

**PLANNING COMMISSION MEETING  
STAFF REPORT  
MONDAY, MARCH 18, 2024**

**CASE NO:** PC 24-0004  
**PROJECT NAME:** MSD ADMINISTRATION BUILDING  
**PROJECT ADDRESS:** 1009 FAIRFAX AVENUE, RIVERSIDE, OH 45431  
**PARCEL ID:** I39 00115 0014, I39 00115 0015, I39 00115 0023, I39 00115 0024, I39 00116 0013, AND I39 00116 0014  
**APPLICANT/PROPERTY INFO:** GREG DAVIS, G. DAVIS CCM  
5733 WEST FORK RD, CINCINNATI, OH 45247  
**OWNER/PROPERTY INFO:** JOHN STEWART, MECHANICAL SERVICES AND DESIGN,  
4401 SPRINGFIELD ST, DAYTON, OH 45431  
**ZONING DISTRICT:** B-2 GENERAL BUSINESS DISTRICT  
**CURRENT USE:** VACANT LOTS

**REQUEST:**

A site plan application to review a new one-story 26,000 sf office building on 1.2 acres and parking waiver to reduce the spaces from 67 to 55.

**CASE BACKGROUND:**

The subject site is located between Fairfax and Kimbolton Avenues on the south side of Springfield Street on 1.77 acres. The site is within the Source Water Protection Area and the Floodplain Zone. The property is made up of eleven parcels which the applicant plans to consolidate before construction. The proposal includes a one-story 26,000 sf office building and 55 parking spaces. The office building will house the administrative functions of the Mechanical Services and Design (MSD) with a small docket the in rear for service vehicles. The exiting MSD building on Springfield Street, just north of the subject site, will remain. The number of parking spaces proposed does not meet the minimum parking requirements of 67 spaces. Therefore, the applicant is also requesting a parking waiver to reduce the number of parking spaces by 18%.

**INTERESTED PARTY COMMENTS:**

Staff has not received any comments from adjacent property owners.

**STAFF REVIEW/FINDINGS:**

Staff finds that the *site plan* is adequately justified and does meet the standards for approval. Staff recommends **approval with conditions** of the site plan application, because:

- The proposed site plan complies with the UDO and aligns with ONE Riverside,
- The development is consistent with other nearby development,
- The proposed development will be designed in a manner that account for the unique characteristics of the site, and
- It will not have an adverse impact on adjacent properties.

**RECOMMENDED CONDITIONS:**

- Submit a revised plan which responds to any outstanding TRC comments by May 31, 2024, and prior to the issuance of any zoning permit.
- The development shall be in accordance with the approved site plan, all applicable sections of the Unified Development Code (UDO) and agreed upon conditions of approval. Any changes/additions/alternations of the approved site plan shall be submitted to the Planning Commission or the Community Development Department Staff for review and approval; any changes/additions/alternations not so referred shall not be valid per Section 1105.09.K(1)(c).
- A floodplain permit must be obtained from the City of Riverside Community Development Department within 30 days of approval. Unless the required the zoning permit application is properly submitted and approved within the 30-day period, the site plan approval shall be voided unless written request for time extension is submitted to and approved by the Zoning Administrator. Such an extension shall not exceed six (6) months without Planning Commission approval.
- A Certificate of Occupancy must be received from the Montgomery County Building Regulation Division prior to occupancy of the structure.
- A Regulated Substance Activity Inventory Report (RSAIR) must be submitted to the City of Riverside within 90 days of obtaining the Certificate of Occupancy.
- Silt fencing shall be installed and along the perimeter within 10 days of application approval. The fencing shall be maintained throughout the pre-construction and construction process.
- The site plan must receive full construction approval from the City of Riverside, the Montgomery County Building Regulations Division, and the Montgomery County Environmental Services.
- The lot consolidation shall be recorded by May 31, 2024.

Staff finds that the *parking waiver* is adequately justified and meets the standards for approval. Staff recommends **approval with conditions** of the waiver request, because:

- The proposed waiver will not have adverse effects on adjacent property owners,
- The proposed waiver is consistent with the Comprehensive Land Use Plan, and
- The applicant has made a good faith effort to provide additional parking spaces.

**RECOMMENDED CONDITION:**

There shall be four (4) guest parking spaces clearly marked and identified in the front parking lot.

**The question(s) before the Planning Commission is:**

- **Does the proposal meet the standards for approving the proposed site plan established in Section 1105.09(J)?**
- **Does the proposal meet the standards for granting a parking waiver request established in Section 1105.13(C)?**

In order to answer this question, the Planning Commission should consider:

- information in the staff report (standards for approval, attachments, land use plan, etc.),
- testimony and/or evidence provided at the public hearing which directly relates to the site plan application, and
- whether the waiver aligns with the goals and objectives of the Comprehensive Land Use Plan & zoning code.

**SITE PLAN STANDARDS OF APPROVAL AND STAFF ANALYSIS FROM SECTION 1105.09 (J):**

The following criteria shall be followed when approving site plan application.

