



AGENDA
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE

TUESDAY, SEPTEMBER 19, 2023 AT 7:30 PM

William Snavelly, Mayor

Chantel Raghu, Vice-Mayor
Jason Bracken
Glenn Ellerbe

Amber Franklin
Alex French
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, 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.

1. Roll Call.
2. Pledge of Allegiance.
3. Approval of Agenda.
4. Public Participation.
 - A. Proclamation - "National Hispanic Latin American Heritage Month" (Jacqueline Rioja Velarde, Chair, UniDiversity Program Planning Committee, Associate Director Global Initiatives' CAWC and, President, International Facility & Staff Association)
 - 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. To speak, you may approach the podium and wait to be addressed by the Mayor. You will need to state your name and address for the public record. 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.

5. Consent Agenda.

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 from the September 5, 2023, City Council Meeting. (Heather Barbour, Clerk of Council)
- B. Minutes from the September 11, 2023, City Council Work Session. (Heather Barbour, Clerk of Council)
- C. Right of Way Permit #00520 Cub Scout popcorn sales. (Jessica Greene, Assistant City Manager)
- D. Report regarding the Environmental Commission Meeting on September 6th, 2023 (Jessica Greene, Assistant City Manager)

6. Resolutions.

- A. A Resolution of Council supporting the submission of a grant application for Ohio Public Works Commission Issue 1 Funds to be used for the design and reconstruction of the storm sewer conduit on Bonham Road. (Michael Dreisbach, Service Director)

7. 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.

A. First Reading

- 1. An Ordinance Amending The Future Land Use Map Of The Oxford Tomorrow Comprehensive Plan, From “Rural” To “Campus”, For Three Parcels Of Land,

Totalling 6.72 Acres, Located In Oxford Township, Addressed As 525 North Campus Avenue, Outside The Northern Perimeter Of The Oxford Corporate Limits. (Sam Perry, Community Development Director)

2. An Ordinance Approving A Second Final Subdivision Application And Record Plat For South Forest Edge Section 1 With Conditions (Sam Perry, Community Development Director)

B. Second Reading

1. An Ordinance amending Ordinance No. 3697 Supplemental Budget Ordinance Number 5 to make supplemental appropriation for fiscal year 2023. (Heidi Hill, Acting Finance Director)
2. 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 601 West Chestnut Street (parcel id no. H4000121000007), which property is approximately 1.1390 acres, at a cost of \$280,000.00 plus estimated closing costs of \$4,000.00 for a total cost not to exceed \$284,000.00 and to utilize \$97,750 Community Development Block Grant (CDBG) funding and \$186,250.00 of American Rescue Plan Act (ARPA) funds in making the purchase. (Jessica Greene, Assistant City Manager)
3. An Ordinance Amending the Oxford Tomorrow Comprehensive Plan to Include the Climate Action Plan Entitled Towards a Sustainable, Resilient Future as a Formal Sub-Plan. (Jessica Greene, Assistant City Manager)
4. An Ordinance amending Ordinance Number 3701 establishing salaries and certain benefits for salaried and hourly full-time and year-round part-time employees within the service of the City of Oxford, Ohio, paid from January 1, 2023, through December 31, 2023, to reflect an additional two percent (2%) wage increase for certain employees who are not under a collective bargaining agreement. (Jessica Greene, Assistant City Manager)
5. An Ordinance accepting the recommendation of the Planning Commission and approving a combined Preliminary & Final Planned Development Application for the Oxford Cottage Community along Hester Road in the City of Oxford with conditions. (Sam Perry, Community Development Director)

8. Announcements & Communications.

- A. Discussion - Stand-Alone Short-Term Rentals and Housing Affordability/Neighborhood Stability requested by Mayor Snavelly and Councilor Prytherch.
- B. 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.

C. Future Meetings.

(Note: Meetings are held at the Court House unless otherwise indicated.)

DATE	Meeting		
1.	Date Meeting	Location	Time
	Sep 20 Board of Building Appeals	Courthouse	5:30 p.m.
	Sep 26 Board of Zoning Appeals	Courthouse	6:30 p.m.
	Oct 3 Oxford Recreation Board	Municipal Building	11:30 a.m.
	Oct 3 City Council	Courthouse	7:30 p.m.
	Oct 4 Environmental Commission	Municipal Building	7:00 p.m.
	Oct 9 Oxford Parking & Transportation Advisory Board	Municipal Building	9:30 a.m.
	Oct 10 Planning Commission	Courthouse	7:00 p.m.
	Oct 11 Historic & Architectural Preservation Commission	Courthouse	6:15 p.m.
	Oct 16 Housing Advisory Commission	Municipal Building	5:00 p.m.
	Oct 17 City Council	Courthouse	7:30 p.m.
	Oct 18 Board of Building Appeals	Courthouse	5:30 p.m.
	Oct 18 City Council Budget Work Session	Courthouse	7:30 p.m.
9.	Adjourn.		

Office of the Mayor

Proclamation

Whereas: Oxford has always embraced the many cultures and peoples that make our country so diverse, and Hispanic/Latino Americans are one of the fastest growing groups in the country; and

WHEREAS, as a result of their determination, intelligence, hard work, and perseverance, Hispanic/Latino Americans have contributed immensely to the growth of our country, helping to shape the character and future of this state; and

WHEREAS, the cultural, educational, and political influences of Hispanic/Latino Americans can be seen and appreciated in all aspects of our life, from farm-worker struggles for housing and equal wages to incredible and gifted artists, vibrant businesses, music, and community festivals; and

WHEREAS, the Hispanic/Latino American community has a long and important history of commitment to our Nation's core values, and the contributions of this community have advanced the City of Oxford and our country's expansion of intercultural relations of diverse-minded individuals civically engaged towards building inclusive, just, and sustainable civil societies. During National Hispanic Heritage Month, we celebrate the many achievements of Hispanic/Latino Americans and recognize their contributions to our country; and

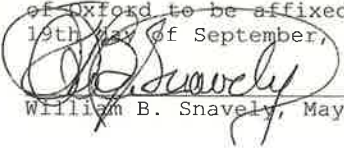
WHEREAS, National Hispanic Heritage Month is an opportunity to celebrate the spirit and accomplishments of Hispanic/Latino Americans everywhere. To honor those achievements, the Congress, by Public Law 100-402, as amended, has authorized and requested the President to issue annually a proclamation designating September 15 through October 15 as 'National Hispanic Heritage Month'.

NOW, THEREFORE, I, William B. Snavelly, Mayor of the City of Oxford, Ohio, do hereby proclaim September 15 thru October 15, 2023 as:

'NATIONAL HISPANIC LATINO AMERICAN HERITAGE MONTH'

in the City of Oxford and urge all citizens to join me in celebrating the significant contributions of Hispanic/Latino Americans in our country by participating in the activities and events planned for this important occasion.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 19th day of September, 2023.


William B. Snavelly, Mayor





Save the Date!

22

September 2023

20th Annual
Latin American
and Caribbean

UniDiversity Festival





MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, SEPTEMBER 5, 2023 AT 7:30 PM

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, 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.

1. Roll Call.

Motion – To Enter Executive Session at 7:00 p.m. O.R.C. 121.22(G)(4) To prepare for, conduct, or review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment, and O.R.C. 121.22 (E)(1) To Consider Appointments to Boards and Commissions.

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

AYE #6

Ms. French, Mr. Prytherch, Mr. Bracken, Mr. Ellerbe, Ms. Franklin, and Mayor Snavely

NAY # 0

ABS # 0

Motion – To Return from Executive Session at 7:30 p.m. O.R.C. 121.22(G)(4) To prepare for, conduct, or review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment, and O.R.C. 121.22 (E)(1) To Consider Appointments to Boards and Commissions.

(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin

AYE # 7

NAY # 0

ABS #0

A regular meeting of the Oxford City Council was called to order by Mayor Snavely on Tuesday, September 5, 2023, at 7:30 p.m. Members in attendance were Jason Bracken, Amber Franklin, David Prytherch, Alex French, Glenn Ellerbe, and Chantel Raghu, who arrived at 7:03 p.m.

Staff Members in Attendance

Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. John Detherage, Fire Chief; Mr. John Jones, Police Chief; Mr. Sam Perry, Community Development Director; Mr. Casey Wooddell, Parks and Recreation Director; Ms. Heidi Hill, Acting Finance Director; Ms. Reena Murphy, Sustainability Coordinator; Mr. Ben Mazer, Assistant Law Director; and Ms. Heather Barbour, Clerk of Council.

2. Pledge of Allegiance.

3. Approval of Agenda.

Motion – To Approve the Agenda.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

4. Public Participation.

A. Appointments to Boards and Commissions

Motion – To Nominate Ms. Anna Abey to a vacant four-year term on the Environmental Commission.
(Voice Vote) 1st Mr. Bracken 2nd
AYE # 7
NAY # 0
ABS # 0

B. Police Community Relations and Review Commission 2022 - 2023 Annual Report - Mr. Larry Nadler

Dr. Larry Nadler, Chair of the Police Community Relations and Review Commission, presented the 2022 - 2023 Annual Report (full report included in the minutes). Dr. Nadler addressed questions and comments from the Council. Mayor Snively thanked Dr. Nadler for his report.

C. 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. To speak, you may approach the podium and wait to be addressed by the Mayor. You will need to state your name and address for the public record. 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.

Public Comment - Mr. Vincent Hand, 511 East Chestnut St. - Mr. Hand mentioned he has been a resident for 39 years and has served two full terms on the Environmental Commission. Mr. Hand noted that while on the Environmental Commission, he and others spent a great deal of time creating the Tree Ordinance. Mr. Hand wanted to share his disappointment when, at the August 15, 2023, City Council meeting, a Resolution was adopted waiving the Tree Ordinance.

Public Comment - Mr. Steve Chaffin, 6022 Fairfield Rd. - Mr. Chaffin wished to promote National Voter Registration Day on September 19th. Mr. Chaffin asked the Council and community to help promote this event.

Public Comment - Mr. Craig Erickson, 5270 Morning Sun Rd. - Mr. Erickson requested a status update on the proposed hotel located on North Campus Ave.

Mayor Snavelly asked Mr. Elliott to address the questions brought forward during Public Comments.

5. Consent Agenda.

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.

Motion – To Approve the Consent Agenda.
(Voice Vote) 1st Ms. Raghu 2nd Ms. French
AYE # 7
NAY # 0
ABS # 0

A. Minutes of the August 15, 2023, City Council Meeting. (Heather Barbour, Clerk of Council)

6. Resolutions.

- A. A Resolution approving the contract between the City of Oxford, Ohio, and the Oxford Police Officers, Fraternal Order of Police, Lodge 38, and authorizing the City Manager to sign the contract on behalf of the City. (Doug Elliott, City Manager)

Motion – To Adopt Resolution No. 7525.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0
ABS # 0

Mr. Elliott presented his staff report and addressed questions and comments from the Council.

Public Comment - Mr. Patrick Meade, 100 Lantern Ridge Rd. - Mr. Meade wanted to address the part of the contract that requires complaints to be notarized. Mr. Meade added that the Ohio Revised Code makes it a misdemeanor to fill out false police reports. Mr. Meade is disappointed that this was held so strongly to keep in the contract.

- B. A Resolution approving the contract between the City of Oxford, Ohio, and the Oxford Police Sergeants and Lieutenants, Fraternal Order of Police, Lodge 38, and authorizing the City Manager to sign the contract on behalf of the City. (Doug Elliott, City Manager)

Motion – To Adopt Resolution No. 7526.
(Voice Vote) 1st Ms. Raghu 2nd Ms. French
AYE # 7
NAY # 0
ABS # 0

Mr. Elliott presented his staff report and addressed questions and comments from the Council.

Public Comment -None.

- C. A Resolution authorizing the City Manager to enter into the Lake Forest Drive Sanitary Sewer Construction Agreement with 4-Leaf Development, LLC. (Doug Elliott, City Manager)

Motion – To Adopt Resolution No. 7527.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 7
NAY # 0

ABS # 0

Mr. Elliott presented his staff report and addressed questions and comments from the Council.

Public Comment -None.

7. 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.

A. First Reading

1. An Ordinance amending Ordinance No. 3697 Supplemental Budget Ordinance Number 5 to make supplemental appropriation for fiscal year 2023. (Heidi Hill, Acting Finance Director)

Ms. Hill presented her staff report and addressed questions and comments from the Council.

Public Comment - None.

2. 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 601 West Chestnut Street (parcel id no. H4000121000007), which property is approximately 1.1390 acres, at a cost of \$280,000.00 plus estimated closing costs of \$4,000.00 for a total cost not to exceed \$284,000.00 and to utilize \$97,750 Community Development Block Grant (CDBG) funding and \$186,250.00 of American Rescue Plan Act (ARPA) funds in making the purchase. (Jessica Greene, Assistant City Manager)

Ms. Greene presented her staff report and addressed questions and comments from the Council.

Public Comment - Dr. Doug Brooks, 227 Country Club Dr. -Dr. Brooks asked if this was an appropriate use of COVID-19 money.

3. An Ordinance Amending the Oxford Tomorrow Comprehensive Plan to Include the Climate Action Plan Entitled Towards a Sustainable, Resilient Future as a Formal Sub-Plan. (Jessica Greene, Assistant City Manager)

Ms. Greene presented her staff report. Ms. Murphy gave a brief presentation and addressed questions and comments from the Council (slides included in minutes).

Public Comment - None.

4. An Ordinance amending Ordinance Number 3701 establishing salaries and certain benefits for salaried and hourly full-time and year-round part-time employees within the service of the City of Oxford, Ohio, paid from January 1, 2023, through December 31, 2023, to reflect an additional two percent (2%) wage increase for certain employees who are not under a collective bargaining agreement. (Jessica Greene, Assistant City Manager)

Ms. Greene presented her staff report and addressed questions and comments from the Council.

Public Comment - None.

5. An Ordinance accepting the recommendation of the Planning Commission and approving a combined Preliminary & Final Planned Development Application for the Oxford Cottage Community along Hester Road in the City of Oxford with conditions. (Sam Perry, Community Development Director)

Mr. Perry presented his staff report and addressed questions and comments from the Council.

Public Comment -Mr. Bruce Blankenship, 5280 Hester Rd. - Mr. Blankenship has lived on the north side of the property for the past 68 years. Mr. Blankenship spoke in opposition to this Ordinance.

B. Second Reading

1. An Ordinance approving the final subdivision application and record plat for Heron Pond with Conditions. (Sam Perry, Community Development Director)

Motion – To Adopt Ordinance No. 3732.

AYE # 7

Ms. Raghu, Mr. Bracken, Mr. Ellerbe, Ms. Franklin, Ms. French, Mr. Prytherch, and Mayor Snavelly.

NAY # 0

ABS # 0

Mr. Perry presented his staff report with no changes from the first reading. Mr. Perry addressed questions and comments from the Council.

Public Comment - Mr. Mike Rudolph, 200 Morgan Circle- Mr. Rudolph spoke on behalf of the South Farm Homeowners Association. Mr. Rudolph spoke in favor of this Ordinance.

2. An Ordinance amending the Future Land Use Map of the Oxford Tomorrow Comprehensive Plan from "Preserves and Green Space" to "Employment Corridor.," for one parcel of land, totaling 4.67 acres, known as Merry Day Park, Located at 55 Reagh's Way, in the City of Oxford, Ohio. (Sam Perry, Community Development Director)

Motion – To Adopt Ordinance No. 3733.

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

AYE # 2

Mr. Prytherch, Ms. Raghu

NAY # 5

Mr. Bracken, Mr. Ellerbe, Ms. Franklin, Ms. French, and Mayor Snavelly

ABS # 0

Mr. Perry presented his staff report, adding that there were no changes since the first reading. Mr. Perry and Ms. Greene addressed questions and comments from the Council.

Public Comment - Ms. Angela Jones-Wright, 184 Baker Dr. mobile home park - Spoke in opposition to this Ordinance.

Public Comment - Mr. Daren Fultz, lot 88 in the mobile home park- Spoke in opposition to this Ordinance.

Public Comment - Dr. Doug Brooks, 227 Country Club Dr. - Spoke in opposition to this Ordinance.

Public Comment - Mr. Dave Feriman, 83 Michelle Dr. - Spoke in opposition to this Ordinance.

Public Comment - Mr. Coe Potter, 5128 Bonham Rd. - Spoke in opposition to this Ordinance.

3. An Ordinance amending the Official Zoning Map of the City of Oxford, Ohio for 4.67 Acres of land known as Merry Day Park located at 55 Reagh's Way from

General Business (GB) District to R-4 Multi-Family (R-4) District. (Sam Perry, Community Development Director)

Motion – To Adopt Ordinance No. 3734.
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 0

NAY # 7

Mr. Ellerbe, Ms. Franklin, Ms. French, Mr. Prytherch, Rs. Raghu, Mr. Bracken, and Mayor Snavelly.

ABS # 0

Mr. Perry presented his staff report, noting there were no changes since the first reading. Mr. Perry and Ms. Greene addressed questions and comments from the Council.

8. Announcements & Communications.

A. 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.

B. Future Meetings.

(Note: Meetings are held at the Court House unless otherwise indicated.)

DATE

Meeting

1.	Date	Meeting	Location	Time
	Sep 6	Environmental Commission	Municipal Building	7:00 p.m.
	Sep 11	City Council CIP Work Session	Courthouse	7:30 p.m.
	Sep 12	Planning Commission	Courthouse	7:00 p.m.
	Sep 13	Historic & Architectural Preservation Commission	Courthouse	6:15 p.m.

Sep 18	Housing Advisory Commission	LCNB Community Room	3:30 p.m.
Sep 19	Records Commission	Municipal Building	5:00 p.m.
Sep 19	City Council	Courthouse	7:30 p.m.
Sep 20	Board of Building Appeals	Courthouse	5:30 p.m.
Sep 26	Board of Zoning Appeals	Courthouse	6:30 p.m.
Oct 3	City Council	Courthouse	7:30 p.m.

9. Adjourn.

Motion – To Adjourn at 9:49 p.m.
 (Voice Vote) 1st Ms. Raghu 2nd Ms. French
 AYE # 7
 NAY # 0
 ABS # 0

Oxford Police Community Relations and Review Commission Report

Thursday, August 17, 2023

The PCRRC was established in December of 2015. The goals of the commission are as follows: 1) Improve communication between the community and the Oxford Police Division, 2) Increase police accountability and credibility with the public, 3) Create a fair and impartial complaint process, and 4) Advise the Chief of Police, City Manager, and City Council about division policies and procedures regarding matters that affect the public, and public perception, of the OPD.

This report is a summary of the meetings held by the PCRRC over the past year.

August 18, 2022

Location: Council Chambers

The first order of business for the commission was to approve the Yearly Report. Chief Jones provided an overview of the PCRRC for the benefit of the 4 returning and 3 new members. He also reported on the passing of a retired officer and multiple officers doing community service with members of Miami's football team. The hiring of a police social worker (Social Services Liaison) was discussed and it was agreed that Ashlea Weddle, the SSL, would be invited to the November, 2022 meeting to speak with the commission.

November 17, 2022

The possibility of pairing officers with commission members to promote better mutual understanding was considered prior to the meeting by LaTricia Hillman and Chief Jones and it was decided that this goal could be achieved best by activities such as attending roll calls, doing ride alongs, and attending the Citizens Police Academy.

Chief Jones reported on the Mutual Aid Agreement, which has existed since 2001 or 2002 and which facilitates cooperation with the Butler County Sheriff's Office. He noted that OPD also has an agreement with MUPD.

The main agenda item involved a presentation by and subsequent discussion with Ashlea Weddle, the Social Services Liaison to OPD. She started work in August, 2022 and has met with 28 different agencies to learn what resources are available.

Ms. Weddle shared a Social Services Referral Form she created for officers to use to promote effective coordination. Ms. Weddle's activities have been added to the Weekly Report. It was suggested that she seek funding from community-based organizations (e.g., Oxford Community Foundation, McCullough-Hyde Foundation) to have a small budget to provide on-the-spot assistance as needed for meals, lodging for the night, bus cards, etc.

In preparation for the May, 2023 data meeting, Chief Jones provided a list of data categories that are included in the annual data report. The ongoing issue of appropriate benchmark data was addressed.

February 16, 2023

Location: Council Chambers

The data categories for the Annual Data Report were reviewed. The commission discussed additional categories which might be added and LaTricia Hillman suggested that the report include a summary by the Social Services Liaison. Since the position is new and Ms. Weddle is determining the most effective reporting **structure** for depicting her activities, it was agreed that this report would be fairly general this year and that subsequent reporting would be more quantitatively-based.

While public participation is included as an agenda item for all Commission meetings, such participation is the primary agenda item for the February meeting. In recent years, many citizens have offered their concerns and viewpoints. This year, no citizens attended the meeting to provide input to the Commission.

May 18, 2023

Location: Council Chambers

Chief Jones offered updates regarding his completion of the FBI National Academy, the Citizens' Police Academy, and the hiring of a new police officer. (Aimin Wang attended the interviews on May 31 and June 2).

The main agenda item involved the Annual Data Report. Chief Jones provided information regarding charges by race, arrests by race, arrests by age, traffic citations, criminal charges (alone and by race), arrest trends, citation trends, use of force incidents, display of force, formal citizen complaints (2 in total, with

findings of “unfounded” and “exonerated”), commendations, on-line feedback, self-initiated stop data, traffic stops by zip code, and pedestrian stop data. A major issue in interpreting the data involves the identification and use of appropriate benchmarks. Limitations of using Census Data for benchmarking were acknowledged, but the absence of suitable benchmarks makes interpretation of the results difficult. The commission will discuss ways to gather and assess data more effectively beginning with the August, 2023 meeting.

Conclusion

The PCRRC has completed seven years of service to the City of Oxford and its citizens. This year was fairly quiet, but the commission is pleased with the addition of the Social Service Liaison and looks forward to both their contributions to OPD and documentation of those contributions. In the latter regard, the commission will continue to work to ensure useful data collection and interpretation of that data for the SSL and OPD overall. As always, we want to thank the city administration, city council, Chief Jones and OPD for their openness and cooperation. The PCRRC looks forward to serving the citizens of Oxford in the coming year.



TOWARDS A SUSTAINABLE, RESILIENT FUTURE

A Climate Action Plan for Oxford, OH

Guiding Principles

Reducing Environmental Inequity

Centering Vulnerable Populations

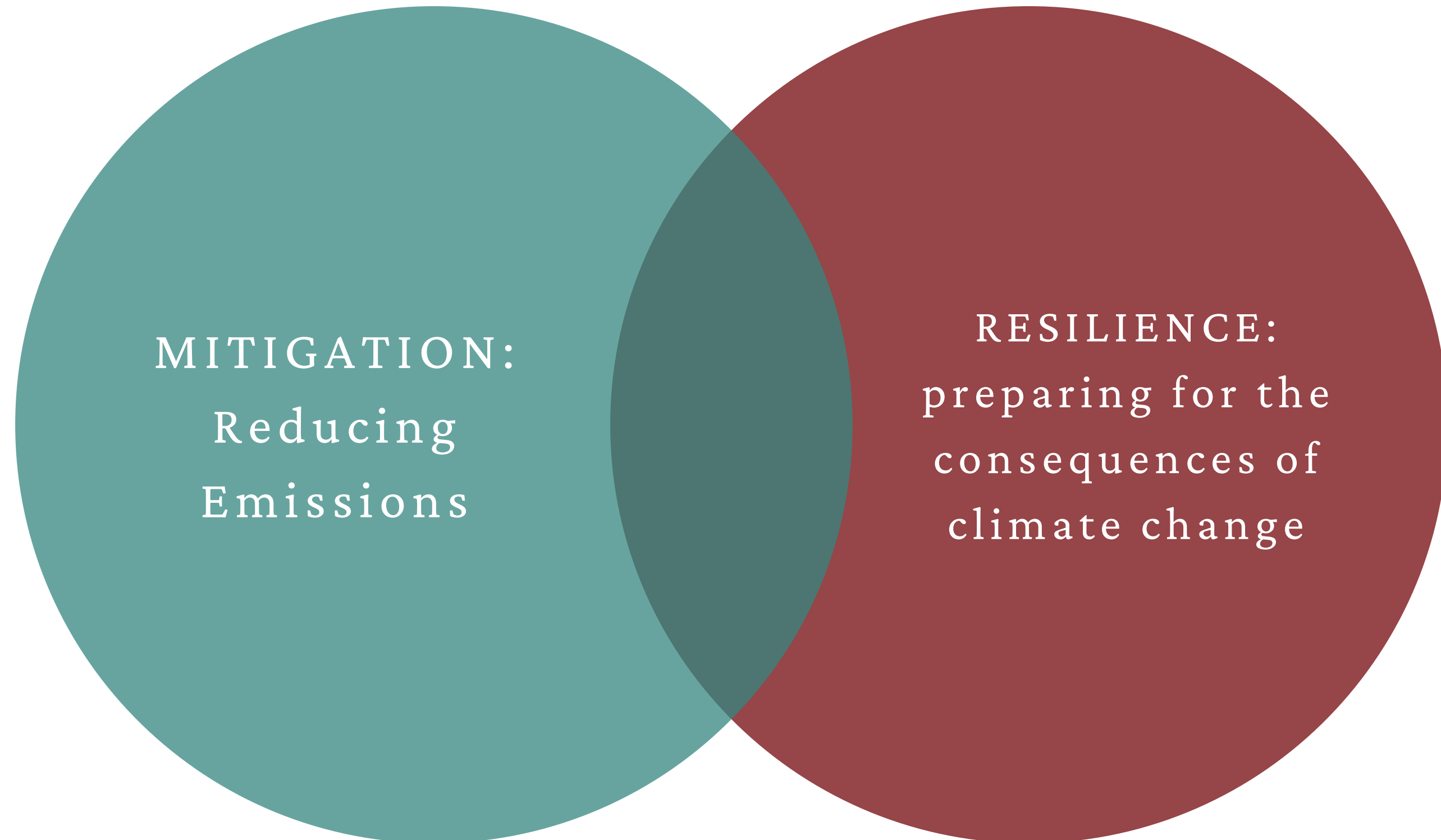
Protecting Natural Resources

Fostering Collaborative Growth

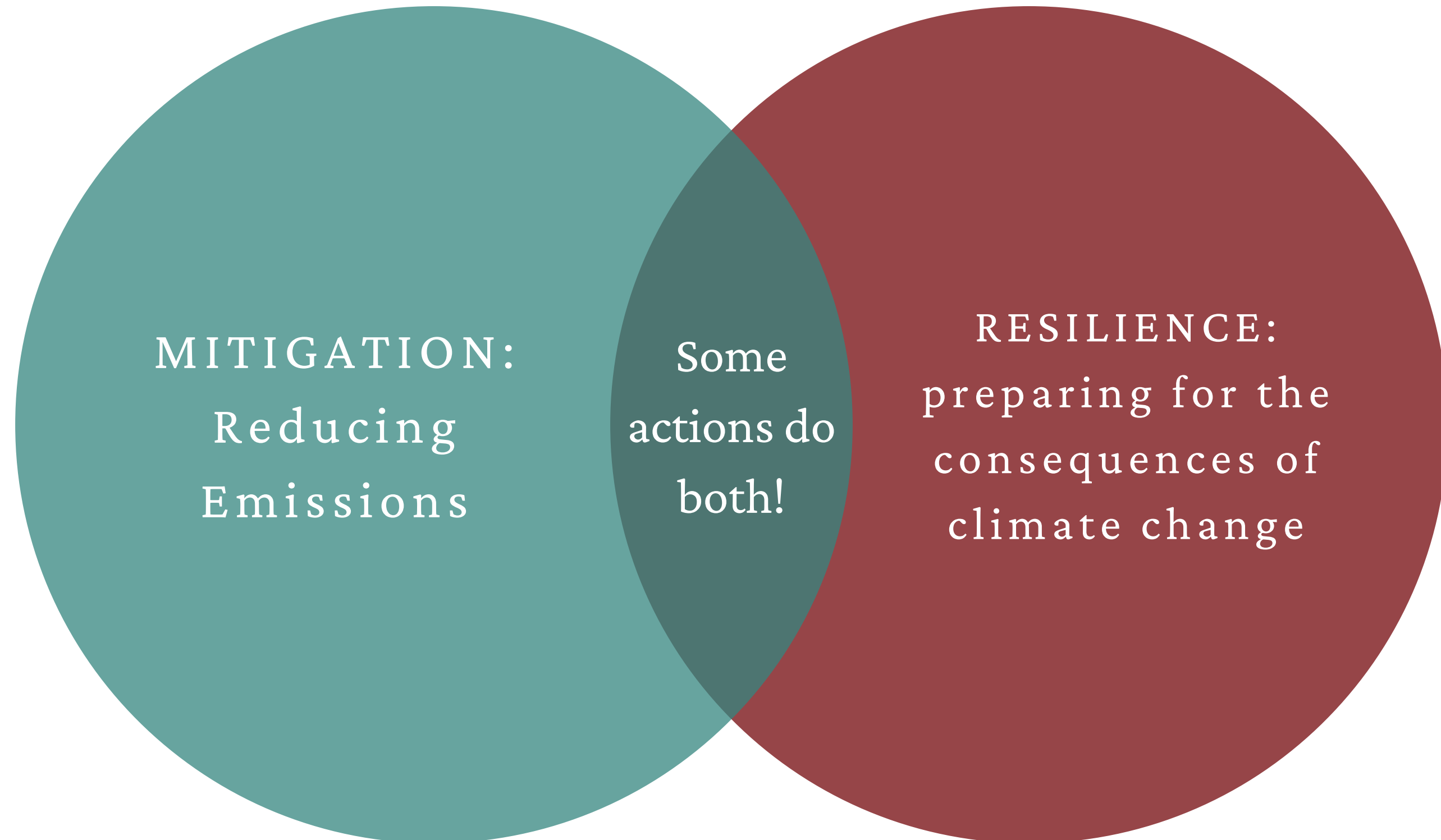
Ensuring Government
Transparency

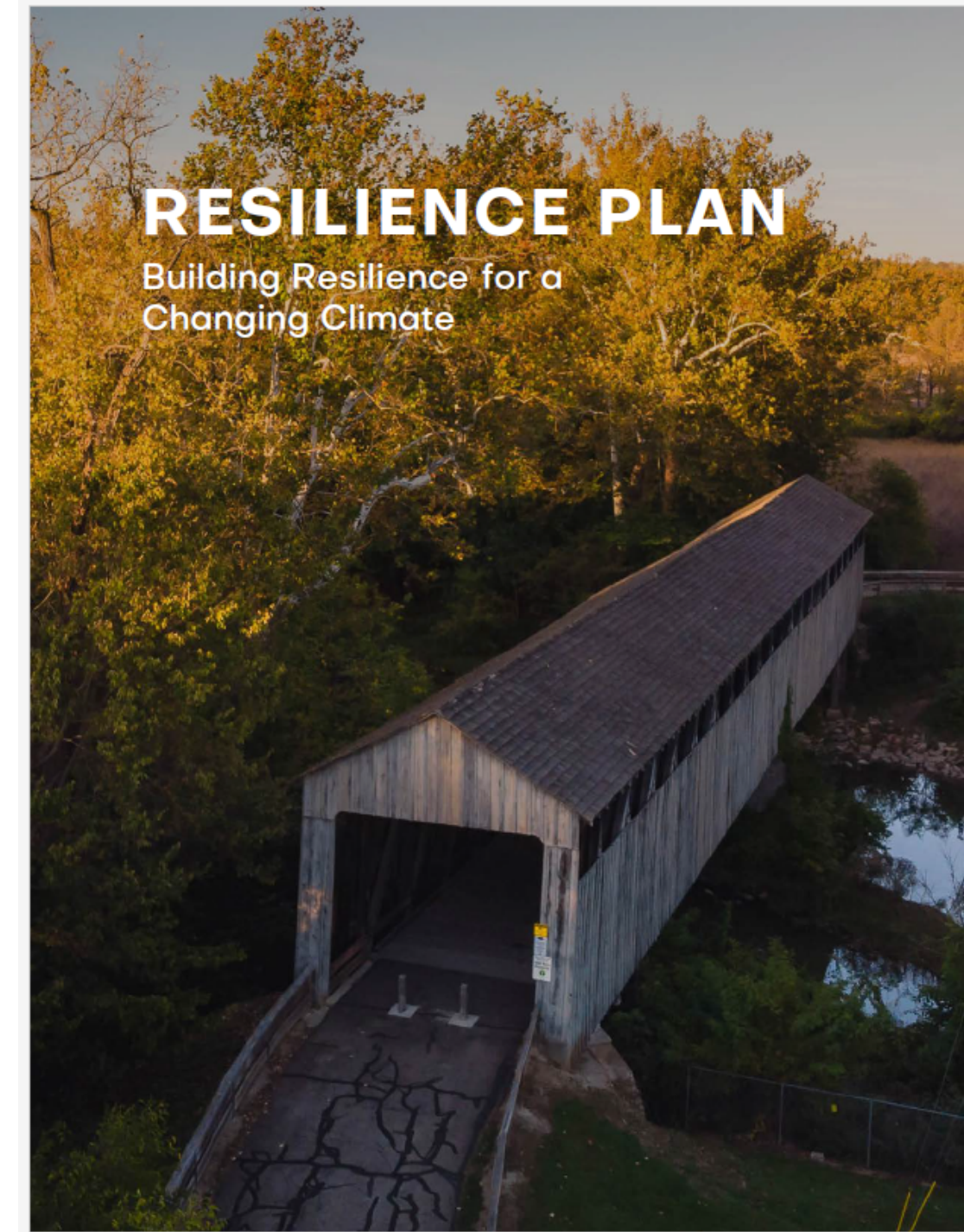
Maintaining Service Excellence
and Fiscal Responsibility

