

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

**Case # PC-2018-23**

**Date – September 11, 2018**

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**APPLICATION**

|                        |                                                                                          |
|------------------------|------------------------------------------------------------------------------------------|
| Applicant:             | Architect Scott Webb                                                                     |
| Action Request:        | Zoning Map Amendment from OI (Office and Light Industrial) to NB (Neighborhood Business) |
| Location:              | 5111 Morning Sun Road                                                                    |
| Acreage:               | Approximately 1 Acre                                                                     |
| Owner:                 | H&P Properties (Shane Coffman)                                                           |
| Current Use:           | Vacant/Agricultural/Wooded                                                               |
| Surrounding Land Uses: | Professional Office                                                                      |
| Comp Plan Designation: | Developed Area/Neighborhood General 3                                                    |

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**DESCRIPTION**

This is a map amendment request for a 1 acre parcel at the intersection of Morning Sun Road and Sycamore Street. The parcel is vacant and partially wooded.

The request is to amend the zoning map for this parcel from OI (Office and Light Industrial) to NB (Neighborhood Business). A recent application for re-zone to R2MS was denied. NB is a new designation created in 2016 intended to allow for small-scale retail and services in or near residential areas. It was anticipated that single lots or “spots” could be zoned NB when this designation was studied and created by Planning and Council in 2016. This current OI district is 10 acres total. There is R2MS zoned land to the west and R1MS land to the south, across Sycamore Street. Across the street to the east is OI land, where a hotel is located. The west side of Morning Sun Road is comprised of professional offices.

Mr. Webb has provided a letter regarding the map amendment decision standards.

Below is the staff analysis:

**SITE BACKGROUND**

The farmhouse formerly on this lot was removed around 2005-07, leaving the lot currently vacant of development. The property has changed hands twice in the past 10 years but no development has resulted. City staff has reviewed at least two different development proposals, one including only this lot, one including other lots. Neither resulted in development. The lot is sloping with the general (pre-developed) topography of the area. The lot appears deceptively small from the roadway because the rear half is steeply sloping and wooded. The current setback requirements of the OI district present an obstacle to developing this land without some type of special approval. While a re-zoning could result in development, it is important for Planning and Council to focus on the long term effects of a change in development rights of a property.

**COMPREHENSIVE PLAN**

The comprehensive plan does not provide specific guidance on this individual parcel. The land is labeled as already developed on the Conservation and Development Map 3.6. This appears to be because it was included in with the surrounding area unless the former house was considered a “developed” condition at the time. The Character Area Map 3.7 labels the land as part of Neighborhood General 3, which is the 2,300 acre residential area outside of the Mile Square.

Although the Comp Plan does not provide specific guidance, it does provide general guidance through the Land Use Principles found on pages 3.8 to 3.12. Some pertinent excerpts of those principles are included below. Italics are staff comments.

**Infill development and redevelopment of underutilized sites is a priority**

- Reuse of vacant and underutilized sites will be encouraged prior to new development.  
*Utilizing land already within urbanized areas rather than sprawl is a common theme throughout the Comp Plan. This particular parcel is a vacant parcel and likely has all utilities available to the property; therefore it is a good candidate for development that does not require substantial expenditure.*

**Future growth at the edge of the city will preserve open space, protect the area's rural character, and be consistent with the other principles.**

- New growth on the edge of the community will not compromise the rural landscape or the community's small town character.  
  
*Determining that there is a transition is not an issue, but determining where the transition should happen is difficult. Sycamore Street is a natural boundary where the existing urban form changes from larger lot development to smaller residential lots. This is a result of the Mile Square boundary. Rezoning a parcel on the north side of Sycamore Street could result in an alteration to this natural boundary in the near future. The NB district could be an appropriate transition because of the boundary area and also the proximity to residential neighborhoods.*

**Streets will create an attractive public realm.**

- Roads in rural areas will complement the character of rural areas (i.e., width, setbacks, landscaping buffers).  
  
*The street is the gateway into the community. The streetscape north of Sycamore street is currently more rural in nature than south of Sycamore Street. There are no curbs, the buildings are set back farther and there are fewer curb cuts. The NB district restricts size and scale of buildings which could serve to maintaining this goal.*

**Places will be connected to create better opportunities to walk, bike and access public transportation throughout the community.**

- Bike paths and walking paths will be integrated into new development and areas undergoing redevelopment  
  
*A sidewalk was recently installed along this property in order to provide access to the Oxford Area Trail. Any Rezoning or redevelopment of this land should be done sensitively to avoid creating conflicts or safety issues that do not already exist. The NB district is intended to foster non-motorized commerce because of its scale and strategic location; therefore, it could be a good fit for this site.*

**AGENCY REVIEWS**

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

Fire:                      Returned with no comments

### **DECISION CRITERIA**

A copy of the Zoning Text Amendment Decision Criteria is attached.

Oxford Zoning Code Chapter 1135 outlines the map amendment process and decision standards that the Planning Commission needs to follow, and the decision standards are as follows and attached:

- A. There is an error on the Official Zoning Map or in the delineation between the districts.

*As stated by the applicant, the OI zoning was formally established by Oxford City Council in 2003. This was not an error. An error would be something that was made due to a technical problem in the recording of the line on the map. This same boundary line was clearly known and advertised the same before the hearing as it was after the publication.*

- B. The proposed amendment will make the map conform more closely with the Comprehensive Plan.

*Excerpts from the Comprehensive Plan above can be used in support of this proposed amendment.*

- C. There has been a substantial change in area conditions that necessitated the amendment.

*The staff interpretation of this decision criteria is that the substantial change is referring to the time period **since the adoption of the 2008 Comp Plan**. The physical conditions of the area have not changed; the same buildings and roads that surround this lot are the same ones that existed in 2008. However, the enrollment at Miami University has increased, new student residential development has occurred in the community and Miami itself has been in the process of implementing their Housing Master Plan. Additionally, the city rezoned approximately 100 Acres of land in the eastern portion of the Mile Square to increase residential density.*

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

*Although there are several neighborhood commercial uses (Johnny's Deli, Paesano's Restaurant, etc), no districts have been established as of yet. This district allows both residential and commercial. As stated by Mr. Webb, a re-zoning would not preclude professional offices. Residential is typically a primary driver of development in Oxford, therefore a small mixed-use development could create much needed small spec commercial space in Oxford for new business starts in appropriate locations.*

The Planning Commission needs to evaluate the application based on the decision standards outlined in Chapter 1135 to determine whether the request meets at least one criteria and if the benefits will likely outweigh any potential pitfalls.

### **RECOMMENDATION**

If the Planning Commission deliberates through the decision criteria, this staff report and any new facts presented will provide an ample record in order for a well-founded recommendation to be forwarded to the City Council. The decision of whether to approve or deny the map amendment request from OI to NB for this 1 acre parcel at 5111 Morning Sun Road should be solely focused on the findings of the four decision standards. Staff recommends that the Commission forward a recommendation of approval to Council.

---

SUBMITTED

BY:

A handwritten signature in cursive script, reading "Sam Perry", followed by a horizontal line.

---

Sam Perry, AICP  
Director

DATE: September 7, 2018

## ATTACHMENT

(c) Planning Commission and Council Review. The Planning Commission shall base its recommendation on a proposed Zoning Code amendment upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall also consider the Planning Commission recommendation.

If the Planning Commission or Council finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

- (1) Decision standards. A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

### Map Amendments

- A. There is an error on the Official Zoning Map or in the delineations between districts thereon.
- B. The proposed amendment will make the map conform more closely with the Comprehensive Plan.
- C. There has been a substantial change in area conditions that necessitates the amendment.
- D. There is legitimate need for additional land area in the zoning district that will be expanded.

FROM:

### **1143.13 OI OFFICE AND LIGHT INDUSTRIAL DISTRICT.**

(a) Purpose. This district is intended to provide for research and development and professional office facilities that have minimal impact upon the surrounding environment

TO:

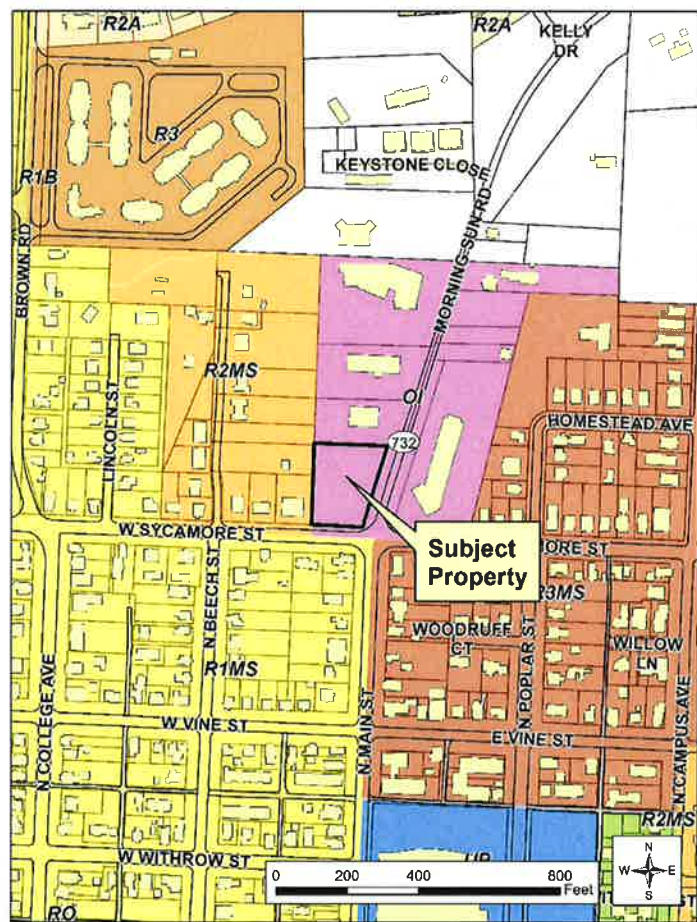
### **1143.16 NB NEIGHBORHOOD BUSINESS DISTRICT.**

(a) Purpose. This district is intended to provide small-scale retail and services on sites in or near residential areas, while having little impact on them. Uses are limited in scope to promote local orientation. Development is intended to be compatible with the scale of surrounding residential areas development through pedestrian-orientation (or limited auto-orientation when the site is adjacent to collector streets)

(b) Uses.

(1) Permitted Uses.

- A. Two dwelling units of any combination of dwelling types as defined in Section 1159.05(8), A, C and D, on the upper floor.
- B. Professional services limited to 2,500 square feet of gross floor area.
- C. Retail services limited to 2,500 square feet of gross floor area.



- D. Personal services limited to 2,500 square feet of gross floor area.
- E. Child daycare center limited to 2,500 square feet of gross floor area.
- F. Cultural facilities, including museums, art gallery, library limited to 2,500 square feet of gross floor area.
- (2) Conditional Uses: The following Conditional Uses are subject to review and regulation in accordance with Chapter 1147.
  - A. Residential dwelling types as defined in Section 1159.05(8), A, or C or D, on the first floor or basement.
  - B. Restaurant
  - C. Professional, retail, personal services, daycare center, cultural facilities that have more than 2,500 square feet of gross floor area.
  - D. Community-Oriented Residential Social Service Facilities (CORSSF's).
  - E. Shared Housing and Congregate Housing for the Elderly.
  - F. Government owned and/or operated parks and recreation facilities.
  - G. Bed and Breakfast homes.
  - H. Open space recreation areas that are privately or publicly owned, such as golf courses, tennis courts, parks, forests, or wildlife preserves.
  - I. Schools; primary, intermediate, and secondary, both public and private.
  - J. Places of Worship.
  - K. Hotel,
  - L. Animal hospital
  - M. Extended business hours beyond the hours of operation as permitted.

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

- (1) Lot requirements. No minimum lot size or lot width is specified, however, lot size and width shall be adequate to provide for parking, access drive spacing, yard space and screening requirements.
- (2) Yard Requirements.
  - A. Minimum front yard depth 20 feet in the Mile Square or the average front yard setback of the block face, whichever is higher, 30 feet outside of the Mile Square.
  - B. Minimum rear yard depth See table below.
  - C. Minimum side yard width See table below.
- (3) Structural requirements.
  - A. Maximum building height 35 feet.

|                                                    | Minimum building setback from residential zoned properties |                                                          |
|----------------------------------------------------|------------------------------------------------------------|----------------------------------------------------------|
| Height of the Building                             | Lots abutting a side lot line of a residential zoned lot   | Lots abutting a rear lot line of a residential zoned lot |
| 20 feet or less in height                          | 7.5 feet                                                   | 35 feet                                                  |
| More than 20 feet, but less than 35 feet in height | 10 feet                                                    | 40 feet                                                  |

- (4) Maximum Lot coverage 50 percent

(d) Supplementary Regulations:

- (1) The required front yard shall be landscaped with trees, shrubs and ground cover. A minimum of 1 tree for every 25 feet of linear feet of frontage, with the exception of the area used for vehicle access. The tree spacing shall be consistent with the requirements outlined in Oxford Codified Ordinance Section 935.06. Trees shall be hardwood type, as listed on the City's Tree List maintained by the Environmental Commission. Each tree shall be a minimum 2" caliper in diameter at breast height (DBH). All landscaping

material shall be maintained in good condition, Any missing or dead material shall be replaced in a timely manner.

- (2) The placement of any proposed building shall be consistent with the average setback of the blockface.
- (3) Development should preserve the historic character of Oxford while embracing high quality design that complements existing building.
- (4) New building shall be designed in style, mass, scale and materials compatible with the surrounding properties.
- (5) Addition to an existing building shall be sympathetic to the architectural scale and style of the existing building. The material for the addition shall also be similar and consistent with the existing building.
- (6) The maximum pedestrian walking distance from the street to the entrance of the building shall not be more than 150% of the required front yard setback, or the average front yard setback distance, whichever is larger.
- (7) Buffering shall be provided along the property lines adjacent to residential zoned properties. Such buffering shall consist of a solid green or dense green hedge a minimum of 6 feet tall. Green hedges shall be 6 feet tall at planting and maintain at least 90 percent opacity over time.
- (8) Hours of operation shall be limited to 8 am to 9 pm, or subject to the approval from the Planning Commission.
- (9) All parking shall be located to the side or to the rear of the building. No more than 50% of the frontage upon the street could be used for parking area.

