



Agenda

Oxford City Council

Court House

TUESDAY, JANUARY 17, 2023

EXECUTIVE SESSION

None.

TUESDAY, JANUARY 17, 2023

1. Roll Call. William Snavelly, Mayor Chantel Raghu, Vice-Mayor Amber Franklin
Jason Bracken Alex French Glenn Ellerbe David Prytherch

MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items not on the Agenda, and Consent Agenda items, will be heard under Public Comments – and (2) Comments on all Resolutions and Ordinances will be heard during Council consideration of said item. Please wait until you are recognized by the Mayor, proceed to the podium, state your name and address so that your comments may be properly recorded and limit your remarks to a period of five minutes or less.

REGULAR MEETING

7:30 P.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

This facility is wheelchair accessible. If you plan to attend this meeting and you have a disability that requires special arrangements, please notify the City Manager's office 48 hours
--

in advance so that reasonable accommodations can be made.

3. Public Participation.

A. Presentation- Mental and Behavioral Health Grant – Amy Macechko and Tyler Wash

B. Public Comments.

The purpose of the Public Comments Section is for members of the Public to speak to the City Council on any subject not scheduled on the Agenda, except Consent Agenda items. City Council values your comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff or other members of the public and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

4. Consent Agenda.

A. Minutes of the January 3, 2023, City Council Meeting (Heather Barbour, Clerk of Council) pg 5



1.3.23 Minutes

B. Report regarding the January 4, 2023, Environmental Commission Meeting (Mike Dreisbach, Service Director) pg 53



Environmental Commission Report

5. Resolutions.

1. A Resolution authorizing the City Manager to accept the Ohio Department of Natural Resources (ODNR) Nature Works Local Assistance Grant in an amount not to exceed \$46,206. (Casey Wooddell, Parks and Recreation Director).pg 57



Grant Acceptance Resolution

6. Ordinances.

A. First Reading.

1.An Ordinance to approve current replacement pages to the Oxford Codified Ordinances. (Doug Elliott, City Manager).pg 68



Approving Oxford Codified Ordinances

B. Second Reading

1.An Ordinance levying upon the lots and lands enumerated in the list of estimated assessments (Exhibit A) the amounts set forth on such list and setting forth terms for payment of assessments. (Mike Dreisbach, Service Director).pg 71



Curbs, Gutters, and Sidewalks Assessments Ordinance

2. An Ordinance repealing the November 2008 Oxford Comprehensive Plan and all amendments thereto, and adopting a new Comprehensive Plan entitled Oxford Tomorrow. (Sam Perry, Community Development Director).pg 76



Ordinance to Adopt New Comprehensive Plan

7. A. Announcements & Communications.

1. Remarks from City Council and City staff. The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.

2. Future Meetings.

THUR – Jan.19 Climate Action Steering Committee Meeting 8:30 a.m. Municipal Building

FRI – Jan. 20 City Council Retreat 12:00 p.m. Lane Public Library, Havighurst Meeting Room

TUES – Jan. 24 CANCELED- Board of Zoning Appeals Meeting 6:30 p.m.

WED - Jan. 25 Recreation Board Meeting 5:30 p.m. at LaRosa's

WED – Feb. 1 Environmental Commission Meeting 7:00 p.m. Municipal Building

TUES – Feb. 7 City Council Meeting 7:30 p.m.

WED – Feb. 8 Historic & Architectural Preservation Commission Meeting 6:15 p.m.

MON – Feb. 13 Parking & Transportation Advisory Board Meeting 9:30 a.m. Municipal Building

MON – Feb. 13 Recreation Board Meeting 11:30 a.m. Municipal Building

TUES – Feb. 14 Public Arts Commission Meeting 4:30 p.m. Municipal Building

TUES – Feb. 14 Planning Commission Meeting 7:00 p.m.

THUR – Feb.16 Climate Action Steering Committee Meeting 8:30 a.m. Municipal Building

THUR – Feb. 16 Police Community Relations & Review Commission Meeting 7:00 p.m.

TUES – Feb. 21 Housing Advisory Commission Meeting 3:30 p.m. LCNB Community Room

TUES – Feb. 21 City Council Meeting 7:30 p.m.

TUES – Feb. 28 Board of Zoning Appeals Meeting 6:30 p.m.

8. Adjourn.



OXFORD CITY COUNCIL Meeting Minutes

Tuesday, January 3, 2023
[Link for website video here](#)
Full Transcript available upon request.

Roll Call

William Snavelly Mayor	Chantel Raghu Vice Mayor
Jason Bracken	Amber Franklin
Alex French	Glenn Ellerbe
David Prytherch	

A regular meeting of the Oxford City Council was called to order by Vice-Mayor Raghu on Tuesday, January 3, 2023, at 7:30 p.m. Members in attendance were Jason Bracken, David Prytherch, Alex French, and Glenn Ellerbe. Amber Franklin and Mayor Snavelly were excused.

Staff Members in Attendance

Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Mike Dreisbach, Service Director; Mr. Sam Perry, Community Development Director; Mr. Casey Wooddell, Parks and Recreation Director; Mr. Ben Mazer, Assistant Law Director; Mr. Joe Newlin, Finance Director; Mr. John Detherage, Fire Chief; Mr. John Jones, Police Chief; and Ms. Heather Barbour, Clerk of Council.

Due to technical difficulties, the video is audio only until TIME 18:51

Pledge of Allegiance [TIME 00:17](#)

Approval of the Agenda [TIME 00:35](#)

Motion – To Adopt

(Voice Vote) 1st Mr. Ellerbe 2nd Mr. Prytherch

AYE #4

NAY #0

ABS #0

Public Participation [TIME 00:48](#)

Proclamation- “Rev. Dr. Martin Luther King Jr. Day 2023” **Page 4 of the Agenda Packet**

Ann Fuehrer, recording secretary for the local branch of the NAACP was in attendance to accept the Proclamation. Ms. Fuehrer thanked the Council and welcomed all who would like to attend the local NAACP meetings on the first Monday of each Month at 7 pm. Ms. Fuehrer shared her appreciation for what the City has done to guarantee racial justice. Mr. Bracken noted that due to the holiday, this month's meeting would be on January 9, 2023, at 7 pm.

Public Comments

The purpose of the Public Comments Section is for members of the Public to speak to the City Council on any subject not scheduled on the Agenda, except Consent Agenda items. City Council values your comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff or other members of the public and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

Resident Name Address/ Resident Comment / Request

Consent Agenda [TIME 04:17](#)

All matters under the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion. Any City Council member may, however, remove an item from consent by request. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

- A. Minutes of the December 20, 2022, City Council Meeting (Heather Barbour, Clerk of Council) **Page 5 of the Agenda Packet**
- B. Right of Way Permit 00385 Girl Scout Cookie Sales for 2023 (Jessica Greene, Assistant City Manager) **Page 17 of the Agenda Packet**

Motion – To Adopt

(Voice Vote) 1st Mr. Prytherch 2nd Ms. French

AYE #4

NAY #0

ABS #0

Resolutions

Resolution No. 7462 [TIME 04:34](#)

Page 22 of the Agenda Packet

1. A Resolution authorizing the City Manager to enter into an agreement with Southeastern Equipment Company, Inc. for the purchase of specified equipment listed in the Sourcwell Contract #032119-CNH dated November 17, 2022, for an amount not to exceed \$237,005.98. (Mike Dreisbach, Service Director)

Comments from the Public – None

Comments from Council- Mr. Bracken noted his curiosity about the lifetime of the equipment. Mr. Dreisbach answered that depending on the usage, 10 -15 years is the average. Mr. Prytherch mentioned the importance of budgeting for equipment that will be used for multiple divisions in the City.

Motion – To Adopt Resolution No. 7462

(Voice Vote) 1st Mr. Ellerbe 2nd Mr. Prytherch

AYE #4

NAY #0

ABS #0

Ordinances

Ordinances are adopted using a two-step procedure. First reading introduces the Ordinance and provides an opportunity for public input on the subject as well as allowing Council to request more information as needed. Second reading is to provide Council with the opportunity to consider new information and to deliberate.

First Reading [TIME07:08](#)

Page 28 of the Agenda Packet

1. An Ordinance levying upon the lots and lands enumerated in the list of estimated assessments (Exhibit A) the amounts set forth on such list and setting forth terms for payment of assessments. (Mike Dreisbach, Service Director)

Comments from the Public – None

Comments from Council - None

Page 33 of the Agenda Packet [TIME08:41](#)

2. An Ordinance repealing the November 2008 Oxford Comprehensive Plan and all amendments thereto, and adopting a new Comprehensive Plan entitled Oxford Tomorrow. (Sam Perry, Community Development Director)

Ms. Sarah Lilly with MKSK presented slides (slides included in minutes) and offered to answer any questions.

Comments from the Public – None

Second Reading

Ordinance No. 3705 [TIME 31:30](#)

Page 42 of the Agenda Packet

1. An Ordinance by Oxford City Council authorizing the City Manager to take all action necessary, including but not limited to the negotiation and execution of a contract to purchase the real estate located at 100 South Elm Street (Parcel ID Nos/ H4100004000023, H4100004000024), and 102 South Elm Street (H4100004000025) at a cost of \$600,000.00 for all Parcels, and to utilize American Rescue Plan Act (APRA) funds in making the purchase. (Jessica Greene, Assistant City Manager)

Comments from the Public – None

Motion – To Adopt Ordinance No. 3705

(Roll Call Vote) 1st Mr. Ellerbe 2nd Ms. French

AYE #4

Mr. Ellerbe, Ms. French, Mr. Prytherch, Mr. Bracken, and Vice-Mayor Raghu

NAY #0

Names Here

ABS #0

Names Here

Announcements & Communications

Remarks from City Council and City Staff [TIME 37:35](#)

The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.

Adjournment

Motion to Adjourn Meeting at 8:17 p.m. [TIME 47:21](#)

(Voice Vote) 1st Ms. French 2nd Mr. Prytherch

AYE #4

NAY #0

ABS #0

Public Comment to Council Form

Print

Submitted by: Paul T Reidy

Submitted On: 2022-12-28 10:29:48

Submission IP: (134.53.237.145)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Doug Elliott

Due Date: Open

Public Comment To Council



Please note: Comments must be received by 2:00 pm the day of the council meeting to be shared with City Council members. Comments will be included in the minutes under the public comment section.

* **First Name**

Paul T

Enter your First Name

* **Last Name**

Reidy

Enter your Last Name

* **Address**

618 David Drive

* **City**

Oxford

* **State**

OH

* **Email**

ptreidy@gmail.com

Phone

5137072825

* **I am a...**

- ☒ **Visitor**
- ☐ **Resident (i.e. must live within the corporate boundaries)**
- ☐ **Business Manager**
- ☐ **Business Owner**
- ☒ **Employee in Oxford**
- ☐ **Student**
- ☐ **Other**

*** Comment(s)**

Has there been talk or suggestions to put in a foot/bicycle bridge over Bull Run connecting Marilyn Dr. to Melissa Dr.? This would increase the walkability of Southern Knolls by connecting it to center city (Kroger, the Tri and the library).

Make a public comment for review by City Council

OXFORD

tomorrow



City Council Meeting

January 3, 2023



1

Plan Overview

COMMUNITY ENGAGEMENT SUMMARY

800+

Community Members Engaged in the
Oxford Tomorrow process to-date

345

Public Input
Session Attendees

331

Online + Paper
Survey Respondents

35

Stakeholders
Interviewed

30

Steering
Committee Members

49

Participants in the
Online Activities

56

Interactive Map
Pins

62

Ideas Wall
Comments

13

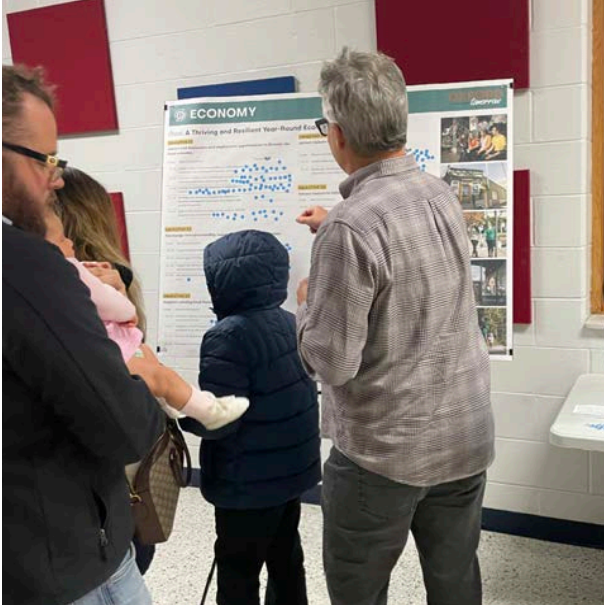
Postcards
Completed

COMMUNITY ENGAGEMENT SUMMARY

Public input Meetings



COMMUNITY ENGAGEMENT SUMMARY



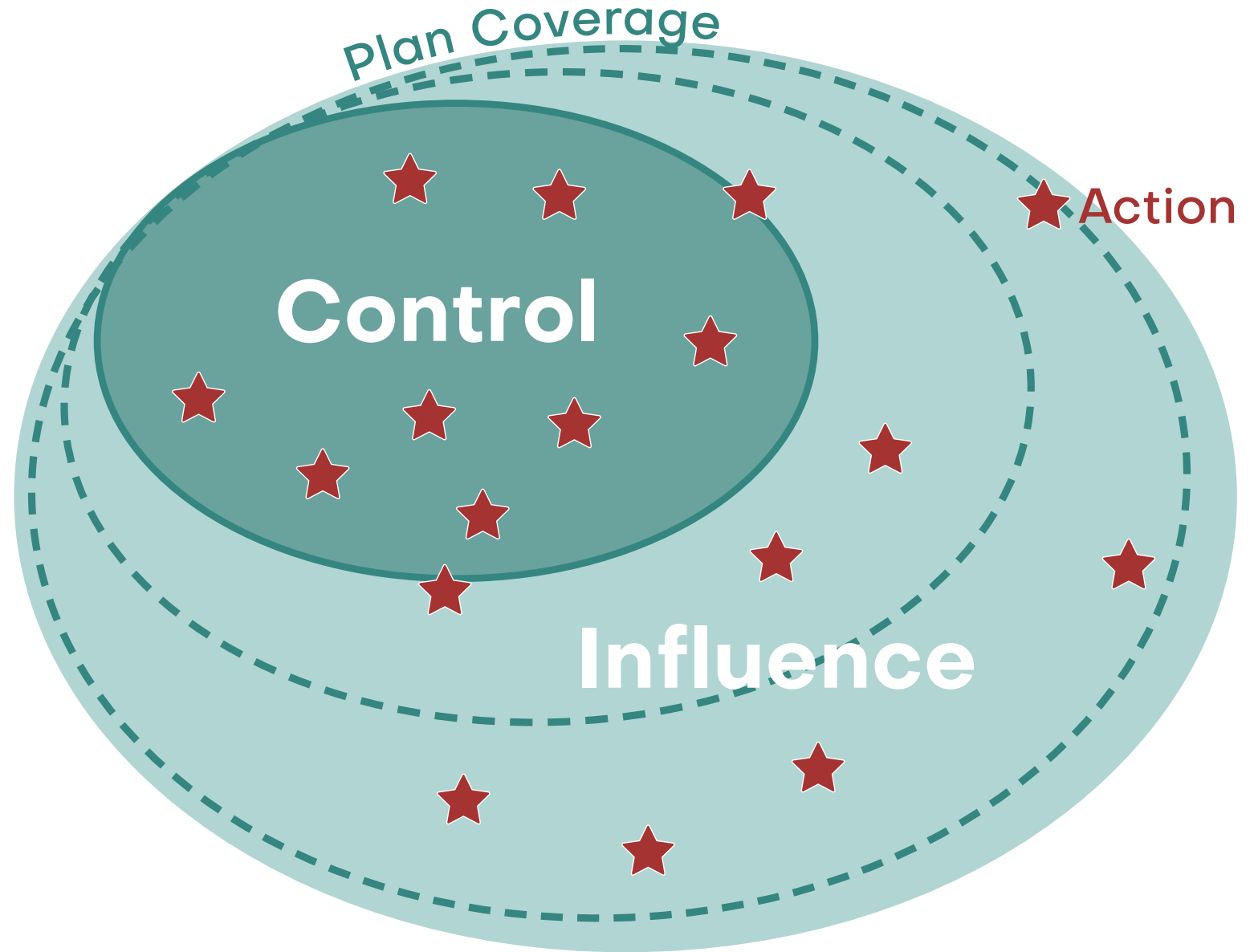
An aerial photograph of a park during autumn. A wooden boardwalk with railings winds through a dense forest of trees with yellow and orange foliage. In the background, a parking lot with several cars is visible. The scene is bathed in warm, golden light.

2 Plan Framework



PLAN FRAMEWORK

- Recommendations take the form of projects, policies, and programs
- Partners have varying levels of control over implementation and outcomes
- Actions vary in scale, complexity, impact, and cost
- Having a variety of actions results in a plan that is both realizable and visionary



VISION FOR OXFORD TOMORROW

Oxford, Ohio will be a **vibrant community that is welcoming to all**. Oxford will **value and exemplify** equity and inclusion, environmental sustainability, fiscal responsibility, local housing and job opportunities, community well-being, lifelong learning, and a symbiotic relationship with Miami University. Oxford will be a **year-round destination with a high quality of life for all**.

