

June 27, 2017

Mr. Sam Perry, AICP
Planner
Community Development Department
City of Oxford
101 East High Street
Oxford, Ohio 45056



Re: Letter of Intent
Planned Development (PD) – Pre-application Conference
Stadium Apartments
University and Sycamore

Dear Mr. Perry:

The following letter of intent is submitted together with the preliminary plans and survey for a concept review by the plan commission.

Organizational Structure:

Owner: Madison Student Housing LLC
2249 Pinehurst Drive
Middleton, WI 53562
jim@jmmichaelrealestate.com

Architect: Knothe & Bruce Architects, LLC
7601 University Ave.
Suite 201
Middleton, WI 53562
rbruce@knothebruce.com

Consulting Architect: Scott Webb, Architect
103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838
scott@scottwebbarchitect.com

Civil Engineer: Etta Reed
Bayer Becker
110 South College Avenue
Oxford, OH 45056
ettareed@bayerbecker.com

Introduction:

The following letter and plans are submitted to accompany the application materials for a concept plan review for a proposed Planned Development.

This project proposes the redevelopment of 9 lots located on the south side of Homestead Street extending to the north side of East Sycamore Street. The combined sites are approximately 67,518 square feet. The property owner is an experienced student housing developer with over 30 years of experience. The intent of the development is to provide high-quality student housing adjacent to the campus where the negative impacts of student housing to the Oxford community is minimized.

Project Description:

The project maintains the 24-unit apartment building on E. Sycamore Street and adds three new buildings with 16 to 18 apartments in each building. The three new apartment buildings are three stories in height and are designed to fit within the context of the surrounding neighborhood. From the street the buildings will appear as a series of historically scaled residential homes with unique designs and entry porches. The surface parking is limited due to the sites location adjacent to the campus parking area and the inclusion of underground parking. Vehicular access to the underground parking is achieved from University Avenue on the east side of the site.

An exterior courtyard for outdoor cooking and interior common amenities such as a community room and exercise facilities will be available to the residents. The interior of the apartments will have upscale designs and finishes including private bedroom-bathroom suites, stainless steel appliances, granite counter tops, and attractive wood-look flooring.

The safety and security of the residents will be maintained by providing security cameras throughout the common areas of the buildings and courtyard. Professional management will be provided.

Site Development Data:**Existing Apartments to Remain:**

One-Bedroom	24 Apartments
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Newly Constructed Apartments:

One-Bedroom	11
Two-Bedroom	27
Three-Bedroom	11
Four-Bedroom	3
Total New Dwelling Units	52 Apartments

<u>Building Height:</u>	3 Stories
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Vehicle Parking:

Below Grade Parking Garage	25 Stalls
Surface Parking Garage	27 Stalls

Project Schedule:

It is anticipated that the construction will start in June 2018 and be completed for occupancy in August 2019.

Social & Economic Impacts:

This development will have a positive social and economic impact. It will provide high-quality student housing adjacent to the campus and thereby reduce the impacts of student housing on other neighborhoods in the city. The redevelopment will remove some blighted properties and replace them with high-quality, safe, secure housing for students. The project will also provide support to the local construction industry and a substantially increase to the tax base of the City.

Thank you for your time in reviewing our proposal.

Very Truly Yours,

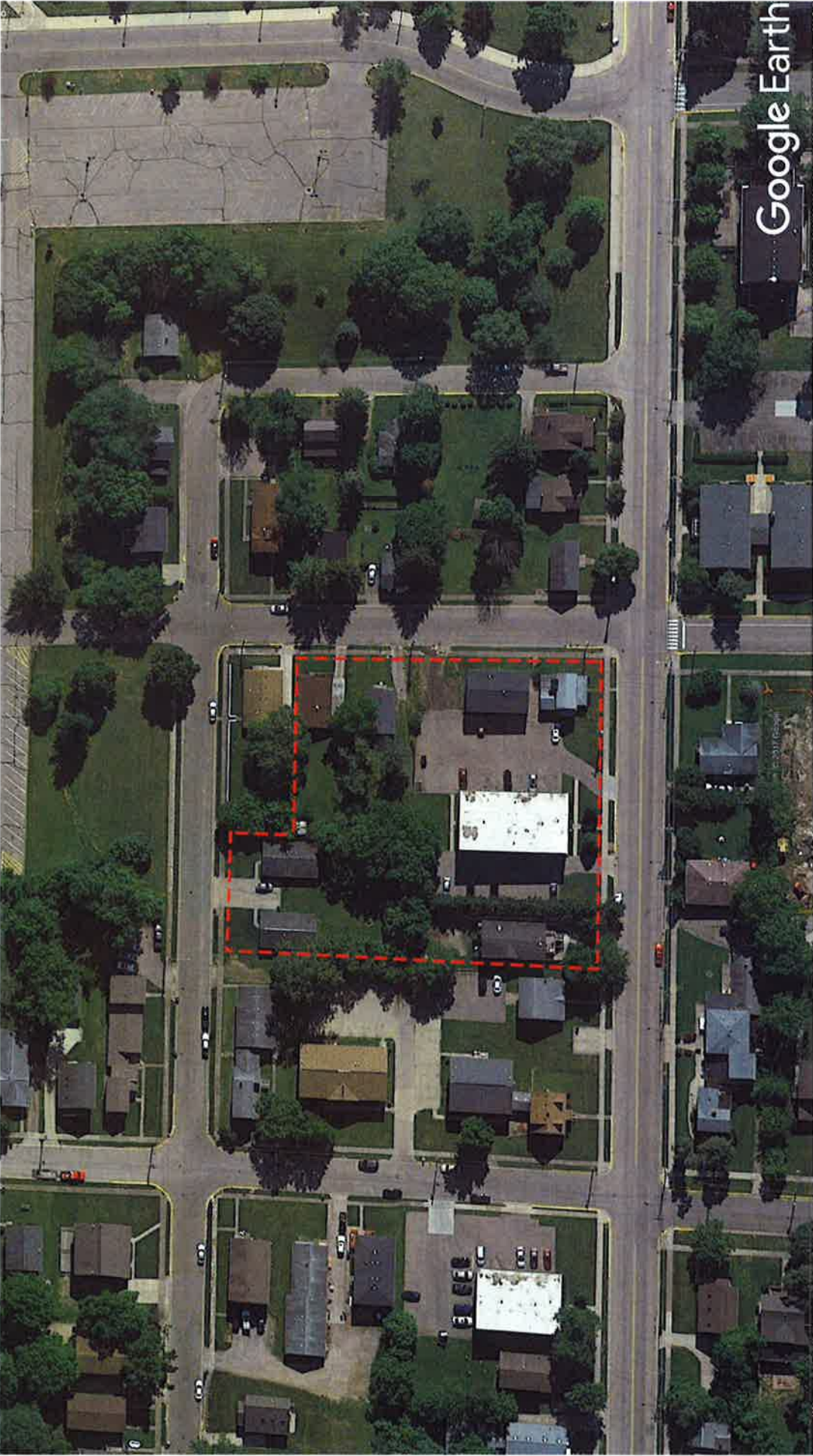
A handwritten signature in black ink, appearing to read "J. Randy Bruce", with a long, sweeping horizontal line extending to the right.

J. Randy Bruce
Managing Member
Knothe & Bruce Architects



Survey
Stadium
Apartments
E. Sycamore St.
& N. University Ave.
Oxford, Ohio
June 27, 2017





Google Earth

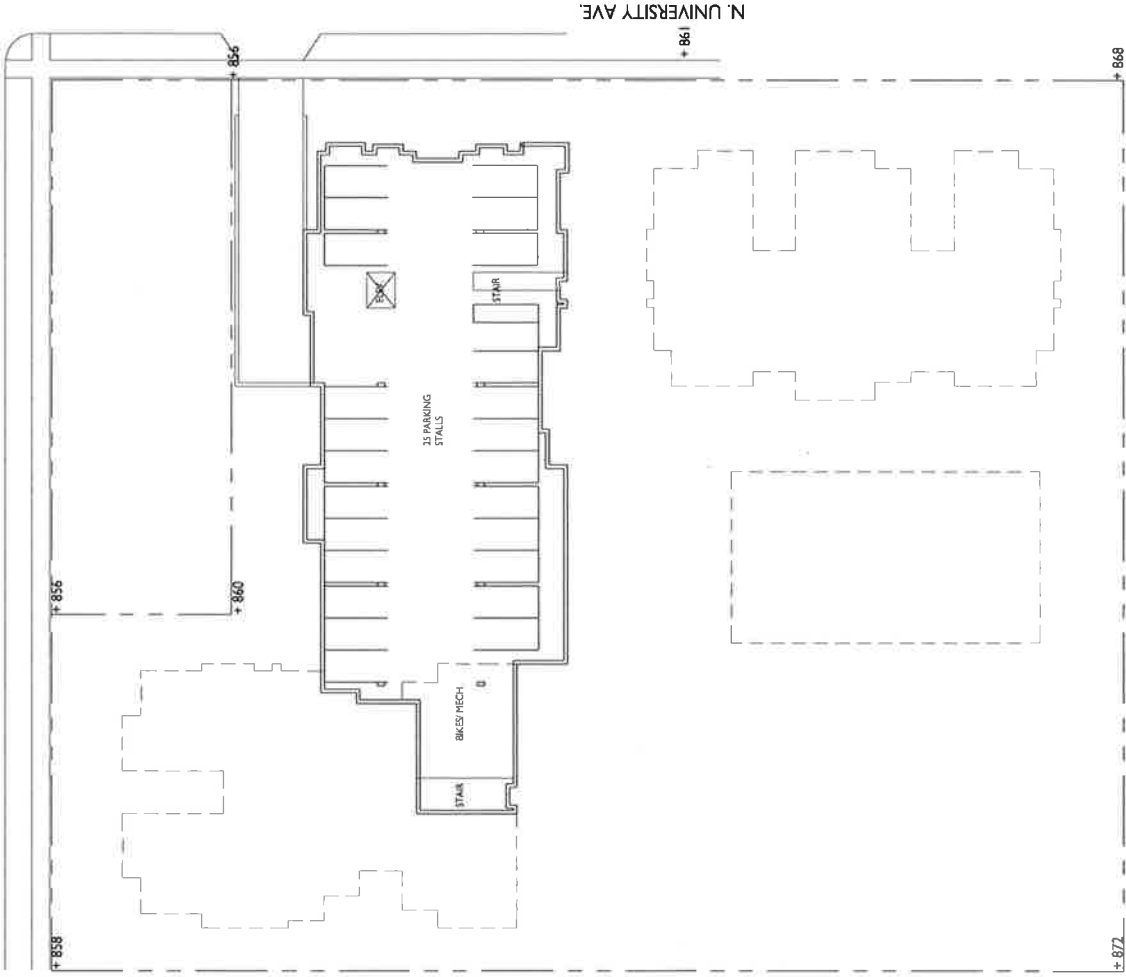
Stadium
Apartments
E. Sycamore St.
& N. University Ave.
Oxford, Ohio
June 27, 2017





**Stadium
Apartments**
 E. Sycamore St.
 & N. University Ave.
 Oxford, Ohio
 June 27, 2017

HOMESTEAD AVE.



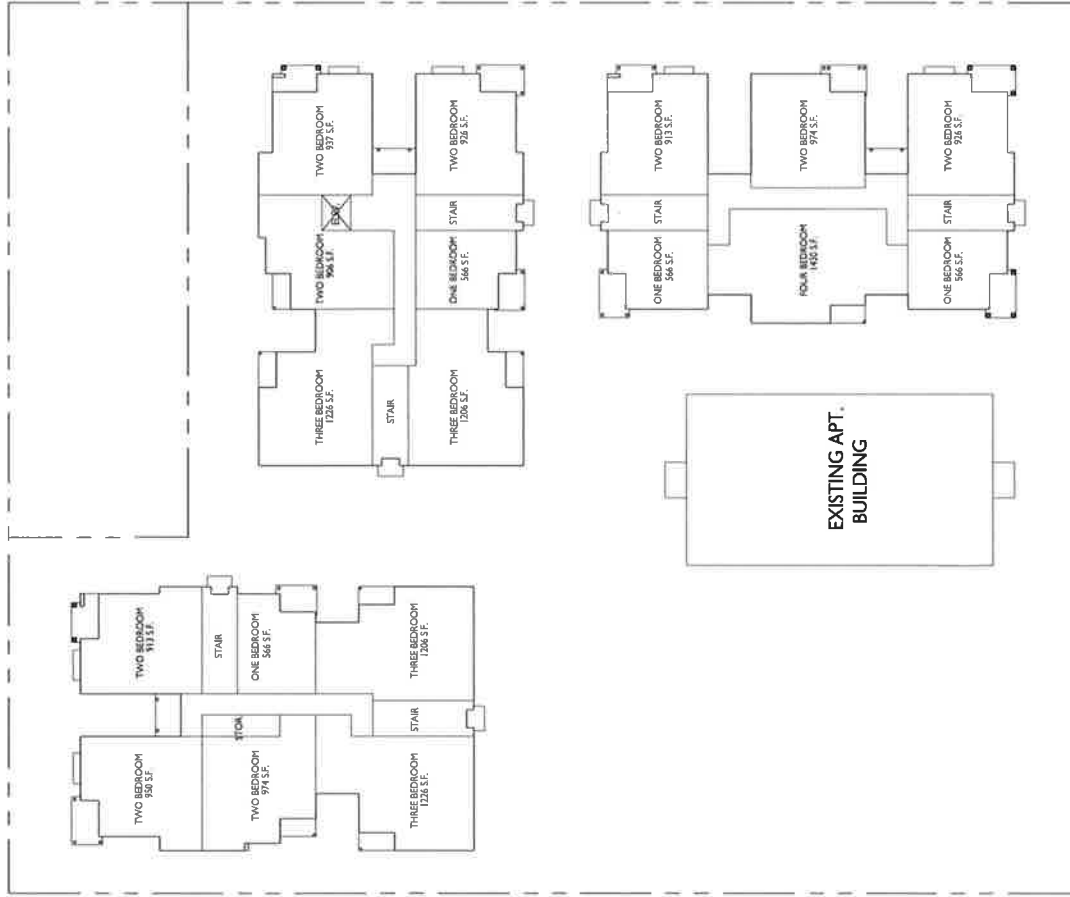
E. SYCAMORE ST.