City of Oxford  
Inter-Office Review Transmittal Sheet

**Date:** August 7, 2018

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

**From:** Community Development Department

**PC-2018-23, ZONING MAP AMENDMENT**, 5111 Morning Sun Road, from an OI (Office Industrial) District to a NB (Neighborhood Business) District, **Scott Webb, Applicant, Agent**

  X   Review            Revisions            Other

Please return no later than: **September 5, 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:



PRINTED NAME

Date:

8-14-18

City of Oxford  
Inter-Office Review Transmittal Sheet

**Date:** August 7, 2018

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

**From:** Community Development Department

**PC-2018-23, ZONING MAP AMENDMENT**, 5111 Morning Sun Road, from an OI (Office Industrial) District to a NB (Neighborhood Business) District, **Scott Webb, Applicant, Agent**

  X   Review                                 Revisions                                 Other

Please return no later than: **September 5, 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: \_\_\_\_\_

*A. Popescu*

Date: 8-13-18

VICTOR POPESCU

PRINTED NAME

City of Oxford  
Inter-Office Review Transmittal Sheet

**Date:** August 7, 2018

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

**From:** Community Development Department

**PC-2018-23, ZONING MAP AMENDMENT**, 5111 Morning Sun Road, from an OI (Office Industrial) District to a NB (Neighborhood Business) District, **Scott Webb, Applicant, Agent**

  X   Review                             Revisions                             Other

Please return no later than: **September 5, 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: \_\_\_\_\_

  
\_\_\_\_\_  
John A. Jones

PRINTED NAME

Date: \_\_\_\_\_

8/8/18

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  
PLANNING COMMISSION  
REVIEW AND COMMENT FORM**

**CASE NO.:** PC-2018-23

**DATE OF HEARING:** September 11, 2018

**ZONING MAP AMENDMENT**, 5111 Morning Sun Road, from an OI (Office Industrial) District to a NB (Neighborhood Business) District, **Scott Webb, Applicant, Agent**

If you cannot attend this public hearing being held before the City of Oxford Planning Commission, but would like to comment on this matter, please complete this form and return it at your earliest convenience to Lynn Taylor, 15 S. College Avenue, Oxford, OH 45056.

Name:

(Print)

Address:

Tony MILLER  
4721 Riggs Rd. Oxford

Telephone: Home: \_\_\_\_\_

Work: 513-5327566

COMMENT:

STAY OI

Tony Miller  
Signature

8-28-18  
Date

To whom it may concern;

It seems to me that Mr. Scott Webb could be more creative in his line of work.

He only designs mega apartment buildings, why not focus on a professional business complex.

I'd like to see professional jobs offered here instead of people commuting out of town.

What businesses have interest in being involved in "neighborhood business"?

Is this a scheme to build more student housing or legitimate opportunities for real professionals to establish in Oxford?

Mr. Webb could even help the City of Oxford create a project on the very expensive piece of property they inherited in a law suit many years ago.

Tony Miller

A handwritten signature in cursive script that reads "Tony Miller". The signature is written in dark ink and is positioned below the printed name.

## **LETTER OF AGENCY**

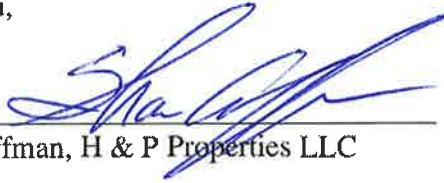
To Whom It May Concern:

Please be advised that Scott Webb, Architect has permission to represent our interest with the City of Oxford's Planning Commission & City Council regarding a proposed Zoning Map Amendment at 5111 Morning Sun Road.

Thank you,

Signed: \_\_\_\_\_

Share Coffman, H & P Properties LLC



Date: \_\_\_\_\_

7/25/18



|                    |            |
|--------------------|------------|
| Internal Use Only: |            |
| Case No.           | PC-2018-23 |
| Date Filed         | 7/27/18    |

## Zoning Map Amendment Application

### 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(s) *    | 523-3838                     |
| Email Address            | scott@scottwebbarchitect.com |

### Location and Lot Information

|                                                |                                                               |
|------------------------------------------------|---------------------------------------------------------------|
| Location *                                     | 5111 Morning Sun Road                                         |
| General Description<br>of Proposed Amendment * | Map Amendment for the corner of Sycamore and Morning Sun Road |
| Current Zoning *                               | OI (Office Industrial)                                        |
| Proposed Zone(s) *                             | NB (neighborhood Business)                                    |

### Submission Requirements and Documentation

From Section 1135.02 Procedure<sup>1</sup>.

- (a) **Initiation.** A map amendment may be initiated by adoption of a motion by Planning Commission, by adoption of a motion by Council, or by application to Planning Commission by at least one owner of the property within the area proposed to be rezoned.
- (b) **Application.** If Planning Commission or Council initiates an amendment, then the Zoning Administrator shall provide information as necessary for proper consideration of the motion. The information provided shall be substantially similar to that required of an application for amendment.

An application for amendment shall be filed with the Zoning Administrator. An application shall be complete prior to being scheduled for a public hearing. An application will be considered complete only if the Zoning Administrator is satisfied that all of the materials required by this chapter are included and are sufficient in their content to satisfy the intent of the application requirements.

- (1) **Contents of application.** The applicant shall contact the Zoning Administrator prior to submitting an application to discuss the submission requirement, which includes the following information. A written, detailed description, where applicable, is required for each subsection.
- Application Fee.
  - The name, mailing address, and telephone number of the applicant.
  - A general description of the proposed amendment.
  - A narrative statement that describes how the proposed amendment relates to the Comprehensive Plan.
  - A statement that identifies potential negative consequences of the proposed amendment.
  - Such other information regarding the proposed amendment as may be pertinent to the application or required by Planning Commission or Council.
  - A legal description of the area to be rezoned.
  - The proposed zoning of the area.
  - The current zoning of the area.
  - A description of existing uses in the area.

- K. A vicinity map, at a scale approved by the Zoning Administrator, showing property lines, streets, existing and proposed zoning and other items required by the Zoning Administrator.
- L. A list of the names and mailing addresses of all owners of land that is proposed to be rezoned and all land owners within 200 feet of every parcel proposed to be rezoned (see later section).

## Surrounding Property Owners

On a separate sheet, provide the parcel numbers, names, and mailing addresses of all property owners within 200 feet of all boundaries of the property in question. The [Butler County Auditor Real Estate Search](#)<sup>2</sup> is helpful when searching for the mailing address of adjoining property owners. It allows you to search by owner, address, or parcel number. *Property Owner names will not be provided in the agenda packet.*

## Decision Process

From Section 1135.02(c)(1) Decision Standards<sup>1</sup>.

A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

- A. There is an error on the Official Zoning Map or in the delineations between districts thereon.
- B. The proposed amendment will make the map conform more closely with the Comprehensive Plan.
- C. There has been a substantial change in area conditions that necessitates the amendment.
- D. There is a legitimate need for additional land area in the zoning district that will be expanded.

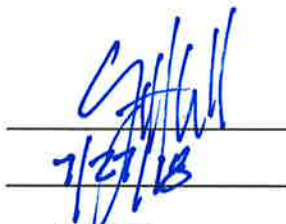
## Fees & Receipt

The required fee is \$150.00, plus \$10.00 postage charge. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

## Sign and Date

Applicant Signature \*

Date \*



## Submit Application, Submission Requirements and Documentation, and Fees

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

Send or drop off this application with required documentation as attachments and a check for fee and postage charge made payable to **City of Oxford**, to Community Development Director, 15 South College Avenue, Oxford, OH 45056.

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

Note: You must adhere to notification and publication requirements. Submit materials 45 days prior to the proposed Planning Commission meeting on which the action is requested. City Staff will place a public hearing sign on the subject property. **The Applicant is responsible for removing the signage at the completion of the hearing(s).**

<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/>

Sam Perry, Planner  
City of Oxford  
Municipal Building  
15 South College Ave.  
Oxford, Ohio 45056



SCOTT  
WEBB

ARCHITECT

103 West Walnut Street  
Oxford, Ohio 45056  
(513) 523-3838

[www.scottwebbarchitect.com](http://www.scottwebbarchitect.com)

Re: Application for Zoning Map Amendment  
5111 Morning Sun Road  
Oxford, Ohio 45056

May 23, 2018

Dear Mr. Perry,

Thank you for taking the time to meet with Mr. Coffman and I regarding the opportunities a Neighborhood Business District Zoning designation may have for us at the Morning Sun Road property.

After Planning Commission's recommendation for denial of our Map Amendment to R2MS, City Council seemed to have similar reservations, but seemed more inclined toward a mixed-use Zone.

To that end, please accept this letter as a formal request for a review hearing by the City of Oxford Planning Commission and Oxford City Council for a Zoning Map Amendment for the property at 5111 Morning Sun Road, at the corner of Sycamore and Morning Sun Road. The proposed Zoning Map Amendment will change the affected property from OI (Office Industrial) to NB (Neighborhood Business District).

**Statement responding to Decision Standards on the Application.**

In response to the decision standards outlined in the application, we offer the following:

*A. There is an error on the official Zoning Map or in the delineations between districts.*

While this is not an error on the map per Staff's interpretation of this standard, prior to the 2003 Map Amendment, the property was Zoned R4A, Suburban Multiple Dwelling. In 2003, despite being surrounded by residential development, the zoning was changed to OI, Office Industrial, with Planning Commission predicting a future Medical Office use, and eliminating most other opportunities for the property owner.

*B. The proposed amendment will make the map conform more closely with the Comprehensive Plan.*

The Comprehensive Plan refers to this area generally as part of the "Neighborhood 3" area on the **Character Map**, described as being on the outskirts of the Mile Square with the lowest residential density, though containing single to multi-family density per the Character Area Matrix. Current Zoning does not allow residential, so change in the map to allow residential would clearly make this conform more closely with the Comprehensive Plan

There are competing objectives and strategies in the ***Land Use chapter***,

*Objective 4* suggests the need for research, development, and office space, yet further suggesting this should be along the north 27 corridor.

*Objective 2* suggests enhancing the neighborhoods in the Mile Square. Neighborhood Business District Zoning "...is intended to provide small-scale retail and services on sites in or near residential areas, while having little impact on them. Uses are limited in scope to promote local orientation."

A Neighborhood Business District designation could allow the combination of uses to share the site, providing businesses, offices with upper level residential.

*C. There has been substantial change in the area conditions that necessitates the amendment.*

The current zoning was likely decided with the development of a variety of medical offices further north along Morning Sun Road. After 15 years and numerous owners, the site has never produced a viable project fitting within the narrow confines of the OI Zoning District. Grading, access from the intersection and parking requirements for commercial uses on small sites has affected the feasibility of such a project.

A zoning change to Neighborhood Business in this area recognizes the difficulty of developing the property and will provide opportunities for more viable and compatible uses for the neighborhood than an Office Industrial, commercial use.

Planning Commission spent over a year looking for additional density in the Mile Square, particularly in the North quadrant of the Mile Square, adjacent to the University and their parking areas. As residential will likely increase, small localized commercial space to serve this population and reducing car trips.

The change does not preclude the continuation of medical or professional offices, as each would be allowed in the new zoning district.

*D. There is legitimate need for additional land area in the zoning district that will be expanded*

In the context of our previous application to R2MS, Council and Staff expressed interest in using this newly created Zoning District, potentially being the first of its kind in the City.

With no interest in a commercial use for the property and Planning Commission's expressed need for additional residential development adjacent to campus, the Map Amendment would allow the development of a vacant parcel, and take pressure off of other neighborhoods in the City.

Thank you for your consideration of this proposal. If you have any questions or need any additional information, please call.

Respectfully,



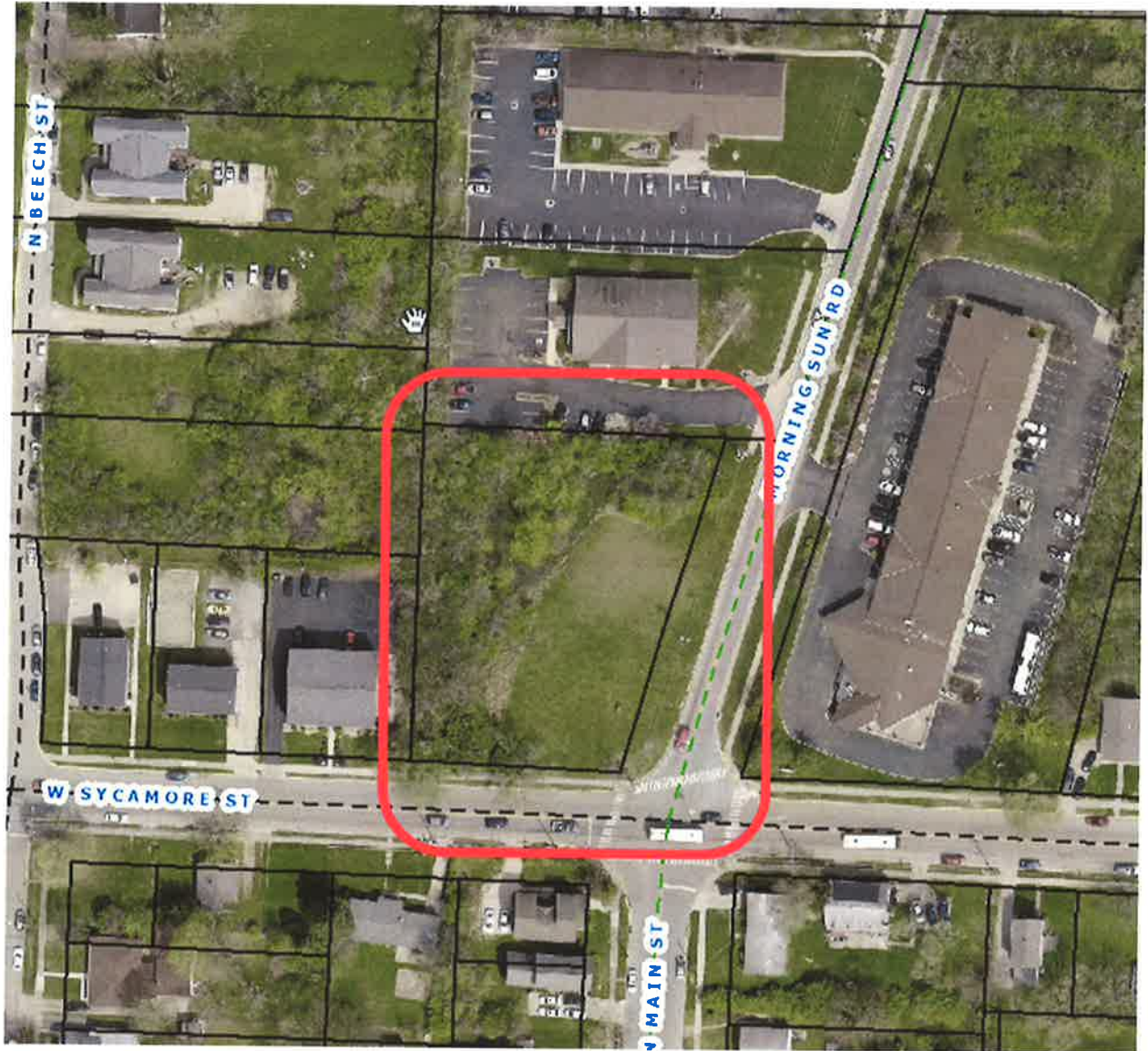
Scott Webb, Architect

## Zoning Area Map Showing Adjacent Zoning



## Enlarged Zoning Area Map Showing Adjacent Zoning

# Aerial Photograph Showing Adjacent Development



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

**Case # PC-2018-24**

**Date –September 11, 2018**

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**APPLICATION**

|                                 |                                                                              |
|---------------------------------|------------------------------------------------------------------------------|
| Applicant:                      | Maria Schertler (The Architectural Group)                                    |
| Location:                       | 31 Lynn Ave                                                                  |
| Owner:                          | Richard Parker (Miami University Community Credit Union)                     |
| Action Request:                 | Conditional Use Permit Application for a drive-through as part of a new bank |
| Current Use:                    | Vacant                                                                       |
| Zoning:                         | GB (General Business) District                                               |
| Surrounding Existing Land Uses: | Restaurants, Offices, Retail                                                 |

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**GENERAL DESCRIPTION**

As noted in the attached narrative letter, Miami University Community Credit Union acquired a 0.5 Acre lot on Lynn Avenue. On behalf of MUCCU, Architect Maria Schertler is requesting a conditional use permit to construct a bank building with drive through service. The lot is in the General Business district parallel to the Locust Street corridor. There are existing retail uses and professional offices in the surrounding area. The Planning Commission needs to review this case and forward a recommendation to City Council. The drive through aspect of the business requires the conditional use review process. The process is intended to determine if the use is an appropriate fit in the location and if there are any adverse effects it would have, that could be mitigated by additional conditions.

