understanding of the attached July 13, 2023, Preliminary zoning review, July 5, 2023 PZE-2023-07 Conditional use and June 29, 2023 fire Chief Memorandum PC-2023-07. Also attached is a proposed site drawing indicating a paved wrap-around access for the building and North Campus Road access.

The following was resolved relative to the numbered items in the July 13, 2023, letter.

1. Section 1141.03(b). Per our conversation the parcel consolidation will resolve this issue.
2. Section 1141.01 (c) (4) (A), We are resolved and changing to 4' high fence at Morning Sun Road and all other fencing shall be 6'.
3. Section 1141.04 (j). We will modify civil drawings to incorporate architectural features compatible with principal structure.
4. Section 1143.12 (c) (2) (B). Per our conversation we will submit and ask for waiver as the building is set back further.
5. Section 1143.12 (d) (2) (A). Per our conversation this will be incorporated into the landscape drawings
6. Section 1143.12 (d) (3). Per our conversation we will incorporate the sidewalk to Morning Sun Road. We will submit and ask for a waiver concerning the orientation of the principal building.
7. Section 1143.12 (d) (3) (A). Per our conversation we will submit and ask for a waiver as it is understood to be consistent with the Marriott brand hotel.
8. Section 1143.12 (d) (5). Bike parking spaces (15) will be provided adjacent to the building as discussed on a paved pedestrian surface.
9. Section 1143.12 (d) (6). Per our conversation we will submit and ask for waiver.
10. Additional tree planting: Landscape drawing was sent which should identify this and resolve item.
11. Section 1149.07 (e) (4). Screening: Landscape drawing to address this issue and resolve item
12. Section 1149.07 (e) (4) (D). Photovoltaic drawing will be clarified that minimum security lighting and maximum pole height will be met.
13. Section 1149.07 (e) (4) (E). Per our conversation we will submit and ask for waiver on the connector drives to N Campus Ave and Morning Sun Road portions as these portions will have inverted crown. The parking areas adjacent to the building do indicate curbs in the civil drawings.
14. Section 1149.07 (e) (4) (G). per our discussion civil drawings will incorporate dedicated walkway south of hotel building. Civil drawings should now reflect walkways as discussed.
15. Section 1149.07 (e) (4) (R) (3). Per our conversation we are providing clearly differentiated pedestrian walkways as required.

16. Section 1149.07 (e) (6) (B). Tree formula: per discussion this item is represented in the landscape drawing.
17. Section 1149.07 (e) (7). Sidewalk connection: per our conversation we are providing and will revise civil drawings accordingly.
18. Section 1151.03 (e) (1). Free standing sign: per our conversation we will submit drawing for review.
19. Section 1151.05 (a) (3). Signage standards: Per our conversation we will provide a ground monument sign (drawing to be reviewed) as well as a building sign on the west facing façade meeting standards. We would like to ask and submit for waiver the possibility of adding a sign on the east facing façade (facing the campus parking lot).
20. In consideration of the conditional use standards in Section 1147.02 (c) (2).
 - a. North Campus Ave: We will provide connector drive. We would suggest that one-way traffic signs be posted to curtail two-way traffic in this area for public traffic. Please see attached proposed drive drawing.
 - b. Relationship to Miami University: Per our discussion we have had discussions with Miami University and will provide a letter concerning sidewalk connectivity to the campus parking lot.
 - c. Wrap-around access: per discussion with Fire Chief, it is understood, and we will provide wrap around access pavement around building. Please see attached proposed drive drawing.
 - d. Parcel Consolidation: per our conversation we agree that a 50' R.O.W. is appropriate at Morning Sun Road. We also agree that the parcels will be combined under a separate procedure from the conditional use.
 - e. Access Easements: per our conversation it is agreed concerning easements.
 - f. Access from Morning Sun Road: Per our discussion the easements should address these items.

The following was resolved relative to the PZE-2023-07 Conditional use July 5, 2023, Memo:

Bullet point concerning existing blockage of storm water on site was discussed. The blockage has been removed.

The following was resolved relative to the PC-2023-07 Fire Chief Memo:

Item 1. Fire department access to perimeter of building: agreed and providing perimeter access to the building. Please see attached proposed drive drawing.

Item 2. North Campus Drive access: agreed, please see attached proposed drive drawing.

Item 3. Hydrants: agreed and will be incorporated.

Item 4. Hydrants distance along access drive no more than 300': agreed civil drawings should now reflect.

Item 5. Hydrant and all-weather surface to be maintained during construction: understood.

Again, thank you all for this meeting and your time. Please confirm the accuracy of the above.

We appreciate the cooperation by all involved in helping to accomplish the project!
We look forward to the August 8th meeting in Oxford.

Respectfully,



Neal Burnett
Oxford Hotel Group, LLC.
333E Ohio Street
Indianapolis, IN 46225

**Internal Use Only:**Case No. PC-2023-07Date Filed 06/23/2023

Conditional Use Permit Application

Applicant Information

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

Name * OXFORD HOTEL GROUP LLC

Mailing Address * 333 EAST OHIO

City, State & Zip Code * INDIANAPOLIS IN 46204

Telephone Number(s) * 317-261-0070

Email Address STEVE@PRINCEALEXANDER.BIZ

Owner Information

Name * OHIO ASSOC. REG. BAPTIST CHURCHES / J.SWIFT / DUDLEY PRIME PROPERT LLC

Mailing Address * 525 CAMPUS AVE

City, State & Zip Code * OXFORD OHIO

Telephone Number(s) *

Email Address

Location and Lot Information

Location of Property * 525 CAMPUS AVE

Legal Description * H3510-026-000-034 H3510-025-000-006 H3610-025-000-004

Zoning District * GB

Total Area * 6.2758 → Check One * Acres ☒ Square Feet ☐

Existing Use Description * CHURCH

Proposed Use Description * HOTEL

Submission Requirements and Documentation

From Section 1147.02(a)¹.

- (1) Contents of application for conditional use permit. Thirteen complete sets of all information shall be submitted with an application. The Zoning Administrator may modify this requirement based upon the type of materials included. Please contact the Zoning Administrator prior to submitting an application to discuss the submission requirement. If any information is submitted in color or on non-standard paper, more copies may be required.

A. Application Fee.

B. Description of Use and Site.

A written, detailed description shall include the following information. A separate response is required for each subsection.

1. The name, mailing address, and telephone number of the applicant and the property owner.
2. If the applicant is not the owner, a statement from the owner that the applicant is entitled to apply on his or her behalf.
3. A legal description of the site, including all separate lots.

4. A description of the existing uses of the site.
 5. The zoning district in which the site is located.
 6. A description of the proposed use.
 - a. A description of operations, including type of goods sold, services performed, and expected number of customer, clientele, delivery, and service vehicles.
 - b. The hours of operation.
 7. A narrative statement that evaluates the compatibility of the proposed use with the general vicinity and adjacent properties.
 - a. How the use is similar to or different from existing area uses and if there will be any interaction between the proposed use and existing uses.
 - b. How any existing structures, proposed structures, and the site design relate to adjacent structures and sites.
 - c. If the use will involve any operations that create potential nuisances such as excessive noise, lighting, odor, fumes, vibration, or emissions.
 - d. How any potential negative effects on adjacent land will be mitigated.
 8. A statement about why the location proposed is more appropriate for the use than other locations.
 9. A statement of the necessity or desirability of the proposed use to the neighborhood or community.
 10. Separate, detailed statements that individually address each of the items listed as potential concerns for the proposed use.
 11. A list of the names and mailing addresses of all land owners within 200 feet of the site (see [next section](#)).
 12. Such other information regarding the proposed use, site, or surrounding area as may be pertinent to the application or required by Planning Commission.
- C. Site Plan. A scaled site plan shall include the following information in detail. The required information may be submitted on multiple site plans if inclusion of all information on a single plan makes it illegible or difficult to understand.
1. North arrow.
 2. Scale.
 3. Vicinity map.
 4. All existing and proposed lot lines within the site.
 5. Dimensions of all lots and of the entire site and any adjacent rights-of-way.
 6. Location, height, and use of all proposed and existing structures.
 7. Location and design of all proposed vehicle management areas.
 8. Location, size, and type of all proposed signs.
 9. Location, height, and type of all proposed screening and landscaping.
 10. Distances to residential zoning districts if within 1,000 feet.
 11. The use of land and location of structures on adjacent property and across adjacent rights-of-way.
 12. Other information as required by the Planning Commission.
- D. Landscape Plan. The plan shall demonstrate compliance with the requirements of Chapter 1148.
- E. Elevations of proposed structures, or typical elevations if structures are not yet designed, shall be required by the Zoning Administrator if the proposed location, height, or bulk of the structure is such that it may negatively affect an adjacent use.
- F. Other. Photographs of the existing use and its surroundings.

See Chapter 1147, *Conditional Uses*, for the full text, particularly 1147.03 for use-specific regulations¹.

Surrounding Property Owners

On a separate sheet, provide the parcel numbers, names, and mailing addresses of all property owners within 200 feet of all boundaries of the property in question. The [Butler County Auditor Real Estate Search](#)² is helpful when searching for the mailing address of adjoining property owners. It allows you to search by owner, address, or parcel number.

Planning Commission Review

From Section 1147.02(c)¹.

The Planning Commission shall base its review of a proposed Conditional Use upon the complete application, upon any staff report, and upon any relevant and credible testimony presented during the public hearing.

If the Planning Commission finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

From Section 1147.02(c)(2) General Decision Standards¹. All Conditional Uses shall satisfy these General Decision Standards.

- A. The proposed use is in fact a Conditional Use appropriate for in the zoning district in which it is proposed.
- B. The use and site will satisfy the general intent of this Zoning Code.
- C. The use and site will be compatible with the general intent of the Comprehensive Plan.
- D. The size and shape of the site are sufficient for the proposed use.
- E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
- F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
- G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.
- H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.
- I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
- J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
- K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.
- L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
- M. Proposed construction will not result in the complete elimination of existing mature trees on the site. Effort shall be made to direct disturbance and construction around or away from existing mature trees without completely taking away use of the site or connectivity to existing infrastructure.
- N. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

Fees & Receipt

The required fees are \$525.00 plus \$10.00 for postage. You may write a \$535.00 check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

Sign and Date

Applicant Signature *

stephen j alexander aia, managing
member Oxford Hotel Group LLC

Date *

6.23.23

Submit Application, Submission Requirements and Documentation, and Fees

We will not accept incomplete applications and/or plans and documentation.

Send or drop off this application with required plans and documentation as attachments and a check for fee and postage made payable to **City of Oxford**, to Community Development Director, 15 South College Avenue, Oxford, OH 45056.

Direct questions to the Community Development Dept. at (513) 524-5204. The application will be placed on the next possible agenda.