**1. It fully complies with the applicable requirements of the UDO and conforms to the Comprehensive Land Use Plan;**

Yes. The applicant has worked with City staff to ensure the stormwater infrastructure on site is compliant and other standards align with the UDO. The project also conforms to the ONE Riverside Comprehensive Plan; it is within the Flex Commercial area which calls for the adaptive reuse of vacant parcels.

**2. That it adequately protects other property or residential uses located in the vicinity from the potential adverse effects of a nonresidential use which includes noise, lighting, signage, landscaping, accumulation of litter and other factors deemed to affect public health, welfare, safety and convenience;**

Yes. The lighting, signage, and landscaping will meet the UDO requirements.

**3. It is consistent with other development on nearby property;**

Yes. This use is consistent for the current Springfield corridor in Riverside.

**4. It provides safe conditions for pedestrians and motorists and prevents a dangerous arrangement of pedestrian and vehicular ways nor causes traffic congestion;**

Yes. This development supports the City's walkability and infill goals. The applicant will construct a new sidewalk along Springfield Street. There are RTA stops in close proximity to the development. The Creekside and Mad River bike trails are also close to the subject site.

There is rear dock access for trucks off of Kimbolton Avenue to protect the general traffic traveling to the site. This is away from the main entrance on Springfield Street.

**5. It provides safe ingress and egress to emergency vehicles on the site;**

Yes. The access on Springfield Street will accommodate the City's emergency vehicles.

**6. That it reflects and is sensitive to the history, climate, topography, vegetation, natural features, and building characteristics of the surrounding community;**

The proposed office building will consist of only one-story with an elevated foundation. This will provide a transition between the commercial activity and the residential neighborhood to the south. The elevated foundation is compliant with the floodplain regulations.

**7. That it shall not result in undue or unnecessary burdens on the City's existing infrastructure and public improvements, or arrangements shall be made to mitigate such impacts.**

No. The applicant is constructing a bioswale to ensure the stormwater released is the same as prior to the development and in accordance with the City's stormwater regulations.



**PARKING WAIVER STANDARDS OF APPROVAL AND STAFF ANALYSIS FROM SECTION 1105.13 (C):**

The following criteria shall be followed when approving a parking waiver.

**1. The parking waiver is in compliance with the Comprehensive Plan;**

The request does comply with the current Comprehensive Plan. The Plan calls for the City to allow shared parking arrangements or reduce parking minimums to decrease the amount of impervious surfaces and improve connectivity. This encourages applicants to only install the parking spaces needed for their particular use. It should also be noted that this site is served by RTA Route 11.

**2. The applicant made a good faith effort to provide as many parking spaces as possible on the site, on other property under the same ownership, or through joint parking agreement;**

Yes, the subject site will be served by the existing Mechanical Services and Design (MSD) facility to the north – across Springfield Street – which is under the same ownership for additional parking as needed.

**3. Adjacent or nearby properties will not be affected;**

No, the peak number of visitors is between 8-10 vehicles. The parking spaces provided is adequate to serve this use and there is overflow parking across the street.

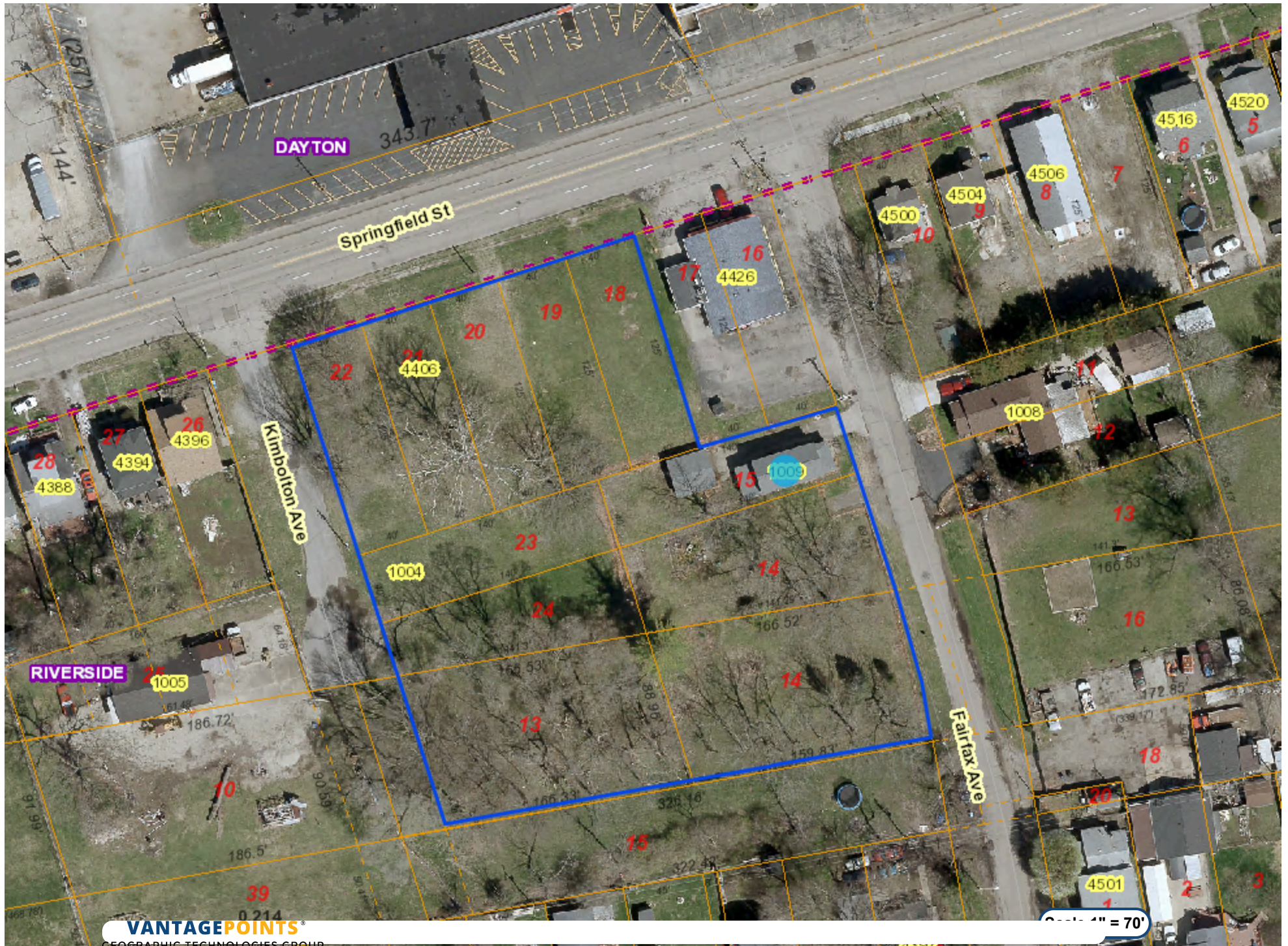
**4. A parking study was provided which shows the requirements in Section 1113.11.F do not accurately depict the parking demand to be generated by the proposed use;**

