

**City of Oxford**  
*Community Development Department*  
**STAFF REPORT**  
**Planning Commission**

Case # PC-2018-07

Date – May 8, 2018

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**APPLICATION**

|                        |                                                            |
|------------------------|------------------------------------------------------------|
| Applicant:             | Monica Spohn                                               |
| Location:              | 15 North Beech Street                                      |
| Owner:                 | Todd and Monica Spohn                                      |
| Action Request:        | Conditional Use Permit for Residential Use On Ground Floor |
| Current Use:           | Residential Rental                                         |
| Zoning:                | UP (Uptown)                                                |
| Surrounding Land Uses: | Residential, Restaurant, Retail and Professional Office    |

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**GENERAL DESCRIPTION**

Todd and Monica Spohn are seeking to formally expand an existing residential use in a historic building into a portion of the ground floor that was formerly a professional office. The Uptown District does not permit residential use on the ground floor for new or expanded uses. The conditional use process is in place so that the City can determine if this is appropriate and that it does not negatively impact the surrounding properties. This came about as a result of zoning enforcement on the former business sign. The former business space is no longer in use and has been used recently as a part of the residential rental area. The owners are not planning any interior or exterior alterations to the site or building. The mixed use condition was approved by the City under the former “Additional Use Permit” process in 2001. The building is currently not functioning as a mixed use because the law office is not active.

**PUBLIC COMMENTS**

Public notices were mailed to surrounding property owners and a notice sign was placed in front of the property. No comments were received as of this writing.

**AGENCY REVIEWS**

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

|              |                           |
|--------------|---------------------------|
| Police:      | Returned without comments |
| Fire:        | Returned without comments |
| Engineering: | Returned without comments |
| Econ. Dev.:  | No comment returned       |

**ZONING CODE REVIEW**

Below is an excerpt from Oxford Zoning Code Section 1147.03, Use-Specific Regulations with staff comments in ***bold/italic***:

(38) Residential Units on the First Floor or Basement

A. Potential Concerns

1. Reduce available non-residential site available for development

***The building was originally designed as an owner-occupied house. The space in question is less than 300 square feet of the first floor.***

2. Potential impact to other non-residential development

***The use change was made at some point in the past. No impacts are expected.***

B. Regulations

1. The exterior appearance shall be consistent with adjoining properties

*This is a historic building that is on a block face with two other historic buildings. No exterior changes are planned by the owners.*

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

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

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

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

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

*Yes*

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

*Yes*

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

*Yes*

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

*None expected.*

**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.**

*No excessive nuisance conditions expected.*

**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 additional accessory uses expected*

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

*Opportunity for comment has been provided to Police, Fire and Service Department.*

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

*Opportunity for comment has been provided to Police, Fire and Service Department.*

**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 changes in design are planned.*

**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.**

*Opportunity for comment has been provided to Police, Fire and Service Department. There is an existing gravel parking area in the rear.*

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

*The building is historic and protected by the Uptown Historic District. No construction is planned.*

**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.**

*A rental license is currently active for this property.*

#### **RECOMMENDATION**

Based upon the zoning code review within and the above analysis, if the Planning Commission finds the proposal to meet the general and site specific requirements, it can forward a recommendation of approval to the City Council.

SUBMITTED BY:



Planner

Sam Perry, AICP

DATE: May 2, 2018

## 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.

(d) Action by Planning Commission.

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

✓

City of Oxford  
Inter-Office Review Transmittal Sheet

**Date:** March 30, 2018

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

**From:** Community Development Department

**PC-2018-07, CONDITIONAL USE,** 15 N. Beech Street, expansion of a residential use into a downstairs former professional office space, **Todd and Monica Spohn, Applicants**

  X   Review                                 Revisions                                 Other

Please return no later than: **April 30, 2018** 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: 4-2-18

\_\_\_\_\_  
PRINTED NAME

City of Oxford  
Inter-Office Review Transmittal Sheet

**Date: March 30, 2018**

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

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  X   Review            Revisions            Other

Please return no later than: **April 30, 2018** 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: 4-3-18