Note: You must adhere to notification and publication requirements. Submit materials 45 days prior to the Planning Commission meeting on which the action is requested. City Staff will place a public hearing sign on the subject property. **The Applicant is responsible for removing the signage at the completion of the hearing(s).**

For Staff Use Only

Fee Paid Date *

Receipt Number *

¹ City of Oxford Codified Ordinances: <http://www.cityofoxford.org/fees-ordinances-and-charter/>

² Butler County Auditor Real Estate Search: <http://www.butlercountyauditor.org/>

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that
Oxford Hotel Group LLC

(Applicant Name)

has permission to represent our interest with the City of Oxford regarding
Conditional Use Permit

(Application Description)

located at
5192 Morning Sun Rd, Oxford, OH 45056

(Property Address/Location)

Thank you,

~~Kathy Dudley~~ Terry Dudley
(Property Owner Printed Name – must be a person)

Dudley Prime Properties

(Property Owner Company Name – if applicable)

Terry Dudley
(Property Owner Signature – must correspond to printed name above)

6-22-23
(Date)

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that

Oxford Hotel Group LLC

(Applicant Name)

has permission to represent our interest with the City of Oxford regarding
Conditional Use Permit

(Application Description)

located at

525 N Campus Ave, Oxford, OH 45056

(Property Address/Location)

Thank you,

David Kisner, POA

(Property Owner Printed Name – must be a person)

Ohio Association of Regular Baptist Churches

(Property Owner Company Name – if applicable)

David Kisner POA

dotloop verified
06/22/23 7:35 PM EDT
LFSH-MEVC-2XAE-P0M0

(Property Owner Signature – must correspond to printed name above)

(Date)

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that
Oxford Hotel Group LLC

(Applicant Name)

has permission to represent our interest with the City of Oxford regarding
Conditional Use Permit

(Application Description)

located at

0 Morning Sun Rd, Oxford, OH 45056

(Property Address/Location)

Thank you,
Jane R Swift

(Property Owner Printed Name – must be a person)

(Property Owner Company Name – if applicable)

Jane R. Swift, Jane R. Swift
(Property Owner Signature – must correspond to printed name above)

6/23/2023
(Date)



HOSPITALITY

MULTIFAMILY

MIXED USE

URBAN RENEWAL

NEWFIELD

DEVELOPMENT

June 23, 2023 - NARRATIVE LETTER

525 CAMPUS AVE. - FAIRFIELD HOTEL

CONDITIONAL USE REQUEST

1. NAME AND ADDRESS OF APPLICANT

OXFORD HOTEL GROUP LLC (C/O MWA Masterbuilders LLC)

333 E Ohio Street, Indianapolis IN 46204

2. LETTERS OF AGENCY – Sent under separate cover

3. LEGAL DESCRIPTION OR PARCEL NUMBERS

4. EXISTING SITE CONDITIONS

The existing site comprises approximately 6 1/2 acres that is mostly rolling wooded forest fairly undisturbed by development. Approximately 2 acres of the site has been developed as a church in 1980 when the Ohio Baptist Church assembly received permission for water and utilities from the city. Over the intervening 40 years or so. The site has variously been developed or used as a landfill by contractors and other people in the city to dump dirt and debris. A ravine that appears to have been a rather natural drainage way through the site. A concrete culvert to the east under the University's athletic facilities parking lot. The building appears to have been vacant for several years. The east side of the site adjoins the Miami University athletic fields parking lot. To the north and West is a mix of medical office buildings smaller scale and residential buildings. Some of which have commercial operations in them some of them are served by city utilities and some are on well and septic. Historically, the location has been rather low-end socioeconomic housing. The church that occupied the site was an African American congregation.

5. ZONING DISTRICT

The current zoning of the property is B3 under the Butler County zoning ordinance. This zoning designation is similar to the GB zoning district of the Oxford City planning designations. Each of those classifications requires conditional use approval pursuant to their subsections of their zoning ordinance. The expectation of the procedure currently under consideration is that the property would be annexed with the base zoning of GB



HOSPITALITY

MULTIFAMILY

MIXED USE

URBAN RENEWAL

NEWFIELD

DEVELOPMENT

6. DESCRIPTION OF PROPOSED USE

- DESCRIPTION OF OPERATION - The proposed use of the property is a hotel and related hospitality uses. Visitors typically arrive from out of town to stay in overnight accommodations. They expect hospitality and guest services. This requires vehicles arriving usually later afternoon or evening while guests are checking in. Then departing in the morning after breakfast. A few delivery trucks for cleaning supplies, linens and limited food services arrive throughout the day.
- HOURS OF OPERATION - 24 hours a day 365 days a year

7. COMPATIBILITY WITH GENERAL VICINITY AND ADJACENT PROPERTIES

- How the use is similar or different to existing uses and if there will be interaction - - There is an adjacent hotel approximately 500 feet South of this location on Morning Sun Rd. To the east property line, A 2500 car parking lot serves the sports facilities for the University. It is expected that there will be significant interactions with the University athletic parking facilities. To the West is a mixed-use of commercial and medical office buildings, mixed with residential, some of which are occupied by small businesses To the South is a lower income residential neighborhood. And a few blocks further South of that is the central business district (CBD). The site design has taken into consideration that the traffic flow to the central business district and points north is better served by accessing Morning Sun Rd, rather than going through the residential district on Campus Ave.
- HOW EXISTING STRUCTURES, PROPOSED STRUCTURES AND DESIGN RELATE TO ADJACENT STRUCTURES -- The existing structure on the site is a dilapidated, 40 year old, cheaply constructed building that has not been maintained well over the years. The site has not been maintained well and allowed for major blockages of the storm water flow through the site. The current owners have allowed debris and dumping of dirt and concrete and other materials on the site, of unknown origin. This has led the site to hold down the value of the surrounding neighborhood. Now with the construction of the proposed new hotel, that is more compatible with the growth of the University and support of the medical office buildings and medical related services being provided on morning sun Rd. With another hotel nearby it begins to create a district of potential growth in the hospitality industry.



HOSPITALITY

MULTIFAMILY

MIXED USE

URBAN RENEWAL

NEWFIELD

DEVELOPMENT

- IF THE KEY USE WILL INVOLVE ANY OPERATION CREATION OF POTENTIAL NUISANCES SUCH AS NOISE, LIGHTING, ODOR, FUMES, VIBRATION, HOW ANY POTENTIAL NEGATIVE EFFECTS ON ADJACENT LAND WILL BE MITIGATED -- The hotel operation is a quiet neighbor to consider for this location and the hospitality being provided allows that visitors from out of town get to see a beautifully wooded part of the town. Since this is not a convention hotel and there is no bar, it has limited delivery trucks or other disturbances. The hotel franchise expects the site to be well manicured to meet their corporate requirements of the presentation of the building to the community.
8. WHY THIS LOCATION IS MORE APPROPRIATE THAN OTHER LOCATIONS -- Due to the size of the hotel project and the expectation of parking ratios, the size of a hotel site needs to be approximately 3 acres or larger. There are no sites of this size available currently in the City of Oxford near the university. The expectation of the visitor demographic to the City of Oxford is primarily related to guests of family and students who are attending events at Miami University. Proximity and adjacency to the university and near the central business district where food and beverage businesses are available is the determining factor of the ideal location for a hotel to be developed. The City of Oxford has no other available sites that it is encouraging to be developed.
9. STATEMENT OF NECESSITY OR DESIRABILITY TO THE NEIGHBORHOOD OR COMMUNITY -
- Due to the shortage of hotel rooms and guest accommodations in the City of Oxford, when large events take place, sporting events or theatrical events at the university or other surges in students/parents attending events, guests have to travel to neighboring cities to get hotel accommodations. In this case if the city had more hotel rooms that could capture more visitors and populate its food and retail sales districts for the benefit of its businesses.
10. DETAILED STATEMENT THAT INDIVIDUALLY ADDRESSES POTENTIAL CONCERNS OR REGULATIONS MAY BE SPELLED OUT IN THE CODE FOR THE DESIRED SECTION OF OXFORD ZONING CODE – Aside from a few details regarding building design, the hotel is a minimally invasive project and guests are quiet Items of the Oxford zoning ordinance that create problems for the compliance of this project are specifically the requirement