1 BASEMENT FLOOR PLAN

A-1.0 1/8" = 1'-0"





SECOND & THIRD FLOOR PLAN



1 ELEVATION ALONG N. UNIVERSITY
A2.1 1/8" = 1'-0"



2 ELEVATION ALONG E. SYCAMORE
A2.1 1/8" = 1'-0"



3 ELEVATION ALONG HOMESTEAD
A2.1 1/8" = 1'-0"



Stadium
Apartments
E. Sycamore St.
& N. University Ave.
Oxford, Ohio
June 27, 2017



**Stadium
Apartments**
E. Sycamore St.
& N. University Ave.
Oxford, Ohio
June 27, 2017



City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2017-12

Date – June 13, 2017

APPLICATION

Applicant:	City of Oxford
Action Request:	ZONING CODE TEXT AMENDMENT to Amend Chapter 1141, Accessory, Temporary, Supplementary and Environmental Regulations by amending 1141.01 Accessory Regulations and 1141.03 Supplementary Regulations , City of Oxford, Applicant

DESCRIPTION

This application is part of amendments that accompany the 1143.07 R-3MS changes to allow accessory buildings to be used as a dwelling unit, as well as amending 1143.03 allowing two principal buildings on a same lot and clarifying the language of residential building addition.

ZONING CODE

The attached text amendment illustrates changes to Chapter 1143.07 R3MS (Single, Two- and Three-Family Mile Square Residential) District for your information.

COMPREHENSIVE PLAN

Land Use Element:

The community's small college town character will be preserved and enhanced.

- New development and redevelopment will be sensitive to pedestrians in terms of scale and walkability.
- New architecture will add to the character of the community as opposed to corporate, franchise architecture.

Infill development and redevelopment of underutilized sites is a priority

- Reuse of vacant and underutilized sites will be encourage prior to new development.

Table 3.4 Concept Area Matrix and Table 3.5 Character Area Matrix also provided the overall theme of the Use Element of the Comp Plan. Additionally, Map 3.6 and 3.7 also show the area of neighborhood enhancement area as well as neighborhood character as well.

Urban Design

- Preserve and enhance historic resources in the Mile Square including Uptown District

Housing Element

Improve housing conditions in the Mile Square

- Ensure quality residential environment through improved housing standards.

AGENCY REVIEWS

Police:	Returned with no comments
Engineering:	Returned with no comments

Econ. Dev. Returned with comments
Fire: Returned with no comments

DECISION CRITERIA

A copy of the Text Amendment Decision Criteria is attached.

ANALYSIS

This is one of the two companion pieces that go with the changes to 1143.07 R-3MS to allow accessory buildings to be used as a dwelling unit, since the proposed R-3MS lists accessory dwelling units as a conditional use. The Commission would hope that the property owner may utilize the accessory building as a potential dwelling unit, instead of razing the existing building to build a new one just to accommodate one additional unit.

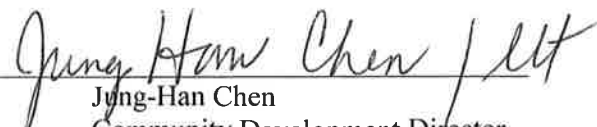
The Commission also went through the changes with the consultant and staff and felt that the changes are necessary to remove any potential conflict and confusion. Attached in this report are the changes to each particular section of the Zoning Code.

RECOMMENDATION

The attached revision and additional language provides detailed verbiage of the proposed text amendment. Staff recommends that the Planning Commission concur with the changes and forward to City Council for legislation.

SUBMITTED

BY:


Jung-Han Chen
Community Development Director

DATE: May 26, 2017

ATTACHMENT

(c) Planning Commission and Council Review. The Planning Commission shall base its recommendation on a proposed Zoning Code amendment 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.

If 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.

- (1) Decision standards. 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.

Text Amendments

- A. The proposed amendment will make the Code conform more closely to the Comprehensive Plan.
- B. The proposed amendment will improve the public health, safety, and general welfare of Oxford.
- C. The proposed amendment will clarify the intent of the Code.
- D. The proposed amendment will better implement the intent of the Code.
- E. The proposed amendment will improve enforcement of the Code.



Internal Use Only:	
Case No.	PC-2017-12
Date Filed	4/28/17

Zoning Code Text Amendment Application

Applicant Information

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

Name * Jung-Han Chen

Mailing Address * 101 E. High Street

City, State & Zip Code * Oxford, OH 45056

Telephone Number(s) * 513-5245237

Email Address jhchen@cityofoxford.org

Amendment Description * Amend Oxford Zoning Code Chapter 1141.01 and 1141.03

Submission Requirements and Documentation

From Section 1135.02 Procedure¹.

- (a) Initiation. A text amendment may be initiated by the Chair of the Planning Commission, by adoption of a motion by Council or the Planning Commission, or by application to Planning Commission by a landowner or a resident of the City of Oxford.
- (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. Any existing section number and text that is proposed to be deleted or amended.
- H. Any new or amended text as it is proposed to be codified including its proposed location in the Code. section numbers)
- I. A narrative statement that describes the expected effects of the proposed text.
- J. A narrative statement that compares the expected effects of the proposed text with any existing text that it will replace, if applicable.

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. The proposed amendment will make the Code conform more closely with the Comprehensive Plan.
- B. The proposed amendment will improve the public health, safety, and general welfare of Oxford.
- C. The proposed amendment will clarify the intent of the Code.
- D. The proposed amendment will better implement the intent of the Code.
- E. The proposed amendment will improve enforcement of the Code.

Planning Commission and Council Review

The Planning Commission shall base its recommendation on a proposed Zoning Code amendment 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 consider the Planning Commission recommendation. If 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.

Fees & Receipt

The required fee is \$150.00. 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 *

4/15/17

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 the fee made payable to **City of Oxford**, to Community Development Director, 101 East High Street, Oxford, OH 45056.

Direct questions to the Community Development Department 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.

For Staff Use Only

Fee Paid Date *

NA

Receipt Number *

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

1141.01 ACCESSORY REGULATIONS.

This section shall apply to accessory uses and structures in all zoning districts, unless otherwise provided for in the development requirements of the district in which the property is located or the respective planned development text.

- (a) Permitted Accessory Uses and Structures in Residential Districts. The following provisions pertain to accessory uses and structures when located in Residential Districts. Unless otherwise stated in this Section or exempted below, detached accessory buildings and uses shall be located in the rear yard.

(1) Accessory Buildings

- A. No accessory building shall be used as a dwelling unit, sleeping quarters, or business, except as may be allowed in the **R-3MS District.**
- B. There shall be no more than two detached accessory buildings on a lot in a Residential Zoning District. Only one of these accessory buildings can be a garage.
- C. The total square foot area of all accessory building on a lot shall not exceed 1,000 or 50% of the footprint of the principal structure whichever is smaller.
- D. A detached accessory building shall be at least ten feet from any dwelling or other accessory building or structure situated on the same lot or abutting.
- E. A detached accessory building shall not exceed 20 feet in height or the height of the principal structure whichever is less.
- F. All parts of a detached accessory building shall be at least three feet from all lot lines.
- G. Accessory buildings are not permitted in front of the principal structure or within a front yard.
- H. On a corner lot all accessory structures shall be required to have the same setback distance from all street right-of-way lines as required for the front yard in the district in which such structures are located.

1141.03 SUPPLEMENTAL REGULATIONS.

In addition to all regulations specified for the Zoning Districts and in other sections of this Ordinance, the provisions of this Section inclusive shall be used for interpretation and clarification.

- (a) One Principal Building per Lot. In a Residential district, except for R-3, **R-3MS**, and R-4 **Districts**, there shall be no more than one principal building or use on one lot. In commercial or industrial districts, more than one building is permitted provided all other site development regulations of the district are satisfied.
- (b) Every building hereafter erected, converted, enlarged, reconstructed or structurally altered shall be located on a lot of record and shall have its principal public entrance, upon a street bordering such lot,. For the purpose of this provision an alley is not considered as a street, **except the lots are considered alley lots with only alley access that may have its principal public entrance on either alley.**
- (h) Residential Building Additions. No addition to an existing residential building that results in or enables a new dwelling unit shall be approved, unless it is permitted by the underlying zoning district. The addition shall also be subject to the following requirements:
 - (1) Any addition shall:
 - A. **Be constructed of similar materials, in similar proportions, to the façade that is being extended or altered (i.e., if the side façade of a dwelling is constructed of brick and will be extended or altered, the expanded or altered areas shall also be constructed of brick);**
 - B. **Be designed in the same architectural style and character as the original building including maintaining or extending any architectural features on the existing building; and**
 - C. **Be designed with a similar mass and height as the existing building.**

City of Oxford
Inter-Office Review Transmittal Sheet

Date: May 15, 2017

To: **Fire Department** Engineering Division Police Department Econ Dev Department

From: Community Development Department

¹²
PC-2017-~~12~~, ZONING CODE TEXT AMENDMENT - Chapter 1141, Accessory, Temporary, Supplementary
and Environmental Regulations by Amending Section 1141.01 Accessory Regulations and 1141.03
Supplementary Regulations, City of Oxford, Applicant

 X Review Revisions Other

Please return no later than: **June 5, 2017** Note: If no comments are received, we will assume the
project meets your department's standards.

.....

Drawings are returned: w/comments without/comments

Drawings reviewed by:



Date: 5-15-17

John Dethrage
PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: May 15, 2017

To: Fire Department **Engineering Division** Police Department Econ Dev Department

From: Community Development Department

¹²
PC-2017-~~A~~ **ZONING CODE TEXT AMENDMENT** - Chapter 1141, Accessory, Temporary, Supplementary
and Environmental Regulations by Amending Section 1141.01 Accessory Regulations and 1141.03
Supplementary Regulations, **City of Oxford, Applicant**

 X Review Revisions Other

Please return no later than: **June 5, 2017** Note: If no comments are received, we will assume the
project meets your department's standards.

.....
Drawings are returned: w/comments without/comments

Drawings reviewed by: _____

V. Popescu

Date: _____

5-16-17

VICTOR POPESCU

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: May 15, 2017

To: Fire Department Engineering Division **Police Department** Econ Dev Department

From: Community Development Department

¹²
PC-2017-~~12~~, ZONING CODE TEXT AMENDMENT - Chapter 1141, Accessory, Temporary, Supplementary
and Environmental Regulations by Amending Section 1141.01 Accessory Regulations and 1141.03
Supplementary Regulations, City of Oxford, Applicant

 X Review Revisions Other

Please return no later than: **June 5, 2017** Note: If no comments are received, we will assume the
project meets your department's standards.

.....

Drawings are returned: w/comments without/comments

Drawings reviewed by: _____



Date: _____

5/16/17

John A. Jones

PRINTED NAME

PRINTED NAME

City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2017-20

Date – July 11, 2017

APPLICATION

Applicant:	City of Oxford
Action Request:	ZONING CODE TEXT AMENDMENT to Amend Chapter 1145 Planned Development, 1145.12 Design, specifically 1145.12 (g) Environmental to 1145.12(g) Sensitive Development Area, City of Oxford, Applicant

DESCRIPTION

This application is a directive from Council to address the intent of the Zoning Code dealing with environmental sensitive development areas that potentially existed within a development project, as well as outline the expectations of delineating the area(s), and how to address those environmental sensitive areas in terms of development. This has been part of the effort made by the Environmental Commission (EC) to provide expertise to the Planning Commission in those sections of the Zoning Code could be strengthened, clarified and updated. This is a parallel work the EC had done with the Subdivision regulations.

ZONING CODE

The attached text amendment illustrates changes to Chapter 1145.12(G) Sensitive Development Area.

AGENCY REVIEWS

Police:	No comments received
Engineering:	Abstained from comments
Econ. Dev.	Returned with comments
Fire:	No comments received

DECISION CRITERIA

A copy of the Text Amendment Decision Criteria is attached.

ANALYSIS

This is a directive from Council to look at sensitive development areas related to a recent development project that the site designer failed to identify important natural features to develop the preliminary layout. The City Council directed the Environmental Commission to review the Zoning Code related to environmental protection in 2016. The revised Subdivision Regulations, PC-2017-19, was the outcome of their work.

Given that the Planned Development process has also been utilized by the developers for large scale development projects and there is a very limited scope of concerns related to environmental protection clause, it also will be timely to amend the Planned Development Chapter to address the environmental sensitive development areas as well.

The work of EC on Subdivision Regulations provides a guide to update the Planned Development, so any large scale projects would need to go through the site evaluation process to discern any potential sensitive areas. It needs to be noted that both Subdivision and Planned Developments would require a two-step review process: preliminary and final before the Planning Commission and City Council. It is also important recognize that there would be significant concerns from the development community if an extensive on-site research cost is required. Therefore, the EC drafted the language in providing those

public entities that will have information readily available for free. It provides baseline information about the site for development. It also lays out the expectations of how to proceed with the site analysis and assessment, so the developer is fully aware of what to expect throughout the entire process.

Additionally, the proposed changes also would require ODOT pre-qualified firms to conduct specialized study in ecological survey or environmental site assessment for the final development if sensitive development areas have been identified. Since the approval of preliminary planned development, the developer has been a green light to further develop the construction and detailed design of the project, it would be reasonable to hire ODOT pre-qualified firms to conduct any specialized fields necessary for a clear deliberation on the scale of sensitive areas and to mitigate any negative impact the development may have to those sensitive areas.

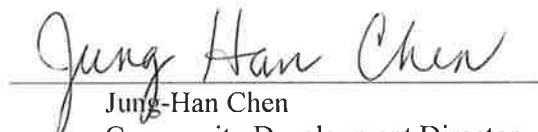
The changes being proposed are considered to be clarifications of existing language by adding more information or providing guidance as to where the information can be obtained during the preliminary phase, at a minimum cost to the developer. The impact to the developer is considered to be minimum and the results would be useful and necessary for the Planning Commission to make a better, informed recommendation and a clear baseline of the existing geological and geographical information than lines on papers.

RECOMMENDATION

The attached revision and additional language provides detailed verbiage of the proposed text amendment. Staff recommends that the Planning Commission concur with the changes and forward to City Council for legislation.

SUBMITTED

BY:


Jung-Han Chen
Community Development Director

DATE July 2, 2017

ATTACHMENT

(c) Planning Commission and Council Review. The Planning Commission shall base its recommendation on a proposed Zoning Code amendment 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.

If 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.

- (1) Decision standards. 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.

