



AGENDA
PLANNING COMMISSION
TUESDAY, March 11, 2025
7:00 P.M.

MEMBERS

Corey Watt, Chair, HAPC Rep.

Shana Rosenberg, Vice Chair, HAC Rep.

Jason Bracken, Council & Environmental Commission Rep.

David Prytherch, Council Rep.

Ann Kaufman Webster, CASC Rep.

Matt Arbuckle, OPTAB Rep.

Jeffrey Kruth, CIC 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 January 14, 2025 1
- IV. Public Comments Related to Items Not on the Agenda
- V. Reports from Commissions, Boards, Committees & Staff
- VI. Update on Oxford Today from Staff
- VII. Old Business
- PC-2024-20, ZONING TEXT AMENDMENT** to increase allowable floor area for retail services from 10,000 to 20,000 square feet in the Uptown Zoning District, **Seth Copenbaker, Applicant** ****Tabled from January Meeting** 8
- VIII. Adjournment



OXFORD PLANNING COMMISSION

Meeting Minutes

Tuesday, January 14, 2025

[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: 6:03

A regular meeting of the Oxford Planning Commission was called to order by Chair Corey Watt on Tuesday, January 14, 2025 at 7:01 p.m.

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

Members excused: Matt Arbuckle

Staff Members in Attendance

Mr. Sam Perry, Director, Community Development, Mr. Zachary Moore, City Planner/GIS

Coordinator, Mr. Christopher Conard, Law Director, Ms. Eunike Miller, Administrative Assistant

Staff Members Excused

None

Approval of the Agenda

Time: 6:12

Mr. Watt requested to amend the Agenda by changing the order of Old Business items. Mr. Watt requested to hear PC-2024-17 & 18 together, and listening PC-2024-19 as the second discussion item, and PC-2024-20 as the third item.

Motion – To Approve the Amended Agenda

(Voice Vote) 1st Mr. Bracken

2nd Mx. Rosenberg

AYE: (6)

NAY: (0)

ABS: (0)

Election of Officers and Commission Appointments

Time: 7:00

Motion – To elect Mr. Watt as Chair and HAPC Rep., Mx. Rosenberg as Vice-Chair and HAC Rep., Mr. Bracken to remain the Environmental Comm. Rep. and Council Rep., Mr. Prytherch to remain the Council Rep., Mr. Arbuckle to remain the OPTAB Rep, Ms. Webster to remain the CASC Rep., and Mr. Kruth to remain the CIC Rep.

(Voice Vote) 1st Mx. Rosenberg

2nd Mr. Prytherch

AYE: (6)

NAY: (0)

ABS: (0)

Approval of Minutes of December 10, 2024

Time: 9:42

Motion – To Approve the minutes as written

(Voice Vote) 1st Mr. Prytherch

2nd Ms. Webster

AYE: (6)

NAY: (0)

ABS: (0)

Public Comments Related to Items Not on the Agenda

Time: 10:09

Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items n 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: 10:37](#)

New Business

PC-2024-17 & PC-2024-18

[Time: 16:20](#)

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1. 601, 603, 607 W Chestnut Street, PRELIMINARY & FINAL PLANNED DEVELOPMENT, 32 townhomes, Habitat for Humanity, Adam Nelson, Applicant/Agent **Tabled from December meeting
2. 601, 603, 607 W Chestnut Street, PRELIMINARY SUBDIVISION, 32 townhomes, Habitat for Humanity, Adam Nelson, Applicant/Agent ** Tabled from December meeting

Motion – To Remove the Case from the Table

(Voice Vote) 1st Mr. Prytherch

2nd Mx. Rosenberg

AYE: (6)

NAY: (0)

ABS: (0)

Mr. Kruth wanted to disclose that he has a work-related relationship with the manager of this project, Adam Nelson, who gives lectures at the university where Mr. Kruth works. Mr. Kruth consulted with the City's Law Director, and it was determined there is no conflict of interest.

Motion – To Enter into Public Hearing

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Bracken

AYE: (6)

NAY: (0)

ABS: (0)

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

Mr. Joe Hansbauer, CEO of Habitat for Humanity of Greater Cincinnati, and Mr. John Bayer, Project Engineer, spoke and responded to questions from the Commission members.

Comments from the Public

Jim Clawson, 6405 Contreras Rd

Mr. Clawson expressed concerns about the site in connection with density, environmental concerns, stormwater and safety issues. Mr. Clawson thought that a precedent is being set with this project because of the waivers.

Lori Libby, 914 Maylin Dr

Ms. Libby was concerned about the eastern perimeter of the subject property. Ms. Libby would like to see a fence similar to what is currently existing between the subject property and the Charleston Dr houses.