HOSPITALITY

MULTIFAMILY

MIXED USE

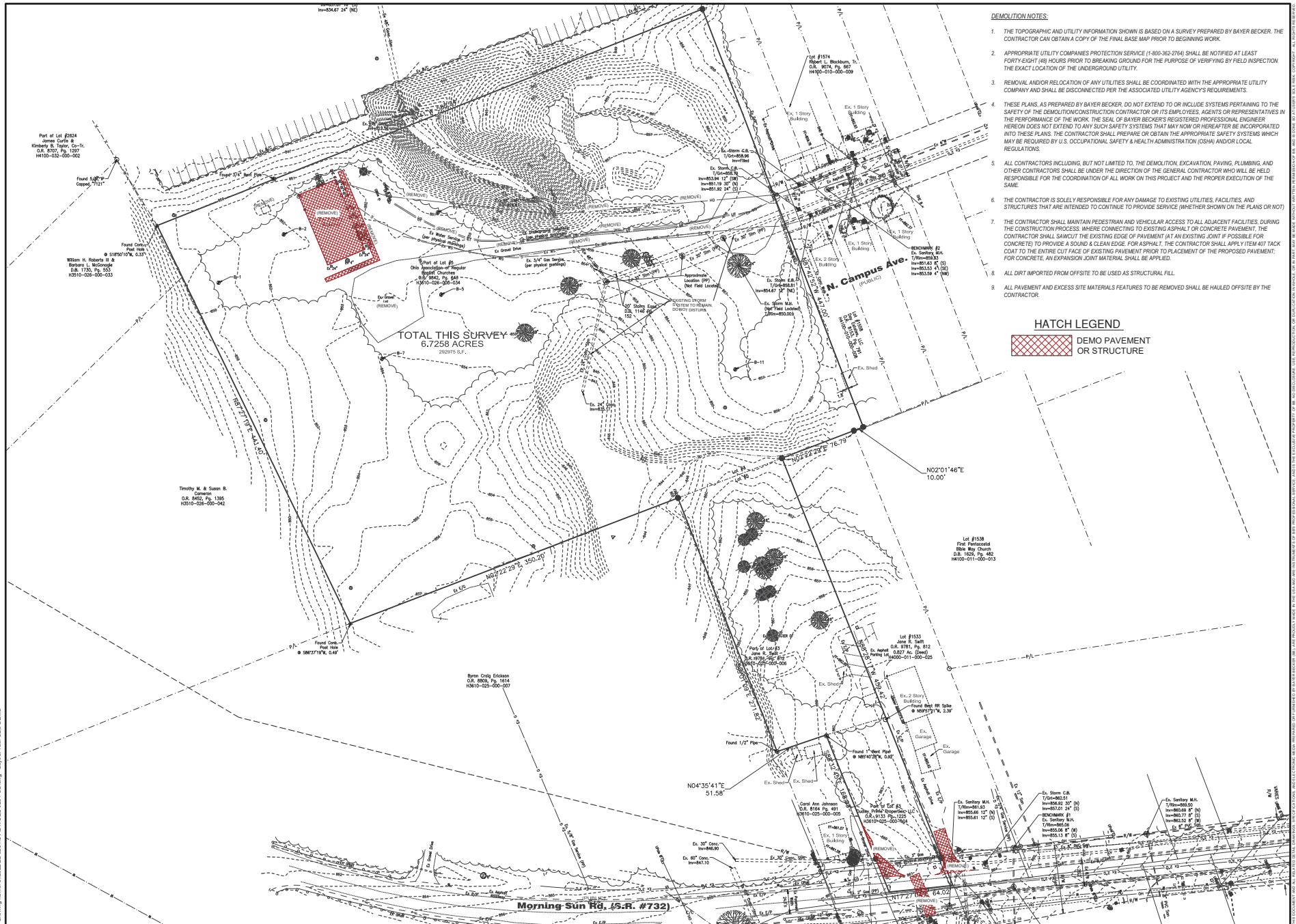
URBAN RENEWAL

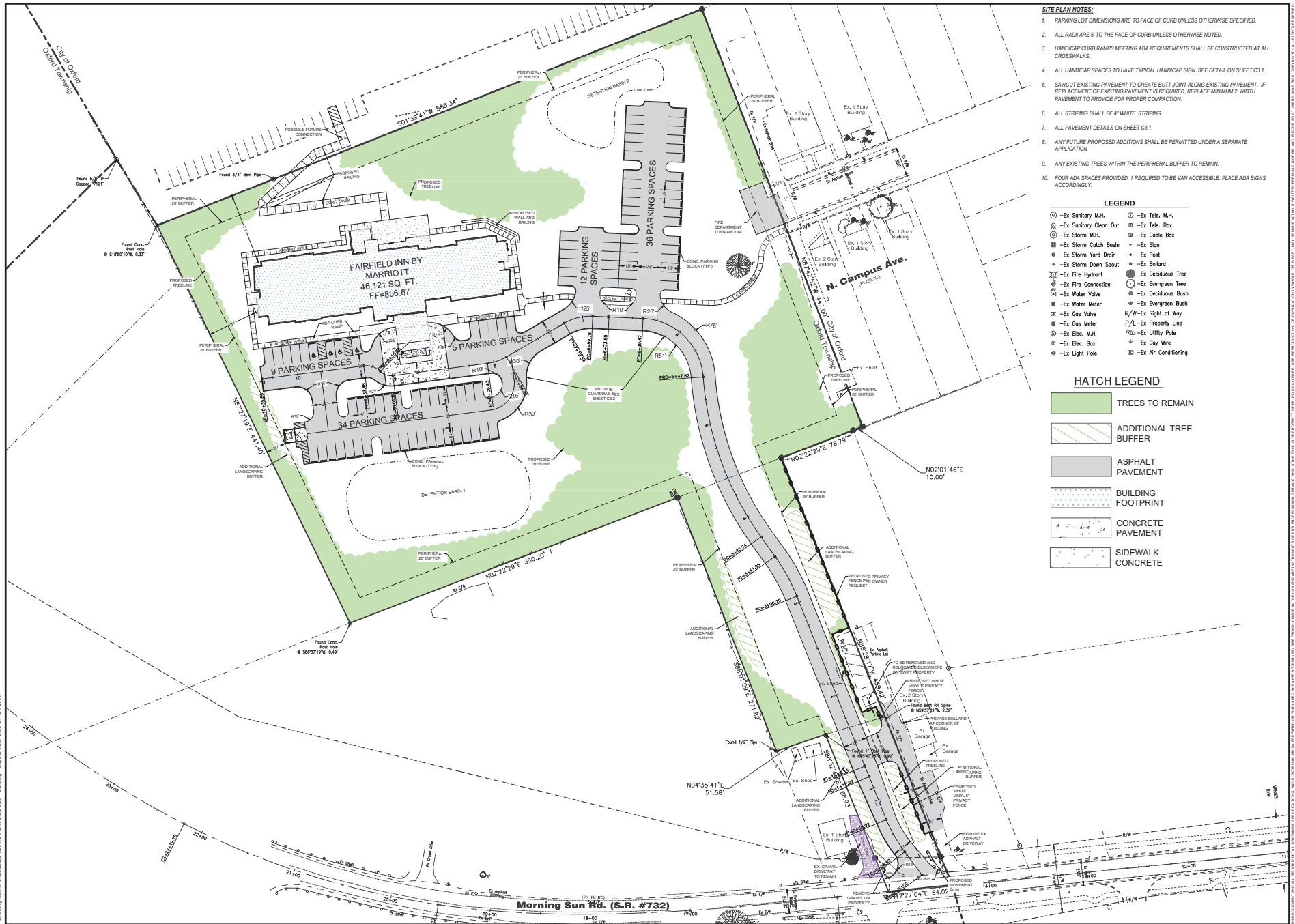
NEWFIELD

DEVELOPMENT

of first floor glazing of retail spaces facing the highway and masonry facade requirements.

11. LIST OF ADJOINING LAND-OWNERS (forthcoming under separate cover)





- SITE PLAN NOTES:**
1. PARKING LOT DIMENSIONS ARE TO FACE OF CURB UNLESS OTHERWISE SPECIFIED.
 2. ALL RADI ARE 5' TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
 3. HANDICAP CURB RAMPS MEETING ADA REQUIREMENTS SHALL BE CONSTRUCTED AT ALL CROSSWALKS.
 4. ALL HANDICAP SPACES TO HAVE TYPICAL HANDICAP SIGN. SEE DETAIL ON SHEET C3.1.
 5. SAWCUT EXISTING PAVEMENT TO CREATE BUTT JOINT ALONG EXISTING PAVEMENT. IF REPLACEMENT OF EXISTING PAVEMENT IS REQUIRED, REPLACE MINIMUM 2' WIDTH PAVEMENT TO PROVIDE FOR PROPER COMPACTION.
 6. ALL STRIPING SHALL BE 4" WHITE STRIPING.
 7. ALL PAVEMENT DETAILS ON SHEET C3.1.
 8. ANY FUTURE PROPOSED ADDITIONS SHALL BE PERMITTED UNDER A SEPARATE APPLICATION.
 9. ANY EXISTING TREES WITHIN THE PERIPHERAL BUFFER TO REMAIN.
 10. FOUR ADA SPACES PROVIDED, 1 REQUIRED TO BE VAN ACCESSIBLE. PLACE ADA SIGNS ACCORDINGLY.

- LEGEND**
- ⊙ - Ex Sanitary M.H.
 - ⊙ - Ex Sanitary Clean Out
 - ⊙ - Ex Storm M.H.
 - ⊙ - Ex Storm Catch Basin
 - ⊙ - Ex Storm Yard Drain
 - ⊙ - Ex Storm Down Spout
 - ⊙ - Ex Fire Hydrant
 - ⊙ - Ex Fire Connection
 - ⊙ - Ex Water Valve
 - ⊙ - Ex Water Meter
 - ⊙ - Ex Gas Valve
 - ⊙ - Ex Gas Meter
 - ⊙ - Ex Elec. M.H.
 - ⊙ - Ex Elec. Box
 - ⊙ - Ex Light Pole
 - ⊙ - Ex Tele. M.H.
 - ⊙ - Ex Tele. Box
 - ⊙ - Ex Cable Box
 - ⊙ - Ex Sign
 - ⊙ - Ex Post
 - ⊙ - Ex Ballast
 - ⊙ - Ex Deciduous Tree
 - ⊙ - Ex Evergreen Tree
 - ⊙ - Ex Deciduous Bush
 - ⊙ - Ex Evergreen Bush
 - R/W - Ex Right of Way
 - P/L - Ex Property Line
 - ⊙ - Ex Utility Pole
 - ⊙ - Ex Guy Wire
 - ⊙ - Ex Air Conditioning

- HATCH LEGEND**
- TREES TO REMAIN
 - ADDITIONAL TREE BUFFER
 - ASPHALT PAVEMENT
 - BUILDING FOOTPRINT
 - CONCRETE PAVEMENT
 - SIDEWALK CONCRETE

FAIRFIELD INN BY MARRIOTT - OXFORD
 5186 MORNING SUN ROAD
 OXFORD TOWNSHIP
 BUTLER COUNTY, OHIO

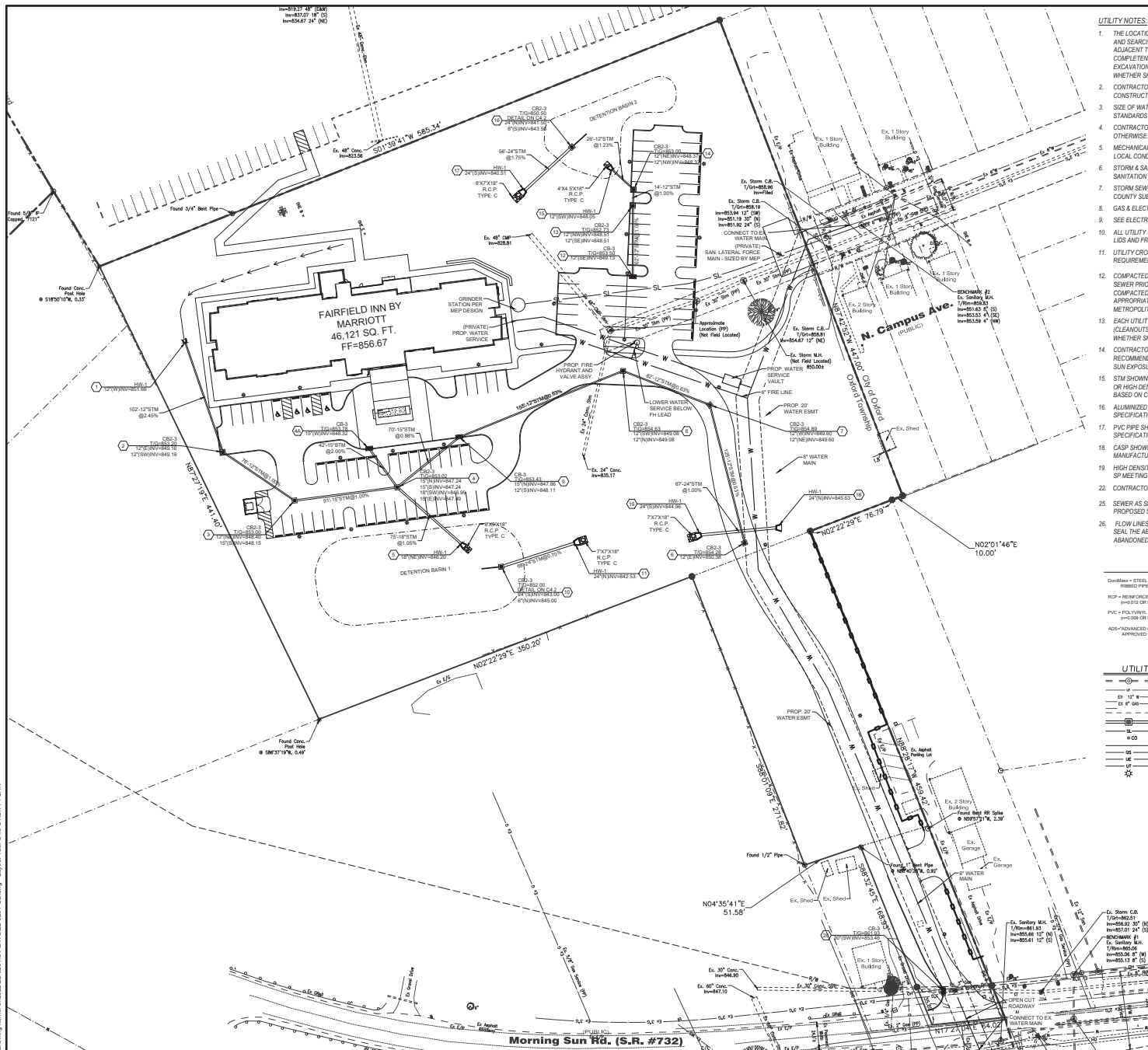
PRELIMINARY

22-0281-CD

C3.0

boyer becker
 www.boyerbecker.com
 110 S. College Avenue, Suite 101
 Oxford, OH 45050-1135

22-0281-CD
 M.L.T.
 MAR
 7-17-23



UTILITY NOTES:

1. THE LOCATION OF THE UNDERGROUND UTILITIES SHOWN ON THE PLAN HAVE BEEN OBTAINED BY FIELD CHECKS AND SEARCHES OF AVAILABLE RECORDS AND DO NOT NECESSARILY REPRESENT ALL UNDERGROUND UTILITIES ADJACENT TO OR UPON THE PREMISES. THE ENGINEER DOES NOT GUARANTEE THEIR ACCURACY OR COMPLETENESS. THE CONTRACTOR SHALL VERIFY LOCATIONS WITH UTILITY COMPANIES BEFORE MAKING EXCAVATIONS. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR VERIFYING ALL EXISTING UTILITY LOCATIONS WHETHER SHOWN ON THESE PLANS OR NOT.
2. CONTRACTOR SHALL VERIFY LOCATION & DEPTH OF EXISTING UTILITIES PRIOR TO COMMENCEMENT OF CONSTRUCTION OF PROPOSED UTILITIES.
3. SIZE OF WATER SERVICE, FIRE PROTECTION LINE, AND METER PIT DIMENSIONS, PER OXFORD WATER DISTRICT STANDARDS AND SPECIFICATIONS.
4. CONTRACTOR SHALL COORDINATE WATER SERVICE CONNECTION WITH THE LOCAL WATER DISTRICT. UNLESS OTHERWISE SPECIFIED, A MINIMUM OF 4'-0" COVER SHALL BE MAINTAINED ON ALL WATER & SERVICE LINES.
5. MECHANICAL ENGINEER / PLUMBING CONTRACTOR SHALL VERIFY SIZE OF SEWER AND WATER SERVICES FOR LOCAL CONDITIONS AND REQUIREMENTS.
6. STORM & SANITARY BUILDING SEWERS AND TAPS SHALL BE IN ACCORDANCE WITH THE BUTLER COUNTY SANITATION REQUIREMENTS AND THE OHD PLUMBING CODE.
7. STORM SEWER WITHIN THE RIGHT-OF-WAY OR WITHIN DEDICATED EASEMENT SHALL CONFORM TO BUTLER COUNTY SUBDIVISION REGULATION STANDARDS.
8. GAS & ELECTRIC SERVICE SHALL BE COORDINATED WITH THE LOCAL UTILITY COMPANY & MECHANICAL ENGINEER.
9. SEE ELECTRICAL PLAN FOR ALL CONDUITS & LIGHT POLE LOCATIONS.
10. ALL UTILITY STRUCTURES & CLEANOUTS LOCATED IN PAVEMENT AREAS SHALL HAVE TRAFFIC BEARING GRATES, LIDS AND FRAMES.
11. UTILITY CROSSINGS SHALL BE PER THE UTILITY PROVIDERS SPECIFICATIONS WITH THE MORE STRINGENT REQUIREMENTS GOVERNING.
12. COMPACTED FILLS ARE TO BE MADE TO A MINIMUM OF THREE (3) FEET ABOVE THE CROWN OF ANY PROPOSED SEWER PRIOR TO CUTTING OF TRENCHES FOR PLACEMENT OF S&D SEWERS. ALL FILLS SHALL BE COMPACTED, COMPACTED AND INSPECTED BY AN APPROVED TESTING LABORATORY OR AN INSPECTOR FROM THE APPROPRIATE GOVERNMENTAL AGENCY. A COPY OF THESE TESTING REPORTS SHALL BE SUBMITTED TO THE METROPOLITAN SEWER DISTRICT AND THE ENGINEER'S OFFICE.
13. EACH UTILITY CONTRACTOR IS TO ADJUST ANY UTILITY ELEMENT INTENDED TO BE FLUSH WITH GRADE (CLEANOUTS, MANHOLES, CATCH BASINS, INLETS, ETC.) THAT IS AFFECTED BY SITE WORK OR GRADE CHANGES, WHETHER SPECIFICALLY NOTED ON PLANS OR NOT.
14. CONTRACTOR SHALL STORE CONSTRUCTION MATERIALS IN ACCORDANCE WITH THE MANUFACTURERS' RECOMMENDATIONS TO PREVENT DELETERIOUS MATERIALS FROM BECOMING AFFIXED OR DETEIORATION FROM SUN EXPOSURE.
15. STM SHOWN ON PLAN REFERS TO ALUMINIZED STEEL TYPE II (ULTRA-FLO PIPE, POLYVINYL CHLORIDE PIPE (PVC) OR HIGH DENSITY POLYETHYLENE SMOOTH LINED PIPE (HDPE) MEETING THE MANUFACTURERS SPECIFICATIONS BASED ON COVER AND SURCHARGE.
16. ALUMINIZED STEEL TYPE II (ULTRA-FLO PIPE (H=0.013 OR LESS), SHALL BE PER THE MANUFACTURERS SPECIFICATIONS FOR GAGE BASED ON COVER AND SURCHARGE.
17. PVC PIPE SHALL BE TYPE "B" CONDUIT ASTM F 949, ASTM F 794 OR AASHTO M 304, MEETING THE MANUFACTURERS SPECIFICATIONS FOR WALL THICKNESS BASED ON COVER AND SURCHARGE.
18. CASP SHOWN ON PLAN SHALL BE CORRUGATED ALUMINIZED STEEL TYPE II (H=0.024), MEETING THE MANUFACTURERS SPECIFICATIONS FOR GAGE BASED ON COVER AND SURCHARGE.
19. HIGH DENSITY POLYETHYLENE PIPE (HDPE) SHALL BE CORRUGATED SMOOTH LINED PIPE, ASTM M 294 TYPE S OR SP MEETING THE MANUFACTURERS SPECIFICATIONS FOR WALL THICKNESS BASED ON COVER AND SURCHARGE.
20. CONTRACTOR TO CONFIRM AND MAINTAIN ALL EXISTING BUILDING DOWNSPOUTS.
21. SEWER AS SHOWN TO BE PRIVATELY OWNED & MAINTAINED UNLESS NOTED AS "PUBLIC" WITH ASSOCIATED PROPOSED STORM SEWER EASEMENTS SHOWN.
22. FLOW LINES OF EXISTING STRUCTURES WITH PIPES TO BE ABANDONED SHALL BE RECONSTRUCTED TO PLUG & SEAL THE ABANDONED PIPE OPENING AND CONSTRUCT BENCH (MATCHING EXISTING BENCH) IN PLACE OF ABANDONED PIPE OPENING.

PROPOSED STORM SEWER LEGEND

- Double line = STEEL REINFORCED THERMOPLASTIC
RIBBED PIPE per (DOT 555B) (H=0.013)
PVC = REINFORCED CONCRETE PIPE, CLASS IV (H=0.013 OR LESS)
HDPE = HIGH DENSITY POLYETHYLENE PIPE (H=0.013 OR LESS)
ULTRA = ALUMINIZED STEEL TYPE II ULTRA-FLO PIPE (H=0.013 OR LESS)
STM = HDPE or PVC or ULTRA-FLO PIPE (H=0.013 OR LESS)
ALL UTILITIES SHALL MEET MANUFACTURERS SPECIFICATIONS FOR WALL THICKNESS BASED ON COVER AND SURCHARGE

UTILITY PLAN LEGEND

- EXISTING SANITARY SEWER
EXISTING TELEPHONE
EXISTING WATER MAIN
EXISTING GAS MAIN
EXISTING L/P
PROPOSED STORM SEWER
PROPOSED SANITARY LATERAL
PROPOSED CLEANOUT
PROPOSED WATER SERVICE
PROPOSED GAS SERVICE
PROPOSED ELECTRIC SERVICE
PROPOSED TELEPHONE
PROPOSED LIGHT POLE



Know what's below.
Call before you dig.

1-800-362-2764
OHIO UTILITIES PROTECTION SERVICE (UAPS)
LOCATION OF ALL EXISTING UTILITIES TO BE
DETERMINED IN THE FIELD PRIOR TO CONSTRUCTION



Scale: 1" = 40'

PRELIMINARY

**FAIRFIELD INN BY
MARRIOTT - OXFORD**
5186 MORNING SUN ROAD
OXFORD TOWNSHIP
BUTLER COUNTY, OHIO



22-0281.CD
Drawn by: M.L.T.
Checked by: MAR
Issue Date: 7-17-23

C4.0



Scale of Drawing
State Plane NAD83 (2011)

0 40 80
SCALE: 1" = 40'

PRELIMINARY

Revision Description

Rev	Description

**FAIRFIELD INN BY
MARRIOTT - OXFORD**

5186 MORNING SUN ROAD
OXFORD TOWNSHIP
BUTLER COUNTY, OHIO

CLEARING LIMITS

**boyer
becker**

www.boyerbecker.com

110 S. College Avenue, Suite 101
Cincinnati, OH 45228-1135

Drawing: 22-0281-CD

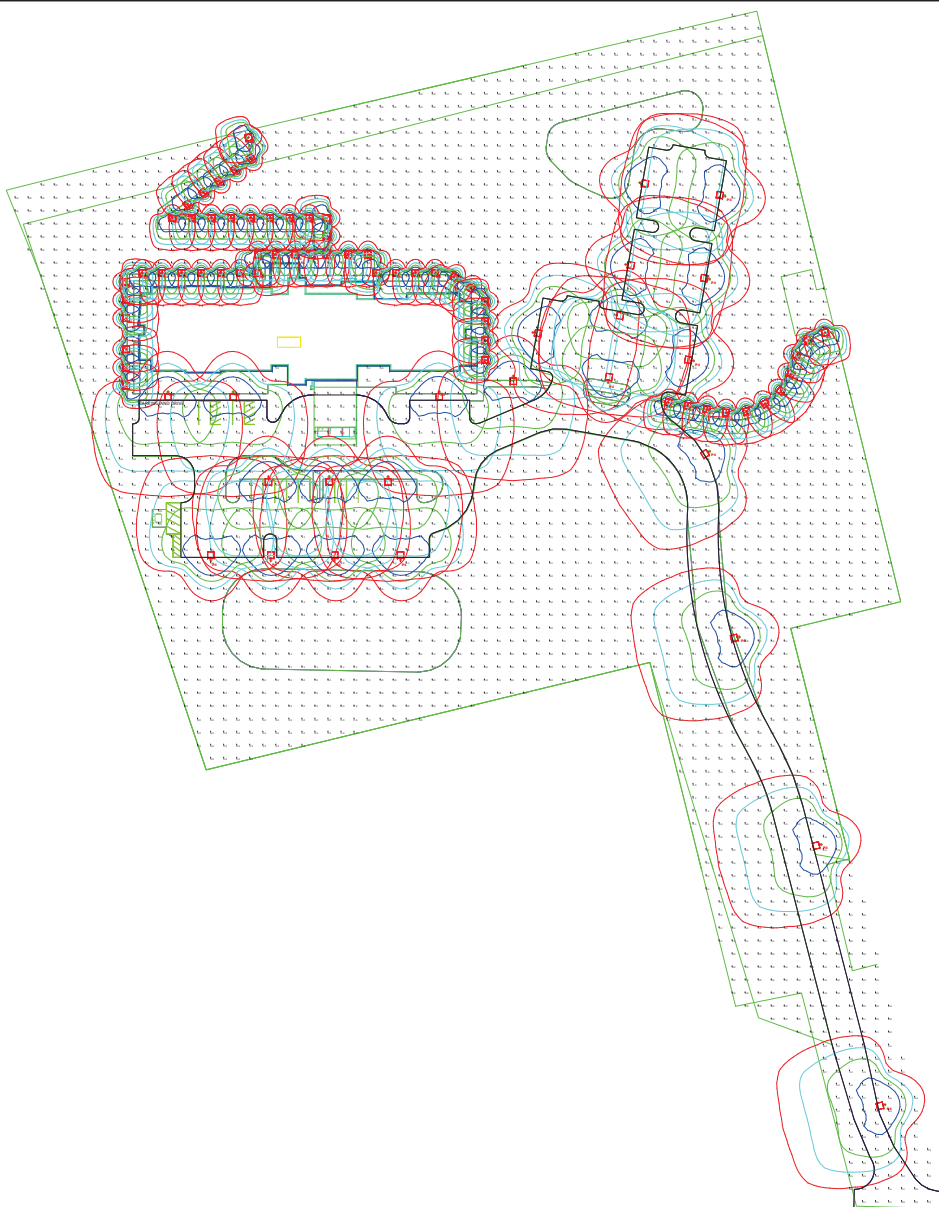
Drawn by: MLT

Checked by: MAR

Issue Date: 7-17-2023

C6.0





Luminaire Schedule							
Symbol	Qty	Label	Arrangement	LLF	Description	Arr. Watts	Total Watts
	23	P4	Single	0.920	VLL-PLED-IV-FT-80LED-350mA-40K @20'AFG	85.4	1964.2
	57	B4	Single	0.920	R7R81-P1 ED,IV,FT,20' ED,175mA,40K	11	627