Types of Climate Action Planning



Types of Climate Action Planning





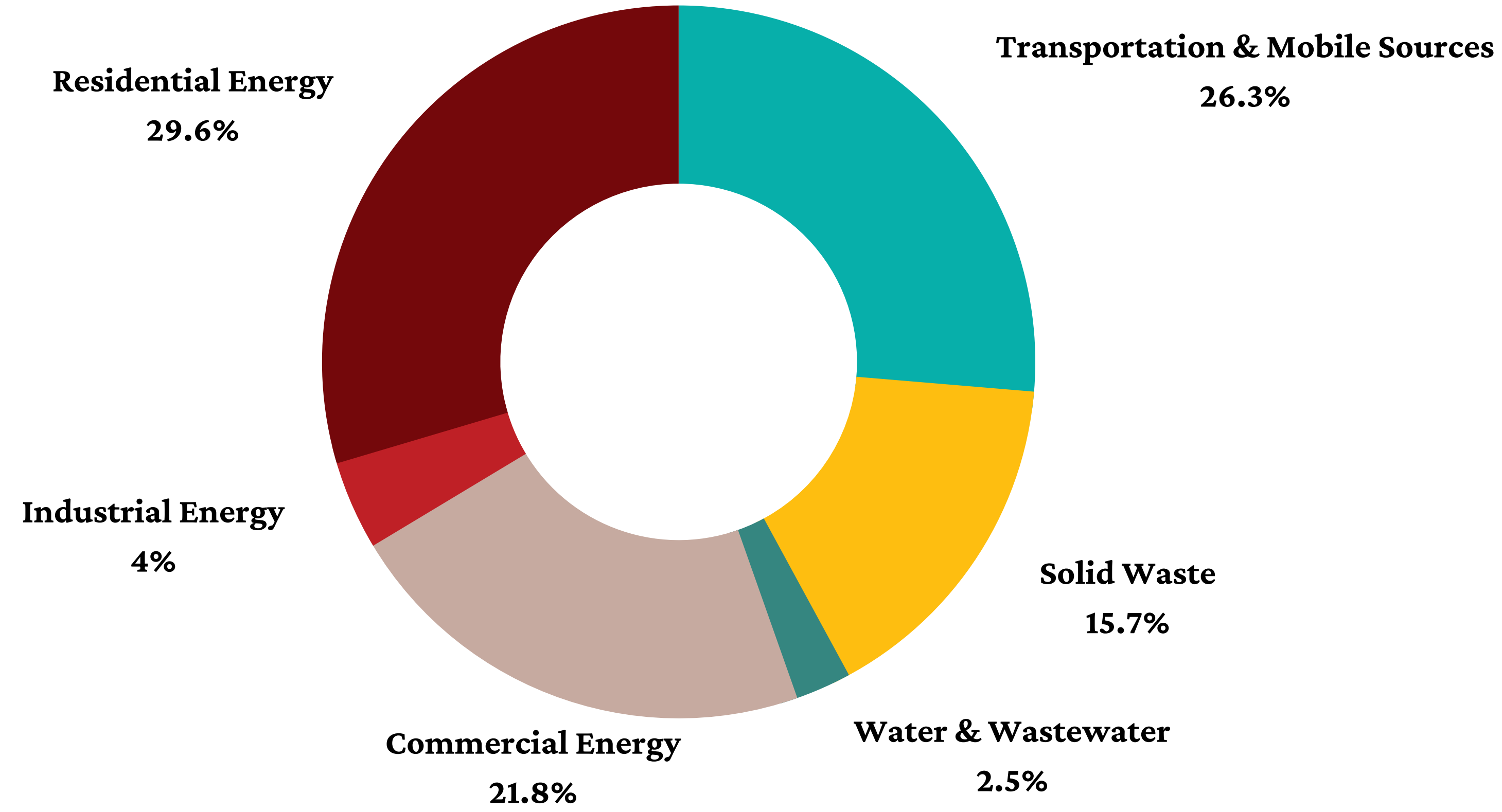
Oxford's Climate Action Plan addresses both

MITIGATION

Creating a carbon neutral community



2019 Community Greenhouse Gas Inventory



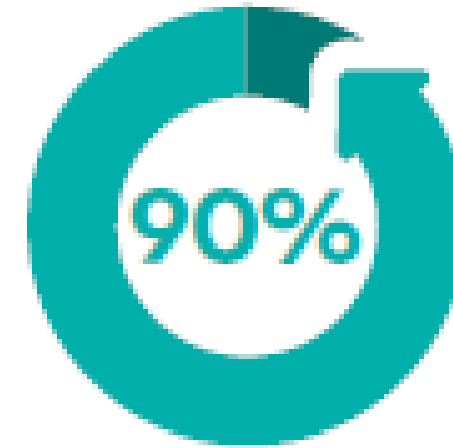
Mitigation Targets

BY 2030



50% reduction
in GHG emissions
over 2019 baseline

BY 2040



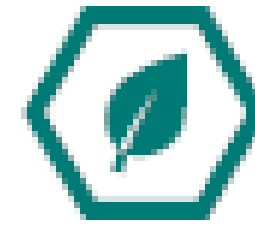
90% reduction
in GHG emissions
over 2019 baseline

BY 2045

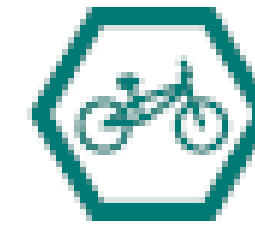


Community-wide
net neutrality

Mitigation Goals



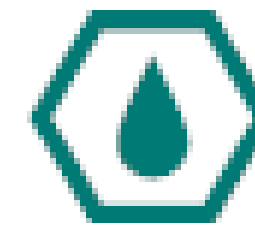
Achieve Carbon Neutral Energy



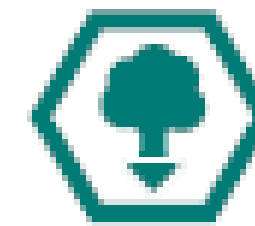
Create Carbon Neutral Mobility Systems



Become A Zero Waste Community



Provide Carbon Neutral Water Systems



Enhance Carbon Sequestration

ACHIEVE CARBON NEUTRAL ENERGY

Reduce Oxford's energy demand through energy-efficient infrastructure

- Adopt **green building standards** for public and private development
S1-A3

Decarbonize Oxford's energy supply

Lead by example through local government operations

- Expand municipal generation of electricity and **optimize renewable energy production** on City-owned properties



A person wearing a dark jacket and a helmet is riding a bicycle away from the camera on a paved path. The path is surrounded by green trees and foliage. In the distance, another person is walking on the same path.

Create Carbon Neutral Mobility Systems

Ensure **equitable access** to low-carbon transportation

- Construct or retrofit transportation infrastructure to meet standards in the Americans with Disabilities Act M3-A11

Reimagine parking in our community to meet demand while prioritizing walkability

Expand electric vehicle (EV) charging and infrastructure

Lead by example through local government operations





Become a Zero Waste Community

Increase community waste diversion through recycling and composting

S3-A1

- Increase **residential diversion rate** from 25% (2019) to 30% in 2030

Increase community waste diversion through **food rescue and recovery**

Incentivize a zero-waste local economy

Manage additional waste effectively

Lead by example through local government operations



Provide Carbon Neutral Water Systems

Treat drinking water and wastewater efficiently

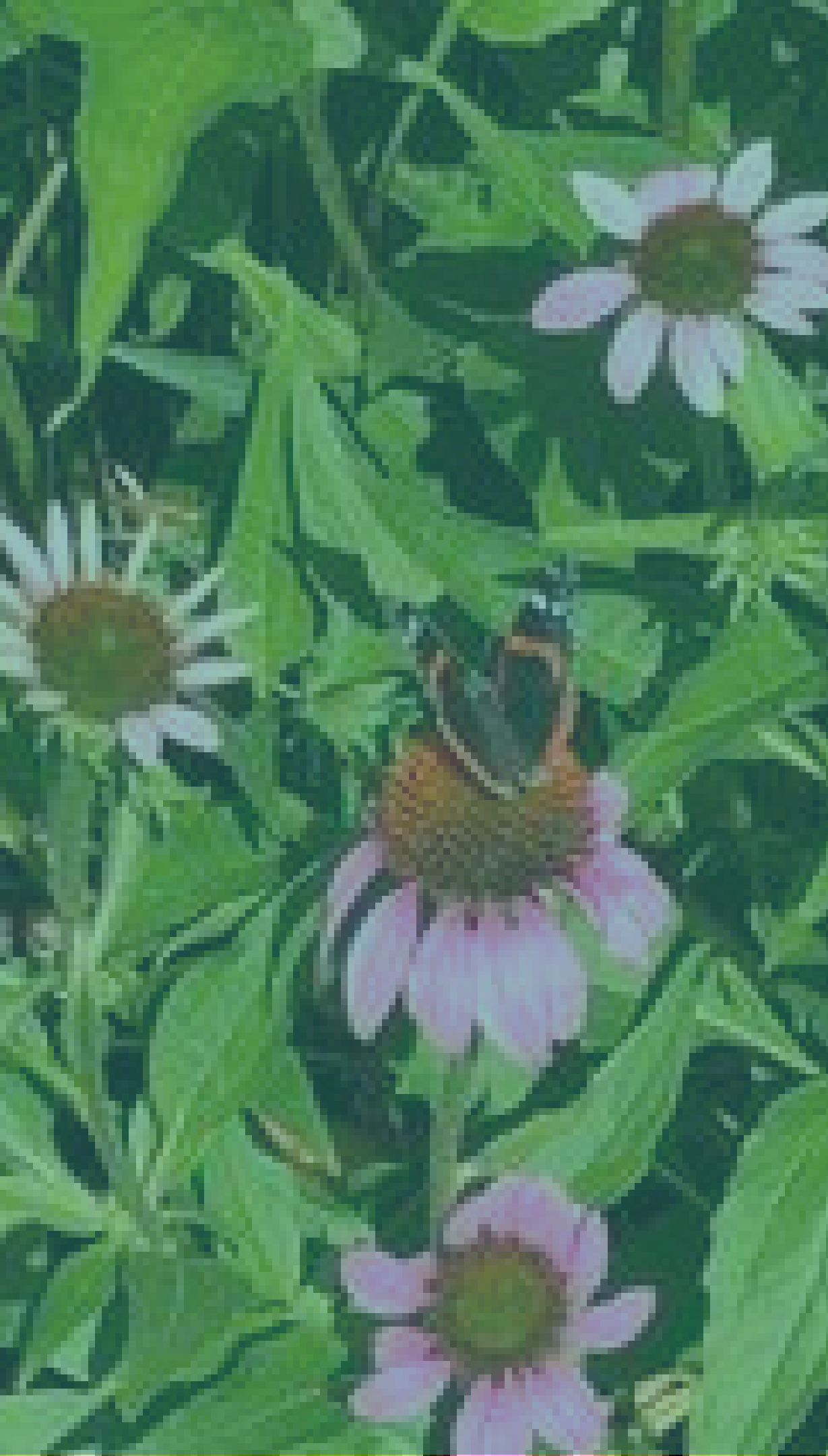
Manage **stormwater runoff** effectively *U2*

Conserve water and reduce Oxford's water demand *U2-A2*

Lead by example through local government operations

- Implement best practices for water conservation on city owned lawns and gardens, while maintaining recreational fields surface quality for play





Enhance Carbon Sequestration

Expand Oxford's tree canopy

- Prioritize **equitable tree planting** in vulnerable areas of our community

Optimize soil carbon sequestration

Lead by example through local government operations

- Expand public education on sustainability and conservation, using public lands and facilities as models [S4-A8](#)



RESILIENCE PLAN

Building a resilient community



Oxford's Key Vulnerabilities

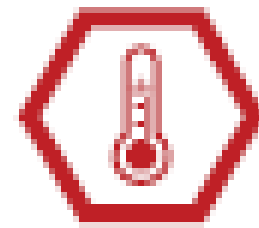
INCREASING TEMPERATURES

EXTREME STORM EVENTS

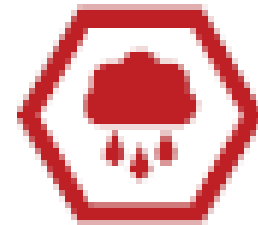
PRECIPITATION CHANGES

CHANGING ECOSYSTEMS

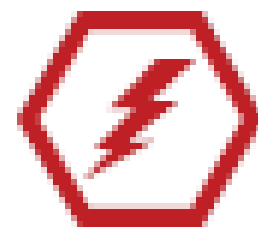
Adaptation Goals



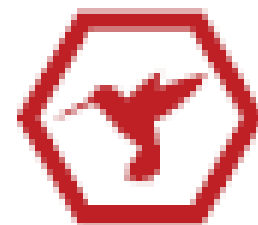
Decrease Risks of Increasing Temperatures



Build Resilience to Precipitation Changes like Flooding and Drought



Prepare for Increased Severe Storm Events



Strengthen Ecosystems and Urban Forests

Decrease Risks of Increasing Temperatures

Reduce the impact of increasing temperature community wellness

- Explore ways to build redundancy (back ups) into local electricity supply and **support local energy generation and storage** for the event of grid failure

Reduce the urban heat island effect and **increase cooling capacity**

- Expand the city's urban tree canopy from 35% to 50% by 2050



An aerial photograph showing a wide, muddy brown river or floodplain. A road with a crosswalk crosses the bottom of the frame. A small, dark, rectangular structure is partially submerged in the water. The surrounding area is covered with bare trees and some green grass.

Build Resilience to Precipitation Changes

Improve stormwater management to meet expected increases in precipitation

- Strengthen efforts to **reduce inflow and infiltration** of stormwater into the sanitary system

Promote water conservation

- Adopt regulations or incentives to promote efficient residential and commercial water use *S4-A6*





Prepare for Increased Severe Storm Events

Strengthen our energy infrastructure

- Expand local, utility-scale renewable energy production and storage towards a **long-term goal of self-sufficiency**

Reduce the risk of storm intensity on community wellness

- Update emergency plans to **ensure cooling/heating centers** within walking distance of all residents





Strengthen Ecosystems and Urban Forests

Expand city tree canopy

- **Revise tree planting lists** by 2025 to select for those native to North America and tolerant of projected climate change.

Expand naturalization to **promote biodiversity**

- Promote landscape naturalization and tree planting on private properties



A photograph of three people—two women and one man—smiling behind a table covered with a white recycling station cloth. The table has three circular openings for sorting waste. The background shows an outdoor event with other people and orange chairs.

ON TO IMPLEMENTATION

COMPOST RECYCLE LANDFILL



MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
MONDAY, SEPTEMBER 11, 2023 AT 6:30 PM

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, 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.

1. Roll Call.

A Capital Improvements Program Work Session meeting of the Oxford City Council was called to order by Mayor Snively on Monday, September 11, 2023, at 6:30 p.m. Members in attendance were Alex French, Jason Bracken, David Prytherch, Glenn Ellerbe, and Amber Franklin. Chantel Raghu was excused.

Staff Members in Attendance

Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. John Detherage, Fire Chief; Mr. John Jones, Police Chief; Mr. Sam Perry, Community Development Director; Mr. Casey Wooddell, Parks and Recreation Director; Ms. Heidi Hill, Acting Finance Director; Ms. Stephanie Gray, Acting Assistant Finance Director; Mr. Geoff Robinson, Police Lieutenant; Mr. Scott Otto, City Engineer; and Ms. Heather Barbour, Clerk of Council.

2. Approval of Agenda.

Motion – To Approve the Agenda.
(Voice Vote) 1st Mr. Prytherch 2nd Ms. Franklin
AYE # 6
NAY # 0
ABS # 0

3. Proposed Capital Improvement Program

Mr. Elliott started the discussion with a summary schedule of funds with projects for the next five years. Mr. Elliott then shared the detailed list of proposed improvement projects on the five-year capital improvement plan. Mr. Elliott and City Staff addressed questions and comments from the Council. (slides included)

A. 2024 - 2028 Capital Improvement Program

4. Adjourn.

Mayor Snavelly called for a vote to adjourn.

Motion – To Adjourn at 7:55 p.m.

(Voice Vote) 1st 2nd

AYE # 6

NAY # 0

ABS # 0

CITY OF OXFORD
2024-2028
CAPITAL IMPROVEMENT PROGRAM
WORK SESSION
September 11, 2023



Douglas R. Elliott, Jr.
City Manager

CAPITAL IMPROVEMENT PROGRAM

2024-2028

- Budgeting Made Simple-Budget Organization
 - Fund
 - Organizational Unit or Program
 - Object Classification
 - Expenditure Detail
- Object Classifications
 - Personnel Services (63.41% of GF in FY2023 Budget)
 - Operating Expenses (24.69%)
 - **Capital Outlays**
 - Debt Service
 - Interfund Transfers (11.90%)
 - Advances

CAPITAL IMPROVEMENT PROGRAM

2024-2028

- Plan of Action for Purchasing Capital Equipment and Constructing Capital Projects
- A Capital Asset is property that has an useful life longer than one year and is of significant value (for City of Oxford over \$5,000). Capital assets include land, infrastructure, buildings, renovations to buildings that increase their value, equipment, vehicles, and other tangible and intangible assets that have useful lives longer than one year.
- A capital expenditure is an outlay that results in or contributes to the acquisition or construction of a capital asset.

CAPITAL IMPROVEMENT PROGRAM 2024-2028

- Proposed Capital Spending (Equipment and Improvements) is dependent on General Fund income tax revenue. This revenue source has recovered from the COVID-19 Pandemic and its effect on the economy. General Fund income tax revenue was \$9.4 million in 2019, \$8.6 million in 2020, \$8.9 million in 2021, and \$9.5 in 2022
- This proposal is a balanced, essential, and sustainable Capital Improvement Plan for the next five years.
- After reviewing this plan with City Council, I will incorporate the 2024 CIP plan into the City Manager's Proposed Budget for 2024.

CAPITAL IMPROVEMENT PROGRAM

FY 2024 SUMMARY

- Construction Projects total \$23,772,222 of which \$18,759,500 is Water Improvement Projects (78.9%), \$1,707,222 is General Fund projects, and \$1,669,500 is for Wastewater Projects.
- Capital Equipment total is \$1,081,620 with \$431,500 from the General Fund, \$237,500 from the Fire/EMS Fund, and \$224,120 from the Wastewater Fund.

Capital Improvement Projects

FY 2024

- Aquatic Center Maintenance \$25,000 (R)
- Construction of New Dog Park \$90,000 (R)
- Transit Bike & Pedestrian Plan \$150,000* (T)
- Uptown Public Restroom \$160,000* (I)
- Black Covered Bridge \$450,000 (R)
- New Sidewalk NW Corner Locust/Spring & Locust/Brookview \$47,222* (I)
- Municipal Buildings Courthouse Improvements \$15,000 (I)

Capital Improvement Projects

FY 2024

- Parking Garage Improvements \$896,000 (I)
- Roadway Pavers Maintenance \$25,000 (T)
- Uptown Water Garden (Fountain) Replacement \$300,000 (R)
- Salt Dome Repair \$20,000 (T)
- Install Automatic Irrigation at OCP \$80,000 (R)
- City Garage Renovations \$10,000 (T)
- Street Resurfacing and Repairs \$600,000 (T)
- Bicycle & Pedestrian Safety \$50,000 (T)

Capital Improvement Projects FY 2024

- Maintenance Crack Sealing City Streets \$50,000 (T)
- Sidewalk Curb and Gutter Improvements \$25,000 (T)
- Traffic Signal Upgrades, Install Battery Backup \$30,000 (T)
- Emerald Ash Borer Response \$30,000 (I)

Capital Improvement Projects FY 2024

- Landfill Ground Water Monitoring Wells \$50,000 (CS)
- Closed Landfill Methane Emissions Reduction \$10,000 (CS)

Capital Improvement Projects FY 2024

- Water System Improvements \$100,000 (I)
- Lead Service Line Replacements \$20,000 (E&H)
- High Street Water Main Replacement \$300,000 (I)
- Abandon Sections Old High St. Water Main \$40,000 (I)
- Continue Hydrant Restorations \$25,000 (I)

Capital Improvement Projects FY 2024

- WTP & Distribution Bldg. Repair and Painting \$20,000 (I)
- Clean and Redevelop Vertical Water Well \$25,000 (I)
- Meter System Upgrade 50% (5 Yr. Total \$295,000) \$29,500 (I)
- Raw Water Main Flushing Point \$55,000 (I)
- Water Treatment Plant Improvements \$18,145,000* (I)

Capital Improvement Projects

FY 2024

- Biotower Media Replacement \$995,000* (I)
- Replace SCADA System \$250,000 (I)
- Phosphorus Removal \$275,000 (I)
- Meter System Upgrade 50% (5 Yr. Total \$295,000) \$29,500 (I)
- Sanitary Sewer System Improvements \$100,000 (I)
- Sanitary Sewer Relining \$20,000 (I)

Capital Improvement Projects FY 2024

- Storm Sewer Improvements \$20,000 (I)
- Storm Water Catch Basin Maintenance \$10,000 (I)
- Sidewalk Improvements (Assessments) \$150,000 (I)
- GRAND TOTAL ALL CAPITAL IMPROVEMENT PROJECTS \$23,772,222

(Water Treatment Plant Improvements 76.3% of Grand Total)

Capital Equipment Plan FY 2024

- SCBA Replacement \$152,500 (PS)
- Fire Division Vehicle Replacement \$85,000 (PS)
- Police Tablet Replacement (10) \$15,000 (PS)
- Cruiser Replacement \$133,000 (PS)
- Livescan-Desktop Criminal Palm Print \$25,000 (PS)
- Unmanned Aerial System (Drone) \$10,000 (PS)
- Police Safety Cameras (10) \$50,000 (PS)
- Police Side x Side (Utility Vehicle)\$35,000 (PS)

Capital Equipment Plan FY 2024

- Athletic Fields, Playground and Facility Repairs \$25,000 (R)
- MIS Technology Replacement \$27,500 total (SE)
- MIS Server Infrastructure Upgrades \$10,000 total (SE)
- MIS WWTP Add & Upgrade Fiber \$6,500 (SE)

Capital Equipment Plan FY 2024

- Replacement of Elevator Controls \$65,000 (I)
- Replacement 2010 Ford Escape \$33,000 total (I)
- Replacement of Engineering Drone \$7,000 (I)
- Skid Steer Asphalt Planer \$35,000 (I)
- Replacement of OCP 2003 John Deere Gator \$13,000 (I)

Capital Equipment Plan FY 2024

- Vulnerability Assessment Mitigation Items \$20,000 (I)
- Replacement of Truck #2012-26 Ford F150 \$50,000 (I)
- Replacement of Truck #2011-39 Ford F250 \$85,000 (I)

Capital Equipment Plan FY 2024

- Replacement of Drying Oven & DO/BOD Meter \$12,000 (I)
- Repair Electric Line to Motorized Valve \$14,000 (I)
- Air Condition Replacement for Influent Elect. Bldg. \$21,000 (I)
- Biocell Pump System Improvements \$39,000 (I)
- Repair of East Bar Screen \$90,000 (I)
- UV Lamp Replacement Project \$23,120 (I)
- GRAND TOTAL FOR CAPITAL EQUIPMENT \$1,081,620

Capital Improvement Plan FY 2024

TOTAL FOR CAPITAL IMPROVEMENT PROJECTS \$23,772,222

TOTAL FOR CAPITAL EQUIPMENT \$1,081,620

GRAND TOTAL FOR FY 2024 CAPITAL IMPROVEMENT PLAN \$24,853,842

Other Major (Over \$1 Million) Capital Outlays FY'S 2025-2028

- OAT Phase V East-West Connector in 2025* \$4.9 million
- Municipal Bldg./Courthouse Improvements in 2026 \$2.5 million
- Amtrak Rail Platform in 2026* \$2.6 million
- RR Over/Underpass Design Plan in 2024 \$2 million
- OAT Phase VI in 2026 & 2027 \$8 million total
- Replace 2005 Fire/EMS Div. Aerial Ladder in 2025 \$2.0 million

Capital Improvement Plan FY 2024

QUESTIONS?



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	9/11/2023
COUNCIL MEETING DATE:	September 19, 2023
AGENDA TITLE:	Right of Way Permit #00520 Cub Scout popcorn sales. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

Cub Scout Troop 961 would like to sell popcorn packs in MLK Park on Saturdays from Sept. 9, 2023, through Oct. 21, 2023. The time will be in the mornings. The event will not conflict with the Farmers Market or Yoga in the Park ROW 00521.

Uptown Park Permit Request

ROW 00520

[Print](#)

Saturday mornings
Sept 9 - Oct 21, 2023
MLK Park

Assigned To: Ashley Keeton

Due Date: Open



Uptown Parks Permit Request

Memorial Park & Martin Luther King Jr. Park

* Organization Name

Cub Scout Pack 961

Organization Phone

5133248484

* Organization Mailing Address

2744 SCOTT RD

Are you a non-profit?

. . .

* Contact's First Name

John

* Contact's Last Name

Monroe

Contact's Phone

5133248484

* Email

monroe2744@outlook.com

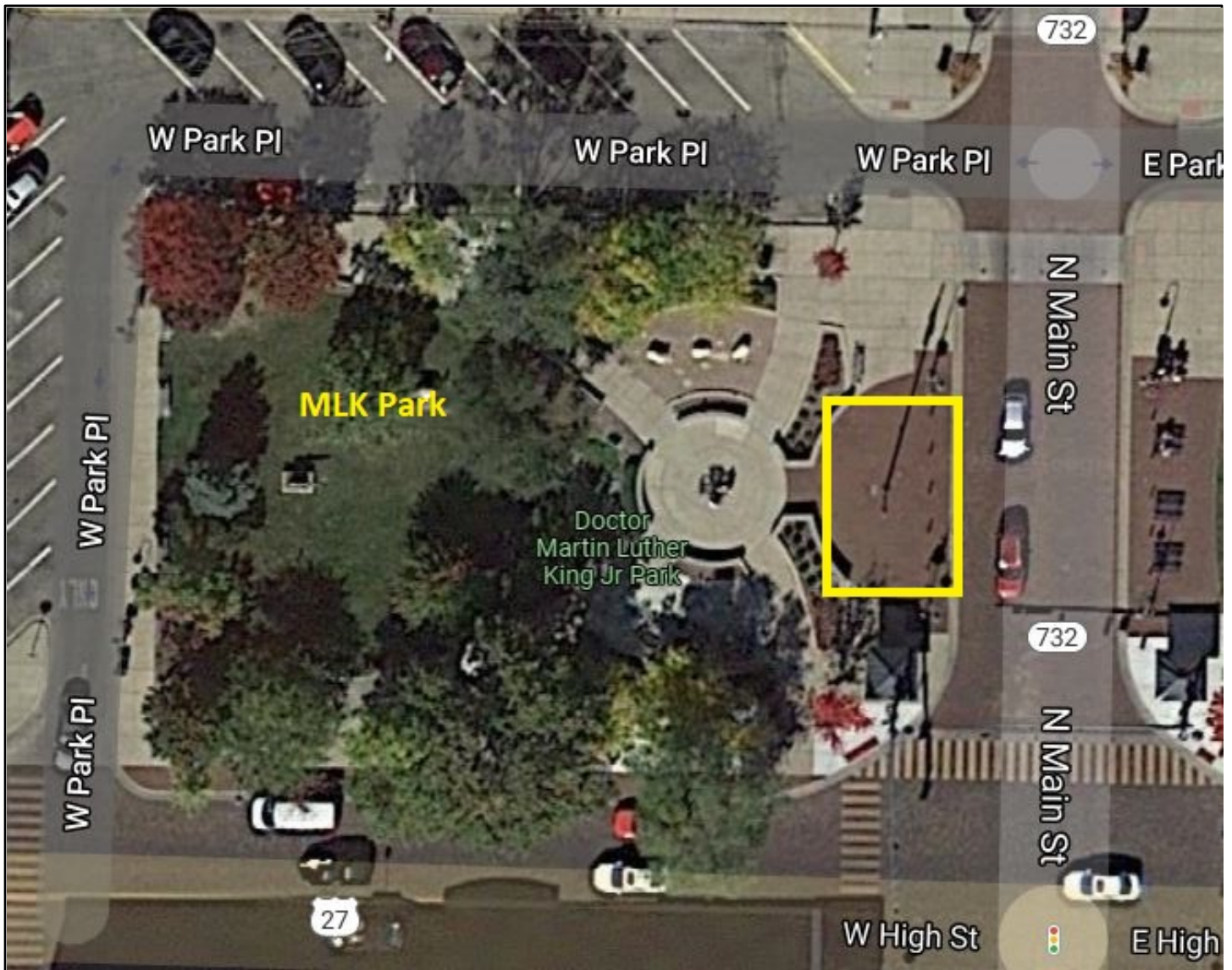
* Contact's Mailing Address

2744 Scott Rd Oxford OH 45056

. . .

Which park(s) are you requesting? Select all that apply.

- ☐ Memorial Park (East Park Place & North Main Street - Pavilion)
- ☒ Martin Luther King Jr. Park (West Park Place & North Main Street - Fountain)



Will be setting up table to sell popcorn for Cub Scout Pack 961.

* Name of the Event

Farmers Market Booth

Projected Attendance

Date Requested

MM/DD/YYYY

Format: MM/DD/YYYY

Has this event been held previously?

Event Start Time & End Time

Set Up Time Range

Tear Down Time Range

Event Description

This will be a weekly booth in front of the fountains for Cub Scout popcorn sales from Sept 9th through Oct 21st. (same request as last year)

• • •

Do you need reserved parking?

Are you requesting a road closure for this event?

no

no

Will there be portable heaters/fire pits?

Will tents, tables and/or chairs be used?

no

yes

Will you need police officers for this event? Depending on the event, this may be required.

Will you be renting portable restrooms for this event? (if yes, we recommend renting ADA compliant portable restrooms)

no

no

Will you need electricity?

Will you be bringing a sound system and/or technician?

no

no

Will alcohol, food, services and/or other items be sold?

If yes to alcohol, food or service, please explain briefly.

popcorn

no

Will you be exiting the park during the event? (i.e. for a race/run)

no

• • •

Please attach a site map sketch for this event, if possible.

Choose File No file chosen

Please attach the route map, if applicable (for parades, runs, etc...)

Choose File No file chosen

*** Event Details Accuracy Acknowledgement**

☒ By checking this box, I acknowledge that all of the event details, as listed above, are accurate.

[Click here to read the Stipulations & Fees and then acknowledge below.](#)

*** Event Stipulations & Fees Acknowledgement**

☒ By checking this box, I acknowledge that I have reviewed the stipulations and estimated cost for the event and agree to compensate the City for services rendered as specified in the final invoice. If the event runs past the stated end time and/or the stipulations are not adhered to, I understand that additional charges will accrue and agree to compensate the City accordingly.