PLAN GOALS

p. 36-37



**Smart Growth and
Quality Places**



**Safe and Efficient
Travel for All Modes
of Transportation**



**Housing
Opportunities for
Everyone**



**A Thriving and
Resilient Year-Round
Economy**



**A Sustainable
Oxford**



**Celebration of the
People and Place that
Make Oxford Unique**



**A Connected, Livable,
and Equitable
Community for All**



**Accessible,
High-Quality
Infrastructure**

USING THE PLAN

Plan Organization

01

Introduction

- Background information
- Essential context
- Importance of a comprehensive plan
- Planning Process

02

Community Engagement

- Engagement methods
- Summary of findings
- Community themes

03

Recommendations

- Existing conditions and key findings
- Goal, objectives, and actions for each of the eight topics
- Descriptive text, imagery, and case studies to illustrate importance of recommendations

04

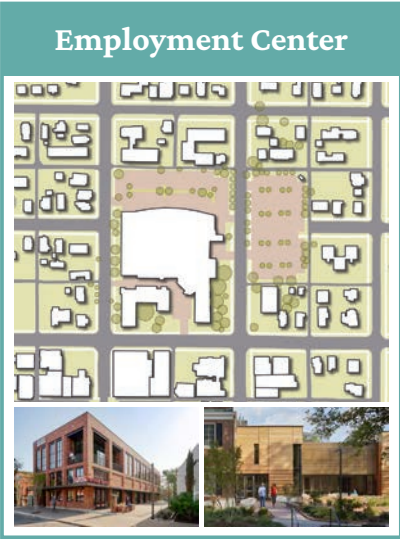
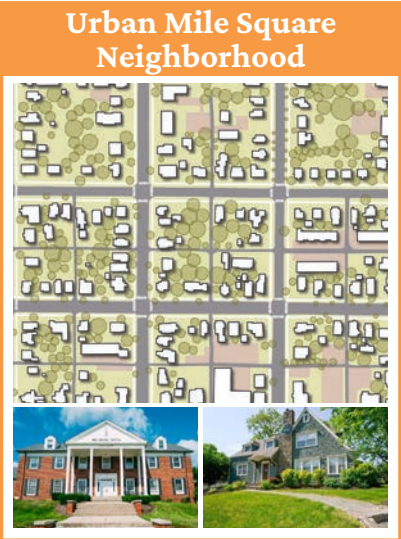
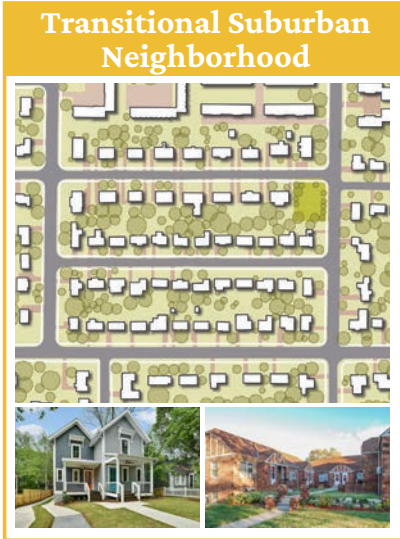
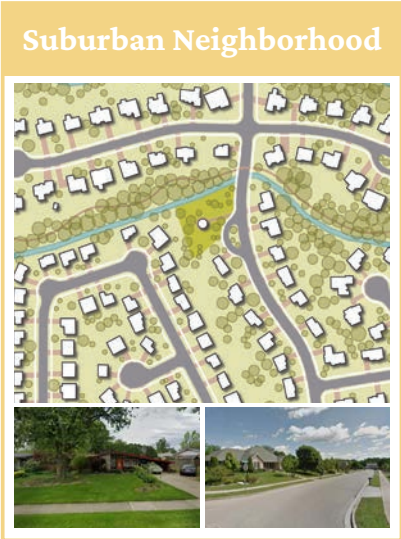
Implementation

- Stewardship of the plan
- Using, monitoring, and updating the plan
- Matrix summarizing plan recommendations and implementation logistics

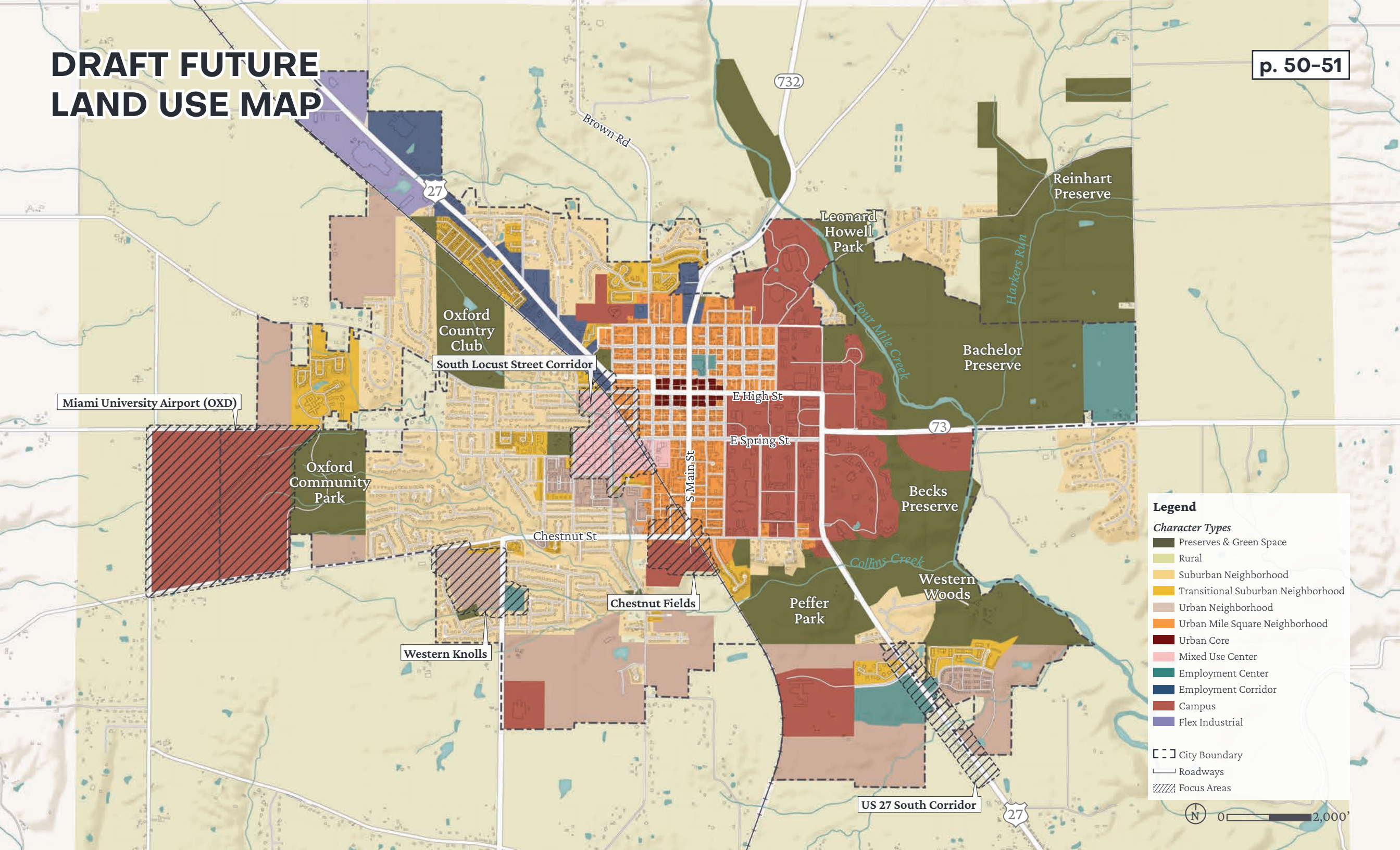
An aerial photograph of a suburban neighborhood. The scene is dominated by a dense canopy of green trees. Scattered throughout the landscape are numerous houses, mostly with light-colored roofs and walls. A network of paved roads winds through the area, including a prominent intersection in the center. In the upper left, a large, flat, brown field is visible, contrasting with the greenery. The overall lighting suggests a late afternoon or early morning setting, with a warm, slightly hazy atmosphere.

3 Future Land Use

LAND USE CHARACTER TYPES



DRAFT FUTURE LAND USE MAP



Legend

Character Types

- Preserves & Green Space
- Rural
- Suburban Neighborhood
- Transitional Suburban Neighborhood
- Urban Neighborhood
- Urban Mile Square Neighborhood
- Urban Core
- Mixed Use Center
- Employment Center
- Employment Corridor
- Campus
- Flex Industrial

City Boundary

Roadways

Focus Areas



0 2,000'

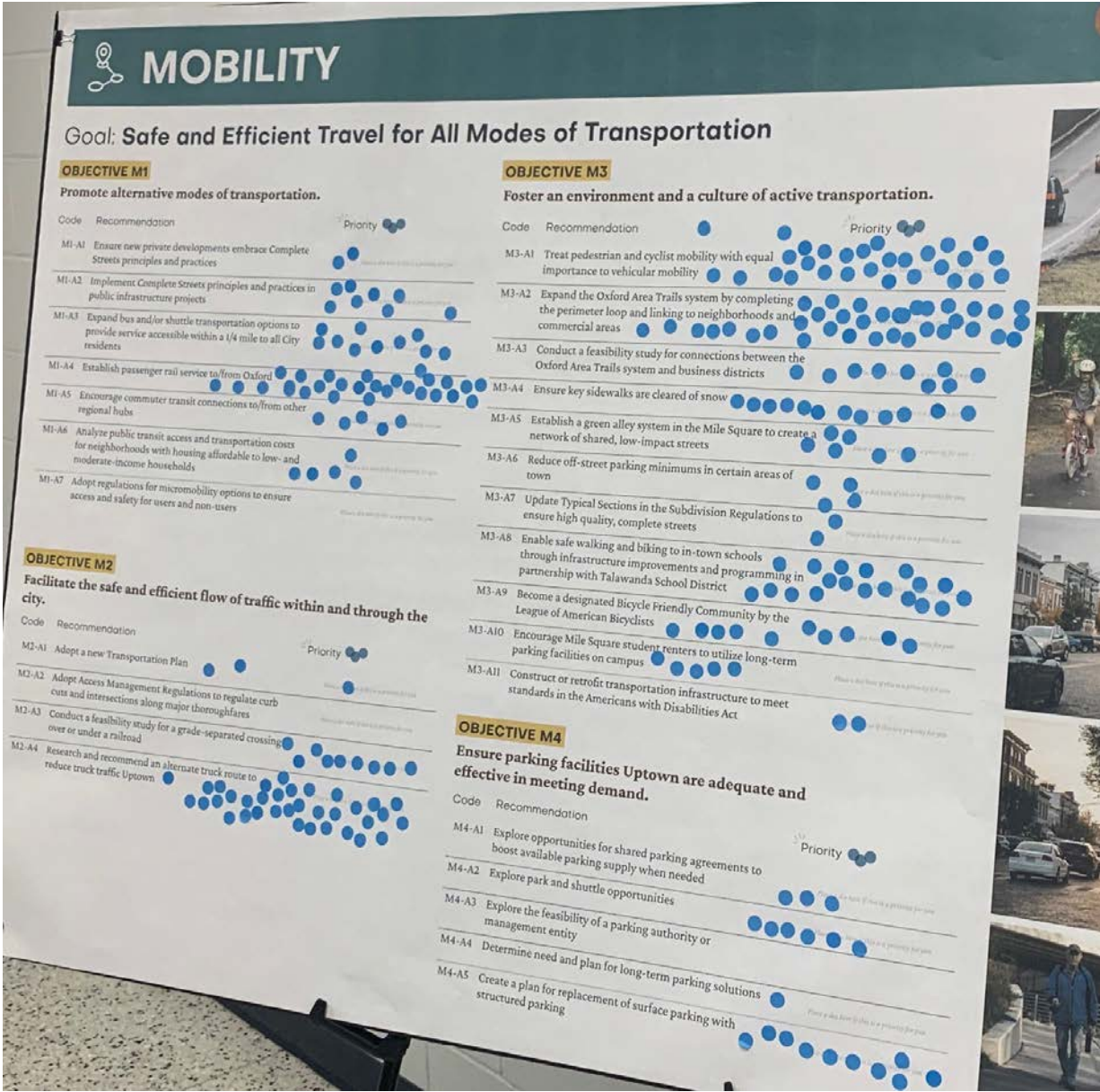


4

Priority Actions

PRIORITIZATION

Plan Open House Activity



LAND USE & DEVELOPMENT

Goal: Smart Growth and Quality Places

Community Priority Actions

L1-A1	Favor traditional, urban neighborhood qualities over conventional, auto-oriented designs
L2-A1	Ensure new developments include adequate green and open spaces
L2-A3	Explore opportunities for expanded outdoor dining
L3-A2	Encourage adaptive reuse in buildings of special architectural or historical value
L3-A3	Promote transit-oriented development (TOD) around key transit nodes and corridors



Starting on p.52



MOBILITY

Goal: Safe and Efficient Travel for All Modes of Transportation

Community Priority Actions

M1-A4 Establish passenger rail service to/from Oxford

M2-A4 Research and recommend an alternate truck route to reduce truck traffic Uptown

M3-A1 Treat pedestrian and cyclist mobility with equal importance to vehicular mobility

M3-A2 Expand the Oxford Area Trails system by completing the perimeter loop and linking to neighborhoods and commercial areas

M3-A8 Enable safe walking and biking to in-town schools through infrastructure improvements and programming in partnership with Talawanda School District

Starting on p.70



HOUSING

Goal: Housing Opportunities for Everyone

Community Priority Actions

H1-A1 Update zoning regulations to increase density and promote a diversity of residential housing types and living arrangements

H1-A3 Identify areas of town which are appropriate for increased density allowance, housing diversity, and accessory dwelling units (ADUs)

H1-A5 Support developments and programs addressing supportive and transitional housing

H1-A6 Reestablish a homeownership program to incentivize and assist University faculty and staff to secure housing in Oxford

H2-A1 Activate a non-profit entity devoted to expanding attainable housing opportunities



ECONOMY

Goal: A Thriving and Resilient Year-Round Economy

Community Priority Actions

E1-A1	Foster a culture of service excellence in attracting new businesses and assisting new business startups
E1-A3	Develop an economic development strategic plan for Oxford
E2-A1	Support business startups and local entrepreneurship
E4-A1	Create events and activities that drive economic impact
E5-A2	Encourage creative placemaking for a more engaging community and visitor experience



SUSTAINABILITY

Goal: A Sustainable Oxford

Community Priority Actions

- S1-A1

Develop an energy plan to meet Oxford’s demand with renewables generated locally/regionally
- S1-A2

Promote incentives for on-site solar, geothermal, and wind for residential and commercial properties
- S2-A2

Adopt climate responsive and resilient building and zoning codes
- S4-A2

Expand the city’s urban tree canopy by supporting tree planting and urban forestry programs
- S4-A5

Revise street design guidelines to incorporate green infrastructure for stormwater retention, filtration, and tree canopy goals



CULTURE & RECREATION

Goal: Celebration of the People and Places that Make Oxford Unique

Community Priority Actions

R1-A2	Develop a Community Center that offers programming, recreation, access to social services, and rentable community space
R1-A3	Develop a variety of arts and recreational programs for all ages
R2-A2	Coordinate with regional partners to connect local trails with the regional trail network
R2-A5	Improve access to Miami University parks, events, and programs for all residents
R3-A6	Include public art as part of the Capital Improvement Plan (CIP)



COMMUNITY WELL-BEING

Goal: A Connected, Livable, and Equitable Community for All

Community Priority Actions

- C1-A2

Celebrate and build local food cultures through regular events and programs
- C2-A1

Ensure adequate year-round childcare services
- C2-A2

Ensure adequate elder care and in-home services for aging-in-place
- C3-A1

Increase access for all Oxford residents to the full continuum of services for mental health and substance use disorder
- C5-A3

Establish regular communication and consultation with staff and researchers at Miami University on key community issues



Starting on p.120



UTILITIES

Goal: Accessible, High-Quality Infrastructure

Community Priority Actions

- U1-A6

Work to expand broadband access in the region and ensure Oxford’s broadband technology infrastructure is future-ready for higher-speeds
- U1-A8

Implement water softening for the public potable water supply
- U1-A9

Replace lead water pipes for public health and safety
- U2-A1

Promote Low Impact Development (LID) techniques, such as rain barrels and bioswales, to reduce runoff at the source
- U2-A3

Adopt stream corridor protections and regulations





5

Using the Plan

USING THE PLAN

Plan Stewardship



Comprehensive Plan

Supplementary
Plans

Regulatory
Tools

Ongoing
Efforts

Climate Action Plan
Parks & Recreation
Master Plan
Transportation Plan
Focus Area Plans

Zoning Code
Subdivision
Regulations
Local Amendments
to Building Code
Property
Maintenance Code