No, the applicant is requesting a reduction less than 20% of the required parking spaces. The applicant is requesting an 18% reduction. This does not trigger the requirement for a parking study.

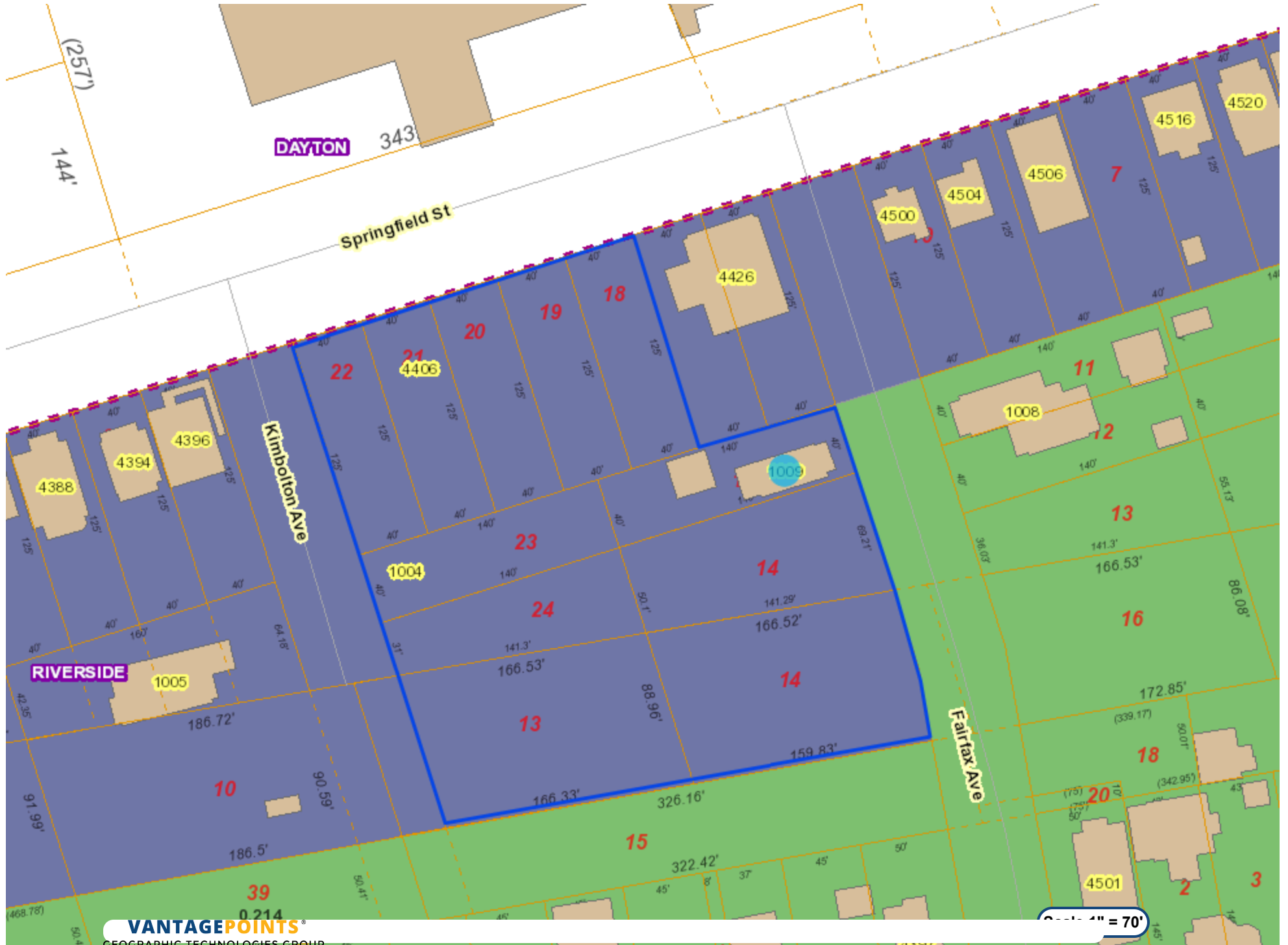
**ATTACHMENTS:**

1. Zoning Map
2. Aerial Map
3. Site Plan & Elevation
4. Site Photos
5. Justification Statement