VICTOR POPESCU  
PRINTED NAME





# PC-2018-07 Surrounding Property Owners Notifications Map

## Legend



Subject Parcel



200 Ft. Buffer



Oxford Corp. Limit

Address Point

Parcel

16.5' Vacated ROW

Building Footprint

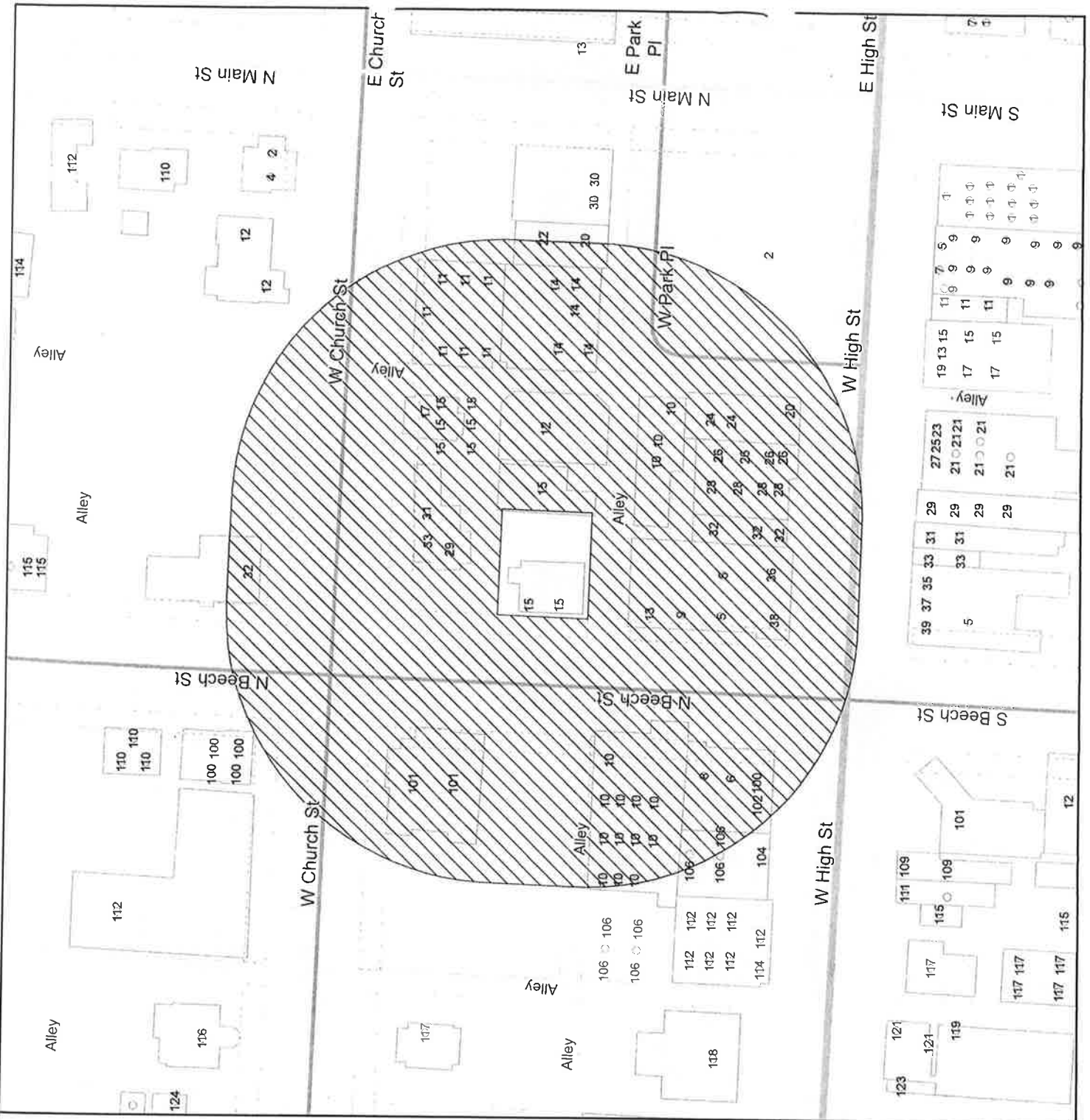
Paved Roadway



1 inch = 100 feet

Prepared on Thursday, April 12, 2018

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.





Internal Use Only: PC-2018-07  
 Case No. 3/26/18  
 Date Filed

## Conditional Use Permit Application

### Applicant Information

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

Name \* Todd and Monica Spohn  
 Mailing Address \* 111 Saratoga Avenue, Apt. 2311  
 City, State & Zip Code \* Santa Clara, CA 95051  
 Telephone Number(s) \* (949) 636-8012  
 Email Address diverspohn@aol.com

### Owner Information

Name \* Todd and Monica Spohn  
 Mailing Address \* 111 Saratoga Avenue, Apt. 2311  
 City, State & Zip Code \* Santa Clara, CA 95051  
 Telephone Number(s) \* (949) 636-8012  
 Email Address diverspohn@aol.com

### Location and Lot Information

Location of Property \* 15 N. Beech Street  
 Legal Description \* 86 W 76 FT CONS W/31  
 Zoning District \* UP  
 Total Area \* .1699 → Check One \* Acres ☒ 7400 Square Feet ☐  
 Existing Use Description \* Mixed use 447, C-office Bldg 1-2 stories  
 Proposed Use Description \* To permit residential use of the southwest downstairs room previously used as an office.

### Submission Requirements and Documentation

From Section 1147.02(a)<sup>1</sup>.

- (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 \*

Date \*

  
 3-15-18

## 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 \*

3/26/18

Receipt Number \*

195636

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

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

Todd and Monica Spohn  
111 Saratoga Avenue  
Apt. 2311  
Santa Clara, CA 95051  
(949) 636-8012  
[toddspohn@yahoo.com](mailto:toddspohn@yahoo.com)

23 March 2018

City of Oxford  
Samuel Perry  
101 High Street  
Oxford, Ohio 45056

***RE: Conditional Use at 15 North Beech Street***

Dear Mr. Perry,

Thank you for your assistance with our application for Conditional Use of the property at 15 N. Beech Street. It is an exceptional historic home, built in 1859 by Mr. David Magie. His philanthropic daughter, Mrs. Laura Kumler, also contributed a great deal to the architecture of Oxford. We have studied and care about the property, and want to do what we can to preserve it. We have owned it since 2001, and have taken steps to protect and restore it.

Under separate cover, we have provided you with the revised floor plan, as previously discussed.

You are also in possession of a professional survey of the property, which has been recorded by the Butler County Recorder. To supplement this information, we are including herewith the site sketch that was completed by the Butler County Auditor, as well as the map which shows alley/street views and surrounding properties.

We include herewith a drawing of the building exterior, as well as photographs of the same.

**REQUEST**

We are requesting conditional use of the downstairs, southwest room of the property because it is no longer being used for commercial purposes. Since moving to California for my husband's job, I am no longer practicing law at this property. We want to bring our current use of the property into compliance with applicable city ordinances and state statutes, including but not limited to the use-specific criteria in Chapter 1147.03 (B) (38).

If granted, this conditional use would have no adverse impact on other non-residential development in the general vicinity and existing uses. Instead of maintaining a professional

office, and having clients traversing the room and parking lot, the property would most likely have fewer people streaming through it and into the adjoining alley.

Fewer people driving in and out of the alley would only be helpful to neighbors of the property. This is the only interaction between the proposed use and existing uses in the general vicinity. This would be desirable to the community in that it would potentially reduce traffic congestion in this general vicinity. There is a great deal of foot traffic in this alley, and pedestrians are undoubtedly safer with fewer cars driving around them.