**PUBLIC COMMENTS**

Public notices were mailed to surrounding property owners and a sign was posted at the front of the property. No public comments have been received as of this report.

**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 with comments regarding storm water management requirements. |
| Econ. Dev.:  | No comments returned                                                  |

**ZONING CODE REVIEW**

Chapter 1147 governs the Conditional Use application and outlines the potential concerns and use regulations for each permissible Conditional Use.

**1147.02(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 testimony 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 appropriate for 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.**

**1147.03(b)(8)**

Drive-Through Banking and Pharmacy Facilities.

- A. Potential Concerns.
  - 1. Design of vehicle management area.  
*The design meets the minimum zoning requirements with the exception of the property line setbacks being less than 6 feet.*
  - 2. Noise from operations (vehicle and loudspeaker).

*Any noise that may be generated to an off-site location would be directed toward a commercial parking lot.*

3. Screening from adjacent uses.

*The adjacent uses are all commercial in nature.*

B. Regulations.

1. Drive-through stations shall not be located in a yard adjacent to a residential zoning district.

*N/A*

2. Queue spaces shall not be located in a yard adjacent to a residential zoning district.

*N/A*

**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 in the zoning district in which it is proposed.**

*Yes, the use can be allowed as a conditional use. It is specifically listed.*

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

*Yes, the proposed use can be satisfied by allowing a new drive through as long as the changes are not negative to the surroundings.*

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

*One of the objectives of the Comp Plan is to utilize existing land within corporate limits. While the lot is very compact for the proposed use that is automobile-oriented, the Commission may consider this an appropriate use of land.*

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

*As stated above the site is small for the use; hence the parking lot setback reduction request. Storm water management may have to be underground.*

**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 unrelated accessory uses being 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.**

*Opportunity for comment was provided to Fire, Police and Service Departments.*

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

*Opportunity for comment was provided to Fire, Police and Service Departments.*

- 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.**

*The building is similar design to the existing MUCCU building on College Corner Pike. The Lynn Ave corridor has a variety of different building materials with this building being a similar size and scale in proportion to the lot size.*

- 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.**

*Planning staff has expressed some concern to The Architectural Group about the curb cut location in relation to the curb cut on the adjacent property. The designers have attempted to reverse the location but were not able to per the attached narrative letter.*

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

*The site was cleared of a former home and is currently vacant with several mature trees. There are five mature trees identified on the landscape plan that should be protected during the construction phase as a condition of the approval. Two are on the lot and three are adjacent to the north.*

- 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.**

*Staff is not aware of any obstacles for the applicant or owner to obtain additional licensing or permits. A building permit will be required before the construction commences.*

#### **ZONING CODE COMPLIANCE**

The applicant supplied a comprehensive letter outlining the conflicts with zoning code:

- Reduction of front façade glazing from 60% to 45%
- Reduction of parking setback on south side from 6 feet to 3.5 feet
- Reduction of parking setback on north side from 6 feet to 1 foot
- Reduction of sidewalk width from 5 feet to 4.5 feet

**CONCLUSION/RECOMMENDATION:** Based on the above findings, staff recommends approval of the conditional use with the requested waivers above and a condition that the five mature trees shown on sheet C1.3 be protected during construction. The designers took two suggestions from staff: 1) attempting to connect pedestrians with adjacent LaRosa's and 2) to re-locate the curb cut, neither of which were determined to be feasible at this time. Therefore, the case can be recommended for approval with the proposed layout.

SUBMITTED BY:



Sam Perry, AICP  
Director

DATE: September 7, 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.

City of Oxford  
Inter-Office Review Transmittal Sheet

**Date:** August 7, 2018

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

**From:** Community Development Department

**PC-2018-24, CONDITIONAL USE, Miami University & Community Federal Credit Union, 31 Lynn Avenue, to allow for the construction of a banking facility with drive through service, in a GB (General Business) District, Maria Schertler, The Architectural Group, Applicant, Agent**

  X   Review            Revisions            Other

Please return no later than: **September 5, 2018** Note: If no comments are received, we will assume the project meets your department's standards.

.....

Drawings are returned:   w/comments   without/comments

*See memo dated 8/30/18*

Drawings reviewed by:

*Scott Otto*

Date:

*8/30/18*

*Scott Otto*

PRINTED NAME



## Memo

Service Department  
Engineering Division

513/524-5208 fax 513/524-5267

TO: Community Development Department

FROM: Scott Otto, P.E.  
Engineer

RE: PC-2018-24  
Conditional Use  
31 Lynn Avenue – Miami Univ. & Community Federal Credit Union

DATE: August 30, 2018

---

The following is our comment:

- The proposed development shall include storm water management, including storm water detention design, per the City of Oxford Stormwater Management Design Manual.

City of Oxford  
Inter-Office Review Transmittal Sheet

**Date: August 7, 2018**

To: Fire Department Engineering Division Police Department Econ Dev Department

**From: Community Development Department**

**PC-2018-24, CONDITIONAL USE, Miami University & Community Federal Credit Union, 31 Lynn Avenue, to allow for the construction of a banking facility with drive through service, in a GB (General Business) District, Maria Schertler, The Architectural Group, Applicant, Agent**

X      Review      \_\_\_\_\_ Revisions      \_\_\_\_\_ Other

Please return no later than: **September 5, 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:

PRINTED NAME



# PC-2018-24

## 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 Monday, August 27, 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.





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everyday

## LETTER OF AGENCY

To Whom It May Concern:

Please be advised that The Architectural Group, Inc., Norm Butt Principal, and Maria Schertler has permission to represent our interest with the City of Oxford and act on our behalf for the Planning Commission hearing meeting on September 11, 2018, regarding the Miami Community Credit Union, Branch at our property located at 31 Lynn Ave., Oxford, Ohio 45056.

Thank-you,

Signed: \_\_\_\_\_

Richard A. Parker  
President/CEO

July 24, 2018

**Miami University and Community Federal Credit Union**

5120 College Corner Pike • Oxford, Ohio 45056 • phone 513-523-8888 • fax 513-523-1718 • cumemservice@muccu.org • www.muccu.org



Internal Use Only:

Case No.

PC-2018-24

Date Filed

7/30/18

## Conditional Use Permit Application

### Applicant Information

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

Name \* Maria Schertler

Mailing Address \* 135 N. Main St.

City, State & Zip Code \* Dayton, OH 45402

Telephone Number(s) \* (937) 223-2500

Email Address schertlerm@taguit.com

### Owner Information

Name \* Miami University Community Federal Credit Union

Mailing Address \* 5120 College Corner Pike

City, State & Zip Code \* Oxford, OH 45056

Telephone Number(s) \* (513) 529-2739

Email Address rick@muccumail.org

### Location and Lot Information

Location of Property \* 31 Lynn Street, Oxford, OH 45056

Legal Description \* Parcel No: H4100.016.000.074; Lot#3076

Zoning District \* GB

Total Area \* 0.476 → Check One \* Acres ☒ Square Feet ☐

Existing Use Description \* Single Family Residence til 2015 when the house was demolished for future credit union.

Proposed Use Description \* Miami University Community Federal Credi Union office and bank facility with drive-thru.

### 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<sup>1</sup> information is submitted in color or on non-standard paper, more copies may be required.
- Application Fee.
  - Description of Use and Site.
 

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

    - The name, mailing address, and telephone number of the applicant and the property owner.
    - If the applicant is not the owner, a statement from the owner that the applicant is entitled to apply on his or her behalf.
    - 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.
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- 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.
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- 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 \*

*Maria E. Schettler*

Date \*

07-27-18

## 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, 15 South College Avenue, 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 \*

7/30

Receipt Number \*

212930

<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/>



135 north main street  
dayton, oh 45402-1730  
**tel** 937.223.2500  
**fax** 937.223.0888  
**www.taguit.com**

July 26, 2018

Conditional Use Application  
City of Oxford  
101 E. High St.  
Oxford, OH 45056

TAG COMMISSION NO.: 1752

**RE: Conditional Use Application**

Miami University and Community Federal Credit Union new building  
31 Lynn Avenue  
Oxford, OH 45056

Dear City of Oxford Planning Commission,

We are pleased to submit these documents to you in support for the new building for Miami University Community Federal Credit Union (MUCFCU) in the City of Oxford. We hope that this application, and the documentation contained within can aid and assist you in making your decision in support of our project. We look forward to your review and welcome any commentary from the Planning Commission or the Community at large.

The written, detailed description and responses to the questions in the Conditional Use Permit are as follows, written in bold.

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

**Please see attached Condition Use Permit Application for the name(s), mailing addresses and telephone numbers of the applicant and 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.*

**Please see the attached Agent Authorization Letter dated 7/24/2018.**

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

**Parcel Number: H4100.016.000.074; Lot #3076.**

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

**The existing site had a 2500SF single family residence with a basement and an attached one car garage. MUCFCU bought the lot in 2014 and after extensive design studies to maintain the existing structure as the credit union offices it was deemed ineffective use of the building and site with excessive renovation cost, therefore in 2015 the residence was demolished and the basement infilled in preparation for their new building.**

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

**The zoning district is GB.**

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

*Creating architecture since 1990*

The Miami University and Community Federal Credit Union serves all of the Butler County community. As an industry leader, the credit union assist member-owners in realizing personal financial success by providing competitive, value oriented products and services delivered in the tradition of excellence. The credit union provides both personal and commercial banking services inclusive of saving & checking accounts, loans, mortgages, and financial-planning. The new facility will have inside walk-up teller services, (6) loan officers, (2) drive-thru teller lanes, located on the north side of the building, and an exterior 24HR drive up ATM machine. Business at the credit union will vary from day to day but on average serving between 200-300 members for banking or financial services. Approximately 25%-40% of this business is via the drive thru. Truck deliveries will include USPS mail, Fed-Ex/UPS shipping and office and banking supplies with weekly front loading trash and recycling service vehicles.

*B. The hours of operation*

The credit union will be open six days a week 9AM-5:30/6PM, with the exception of Saturday (1PM) and is closed on Sunday. The ATM will be operational 24HR/day.

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.*

Adjacent area uses include food service, banking, animal care, car service, retail and other such commercial service businesses. The credit union fits clearly into the existing service oriented business fabric of the surrounding blocks and easily could be one of several stops for clientele in the area. Not only will the credit union be serving patrons to the surrounding businesses but they are there to offer commercial banking services for all businesses in the area and county wide.

*B. How any existing structures, proposed structures, and the site design relate to adjacent structures and sites.*

The new MUCFCU building is designed to fit comfortably on the 0.476 acre lot. The site design is a compact and efficient use of the lot with both driveway access and connecting lot sidewalk access; this enables members' safe and easy vehicular, cycle or pedestrian access to the building. The credit union is designed to add to the current aesthetic character of the General Business zoning district with a rich masonry exterior and shingled hip and gable roof line that relates well to adjacent buildings. The varied roofline helps to minimize the impact of the 3600 square foot building by reducing its mass and providing greater human scale. The masonry base and central glazed entry piece offer a level of permanence and importance to the structure inherent in the community oriented financial institution.

*C. If the use will involve any operations that create potential nuisances such as excessive noise, lighting, odor, fumes, vibration, or emissions.*

The new use of the site will create no excessive nuisances. Noise, lights and emissions common to a public service facility with a drive-thru will be created. This is not uncommon in the neighborhood with drive-thru businesses and car service bays adjacent to the property on the north, northwest, west, and southwest and a proposed drive-thru to be added at the LaRosa's to the northeast. With the credit union operating hours limited to

typical business day hours (8AM-6PM) traffic will be less than neighboring businesses which have longer operating hours. No excessive noise, lighting, odor, et cetera is expected.

*D. How any potential negative effects on adjacent land will be mitigated.*

MUCFCU is about community and will provide neighboring businesses and patrons valuable financial opportunities. The building will add to the aesthetic character of the neighborhood. A well thought out site design will have a positive effect on adjacent land by being conscious of and controlling storm water via a retention area and permeable surfaces, tasteful signage, controlling waste management via an enclosure and providing exterior lighting that provides a safe yet non obtrusive lit environment for patrons and passersby alike.

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

The credit union's current Wells-Mill location will no longer be an option starting in 2020. The College Corner location is approximately 6 miles to the northwest and not convenient for members that have come to count on an in town location for banking and financial services. The 31 Lynn Ave location offers prime visibility and visitability for the credit union and its members, current and future. The adjacency to shopping, food service and retail will allow end users to minimize trips while maximizing efficiency of time in completing errands. For forty-nine years MUCFCU has served the Miami University community and it is important they invest in the Oxford community itself by maintaining an office and a presence in the heart of Oxford.

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

MUCFCU has served the Miami University community for 49 years. As a strong supporter of community success and growth for the good of the community itself and not for the financial success of the banking institution it is desirable that MUCFCU maintains a strong tie to the community. The new building and credit union location will allow MUCFCU to remain a part of Oxford and an asset for the continued growth and development of Oxford and the people that call Oxford home. With the new location and building the credit union will remain at the heart of the economic development area and their services to the community will be expanded and enhanced.

*10. A list of the names and mailing addresses of all land owners within 200 feet of the site.*

**Please see the attached document with the mailing addresses of neighboring properties.**

Thank you for reviewing our documents and we look forward to any commentary or questions that may arise!

Respectfully,



Maria E Schertler, AIA  
Senior Project Architect



135 north main street  
dayton, oh 45402-1730  
**tel** 937.223.2500  
**fax** 937.223.0888  
**www.taguit.com**

July 26, 2018

Planning Commission  
City of Oxford  
101 E. High St.  
Oxford, OH 45056

TAG COMMISSION NO.: 1752

**RE: Conditional Use Application variances**

Miami University and Community Federal Credit Union new building  
31 Lynn Avenue  
Oxford, OH 45056

Dear City of Oxford Planning Commission,

We submit this required Conditional Use application for the new building for Miami University and Community Federal Credit Union (MUCFCU) in the City of Oxford, per Section 1147 Conditional Use; drive-through banking. Included in this submission are areas of noncompliance with the City of Oxford Zoning Code and we request the following variances as part of the Conditional Use Application.