Annual Budgeting
Capital Improvement
Plan (CIP)
Development Review
Process
Community Programs

USING THE PLAN

Plan Stewardship

Year-End
Comprehensive Plan
Progress Report

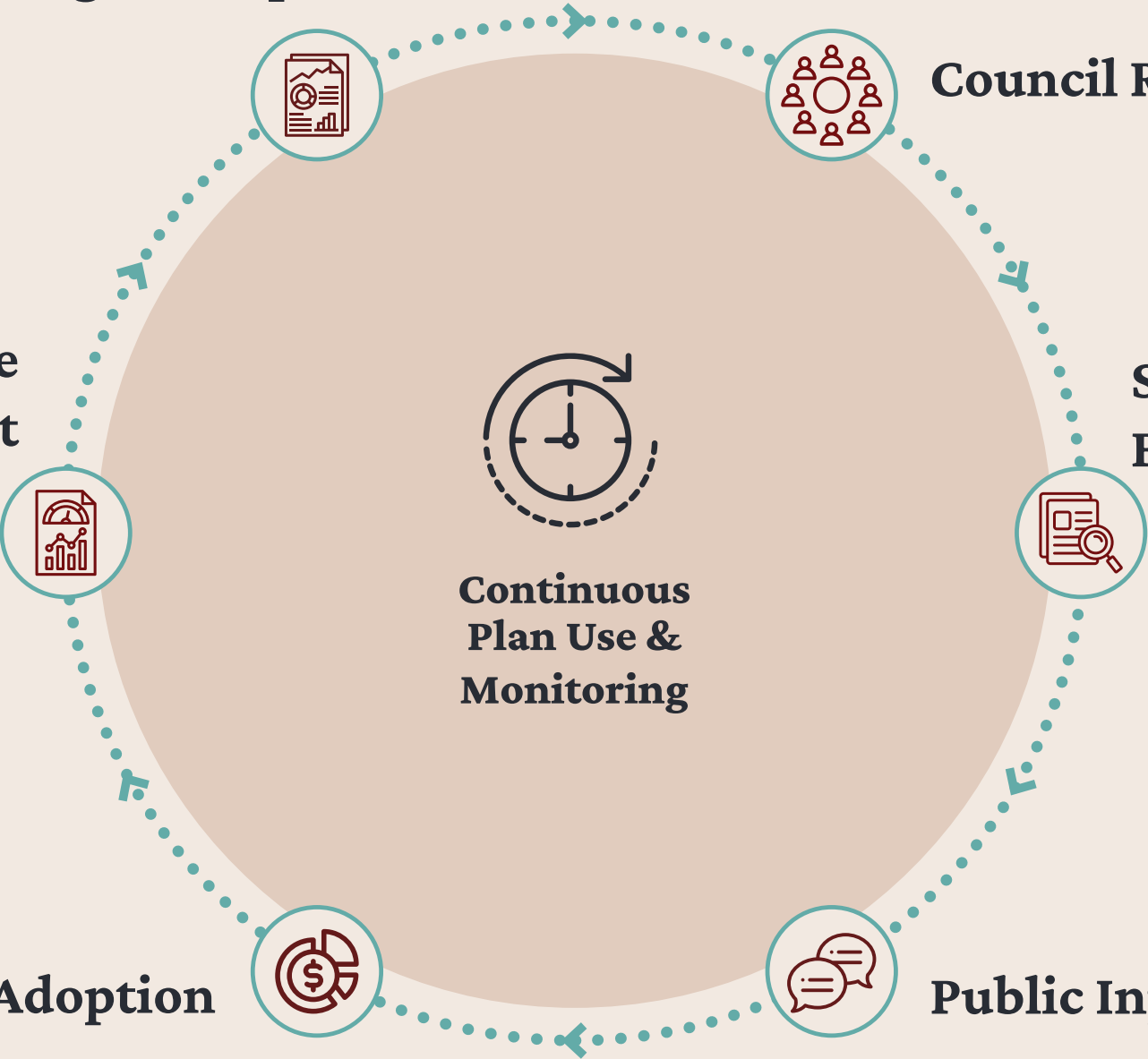
Council Retreat

Staff Research &
Budget Design

Public Input

Budget Adoption

Mid-Year Comprehensive
Plan Progress Report



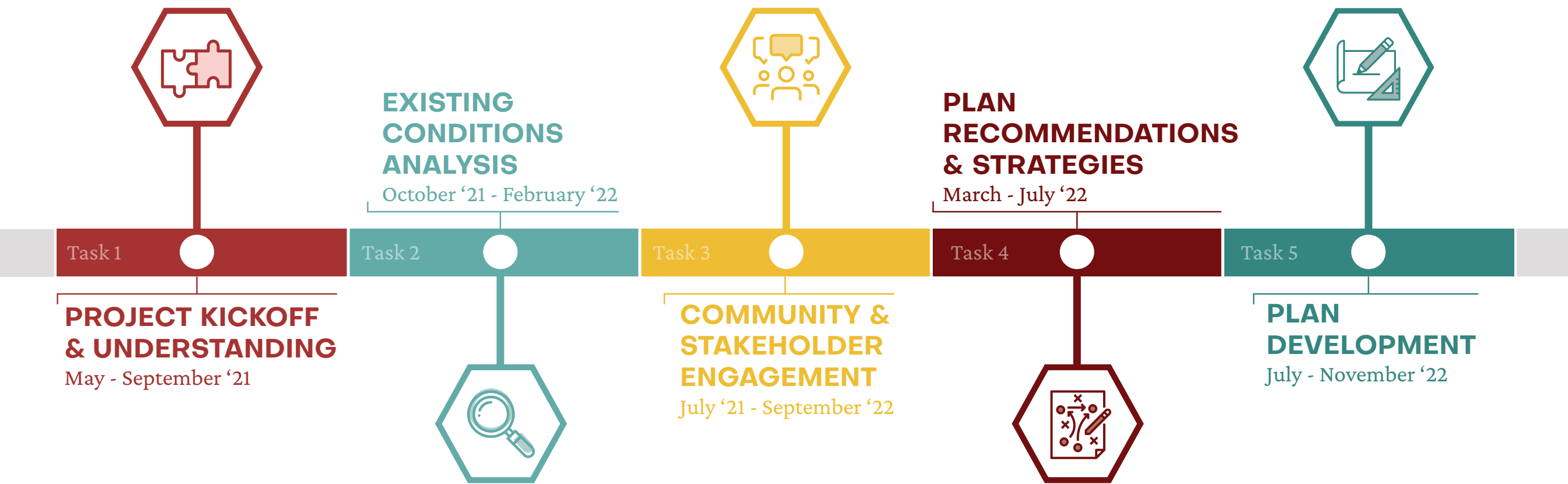
Questions?



Thank you!

OXFORD
tomorrow

PROJECT SCHEDULE



COMMUNITY ENGAGEMENT SUMMARY

p. 20

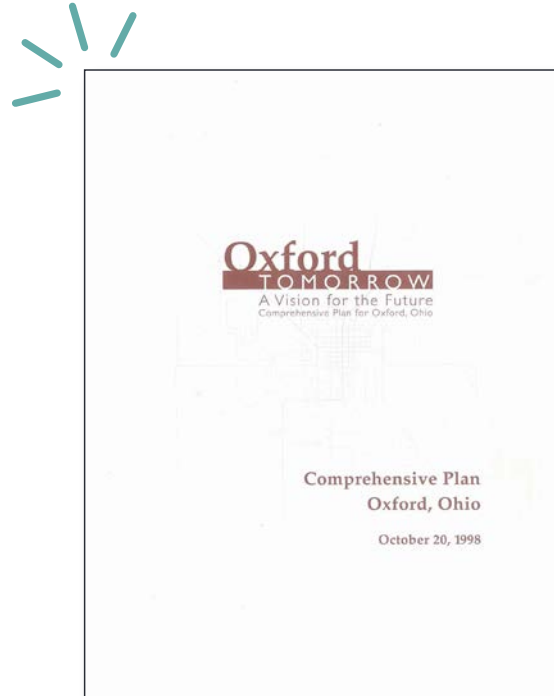
Major Themes

-  Focus on becoming a **complete, multi-generational, and multi-cultural community**.
-  Encourage **more restaurant, shopping, and entertainment options**.
-  Prioritize non-vehicular **transportation access and connectivity**.
-  Maintain a high quality of life through **continued investment in parks, recreation, and cultural amenities**.
-  Embrace ways to **bring the community together**.
-  Spur **housing options** that are affordable **for people at all incomes and life stages**.
-  Strengthen the local economy through **economic development and diversification**.
-  Foster a **strong relationship between Miami University and the greater community**.

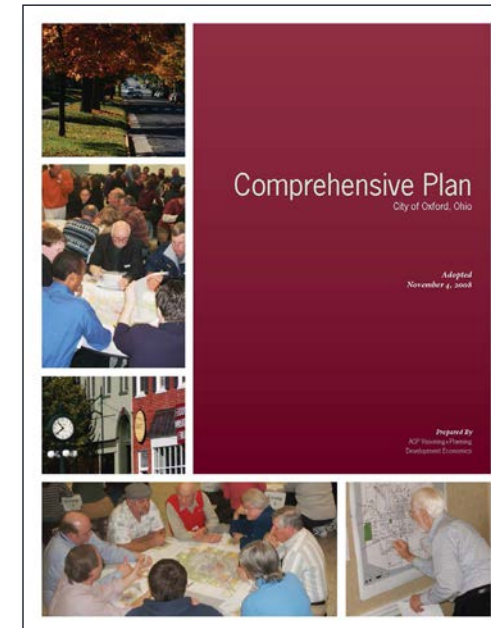
WHAT IS A COMPREHENSIVE PLAN?

Comprehensive plans....

- Start and **sustain a conversation** within the community
- Act as a **blueprint** for what kind of place a community wants to become
- **Guide a community** toward its goals
- Provide a **framework for future growth** and development



Oxford Tomorrow Comprehensive Plan (1998)



Oxford Comprehensive Plan (2008)

PUBLIC INPUT SESSION #2



“ **Centralize housing density Uptown** ”

“ **Involve Miami leadership** in all discussion and decision making regarding growth/land use etc. ”

“ **Incentives for increasing energy efficiency** in housing ”

“ **Keep and encourage green space** encourage more trees, and more greenery ”

“ **Curbside compost pick up for all** ”

“ **More technical career opportunities,** not simply minimum wage opportunities ”

“ **Homeless and transient people** need some options ”

“ **Encourage [infill development] and discourage in undeveloped areas [to] block suburban sprawl** ”

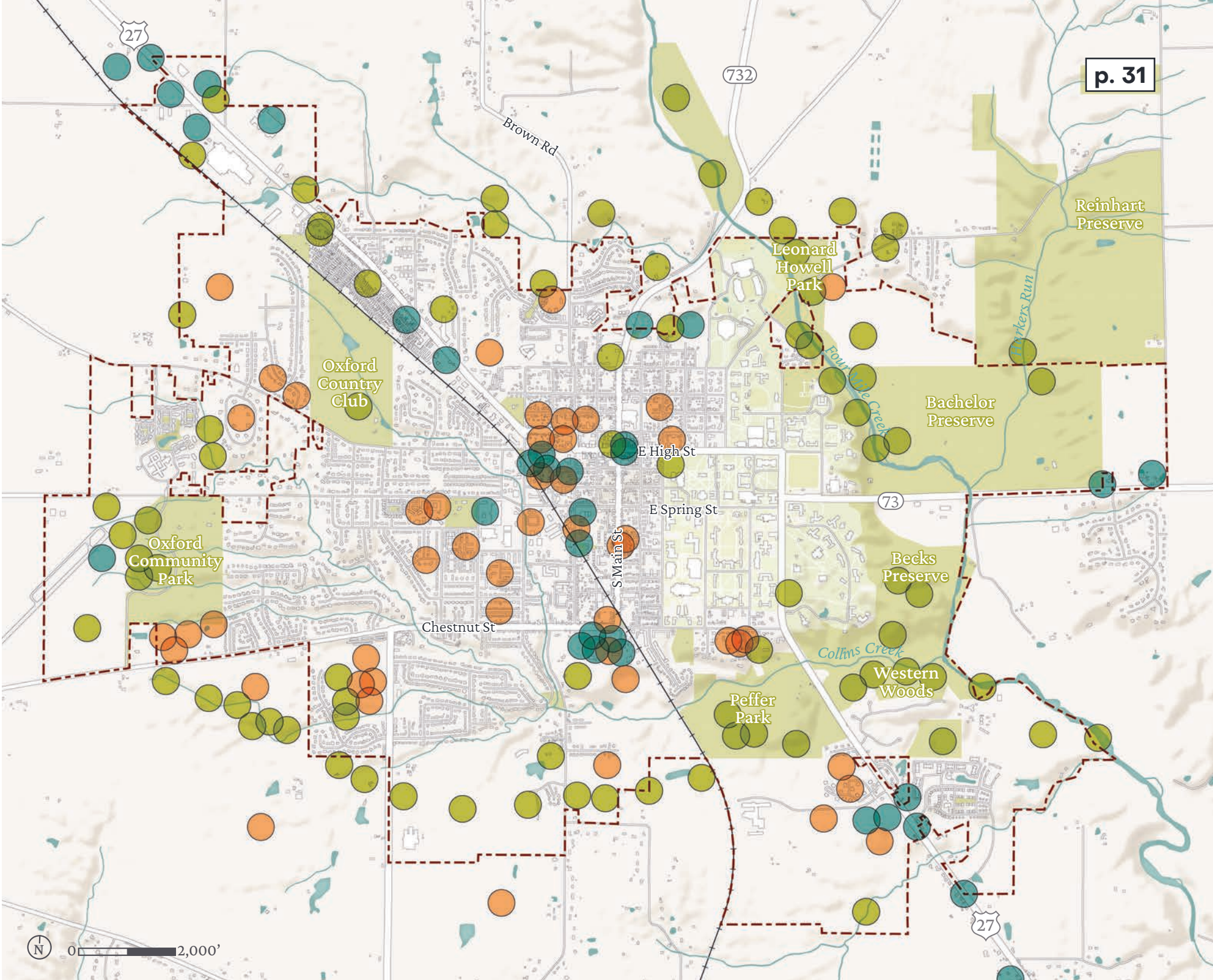
“ **More cultural understanding** through celebrations of all + individual cultures ”

“ **Invest in more street trees** ”

FUTURE LAND USE

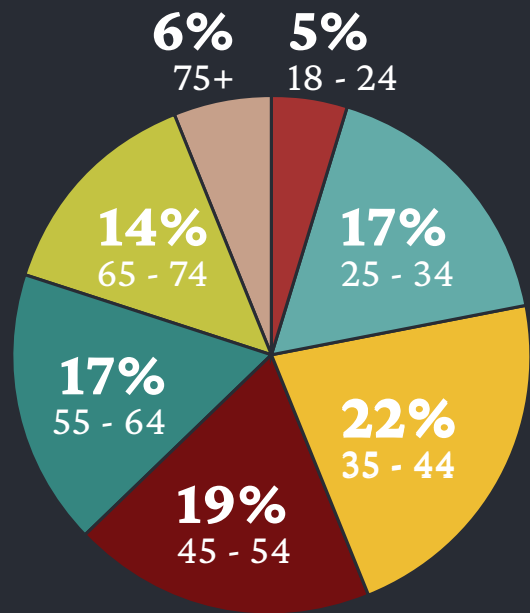
Map Activity Results

- Urban Neighborhood
- Parks & Open Space
- Employment Center
- City Boundary
- Parks & Green Space
- Streams & Ponds
- Buildings
- Roadways

