City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2017-22 **Date –August 8, 2018**

APPLICATION	
Applicant:	Crossroads Community Church, Inc. c/o Sue Landgrebe
Location:	406 E. Withrow Street
Owner:	Theta Upsilon Housing Co.
Agent:	Sue Landgrebe
Action Request:	Conditional Use Permit Application to house church related functions and activity center
Current Use:	Vacant Fraternity
Zoning:	R2MS (Single, Two-Family Mile Square Residential) District
Surrounding Existing Land Uses:	Fraternity houses, single family homes

GENERAL DESCRIPTION
The Crossroads Community Church is seeking approval to occupy the existing vacant fraternity house as a church related function and activity center. The church Sunday service has been held on campus in Benton Hall. They are looking for a place for gathering and study. The proposed facility would be open for all community members, as well as to the existing members. The proposed use is somewhat a combination of church functions and living quarters for some members. The attached narrative provides a detailed explanation of the proposed use.

The existing 3-story building currently has the capacity of housing 38 renters. The proposal is to convert the 1st and 2nd floors into an activity room and offices, while maintaining the 3rd floor bedroom arrangement. Additional exterior work has also been proposed in conjunction with the proposed use, including a new patio and signage. Given the proposed use is to incorporate church related functions with existing fraternity house arrangements, this report will attempt to cover both uses.

PUBLIC COMMENTS
Public notices were mailed to surrounding property owners. None were received.

AGENCY REVIEWS
Requests for review were made to the Police, Fire, Engineering and Economic Development Departments. The following comments have been received:

Police:	Received with comment
Fire:	Received with comment
Engineering:	Received with no comment
Econ. Dev.:	No comments received

ZONING CODE REVIEW

The proposal is to reuse an existing vacant fraternity house as a church related gathering and study place for students and community members. The Crossroads Community Church plans to use this building for church related activities, but will also have some member students living on the 3rd floor to help keep it secure and help facilitate events. Given that the proposed use encompasses church and fraternity functions, the concerns and regulations of each use is provided as follows:

1147.03(15) Churches, Library, Community and Recreation Centers.
- A. Potential Concerns
  1. Adequate lot size to permit future expansion
  2. Location and screening of outdoor recreation areas

3. Bus or van storage
4. Lighting
5. Parking and traffic impact

B. Regulations.
1. None

1147.03(19) Fraternity and Sorority Houses

A. Potential Concerns
1. Aesthetic Concerns:
   a. Historical characteristics of existing structures
   b. Residential scale and character
   c. Yards and landscaping
   d. Walls and fences
2. Activities Areas:
   a. Porches and patios
   b. Locations of recreational areas and courts
   c. Locations of accessory structures
3. Vehicle Management:
   a. Site access
   b. Required parking
   c. Emergency access
   d. Deliveries
   e. Occasional and excess parking management
4. Adequate Public Utilities:
   a. Water
   b. Sewer
   c. Storm water management
   d. Other services
5. Nuisance:
   a. Waste/trash management
   b. Noise and off-site impact
   c. Lighting and off-site impact

B. Requirements:
1. New Structures: Building shall be of a size and scale that approximates neighboring structures.
2. Existing Structures: Exterior renovation and improvements shall be maintained to protect existing architectural details, materials and ornamentation.
3. Addition: Building expansions shall be sympathetic to the architectural scale and style of the existing building.
4. Outdoor Areas: Activity areas shall be designed and located to contain noise and light within the property. Activity areas shall be appropriately screened from adjacent properties.
5. Waste facilities: Trash and recycling containers and material shall be stored in a fully enclosed area and properly screened. The waste enclosure shall be adequate for the occupancy and accessible to service vehicles.
6. Parking and Transportation Demand Management: Parking shall meet requirements of Zoning Code Chapter 1149 and shall be properly designed, screened and maintained.

Analysis:

General Decision Standards for Conditional Uses — Section 1147.02(c)(2)

(2) General Decision Standards. All Conditional Uses shall satisfy the General Decision Standards.

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

Yes, the use can be allowed as a conditional use.

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

C. The use and site will be compatible with the general intent of the Comprehensive Plan.
Yes, the proposed use would be compatible with the general intent of the Comp Plan.

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

E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
None anticipated.

F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
Not applicable.

G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.
No accessory uses have been proposed.

H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.
No increase will be generated from the proposed use.

I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
None is expected.

J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
No substantial exterior changes have been proposed, other than the proposed patio and signage. This area is a student-rental neighborhood and several fraternity houses are located in this vicinity as well. The proposed uses would be consistent with the general character of the neighborhood.

K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.
The site is directly across the street from campus and does not appear to encourage any vehicle traffic in and out of the site. The church plans also to restore the parking spaces along the north side of the property to accommodate approximately 5 parking spaces.

L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
None expected.

M. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.
Yes, as stated by applicant.

The Crossroads Community Church proposes to occupy this vacant fraternity house and has a four-year lease with the owner to house gatherings/meetings and activities. The church will also have a few student members living on the 3rd floor of the building to keep it from being vandalized.

The proposed use along with student living in the building, predominantly for safeguarding and maintenance purposes, is a unique combination of fraternity and church functions in one building. The uniqueness of this proposal is that a typical church does not normally have residents living on the premises. Additionally, interior remodeling is planned to reduce the potential number of bedrooms which in turn reduces the need to meet the onsite parking requirements. It is unique in another way in that Sunday services have been held at a different location and the site would only be used for foot-traffic gathering/events. The parking needs for services would not be applicable, and the proposed improvement to the parking would seem to be for live-in student members only.

The Crossroads Community Church does not have a permanent location in Oxford, but does meet the Miami University criteria as being a student organization thus able to use facilities on campus for free. The goal of this church is to reach out to students for a positive student living environment experience. This organization at this location will be open Monday-Friday from 8 am to 5 pm and Sunday 1pm to 6 pm and receive reservations by request to host other events.

The direction of the church is to be available where most needed students live. Therefore, as the narrative indicates they used to be at E. Church Street (former Evan's Scholar building). The church organization believes that this would be a great site for this organization to be located in the area where students are concentrating and to provide an alternative off-campus lifestyle. Staff was not aware of the church occupying the Evan's Scholar building due to the fact that the operation was very low key and no complaints were filed to the City. It would seem that this organization was very focused on their service to the students and they have attempted to be as low profile as possible.

Given the location of this proposed use to be directly across from the Miami campus, and the modifications being proposed that would signify the use is the signage being proposed. It needs to be noted that the majority of members would come in as foot traffic and would not require parking arrangements.

The current zoning code only allows signage to be limited to one wall sign and 12 square feet in sign area. The Commission may consider allowing more wall sign as well as a larger sign face. However, the placement of the existing signage could not be ascertained nor permits were applied for or obtained. Given the residential character of the area, one sign might be sufficient, provided the sign is shifted closer to the southeast corner of the building. It appears that they had a sign for their previous location at E. Church St, that may be reused for this location to maintain continuity of their presence from their previous location.

Other compliance issues needing Commission action is the proposed patio encroachment into the front yard setback. The proposed patio will extend less than 8 feet into the front yard. The existing building is approximately 10 feet from the vacated right-of-way. The placement of the proposed patio would seem to be consistent with the other buildings of the blockface.

RECOMMENDATION:

The proposal would seem to be a good reuse of a vacant building by combining church functions/activities and fraternity house. The proposed church does not have Sunday service at this location, but would use the space for gathering/meeting purposes, while allowing a few number of students to live on the 3rd floor for the maintenance, upkeep and security of the building.

Staff does not have any objections to the proposed use for the first 2 floors to be used as gathering/ meeting places and 3rd floor to be used for some student living. Based on the analysis of the use and the neighborhood character as well as other building placement, staff would recommend limiting the signage

to only one, but allowing a less than12 feet, non-illumined type sign. Staff would also recommend waiving the front yard setback and lot coverage requirement to allow the construction of a patio in front of the building along Withrow Street.

SUBMITTED

BY:

Jung-Han Chen
Community Development Director

DATE: July 26, 2017

ATTACHMENT

(c) Planning Commission Review. The Planning Commission shall base its review of a proposed Conditional Use upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. If the Planning Commission finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

(1) Burden of proof.

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

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

(2) General decision standards. All Conditional Uses shall satisfy these General Decision Standards:

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

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

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

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

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

F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.

G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.

H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.

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

J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.

K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.

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

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

City of Oxford
Inter-Office Review Transmittal Sheet

Date: July 12, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-22, CONDITIONAL USE, 406 E. Withrow Street, to allow for a campus organization to use a vacant fraternity house for gathering/study space, **Crossroads Community Church, Sue Landgrebe, Applicant**

___X_____ Review _____ Revisions _____Other

Please return no later than: **August 2, 2017** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

More buildings should be used like this.

Drawings reviewed by: John Dethrage Date: 7-18-17

John Dethrage
PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: July 12, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-22, CONDITIONAL USE, 406 E. Withrow Street, to allow for a campus organization to use a vacant fraternity house for gathering/study space, **Crossroads Community Church, Sue Landgrebe, Applicant**

____X_____ Review _____ Revisions _____Other

Please return no later than**: August 2, 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: 7-13-17

VICTOR POPESCU
PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: July 12, 2017

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2017-22, CONDITIONAL USE, 406 E. Withrow Street, to allow for a campus organization to use a vacant fraternity house for gathering/study space, **Crossroads Community Church, Sue Landgrebe, Applicant**

___X____ Review _____ Revisions _____Other

Please return no later than: **August 2, 2017** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

This use would likely reduce police calls for service to this address. Approval is supported by Police Division

