



AGENDA
PLANNING COMMISSION
TUESDAY, November 12, 2024
7:00 P.M.

MEMBERS

Corey Watt, Chair, HAPC Rep.	Ann Kaufman Webster, CASC Rep.
Shana Rosenberg, Vice Chair, HAC Rep.	Matt Arbuckle, OPTAB Rep.
Jason Bracken, Council & Environmental Commission Rep.	Jeffrey Kruth, CIC Rep.
David Prytherch, Council Rep.	

STAFF

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

MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting:
(1) Comments on items not on the Agenda will be heard under Public Comments Related to Items not on the Agenda – and
(2) Comments for all public hearing items will be heard during Planning Commission consideration of said item. Please wait until you are recognized by the Chair, state your name and address so that your comments may be properly recorded and limit your remarks to a period of three minutes or less.

- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes of August 13, 2024 1
- IV. Public Comments Related to Items Not on the Agenda
- V. Reports from Commissions, Boards, Committees & Staff
- VI. New Business
- PC-2024-13, 110 S Locust Street, **CONDITIONAL USE**, entertainment facility,
Scott Webb, Architect, Applicant/Agent 6
- VII. Adjournment



OXFORD PLANNING COMMISSION

Meeting Minutes

Tuesday, Aug 13, 2024

[Link for website video here](#)

Roll Call

Corey Watt, Chair

Shana Rosenberg, Vice Chair

Ann Kaufman Webster

David Prytherch

Jason Bracken

Jeffrey Kruth

Matt Arbuckle

Time: 8:31

A regular meeting of the Oxford Planning Commission was called to order by Chair Corey Watt on Tuesday, August 13, 2024 at 7:00 p.m.

Members in attendance were Ann Kaufman Webster, David Prytherch, Shana Rosenberg, Jeffrey Kruth, Matt Arbuckle, and Jason Bracken

Members excused: None

Staff Members in Attendance

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

Staff Members Excused

None

Approval of the Agenda

[Time: 8:38](#)

Motion – To Approve the Agenda

(Voice Vote) 1st Mr. Prytherch

2nd Mx. Rosenberg

AYE: (6)

NAY: (0)

ABS: (0)

Approval of Minutes of July 9, 2024

[Time: 8:49](#)

Motion – To Approve the minutes as written

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Kruth

AYE: (6)

NAY: (0)

ABS: (0)

Ms. Webster arrived a few minutes after the meeting started.

Public Comments Related to Items Not on the Agenda

[Time: 9:08](#)

Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items not on the Agenda will be heard under Public Comments Related to Items not on the Agenda - and (2) Comments for all public hearing items will be heard during Planning Commission consideration of said item. Please wait until you are recognized by the Chair, state your name and address so that your comments may be properly recorded and limit your remarks to a period of three minutes or less.

There were no comments from the public.

Reports from Commissions, Boards, Committees & Staff

[Time: 9:28](#)

New Business

PC-2024-08

Time: 19:21

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1. 5728 College Corner Pike, PRELIMINARY SUBDIVISION, Tractor Supply Co. Store, MSP
Properties of Ohio L. P., Applicant/Agent

Motion – To Enter into Public Hearing

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Bracken

AYE: (7)

NAY: (0)

ABS: (0)

Mr. Zachary Moore, City Planner, presented the staff report and addressed the questions from the Commission members.

Mr. Nick Urbanowicz was present in behalf of the applicant. Mr. Urbanowicz had no additional information to add to Mr. Moore's presentation.

Comments from the Public

There were no comments from the public.

Motion – To Close Public Hearing

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Bracken

AYE: (7)

NAY: (0)

ABS: (0)

Motion – To add Condition #3: There shall only be one curb cut along US 27 as shown on the proposed plan or allowing additional curb cuts with Staff's guidance based on the circumstances in the future.

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Bracken

AYE: (7)

NAY: (0)

ABS: (0)

Motion – To Approve the Preliminary Subdivision application with Staff recommendations and with the added condition.

(Roll Call) 1st Mr. Bracken

2nd Ms. Webster

AYE: Mx. Rosenberg, Ms. Webster, Mr. Bracken, Mr. Arbuckle, Mr. Prytherch, Mr. Kruth, Mr. Watt
(7)

NAY: None (0)

ABS: None (0)

PC-2023-09

Time: 1:02:13

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2. 5234 Hester Road, PRELIMINARY & FINAL DEVELOPMENT, 12 residential cottages,
Community Development Professionals, Applicant/Agent – EXTENSION REQUEST

Motion – To Enter into Public Hearing

(Voice Vote) 1st Mr. Bracken

2nd Mx. Rosenberg

AYE: (7)

NAY: (0)

ABS: (0)

Mr. Zachary Moore, City Planner, presented the staff report and addressed the questions from the Commission members.

Ms. Mindy Muller was in attendance in behalf of the applicant. Ms. Muller had no additional information to add to Mr. Moore's presentation.

Comments from the Public

There were no comments from the public.

Motion – To Close Public Hearing

(Voice Vote) 1st Mr. Prytherch

2nd Mx. Rosenberg

AYE: (7)

NAY: (0)

ABS: (0)

Motion – To Approve the Extension Request

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Bracken

AYE: (7)

NAY: (0)

ABS: (0)

Motion to Adjourn Meeting at 8:00 p.m.