*1. Chapter 1143 Districts*

*Section 1143.12 GB General Business*

*c. Site Development Regulations*

*4A Windows and transparent doors must occupy a minimum of 60% of the entire building wall area between 2.5' and 7' above grade plane along the front façade.*

**The front façade provides for 35% transparent glazing in the required area and height of the front façade. A spandrel window is located at the safe room, for security and safety reasons this should not be a transparent window. The spandrel window increases the percentage of total glazing to 45% of the front façade. Additionally the design for the entry includes a 2-story high glazed entry space which will flood the interior space with light. The total percentage of transparent glazing on the front façade, for its full height and area is 37%.**

*2. Chapter 1149 Vehicle Management*

*Section 1149.05 Non-Residential Regulations*

*a. Location*

*2: All paved areas shall be a minimum of 6'-0" off any lot line.*

**The 173' north lot line is within 6" to 1'-0" of the north drive-through paved lanes for a length of 78'. The adjacent lot to the north provides a minimum of a 17' wide green space along the length of the north lot line. The 173' south lot line is within 3'-7" to 5'-0" of the south paved area, for a length of 104'. This green space is planted the length with evergreen and deciduous shrubs and perennial prairie grasses to help buffer the adjacent building, which sits approximately 3' to 10' from its north lot line. The east and west paved areas are 6'-0" off their respective lot lines.**

*3. Chapter 1149 Vehicle Management*

*Section 1149.05 Non-Residential Regulations*

*a. Access Management*

*1D: All paved areas shall be a minimum of 30 feet from any other curb cut (measured from the lot line).*

*Creating architecture since 1990*

The existing curb cut for the adjacent property to the south (the Animal Clinic) is within 30' of the south lot line. The new curb cut for the credit union is located 7'-0" from the south lot line. Site layouts were studied that located the drive-through on the south side of the building and the curb cut on the north side of the site but these layouts resulted in even greater areas of paved access roads, difficult traffic patterns for the drive-through, a smaller and tighter building and less green space. The distance between the south edge of the new curb cut and the north edge of the Animal Clinic curb cut is approximately 30' at the lot line.

The proposed site design locates the less desirable drive-through traffic along the adjacent parking lot and keeps the walk in traffic to the south and thus towards the adjacent Animal Clinic. We feel this is a more desirable traffic pattern for the adjacent properties.

4. Chapter 1149 Vehicle Management  
Section 1149.05 Non-Residential Regulations

e. Additional Requirements

4: Parking Lot Design

R: Material and width of walkways at least 5'-0" wide.

The side walk along the south elevation of the building, adjacent to parking spaces #3, #4 and #5 is 4'-6" wide. The reduction of side walk width occurs for 26', the remainder of this sidewalk is 5'-6" wide and the accessible parking space is adjacent to the 5'-6" wide length. The parking spaces at the east of the lot will primarily serve employees who will enter at the east rear entry door. The sidewalk width reduction is a result of the varying depth of the south elevation to allow for the interest in the roof line and helps to reduce the massing of the building and fit with the adjacent building fabric.

Site sidewalks extend along the west lot line at Lynn Avenue connecting to the existing side walk to the north, there is no existing sidewalk at the south property to connect to but the sidewalk extends to the lot line. The east west sidewalk/path extends from the front sidewalk to the rear parking area, all but 6'-0" of the site length. We would like to note that MUCFCU has made attempts to coordinate with the property owner to the east (LaRosa's and shops) regarding extending the sidewalk to the eastern property and has offered to pay for the continuation of the sidewalk on their property to the paved area in order to increase pedestrian and bicycle traffic ways. The property owner to the east has not agreed to any joining sidewalk or connecting path.

We hope that this application, and the documentation contained within can aid and assist you in making your decision in support of our project. We look forward to your review and welcome any commentary from the Planning Commission or the Community at large.

Thank you for reviewing our documents and we look forward to any commentary or questions that may arise!

Respectfully,



Maria E Schertler, AIA  
Senior Project Architect

NEW CREDIT UNION BUILDING  
MIAMI UNIVERSITY COMMUNITY CREDIT UNION  
31 LYNN AVENUE  
OXFORD, OHIO 45056

#### ABBREVIATIONS:

|   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |    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    |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     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|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-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185 | 186 | 187 | 188 | 189 | 190 | 191 | 192 | 193 | 194 | 195 | 196 | 197 | 198 | 199 | 200 | 201 | 202 | 203 | 204 | 205 | 206 | 207 | 208 | 209 | 210 | 211 | 212 | 213 | 214 | 215 | 216 | 217 | 218 | 219 | 220 | 221 | 222 | 223 | 224 | 225 | 226 | 227 | 228 | 229 | 230 | 231 | 232 | 233 | 234 | 235 | 236 | 237 | 238 | 239 | 240 | 241 | 242 | 243 | 244 | 245 | 246 | 247 | 248 | 249 | 250 | 251 | 252 | 253 | 254 | 255 | 256 | 257 | 258 | 259 | 260 | 261 | 262 | 263 | 264 | 265 | 266 | 267 | 268 | 269 | 270 | 271 | 272 | 273 | 274 | 275 | 276 | 277 | 278 | 279 | 280 | 281 | 282 | 283 | 284 | 285 | 286 | 287 | 288 | 289 | 290 | 291 | 292 | 293 | 294 | 295 | 296 | 297 | 298 | 299 | 300 | 301 | 302 | 303 | 304 | 305 | 306 | 307 | 308 | 309 | 310 | 311 | 312 | 313 | 314 | 315 | 316 | 317 | 318 | 319 | 320 | 321 | 322 | 323 | 324 | 325 | 326 | 327 | 328 | 329 | 330 | 331 | 332 | 333 | 334 | 335 | 336 | 337 | 338 | 339 | 340 | 341 | 342 | 343 | 344 | 345 | 346 | 347 | 348 | 349 | 350 | 351 | 352 | 353 | 354 | 355 | 356 | 357 | 358 | 359 | 360 | 361 | 362 | 363 | 364 | 365 | 366 | 367 | 368 | 369 | 370 | 371 | 372 | 373 | 374 | 375 | 376 | 377 | 378 | 379 | 380 | 381 | 382 | 383 | 384 | 385 | 386 | 387 | 388 | 389 | 390 | 391 | 392 | 393 | 394 | 395 | 396 | 397 | 398 | 399 | 400 | 401 | 402 | 403 | 404 | 405 | 406 | 407 | 408 | 409 | 410 | 411 | 412 | 413 | 414 | 415 | 416 | 417 | 418 | 419 | 420 | 421 | 422 | 423 | 424 | 425 | 426 | 427 | 428 | 429 | 430 | 431 | 432 | 433 | 434 | 435 | 436 | 437 | 438 | 439 | 440 | 441 | 442 | 443 | 444 | 445 | 446 | 447 | 448 | 449 | 450 | 451 | 452 | 453 | 454 | 455 | 456 | 457 | 458 | 459 | 460 | 461 | 462 | 463 | 464 | 465 | 466 | 467 | 468 | 469 | 470 | 471 | 472 | 473 | 474 | 475 | 476 | 477 | 478 | 479 | 480 | 481 | 482 | 483 | 484 | 485 | 486 | 487 | 488 | 489 | 490 | 491 | 492 | 493 | 494 | 495 | 496 | 497 | 498 | 499 | 500 | 501 | 502 | 503 | 504 | 505 | 506 | 507 | 508 | 509 | 510 | 511 | 512 | 513 | 514 | 515 | 516 | 517 | 518 | 519 | 520 | 521 | 522 | 523 | 524 | 525 | 526 | 527 | 528 | 529 | 530 | 531 | 532 | 533 | 534 | 535 | 536 | 537 | 538 | 539 | 540 | 541 | 542 | 543 | 544 | 545 | 546 | 547 | 548 | 549 | 550 | 551 | 552 | 553 | 554 | 555 | 556 | 557 | 558 | 559 | 560 | 561 | 562 | 563 | 564 | 565 | 566 | 567 | 568 | 569 | 570 | 571 | 572 | 573 | 574 | 575 | 576 | 577 | 578 | 579 | 580 | 581 | 582 | 583 | 584 | 585 | 586 | 587 | 588 | 589 | 590 | 591 | 592 | 593 | 594 | 595 | 596 | 597 | 598 | 599 | 600 | 601 | 602 | 603 | 604 | 605 | 606 | 607 | 608 | 609 | 610 | 611 | 612 | 613 | 614 | 615 | 616 | 617 | 618 | 619 | 620 | 621 | 622 | 623 | 624 | 625 | 626 | 627 | 628 | 629 | 630 | 631 | 632 | 633 | 634 | 635 | 636 | 637 | 638 | 639 | 640 | 641 | 642 | 643 | 644 | 645 | 646 | 647 | 648 | 649 | 650 | 651 | 652 | 653 | 654 | 655 | 656 | 657 | 658 | 659 | 660 | 661 | 662 | 663 | 664 | 665 | 666 | 667 | 668 | 669 | 670 | 671 | 672 | 673 | 674 | 675 | 676 | 677 | 678 | 679 | 680 | 681 | 682 | 683 | 684 | 685 | 686 | 687 | 688 | 689 | 690 | 691 | 692 | 693 | 694 | 695 | 696 | 697 | 698 | 699 | 700 | 701 | 702 | 703 | 704 | 705 | 706 | 707 | 708 | 709 | 710 | 711 | 712 | 713 | 714 | 715 | 716 | 717 | 718 | 719 | 720 | 721 | 722 | 723 | 724 | 725 | 726 | 727 | 728 | 729 | 730 | 731 | 732 | 733 | 734 | 735 | 736 | 737 | 738 | 739 | 740 | 741 | 742 | 743 | 744 | 745 | 746 | 747 | 748 | 749 | 750 | 751 | 752 | 753 | 754 | 755 | 756 | 757 | 758 | 759 | 760 | 761 | 762 | 763 | 764 | 765 | 766 | 767 | 768 | 769 | 770 | 771 | 772 | 773 | 774 | 775 | 776 | 777 | 778 | 779 | 780 | 781 | 782 | 783 | 784 | 785 | 786 | 787 | 788 | 789 | 790 | 791 | 792 | 793 | 794 | 795 | 796 | 797 | 798 | 799 | 800 | 801 | 802 | 803 | 804 | 805 | 806 | 807 | 808 | 809 | 810 | 811 | 812 | 813 | 814 | 815 | 816 | 817 | 818 | 819 | 820 | 821 | 822 | 823 | 824 | 825 | 826 | 827 | 828 | 829 | 830 | 831 | 832 | 833 | 834 | 835 | 836 | 837 | 838 | 839 | 840 | 841 | 842 | 843 | 844 | 845 | 846 | 847 | 848 | 849 | 850 | 851 | 852 | 853 | 854 | 855 | 856 | 857 | 858 | 859 | 860 | 861 | 862 | 863 | 864 | 865 | 866 | 867 | 868 | 869 | 870 | 871 | 872 | 873 | 874 | 875 | 876 | 877 | 878 | 879 | 880 | 881 | 882 | 883 | 884 | 885 | 886 | 887 | 888 | 889 | 890 | 891 | 892 | 893 | 894 | 895 | 896 | 897 | 898 | 899 | 900 | 901 | 902 | 903 | 904 | 905 | 906 | 907 | 908 | 909 | 910 | 911 | 912 | 913 | 914 | 915 | 916 | 917 | 918 | 919 | 920 | 921 | 922 | 923 | 924 | 925 | 926 | 927 | 928 | 929 | 930 | 931 | 932 | 933 | 934 | 935 | 936 | 937 | 938 | 939 | 940 | 941 | 942 | 943 | 944 | 945 | 946 | 947 | 948 | 949 | 950 | 951 | 952 | 953 | 954 | 955 | 956 | 957 | 958 | 959 | 960 | 961 | 962 | 963 | 964 | 965 | 966 | 967 | 968 | 969 | 970 | 971 | 972 | 973 | 974 | 975 | 976 | 977 | 978 | 979 | 980 | 981 | 982 | 983 | 984 | 985 | 986 | 987 | 988 | 989 | 990 | 991 | 992 | 993 | 994 | 995 | 996 | 997 | 998 | 999 | 1000 | 1001 | 1002 | 1003 | 1004 | 1005 | 1006 | 1007 | 1008 | 1009 | 1010 | 1011 | 1012 | 1013 | 1014 | 1015 | 1016 | 1017 | 1018 | 1019 | 1020 | 1021 | 1022 | 1023 | 1024 | 1025 | 1026 | 1027 | 1028 | 1029 | 1030 | 1031 | 1032 | 1033 | 1034 | 1035 | 1036 | 1037 | 1038 | 1039 | 1040 | 1041 | 1042 | 1043 | 1044 | 1045 | 1046 | 1047 | 1048 | 1049 | 1050 | 1051 | 1052 | 1053 | 1054 | 1055 | 1056 | 1057 | 1058 | 1059 | 1060 | 1061 | 1062 | 1063 | 1064 | 1065 | 1066 | 1067 | 1068 | 1069 | 1070 | 1071 | 1072 | 1073 | 1074 | 1075 | 1076 | 1077 | 1078 | 1079 | 1080 | 1081 | 1082 | 1083 | 1084 | 1085 | 1086 | 1087 | 1088 | 1089 | 1090 | 1091 | 1092 | 1093 | 1094 | 1095 | 1096 | 1097 | 1098 | 1099 | 1100 | 1101 | 1102 | 1103 | 1104 | 1105 | 1106 | 1107 | 1108 | 1109 | 1110 | 1111 | 1112 | 1113 | 1114 | 1115 | 1116 | 1117 | 1118 | 1119 | 1120 | 1121 | 1122 | 1123 | 1124 | 1125 | 1126 | 1127 | 1128 | 1129 | 1130 | 1131 | 1132 | 1133 | 1134 | 1135 | 1136 | 1137 | 1138 | 1139 | 1140 | 1141 | 1142 | 1143 | 1144 | 1145 | 1146 | 1147 | 1148 | 1149 | 1150 | 1151 | 1152 | 1153 | 1154 | 1155 | 1156 | 1157 | 1158 | 1159 | 1160 | 1161 | 1162 | 1163 | 1164 | 1165 | 1166 | 1167 | 1168 | 1169 | 1170 | 1171 | 1172 | 1173 | 1174 | 1175 | 1176 | 1177 | 1178 | 1179 | 1180 | 1181 | 1182 | 1183 | 1184 | 1185 | 1186 | 1187 | 1188 | 1189 | 1190 | 1191 | 1192 | 1193 | 1194 | 1195 | 1196 | 1197 | 1198 | 1199 | 1200 | 1201 | 1202 | 1203 | 1204 | 1205 | 1206 | 1207 | 1208 | 1209 | 1210 | 1211 | 1212 | 1213 | 1214 | 1215 | 1216 | 1217 | 1218 | 1219 | 1220 | 1221 | 1222 | 1223 | 1224 | 1225 | 1226 | 1227 | 1228 | 1229 | 1230 | 1231 | 1232 | 1233 | 1234 | 1235 | 1236 | 1237 | 1238 | 1239 | 1240 | 1241 | 1242 | 1243 | 1244 | 1245 | 1246 | 1247 | 1248 | 1249 | 1250 | 1251 | 1252 | 1253 | 1254 | 1255 | 1256 | 1257 | 1258 | 1259 | 1260 | 1261 | 1262 | 1263 | 1264 | 1265 | 1266 | 1267 | 1268 | 1269 | 1270 | 1271 | 1272 | 1273 | 1274 | 1275 | 1276 | 1277 | 1278 | 1279 | 1280 | 1281 | 1282 | 1283 | 1284 | 1285 | 1286 | 1287 | 1288 | 1289 | 1290 | 1291 | 1292 | 1293 | 1294 | 1295 | 1296 | 1297 | 1298 | 1299 | 1300 | 1301 | 1302 | 1303 | 1304 | 1305 | 1306 | 1307 | 1308 | 1309 | 1310 | 1311 | 1312 | 1313 | 1314 | 1315 | 1316 | 1317 | 1318 | 1319 | 1320 | 1321 | 1322 | 1323 | 1324 | 1325 | 1326 | 1327 | 1328 | 1329 | 1330 | 1331 | 1332 | 1333 | 1334 | 1335 | 1336 | 1337 | 1338 | 1339 | 1340 | 1341 | 1342 | 1343 | 1344 | 1345 | 1346 | 1347 | 1348 | 1349 | 1350 | 1351 | 1352 | 1353 | 1354 | 1355 | 1356 | 1357 | 1358 | 1359 | 1360 | 1361 | 1362 | 1363 | 1364 | 1365 | 1366 | 1367 | 1368 | 1369 | 1370 | 1371 | 1372 | 1373 | 1374 | 1375 | 1376 | 1377 | 1378 | 1379 | 1380 | 1381 | 1382 | 1383 | 1384 | 1385 | 1386 | 1387 | 1388 | 1389 | 1390 | 1391 | 1392 | 1393 | 1394 | 1395 | 1396 | 1397 | 1398 | 1399 | 1400 | 1401 | 1402 | 1403 | 1404 | 1405 | 1406 | 1407 | 1408 | 1409 | 1410 | 1411 | 1412 | 1413 | 1414 | 1415 | 1416 | 1417 | 1418 | 1419 | 1420 | 1421 | 1422 | 1423 | 1424 | 1425 | 1426 | 1427 | 1428 | 1429 | 1430 | 1431 | 1432 | 1433 | 1434 | 1435 | 1436 | 1437 | 1438 | 1439 | 1440 | 1441 | 1442 | 1443 | 1444 | 1445 | 1446 | 1447 | 1448 | 1449 | 1450 | 1451 | 1452 | 1453 | 1454 | 1455 | 1456 | 1457 | 1458 | 1459 | 1460 | 1461 | 1462 | 1463 | 1464 | 1465 | 1466 | 1467 | 1468 | 1469 | 1470 | 1471 | 1472 | 1473 | 1474 | 1475 | 1476 | 1477 | 1478 | 1479 | 1480 | 1481 | 1482 | 1483 | 1484 | 1485 | 1486 | 1487 | 1488 | 1489 | 1490 | 1491 | 1492 | 1493 | 1494 | 1495 | 1496 | 1497 | 1498 | 149 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-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## SYMBOL LEGEND:

NOTE: FOR REFERENCE, SEE ALL PART AND ASSEMBLY.

CEILING  
ROOF LINE AND RIDGE  
OPENING  
DESCRIPTION NOTE  
FLOOR NOTE  
HATCH TYPE

BUILDING SECTION HATCH  
DETAIL HATCH  
SECTION CLOUD  
HATCH TYPE

DRAWING INDEX:

| FIG. | TITLE SHEET                  |
|------|------------------------------|
| G1   | EXISTING SITE PLAN           |
| G2   | NEW HOME SITE PLAN           |
| G3   | LANDSCAPING PLAN             |
| G4   | RENDERED LANDSCAPE PLAN      |
| A1   | CONCEPTUAL FIRST FLOOR PLAN  |
| A2   | CONCEPTUAL SECOND FLOOR PLAN |
| A3   | WEST + SOUTH ELEVATIONS      |
| A4   | EAST + NORTH ELEVATIONS      |
| A5   | RENDERED ELEVATIONS          |
| A6   | RENDERED ELEVATIONS          |
| A7   | RENDERED ELEVATIONS          |
| A8   | RENDERED ELEVATIONS          |
| A9   | RENDERED ELEVATIONS          |
| A10  | RENDERED ELEVATIONS          |
| A11  | CONCEPT PHOTO                |

**ZONING MAP:**

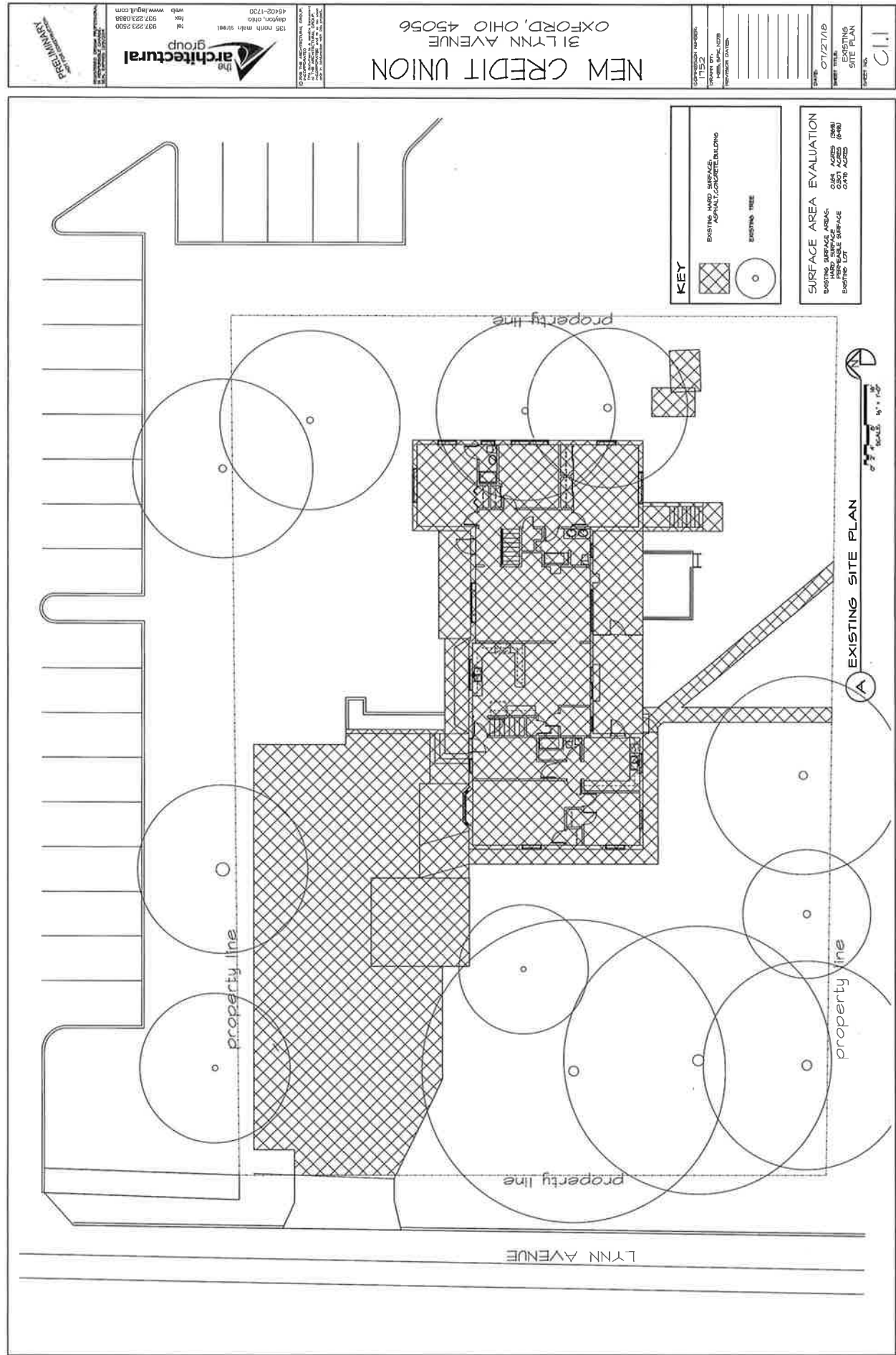


## LOCATION MAP:



西平縣志





KEY

EXISTING HARD SURFACE  
ADJACENT TO BUILDING

EXISTING TREE

SURFACE AREA EVALUATION

EXISTING SURFACE AREA: 0.14 ACRES  
PARKING LOT: 0.07 ACRES  
TOTAL: 0.21 ACRES

EXISTING SITE PLAN

NEW CREDIT UNION  
31 LYNN AVENUE  
OXFORD, OHIO 45056

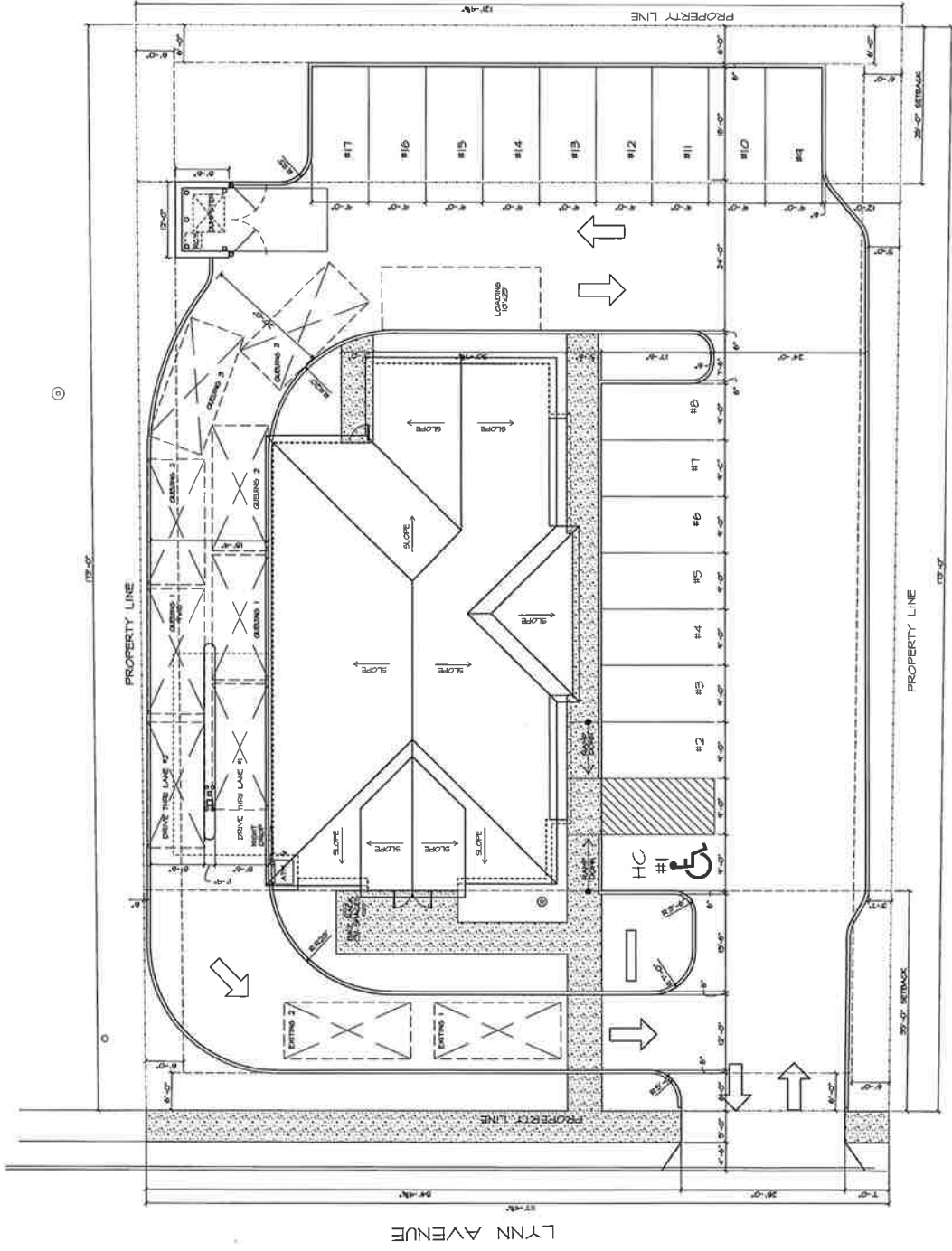
the architectural group  
135 north main street  
dayton, ohio 45402-1720  
tel 937 223 2500  
fax 937 223 0888  
web www.tagid.com

PRELIMINARY  
NOT FOR CONSTRUCTION

DATE: 07/27/19  
DRAWN BY: [blank]  
CHECKED BY: [blank]  
PROJECT NO.: [blank]  
SHEET NO.: [blank]  
C.I.

**PARKING REQUIREMENT**

|                                  |
|----------------------------------|
| 5190 SF USEABLE FLOOR AREA       |
| (3345 SF FIRST FLOOR +           |
| 1845 SF BASEMENT FLOOR)          |
| 14 PARKING SPACES MINIMUM        |
| 17 BICYCLE SPACES PROVIDED       |
| (121% OF MINIMUM)                |
| 3 BICYCLE PARKING SPACES MINIMUM |



**A NEW WORK SITE PLAN**





135 North Main Street  
Oxford, Ohio 45056  
Tel: 937.223.2500  
Fax: 937.223.0889  
Web: www.tlgurl.com

NEW CREDIT UNION  
31 LYNN AVENUE  
OXFORD, OHIO 45056

NEW CREDIT UNION  
31 LYNN AVENUE  
OXFORD, OHIO 45056

|              |                         |
|--------------|-------------------------|
| PROJECT NAME | NEW CREDIT UNION        |
| ARCHITECT    | the architectural group |
| DATE         | 07/27/10                |
| SCALE        | 1" = 10'                |
| REVISIONS    |                         |
| NO.          | DESCRIPTION             |
| 1            | ISSUED FOR PERMITTING   |