Seth Cropaenbaker, Economic Development Specialist

Mr. Cropaenbaker spoke in favor of this proposal highlighting the positive impact on the economy.

Motion – To Close Public Hearing

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Bracken

AYE: (6)

NAY: (0)

ABS: (0)

Motion – To Approve PC-2024-17&18 with staff recommended conditions

(Roll Call) 1st Mr. Prytherch

2nd Mr. Bracken

AYE: Mr. Prytherch, Mr. Bracken, Mr. Kruth, Ms. Webster, Mx. Rosenberg, Mr. Watt (6)

NAY: None (0)

ABS: None (0)

Motion – To Amend the accepted conditions recommended by staff with the following:

5. The landscaping plan shall be revised to provide additional screening methods and/or evergreen plantings along the eastern property boundary.

8. Pedestrian/sidewalk connectivity should be provided between Mitchell Court and Alley C.

9. Traffic calming shall be provided at the mid-block crossing on Mitchell Court.

#10. A public access easement shall be provided from the Mitchell Court cul-de-sac to the southern boundary to support possible future multi-modal connectivity to the Southern Knolls subdivision (unnamed street stub).

(Roll Call) 1st Mr. Prytherch

2nd Mr. Bracken

AYE: Mr. Prytherch, Mr. Bracken, Mr. Kruth, Ms. Webster, Mx. Rosenberg, Mr. Watt (6)

NAY: None (0)

ABS: None (0)

PC-2024-19

Time: 2:01:03

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3. ZONING TEXT AMENDMENT to facilitate a new site plan review process for alley lots that do not have frontage on a public street, Sam Perry, Applicant **Tabled from December meeting

Motion – To Remove the Case from the Table

(Voice Vote) 1st

2nd

AYE: (6)

NAY: (0)

ABS: (0)

Motion – To Enter into Public Hearing

(Voice Vote) 1st Mr. Prytherch

2nd Mx. Rosenberg

AYE: (6)

NAY: (0)

ABS: (0)

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

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: (6)

NAY: (0)

ABS: (0)

Motion – To Approve PC-2024-19 with the recommended changes made by staff amended by the following:

On page 110 (in the packet), 603(A) change the word “re-heard” to “heard”

Limit the maximum parking requirement from the suggested 6 to 4

(Roll Call) 1st Mr. Prytherch

2nd Mr. Bracken

AYE: Mr. Prytherch, Mr. Bracken, Mr. Kruth, Ms. Webster, Mx. Rosenberg, Mr. Watt (6)

NAY: None (0)

ABS: None (0)

PC-2024-20

[Time: 2:45:31](#)

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1. ZONING TEXT AMENDMENT to increase allowable floor area for retail services from 10,000 to 20,000 square feet in the Uptown Zoning District, Set Copenbaker, Applicant

**Tabled from December meeting

Motion – To Remove the Case from the Table

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Kruth

AYE: (6)

NAY: (0)

ABS: (0)

Motion – To Enter into Public Hearing

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Bracken

AYE: (6)

NAY: (0)

ABS: (0)

Mr. Sam Perry, Community Development Director, presented the staff report and addressed the questions from the Commission members.

Mr. Copenbaker offered his comments on this case and responded to the questions from the Commission.

Comments from the Public

There were no comments from the public.

Motion – To Close Public Hearing

(Voice Vote) 1st Mr. Prytherch

2nd Mr. Kruth

AYE: (6)

NAY: (0)

ABS: (0)

Motion – To Table the Case to the Next Meeting

(Voice Vote) 1st Mr. Prytherch

2nd Ms. Webster

AYE: (6)

NAY: (0)

ABS: (0)

Motion to Adjourn Meeting at 10:12 p.m.

[Time: 3:16:57](#)

(Voice Vote) 1st Mx. Rosenberg

2nd Mr. Prytherch

AYE: (6)

NAY: (0)

ABS: (0)



MEMORANDUM
Community Development Department
513-524-5204

TO: Planning Commission

FROM: Sam Perry, AICP
Community Development Director

MEETING DATE: March 11, 2025

RE: **PC-2024-20, Uptown Floor Area Text Amendment**

Based on the December and January meeting discussions, the Commission requested to see final code language changes that would retain the 10,000 square foot threshold for bars and restaurants but raise it to 20,000 square feet for retail uses that are not bars or restaurants. It was determined that the potential negative impacts from larger footprint bars and restaurants are unique enough that they deserve conditional use review and recommendation. City Planner Zachary Moore took the lead on this final revision, on behalf of the original applicant Economic Development Specialist Seth Copenbaker.

The five pages of strikeout / underline text are attached.