[Time: 1:07:23](#)

(Voice Vote) 1st Mr. Bracken

2nd Mr. Prytherch

AYE: (7)

NAY: (0)

ABS: (0)

STAFF REPORT

Community Development | Planning Commission

APPLICATION DETAILS

Applicant	Scott Webb, Architect
Location	110 S Locust Street, Units B-D
Action Request	Conditional Use
Requested Use	Entertainment Facility
Property Owner	Locust Property Group LLC, c/o Nathan Chamberlin
Business Owner	Jesse Baker
Current Use	Commercial Building / Units B-E are vacant
Current Zoning	GB General Business District
Site Area	0.58 acres / 25,478 square feet
Site Frontage	113 feet
Surrounding Land Uses	Commercial, including retail/service strip center to the south, car wash to the east, and restaurant to the north
Staff Recommendation	Approval , subject to recommended conditions

PROPOSAL SUMMARY

The subject property, zoned GB General Business District and totaling a little over half an acre in size, supports a small commercial building built in 1993. The building was previously occupied by RDI, a local call center. One tenant, Pivot Staffing, is currently leasing one fifth of the building (Unit E) toward the back of the property.

The remaining four fifths of the building (Units A-D) is presently vacant. Mr. Jesse Baker is interested in opening a family-friendly entertainment facility to occupy 3,800 square feet within the center of the building, comprising space currently addressed as Units B-D. The facility is proposed to include escape rooms as well as an indoor putt-putt course. An off-street parking area consisting of 36 spaces already exists adjacent to the building and would serve patrons of the new business. The Oxford Zoning Code specifies that “night clubs, discotheques, and other entertainment facilities” require special Conditional Use approval from Planning Commission and City Council in order to establish.

CASE HISTORY

A summary of past planning & zoning cases involving the subject site is provided below:

Case No.	Application	Decision
PC-1991-23 / PC-1991-24	Additional Use / Preliminary Planned Development	Denied
This proposal was sought for four total properties stretching between Locust Street and Lynn Avenue, comprising 2.8 acres of land that would eventually become LaRosa's, El Burrito Loco, and the subject building at 110 S Locust. At the time, the land was zoned C-4 Urban Commercial District. The applicant, CJB Enterprises, proposed a 6-building, 54-unit multi-family development to be named "College Park Apartments." City staff determined this proposal required approval of an Additional Use permit (to allow residential use in a commercial zoning district), as well as a Planned Unit Development (PUD). Despite the 1987 Comprehensive Plan's map designating the area in question as being future commercial, staff found the plan to be in support of the plan vision due to a policy recommendation for high density residential development "within or near major activity centers or along major corridors." The applicant later reduced overall density by decreasing the planned number of units from 54 to 36, but evidently to no avail, as both requests were later denied by Planning Commission and Council.		
BZA-2009-11	Variances	BZA voted 4-0-0 to approve on 12/16/2009
This request actually pertained to the property immediately south of the subject site, at 114-120 S Locust Street (Parcel ID H4100016000073). A small, grandfathered area of gravel parking surface at the front of the parking lot was expanded in order to accommodate additional parking demand for RDI, which was operating out of 110 S Locust. Variances were necessitated due to the new parking being "off-site" from the use served, as well as due to encroachment into the 30-foot front yard setback; both of these Variances were approved. A third Variance to the "hard surface" requirement was attempted, but not approved by the Board.		

PUBLIC COMMENTS

Public notices were mailed to surrounding owners within 200 feet of the subject property, and a sign was posted on the site. No comments have been received from the public as of the writing of this report.

DEPARTMENT COMMENTS

Below are comments received from other City departments:

Department	Respondent	Response
Economic Development	Seth Cropsenbaker Economic Development Specialist	Not Returned
Engineering	Scott Otto City Engineer	Returned without Comments
Fire	John Detherage Fire Chief	Returned without Comments
Police	John Jones Police Chief	Not Returned

COMMENTARY

As a change of use, the Zoning Code technically requires the following site development aspects be brought into compliance: (1) parking standards, including minimum number of spaces; (2) installation of a walkway between the building entrance(s) and public sidewalk; (3) installation of 3 bicycle parking spaces (i.e., a bike rack); and (4) construction of a refuse enclosure meeting City specs. The project is exempt from the provisions of the “Tree Ordinance” (Chapter 1148), due to not being considered a “substantial expansion” pursuant to **Section 1148.02(d)**.

Parking: Per **Table 1149.05-1**, the minimum number of parking spaces required for new retail & personal service establishments is 1 per each 300 square feet of usable floor area. With a footprint equating to 3,800 square feet, this amounts to a minimum of 13 spaces ($3,800 \div 300 = 12.67$). The existing parking lot provides a total of 36 spaces, thus no modifications to the lot are required in order to meet the minimum standard. In fact, applying the formula to the entire building footprint – inclusive of tenant space in Units A and E – results in a total of 23 spaces potentially being required (est. 6,750 sq ft of floor area $\div 300 = 22.5$). Therefore, it seems likely the existing 36-space parking lot could adequately handle future demand, no matter how the remainder of the building is occupied in the future.

Walkway: Oxford Zoning Code **Section 1149.07(e)(7)** requires a five-foot wide pedestrian walkway to be constructed between the building and the public sidewalk. A walkway already exists along storefront entrances, which are situated along the south side of the building. This walk will need to be extended to connect with existing sidewalk on the west side of Locust.

Refuse Enclosure: Oxford Zoning Code **Section 1141.03(j)** requires the construction of a refuse enclosure *where there is a redevelopment or change of use requiring a zoning permit*. Plans submitted at the time of Building Permit approval will need to demonstrate compliance with City specs, including: (1) adequate sizing to accommodate both trash & recycling; (2) durable materials including masonry enclosure walls & metal gates; and (3) walk-in access separate from main gates.