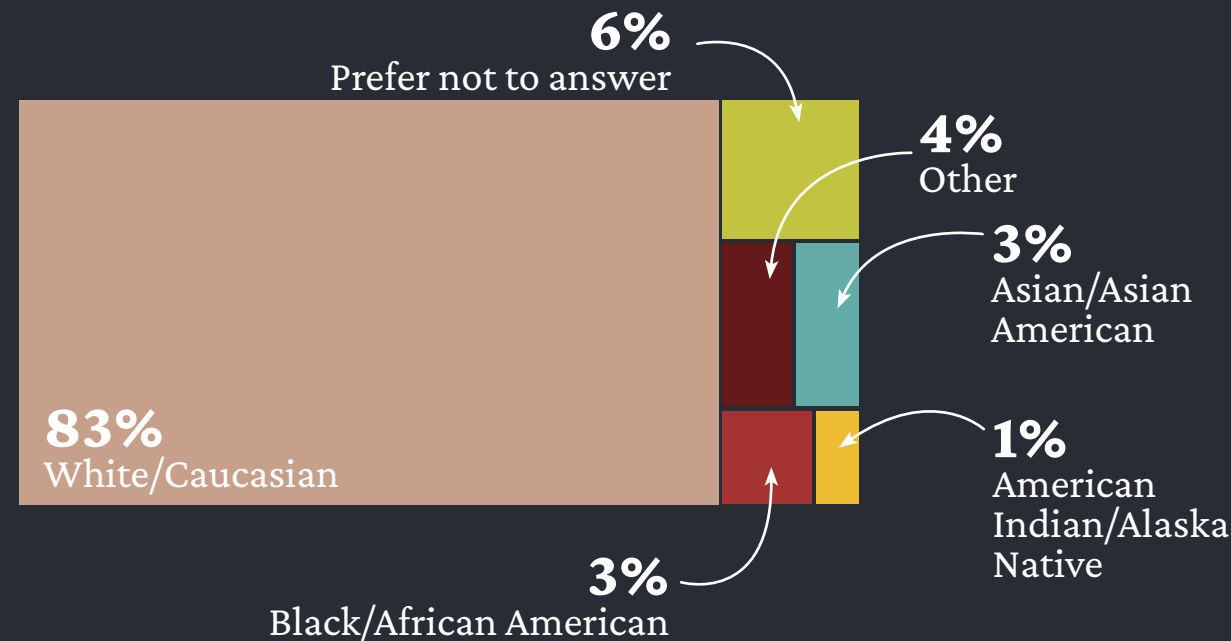


THE VOICES WE HEARD

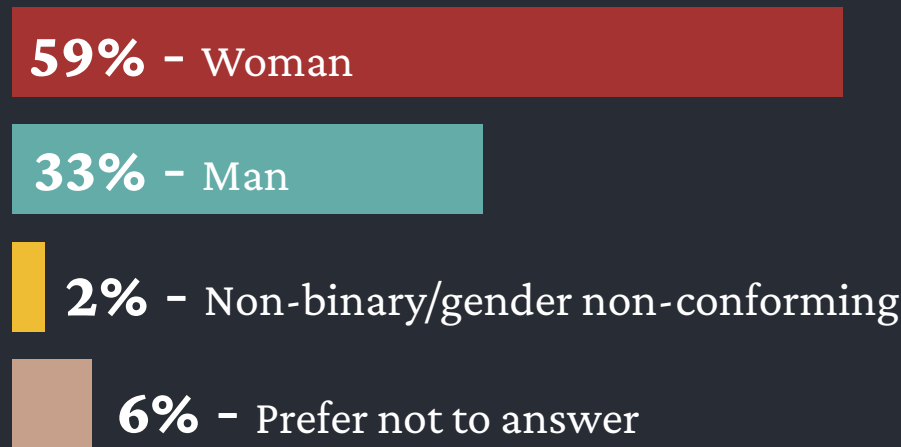
► What is your age? (n = 231)



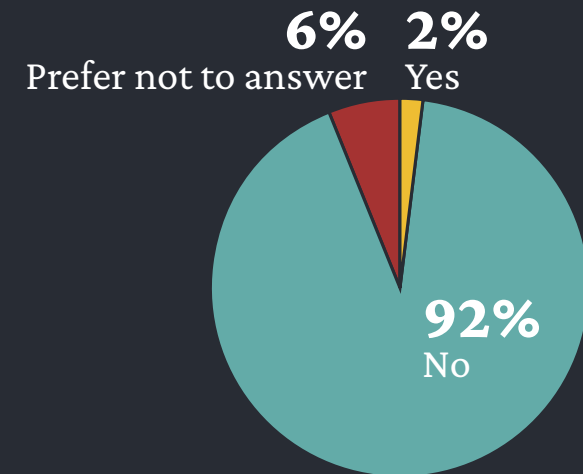
► How would you describe your race? (n = 241)



► How would you describe your gender? (n = 230)

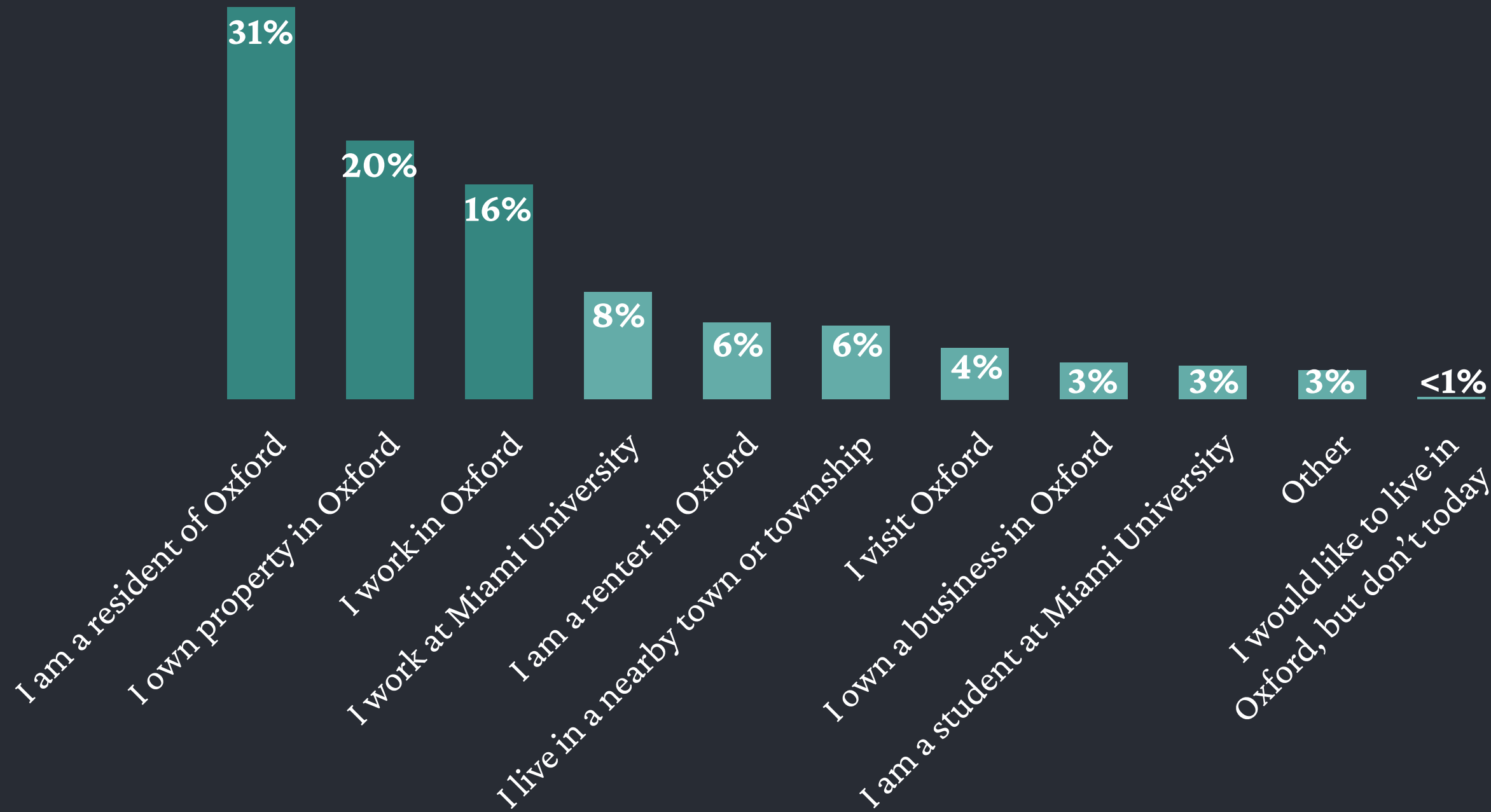


► Do you identify as Hispanic or Latina/o? (n = 226)

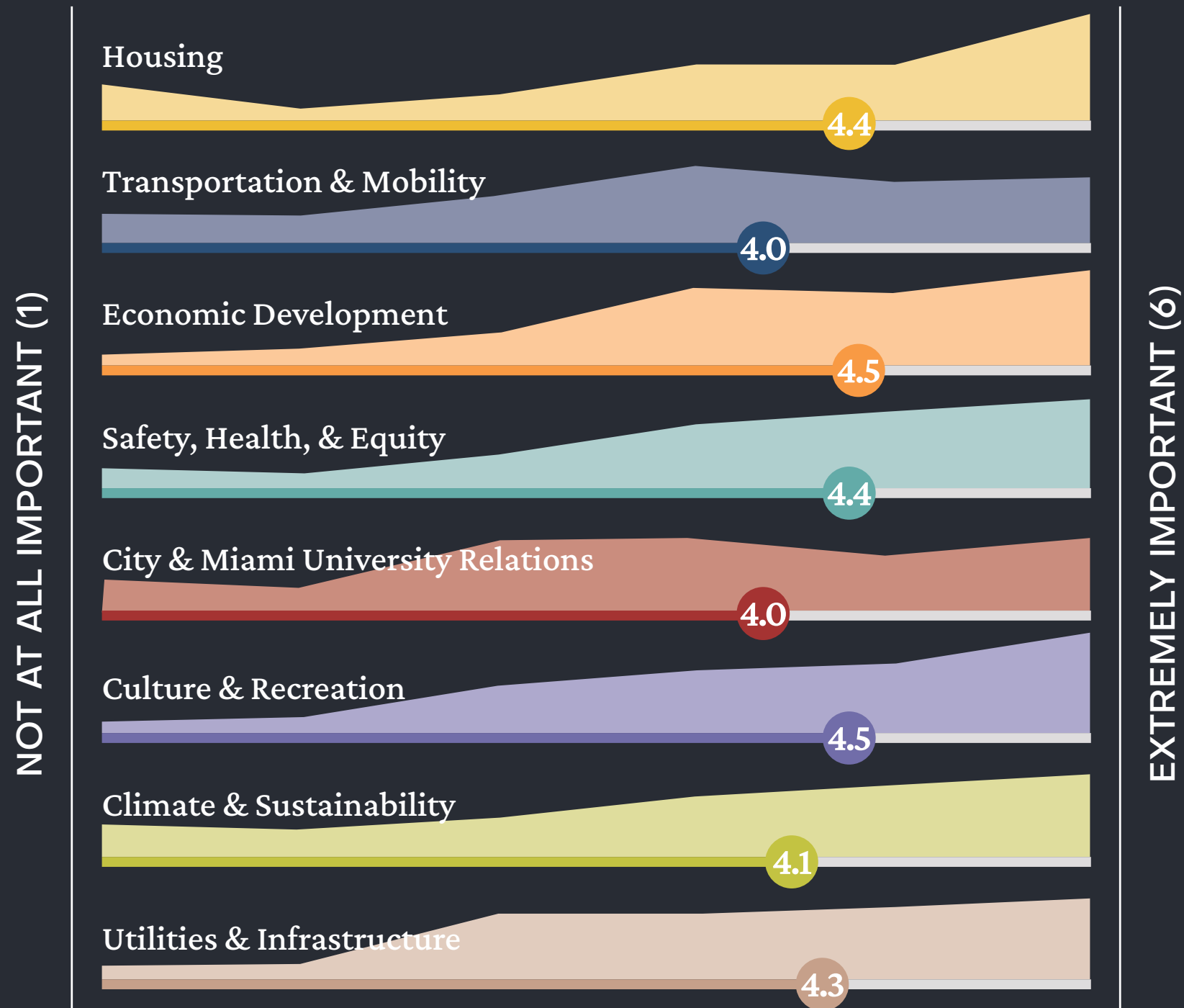


THE VOICES WE HEARD

► Please select all that describe you. (n = 363)



PLAN PRIORITIES



WHAT ARE YOUR FAVORITE THINGS ABOUT OXFORD?