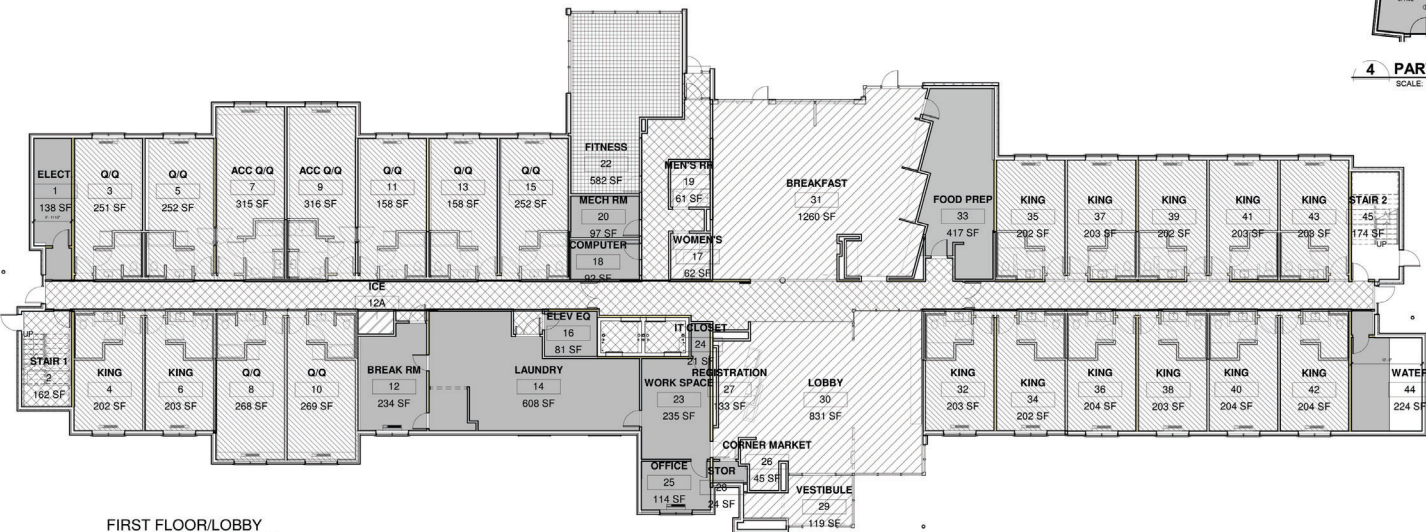
Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
ALL POINTS	Illuminance	Fc	1.08	10.3	0.0	N.A.	N.A.
PARKING AND DRIVE	Illuminance	Fc	2.46	7.4	0.0	N.A.	N.A.

NOTES:

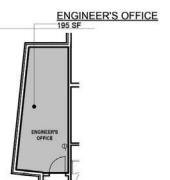
- Contact Techlite for pricing. (317) 517-8354 Kim Winship
- All readings taken at grade
- Buildings included as blocking entities
- Drawing scaled from PDF. Techlite does not guarantee accuracy of scale.
- Fixture Symbols are not to scale

This drawing shows suggested fixtures and mounting locations based on the information provided.

Techlite assumes no responsibility for variation of light levels that result from changes in project parameters not reported at the time of design.



- Lobby Areas
- Meeting Spaces
- Recreation Facilities
- Guestrooms
- Guest Corridors
- Guest Support
- BOH



GENERAL NOTES

- GUESTROOM MIX:** PERCENTAGE OF GUESTROOMS AND SUITES MAY VARY BASED ON SPECIFIC MARKET CONDITIONS. MAINTAIN THE PROTOTYPIC PERCENTAGE MIX WITH THE INDOOR POOL ALTERNATIVE.
- SHOWERS:** SEE DESIGN STANDARD, "GUESTROOM" CHAPTER FOR KING AND QUEEN/QUEEN GUESTROOM SHOWER PERCENTAGES.
- ACCESSIBLE GUESTROOMS & SUITES:** COMPLY WITH ALL GOVERNING REGULATIONS FOR PERCENTAGE AND DISTRIBUTION OF GUESTROOMS FOR DISABLED PERSONS TO INCLUDE HEARING IMPAIRED GUESTROOMS AND QUANTITY OF ACCESSIBLE GUESTROOMS WITH ROLL-IN SHOWERS AND TUBS CONFIGURED FOR DISABLED PERSONS.
- CONNECTING DOORS:** COMPLY WITH ALL GOVERNING REGULATIONS. PROVIDE CONNECTING DOORS IN ACCESSIBLE GUESTROOMS TO ADJACENT NON-ACCESSIBLE GUESTROOM OR SUITE TYPES. SEE DESIGN STANDARDS FOR MARKET AND BRAND STANDARD CONNECTING DOOR CRITERIA.

PROTOTYPE FACILITIES PROGRAM

GUEST SPACES		QUANTITY	REQUIRED PERCENTAGE	UNIT AREA	TOTAL NET SF
LOBBY AREAS	Entrance Vestibule	1		128 SF	128 SF
	Reception	1		202 SF	202 SF
	Lounge	1		417 SF	417 SF
	Breakfast Area & Communal Table	1		943 SF	943 SF
	Quick Print	1		11 SF	11 SF
	Concession	1		73 SF	73 SF
	Public Restrooms	1		122 SF	122 SF
	Lobby Areas Total				2880 SF
	Food & Beverage Front-of-House				
	Breakfast Buffet & Coffee Bar				441 SF
FOOD & BEVERAGE - RECREATION - MEETING	Recreation Facilities				
	Plasma Center				604 SF
	Pool Equipment (Storage) (Optional Not Included)				
	Swimming Pool (Optional Not Included)				
	Recreation Facilities Total				604 SF
	Panel				69 SF
	The Corner Market				
	Meeting Spaces (Optional, not included)				
	Optional 1-Day Meeting Room (275 SF)				
	Optional 4-Day Meeting Room (1100 SF)				
GUESTROOMS	King Guestroom	35	30-35 %	275 SF	9625 SF
	King Accessible King Guestroom	1		325 SF	325 SF
	Queen Queen Guestroom	43	40-45 %	325 SF	13,975 SF
	Queen Accessible Queen Queen Guestroom	1		379 SF	379 SF
	King Suite	25		379 SF	9475 SF
	King Accessible King Suite	1	25-30 %	475 SF	475 SF
	Queen Queen Suite	1		475 SF	475 SF
	Queen Accessible Queen Queen Suite	1		475 SF	475 SF
	GUESTROOM TOTALS	111	100 %		36,233 SF
GUESTROOM & SUPPORT	Guestroom Corridors & Support				4792 SF
	Corridors / Elevator Lobby	1 / FLR			119 SF
	Stairs	2 / FLR			1240 SF
	Guest Laundry				110 SF
	Ice Machine	1 / FLR			277 SF
	Guestroom Corridors & Support Total				6419 SF
	TOTAL GUEST SPACES				48,649 SF
BACK OF HOUSE	Administration				332 SF
	Work Room				112 SF
	Office				
	Employee Break Room				238 SF
	Engineering & Maintenance				
	Engineering Maintenance Office				195 SF
	Food & Beverage Back-of-House				
	Food Prep				394 SF
	Laundry				639 SF
	Housekeeping				
SUMMARY	Linen and Linen Closets Rm.	MJ. FLR			192 SF
	Storage				378 SF
	Elevators				174 SF
	Elevators	1 / FLR			432 SF
	Elevator Equipment Room				89 SF
	Property Technology (IT Ctr / Telecom)				97 SF
	Computer Room				81 SF
	Mechanical Planting & Electrical				
	Mechanical				205 SF
	Electrical	1 / FLR			238 SF
SUMMARY	Water Room				17 SF
	TOTAL BACK OF HOUSE SPACES				3,909 SF
	SUMMARY				
	Total Number of Guestroom Room Floors	4			
	Total Number of Floors	4			
	Guest Spaces				46,646 SF
	Back Of House				3,909 SF
	Total Net Building Area				50,575 SF
	Walk and Stairs				5,192 SF
	Total Gross Building Area				55,767 SF
	Total Gross Square Feet per Room				508 SF

850 S. Meridian St., Indianapolis, IN 46225, United States
Phone: 317-261-0070
www.princealexander.biz

PROJECT

FAIRFIELD BY MARRIOTT - OXFORD
5186 MORNING SUN ROAD
OXFORD, OH 45056

COPYRIGHT 2023 BY PRINCE ALEXANDER ARCHITECTURAL, LLC. ALL RIGHTS RESERVED.
NONE OF THE CONTENTS HEREIN SHALL BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, WITHOUT THE WRITTEN CONSENT OF PRINCEALEXANDER, LLC.

