

BOARD OF SITE ARRANGEMENT (“BSA”)

The BSA is provided for in Article XIII of the Blue Ash Charter and has the authority to hear Applications as specified in Part Eleven of the Municipal Code (Planning and Zoning):

1125.05 BOARD OF SITE ARRANGEMENT

- ...
- (b) Powers. The Board of Site Arrangement shall review development plans for all new buildings to be erected and any substantial alterations and/or expansions of existing structures; except the following application types shall not be reviewed by the Board:
- (1) Applications for one- or two-family residential units; and
 - (2) Applications for any building within an approved Planned Unit Development district.

Table 1125 2: Substantial Expansion Threshold	
When an existing structure is...	A substantial expansion is...
0 - 1,000 sq. ft.	50% or greater
1,001 - 10,000 sq. ft.	40% or greater
10,001 - 25,000 sq. ft.	30% or greater
25,001 - 50,000 sq. ft.	20% or greater
50,001 sq. ft. and larger	10% or greater

Building additions and any other improvements to existing developed sites that do not require review or approval of the BSA are subject to administrative approval and must be consistent with the original approval and current Code requirements.

The BSA reviews applications for certain types of fences per Section 1133.06.

SCHEDULE

Regular meetings take place on the second Monday of each month at 7:00 p.m. in City Council Chambers, 4343 Cooper Road, Blue Ash, Ohio 45242.

The deadline to file an application is 13 business days in advance of the meeting date. DO NOT MISS THE FILING DEADLINE; call Community Development at 513-745-8542 to confirm meeting dates and application deadlines, particularly if the regular meeting date would fall on or near a holiday. The complete Appeal must be submitted to Community Development by 4:30 p.m. on the due date.

The BSA comprises five (5) regular members and one alternate member appointed by City Council; a quorum of three (3) must be present to transact business. The BSA Chair runs the meeting. While every attempt is made to hold regularly scheduled meetings, meetings may be cancelled or rescheduled if necessary. Appellants will be notified by the City of any such changes.

MEETING

The Applicant or another representative MUST attend the hearing, be able to explain the application, and answer questions from the BSA about the application. Failure to have a representative at the meeting may result in the item being tabled to a later date or denied.

The typical hearing process is as follows:

1. The Chair will introduce the application
2. Blue Ash staff will explain the background of the application
3. The applicant will present the application to the BSA
4. The BSA will ask questions about the application
5. The Chair may invite members of the public to comment
6. The BSA will discuss the application relative to the decision requirements
7. The BSA will move to approve, approve with conditions, deny, or table the application

All BSA meetings are open to the public.

CONSIDERATION & DECISIONS

The BSA will review each application based on direction provided in the Code:

1127.05 DEVELOPMENT PLAN REVIEW

(c) Decision

- (1) The Board of Site Arrangement shall view the site of proposed buildings and building changes and shall consider the effect of the proposed buildings or changes upon natural drainage, light, air, and access to adjacent property, the usefulness and value of adjoining lands and the most appropriate development of the locality and the City.
- (2) The Board shall refuse approval of an application if the proposal would result in a building that would be detrimental to the health, safety, or public welfare, or that would create a substantial injury to the neighborhood or depreciate the then existing value of adjacent or nearby property.
- (3) The Board may grant conditional approval of an application after specifying necessary changes or conditions. The Board may not approve an application that would result in a violation of the Zoning Code or of any other ordinance or regulation. The concurring vote of three members of the Board shall be necessary to approve an application. All such approvals shall be granted at a public meeting of the Board. All meetings of the Board shall be open to the public and held at specified times and places. It shall not be necessary for the Board to hold formal public hearings on applications; however, the Board may do so on its own volition.

APPLICATION SUBMITTAL

Submit one (1) copy of the Board of Site Arrangement Application Form (the last page of this packet). **All printed plans must be to scale.** Submit eight (8) printed copies of the submittal (collated and stapled in sets) and an electronic copy in PDF format.

An application to the BSA may be filed by the property owner or the owner's authorized agent.

The application requirements are as follows:

1127.05 DEVELOPMENT PLAN REVIEW

(b) Development Plan Requirements. The applicant shall submit a plan drawn to scale showing the following information:

- (1) Vicinity map;
- (2) North arrow;
- (3) Existing property lines of subject and adjacent properties, including names of owners of record;
- (4) Zoning designation of subject and adjacent properties;
- (5) Detention basin location and outlet points, if applicable;
- (6) Existing structures and pavement areas;
- (7) Proposed structures and pavement areas;
- (8) Plat prepared by a registered surveyor;
- (9) Existing storm and sanitary sewers, water mains, culverts and other underground structures;
- (10) Proposed storm and sanitary sewers, water mains, culverts, and other underground structures;
- (11) Proposed contours at two (2) foot maximum;
- (12) Proposed structures, including footprint area and elevations;
- (13) Parking and sidewalk areas, including drive aisle and parking space dimensions;
- (14) Landscaping, including species, quantity, and sizes;
- (15) Trash facilities, including dumpster pad and enclosure details;
- (16) Lighting, including fixture types, size, and a photometric plan;
- (17) Building elevations, all sides, including materials and colors. Samples boards may be provided if determined necessary by the applicant;
- (18) Proposed signage, including size and height;
- (19) Professional Engineer's and/or Architect's stamp and signature; and
- (20) Any other such reasonable requirements as determined by the Community Development Director.

The application should include a narrative of the project that describes the proposed land use, the proposed location and site, any impacts on adjacent properties, number of employees, hours of operation, traffic demand, etc. Explain and justify any elements of the plans that may not satisfy specific requirements of the Code. Address elements of the plans that may otherwise be concerning to adjacent or nearby property owners.

In cases where a survey is not necessary to establish a precise location in advance of the hearing, site plans can be developed from information available on CAGIS online: <https://cagis.hamilton-co.org/cagisonline/>

QUESTIONS

If you have any questions, please contact the Community Development Department for assistance at 5613-745-8542

The Zoning Code is online: https://codelibrary.amlegal.com/codes/blueash/latest/blueash_oh/0-0-0-11546

BOARD OF SITE ARRANGEMENT

	APPLICANT	PROPERTY OWNER*
Name		
Company (if applicable)		
Address (if applicable)		
City, State ZIP		
Phone Numbers		
Fax Number		
E-mail Address		

*If more than one owner, submit additional sheet containing all pertinent information and signatures.

PROJECT DESCRIPTION

SUBJECT PROPERTY

Address (if applicable)	
Tax Parcel Numbers	
Total land area	
Current zoning district	

I acknowledge the following: I have read and understand all of the laws and administrative requirements that apply to this application; incomplete or false application information may result in a postponed hearing or the application being tabled or denied; any consultation or advice with City Staff or other City representatives either before or after filing this application shall not compel the Planning Commission in any way relative to action on the application.

SIGNATURE	DATE
Applicant	
Property Owner	

Submit to the Community Development Office at 4343 Cooper Road, Blue Ash, Ohio 45242

CITY USE ONLY (record hearing and other notes here)