Indemnification Clause: The Permittee hereby agrees to indemnify, defend, save and hold harmless the City of Oxford its officers and employees from and against all suits or claims that may be based on damage or injury or death to any person or property that may occur while the City of Oxford property is being used by Permittee. Permittee further agrees to the payment of the City's attorneys' fees for all claims and damages arising directly or indirectly from or related to the use, occupancy or possession of the City of property. Damages includes all liabilities, costs, losses, fines, penalties, claims suits, actions, costs and expenses.

*** Indemnification Clause Acknowledgement**

☒ By checking this box, I acknowledge that I have reviewed the indemnification clause above.

*** Today's Date**

09/05/2023

Format: MM/DD/YYYY

*** Electronic Signature**

John Monroe

If approved, you will receive an approved permit. If an invoice is required, it will also be sent with the approved permit. Invoice payment is due prior to the event.

If you have any questions, reach out to John Buchholz at (513) 839-4781 or jbuchholz@cityofoxford.org.

Uptown Public Parks Permit - Internal

Event Name Cub Scout Popcorn sales 2023 00520 **Event Date** Sep 9-Oct 21, 2023

Event Time _____ **Set Up Time** _____ **Tear Down Time** _____

Contact Name John Monroe **Contact Phone** 513-342-8484

Contact E-mail monroe2744@outlook.com

Event Description Will set up a table at Memorial Park and sell popcorn packs to benefit Cub Scout Pack 961.

Areas Utilized Memorial Park **Maps Attached?** Y ☒ N ☐

Police Officers Y ☐ N ☐

Meter Rental? Y ☐ N ☐

Street Closure Y ☐ N ☐

Service Personnel Y ☐ N ☐

Trash Boxes Y ☐ N ☐

Food For Sale Y ☐ N ☐

Alcohol For Sale Y ☐ N ☐

Electric Service Y ☐ N ☐

Insurance Required Y ☐ N ☐

Portable Restrooms Y ☐ N ☐

Bringing Sound System Y ☐ N ☐

Live Animals Present Y ☐ N ☐

Other

How Many _____ **Time Range** _____

List Meter Numbers _____

Attached Map or Route? Y ☐ N ☐

How Many _____ **Time Range** _____

How Many _____

Permit Number _____

Permit Number _____

Details _____

Details _____

Details _____

Details _____

Details _____

Department Approval

Police Department Y ☐ N ☐

Fire Department Y ☐ N ☐

Service Department Y ☒ N ☐

Recreation Department Y ☐ N ☐

City Manager Department Y ☒ N ☐

Date _____

Date _____

Date _____

Date _____

Date _____

Event Approved Y ☒ N ☐

Signature Jessica Greene, Asst. City Manager jfb148

Documents Attached

Invoice ☐

Original Application ☒

Stipulations & Fees ☒

Uptown Parks Stipulation & Fees

Memorial Park & Martin Luther King Jr. Park

Applicants should allow a minimum of five business days for the request to be processed from the time it is submitted to City Officials. *Please provide the City with as much lead time as possible. Events requiring road closures and staffing will require additional processing time. Large event requests (over 500 people) shall be submitted no less than sixty (60) days in advance of the event.*

1. Large events (estimated at over 500 people), including all concerts and performances, will require additional approval by City Departments.
2. Events exceeding 2 consecutive days or repeat events of 2 or more sessions will require City Council approval.
3. At least one legally responsible adult must sign the request.
4. The usage may not discriminate against a given class of people.
5. All ordinances that regulate noise shall be observed, unless a variance is requested and approved.
6. The applicant is responsible for cleanup and removal of litter & trash immediately after the event. Failure to clean up may result in subsequent requests being denied or a deposit being required. In addition, a cleaning charge may be assessed.
7. Safety staffing levels will be determined by the Oxford Police Department and the applicant may be required to hire police officers.
8. All special conditions specified by department heads must be complied with. Fees will be assessed for special services.
9. No markings may be made on streets or sidewalks within the public right-of-way.
10. No motor vehicles may be parked within the area of the park or on any sidewalk.
11. Banners are only permitted on the stage area during the function and must be removed immediately after the event. Tying is the only acceptable way of affixing a banner to the stage area.
12. The applicant is responsible for damage to grass, shrubs or trees as a result of the event and agrees to compensate the City of Oxford the cost of repairs and/or replacement.
13. No structure shall be defaced and no structure shall be erected within four feet of the base of a tree or shrub.
14. No nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within any park. This includes sign or flag frames, posts, spikes, etc... Applicant is financially responsible for damages to parks and infrastructure.
15. If alcohol will be sold at the event, you must obtain F2 permit from the Ohio Department of Commerce, Division of Liquor Control and obtain approval from either City Council or the City Manager.

- a. Note: Event participants may use Oxford's year-round Designated Outdoor Refreshment Area (DORA). No permit is required for DORA usage, but please follow DORA rules.
16. Food for sale is allowed at events hosted by a nonprofit or charitable community organization. Food trucks or tents must have a mobile food unit license or a temporary food license through the Butler County Board of Health.
17. The applicant will be required to provide the City with a certificate of insurance naming the City as an additional insured for events with banner installation, live animals or inflated play structures with a minimum of \$1M coverage. Insurance for other events may be required and reviewed on a case by case basis.
18. The Permittee hereby agrees to indemnify, defend, save and hold harmless the City of Oxford its officers and employees from and against all suits or claims that may be based on damage or injury or death to any person or property that may occur while the City of Oxford property is being used by Permittee. Permittee further agrees to the payment of the City's attorneys' fees for all claims and damages arising directly or indirectly from or related to the use, occupancy or possession of the City of property. Damages includes all liabilities, costs, losses, fines, penalties, claims suits, actions, costs and expenses.

729.05 SALES ON CERTAIN MUNICIPAL PROPERTY PROHIBITED. No person shall sell, offer to sell or solicit orders for goods, wares or merchandise for immediate or future delivery, or services to be furnished, performed or provided in the present or in the future, within parking meter zones or upon any municipally-owned or controlled property other than streets. This law shall not be applicable to nonprofit or charitable community organizations operating with the express consent of the Office of the City Manager and shall not apply to the lawful use of sidewalk space where such use is expressly authorized by the Codified Ordinances of Oxford, nor shall this section be applicable to the selling at a Farmers' Market of farm produce when such produce has been raised and grown by the vendors and provided that such selling has been specifically authorized and regulated by the Council. Any sale or use of alcohol upon any municipally-owned or controlled property shall be approved by City Council. (Ord. 3211. Passed 3-19-13.)

<u>Parking</u>	
No Parking Sign	\$1/each
Metered Parking (less than 4 hours)	\$6/each
Metered Parking (4 or more hours)	\$12/each
<u>Personnel</u>	
First Police Officer	\$55 per hour
Additional Officer (s)	\$55 per hour
Police Supervisor (required for each 4 Police Officers)	\$65 per hour
Police Command Officer (required for two squads of five Officers)	\$75 per hour

Street Department Personnel Electrician	\$30/hour \$120 plus materials
<u>Road Closure</u> Main Street US 27 Detour **includes labor	\$150** \$150**
<u>Sports Fields/Gazebo</u> Contact Oxford Parks & Recreation Department at 513-523-6314	

Area shall be cleaned at the end of each day

**It is PROHIBITED to insert anything
into the ground within any park due
to the irrigation system**

**The City of Oxford reserves the right to
modify, suspend, or revoke this permit at
the sole discretion of the City of Oxford.**



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Reena Murphy
DATE PREPARED:	9/12/2023
COUNCIL MEETING DATE:	September 19, 2023
AGENDA TITLE:	Report regarding the Environmental Commission Meeting on September 6th, 2023 (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

The Environmental Commission members in attendance at the Wednesday, September 6th, 2023 meeting were: Jon Ralinovsky, Chair; Jason Bracken, Planning Commission Representative and City Council Member; Justin Fain, and Peggy Branstrator. A quorum was present.

Approval of Agenda

Motion to add pollinator gardens, citizen pledge, and member updates to the agenda: Ms. Branstrator

2nd: Mr. Fain

Vote: Unanimous

Motion to approve the agenda: Mr. Fain

2nd: Mr. Bracken

Vote: Unanimous

Approval of Minutes for the August 4th, 2023 Meeting

Motion: Mr. Fain

2nd: Mr. Bracken
Vote: Unanimous

Discussion:

The commissioners discussed the next steps for expanding commercial household recycling access. The commissioners discussed an educational pilot program with a complex that already has recycling. A pilot program would include explicitly designating a staff member at the complex to be the “recycling champion”, responsible for helping distribute educational materials, monitor contamination, and posting consistent signage. Long term, the commissioners expressed interest in a mandate from Austin, TX , which requires recycling at the largest apartment complexes, then incrementally expands to smaller complexes.

The commissioners briefly discussed the intermediate results of the curbside food scrap collection public engagement survey. Roughly 55% of respondents (as of Sept. 6th) were interested in curbside collection, but there were not enough respondents able and willing to pay \$25/mo to make curbside collection viable at this time. Once the survey closes on September 10th, the commission will discuss other ways to increase the use of the food scrap drop-off, informed by the survey responses and feedback.

Ms. Brandstrator shared updates on the pollinator garden, stating the city is ordering a few replacement plants and that there have been consistent volunteers for weeding the garden. She also noted that there have been some deaths among the butterfly bush plants, but all other species are doing well. The commission discussed the possibility of putting signage at the garden, which would link to a plant identification page on the city website.

Ms. Branstrator also shared her work on the Citizens Climate Pledge. The commission discussed how to make the pledge have a broad appeal and engage every member of the community. Currently, the main focuses of the pledge are decarbonization of energy, transportation, and lifestyle choices.

Lastly, Ms. Branstrator expressed concern about stormwater management, given flooding in her neighborhood. Mr. Bracken invited Ms. Branstrator to a planning commission meeting to discuss the importance of stormwater management.

Staff provided an update on landfill passive gas vent emissions and the solar flare. The solar flare has been in operation for approximately three months and has reduced 29% of emissions in August 2023, mitigating 34.6 MT CO₂e. The commission also discussed the frequency of landfill emissions updates, given the change in commission staffing. The commission decided quarterly updates shared via email are sufficient.

Staff also provided an update on the residential food scrap drop off. The food scraps collected in 2023 have totaled to 10.65 tons, averaging 609 lbs per week. Since April of 2019, the program has diverted 83.47 tons from our landfills, averaging 726 lbs per week.

Approval of Adjournment:

Motion: Mr. Bracken

2nd: Ms. Branstrator

Vote: Unanimous

Commissioners adjourned at 7:53pm. The next Environmental Commission meeting will be October 4th, 2023 at 7pm in the Municipal Building's first floor conference room.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service
PREPARED BY:	Mike Dreisbach
DATE PREPARED:	8/29/2023
COUNCIL MEETING DATE:	September 19, 2023
AGENDA TITLE:	A Resolution of Council supporting the submission of a grant application for Ohio Public Works Commission Issue 1 Funds to be used for the design and reconstruction of the storm sewer conduit on Bonham Road. (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	Not applicable
ACCOUNT CODE:	Not applicable
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 9.11.23 MBD 8/29/23

DISCUSSION:

Upon inspection of 48" stormwater pipe running parallel to Bonham Road, it was found the galvanized conduit has deteriorated through the majority of the structure allowing for the formation of sinkholes. City Staff predicts this type of project would score well with Ohio Public Works Commission (OPWC) competitive grant funding, and the City Engineer has prepared an estimate of probable cost of \$434,225 for this project. Staff requests City Council authorization to apply for OPWC funding with a 69% / 31% split of costs, OPWC / City, respectively. The City has not yet approached Miami University regarding the project, but anticipate requesting the University share in local costs as the stormwater conduit serves both City and University properties.



RESOLUTION NO.

A RESOLUTION OF COUNCIL SUPPORTING THE SUBMISSION OF A GRANT APPLICATION FOR OHIO PUBLIC WORKS COMMISSION ISSUE 1 FUNDS TO BE USED FOR THE DESIGN AND RECONSTRUCTION OF THE STORM SEWER CONDUIT ON BONHAM ROAD.

WHEREAS, Ohio Public Works Commission Issue One Funds, administered by the Butler County Engineer's Office, are available to local governments for safety improvement projects; and

WHEREAS, the City Manager and the Service Director recommend Council authorize the City Manager to apply for and sign all documents necessary to receive a grant from the Ohio Public Works Commission for the design and reconstruction of the storm sewer conduit on Bonham Road.

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

SECTION 1: Council, having determined the reconstruction of the storm sewer conduit on Bonham Road to be beneficial to the City, hereby supports the use of grant funds to assist with the cost.

SECTION 2: Council hereby authorizes the City Manager to submit a grant application to the Ohio Public Works Commission requesting Issue 1 funds for the design and reconstruction of the storm sewer conduit on Bonham Road.

SECTION 3: The City Manager is further authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

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)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	9/12/2023
COUNCIL MEETING DATE:	September 19, 2023
AGENDA TITLE:	An Ordinance Amending The Future Land Use Map Of The Oxford Tomorrow Comprehensive Plan, From “Rural” To “Campus”, For Three Parcels Of Land, Totalling 6.72 Acres, Located In Oxford Township, Addressed As 525 North Campus Avenue, Outside The Northern Perimeter Of The Oxford Corporate Limits. (Sam Perry, Community Development Director)
COUNCIL GOAL AREA:	Economic Development, Environmental Sustainability
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Accept the recommendation of the Planning Commission
CITY MANAGER/DEPT HEAD APPROVAL:	SP DRE

DISCUSSION:

Earlier in 2023, Planning Commission and City Council discussed a proposed hotel to be located at 525 North Campus Avenue, currently outside of Oxford Corporate Limits. An annexation is in process, following past discussions of water and sewer service. The recently adopted Oxford Tomorrow Comprehensive Plan does not show any changes in the future land use map (FLUM) for these land parcels. The property is designated as Rural, which is typical for most of the land surrounding the City of Oxford. The recent Comprehensive Plan process did not have extensive planning of the growth of Oxford with surrounding jurisdictions. It primarily involved only the land currently within Oxford.

The land proposed for the hotel is zoned B-3 in Oxford Township, but is unlikely to develop without City of Oxford participation in water and sewer services. Changing the designation to something other than Rural could facilitate a zoning designation and development plan. The Campus designation could support large, well-planned campus-type developments similar to the University scale of buildings and

landscaping. A future zoning designation such as General Business, along with a planning process for a hotel, such as the conditional use process, currently underway, could be combined to support a hotel project. Even if a hotel does not happen, the Planning Commission and City Council need to think strategically about where to grow and when. The where is typically easier to determine than the when. Other land use designations such as Urban Mile Square and Employment Corridor are also designated nearby on the FLUM.



MEMORANDUM
Community Development Department
513-524-5204

TO: Planning Commission

FROM: Sam Perry, AICP
Director

DATE: August 3, 2023

MEETING DATE: August 8, 2023

RE: **Future Land Use Map Amendment**
6.73 Acres total land area in 3 parcels:

525 North Campus Avenue – H3610026000034
5192 Morning Sun Road – H3610025000004
Morning Sun Road – H3510025000006

**Amending the 2023 Comprehensive Plan Future Land Use
Map Designation of “Rural” to “Campus”**

Background

In parallel with the hotel conditional use application also on this agenda, is a recommended amendment to a portion of the Future Land Use Map (FLUM) of the 2023 Comprehensive Plan. The suggestion is to amend the FLUM for three parcels from “Rural” to “Campus.” The FLUM is the primary influential document for a proposed zone change or major land use change. Because a rezoning process has not happened for these three parcels, Commission members may question if and when it will happen. This can be done in multiple ways. Historically, the Planning Commission sometimes does not have an opportunity to influence the zoning designation because that is sometimes done through an annexation agreement with City Council. Other times an annexation happens with no city zoning designation. When this happens, the zoning defaults to the Township/County Zoning. In this situation however, on July 18, 2023, City Council established the future zoning as General Business for the primary parcel, 525 North Campus Avenue. It is expected that City Council will also mandate General Business for the other two parcels as part of an annexation agreement, following the Planning Commission review of the conditional use.

New FLUM Amendment Process

Ideally, amendments to the FLUM and/or the Comprehensive Plan are done pro-actively to respond to changing community needs. However, it is not always possible to know about a potential development project. Hence the decisions may be done in parallel but still separated legislation for clarity. There is not a local or state law mandating a specific process at this time.

The newly adopted 2023 Comprehensive Plan includes a detailed Future Land Use section within the Land Use and Development Chapter. The previous 2008 plan did not provide specific land use recommendations for changes. Page 136 of the 2023 plan outlines the types of amendments to the Comprehensive Plan. It specifically states that a change to the Future Land Use Map shall be done by recommendation of the Planning Commission to City Council. City Council shall adopt an Ordinance. Pages 44-49 illustrate the 12 Land Use Character Types that could be considered for these parcels. The subject parcels are already designated Rural but could be changed with Commission and Council action. While the FLUM is not considered a binding regulation of land, it does provide recommendations for consideration as a development begins to take shape.

Timeline of Events

Below is a timeline of events up to this point, copied from the hotel conditional use report and including dates regarding annexation procedures.

March 6, 2023: Butler County Commissioners approve rezoning of 3 subject parcels from R-3 One- and Two-Family Residential to B-3 General Business. It was known at the time that the purpose of the rezoning was to accommodate a future hotel development adjacent to the City. The rezoning cleared the way for possible consideration of a new hotel use by the County Board of Zoning Appeals (BZA) via their Conditional Use process.

May 9, 2023: Due to learning about an upcoming Conditional Use hearing scheduled with the County BZA for May 16, the Community Development Director composes a memo summarizing the implications of a potential future annexation (a required step in order to receive sewer & water services from the City) and presents the information to the Oxford Planning Commission for discussion and feedback.

May 15, 2023: Meeting between developer, realtor and City staff at the City offices to discuss the project, including the subjects of annexation, utility connections, and the necessary procedural steps. The development team communicates their desire to break ground in July. In response, City staff offers to expedite Conditional Use review proceedings, essentially by reviewing a future application as if the property in question has already been annexed by the City and is zoned to allow a hotel.

May 26, 2023: The City receives a written request for municipal water & sewer connection from the Ohio Association of Regular Baptist Churches, the current owner of the largest parcel involved which is the proposed location for the hotel that would require utility services.

June 6, 2023: City Council holds a First Reading on the request for utility connection. While the notion of a hotel in the area was generally seen favorably at this time, Councilors also seemed disenchanted with the process appearing to circumvent City-level planning & zoning procedures. The request had been on track for a Second Reading on June 20, but was postponed to the following meeting at the request of the applicant & owner.

June 7, 2023: An Expedited Type II Annexation Petition for 6.7 acres of land was filed with Butler County Commissioners.

June 23, 2023: City of Oxford receives an executed Conditional Use application form electronically from the applicant. Through a number of email exchanges in the days following, various other application components, plans, details, etc. are later requested by City staff and transmitted by the applicant.

July 13, 2023: First round of department comments on the Conditional Use application, including memos from Engineering & Fire Departments as well as a formalized Preliminary Zoning Review letter, are delivered electronically to the applicant.

July 18, 2023: In response to the June 7 annexation petition, the City Council adopted two resolutions: 1) Statement of services to be provided and 2) Buffer area requirements if uses are incompatible

July 18, 2023: City Council adopts Ordinance No. 3727, granting the property owner's request for extension of sewer and water utilities on condition of "signing a water service and utility agreement that included [sic] a requirement that any new owner, successor, and assign must agree to the annexation of the Property into the City of Oxford at the City's sole request. Upon annexation, the Property will be zoned General Business."

July 18, 2023: The County BZA votes 4-1 to deny a Conditional Use request for a new hotel, citing no access to public water or sewer as of the date of the hearing.

Urban Growth and Development

The recently adopted 2023 Comprehensive Plan recommends that careful attention is given to development proposals. Action E5-A1 states: "Consider the tax benefits and other residual economic benefits when reviewing development proposals". It goes further to state that "Oxford should connect land use and fiscal policy for a sustainable and resilient future." Action L4-A2 states: "Develop an annexation policy and adequate public facilities ordinance to ensure growth aligns with public goals." It goes further to link the adequacy (or lack thereof) of public facilities to the merits of a particular annexation request. While a new policy has not been formulated, the intent is clear. A consideration of impact on public services should be considered when land is added to the City.

The proposed development would likely increase tax base, improving the fiscal health of the community. This is compared to residential annexation which typically is a decrease in fiscal health because residential growth requires more public services than it financially supports. Non-

residential growth improves fiscal health because it creates opportunity for job creation. New jobs result in increased income tax collection by the City of Oxford. These non-utility public services (Fire, Police, Recreation, Zoning, and Administration) are funded by general fund revenue from income taxes. Utility services are funded by user fees, therefore they can operate more independently.

Land Use

The newly adopted FLUM of the 2023 Comprehensive Plan intentionally did not recommend changes to most of the lands outside the corporate limits. The reason was that the plan recommended that a joint land use policy be formulated with surrounding jurisdictions (Action L4-A1). This is why the FLUM lists the property as “Rural”. It does not mean that it is intended to stay that designation until the next major plan update in ten years. The plan can be revised at any time and should be revised to adapt to changing community needs. However, in this case, the plan was silent on the matter for this property. This means that the Commission can and should recommend a future land use designation. Or no change at all, if that is more appropriate at this time.

The abutting land use designations are “Campus” to the east and “Urban Mile Square Neighborhood” to the south. If the Commission was inclined to recommend a land use designation specific for a hotel use, it could recommend Employment Corridor. However, in this context, Employment Corridor would allow a Zoning Designation such as General Business, which is not consistent with the abutting land uses. Neighborhood Business would be a closer fit for a Zoning Designation but would not allow the type of square footage desired by the developer. In this case, staff does not see that Employment Corridor would be a best fit, nor in alignment with the recently adopted plan. Urban Mile Square Neighborhood would be a close fit, but would not allow a Zoning district that would support a hotel. The best and safest fit for the Commission and the developer to partner could potentially be “Campus.” The campus designation aligns best with larger institutional buildings, large open spaces and strong planning principles such as pedestrian and other types of connectivity. However, the designation by itself would not be enough. There would have to be some other type of agreement in place. There has been recent interest from Miami University to have a hotel near this area in order to create a destination experience for visitors to the stadium complex. A “Campus” designation could potentially be paired with an annexation agreement to ensure that all of the City’s expectations are met.

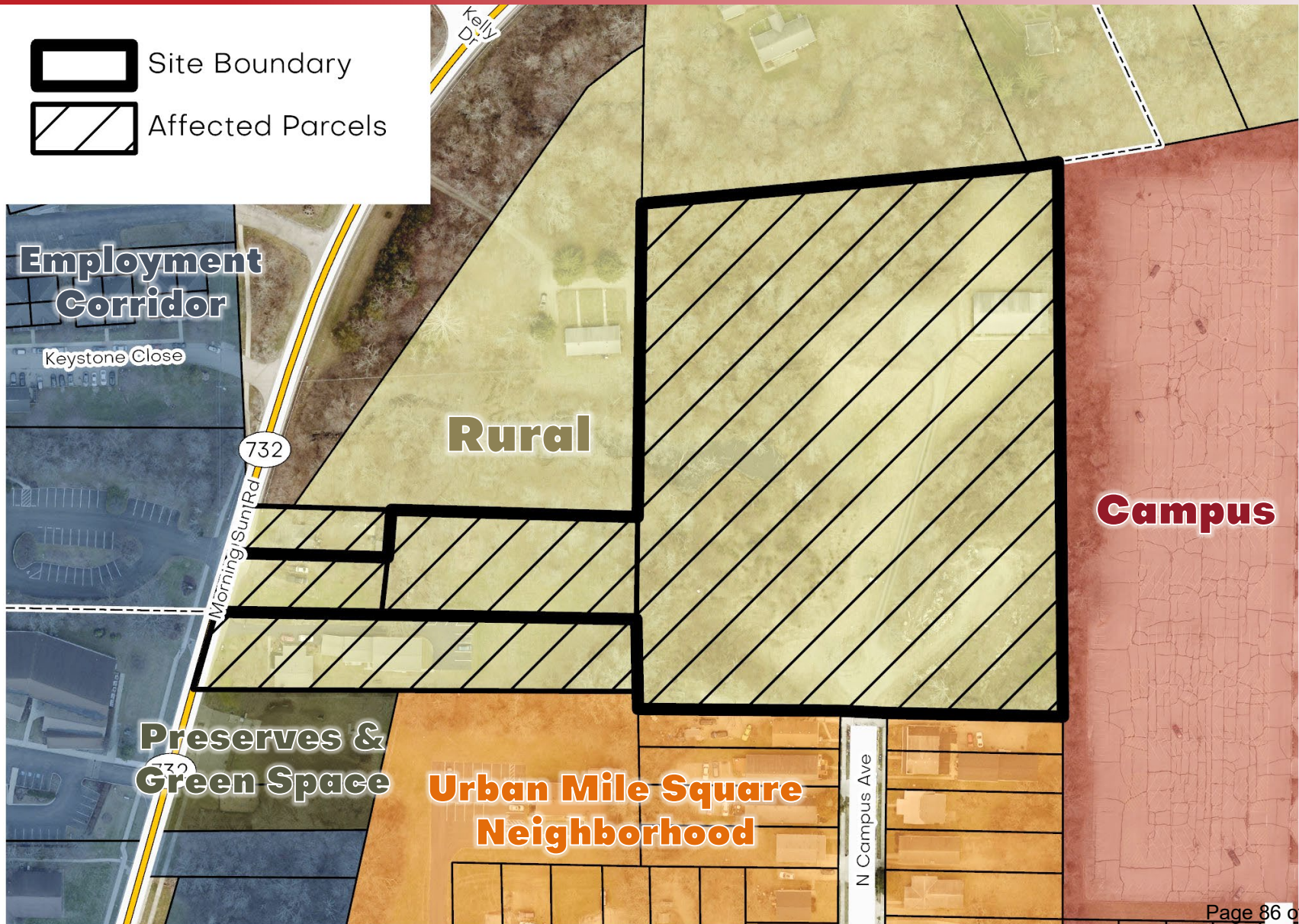
If the City decides that non-residential land use is inappropriate for this location, it may be best to not change the FLUM and to deny the conditional use. However, there could be some risk that future development could possibly happen under County development processes since the land is zoned B-3 in the Township/County. Additionally, previous comments from neighboring owners have been around the topic of demolition materials being dumped on the site. If a FLUM amendment was passed, it could increase the likelihood that there will be improved maintenance and upkeep of the properties. The likelihood for development not involving the City of Oxford is somewhat low because the City is the provider of water, sanitary sewer and Fire/EMS services in this location. Those services are typically not provided unless an outside service agreement is

reached or annexation moves forward. Some type of change or development of these properties could be an improvement over the current vacant/underutilized condition, if done correctly.

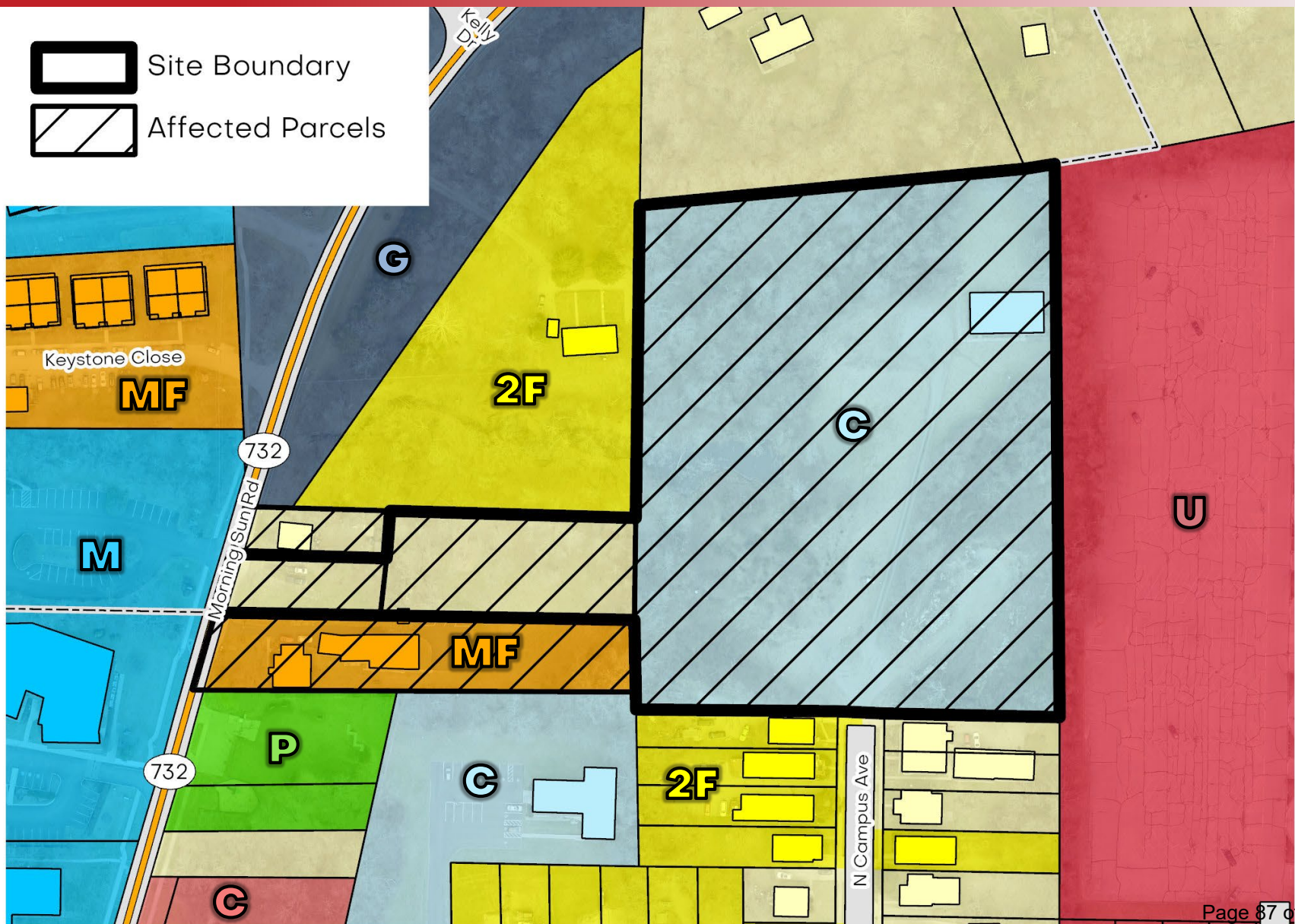
Conclusion and Recommendation

Since FLUM amendments are a relatively new procedure, staff does not have a recommendation at this time. Staff will assist the Commission in formulating a Council recommendation and associated vote so that a potential ordinance and/or annexation agreement can eventually be considered by Council. The outcome of the FLUM recommendation will also be influential on the hotel conditional use review.