67%



#1

Small town feel, engaged community and college town atmosphere

31%



#2

Walkability & easy access to amenities

27%



#3

Natural areas, parks & recreation

23%

#4

Miami University campus & amenities

21%

#5

OATS & hiking trails

20%

#6

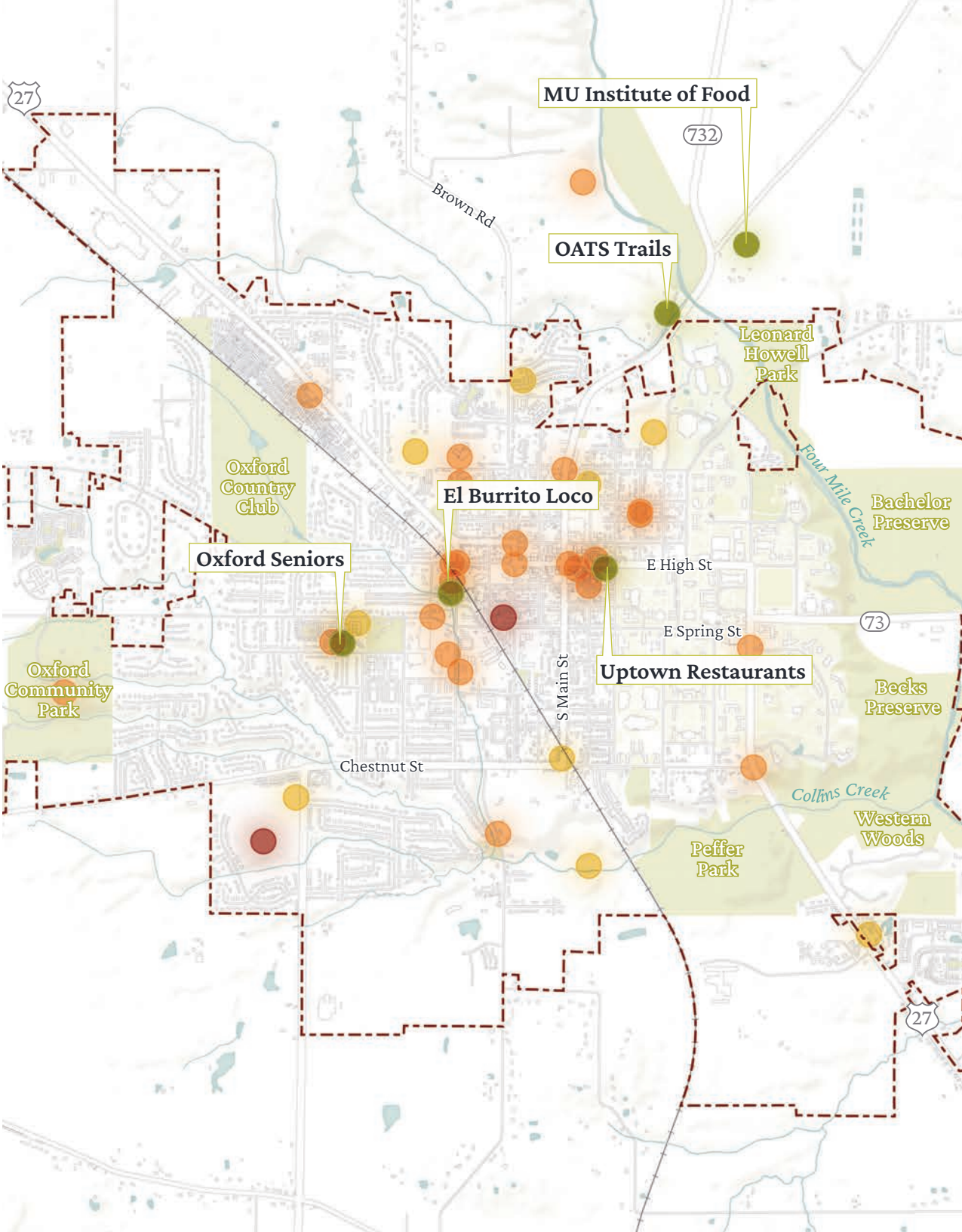
Events & festivals

15%

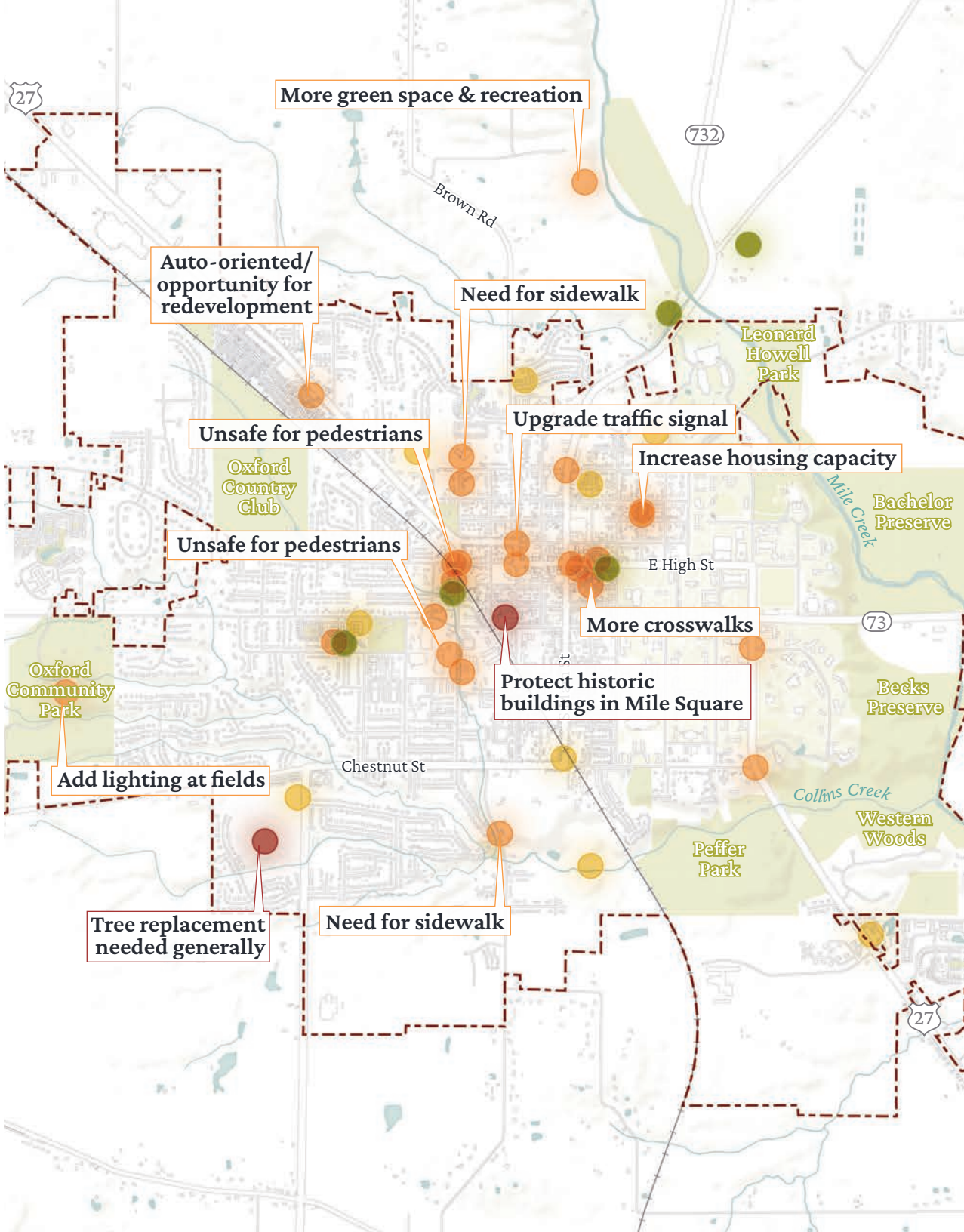
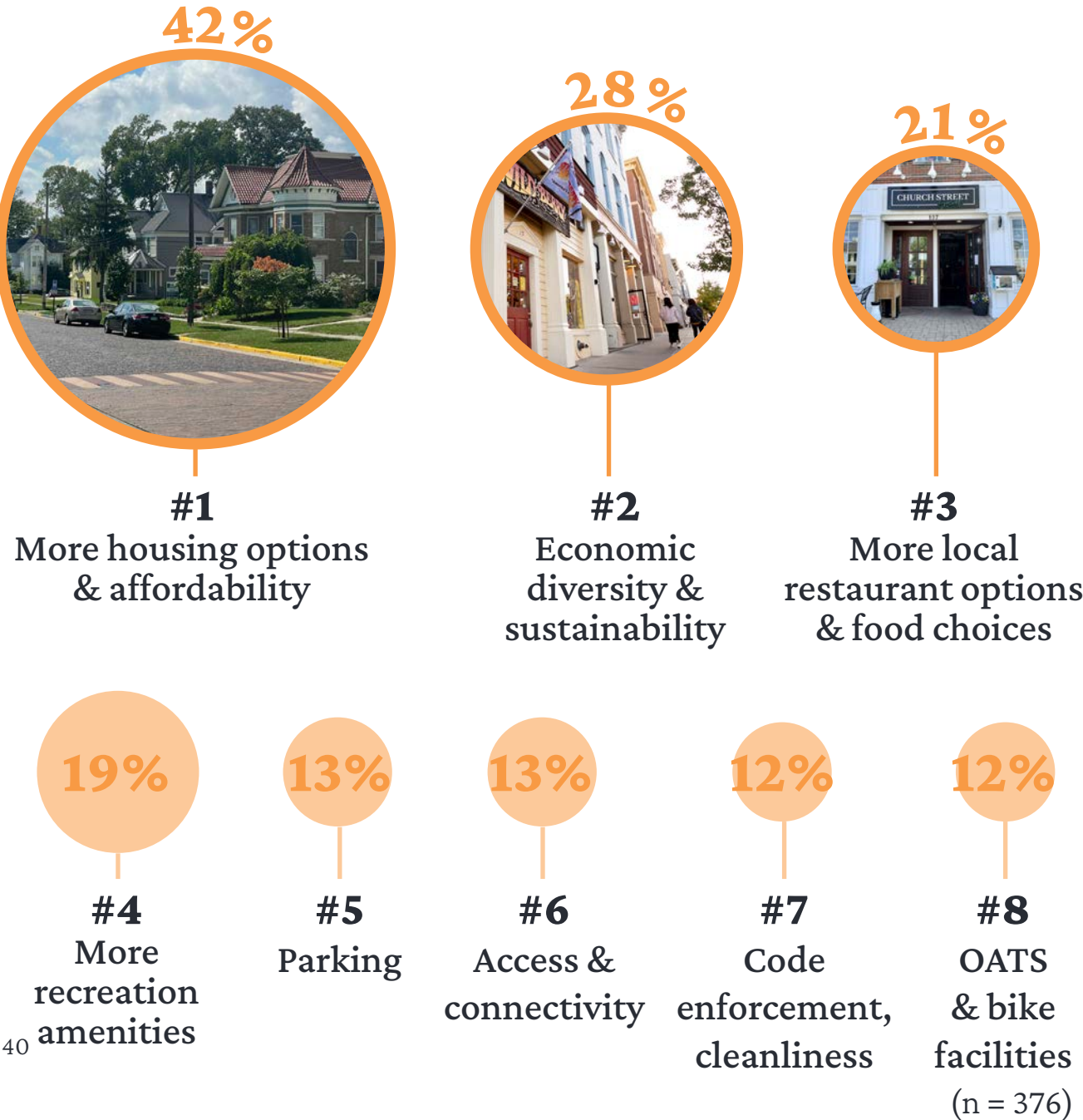
#7

Uptown

(n = 363)



WHAT WOULD YOU CHANGE OR IMPROVE ABOUT OXFORD?



WHAT IS MISSING IN OXFORD?

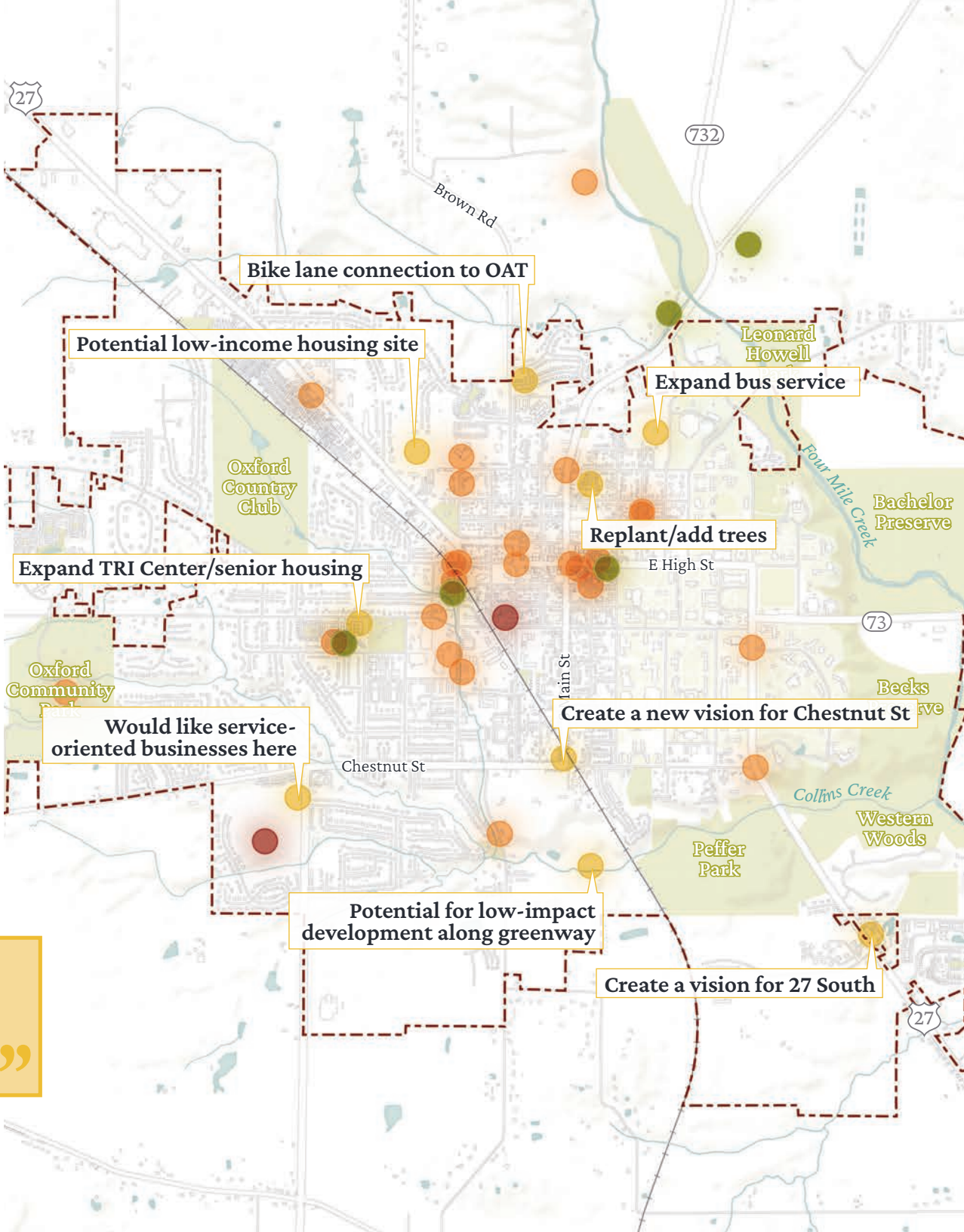
- 14% #1 - More restaurant options & food choices
- 13% #2 - Housing affordability
- 13% #3 - More housing options
- 12% #4 - More retail businesses
- 10% #5 - Improved economic development
- 9% #6 - More family friendly environment

“ I wish Oxford could be more **feasible and welcoming to small businesses.** ”

“ I would love to see **more activities for families with young kids**, especially through the winter, like an **indoor play space.** ”

“ I hope the **trail project can move forward and be completed!** This will be an incredible improvement for our community. ”

“ More amenities and programming that **promote diverse cultures.** ”





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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	David Treleaven, Environmental Specialist
DATE PREPARED:	January 5, 2023
COUNCIL MEETING DATE:	January 17, 2023
AGENDA TITLE:	January 4, 2023 Environmental Commission Meeting Summary
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	MBD 1/9/23

Environmental Commission members in attendance at the Wednesday, January 4, 2023 meeting were: Chair, Mr. Jon Ralinovsky; Planning Commission Representative, Mr. Jason Bracken; Mr. Steven Elliott, Ms. Heather Barrett, and Ms. Peggy Branstrator. A quorum was present. Also in attendance were City of Oxford (Oxford) City Councilor, Mr. David Prytherch, and Oxford residents Mr. Chuck Moul and Mr. Henry Moul.

Approval of Agenda

Motion: Ms. Barrett
2nd: Mr. Bracken
Vote: Unanimous

Approval of Minutes for the December 7, 2022 Meeting

Motion: Ms. Barrett
2nd: Ms. Branstrator
Vote: Unanimous

Discussion:

Mr. Prytherch was at the meeting to request the commission's endorsement of a Resolution to City Council that he had prepared and previously provided to the Commissioners. The



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Resolution requested City Council consider the Commission's recommendation to incorporate the concepts outlined in the Landscape Naturalization Master Plan 2022 (Master Plan) into the maintenance of various Oxford properties. The Master Plan had been prepared by Miami University students from Geography 459 course (Advanced Urban and Regional Development) during the second semester of the 2021-2022 academic year, and initially presented to the Environmental Commission at the May 2022 meeting (presentation entitled: "Landscape Naturalization of Oxford Parks"). The Master Plan was developed with stakeholder input from representatives of Oxford, the Environmental Commission, and Miami University faculty. The objectives of naturalization projects would be to increase carbon sequestration by plants, work towards public sustainability awareness and aesthetics, increase biodiversity, and reduce the expense associated with turf maintenance. At the Commission's December 2022 meeting, a Motion supporting the Master Plan and its concepts was unanimously approved. After a brief discussion, the following Motion pertaining to the Master Plan's Resolution was proposed by Mr. Elliott; Mr. Bracken was the second:

Motion:

The Environmental Commission approves of the Resolution to City Council to adopt the Landscape Naturalization Master Plan as guidance for the maintenance of Oxford-owned properties.

The Motion passed unanimously. Mr. Prytherch allowed that the implementation of concepts in the Master Plan would likely be gradual and take some time. Also, there would be opportunities for public and volunteer participation in the implantation processes, and that he pictured the Environmental Commission as an integral player in the process.

Ms. Branstrator had previously requested that the Commission consider the United Nation's Climate Neutral Now Program (the Program). Specifically, the Program's component that allows individuals to voluntarily participate in personal efforts to assist in the development of a more sustainable world. Ms. Branstrator believes that the Environmental Commission, along with Climate Action Steering Committee and Oxford itself, could publicize details about the Program, and provide information pertaining to personal actions that can be taken to reduce individuals/families greenhouse gas footprint, and potential opportunities for resource and energy efficiency. Mr. Bracken indicated he thought that the Commission was well suited to assist in providing this type of public education. Commissioners were requested to further review the information on the Program and its potential for further discussion during the Commission's February 1, 2022 meeting.

The Managed Natural Lawn Area (MNLA) legislation had been previously returned to the Environmental Commission from City Council for further refinement. Mr. Ralinovsky provided Commissioners with a copy of the City of Cincinnati's three paragraph Ordinance



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(No. 149-2011) pertaining to MNLA. Mr. Prytherch had prepared a draft MNLA ordinance chapter section that was a simplified revision of the previous legislative text. Commissioners' review of Mr. Prytherch's draft text found it to be succinct. The only recommended edit was the removal of pesticide from the definitions as the existing text pertaining to pesticide use in MNLA had been removed from the draft MNLA ordinance. Commissioners requested that Mr. Steve Sullivan be provided the opportunity to review and comment on the draft MNLA ordinance, as he had put so much effort into the initial proposed text. Pending Mr. Sullivan's input, the intent is to consider Commission's approval of the draft MNLA ordinance during the February 1, 2022 meeting.

Ms. Zazycki, Associate Director for Miami University Institute for the Environment and Sustainability (IES) had earlier informed the Commission that the student team undertaking the Professional Service Project (PSP) entitled "Recycling Program Recommendations for Commercial Housing Properties in the City of Oxford" had returned to campus on January 4, 2023 to start their PSP research and investigation. A client status meeting with representatives from the Environmental Commission would be scheduled during the first week of the second semester (week of January 23, 2023). Commissioners will be informed of the status meeting's date, time, and location once it has been determined.

In previous Commission meetings, the suggestion was made to have the Commission investigate establishing a recycling and/or food scrap collection program to be incorporated into Oxford's Red Brick Rally events during the summer of 2023, and potentially at other Oxford-sponsored events as well. Mr. Bracken indicated that he had contacted representatives for a local Girl Scout troop: they are interested in assisting the public in the proper disposal of recyclables, but the events' summer-time timing may limit the number of potential volunteers available. Mr. Chuck Moul spoke for a local Boy Scout troop and indicated they would also be interesting in assisting at the events, but the summer-time schedule could affect the availability of their volunteers as well.

Staff informed the Commission that during 2022, Oxford's urban forestry program had planted 73 street and public, pruned 22 trees, and removed 24 trees. The ratio of planted to removed trees was approximately three to one. Oxford's expense for trees during 2022 was approximately \$64,150, including wages for approximately 380 hours of time from Oxford Street and Maintenance Division personal and from Mr. Treleaven. Oxford qualified for "Tree City USA" status during 2022; this will be Oxford's 27th consecutive year as a Tree City USA community.

Staff updated the Commission on the monthly emission monitoring event of the landfill's 23 passive gas vents. December's monitoring was the 27th monthly event. December's estimated total CO₂e was approximately 85 metric tons (MT), the third lowest value in 27 months of monitoring. Over the two years plus of observations, the monthly total estimated



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CO₂e for the entire landfill continues to be highly variable. For example, in September 2022, the value was approximately 279 MT CO₂e, which was the second highest value observed during the monitoring period, and the following two months were both below 100 MT CO₂e (the third and sixth lowest monthly values). For 2022, the estimated total CO₂e was 1,804 MT (1,887 MT for 2021). The 27-monthly average CO₂e value was 154 MT CO₂e per month.

Staff provided a summary of the on-going residential food scraps drop-off program. Through the end of December 2022, (195 weeks since the program's start in April 2019), the total weight of collected food scraps was approximately 145,640 pounds (72.8 tons), averaging 747 pounds per week. For the year 2022, a total of approximately 40,125 pounds (20.06 tons) had been collected, averaging 772 pounds per week.

Approval of Adjournment:

Motion:	Mr. Elliott
2 nd :	Ms. Barrett
Vote:	Unanimous

Commissioners concluded discussions at 7:45 p.m. The next regularly scheduled monthly Environmental Commission meeting is scheduled for 7:00 p.m. on February 1, 2023, in the Municipal Building's first floor conference room.



