



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

MEMO

TO: Planning Commission
FROM: Sam Perry
DATE: June 3, 2020
SUBJECT: Administrative Approvals

As a matter of standard procedure, and permitted by Oxford Zoning Code, Administrative Approvals are reported to the Planning Commission at the next regular meeting. These can include property line changes known as “lot splits”. These can also include Minor Amendments to previous Conditional Uses or Planned Developments that were reviewed by Planning Commission in the past. This reporting process does not typically involve discussion but staff are happy to answer any questions.



Community Development Department
Zoning Review
513-524-5204

June 2, 2020

Mr. Scott Webb
Scott Webb Architect
103 West Walnut Street
Oxford, OH 45056

RE: PC-2019-17 ADM Minor Amendment to an Approved Final Planned Development Gaslight Avenue, the addition of a dumpster enclosure

Dear Mr. Webb:

This letter is in regard to your Minor Amendment application originally submitted on June 28, 2019 in order to approve a fourth dumpster enclosure location in the Gaslight at Stewart Square development.

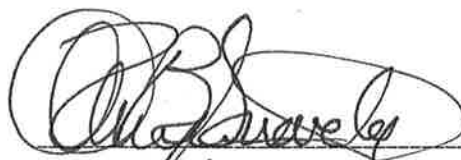
The Zoning Administrator and Planning Commission Chair reviewed and administratively approved the latest revised site plan dated May 14, 2020, based upon the following criteria being satisfied per Section 1145.10(a) of the City of Oxford Planning and Zoning Code:

- A. There is no change in use;
- B. The proposed construction is of a magnitude that will not substantially alter the appearance of the development from off of the site;
- C. The proposed construction will not substantially or detrimentally affect the provision of public services to the site or general vicinity;
- D. The proposed construction will not substantially or detrimentally increase potential demand on public or private utilities;
- E. The proposed construction is not of a scope, scale, or character, that would cause a negative impact on adjoining properties and neighborhood; and
- F. The proposed construction is not contrary to and in no way diminish the intent of the originally approved permit.