Drawings reviewed by: [signature] Date: 7/18/17

John A. Jones
PRINTED NAME

CITY OF OXFORD
HOME OF MIAMI UNIVERSITY

PC-2017-22
Surrounding Property Owners Notifications Map

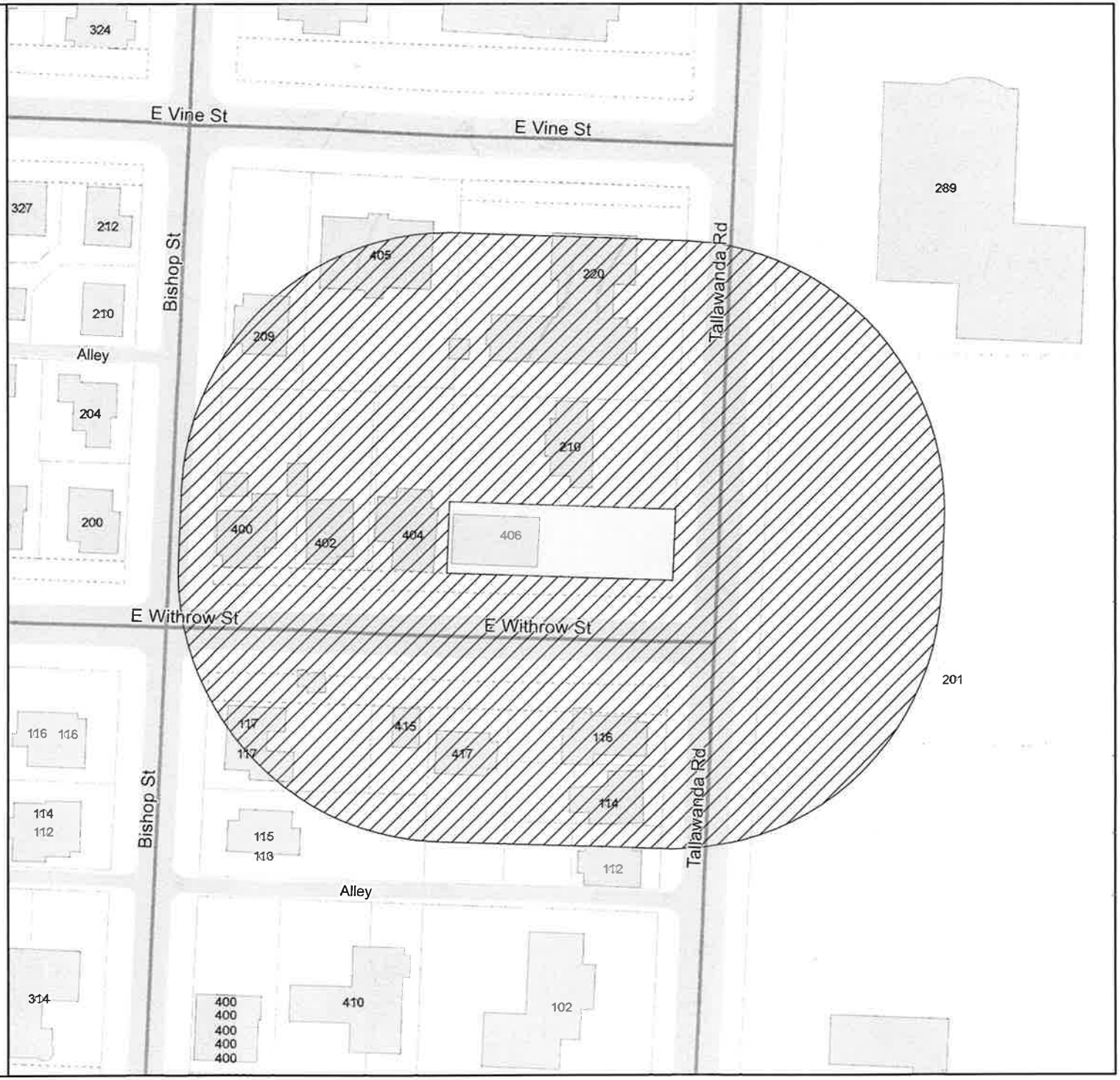
Legend

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

1 inch = 100 feet

Prepared on Thursday, July 20, 2017

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



CITY OF OXFORD
HOME OF MIAMI UNIVERSITY

Community Development Department
Plan Review
513-524-5204

July 6, 2017

Mary Schap
3430 Golden Avenue
Cincinnati, Ohio 45226

ALSO VIA EMAIL:
maryschap@gmail.com

RE: Zoning Code Review for 404 E. Withrow St Crossroads Outpost project (Permit #17-189)

Dear Ms. Schap:

Thank you for taking my call today. We have reviewed your plans received June 16, 2017 for the proposed work at 404 East Withrow Street. Additionally, we want to notify you that we have received the conditional use application scheduled for the August 8, 2017 Planning Commission meeting. As I mentioned on the phone, below are the zoning code comments:

1. Per Section 1143.05(c) and 1141.03(c)1, the canopy addition shall comply with the minimum 20' front yard setback requirement from both streets.
2. Per Section 1143.05(c), all buildings and hard surfaces combined, shall not exceed 65% of the lot area.
3. Per Section 1151.05(b), only one 12 square foot wall sign is permitted.
4. Per Section 1141.03(e), a 20' visibility triangle is required at the corner of the lot nearest the intersection. Currently a shrub is located within this area.
5. Per Section 1149.03 and 1149.05, off-street parking and vehicular maneuvering areas shall be hard surfaced, 9 feet in width and at least 3 feet from the property line. The existing drive condition is unknown. Minimum and maximum parking requirements have not been determined at this time.

Please contact my office if you have any questions at all. You may call 513-524-5205 if you have questions regarding the status of the building code review.

Sincerely,

Sam Perry

Sam Perry, AICP
Planner
sperry@cityofoxford.org
513-524-5204

CC: Jung-Han Chen

6/21/2017

• • •

Chris Ferritto
Theta Upsilon Housing Corp
6735 Stallings Lane
Hamilton OH 45011

Lisa Kuhn
Crossroads Oxford
406 E Withrow
Oxford, OH 45011

Dear Lisa,

This letter is verification that Crossroads is entitled to apply for permits on behalf of Theta Upsilon Housing Corp. for the purpose of remodeling the property at 406 East Withrow.

Sincerely,

Chris Ferritto
President
Theta Upsilon Housing Corp

CITY OF OXFORD
HOME OF MIAMI UNIVERSITY

Internal Use Only:
Case No. PC-2017-22
Date Filed 6/23/17

Conditional Use Permit Application

Applicant Information

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

Name * Crossroads Community Church Inc. c/o Sue Landgrebe

Mailing Address * 3500 Madison Rd.

City, State & Zip Code * Cincinnati, OH 45209

Telephone Number(s) * office: 513.731.7400 ext. 353; cell: 513.673.3651

Email Address slandgrebe@crossroads.net

Owner Information

Name * Theta Upsilon Housing Co.; c/o Tim Johnson

Mailing Address * 4397 Helena Dr.

City, State & Zip Code * Cincinnati, OH 45244

Telephone Number(s) * Contact Person: Chris Ferritto 513.623.2300

Email Address chrisferritto@yahoo.com

Location and Lot Information

Location of Property * 406 E. Withrow St., Oxford OH

Legal Description * Parcel No: 4000006000155; See Attachment B

Zoning District * R2MS

Total Area * 6360 → *Check One* * Acres ☐ Square Feet ☑

Existing Use Description * Vacant; Was a Fraternity House

Proposed Use Description * Gathering/Study Space for Campus Organization

Submission Requirements and Documentation

From Section 1147.02(a)[1].

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

A. Application Fee.

B. Description of Use and Site.

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

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

A. The proposed use is in fact a Conditional Use appropriate for the zoning district in which it is proposed.
B. The use and site will satisfy the general intent of this Zoning Code.
C. The use and site will be compatible with the general intent of the Comprehensive Plan.
D. The size and shape of the site are sufficient for the proposed use.
E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.
H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.
I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.
L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
M. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

Fees & Receipt

The required fees are $400.00 plus $10.00 for postage. You may write a $410.00 check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

Sign and Date

Applicant Signature * Sue Hemsfeld

Date * 6/22/2017

Submit Application, Submission Requirements and Documentation, and Fees

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

Send or drop off this application with required plans and documentation as attachments and a check for fee and postage made payable to **City of Oxford**, to Community Development Director, 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 Planning Commission meeting on which the action is requested. City Staff will place a public hearing sign on the subject property. **The Applicant is responsible for removing the signage at the completion of the hearing(s)**.

For Staff Use Only

Fee Paid Date * 6/23/17 Receipt Number * 155632

[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/

SUBMISSION REQUIREMENTS AND DOCUMENTATION -- CROSSROADS OUTPOST

A. Application Fee. $410

B. Description of Use and Site.

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

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

Applicant: Crossroads Church, 3500 Madison Road, Cincinnati OH 45209
Property Owner: Theta Upsilon Housing Co., % Tim Johnson, 4397 Helena Dr, Cincinnati OH 45244

2. If the applicant is not the owner, a statement from the owner that the applicant is entitled to apply on his or her behalf.

See Attachment A -- Letter of Agency

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

See Attachment B
Parcel number H4000006000155
Situated in the Village of Oxford, County of Butler and State of Ohio, and being 54 feet of land taken evenly off the south end of outlot three hundred six (306) as the same is known and designated on the recorded plat of the village of Oxford, Butler County, Ohio
306 S 54° & N ½ vacant street
406 E. Withrow Street, Oxford OH

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

The existing use of the space is for the fraternity of Kappa Sigma. They housed students there and held meetings as well as social events. The building is currently vacant.

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

R2MS

6. A description of the proposed use.

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

Crossroads Oxford is new to the city of Oxford but is a part of a larger church that was formed in Cincinnati 20 years ago. Crossroads is a multi-site church with gatherings happening nationwide and growing rapidly. The Crossroads Oxford student organization launched about eighteen months ago. We are a collaboration of students and community members. We have around 200 people attending services on Miami's campus in Benton Hall on Sundays during the academic year. We can do that because we exist as a student org very similar to a fraternity. We are in good standing with the university and are recognized as a student organization which allows us to use space on campus for free, and advertise our events on campus. Dr. Michael A. Curme, Associate Vice President & Dean of Students, would attest to the positive impact we've had on the student population and community. He was and is extremely excited that we are a student org and that we are helping turn the tide on some of the negative culture that exists on campus.

To explain what Outpost is and what it is used for I'll need to rewind with a little history. Last year we found we had a need for office/meeting space to not only serve our needs but that of the community and university. We wanted to experiment with separating the various functions of a "church." We run services on campus, so we had no need for a space for church services. Instead, we wanted a space for leadership development, community building and a space for a launching pad for our other projects and efforts to serve the Oxford/Miami community. The Beta Fraternity had recently purchased the old Evan's scholar building on E Church Street and were looking for an organization to lease the building. As we met with Beta, it became clear that while the Crossroads Oxford student organization is not technically a fraternity, we do align with the Five Pillars of the Greek community as outlined by Miami University: Scholarship & Learning, Service & Philanthropy, Leadership & Values, Community and Brotherhood & Sisterhood. Accordingly, they agreed to lease us the space for the 2016-17 school year, allow us to do renovations and they decided not to rezone as we are a student org and we use the space the same way a fraternity does. Beyond the Five Pillars, we also functioned in a way similar to a traditional fraternity: a select number of students lived in the building to help keep it secure and help facilitate events. We hosted dry parties, we hosted meetings and discussions for the organization and the space served as a study space for students. We agreed to lease the Evan's Scholar building in July 2016. Our partnership with Beta has been excellent.