Text Amendments

- A. The proposed amendment will make the Code conform more closely to the Comprehensive Plan.
- B. The proposed amendment will improve the public health, safety, and general welfare of Oxford.
- C. The proposed amendment will clarify the intent of the Code.
- D. The proposed amendment will better implement the intent of the Code.
- E. The proposed amendment will improve enforcement of the Code.

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) ~~Environmental. 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 or Chief of Police.~~

(g) Environmental
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 Section (D) 1-8 from publicly available resources such as 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) that is pre-qualified by the Ohio Department of Transportation 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 report 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:
 - (a) Natural vegetation shall be maintained.
 - (b) 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 or Chief of Police.
 - (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 Ordinance 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 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 and 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 pre-qualified by the Ohio Department of Transportation in Streams and Wetland. This report can be d 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.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: July 5, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-20, ZONING CODE TEXT AMENDMENT, to amend the Oxford Zoning Code Chapter 1145 Planned Development, specifically 1145.12 Design (g) Environmental, **City of Oxford, Applicant**

 X Review Revisions Other

Please return no later than: **July 6, 2017** Note: If no comments are received, we will assume the project meets your department's standards.

.....
Drawings are returned: w/comments without/comments

While I cannot argue against the merits of this legislation, I will ask the Planning Commission and City Council to explore the potential additional effects of this legislation.

Until just recently, with the Annex and the proposed completion of Heritage Subdivision, Oxford has very little new development. The Great Recession was one of the primary reasons for the lack of new development. Another reason is due to Oxford's smaller population and slower absorption rate.

As a developer develops land, the developer pays for all the developmental costs upfront: land acquisition, environmental studies, infrastructure (water, sanitary, roadways, and sidewalks). Then as the lots are sold or units are rented, the developer begins to recoup their costs and then makes a profit. In smaller growth areas like Oxford, it can take years for the project to break even or turn a profit.

The more it costs a developer to develop, the less likely a developer will develop in a small, low absorption rate market.

As I stated in my opening paragraph, I am not against these items, I would just like all aspects of the proposed legislation to be considered. If the costs are minor and the rewards high, then it is a no brainer.

Drawings reviewed by:  Date: 7-6-17

G. Alan Kyrsten
PRINTED NAME



Internal Use Only:

Case No.

PC-2017-20

Date Filed

5/26/17

Zoning Code Text Amendment Application

Applicant Information

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

Name * Jung-Han Chen

Mailing Address * 101 E. High Street

City, State & Zip Code * Oxford, OH 45056

Telephone Number(s) * 513-524-5237

Email Address jhchen@cityofoxford.org

Amendment Description * Amend Oxford Zoning Code Chapter 1145 Planned Development, specifically 1145.12(g) Environmental

Submission Requirements and Documentation

From Section 1135.02 Procedure¹.

- (a) Initiation. A text amendment may be initiated by the Chair of the Planning Commission, by adoption of a motion by Council or the Planning Commission, or by application to Planning Commission by a landowner or a resident of the City of Oxford.
- (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. Any existing section number and text that is proposed to be deleted or amended.
- H. Any new or amended text as it is proposed to be codified including its proposed location in the Code. section numbers)
- I. A narrative statement that describes the expected effects of the proposed text.
- J. A narrative statement that compares the expected effects of the proposed text with any existing text that it will replace, if applicable.

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. The proposed amendment will make the Code conform more closely with the Comprehensive Plan.
- B. The proposed amendment will improve the public health, safety, and general welfare of Oxford.
- C. The proposed amendment will clarify the intent of the Code.
- D. The proposed amendment will better implement the intent of the Code.
- E. The proposed amendment will improve enforcement of the Code.

Planning Commission and Council Review

The Planning Commission shall base its recommendation on a proposed Zoning Code amendment 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 consider the Planning Commission recommendation. If 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.

Fees & Receipt

The required fee is \$150.00. 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 *

5/14/17

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 the fee made payable to **City of Oxford**, to Community Development Director, 101 East High Street, Oxford, OH 45056.

Direct questions to the Community Development Department 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.

For Staff Use Only

Fee Paid Date *

Receipt Number *

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

City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2017-19

Date – July 11, 2017

APPLICATION

Applicant:	City of Oxford
Action Request:	ZONING CODE TEXT AMENDMENT to Amend Chapter 1101 Subdivision Regulations, 1101.4 Design Standards and Construction Standards, specifically 1101.4 - 402 Sensitive Development Areas. City of Oxford, Applicant

DESCRIPTION

This application is a directive from Council to address the intent of the Zoning Code dealing with sensitive development areas where it is part of a development project, as well as delineate the submittal expectations, provide guidance to the developer on how to address the sensitive areas and how to compile information in order for the Commission to better understand the site and make an informed recommendation to Council. There have not been any subdivision applications since the 2011 revision was adopted, but this might be a good time before any development project is being submitted for consideration.

ZONING CODE

The attached text amendment illustrates changes to Chapter 1101.04 420 Sensitive Development Area.

AGENCY REVIEWS

Police:	No comments received
Engineering:	Abstained from comments
Econ. Dev.	Reviewed with comments
Fire:	No comments received

DECISION CRITERIA

A copy of the Text Amendment Decision Criteria is attached.

ANALYSIS

This is a directive from Council to look at sensitive development areas related to a recent development project that the site designer did not clearly identify important natural features for consideration. The City Council directed the Environmental Commission to review the Zoning Code related to environmental protection and tree preservation issues since these are the elements that the Environmental Commission has expertise on.

For several months, the Environmental Commission was working on this, with suggestions from staff, to outline the basic requirements for preliminary subdivision that the site designer needs to adhere and the information that will be needed for review. The required information is all public available information that can be obtained from those agencies, at a minimum cost to the designers. It is important to understand the site in greater detail prior to laying out design concept in order to understand the challenges of the site and pay special attention to mitigate any potential negative impacts from damaging those sensitive areas.

Additionally, the proposed changes also would require ODOT pre-qualified firms to conduct specialized studies in ecological surveys or environmental site assessments for the final subdivision. Since the approval of preliminary subdivision, the developer has been given the green light to develop construction plan for infrastructure improvement and detailed design of the subdivision, it would be reasonable to hire

ODOT pre-qualified firms to conduct any specialized fields necessary for a clear deliberation on the scale of sensitive areas.

The changes being proposed are considered to be clarification of existing language by adding more information or providing guidance as to where the information can be obtained during the preliminary phase, at a minimum cost to the developer. The impact to the developer is considered to be minimum and the results would be useful and necessary for the Planning Commission to make a better, informed recommendation and a clear baseline of the existing geological and geographical information than lines on papers.

RECOMMENDATION

The attached revision and additional language provides detailed verbiage of the proposed text amendment. Staff recommends that the Planning Commission concur with the changes and forward to City Council for legislation.

SUBMITTED

BY:



Jung-Han Chen
Community Development Director

DATE June 26, 2017

ATTACHMENT

(c) Planning Commission and Council Review. The Planning Commission shall base its recommendation on a proposed Zoning Code amendment 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.

If 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.

- (1) Decision standards. 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.

Text Amendments

- A. The proposed amendment will make the Code conform more closely to the Comprehensive Plan.
- B. The proposed amendment will improve the public health, safety, and general welfare of Oxford.
- C. The proposed amendment will clarify the intent of the Code.
- D. The proposed amendment will better implement the intent of the Code.
- E. The proposed amendment will improve enforcement of the Code.

1101.4 DESIGN STANDARDS AND CONSTRUCTION STANDARDS.

400 GENERAL STATEMENT

In laying out a subdivision, the subdivider shall comply with the following design standards and requirements. The regulations contained herein, the Zoning Ordinance, Comprehensive Plan, Stormwater Drainage Plan, Water System Master Plan, and the City of Oxford Thoroughfare Plan shall control the manner in which streets, lots, and other elements of a subdivision are arranged on the land. These design controls shall help ensure

- convenient and safe streets;
- creation of useable lots;
- provision of space for public utilities;
- reservation of land for recreation uses;
- to minimize the impact on natural resources and the environment, and
- to ensure the planning of attractive, connected and functional neighborhoods shall be promoted, minimizing the undesirable features of unplanned, unconnected, undirected, haphazard growth.

The Planning Commission has the responsibility for reviewing the layout of each future subdivision early in its design development. The development shall be laid out

- to minimize
 - the effect on ground water and aquifer recharge;
 - excavation and embankment;
 - unnecessary impervious cover;
- to provide adequate access to lots and sites; and
- to mitigate adverse effects of noise, odor, traffic, drainage, utilities and increased storm water runoff on neighboring properties.

401 SUITABILITY OF LAND

If the Planning Commission finds that land proposed to be subdivided is unsuitable for subdivision development due to poor drainage, flood hazard, topography, inadequate water or sewer supply, slippage potential, unstable subsurface conditions due to poor soils or other reasons and other such conditions which may endanger health, life, safety, or property and, if by any public agencies concerned it is determined that in the best interest of the public the land should not be developed for the purpose proposed, the Planning Commission shall not approve the subdivision unless adequate methods for solving the problems are advanced by the subdivider. For major subdivisions a written statement may be required by the Planning Commission describing characteristics of the development site, such as bedrock geology and soils, topography, flood prone areas, existing vegetation, structures and road networks, visual features, and past and present use of the site.

402 SENSITIVE DEVELOPMENT AREAS

(A) A Sensitive Development Area is defined as any land(s) or soil(s) proposed to be subdivided 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 subdivision application, the applicant must create an inventory of sensitive areas identified in Section 402(D) 1-8 from publicly available resources such as Ohio Environmental Protection Agency (OEPA), Ohio Department of Natural Resources (ODNR), Oxford Historic and Architectural Preservation Commission (HAPC) , Federal Emergency Manager Agency (FEMA), United State Fish and Wildlife Services, and Ohio Historic Preservation Office (OHPO) and other public entities, This information shall be provided with the preliminary application.

C) After the approval of the preliminary plan, the applicant must develop a detailed analysis of sensitive environmental areas on the site, conducted by a firm that are pre-qualified by the Ohio Department of Transportation in the areas of, at 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 Architectural 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 recommendation to the City Council.

(D) Design of the subdivision shall be based on a site analysis provided by the applicant. 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 ~~Water Pollution~~ **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.
- (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 containing native mature trees.
- (8) Any area as identified on Map 3.3 of the Comprehensive Plan.

(C) 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. Best practices in Low Impact Development are desirable and encouraged.

(D) 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 pre-qualified by the Ohio Department of Transportation in Streams and Wetland Mitigation. This report can be** in lieu of a development narrative.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: July 5, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-19, ZONING CODE TEXT AMENDMENT, to amend the Oxford Zoning Code Chapter 1101.4 Subdivision Regulations, specifically 402, Sensitive Development Areas, City of Oxford, Applicant

 X Review Revisions Other

Please return no later than: **July 6, 2017** Note: If no comments are received, we will assume the project meets your department's standards.

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Drawings are returned: w/comments without/comments

While I cannot argue against the merits of this legislation, I will ask the Planning Commission and City Council to explore the potential additional effects of this legislation.

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Drawings reviewed by: 

Date: 7-6-17

G. Alan Kye
PRINTED NAME



Internal Use Only:	
Case No.	PC-2017-19
Date Filed	5/26/17

Zoning Code Text Amendment Application

Applicant Information

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

Name * Jung-Han Chen

Mailing Address * 101 E. High Street

City, State & Zip Code * Oxford, OH 45056

Telephone Number(s) * 513-524-5237

Email Address jhchen@cityofoxford.org

Amendment Description * Amend Oxford Zoning Code Chapter 1101.04 specifically the Sensitive Development Areas 402

Submission Requirements and Documentation

From Section 1135.02 Procedure¹.

- (a) Initiation. A text amendment may be initiated by the Chair of the Planning Commission, by adoption of a motion by Council or the Planning Commission, or by application to Planning Commission by a landowner or a resident of the City of Oxford.
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- H. Any new or amended text as it is proposed to be codified including its proposed location in the Code. section numbers)
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Fees & Receipt

The required fee is \$150.00. 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 *



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 the fee made payable to **City of Oxford**, to Community Development Director, 101 East High Street, Oxford, OH 45056.

Direct questions to the Community Development Department 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.

For Staff Use Only

Fee Paid Date *

Receipt Number *

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

Memo



To: Vice Chair Robert Bell and
Members of the Oxford Planning Commission (with attachments)
From: Jung-Han Chen
Date: 7/6/17
Re: Pending Zoning Code Amendment with Respect to Short Term Rental- **PC-2017-21**

The topic of short-term rentals has generated many discussions among Commission members since last year. This is a branch of what is considered “E-sharing” economy in today’s e-commerce activities. The short-term rental is best known as Airbnb, where the homeowner rents either the entire house or rooms to other individuals for a short term varying from a weekend to a week. This is generally not considered to be a lodging facility commercially as hotel or motel.

This issue was brought to light from members of the Rotary Club seeking funds to support their organization by renting their homes (rooms) during major MU weekend events. The existing Zoning Code does not specifically address the short-term rental issue, and staff interpretation has been treating this as a conditional use in residential zoned districts. In an attempt to address this challenge, memos were prepared to work with the Planning Commission on how to approach this issue. The draft language was also presented to the Commission for discussion, PC-2016-16 filed by the City. Given that there was no consensus and a separate, different proposal was also shared with the Commission, with the concurrence from the Planning Commission, staff recommended to withdraw the application and to rework the language. The Commission at that time also formed a subcommittee to develop the language for the Commission to consider.

In order to gauge the perception of the residences regarding this issue, and the potential impact they perceive with short term rentals in their neighborhood, staff and the Subcommittee felt that a questionnaire to the residents would be useful to provide the Subcommittee on how to proceed with this issue. A targeted sample of those residents how initiated the Residential Conservation Overlay District was utilized, since their information was readily available from those petitions.

In April 2017 the questionnaire invitation was sent to 35 individuals who were involved in petitioning the City to create neighborhood conservation overlay districts. Questionnaire responses could be returned by mail or submitted online. By no means did this result represent the overall picture of how overall residents felt about this issue, but it did provide some insight on how to view this issue from the respondents.

39 responses were received by the City. The City also accepted responses from individuals that did not receive invitations; such as additional contacts the petitioners may have had. The questionnaire creation and invitation process was not done scientifically but the results may be of interest. At least one response was received from each of the 13 neighborhoods contacted.