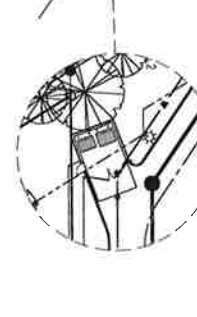
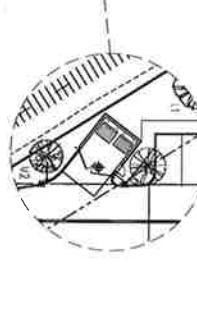
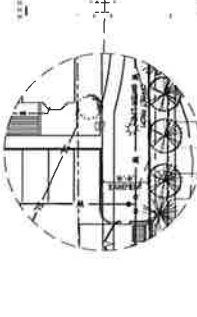
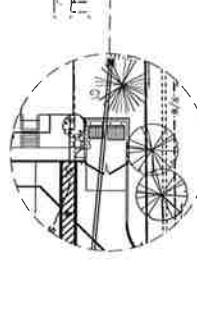
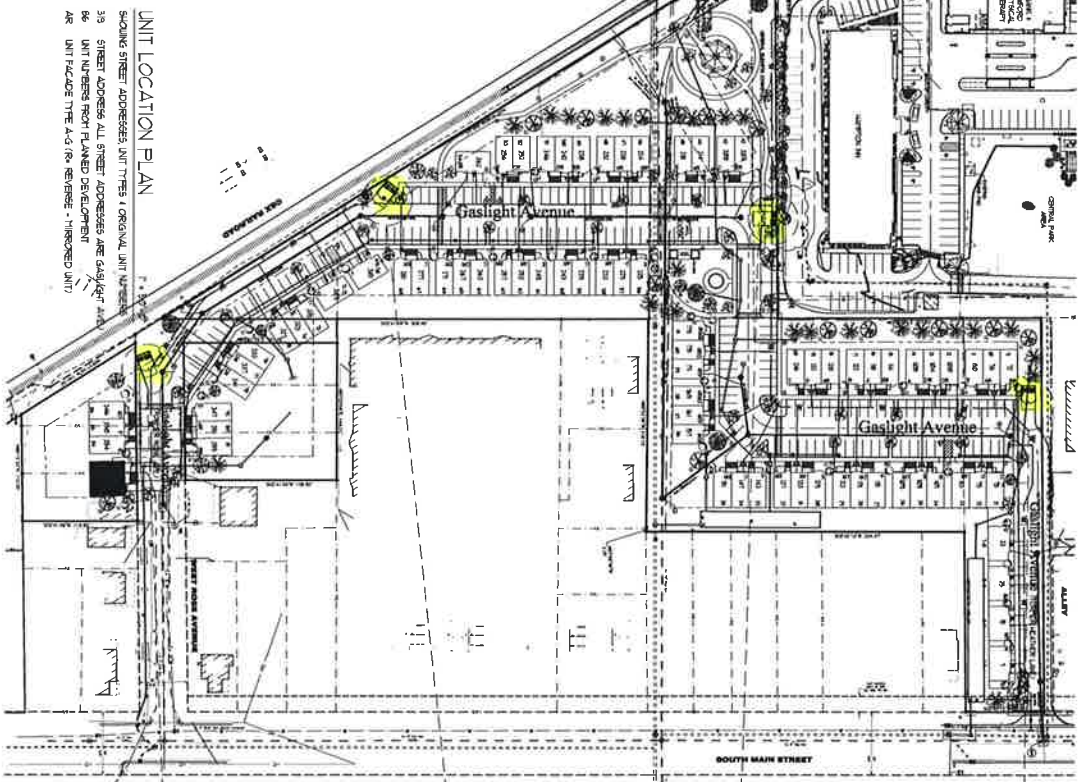
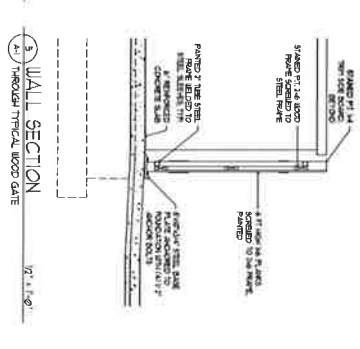
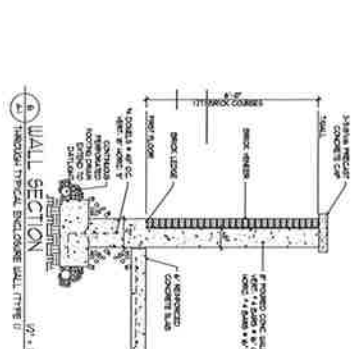
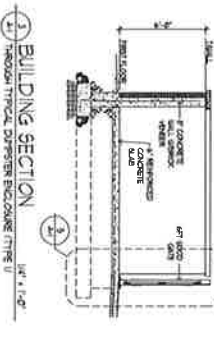
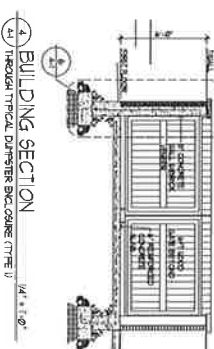
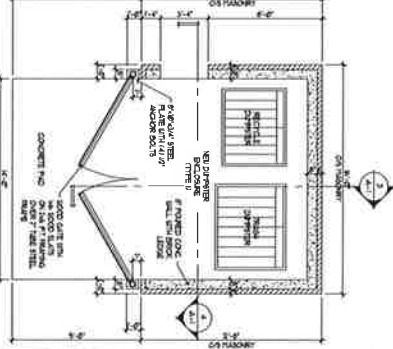
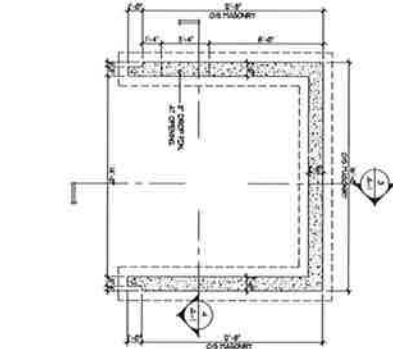
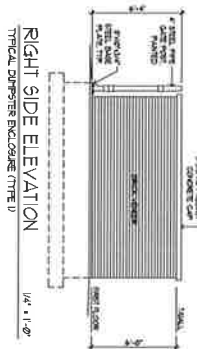
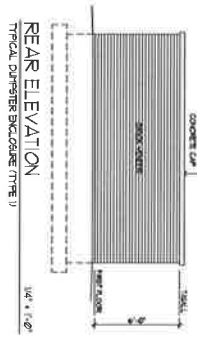
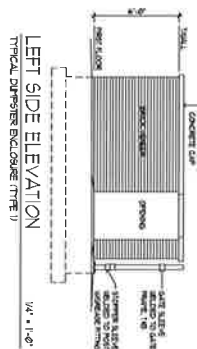
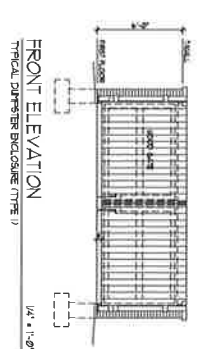
If you have any questions, feel free to contact the Community Development Department at 513-524-5204.

Sincerely,



Sam Perry, AICP
Community Development Director

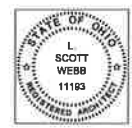
William Spavelly
Chair, Oxford Planning Commission



REVISIONS

1	MAY 14, 2010 - ZONING REVISIONS
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SCOTT WEBB ARCHITECT
100 West Main Street
Oxford, Ohio 45057
scottwebbarchitect.com



PROPOSED DUMPSTER ENCLOSURES

Gaslight Avenue

at Stewart Square
FORTER MIAMI VALLEY LUMBER SITE
OXFORD, OHIO 45056

August 13, 2009



Internal Use Only:	
Case No.	PC-2019-17
Date Filed	6/27/19

Minor Amendment Application

Application Type

Choose One *

☐

Minor Amendment to Conditional Use

☒

Minor Amendment to Final Planned Development

Applicant Information

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

Name * Scott Webb, Architect

Mailing Address * 103 West Walnut Street

City, State & Zip Code * Oxford, Ohio 45056

Telephone Number * 523-3838 Email Address scott@scottwebbarchitect.com

Owner Information

Name * Gaslight Avenue at Stewart Square LLC

Mailing Address * 125 West Spring Street

City, State & Zip Code * Oxford, Ohio 45056

Telephone Number * 524-9500 Email Address jim@hoteldevelopment.net

Engineer/Surveyor Information

Name * Bayer Becker

Mailing Address * 110 South College Ave.