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45215

STAFF REPORT

ORIGINATING DEPARTMENT:	Parks and Recreation
PREPARED BY:	Casey D. Wooddell
DATE PREPARED:	January 5, 2023
COUNCIL MEETING DATE:	January 17, 2023
AGENDA TITLE:	Resolution to accept a grant in the amount of \$46,206 from the NatureWorks Local Assistance Grant Program
BUDGETED AMOUNT:	n/a
ACCOUNT CODE:	n/a
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	CDW 1/5/2023 <i>DRC</i> 1.6.23

DISCUSSION:

Oxford Parks and Recreation Dept. (OPRD) applied for a grant in Summer 2022 to the Ohio Department of Natural Resources for the NatureWorks Local Assistance Grant Program. The grant request was \$46,206, the maximum allocation permitted for Butler County. OPRD was notified of the awarding of the requested funds in November 2022, pending Council approval. The City CIP Budget for 2023 includes a total of \$125,000 for this project.

These funds will aid in the renovation and enhancement of the playground at the Oxford Community Park to make this playground more ADA inclusive. The project includes the addition of an ADA Whirl, ADA accessible activity and music panels, and new ADA compliant surfacing.

The grant requires the project to be completed by December 31, 2024.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT THE OHIO DEPARTMENT OF NATURAL RESOURCES (ODNR) NATURE WORKS LOCAL ASSISTANCE GRANT IN AN AMOUNT NOT TO EXCEED \$46,206.

WHEREAS, the City Manager and the Oxford Parks and Recreation Director applied for a grant Summer of 2022 to renovate and make the Oxford Community Park playground more ADA-inclusive; and

WHEREAS, with the acceptance of this grant as well as allocated Capital Improvement Project funds in the City budget, this renovation project will continue as planned; and

WHEREAS, the City of Oxford adopted an ADA Transition Plan on June 1, 2021, of which creating an ADA-inclusive playscape is one of the Priority 1 objectives.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, STATE OF OHIO, THAT:

SECTION 1: The City Manager and the Oxford Parks and Recreation Director recommend that the City Manager be authorized to accept the ODNR Nature Works Local Assistance Grant in an amount not to exceed \$46,206.

SECTION 2: The City Manager is hereby authorized to accept the ODNR Nature Works Local Assistance Grant in an amount not to exceed \$46,206.

SECTION 4: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW(STAFF)

NATUREWORKS LOCAL ASSISTANCE GRANT AGREEMENT

This Agreement is between the **OHIO DEPARTMENT OF NATURAL RESOURCES**, acting through its Office of Real Estate and Land Management, ("**ODNR**") with offices located at 2045 Morse Rd., Bldg. E, Columbus, OH, 43229, and **City of Oxford**, which is located at 6025 Fairfield Road, Oxford, Ohio 45056 ("**Grantee**").

Grantee is an applicant who submitted a grant proposal (the "Grant Proposal") to ODNR for this grant program. Under R.C. § 1501.01 and §1557.06, ODNR may provide grants to eligible applicants for capital improvements for the acquisition, construction, reconstruction, expansion, improvement, planning, and equipping of capital projects that enhance the use and enjoyment of natural resources by individuals. Grantee has met the application requirements and has been approved by ODNR as eligible to receive this grant. Grantee will undertake the following with funding from this grant:

Install ADA accessible features to playground

The parties therefore agree as follows:

1. **AWARD.** ODNR hereby agrees to: (1) provide Grantee funding assistance not to exceed **\$ 46,206.00** from Ohio's fiscal allocations made available under the provisions of Amended Substitute House Bill No. 687, and pursuant to Ohio Revised Code Section 1557.06, the NatureWorks Local Assistance Grant Program; (2) upon receipt of tangible proof of actual eligible costs paid by the Grantee in performing this Agreement, reimburse the Grantee funds equal to no more than seventy-five percent of such eligible costs incurred in the performance and completion of the deliverables detailed in the attached Exhibit A, Boundary Map (the "Project").
2. **PERFORMANCE OF PROJECT.** Grantee shall perform its duties and responsibilities under this Agreement in compliance with the terms, promises, conditions, plans, specifications, estimates, procedures, maps, and assurances set forth in the Grant Proposal, incorporated herein by reference as though fully set forth herein, as well as the terms set forth in this Agreement. Grantee shall: (1) perform in compliance with the terms, promises, conditions, construction plans, specifications, estimates, procedures, maps, and assurances set forth in the Grant Proposal; (2) comply with all applicable federal, state and local laws and regulations; (3) promptly submit to the ODNR such reports and documents as ODNR may request; (4) establish a separate special account for the funds for the acquisition and/or development of the Project; (5) not change any of the terms, promises, conditions, plans, specifications, estimates, procedures, maps, or assurances set forth in the Grant Proposal unless the proposed change is approved by ODNR; (6) report any and all income gained on the Property or facilities during the Project Period; and (7) prominently display a NatureWorks acknowledgment sign at the site or facility acquired or developed with NatureWorks Local Grant Fund Program assistance. ODNR reserves the right to audit the special account created by Grantee, pursuant to Section 15, either during or after completion of the Project.

3. **NOTICE.** All notices, consents, and communications required hereunder (each, a “Notice”) shall be in writing and shall be deemed to have been properly given when: 1) hand delivered with delivery acknowledged in writing; 2) sent by U.S. Certified mail, return receipt requested, postage prepaid; 3) sent by overnight delivery service (FedEx, UPS, etc.) with receipt; or 4) sent by fax or email. Notices shall be deemed given upon receipt thereof and shall be sent to the addresses below. Notices sent by fax or email shall be effectively given only upon acknowledgement of receipt by the receiving party. Any party may change its address for receipt of Notices upon notice to the other party. If delivery cannot be made at any address designated for Notices, a Notice shall be deemed given on the date on which delivery at such address is attempted.

Grantee Contact: Casey Wooddell Local Project Coordinator City of Oxford 6025 Fairfield Road Oxford, Ohio 45056 (513) 523-6314 cwooddell@cityofoxford.org	ODNR Contact: Dee Burlison Program Manager ODNR Office of Real Estate & Land Management 2045 Morse Road, E-2 Columbus, Ohio 43229 614-265-6834 Dolores.Burlison@dnr.ohio.gov
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4. **PERIOD OF PERFORMANCE.** Implementation of the Project shall not commence until this Agreement is effective. This Agreement shall be effective as of the date on which it is signed by an authorized representative of ODNR. ODNR shall not be responsible for any costs incurred by the Grantee prior to the date this Agreement becomes effective. This Agreement shall terminate on December 31, 2024, unless modified by the mutual, written consent of both parties before that date or otherwise terminated as provided herein. The period between the Effective Date and the Termination Date shall be referred to herein as the “Project Period.” Grantee shall complete all work on the Project on or before December 31, 2024.
5. **COMPLIANCE WITH ODNR PROCEDURES.** ODNR and the Grantee mutually agree to perform this Agreement in accordance with the policies and procedures set forth by ODNR, and the guidelines set forth in the NatureWorks Local Assistance Grant Program Procedural Guide and Application (hereinafter “Procedural Guide” and “Application”). Failure to comply with or show sufficient progress in complying with the Procedural Guide and Application may result in the termination of this Agreement. ODNR may issue instructions, interpretations, or additional guidelines as necessary for effective program performance. Project assistance may be terminated in whole or in part at any time within the Project Period if ODNR determines that Grantee has failed to comply with this Agreement. Grantee will be promptly notified in writing of such findings and given reasons for this action. Grantee shall follow its own requirements relating to bid guarantees, performance bonds and payment bonds, and insurance.
6. **NO RESTRICTIONS OF RECORD.** Grantee hereby represents and warrants that there are not now, and there will not be, any restrictions of record with respect to the Project, including without limitation, any encumbrances, liens, or other matters that would interfere with or otherwise impair the use of the property as described in Exhibit A (the “Boundary Map”) attached hereto, on which the Project will be located and developed to enhance the use of natural resources (the “Property”). If the Property is to be

acquired with the funding assistance granted pursuant to this Agreement, Grantee shall not permit any encumbrances, liens, or other matters that would interfere with or otherwise impair the use of the Property for the Project as approved. Grantee shall provide a final Boundary Map for the Property prior to the acquisition of the Property. Grantee represents that it is, and/or covenants that it will be, the fee simple owner of the Property, or has, or will have, a lease with a term longer than fifteen (15) years beyond the anticipated date of the closeout on the Project and that the only restrictions of record with respect to the Property are, or will be: (a) any state of facts which an accurate survey might show; (b) all zoning regulations, restrictions, rules and ordinances, and other laws and regulations now in effect or hereafter adopted by any governmental agencies having jurisdiction over the Property; and (c) all matters of record pertaining to the Property, including dedicated public rights-of-way and the items identified on said Exhibit A.

7. **USE OF PROPERTY.** Grantee agrees to operate, maintain, and keep for public outdoor recreation purposes the Property and facilities acquired or developed pursuant to this Agreement, as identified in the Boundary Map. The Property and/or facilities will be kept open for general public use during reasonable hours and during appropriate seasons of the year, according to the type of use occurring on the site. During the term of the bonds issued to provide funds for the NatureWorks Local Assistance Grant Program, the Property shall not be converted to another use other than public outdoor recreation use nor shall the Property be transferred through deed or easement without the approval of ODNR. Should Grantee convert the Property without the approval of ODNR, Grantee may become ineligible for further grant funding through ODNR until the condition of noncompliance is rectified to the satisfaction of ODNR. Grantee shall retain and use the Project and Property in a manner consistent with the purposes of Article VIII, Section 2I of the Ohio Constitution.
8. **MAINTENANCE OF PROPERTY.** The Property will be operated and maintained to be safe, attractive, and inviting to the public. Sanitation and sanitary facilities will be maintained on the Property to comply with applicable state and local health standards. Buildings, recreation and support facilities, and other improvements on the Property will be kept in reasonable repair throughout their estimated life expectancy to prevent undue deterioration.
9. **ACCESSIBILITY.** Any new facility constructed on the Property will, whenever possible, be designed to accommodate people with disabilities. The Property and facilities on the Property shall be made available to all persons regardless of race, color, religion, sex, national origin, handicap, military status, age, or ancestry. Any modifications to existing structures shall also include design considerations for persons with disabilities. Grantee agrees that this requirement is applicable to any construction occurring on the Property, regardless of the funding source for the improvement. Grantee will require that any facility on the Property be designed to comply with the Architectural Barriers Act of 1968 (Public Law 90-480), DOI Section 504 Regulations (43 CFR Part 17) and will be responsible to ensure compliance with these specifications by the contractor.
10. **USER FEES.** User fees charged for use of the Property or facilities on the Property shall be reasonable for all users and shall not create unfair competition with private enterprises offering similar services. Revenues occurring from non-recreational uses of the Property (Ex. Income from sales of timber, oil, gas, or minerals) shall be (a) returned to the public in the form of expanded facilities or services on the Property or (b) offset the reimbursement basis.

11. **QUALIFICATION TO RECEIVE GRANT.** Grantee affirms that it duly organized local government entity, qualified to receive grants under the NatureWorks Local Assistance Grant Program. Grantee further affirms that if at any time during the term of this Agreement, Grantee for any reason becomes disqualified from participating in the NatureWorks Local Grant Fund Program, Grantee will immediately notify ODNR in writing and will immediately cease performance of the Project. Failure to provide such notice in a timely manner shall void this Agreement and may be sufficient cause for the State of Ohio to debar the Grantee from future state grant opportunities as may be permitted by law. Grantee represents and warrants that it is not debarred from consideration for contract awards by the Director of the Department of Administrative Services, pursuant to either R.C. Section 153.02 or R.C. Section 125.25.
12. **BIDDING; PLANS.** Grantee shall follow all applicable laws in determining whether the Project must be competitively bid. If competitive bidding for the Project is not required by law, to the extent reasonably possible as determined by Grantee, Grantee shall employ an open and competitive process in the selection of its contractors. Bid documents shall not be designed so as to restrict or preclude open competitive bidding. Plans must reflect the intent of the Project as described in the authorizing legislation. Once approved by ODNR, plans and specifications should not be substantially modified. ODNR must be notified of any planned substantial changes, and only approved changes will be eligible for reimbursement.
13. **UTILITIES.** Unless situated within an easement or right of way owned by others, all new or replacement utility lines on the Property shall be placed underground.
14. **APPROPRIATION OF PROPERTY.** Grantee shall comply with the terms of Ohio Revised Code Chapter 163 for all real property acquisitions and, where applicable, shall assure compliance with those requirements for the Property to be developed with assistance under this Agreement.
15. **REPORTS AND RECORDS.** The Grantee will keep and make all reports and records associated with the Project funded under this Agreement available to the State Auditor, or the Auditor's designee, and ODNR for a period of not less than eighteen (18) years after the Termination Date. These reports and records shall include a description of the Project, a detailed overview of the scope of work, and disbursement detail (including amount, date, nature/object of expenditure), and vendor information. Grantee acknowledges that the Auditor of State and other departments, agencies, and officials of the State may audit the Project at any time, including before, during and after completion. Grantee agrees that any costs of audit by the Auditor of State or any other department, agency, or official of the State will be the sole responsibility of Grantee, and that no funds provided under this Agreement will be used by Grantee for payment of any audit expenses for any reason at any time.
16. **TAXES.** Grantee accepts full responsibility for payment of any and all taxes, insurance premiums, or payroll deductions required for all employees engaged by Grantee in the performance of the work authorized by this Agreement, including without limitation, unemployment compensation, workers' compensation, and all health care, income tax, social security, and Medicare deductions. ODNR is exempt from federal, state, and local taxes and shall not be liable for any taxes under this Agreement.
17. **TERMINATION BY ODNR.** Any time after signing this Agreement, ODNR may terminate the Agreement, in whole or in part, for any reason whatsoever, upon written notification to the Grantee. Grantee shall return

any unused grant funds to ODNR within thirty (30) days of termination. In the event of termination, all unused funds shall be retained by ODNR.

18. **TERMINATION BY GRANTEE.** Any time after signing this Agreement, Grantee may terminate this Agreement for any reason whatsoever upon written notification to ODNR. If Grantee terminates this Agreement, Grantee shall not incur any new obligations using grant funds and shall use its reasonable best efforts to cancel as many outstanding obligations of grant funds as possible. Grantee shall return all unused grant funds to ODNR within thirty (30) days of termination. Upon Grantee's termination, Grantee shall repay ODNR all funds transferred under this Agreement.

19. **NONDISCRIMINATION IN EMPLOYMENT.** Pursuant to R.C. § 125.111 and ODNR policy, Grantee agrees that Grantee, any subcontractor, and any person acting on behalf of Grantee, shall not discriminate, by reason of race, color, religion, sex, sexual orientation, age, disability, military status as defined in R.C. § 4112.01, national origin, or ancestry against any citizen of this state in the employment of any person qualified and available to perform the activities. Grantee further agrees that Grantee, any subcontractor, and any person acting on behalf of Grantee or a subcontractor shall not, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of the activities on account of race, color, religion, sex, sexual orientation, age, disability, military status, national origin, or ancestry.

Grantee shall, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, handicap, or any disability. Grantee shall cooperate with the state Equal Employment Opportunity Coordinator, with any other official or agency of the state or federal Government which seeks to eliminate unlawful employment discrimination, and with all other state and federal efforts to assure equal employment practices under the Agreement, and Grantee shall comply promptly with all requests and directions from the State of Ohio or any of its officials and agencies in this regard.

20. **AFFIRMATIVE ACTION PROGRAM.** Grantee shall require the prime contractor(s) on the project have a valid Certificate of Compliance (COC) from the Ohio Department of Administrative Services, Equal Opportunity Division before awarding a construction contract. Grantees can look up those contractors with valid a Certificate of Compliance at <https://eodreporting.oit.ohio.gov/certification-compliance>.

21. **WORKERS' COMPENSATION.** Grantee shall provide its own workers' compensation coverage throughout the duration of this Agreement and any extensions thereof. ODNR is hereby released from any and all liability for injury received by the Grantee, its employees, agents, or subcontractors, while performing tasks, duties, work, or responsibilities as set forth in this Agreement.

22. **COMPLIANCE WITH LAWS.** Grantee, in the execution of its duties and obligations under this Agreement, agrees to comply with all applicable federal, state, and local laws, rules, regulations, and ordinances.

23. **LIABILITY; INDEMNIFICATION.** Grantee shall be solely responsible for any and all claims, demands, or causes of action arising from Grantee's obligations under this Agreement. Each party to this Agreement must seek its own legal representative and bear its own costs, attorney fees, and expenses, in any litigation that may arise from the performance of this Agreement. It is specifically understood and agreed

that ODNR does not indemnify Grantee. Nothing in this Agreement shall be construed to be a waiver of the sovereign immunity of the State of Ohio or the immunity of any of its employees or agents for any purpose. In no event shall ODNR be liable for indirect, consequential, incidental, special, liquidated, or punitive damages, or lost profits.