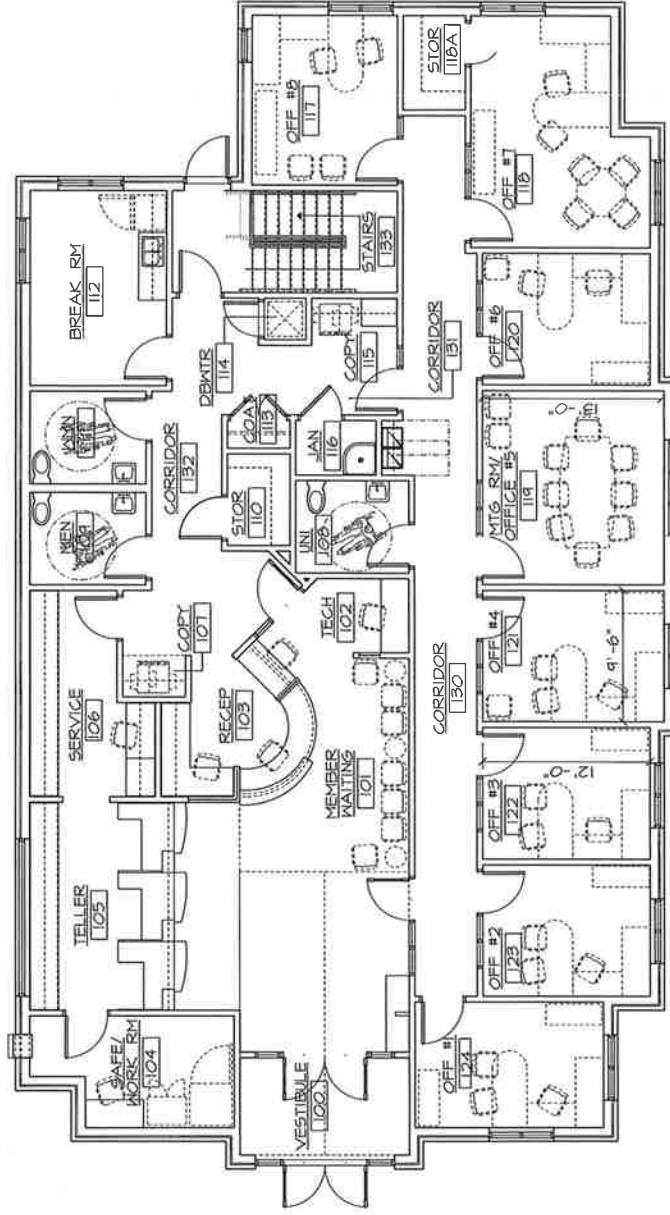
C1.4



1" SITE PLAN



A CONCEPTUAL FIRST FLOOR PLAN

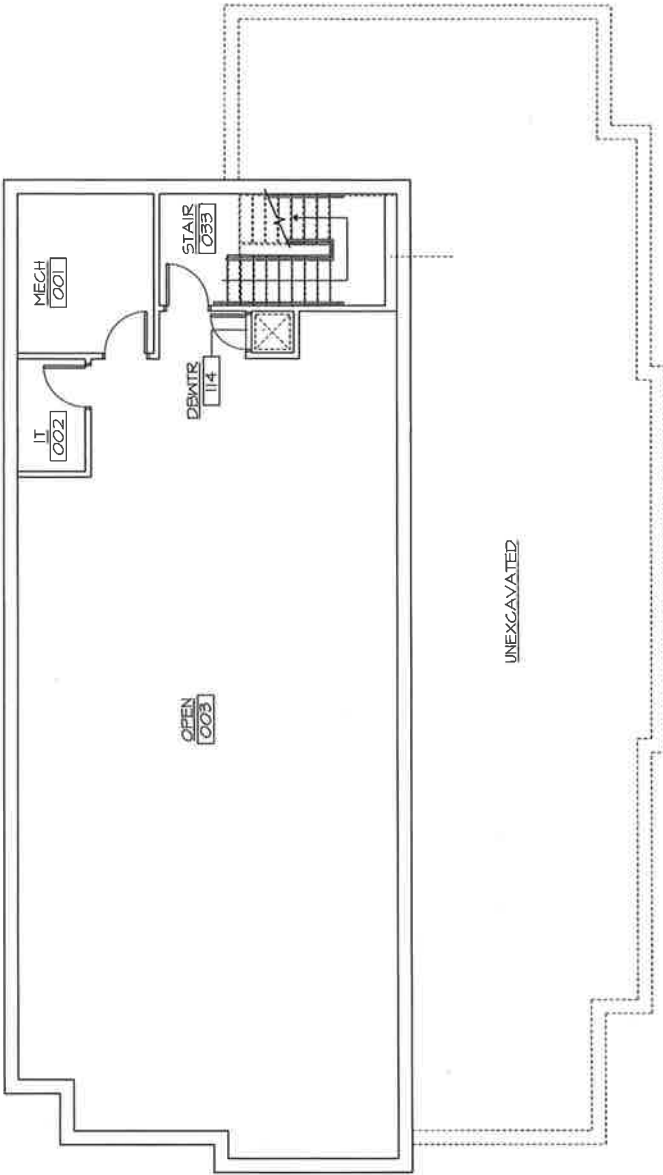


PRELIMINARY

the architectural group  
135 north main street  
dayton, ohio 45402-1730  
tel 937.223.2500  
fax 937.223.0888  
web www.laguh.com

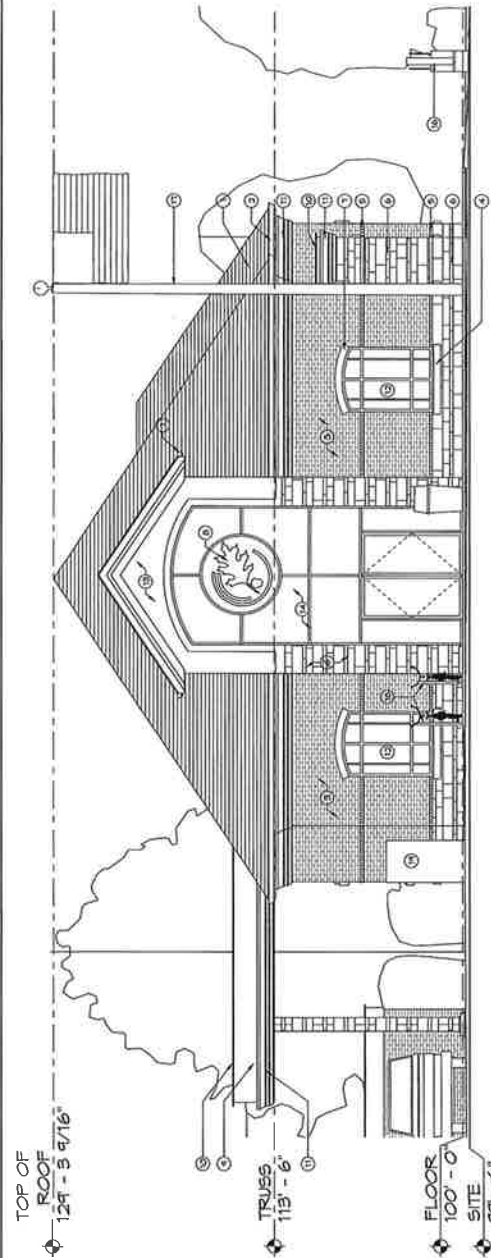
NEW CREDIT UNION  
31 LYNN AVENUE  
OXFORD, OHIO 45056

DATE: 07/27/06  
SHEET NO: 1152  
CONCEPTUAL FIRST FLOOR PLAN  
SHEET NO: A1.1



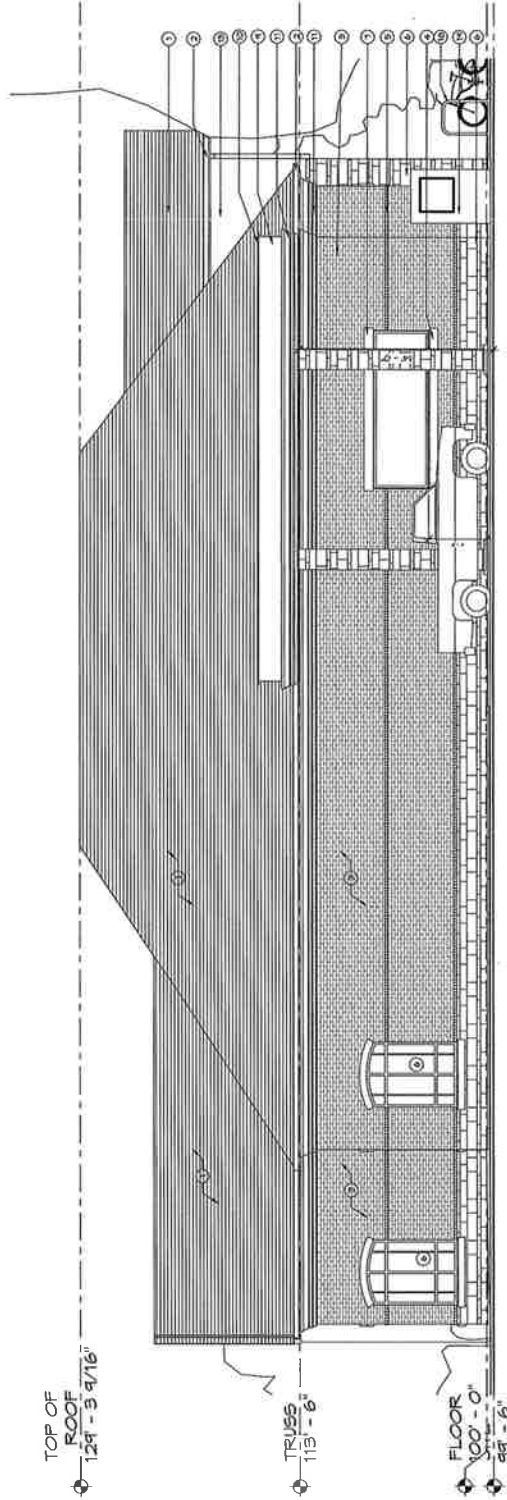
**A** CONCEPTUAL BASEMENT FLOOR PLAN

0" = 1' SCALE



1 EAST BUILDING ELEVATION

SCALE 1/4" = 1'-0"



4 SOUTH BUILDING ELEVATION

SCALE 1/4" = 1'-0"

O NEW WORK NOTES:

1. ASPHALT COMPOSITION ROOF SHINGLES
2. CONTINUOUS ALUMINUM GUTTER
3. BRICK VENER
4. PRECAST CONCRETE SILL
5. 4" BRICK ROWLOCK ENDING
6. 8" SPILT FACE MASONRY
7. PRECAST CONCRETE HEADER
8. SURFACE APPLIED FLA LOGO
9. EPS GROUT
10. CONTINUOUS METAL CORNICE
11. CONTINUOUS EPS CORNICE TRIM
12. TYPED INSULATED GLASS IN ALUMINUM STOREFRONT FRAME
13. EPS GLAZING
14. TYPED INSULATED GLASS IN ALUMINUM CURTAIN WALL FRAME
15. HOLLOW METAL DOOR AND FRAME
16. NEW EXTERIOR BUILDING SIGNAGE
17. NEW FLAG POLE
18. BRICK BACK
19. ANY CORNICE

NEW CREDIT UNION  
31 LYNN AVENUE  
OXFORD, OHIO 45056

the architectural group  
Tel 937.222.2500  
Fax 937.222.0680  
Web www.thegroup.com



|           |                                    |
|-----------|------------------------------------|
| DATE      | 07/26/16                           |
| PROJECT   | EAST & SOUTH ELEVATIONS            |
| ARCHITECT | THE ARCHITECTURAL GROUP            |
| OWNER     | NEW CREDIT UNION                   |
| LOCATION  | 31 LYNN AVENUE, OXFORD, OHIO 45056 |
| SCALE     | 1/4" = 1'-0"                       |
| SHEET     | A2.1                               |



136 North Main Street  
Dayton, Ohio 45402-1730  
Tel 937.223.2500  
Fax 937.223.0988  
Web www.laughlin.com

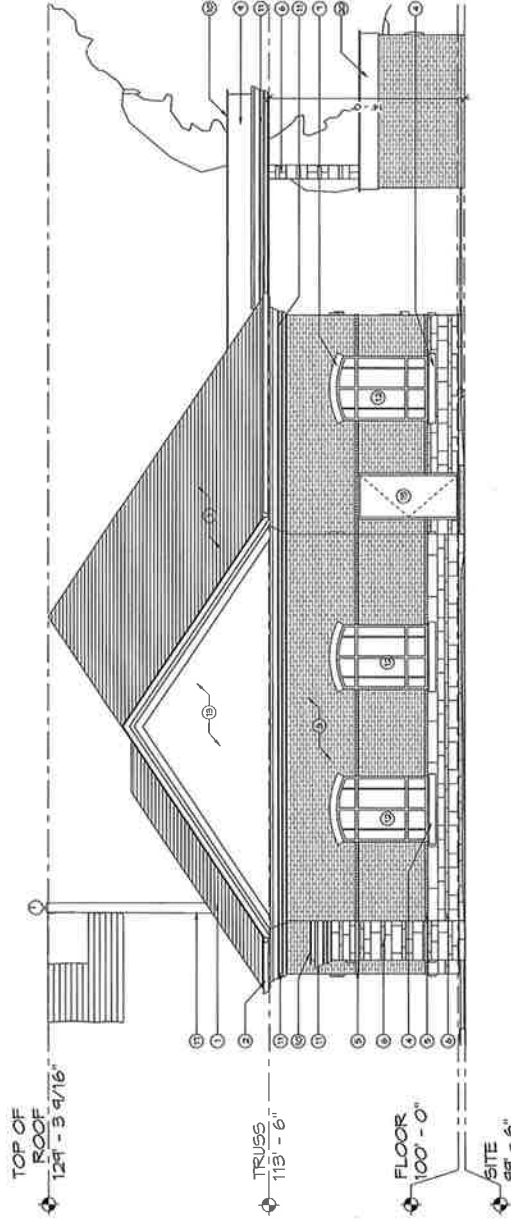
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UNLESS OTHERWISE NOTED  
AND SHALL BE TO FACE UNLESS NOTED OTHERWISE

NEW CREDIT UNION  
31 LYNN AVENUE  
OXFORD, OHIO 45056

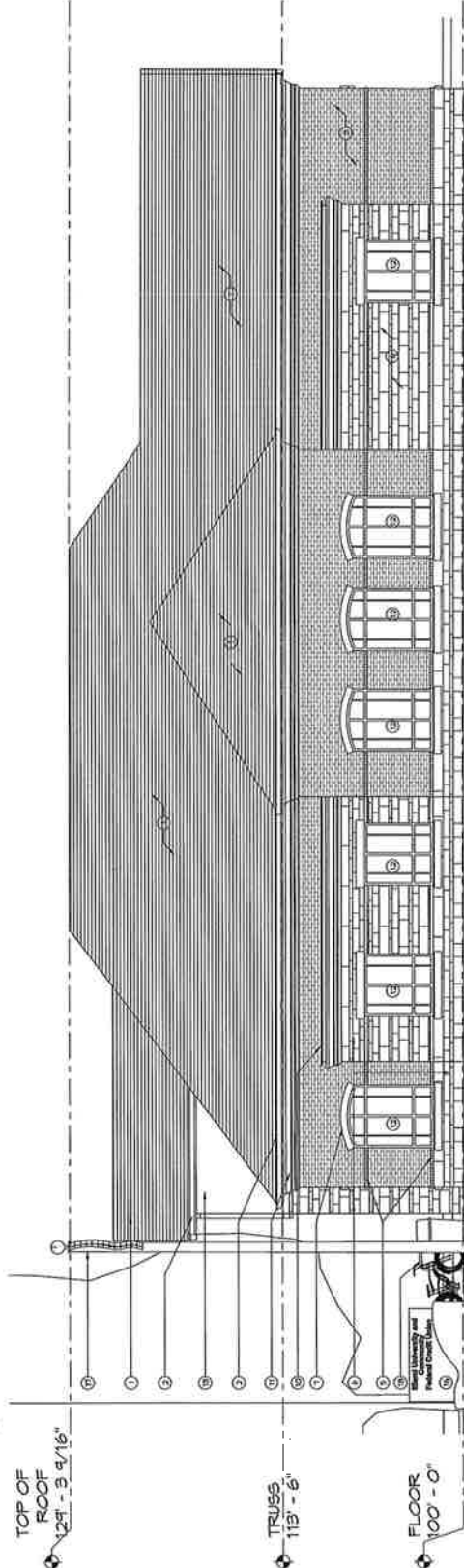
PROJECT NUMBER  
1752  
OWNER  
SPK, INC. NCB  
DATE  
07/26/16  
WEST & NORTH  
ELEVATIONS  
A2.2