City, State & Zip Code * Oxford, Ohio 45056

Telephone Number * 523-4270 Email Address ettareed@bayerbecker.com

Location and Lot Information

Name of Subdivision * Gaslight Avenue at Stewart Square

Location of Property * Gaslight Avenue (new)

Legal Description * _____

Zoning District * R2MS Total Area * 6.68 Acres

Submission Requirements and Documentation

To provide for clear documentation, any request for a minor amendment to an approved conditional use or final planned development must be submitted in writing on formal letterhead along with a complete application form. The letter must provide sufficient detail in describing the proposed change(s), as well as justification on how the change(s) meet all relevant decision criteria as specified below pertinent to the applicable case type. Staff may request the applicant to provide additional information per the normal required contents for Conditional Use and Final Planned Development applications, pursuant to Sections 1147.02 and 1145.05 respectively.

1147.02(f)(1) – Minor Changes to an approved Conditional Use.

An operator of an approved Conditional Use may submit a written request for approval of changes to the site or operating conditions of the use. The Zoning Administrator may administratively approve changes to a Conditional Use if such changes:

- A. Do not change the use.
- B. Are of a magnitude that will not substantially alter the appearance of the use from off of the site.
- C. Will not substantially or detrimentally affect the provision of public services to the site or general vicinity.
- D. Will not substantially or detrimentally increase potential demand on public or private utilities.
- E. Are not of a scope, scale, or character, that would cause a negative impact on adjoining properties and neighborhood.
- F. Are not contrary to and in no way diminish the intent of the originally approved permit. Administrative approvals shall be clearly documented and made part of the original Conditional Use permit on file.

1145.10(a) – Minor Changes to an Approved Final Planned Development.

The developer of an approved final planned development may submit a written request for approval of changes to the plan or development schedule. The Zoning Administrator and the Planning Commission Chair together may administratively approve changes to a planned development if such changes:

- (1) Do not change the use
- (2) Are of a magnitude that will not substantially alter the appearance of the development from off of the site
- (3) Will not substantially or detrimentally affect the provision of public services to the site or general vicinity
- (4) Will not substantially or detrimentally increase potential demand on public or private utilities
- (5) Are not of a scope, scale, or character, that would cause a negative impact on adjoining properties and neighborhood
- (6) Are not contrary to and in no way diminish the intent of the originally approved plan. Administrative approvals shall be clearly documented, made part of the original final planned development on file, and the details of any such changes shall be reported to the Planning Commission at its next regularly scheduled meeting.

Decision Process

Upon submittal, the Community Development Director and Planning Commission Chair will consider the requested amendment against the relevant decision criteria, and within 1-2 weeks determine whether to approve the application administratively or refer the case to the Planning Commission for a formal vote held during the next available regular meeting date. An unfavorable vote by the Planning Commission renders the proposed amendment a major change. Major changes to a Conditional Use or Final Planned Development require a new application in order to be considered for approval by City Council.

Fees & Receipt

The fee is \$50.

Sign and Date

Applicant Signature *

Date *

6/27/2019

Submission Instructions

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

Send or drop off this application with required plans containing all required information as attachments and a check for fees made payable to **City of Oxford**, to Community Development Director, 15 South College Avenue, Oxford, OH 45056.

Direct questions to the Community Development Dept. at 513-524-5204.



The City of Oxford
(513) 524-5200
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Oxford, OH 45056

MEMO

TO: Planning Commission
FROM: Sam Perry
DATE: June 1, 2020
SUBJECT: Transient Guest Lodging (formerly known as Short Term Rentals)

Several months have passed since staff completed a joint research project led by Miami Economics professor Dr. Mark Tremblay. The research revealed that non-hotel transient lodging was approximately a \$1M annual business in Oxford with well over 100 units available to lodgers. This business is conducted largely without official city involvement with the exception of two approvals that went through Planning Commission and City Council.

Now that COVID-19 responses from city departments have faded, we are shifting our focus back to this important policy topic. Oxford Zoning Code has yet to be updated to reflect this modern trend.

What was lacking in previous discussions was a comprehensive look at city policies – city finances, community economy, tourism, safety, neighborhoods. We believe we are better positioned to move forward not only with a simpler zoning approach, but also a more comprehensive set of policy and code updates. This starts with a new term: Transient Guest Lodging, rather than Short Term Rental. This helps to better separate this use in a community already full of rental properties.

This first presentation will provide an overview on our suggestions and ask for your feedback before we reach out to stakeholders. There will be multiple future opportunities for input.