There is no potential impact on the availability of other non-residential sites for development. It would not jeopardize any other developments.

This conditional use would not involve any construction or expansion. The use would not include operations that create potential nuisances such as excessive noise, lighting, odor, fumes, vibration, or emissions.

The house is already permitted for eight occupants, and this would not change. Therefore, if anything, the burden on the property would be reduced in the sense that there will be no commercial clients vying for parking, or commingling with residents. There are no potential negative effects on adjacent land to mitigate; the only real change would be to open up the parlor of this old home to residential usage.

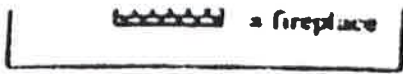
There are already a large number of residential units in this general, uptown area. Most are situated inside old family homes, although there are some beautiful new developments as well. This is an attractive property, and it adds historic character and charm to the neighborhood.

While we have left the commercial awning attached to the building, in order to help preserve the south side door, we would remove it. We would certainly look for other ways to preserve the old door, which is original to the house. This would leave the exterior appearance of the property consistent with adjoining properties of the same age and era.

Thank you in advance for your consideration.

Yours truly,

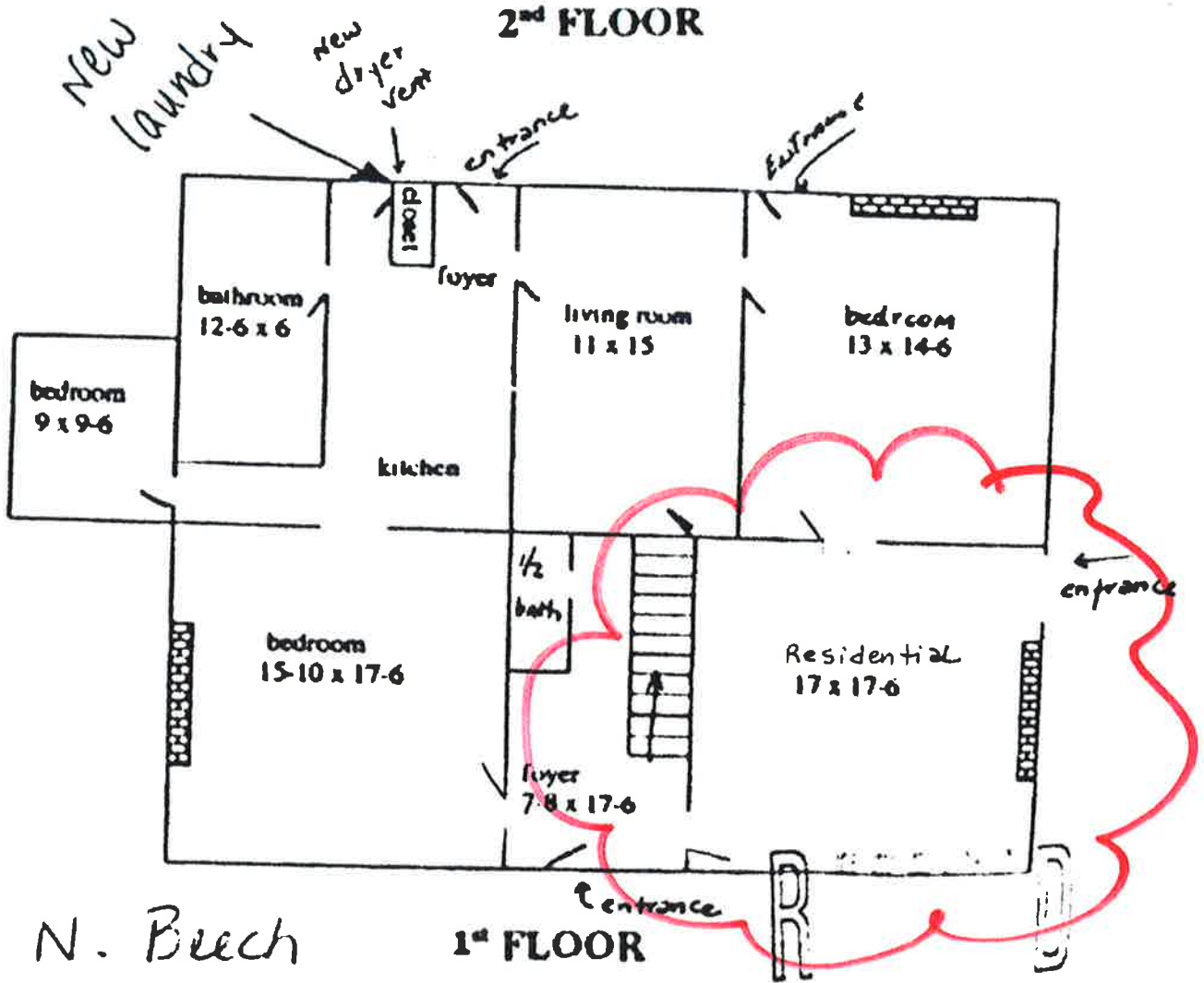
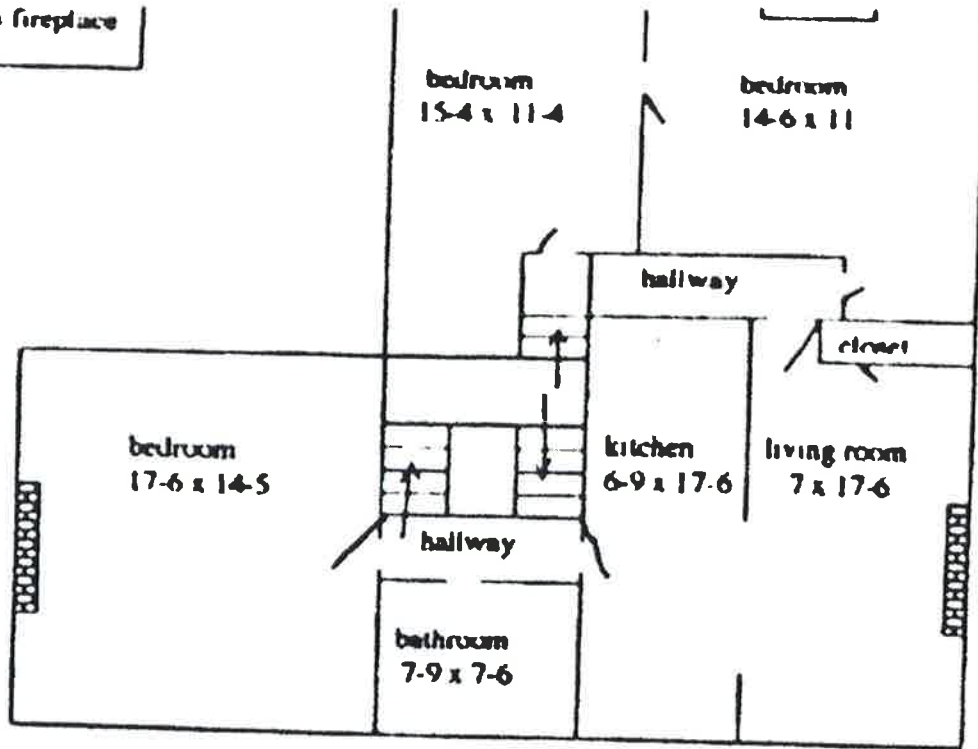
A handwritten signature in cursive script, appearing to read "Alicia Spohn". The signature is written in dark ink and is located below the "Yours truly," text.