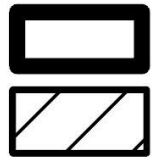
Comprehensive Plan (2023)



Existing Land Use

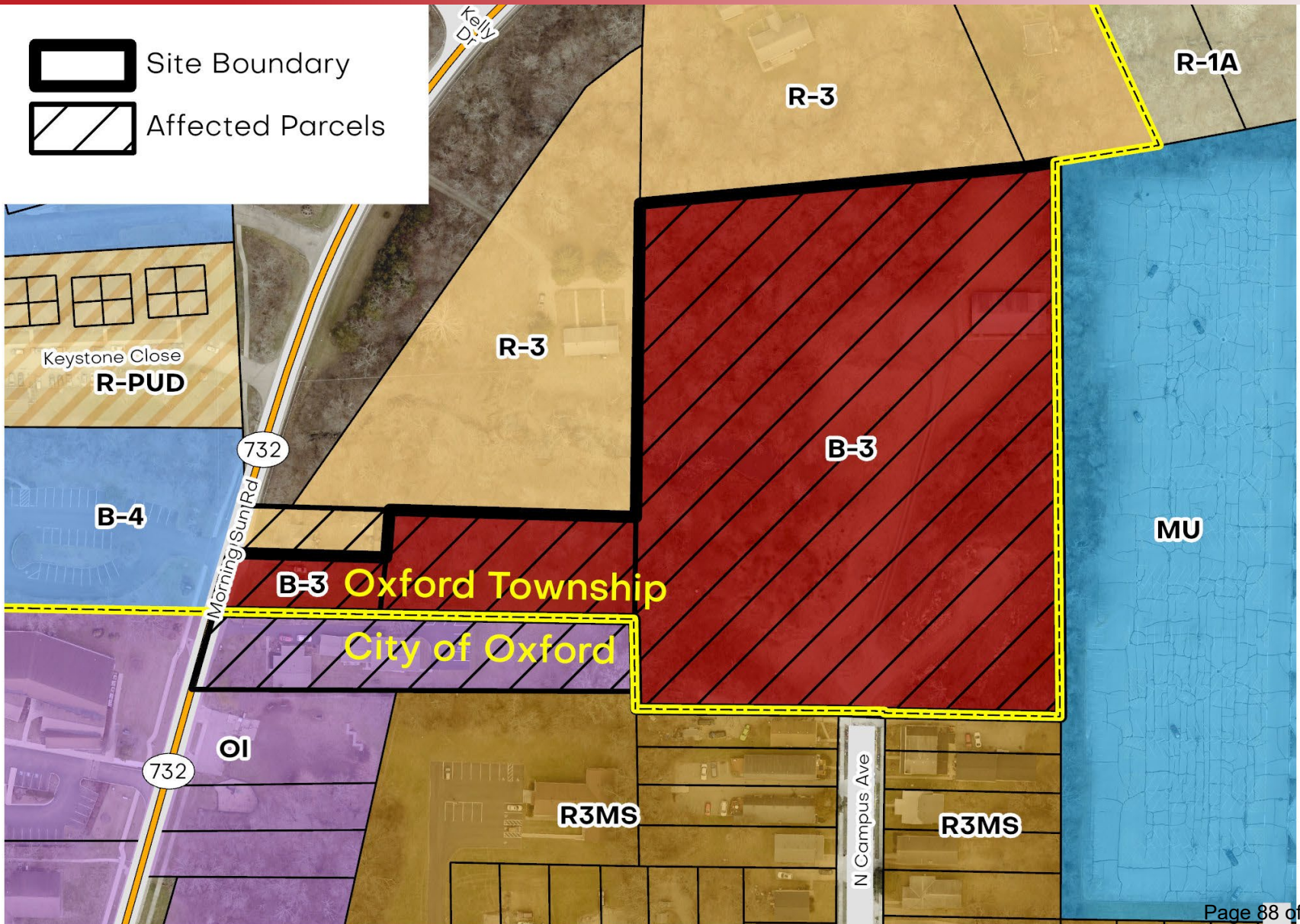


Zoning



Site Boundary

Affected Parcels



ORDINANCE NO.

AN ORDINANCE AMENDING THE FUTURE LAND USE MAP OF THE OXFORD TOMORROW COMPREHENSIVE PLAN, FROM “RURAL” TO “CAMPUS”, FOR THREE PARCELS OF LAND, TOTALLING 6.72 ACRES, LOCATED IN OXFORD TOWNSHIP, ADDRESSED AS 525 NORTH CAMPUS AVENUE, OUTSIDE THE NORTHERN PERIMETER OF THE OXFORD CORPORATE LIMITS.

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

SECTION 1: On January 17, 2023, Council adopted the Oxford Tomorrow Comprehensive Plan. The Land Use & Development Chapter included a Future Land Use Map (FLUM) on pages 50-51.

SECTION 2: Per page 43 of the Plan, the FLUM provides City Council, boards, commissions, and staff with strong guidance when considering development proposals, annexation requests, rezonings, and infrastructure investments.

SECTION 3: Per page 136 of the approved plan, Minor Plan Amendments can be made. Changes to the FLUM may be considered Minor and shall be made by Ordinance after a recommendation from the Planning Commission.

SECTION 4: The subject properties are currently outside the Oxford Corporate Limits and thus have a “Rural” designation on the FLUM.

SECTION 5: Planning Commission discussed the properties on May 9, 2023 and held a hearing on August 8, 2023 to consider the amendment. The Commission voted 6-0 to recommend approval of the amendment to City Council.

SECTION 6: The City Manager and Community Development Director recommend that the “Campus” designation be applied to the subject properties on the FLUM. The current “Rural” designation on the FLUM is not supportive of urban growth. A “Campus” designation would be the closest fit for future zoning and development while respecting surrounding land use character.

SECTION 7: Council accepts the recommendation of the City Manager and Community Development Director to amend the FLUM from “Rural” to “Campus” for the three subject properties.

SECTION 8: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: JASON BRACKEN AND DAVID PRYTHERCH

PREPARED BY: LAW(STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Zachary Moore, Sam Perry
DATE PREPARED:	9/14/2023
COUNCIL MEETING DATE:	September 19, 2023
AGENDA TITLE:	An Ordinance Approving A Second Final Subdivision Application And Record Plat For South Forest Edge Section 1 With Conditions (Sam Perry, Community Development Director)
COUNCIL GOAL AREA:	Housing For Everyone
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	SP DRE

DISCUSSION:

Proposal Summary:

The developer for South Forest Edge Section 1 is requesting approval of a Final Subdivision (Record Plat) for a planned 36-unit landownership development. Approval of the Record Plat would allow for the creation of individual “pad” lots for each of the 36 dwelling units planned, with the remaining private land surrounding the pads devoted to access (streets, parking and sidewalks), amenities, and open/green space. This remaining land, essentially becoming one large parcel intertwined with the 36 other lots, would eventually be held in common by a homeowners’ association (HOA) responsible for maintaining the infrastructure and features within. The previous Final Subdivision first approved in September 2021 is due to expire on September 21, after being allowed a total of two 6-month extension requests in August 2022 and March 2023 respectively; hence, the developer is now required to formally resubmit for a brand new Final Subdivision approval. The project has been delayed for some time as the developer has sought financial assistance from the City in order to extend sanitary sewer service to support development of both Section 1 and Section 2 of South Forest Edge. The Final Subdivision for Section 2, to contain a total of 21 lots, is currently valid until March 15, 2024 and therefore is not under consideration for extension at this time.

Background:

A summary of submissions and approvals related to the South Forest Edge Section 1 project is provided below:

- **Preliminary Planned Development (PD)** – approved by Council on March 2, 2021 by Ord. No. 3613
- **Construction Drawings** – previous set approved on a contingent basis by City staff on August 5, 2021
- **Final Planned Development (PD)** – approved by Council on August 17, 2021 by Ord. No. 3632
- **Final Subdivision (attempt #1)** – approved by Council on September 21, 2021 by Ord. No. 3638
- **Final Subdivision (attempt #1)** – 6-month extension approved by Council on August 16, 2022 by Ord. No. 3687
- **Final Subdivision (attempt #1)** – additional 6-month extension approved by Council on March 7, 2023 by Ord. No. 3714
- **Sanitary Sewer Agreement** – Council approves Resolution No. 7527 authorizing the City Manager to enter into Agreement with 4-Leaf Development to substitute sanitary sewer construction in-lieu of roadway construction
- **Final Subdivision (attempt #2)** – application submitted to Community Development on September 1, 2023
- **Construction Drawings** – revised plans for sewer lift station to serve South Forest Edge Sections 1 and 2 received from project engineer on September 11, 2023; currently under review by City staff

Discussion and Recommendation:

The Record Plat is the legal instrument to be recorded with the Butler County Recorder which will officially subdivide new lot boundaries and establish necessary easements for access, drainage, and utilities. The Community Development Department has reviewed the proposed Record Plat instrument and believes it satisfies all prior design-related approval conditions inherent to past Planned Development approvals. The Service Department has also reviewed the proposed plat, and has no concerns. The submitted plat is virtually the same as the one previously approved, sparing a couple minor changes including a new 20-foot water main easement as well as slight bump-outs to utility easements near future dwelling units per a request from Duke Energy.

In keeping with Section 203 of the Oxford Subdivision Regulations, staff recommends the subject application be **approved** subject to the following conditions:

1. The Final Subdivision shall be valid for 1 year from the City Council ordinance date. All recordings shall be completed and construction of the infrastructure improvements started within this 1 year time period.
2. As necessary, the applicant shall update and/or re-file Construction Drawings along with any necessary cost estimates for approval by applicable City departments.
3. The applicant shall file with the City a suitable form of financial security in order to guarantee construction of the improvements. The Record Plat shall not be released to the subdivider for recording until such financial security is accepted by the City.

ORDINANCE NO.

AN ORDINANCE APPROVING A SECOND FINAL SUBDIVISION APPLICATION AND RECORD PLAT FOR SOUTH FOREST EDGE SECTION 1 WITH CONDITIONS.

WHEREAS, the Oxford City Council previously approved a Final Subdivision and Record Plat for South Forest Edge Section 1 on September 21, 2021 by Ordinance No. 3638; and

WHEREAS, in accordance with Oxford Codified Ordinance Section 1101.205, the Oxford City Council approved a 6-month extension to the Final Subdivision on August 16, 2022 by Ordinance No. 3687; and

WHEREAS, in accordance with Oxford Codified Ordinance Section 1101.205, the Oxford City Council approved a second 6-month extension to the Final Subdivision on March 7, 2023 by Ordinance No. 3714; and

WHEREAS, the original Final Subdivision approval has therefore exhausted its two allowable extensions pursuant to Oxford Codified Ordinance Section 1101.205 and is due to expire on September 21, 2023; and

WHEREAS, since 2021, 4-Leaf Development has sought assistance from the City of Oxford in funding an extension of the municipal sanitary sewer utility to service the South Forest Edge development site; and

WHEREAS, on September 5, 2023 the Oxford City Council by Resolution No. 7527 authorized the City Manager to enter into a Sanitary Sewer Construction Agreement with 4-Leaf Development in support of an eventual sanitary sewer extension and lift station; and

WHEREAS, in accordance with Oxford Codified Ordinance Section 1101.203, the City of Oxford's Community Development Department received a second application for Final Subdivision approval for South Forest Edge Section 1 (Exhibit "A") consisting of 11.663 acres on September 1, 2023; and

WHEREAS, the Community Development Department, in coordination with the Service Department, has reviewed the proposed Record Plat instrument in correspondence to the Final Planned Development approved on August 17, 2021 by Ordinance No. 3632; and

WHEREAS, the Community Development Department finds that the Record Plat meets the requirements of Oxford Codified Ordinance Section 1101.203 and further finds that the Plat substantially corresponds to the approved Planned Development; and

WHEREAS, the City Manager and the Community Development Director recommend Council approve the Final Subdivision Application and Record Plat for South Forest Edge Section 1 attached hereto as Exhibit "A" with the following conditions:

1. The Final Subdivision shall be valid for one year from the City Council Ordinance date. All recordings shall be completed and construction of the infrastructure improvements started within this one year time-period.
2. As necessary, the applicant shall update and/or re-file construction drawings along with any necessary cost estimates for approval by applicable City departments.
3. The applicant shall file with the City a suitable form of financial security in order to guarantee the construction of the public improvements. The Record Plat shall not be released to the subdivider for recording until such financial security is accepted by the City.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Community Development Director and further approves the Final Subdivision Application and Record Plat for South Forest Edge Section 1 consisting of 11.663 acres with the conditions set forth above.

SECTION 2: 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)



Internal Use Only:

Case No.

PC-2023-13

Date Filed

9/1/2023

Final Subdivision Application

Applicant Information

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

Name * 4-Leaf Development, LLC
 Mailing Address * 125 West Spring St
 City, State & Zip Code * Oxford Ohio 45056
 Telephone Number(s) * 513-524-9500
 Email Address jim@hoteldevelopment.net; pam@hoteldevelopment.net

Engineer/Surveyor Information

Name * Bayer Becker
 Mailing Address * 110 S College Ave, Unit 101
 City, State & Zip Code * Oxford Ohio 45056
 Telephone Number(s) * 513-523-4270
 Email Address etareed@bayerbecker.com

Location and Lot Information

Name of Subdivision * South Forest Edge Section 1
 Location of Property * Part of lot # 3716 Congress lands West of Miami River
 Legal Description * See attached
 Date of Planning Commission Preliminary Approval * 1/12/2021
 Number of Lots * 36
 Zoning District * R2 A
 Total Area * 11.663 Acres

Requirements and Documentation

Plat

Fifteen (15) copies of the plat on bond. Drawing size must be at least 18x24" and should never exceed 24x36." The plat must be prepared in accordance with Chapter 1101, Subdivision Regulations and Chapters 1121-1137, Zoning Code of the City of Oxford¹. Scale should not exceed 1" = 100.' Plats containing less than three lots are exempted from the provisions of this section. The following information must appear on the plat:

- A. Boundary lines of the area being subdivided with accurate distances and bearings. Each section which is presented for final plat approval must have all of the required improvements extended to the property lines where necessary in order that future final plat sections may connect with them to maintain the continuity of the approved preliminary plan.
- B. A statement dedicating all proposed streets and alleys with their widths and names.

- C. The accurate outline of any portions of the property to be dedicated or granted for public use.
- D. The lines of adjoining streets and alleys with their widths and names.
- E. All lot lines together with an identification system for all lots and blocks. Lot numbers shall be secured from the County Auditor.
- F. The locations of all building lines and easements provided for public use, services or utilities.
- G. All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision, lots, streets, alleys, easements and any other areas for public or private use. Linear dimensions are to be given to the nearest one hundredth of a foot.
- H. The radii, arcs, lengths, points of tangency and central angles for all curvilinear streets and the radii and lengths for rounded corners.
- I. The location of all survey monuments and benchmarks together with their descriptions. There shall be a minimum of four permanent markers in each subdivision section located at or near the outer corner.
- J. The name of the subdivision, the scale of the plat, points of the compass and name of owner or owners and subdivider if other than the owner and name of the surveyor and engineer preparing the plat.
- K. The certificate of the surveyor attesting to the accuracy of the survey and to the correct locations of all monuments shown.
- L. Any private restrictions and trusteeships and their duration. Should these restrictions or trusteeships be of such length as to make their lettering on the plat impracticable, thus necessitating the preparation of a separate instrument, reference to such instrument shall be made on the plat.
- M. Acknowledgement by the owner or owners of the plat restrictions.
- N. One tracing cloth or comparable material of the approved final plat, for the City records.
- O. The names and record owners of all adjoining subdivisions and the names of recorded owners of adjoining parcels of un-subdivided land.
- P. A receipt showing that all legally due taxes have been paid.
- Q. North arrow, scale and date.
- R. The location of all present property lines, streets, alleys, rights-of-way, buildings, easements, lakes, watercourses, and drainage ways.
- S. Any existing water mains, culverts, water or sewer lines, easements, buildings and streets, within the tract or immediately adjacent thereto.
- T. Size of the tract in acres and lots in square feet and the boundary lines along with the linear measurement thereof.
- U. The proposed location and width of streets, alleys lots and easements.
- V. The seal, registry number and signature of the public surveyor who prepared the plat.
- W. Any portion of the floodplain as delineated by the Butler County Flood Insurance Rate Maps (FIRM), effective December 17, 2010, must be clearly illustrated and labeled on the plat.

Surrounding Property Owners

On a separate sheet, provide the parcel numbers, names, and mailing addresses of all property owners within 200 feet of all boundaries of the property in question. The [Butler County Auditor Real Estate Search](#)² is helpful when searching for the mailing address of adjoining property owners. It allows you to search by owner, address, or parcel number.

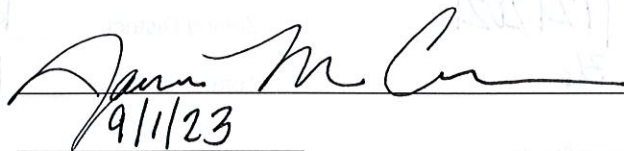
Fees & Receipt

The required fee for final plan is \$595.00 plus \$10.00 per lot, plus \$10.00 postage charge.

Sign and Date

Applicant Signature *

Date *


9/1/23

Submit Application, Plans and Documentation, and Fees

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

Send or drop off this application with required copies of the plat containing all required information as attachments and a check for fees and postage charge made payable to **City of Oxford**, to Community Development Director, 15 S. College Ave., Oxford, OH 45056.

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

Notes

- You must adhere to notification and publication requirements.
- Submit materials 14 days prior to the Planning Commission meeting on which the action is requested.
- City Staff will place a public hearing sign on the subject property. **The Applicant is responsible for removing the signage at the completion of the hearing(s).**
- Per Planning and Zoning Code 1101.203(H)¹, after final recording at the Butler County Recorder's Office, the applicant shall furnish a proof of such recording for filing to the Community Development Department prior to the issuance of any construction permits for site preparation.

¹ City of Oxford Codified Ordinances: <http://www.cityofoxford.org/fees-ordinances-and-charter>

² Butler County Auditor Real Estate Search: <http://www.butlercountyauditor.org/>

CURVE TABLE				
Curve	Delta	Radius	Length	Chord
C-1	100°03'05"	1100.00'	192.97'	N05°30'03"E 192.73'
C-2	26°28'23"	527.50'	243.73'	S02°44'36"E 241.57'
C-3	16°25'18"	472.50'	135.42'	S07°44'09"E 134.96'
C-4	55°47'35"	1172.50'	1141.75'	S28°22'18"W 1097.17'

LOT CURVE TABLE				
Curve	Delta	Radius	Length	Chord
C-5	10°43'40"	158.75'	28.73'	N04°14'46"W 29.88'
C-6	24°02'52"	1147.50'	53.58'	S07°40'24"W 53.58'
C-7	14°52'24"	158.75'	41.23'	S07°53'19"W 41.12'
C-8	14°56'21"	158.75'	41.39'	S06°45'18"W 41.28'
C-9	12°18'07"	158.75'	36.86'	S39°01'28"W 36.77'
C-10	13°02'24"	181.25'	41.15'	S38°52'37"W 41.06'
C-11	11°57'51"	169.25'	22.81'	N03°12'57"E 22.77'
C-12	16°59'11"	181.25'	53.75'	S07°00'19"W 53.64'
C-13	24°02'52"	1147.50'	53.58'	S07°40'24"W 53.58'
C-14	12°52'32"	133.75'	37.67'	S07°10'17"W 36.80'
C-15	16°37'58"	205.70'	59.73'	N04°43'47"E 59.52'
C-16	14°10'51"	108.25'	32.11'	N02°15'58"E 32.11'
C-17	30°17'51"	133.75'	70.73'	S37°43'07"W 69.86'
C-18	18°47'44"	133.75'	36.80'	S10°72'33"W 36.70'
C-19	14°01'57"	218.75'	8.29'	S01°43'48"W 8.29'
C-20	12°03'57"	318.75'	67.12'	S06°04'57"W 66.89'
C-21	7°28'27"	318.75'	41.60'	S16°30'12"E 41.57'
C-22	8°07'48"	318.75'	45.23'	N03°00'57"W 45.19'

LOT CURVE TABLE				
Curve	Delta	Radius	Length	Chord
C-23	8°19'56"	461.75'	58.31'	N01°14'17"E 58.26'
C-24	49°19'15"	1147.50'	83.20'	N01°17'01"E 83.18'
C-25	41°12'31"	401.75'	32.88'	S47°07'25"E 32.87'
C-26	43°10'15"	318.75'	25.06'	N41°17'00"W 25.00'
C-27	12°40'01"	251.25'	56.20'	N39°53'36"W 56.20'
C-28	84°46'40"	5.00'	7.67'	N09°41'17"E 6.74'
C-29	33°51'31"	268.75'	48.87'	N05°05'25"E 48.76'
C-30	41°44'11"	607.75'	107.07'	40.86'
C-31	43°43'01"	568.75'	45.17'	N44°45'42"E 45.12'
C-32	43°02'37"	627.75'	53.07'	S44°46'42"W 53.05'
C-33	43°43'09"	568.75'	46.16'	N39°05'14"E 46.14'
C-34	10°10'17"	1147.50'	21.11'	S34°47'49"W 21.11'
C-35	23°05'58"	627.75'	31.86'	S39°58'41"W 31.86'
C-36	41°16'17"	568.75'	41.86'	S32°37'30"E 41.97'
C-37	01°17'11"	1080.75'	3.85'	S01°43'22"E 3.85'
C-38	22°25'51"	1146.75'	51.86'	S32°27'09"W 51.86'
C-39	22°25'51"	1080.75'	44.88'	S02°03'27"E 44.88'
C-40	22°25'51"	1146.75'	47.88'	S32°27'09"W 47.88'

PEDESTRIAN ACCESS NOTE:

ANY "PEDESTRIAN ACCESS EASEMENT" AS SHOWN ON THIS PLAN IS GRANTED IN FAVOR OF THE CITY OF OXFORD. THE EASEMENT GRANTS THE CITY OF OXFORD, ITS EMPLOYEES OR AGENTS, THE RIGHT TO ACCESS, SURVEY, CONSTRUCT, USE, OPERATE, MAINTAIN, REPAIR, REPLACE, AND REMOVE SIDEWALKS AND STAIRS, TO ALLOW GRADING, REPAIR, REALIGNMENT, WIDENING FOR SIDEWALK AND STAIR CONSTRUCTION AND FOR THE RIGHT OF ACCESS AND EGRESS OVER AND ACROSS THE PROPERTY FOR SAID PURPOSES AND ARE TO BE MAINTAINED FOR PEDESTRIAN USE FOREVER.

LOT CURVE TABLE				
Curve	Delta	Radius	Length	Chord
C-41	22°25'51"	1080.75'	44.88'	S02°03'27"E 44.88'
C-42	22°25'51"	1146.75'	47.88'	S32°27'09"W 47.88'
C-43	22°25'51"	1080.75'	44.88'	S02°03'27"E 44.88'
C-44	22°25'51"	1146.75'	47.88'	S32°27'09"W 47.88'
C-45	22°25'51"	1080.75'	44.88'	S02°03'27"E 44.88'
C-46	22°25'51"	1146.75'	47.88'	S32°27'09"W 47.88'
C-47	22°25'51"	1080.75'	44.88'	S02°03'27"E 44.88'
C-48	22°25'51"	1146.75'	47.88'	S32°27'09"W 47.88'
C-49	22°25'51"	1080.75'	44.88'	S02°03'27"E 44.88'
C-50	22°25'51"	1146.75'	47.88'	S32°27'09"W 47.88'
C-51	22°25'51"	1080.75'	44.88'	S02°03'27"E 44.88'
C-52	22°25'51"	1146.75'	47.88'	S32°27'09"W 47.88'
C-53	22°25'51"	1080.75'	44.88'	S02°03'27"E 44.88'
C-54	22°25'51"	1146.75'	47.88'	S32°27'09"W 47.88'
C-55	22°25'51"	1080.75'	44.88'	S02°03'27"E 44.88'
C-56	22°25'51"	1146.75'	47.88'	S32°27'09"W 47.88'
C-57	22°25'51"	1080.75'	44.88'	S02°03'27"E 44.88'
C-58	22°25'51"	1146.75'	47.88'	S32°27'09"W 47.88'
C-59	22°25'51"	1080.75'	44.88'	S02°03'27"E 44.88'
C-60	22°25'51"	1146.75'	47.88'	S32°27'09"W 47.88'

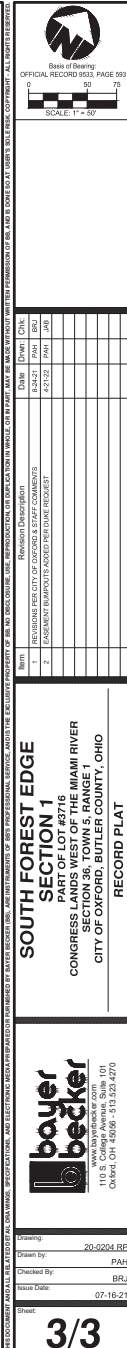
EASEMENT CURVE TABLE				
Curve	Delta	Radius	Length	Chord
EE-111	42°44'42"	65.00'	5.00'	S02°50'32"E 5.00'
EE-112	03°57'56"	218.75'	5.00'	S14°18'56"E 5.00'
EE-113	22°57'35"	181.25'	7.68'	N01°10'04"E 7.68'
EE-114	14°48'18"	158.75'	5.00'	S46°34'40"W 5.00'
EE-115	31°07'17"	81.25'	5.00'	S39°39'59"W 5.00'
EE-116	41°01'44"	86.75'	5.00'	N14°48'45"E 5.00'
EE-117	01°50'54"	1080.75'	5.00'	N07°48'27"E 5.00'
EE-118	03°40'44"	568.75'	5.00'	N05°20'07"E 5.00'

EASEMENT LINE TABLE		
Line	Direction	Distance
EE-109	S06°10'57"W	3.00'
EE-110	S09°59'39"W	3.00'
EE-111	S16°00'02"W	3.00'
EE-112	S22°02'44"E	3.16'
EE-113	S24°31'11"W	3.00'
EE-114	S28°12'31"E	5.71'
EE-115	S37°45'43"E	3.00'
EE-116	S43°03'30"E	3.00'
EE-117	S47°52'30"E	3.00'



TIE CURVE TABLE				
Curve	Delta	Radius	Length	Chord
TC-109	11°44'12"	1200.00'	246.81'	S02°58'59"E 246.38'
TC-110	11°44'12"	1200.00'	214.05'	N03°30'17"E 213.77'

EASEMENT LINE TABLE		
Line	Direction	Distance
B-247	S29°42'45"E	216.20'
B-248	S5°45'30"E	36.50'
B-249	N02°51'15"E	11.81'
B-250	N31°13'45"E	85.83'
B-251	N58°08'17"E	174.24'
B-252	N69°29'39"E	36.50'
B-253	N60°55'35"E	11.55'
B-254	N07°16'19"E	82.64'
B-255	N1°43'39"E	106.73'
B-256	N5°20'54"E	36.50'
B-257	S81°45'15"E	13.72'
B-258	N33°43'55"E	221.94'
B-259	N32°39'59"E	70.81'
B-260	N43°33'26"E	30.99'
B-261	N49°46'54"E	2.50'
B-262	S46°07'46"E	29.35'
B-263	S49°28'07"E	25.52'
B-264	S32°22'25"E	145.62'
B-265	N32°22'25"E	64.07'
B-266	N32°22'25"E	81.55'
B-267	N79°19'53"E	41.45'
B-268	N57°33'35"E	34.48'





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

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Heidi Hill
DATE PREPARED:	8/16/2023
COUNCIL MEETING DATE:	September 19, 2023
AGENDA TITLE:	An Ordinance amending Ordinance No. 3697 Supplemental Budget Ordinance Number 5 to make supplemental appropriation for fiscal year 2023. (Heidi Hill, Acting Finance Director)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

Issue 1

To make adjustments to budget revenue and appropriations for a transfer from the SE Wastewater Capacity Benefit Fund to the Southpointe TIF Capital Improvement

Action Needed:

Revenue Side

Southpointe TIF Capital Improvement Fund (146) 367,000.00

Expense Side

Wastewater Capacity Benefit Fund (393) 367,000.00

Net Effect on Fund Balance/(s) -

Increase/(Decrease)

Issue 2

To make adjustments to budget revenue and appropriations for a transfer from the Southpointe TIF District 1 Fund to the Southpointe TIF Capital Improvement

Action Needed:

Revenue Side

Southpointe TIF Capital Improvement Fund (146) 330,000.00
Expense Side
Southpointe TIF District 1 Fund (420) 330,000.00
Net Effect on Fund Balance/(s) -
Increase/(Decrease)

Issue 3

To make adjustments to budget revenue and appropriations for a transfer from the Southpointe TIF District 2 Fund to the Southpointe TIF Capital Improvement

Action Needed:

Revenue Side
Southpointe TIF Capital Improvement Fund (146) 9,000.00
Expense Side
Southpointe TIF District 2 Fund (421) 9,000.00
Net Effect on Fund Balance/(s) -
Increase/(Decrease)

Issue 4

To make adjustments to budget revenue and appropriations for a transfer from the Southpointe TIF District 3 Fund to the Southpointe TIF Capital Improvement

Action Needed:

Revenue Side
Southpointe TIF Capital Improvement Fund (146) 13,000.00
Expense Side
Southpointe TIF District 3 Fund (422) 13,000.00
Total Net Effect on Fund Balance/(s) -
Increase/(Decrease)

Issue 5

To make adjustments to budget revenue and appropriations for a transfer from the Southpointe TIF District 4 Fund to the Southpointe TIF Capital Improvement

Action Needed:

Revenue Side
Southpointe TIF Capital Improvement Fund (146) 13,000.00
Expense Side
Southpointe TIF District 4 Fund (423) 13,000.00
Total Net Effect on Fund Balance/(s) -
Increase/(Decrease)

Issue 6

To make adjustments to budget revenue and appropriations for a transfer from the Southpointe TIF District 5 Fund to the Southpointe TIF Capital Improvement

Action Needed:

Revenue Side

Southpointe TIF Capital Improvement Fund (146)	14,000.00
--	-----------

Expense Side

Southpointe TIF District 5 Fund (424)	14,000.00
---------------------------------------	-----------

Total Net Effect on Fund Balance/(s)	-
Increase/(Decrease)	

Issue 7

To make adjustments to budget appropriations for construction of the Lake Forest Drive Sanitary Sewer

Action Needed:

Revenue Side

Expense Side

Southpointe TIF Capital Improvement Fund (146)	746,000.00
--	------------

Total Net Effect on Fund Balance/(s)	(746,000.00)
--------------------------------------	--------------

Increase/(Decrease)

Total Net Effect on Fund Balance/(s)	(746,000.00)
--------------------------------------	--------------

Increase/(Decrease)

Breakdown by Fund

Southpointe TIF District 1 (420)	(330,000.00)
----------------------------------	--------------

Southpointe TIF District 2 (421)	(9,000.00)
----------------------------------	------------

Southpointe TIF District 3 (422)	(13,000.00)
----------------------------------	-------------

Southpointe TIF District 4 (423)	(13,000.00)
----------------------------------	-------------

Southpointe TIF District 5 (424)	(14,000.00)
----------------------------------	-------------

Wastewater Capacity Benefit Fund (393)	(367,000.00)
--	--------------

Southpointe TIF Capital Improvement Fund (146)	-
--	---

Net Effect on Fund Balance/(s)	(746,000.00)
--------------------------------	--------------

Increase/(Decrease)

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3697 SUPPLEMENTAL BUDGET ORDINANCE NUMBER 5 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2023.

WHEREAS, additional appropriations are needed for the current fiscal year and monies are available for appropriation in those funds, and changes to estimated revenues.

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

SECTION 1: Additional appropriations are needed for the current fiscal year and monies are available for appropriation in those funds, and changes to estimated revenues;

SECTION 2: The following increase/(decrease)in expenditures be made:

Wastewater Capacity Benefit SE Fund 393	367,000.00
Southpointe District 1 Fund 420	330,000.00
Southpointe District 2 Fund 421	9,000.00
Southpointe District 3 Fund 422	13,000.00
Southpointe District 4 Fund 423	13,000.00
Southpointe District 5 Fund 424	14,000.00

SECTION 3: The following transfer(s) be executed:

Transfer from:

Wastewater Capacity Benefit SE Fund 393	367,000.00
Southpointe District 1 Fund 420	330,000.00
Southpointe District 2 Fund 421	9,000.00
Southpointe District 3 Fund 422	13,000.00
Southpointe District 4 Fund 423	13,000.00
Southpointe District 5 Fund 424	14,000.00

Transfer to:

Southpointe TIF Capital Improvement Fund 146	367,000.00
Southpointe TIF Capital Improvement Fund 146	330,000.00
Southpointe TIF Capital Improvement Fund 146	9,000.00
Southpointe TIF Capital Improvement Fund 146	13,000.00
Southpointe TIF Capital Improvement Fund 146	13,000.00
Southpointe TIF Capital Improvement Fund 146	14,000.00

SECTION 4: The following increase/(decrease)in revenues be made:

Southpointe TIF Capital Improvement Fund 146	367,000.00
Southpointe TIF Capital Improvement Fund 146	330,000.00
Southpointe TIF Capital Improvement Fund 146	9,000.00
Southpointe TIF Capital Improvement Fund 146	13,000.00
Southpointe TIF Capital Improvement Fund 146	13,000.00
Southpointe TIF Capital Improvement Fund 146	14,000.00

SECTION 5: The following increase/(decrease)in expenditures be made:

Southpointe TIF Capital Improvement Fund 146	746,000.00
--	------------

SECTION 6: In all other respects, Ordinance No. 3697 shall remain in full force and effect.

SECTION 7: This ordinance shall take effect immediately upon its adoption.