**NOTE:** The Development Site is Located In A FEMA Special Flood Hazard Area, Designated Zone AH, with an established Base Flood Elevation (BFE) of 767'. Per City of Riverside Code 1111.09 The Corresponding Flood Protection Elevation is 768.5'.

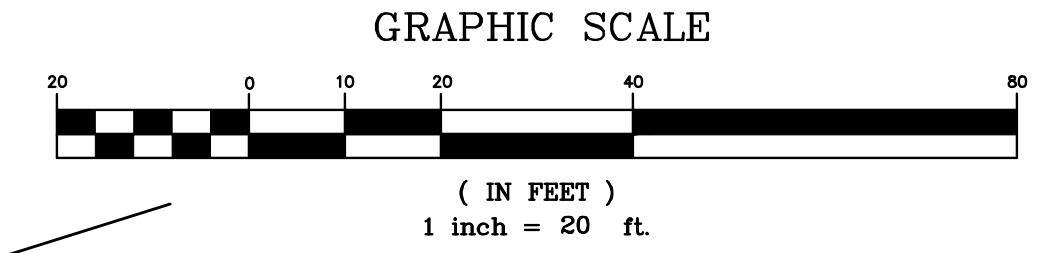
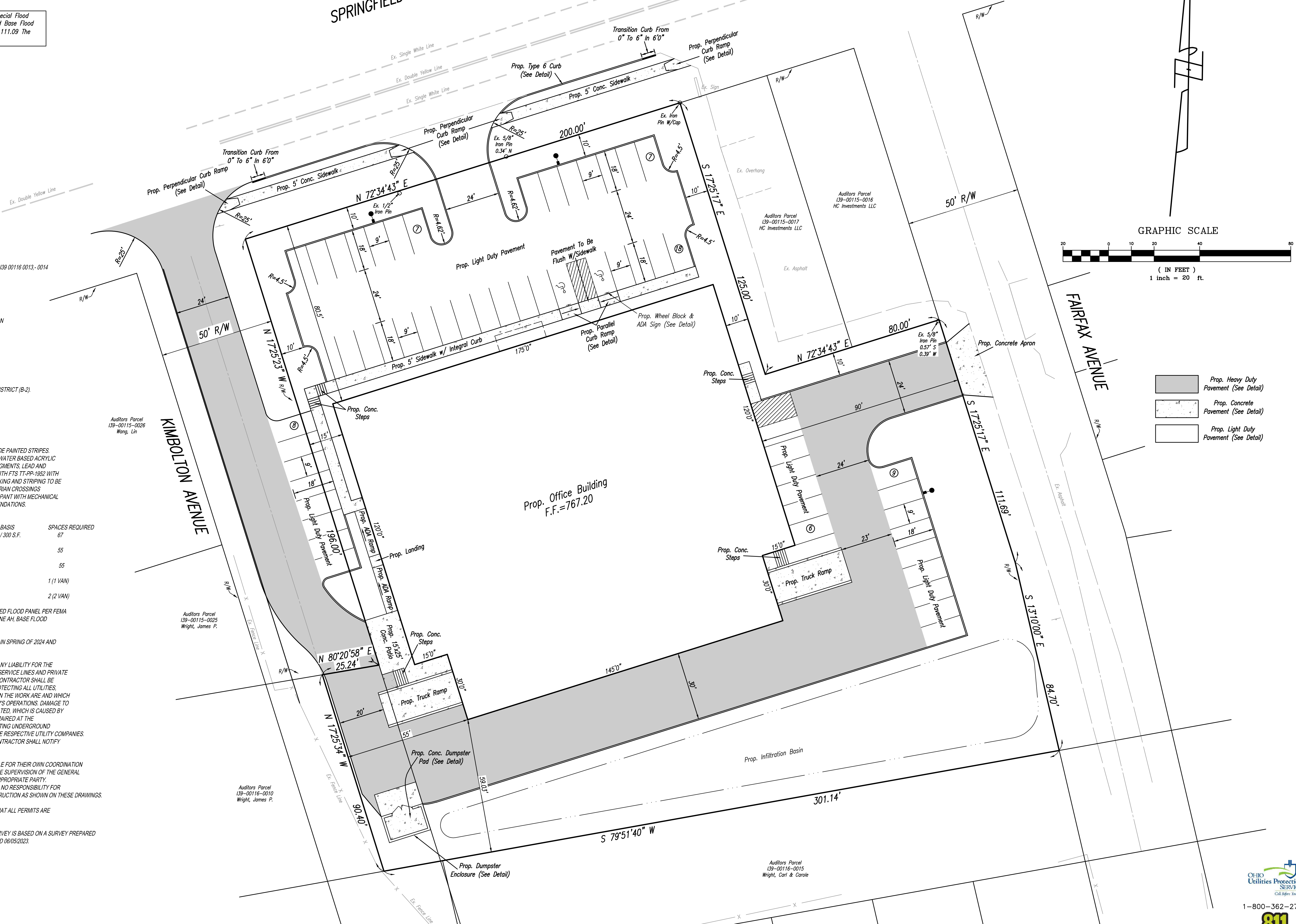
SPRINGFIELD STREET