24. **DRUG-FREE WORKPLACE.** If applicable to Grantee as a “contracting authority” Grantee agrees to comply with all applicable state and federal laws regarding drug-free workplace.
25. **USE OF MBE AND EDGE VENDORS.** Revised Code § 125.081 requires state agencies to set aside purchases for Minority Business Enterprises (“MBE”) and Executive Order 2008-13S encourages use of Encouraging Diversity, Growth and Equity (“EDGE”) businesses. ODNR encourages Grantee to purchase goods and services from Ohio-certified MBE and EDGE vendors.
26. **EVENTS OF SIGNIFICANT IMPACT.** Grantee shall immediately notify ODNR of developments that have a significant impact on the activities supported under this award. Also, notice must be given in case of problems, delays, or adverse conditions that materially impair the ability to meet the objectives of the award. This notification must include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.
27. **PUBLIC RECORDS.** Public access to award or agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to the Ohio Public Records Law R. C. §§ 149.43 and 149.431.
28. **DEBARMENT AND SUSPENSION.** Grantee certifies that it is not debarred from consideration for contract awards by the State of Ohio under R.C. §§ 153.02, 125.25, or 5513.06. If this certification is false, this Agreement is void *ab initio* and Grantee shall immediately repay ODNR all funds transferred by this Agreement.
29. **FINDINGS FOR RECOVERY.** Grantee represents and warrants that it is not subject to a finding for recovery under R.C. § 9.24, or that it has taken appropriate remedial steps required under R.C. § 9.24 or otherwise qualifies under that section. Grantee agrees that if this representation or warranty is deemed to be false, the agreement shall be void *ab initio* as between the parties to this agreement, and any funds paid by ODNR hereunder immediately shall be repaid to ODNR, or an action for recovery immediately may be commenced by ODNR for recovery.
30. **OHIO ETHICS LAW.** The Grantee certifies that it: (i) has reviewed and understands the Ohio ethics and conflict of interest laws as found in Ohio Revised Code Chapter 102 and in Ohio Revised Code Sections 2921.42 and 2921.43, and (ii) will take no action inconsistent with those laws. The Grantee understands that failure to comply with Ohio’s ethics and conflict of interest laws is grounds for termination of this Agreement and may result in the loss of other contacts or grants with the State of Ohio.
31. **CAMPAIGN CONTRIBUTIONS.** The Grantee affirms that, if applicable to it, no party listed in R.C. § 3517.13(I) or R.C. § 3517.13(J) or spouse of such party has made, as an individual, within the two previous calendar years, one or more contributions totaling in excess of \$1,000.00 to the Governor or the Governor’s campaign committees.

32. **NON-APPROPRIATION.** Performance by ODNR under this Agreement may be dependent upon the appropriation of funds by the Ohio General Assembly. Therefore, in accordance with R.C. § 126.07, it is agreed that ODNR's payments are contingent on the availability of such lawful appropriations by the Ohio General Assembly. If the Ohio General Assembly fails at any time to continue funding for the payments due hereunder, this Agreement is hereby terminated as of the date that the funding expires without further obligation of ODNR.
33. **GOVERNING LAW.** This Agreement and the rights of the parties hereunder shall be governed, construed, and interpreted in accordance with the laws of the State of Ohio. Grantee consents to jurisdiction in a court of proper jurisdiction in Franklin County, Ohio.
34. **WAIVER.** A waiver by any party of any breach or default by the other party under this Agreement shall not constitute a continuing waiver by such party of any subsequent act in breach of or in default hereunder.
35. **ASSIGNMENT.** Neither this Agreement nor any rights, duties, or obligations hereunder may be assigned or transferred in whole or in part by Grantee.
36. **CONFLICTS.** In the event of any conflict between the terms and provisions of the body of this Agreement and any attachments hereto, the terms of this Agreement shall control.
37. **SEVERABILITY.** The provisions of this Agreement are severable and independent, and if any such provision shall be determined to be unenforceable in whole or in part, the remaining provisions and any partially enforceable provisions shall, to the extent enforceable in any jurisdiction, nevertheless be binding and enforceable.
38. **HEADINGS.** The headings in this Agreement have been inserted for convenient reference only and shall not be considered in any questions of interpretation or construction of this Agreement.
39. **COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same instrument. Either party hereto may deliver a copy of its counterparty's signature page to this Agreement electronically pursuant to R.C. § 1306. Each party hereto shall be entitled to rely upon an electronic signature of any other party delivered in such a manner as if such signature were an original.
40. **ENTIRE AGREEMENT.** This Agreement, including any attachments referenced and made a part hereof, contains the entire agreement between the parties hereto with respect to the subject matter hereof, and shall not be modified, amended, or supplemented, or any rights herein waived, unless specifically agreed upon in writing by the parties hereto. This Agreement supersedes any and all previous agreements, whether written or oral, between the parties.

[SIGNATURE PAGE FOLLOWS]

Each party is signing this Agreement on the date stated below that party's signature.

GRANTEE

OHIO DEPARTMENT OF NATURAL RESOURCES

City of Oxford

OFFICE OF REAL ESTATE & LAND MANAGEMENT

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

ATTORNEY CERTIFICATION

NatureWorks Project Number: _____BUTL-041_____

I, _____, acting as attorney for the
Name and Title of Attorney
_____("Grantee"), and for the reliance of the
Name of Grantee

Ohio Department of Natural Resources, do certify that from my examination of the NatureWorks Grant Agreement (the "Agreement") and my knowledge of Grantee's organization, that acceptance of the Agreement by Grantee and the execution thereof by the signing officer has been duly authorized and is proper and in accordance with the laws of the State of Ohio. Grantee is a legally constituted public entity with full authority and legal capacity to perform all obligations and terms of the Agreement. Upon signature by the signing officer, the Agreement is, in my opinion, a legal obligation of Grantee in accordance with the terms thereof, and Grantee possesses the legal authority to fully perform all obligations incurred by Grantee in signing this Agreement. Grantee's acceptance of the Agreement and the signing officer's execution thereof, ☐ has ☐ has not* been authorized by the governing body of Grantee or has otherwise been authorized by Grantee's charter. (Resolution or Ordinance No. _____, dated _____, 20____).

*If "has not" is checked above, please indicate the reason: _____

Attorney for Grantee:

Attorney Signature

Attorney Printed Name

Attorney Registration No.

Date Signed

Attorney Address: _____



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Doug Elliott
DATE PREPARED:	1.11.23
COUNCIL MEETING DATE:	1.17.23
AGENDA TITLE:	An Ordinance to approve current replacement pages to the Oxford Codified Ordinances.
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRC</i> 1.11.23

DISCUSSION:

The City of Oxford utilizes the services of Walter H. Drane Co. to codify City Ordinances. This includes ordinances unique to the City of Oxford (e.g., planning and zoning), as well as, the City's Traffic and General Offenses Codes which mirror state law (for the most part). The codification process includes making revisions, rearranging, and consolidating into various titles, chapters, and sections. Once adopted by City Council, these revisions are published both electronically and in limited hard copies. On the agenda is an ordinance to add, amend, or repeal certain sections and chapters.

ORDINANCE NO.

AN ORDINANCE TO APPROVE CURRENT REPLACEMENT PAGES TO THE OXFORD CODIFIED ORDINANCES.

Whereas, Council has determined that certain provisions within the Codified Ordinances should be amended to conform with current State law as required by the Ohio Constitution. Various ordinances of a general and permanent nature have been passed by Council, which should be included in the Codified Ordinances. The City has heretofore entered into a contract with Walter H. Drane Co. to prepare and publish revisions which are before Council.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, STATE OF OHIO, THAT:

SECTION 1: Council has determined that certain provisions within the Codified Ordinances should be amended to conform with current State law as required by the Ohio Constitution. Various ordinances of a general and permanent nature have been passed by Council which should be included in the Codified Ordinances. The City has heretofore entered into a contract with Walter H. Drane Co. to prepare and publish revisions which are before Council.

SECTION 2: The Ordinances of the City of Oxford, Ohio, of a general and permanent nature, as revised, recodified, rearranged and consolidated into component codes, titles, chapters and sections within the 2022 Replacement Pages so the Codified Ordinances are hereby approved and adopted.

SECTION 3: The following sections and chapters are hereby added, amended or repealed and respectfully indicated in order to comply with the current State law:

Administrative Code

101.03 Rules of Construction. (Amended)

Traffic Code

303.082 Private Tow-Away Zones. (Amended)

303.083 Impounding Vehicles on Public Property. (Added)

337.10 Lights, Emblems, and Reflectors on Slow-Moving Vehicles, Farm Machinery, Agricultural Tractors, and Animal-Drawn Vehicles. (Amended)

337.16 Number of Lights; Limitations on Flashing, Oscillating or Rotating Lights. (Amended)

General Offenses Code

513.01 Drug Abuse Control Definitions. (Amended)

513.16 Sale of Dextromethorphan. (Added)

517.01 Gambling Definitions. (Amended)

517.02 Gambling. (Amended)

517.06 Methods of Conducting a Bingo Game; Prohibitions. (Amended)

517.08 Raffles. (Amended)
517.09 Charitable Instant Bingo Organizations. (Amended)
517.11 Bingo or Game of Chance Records. (Amended)
517.13 Bingo Exceptions. (Amended)
517.14 Instant Bingo Conduct by a Veteran's or Fraternal Organization. (Amended)
517.15 Skill-Based Amusement Machines. (Amended)
517.16 Electronic Instant Bingo; Prohibited Conduct. (Added)
529.01 Liquor Control Definitions. (Amended)
529.07 Open Container Prohibited. (Amended)
537.19 Hazing Prohibited. (Added)
549.02 Carrying Concealed Weapons. (Amended)
549.04 Improperly Handling Firearms in a Motor Vehicle. (Amended)
549.10 Possessing Replica Firearm in School. (Amended)
549.12 Concealed Handgun Licenses; Possession of Revoked or Suspended License;
Additional Restrictions; Posting Signs Prohibiting Possession. (Added)

SECTION 4: The complete text of the Traffic and General Offenses Code sections listed above are set forth in full in the current replacement pages to the Codified Ordinances which are hereby attached to this Ordinance as Exhibit A. Any summary publication of this Ordinance shall include a complete listing of these sections. Notice of adoption of each new section by reference to its title shall constitute sufficient publication of new matter contained therein.

SECTION 5: This Ordinance shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	December 21, 2022
COUNCIL MEETING DATE:	January 3, 2023
AGENDA TITLE:	Ordinance Authorizing Curb, Gutter, & Sidewalk Special Assessments
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE</i> 12.21.22 MBD 12/21/22

Discussion:

Through a series of Resolutions, the City has caused the repair of deficient curb, gutter, and sidewalk on parcels identified in the attached Exhibit "A" including:

Feb 2022 Resolution No. 7376– Declaring the necessity to make improvements

April 2022 Resolution No. 7387 – Authorizing a contract to perform the improvements

Nov. 2022 Resolution No. 7447 – Determination of the total cost of assessment by lot

The proposed assessment costs were advertised as required by Ohio Revised Code; any objections received from parcel owners have been resolved at the administrative level by the City Engineer; parcels and final costs are detailed in Exhibit "A". Upon passage of this Ordinance, an owner may pay cash for the assessment within 30 days. Otherwise, the amount will be levied to the owner's property tax bill and must be paid in five (5) annual installments with City assessed interest on deferred payments at a rate of 5% (this percentage rate has been in place for several years; the City Council may change this rate if they desire to do so).

Staff recommends City Council approve this assessment Ordinance, and authorize the City Manager, or his designee, to take all steps necessary to cause the amounts listed in Exhibit "A" to be levied upon the lots and lands enumerated in the listing.

ORDINANCE NO.

AN ORDINANCE LEVYING UPON THE LOTS AND LANDS ENUMERATED IN THE LIST OF ESTIMATED ASSESSMENTS (EXHIBIT A) THE AMOUNTS SET FORTH ON SUCH LIST AND SETTING FORTH TERMS FOR PAYMENT OF ASSESSMENTS.

WHEREAS, in accordance with Section 729.07 of the Ohio Revised Code, Council filed a list of estimated assessments (Exhibit A) with the Clerk of City Council and ordered it open for public inspection; and

WHEREAS, pursuant to Ohio Revised Code Section 729.08, Council published a notice in the *Journal News*, on Sundays beginning Sunday, November 13, 2022, and ending Sunday, November 27, 2022, stating that the list of estimated assessments (Exhibit A) was on file with the Clerk of City Council and was available for public inspection; and

WHEREAS, the City Engineer has resolved all written objections to the property owners' satisfaction.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS THAT:

SECTION 1: Property owners shall be assessed the actual cost over five years as set forth on Exhibit "A" attached hereto.

SECTION 2: Property owners may pay the assessment in five (5) annual installments with interest on deferred payments at 5%. Conversely, property owners may pay the assessment in cash within 30 days after passage of this Ordinance.

SECTION 3: This ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

Exhibit A

Curb, Gutter, Sidewalk, for 2022 Resurfacing Assessment Property List of Final Costs

					Final Quantities			
Address	Direction	Street Name	Property Owner	Parcel #	Mailing Address	Final Cost	Estimated Cost (w/out permit)	Cost Difference
811		McGuffey Ave	Patricia O Lierman	H4100122000013	Patricia O Lierman 755 Maplewood Dr. Hamilton, OH 45013	\$ 595.00	\$ 700.00	\$ (105.00)
810		McGuffey Ave	Destree Ferguson	H4000122000084	Destree Ferguson 3184 Shandwick Circle Corona, CA 92882	\$ 1,313.80	\$ 1,400.00	\$ (86.20)
717		McGuffey Ave	Morrison Rentals Oxford LLC	H4100122000054	Morrison Rentals Oxford LLC C/O: L Wayne & Carmen Morrison PO Box 855 Oxford, OH 45056	\$ -	\$ -	\$ -
625		McGuffey Ave	Oxford West Properties 1 LLLP	H4100122000103 & H4100122000104	Oxford West Properties 1 LLLP ATTN: Greg Hunter 129 N Patterson St. Valdosta, GA 31601	\$ 5,924.40	\$ 7,200.00	\$ (1,275.60)
621		McGuffey Ave	Oxford West Properties 1 LLLP	H4100122000105	Oxford West Properties 1 LLLP ATTN: Greg Hunter 129 N Patterson St. Valdosta, GA 31601	\$ 7,906.20	\$ 9,150.00	\$ (1,243.80)
517		Wells Mill Dr	Oxford West Properties 1 LLLP	H4100123000011	Oxford West Properties 1 LLLP ATTN: Greg Hunter 129 N Patterson St. Valdosta, GA 31601	\$ 8,892.60	\$ 9,390.00	\$ (497.40)
600		Brookview	Beulah Mae Terry	H4100122000067	Beulah Mae Terry 600 Brookview Ct Oxford, OH 45056	\$ 3,943.60	\$ 4,450.00	\$ (506.40)
475		McGuffey Ave	SSC Oxford LLC	H4100119000078	SSC Oxford LLC PO Box 24550 Columbus, OH 43224	\$ 6,948.60	\$ 8,765.00	\$ (1,816.40)
455		McGuffey Ave	SSC Oxford LLC	H4100119000074	SSC Oxford LLC PO Box 24550 Columbus, OH 43224	\$ 3,248.40	\$ 3,500.00	\$ (251.60)
911		Tollgate Dr	Dallas R Fletcher	H4100124000061	Dallas R Fletcher 911 Tollgate Dr. Oxford, OH 45056	\$ 5,283.80	\$ 5,850.00	\$ (566.20)
919		Tollgate Dr	Mark T & Lisa A Winstead	H4100124000060	Mark T & Lisa A Winstead 919 Tollgate Dr. Oxford, OH 45056	\$ -	\$ -	\$ -
8		Bull Run	Kathryn E Mawer	H4100125000021	Kathryn E Mawer 8 Bull Run Dr. Oxford, OH 45056	\$ 2,685.20	\$ 2,720.00	\$ (34.80)
9		Bull Run	James A & Ann M Dunlevy	H4100125000026	James A & Ann M Dunlevy 9 Bull Run Dr. Oxford, OH 45056	\$ -		
10		Bull Run	Jack C Vaughn	H4000125000022	Jack C Vaughn 10 Bull Run Dr. Oxford, OH 45056	\$ -		
14		Bull Run	Amy Cogan Clay	H4100126000043, H4000119000019, H4000126000003, & H4000119000021	Amy Cogan Clay 14 Bull Run Dr. Oxford, OH 45056	\$ 9,873.20	\$ 11,780.00	\$ (1,906.80)

11/30/22 Resident paid in full, receipt #438798, \$1,535.20

10/3/22 Resident paid in full, invoice #2663, \$2,285.00

12/2/22 Amount owed revised from \$2,900 due to portion of work done by owner.
12/6/22 Resident paid in full, receipt #439133, \$1,160.00
12/12/22 Resident paid in full, receipt #440494, \$1,160.00

15	Bull Run	Amy Shoemaker	H4100126000005	Amy Shoemaker 15 Bull Run Dr. Oxford, OH 45056	\$	5,743.60	\$	6,450.00	\$	(706.40)
11	Bull Run	Heath M & Maureen E Kelly	H4100125000025	Heath M & Maureen E Kelly 11 Bull Run Dr. Oxford, OH 45056	\$	4,672.20	\$	5,560.00	\$	(887.80)
7	Bull Run	Katherine Ehlert & John Robert Troehler	H4100125000027	Katherine Ehlert & John Robert Troehler 7 Bull Run Dr. Oxford, OH 45056	\$	3,248.40	\$	3,550.00	\$	(301.60)
493	White Oak	Caitlynn Elizabeth Harp & Andrew Tyler Merrell	H4100126000044	Caitlynn Elizabeth Harp & Andrew Tyler Merrell 493 White Oak Dr. Oxford, OH 45056	\$	1,503.40	\$	1,600.00	\$	(96.60)