Four of the 39 respondents believed that STRs would improve the character of their neighborhood and that there would not be any pitfalls to adopting an STR policy in Oxford. 27 of the 39 respondents

believed that STRs would present a traffic, noise or crime problem (or combination thereof). Nine of the 39 respondents consulted with others in their neighborhood before responding to the questionnaire. 32 respondents identified an appropriate number of weekends per year that should be permitted:

Zero weekends per year: 20 respondents

One to Four weekends per year: 8 respondents

Five to Ten weekends per year: 3 respondents

Ten plus weekends per year: 1 respondent

26 respondents provided contact information, some of which requested to be contacted when the issue is further discussed.

18 respondents provided written comments, some up to half a page.

The complete returned information is in the office of Community Development and is available for review by anyone.

The Subcommittee has met and has been discussing a 3-tier framework to address this short-term rental issue. Please note that no specific details have been worked out and the Subcommittee plan to continue to meet to work out those, while respect the opinion of those residents responding to the questionnaire.

Tier 1:

- Potential 4 stays or less, coincide with MU major events on weekends, Family, Parents, Homecoming and Alumni
- No permit required

Tier 2:

- More than 4 stays, but less than 8 stays
- A zoning permit required
- May require inspection

Tier 3:

- More than 8 stays
- A conditional use permit is required from the Planning Commission and City Council
- Essentially running a business

Memo



To: Planning Commission
From: Sam Perry, Community Development
Date: 8/4/2016
Re: Short Term Rentals (AirBNB) Pros and Cons

Facts:

- Current Code requires a Conditional Use Permit for a Bed and Breakfast in a residential district. Current code defines 'transient' as a stay under 14 days. Current code does not require a business license for any use.
- There are approximately 40 existing short term rentals in Oxford residential districts without a required conditional use permit
- There have not been any complaints from neighbors about noise, parking, etc with existing STR's
- There is an expressed desire from some owners to have legally permitted STR's.
- There is a shortage of hotel rooms in the community for lodging during major events
- Existing STRs are likely not paying the bed tax that hotels do. The bed tax is used to support city general fund and promote tourism to the community
- To our knowledge there are no cities in Ohio that have updated STR provisions to handle current Air BNBS. There are about a dozen across the country in major cities. Austin and San Francisco have been in the news.

Potential Pros to Regulation

- Level the playing field for public safety
- Decrease the number of violations with current zoning code
- Collect tax revenue for the community
- Increase the supply of beds for major events

Potential Cons to Regulation

- Additional enforcement staff time for City of Oxford / Lack of existing enforcement staff
- Alteration of neighborhood character in higher densities of STR's
- Increase of STR's could negatively impact existing hotels during slow times
- Limits philosophical societal trend toward a 'sharing economy': Uber, AirBNB, etc



Community Development Department
513-524-5204

QUESTIONNAIRE

March 14, 2017

Dear Neighborhood Representative:

The City of Oxford Community Development Department is in the process of evaluating Short Term Rentals (STR), such as Airbnb. An STR is a lodging option available as an alternative to a hotel, motel or bed and breakfast. The availability nationwide has increased exponentially in the past few years based upon society's move toward increased reliance on technology as well as peer-reviewed public services such as Uber.

STRs have been operating in Oxford for many years without incident. Home owners have discovered that offering their homes for a weekend event is good extra income, while they may decide to leave town; turning the house completely over to the lodger. Some home owners decide to offer their home as an STR to financially benefit the charity of their choice; however, upon seeking zoning permits to legitimize the STR, owners discover that the use is only permitted as a full-fledged bed and breakfast, which requires a lengthy review and approval process.

Oxford Zoning Codes would need to be revised in order to legally permit STRs. In an effort to determine if there will be any negative impacts on recently created Neighborhood Conversation Overlay Districts, the City is requesting feedback from the petitioners of those 13 Overlay Districts already approved by Oxford City Council. Neighborhood Overlay Districts are specifically being asked to help because they have expressed the desire to protect their neighborhood character by petitioning the City Council to restrict the number of unrelated occupants in their neighborhood. City staff has researched this topic within the State of Ohio and nationally; however, the trend of regulation is relatively new in Ohio, so your assistance is greatly appreciated. Invitations to this questionnaire have been mailed to the 35 petitioners involved in the creation of the 13 Neighborhood Overlays. Responses to this questionnaire will be collected until April 7, 2017. The questionnaire is also available on the City of Oxford Website at www.cityofoxford.org/strq.

Please let us know if you have any questions. Thank you for your feedback.

Sincerely,

Sam Perry, AICP
Planner

sperry@cityofoxford.org

Which overlay were you a petitioner in?

- | | |
|-----------------------------------|--------------------------------------|
| ☐ Autumn | ☐ Cedar |
| ☐ Christopher | ☐ Country Club |
| ☐ French | ☐ Hidden Creek |
| ☐ Hilltop | ☐ Joseph |
| ☐ Marcia | ☐ Melissa |
| ☐ Quail | ☐ Ryan |
| ☐ Timothy | ☐ Other... _____ |

Select one:

- ☐ I operate an STR in my neighborhood
- ☐ I do not operate an STR in my neighborhood but am considering
- ☐ I am not interested in operating an STR in my neighborhood

In order to complete this survey, I:

- ☐ Consulted with my neighborhood
- ☐ Did it on my own

What do you believe could be the benefits of the City adopting a new policy providing for STRs in Oxford, including my neighborhood? Select all that apply.

- ☐ Supplemental revenue for home owners
- ☐ Improved property maintenance of difficult to sell or rent homes
- ☐ Meeting new people / improved social interaction
- ☐ No benefits
- ☐ Other _____

What do you believe could be the pitfalls of the City adopting a new policy providing for STRs in Oxford, including my neighborhood? Select all that apply.

- ☐ Traffic or parking problems
- ☐ Noise / Party house
- ☐ Crime
- ☐ No pitfalls
- ☐ Other _____

I believe that providing legal zoning permission for STRs would:

- ☐ Improve the character of my neighborhood
- ☐ Degrade the character of my neighborhood

If the City were to adopt rules to allow STRs, how many weekends per year would be appropriate in my neighborhood?

- ☐ 0
- ☐ 1-4
- ☐ 5-10
- ☐ 10+

Thank you for completing this questionnaire. You may list additional questions or comments below:

(Optional) Name and Contact Information:

Name: _____

Phone Number: _____



Internal Use Only:

Case No.

PC-2017-21

Date Filed

5/26/17

Zoning Map Amendment Application

Applicant Information

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

Name *	Jung-Han Chen
Mailing Address *	101 E. High Street
City, State & Zip Code *	Oxford, OH 45056
Telephone Number(s) *	513-5245237
Email Address	jhchen@cityofoxford.org

Location and Lot Information

Location *	N/A
General Description of Proposed Amendment *	Proposed regulations concerning short-term rentals 114.01a5
Current Zoning *	N/A
Proposed Zone(s) *	N/A

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.

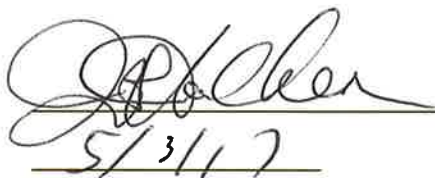
Fees & Receipt

The required fee is \$150.00, 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 *



5/3/17

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, 101 East High Street, 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/>

City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2017-10

Date – June 13, 2017

APPLICATION

Applicant:	City of Oxford
Action Request:	ZONING MAP AMENDMENT to Amend the zoning designation of certain properties from R-1MS to R-2MS and from R-2MS to R-3MS, City of Oxford, Applicant

DESCRIPTION

This is the map amendment that reflects the Planning Commission's discussion and desire to change the zoning designation on certain areas to better represent the actuality, and to plan to encourage for increased density since these areas are either located adjacent to campus or near a major corridor to campus.

The boundary for the area changed from R-1MS to R-2MS is bordered by Campus Ave to the east, west side of Poplar Street to the west, Chestnut to the south and the north properties on Central to the north.

There are two areas being considered for zoning changes from R-2MS to R-3MS. The first area is general described to be bordered by Tallawanda to the east, Sycamore to the north, Main St to the west and Vine St on the south and Bishop to the west. The 2nd area is considered central Mile Square and the general description is bordered by Campus to the east, Church St to the north, Beech to the west and Heather Lane to the south.

This is the outcome from a series of work sessions the Commission had to review the issues related to the nonconforming issue, increased student enrollment and to find ways to encourage redevelopment in a managed fashion.

ZONING CODE

The attached text amendment illustrates changes to Chapter 1143.07 R3MS (Single, Two- and Three-Family Mile Square Residential) District for your information.

COMPREHENSIVE PLAN

Land Use Element:

The community's small college town character will be preserved and enhanced.

- New development and redevelopment will be sensitive to pedestrians in terms of scale and walkability.
- New architecture will add to the character of the community as opposed to corporate, franchise architecture.

Infill development and redevelopment of underutilized sites is a priority

- Reuse of vacant and underutilized sites will be encouraged prior to new development.

Table 3.4 Concept Area Matrix and Table 3.5 Character Area Matrix also provided the overall theme of the Use Element of the Comp Plan. Additionally, Map 3.6 and 3.7 also show the area of neighborhood enhancement area as well as neighborhood character as well. These

Urban Design

- Preserve and enhance historic resources in the Mile Square including Uptown District

Housing Element

Improve housing conditions in the Mile Square

- Ensure quality residential environment through improved housing standards.

AGENCY REVIEWS

Police:	Returned with no comments
Engineering:	Returned with no comments
Econ. Dev.	Returned with comments
Fire:	Returned with no comments

DECISION CRITERIA

A copy of the Text Amendment Decision Criteria is attached.

ANALYSIS

This is one of the two companion pieces that go with the changes to 1143.07 R3MS to allow accessory buildings to be used as a dwelling unit, since the proposed R-3MS lists accessory dwelling units as a conditional use. The Commission would hope that the property owner may utilize the accessory building as a potential dwelling unit, instead of razing the existing building to build a new one just to accommodate one additional unit. The Commission also went through the changes with the consultant and staff and felt that the changes are necessary to remove any potential conflict and confusion. Attached in this report are the changes to each particular section of the Zoning Code.

At the beginning of the process, the Commission was given the information about nonconforming land uses in the Mile Square. Based on that information, the Commission reviewed the areas around the Campus and selected the proposed areas for rezoning consideration.

It should be noted that the 2008 Comp Plan did not include these areas for enhancement or expansion on Map 3.4 and Map 3.5. But it also needs pointed out that the student enrollment was capped for many years, until the cap was removed and the number of enrollment increased from 17,000 to nearly 20,000. For a town like Oxford, an increase of 2,000 additional students does have impact to local housing.

The locations being identified would be consistent with the Commission approach to encourage student rentals to be closer to campus. The NE Mile Square is next to the academic north quad and within walking distance to the academic central quad as well.

The Central Mile Square is next to the academic central quad and, again, is within walking distance to the north academic quad. Spring St. also is one of the east-west major corridors that allow all modes of transportation easily access to campus to the east and shopping to the west.

Other factors may have influenced the Commission on these areas also include (1) whether the changes to the zoning would encourage the elimination of nonconforming land use; (2) whether the changes to the zoning would spur redevelopment while respecting the historic character of the neighborhood; (3) whether the areas are ideal for redevelopment in the near future.

These are the areas that the Commission felt would be appropriate for rezoning consideration for the time being and would like to see some redevelopment activities occur in the areas, before making any more recommendations to amend the zoning map. It was also the Commission's hope that with the recommended changes would draw the redevelopment to these areas than in the outlying areas of the town.

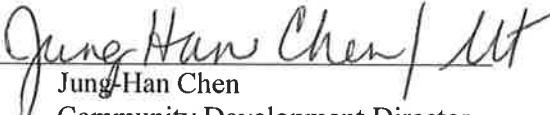
There needs to be clear expectations that any changes made to the Zoning Map and/or Zoning Code may not encourage development/redevelopment right away and it may takes several years. The Commission needs to set a timeline to review these no shorter than 3 to 5 years.

RECOMMENDATION

The attached revision and additional language provides detailed verbiage of the proposed text amendment. Staff recommends that the Planning Commission concur with the changes and forward to City Council for legislation.

SUBMITTED

BY:


Jung-Han Chen
Community Development Director

DATE: May 26, 2017

ATTACHMENT

(c) Planning Commission and Council Review. The Planning Commission shall base its recommendation on a proposed Zoning Code amendment 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.

If 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.

- (1) Decision standards. 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.

Map Amendments

- 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 legitimate need for additional land area in the zoning district that will be expanded.



Internal Use Only:

Case No.

PC-2017-10

Date Filed

4/28/17

Zoning Map Amendment Application

Applicant Information

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

Name *

Jung-Han Chen

Mailing Address *

101 E. High Street

City, State & Zip Code *

Oxford, OH 45056

Telephone Number(s) *

513-524-5237

Email Address

jhchen@cityofoxford.org

Location and Lot Information

Location *

NW portion, Central and Southeast Mile Square

General Description
of Proposed Amendment *

To change the zoning from R1MS to R2MS, R1MS and/or R2MS to R3MS

Current Zoning *

R1MS and R2MS

Proposed Zone(s) *

R2MS and R3MS

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.
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 - The current zoning of the area.
 - 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).

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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.

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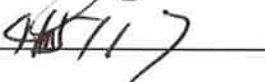
Fees & Receipt

The required fee is \$150.00, 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 *

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, 101 East High Street, Oxford, OH 45056.