GENERAL PLAN NOTES:

- 1. PARCEL DATA:**  
 PARCEL NOS: 139 00115 0014, -0015, -0023, -0024 & 139 00116 0013, -0014  
 AREA: 1.7706 AC  
 ADDRESS: 1009 FAIRFAX AVENUE  
 IVERSIDE, OH 45431

**OWNER:**  
 JOHN STEWART, MECHANICAL SERVICES AND DESIGN  
 4401 SPRINGFIELD STREET  
 DAYTON, OH 45431

**APPLICANT:**  
 GREG DAVIS, G. DAVIS CCM  
 5733 WSET FORK ROAD  
 CINCINNATI, OH 45247
- 2. ZONING CLASSIFICATION:** GENERAL BUSINESS DISTRICT (B-2).
- 3. PROPOSED USE:** OFFICE
- 4. PROPOSED BUILDING AREA:** 26,000 G.S.F.
- 5. MAXIMUM BUILDING HEIGHT:** 30 FEET
- 6. PARKING SPACES SHALL BE DEPARTED BY 4" WIDE PAINTED STRIPES. PAVEMENT MARKINGS ARE TO BE HIGH SOLIDS, WATER BASED ACRYLIC PAINT CONTAINING ULTRAVIOLET RESISTANT PIGMENTS, LEAD AND CHROMATE FREE, READY MIXED, COMPLYING WITH FTS TT-PP-1992 WITH A DRYING TIME OF LESS THAN 45 MINUTES. PARKING AND STRIPING TO BE WHITE. HANDICAP SPACES TO BE BLUE. PEDESTRIAN CROSSINGS AND NO PARKING ZONES TO BE YELLOW. APPLY PAINT WITH MECHANICAL EQUIPMENT, AT THE MANUFACTURER'S RECOMMENDATIONS.**
- | USE                            | AREA          | BASIS      | SPACES REQUIRED  |
|--------------------------------|---------------|------------|------------------|
| OFFICE                         | 20,000 N.S.F. | 1/300 S.F. | 67               |
| <b>TOTAL PARKING REQUIRED:</b> |               |            | <b>55</b>        |
| <b>TOTAL PARKING PROVIDED:</b> |               |            | <b>55</b>        |
| <b>ADA PARKING REQUIRED:</b>   |               |            | <b>1 (1 VAN)</b> |
| <b>ADA PARKING PROVIDED:</b>   |               |            | <b>2 (2 VAN)</b> |
- 8. THE SUBJECT PAREL IS LOCATED IN AN UNMAPPED FLOOD PANEL PER FEMA PANEL 39113C0169E DATED JANUARY 6, 2005, ZONE AH, BASE FLOOD ELEVATION 767**
- 9. CONSTRUCTION IS ANTICIPATED TO COMMENCE IN SPRING OF 2024 AND TO BE COMPLETED IN SPRING OF 2025.**
- 10. THE ENGINEER/SURVEYOR DOES NOT ASSUME ANY LIABILITY FOR THE LOCATION OF UTILITIES, INCLUDING INDIVIDUAL SERVICE LINES AND PRIVATE MAINS NOT SHOWN ON PUBLIC RECORDS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR EXACTLY LOCATING AND PROTECTING ALL UTILITIES, BOTH ABOVE AND BELOW GROUND THAT EXIST IN THE WORK AREA AND WHICH MAY COME IN CONFLICT WITH THE CONTRACTOR'S OPERATIONS. DAMAGE TO UTILITIES WHICH HAVE BEEN ACCURATELY LOCATED, WHICH IS CAUSED BY THE CONTRACTOR'S OPERATIONS SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE. ASSISTANCE IN LOCATING UNDERGROUND UTILITIES CAN BE OBTAINED BY CONTACTING THE RESPECTIVE UTILITY COMPANIES. IF A DISCREPANCY IS FOUND TO EXIST, THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY.**
- 11. EACH INSTALLING CONTRACTOR IS RESPONSIBLE FOR THEIR OWN COORDINATION OF INSTALLATION OF THEIR SYSTEMS UNDER THE SUPERVISION OF THE GENERAL CONTRACTOR/CONSTRUCTION MANAGER, OR APPROPRIATE PARTY. ABERCROMBIE AND ASSOCIATES, INC. ASSUMES NO RESPONSIBILITY FOR CONTRACTOR MEANS AND METHODS OF CONSTRUCTION AS SHOWN ON THESE DRAWINGS.**
- 12. THE CONTRACTOR SHALL OBTAIN OR VERIFY THAT ALL PERMITS ARE OBTAINED.**
- 13. EXISTING SITE INFORMATION/TOPOGRAPHIC SURVEY IS BASED ON A SURVEY PREPARED BY ABERCROMBIE AND ASSOCIATES, INC., DATED 06/05/2023.**