MAR 27 2018

RECEIVED

proposed  
floor plan  
Conditional  
Use



15 N. Beech

# 15 N. Beech Old Survey (2001)

VOLUME 40 PAGE 111  
BUTLER COUNTY PLATERS  
SECTION 15 N. BEECH

NOTES AND REFERENCES  
NORTH BASED IN STATE PLANE COORDINATES  
AND IN 1983 SOUTH ZONE

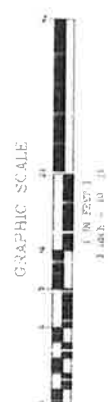
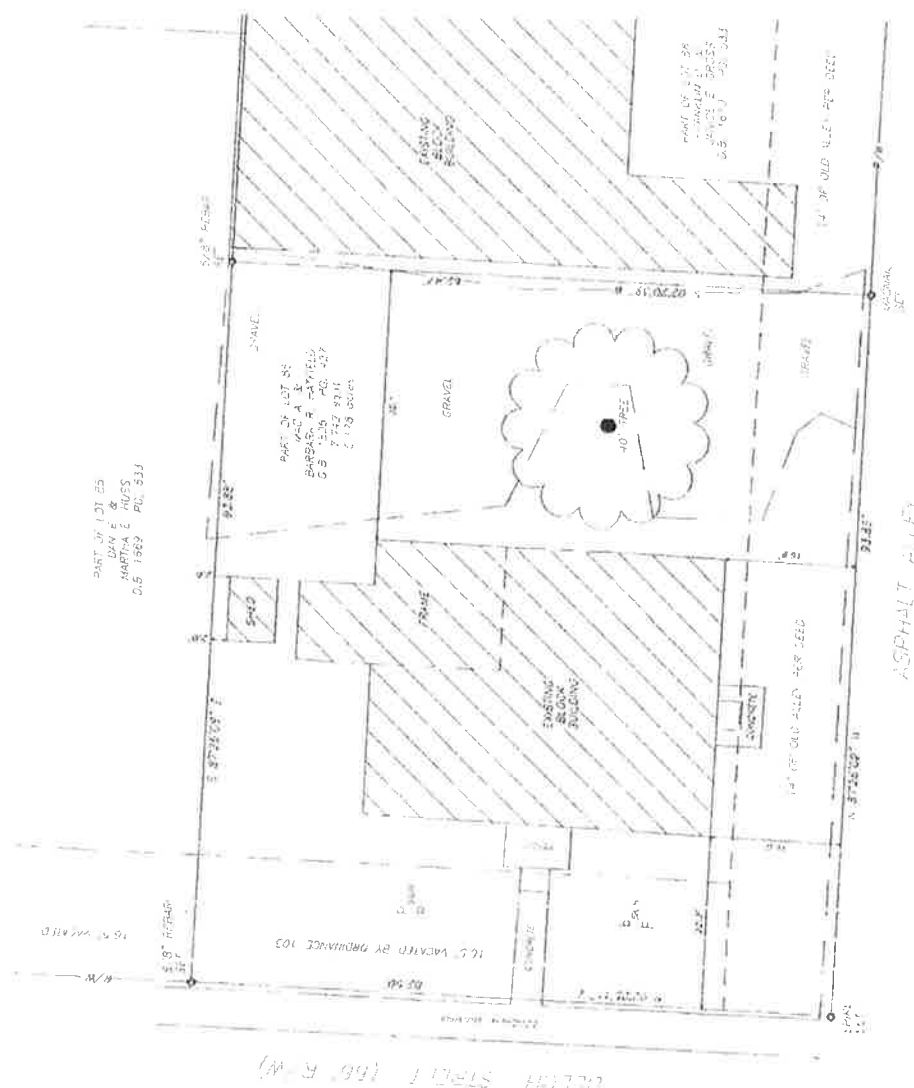
VALUES

|    |      |      |
|----|------|------|
| 1  | 28.3 | 30.0 |
| 2  | 10.0 | 10.0 |
| 3  | 10.0 | 10.0 |
| 4  | 10.0 | 10.0 |
| 5  | 10.0 | 10.0 |
| 6  | 10.0 | 10.0 |
| 7  | 10.0 | 10.0 |
| 8  | 10.0 | 10.0 |
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| 46 | 10.0 | 10.0 |
| 47 | 10.0 | 10.0 |
| 48 | 10.0 | 10.0 |
| 49 | 10.0 | 10.0 |
| 50 | 10.0 | 10.0 |

31-1-1975  
SURVEY BY DAVID A. SMITH, P.S.  
DATE SEPTEMBER 1980  
AGE 18-1-1980

REMARKS: THIS SURVEY WAS MADE BY DAVID A. SMITH, P.S., AND HIS ASSISTANT, DAVID DOUGLAS SMITH, P.S., ON SEPTEMBER 1, 1980. THE SURVEY WAS MADE IN ACCORDANCE WITH THE REQUIREMENTS FOR BOUNDARY SURVEYS IN THE STATE OF OHIO.