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

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

City of Oxford
Inter-Office Review Transmittal Sheet

Date: May 18, 2017

To: Fire Department ~~Engineering Division~~ Police Department Econ Dev Department

From: Community Development Department

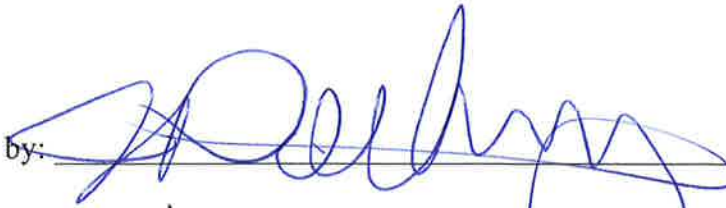
PC-2017-¹⁰~~11~~, ZONING CODE MAP AMENDMENT - to Amend the zoning designation of certain properties from R-1MS to R-2MS and from R-2MS to R-3MS Districts, City of Oxford, Applicant

 X Review Revisions Other

Please return no later than: **June 5, 2017** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

Drawings reviewed by:



Date:

5-19-17

John Dethleage
PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: May 18, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-¹⁰~~12~~, ZONING CODE MAP AMENDMENT - to Amend the zoning designation of certain properties from R-1MS to R-2MS and from R-2MS to R-3MS Districts, City of Oxford, Applicant

 X Review Revisions Other

Please return no later than: **June 5, 2017** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments



Drawings reviewed by: _____

A. Popescu

Date: _____

5-18-17

VICTOR POPESCU

PRINTED NAME

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: May 18, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-¹⁰~~16~~, ZONING CODE MAP AMENDMENT - to Amend the zoning designation of certain properties from R-1MS to R-2MS and from R-2MS to R-3MS Districts, City of Oxford, Applicant

X Review Revisions Other

Please return no later than: **June 5, 2017** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

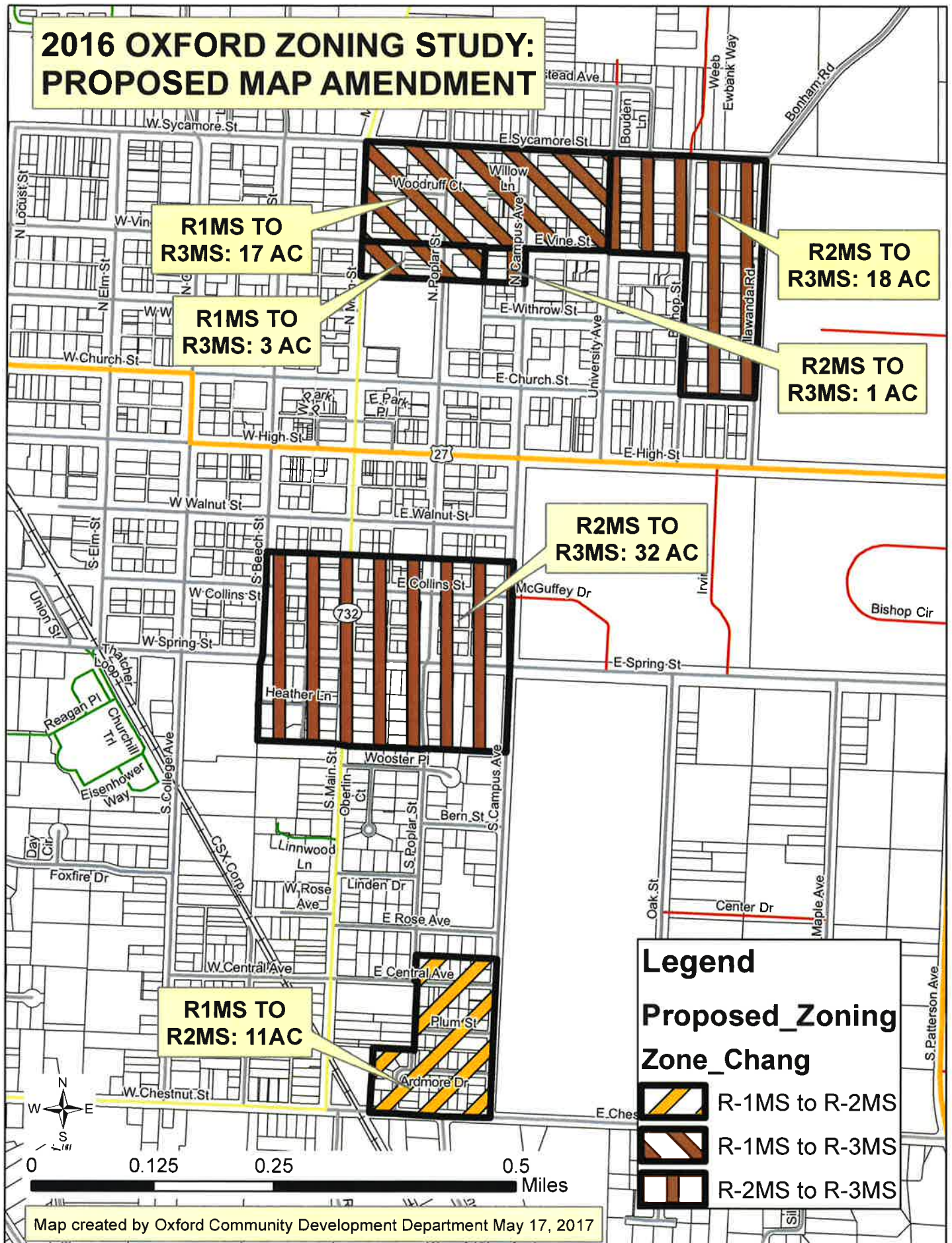
IT IS NICE TO SEE THE CITY RE-EVALUATING
THE EFFECTS OF THE 2003 ZONING RE-WRITE.

It is nice to see the City re-evaluating the effects of the 2003 zoning re-write.

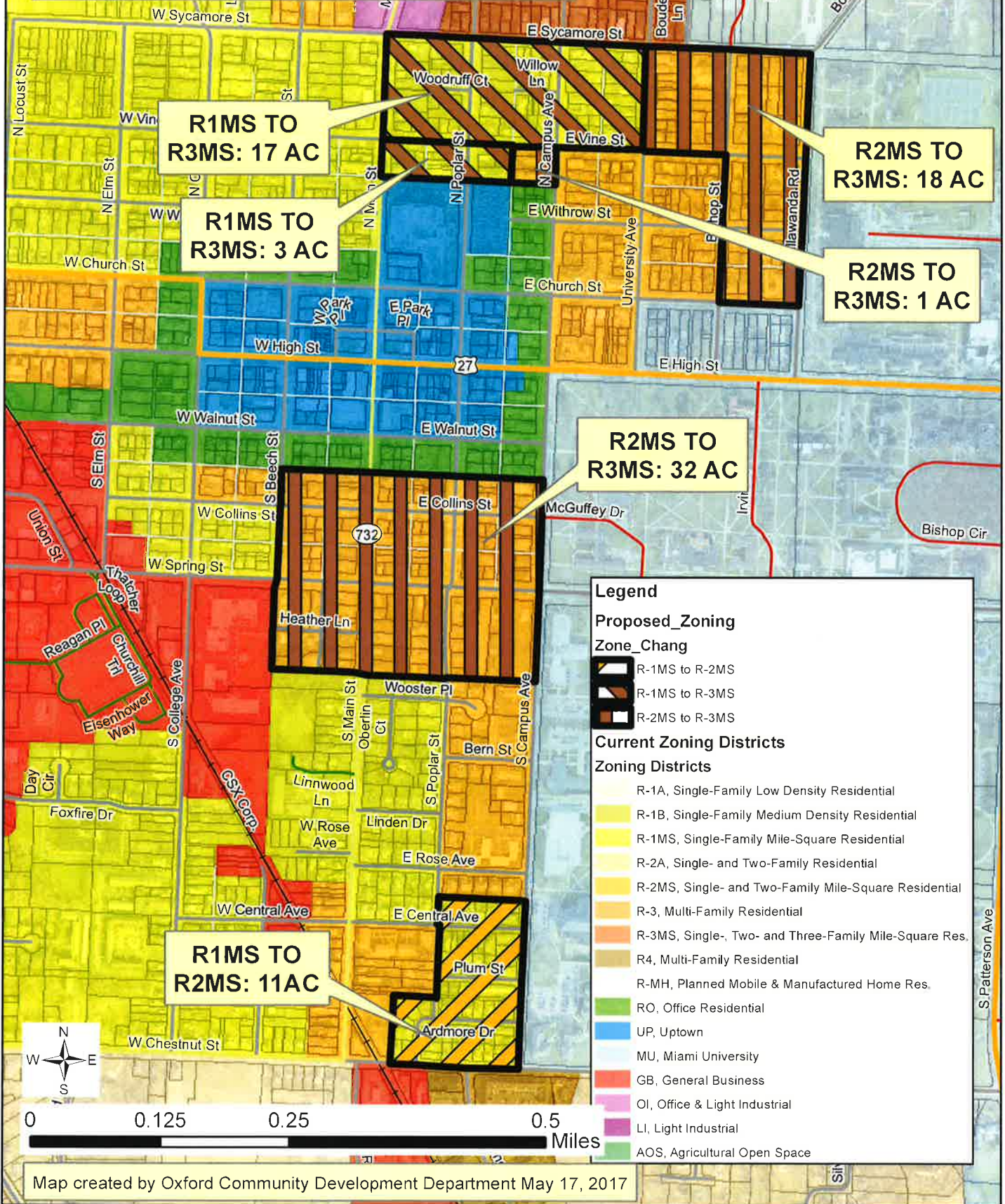
Drawings reviewed by: [Signature] Date: 6-6-17

G. Alan Kylan
PRINTED NAME

2016 OXFORD ZONING STUDY: PROPOSED MAP AMENDMENT



2016 OXFORD ZONING STUDY: PROPOSED MAP AMENDMENT



City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2017-11

Date – June 13, 2017

APPLICATION

Applicant: City of Oxford
Action Request: **ZONING CODE TEXT AMENDMENT** to Amend Chapter 1143, Districts Sections 1143.03, 1143.05, 1143.07, R-1MS, R-2MS, R-3MS, **City of Oxford, Applicant**

DESCRIPTION

This application is part of an almost year-long discussion of the Planning Commission to look at ways to encourage redevelopment to allow higher density in the area near the campus. It is also part of the thought process of encouraging meaningful redevelopment that would respect the historic character of the Mile Square while providing a safe environment to renters. The new proposed language also outlines the process allowing “accessory” building” to be used as a dwelling unit a conditional use application.

The proposed language also recommends changes to the site development regulations. The attached proposed amendment shows those details.

ZONING CODE

The attached text amendment illustrates changes to Chapter 1143.07 R3MS (single, Two- and Three-Family Mile Square Residential) District for your information.

COMPREHENSIVE PLAN

Land Use Element:

The community’s small college town character will be preserved and enhanced.

- New development and redevelopment will be sensitive to pedestrians in terms of scale and walkability.
- New architecture will add to the character of the community as opposed to corporate, franchise architecture.

Infill development and redevelopment of underutilized sites is a priority

- Reuse of vacant and underutilized sites will be encouraged prior to new development.

Table 3.4 Concept Area Matrix and Table 3.5 Character Area Matrix also provided the overall theme of the Use Element of the Comp Plan. Additionally, Map 3.6 and 3.7 also show the area of neighborhood enhancement area as well as neighborhood character as well.

Urban Design

- Preserve and enhance historic resources in the Mile Square including Uptown District

Housing Element

Improve housing conditions in the Mile Square

- Ensure quality residential environment through improved housing standards.

AGENCY REVIEWS

Police:	Returned with no comments
Engineering:	No comments returned
Econ. Dev.	Returned with comments
Fire:	Returned with no comments

DECISION CRITERIA

A copy of the Text Amendment Decision Criteria is attached.

ANALYSIS

The City Council allocated dollars in 2017 budget to direct staff and Planning Commission to conduct a zoning study to look at the nonconforming issue. The City retained a land use consultant, Campus Point Planning, to assist the Commission with this task. Given that nonconforming is generally created either prior to a land use regulations, or land use regulations changed after the uses are legally in place, so the focus has been on looking at the underlying district to address the nonconforming issue. Other factors also came into the mind of the Commission were the continued increasing student enrollment at Miami push for more housing demands, along with the age of the housing stock and its interior configuration to reflect the preferences of renters.

Looking at ways to increase density in the area near the campus and allow redevelopment, the consultant worked with the Planning Commission during various work sessions and went through each and every change with the Commission to ensure the proposal would reflect the desire of the Commission. The Commission also directed staff to invite stakeholders that may be impacted by these changes to the work session to voice their perspectives and one final go-around before giving its final okay to move this item to the public hearing process.

The amendment involves several other changes to the existing regulations, in addition to Chapter 1143. There are slight modifications to 1141 Accessory Structure and a new Conditional Use category under 1147 for accessory building used as a dwelling unit. Those changes are accompanied to this amendment as necessary changes to make all the changes occurring concurring.

Several changes to R1MS and R2MS are proposed, particularly the purpose statement to heighten the urban setting as well as the historic characters of these two districts. Another change is to re-format the site development regulations.

The major changes to Chapter 1143.07 R3MS (single, Two-Family, Three-Family Mile Square Residential) district are as follows:

1. Reduce the lot requirement for each dwelling type.
2. Reduce the lot width for each dwelling type
3. Delineate the maximum and minimum front yard setback.
4. Increase lot coverage
5. Delete the provision of lot coverage for all enclosed building
6. Adding accessory dwelling units as a conditional use

Other changes include changes to the Mile Square Design Guidelines related to the architectural features for a new 3-family dwelling as to what design features shall be provided. The amendment also includes in this a set of design standards for the accessory dwelling unit. It outlines that the style, heights that needs to be compliant to the main structure and is subject to the Planning Commission and City Council's Conditional Use review process.

These changes would not have impacts to the existing stock if no improvements have been planned. But any future redevelopment could be beneficial due to the reduction in the lot area, lot width to have additional dwelling. However, the regulations are only part of the redevelopment requirements. The

existing configuration of lot and the willingness of property also can and will become critical for the redevelopment. If the lot is not sizeable enough, it is still limited to what would be allowed based on the lot size.

Having the R3MS designation of any specific areas might be also an important step to address some nonconforming issue, particularly for those nonconforming uses that would have been allowed under R3M either being an allowable use or through conversion to become a conforming use. The area of interest the Commission has been looking at are (1) along Tallawanda Road/Sycamore; (2) central Mile Square, bordered by Church Street on the north, Campus Ave to the east and Heather Lane to the south and Beech Street to the west.

These changes are series of discussions the Planning Commission has had in hopes to increase density in the area adjacent or near the Campus that would be reasonably expected to attract students to live, and also allow existing housing stock to be able to be updated, within the stipulation of the Zoning Code, either the proposed one or the existing one.

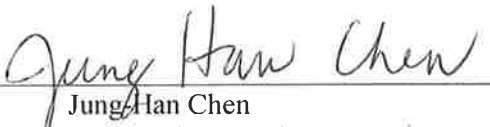
The process of getting this proposed language for consideration has required many hours of Commission members attending the work sessions and discussed, debated and argued over what would be the end result of the changes. This may be not the best changes the Commission could come up with, but thanks to the Consultant, Wendy Muller, the Commission came to an agreement this version would be an appropriate one to move forward, but with the understanding that other changes may be under consideration in the future when necessary.