Signage: Multi-tenant sites in the GB District are allotted 1 wall sign per tenant, plus 1 freestanding sign.

A freestanding sign already exists in the front yard, situated between the structure and S Locust Street, and may be re-faced or reconstructed in accordance with Code standards.

The Code defines a wall sign as one that *does not project more than 16 inches* from the building surface. Due to the architectural form of the present building, characterized by a hip roof situated low to storefront facades, it would prove difficult to install tenant signage adhering to this definition. Furthermore, the Zoning Code specifies in **Section 1151.03(e)(4)** that *no sign shall be upon or project above a roof line*, effectively prohibiting **roof signs**, further defined elsewhere in the Code as signs *erected on or projected above the roofline of a building or structure*. One grandfathered roof sign, situated directly above the Unit A storefront, has existed on the structure for many years and may be legally re-faced. Although the applicant has not requested it, the Commission may want to consider a waiver to the roof sign standard such that each building tenant may have its own sign directly above associated storefront(s).

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 zoned GB General Business District. **Section 1143.12(b)** of the Oxford Zoning Code lists principal uses which are permitted by-right, as well as those potentially allowable under a Conditional Use review, within the GB District. Principal uses are divided into categories, those being: (1) *Retail Services*; (2) *Personal and Professional Services*; and (3) *Other Uses*. Out of these three, the proposed use definitely aligns most closely with the *Personal and Professional Services* category. The most “entertainment-oriented” use which is expressly permitted in GB is for *Theaters, not including drive-ins*. Clearly, there is an intent here to permit commercial entertainment usage provided activity is contained to an indoor setting. However, this seems to stand in contrast to the Code also expressly construing the following as Conditional Uses: (1) *Indoor skating rinks, arcades, and similar recreational uses*; and (2) *Night clubs, discotheques, and other entertainment facilities*.

The usage now being sought for 110 S Locust Street, entailing indoor escape rooms and putt-putt, is not expressly listed within the Code but could certainly fall into the bucket of being considered a “similar recreational use” or “other entertainment facility.” **Section 1133.02** provides that *a use not provided for in a zoning district shall be prohibited unless the activity is deemed to be like in kind and similar to the uses allowed in the district and consistent with the intent of the district as interpreted by the Zoning Administrator*. Prior to submission of this application, an interpretation was verbally made to the business owner that the proposed use would likely be considered a Conditional Use within the GB zoning district.

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

Section 1143.12(a) describes the intent of the GB General Business District is *to provide 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 in a neighborhood commercial district development*. The proposed use essentially constitutes partial re-occupancy of an existing commercial structure by a new tenant, which is a perfectly permissible practice in this zoning district.

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

The Comprehensive Plan’s Future Land Use Map designates this property and the area surrounding it as Mixed Use Center, meaning there is an appetite for redevelopment supported by a variety of uses including commercial, retail, hospitality, civic, and residential. Seeing as how the request is essentially for a new tenant (change of use), the scale and degree of the proposed investment is more

granular than a broader (re)development plan and thus can be found compatible with the Plan's vision for this area.

- D. The use and shape of the site are sufficient for the proposed use.**
Yes, the plan is to reuse/repurpose 3,800 square feet of the existing building and utilize existing off-street parking spaces.
- E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.**
With all business functions contained to an indoor setting, the use is not expected to produce impacts of a nature that would be any more negative or disturbing than any other commercial use within the vicinity.
- 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.**
Staff does not believe the intended use will pose concerns of this nature.
- 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.**
No accessory uses are proposed; activity is to be contained to existing tenant spaces.
- 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.**
Opportunity for comment was provided to Fire, Police, and Service Departments. No comments or concerns were returned. Given that the proposed use is to occupy an existing developed space, utility connections are already in place. The Zoning Code will require construction of a refuse enclosure due to the change in use.
- I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.**
No additional public expenditure is anticipated.
- 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.**
This criterion generally does not apply since the use is occupying an existing tenant space.
- 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.**
This criterion generally does not apply since the site is already developed and traffic patterns have been pre-determined.
- L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.**
The proposal involves an existing developed site with no significant construction impacts; therefore, this criterion does not apply.
- 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.

Not applicable.

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 Conditional Use approval, the business owner will need to obtain a Commercial Building Permit in order to change the use of the property from a former office to an entertainment facility, inclusive of constructing a new walkway connection, new refuse enclosure, and any interior modifications that would be necessary to establish operations.

STAFF RECOMMENDATION

Based upon a review of the relevant Decision Standards, staff recommends **approval** of the Conditional Use request subject to the following conditions:

1. A walkway shall be constructed linking the building/use to public sidewalk on S Locust Street, in accordance with the standards of the Oxford Zoning Code.
2. A refuse enclosure shall be constructed in accordance with City standards & specifications.
3. A waiver to **Section 1151.03(e)(4)** is hereby granted to permit 1 roof sign per tenant on this property, contingent on such signs being situated on the south facing roof slope, being positioned no greater than 3 feet above the roofline (eaves), being no greater than 3 feet in height, and being no greater than 30 square feet in size.

SUBMITTED BY:



Zachary Moore, AICP
City Planner / GIS Coordinator

DATE: November 5, 2024

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), subsections (12) & (25)* provide guidance specific to "indoor skating rinks, arcades, and similar recreational uses" and "gaming arcades" respectively, which out of all land uses expressly called out in the Conditional Chapter, have the closest similarity to the proposed use.

