

**APPLICATION PACKAGE
CONDITIONAL USE ZONING CERTIFICATE
SHORT-TERM RENTAL**

1613 Muskegon Drive
Anderson Township, Ohio 45255



Property Owners / Applicants: Philip Bernard and Karen Bernard
Proposed STR Operator: Living in Ohio LLC

1. REQUEST

Philip Bernard and Karen Bernard, property owners/applicants, with Living in Ohio LLC as the proposed STR operator, respectfully request a Conditional Use Zoning Certificate from the Anderson Township Board of Zoning Appeals to operate the property at 1613 Muskegon Drive as a Short Term Rental (STR) under Article 5.4 of the Anderson Township Zoning Resolution.

The requested use is a whole-home residential short-term rental of the existing single-family dwelling. No addition, enlargement, exterior commercial conversion, or change to the residential character of the structure is proposed.

2. PROPERTY INFORMATION

Property	1613 Muskegon Drive, Anderson Township, Ohio 45255
Use proposed	Short Term Rental (STR), whole-home rental
Existing use	Single-family dwelling
Bedrooms	4
Bathrooms	2 full / 1 half
Living area	Approximately 1,944 sq. ft.
Lot	Approximately 0.247 acre / 10,759–10,890 sq. ft.
Garage	Existing 2-car garage
Property Owners / Applicants	Philip Bernard and Karen Bernard
Proposed STR Operator	Living in Ohio LLC

3. ZONING BASIS

Anderson Township's current Zoning Resolution, as amended March 10, 2026, expressly identifies Short Term Rentals as a use requiring a Conditional Use Zoning Certificate in single-family and multi-family residence districts. Article 5.4, I, 15 identifies Short Term Rentals and applies criteria (h), (l), (m), (s), (v), and (x).

The Township has advised the applicants that a conditional use application may be submitted directly to the Board of Zoning Appeals without first obtaining a notice of refusal. The applicants therefore request that this submission be accepted as an application for the required conditional use hearing.

4. OPERATING PLAN

Occupancy: Maximum of 8 overnight guests, with no more than two guests per bedroom unless otherwise approved by the Township.

Rental period: Stays of fewer than 30 consecutive nights, consistent with the Township's STR definition.

Minimum stay: Two nights.

Parties/events: No parties, weddings, receptions, reunions, bachelor/bachelorette events, or other events open to non-registered guests.

Guest registration: Only registered guests may occupy the home overnight.

Parking: Guest vehicles will use the existing garage/driveway parking only. No guest parking will be permitted on lawns, landscaped areas, or public streets.

Noise: No amplified outdoor music. Quiet hours will be 10:00 p.m. to 8:00 a.m.

Outdoor activity: No outdoor commercial activity or organized events.

Smoking: No smoking inside the dwelling.

Pets: Pets permitted only under house rules and subject to nuisance/noise controls.

Trash: Trash will be stored in lidded containers and placed for scheduled collection; containers will not remain at the curb outside collection periods.

Local contact: A local responsible person/manager will be available to respond promptly to complaints, emergencies, or Township inquiries.

Enforcement: House rules will be incorporated into every reservation and violations may result in immediate termination of the stay.

5. RESPONSE TO ARTICLE 5.4 SPECIFIC CRITERIA

5.4,H,1,h — Minimize neighborhood impact of vehicular use

The property will use its existing residential driveway and two-car garage. The operating rules prohibit lawn, landscaped-area, and on-street guest parking. Guest count is capped at 8 overnight occupants and no events are permitted.

5.4,H,1,l — Minimize nuisance impacts

The STR will prohibit parties and events, prohibit amplified outdoor music, establish 10:00 p.m.–8:00 a.m. quiet hours, and require immediate response to complaints. These measures are designed to minimize noise and other potential nuisances.

5.4,H,1,m — Preserve residential character

No exterior alteration or commercial conversion is proposed. The existing single-family dwelling will continue to appear and function externally as a residential home.