RECOMMENDATION

The attached revision and additional language provides detailed verbiage of the proposed text amendment. Staff recommends that the Planning Commission concur with the changes and forward to City Council for legislation.

SUBMITTED

BY:


Jung Han Chen
Community Development Director

DATE:

ATTACHMENT

(c) Planning Commission and Council Review. The Planning Commission shall base its recommendation on a proposed Zoning Code amendment 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.

If 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.

- (1) Decision standards. 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.

Text Amendments

- A. The proposed amendment will make the Code conform more closely to the Comprehensive Plan.
- B. The proposed amendment will improve the public health, safety, and general welfare of Oxford.
- C. The proposed amendment will clarify the intent of the Code.
- D. The proposed amendment will better implement the intent of the Code.
- E. The proposed amendment will improve enforcement of the Code.

1143.03 R-1MS SINGLE-FAMILY RESIDENTIAL MILE-SQUARE DISTRICT.

(a) **Purpose.** The purpose of this district is to preserve and encourage a single family dwelling in an urban environment while maintaining the historic form and character of development within the Mile Square District.

(b) **Uses.**

(1) **Permitted uses.**

- A. Single-family dwellings.
- B. Accessory buildings and uses incidental to the principal use that do not include any activity conducted as a business or dwelling unit.
- C. Day Care Home Type B family.

(2) **Conditional uses.** The following Conditional Uses are subject to review and regulation in accordance with Chapter 1141.

- 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 and breakfast homes for transients.
- E. Publicly owned and operated neighborhood recreation centers.
- 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. (Ord. 2980. Passed 10-16-07.)

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

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.

Single Family Dwelling	
Lot Requirements	
Minimum Lot Area (Square Feet)	6,000
Minimum Lot Width (Feet)	60
Yard Requirements	
Minimum Front Yard Setback	20
Minimum Rear Yard Setback	35
Minimum Side Yard Setback	7 (on each side)
Structural Requirements	
Maximum Building Height	35
Lot Coverage for Lots with Vehicular Access from a Public Street	
Lot Total	45
Front Yard	30
Lot Coverage for Lots with Vehicular Access from a Rear or Side Alley with no Access from a Public Street	
Lot Total	45
Front Yard	5

(d) Mile Square Design Standards. The Mile Square Design Standards encourages all new and renovated building to be outstanding examples of architecture and planning. These standards are a planning instrument. It does not dictate any architectural style or design. Design regulations are intended to allow imaginative design that is respectful to its neighbors. The regulations are meant to help achieve good design and to establish consistent framework for assessing proposed development. The Mile Square Design Standards are intended to be predictable. It is also intended that it be flexible. The predictability and flexibility embodied in these standards are intended to permit creativity and diversity in architectural design, because the construction, renovation, and maintenance of outstanding buildings and public spaces continue to contribute to the health, welfare, character, and history of the City and its citizens. The design of all new construction and exterior renovation in the R1-MS, Single-Family, Mile-Square Residential District shall conform to the following requirements.

(1) Streetscape.

- A. The restoration or alteration of existing buildings must follow the historical characteristics of the existing building.
- B. Commercial appearance at ground level must agree to the following guidelines:
 - 1. Storefronts must be aligned with the modular bays.
 - 2. Upper Stories must have a repetitive solid/void organization, ranging from narrow piers between openings (as in the main facade of the Bank One building) to spaces of equal width to the window openings.
 - 3. Front facades of new buildings must follow guidelines similar to those enumerated above. Equal bays must be used with their division by wall and openings following a regular pattern. If an entry bay is to be indicated (either on center to the overall width, as in the Kyger Block, or to one side) its proportions must clearly indicate this differentiation. In either case, a clear storefront must be present at ground level to help reinforce the definition of the bays.
- C. In new or altered buildings the storefront height must fall between 10 feet and 14-1/2 feet.
- D. New construction must follow the rhythm of facades, overall spacing, setbacks, and proportions of existing adjacent structures of that block face, as well as those on the opposing block face.
- E. For both residential and commercial structures, the buildings themselves must have their fronts oriented parallel to the adjacent street. In addition, buildings must be oriented perpendicular to the adjacent street (i.e. the building must not be situated on the lot at an irregular angle).

(2) Foundations.

- A. New construction must not include exposed poured concrete, concrete block or cinder block foundations. If this material will be above grade (due to a sloped lot or other unavoidable geographic reason), historically appropriate facing treatment must be applied to the exposed portions of the foundations.

(3) Masonry.

- A. Masonry veneers that face main streets shall not have exposed cinder block or concrete block, or poured concrete foundation.
- B. Brick, stone, authentic stucco or material replicating stone veneer are acceptable materials.
- C. The masonry of any additions must resemble the existing structure utilizing like materials and style in order to be compatible.

(4) Siding.

- A. No vertical siding may be incorporated into any structure. Plank treatments are to remain horizontal in fashion.

- B. Decorative, wood shingles are an acceptable treatment for the residential structures in the Single-Family, Mile Square Residential District.
 - C. Since artificial siding tends to differ from the original historic material in size, design, and texture, the use of artificial aluminum or vinyl siding for residential structures within the Mile Square is strongly discouraged. However, vinyl siding can be acceptable only when it meets the requirements of ASTM D3679.
 - D. Widths, lengths, and composition of siding must be consistent between existing structures and any new additions. Decorative trim, such as window trim, fascia boards, and cornice work must also be consistent with the existing structure.
- (5) Roofs.
- A. Any new roof must relate to the architectural theme and details of the existing structure.
 - B. Flat roofs are prohibited for residential buildings except for porch roofs.
 - C. New roof forms must complement existing roofs in material and style.
 - D. Roof pitches for residential structures must be steep. A minimum pitch ratio of 6 to 12 is required.
 - E. Decorative cornices and parapets are encouraged.
- (6) Gutters and downspouts.
- A. Gutters and downspouts shall be an integrated component of the structure.
 - B. Gutters and downspouts are to be located on the roof corners, where they will not interfere with the appearance of the structure.
- (7) Entrances and Doors.
- A. For all doors, the recommended material is "wood appearing" type of material.
 - B. Commercial structures must avoid using doors, screen doors, and storm doors, which are clearly designed for residential purposes.
 - C. Screen/storm doors must be simple in design and contain full-height screening or glass. Mill finish is not allowed. Wood is the preferred material and any treatment must match the color of the existing door/trim or be a clear varnish.
 - D. Entrances and doors which are to be closed-off must not be removed and the hole filled in with some type of permanent material. Rather, the door must be left hanging and fixed shut so it is possible to reopen it in the future.
- (8) Windows.
- A. Windows must be proportionally vertical.
 - B. Reflective glass (such as blue or gold tinted glass) is prohibited.
 - C. Skylights can be added to increase the availability of natural light. These must generally be flat and unobtrusive (especially from any public ways). They must not be on front side of the roof slope facing the street.
 - D. All window openings, sash appearances, and materials must be consistent and architecturally appropriate to the building style.
 - E. Windows which are to be closed-off must not be removed and the hole filled in with some type of permanent material. Rather, the window must be maintained.
 - F. Original features such as corner boards, brackets, hoodmolds, and other details must be preserved, repaired, and/or replaced.
- (9) Porches and stoops, decks and patios.
- A. Any newly constructed or reconstructed porch or stoop must be compatible with the architectural style of the building to which it is attached.
 - B. New residential structures are encouraged to include porches and stoops as design elements, which serve to enhance the physical and social components of the neighborhood. Porches have roofs.

Decks are not allowed on the front façade. Stoops may not exceed 50 square feet.

- C. All porches shall satisfy the required setbacks and lot coverage requirements of the applicable zoning districts.

(10) Storefronts.

- A. Storefronts must be open and must utilize large amounts of glass. Window glass must extend at least from the top of the first floor to knee level. This does not necessarily mean that a large single pane of glass must be used. The openness creates an inviting feeling to pedestrians that helps set the ground floor commercial uses apart.

(11) Garages and outbuildings.

- A. Street facing garages shall not comprise more than 50 percent of the ground floor building frontage. Any garage with more than two (2) car parking capacity should not directly face onto any street. The garage with more than two parking bays should have the side wall facing the street (i.e., side loading garage). All garage doors shall be compatible with the dwelling style and colors.
- B. An attached garage shall not be located closer to the right-of-way than the residential structure itself (i.e., no snout garage)
- C. It is recommended that a detached garage to be accessed from the alley if alleys are available for vehicular traffic.

(12) Awnings and canopies.

- A. Awnings and canopies must be flat, downward sloping at a sharp angle, and have open ends or triangular end pieces matching the main structure. Basic design shapes (umbrella, diagonal, concave, etc.) are recommended.
- B. Solid, dark colors are preferred.
- C. Awnings and canopies must be proportional in size and shape to the opening or area that they are covering. Avoid irregular shapes or styles.
- D. Soft, pliable materials are encouraged. Metal or other similar material is not recommended.
- E. Retractable awnings and canopies are encouraged, as they can be closed in the winter months to allow more sunlight into an establishment.
- F. Awnings and canopies must be designed without ground supporting members which attach to a public sidewalk.
- G. The Zoning and Building Codes must be consulted for other specific requirements.

(13) Fences and gates.

- A. Chain link fences are prohibited.
- B. Traditional fence forms, such as picket fences and plain board fences, must be utilized and they must be kept as low as possible.
- C. Traditional materials, such as wood and wrought iron, are strongly encouraged.

(14) Chimneys and flues.

- A. Where a building is designed with chimneys or where a chimney is to be added to an existing structure, brick or stone are the preferred materials.

(15) Shutters.

- A. Shutters do not have to be operable. However, when present they must appear to be functional and they must be proportionally equal to the adjacent window opening.

(16) Utilities.

- A. This element is covered by other City Codes and standards. Please remember to consult with City staff before planning your project to learn how the codes will affect your proposal.

(17) Home security.

- A. Guidelines for Entrances & Doors and Storefronts must also be consulted in relation to the recommendations given below.
- (18) Driveways and parking lots.
 - A. Individual curb cuts for driveways are strongly discouraged. No curb cuts are allowed if an alley is present. Alleys must be utilized as much as possible to provide automobile access.
- (19) Landscaping.
 - A. Existing mature trees should be preserved and maintained when possible.
 - B. Public and private space shall utilize natural landscaping materials and ground cover shall be utilized for the perimeter to delineate individual property boundary line.
- (20) Graphics, signage, and building identification.
 - A. The Sign Code of the City of Oxford must be consulted for specific sign regulations in addition to these guidelines.
- (21) Heights.
 - A. The scale and mass of the building shall consider the mass of the adjoining properties of that block face. Please consult with the dimensional regulations of the Oxford Zoning Ordinance for the specific zoning district which the building is located.
 - B. Buildings on corner lots must relate in setback and height to the structures along both adjacent blocks.

1143.05 R-2MS SINGLE- AND TWO-FAMILY MILE SQUARE RESIDENTIAL DISTRICT

(a) **Purpose.** The purpose of this district is to preserve and encourage a mix of single-family and two-family dwellings within an urban environment at densities that reflect Oxford's historic development pattern within the Mile-Square District.

(b) Uses.

(1) Permitted uses.

- A. Single-family dwellings.
- B. Two-family dwellings.
- C. Accessory buildings and uses incidental to the principal use that does not include any activity conducted as business.
- D. Day Care Home Type B family.

(2) Conditional uses. The following Conditional Uses are subject to review and regulation in accordance with Chapter 1141.

- A. Community-Oriented Residential Social Service Facilities (CORSSF's).
- B. Shared Housing and Congregate Housing for the elderly.
- C. Government owned and/or operated parks and recreation facilities.
- D. Bed and breakfast homes.
- E. Publicly owned and operated neighborhood recreation centers.
- 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.
- I. Fraternity and sorority houses.
- J. Parking lots.

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

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.

	Single Family Dwelling	Two-Family Dwelling
Lot Requirements		
Minimum Lot Area (Square Feet)	5,000	7,500
Minimum Lot Width (Feet)	50	75
Yard Requirements		
Minimum Front Yard Setback	20	20
Minimum Rear Yard Setback	35	35
Minimum Side Yard Setback	7 (on each side)	7 (on each side)
Structural Requirements		
Maximum Building Height	35	35
Lot Coverage for Lots with Vehicular Access from a Public Street		
Lot Total	45	45
Front Yard	30	30
Lot Coverage for Lots with Vehicular Access from a Rear or Side Alley with no Access from a Public Street		
Lot Total	45	45
Front Yard	5	5

(d) **Mile Square Design Standards.** The Mile Square Design Standards encourages all new and renovated building to be outstanding examples of architecture and planning. These standards are a planning instrument. It does not dictate any architectural style or design. Design regulations are intended to allow imaginative design that is respectful to its neighbors. The regulations are meant to help achieve good design and to establish consistent framework for assessing proposed development. The Mile Square Design Standards are intended to be predictable. It is also intended that it be flexible. The predictability and flexibility embodied in these standards are intended to permit creativity and diversity in architectural design, because the construction, renovation, and maintenance of outstanding buildings and public spaces continue to contribute to the health, welfare, character, and history of the City and its citizens. The design of all new construction and exterior renovation in the R1-MS, Single-Family, Mile-Square Residential District shall conform to the following requirements.

(1) **Streetscape.**

- A. The restoration or alteration of existing buildings must follow the historical characteristics of the existing building.
- B. Commercial Appearance at ground level must agree to the following guidelines:
 1. Storefronts must be aligned with the modular bays.
 2. Upper Stories must have a repetitive solid/void organization, ranging from narrow piers between openings (as in the main facade of the Bank One building) to spaces of equal width to the window openings.