# O NEW WORK NOTES:

1. ASPHALT COMPOSITION ROOF SHINGLES
2. CONTINUOUS ALUMINUM GUTTERS
3. BRICK VENEER
4. PRECAST CONCRETE SILL
5. 4" BRICK ROWLOCK BANDING
6. 8" SPLIT FACE MASONRY
7. PRECAST CONCRETE HEADERS
8. SURFACE APPLIED FLA LOGO
9. EPS CAULKY
10. CONTINUOUS METAL COPING
11. CONTINUOUS EPS CORNICE TRIM
12. TINTED INSULATED GLASS IN ALUMINUM STOREFRONT FRAME
13. EPS GLAZING
14. TINTED INSULATED GLASS IN ALUMINUM CURTAIN WALL FRAME
15. HOLLOW METAL DOOR AND FRAME
16. HIGH EXTERNAL BUILDING DAMAGE
17. NEW FLAS POLE
18. BRK RACK
19. ANTI CONSOLE
20. GARAGE ENCLOSURE



2 WEST BUILDING ELEVATION



1 NORTH BUILDING ELEVATION



**THE architectural group**  
135 North Main Street  
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Tel: 937.223.2900  
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Web: www.lagtl.com

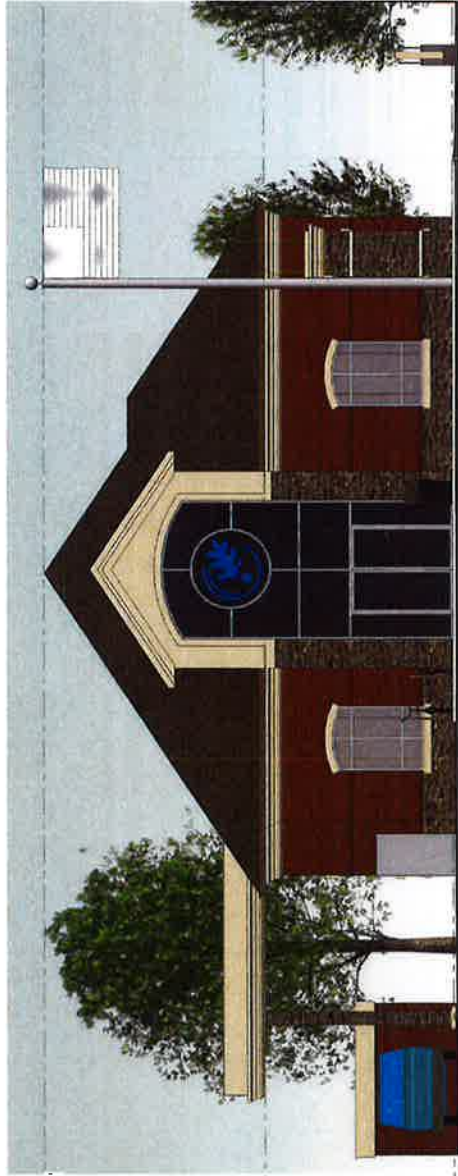
ALL DIMENSIONS ARE IN FEET AND INCHES  
UNLESS OTHERWISE SPECIFIED  
DRAWING IS TO BE USED FOR CONSTRUCTION OF THE PROJECT  
ONLY FOR THE PROJECT AND NOT FOR ANY OTHER PROJECT

**NEW CREDIT UNION**  
31 LYNN AVENUE  
OXFORD, OHIO 45056

DATE: 07/28/16  
DRAWN BY: D. LYNN  
CHECKED BY: D. LYNN  
PROJECT NO.: 1752

07/28/16  
EAST & SOUTH  
RENDERED  
ELEVATION

**A2.3**



TOP OF  
ROOF  
12'4" - 3 9/16"

TRUSS  
11'3" - 6"

FLOOR  
10'0" - 0"

SITE  
9'9" - 6"

2 EAST BUILDING ELEVATION RENDERED



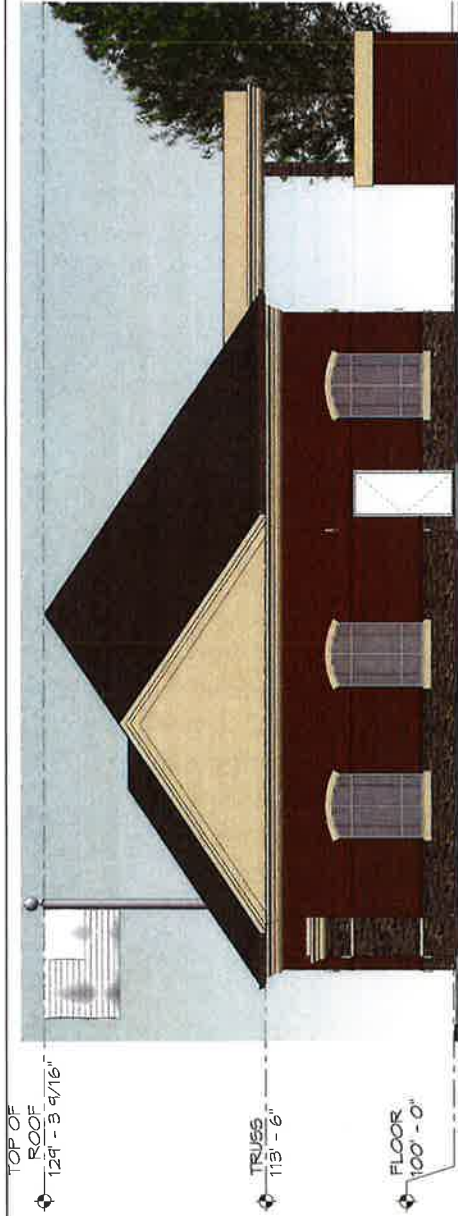
TOP OF  
ROOF  
12'4" - 3 9/16"

TRUSS  
11'3" - 6"

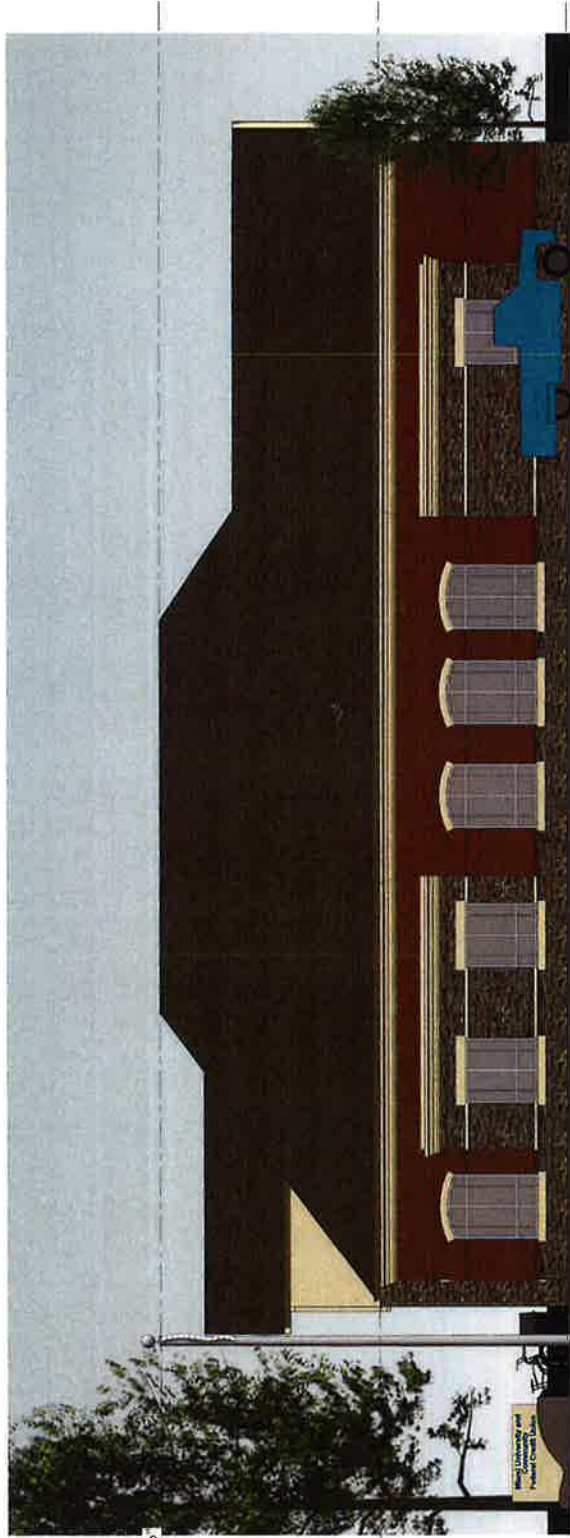
FLOOR  
10'0" - 0"

SITE  
9'9" - 6"

1 SOUTH BUILDING ELEVATION RENDERED



2 WEST BUILDING ELEVATION RENDERED



1 NORTH BUILDING ELEVATION RENDERED

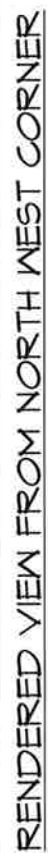
NEW CREDIT UNION  
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OXFORD, OHIO 45056

118 architectural group  
135 North Main Street  
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Tel 937.223.2500  
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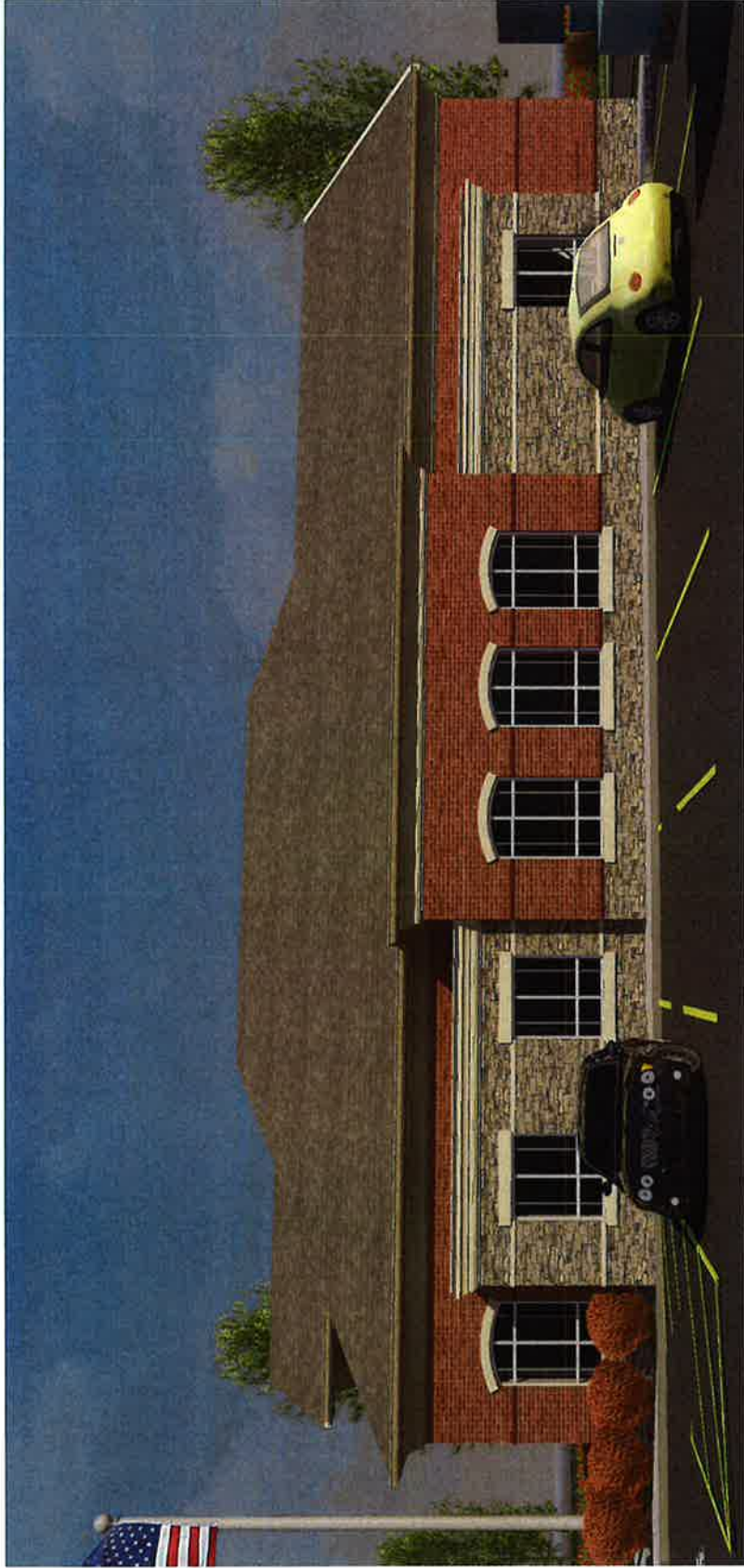
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|-------------------------------------------|
| DATE: 07/26/18                            |
| PROJECT: WEST & NORTH BUILDING RENOVATION |
| ARCHITECT: 118                            |
| OWNER: NEW CREDIT UNION                   |
| DESIGNER: SP, KES, NDB                    |
| DATE: 07/26/18                            |

A2.4





RENDERED VIEW FROM SOUTH SIDE



P:\1752 HUFFCO LYNN 04\1752 DRAWINGS\1752 REVIT BASE FILE.rvt

NEW CREDIT UNION  
31 LYNN AVENUE  
OXFORD, OHIO 45056

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Web www.lhagb.com  
lhg architectural group





RENDERED VIEW FROM SOUTH EAST CORNER



RENDERED VIEW FROM NORTH EAST CORNER

P:\1752 PROJECT\LYNN CUNY1752 DRAWING\1752 REVIT MODEL\1752 REVIT BASE FILE.rvt

NEW CREDIT UNION  
31 LYNN AVENUE  
OXFORD, OHIO 45056

135 North Main Street  
Oxford, Ohio 45056  
419-402-1730  
Tel: 419-223-0888  
Fax: 419-223-0888  
www.lynngroup.com



|                |                                 |
|----------------|---------------------------------|
| DATE: 01/27/19 | PROJECT: NEW CREDIT UNION       |
| REVISION: 1    | DESCRIPTION: EXTERIOR RENDERING |
| BY: T152       | CHECKED: A3.5                   |
| DATE: 01/27/19 | PROJECT: NEW CREDIT UNION       |
| REVISION: 1    | DESCRIPTION: EXTERIOR RENDERING |
| BY: T152       | CHECKED: A3.5                   |



NEW CREDIT UNION  
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PRELIMINARY