In the Miami tradition, we decided to name our building "Outpost". Outpost gave our community a place to belong and develop. Imagine if a coffee shop, study area, and community center combined… that's Outpost. Throughout the 2016-17 school year the space was used in the following ways, aligning with the Five Pillars:

- ***Scholarship & Learning:*** *Students used the space for co-working and study. We offered free coffee, printing, wi-fi and soft drinks throughout the year. For midterms and exam season, we also had food throughout the day to encourage students.*
- ***Service & Philanthropy:*** *The student org was able to use the space as a launching pad for community service. A cohort of students used the space to plan a spring break trip to Nicaragua where they helped existing NGOs in serving children in poverty. They raised thousands of dollars through our Rice and Beans program and other fund raisers. The money that was raised funded a variety of service and philanthropic enterprises. Some examples include: free swim lessons for children in Oxford, support for other organizations working against the opioid addiction epidemic plaguing our region and funding NGOs in India working against child sex trafficking.*
- ***Leadership & Values:*** *The space was used nearly every night of the week for meetings of different committees of our student org. Most of these were leadership development committees. Some specific examples: a group of college-aged men and men from the community met Thursday evenings to develop a vision for their life, encourage one another to choose the right thing instead of the easy thing, work together as team players, work hard and use their strength to protect rather than exploit. This group grew to 70-80 college students and eventually launched a group that worked with those incarcerated in the Lebanon Correctional Facility. Another example of one of the committee in the student organization that used the space was a group of singers/song writers who gathered to develop their craft and encourage one another as artists. They met weekly and were featured as a subsection of the Crossroads Oxford student organization in the Miami student magazine Up.*
- ***Community & Brotherhood:*** *Our community raised money to host dry parties featuring music and free food trucks and events. Additionally, we hosted a Thanksgiving celebration in Outpost for students who couldn't make it home for Thanksgiving. Finally we worked with the university to reign in dangerous activity during Green Beer Day, by funding and running food trucks which launched from Outpost.*

We started Outpost as an experiment, but it exceeded our wildest expectations. Outpost was so successful with hundreds coming through it's doors each week, we decided to invest in a new space when our lease was up. Ideally we would have just stayed at the old Evan's Scholar Building, but Beta had already rented it to another fraternity. So we began investigating other properties around campus.

That's when we became aware of the abandoned Kappa Sigma building. The building had been vacant for quite some time and was having significant vandalism occur weekly. The fraternity was not recognized and out of money to fix up the building. The vandalism that occurred during its vacancy, and poor upkeep when occupied by the fraternity, means we need to do significant renovations to make the building usable for students and overall more attractive. Kappa Sigma recognized that they didn't have the funding to be able to bring the building up to the bar they needed it to be when they re-form in the future. Kappa Sigma saw what we were able to do with Beta's building and how Beta was able to recruit Crossroads Oxford students in order to re-form on solid footing and they would like to do something similar. The building use will be exactly the same as the fraternity used it and the same use that we did this last year at our old Outpost space. We will hold meetings in it, it is open to anyone, we will be offering free coffee, pop, wifi and printing, we will have students live on the third floor, and we will have dry parties. We signed a lease for 4 years with the owner.

b. The hours of operation.
The building will be open at various times throughout the week. It will have open hours Monday-Friday from 8am-5pm and Sunday 1-6pm. It will also be open in the evenings for scheduled meetings, studies or events. The building is reservable at request as we host other events at the space as needed.

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

a. How the use is similar to or different from existing area uses and if there will be any interaction between the proposed use and existing uses.
See answer to Item #6.

b. How any existing structures, proposed structures, and the site design relate to adjacent structures and sites.
Existing and proposed structures will not impede on adjacent structures. The renovations proposed will beautify the existing neighborhood.

c. If the use will involve any operations that create potential nuisances such as excessive noise, lighting, odor, fumes, vibration, or emissions.
None different than previous use.

d. How any potential negative effects on adjacent land will be mitigated.
No potential negative effects

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

The location is adjacent to campus and on Talawanda which is a street frequently traveled by students and driven by the community. It is also adjacent to fraternities and other student organization locations.

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

We offer free coffee, soft drinks, wifi and printing and are open to both student and community members to use and enjoy during our open hours.

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

None

11. A list of the names and mailing addresses of all land owners within 200 feet of the site (see next section).

See Attachment C -- Adjacent Property Information

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

C. Site Plan.

A scaled site plan shall include the following information in detail. The required information may be submitted on multiple site plans if inclusion of all information on a single plan makes it illegible or difficult to understand.

See Attachment D -- Site Plans

D. Elevations of proposed structures, or typical elevations if structures are not yet designed, shall be required by the Zoning Administrator if the proposed location, height, or bulk of the structure is such that it may negatively affect an adjacent use.

See Attachment E - Proposed Exterior Elevations

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

See Attachment F -- Photos of Existing Property/Building

Record Navigator
BISHOP ST
TALLAWANDA RD
E WITHROW ST
E CHURCH ST
Oxford Corp.
1
2
3
4
5
6
7
8
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21
22
Pictometry | but

Barron Peck
Bennie & Schlemmer
A LEGAL PROFESSIONAL ASSOCIATION

W. Thomas Fisher, Esq.
(513) 721-1350
wtf@bpbslaw.com

June 21, 2017

Crossroads Community Church
Attn: Sue Landgrebe
3500 Madison Road
Cincinnati, Ohio 45209

RE: Parcel No. H4000006000155

Dear Sue:

The owner of the above-referenced parcel is Theta Upsilon. The legal description for the parcel reads as follows:

> Parcel No 3 situate in the Village of Oxford, County of Butler and State of Ohio, and being 54 feet of land taken evenly off the South end of outlot three hundred six (306) as the same is known and designated on the recorded plat of the Village of Oxford, Butler County, Ohio.

Please let me know if you have any questions.