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)(12) – Indoor Sports and Recreation Facilities such as Bowling Alleys, Skating Rinks, Tennis and Racquetball Courts, Soccer Fields, and Swimming Pools.

- A. Potential Concerns
 - 1. Traffic volume during group or league events.
- B. Regulations
 - 1. Entrance to structure shall not be located in a yard adjacent to a residential zoning district.
 - 2. Parking spaces shall not be located in a yard adjacent to a residential zoning district.
 - 3. Structure shall be set back a minimum of 30 feet from a residential zoning district.

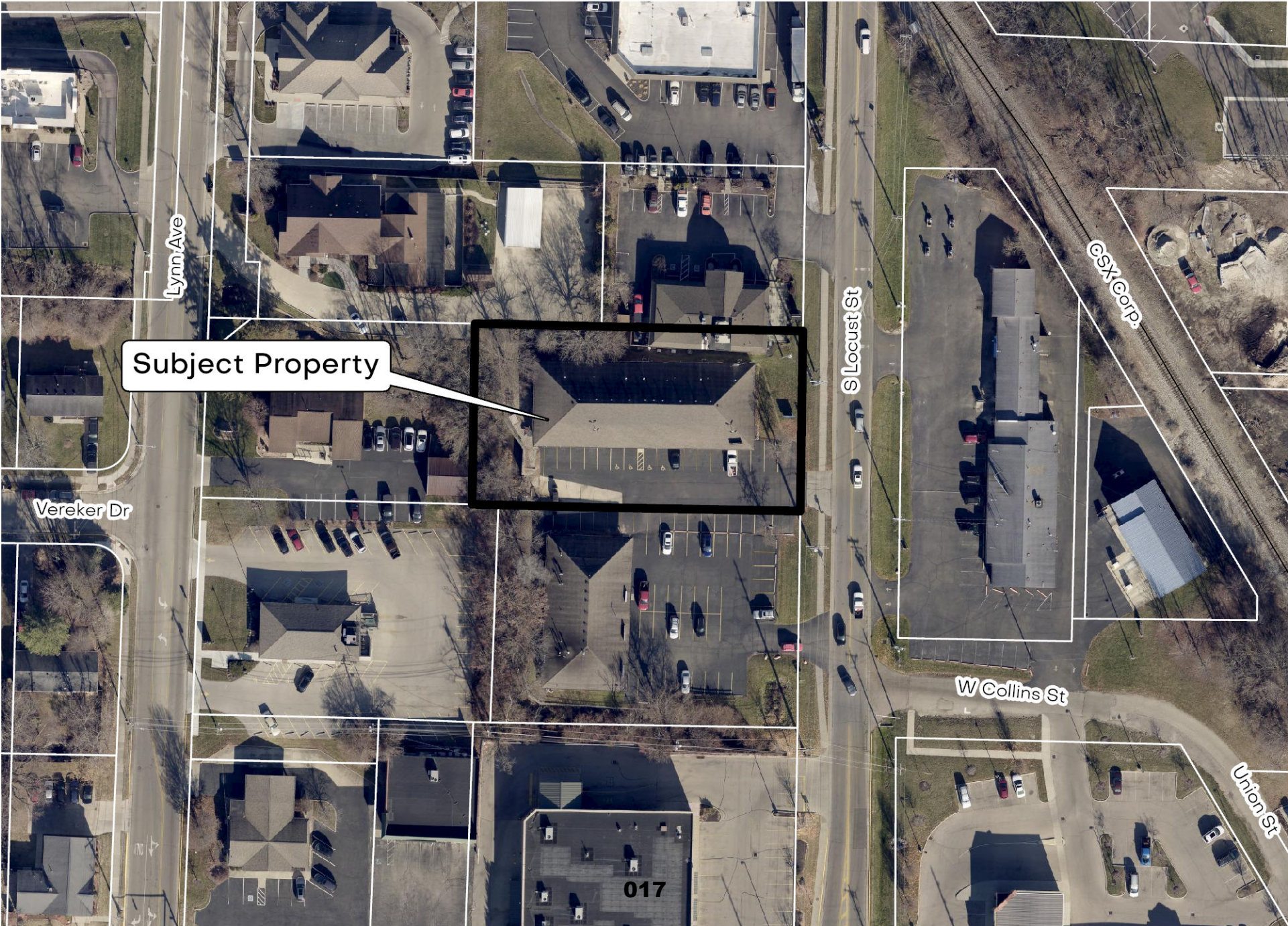
1147.03(b)(25) – Gaming Arcades.

- A. Potential Concerns.
 - 1. Proximity to schools, churches, and establishments serving alcohol.
 - 2. Proximity to residential zoning district.
 - 3. Adequate screening of parking and outdoor gathering areas.