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:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	8/29/2023
COUNCIL MEETING DATE:	September 19, 2023
AGENDA TITLE:	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 601 West Chestnut Street (parcel id no. H4000121000007), which property is approximately 1.1390 acres, at a cost of \$280,000.00 plus estimated closing costs of \$4,000.00 for a total cost not to exceed \$284,000.00 and to utilize \$97,750 Community Development Block Grant (CDBG) funding and \$186,250.00 of American Rescue Plan Act (ARPA) funds in making the purchase. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	Housing Opportunities for Everyone
BUDGETED AMOUNT:	\$284,00.00
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

A housing needs assessment conducted by Bowen National Research in 2020 found that Oxford has a critical need for residential units at or below \$1,000 per month. The Oxford City Council has adopted Housing for All as a top goal since 2020.

Best practices indicate that utilizing City-owned property is a vital step to ensure the quality and affordability in the development of desired housing projects. Using ARPA funds, the City has begun the strategic acquisition of residential properties throughout Oxford to address the needs and goals of our community.

Presently, the City owns the properties at 603 and 607 W. Chestnut. Adding 601 W. Chestnut would increase the developable land area from 2.316 to 3.45 acres. The City's land ownership allows the City to attract developers and control residential development. The additional real estate acquired through this purchase would facilitate new options and lead to additional residential units, further supporting the community's needs and securing affordability.

The use of American Rescue Plan Funds to purchase land for affordable housing is an allowable expense under the Final Rule. Our 2023 application for Community Development Block Grant (CDBG) funds was for property acquisition to assist with affordable housing. We intend to pair CDBG and ARPA funds together to purchase this property.

The City intends to work with a nonprofit housing partner to manage and develop this property for needed residential units in the future.

ORDINANCE NO.

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 601 WEST CHESTNUT STREET (PARCEL ID NO. H4000121000007), WHICH PROPERTY IS APPROXIMATELY 1.1390 ACRES, AT A COST OF \$280,000.00 PLUS ESTIMATED CLOSING COSTS OF \$4,000.00 FOR A TOTAL COST NOT TO EXCEED \$284,000.00 AND TO UTILIZE \$97,750 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING AND \$186,250.00 OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS IN MAKING THE PURCHASE.

WHEREAS, the City's 2020 Housing Needs Assessment conducted and prepared by Bowen National Research identified a critical need for affordable housing in the City of Oxford; and

WHEREAS, City Council has identified affordable housing as a top priority and goal for the City of Oxford; and

WHEREAS, City Council, during Council work sessions, has indicated its support for the City to acquire property to be utilized for affordable public housing; and

WHEREAS, the Housing Advisory Commission voted on August 21, 2023 to recommend to City Council to purchase 601 W. Chestnut Street for the purpose of an affordable housing development.

WHEREAS, the City has determined that the property located at 601 West Chestnut Street (Parcel ID No. H4000121000007), collectively referred to herein as the "Property," would be a suitable location to provide an affordable housing option for citizens of the City of Oxford; and

WHEREAS, the City expects it will be able to purchase and cover closing costs for the Property described herein for \$284,000.00; and

WHEREAS, \$186,250.00 of American Rescue Plan Act (ARPA) funds are available to assist with this purchase. These funds are intended to combat the Coronavirus pandemic, including the public health and economic impacts of the pandemic, and funds may be used by the City towards the purchase of the Property described herein; and

WHEREAS, \$97,750.00 Community Development Block Grant funds have been awarded to the City for the purpose of property acquisition for affordable housing and are available to be utilized towards the purchase of the Property described herein; and

WHEREAS, upon acquisition of the Property, the City intends to develop the Property as affordable housing development that will serve residents who are at or below 80% Area Median Income.

WHEREAS, City Council wishes to empower the City Manager to negotiate and execute a contract to purchase the Property described herein; to take all other action that may be required to complete the real estate purchase transaction described herein, including but not limited to depositing the earnest money required; and to utilize CDBG and ARPA funds available to the City in making the purchase; and

WHEREAS, the City Manager recommends that Council authorize 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 601 West Chestnut Street (Parcel ID No. H4000121000007), at a cost of \$284,000.00, and to utilize CDBG and American Rescue Plan Act (ARPA) funds in making the purchase; and

WHEREAS, Council finds that it is in the best interests of the citizens of Oxford for the City to purchase the Property described herein to provide affordable housing for the community.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF OXFORD HEREBY ORDAINS THAT:

Section 1: City Council hereby authorizes the City Manager to negotiate and execute an agreement to purchase the Property located at 601 West Chestnut Street (Parcel ID No. H4000121000007); to take all other action that may be required to complete the real estate purchase transaction described herein, including but not limited to depositing the earnest money required; and to utilize \$97,750.00 of CDBG funds and \$186,250.00 of ARPA funds available to the City in making the purchase.

Section 2: City Council authorizes the City Manager to purchase the Property and pay closing costs for a total not to exceed \$284,000.00. Funds have been appropriated in the City's current budget for this purchase.

Section 3: It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:
ATTEST:

Clerk of Oxford City Council

INTRODUCED BY:
PREPARED BY: LAW (STAFF)

Seth Copenbaker
Economic Development Specialist

Dear Seth,

Linda and I live at 601 W Chestnut St in the city of Oxford. We recently saw that the Economic Development Department purchased the properties adjacent to us at 603 and 607 W Chestnut St.

Since this occurred, we have had several real estate agents contact us about the selling of our house.

We have lived at 601 W Chestnut St since 1999. We would like to offer our land, which is about 1.14 acres, and a house for sale to the city for the price of \$280,000.

Let us know if this is a step the city is willing to take.

A dense, scribbled handwritten signature in black ink, likely belonging to Dan Lukac.A cursive handwritten signature in black ink, likely belonging to Linda Lukac.

Dan & Linda Lukac
601 W Chestnut St
Oxford, Ohio 45056

6/23/2023



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	8/29/2023
COUNCIL MEETING DATE:	September 19, 2023
AGENDA TITLE:	An Ordinance Amending the Oxford Tomorrow Comprehensive Plan to Include the Climate Action Plan Entitled Towards a Sustainable, Resilient Future as a Formal Sub-Plan. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	A Sustainable Oxford
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

Towards a Sustainable, Resilient Future is a sub-plan to the Oxford Tomorrow Comprehensive Plan, and further details the climate-friendly actions, objectives, and strategies The City of Oxford will take in addition to those included in Oxford Tomorrow. This sub-plan acts as a road map for our community to achieve carbon neutrality and to ensure Oxford remains a thriving place despite the changing climate. As a signatory of the Global Covenant of Mayors, we are required to develop and submit a climate action plan addressing both mitigation, reducing our emissions, and resilience, responding to the changing climate. Towards a Sustainable, Resilient Future fulfills these requirements and will serve as The City of Oxford's Climate Action Plan.

Planning Process:

In February of 2022, staff and the Climate Action Steering Committee began developing the Climate Action Plan by evaluating our greenhouse gas inventory, our climate-related vulnerabilities, and other municipal climate action plans. This plan is structured to address emissions by sector and resilience by vulnerability.

This plan is shaped by the community input gathered through the robust Oxford Tomorrow planning process, an additional public input session hosted on April 15th, 2023, feedback from boards and

commissions, and online comments from publically posted drafts.

Expertise and feedback from community partners, such as Miami University, Butler County Solid Waste District, and the Ohio Department of Natural Resources, were used to establish ambitious but achievable goals.

Lastly, staff input was taken into consideration to ensure that included actions are feasible while maintaining service excellence and fiscal responsibility.

Plan Overview:

Towards A Sustainable, Resilient Future has four (4) main sections:

1. Introduction: Discusses the importance of climate action planning, the planning process, and previous actions the City of Oxford has taken.
2. Mitigation Plan: Details the 2019 Greenhouse Gas Inventory, Emissions Reduction Targets, and the goals, objectives, and actions recommended to mitigate greenhouse gas emissions. The five (5) main goals identified are:
 1. Achieve Carbon Neutral Energy Systems
 2. Create Carbon Neutral Mobility Systems
 3. Become A Zero Waste Community
 4. Provide Carbon Neutral Water Systems
 5. Enhance Carbon Sequestration
3. Resilience Plan: Summarizes anticipated climate hazards and vulnerabilities and details the goals, objectives, and actions recommended to build a resilient future. The four (4) primary goals identified are:
 1. Decrease Risks of Increasing Temperatures
 2. Build Resilience for Precipitation Changes like Flooding and Drought
 3. Prepare for Increased Severe Storm Events
 4. Strengthen Ecosystems and Urban Forests
4. From Plan to Action: Provides a call to action and provides timelines for plan use and updates.

Request for Action:

The ordinance accompanying this staff report would adopt the Climate Action Plan, Towards a Sustainable, Resilient Future, as a formal sub-plan of the Oxford Tomorrow comprehensive plan by amendment.

ORDINANCE NO.

AN ORDINANCE AMENDING THE OXFORD TOMORROW COMPREHENSIVE PLAN TO INCLUDE THE CLIMATE ACTION PLAN ENTITLED TOWARDS A SUSTAINABLE, RESILIENT FUTURE AS A FORMAL SUB-PLAN

WHEREAS, in September 2019 Oxford City Council passed a resolution committing the City of Oxford to the Global Covenant of Mayors, which requires signatories to create a Climate Action Plan, addressing both mitigation and resilience strategies; and

WHEREAS, in May 2021, City Council adopted greenhouse gas emissions reduction targets through Resolution No. 7295, committing The City of Oxford to net carbon neutrality no later than 2045; and

WHEREAS, in January of 2023, City Council adopted a new comprehensive plan entitled Oxford Tomorrow through Ordinance No.3707 in which reducing emissions towards neutrality and building resilience for a changing climate were identified as essential strategies by our community; and

WHEREAS, this Climate Action Plan is a sub-plan of the Oxford Tomorrow Comprehensive Plan to detail further how Oxford can become a carbon-neutral and resilient community; and

WHEREAS, the planning process conducted between February 2022 and August 2023 consisted of: feedback received through the Oxford Tomorrow comprehensive planning process; one (1) additional in-person public event; explicit input from community partners such as Miami University, Butler County Solid Waste District, and the Ohio Department of Natural Resources; public posting of drafts and calls for online feedback; and

WHEREAS, at its regular meeting on July 20th, 2023 the Climate Action Steering Committee voted 7-0-0 to recommend approval of the Climate Action Plan to City Council.

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

SECTION 1: Council accepts the recommendation from the Climate Action Steering Committee and hereby adopts the sub-plan Towards a Sustainable, Resilient Future and amends the Oxford Tomorrow Comprehensive Plan with its inclusion.

SECTION 2: The City of Oxford thereby commits to the goals, strategies, and actions outlined in the Towards a Sustainable, Resilient Future sub-plan.

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/JASON BRACKEN

PREPARED BY: LAW (STAFF)

TOWARDS A SUSTAINABLE, RESILIENT FUTURE

A **Climate Action Plan**
for Oxford, Ohio



ACKNOWLEDGMENTS

Climate neutrality and resilience is a community-wide effort. This plan was developed with the support of many individuals and organizations who donated their time, energy, and resources to share ideas and shape the future of our community. Special thanks to the following individuals for their contributions to our sustainable future:

Oxford Climate Action Plan Coordinating Team

Oxford Climate Action Steering Committee Members

Mark Boardman, PhD (2020-Present)

Chair

Sandra Woy-Hazleton, PhD (2020-Present)

Vice-Chair

David Prytherch, PhD (2020-Present)

Council Member

Jason Bracken (2020-Present)

Council Member

Planning Commission Representative

David Gorchov, PhD (2020-Present)

Community Member at Large

Peggy Branstrator, (2022- Present)

Environmental Commission Representative

Olivia Herron (2022-Present)

Miami University Representative

Adam Sizemore, PhD (2020-2022)

Miami University Representative

Joan Potter-Sommer (2020-2022)

Community Member at Large

Venus Harvey (2023-Present)

Community Member at Large

Oxford City Staff

Jessica Greene

Assistant City Manager

Reena Murphy

Sustainability Coordinator

David Treleaven

Environmental Specialist

Madison Scott

Former Sustainability Intern

Contributors and Collaborators

Miami University, Institute for the Environment and Sustainability

Jonathon Levy, PhD

Director

Suzanne Zazycki, JD

Former Associate Director

Professional Service Project Team Advisor

Risk and Vulnerability Assessment Professional Service Project Team

Allison South

Blair Hassett

Blake Gardiner

William McCown

Greenhouse Gas Inventory Professional Service Project Team

Carly Dovale

Joe Trivette

Ricky Orellana

Sunmbo Olorunfemi

Furthering Efforts to Measure Greenhouse Gas Emissions Professional Service Project Team

Emmanuel Aina

Feras Althuniyan

Olivia Herron

Maggie Kinney

Noah Miller

Cecil Okotah

Mitigation and Adaptation Strategies Professional Service Project Team

Ryan Bourgart

Celeste Bronson

Page Jordan

K. Clare Quinlan

Sara Rudokas

LETTER TO RESIDENTS

Climate action is not new to our city and our community's care for the planet.

In 2019, our community joined the Global Covenant of Mayors for Climate and Energy to show our commitment to climate responsiveness. Next, we formed the Climate Action Steering Committee to organize and promote our climate action plans. In 2023, the community identified creating "A Sustainable Oxford" as a key pillar in the Oxford Tomorrow Comprehensive Plan. This Climate Action Plan is a detailed extension of the Oxford Tomorrow Comprehensive Plan, by elaborating on specific goals and actions our community can implement to reduce emissions or build resilience in a changing climate. Climate Action is also one of Council's stated Top Three Goals.

As citizens of Oxford, we are all stewards of our community and our environment. This plan provides a roadmap for bringing about a high quality, low carbon, and prosperous life for all community members, present and future. We cherish our strengths as a forward-thinking, climate responsive city, but we also recognize the realities and challenges that await us in the face of climate change. Together, I am confident we can confront our challenges and become an even more sustainable Oxford.

The process of crafting the Oxford Climate Action Plan involved input from community members of all ages and affiliations. I am thankful to everyone who contributed their expertise, time and energy to help shape this plan. I am particularly grateful for the Climate Action Steering Committee and the many City of Oxford staff members who made this plan a reality. Oxford is quite lucky to have such a passionate citizenry and excellent staff dedicated to making our community as beautiful and sustainable as it can be.

On behalf of the Oxford City Council, I would like to extend our sincere appreciation to every individual who participated in the creation of the Climate Action Plan!

William B. Snively

Mayor, City of Oxford







TABLE OF CONTENTS

Executive Summary	6
Introduction	8
Guiding Principles	10
Mitigation Plan	11
<i>Goal: Carbon Neutral Energy</i>	14
<i>Goal: Carbon Neutral Mobility Systems</i>	16
<i>Goal: Become a Zero Waste Community</i>	20
<i>Goal: Carbon-Neutral Water Systems</i>	22
<i>Goal: Enhance Carbon Sequestration</i>	23
Resilience Plan	24
<i>Goal: Decrease Risks of Increasing Temperatures</i>	26
<i>Goal: Build Resilience to Precipitation Changes like Flooding and Drought</i>	28
<i>Goal: Prepare for Increased Severe Storm Events</i>	30
<i>Goal: Strengthen Ecosystems and Urban Forests</i>	32
From Plan to Action	35
Sources Cited	36
Appendix 1: Oxford's Emissions by Scope	37

EXECUTIVE SUMMARY



Climate change is no longer an issue for the future. It's here and happening now.

Our carbon-intensive way of life threatens not only the planet and future generations, but also our daily lives as temperatures rise, storms become more intense, and flooding becomes more frequent. However, with bold and quick action we can stop climate change from getting worse and ensure Oxford remains a resilient and thriving community for generations to come. This Climate Action Plan provides a guide to that more sustainable, resilient future we hope to see in Oxford.

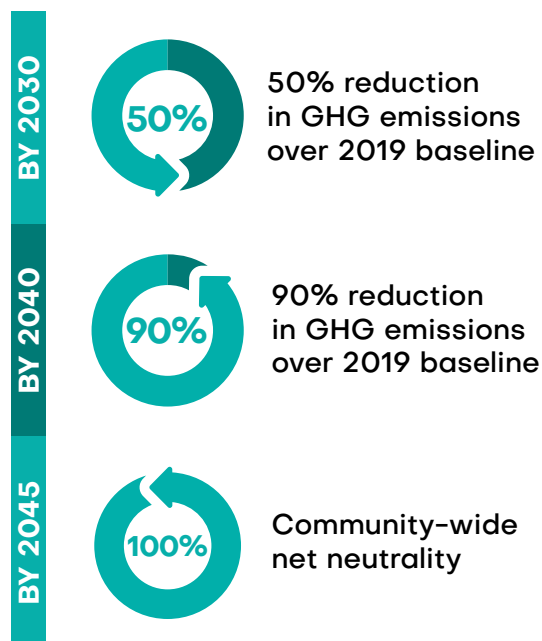
This Climate Action Plan is informed by the community priorities in the Oxford Tomorrow Comprehensive Plan and includes:

1. A mitigation plan
2. A resilience plan



Mitigation Plan

Communities, even small ones like Oxford, can think globally while acting locally by reducing or mitigating our emissions. In 2020, Oxford adopted emissions reduction targets to guide our journey to carbon neutrality. Our science-based reduction targets are:



This document details how we will achieve these mitigation targets by focusing on 5 main goals, each with their own implementation strategies:

-  **Achieve Carbon Neutral Energy**
-  **Create Carbon Neutral Mobility Systems**
-  **Become A Zero Waste Community**
-  **Provide Carbon Neutral Water Systems**
-  **Enhance Carbon Sequestration**

Resilience Plan

Reducing carbon emissions is only half of the picture. We must also prepare for consequences of climate changes that are already beginning and will accelerate. Resilience planning can help us not only adapt to climate change, but strengthen our community overall. The Resilience Plan focuses on addressing 4 main vulnerabilities in the face of climate change, each with their own strategies:

-  **Decrease Risks of Increasing Temperatures**
-  **Build Resilience to Precipitation Changes like Flooding and Drought**
-  **Prepare for Increased Severe Storm Events**
-  **Strengthen Ecosystems and Urban Forests**

This plan cannot be achieved without collaboration across all aspects of our community. Together, we can play a meaningful role in building a more sustainable Oxford that is socially equitable and economically vibrant.



INTRODUCTION

There is no greater sustainability challenge facing our community and planet than climate change. Fortunately, the Oxford community cares deeply about our environment. Creating “A Sustainable Oxford” is a core goal of the Oxford Tomorrow Comprehensive Plan. This Climate Action Plan advances that goal and Oxford’s commitment to

THE GLOBAL COVENANT OF MAYORS is a global community of over 10000+ cities dedicated to carbon neutrality by 2050. GCoM provides Oxford with resources for climate action and gives us an opportunity to network with other cities.

neutrality as part of the Global Covenant of Mayors for Climate and Energy by establishing specific goals and actions to help reduce emissions and become more resilient.

Oxford is a small town, but is committed to thinking globally and acting locally for

the general welfare of our community and planet, present and future.

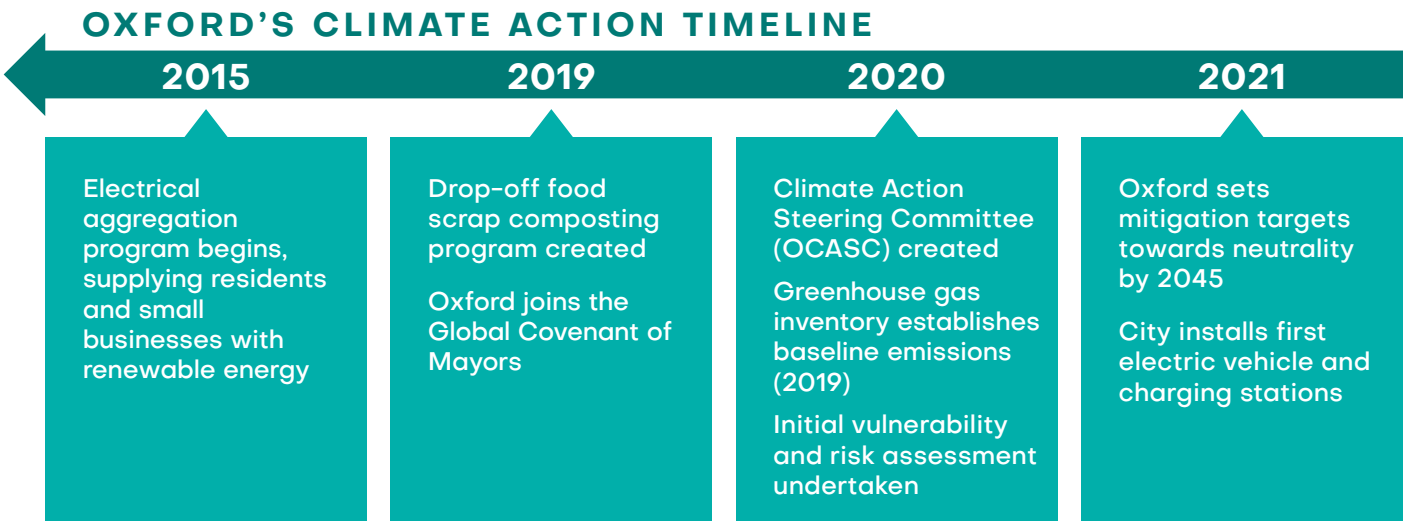
The science is clear: our climate is changing and humans are to blame. Atmospheric “greenhouse gasses” (GHGs) are essential to regulate the climate of our planet, making Earth habitable. But even small changes in carbon dioxide, methane, nitrous oxide, and fluorinated gasses can have significant impacts by trapping heat radiating from Earth’s surface. By burning fossil fuels and emitting GHGs, humans have altered our atmosphere and warmed our planet, disrupting regional and global climate patterns. Decades of research have confirmed that human-induced

climate change has already increased air and ocean temperature, sea levels, and storms or flooding, all of which threaten human health and biodiversity. To learn more about greenhouse gasses and climate change, please visit the Environmental Protection Agency’s (EPA) webpage (<https://www.epa.gov/ghgemissions>) or the Intergovernmental Panel on Climate Change (<https://www.ipcc.ch/>).

It’s not too late to avert catastrophe, but we have to act now. Our carbon-intensive way of life threatens not only the planet and future generations, but increasingly our lives locally and today. However, with timely bold action we can reduce our emissions to net zero by mid-century. While climate change is a complex and global phenomenon, all emissions are local. So even small communities, like Oxford, can do our part by taking actions to reduce our emissions, contributing to regional, national, and even global mitigation.

But we must also prepare for changes that are already happening and are projected to become worse. Oxford is projected to suffer more intense storms and flooding, higher temperatures, and more variability between the seasons in the near future. We need to prepare for these changes and learn how to adapt and bounce back. Such resilience planning can help us not only confront climate change, but strengthen our community overall.

This Climate Action Plan is embedded in the vision and goals of 2023 Oxford Tomorrow Comprehensive Plan, as linking comprehensive and climate action planning is a growing best practice, but both plans are only as good as their implementation. Therefore,



this Climate Action Plan offers a detailed set of objectives and strategies for achieving neutrality and building resilience.

Plan Creation and Stakeholder Engagement

The Climate Action Plan (CAP) is a subplan of the Oxford Tomorrow Comprehensive Plan. The CAP was spearheaded by the Climate Action Steering Committee and City Staff. The planning process combined research, benchmarking with other municipalities, and community engagement, through outreach and public meetings for the Comprehensive Plan and the Climate Action Plan. A special thank you to the Oxford League of Women Voters and the Oxford Seniors Eco-Club for co-hosting a Climate Action Plan public engagement session. All Oxford residents, employees, and stakeholders are invited to continue to help shape the city and climate future we share.

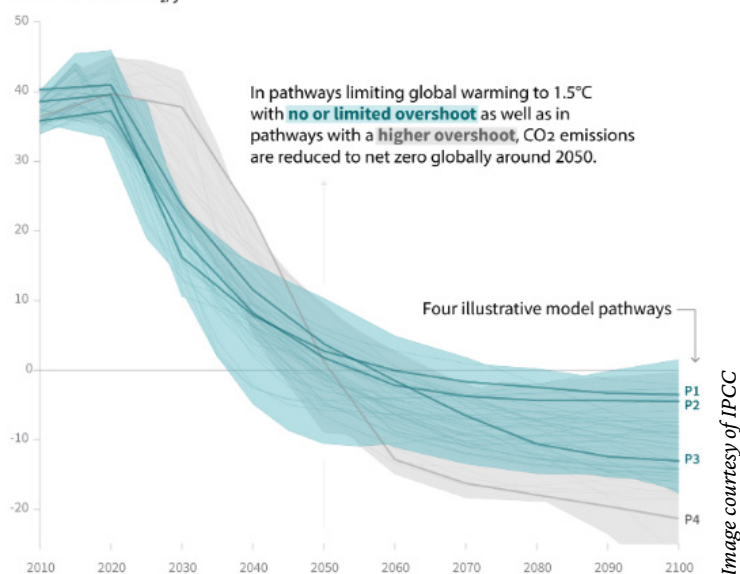
The Plan Ahead

This Climate Action Plan outlines how Oxford will do its part by reducing emissions to net zero and becoming more resilient in a changing climate. It includes two major components: 1) a mitigation plan and 2) an adaptation/resilience plan. Both require strategies – short, medium, and long term – integrated towards a holistic vision of a sustainable Oxford that is environmentally responsible, socially equitable, and economically vibrant.



Global total net CO₂ emissions

Billion tonnes of CO₂/yr



2023

City adopts Oxford Tomorrow Comprehensive Plan which includes sustainability pillars

City establishes a full time Sustainability Coordinator role

2030

50% reduction in GHG emissions over 2019 baseline

2040

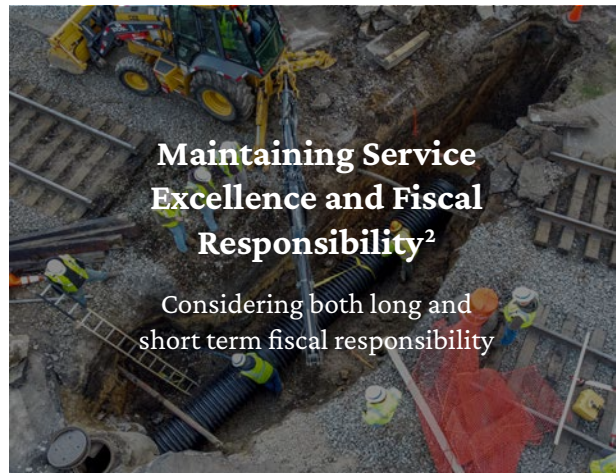
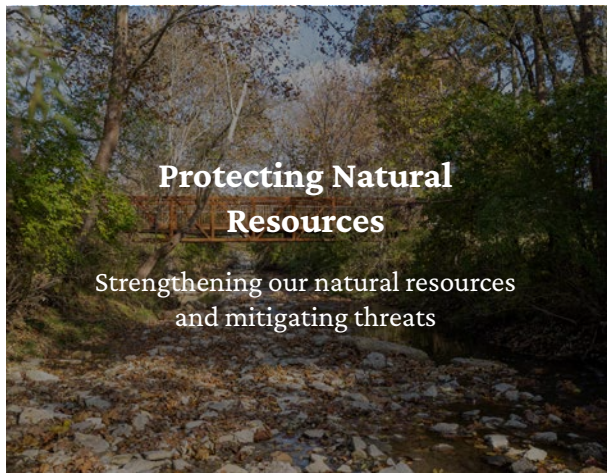
90% reduction in GHG emissions over 2019 baseline

2045

Community-wide net neutrality

GUIDING PRINCIPLES

The goals and recommendations guiding this plan are based on feasibility, available technology, and sustainability over time. These goals, and their implementation, should be guided by the following principles:



¹ *Environmental Inequity in Community.* Trees provide countless benefits such as shade, lower heating and cooling costs, air purification, and flood prevention. However, wealthier neighborhoods often have more trees than low-income ones, thus inequitably distributing the benefits of trees and the risk of flooding on the basis of income.

² *By investing in environmental solutions now, we are preventing future costs.* For example, investing in green buildings will lower heating and cooling costs long term. However, initial costs and short term fiscal responsibility should still be considered.

MITIGATION PLAN

Achieving a Carbon Neutral Oxford



REDUCING EMISSIONS: THE FIRST STEP TO SUSTAINABILITY

Climate action and mitigation is a process that

1. identifies the source and scale of our emissions,
2. sets science-based emission reduction targets towards carbon neutrality and
3. achieves those reductions by developing goals and actions.

Mitigation can include reducing emissions by decarbonizing our community and economy, or “sequestering” carbon in our natural landscapes, or (as a last resort) purchasing carbon offset credits.

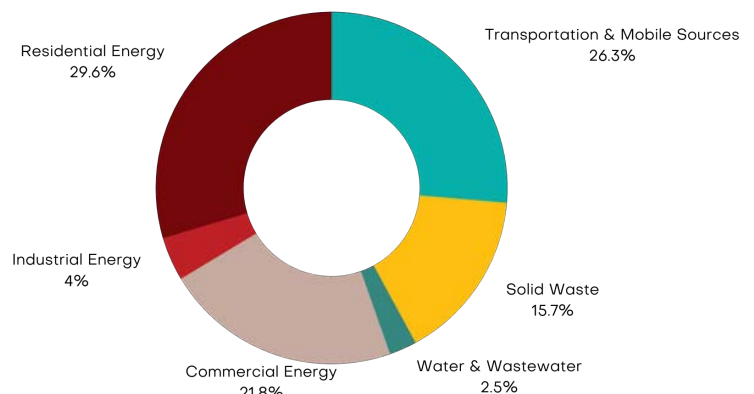


Our Baseline: 2019 Greenhouse Gas Inventory

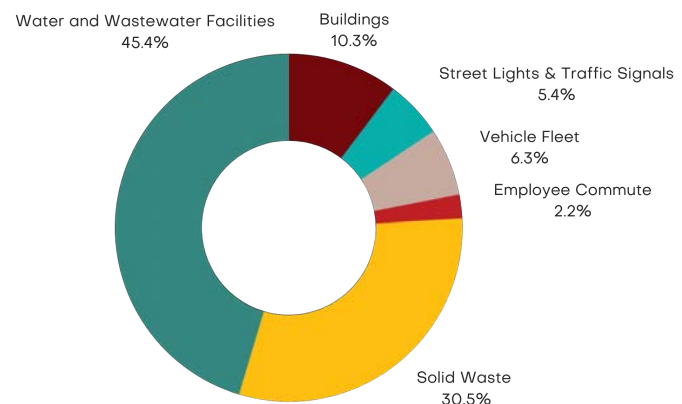
To reduce emissions, we have to know where they are coming from. In 2020, a team of graduate students in the Institute for the Environment and Sustainability (IES) at Miami University conducted a GHG inventory of local government operations (LGO) and city-wide community scale (CS) emissions. LGO inventories typically include city operations such as water and wastewater treatment, solid waste management, street maintenance, and more. CS inventories typically include both LGO and the rest of the community, including residential and commercial energy, transportation, landfilled waste, etc. It is important to note that Oxford’s CS inventory excludes Miami University operations, since the university largely governs its own affairs and has its own climate action plan. However, the city and university work closely together to develop and implement compatible climate action plans.

Community emissions can be broken down based on scopes, or where an emission occurs. For more information about our emissions by scope, please view Appendix 1.

2019 Community Scale Emissions Inventory



2019 Local Government Operations Emissions Inventory



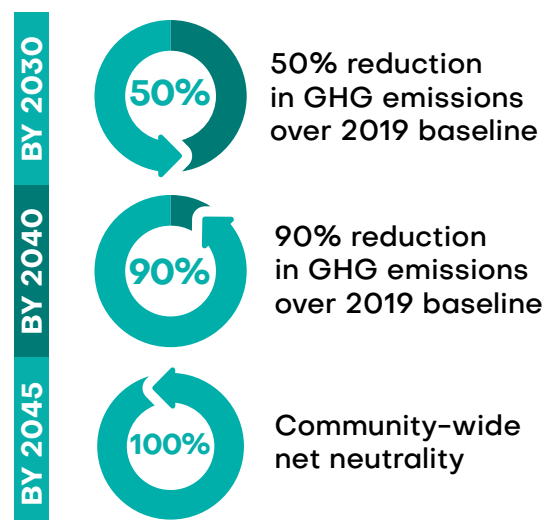
Emission Reduction Targets

Mitigation requires setting science-based targets to achieve carbon neutrality that include reductions and when to achieve them. Oxford's Climate Action Steering Committee developed reduction and neutrality targets by benchmarking aspirational peer communities, researching best practices, and relating both to local conditions. Most importantly, Oxford is guided by the scientific projections of the Intergovernmental Panel on Climate Change (IPCC) and the Paris Climate Accords, which highlight the need to achieve net neutrality no later than 2050 to limit warming to 1.5 to 2 degrees Celsius.