Very truly yours,

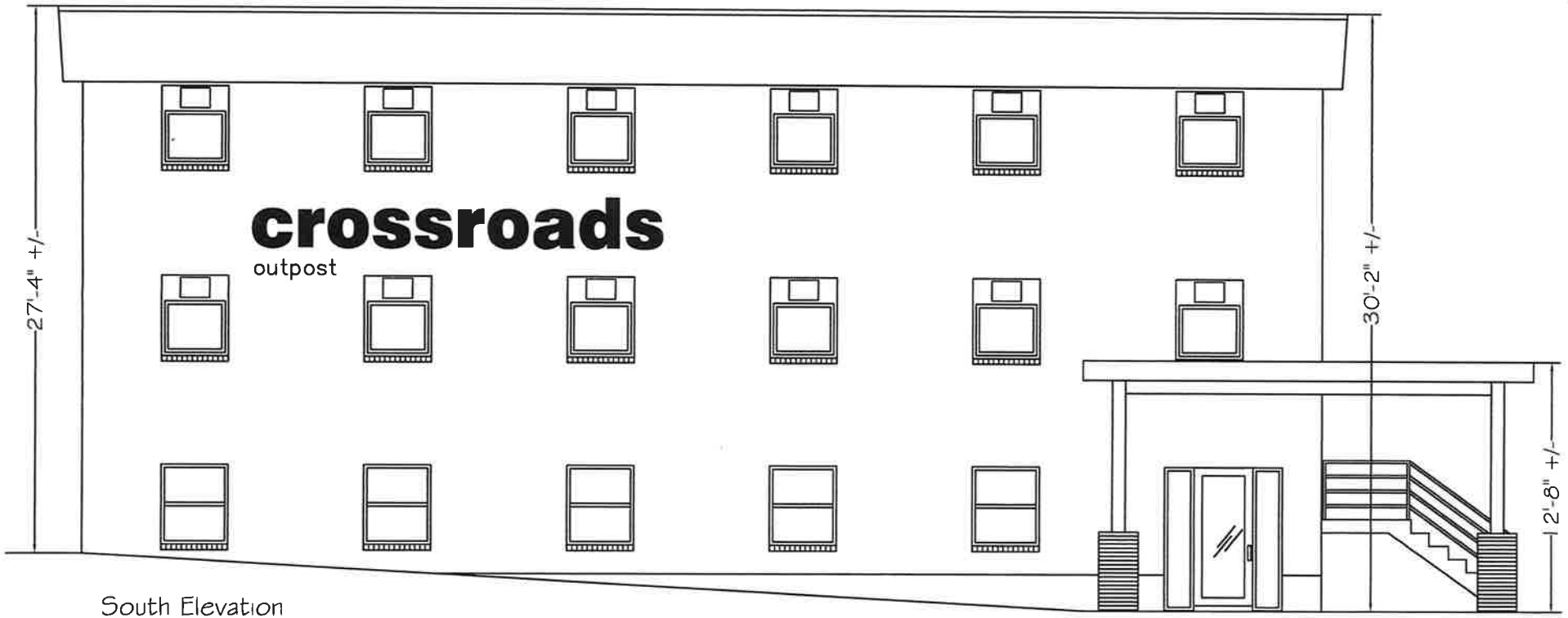
Barron Peck Bennie & Schlemmer, LPA

W. Thomas Fisher

WTF/lbq

Proposed New Entry & Canopy

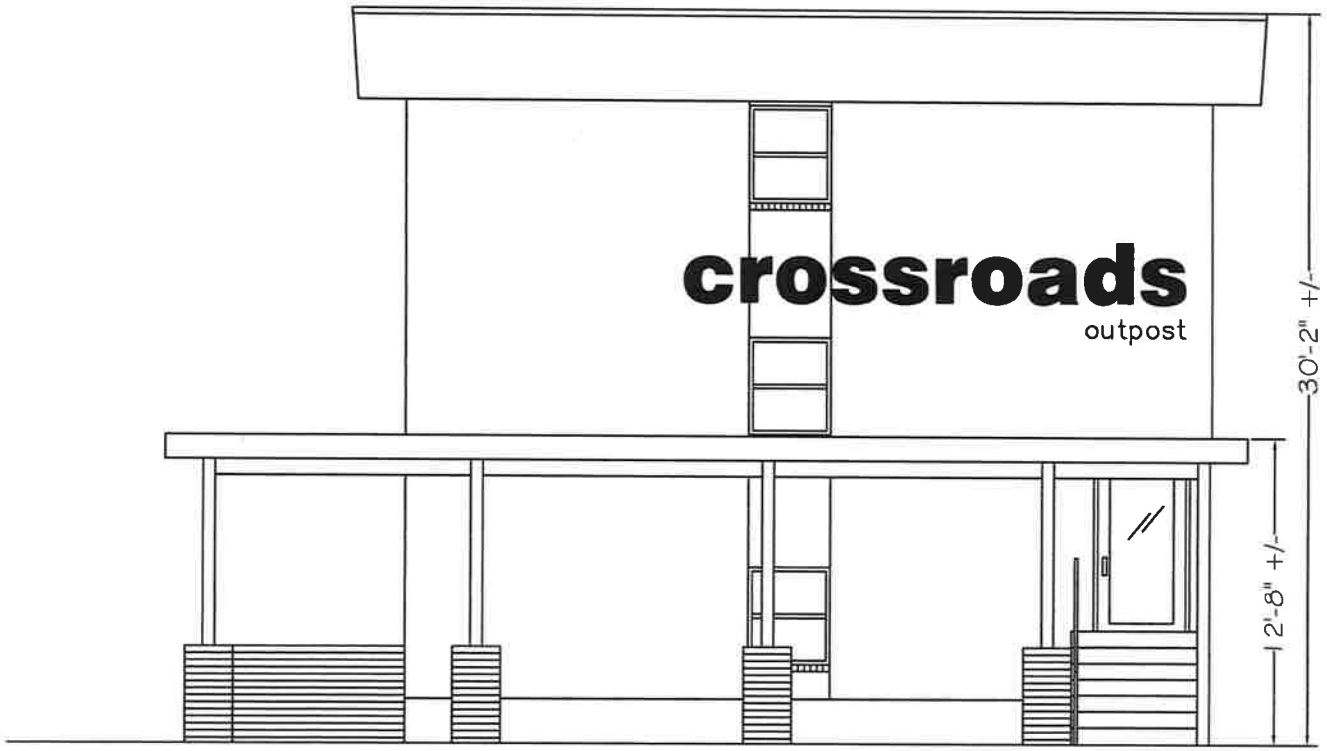
Artist Rendering



South Elevation
Scale: 1/8" = 1'-0"

GENERAL NOTES:

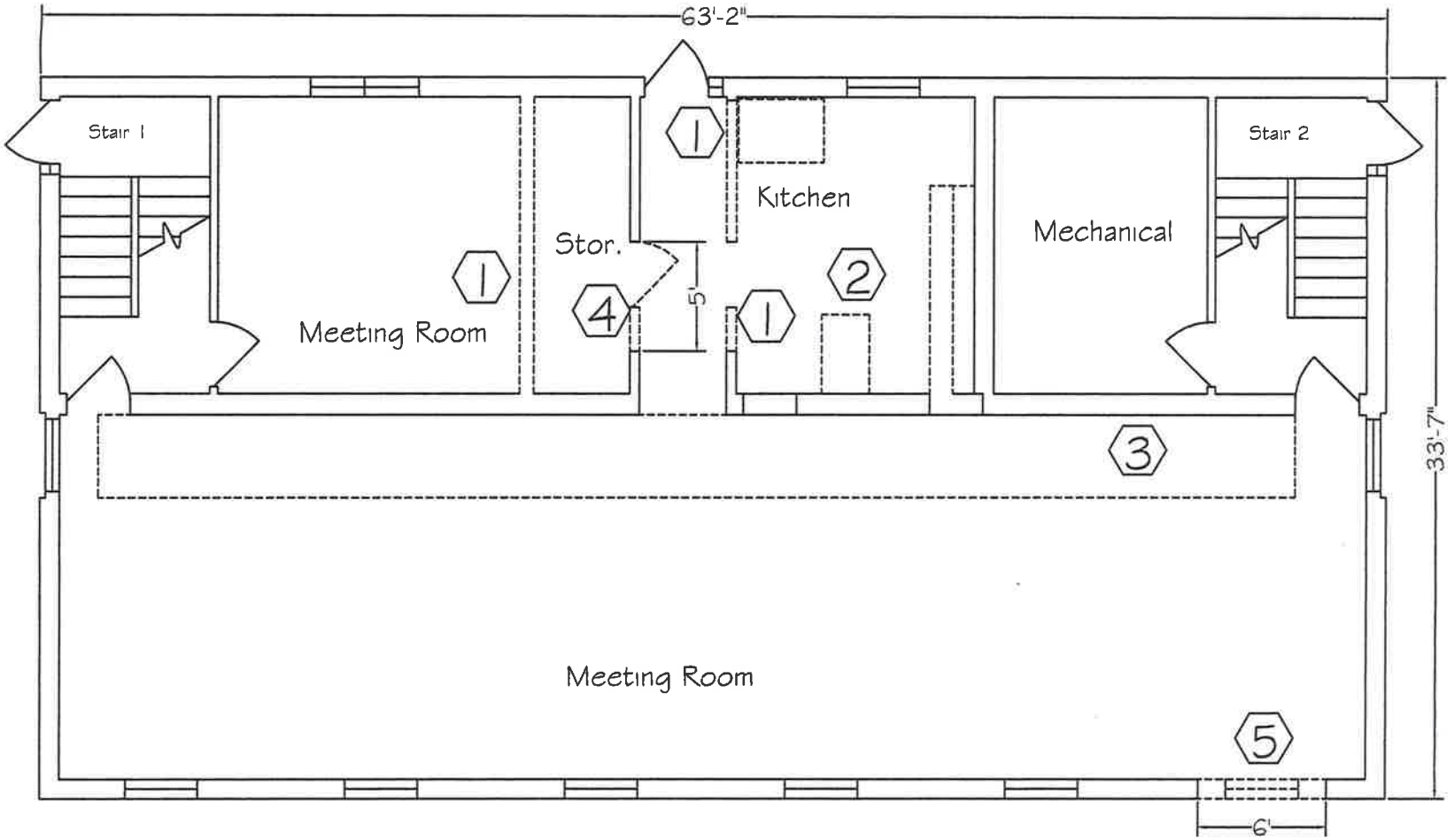
Proposed Canopy Structure is approximately 12' - 8"+/- in height above grade. Existing building varies in height between 27'-4" to 30'-2" +/- and is three (3) stories with a flat roof. Signage to be approximately 20'-0" wide or less x 3'-0" high maximum. Signage will not be illuminated.



East Elevation
Scale: 1/8" = 1'-0"

GENERAL NOTES:

Proposed Canopy Structure is approximately 12' - 8"+/- in height above grade. Existing building varies in height between 27'-4" to 30'-2" +/- and is three (3) stories with a flat roof. Signage to be approximately 20'-0" wide or less x 3'-0" high maximum. Signage will not be illuminated.



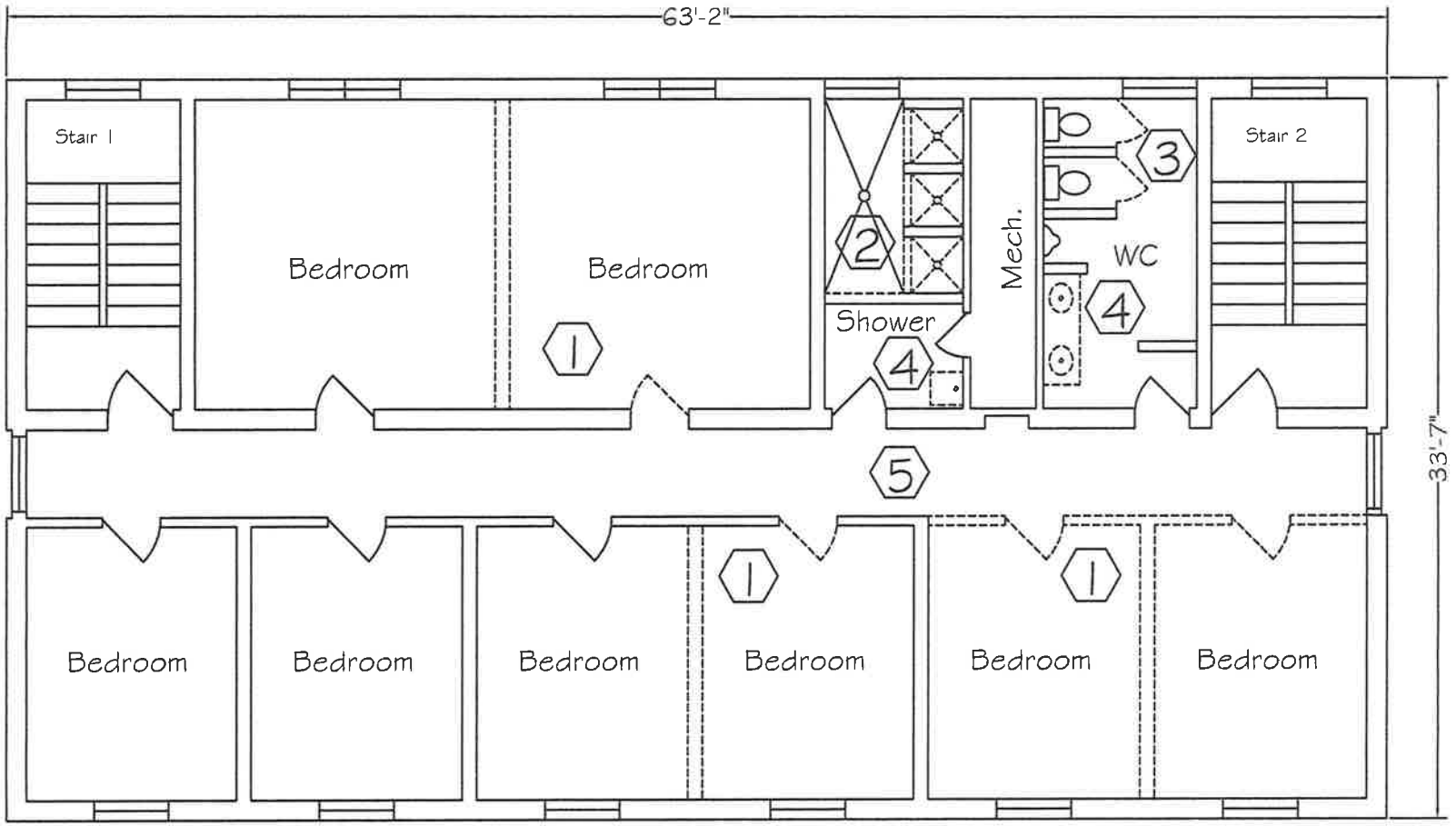
First Floor Demolition Plan
Scale: 1/8" = 1'-0"

Construction Notes:

1) remove non-load bearing walls & doors where noted with dashed line
2) remove all kitchen cabinets & equipment where noted with dashed line
3) remove bulkhead & HVAC ductwork
4) remove non-load bearing CMU walls & door where noted with dashed line to allow for 5'-0" sliding barn door, to be selected by Tenant
5) remove window & brick to allow for new door & 2 sidelights at 6'-0", see Sheet 10

Existing Floor Plan
1st Floor

JUN 16 2017
RECEIVED



EXISTING

Second Floor Demolition Plan

Scale: 1/8" = 1'-0"

Construction Notes:

1) remove non-load bearing CMU walls & doors where noted with dashed line
2) remove shower tile, shower curb & plumbing fixtures; landing & tile floor in front of shower to remain
3) remove toilet partitions & doors; CMU to remain
4) remove sink(s) & base support, if applicable
5) hallway ceiling to be removed

NOTE: Third Floor is same as Second Floor with NO WORK, all bedrooms remain.