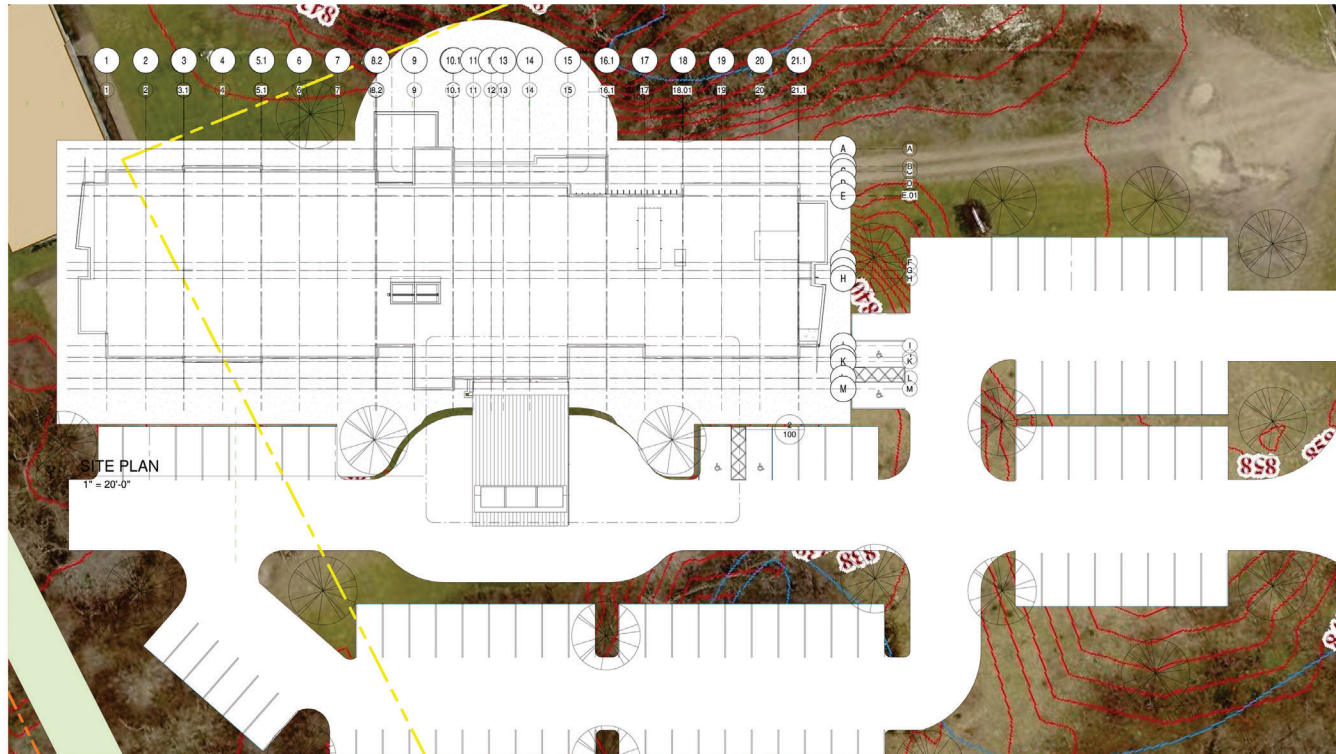
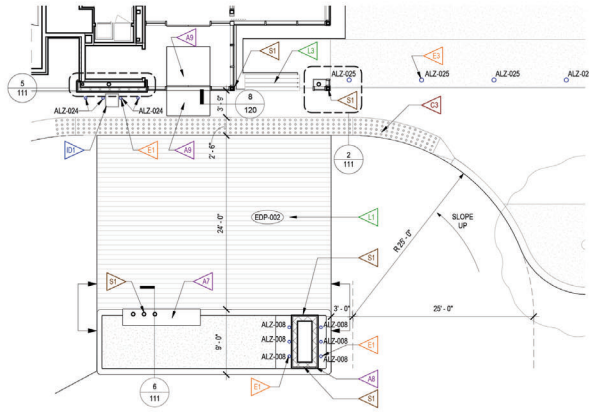
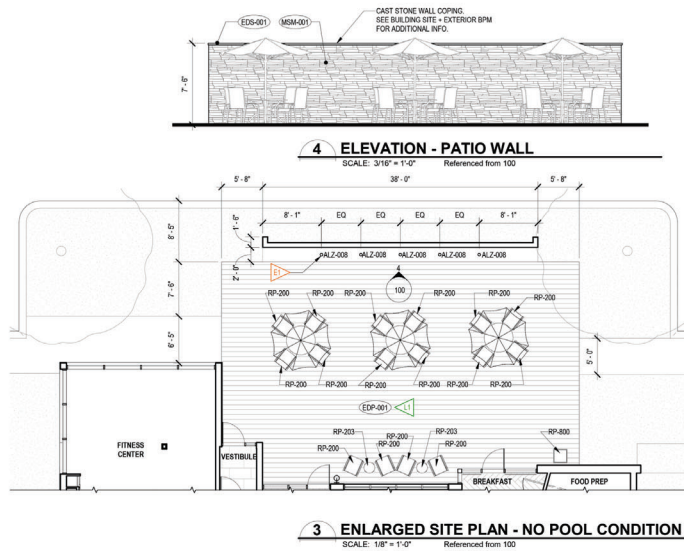
REVIEW SET

No.	Description	Date

SHEET TITLE
AREA PLAN

DATE: 06-02-2023
Issue Date

004



REFERENCE NOTES

- REFER TO DESIGN STANDARDS "SITE & BUILDING EXTERIOR" CHAPTER FOR MAIN REQUIREMENTS RELATED TO THIS SHEET. ARCHITECT IS RESPONSIBLE FOR DESIGNING PROJECT IN ACCORDANCE WITH THE ENTIRE DESIGN STANDARDS.
- REFER TO BUILDING SITE + EXTERIOR BUILDING PRODUCT MANUAL FOR SPECIFICATIONS.

CRITERIA NOTES

CRITERIA NOTES ARE SHOWN CATEGORIZED BY DISCIPLINE AND COULD BE INTERPRETED TO APPLY TO MORE THAN ONE DISCIPLINE. FOR EFFICIENCY, NOTES ARE ONLY SHOWN UNDER ONE PRECIPITANT DISCIPLINE. CONSULTANTS SHOULD FAMILIARIZE THEMSELVES WITH ALL CRITERIA NOTES.

- CIVIL**
 - CONCRETE APRON 8'-0" DEEP x WIDTH OF DUMPSTER ENCLOSURE.
 - SLOPE ENTRANCE DRIVEWAY AT PORTE COCHERE TO BRING PAVEMENT FLUSH WITH CURB AT TRANSITION. PROVIDE TRUNCATED DOME TACTILE WARNING AT FLUSH CURB CONDITION.
 - SLOPED SIDEWALK FOR ACCESSIBLE PARKING. PROVIDE MAXIMUM SLOPE OF 1:12 AND ENSURE CURB IS 8" HIGH OR LESS.
 - QUANTITY OF PARKING SPACES TO BE IN ACCORDANCE WITH DESIGN STANDARDS AND LOCAL CODES.

LANDSCAPE ARCHITECTURE

- STAMPED CONCRETE. REFER TO BUILDING SITE + EXTERIOR BPM.
- SCREEN DUMPSTER ENCLOSURE WITH LARGE EVERGREEN SHRUBS OR TREES.
- PALLISADES 96" SURFACE MOUNTED BENCH IN EXTERIOR REDWOOD BY LANDSCAPE FORMS. CONTACT: BARBARA MOULIN, INC. (703) 688-0868.

ARCHITECTURE

- MONUMENT SIGN.
- DUMPSTER ENCLOSURE. DO NOT BLOCK OVERHEAD FUNCTIONING OF TRUCK.
- EDGE OF BOFFIT ABOVE. SEE RCP FOR EXTERIOR LIGHTING.
- SIDE ENTRY CANOPY ABOVE. SEE RCP FOR EXTERIOR LIGHTING.
- LOW WALL W/ PRECAST BENCH & SUPPORT COLUMNS FOR SIDE ENTRY CANOPY.
- EDGE OF PORTE COCHERE CANOPY ABOVE. SEE GROUND FLOOR RCP FOR EXTERIOR LIGHTING.
- WALL W/ PRECAST BENCH. EXTEND CONCRETE FOOTING TO SUPPORT COLUMNS & PROTECT AGAINST VEHICLE IMPACT. SEE PORTE COCHERE DRAWINGS FOR ADDITIONAL INFORMATION.
- STRUCTURAL WALL W/ CULTURED STONE VENEER & WELCOME SIGN. EXTEND CONCRETE FOOTING TO PROTECT AGAINST VEHICLE IMPACT.
- DEPRESSED SIDEWALK & FLOOR SLAB AT VESTIBULE FOR WALK-OFF MAT.
- POOL PATIO FENCE. SEE SHEET 420 FOR DETAILS.

INTERIOR DESIGN

- OUTDOOR TRASH CAN. SEE INTERIOR DESIGN SPECIFICATION MANUAL FOR SPECIFICATIONS.

STRUCTURAL

- REINFORCE BUILDING ELEMENTS AND STRUCTURE TO PROTECT AGAINST VEHICLE IMPACT. SEE ALSO PORTE COCHERE DETAILS.

ENGINEERING

- FLOOD LIGHTS. ADJUST & AIM LIGHTS TO GRAZE TEXTURED WALL SURFACE.
- SITE LIGHTING POLES. INDICATE TO BE CENTERED ON PARKING STRIPES TO PROTECT FROM CAR OVER HANG DAMAGE.
- LIGHT BOLLARDS @ 10'-0" ON CENTER. LOCATE IN GROUND 8" FROM EDGES OF SIDEWALK (CENTER TO EDGE). PROVIDE CONCRETE FOUNDATION W/ J-BOX PER MANUF. REQUIREMENTS.
- ALTERNATE HVAC EQUIPMENT LOCATION. PROVIDE SPLIT FACE CANAL SCREEN WALL ON BUILDING SIDE OF ENCLOSURE & ALUMINUM PICKET RAILING ON REMAINING SIDES. COORDINATE FOOTPRINT W/ EDGES OF PLANTING BEDS.
- ELECTRIC CAR (PEV) CHARGING STATIONS. PROVIDE A MINIMUM OF FOUR, 16 CM x 16 CM EMPTY CONDUIT OR ONE PER 100 GUEST ROOMS FROM MAIN ELECTRIC ROOM UNDERGROUND TO TERMINATION POINTS. PARKING SPACE TERMINATION POINTS ARE DETERMINED ON AN INDIVIDUAL PROJECT BASIS AND APPLICABLE TO SURFACE PARKING, GARAGES AND VALET LOTS. MAINTAIN ACCESSIBLE WIDTH REQUIREMENT OF ADJACENT SIDEWALK. PROVIDE PIPE BOLLARD TO PROTECT CHARGING STATION. PROVIDE SIGN STATING "ELECTRIC VEHICLE PARKING AND CHARGING STATION". COORDINATE ALL REQUIREMENTS WITH CHARGING STATION MANUFACTURER.

PROJECT

**FAIRFIELD BY
MARRIOTT - OXFORD**
5186 MORNING SUN ROAD
OXFORD, OH 45066

COPYRIGHT 2023 BY
PRINCE ALEXANDER ARCHITECTURE, LLC
ALL RIGHTS RESERVED.
NONE OF THE CONTENTS
HEREIN MAY BE REPRODUCED
OR TRANSMITTED IN ANY FORM
OR BY ANY MEANS, WITHOUT THE
WRITTEN CONSENT OF
PRINCE ALEXANDER, LLC.

REVIEW SET

No.	Description	Date

SHEET TITLE
**SITE &
LANDSCAPE PLAN**

DATE: 06-02-2023
Issue Date

100



1 EXTERIOR PERSPECTIVE

PROJECT

**FAIRFIELD BY
 MARRIOTT - OXFORD**
 10000 WOODBURN ROAD
 OXFORD, OH 45056

COPYRIGHT 2023 BY
 PRINCE ALEXANDER ARCHITECTURE, LLC. ALL
 RIGHTS RESERVED.
 NO PART OF THIS DOCUMENT
 MAY BE REPRODUCED OR
 TRANSMITTED IN ANY FORM
 OR BY ANY MEANS, WITHOUT THE
 WRITTEN CONSENT OF
 PRINCE ALEXANDER, LLC.

REVIEW SET

No.	Description	Date

SHEET TITLE
**EXTERIOR
 PERSPECTIVES**

DATE
 Issue Date

A210

No.	Description	Date

REFERENCE NOTES

- REFER TO DESIGN STANDARDS "SITE & BUILDING EXTERIOR" CHAPTER FOR MAIN REQUIREMENTS RELATED TO THIS SHEET. ARCHITECT IS RESPONSIBLE FOR DESIGNING PROJECT IN ACCORDANCE WITH THE ENTIRE DESIGN STANDARDS.
- REFER TO BUILDING SITE - EXTERIOR BUILDING PRODUCT MANUAL FOR MATERIALS AND COLORS AND ALSO FOR TYPICAL FINISHES FOR EXTERIOR ELEMENTS SUCH AS TYPICAL LOUVER COLOR, DOOR FRAMES, PORTE COCHERE AND CANOPY STRUCTURE FINISHES, ETC.
- REFER TO THE EXTERIOR SIGNAGE SPECIFICATIONS FOR REQUIREMENTS RELATED TO SIGNAGE SHOWN ON THIS SHEET.