DAVID DOUGLAS SMITH, P.S. 10-1-1980

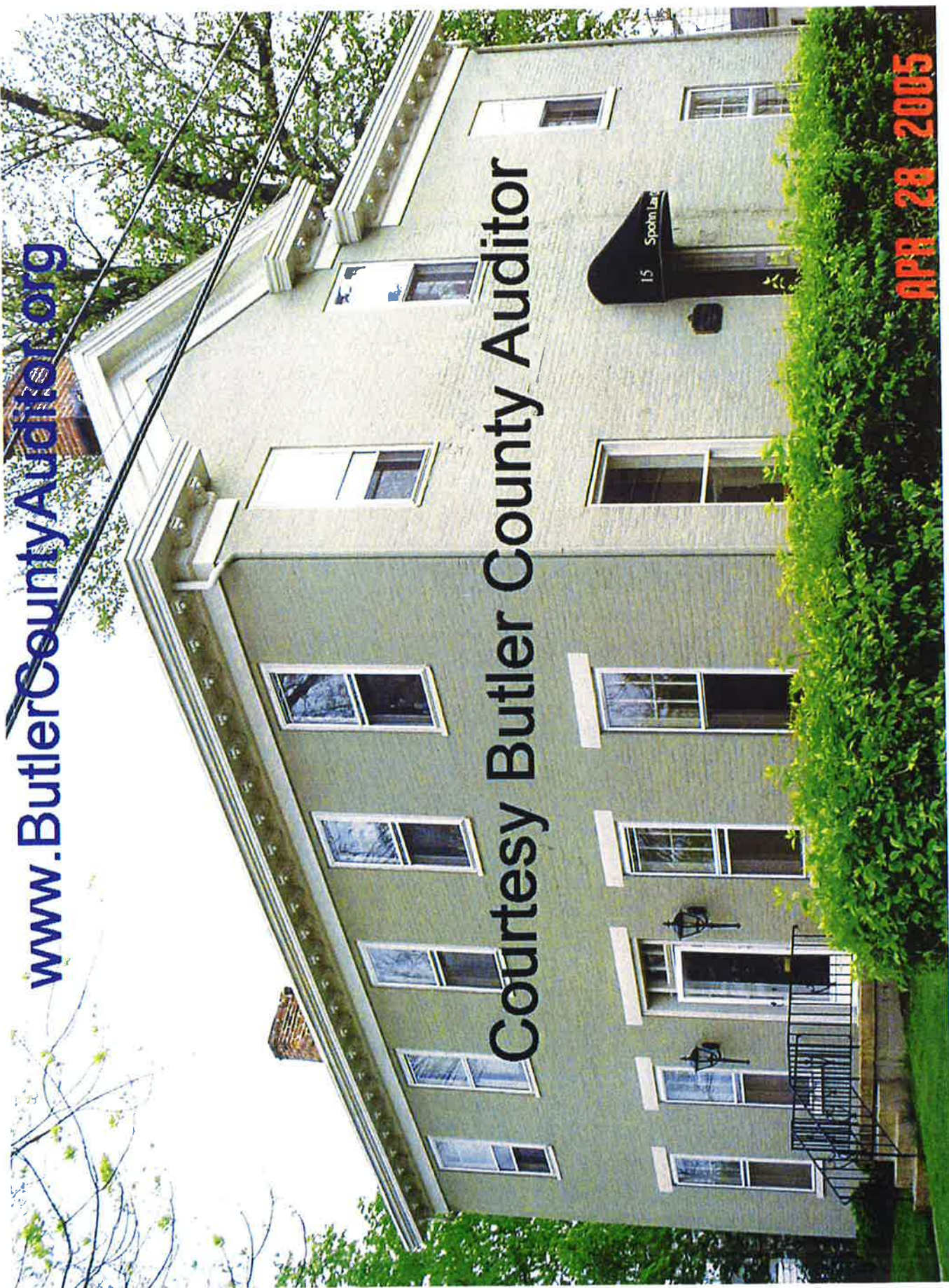


|                                                                                                                                        |  |                                                                                                             |  |                           |  |                              |  |                           |  |                           |  |
|----------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------|--|---------------------------|--|------------------------------|--|---------------------------|--|---------------------------|--|
|                                                                                                                                        |  | <b>PROJECT TITLE:</b><br>PART OF LOT 86<br>CITY OF CINCINNATI<br>BUTLER COUNTY, OHIO<br>FOR<br>MONICA SPORN |  | <b>DATE:</b><br>10/1/2001 |  | <b>DATE BY:</b><br>10/1/2001 |  | <b>DATE:</b><br>10/1/2001 |  | <b>DATE:</b><br>10/1/2001 |  |
| <b>SURVEYING INC.</b><br>DAVID DOUGLAS SMITH, P.S.<br>P.O. BOX 150<br>CINCINNATI, OHIO 45201<br>TEL: 513-261-1111<br>FAX: 513-261-1112 |  | <b>PROJECT SURVEY:</b>                                                                                      |  | <b>DATE:</b><br>10/1/2001 |  | <b>DATE BY:</b><br>10/1/2001 |  | <b>DATE:</b><br>10/1/2001 |  | <b>DATE:</b><br>10/1/2001 |  |

N ↑

PARID: H4100007000030  
SPOHN TODD M &











## Internal Use Only:

Case No.