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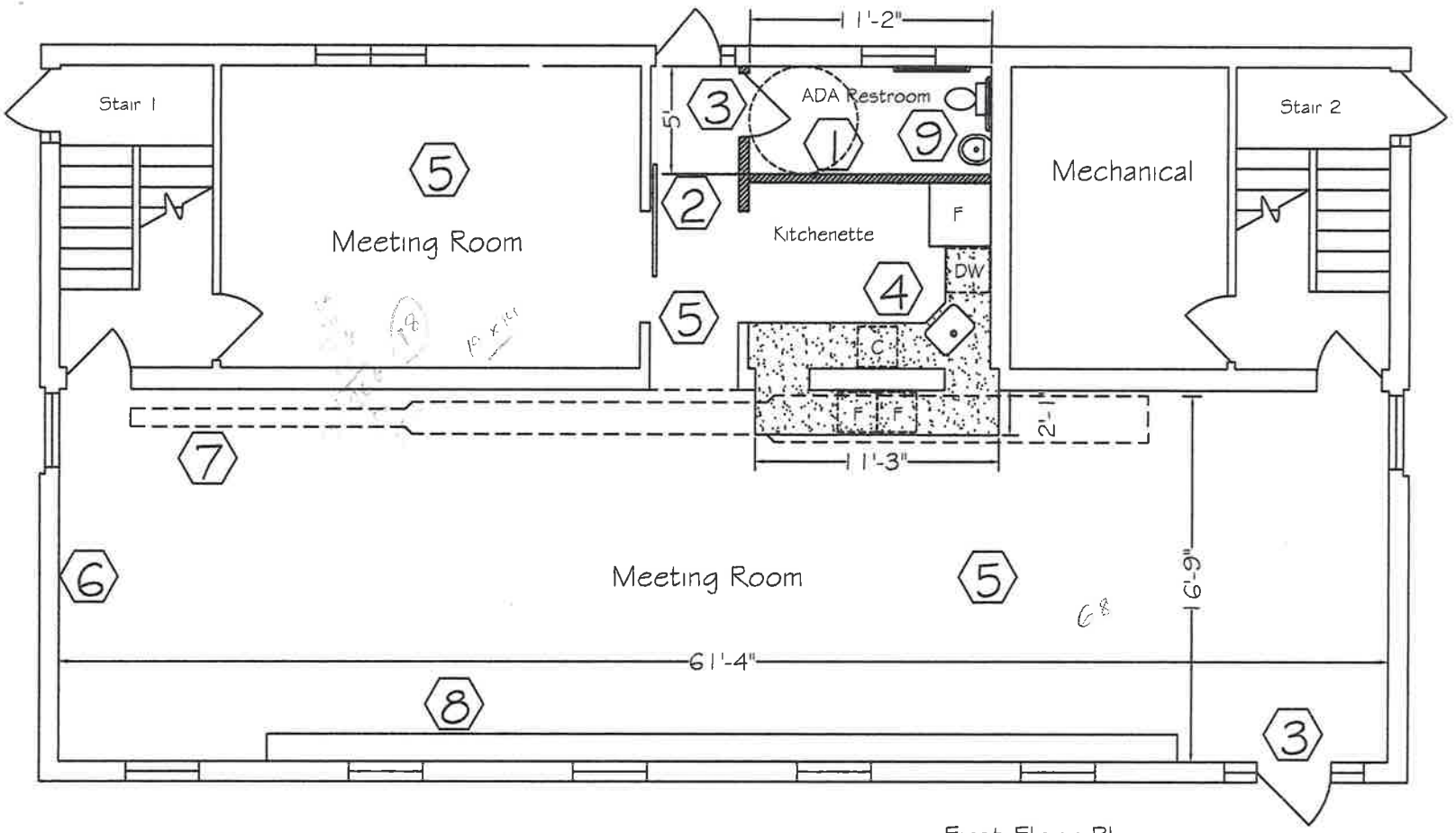

First Floor Plan
Scale: 1/8" = 1'-0"

Construction Notes:

GENERAL - All walls, ceilings, doors & frames to be painted, color(s) to be selected & approved by Tenant. NO WORK on the 3rd floor.

1) 2x4 wood frame wall with 1/2" drywall each side floor to ceiling & sound batt insulation & blocking for wall mounted grab bars and infant changing table
2) new 5'-0" barn door
3) new 3' x 6'-8" door w/sidelight each side for total of 6'-0", see sheet 10 for exterior door details
4) new cabinetry, sink, dishwasher, refridgerator, coffee maker / brewer, countertop & undercounter refridgerator(s) to be selected by Tenant
5) carpet & rubber base selected by Tenant & installed throughout all areas except stairwells, storage, mechanical room, kitchen & restroom(s)
6) HVAC: New split air cooling system, condensor mounted 10' AFF of 1st floor & unit placement to be approved by Tenant
7) HVAC: Heating system to be repaired; New spiral duct to be installed where noted by dashed lines
8) 15" deep countertop installed directly to CMU wall at window sill edge with hardware able to withstand 100 lbs per linear foot
9) new ADA bathroom fixtures including toilet, sink, faucet grab bars & baby changing table; wall mounted exhaust fan to replace existing.

Proposed First Floor

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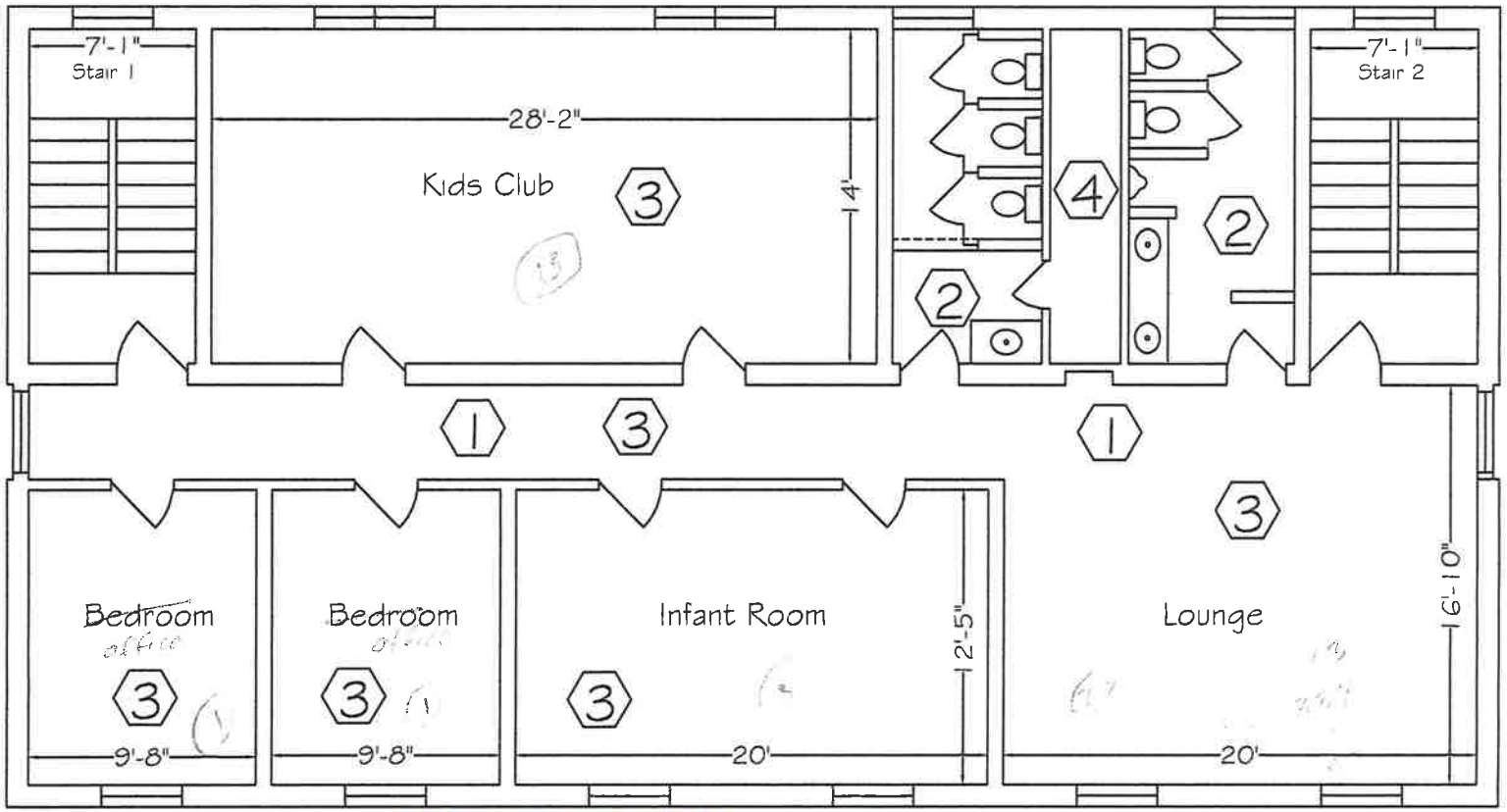

Proposed 2nd Floor

Second Floor Plan
Scale: 1/8" = 1'-0"

Construction Notes:

GENERAL - All walls, ceilings, doors & frames to be painted, color(s) to be selected & approved by Tenant. Hallway paint to be gradiated with various shades of blue from light to dark. See finish schedule for details, colors of walls, doors & ceilings. NO WORK on the 3rd floor.