- Prop. Heavy Duty Pavement (See Detail)
- Prop. Concrete Pavement (See Detail)
- Prop. Light Duty Pavement (See Detail)



Date	1-29-24
Drawn By	G.R.
Checked By	D.A.S.
Scale	1" = 20'
REVISIONS	
2-27-24 - CITY REVIEW COMMENTS	
DRG:	DSCM/GP-JEVC

**SITE LAYOUT PLAN**  
**PROPOSED OFFICE BUILDING, MSD, INC.**  
 SECTION-23, TOWN-2, RANGE-7  
 CITY OF RIVERSIDE  
 MONTGOMERY COUNTY, OHIO

**Abercrombie & Associates, Inc.**  
 Civil Engineering + Surveying  
 8111 Cheviot Road, Suite 200  
 Cincinnati, Ohio 45247  
 www.abercombie-associates.com



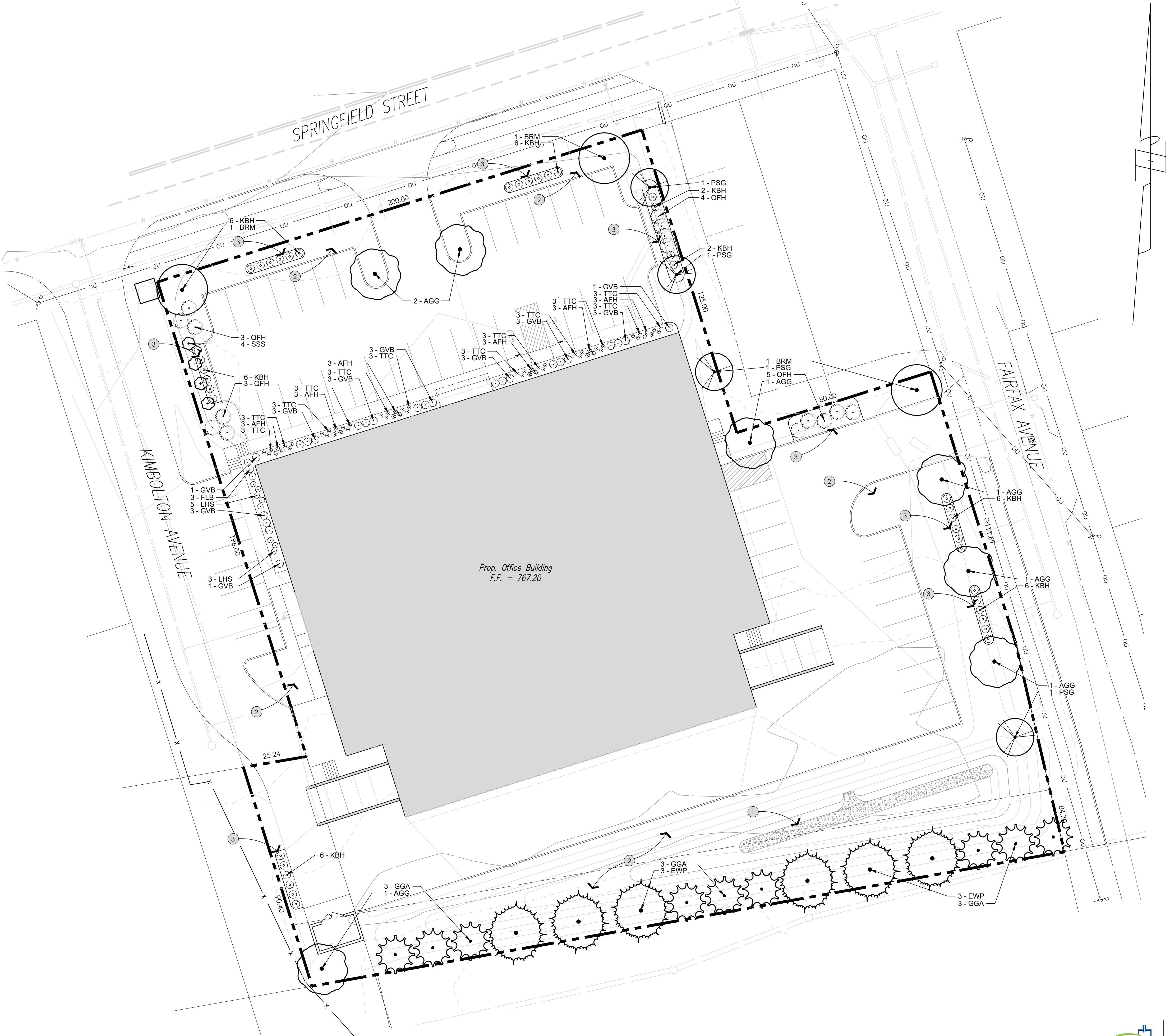
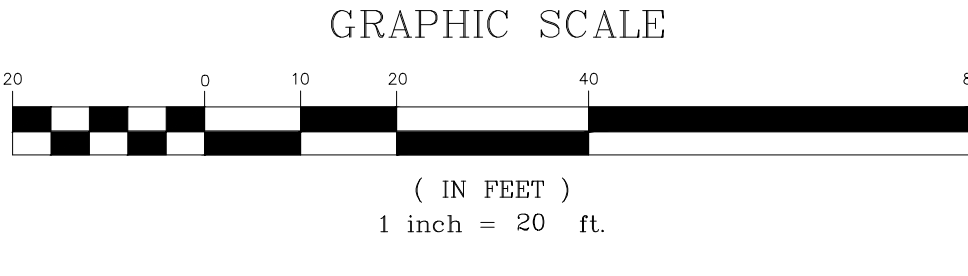
1-800-362-2764