3. Front facades of new buildings must follow guidelines similar to those enumerated above. Equal bays must be used with their division by wall and openings following a regular pattern. If an entry bay is to be indicated (either on center to the overall width, as in the Kyger Block, or to one side) its proportions must clearly indicate this differentiation. In either case, a clear storefront must be present at ground level to help reinforce the definition of the bays.
 - C. In new or altered buildings the storefront height must fall between 10 feet and 14-1/2 feet.
 - D. New construction must follow the rhythm of facades, overall spacing, setbacks, and proportions of existing adjacent structures of that block face, as well as those on the opposing block face.
 - E. For both residential and commercial structures, the buildings themselves must have their fronts oriented parallel to the adjacent street. In addition, buildings must be oriented perpendicular to the adjacent street (i.e., the building must not be situated on the lot at an irregular angle).
- (2) Foundations.
 - A. New construction must not include exposed poured concrete, concrete block or cinder block foundations. If this material will be above grade (due to a sloped lot or other unavoidable geographic reason), historically appropriate facing treatment must be applied to the exposed portions of the foundations.
- (3) Masonry.
 - A. Masonry veneers that face main streets shall not have exposed cinder block or concrete block or poured concrete foundation.
 - B. Brick, stone, authentic stucco or material replicating stone veneer are acceptable materials.
 - C. The masonry of any additions must resemble the existing structure utilizing like materials and style in order to be compatible.
- (4) Siding.
 - A. No vertical siding may be incorporated into any structure. Plank treatments are to remain horizontal in fashion.
 - B. Decorative, wood shingles are an acceptable treatment for the residential structures in the Single- and Two-Family, Mile-Square Residential District.
 - C. Since artificial siding tends to differ from the original historic material in size, design, and texture, the use of artificial aluminum or vinyl siding for residential structures within the Mile Square is strongly discouraged. However, vinyl siding can be acceptable only when it meets the requirements of ASTM D3679.
 - D. Widths, lengths, and composition of siding must be consistent between existing structures and any new additions. Decorative trim, such as window trim, fascia boards, and cornice work must also be consistent with the existing structure.
- (5) Roofs.
 - A. Any new roof must relate to the architectural theme and details of the existing structure.
 - B. Flat roofs are prohibited for residential buildings except for porch roofs.
 - C. New roof forms must complement existing roofs in material and style.
 - D. Roof pitches for residential structures must be steep. A minimum pitch ratio of 6 to 12 is required
 - E. Decorative cornices and parapets are encouraged.
- (6) Gutters & Downspouts.
 - A. Gutters and downspouts shall be an integrated component of the structure.

- B. Gutters and downspouts are to be located on the roof corners, where they will not interfere with the appearance of the structure.
- (7) Entrances & Doors.
- A. For all doors, the recommended material is "wood appearing" type of material.
- B. Commercial structures must avoid using doors, screen doors, and storm doors, which are clearly designed for residential purposes.
- C. Screen/storm doors must be simple in design and contain full-height screening or glass. Mill finish is not allowed. Wood is the preferred material and any treatment must match the color of the existing door/trim or be a clear varnish.
- D. Entrances and doors which are to be closed-off must not be removed and the hole filled in with some type of permanent material. Rather, the door must be left hanging and fixed shut so it is possible to reopen it in the future.
- (8) Windows.
- A. Windows must be proportionally vertical.
- B. Reflective glass (such as blue or gold tinted glass) is prohibited.
- C. Skylights can be added to increase the availability of natural light. These must generally be flat and unobtrusive (especially from any public ways). They must not be on front side of the roof slope facing the street.
- D. All window openings, sash appearances, and materials must be consistent and architecturally appropriate to the building style.
- E. Windows which are to be closed-off must not be removed and the hole filled in with some type of permanent material. Rather, the window must be maintained.
- F. Original features such as corner boards, brackets, hoodmolds, and other details must be preserved, repaired, and/or replaced.
- (9) Porches & Stoops, Decks & Patio.
- A. Any newly constructed or reconstructed porch or stoop must be compatible with the architectural style of the building to which it is attached.
- B. New residential structures are encouraged to include porches and stoops as design elements, which serve to enhance the physical and social components of the neighborhood. Porches have roofs. Decks are not allowed on the front façade. Stoops may not exceed 50 square feet.
- C. All porches shall satisfy the required setbacks and lot coverage of the zoning district.
- (10) Storefronts.
- A. Storefronts must be open and must utilize large amounts of glass. Window glass must extend at least from the top of the first floor to knee level. This does not necessarily mean that a large single pane of glass must be used. The openness creates an inviting feeling to pedestrians that helps set the ground floor commercial uses apart.
- (11) Garages & Outbuildings.
- A. Street facing garages shall not comprise more than 50 percent of the ground floor building frontage. Any garage with more than two (2) car parking capacity should not directly face onto any street. The garage with more than two parking bays should have the side wall facing the street (i.e., side loading garage). All garage doors shall be compatible with the dwelling style and colors.
- B. An attached garage shall not be located closer to the right-of-way than the residential structure itself (i.e., no snout garage)
- C. It is recommended that a detached garage to be accessed from the alley if alleys are available for vehicular traffic.

(12) Awnings & Canopies.

- A. Awnings and canopies must be flat, downward sloping at a sharp angle, and have open ends or triangular end pieces matching the main structure. Basic design shapes (umbrella, diagonal, concave, etc.) are recommended.
- B. Solid, dark colors are preferred.
- C. Awnings and canopies must be proportional in size and shape to the opening or area that they are covering. Avoid irregular shapes or styles.
- D. Soft, pliable materials are encouraged. Metal or other similar material is not recommended.
- E. Retractable awnings and canopies are encouraged, as they can be closed in the winter months to allow more sunlight into an establishment.
- F. Awnings and canopies must be designed without ground supporting members which attach to a public sidewalk.
- G. The Zoning and Building Codes must be consulted for other specific requirements.

(13) Fences & Gates.

- A. Chain link fences are prohibited.
- B. Traditional fence forms, such as picket fences and plain board fences, must be utilized and they must be kept as low as possible.
- C. Traditional materials, such as wood and wrought iron, are strongly encouraged.

(14) Chimney & Flues.

- A. Where a building is designed with chimneys or where a chimney is to be added to an existing structure, brick or stone are the preferred materials.

(15) Shutters.

- A. Shutters do not have to be operable. However, when present they must appear to be functional and they must be proportionally equal to the adjacent window opening.

(16) Utilities.

- A. This element is covered by other City Codes and standards. Please remember to consult with City staff before planning your project to learn how the codes will affect your proposal.

(17) Home Security.

- A. Guidelines for Entrances & Doors and Storefronts must also be consulted in relation to the recommendations given below.

(18) Driveways & Parking Lots.

- A. Individual curb cuts for driveways are strongly discouraged. No curb cuts are allowed if an alley is present. Alleys must be utilized as much as possible to provide automobile access.

(19) Landscaping.

- A. Existing mature trees should be preserved and maintained when possible.
- B. Public and private space shall utilize natural landscaping materials and ground cover shall be utilized for the perimeter to delineate individual property boundary line.

(20) Graphics, Signage, & Building Identification.

- A. The Sign Code of the City of Oxford must be consulted for specific sign regulations in addition to these guidelines.

(21) Height.

- A. The scale and mass of the building shall consider the mass of the adjoining properties of that block face. Please consult with the dimensional regulations of the Oxford Zoning Ordinance for the specific zoning district which the building is located.
- B. Buildings on corner lots must relate in setback and height to the structures along both adjacent blocks.

1143.07 R3MS SINGLE-, TWO- AND THREE-FAMILY MILE-SQUARE RESIDENTIAL DISTRICT

(a) **Purpose.** The purpose of this district is to preserve and encourage a mix of single-family, two-family, and three-family dwellings in an urban environment while maintaining the urban form of development within the Mile-Square District. Furthermore, it is the intent of this district to be located in areas that are in close proximity to commercial services, public institutions, and adequate infrastructure to serve the residents within this district.

(b) **Uses.**

(1) **Permitted uses.**

- A. Single-family dwellings
- B. Two-family dwellings
- C. Three-family dwellings
- D. Accessory buildings and uses incidental to the principal use that does not include any activity conducted as business.
- E. Day Care Home Type B family.

(2) **Conditional uses.** The following Conditional Uses are subject to review and regulation in accordance with Chapter 1141.

- A. Community-Oriented Residential Social Service Facilities (CORSSF's).
- B. Shared Housing and Congregate Housing for the elderly.
- C. Government owned and/or operated parks and recreation facilities.
- D. Bed and breakfast homes.
- E. Publicly owned and operated neighborhood recreation centers.
- 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. Fraternity and sorority houses.
- I. Places of worship.
- J. Parking lots.
- K. Accessory dwelling units

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

	Single-Family Dwellings	Two-Family Dwellings	Three-Family Dwellings
Lot Requirements			
Minimum Lot Area (Square Feet)	4,000	6,000	8,000
Minimum Lot Width (Feet)	40	55	60 ¹
Yard Requirements			
Minimum Front Yard Depth	15 Feet		
Maximum Front Yard Depth	25 Feet		
Minimum Rear Yard Depth	35 Feet		
Minimum Side Yard Width	5 Feet		
Structural Requirements			
Maximum Building Height	35 Feet		

Lot Coverage for Lots with Vehicular Access from a Public Street	
Lot Total	45 Percent
Front Yard	35 Percent
Lot Coverage for Lots with Vehicular Access from a Rear or Side Alley with No Access from a Public Street	
Lot Total	45 Percent
Front Yard	5 Percent

(d) Mile Square Design Standards. All new construction, alterations, expansions, or remodeling of buildings in the R-3MS District shall conform to the following standards:

(1) Purpose and Applicability.

- A. The purpose of the Mile Square Design Standards is to establish design standards for all new, expanded, or renovated buildings so they are part of the urban form and character of the Mile Square District. These standards are not intended to dictate any specific architectural style or design but rather are intended to allow imaginative design that is respectful to surrounding properties and the overall district.. The Mile Square Design Standards are intended to provide predictable requirements while also allowing for flexibility in design.
- B. The design of all new construction and exterior alteration or renovation in the R3-MS District shall conform to the following requirements.

(1) Front Façade.

- A. All development shall be located parallel to the associated public street with the main entry door designed to face onto the associated public street unless an alternative orientation is consistent with the majority of homes along the same block face.



Figure < >: Example of residential development that is oriented toward the primary street.

(2) Foundations.

- A. Any new construction, including expansions, shall not include exposed concrete block or cinder block foundations.
- B. Exposed concrete block or cinder block foundations that are covered by a historically appropriate facing treatment are permitted.

(3) Siding

- A. Brick, stone, authentic stucco, or material replicating stone veneer are permitted building materials in all residential districts.
- B. Decorative, wood shingles are an acceptable treatment for the residential structures in the Mile Square Residential Districts.
- C. The use of cementitious siding materials (e.g., Hardiplank) that resemble wood siding treatments is permitted.
- D. The use of artificial aluminum or vinyl siding for residential structures within the Mile Square is strongly discouraged. However, vinyl siding can be acceptable only when it meets the requirements of ASTM D3679.
- E. Plank siding treatments shall be horizontally oriented. Vertical planking may be allowed in a 90 degree board and batten treatment.
- F. Brick or masonry that has not previously been painted shall not be painted unless the painting of brick or masonry is consistent with the architectural style or era of the building.
- G. All wood siding materials shall be painted.
- H. For expansions and additions of existing buildings, the widths, lengths, and composition of siding must be consistent between the existing structures and any new additions. Decorative trim, such as window trim, fascia boards, and cornice work must also be consistent with the existing structure. Any additions or expansions of an existing building shall also comply with Section 1141.03 (h) (Residential Building Additions).

(4) Roofs.

- A. Flat roofs are prohibited for residential buildings except for small areas on a rear roof that are used and sized for the placement of roof-mounted mechanical systems.
- C. Roof pitches for residential structures must be steep. A minimum pitch ratio of 6 to 12 is required with the exception of porch roofs that should have a minimum pitch ratio of 4 to 12.
- D. Decorative cornices and parapets are encouraged.
- E. The addition of antennae, satellite dishes, and skylights² should be place on the rear of the building, roof, or on a non-visible accessory building to the maximum extent feasible.

(5) Doors.

- A. Doors shall be made of wood or "wood appearing" types of material.
- B. All doors shall be constructed to be exterior doors. The use of an indoor door on the exterior of the building is prohibited.

(6) Windows.

- A. Windows must be proportionally vertical.
- B. Reflective glass (such as blue or gold tinted glass) is prohibited.
- C. Skylights can be added to increase the availability of natural light. These must generally be flat and unobtrusive (especially from any public ways). They shall not be located on the front side of the roof slope facing the street.

(7) Porches and stoops, decks and patios.

- A. New residential structures are encouraged to include porches and stoops as design elements, which serve to enhance the physical and social components of the neighborhood.
- B. All porches shall satisfy the required setbacks and lot coverage requirements of the applicable zoning districts.
- C. Stoops may not exceed 50 square feet.
- D. Decks shall only be permitted in along the rear façade of a building.

- E. Porches and stoops shall be constructed of the same building materials as the principal building. The use of treated or untreated lumber that is not painted shall be prohibited for use on the front or side façades.
- (8) Garages and accessory buildings.
- A. Street facing garages shall not comprise more than 50 percent of the ground floor building frontage. Any garage with more than two (2) car parking capacity should not directly face onto any street. The garage with more than two parking bays should have the side wall facing the street (i.e., side loading garage). All garage doors shall be compatible with the dwelling style and colors.
- B. The front façade of any garage facing on to the street shall be set back a distance equal to or more than the front façade of the remainder of the principal building.
- C. To the maximum extent feasible, a detached garage be accessed from the alley if alleys are available for vehicular traffic.
- D. The architectural style and materials of any accessory building should generally be compatible with the principal building as should the roof type and roof slope. Roofs for any accessory building shall be subject to the same standards as for principal structures pursuant to Subsection (4) above.
- (9) Fences and gates.
- A. Chain link fences are prohibited.
- B. When fencing is to be used, traditional fence forms, such as picket fences and plain board fences, shall be utilized and shall comply with the fencing height restrictions of Section 11.41.01.
- C. Fencing shall only be constructed of wood, wrought iron, decorative metal fencing, or fencing material that resembles wood materials.
- (10) Chimneys.
- A. Where a building is designed with chimneys or where a chimney is to be added to an existing structure, the chimney shall be constructed of brick or stone materials. Other siding may be allowed if the entire building is sided in similar materials.
- (11) Shutters.
- A. Shutters do not have to be operable. However, when present they must appear to be functional and they must be proportionally equal to the adjacent window opening.



The shutters on the left window are appropriately shaped and sized for the related window even if they are not operable. The replacement shutters on the right are not appropriate due to the length and shape that do not correlate to the related window.

- (12) Driveways and parking lots.