PC-2018-09-ADM

Date Filed

4-24-18

## Lot Split/Consolidation Application

### Requested Action

Choose One

☐ Lot Split (\$20)☐ Lot Consolidation (\$20)☒ Lot Split & Consolidation (\$40)

### Applicant Information

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

Name \*

Terry Dudley

Mailing Address \*

6744 Contreras Rd

City, State &amp; Zip Code \*

Oxford OH 45056

Telephone Number(s) \*

513-255-2604

Email Address

Kathy Dudley@gmail.com

### Surveyor Information

Name \*

David D Smith, P.S.

Mailing Address \*

910 Marilyn Dr

City, State &amp; Zip Code \*

Oxford, OH 45056

Telephone Number(s) \*

513-523-9964

Email Address

DDS4111@aol.com

### Location and Lot Information

Location of Property \*

18 West Collins - 115 S. Berch

Legal Description \*

Lot # 3886 - Part Lot # 95

Zoning District \*

R-3

Number of Lots \* 2

Total Area \* .214 Acres

### Submission Requirements and Documentation

From Chapter 1101 Subdivision Regulations, Attachment G<sup>1</sup>.

| No. | Required Item Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Have | Need |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|
| 1   | 8 plats (4 on 8.5" x 11" and 4 on 24" x 36" Bond Paper) 1 Mylar for County                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |      |
| 2   | Electronic version of all documentation submitted (PDF preferred)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |      |
| 3   | Digital copy in Auto CAD format submitted on a CD. Shall utilize the NAD-83 Ohio South State Plane Coordinate System for horizontal control and the NAVD-1988 for vertical control. All subdivision boundary corners shall also be tied to the NAD-83 Ohio South State Plane Coordinate System and labeled with a northing and easting, as well as centerline intersections, temporary turn-around center points and easement centerline that does not follow a lot line. AutoCAD layouts shall be provided allowing for the reproduction of a complete set of plans as needed. |      |      |

| No. | Required Item Description                                                                                                                                                                   | Have | Need |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|
| 4   | The name, mailing address, and telephone number of the applicant and owner.                                                                                                                 |      |      |
| 5   | Letter of Agency (A statement from the owner that the applicant is entitled to apply on his or her behalf)                                                                                  |      |      |
| 6   | Attach a written, detailed description of the request.                                                                                                                                      |      |      |
| 7   | Metes and bounds description of the property (Legal Description).                                                                                                                           |      |      |
| 8   | Vicinity Map                                                                                                                                                                                |      |      |
| 9   | The zoning district in which the site is located.                                                                                                                                           |      |      |
| 10  | Required Fee.                                                                                                                                                                               |      |      |
| 11  | Number of proposed lots.                                                                                                                                                                    |      |      |
| 12  | Plat shall show the following:                                                                                                                                                              |      |      |
| 12  | A. The seal, registry number and signature of the registered surveyor and professional engineer who prepared the plat.                                                                      |      |      |
| 12  | B. The location of all present property lines, streets, alleys, rights-of-way, buildings, easements, lakes, watercourses and drainage ways.                                                 |      |      |
| 12  | C. Size of the tract in acres and square feet and the boundary lines along with the linear measurements.                                                                                    |      |      |
| 12  | D. The names and boundaries of all adjoining subdivisions and the names of recorded owners of adjoining parcels including mailing addresses and parcel numbers within 200 feet of the site. |      |      |
| 12  | E. North point, scale and date.                                                                                                                                                             |      |      |
| 12  | F. Any portion of the floodplain as delineated by the Flood Insurance Rate Map (FIRM) must be clearly illustrated and labeled on the plat.                                                  |      |      |
| 12  | G. Exact location shall be shown for all buildings, septic tanks, wells or similar features with respect to existing or proposed lot lines or right-of-ways lines.                          |      |      |
| 12  | H. Other information as deemed necessary by staff in order to create building sites and promote the public health, safety and welfare.                                                      |      |      |
| 12  | I. Notification will be sent to direct abutters within two business days of the application filing. This notification will include comment forms.                                           |      |      |
| 12  | J. Any existing building(s) to remain or to be razed.                                                                                                                                       |      |      |
| 13  | <b>Turn in proof of recording to City of Oxford Community Development Department</b>                                                                                                        |      |      |

## Fees & Receipt

The fees are:

- Lot Split – \$20
- Lot Consolidation – \$20
- Lot Split & Consolidation – \$40

Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

## Sign and Date

Applicant Signature \*

Terry Doolley

Date \*

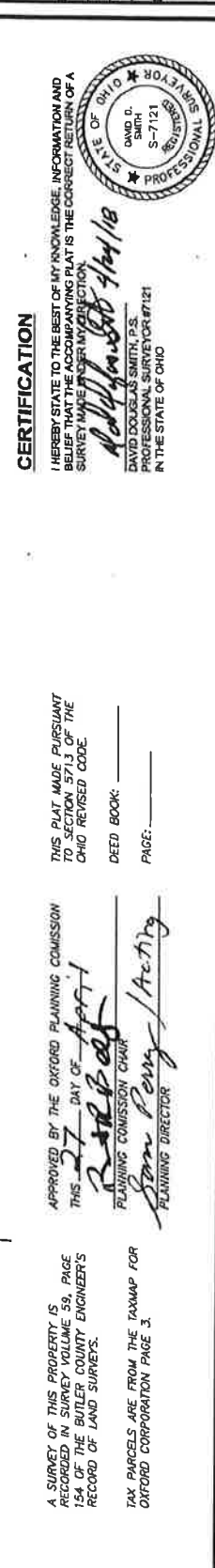
4-24-18

## Submit Application, Plans and Documentation, and Fees

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

Send or drop off this application with the original and required copies of the plat and a check for fee and postage charges made payable to **City of Oxford**, to Community Development Director, 101 East High Street, Oxford, OH 45056.