GENERAL NOTES

- BUILDING ELEVATIONS ARE APPROXIMATE AND WILL VARY BASED ON STRUCTURAL SYSTEM.
- PROVIDE CONTRACTOR WITH COLOR PRINTS OF ELEVATIONS FOR ADDITIONAL CLARITY.
- CONTINUE FINISH TO INSIDE CORNER VERSUS FINISH TRANSITIONS AT OUTSIDE CORNER.
- ALL DOWNSPOUTS MUST HAVE CLEANOUTS.
- PROVIDE INTERNAL DOWNSPOUTS, GUTTERS, ROOF DRAINING AND OVERLAYS AS REQUIRED FOR LOCAL RAINFALL. PROVIDE SECONDARY OVERFLOWS TO DAYLIGHT IN AREAS THAT WILL NOT DRAIN ACROSS WALKING SURFACES.
- IF EQUIPMENT IS LOCATED ON THE ROOF, SCREEN EQUIPMENT SO THAT IT IS NOT VISIBLE TO THE GUEST AT GRADE LEVEL.

CRITERIA NOTES

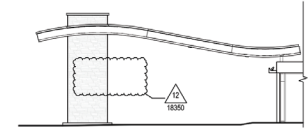
CRITERIA NOTES ARE SHOWN CATEGORIZED BY DISCIPLINE AND COULD BE INTERPRETED TO APPLY TO MORE THAN ONE DISCIPLINE. FOR EFFICIENCY, NOTES ARE ONLY SHOWN UNDER ONE PREDOMINANT DISCIPLINE. CONSULTANTS SHOULD FAMILIARIZE THEMSELVES WITH ALL CRITERIA NOTES.

- ARCHITECTURE**
- A1 TYPICAL GUESTROOM WINDOW @ GROUND FLOOR
 - A2 TYPICAL GUESTROOM WINDOW FOR UPPER FLOOR
 - A3 OPT 1 - PREFERRED LOCATION FOR OPTIONAL CHANNEL LETTER SIGNAGE ON SIDES OR ENDS OF BUILDING. LOCATE AS APPROPRIATE BASED ON BUILDING ORIENTATION. VISIBLY PARALLEL HEIGHT OR WALL CONSTRUCTION IN THE AREA SIGN TO BE INSTALLED WILL ALLOW FOR REAR ACCESS REQUIRED FOR CHANNEL LETTER INSTALLATION AND OPERATION.
 - A4 OPT 2 - SECONDARY LOCATION FOR OPTIONAL SIGNAGE ON SIDES OR ENDS OF BUILDING. LOCATE AS APPROPRIATE AND SEE NOTE A3 ABOVE FOR WALL REQUIREMENTS FOR CHANNEL LETTER INSTALLATION.
 - A5 ALIGN AND COORDINATE REVEALS ALONG FACADE OF BUILDING. SEE ENLARGED DETAILS FOR DIMENSIONS.
 - A6 CONTINUE REVEALS ALONG EXTENDED EDGE OF BUILDING.
 - A7 SIDE ENTRY CANOPY. SEE ENLARGED ELEVATIONS FOR DETAILS.
 - A8 ROOF SHADE CANOPY. SEE SHEET 202 FOR DETAILS.
 - A9 WINDOW TO BE "PROTECTED" TO CREATED VISUAL SCREEN TO LAUNDRY ROOM.
 - A10 CHANNEL LETTER SIGNAGE AT FRONT OF BUILDING. SEE EXTERIOR SIGNAGE SPECIFICATIONS FOR REQUIREMENTS.
 - A11 PROVIDE ADEQUATE BLOCKING BEHIND WALL FOR SIGNAGE. PROVIDE ACCESS FOR MOUNTING ELECTRICAL COMPONENTS AND MAKING FINAL ELECTRICAL CONNECTIONS. PROVIDE ADEQUATE DEDICATED CIRCUITRY BROUGHT TO SIGN LOCATION FROM ELECTRICAL PANEL.
 - A12 NOT USED.

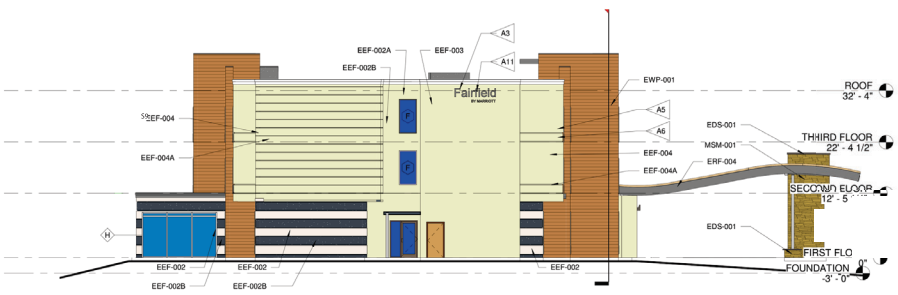
- ENGINEERING**
- E1 PTAC LOUVER INTEGRAL WITH WINDOW FRAME. FINISH TO MATCH WINDOW FRAME.

EXTERIOR FINISH KEY

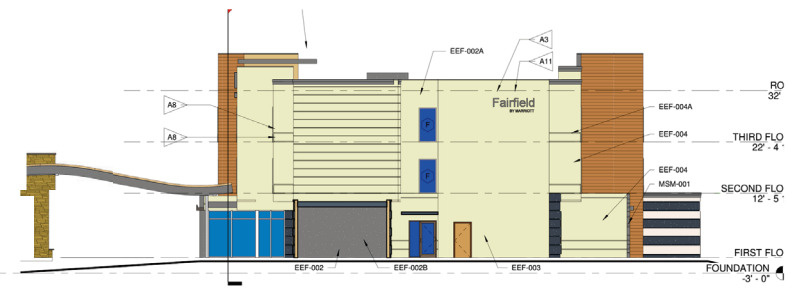
- EEF-001 PEARLESCENT ACCENT EPS FINISH
- EEF-002 DARK EPS FINISH COLOR
- EEF-003 ACCENT EPS COLOR
- EEF-004A DARK EPS FINISH COLOR - TEXTURED
- EEF-005 STAR TOWER EPS COLOR
- EEF-006 MAIN BUILDING EPS COLOR
- EEF-004A ACCENT EPS COLOR
- MSM-001 MANUFACTURED STONE MASONRY
- EDS-001 CAST STONE MASONRY
- EWP-001 SOLID PHENOLIC EXTERIOR WALL PANELS
- ERF-002 PARAPET CORNICES
- ERF-003 GRAVEL STOPS
- ERF-004 FASCIAS
- ECT-001 PAINT - CANOPIES
- ECT-002 PAINT - EXTERIOR RAILINGS
- ECT-003 PAINT - BOLLARDS AT TRASH ENCLOSURE
- EFM-001 FENCE AT TRASH ENCLOSURE
- EFM-002 FENCE AT OUTDOOR POOL



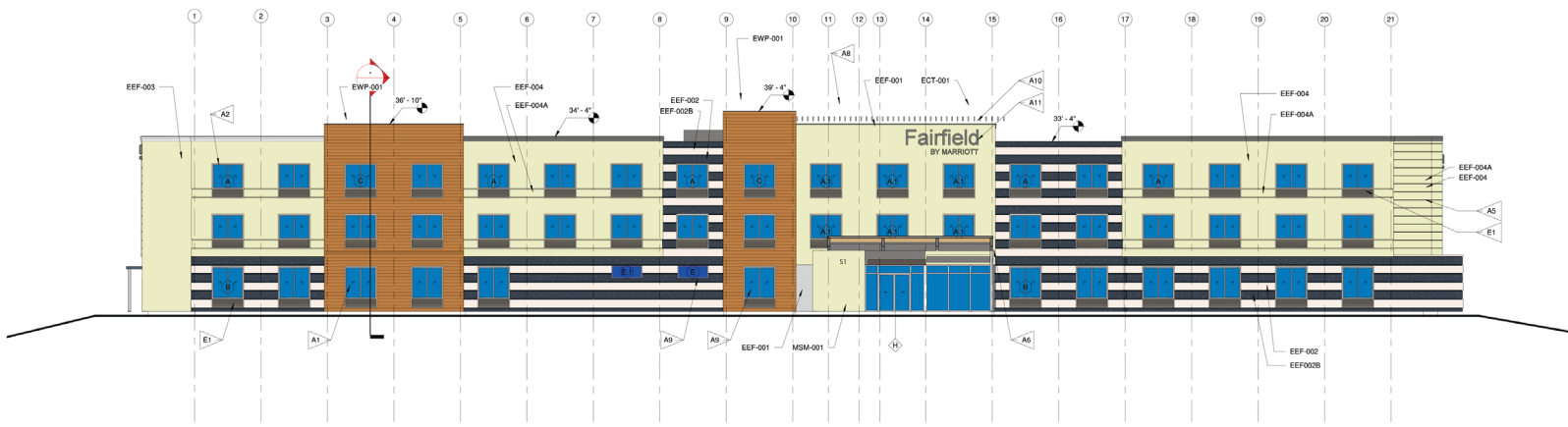
2A SIDE ELEVATION - SIGN AT PORTE COCHERE
SCALE: 3/32" = 1'-0" Referenced from 200



3 SIDE ELEVATION WEST
3/32" = 1'-0"



2 SIDE ELEVATION EAST
3/32" = 1'-0"



1 FRONT ELEVATION
3/32" = 1'-0"



- ## KEY PLAN

213



REFERENCE NOTES

A. REFER TO DESIGN STANDARDS "LOBBY AREAS" CHAPTER FOR MAIN REQUIREMENTS RELATED TO THIS SHEET. ARCHITECT IS RESPONSIBLE FOR DESIGNING PROJECT IN ACCORDANCE WITH THE ENTIRE DESIGN STANDARDS.

GENERAL NOTES

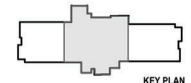
1. AREA SHOWN IN GRAY HATCHING REMAINS UNCHANGED AND IS SHOWN ONLY FOR REFERENCE PURPOSES.

CRITERIA NOTES

CRITERIA NOTES ARE SHOWN CATEGORIZED BY DISCIPLINE AND COULD BE INTERPRETED TO APPLY TO MORE THAN ONE DISCIPLINE. FOR EFFICIENCY, NOTES ARE ONLY SHOWN UNDER ONE PREDOMINANT DISCIPLINE. CONSULTANTS SHOULD FAMILIARIZE THEMSELVES WITH ALL CRITERIA NOTES.

- ARCHITECTURE:**
- WELCOME DESK ARTWORK: PIECE IN FRAME WITH EDGE LIGHTING. SEE WELCOME DESK DETAILS SHEET 322 FOR ADDITIONAL INFORMATION AND DETAILS.
 - LOUNGE SCREEN WALLS: SEE DETAILS ON 324.
 - PROVIDE BLOCKING IN WALL AND CEILING AND AT COLUMNS TO SECURE AND BRACE EACH CASEWORK UNIT.
 - LOCATE COFFEE BAR USING STEEL POST AT START POINT.
 - PROVIDE POCKET DOORS IN OPEN POSITION, WITH THE ELECTROMAGNETIC HOLD-OPEN TIED TO FIRE ALARM SYSTEM.
 - ALIGN VESTIBULE AND ENTRY DOORS.
 - DEPRESS SLAB AT VESTIBULE FOR RECESSED WALK OFF MAT WITH FRAME. SEE SHEET 340 FOR DETAIL.
 - WALL NICHE FOR FEATURED ART PIECE. SEE FINISH PLAN AND ELEVATION FOR ADDITIONAL INFORMATION.
 - INTERIOR GLAZED STOREFRONT: SEE FITNESS CENTER SHEET FOR DETAILS.
 - ALL COLUMNS IN THE LOBBY AREAS - BOTH PRE-EXISTING AND ENCLOSED IN WALLS AND MILLWORK - ARE CRITICAL AND MUST BE COORDINATED WITH ARCHITECTURAL AND FURNITURE ELEMENTS.
 - PRE-EXISTING COLUMNS WITH ROUND ENCLOSURES ARE NOT TO CONTAIN ANY PLUMBING OR UTILITY LINES AND ARE TO MAINTAIN AS SMALL A FOOTPRINT AS POSSIBLE IN THESE AREAS.
 - REFER TO THE CALL-OUT ON THE SEAMING DIAGRAM FOR THE 12'-0" WIDE INSET CARPETS FOR THE FAIRFIELD INN & SUITES. THE TILE OPENING FOR THE LOBBY INSET CARPET IS TO BE THE MAXIMUM WIDTH OF 11'-0" AND MAXIMUM LENGTH OF 18'-0" AS SHOWN ON THIS PLAN TO ENSURE THERE WILL BE NO GAP AT THE TILE JOINT. THE CARPET IS INSTALLED INTO THE TILE OPENING. THE SEAMING DIAGRAM IS LOCATED IN THE APPENDIX OF THE INTERIOR DESIGN MANUAL.
 - "OPTIMIZED" FIREPLACE CASSETTES WITHIN HEARTH, AND CLEAR TEMPERED GLASS PANEL AT FRONT. SEE SHEET 323 FOR DETAILS. FOR ALTERNATE "FAUX-PLACE" WITH ONLY AN ART OBJECT, SEE SHEET 324.