Aerial Map

 Site

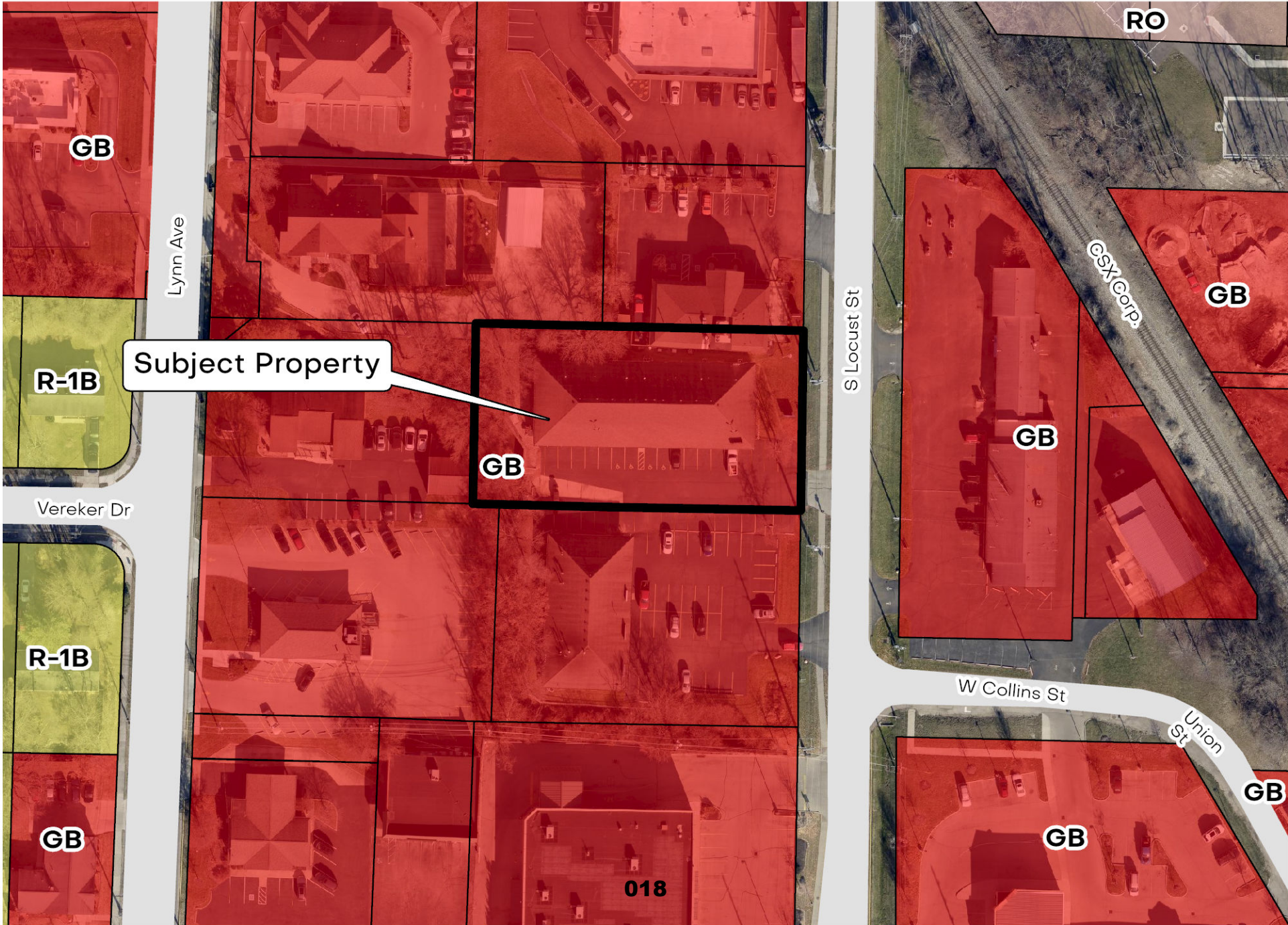
0 50 100 200 Feet



Zoning Map

 Site

0 50 100 200 Feet





CONDITIONAL USE APPLICATION

Please print legibly. To apply, email completed form and plans in PDF format to commdev@cityofoxford.org

BOX 1 | APPLICATION DETAILS

Property Address/Location 110 S Locust Street, Suites C-D	
Total Site Acreage .5849	Total Building Square Footage 7350
Existing Use Description Vacant Tenant Spce, formerly RDI	
Proposed Use Description	

BOX 2 | APPLICANT INFORMATION

Is the applicant also the current property owner?	
☐ Yes (You may skip Box 3) ☐ No (Do not skip Box 3, and include a Letter of Agency with your submittal)	
Applicant Name Scott Webb, Architect	
Applicant Company Name Scott Webb, Architect	
Mailing Address 103 W Wlanut Street, Oxford, OH 45056	
Email Address scott@scottwebbarchitect.com	
Telephone Number (513) 523-3838	

BOX 3 | PROPERTY OWNER INFORMATION ☐ Check if same as Applicant

Property Owner Name Nathan Chamberlin
Property Owner Company Name Locust Property group LLC
Mailing Address 1867 Millville Oxford Road Hamilton, OH 45013
Email Address nathan@extremeaudioandvideo.com
Telephone Number (513) 895-0697

BOX 4 | ARCHITECT/ENGINEER INFORMATION ☐ Check if same as Applicant

Architect/Engineer Name Scott Webb, Architect
Company Name Scott Webb, Architect
Mailing Address 103 W Wlanut Street, Oxford, OH 45056
Email Address scott@scottwebbarchitect.com
Telephone Number (513) 523-3838

BOX 5 | ATTACHMENT CHECKLIST Submit all contents in PDF format. **No printed copies are necessary.**

☒ Narrative/Cover Letter addressing all components required by Section 1147.02(a)(1)(B) – more information on Page 3
☒ Site Plan(s) including all details and information required by Section 1147.02(a)(1)(C) – more information on Page 3
☒ Building Elevations of any proposed or modified structures, including dimensions and exterior material details
☒ Floor Plans of building interior(s), and/or typical floor plans if the project involves multiple residential units
☒ Photos of existing site conditions and surroundings

Note: Upon checking an application for completeness, staff may require additional information and/or materials above and beyond the items listed above in order to perform a complete evaluation for compliance with relevant Code provisions. You are welcome to contact Community Development at 513-524-5204 ahead of submission to determine whether additional items may be required.