**NEW LOT #3926 = 9,303 SQ. FT., OR 0.214 ACRES**



TAX PARCELS ARE FROM THE TAXMAP FOR  
OXFORD CORPORATION PAGE 3.

THIS 27 DAY OF April 1922

Sam Perry / Active

DEED BOOK: \_\_\_\_\_

PAGE: \_\_\_\_\_

I HEREBY STATE TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF THAT THE ACCOMPANYING PLAT IS THE CORRECT RETURN OF A SURVEY MADE UNDER MY DIRECTION.

DAVID DOUGLAS SMITH, P.S.  
PROFESSIONAL SURVEYOR #7121

**IN THE STATE OF OHIO**

100

34



Internal Use Only:

Case No.

PC-2018-08-ADM

Date Filed

4/5/18

## Lot Split/Consolidation Application

### Requested Action

Choose One

☐

Lot Split (\$20)

☐

Lot Consolidation (\$20)

☒

Lot Split &amp; Consolidation (\$40)

### Applicant Information

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

Name \*

David A. Kellems / Smellek LLC

Mailing Address \*

8747 Mt. Hope Rd.

City, State &amp; Zip Code \*

Harrison, OH 45030

Telephone Number(s) \*

(513) 505-4918

Email Address

### Surveyor Information

Name \*

Brian R. Johnson

Mailing Address \*

City, State &amp; Zip Code \*

Telephone Number(s) \*

(513) 518-6184

Email Address

### Location and Lot Information

Location of Property \*

23433 Woodruff Ct., Oxford, OH 45056

Legal Description \*

Pt. Outlot 245 (New lots 3924 &amp; 3925)

Zoning District \*

R3MS

Number of Lots \*

2

Total Area

.569

Acres

### Submission Requirements and Documentation

From Chapter 1101 Subdivision Regulations, Attachment G<sup>1</sup>.

| No. | Required Item Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Have | Need |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|
| 1   | 8 plats (4 on 8.5" x 11" and 4 on 24" x 36" Bond Paper) 1 Mylar for County                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |      |
| 2   | Electronic version of all documentation submitted (PDF preferred)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |      |
| 3   | Digital copy in Auto CAD format submitted on a CD. Shall utilize the NAD-83 Ohio South State Plane Coordinate System for horizontal control and the NAVD-1988 for vertical control. All subdivision boundary corners shall also be tied to the NAD-83 Ohio South State Plane Coordinate System and labeled with a northing and easting, as well as centerline intersections, temporary turn-around center points and easement centerline that does not follow a lot line. AutoCAD layouts shall be provided allowing for the reproduction of a complete set of plans as needed. |      |      |