5.4,H,1,s — Exterior lighting

No new exterior lighting is proposed. Existing exterior lighting will be directed toward the property and away from adjoining residential properties; any replacement fixtures will follow this principle.

5.4,H,1,v — Neighborhood communication / grievance process

Living in Ohio LLC will maintain a designated local contact who can be reached by neighboring residents and the Township. Complaints will be logged, acknowledged promptly, investigated, and corrected.

Repeated or material violations may result in termination of the responsible guest's stay and/or suspension of future bookings.

5.4,H,1,x — Meals

No meals will be served to the general public. The property will not operate as a restaurant, event venue, catering venue, or other public food-service establishment.

6. SECURITY AND GUEST-CONTROL MEASURES

- Exterior door locks will be controlled electronically or by secure key management; access credentials will be unique to each reservation.
- The property will have a written no-party/no-event rule and an explicit maximum occupancy.
- Reservations will require identification and a responsible booking guest consistent with the hosting platform's requirements.
- The local contact will be reachable during every occupied period.
- Exterior cameras, if used, will be limited to lawful exterior/common-access areas and will not monitor interior living spaces or private areas.
- The property will maintain working smoke alarms, carbon-monoxide alarms, fire extinguishers, and clearly visible emergency information.

7. EMERGENCY RESPONSE PLAN

Emergency instructions will be provided to every guest at check-in and maintained inside the dwelling. Guests will be instructed to call 911 for fire, medical emergencies, threats to life or property, or other situations requiring immediate public-safety response.

- The street address, 1613 Muskegon Drive, will be prominently posted and included in guest arrival instructions.
- Guests will be provided with emergency contact information and instructions for evacuation.
- The local property contact will be notified of material incidents and will respond as soon as practicable.
- Any incident involving law enforcement, fire/rescue, significant property damage, or a serious guest injury will be documented and retained by the operator.
- The operator will cooperate with Anderson Township, Hamilton County, and emergency-service personnel regarding any incident involving the property.

8. PARKING AND SITE MANAGEMENT

The home has an existing two-car garage and driveway. The applicants propose no new parking area, paving, curb cut, or site expansion. Guest instructions will expressly prohibit parking on the lawn, landscaped areas, or public streets. The attached aerial exhibit is provided as a conceptual site-context exhibit; the Township's official zoning/site requirements will control if a surveyed or dimensioned plan is required.

9. NEIGHBORHOOD COMPATIBILITY

The proposed use is intentionally structured to remain low-intensity and residential in character. The property is an existing four-bedroom single-family home in the Summit Estates neighborhood. The applicants are not proposing an event venue, commercial gathering space, or high-occupancy lodging use. The operating limits are designed to distinguish the property from a hotel or party house while allowing temporary lodging for families, visitors, relocating households, and other guests.

10. REQUESTED BZA ACTION

The applicants respectfully request that the Board of Zoning Appeals grant a Conditional Use Zoning Certificate authorizing operation of 1613 Muskegon Drive as a Short Term Rental, subject to the operating conditions contained in this submission and any reasonable additional conditions the Board determines are necessary to ensure compatibility with the surrounding residential neighborhood.

Respectfully submitted,

Philip Bernard

Karen Bernard

Proposed STR Operator: Living in Ohio LLC

Date: August 24, 2026

EXHIBIT A — EXISTING SITE / AERIAL CONTEXT



Note: Aerial context image of the existing property and driveway/garage configuration. This image is provided for site context and is not a boundary or engineering survey.

EXHIBIT B — PROPOSED HOUSE RULES

- Maximum overnight occupancy: 8 guests.
- Minimum stay: 2 nights.
- No parties, events, receptions, weddings, or gatherings of non-registered guests.
- No amplified outdoor music.
- Quiet hours: 10:00 p.m. to 8:00 a.m.
- No parking on lawns, landscaped areas, sidewalks, or public streets.
- No smoking inside the house.
- Guests must comply with all Township laws and neighborhood rules.
- Guest conduct that creates a nuisance or requires law-enforcement intervention is grounds for termination of the reservation.