In January staff reported some follow-up references from December, as a reminder below:

For example, the “mini-Target” store on Calhoun Street near University of Cincinnati is 17,500 square feet. The daily operation is 8 am to 10 pm. There are full and part-time employment opportunities. There is a limited selection focusing on home goods and electronics.

The first floor of the proposed new building at 110 East High Street, which was reviewed by HAPC, is 14,985 square feet. For comparison, the former Walgreen’s building at 200 S. Locust Street is 14,761 square feet.

Staff’s belief is that the proposed increase of the threshold for retail use has public benefits that outweigh the public risks, and, therefore, recommend approval of the application. The Commission may make similar or different findings, for or against the text amendment, as long as the findings correspond to the decision standards of 1135.02(c)(1)A-D.

1143.10 – UP Uptown District.

(a) Purpose.

The purpose of this district is to preserve and encourage the continued vitality of the City's historic central business and civic activity area. Selected uses and regulatory standards are provided to guide development so as to achieve a mixture of appropriate uses in a functional, aesthetic and pedestrian compatible manner.

(b) Uses.

(1) Permitted uses.

- A. Any combination of residential dwelling types as defined in Section 1159.05(8), A through E., on the second floor or higher.
- B. Restaurant, food or drink service, and similar establishments shall not exceed 10,000 square feet of floor area on any given floor.
 - 1. Bars and establishments serving alcohol, not including drive-in.
 - 2. Restaurants, not including drive-in.
- ~~BC.~~ Retail services shall not exceed 20,000~~10,000~~ square feet of floor area on any given floor.
 - 1. Apparel and jewelry.
 - ~~2. Bars and establishments serving alcohol.~~
 - 23. Books, stationery, newspapers, magazines, office equipment and office supply stores.
 - 34. Drugs and pharmaceuticals.
 - 45. Food products, including groceries, meat, fish, baked goods, confectionary, and beverages.
 - 56. Flowers, potted plants, and garden supplies.
 - 67. Hardware, paint, home furnishings, and other home improvements products.
 - 78. Optical aids.
 - 89. Photography, bicycles, gifts and toys, pets, music, sporting goods, and other hobby and craft supplies.
 - ~~10. Restaurants, not including drive-in.~~
 - 1011. Other similar establishments engaged in retail trade except those included as Conditional Uses in subsection (b)(2) hereof.
- ~~CD.~~ Personal and professional services shall not exceed 10,000 square feet of floor area on any given floor.
 - 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).
8. Theaters, not including drive-ins.
9. Other similar personal and professional services, such as employment agencies, travel bureaus, and ticket offices.

~~D~~E. Accessory buildings incidental to the principal use.

~~E~~F. Sidewalk uses.

1. This section is intended to provide for active use of private and public property in the Uptown District for outdoor cafes and retail sales. A sidewalk use requires a permit, shall be operated according to the provisions of this section, and is valid for one year and only for the location, design, and use approved.
2. A sidewalk use may include outdoor activity on both private and public property as follows:
 - a. Private property in the front setback area or any courtyard or other partially enclosed area adjacent to a right-of-way may be utilized only for the same commercial activity as the principal use on the first floor of the principal structure.
 - b. The public sidewalk and other paved portions of the right-of-way that are designed and constructed to accommodate pedestrians may be utilized only for the same commercial activity as the principal use on the first floor of an immediately adjacent principal structure.
3. A sidewalk use permit application shall include a fee, a scaled site plan, and other information sufficient to determine compliance with all of the following provisions:
 - a. The use may not result in less than five feet of open and unobstructed public sidewalk adjacent to the sidewalk use; and
 - b. The adjacent property owner and the operator of the use have a liability insurance policy that covers accidents and injuries on the public right-of-way for a minimum of one hundred thousand dollars (\$100,000) per person and three hundred thousand dollars (\$300,000) per accident, premiums are fully paid for the calendar year of the permit, and the City of Oxford shall be named as an additional insured upon such liability policy; and
 - c. The use shall employ only displays, counters, tables, chairs, umbrellas, and planters that are moveable; and
 - d. Nothing related to the operation of the use shall be permanently installed on public or private property except anchors that do not protrude above

the adjacent sidewalk surface and do not otherwise create a trip hazard; and

- e. All materials shall be lightweight and easily removable; and
 - f. All roofs shall be made of a flame-resistant (per Ohio Basic Building Code and Ohio Fire Code), nonstructural material such as treated canvas or vinyl fabric; and
 - g. All illumination shall be confined within the perimeter of the use; and
 - h. All partitions shall be transparent 3 feet above the adjacent sidewalk surface.
- 4. The City Manager or designee shall require removal of anything or correction of any condition associated with a sidewalk use that threatens the public health, safety, or general welfare and shall revoke an approved permit if its holder fails to comply with any such order in a timely manner.
 - 5. The City Manager shall reinstate a revoked permit if the holder removes the immediate threat and provides sufficient proof that the threat will not recur.
 - 6. If a sidewalk use permit is revoked more than once during the year that the permit is valid, the permit shall not be reinstated and a new permit shall not be issued until after the original expiration date of the revoked permit.