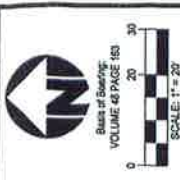
Last Revised: Friday, March 21, 2014

30

4/5/18

date

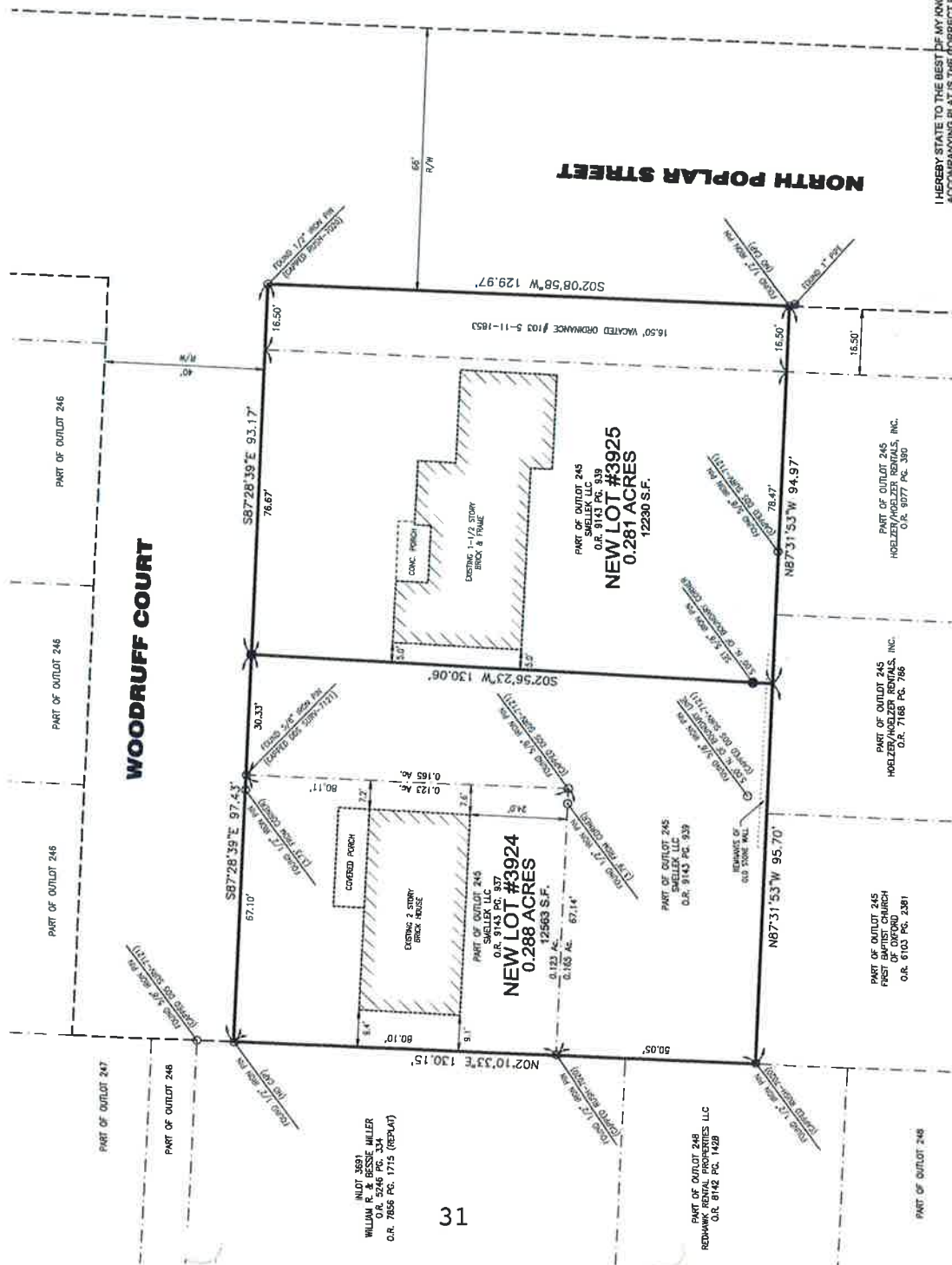
Signature



APPROVED BY THE OXFORD PLANNING COMMISSION  
THIS DAY OF April, 2018  
*[Signature]*  
PLANNING COMMISSION CHAIR  
*[Signature]*  
DIRECTOR

THIS PLAT MADE PURSUANT  
TO SECTION 5713 OF THE  
REVISED OHIO CODE.  
OFFICIAL RECORD: \_\_\_\_\_  
PAGE: \_\_\_\_\_

OLD PARCEL H4100-007-000-211, PART OF OLD OUTLOT #245, 5,377 SQ.FT. OR 0.123 ACRES  
OLD PARCEL H4100-007-000-130, PART OF OLD OUTLOT #245, 7,186 SQ.FT. OR 0.165 ACRES  
OLD PARCEL H4100-007-000-130, PART OF OLD OUTLOT #245, 12,230 SQ.FT. OR .281 ACRES  
**NEW LOT #3924 12,563 SQ. FT. OR 0.288 ACRES**  
**NEW LOT #3925 12,230 SQ. FT. OR 0.281 ACRES**



**PART OF OUTLOT #245**  
CONGRESS LANDS WEST OF THE MIAMI RIVER  
BUTLER COUNTY OHIO  
CONSOLIDATION PLAT

**BRIAN R. JOHNSON**  
PROFESSIONAL LAND SURVEYOR  
PHONE (513) 737-1511

Drawing: PT LOT 245 CP  
Created by: B.R.J.  
Issue Date: 3-17-2018

1/1

I HEREBY STATE TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF THAT THE  
ACCOMPANYING PLAT IS THE CORRECT RETURN OF A FIELD SURVEY MADE UNDER MY DIRECTION  
AND THAT THE SAME COMES WITHIN THE STANDARDS AND PRACTICES OF A PROFESSIONAL LAND SURVEYOR  
AND COMPLIES WITH THE MINIMUM STANDARDS FOR BOUNDARY SURVEYS IN THE STATE OF OHIO.



*[Signature]* 3/30/2018  
BRIAN R. JOHNSON DATE  
PROFESSIONAL SURVEYOR #9484  
IN THE STATE OF OHIO

# Memo



To: Members of the Oxford Planning Commission

From: Sam Perry, Planner

Date: 5/2/18

Re: Pending Zoning Code Amendment Regarding Short Term Rental- **PC-2017-21**

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As follow up to recent Planning Commission meetings, a different approach to regulating short rentals is being proposed. The attached document was developed by Planning Chair Robert Bell and reviewed by staff. The overall intent is to simplify the regulation process by allowing the underlying zoning to determine some limitations. The previous approach was more complex by attempting to predict every different scenario.

It is essential to note that short term rentals are already happening in Oxford with little to no complaints that city staff are aware of.

The attachment is not in legislation format. It is only intended as an update to the Planning Commission to demonstrate that continued work by the subcommittee has happened.

Short Term Rental Regulations  
4/23/18

Drafted by Robert Bell / Reviewed by City Staff

Definitions

Short Term Rental (STR) Booking: each instance of a reservation by an individual or group for a short term rental.

Booking Agent: any person or entity that facilitates reservations or collects payment for a short term rental on behalf of or for an owner. The Booking Agent may be an owner-occupant.

Owner: the titled-owner of a dwelling unit.

Owner-occupant: the titled-owner of a dwelling unit that is using the dwelling unit as their primary residence.

Short Term Rental (STR): use of all or part of a dwelling unit by rental for temporary occupancy for dwelling, sleeping, or lodging for a period of less than 14 consecutive days.

General Provisions

1. Short Term Rentals of 5 or fewer STR Bookings per calendar year for any one dwelling unit do not require any license or permit.
2. Short Term Rentals of more than five STR Bookings per calendar year are permitted (1) in any residential district by an owner-occupant with a valid Short Term Rental License or (2) in any district by a booking agent with a valid Rental Permit.
3. The number of simultaneous bookings shall be limited to that allowable by the underlying zoning district and the number stated on the Rental Permit or Short Term Rental License.
4. Any dwelling unit being offered for short term Rental shall provide proof, through inspection, of smoke detectors in accordance with current ~~building code~~ property maintenance regulations.
5. Any booking agent for a Short Term Rental, whether through a Short Term Rental License or through use of a Rental Permit shall provide the City the following information.
  - a. Name and contact information of Booking Agent

- b. Name and contact information of Owner if different than Booking Agent
- c. If different than booking agent, contact information, including phone number, for person(s) with responsibility to take action to resolve any complaints regarding the condition, operation, or maintenance of the dwelling unit.
- d. Address of dwelling unit being rented
- e. Maximum number of simultaneous bookings