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REQUIRED	PROPOSED								
1113.07 - Landscaping, screening and buffering standards									
<b>D. Landscape, Screening and Bufferyard Requirements</b>									
1. Fence or Wall. Any fence or wall that is required for screening purposes or within a bufferyard shall have a minimum height of eight feet, excluding those portions located in a front yard which shall have a height of three feet. Any such fence must also meet the following criteria:									
a. A fence or wall in a B-1 or B-2 district:									
i. Any transparent or non-opaque fence or wall shall have an evergreen hedge. Such hedge shall not be less than three feet in height.									
ii. Any chain link fence shall have a vinyl-coating or similar coating, and shall be installed with no pointed or sharp ends.									
iii. If a solid fence or wall is used for screening purposes it must appear solid with no visible gaps, and consist of design elements and/or materials that give a contrasting appearance.									
iv. A solid fence or wall may be used to substitute for ten feet of bufferyard, and does not require an addition of an evergreen hedge.									
2. Table of Minimum Plant Size. Unless otherwise specifically indicated elsewhere in this ordinance, all plant materials used for screening or within a bufferyard shall meet the following standards:									
Plant Material Type	Minimum Size								
Canopy Tree	2.5 inch caliper								
Single Stem	10 feet height								
Multi-Stem	1.5 inch caliper								
Understory Tree	5 feet height								
Evergreen Tree									
Shrub									
Deciduous	24" tall								
Evergreen	18" tall								
3. Planting Requirements. All trees, shrubs and other plantings shall be installed in accordance to standards established by the American Standard for Nursery Stock (ANSI Z60.1 2004)									
4. Location of Required Screening. All planting, fencing and/or walls required by this ordinance shall be installed within the areas established as the bufferyard. However, at the discretion of the approving authority, all or a portion of the required screening may be placed outside of the required bufferyard where, because of topographical or other physical constraint, such location provides the most effective screening.									
5. Bufferyard Requirements. Existing vegetation that meet or exceed the requirements in the Table of Minimum Plant Size or any tree required to be preserved by this or other Ordinance that is located within a required bufferyard shall be counted to satisfy the planting requirements contained in this Ordinance. All improvements made to these areas shall be in accordance to Table 1113.07-1. Bufferyard, Landscaping and Screening Requirements.									
6. Screening of Large Trash Collection Facilities. If a site plan contains a large exterior trash collection facility such as a dumpster, this area shall be screened by a fence or wall so as to not be visible from a public right-of-way or adjacent property.									
7. Traffic Hazard. Where locate adjacent to a dedicated public right-of-way, landscaping or screening shall not be permitted to obstruct clear vision so as to create a potential traffic hazard.									
Table 1113.01-1: Bufferyard, Landscaping and Screening Requirements									
Zoning District by Use or Circumstance	Buffer Width (feet)	Minimum Bufferyard Requirements			Minimum Bufferyard Requirements				
		Fence or Wall	No. of Plants per 100 Linear Feet Bufferyard	Evergreen or Conifer	Fence or Wall	No. of Plants per 100 Linear Feet Bufferyard	Evergreen or Conifer		
			Canopy Tree	Shrub	Evergreen or Conifer	Canopy Tree	Shrub	Evergreen or Conifer	
B-1, B-2, I-1			2	6	0				
NORTH PROPERTY LINE (200 LF - 24 LF FOR DRIVEWAY = 180 LF) - Adjacent to a Nonresidential District Use or a Public Street	10	No	4	11	0	No	4	12	0
NORTH PROPERTY LINE (80 LF) - Adjacent to a Nonresidential District Use or a Public Street	10	No	2	5	0	No	2	5	0
NORTH PROPERTY LINE (25.24 LF) - Adjacent to a Nonresidential District Use or a Public Street	10	No	1	2	0	No	0	0	0
SOUTH PROPERTY LINE	MODIFICATION PER CONVERSATION WITH CITY					No	0	0	15
EAST PROPERTY LINE (125 LF) - Adjacent to a Nonresidential District Use or a Public Street	10	No	3	8	0	No	3	8	0
EAST PROPERTY LINE (111.69 LF - 24 LF FOR DRIVEWAY = 87.69 LF) - Adjacent to a Nonresidential District Use or a Public Street	10	No	2	6	0	No	2	6	0
EAST PROPERTY LINE (84.70 LF) - Adjacent to a Nonresidential District Use or a Public Street	10	No	2	5	0	No	2	6	0
WEST PROPERTY LINE (196 LF) - Adjacent to a Nonresidential District Use or a Public Street	10	No	4	12	0	No	5	12	0
WEST PROPERTY LINE (90.40 LF) - Adjacent to a Nonresidential District Use or a Public Street	10	No	2	6	0	No	1	6	0