(2) Conditional Uses.

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

A. Restaurant, food or drink service, and similar establishments:

- 1. Any permitted use that exceeds 10,000 sq. ft. on any given floor.
- 2. Additional restaurant-related uses above the street level which would cause the maximum permitted gross floor area ratio to exceed the 3:1 ratio.

AB. Retail services:

- 1. Any permitted retail use that exceeds ~~20,000~~~~10,000~~ sq. ft. on any given floor.
- 2. Banks with drive-through facilities.
- 3. Building supplies, garden supplies.
- 4. Temporary or outdoor sales of plants and garden supplies.
- 5. Retail uses which do not provide a minimum ratio of 0.7:1 of the lot area.
- 6. Additional retail uses above the street level which would cause the maximum permitted gross floor area ratio to exceed the 3:1 ratio.

CB. Personal and public services:

- 1. Any permitted personal or public service that exceeds 10,000 sq. ft. on any given floor.
- 2. Cultural institutions, including libraries, art galleries and museums.

3. Hotels and motels.
4. Places of worship.
5. Funeral homes.
6. Night clubs, discotheques, and other entertainment facilities.
7. Personal and Professional Services which do not provide a minimum of 0.7:1 of the lot area.
8. Additional personal and professional services above the street level which would cause the maximum permitted gross floor area ratio to exceed the 3:1 ratio.

CD. Other uses.

1. Any combination of dwelling types as defined in Section 1159.05(8), A through E, on the first floor or basement.
2. Community-Oriented Residential Social Service Facilities (CORSSF's).
3. Shared Housing and Congregate Housing for the elderly.
4. Government owned and/or operated parks and recreation facilities.
5. Bed & Breakfasts.
6. Publicly owned and operated neighborhood recreation centers.
7. 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.
8. Schools: primary, intermediate, and secondary, both public and private.
9. Hospitals

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

(1) Lot requirements.

A. Minimum Lot Area:

1. Lots in the Uptown District shall be a minimum of three thousand (3,000) square feet.

(2) Yard requirements.

Front Yard	16.5 feet minimum except * On High Street - at least 70 percent of building must meet the right-of-way line
Rear Yard	none except * Adjacent to a residential district 10 feet minimum
Side Yard	none except * Adjacent to a residential district 6 feet minimum

(3) Structural requirements.

A. Building height:

Minimum - 23 feet and a minimum of 2 stories above street grade
Maximum - 48 feet and 4 stories maximum above street grade.

B. Gross Floor Area Ratio:

1. The maximum permitted gross floor area ratio of a structure at or above grade in the Uptown District shall be 3. (Lot area x 3 = total bldg. sq. ft.)
 - a. Commercial space shall provide a minimum ratio of 0.7:1 of the lot area on the street level subject to the following:
 - i. The basement of a structure may be used for retail, personal and professional uses but shall not be computed into the minimum 0.7:1 ratio.
 - ii. Uncovered outdoor areas shall:
 - a. Be associated with the first floor commercial occupant,
 - b. Be located on the property and/or on the public sidewalk, only with a valid sidewalk permit.
 - c. Be computed into the minimum 0.7:1 ratio, but not the overall 3:1 ratio.
 - b. Residential space shall provide a maximum ratio of 2:1 of the lot area subject to the following:
 - i. Stairways, hallways, elevators outdoor patios, decks, and balconies, for residential use shall be computed into the maximum 2:1 ratio.

(4) Maximum Residential Density.

- A. Occupancy shall be limited to one person per 200 square feet of lot area.

(Ord. 3323. Passed 8-18-15. Subsections (b) & (c) amended by Ord. 3611, passed 1-19-21.)

1143.11 – MU University District.

(a) Purpose.

The purpose of this district is to accommodate the academic, administrative, cultural, recreational, residential and ancillary uses comprising and supportive of the respective requirements of a college or university. Any parcel, property or structure that is within the Historic District Overlay shall also consult the current design guidelines of the Historical Architectural Preservation Commission and Chapter 1331 of the Oxford Codified Ordinance and shall follow the procedures for approval contained therein.

(b) Uses.

(1) Permitted uses.

- A. University complex, including all affiliated educational structures and other supporting uses owned, operated, affiliated, leased or licensed by the university, such as dormitories, eating facilities, recreational and athletic facilities, laboratories, retail facilities, library, etc.
- B. Single-family dwellings.

(2) Conditional Uses.

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