BOX 6 | APPLICANT SIGNATURE

As the owner or owner's agent, I hereby agree all information contained in this application is true, accurate, and complete to the best of my knowledge. I acknowledge the application will first be checked by City staff for completeness prior to determining a first meeting date with the Planning Commission. I also acknowledge that one or more signs may be placed on the subject property advertising scheduled public hearings for this application, and assume responsibility for removing signs at the completion of the hearing(s).

Applicant Name (Print) Scott Webb, Architect

Applicant Signature



Date 9/25/24

Processing Fee

The appropriate processing fee amount will be determined during a completeness check by Community Development staff. It may take 1-2 business days for a completeness check to be performed. The applicant will receive a digital copy of a processing fee invoice via email once it is ready. Fees may be paid in-person by check or credit card at the Finance Department window on the first floor of the Oxford Municipal Building, 15 S College Avenue, Oxford OH 45056. For credit card payments, the City accepts Visa, MasterCard, or Discover, and such payments may also be taken over the phone by calling our Finance Department Utilities line at 513-524-5221, Option 1.

Narrative/Cover Letter Requirements For source text see Oxford Zoning Code [Section 1147.02\(a\)\(1\)\(B\)](#)

- A description of the existing uses on the site.
- The zoning district in which the site is located.
- A description of the proposed use, including hours of operation, type of goods sold, services performed, and expected number of customer, clientele, delivery, and service vehicles.
- A narrative statement that evaluates the compatibility of the proposed use with the general vicinity and adjacent properties.
- A statement about why the location proposed is more appropriate for the use than other locations.
- A statement of the necessity or desirability of the proposed use to the neighborhood or community.
- Separate, detailed statements that individually address each of the items listed as potential concerns for the proposed use. See Oxford Zoning Code [Section 1147.03](#) for use-specific regulations.
- Such other information regarding the proposed use, site, or surrounding area as may be pertinent to the request. It is recommended the applicant also address each of the Decision Standards as listed in the box below, and also specify any waivers to Zoning Code requirements being requested.

Site Plan Requirements For source text see Oxford Zoning Code [Section 1147.02\(a\)\(1\)\(C\)](#)

- North arrow, scale, and vicinity map
- All existing and proposed lot lines within the site
- Dimensions of all lots and the entire site and any adjacent rights-of-way
- Location, height, and use of all proposed and existing structures
- Location and design of all proposed vehicle management areas
- Location, size, and type of all proposed signs
- Location, height and type of all proposed screening and landscaping
- Distances to residential zoning districts if within 1,000 feet
- The use of land and location of structures on adjacent property and across adjacent rights-of-way
- Other information as may be required by the Planning Commission

Decision Standards All Conditional Uses shall satisfy these decision standards, per [Section 1147.02\(c\)\(2\)](#)

- A. The proposed use is in fact a Conditional Use appropriate for 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 or 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.

Sam Perry
Community Development Director
City of Oxford
Municipal Building
15 South College Ave.
Oxford, Ohio 45056



SCOTT
WEBB

A R C H I T E C T

103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838

www.scottwebbarchitect.com

Re: Application for Conditional Use
Indoor Recreation Facility
110 S Locust Street

September 25, 2024

Dear Mr. Perry,

Please accept this letter as a formal request for a review hearing by the City of Oxford Planning Commission and Oxford City Council for a Conditional Use for an Indoor Entertainment Facility, as an adaptive reuse for the former RDI call center location. The proposal at hand would occupy (3) currently vacant tenant areas in the existing building.

The proposed new business provides new family-friendly entertainment including escape rooms, indoor put-put, with a private party area.

In response to the items listed in 1147.02, we offer the following:

A. *A description of the proposed use.*

B. *Description of Use and Site*

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

1. *Description of Use and Site*

The name, mailing address, and telephone number of the applicant and the property owner.

Property Owners:

Locust Property Group LLC
1867 Millville Oxford Road
Hamilton, Ohio 45013

Business Owner:

Jesse Baker
6301 Big Wood Circle
Oxford, Ohio 45056

Architect:

Scott Webb, Architect
103 West Walnut Street
Oxford, Ohio 45056

2. *A statement from the owner that the applicant is entitled to apply on his or her behalf.*

A letter of Agency has been provided from the property owners.

3. *A legal description of the site, including all separate lots.*

Parcel Number: H4100016000046. Shares a parking area with H4100016000073

4. *A description of the existing uses of the site.*

The site is currently occupied by a single story building, built in 1993 and designed for (5) potential tenants. It was developed along with the adjacent parcel to the south where parking is shared for the various tenants. The (3) tenant spaces included in this proposal were formally occupied by RDI, a local call center.

5. *The zoning district in which the site is located.*

The site is zoned GB – General Business Zoning District.

6. *A description of the proposed use.*

The proposal at hand is to allow for a new family business providing escape rooms and indoor put-put golf.

- a. *A description of operations, including type of goods sold, services performed, and expected number of customer, clientele, delivery & service vehicles*

The proposed new business provides entertainment as described above. Goods sold will be limited to branded t-shirts & vending. No food service or preparation.

With (3) Escape Rooms and a small indoor put-put, the expected occupancy would be a maximum of 50 people.