PHOTO #1



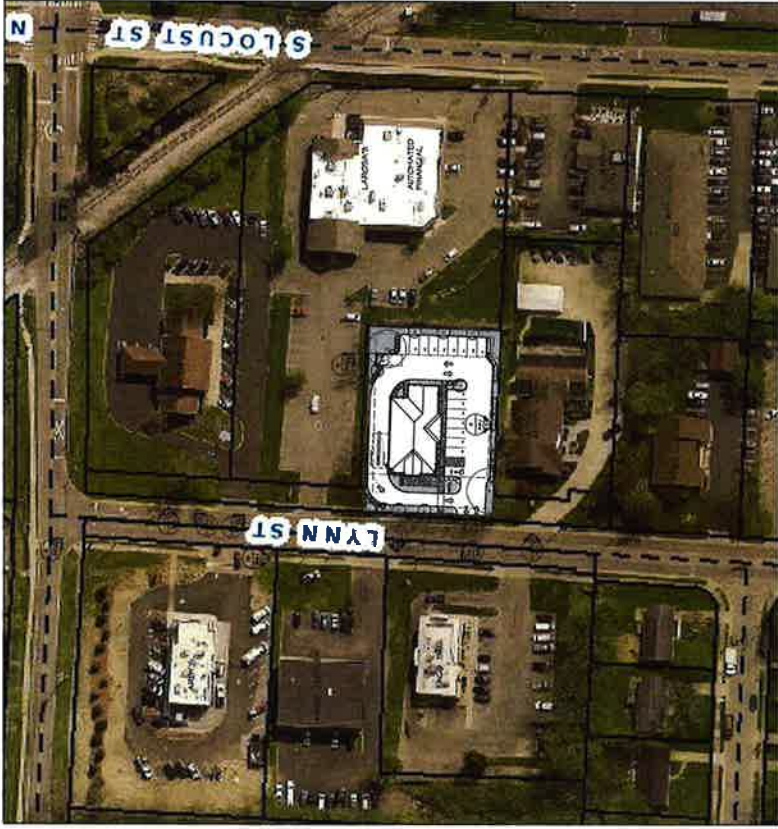
PHOTO #2



PHOTO #3



PHOTO #4



SCALE: NOT TO SCALE

PHOTO KEY PLAN



PHOTO #7



PHOTO #8



PHOTO #9



PHOTO #10



PHOTO #5



PHOTO #6

DATE: 07/27/19  
SHEET TITLE: CONTEXT PHOTOS  
SHEET NO: A4.1

# Memo



To: Planning Commission  
From: Sam Perry, Community Development Director  
Date: 9/7/2018  
Re: Short Term Rentals Legislation, PC 2018-02

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Attached is the latest revision by staff and a committee of the Commission to legalize existing Short Term Rentals. There is a significant shortage of hotel rooms during at least four peak demand weekends in Oxford. There is additional demand for non-hotel lodging other than peak weekends. Unauthorized Short Term Rentals have helped to meet both demands. See attached listing examples from two reservation websites. AirBNB shows 59 homes in the area, some of which are outside of city limits. Staff has a goal of formally implementing the new policy starting January 1, 2019.

Updating the city's policy from traditional bed and breakfasts to STR's has been an ongoing project of the Planning Commission for two years. Under current Oxford Zoning Code, STR's are required to follow the conditional use permit process to receive approval. This is at least a three-month process. It has been determined by the Commission that the existing requirement is an undue burden on city staff and property owners that does not have a rational benefit to the public health, safety and welfare. Staff has not noted any substantive complaints about existing STR's. A substantial effort has been made to research legislation from other cities and compare them to the Oxford market and staff resources for implementation. Some differentiation has been written into the draft code that reflects the existing rental housing inspection process, the existence of neighborhood conservation overlay districts and the desire of City Council to retain some additional review for STR's in certain areas. The overarching goal of this project is to increase zoning code compliance without adding an undue burden to staff or property owners or altering the character of established neighborhoods. In order for the community to move this project forward, compromises will have to be made on all sides. Owners may not desire to have inspections or pay fees, city staff may not desire additional administrative work and neighbors may not desire transient occupancy. The societal shift toward the sharing economy (Uber, etc) has created an opportunity for the community to formally respond in a way that recognizes a variety of interests. A brief summary of the latest changes are:

- Allow STR's by right in single, two and three family buildings (no conditional use required as current code does)
- Require owner-occupancy / primary residence in Neighborhood Conservation Overlay Districts
- Updating of definitions for consistency

# Short Term Rental Regulations Draft – Planning Commission Review September 11, 2018

9/5/18

By subcommittee of Planning – Commissioner Shana Rosenberg, Citizens Peter McCarthy and Robert Bell and Staff Sam Perry

## **Completely New Section in Zoning Code Supplemental Chapter 1141.03(j):**

### **Short Term Rentals**

#### **Definitions (Also to be placed in overall definitions chapter 1159)**

**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.**

**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. If the property is a licensed rental for non-transient residence, the required agent is the same person.**

**Owner: the titled-owner of a dwelling unit.**

**Primary residence: the physical location address listed on the owner's government issued identification and where the owner physically resides the majority of the calendar year.**

### **General Provisions**

1. **Short Term Rentals are permitted only in Single, Two or Three Family buildings. This includes Condominiums but not Multi-Family buildings. All other building types are prohibited.**
2. **Short Term Rentals of five (5) or fewer STR bookings per calendar year for any one dwelling unit are exempt from this chapter and do not require a license or permit.**
3. **Short Term Rentals of more than five (5) STR bookings per calendar year are permitted with a valid Short Term Rental License or valid Rental Permit.**
4. **Short Term Rentals of more than five (5) bookings per calendar year in a commercial zoning district require a conditional use prior to the STR license unless there is an existing valid Rental Permit.**
5. **Short Term Rentals are not permitted in an industrial zoning district.**

6. Short Term Rentals within a Neighborhood Conservation Overlay District shall be the primary residence of the owner.
7. Occupancy limitations are set by the Rental Permit or Short Term Rental License.
8. Short Term Rental units shall comply with Property Maintenance Code, which includes but not limited to, an initial and periodic inspection of the property.
9. 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, including but not limited to:
  - 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. If in a Neighborhood Overlay, evidence of primary residence

The below similar text applies to AOS, R1A, R1B, R2A, R3, R4, R1MS, R2MS, R3MS, RO and MU districts. Rather than repeat each section 11 times, I have included just the R1A district as an *example* only, showing the B&B wording to be removed as a conditional use.

**1143.01 R-1A SINGLE-FAMILY LOW-DENSITY RESIDENTIAL DISTRICT.**

(a) Purpose. This district is intended to provide areas for low-density single-family residential development, generally located within the outlying areas of the City. Such development would be located and designed to protect and enhance the open space character of selected areas within the City.

(b) Uses.

(1) Permitted uses.

- A. Single-family dwellings.
- B. Accessory buildings and uses incidental to the principal use that do not include any activity conducted as a business.
- C. Day Care Home Type B family.
- D. Short Term Rentals per Chapter 1141.**

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

- A. Community-Oriented Residential Social Service Facilities (CORSSF's).
- B. Shared Housing and Congregate Housing for the elderly.
- C. Government owned and/or operated parks and recreation facilities.

~~D. Bed and breakfast homes.~~

- E. Open space recreation areas that are privately or publicly owned, such as golf courses, tennis courts, parks, forests, or wildlife preserves.
- F. Cemeteries.
- G. Day care facilities, including Child Day Care, Child Day Care Center, and Day Care Home Type A family.
- H. Schools: primary, intermediate, and secondary, both public and private.
- I. Places of worship.

**The below similar text applies to GB, NB and UP districts:**

**1143.12 GB GENERAL BUSINESS DISTRICT.**

(a) Purpose. This district is intended to provide for a variety of retail, service and administrative establishments required to satisfy the needs of the overall community. This district is also intended to accommodate retail trade establishments in the community that cannot be practically provided for in a neighborhood commercial district development. This district is only appropriate within areas that are presently served, or will be served upon development, with both central water and sewer.

\*\*\*\*\*  
\*\*\*\*\*

- (2) Conditional uses. The following Conditional Uses are subject to review and regulation in accordance with Chapter 1147.

A. Retail services.

- 1. Automobile service stations selling gasoline.
- 2. Bars and establishments serving alcohol.
- 3. Banks with drive-through facilities.
- 4. Building supplies, garden supplies.
- 5. Drive-in and fast-food restaurants.
- 6. Sales of motorcycles and used motor vehicles, rental and service of motor vehicles, sales and rental of boats and marine equipment, and sales and rental of trailers.
- 7. Temporary or outdoor sales of plants and garden supplies.

B. Personal and public services.

- 1. Animal hospitals or kennels.
- 2. Bowling alleys.
- 3. Cultural institutions, including libraries, art galleries and museums.
- 4. Hotels and motels.
- 5. Places of worship.
- 6. Funeral homes.
- 7. Indoor skating rinks, arcades, and similar recreational uses.
- 8. Instructional studios.
- 9. Night clubs, discotheques, and other entertainment facilities.

C. Other uses.

- 1. Community-Oriented Residential Social Service Facilities (CORSSF's).
- 2. Shared Housing and Congregate Housing for the elderly.
- 3. Government owned and/or operated parks and recreation facilities.
- 4. ~~Bed and breakfast homes.~~ **Short Term Rentals**

5. Publicly owned and operated neighborhood recreation centers.
6. Day care facilities, including Day Care for child, Day Care Center for child, Day Care Home Type A family, and Day Care Home Type B family.
7. Schools: primary, intermediate, and secondary, both public and private.

## **CONSISTENCY REVISIONS TO NEIGHBORHOOD OVERLAY TEXT (in strikeout/underline)**

### **1146.02 NEIGHBORHOOD OVERLAY USES PERMITTED.**

Uses permitted in the R1A(O), R1B(O), R2A(O), R1MS (O), R2MS(O) R3MS(O) and MU(O) Overlay District are as follows:

- (a) Single family dwellings, except there shall not be more than two unrelated persons residing in a dwelling unit, or where there are more than two persons residing in a dwelling unit, persons classified as constituting a family shall be limited to relations by blood, marriage or adoption, including minor children in the lawful custody of an adult member.
- (b) Anyone seeking the rights and privileges afforded a member of a family by this code shall have the burden of proof by clear and convincing evidence of their family relationship.
- (c) Any other permitted and/or conditional uses of the underlying district.
- (d) Short term rental use only for an owner's primary residence.**

## **CONSISTENCY REVISIONS TO DEFINITIONS TEXT (in strikeout/underline)**

### **Section 1159.21 "T" Definitions**

(5) **TRANSIENT** - A person staying at a location such as a **hotel**, motel, or **short term rental** ~~or bed and breakfast~~ for less than 14 days per stay and does not use the location as his or her permanent address.

### **Section 1159.03 "B" Definitions**

~~(3) **BED & BREAKFAST** - Overnight accommodations, with or without meals, in a dwelling unit provided to transients for compensation.~~

## **REPLACEMENT OF BED AND BREAKFAST LANGUAGE IN CONDITIONAL USES CHAPTER 1147.03:**

- (3) Animal Hospitals, Veterinary Clinics, and Kennels.
  - A. Potential Concerns.
    1. Traffic generation from associated retail sales.
    2. Location of diagnosis and outdoor activity areas relative public streets and residential zoning district.

3. Design of facilities that will help ensure humane conditions and treatment of animals.
  4. Animal noise and odor.
- B. Regulations.
1. Outdoor pens are not permitted.
  2. Outdoor activity shall be limited to diagnosis and temporary outdoor activity for boarded animals.

**(4) Bed & Breakfast.**

**A. Potential Concerns.**

1. Appropriate number of rooms for the neighborhood in which it is proposed.
2. Location of separate entrances.

**B. Regulations.**

1. No more than 8 rooms for rent in any structure.
2. Owner or manager must live in the structure.
3. At least one meal must be provided to guests on site.

**(4) Short Term Rentals**

**A. Potential Concerns.**

1. **Commercial viability of building without STR usage**
2. **Proximity to other services for transient guests**

**B. Regulations.**

1. **Permit / Inspection requirement**

**(5) Gas Station with Convenience Store.**

**A. Potential Concerns.**

1. Adequate design of vehicle management area.
2. Location of fuel pumps and pump canopy.
3. Outdoor sales and storage.

**B. Regulations.**

1. All merchandise shall be located within a completely enclosed structure.
2. Fuel pumps shall be set back a minimum of 30 feet from lot lines or 40 feet from a residential zoning district.
3. Fuel pump canopies shall be set back a minimum of 20 feet from lot lines or 40 feet from a residential zoning district.





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Help

## Earn credit

## Become a host

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Show Map



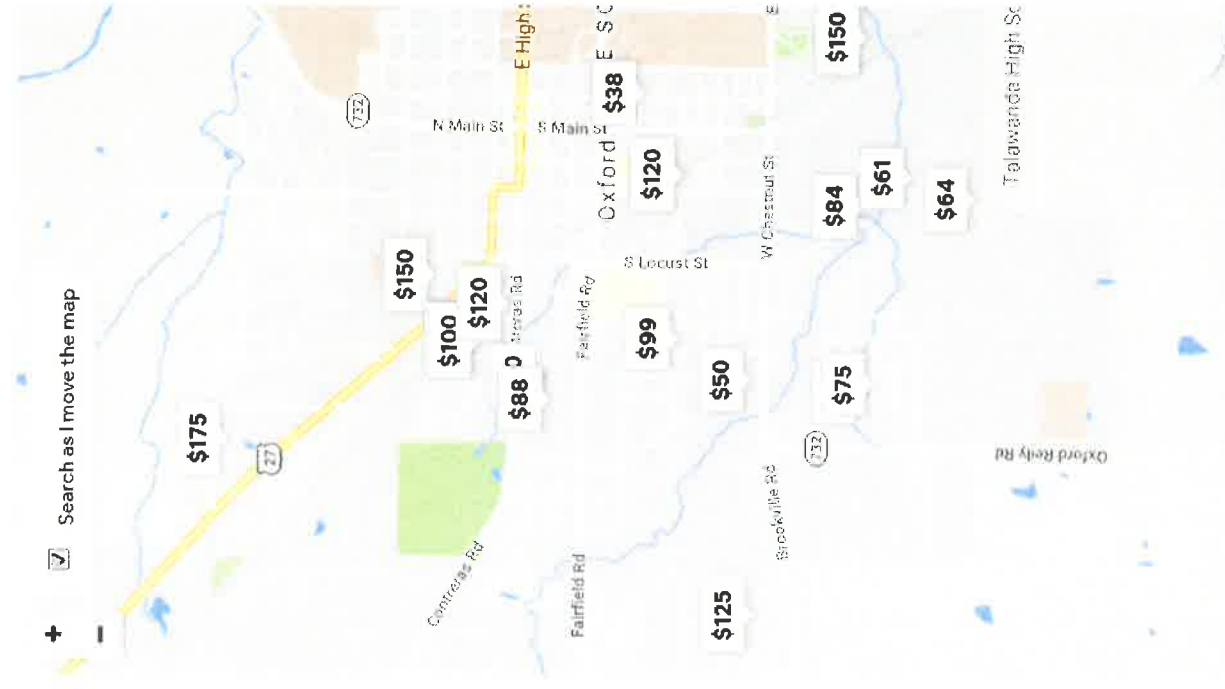
★★★★★83.Superhost



★★★★★ 44



PRIVATE ROOM - 2 BEDS



deix

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