On May 18th, 2021, City Council formally adopted the following emission reduction targets, adhering to its commitment under the Global Covenant of Mayors. These targets are now embedded within the goals and objectives of the Oxford Tomorrow Comprehensive Plan.

Emission Reduction Targets:

Apply to community scale emissions within the City of Oxford, excluding Miami University



Mitigation Goals, Objectives, and Strategies

While our emission reduction targets outline where we want to be, our mitigation plan details how to reach them. These goals were formed using established best practices, input from City Staff and Commissions, as well as public feedback received through the Oxford Tomorrow Comprehensive Plan Update. Our 5 main goals are as follows:

-  **Achieve Carbon Neutral Energy**
-  **Create Carbon Neutral Mobility Systems**
-  **Become A Zero Waste Community**
-  **Provide Carbon Neutral Water Systems**
-  **Enhance Carbon Sequestration**

Carbon Neutral goals refer to a balance of greenhouse gasses being emitted and absorbed. However, this cannot be achieved without significantly reducing emissions first.

Many of these goals emerged concurrently through the 2023 Oxford Tomorrow Comprehensive Plan, which are labeled with their respective objective and action number. For example:

“Develop regulations and incentives to ensure electrification of new construction with high-efficiency space and water heating S1-A3” (In this example, S1 refers to Sustainability Chapter Objective 1 and A3 refers to Action 3 under objective 1).





GOAL: CARBON NEUTRAL ENERGY

A large proportion of local emissions come from how we power, heat, and cool our buildings. Energy sources produced by burning fossil fuels contribute 56% of our community scale emissions, divided among residential energy (30%), commercial energy (22%), and industrial energy (4%). There are two main ways we can reduce energy-related emissions: 1) reduce our energy consumption and 2) decarbonize our energy supply through electrification and renewable energy generation. Currently, the city participates in an electric aggregation program which provides residents and small businesses with renewably sourced energy. However, locally generated renewable energy is preferred as it would also make our community more resilient, and less dependent on the larger power grid. Objectives and actions to reduce and decarbonize Oxford's energy consumption include:

Reduce Oxford's energy demand through energy efficient infrastructure

- Adopt green building standards for public and private development [SI-A3](#)
- Establish an Energy Special Improvement District (ESID) [SI-A6](#)
- Promote retrofitting of existing buildings with energy conservation and electrification [SI-A4](#)
- Develop regulations and incentives to ensure electrification of new construction with high-efficiency space and water heating [SI-A3](#)
- Adopt energy performance metrics and require a "scorecard" to be published on a transparent platform
- Encourage solar-readiness (e.g. subdivision street orientation) in new construction through land development regulations

Decarbonize Oxford's energy supply

- Develop an energy plan to meet Oxford's demand with renewables generated locally and/or regionally [SI-A1](#)
- Promote incentives for on-site solar and wind for residential and commercial properties, including state and federal subsidies (e.g. Inflation Reduction Act) [SI-A2](#)
- Collaborate with partners and property owners to develop a climate pledge program for households, organizations, and businesses
- Prioritize renewable energy generation on suitable areas, such as impervious surfaces
- Continue Oxford's electric aggregation program
- Explore local subsidies or loans for residential-scale renewable energy generation
- Identify revenue source to support local Property Assessed Clean Energy (PACE) programs
- Identify local revenue source to incentivize conversion to electrification



Photo courtesy of Peggy Branstator

Lead by example through local government operations

- Convert all street and public lighting to energy efficient LEDs
- Explore 'dark sky' standards which balance safety and efficiency in public lighting
- Expand municipal generation of electricity and optimize renewable energy production on City-owned properties
- Conduct a feasibility study for solarizing all City facilities by 2023
- Retrofit existing government facilities to meet current, high-efficiency energy codes, including use of variable frequency drives to increase equipment efficiencies



Photo courtesy of CS Energy



Photo courtesy of Carla Blackmar Rice



Photo courtesy of David Prytherch

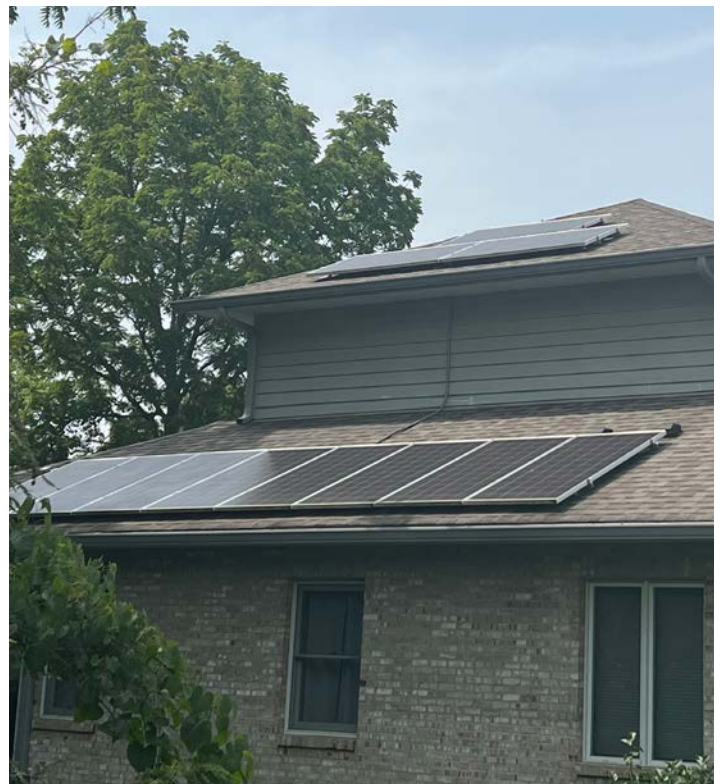


Photo courtesy of William Snaveley



GOAL: CARBON NEUTRAL MOBILITY SYSTEMS

Transportation and mobile sources (i.e. personal vehicles) are the second largest contributor to our community scale emissions. 26% of our emissions come from how we get around, typically in vehicles powered by burning fossil fuels like gasoline. Reducing these emissions may be achieved through reducing the number of trips taken, utilizing alternative modes of transportation, and/or by electrifying the

vehicles used. The City has taken steps to reduce transportation emissions through bike lanes and expansion of the Oxford Area Trails, and the installation of electric vehicle chargers. Overall, Oxford aims to equitably increase the accessibility and convenience of alternative modes of transportation. Objectives and actions to make our mobility systems carbon neutral include:



Reduce trips and vehicle miles traveled by single-occupancy vehicles

- Encourage commuter transit connections to/from other regional hubs [M1-A5](#)
- Expand bus and/or shuttle transportation options to provide service accessible within a 1/4 mile to all City residents [M1-A3](#)
- Establish passenger rail service to/from Oxford [M1-A4](#)
- Adopt regulations for micro-mobility options to ensure access and safety for users and non-users [M1-A7](#)



Make walking and biking safe and convenient across all of Oxford

- Treat pedestrian and cyclist mobility with equal importance to vehicular mobility [M3-A1](#)
- Identify proper staffing and funding to ensure key sidewalks are cleared of snow [M3-A4](#)
- Identify costs to become a designated Bicycle Friendly Community by the League of American Bicyclists by 2025 [M3-A9](#)
- Expand the Oxford Area Trails System by completing the perimeter loop and linking to neighborhoods and commercial areas [M3-A2](#)
- Conduct a feasibility study for connections between the Oxford Area Trail System (OATS) and business districts [M3-A3](#)
- Establish a green alley system in the Mile Square to create a network of shared, low impact streets [M3-A5](#)
- Enable safe walking and biking to in-town schools through infrastructure improvements and programming in partnership with Talawanda School District [M3-A8](#)
- Complete an interconnected pedestrian and bicycle network within Oxford
- Collaborate with neighboring jurisdictions toward regional bicycle network connectivity
- Explore bike sharing programs to expand micro mobility



Photo courtesy of United Spinal Association

Implementing **SUSTAINABLE DEVELOPMENT PRACTICES** and policies is integral to our climate goals. Development is our built environment and sets the stage for the success of all other goals. For example, refining zoning districts to promote mixed-uses increases the walkability of our community and reduces our dependence on cars, while also reducing sprawl, protecting farmland, and improving affordability.



Photo courtesy of DOT Charlotte, NC

COMPLETE STREETS are designed to accommodate all users—pedestrians, bicyclists, transit users, and drivers—of all ages and abilities.



Photo courtesy of MSKS Consulting

Follow sustainable development practices to increase Oxford's walkability

- Modernize the Oxford Zoning Code to include a hybrid of use-based and form-based approaches to standards [L1-A3](#)
- Refine zoning districts to promote mixed-use and neighborhood-oriented commercial development [L1-A4](#)
- Explore increasing allowable building height in one or more targeted locations [L1-A2](#)
- Favor traditional neighborhood qualities over conventional, auto-oriented designs [L1-A1](#)
- Favor infill development over physical expansion of districts as much as possible [L3-A1](#)
- Ensure sustainable development is socially equitable
- Ensure multimodal design in new construction

Continue to prioritize Complete Streets principles and practices

- Ensure new private developments embrace Complete Streets principles and practices [M1-A1](#)
- Implement Complete Streets principles and practices in public infrastructure projects [M1-A2](#)
- Retrofit existing street network to Complete Streets principles and practices
- Update Typical Sections in the Subdivision Regulations to ensure high quality, complete streets [M3-A7](#)

Ensure equitable access to low carbon transportation

- Analyze public transit access and transportation costs for neighborhoods with housing affordable to low- and moderate-income households [M1-A6](#)
- Construct or retrofit transportation infrastructure to meet standards in the Americans with Disabilities Act [M3-A11](#)

Reimagine parking in our community to meet demand while prioritizing walkability

- Create a plan for replacement of surface parking with structured parking [M4-A5](#)
- Explore opportunities for shared parking agreements to boost available parking supply when needed [M4-A1](#)
- Encourage Mile Square student renters to utilize long-term parking facilities on campus [M3-A10](#)
- Reduce off-street parking minimums in certain areas of town [M3-A6](#)

Expand electric vehicle (EV) charging and infrastructure

- Adopt EV charging infrastructure requirements for new multi-family and commercial developments [S1-A5](#)
- Install EV charging stations in places available for public use [S1-A6](#)
- Identify revenue sources for EV infrastructure
- Explore private partnerships to support EV infrastructure

Lead by example through local government operations

- Convert the city vehicle fleet to hybrid and/or electric vehicles, where appropriate ensuring fleet is able to carry out all expected functions [S1-A7](#)
- Promote state, federal, and other incentives for private EV purchase
- Explore internal incentives for EV purchase



Photo courtesy of Custom Stoneworks & Design Inc.





GOAL: BECOME A ZERO WASTE COMMUNITY

Waste contributes directly and indirectly to both local and community scale emissions. Organic material sent and buried in the landfill creates methane, a powerful greenhouse gas. In Oxford waste contributes 15% of our community scale emissions. In 2019, Oxford had a 24.91% residential solid waste diversion rate, meaning only 1/4 of residential waste was recycled, composted as yard waste, or composted through our food scrap program. The motto “reduce, reuse, recycle” summarizes key strategies for making Oxford a community that is both “zero waste” and “net zero”. Objectives and action to improve our waste management include:

Increase community waste diversion through recycling S3-A1

- Require all commercial properties, including multi-unit apartment complexes, to recycle S3-A3
- Increase residential diversion rate from 25% (2019) to 30% in 2030.
- Establish measurement methods for commercial diversion rates
- Expand recycling education program
- Advocate for expansion of regional recycling capacity S3-A2

Increase community waste diversion through composting S3-A1

- Expand residential composting (Food Scrap Program)
- Pilot and launch a curbside and commercial composting program S3-A5
- Advocate for expansion of regional composting capacity S3-A2
- Continue the yard waste composting service



Reduce Reuse Recycle! Remember that **RECYCLING** is the last step in the process. The first step is to reduce the amount of waste you generate (purchasing less, being more intentional about purchases). The next step is to reuse what you have (this can help you reduce too). Then finally, recycle what you can when you're ready to part with it.



The EPA estimates that 30% of our waste is composed of food scraps and yard waste—both of which could be diverted through **COMPOSTING** programs. (<https://www.epa.gov/recycle/composting-home>)

Increase community waste diversion through food rescue and recovery

- Expand community-wide food rescue and recovery

Incentivize a zero-waste local economy

- Encourage retailers to itemize a charge for single-use plastics [S3-A6](#)
- Promote reusable serveware for dine-in restaurants, and compostable serveware and containers for take-out [S3-A7](#)
- Incentivize composting for dine-in restaurants
- Collaborate with partners towards green business certification program

Manage additional waste effectively

- Establish Community Clean-Up Days to provide opportunities for disposal of bulky, sensitive, or hazardous items [S3-A4](#)
- Increase diversion of construction and demolition waste through incentives or codes

Lead by example through local government operations

- Expand recycling and composting to all city facilities by 2024
- Require events serving food/drink in public facilities be zero waste through reduction, recycling, and composting by 2024
- Reduce methane emissions from the closed sanitary landfill through the installation of a solar flare by 2023

Did you know Oxford has a **CLOSED SANITARY LANDFILL**? While the landfill is no longer taking in new waste, we are still responsible for monitoring the emissions caused by the decomposition of the waste already in there.





GOAL: CARBON-NEUTRAL WATER SYSTEMS



Through municipal utilities, Oxford provides the services of drinking water treatment, wastewater treatment and stormwater management. These water related activities contribute 3% of our community scale emissions and 40% of the emissions from our local government operations. These generate emissions through the energy required for operations and through direct emissions like methane released from wastewater treatment. It is possible through efficiency improvements and innovation to maintain these essential, high-quality public services while limiting their environmental impact. Objectives and actions for decarbonizing water systems include:

Treat drinking water efficiently

- Explore on-site renewable energy generation
- Optimize energy efficient water pumping, treatment, and distribution methods

Treat wastewater efficiently

- Explore onsite renewable energy generation
- Optimize energy efficient wastewater treatment methods
- Eliminate organics loading from commercial food preparation
- Optimize methane capture for energy sourcing

Manage stormwater runoff effectively U2

- Promote Low Impact Development (LID) techniques, such as rain barrels and bioswales to reduce runoff at the source [U2-A1](#)
- Revise development codes to promote low impact stormwater management [S4-A7](#)
- Revise street design guidelines to incorporate green infrastructure for stormwater retention, filtration, and tree canopy goals. [S4-A5](#)
- Establish a revenue source for the enterprise fund for stormwater improvements and mitigation [U2-A2](#)
- Implement an “Adopt Your Drain” program for individuals to prevent water pollution through storm drains by 2025 [S4-A4](#)

Conserve water and reduce Oxford’s water demand U2-A2

- Adopt regulations or incentives to promote efficient residential and commercial water use (and reuse/harvesting) [S4-A6](#)
- Educate renters and homeowners on low flow alternatives in their homes
- Promote water conservation tips for lawns and home gardens

How does **CONSERVING WATER** reduce our emissions? Water and wastewater treatment are energy intensive processes. When we conserve water, less needs to be treated, saving energy and emissions!

Lead by example through local government operations

- Conduct a water efficiency audit for all City owned properties
- Implement best practices for water conservation on city owned lawns and gardens, while maintaining recreational fields surface quality for play



GOAL: ENHANCE CARBON SEQUESTRATION

Oxford is a major landowner and manager, providing the opportunity to go beyond reducing emissions through decarbonization to sequestering carbon from the atmosphere. Carbon sequestration is the process for capturing and storing carbon from the atmosphere, particularly through naturally-occurring processes in ecosystems and the soil. Plants, particularly trees and especially mature forests, are great for capturing and storing carbon. But it's also possible to naturalize current landscapes with native grasslands, pollinator gardens, wetlands, etc. to increase their carbon sequestration potential, while also enhancing biodiversity, reducing mowing, and creating beautiful places. Enhancing carbon sequestration is therefore essential to achieving carbon neutrality, especially to offset those emissions that are hard to mitigate. Objectives and actions to increase carbon sequestration include:



Expand Oxford's tree canopy

- Expand the city's urban tree canopy from 35% to 50% by 2050 by supporting tree planting and urban forestry programs [S4-A2](#)
- Strengthen conservation of mature forests and other significant environmental areas in development review [S4-A1](#)
- Prioritize equitable tree planting in vulnerable areas of our community

Did you know that the city uses a 1:1.5 ratio for tree replacement? In practice, this means for every 2 trees removed, 3 are planted! This gradually grows our **TREE CANOPY**.

Optimize soil carbon sequestration

- Reduce the amount of impervious surface per dwelling unit or gross square footage
- Promote compact, infill development within urban core, conservation development at edge
- Revise urban development codes to optimize landscape management
- Promote nativization of landscapes on private land through code revision and public education

Lead by example through local government operations

- Expand public education on sustainability and conservation, using public lands and facilities as models [S4-A8](#)
- Utilize alternatives to conventional pesticides on public property [S4-A3](#)

RESILIENCE PLAN

Building Resilience for a
Changing Climate

GETTING READY FOR A CHALLENGING FUTURE

Confronting the climate crisis also means adapting to a changing world. Our climate is already changing and will present growing challenges to public health, safety, and general welfare. In tandem with a Mitigation Plan, this Resilience Plan will help Oxford best navigate an uncertain climate future.

Resilience and adaptation planning is a process to

1. identify present and projected environmental hazards,
2. assess the vulnerability of the community and particular groups to these threats,
3. evaluate local adaptive capacity (in terms of our strengths and weaknesses to adapt to a changing climate), and
4. recommend goals and actions that can help make our community more resilient in the face of change.

Creating a more resilient future will require long-term commitment and collaboration among City leadership and staff, elected and appointed officials, Miami University, local institutions and organizations, as well as community members.



Photo courtesy of Mike Vanni



Climate Hazards, Vulnerability, and Adaptive Capacity

Each community is unique in its combination of locally-specific threats and vulnerabilities. In 2020, a group of Miami University Masters of Environmental Science students engaged key stakeholders in an initial vulnerability and hazard assessment. They identified key vulnerabilities of: increasing temperatures and heat risk, precipitation changes like flooding and drought, severe storm events, and changing ecosystems and urban forests. Thus, the goals of the resilience plan include:



Decrease Risks of Increasing Temperatures



Build Resilience to Precipitation Changes like Flooding and Drought



Prepare for Increased Severe Storm Events



Strengthen Ecosystems and Urban Forests

The following section elaborates on each of our hazards, using climate projections for our region from the U.S. Global Change Research Program Fourth National Climate Assessment (NCA4) and other scientific studies, as well as local experts and data (e.g. meteorological records) to synthesize data on recent hazards, social vulnerability, and adaptive capacity.

Knowing the risks we face and our vulnerabilities to them is essential to weathering and prospering in the future that is increasingly already here.



GOAL: DECREASE RISKS OF INCREASING TEMPERATURES



Current and Projected Environmental Risk and Vulnerability

Extreme heat will be a primary threat to Oxford in the future. Ohio has already warmed 0.8° C (1.5° F) since 1900, more in winter than summer (NCA4). Warm-season temperatures are projected to increase more in the Midwest than any other U.S. region (NCA4). Optimistic climate models

based on vigorous climate action and emissions reductions (RCP 4.5) project warming of 2.3° C (4.2° F) by midcentury and 3.1° C (5.5° F) by late century. More pessimistic “business as usual” scenarios (RCP 8.5) project 2.9° C (5.3° F) warming by midcentury and 5.3° C (9.5° F) by the late century. These will lead to an increase in the frequency and intensity of heat waves. Business-as-usual scenarios suggest an increase of 20-30 days above 90° F by mid-century, with the potential

for 10-30 days per year over 100° by end-of-century (NCA4).

Our region has already experienced increasing summer temperatures and risk of heat exposure.

Oxford has also experienced warmer winters, which reduce weather severity but can entail other risks, such as increases in insects and insect-borne disease. In addition, the high variability in weather patterns have stressed residential, agricultural, and wild landscapes, exacerbated by greater temperature extremes.

Increased temperatures will make vulnerable groups even more vulnerable. Vulnerable groups include people without air conditioning, those who work outdoors, people with respiratory health concerns, renters, senior citizens, and low-income households. High summer temperatures are linked to an increased risk of a range of illnesses, particularly among older adults, pregnant women, and children. People living in more urbanized areas like Uptown, the Mile Square, College Corner Pike, or the Locust Street corridor may experience higher ambient temperatures because of urban heat island effects and greater heat-related risks (NCA4). Exposure to high temperatures will impact workers’ health, safety, and productivity, particularly those in rural communities who work outdoors. Increased daytime and nighttime temperatures are associated with public health issues like dehydration and heatstroke. Among U.S. regions, the Midwest is projected to have the largest increase in extreme temperature-related premature deaths under business-as-usual scenarios (RCP8.5; NCA4).

Other vulnerabilities to excessive heat are less direct, but no less worrisome. Warmer temperatures will increase ground-level ozone, which coupled with particulate matter, will affect the prevalence of various lung and cardiovascular diseases (NCA4). Climate change is also expected to alter the geographic range, seasonal distribution, and abundance of disease carrying insects, exposing more people in North America to ticks that carry Lyme disease or other agents, and to mosquitoes that transmit West Nile, chikungunya, dengue, and Zika viruses (ibid.). Increased cooling needs will create additional utility costs and add

RCP stands for Representative Concentration Pathways and are climate models that represent emissions concentrations in 2100. There are four RCPs: 2.6 (low emissions), 4.5 (moderate emissions), 6.0 (moderate to high emissions) and 8.5 (high emissions).

to energy insecurity for our poorer residents, and peak utility demands during heat events can strain our electric grid and threaten outages. High temperatures will impact our local agricultural community, as maximum temperatures move further above optimum conditions and risk yield failure for key crops (NCA4).

Adaptive Capacity

The City of Oxford is currently able to withstand current temperature-related risks, but risks are expected to increase. Many Oxford residents have access to heating and AC. However, some low-income and other residents (e.g. renters) are likely more vulnerable due to lack of AC. The City currently has cooling shelters and preparedness plans that can be activated in emergencies.

A heat wave, potentially exacerbated by power outage, will stress our medical system. McCullough-Hyde Memorial Hospital (MHMH) currently can treat approximately 20 patients in acute care and surge to 46 patients. MHMH has multiple chillers, redundant HVAC systems, and backup generators. If necessary, MHMH can rely on additional support from other TriHealth facilities.

Miami University is an important collaborator when building resilience to heat. While Miami manages its own buildings, infrastructure, and landscape, sharing cooling centers and having coordinated emergency responses will be critical in the event of a heat wave.

Adapting to changing temperatures will require partnership with property owners and managers responsible for how private houses, apartment buildings, and businesses are powered, heated, and cooled. The City encourages adaptation planning, but capacity to adapt will vary according to the responsible party.

Resilience Objectives and Actions

Reduce the impact of increasing temperature community wellness

- Explore ways to build redundancy (back ups) into local electricity supply and support local energy generation and storage for the event of grid failure
- Ensure community cooling shelters adequate to public need, including but not limited to locations listed in Oxford's Emergency Operations Plan (page 51).
- Adapt outdoor work schedules to protect public health.
- Ensure local emergency health capacity exists for projected health emergencies.
- Develop a coordinated neighbor check-in program in coordination with community organizations by 2025.

Reduce the urban heat island effect and increase cooling capacity

- Adopt climate responsive and resilient building and zoning codes (i.e. incentivizing reflective roofs and parking to reduce heat gain, building orientation, and energy efficient cooling capacity).
- Expand the city's urban tree canopy from 35% to 50% by 2050 by supporting tree planting and urban forestry programs [S4-A2](#)
- Support tree planting and urban forestry programs on both public and private lands, in collaboration with local property owners and managers.

It has been estimated that each 1% increase in the **TREE COVER** provides about 0.2°C of surface cooling during heat waves.





GOAL: BUILD RESILIENCE TO PRECIPITATION CHANGES LIKE FLOODING AND DROUGHT

Current and Projected Environmental Risk and Vulnerability

Another primary hazard is extreme precipitation events, including flooding and drought. The Midwest has experienced a 3% increase in precipitation per year from 1979-2014, with the greatest increases in fall and spring. Winter and spring precipitation – key to flood risk in the Midwest – is projected to increase by up to 30% by the end of this century (NCA4). We have experienced a significant increase in extreme precipitation events (defined as >2 inches in a 24-hour period), including increases in both storm duration (4% per decade), frequency (11% per decade), and intensity (Easterling et al.1997). Models predict Ohio will see wetter winters and springs, when flooding risk is greater, and a projected increase in frequency, intensity and duration of extreme precipitation events, including mesoscale convective systems.

While Oxford has not experienced widespread flooding, we have experienced notable precipitation events. A precipitation event was witnessed on June 3, 2021 in which nearly 2 inches of rain fell in a few hours, including a period of almost 4 inches per hour, which produced local flash flooding.. Another event in June 2022 had 2+ inches of rain, which caused local flash flooding. While Oxford's sanitary and stormwater are separate, inflow and infiltration has contributed to bypass events at the wastewater treatment system and periodic National Pollutant Discharge Elimination System (NPDES) violations, and poses risks of basement sewer back ups.

Vulnerability to changing precipitation can include damage from flooding, which can overwhelm stormwater and sewage systems, disrupt transportation networks, and cause

damage to infrastructure and property (NCA4). Vulnerable groups include homeowners with basements, people isolated during storm events, residents in or near floodways and floodplains, transportation system users (including health transportation and emergency services), landscape managers and agricultural producers, and the City (as the operator of storm and sewer infrastructure).

At the same time, models predict reduced precipitation in summer, which combined with increased temperatures, will create greater risk of drought in summer months (NCA4). Oxford and its surrounding region have experienced periodic drought. The most acute drought in recent history was 1988, which caused major crop losses in the region and created a shortage in Oxford's groundwater drinking water supplies.

Oxford's primary vulnerability to drought relates to its dependence on local single-source aquifers. After the 1988 drought the City expanded its well fields beyond the Four Mile Creek watershed into the adjacent Seven Mile Creek watershed to increase supply and reduce vulnerability. Water scarcity related to future drought events would be experienced across the community.

Adaptive Capacity

The City of Oxford has been able to manage recent precipitation variability. However, extreme weather events can cause property damage, infrastructure challenges, and erosion issues related to urban stormwater and infrastructure. Future Infrastructure improvements should be designed to anticipate flooding risk.

Private property owners will play a key role in adapting to changing precipitation regimes. For example, better management of stormwater on-site (i.e. low impact development) can help reduce downstream flooding, and responsible water use

during droughts can help ensure demand does not exceed our limited supply. The community likely has the capacity to adapt, but will require careful leadership by the City, as well as changes to land use and human behaviors.

Miami University will be an essential partner in adaptation, whether managing water demand during droughts, reducing inflow and infiltration into Oxford's sanitary sewers, or managing its stormwater.

Resilience Objectives and Actions

Improve stormwater management to meet expected increases in precipitation

- Revise development codes to promote low impact stormwater management [S4-A7](#)
- Revise street design guidelines to incorporate green infrastructure for stormwater retention, filtration, and tree canopy goals. [S4-A5](#)
- Retrofit public streets to incorporate blue/green infrastructure, which connects natural areas and increases ecosystem services to an area, like flood resilience

- Update community-wide stormwater management plan based on model predictions of future events. Employ tools such as US EPA's Climate Resilience Evaluation and Awareness Tool (CREAT) Risk Assessment Application for Water Utilities and National Stormwater Calculator
- Strengthen efforts to reduce inflow and infiltration of stormwater into the sanitary system
- Establish a revenue source for the enterprise fund for stormwater improvements and mitigation [U2-A2](#)

Promote water conservation

- Adopt regulations or incentives to promote efficient residential and commercial water use [S4-A6](#)
- Promote water conservation through residential and commercial landscapes (e.g. native and drought tolerant landscaping, water harvesting, permit greywater harvesting)
- Manage adequate water supplies and demand for projected future conditions [S2-A2](#)





GOAL: PREPARE FOR INCREASED SEVERE STORM EVENTS

Current and Projected Environmental Risk and Vulnerability

Severe storms also pose significant risks to Oxford. Given its geographical location in the Midwest, Oxford is subject to severe weather typically related to mesoscale convective systems. Climate models project an increase in the frequency, intensity and duration of these systems. These storms can bring lightning, heavy precipitation, high winds, and in some cases tornadoes. More frequent or intense storm events pose a risk to lives and property both directly (e.g. flooding, wind or hail damage to structures) and indirectly (e.g. downed trees, damaged utilities, and loss of power).



Oxford has already experienced frequent extreme weather events which have produced high winds and related damage. Tornadoes are the most severe hazard, but are highly localized in impact. Oxford has been spared from such damage, but its location places it at equivalent risk to other places in the region that have not been so lucky (recently the Dayton region in 2019, and historically Xenia in 1974 and 2000). More typically the damage from storms relates to high and/or straight line winds. The most significant wind-related damage resulted from the remnants of Hurricane Ike in September 2008, in which thousands of Oxford residents lost power and remained without it for days. In 2022 alone, severe icing events caused extensive power outages across Ohio that were followed by frigid temperatures, and severe summer thunderstorms caused days-long outages amidst record-breaking high temperatures. Oxford was luckily spared but these are indicative of future risks.

Oxford is quite vulnerable to extreme storm events due to the above-ground location of most energy and communications infrastructure and the abundance of mature trees. This threat will become more acute as other weather-related extremes stress our urban forest, leading to greater risk of downed limbs and trunks. The loss of electricity can quickly combine with other weather conditions – extreme heat in the summer or cold in the winter – to create risk for property and/or health. All households are vulnerable to power loss, but not all have resources to endure prolonged outages (e.g. money for hotels in nearby places, generators, etc.). Those who rely on electricity for medical equipment are particularly vulnerable.

Adaptive Capacity

The City has emergency preparedness plans for severe storm events, which mobilize local resources in collaboration with Butler County and agencies like the Red Cross.

The City has electric generation at all critical facilities for emergencies or when grid power is not available.

Non-critical facilities and residential areas are dependent on the regional grid and suppliers. Increasing local generation and storage capacity could help Oxford weather extreme events, even if regional grids fail.

Miami University manages its facilities and has the capacity to adapt to severe storm events. It is well prepared with generators and contingency planning, which can support, not only its own operations, but potentially serve a wider community need.

Many individual property owners are currently unprepared for extensive power outages, especially during extreme cold or heat. More work needs to be done to build the capacity of local residents and businesses to weather future extreme events.

Resilience Objectives and Actions

Strengthen our energy infrastructure

- Expand local, utility-scale renewable energy production and storage towards a long-term goal of self-sufficiency
- Create regulatory or other incentives to expand residential and commercial battery/backup energy (preferentially renewable)
- Advocate for smarter and more resilience grids for local use
- Work with utilities to transition local electricity distribution to below-ground [S2-A3](#)

Reduce the risk of storm intensity on community wellness

- Update emergency plans to ensure cooling/heating centers within walking distance of all residents
- Identify tornado shelters within ¼ mile of all residents
- Establish neighbor check-in programs focused on those reliant on electricity for medical devices, develop strategies to meet need in event of power outages.





GOAL: STRENGTHEN ECOSYSTEMS AND URBAN FORESTS

Current and Projected Environmental Risk and Vulnerability

Southwestern Ohio has experienced a range of threats to native and urban forests, from climatic changes and extremes to invasive species and pests. While Midwestern plant species have shown ability to shift their range, they may not be shifting quickly enough to keep up with a changing climate (NCA4), and species loss will contribute to a net loss of biodiversity. Declines in native pollinator species are another important concern in the Midwest, as both native and managed pollinator species (honeybee) play vital roles in supporting food production and farmer livelihoods and are critical for supporting wild plant reproduction and diversity (ibid.).