1) Hallway ceiling & utilities to be painted protecting mechanical unit valves & heads & light fixtures

2) new toilet partitions, toilet fixtures, sink(s), faucet(s), mirrors, towel & TP dispensers & wall mounted infant changing station; urinal to remain, repair if necessary; repair tile & CMU as necessary to match adjacent; install new exhaust fans

3) carpet & rubber base selected by Tenant & installed throughout all areas except stairwells, mechanical room & restroom(s)

4) HVAC: heating system repaired

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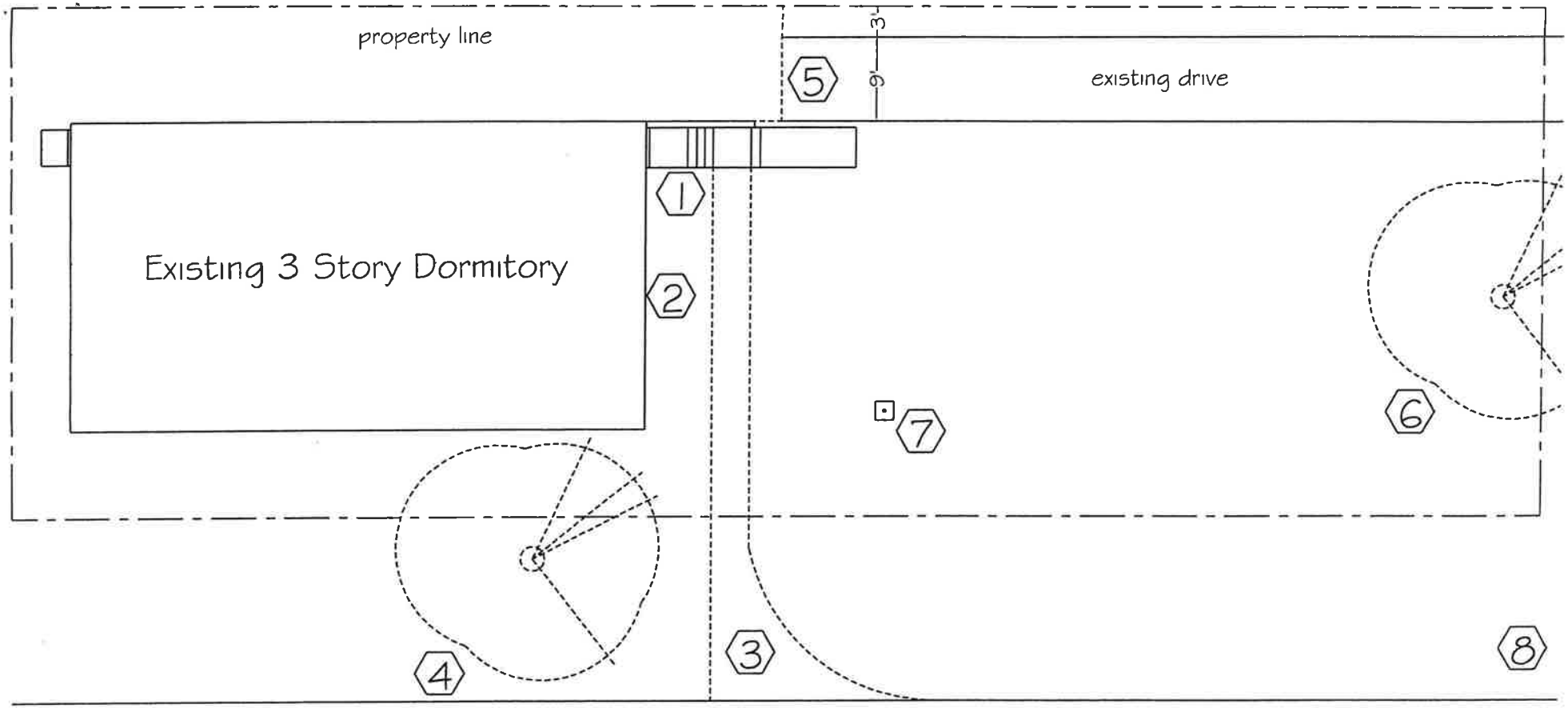
NOTE: Third Floor is same as EXISTING Second Floor with NO WORK, all bedrooms remain.



Construction Notes:

1) reinforce concrete landing with flowable fill
2) replace GFCI & disconnect wire extension
3) remove sidewalk where indicated
4) remove tree & stump
5) remove gate & frame
6) trim tree
7) remove flag pole & base
8) remove shrub to allow for 20' visibility triangle at corner

north

Site Plan - Demolition Plan

Scale: 1/16" = 1'-0"

EXISTING

Lot Area Calculation

Lot Size = 9338 sq ft
Max. Building & Hardscape Allowed (40%)= 3735.2 sq ft
Building Footprint = 2120 sq ft
Driveway = 757 sq ft
Patio = 1092 sq ft
New sidewalk within property line = 8 sq ft
TOTAL Building & Hardscape = 3977 sq ft

JUL 17 2017

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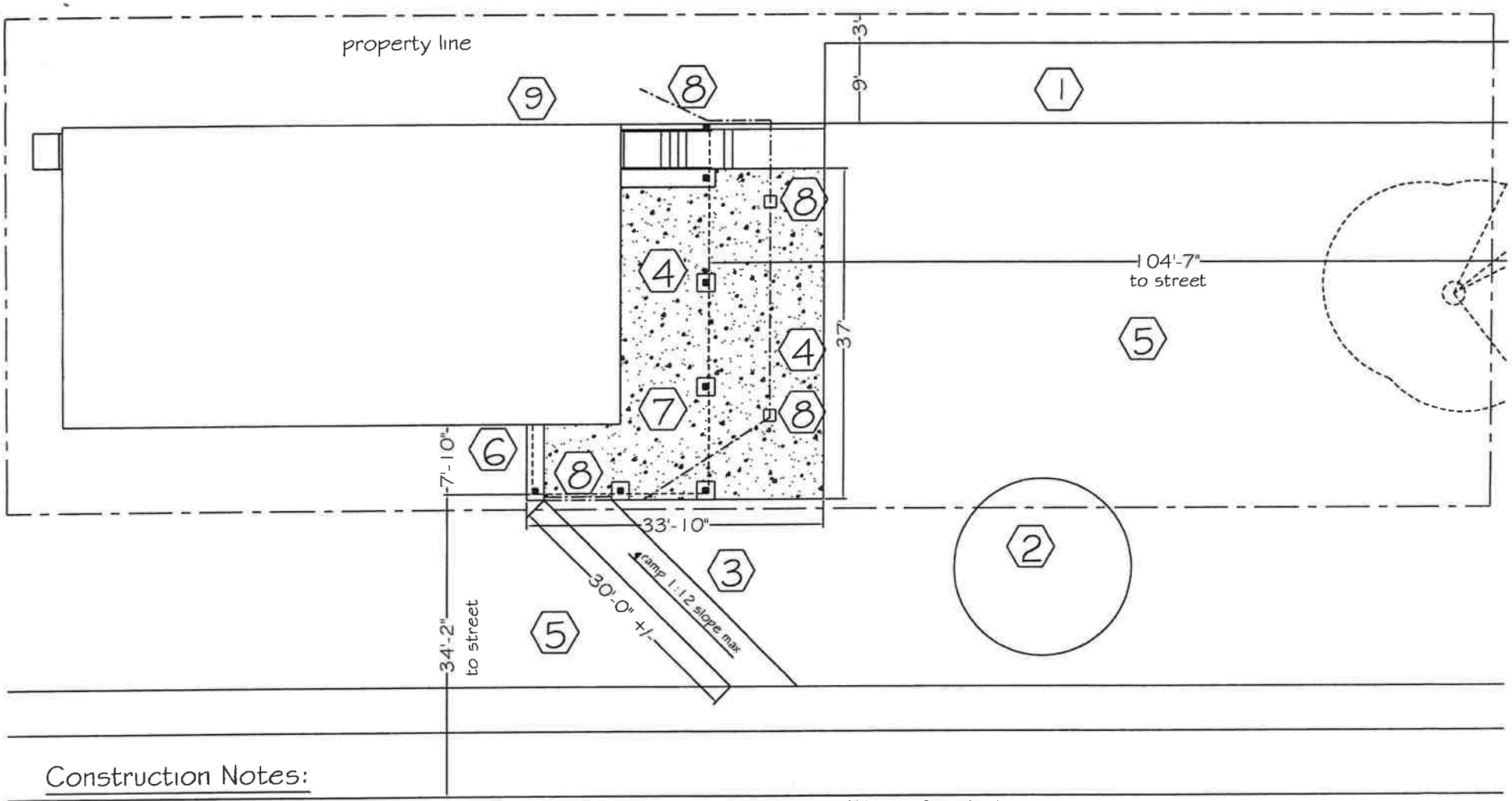

Construction Notes:

General Notes: All concrete for ramps & patio to be 4000 psi 4" thick with wire mesh over 4" base of crushed limestone. All Concrete work to have expansion joints at 10'-0" maximum in both directions

1) existing driveway asphalt to be patched and repaired where necesary or replaced with same
2) 20' diameter ring with pea gravel base at 2" minimum over landscape fabric; perimeter to be edged with brick installed flush with grade / sod
3) concrete ramp at 1:12 maximum slope from street to new front entry
4) concrete patio to slope away from building with a minimum of 1/8" per foot
5) regrade yard where necessary, sod where necessary
6) wood faced planters (5) surrounding 24" dia. concrete columns / piers
7) canopy shown with dashed line, see framing plan
8) (2) new 16" x 16" catch basin drains at patio & (1) french drain at bottom of ramp at 12' long where dashed & drain to daylight on north side of property in 4" exterior grade PVC installed with positive slope
9) new hose bib with additional interior shut off valve to be located in mechanical room
10) new signage permit by OTHERS, sign to be no more than 12 sq ft, only one sign permited, location to be determined

north

Site Plan

Scale: 1/16" = 1'-0"