- A. Individual curb cuts for driveways are strongly discouraged. No curb cuts are allowed if an alley is present. Alleys shall be utilized as much as possible to provide automobile access.
- (13) Landscaping.
A. Existing mature trees should be preserved and maintained to the maximum extent feasible.
- (14) Graphics, signage, and building identification.
A. The Sign Code of the City of Oxford must be consulted for specific sign regulations in addition to these guidelines.
- (15) Architectural Features for Three-Family Dwellings
A. At least three of the following design features shall be provided on the front façade of each dwelling unit with frontage on a public street.
1. One or more dormer windows or cupolas;
2. A recessed entrance;
3. A covered porch or balcony;
4. Pillars, posts, or pilasters;
5. One or more bay windows with a minimum of 12 inch projection from the façade plane;
6. A parapet wall with an articulated design, which entails design variation rather than a simple rectilinear form; or
7. Multiple windows with a minimum of four inch wide trim.
B.. To the maximum extent practicable, all roof vents, pipes, antennas, satellite dishes, and other roof penetrations and equipment (except chimneys) shall be located on the rear elevations or configured to have a minimal visual impact as seen from the street.



Illustrative example of acceptable architectural design for multi-family dwellings



Figure < > : Illustrative example of unacceptable architectural design for multi-family dwellings

(16) Accessory Dwelling Units

In addition to the standards applicable to all conditional use reviews, any new accessory dwelling unit shall be subject to the following standards:

- A. An accessory dwelling unit may be in a stand-alone structure or may be located above a garage.
- B. In no case shall there be more than three dwelling units on any single lot, including any approved accessory dwelling unit.
- C. Accessory dwelling units shall only be allowed on lots with a minimum lot area of 5,000 square feet.
- D. The maximum square footage of an accessory dwelling unit shall not exceed 1,000 square feet or 50% of the footprint of the principal structure whichever is smaller, unless approved by the Planning Commission and City Council.
- E. The accessory dwelling unit shall be located in the rear yard.
- F. The accessory dwelling unit shall be designed to be smaller in mass, height, and square footage than the principal dwelling.
- G. The accessory dwelling unit structure shall be subject to the accessory building design guidelines of this section.



Internal Use Only:

Case No.

PC-2017-11

Date Filed

4/28/17

Zoning Code Text Amendment Application

Applicant Information

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

Name *

Jung-Han Chen

Mailing Address *

101 E. High Street

City, State & Zip Code *

Oxford, OH 45056

Telephone Number(s) *

513-5245237

Email Address

jhchen@cityofoxford.org

Amendment Description *

Amend Oxford Zoning Code Chapter 1143, 1143.03, .05, .07

Submission Requirements and Documentation

From Section 1135.02 Procedure¹.

- (a) Initiation. A text amendment may be initiated by the Chair of the Planning Commission, by adoption of a motion by Council or the Planning Commission, or by application to Planning Commission by a landowner or a resident of the City of Oxford.
- (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. Any existing section number and text that is proposed to be deleted or amended.
- H. Any new or amended text as it is proposed to be codified including its proposed location in the Code. section numbers)
- I. A narrative statement that describes the expected effects of the proposed text.
- J. A narrative statement that compares the expected effects of the proposed text with any existing text that it will replace, if applicable.

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. The proposed amendment will make the Code conform more closely with the Comprehensive Plan.
- B. The proposed amendment will improve the public health, safety, and general welfare of Oxford.
- C. The proposed amendment will clarify the intent of the Code.
- D. The proposed amendment will better implement the intent of the Code.
- E. The proposed amendment will improve enforcement of the Code.

Planning Commission and Council Review

The Planning Commission shall base its recommendation on a proposed Zoning Code amendment 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 consider the Planning Commission recommendation. If 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.

Fees & Receipt

The required fee is \$150.00. 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 *

4/15/17

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 the fee made payable to **City of Oxford**, to Community Development Director, 101 East High Street, Oxford, OH 45056.

Direct questions to the Community Development Department 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.

For Staff Use Only

Fee Paid Date *

NA

Receipt Number *

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

City of Oxford
Inter-Office Review Transmittal Sheet

Date: May 15, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-~~10~~¹¹, ZONING CODE TEXT AMENDMENT- Chapter 1143, District by Amending Chapter 1143, Sections 1143.03, 1143.05, 1143.07, R1MS, R-2MS, R3MS.

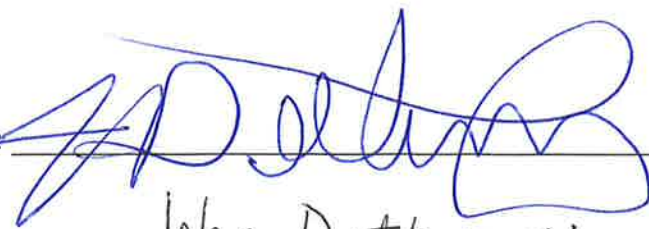
 X Review Revisions Other

Please return no later than: **June 5, 2017** Note: If no comments are received, we will assume the project meets your department's standards.

.....

Drawings are returned: w/comments without/comments

Drawings reviewed by:


John Dethenage
PRINTED NAME

Date:

5-15-17

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: May 15, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-10, ZONING CODE TEXT AMENDMENT- Chapter 1143, District by Amending Chapter 1143, Sections 1143.03, 1143.05, 1143.07, R1MS, R-2MS, R3MS

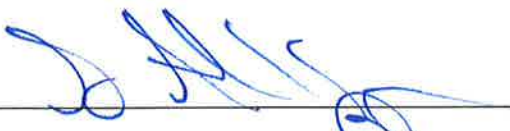
☒ Review ☐ Revisions ☐ Other

Please return no later than: June 5, 2017 Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: ☐ w/comments ☐ without/comments

IT IS NICE TO SEE THE CITY RE-EVALUATING
THE EFFECT OF THE 2003 ZONING CODE RE-WRITE
OXFORD WILL ALWAYS HAVE A LARGER NUMBER
OF RENTAL PROPERTIES IN THE SQUARE MILE.
LET'S MAKE THEM THE BEST POSSIBLE.

Drawings reviewed by:


C. Alan Kyrish

PRINTED NAME

Date:

6-6-17

It is nice to see the City re-evaluating the effects of the 2003 zoning re-write

Oxford will always have a large number of rental properties in the Square Mile. Let's make them the best possible.

City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2017-18

Date – July 11, 2017

APPLICATION

Applicant: City of Oxford
Action Request: **ZONING CODE TEXT AMENDMENT** to Amend Chapter 1147.03, specifically adding (39) accessory dwelling unit with use specific regulations and concerns, **City of Oxford, Applicant**

DESCRIPTION

This application is part of amendments that specifically deal with the use regulations and potential concerns by allowing an accessory building to be used as a dwelling unit.

ZONING CODE

The attached text amendment illustrates changes to Chapter 1147.03 R3MS (Single, Two- and Three-Family Mile Square Residential) District for your information.

COMPREHENSIVE PLAN

Land Use Element:

The community's small college town character will be preserved and enhanced.

- New development and redevelopment will be sensitive to pedestrians in terms of scale and walkability.
- New architecture will add to the character of the community as opposed to corporate, franchise architecture.

Infill development and redevelopment of underutilized sites is a priority

- Reuse of vacant and underutilized sites will be encourage prior to new development.

Table 3.4 Concept Area Matrix and Table 3.5 Character Area Matrix also provided the overall theme of the Use Element of the Comp Plan. Additionally, Map 3.6 and 3.7 also show the area of neighborhood enhancement area as well as neighborhood character as well.

Urban Design

- Preserve and enhance historic resources in the Mile Square including Uptown District

Housing Element

Improve housing conditions in the Mile Square

- Ensure quality residential environment through improved housing standards.

AGENCY REVIEWS

Police:	No comments received
Engineering:	Received without comments
Econ. Dev.	Received without comments
Fire:	No comments received

DECISION CRITERIA

A copy of the Text Amendment Decision Criteria is attached.

ANALYSIS

This is one of the two companion pieces that go with the changes to 1143.07 R-3MS to allow accessory buildings to be used as a dwelling unit, since the proposed R-3MS lists accessory dwelling units as a conditional use. The Commission would hope that the property owner may utilize the accessory building as a potential dwelling unit, instead of razing the existing building to build a new one just to accommodate one additional unit.

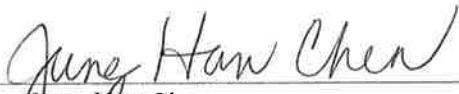
The Commission also went through the changes with the consultant and staff and felt that the changes are necessary to remove any potential conflict and confusion. Attached in this report are the changes to each particular section of the Zoning Code.

RECOMMENDATION

The attached revision and additional language provides detailed verbiage of the proposed text amendment. Staff recommends that the Planning Commission concur with the changes and forward to City Council for legislation.

SUBMITTED

BY:



Jung-Han Chen
Community Development Director

DATE: May 26, 2017

ATTACHMENT

(c) Planning Commission and Council Review. The Planning Commission shall base its recommendation on a proposed Zoning Code amendment 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.

If 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.

- (1) Decision standards. 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.

Text Amendments

- A. The proposed amendment will make the Code conform more closely to the Comprehensive Plan.
- B. The proposed amendment will improve the public health, safety, and general welfare of Oxford.
- C. The proposed amendment will clarify the intent of the Code.
- D. The proposed amendment will better implement the intent of the Code.
- E. The proposed amendment will improve enforcement of the Code.

1147.03 Use Specific Regulations and Potential Concerns

(39) Accessory Building to be used as a dwelling unit

A. Potential Concerns:

- 1. Vehicle Management**
- 2. Location of the accessory building**

B. Regulations:

- 1. Relationship of its size, mass, height and square footage to the principal building**
- 2. Building style and material**
- 3. Building orientation consistent with the principal building**

City of Oxford
Inter-Office Review Transmittal Sheet

Date: July 5, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-18, ZONING CODE TEXT AMENDMENT, to amend the Oxford Zoning Code Chapter 1147.03, Conditional Uses, by adding (39) accessory dwelling unit with use potential concerns and regulations, **City of Oxford, Applicant**

 X Review Revisions Other

Please return no later than: **July 6, 2017** Note: If no comments are received, we will assume the project meets your department's standards.

.....
Drawings are returned: w/comments

without/comments

Drawings reviewed by: _____

V. Popescu

Date: 7-6-17

VICTOR POPESCU

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

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.....

Drawings are returned: w/comments without/comments

Drawings reviewed by:  Date: 7-6-17

G. Allen Kyrwin
PRINTED NAME



Internal Use Only:

Case No.

PC-2017-18

Date Filed

5/26/17

Zoning Code Text Amendment Application

Applicant Information

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

Name * Jung-Han CHen

Mailing Address * 101 E. High St

City, State & Zip Code * Oxford, OH 45056

Telephone Number(s) * 513-524-5237

Email Address jhchen@cityofoxford.org

Amendment Description * Amend Chapter 1147 by adding (39) accessory dwelling unit with regations and concerns

Submission Requirements and Documentation

From Section 1135.02 Procedure¹.

- (a) Initiation. A text amendment may be initiated by the Chair of the Planning Commission, by adoption of a motion by Council or the Planning Commission, or by application to Planning Commission by a landowner or a resident of the City of Oxford.
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Fees & Receipt

The required fee is \$150.00. 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 *

5/11/17

Submit Application, Submission Requirements and Documentation, and Fees

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Direct questions to the Community Development Department 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.

For Staff Use Only

Fee Paid Date *

NA

Receipt Number *

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

513.523.3566

OXFORD STORAGE SOLUTIONS

801 SOUTH BEECH STREET
OXFORD • OHIO • 45056

Jung-Han Chen
Community Development Director
City of Oxford
Municipal Building
101 E. High Street
Oxford, Ohio 45056

Re: Conditional Use Permit Extension Request
Parcels 017, 020, 023 (50 W. Central Ave.)
Ordinance #3320

Dear Mr. Chen,

Please accept this letter as a formal request for an extension to the Conditional Use Permit (Ordinance #3320) issued to permit a mini warehouse facility at 50 W. Central Avenue, Oxford, Ohio. The scope of the original "Conditional Use" has not changed and still meets the original decision standards.

Due to the complexity of the entire project that includes the development of mini self-storage on our adjacent property at 801 S. Beech Street, Oxford, we plan to make 50 W. Central Avenue the last phase of the project. Therefore, we request the Conditional Use Permit to be extended until, July 21, 2019.

Please note the anticipated project schedule to be completed on or before, June 1, 2019:

- Site Preparation: Lot cleared and seeded (completed)
- Site Development Plan
- Manufacturer submitted foundation and building drawings
- Apply for all Building Permits

Project to be completed and ready for final inspections by, April 1, 2020.

Thank you for your consideration of this request. If you have any questions or need any additional information, please let me know.

Thank you,

Steve Sadler
Oxford Storage Solutions, LLC

ORDINANCE NO. 3320

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT TO PERMIT A MINI WAREHOUSE FACILITY AT 50 W. CENTRAL AVENUE OXFORD, Ohio WITH CONDITIONS.

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

SECTION 1: The Planning Commission met pursuant to Oxford Codified Ordinance Section 1147.02 on June 9, 2015 for the purpose of considering the request of Scott Webb, Applicant, Agent, for a conditional use permit to permit a Mini Warehouse facility to be located at 50 W. Central Avenue Oxford, Ohio.

SECTION 2: The Planning Commission, after a public hearing and discussion, voted and approved a motion recommending approval of the conditional use application to permit a Mini Warehouse facility at 50 W. Central Avenue Oxford, Ohio with the following conditions:

- a. The Narrative Statements and Description of the Proposed Use provided by the applicant attached hereto as Exhibit "A" shall be made part of the approval.
- b. The hours of operation shall be limited to 7:00 a.m. to 9:00 p.m. daily.
- c. Storage of highly flammable or combustible materials shall be prohibited.
- d. The project shall be built substantially similar to the renderings presented to the Planning Commission on June 9, 2015 including the use of decorative block for the buildings construction.
- e. A fire hydrant shall be installed at the owner/developer's expense at the entrance of the facility as approved by the Oxford Fire Chief.

SECTION 3: Council hereby accepts the action of the Planning Commission and accepts the recommendation report submitted by the Planning Commission and incorporates the same herein and further grants the conditional use permit application to permit a Mini Warehouse facility to be located at 50 W. Central Avenue in accordance with the conditions set forth above.

SECTION 4: This Ordinance shall take effect at the earliest time allowed by law.


MAYOR

ADOPTED: July 21, 2015

ATTEST:


CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW(STAFF)