1201	Tollgate	Russell L & Brittany R Peterson	H4100125000009	Russell L & Brittany R Peterson 1201 Tollgate Dr. Oxford, OH 45056	\$	1,714.40	\$	1,850.00	\$	(135.60)
4	Robin Ct	Brandon M Burke & Qing Liao	H4100125000010	Brandon M Burke & Qing Liao 4 Robin Ct Oxford, OH 45056	\$	2,158.80	\$	2,350.00	\$	(191.20)
6	Robin Ct	Kathleen A Janssen	H4100125000011	Kathleen A Janssen 6 Robin Ct Oxford, OH 45056	\$	-	\$	-	\$	-
11	Robin Ct	Roger H & Diane Princell	H4100125000013	Roger H & Diane Princell 11 Robin Ct Oxford, OH 45056	\$	1,208.00	\$	1,250.00	\$	(42.00)
7	Robin Ct	Jay A & Carrie S Young	H4100125000015	Jay A & Carrie S Young 7 Robin Ct Oxford, OH 45056	\$	-	\$	-	\$	-
5	Robin Ct	Julia R Fisher	H4100125000016	Julia R Fisher 5 Robin Ct Oxford, OH 45056	\$	-	\$	-	\$	-

1218	Albert Circle	Donald B Reece	H4100125000049	Donald B Reece 1218 Albert Circle Oxford, OH 45056	\$	4,000.00	\$	3,660.00	\$	340.00
1	Lynn Ave	S N B National Bank	H4100016000064	S N B National Bank C/O: Ryan PTS Department 908 PO Box 460169 Houston, TX 77056	\$	617.20	\$	550.00	\$	67.20
49	Vicki Anda Ct	Contreras Park Condominiums LLC	H4100016000108	Contreras Park Condominiums LLC 116 E. High St. Oxford, OH 45056	\$	2,844.00	\$	3,250.00	\$	(406.00)

Complaint Properties

Address	Direction	Street Name	Property Owner	Parcel #	Final Cost	Estimated Cost	Cost Difference	
1130	Tollgate Dr.	Nancy A Mlinarik	H4100125000040	Nancy A Mlinarik 1130 Tollgate Dr. Oxford, OH 45056	\$ 5,519.60	\$ 5,530.00	\$ (10.40)	
1210	Tollgate Dr.	Sherrie A Skipper	H4100125000039	Sherrie A Skipper 1210 Tollgate Dr. Oxford, OH 45056	\$ -	\$ -	\$ -	12/2/22 Resident paid in full, receipt #439020, \$7,743.00
1218	Tollgate Dr.	Mary L Kollin	H4100125000038	Mary L Kollin 1218 Tollgate Dr. Oxford, OH 45056	\$ 5,098.00	\$ 6,100.00	\$ (1,002.00)	

1220	Tollgate Dr.	Barbara J Lawson	H4100125000037	Barbara J Lawson C/O: New Direction RPS PO Box 18325 Fairfield, OH 45018	\$	5,574.20	\$	6,480.00	\$	(905.80)
446	Emerald Woods	Hugh Patrick & Jacqueline Katherine Welsh	H4100127000018	Hugh Patrick & Jacqueline Katherine Welsh 446 Emerald Woods Dr. Oxford, OH 45056	\$	6,684.20	\$	7,640.00	\$	(955.80)
112	Jacqueline Dr.	Osaak & Njeri Olumwullah	H4100015000052	Osaak & Njeri Olumwullah 112 Jacqueline Dr. Oxford, OH 45056	\$	4,593.80	\$	4,730.00	\$	(136.20)

TOTAL OF RESURFACING AND COMPLAINT PROPERTIES \$ 111,794.60 \$ 125,455.00 \$ (13,660.40)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Zachary Moore
DATE PREPARED:	December 27, 2022
COUNCIL MEETING DATE:	January 3, 2023
AGENDA TITLE:	Adoption of Oxford Tomorrow Comprehensive Plan
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRC</i> 12.27.22

INTRODUCTION:

The Comprehensive Plan currently on the books for the City of Oxford was adopted by Council on November 4, 2008. Staff began making preparations to update and replace this plan in late 2020, most notably with a presentation to Council during a virtual Work Session on November 17. Now two years later, we have completed the planning process dedicated to crafting a brand new plan document which, once formally adopted, will help guide the City in its decision making over the next decade and beyond. This staff report: (1) summarizes the planning process and public engagement techniques undertaken over the past year and a half; (2) provides a general overview of the new plan and how to access the document electronically; (3) highlights the Planning Commission's recommendation and key discussion points from the December 13 meeting; and (4) explains how the plan is intended to be utilized post-adoption with yearly monitoring of progress and possibility for greater frequency of amendments in response to shifting priorities or preferences.

SUMMARY OF PLANNING PROCESS:

The initial strategy was for the planning process to be led in-house by City staff, with specialized assistance or work contracted out to third parties as needed. With this strategy in mind, on May 4, 2021 City Council appointed various community stakeholders to a Steering Committee tasked with the purpose of providing critical feedback to help shape the new plan. The appointed Committee consisted of 29 members, including the Chairs of City boards & commissions, key community partners (e.g., Enjoy Oxford, Miami University, Talawanda School District, etc.), three (3) citizens at large, and three (3) youth representatives. Since Oxford already has a strong culture of active City boards, commissions and



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community groups, the idea was that the Steering Committee could serve as a sounding board where each appointed member could act as proxy for the group they represented. A series of meetings were held with the newly appointed Steering Committee from May to September of 2021. Due to capacity challenges encountered due to unexpected staff turnover around this time, the City eventually resorted to hiring planning and design firm MKSK to temporarily take over facilitation of the process mid-stream. MKSK was effectively integrated into the process that was already underway, facilitating meetings in October and November of 2021. Impressed with the firm's performance, the City contracted with MKSK in December 2021 to assume a permanent role in managing the process and to ultimately produce a final plan and recommendations.

The vast majority of public engagement efforts occurred in 2022, following MKSK coming on board. Below is a list of the three main public input sessions held; all members of the public were welcome at these sessions:

- **February 16 – Public Input Session #1** (Virtual) – Plan Overview, Initial Input, Q&A
- **April 18 – Public Input Session #2** (In-Person) – Visioning Workshop, held at Oxford Bible Fellowship
- **November 16 – Public Input Session #3** (In-Person) – Plan Open House, held at Talawanda Middle School

Apart from events open to the public at large, MKSK also conducted smaller focus groups to receive more tailored feedback from key stakeholders, including representation from academic institutions (Miami and Talawanda), the business community, and those serving the city's at-needs population. A total of four focus groups were held during the months of March, April and May. The Steering Committee also convened on three more occasions in April, August and November.

Aside from scheduled meetings, there have been several other ways for members of the public to participate. Beginning in February, survey postcards were made available and distributed to certain contacts and business locations throughout town. Some contacts were strategically chosen so as to engage populations more difficult to reach through digital means, including lower income residents in locations like Park View Arms and the Miami Mobile Home Park as well as seniors subscribed to Age Friendly Oxford newsletters. The postcards posed the question: "What would you like to see happen in Oxford?" with an ability for respondents to list their Top 3 suggestions. In addition, for each Public Input Session an online method of engagement was made available via the project website; this included the use of tools such as Social Pinpoint, Survey Monkey, and YouTube.



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PLAN OVERVIEW:

In consideration of all feedback received via various communication channels and methods, MKSK has produced a beautiful plan document containing a variety of maps, charts and graphics together with a set of goals for the future. The current draft totals 149 pages long, and touches on a number of planning-related topics. The plan is organized into four different chapters as follows:

- **Chapter 1 – Introduction:** Discusses the purpose and importance of a comprehensive plan, lays out the context in which Oxford is situated, and provides demographic and historical profiles of the city
- **Chapter 2 – Community Engagement:** Summarizes public engagement techniques and methods that were employed throughout the process, and communicates key themes and findings that were revealed
- **Chapter 3 – Recommendations:** Arguably the most substantial component of the plan, this chapter is broken up into sections addressing each of the eight plan elements, highlighting existing conditions, recommended objectives and actions, and sample case studies
- **Chapter 4 – Implementation:** The final chapter lists all plan recommendations appearing in Chapter 3 together in one “Summary Matrix,” along with discussion of plan stewardship and intended alignment with City Council’s annual goal-setting and budgeting processes

Below is a table listing the individual plan elements addressed in Chapter 3, along with the most comparable element in the currently adopted 2008 plan:

OXFORD TOMORROW: PLAN ELEMENTS	
2008	2023 Update
Land Use Urban Design	Land Use & Development
Transportation	Mobility
Housing	Housing
Economic Development	Economy
	Sustainability *new
Cultural Resources	Culture & Recreation
Community Facilities and Services University and Community	Community Well-Being
Utilities	Utilities



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The Summary Matrix found in Chapter 4 contains 162 individual recommended actions across the 8 different plan elements. These actions range in terms of priority, anticipated time frame, and the degree of control the city may be able to exercise in achieving them.

A key difference between the 2008 plan and the 2023 update pertains to the style of the Future Land Use Map (FLUM). The new map conveys greater clarity in recommending future usage of developed and undeveloped portions of the city and surrounding territory. Because of this, the new FLUM could be administered in a more authoritative fashion when considering future rezoning and development decisions.

Overall, the plan articulates a bold vision for the future of Oxford and recommends a host of strategies to make progress in several critical areas. While the breadth of a comprehensive plan cannot be easily encapsulated in a staff report, the list below attempts to highlight some of the key policy stances expressed by the new plan:

- Favor infill development and qualities that make for successful, vibrant neighborhoods and places, as opposed to qualities more dominant in automobile-oriented settings
- Embrace zoning reform by modernizing codes and standards to align with goals for preservation, mixed use and density
- Manage growth by developing a clear annexation policy, in part to help ensure public facilities and services are adequate to address needs when growth occurs
- Coordinate with Miami University, Oxford Township and other regional partners on land use, aiming for a coordinated joint land use plan
- Promote active transportation and transit-oriented development, with complete streets for all modes of travel
- Increase new housing inventory to provide for a diversity of types to suit all life stages, circumstances and incomes, while also working to identify and protect existing affordable housing stock in the community
- Diversify the local economy by developing incentive structures to encourage entrepreneurship and new business startups
- Promote green infrastructure and low impact development techniques, as well as energy conservation and electrification measures, to ensure more sustainable and climate-friendly development



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- Support conservation efforts and protect natural resources
- Improve access to parks, recreation, and social services, as well as cultural events, facilities and programs
- Ensure high quality public services and advance improvements in essential utilities such as potable water and broadband internet
- Foster a diverse, equitable, and inclusive community for all

The plan is most easily accessed in a digital format. Visit oxfordtomorrow.org/draft-plan to view a complete copy of the full Comprehensive Plan, as well as an Executive Summary. The Issuu module on this webpage will allow you to easily flip between pages and view side-by-side pages as a spread, as is intended when the final plan is professionally printed.

It should also be noted a [Web Mapping Application](#) is available online to more interactively explore the FLUM. The latest version of the application can be accessed by clicking the link at the bottom of the Draft Plan webpage.

PLANNING COMMISSION DISCUSSION & RECOMMENDATION:

MKSK attended the December 13 Planning Commission meeting to present an overview of the new Oxford Tomorrow Comprehensive Plan and answer questions. The Commission had a robust discussion and touched on a number of subjects related to long-range planning as well as how best to incorporate the plan into City affairs moving forward. The Commission also heard comments from two members of the public: Christopher Skoglund and Ann Fuehrer. Mr. Skoglund expressed support for the plan and encouraged the Commission to take an active role and responsibility in keeping it up to date in the years to come. Ms. Fuehrer reiterated points that were made about the housing market in the Mile Square, emphasizing the importance of the City and University coordinating on policy decisions that affect the city as a whole.

Other notable subjects discussed by the Commission included:

- Clarification on identified focus areas, highlighting in particular the future of the Miami University Airport (OXD) property which is currently in an early stage of reimagining
- The provision of adequate housing accommodations as an important driver for quality of life and economic vitality
- Existing transportation barriers, such as the railroad and unimproved rural roadways, which can hobble connectivity, new housing opportunities, and potential for economic growth; thus underscoring the need to update existing transportation plans



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- The need to construct a clear annexation policy and outline anticipated procedural steps for areas outside of the City's corporate limits designated as "Rural" on the FLUM which may later be under consideration for new development
- The charge for boards & commissions as well as staff to continue revisiting the plan as a reference point, relaying recommendations and updates in symbiotic fashion to City Council and others so as to help inform budgeting and refinement of priorities

The Commission commended the project team on a terrific process which engaged many voices. Former Mayor and Commission member Michael Smith felt the new plan surpassed the quality of the previous two comprehensive plans in 1998 and 2008. With one member absent, the Commission voted **6-0-0** to recommend approval of the new Oxford Tomorrow Comprehensive Plan to City Council.

IMPLEMENTATION:

The Plan Stewardship section of Chapter 4 discusses an approach to utilizing the Comprehensive Plan in a way that is vastly different than in years past. Absent frequent referencing and updates, a comprehensive plan can quickly become stale and outdated, thereby losing value and legitimacy.

This latest process presents an opportunity to operationalize the new plan by integrating it with the existing annual cycle of decision making, while also more actively monitoring and reporting progress on implementation. In particular, the "Cycle of Plan Stewardship" graphic appearing on page 137 captures the essence of what is envisioned post-adoption. It should be noted the details in this graphic are more or less a "symbolic" representation of the recurring annual process we aspire to achieve. The City can leave itself room over the next couple of years to make adjustments to the exact mechanics of the process. For instance, suggestions to Council for adding or revising plan actions could originate from a variety of sources, including City boards & commissions, outside community partners and organizations, and City staff. Over time, by repeating an increasingly defined assortment of steps in an increasingly refined order, the use of the Comprehensive Plan can become an element of City affairs that is as expected and understood as other current annual items such as the Council Retreat and the approval of Capital Improvement Plan (CIP) and Operating Budget.

Another opportunity the City could seize is to adapt the most crucial components of the Comprehensive Plan, namely the FLUM and the Summary Matrix, into a web-based format. A website would offer greater agility in editing capabilities than a static document in terms of: (1) reflecting plan amendments as they occur; (2) annotating action items to indicate progress and/or reference other reports or supplements; and (3) communicating the City's vision and goals in a more interactive and user-friendly manner.



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REQUEST FOR ACTION:

The Ordinance accompanying this staff report would repeal the current 2008 comprehensive plan and adopt in its place the new Oxford Tomorrow Comprehensive Plan. Consistent with the Planning Commission's recommendation, staff recommends Council adopt this Ordinance. Please note that following adoption, some minor, non-substantive changes may be made to the final document (e.g., adding the approval Ordinance number; removing the word "Draft," etc.). The new plan would become effective 30 days following adoption of the Ordinance.

ORDINANCE NO.

AN ORDINANCE REPEALING THE NOVEMBER 2008 OXFORD COMPREHENSIVE PLAN AND ALL AMENDMENTS THERETO, AND ADOPTING A NEW COMPREHENSIVE PLAN ENTITLED OXFORD TOMORROW

WHEREAS, consistent with Section 8.04 of the Oxford City Charter, the City of Oxford may adopt a comprehensive plan to serve as a guide for its affairs and decision making, with the Planning Commission assuming an important role in carrying out the plan and making such investigations, reports and recommendations relating to planning and the physical development of the City as it finds necessary and desirable; and

WHEREAS, the most recent adoption of a comprehensive plan occurred more than 14 years ago on November 4, 2008 by City Council Ordinance No. 3026; and

WHEREAS, the City of Oxford now desires to update its comprehensive plan to reflect changing circumstances, trends and preferences in the community, while at the same time offering a bold new vision for future growth and development of the city and providing a roadmap to confront challenges and harness opportunities over the next 10 years and beyond; and

WHEREAS, on May 4, 2021 City Council appointed representatives from established City of Oxford boards and commissions, as well as various other community partners and stakeholders outside the City organization, to a Steering Committee tasked with overseeing the process of developing a new comprehensive plan; and

WHEREAS, the planning process conducted between May 2021 and November 2022 involved robust public engagement strategies, consisting of: two (2) in-person public events; one (1) virtual public event; four (4) focus group sessions; nine (9) Steering Committee meetings; online methods for input including surveys, an ideas wall, and interactive map pins; and physical methods for input including paper surveys and postcards; and

WHEREAS, at its regular meeting on December 13, 2022 the Oxford Planning Commission voted 6-0-0 to recommend approval of the Oxford Tomorrow Comprehensive Plan to City Council.

THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY ORDAINS THAT:

SECTION 1: Council hereby repeals the previously adopted comprehensive plan and all amendments thereto.

SECTION 2: Council accepts the recommendation from the Planning Commission and hereby adopts the most recent draft of the Oxford Tomorrow Comprehensive Plan dated December 2022, referenced hereto as Exhibit A, and being a 149 page document.

SECTION 3: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: DAVID PRYTHERCH

PREPARED BY: LAW (STAFF)