- b. *Hours of operation*

Hours are Monday-Saturday, 11:00 AM-11:00 PM and Sundays from 11:00 AM-6:00PM.

7. *A narrative statement that evaluates the compatibility of the proposed use with the general vicinity and adjacent properties;*

- a. *How is the use similar to or different from existing area uses and if there will be any interaction between the proposed and existing uses.*

The property is surrounded by a variety of other GB uses including a donut shop, restaurants, car wash bays, and the Goodwill Donation center. Interaction between uses will be encouraged without food service in this proposal. Parking is shared among a number of businesses, though the differences in demand times should eliminate competition for parking.

- b. *How any existing structures, proposed structures, and the site design relate to adjacent structures and sites.*

As a destination business not requiring storefront visibility, the location provides shared off-street parking and is served by sidewalks in both directions.

- c. *If the use will involve any operations that create potential nuisances, such as excessive noise, lighting, odor, fumes, vibration, or emissions.*

The proposed use will not create potential nuisances, with all activity taking place inside the building in small groups.

- d. *How any potential negative effects on adjacent land will be mitigated.*

The limited size of the operation will mitigate any traffic or noise concerns.

8. *A statement about why the location proposed is more appropriate for use than other locations;*

The size of the available building area works for this business. As a destination business not requiring storefront visibility, the location is likely less expensive than other GB locations and provides on-site parking.

9. *A statement of the necessity or desirability of the proposed use to the neighborhood or community.*

Oxford does not currently offer either of the proposed family-friendly activities. Escape Rooms have been quite popular with a devoted following that should draw customers from outside the City as well.

10. *Separate detailed statements that individually address each of the items listed as potential concerns for the proposed use.*

1147.03 (12) Indoor Sports and Recreation Facilities such as Bowling Alleys, Skating Rinks, Tennis and Racquetball Courts, Soccer Fields, and Swimming Pools.

A. Potential Concerns:

1. *Traffic volume during group or league events.*

The activities provided here and the limited size of the operation will not create peak demands or host large events.

B. Regulations:

1. *Entrance to structure shall not be located in a yard adjacent to a residential zoning district.*

The new business is proposed in a fully developed GB District, not adjacent to residential.

2. *Parking spaces shall not be located in a yard adjacent to a residential zoning district.*

The new business is proposed in a fully developed GB District, not adjacent to residential

3. *Structure shall be set back a minimum of thirty (30) feet from a residential zoning district*

The new business is proposed in a fully developed GB District, not adjacent to residential.

11. *A list of the names and mailing addresses of all land owners within 200 feet of the site.*

List of adjacent property owners is attached.

12. *Such other information regarding the proposed use, site, or surrounding area as may be pertinent to the application or required by Planning Commission.*

The proposal at hand is exactly the type of building and adaptive reuse model envisioned by the Planning Commission when this conditional use was added to the R3MS district.

C. *Site Plan*

A Site Plan with the required information is included with this application.

D. *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.*

Photographs of the existing buildings are provided with no changes proposed.

E. *Other. Photographs of the existing use and its surroundings*

Photos are included with this application.

In response to the Decision Standards outlined in 1147.2(c), we offer the following:

A. *The proposed use is in fact a Conditional Use appropriate for the Zoning District in which it is proposed;*

While 1147.03 (12) seems to anticipate larger uses, Staff has advised the business owner that a conditional use is required as an indoor Recreation Facility.

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

As a Conditional Use, the Zoning Code anticipates businesses of this type in the GB District. The concerns outlined for this use are mitigated by it's limited size.

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

The Comprehensive Plan encourages new business throughout the City as well as the adaptive reuse of underused buildings and sites.

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

The size and shape of the lot and existing tenant area is adequate 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.*

Large setbacks & buffers coupled with the primary activity happening indoors eliminate the potential disturbing neighboring uses.

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.*

The proposed use will not be detrimental to people, property, or the general welfare of the area.

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.*

No accessory uses are proposed with is application.

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.*

All utilities are available at the proposed location. No special provisions are required.

- I. *Development of the site and operation of the use will not require substantial public expenditure for infrastructure or services.*

No public expense is anticipated by this project.

- 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 new use will not change the essential character of the area.

- 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 site currently provides off-street parking. No change is necessary or required.

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

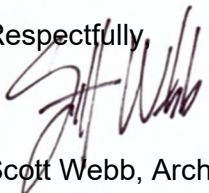
No construction is proposed and there are no scenic or natural resources in this area

- M. *All Necessary permits and licenses for the Conditional Use and its operation have been obtained or can be obtained for the use at the proposed location.*

All permits will be secured for the adaptive reuse of this building.

Thank you for your consideration of this proposal. If you have any questions or need any additional information, please call.

Respectfully,



Scott Webb, Architect

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that

(Applicant Name)

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

(Application Description)

located at

(Property Address/Location)

Thank you,

(Property Owner Printed Name – must be a person)

(Property Owner Company Name – if applicable)



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

9/27/2024

(Date)