Proposed

JUL 17 2017

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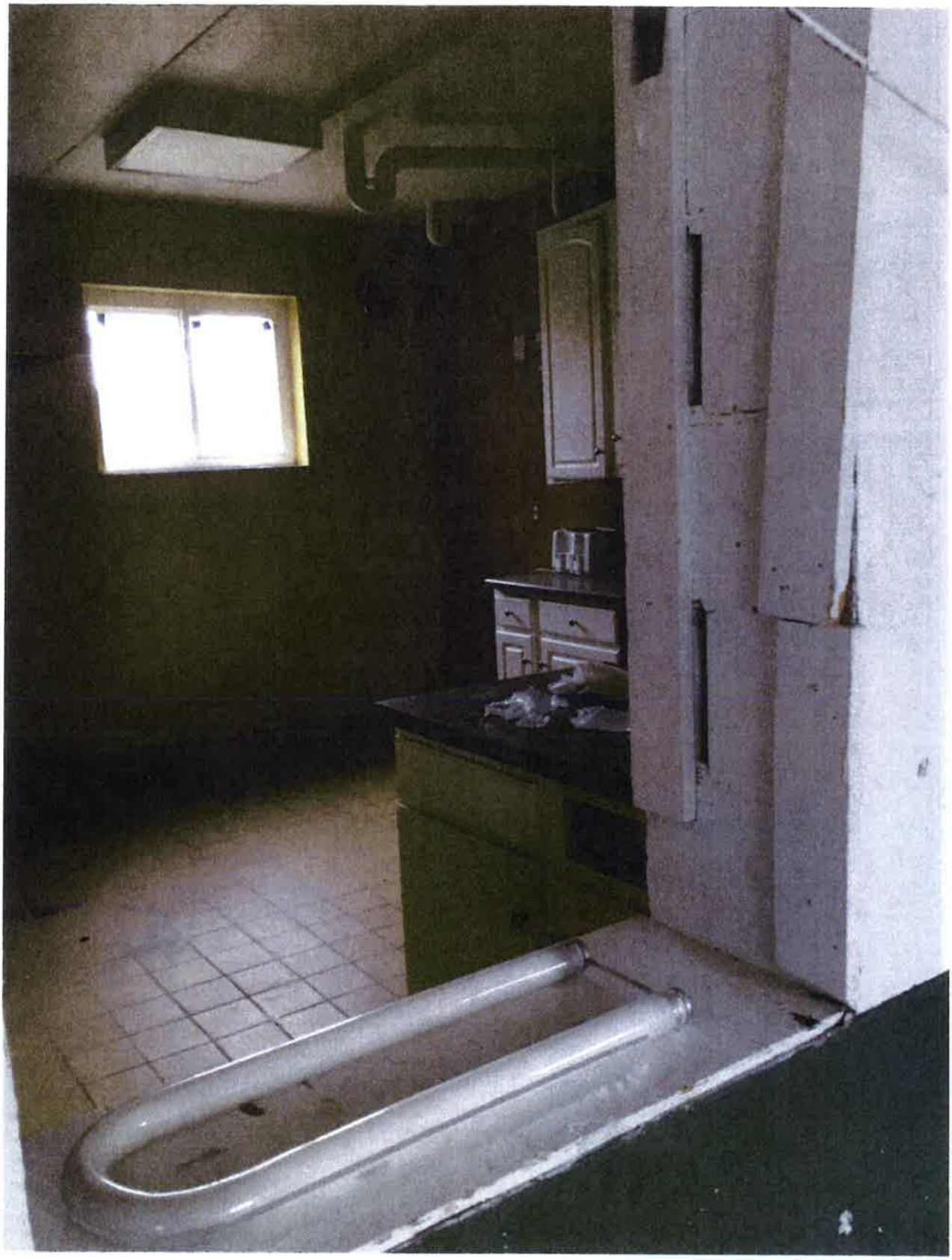
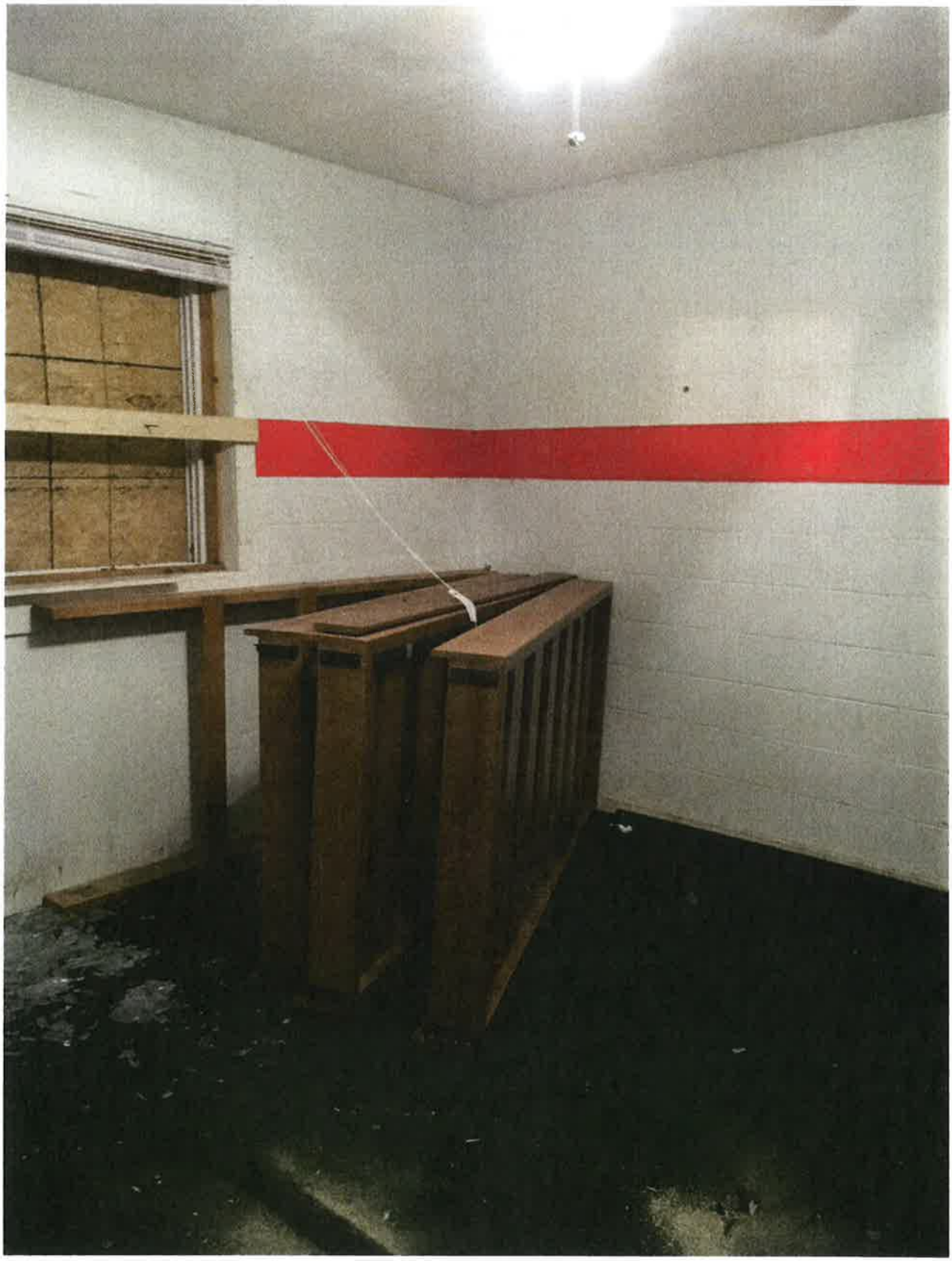
PHOTOS