In recent decades Oxford has experienced record heat, record low temperatures, and severe drought, which can stress the health of our forests. At the same time, pests like the Emerald Ash Borer have almost eliminated various species of Ash tree, which were a significant portion of local and urban forests, with major ecological impacts and tree-removal costs to landowners. Introduced species like bush honeysuckles also compete with native species. While these invasions are not attributable to climate change, additional non-native species are expected to invade as climate changes, so they suggest the kind of threats and costs posed by climate change to our region.



Threats to ecosystems and urban forests also create vulnerabilities for people. Trees and other vegetation provide valuable cooling in urban environments due to evapotranspiration and direct shading from these trees. Tree canopy varies across neighborhoods, often with the least shading in more urbanized and lower-income neighborhoods, making those residents more vulnerable to urban heat island effects. By increasing the tree canopy in urbanized areas, cooling effects can be greatest (Wang et al. 2022). The cooling effect depends on many factors (tree abundance, size, species, and spatial arrangement, surface features of the city, weather conditions), but it is estimated each 1% increase in urban tree area provides 0.2° C of surface cooling during heat waves in U.S. cities (Wang et al. 2019).

Adaptive Capacity

The City has direct management control over the lands it owns, which include recreational parks and utility sites. The City also manages the urban forest planted within the public right of way, and can manage this resource for these same goals. However, staffing capacity is limited.

Miami University is also a major land owner/manager and can partner in landscape management. It has great potential to manage its lands for both mitigation and resilience. However, its staffing is also likely insufficient (i.e. Miami does not have a full-time arborist).

Most lands in Oxford are privately owned. Thus, public education to promote climate conscious landscape management is essential. However, staffing capacity has limited the scale of public education.



Photo courtesy of Mike Vanni

Resilience Objectives and Actions

Expand city tree canopy

- Expand the city's urban tree canopy from 35% to 50% by 2050 by supporting tree planting and urban forestry programs [S4-A2](#)
- Support tree planting and urban forestry programs on both public and private lands, in collaboration with local property owners and managers.
- Develop a more robust urban forestry plan, particularly within the public right of way, and consider employing a full-time arborist.
- Revise tree planting lists by 2025 to select for those native to North America and tolerant of projected climate change.

For the Oxford area, this would include species common in our area such as hickories mockernut hickories (bitternut, pignut, & mockernut) or oaks (northern red oak, and white oak) and more southerly species (e.g. common persimmon and southern red oak, post oak and winged elm)¹.

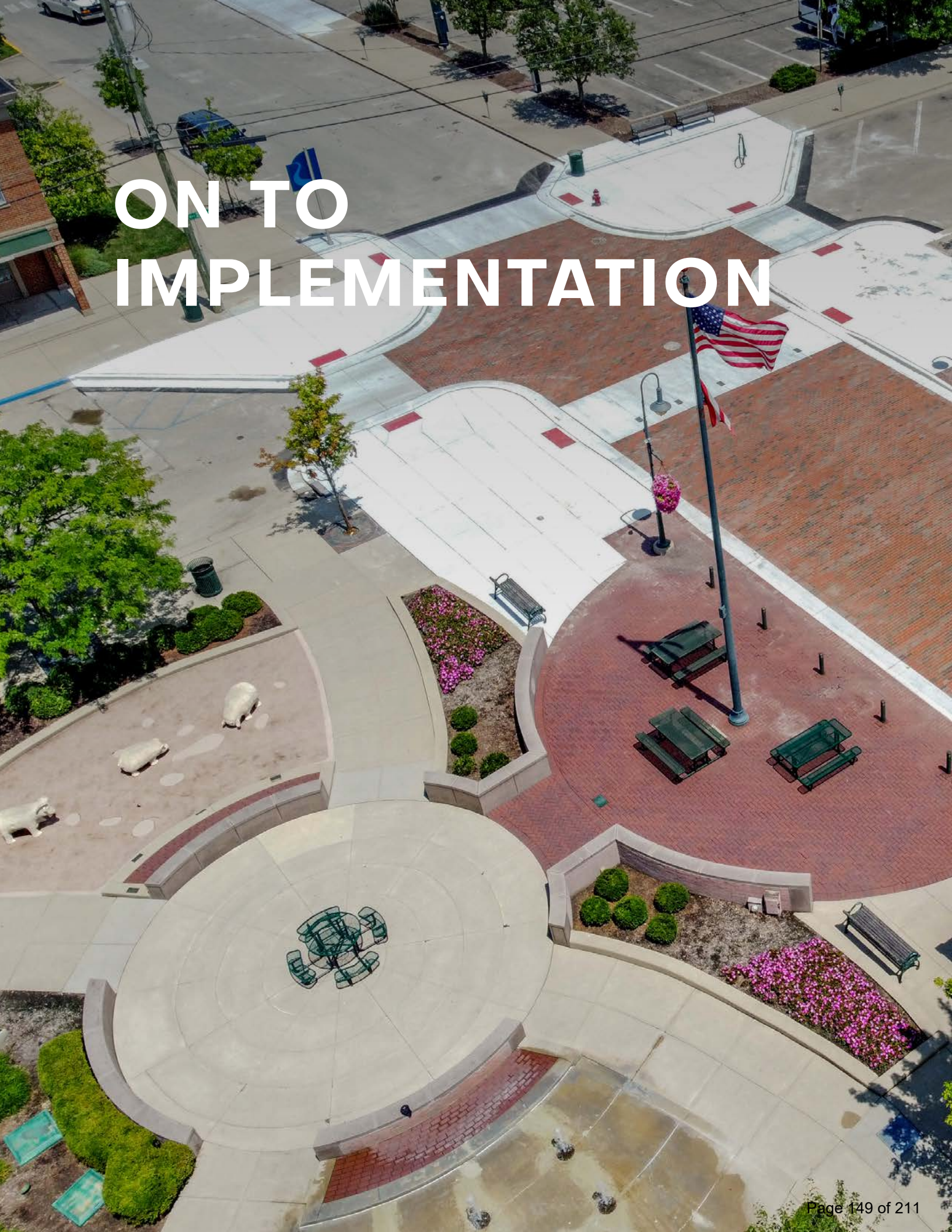
Expand naturalization to promote biodiversity

- Promote landscape naturalization and tree planting on private properties
- Adopt a landscape naturalization plan for City-owned lands to promote biodiversity and reduced maintenance
- Require robust landscape maintenance plans of new development

¹ Species based on the U.S. Forest Service Climate Change Atlas (www.fs.fed.us/nrs/atlas/, last accessed July 20, 2022)



ON TO IMPLEMENTATION



FROM PLAN TO ACTION

Climate Action Planning does not end with the adoption of the plan. That's only the beginning. Becoming carbon neutral and climate resilient will require a community-wide effort, relying on public, organizational, and individual action. Now it's time for the City of Oxford, community leaders, and everyday people to act.

Climate Action Planning should be a dynamic process. It should inform and be informed by other policy and planning efforts. This plan will be reevaluated and updated every 5 years to ensure progress that meets changing community needs. Reports will be published every 2 years to share progress in reducing emissions reductions and adapting Oxford to a changing climate.

In this historic project we must be equally bold and pragmatic. The challenge before us is unprecedented, so our efforts must be too. We cannot achieve neutrality or resilience with incremental progress over the status quo, but will need unprecedented ambition. And since change is never easy, and not always made easier by state and national policy contexts, we must be clear eyed about the challenges ahead. But every single goal, objective, and strategy in this plan is feasible, however, relying on tested best practices and technology. And all are achievable within a few decades.

A more sustainable and resilient future for Oxford is within reach. We can do this. This road map can help us get there.



SOURCES CITED

Easterling, D. R. (1997, June). Data for studying changes in climate extremes over the USA and Mexico. In Proc. of GCOS Workshop “Indicators and indices for monitoring trends in climate extremes”, Asheville, NC.

NCA4, 2018: USGCRP, 2018: Impacts, Risks, and Adaptation in the United States: Fourth National Climate Assessment, Volume II: [Reidmiller, D.R., C.W. Avery, D.R. Easterling, K.E. Kunkel, K.L.M. Lewis, T.K. Maycock, and B.C. Stewart (eds.)]. U.S. Global Change Research Program, Washington, DC, USA, 1515 pp. doi: 10.7930/NCA4.2018.

Wang C, Wang Z-H, Wang C, et al. 2019. Environmental cooling provided by urban trees under extreme heat and cold waves in US cities. *Remote Sens Environ* 227: 28–43.

Wang, Jia & Zhou, Weiqi & Jiao, Min. 2022. Location matters: planting urban trees in the right places improves cooling. *Frontiers in Ecology and the Environment*. 10.1002/fee.2455.



APPENDIX 1: OXFORD'S EMISSIONS BY SCOPE

Our emissions can be categorized based on scope, or where an emission occurs.

Scope 1

Scope 1 includes direct greenhouse gas (GHG) emissions that come from sources within the city boundaries. In this scope, the biggest contribution to emissions from Local Government Operations (LGO) is from solid waste facilities. More broadly on the Community Scale (CS), the two main sources of GHG Emissions are commercial energy and transportation & mobile sources.

Scope 2

Scope 2 involves indirect emissions that occur because of grid-supplied energy in the city. For LGO, the biggest source of emissions is water & wastewater treatment facilities. Looking at CS, the biggest contributor to emissions is commercial energy.

Scope 3

Scope 3 represents all other emissions that occur outside of city limits because of activity that is happening within city limits. GHG emissions from LGO are mostly attributed to water and wastewater treatment facilities in this scope. CS emissions in Scope 3 were much lower than in the other 2 scopes and were almost exclusively credited to solid waste.

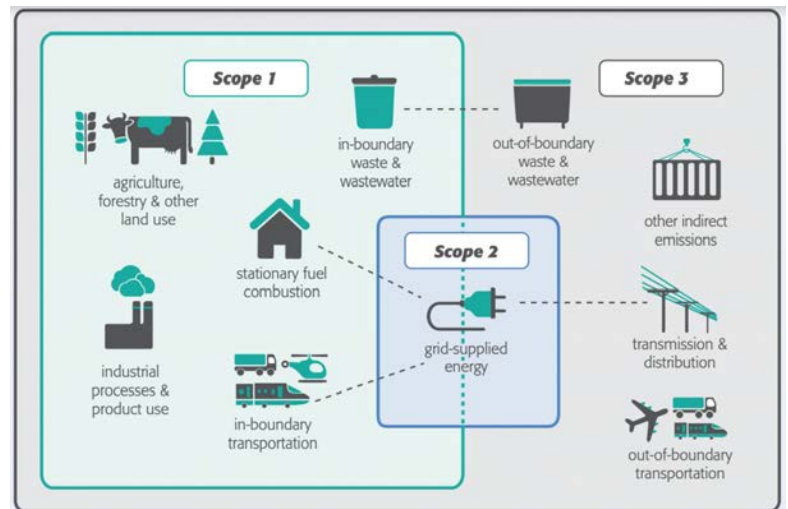
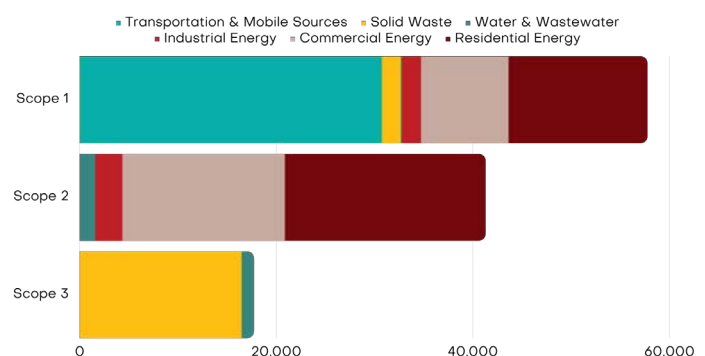
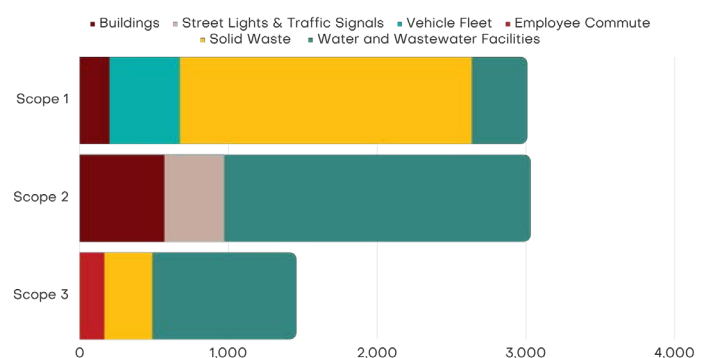


Photo courtesy of ICLEI

2019 Community Scale Emissions by Sector and Scope*



2019 Local Government Operations by Sector and Scope*



*Both charts represented in CO2e.







STAY INFORMED

-  Subscribe to our newsletter at cityofoxford.org/signup
-  Follow us on Instagram [@cityofoxfordoh](https://www.instagram.com/cityofoxfordoh)
-  Follow us on Facebook [@OxfordOH](https://www.facebook.com/OxfordOH)

CONTACT US

-  CityOfOxford.org
-  15 S. College Ave.
Oxford, Ohio 45056
-  513-524-5200



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	8/30/2023
COUNCIL MEETING DATE:	September 19, 2023
AGENDA TITLE:	An Ordinance amending Ordinance Number 3701 establishing salaries and certain benefits for salaried and hourly full-time and year-round part-time employees within the service of the City of Oxford, Ohio, paid from January 1, 2023, through December 31, 2023, to reflect an additional two percent (2%) wage increase for certain employees who are not under a collective bargaining agreement. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NUMBER 3701 ESTABLISHING SALARIES AND CERTAIN BENEFITS FOR SALARIED AND HOURLY FULL-TIME AND PART-TIME EMPLOYEES WITHIN THE SERVICE OF THE CITY OF OXFORD, OHIO, PAID FROM JANUARY 1, 2023, THROUGH DECEMBER 31, 2023, TO REFLECT AN ADDITIONAL TWO PERCENT (2%) WAGE INCREASE FOR CERTAIN NONUNION EMPLOYEES.

WHEREAS, the City Manager recommends the adoption of the amended 2023 Salary and Benefits Ordinance; and

WHEREAS, salaried and hourly full-time and year-round part-time employees who are not under a collective bargaining agreement are eligible for the additional two (2%) percent increase; and

WHEREAS, only employees on the City payroll on or after September 1, 2023, are eligible for the additional two (2%) percent increase.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, STATE OF OHIO, THAT THE SALARIES, WAGES, AND CERTAIN BENEFITS FOR A NUMBER OF OFFICIALS AND EMPLOYEES OF THE CITY OF OXFORD BE FIXED AS FOLLOWS:

SECTION 1: Full-Time Employees

The following full-time positions are hereby established with respect to position title, authorized number, and pay range:

Position	Number of Employees	Pay Band
Office of the City Manager		
City Manager	1	By Contract
Assistant City Manager/Human Resources & Economic Development	1	7
to the Economic Development Coordinator	1	5
Human Resources Manager	1	6
Clerk of Council/Administrative Assistant II	1	5
IT Technician	1	5
Sustainability Coordinator	1	5
Finance Department		
Finance Director	1	By Contract
Assistant Finance Director	1	6
Payroll Specialist	1	5
Finance Specialist	1	5
Accounting Specialist	1	4
Utility Collections Specialist	2	4
Parks & Recreation Department		

Parks & Recreation Director	1	7
Aquatics & Recreation Programs Supervisor	1	5
Sports Activities Supervisor	1	5
Office Manager	1	5
Receptionist	1	1
Sports Coordinator	1	3
Aquatics & Recreation Programs Coordinator	1	3
Custodian	1	1
Preschool Teacher	1	2
Community Development Department		
Community Development Director	1	7
City Planner/GIS Coordinator	1	6
Code Enforcement Officer	1	6
Administrative Assistant II	2	3
Safety Department – Fire Division		
Fire Chief/Inspector	1	7
Fire Captains	3	By Contract
Firefighter/Paramedics	6	By Contract
Office Manager	1	5
Safety Department – Police Division		
Police Chief	1	7
Police Lieutenant	2	By Contract
Police Sergeant	6	By Contract
Police Officer	20	By Contract
Public Safety Assistant	3	By Contract
Police Records Specialist	1	By Contract
Dispatcher/Clerk	6	By Contract
Office Manager	1	5
Social Services Liaison	1	5
Service Department		
Service Director	1	7
Deputy Service Director	1	6
Environmental Specialist	1	5
Administrative Assistant III	1	4
Custodian	2	1
Engineering Division		
City Engineer	1	6
Engineering Technician	1	5
Engineering Aide	1	4
Streets and Maintenance Division		
Streets and Maintenance Manager	1	6

Equipment Mechanic	1	5
Parks Maintenance Supervisor	1	5
Street Operations Specialist	1	4
Service Workers	11	1, 2 & 3 respectively
Wastewater Division		
Collection		
Wastewater Collection Manager	1	6
Service Workers	4	1, 2 & 3 respectively
Plant		
Wastewater Plant Manager	1	6
WWTP Laboratory Technician	1	3
Plant Mechanic II	1	4
Plant Mechanic I	1	3
Service Worker I	1	1
WWTP Operators	3	5
Water Division		
Distribution		
Water Distribution Manager	1	6
Service Workers	4	1, 2 & 3 respectively
Plant		
Water Plant Manager	1	6
Utility Maintenance Technician	1	2
Utility Meter Reader	1	1
Water Plant Operators	2	1,2, & 3 respectively
TOTAL Full-Time Budgeted:	127	

SECTION 2: Pay Bands 1 through 7

The compensation plan setting forth the range of base pay bands for each position title, being pay bands 1 through 7, is attached hereto (Attachment A) and incorporated herein as the Base Pay Band Provisions.

- A. Adoption of this ordinance reflects an additional 2% increase for a total of a 5% increase for fiscal year 2023, rounded up to the nearest penny, for all full-time and year-round part-time employees not covered by a collective bargaining agreement. The Finance Director and City Manager shall also receive the same increase to their current base salaries. The additional 2% increase will be paid retroactively to January 1, 2023.
- B. The City Manager, except as otherwise provided in the charter, is authorized to establish the starting salary not to exceed the position's market midpoint.
- C. The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year.

- D.** The City Manager is hereby authorized to increase an employee's salary not to exceed the market midpoint of the new position when a promotion occurs where an employee moves to a higher job classification.
- E.** Where salaried employee(s) of the City of Oxford are traveling outside of Butler County, Ohio under O.R.C. 5502.35; to work under state or federal declared emergency conditions, said employee will be entitled to overtime at a rate determined as follows: divide the employee's annual salary by the sum by 2080 hours and multiply that dividend by 1.5. This will equal the rate of expected reimbursement (from either OEMA, EMAC , FEMA, etc.) for any work exceeding 8 hours per day. Work hours are determined by employee(s) normal scheduled work hours. Salaried employees will be paid the "overtime amount" in the form of a bonus. Furthermore, the City Manager authorizes employees to utilize either vacation time or comp time during EMAC / National deployments.

SECTION 3: Year Round Part Time Employees

The following part-time positions are hereby established with respect to position title, authorized number, minimum and maximum compensation (rate per hour except as otherwise indicated) The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year not to exceed the maximum rate per hour.

Year Round Part Time	Number of Employees Authorized	Minimum Payrate	Maximum Payrate
City Manager			
Community Outreach Specialist	1	\$22.52	\$32.73
Online Content Specialist	1	\$15.45	\$20.60
Parks & Recreation			
Park/Recreation Technician	5	\$10.10	\$17.00
Program Coordinator	3	\$10.10	\$17.00
Senior Program Coordinator	1	\$11.26	\$19.42
Custodian	1	\$12.40	\$16.73
Service Department			
Laborers	4	\$10.10	\$17.00
Water Plant Operators	2	\$19.15	\$23.26
Safety Department – Fire Division			
Part-Time Firefighters/EMTs	30	\$20.60	\$25.75
Student EMTs		\$13.39	\$13.91
Fire Division Captains	2	\$22.66	\$27.81
Fire Division Lieutenants	2	\$20.60	\$25.75
Safety Department – Police Division			
Property Custodian	1	\$22.52	\$32.73
Police Officer	6	\$31.53	\$38.29
Public Safety Assistant	4	\$22.52	\$29.28
Dispatcher/Clerk	4	\$22.52	\$29.28
City-Wide			
Intern/Temporary Part-Time	5	\$10.93	\$15.31
Total Year Round PT Employees	72		

SECTION 4: Seasonal Part Time Employees

The following seasonal part-time positions are hereby established with respect to position title, authorized number, minimum and maximum compensation (rate per hour except as otherwise indicated) The City Manager is hereby authorized to increase an employee's salary not to exceed 5.0% within the same position per calendar year not to exceed the maximum rate per hour.

Seasonal Part Time	Number of Employees Authorized	Minimum Pay Rate	Maximum Pay Rate
Safety Department – Fire Division			
Fire/EMS for Miami University Coverage	N/A	N/A	\$50.00
Parks & Recreation Department			
Park/Recreation Technician	65	\$ \$10.10	\$17.00
Program Coordinator	3	\$10.10	\$17.00
Service Department			
<i>Street Department</i>			
Laborer	7	\$10.10	\$17.00
Wastewater Division			
<i>Plant</i>			
Laborer	1	\$10.10	\$1700
<i>Collections</i>			
Laborer	1	\$10.10	\$17.00
Water Division			
<i>Plant</i>			
Laborer	1	\$10.10	\$17.00
TOTAL Seasonal Part-Time:	78		

SECTION 5: Department Heads and Supervisory Employees.

- A. **Defined.** The positions of City Manager, Assistant City Manager, Finance Director, Police Chief, Community Development Director, Service Director, Parks and Recreation Director and Fire Chief are department heads. These employees in addition to Assistant Finance Director, Deputy Service Director, Streets and Maintenance Manager, Wastewater Collection Manager, Water Distribution Manager, Water Plant Manager and Wastewater Plant Manager for the purposes of group life and accidental death and dismemberment, are considered supervisory employees.
- B. **Overtime.** Department heads are salaried employees and are not entitled to overtime.
- C. **Vacation.** Department heads shall accrue vacation leave monthly at the rates listed in the table below. The City Manager may adjust vacation accrual rates, at the time of hire, based on previous experience in the public, nonprofit, or private sector. The employee begins accruing vacation leave immediately but may only take leave during the first year with City Manager approval.

After 12 months (1 year)	120 hours
After 84 months (7 years)	160 hours
After 156 months(13 years)	200 hours

The City Manager is authorized to grant up to 80 hours of vacation leave during the first year of employment of a department head based on extenuating circumstances.

The City Manager's vacation benefit shall be in accordance with the City Manager's contract.

- D. Other Benefits and Provisions.** Except as superseded by the provisions of this section, department heads and supervisory employees shall be entitled to all other benefits and provisions of this ordinance applicable to full-time employees of the City of Oxford.
- E. Sick Leave.** The Police Chief shall receive a bonus of \$310 per calendar quarter no sick leave is used during that quarter. If the Police Chief uses no sick leave for the calendar year, the Chief shall receive an additional \$360. The bonus payment shall be issued at the end of each calendar quarter.

SECTION 6: General Provisions

- A. Pay Periods.** Employees shall be paid bi-weekly. Pay days shall be on Friday, except when City offices are closed for a holiday on Friday, in which case payday shall be the last workday preceding the holiday.
- B. Hours of Work.** Full-time, non-contract, and non-salaried employees' work week shall be forty hours. When directed by their supervisor to work overtime, such employees shall be compensated at the rate of one and one-half (1-1/2) times their base rate of pay for all hours actually worked in excess of forty hours per week. An employee who is called to work following the completion of their normal work day and one-half (1/2) or more hours prior to the commencement of their next normal work day shall receive a minimum of three (3) hours compensation for such call-in at one and one-half (1-1/2) times their normal rate.
- C. Emergency Appointments.** In case of civil unrest or other like emergency, the City Manager may appoint emergency police officers or other volunteer citizens as may be necessary for temporary service during the emergency and shall report this action to the City Council at its next meeting. Such emergency appointees shall be compensated for all time actually worked on behalf of the City.
- D. Part Time Firefighters.** Part Time Firefighters are paid according to the schedule in Section 3 hereof of part-time employees. A firefighter may receive a supplement equal to one-half their ordinary job wage if their employer does not continue pay while they are away from work attending to a fire.

No Paid-on-Call or Part-time firefighter may work in excess of fifteen hundred sixty (1560) hours in any given Calendar year to stay compliant with ACA requirements. Nor shall any paid-on-call or part-time firefighter work in excess of one hundred-six (106) hours in any

pay period as part of FLSA over-time regulations.

Any hours worked in the employee's hired capacity or similar function to their hired capacity shall be calculated as total hours worked for that pay period and year. Performing other department sanctioned duties other than those for which the employee was hired shall not be included in total hours.

- E. Shift Differential Pay.** The applicable rate of shift differential for the entire shift worked will be determined by the applicable rate for the *majority* of the hours in an assigned shift. If an assigned shift is evenly divided between two rates, the higher rate shall be applicable to all hours of the shift worked. A full-time employee who is assigned by their supervisor to work a shift after 4:00 p.m. and before 8:00 a.m. shall receive shift differential pay for all hours worked. The differential shall be twenty-five cents (\$0.25) per hour for all hours of a shift actually worked after 4:00 p.m. and before 12:00 midnight. The differential shall be forty-five cents (\$0.45) per hour for all hours of a shift actually worked after 12:00 midnight and before 8:00 a.m. Shift differential will be paid at its normal rate for scheduled hours worked on a holiday in addition to holiday pay. Overtime may be incurred for the work week (over 40 hours) attributable to working during a shift differential period (defined above). For purposes of calculating overtime pay, the base pay rate shall include the hourly shift differential amount. The shift differential rate used for overtime calculation will be the same rate used for shift differential as determined per the guidelines above.

SECTION 7: Employee Benefits

- A. Uniforms.** The Police Chief shall receive credit in the same manner as the Detective Sergeant as specified in the Police Sergeants and Lieutenants contract.

The City shall provide full-time employees in the Service Department and the Parks & Recreation Department, who wear a uniform in the performance of their duties, with a uniform rental service.

- B. Sick leave.** Sick leave shall be earned by all full-time employees at the rate of ten (10) hours per month and may be accumulated without maximum. Previously accumulated sick leave may be transferred as allowed by law. Under extraordinary circumstances, the City Manager may approve the transfer of sick leave credits from one City employee to another.
- C. Sick Leave Incentive.** A full-time, non-contract employee shall receive an incentive of two hundred dollars (\$200.00) per calendar quarter if the employee uses no sick leave during that quarter. Use of any hours, including partial hours, of sick leave will result in the employee receiving no payment for that quarter. Any employee who uses no sick leave for a calendar year shall receive an additional two hundred dollar (\$200.00) incentive. The employee shall receive all such incentive payments at the end of each calendar quarter. Any payment shall reflect applicable federal, state, and local withholdings. Sick leave used for Worker's Compensation leave as defined in the Employee Handbook shall not be considered sick leave used for purposes of this paragraph.

As a part of the sick leave incentive, as of December 31, 2007, those employees having a sick leave balance will have those hours banked. Future accruals will not be added to the hours banked, however, all banked hours and any accruals will continue to show on the individuals pay stub to be used should the hours be needed for illness. The banked hours will be held until retirement, death or lay-off, at which time not more than 1200 banked hours may be converted

to vacation time at the ratio of one-to-one for the first three hundred hours and three-to-one for the remaining nine hundred hours.

- F. Sick leave conversion.** Prior to retirement, an employee with a banked sick leave balance of 280 hours up to a maximum of 1200 hours may convert the balance to vacation or pay at a rate of 5:1. However, there must be 240 hours remaining, and such conversion may only be made by written application to the Finance Department during the month of April, and pay, when requested, will be made on or before May 20th. Should an employee on lay-off (who has converted sick leave to vacation) return to City employment, they may within one year of reinstatement repurchase their accumulated sick leave by repaying at the same rate as the pay-off. Such repayment may be in cash, by payroll deduction or use of newly accumulated vacation time.
- G. Paid Parental Leave:** Eligible employees, as defined in the employee handbook, are provided up to twelve (12) weeks of leave after the birth or adoption of his or her child. Of the twelve weeks, eight (8) weeks is Paid Parental Leave paid by the City without the employee having to use her/his accrued vacation and paid sick leave followed by four (4) weeks of Unpaid Parental Leave during which an employee may substitute the unpaid leave with accrued vacation and paid sick leave. Paid and Unpaid Parental Leave can be used as continuous or intermittent leave. The combination of Paid and Unpaid Parental Leave may not exceed twelve (12) weeks.
- H. Payment of Health Insurance Premiums.** For each full-time employee who participates in the City group medical insurance programs, the City will make a per month per employee contribution as determined by the budget during the effective period of this Ordinance for health/medical insurance, major medical, prescription insurance, dental insurance and vision care insurance. The Employee will pay a contribution for single coverage or for family coverage, each pay period, with deductions being made from gross pay before taxes resulting in the cost being reduced. Staff members and spouses participating in the City health insurance program will receive a \$10 bi-weekly premium increase if they choose to **not** participate in the annual biometric screening as part of the City wellness program.
- I. Holiday Schedule.** There shall be sixteen (16) paid days off for full-time employees as follows: (10 holidays/6 personal days)

New Year's Day (January 1)
Martin Luther King, Jr. Day (third Monday in January)
Washington/Lincoln Day (third Monday in February)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Thanksgiving Day (fourth Thursday in November)
Day after Thanksgiving
Christmas Eve
Christmas Day
Six (6) Personal Days - 48 Hours

New employees hired during the year shall have their Personal Hours pro-rated based on their initial hire date. With the exception of employees who work a continuous schedule, holidays falling on a Saturday shall be observed on the preceding Friday and holidays falling on a Sunday

shall be observed on the following Monday.

- J. Pay for Work on Certain Holidays.** Any full-time employee, department heads excluded, who is required by the employee's supervisor to work on a designated holiday as a part of the employee's regularly scheduled duty and within the employee's normal hours of work shall receive pay in an amount equal to one and one-half (1-1/2) times the employee's base hourly rate of pay for all hours actually worked by the employee between the hours of 12:01 a.m. and 12:00 midnight, inclusive, on the designated holiday. When such an employee works on a holiday, the employee shall be entitled to an additional day off in lieu of the holiday.

Employees called to work on a designated holiday (to perform a special project or emergency repair) may receive pay in the amount equal to one and one-half (1-1/2) times the employee's base hourly rate of pay for all hours actually worked on the holiday in addition to the eight hours straight time pay for the holiday at the discretion of the City Manager. (Employees working less than eight (8) hours on a holiday have two options: 1) the employee can claim the eight (8) hour holiday and overtime for the actual number of hours worked; or 2) the employee can claim overtime for the number of hours worked, and use personal, vacation or comp time to make up the remaining hours and receive the holiday off at another time.)

When a calendar holiday falls on either weekend day(s) (including Christmas Eve and Christmas), the following rules apply:

- If an employee works the designated holiday, the employee is entitled to:
 - One and one-half (1-1/2) times their base hourly rate for the hours worked, and a paid day to be taken at another time.
- If an employee works a true calendar holiday(s) that falls on Saturday or Sunday, the employee is entitled to pay at one and one-half (1-1/2) times the base hourly rate for the hours worked.

K. Group Life and Accidental Death and Dismemberment Insurance.

The City will pay 100% of the premium for these fringe benefits for coverage in an amount equal to the employee's annual base salary, except that the amount of the insurance coverage provided will be subject to a reduction schedule included in the group policy. Such reductions generally begin at age 65 and are subject to ADEA regulations. These fringe benefits apply only to full-time employees working at least forty (40) hours per week. The City will pay 100% of the premium group life insurance coverage on the Police Chief in an amount equal to one and one-half (1-1/2) times the Police Chief's annual salary to a maximum of \$175,000.

- L. Longevity Bonus Pay.** Longevity Bonus Pay will only be paid to eligible employees who accrue the required years of service on or before December 31, 2022 and are full-time employees of the City on or before December 31, 2022. To be eligible for Longevity Bonus Pay an employee must meet both requirements.

No partial or proportionate Longevity Bonus Pay will be paid. An employee shall accrue one year of service for twelve consecutive months of full-time employment. Part-time employees who become full-time employees may use hours worked as a part-time employee towards years of credit. Credit will not be given for partial years of service.