- CODED NOTES**
- ① OVERSIZED GRAVEL DRAINAGE CHANNEL - 5' WIDE
  - ② SEEDED LAWN
  - ③ MULCHED LANDSCAPE BED



Date	01-24-24
Drawn By	D.J.F.
Checked By	D.J.F.
Scale	1" = 20'
REVISIONS	
Sheet Title	PLANTING PLAN
Project Title	PROPOSED OFFICE BUILDING, MSD, INC. SECTION-23, TOWN-2, RANGE-7, MRS CITY OF RIVERSIDE MONTGOMERY COUNTY, OHIO
Client	Abercrombie & Associates, Inc. Civil Engineering + Surveying 8111 Cheviot Road, Suite 200 Cincinnati, Ohio 45247 www.abercrombie-associates.com
Job No.	23-0088
Sheet No.	11
Total Sheets	13

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METAL SIDING  
 ALUMINUM AWNING  
 ALUMINUM STOREFRONT  
 ADHERED STONE VENEER

ACM PANEL

12  
 1/2"

EAVE

16'-0"

FLOOR

8'-0"

1 NORTH ELEVATION  
 A-2 NTS

ARCHITECT:  
 ANTHONY J. PONTING, RA, LEED AP  
 5813 GRANITE SPRING DRIVE  
 COLD SPRING, KY 41076  
 p: (859) 866-1834  
 tponting@gmail.com

PROPOSED OFFICE BUILDING

**MSD, INC.**  
 SPRINGFIELD STREET  
 DAYTON, OHIO

Revisions	Date
1	
2	
3	
4	
5	

Project Number	Date
2024	1/22/24
Drawn	Checked
AJP	AJP
Scale	AS NOTED

Sheet Title  
**COLORED ELEVATION**

Sheet Number

**A-1**





Front of Subject Site



Adjacent Property Across Springfield Street



Adjacent Property to the East



Adjacent Property to the West



Proposed Lots for Rezoning: View 1



Proposed Lots for Rezoning: View 2



February 28, 2024

Planning Commission  
City of Riverside, Ohio  
5200 Springfield Street, Suite 100  
Riverside, OH 45431

RE: Proposed MSD Office Building  
Site Plan Application  
TRC Review Comments  
Springfield Street  
Parcel No.'s I39-00115-0023,0024,0014,0015  
I39-00116-0013,0014  
A&A No. 23-0088

Dear Commissioners:

On behalf of the applicant, G. Davis CCM we are pleased to submit for review and approval the attached revised site plan for the above referenced office building. The site plan revisions reflect the review comments we received from the Technical Review Committee via email, dated February 14, 2024. Please note the following:

### **ZONING**

1. **Parking Waiver** – The applicant/owner is requesting a wavier to the zoning requirements for off-street parking. The proposed 20,000 s.f. office building will require 67 off-street parking stalls per the current zoning requirements. The attached revised plan reflects 55 off-street parking stalls, a minor 18% reduction in off-street parking. Please note the following reasons of justifications for granting a wavier to reduce the off-street parking for the above referenced office building:
  - a. The request to reduce the amount of off-street parking is in spirit with the City's Comprehensive Plan "Explore and Encourage Shared Parking Agreements".
  - b. MSD's existing facilities are located directly north of the proposed office building, along the north side of Springfield Street. The existing facility is proposed to remain and will provide additional shared parking for company employees.
  - c. The proposed parking located in the front of the proposed office building will serve visitors and patrons of the company. Based on past years of being in business the owner can confirm that the amount of off-street parking proposed will suffice the business parking needs for visitors and patrons of the company.
  - d. Based on the fact that additional shared parking will be available across the street at the existing MSD facility as stated in item (b) above, the adjacent or nearby properties will not be affected.