Exterior

Exterior



Kitchen

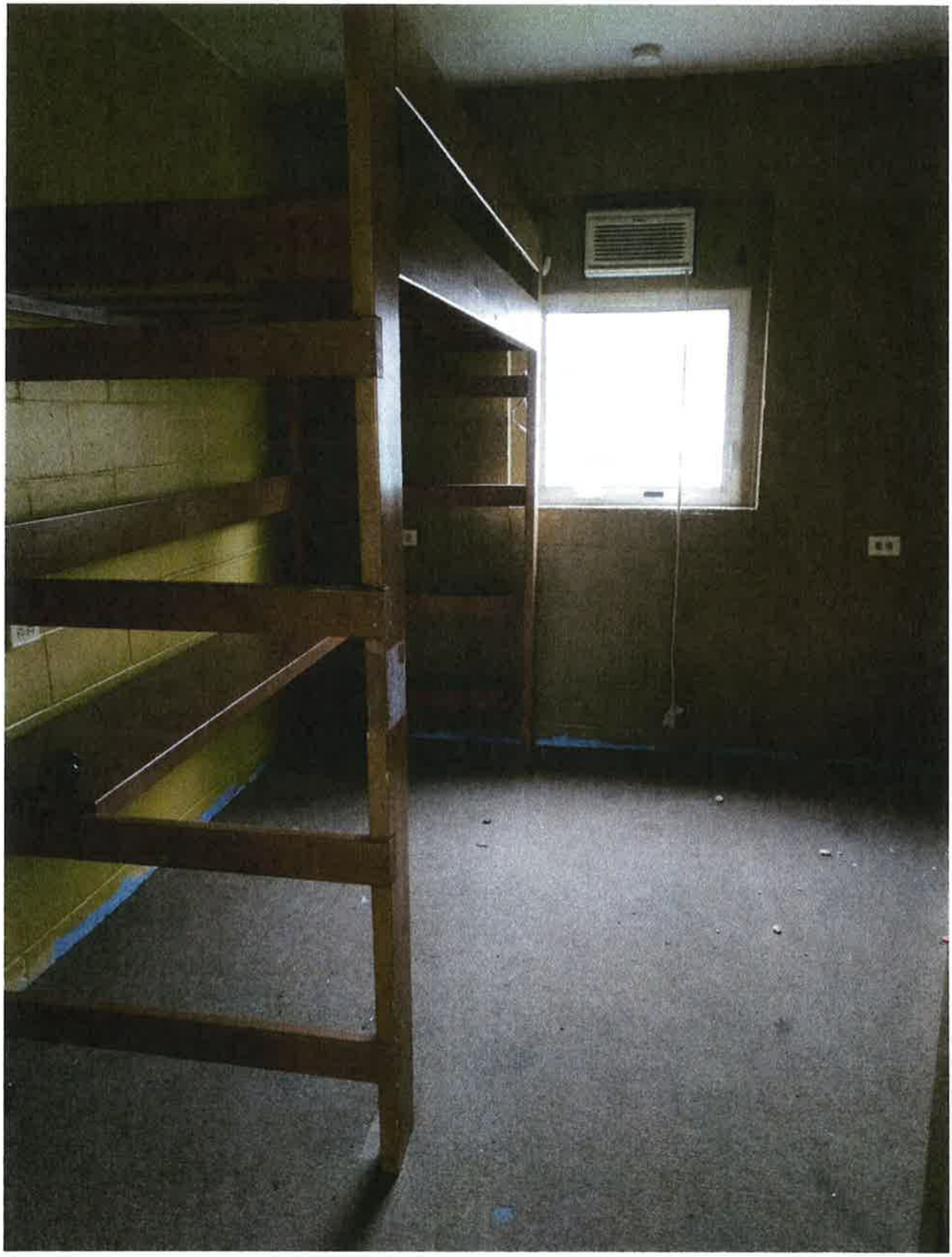


Meeting Room

Meeting Room

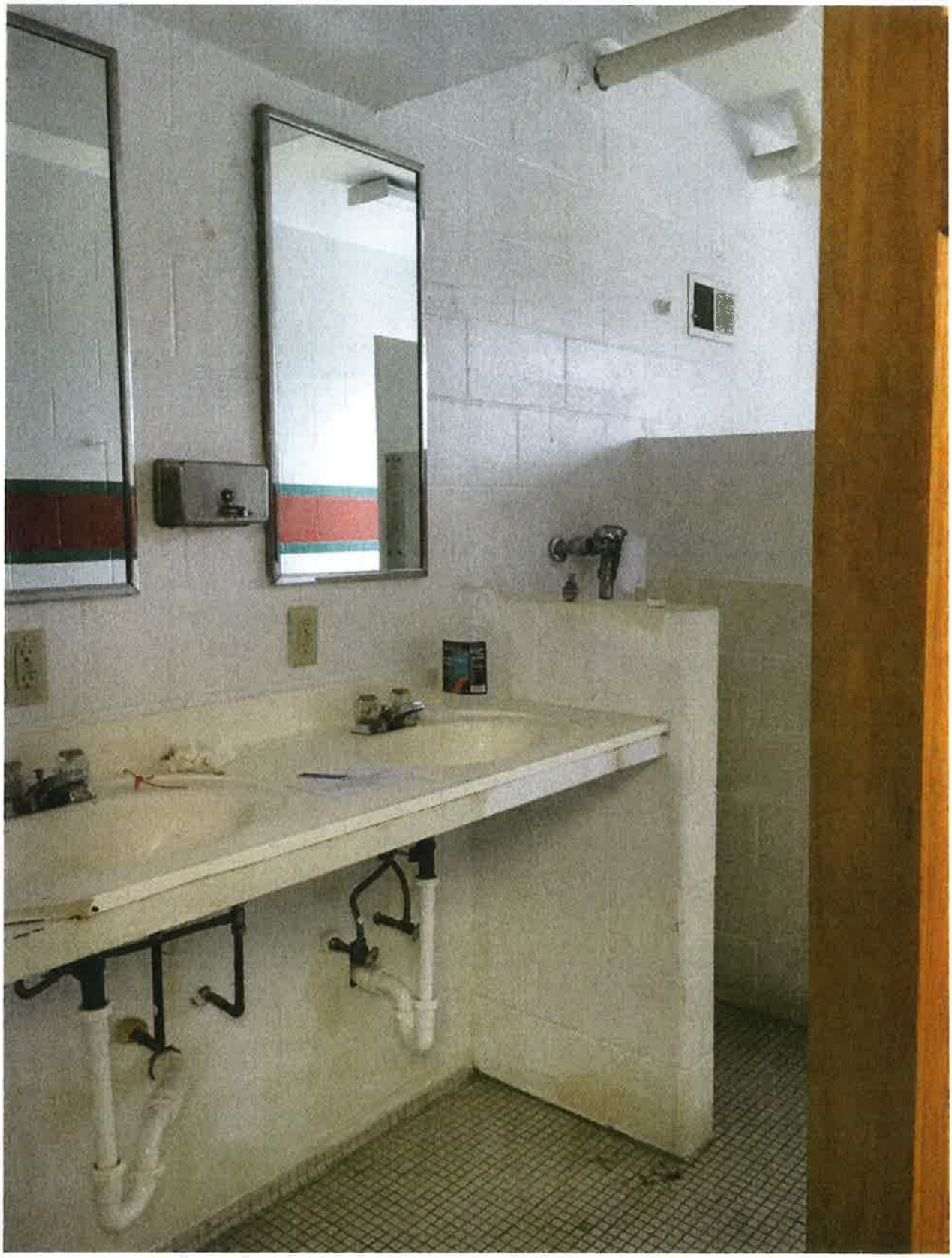
Second Floor Hallway

Bedroom

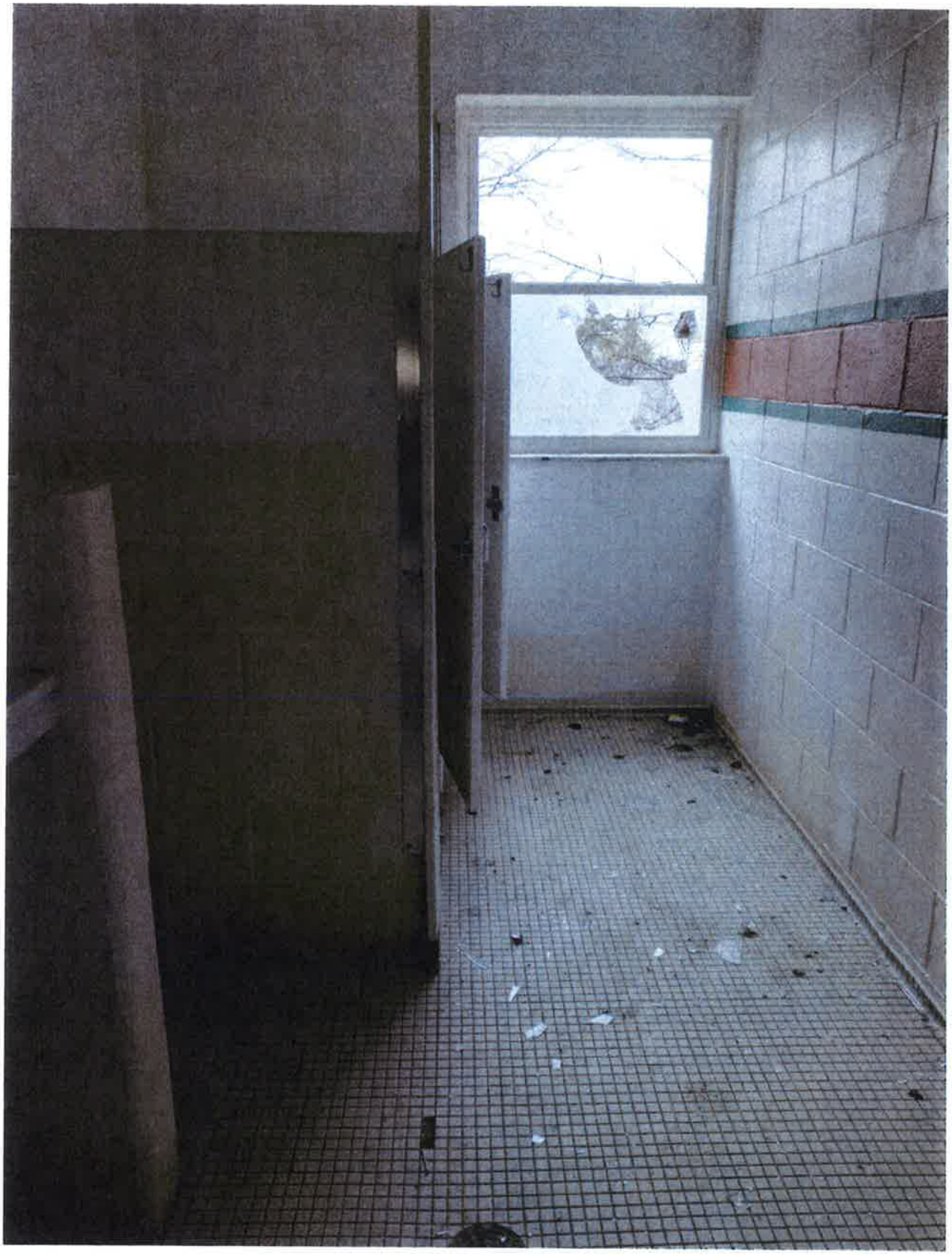


Bedroom

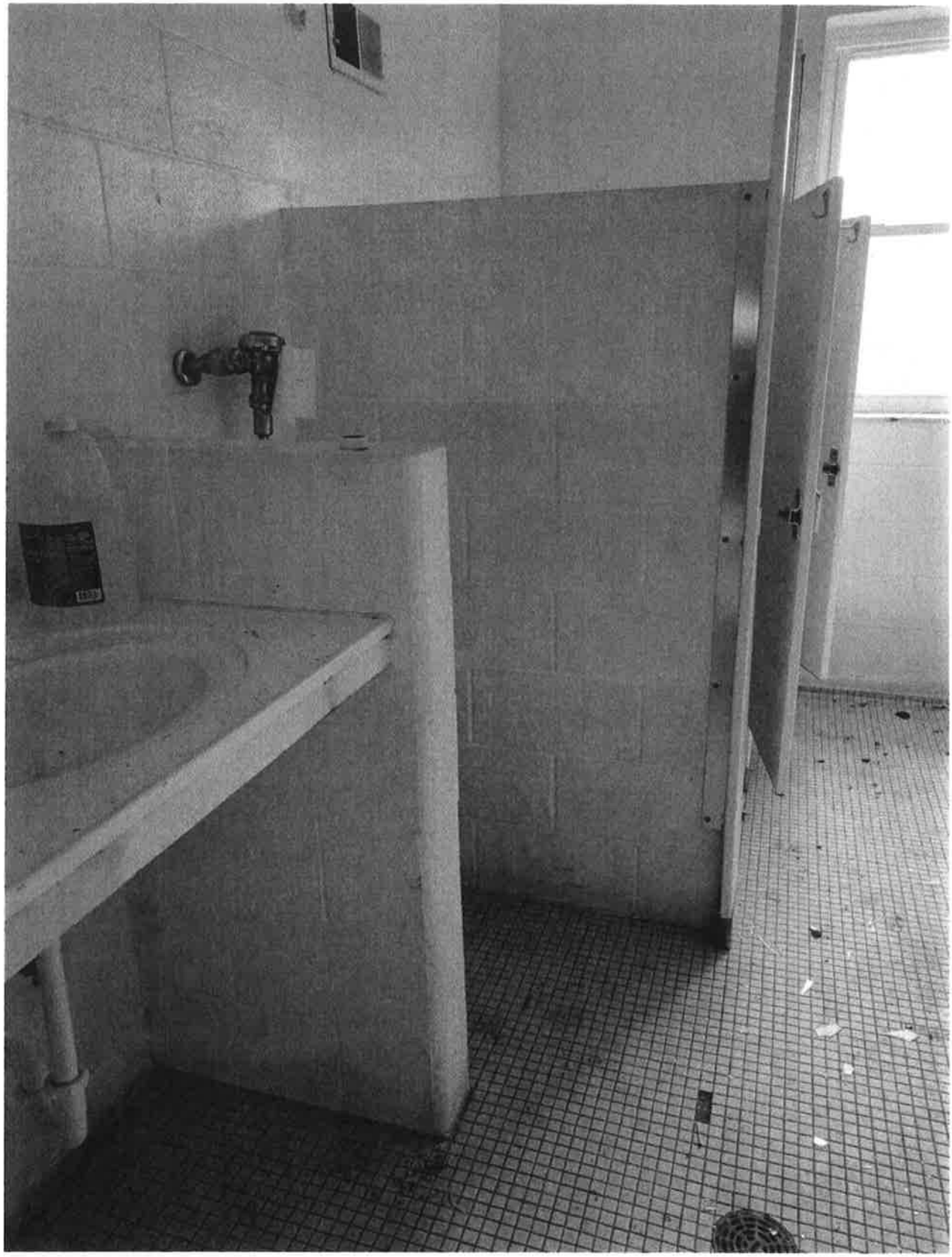
Mechanical Room



Toilet Room



Toilet Room



Toilet Room

Shower Room