- ENGINEERING:**
- DRINKING FOUNTAIN IS OPTIONAL EXCEPT WHERE REQUIRED BY LOCAL CODE.



REVIEW SET

No.	Description	Date

SHEET TITLE

LOBBY AREA PLANS

DATE: 06-02-2023
Issue Date

300



HOSPITALITY

MULTIFAMILY

MIXED USE

URBAN RENEWAL

NEWFIELD

DEVELOPMENT

June 23, 2023 - PHOTOS OF SITE

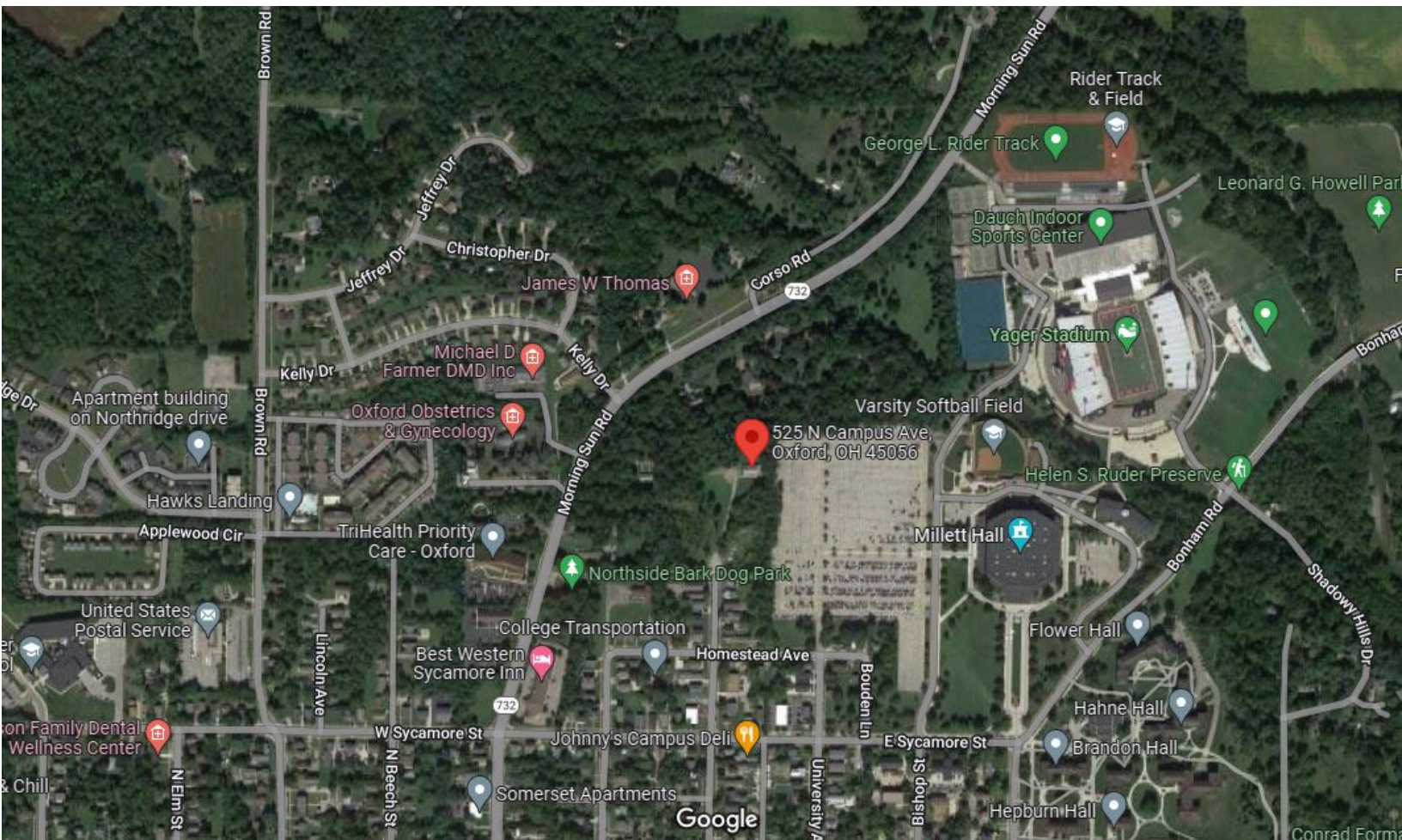
525 CAMPUS AVE. - FAIRFIELD HOTEL

CONDITIONAL USE REQUEST

1. NAME AND ADDRESS OF APPLICANT

OXFORD HOTEL GROUP LLC (C/O MWA Masterbuilders LLC)

333 E Ohio Street, Indianapolis IN 46204









HOSPITALITY

MULTIFAMILY

MIXED USE

URBAN RENEWAL

NEWFIELD

DEVELOPMENT





HOSPITALITY

MULTIFAMILY

MIXED USE

URBAN RENEWAL

NEWFIELD

DEVELOPMENT



535 KENTUCKY AVE INDIANAPOLIS

IN 46225
155

317-989-8699





HOSPITALITY

MULTIFAMILY

MIXED USE

URBAN RENEWAL

NEWFIELD

DEVELOPMENT







HOSPITALITY

MULTIFAMILY

MIXED USE

URBAN RENEWAL

NEWFIELD

DEVELOPMENT

Fairfield

BY MARRIOTT



535 KENTUCKY AVE INDIANAPOLIS

IN 46225

317-989-8699



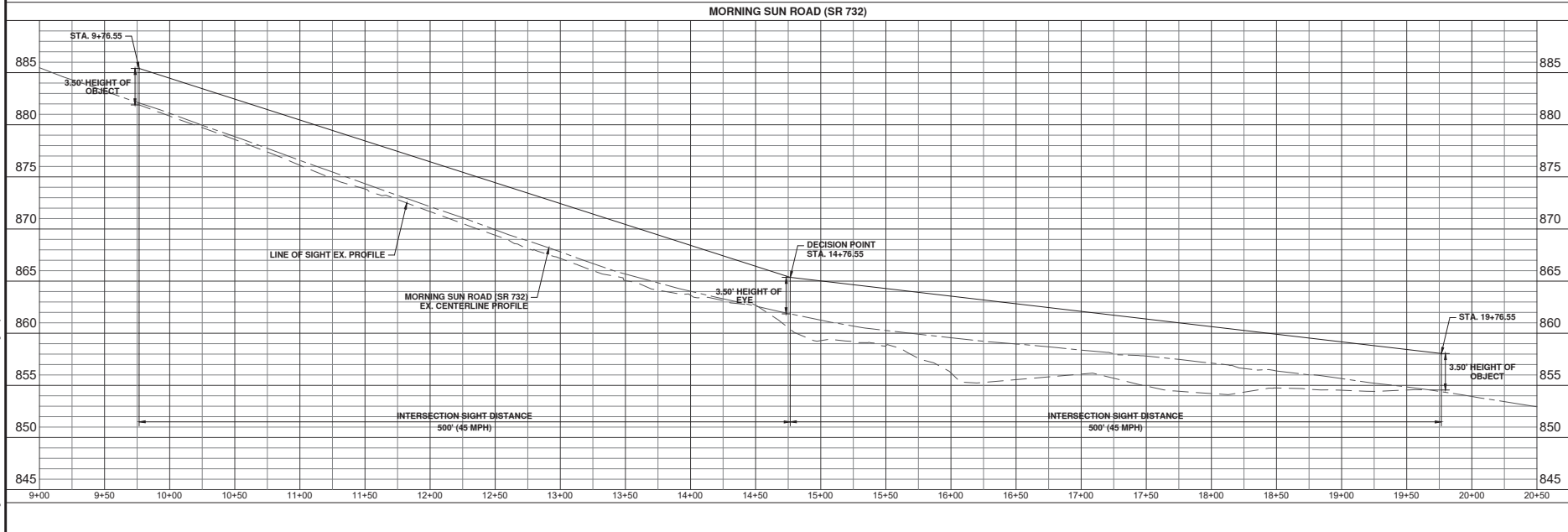
OHIO DEPARTMENT OF TRANSPORTATION

District 8 Permit Driveway Variance Review Form

Project Location: SR 732 (Morning Sun Road) Oxford Township, Butler County, Ohio	SLM: 9.85	Access Category: 3L	Speed Limit: 45 MPH
Type of Drive: Commercial <i>Permit #</i>		Drive Spacing Requirement: 360' (Recommended) / 50' (Minimum)	
Access Restrictions: When a parcel has access to a local street system, ODOT typically does not permit access to a state highway.			
Review/Variance Requested: - Development requests access to SR 732 (Morning Sun Road) instead of to the local street system. - Request that the required 360' driveway spacing be waived. The frontage of the property does not have the required distance to accommodate the 360' driveway spacing. The proposed location of the new hotel access will be offset approximately 30' to the south of the existing drive. The existing residential drive, to the south, will be eliminated and reconstructed to access via the new hotel access.			
NOTE: Sight distance at the proposed location will not be an issue. Please see attached sight distance survey.			
Manual Reference: State Highway Access Management Manual. Section: 3.0, 4.1-4.2 (pages 7 - 11)			
ADT: 4,049 (22)	DHV: 400 (20)	%Trucks: 1%	Trip Ends AM Peak Hour: 39 Trip Ends PM Peak Hour: 40 Trip Ends TIS Required? Turn Lane Warrant Analysis Required
Accident History:			
Project Summary/History:			
Approved: ☒ <i>Brianne Hetzel</i>		Denied: ☐	

Attachments:
Sight Distance Analysis

Plot time: Jun 15, 2023 - 8:14am
Drawing name: J:\2022\22-0261\11\RDWG\22-0261 ISD.dwg - Layout Title ISD



FAIRFIELD BY
MARRIOTT - OXFORD
5188 MORNING SUN ROAD
OXFORD, OHIO 43085
BUTLER COUNTY, OHIO

INTERSECTION SIGHT DISTANCE

bayer becker
www.bayerbecker.com
(614) 330-6600
Mansfield, OH 44840 • (330) 330-6600

Item	1	2	3	4	5	6	7	8	9
Revision Description									
Date									
Drawn									
Check									

Drawing: 22-0261 ISD
Drawn by: AG
Checked by: KMD
Issue Date: 06-15-23

1/1