110 South Locust Street

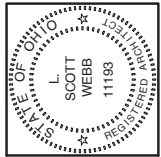
Adjacent Property Owners

Parcel #	Address	Property Owner
H4100016000012	102 S Locust Street	Uptown Investments LTD c/o Kirsch CPA Group LLC 2 S 3RD ST #400 Hamilton, OH 45011
H4100016000075	75 Lynn Avenue	Callista Holdings LLC 75 Lynn Avenue Oxford, OH 56056
H4100016000038	127 Lynn Avenue	Gerald L Collins 127 Lynn Avenue Oxford, OH 45056
H4100016000070	135 Lynn Avenue	Prestige Oxfordwide LLC 12 Fox Run Circle Oxford, OH 45056
H4100016000041	5930 Fairfield Road	Hiwoo Real Estate LLC 5435 College Corner Pike Oxford, OH 45056
H4100016000110	200 S Locust Street	Oxford Pharmacy DST Walgreen CO PO Box 1159 Deerfield IL 60015
H4100016000073	114 S Locust Street	Locust Property Group LLC 1867 Millville Oxford Rd Hamilton OH 45013
H4100004000187	115 S Locust Street	Locust Car Wash & Laundry Property Group LLC 1867 Millville Oxford Rd Hamilton OH 45013



SITE/LOCATION PLAN

1" = 30'-0"



PROPOSED TENANT FINISH
Indoor Recreation Facility
 Escape Rooms & Put-Put
 110 S. LOCUST STREET UNITS B-D
 OXFORD, OHIO 45056

DATE	
September 26, 2024	
REVISIONS	

A-1

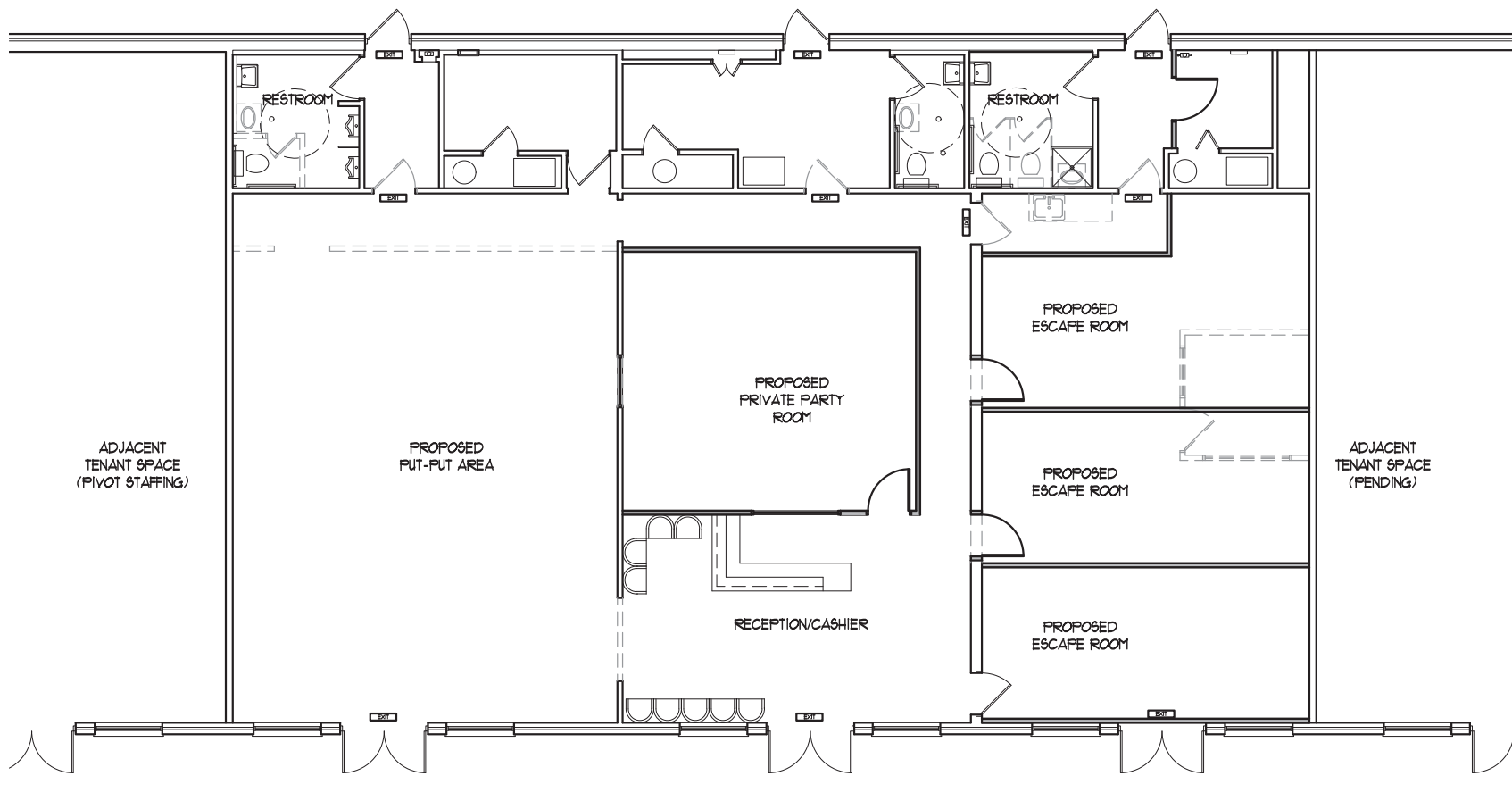



SCOTT WEBB
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PROPOSED TENANT FINISH
Indoor Recreation Facility
 Escape Rooms & Put-Put
 110 S. LOCUST STREET UNITS B-D
 OXFORD, OHIO 45056

DATE
September 26, 2024
REVISIONS

A-2



PRELIMINARY FLOOR PLAN

1/8" = 1'-0"

PARTIAL PLAN SHOWING PROPOSED TENANT AREA

110 South Locust Street Site Pictures



Site Location



Existing Building



South Locust Street Facing View



Parking Lot View Showing Companion Building