Full-time employees who leave the City's employment and are eligible to receive longevity

pay based on the anniversary date in 2023 shall be given the appropriate longevity payment with final pay. All other eligible employees will receive Longevity Bonus pay in November 2023. All eligible full-time employees shall be paid in accordance with the following schedule. Contract employees shall be paid according to the appropriate contracts. The Chief of Police shall be paid longevity according to the current schedule in the Police Supervisors' contract.

After 5 years	\$450		After 18 years	\$775
After 6 years	\$475		After 19 years	\$800
After 7 years	\$500		After 20 years	\$825
After 8 years	\$525		After 21 years	\$850
After 9 years	\$550		After 22 years	\$875
After 10 years	\$575		After 23 years	\$900
After 11 years	\$600		After 24 years	\$925
After 12 years	\$625		After 25 years	\$950
After 13 years	\$650		After 26 years	\$975
After 14 years	\$675		After 27 years	\$1,000
After 15 years	\$700		After 28 years	\$1,025
After 16 years	\$725		After 29 years	\$1,050
After 17 years	\$750		After 30 years	\$1,075

- M. Vacation.** An employee shall accrue vacation monthly at the following rates listed in the table below unless otherwise covered by a collective bargaining unit. New hires with prior public sector experience may provide documentation of prior experience and be credited with years of service and earn vacation at a higher rate. With a written request, the City Manager may review documented prior experience in the nonprofit and private sector and may decide to adjust vacation accrual rates if the experience is deemed relevant to the current position. The employee begins accruing vacation leave immediately but may only take leave during the first year with the City Manager's approval. The City Manager is authorized to grant up to 40 hours of the employee's vacation leave to be used in advance of their first year anniversary on the basis of extenuating circumstances.

Tenure	Vacation Hours
After 12 months (1 year)	80
After 24 months (2 years)	88
After 48 months (4 years)	96
After 60 months (5 years)	104
After 72 months (6 years)	112
After 84 months (7 years)	120
After 96 months (8 years)	128
After 108 months (9 years)	136
After 120 months (10 years)	144
After 132 months (11 years)	152
After 144 months (12 years)	160
After 156 months (13 years)	168
After 168 months (14 years)	176
After 180 months (15 years)	184
After 192 months (16 years)	192
After 204 months (17 years)	200

- N. **Reimbursement.** Employees authorized and required by the assigned supervisor to drive personal vehicles on official City business shall be reimbursed for actual miles driven at the IRS standard mileage rate in effect. Employees who are out of the City on official business or at authorized training functions shall be reimbursed for meals at the actual meal cost not to exceed IRS recognized per diem rate, including those rates for high cost cities (receipts are required). The City Manager is authorized to adopt specific procedures regarding travel reimbursement.
- O. **Continuing Education/Tuition Reimbursement.** For 2023, \$1,000 will be budgeted. Depending upon the availability of funds, an employee may be reimbursed for the cost of tuition and required course books for any job-related course, provided that the employee submits a written request for reimbursement on the appropriate form, with a copy of the course description, before taking the class. If only one employee submits a request for a class and receives at least a “B” average in the class, the employee will receive 50% of the amount budgeted. An employee who receives a final grade of “A” will receive 100% of the amount budgeted as reimbursement. Should there be more than one employee requesting tuition reimbursement, the funds will be distributed equally among those employees who have completed their classes and received their final grades as noted above. For example, if three (3) employees submit requests and all three receive a final grade of “A” for their classes, the amount budgeted will be divided among the three and the funds will be distributed equally at the end of the year. Requests for reimbursement should be submitted to the Human Resources Department..

SECTION 8: Applicability

Irrespective of any language or wording herein above, this ordinance shall not be, and no provision or portion hereof shall be, applicable to any employee of the City of Oxford employed pursuant to a written contract relative to wages and working conditions. This entire ordinance is effective and applicable only as to employees whose employment is not covered pursuant to the terms and conditions of a written contract with the City.

SECTION 9: Repeal of Conflicting Ordinances

All other ordinances and resolutions or parts of ordinances and resolutions in conflict with the provisions of this ordinance be, and the same are hereby repealed.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

ATTACHMENT A
CITY OF OXFORD OHIO
PAY BANDS (2023)

	<u>MINIMUM</u>	<u>MAXIMUM</u>
PAY BAND 7		
Annual	\$81,411	\$146,286
Hourly	\$39.14	\$70.33
PAY BAND 6		
Annual	\$63,336	\$112,403
Hourly	\$30.45	\$54.04
PAY BAND 5		
Annual	\$54,267	\$91,374
Hourly	\$26.09	\$43.93
PAY BAND 4		
Annual	\$47,674	\$77,293
Hourly	\$22.92	\$37.16
PAY BAND 3		
Annual	\$43,202	\$72,862
Hourly	\$20.77	\$35.03
PAY BAND 2		
Annual	\$40,435	\$65,582
Hourly	\$19.44	\$31.53
PAY BAND 1		
Annual	\$36,546	\$59,280
Hourly	\$17.57	\$28.50



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry, Zachary Moore
DATE PREPARED:	8/29/2023
COUNCIL MEETING DATE:	September 19, 2023
AGENDA TITLE:	An Ordinance accepting the recommendation of the Planning Commission and approving a combined Preliminary & Final Planned Development Application for the Oxford Cottage Community along Hester Road in the City of Oxford with conditions. (Sam Perry, Community Development Director)
COUNCIL GOAL AREA:	Housing For All
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval with conditions
CITY MANAGER/DEPT HEAD APPROVAL:	SP

DISCUSSION:

Updated Ordinance for 2nd Reading:

An additional condition for screening has been added to respond to a neighbor concern with headlights coming around the curve of the driveway.

Proposal Summary:

Community Development Professionals (CDP) is requesting Planned Development approval for a potential 12-unit transitional housing project referred to as the Oxford Cottage Community (OCC). The project is proposed to be situated on a 2.1-acre site located at 5234 Hester Road. The site is currently vacant/undeveloped and zoned R-1B Single-Family Medium Density Residential. Despite the existing single-family zoning, the Oxford Zoning Code allows for consideration of a proposal for more than one unit on a single property through the Planned Development process, so long as the density limit inherent to the district is not exceeded by more than 10%. Due to the relatively minor scale of the proposal at hand and the fact that the entire development will be done as one phase, staff has authorized this Planned

Development application to be processed in a combined fashion (Preliminary + Final).

Background:

Ms. Muller has been working for a number of years to acquire funding and assume site control to get this particular project off the ground. With Ms. Muller's OCC project in mind, and backed by support from the Oxford Housing Advisory Commission (HAC), City Council decided to use American Rescue Plan Act (ARPA) funds to purchase the property from the previous owner in November 2021. A month later, Council authorized the City Manager to enter into a 20-year Land Lease with the Center for Community Revitalization (CCR), a 501(c)(3) nonprofit set up to eventually own and manage the cottages. All of these past steps taken by the City have been in support of CDP's mission to establish a supportive co-housing development to assist Oxford-based residents who have struggled to find affordable, stable housing in the community.

Planning Commission Discussion/Recommendation:

The OCC project was first seen by the Oxford Planning Commission on June 13, for the purpose of reviewing plans at a conceptual level and offering informal feedback. The applicant took into consideration the comments and feedback delivered by the Commission, revising the plans and later submitting a formal Planned Development application. The Commission held a public hearing on this application at their August 8 meeting. Staff presented a series of slides showcasing the evolution of site plans developed in cooperation with the applicant's engineering team, Jones Warner Construction Inc. (JWCI), c/o Wayne Beyerlein. Highlighting the latest site design, the most significant concern shared by staff was insufficient aisle width for maneuvering vehicles in and out of parking spaces. Ultimately, staff recommended approval of the application subject to 7 conditions, inclusive of a condition requiring increased aisle widths consistent with Code, and acknowledgment of 3 waivers.

During the hearing, the Commission heard from 4 members of the public:

Craig Erickson (5280 Morning Sun Rd)

Mr. Erickson requested that there be variation in the exterior styling of the cottages. Mr. Erickson wondered whether there were going to be units that could accommodate a family of three or more.

Kevin McKeehan (2126 Dana Dr)

Mr. McKeehan spoke on behalf of the employees of Somerville Bank. Mr. McKeehan had a list of questions on various topics including but not limited to management, funding, and CDP's track record. Following the meeting, Mr. McKeehan provided his comments in writing to staff, and are included in the Council packet.

Doug Brooks (227 Country Club Ln)

Mr. Brooks commented on the long distance between some units and parking spaces, and what challenges this could present to a disabled person.

Bruce Blankenship (5280 Hester Rd)

Mr. Blankenship, an adjacent neighbor on the north side, was concerned about the peace and tranquility of the neighborhood. Mr. Blankenship also expressed his concerns about storm water drainage.

Ms. Mindy Muller, President/CEO of Community Development Professionals, addressed questions from members of the public as well as the Commission. Following the meeting, Ms. Muller sent an additional letter to staff summarizing many of the concerns that were heard during the hearing, and offering additional clarity on the project. Ms. Muller's letter is included in the Council packet.

Upon closure of the public hearing and following further discussion, the Commission voted 6-0-0 (with 1

member absent) to recommend **approval** of the application subject to the 7 conditions as originally recommended by City staff:

1. Drive aisles adjacent to angled parking spaces shall be sized at an appropriate width per Table 1149.05-1. For 60-degree angled parking, the minimum one-way aisle width is 18 feet.
2. The landscaping plan shall be revised to alternatively disperse some of the required front yard trees throughout other portions of the site, and consist of at least three different species as listed on the City's Tree List.
3. All utility and infrastructure work, inclusive of construction activity & installation within the Hester Road public right-of-way as well as any storm water management devices as may be required, shall meet City specifications to the discretion of the Service Department.
4. A concrete pad shall be provided for required bicycle parking.
5. A waiver shall be granted to **Section 1145.12(e)(3)(A)** to acknowledge a reduction in the 25-foot perimeter setback (as normally required for residential Planned Developments) along the southern side of the property, as presented in the submitted plans. The required setback shall be maintained along the northern boundary.
6. A waiver shall be granted to **Section 1149.05** to allow for a reduction in the amount of required off-street parking spaces from 24 to 18.
7. Waivers shall be granted to **Section 1151.03(e)(1)** and **1151.05(d)(1)** to allow a freestanding community identification sign in the R-1B District and with reduced setback from the right-of-way, provided the sign design conforms to submitted plans.

Changes Following Planning Commission Meeting:

The applicant's engineering team has diligently revised their plans following the Planning Commission's recommendation. Such changes have included: (1) adding details on ADA accessibility for parking; (2) increasing the size of pad for bike racks and offering to construct a roof covering overhead. Inspiration for a revised design of the bike storage area is from the apartments called Courtyards of Miami on South Main Street and East Central Ave. (3) adjusting parking angles from 60 degrees to 40 degrees, in order to preserve the previously planned 12-foot aisle width; and (4) diversifying tree species and dispersing plantings throughout the site.

Staff recommends accepting the Planning Commission approval with the revised conditions as written in the draft Ordinance.

ORDINANCE NO.

AN ORDINANCE ACCEPTING THE RECOMMENDATION OF THE PLANNING COMMISSION AND APPROVING A COMBINED PRELIMINARY & FINAL PLANNED DEVELOPMENT APPLICATION FOR THE OXFORD COTTAGE COMMUNITY ALONG HESTER ROAD IN THE CITY OF OXFORD WITH CONDITIONS.

WHEREAS, Council hereby finds the Planning Commission held a public hearing on August 8, 2023 in accordance with Chapter 1145 of the Codified Ordinances of the City of Oxford, on the application of Community Development Professionals for a combined Preliminary & Final Planned Development for the Oxford Cottage Community along Hester Road, consisting of 12 residential cottage units on 2.1 acres; and

WHEREAS, the Planning Commission, after due deliberation found the application satisfied the basic code requirements in Chapter 1145 of the Codified Ordinances of the City of Oxford, and recommended approval of the Preliminary & Final Planned Development application for the Oxford Cottage Community with 7 conditions; and

WHEREAS, following the August 8 public hearing, the applicant has addressed several of the Planning Commission's recommended conditions by submitting revised plans and details, necessitating various updates be made to the final list of conditions;

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

SECTION 1: Council hereby accepts the Planning Commission's recommendation for approval and further approves the Preliminary & Final Planned Development application for the Oxford Cottage Community located along Hester Road in the City of Oxford subject to the following conditions:

1. All utility and infrastructure work, inclusive of construction activity & installation within the Hester Road public right-of-way as well as any storm water management devices as may be required, shall meet City specifications to the discretion of the Service Department.
2. A concrete pad and cover shall be provided for required bicycle parking.
3. A waiver shall be granted to Section 1145.12(e)(3)(A) to acknowledge a reduction in the 25-foot perimeter setback (as normally required for residential Planned Developments) along the southern side of the property, as presented in the submitted plans. The required setback shall be maintained along the northern boundary.
4. A waiver shall be granted to Section 1149.05 to allow for a reduction in the amount of required off-street parking spaces from 24 to 18.
5. Waivers shall be granted to Section 1151.03(e)(1) and 1151.05(d)(1) to allow a freestanding community identification sign in the R-1B District and with reduced setback from the right-of-way, provided the sign design conforms to submitted plans.
6. Additional screening along the north property line, such as but not limited to, a 6 foot tall privacy fence, shall be required by city staff for screening vehicular headlights.

SECTION 2: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: JASON BRACKEN/DAVID PRYTHERCH

PREPARED BY: LAW (STAFF)



Butler Soil and Water Conservation District

1802 Princeton Road, Suite 300
Hamilton, Ohio 45011
Telephone: (513) 887-3720
Fax: (513) 785-6668
www.butlerswcd.org

Zachary Moore
City of Oxford
15 S. College Avenue
Oxford, Ohio 45056

July 14th, 2023

Subject: Oxford Cottage Community

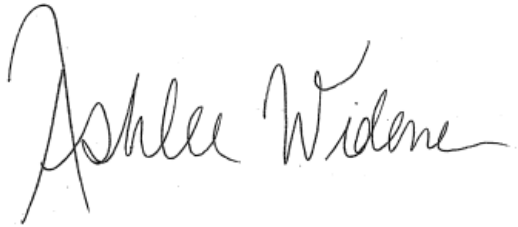
Dear Mr. Moore,

This letter and attachments provide our review of natural resources of the Oxford Cottage Community submission to the City of Oxford. The Butler Soil & Water Conservation District (SWCD) checklist established with the City of Oxford was reviewed and the following are items to note.

- This site is within the Acton Lake Dam-Four Mile Creek HUC 12 within the larger Four Mile Creek HUC 11 watershed. No blue-lined streams, ephemeral streams, or wetlands were found on site. USGS mapping shows no streams on site, and the National Wetlands Inventory shows no wetlands. Web Soil Survey also shows no signs of wetland soils. The slope of the site was relatively flat with no low lying water conditions.
- The soils found within the area are Russell-Miamian silt loams (RwB), bedrock substratum, 2-6% slopes, and Russell-Urban land complex (RxB), gently sloping. Russell-Miamian silt loams are somewhat limited to dwellings with basements due to the shrink-swell soil components. Russell-Miamian silt loams and the Russell-Urban land complex are both somewhat limited to dwellings without basements due to shrink-swell components as well. This means that the developer will have to take special precautions to prevent these soil features from negatively impacting the infrastructure. The water table is greater than 2 meters deep for the Russell-Urban land complex soils but is at 145 cm for the Russell-Miamian silt loams. If basements are constructed, it is the responsibility of the builder to take special precautions to ensure the basements stays dry.
- The native trees found while walking the site included Black Locust, Black walnut, Sugar Maple, Eastern Red Cedar, Virginia Creeper, and Red Mulberry. There were also a few types of invasive species, such as Amur Honeysuckle and Bradford Pear. Some of the forest understory contains invasive species. It would be beneficial to the wildlife and surrounding vegetation if the developer could remove these while clearing other vegetation for construction. Lots of the open space contained small saplings of Black Walnut, Bradford Pear, and one or two Sugar Maple.
- The two trees listed on the plan include Fringe tree and Aborvitae trees. Both are native to the Eastern U.S. Butler SWCD always recommends utilizing native tree species to help support local wildlife.

Butler SWCD is not a regulatory agency; therefore, this information is technical advice to address natural resource concerns before future developed. If you have any additional questions or concerns, please do not hesitate to contact us at (513) 887-3720.

Sincerely,

A handwritten signature in black ink that reads "Ashlee Widener". The signature is written in a cursive style with a large initial 'A'.

Ashlee N. Widener
Water Resource Specialist,
Butler Soil and Water Conservation District



Memo
Service Department
Engineering Division
513/524-5208

TO: Community Development Department

FROM: Scott Otto, P.E.
City Engineer

RE: Application #PPC-2023-09
5234 Hester Road – Final Planned Development

DATE: July 13, 2023

The Engineering Division offers the following comment:

- Further review of detailed construction plans may result in additional comments and requested plan revisions.



BILL BOARD



FIRE PIT AND BENCHES



FIRE PIT AND BENCHES



ARBORVITAS SCREENING



COMPOSTE BIN



COMMUNITY GARDEN



MINI MOD BUILDING



COMMUNITY SIGN



www.joneswarner.com
Voice: (855) 704-5924
Fax: (837) 704-9949
jwc@joneswarner.com

PROFESSIONAL ENGINEERS AND SURVEYORS

This print / electronic file has been released by Jones Warner Consultants, Inc. (JWC) as an unsealed document and should be considered preliminary in nature unless accompanied by an original stamp or embossed seal and an original "wet" signature by the design professional.

As an unsealed document, JWC cannot be held responsible for damages arising from the use or misapplication of the print / electronic file due to the risk of electronic modifications / alterations being made by other parties. If the file was not recently received direct from JWC, then the information contained herein may no longer be current or approved.

Stamp:

Project Status:

PRELIMINARY

**OXFORD VILLAGE
COMMUNITY PROJECT**

PREPARED FOR COMMUNITY DEVELOPMENT PROFESSIONALS 332 DANTON STREET HAMILTON, OHIO 45011	PROJECT LOCATION 5234 HESTER RD OXFORD OHIO 43055-9149
---	---

Project ID: 22-030

Sheet Title: DETAILS

Sheet Number: 2 OF 2

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that

Community Development Professionals

(Applicant Name)

has permission to represent our interest with the City of Oxford regarding
Planned Development Application

(Application Description)

located at

5234 Hester Road, Oxford OH 45056 (Parcel ID H4100020000010)

(Property Address/Location)

Thank you,

Doug Elliott, City Manager

(Property Owner Printed Name – must be a person)

City of Oxford

(Property Owner Company Name – if applicable)



(Property Owner Signature – must correspond to printed name above)

June 22, 2023

(Date)

Corporate Headquarters

8401 Claude Thomas Road, Suite 51

Franklin, OH 45005

P: 855.704-5924

F: 937.704.9949



JONES-WARNER CONSULTANTS, INC.
CIVIL ENGINEERING, SURVEYING, AND CONSULTING SERVICES

Franklin, Cincinnati & Hamilton, Ohio

Locations

www.JonesWarner.com

Date: 6/26/2023

City of Oxford
Zachery Moore, AICP
City Planner/GIS Coordinator

Re: Planned Development Submittal Oxford Cottage Community

Dear Mr. Moore:

This letter is a narrative to address the comments from your e-mail communication on 6/23/2023 found in section 1145.05 of the Oxford Zoning Code for the submittal for Oxford Cottage Community.

(5) B The existing site appears to have been a single family residential home that the structures have been torn down and is vacant land that has been sitting dormant for quite a while. There are no uses presently at this site since it is sitting vacant and dormant.

(5) C The zoning district is zoned R-1B currently.

(5) D 1. Oxford Cottage Community (OCC) is an intentional cohousing community that is designed to create a nourishing environment where its residents can thrive. We seek to create a model for community where living is affordable, residents look out for each other and the earth, and there is demonstrated commitment to good neighboring.

OCC is a pocket community comprised of twelve single family structures on 2.1 acres on Hester Road. The cottage community is designed to provide a supportive housing environment for Oxford-based residents who have struggled to find affordable, safe rental housing. OCC is an income-controlled community which can house 1-2 person households.

The cottages are custom homes, 396 sq ft, 29' x 13'8", designed by Unibilt Industries. All cottages are fully furnished including stackable washers and dryers and have an open floor concept with full kitchen. All cottages have a front porch with complementary exteriors and are designed to meet HUD's Housing Quality Standards (HQS).

(5) D 2. The community will be residential with some shared and common spaces to build community. There is a planned, raised beds community garden and picnic area and fire pit. There is no planned commercial use for the property. There will be vehicles that are entering and exiting the property common to multi-family developments such as Rumpke truck to empty a shared dumpster, mail delivery, personal deliveries from trucks such as Fedex, and UPS,

mowers of contractors to maintain the green space and snow removal vehicles to shovel the parking and driveway areas as needed.

(5) D 3. The hours of operation for the non-residential activity will be 6 am to 6 pm.

(5) D 4. The development will not be phased, it will all be fully built out at the onset of the approved development.

(5) E 1. The proposed site situates beautifully in the neighborhood between the multi-family developments that are nearby and the single-family homes that are adjacent to the north of the property. There will be no planned or formalized interaction with the adjoining neighbors but there is a commitment as part of the sense of community of the Oxford Cottage Community to be good neighbors. One of the planned committees for residents to participate in is the **Community Care Committee**. This committee ensures good neighboring both internally with community residents and externally with the neighborhood and City as a whole. This committee will assist residents to acclimate to the community, assist the neighbors and City at large to connect with the residents of the Oxford Cottage Community, and will serve to address any concerns that prevent good neighboring.

(5) E 2. Care was given in the design of the cottages to ensure the custom homes are attractive and fit into the feel of the neighborhood. The unit designs will complement the adjoining single-family homes and nearby condos and multi-family campuses.

(5) E 3. This pocket community will pose no nuisance to the surrounding neighborhood. The community will have community rules of quiet hours from 11pm – 7am to minimize concern for noise in this planned development with greater density than its neighbors.

(5) E 4. Oxford Cottage Community will be managed on a day-to-day basis by a Community Manager representative of Center for Community Revitalization. There will also be an active committee of residents called the Community Selection and Compliance Committee (CSCC). This committee is responsible for enforcing community rules, addressing concerns with residents, and involving the Community Manager as needed to address residents or their guests who violate rules or otherwise fail to comply with community standards. Any concerns of the public ahead of development will and should be brought out at the pre-approval meeting for this proposed development.

(5) F This proposed residential location is appropriate due to several factors: it is currently zoned residential and fits in with the Oxford zoning designation area, it is affordable housing for the community within close proximity of the local business district of the City of Oxford creating a model for other communities of its likeness. The 2.1 acres are an appropriate residential use for the pocket community. The location was selected because it is close in proximity to basic needs and services including, BCRTA bus line, medical care from Primary Health Solutions, social services (Family Resource Center) and grocery. It is close to single family residential, Habitat for Humanity housing and multi-family campuses.

(5) G Oxford has significant data regarding the need for affordable housing, including individuals and small families who have limited income. This project helps to bring affordable units to help meet the need. The proximity to the Habitat for Humanity homes provides potential

for families to perhaps consider a more permanent location through homeownership in the adjoining neighborhood.

The location also is an appropriate and attractive use of this narrow, wooded lot, eliminating some of the camping and squatting on the back end of the lot by cleaning up the underbrush and providing a persistent and permanent presence on the property.

(5) H This pocket community can be comprised of any and all types of people and nationalities, and backgrounds that need affordable housing meeting the community diversity goals by not discriminating against any protected class and adhering to Fair Housing Act and best practice standards for fair housing. The pocket community builds on best practice in affordable housing to increase density in order to meet the need for more units. This is a great compromise between traditional single-family units on single lots and traditional multi-family. This project increases density in a controlled and planned project that maintains attractiveness while facilitating community building and maintaining affordability.

(5) I This development will have all public utilities available for each cottage including water, sewer, stormwater, electric, trash collection, cable (wi-fi), gas, mail delivery and a detailed plan will be submitted for review and approval. A loading space is provided for private deliveries.

(5) J General residential traffic flow of daily activities is expected from the 12 cottages for work, shopping, and visitors. Non-commercial traffic will include daily delivery of mail, once a week trash collection, daily deliveries of private goods. It is not anticipated that this project will impact traffic in any significant way. Households of the Oxford Cottage Community are limited to 1-2 persons per unit, and it is anticipated that many households will be without private vehicles. There will be no commercial activity on site and residents will have private parking. The traffic pattern will be limited to normal, everyday residential use. There will be private sidewalks to facilitate mobility within the community and public sidewalks and pedestrian safety will not be disturbed.

(5) K There is a 15-year affordable housing rental use restriction on the property under the funding structure of the Federal Home Loan Bank. A restricted covenant will be placed on the deed once the project is complete. This will keep the units affordable, and compliance will be monitored annually by FHLB. The City owns the property and there is a ground lease that prohibits use other than prescribed as affordable housing. This ground lease is in effect for 20 years (starting February 2022) with an option for a second 20-year lease.

(5) M Items 1 through 11 will mostly be handled in drawings and submitted but I will cover a few of them in this line item. The parking angle is 60 degrees, curb length is 10.39', the stall width is 9', the stall depth is 21' and the aisle width is 0 and the road width shall be utilized with such little traffic anticipated. Stormwater will be managed by creating a grading plan to utilize the existing stormwater flow patterns and not change them and grade the site and install underground stormwater piping to transport the runoff from the site to the same place it is draining currently which is the Northeast direction. This drawing can not be completed yet until your approval process is completed due to if there are changes on the conceptual plan the grading plan would need changed again creating unnecessary expenses to the owner. Items 1, 2, 3, 5, 7, 8, 9, and 11 in the 6/23/2023 e-mail will be turned in plan form and not in this narrative letter.

(6) D & E & G & I & J & K This will be turned in with a plan form.

(6) F The East portion of the development will remain wooded clearing the underbrush but keeping the nicer, mature trees. This will provide a nice, peaceful walking area through the woods for the residents of this cottage community.

(6) I The parking angle is 60 degrees and the material type is called out on the plan sheet that will be submitted. (concrete, asphalt, etc..)

(6) L The screening and landscaping for this site will be designated in a separate plan sheet provided as part of the tree survey requirement.

(7) A The site will have a tree survey performed according to Oxford Zoning Code Section 1148.05 (b) (2) and submitted.

(8) UniBilt plans of the custom-design units are attached here to satisfy this requirement.

(10) All information will be submitted in a digital format (PDF)

(10) (b) 1 All information detail is being provided to the specifications outlined in the memo.

Thank you,

Wayne L. Beyerlein

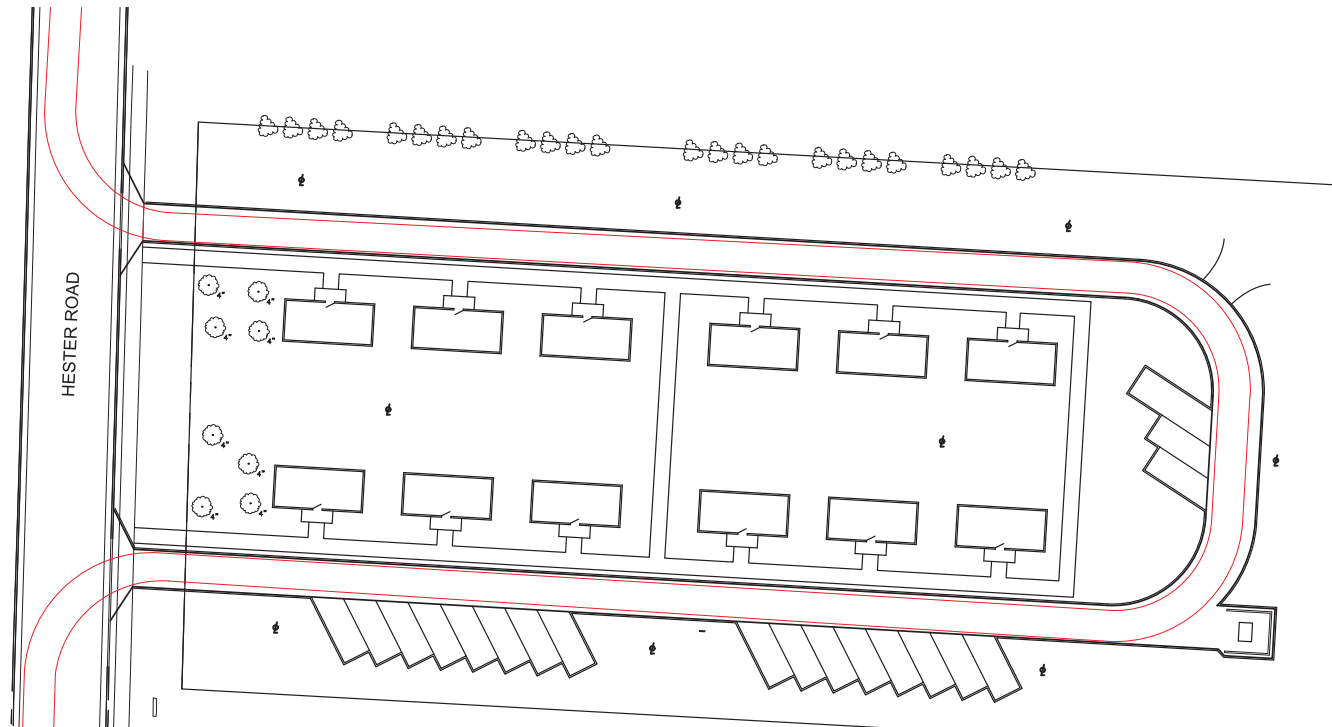
JONES-WARNER CONSULTANTS, INC.

FRANKLIN - CINCINNATI - HAMILTON - WAVERLY

Toll Free: 855.704.5924 C: 513.602.1130



JonesWarner.com



www.joneswarner.com
Voice: (855) 704-5924
Fax: (837) 704-5949
jwci@joneswarner.com

PROFESSIONAL ENGINEERS AND SURVEYORS

This print / electronic file has been released by Jones Warner Consultants, Inc. (JWCI) as an unaltered document and should be considered preliminary in nature unless accompanied by an original stamp or embossed seal and an original "wet" signature by the design professional.

As an unaltered document, JWCI cannot be held responsible for damages arising from the use or misapplication of this print / electronic file due to the risk of electronic modifications / alterations being made by other parties. If the file was not recently received direct from JWCI, then the information contained herein may no longer be current or approved.

Stamp:

Project Status:

PRELIMINARY

OXFORD VILLAGE COMMUNITY PROJECT

PROJECT LOCATION	PREPARED FOR
5234 HESTER RD OXFORD OHIO 43055-5145	COMMUNITY DEVELOPMENT PROFESSIONALS 332 DANTON STREET HAMILTON OHIO 45011

Project ID: 22-030

Sheet Title: FIRE TRUCK

Sheet Number: X OF X



Community Development Professionals
EDUCATE. SUPPORT. DEVELOP. CONNECT.

Helping Communities Thrive.

June 23, 2023

Mr. Zachary Moore, Planner
City of Oxford
15 South College Avenue
Oxford, OH 45056

Re: Planned Development Application - Oxford Cottage Community

Dear Zach:

Please find following a Final Application for consideration for the Oxford Cottage Community developed by Community Development Professionals.

I want to thank you for the City's commitment to affordable housing and the commitment the City has displayed through its partnership on this project. We are excited to bring this unique development to the City of Oxford and welcome the opportunity to become an invested part of such a wonderful community.

I have included the signed application and the drawings of the proposed development for your review and approval. Please let me know if there are questions or the need for additional information. I can be reached at mindymuller@cdp.training or by phone at 513-858-1738.

Sincerely,

Melinda Muller
President/CEO

FLOOR PLAN



DESCRIPTION:
MINI-MOD
14x29 1 1 STD
CUT-A-PART PLAN

DRAWINGS PROVIDED BY: **UNIBILT**

DRAWN BY:	JDE
DATE:	6/29/23
LOG NUMBER:	22048
SCALE:	3/8"
SHEET:	OPT2-FP



OPTION#2 ELEVATIONS

SQUARE FOOTAGE	
1st FLOOR	396 SF
2nd FLOOR	N/A
TOTAL	396 SF



PROJECT DESCRIPTION:
 MINI-MOD
 14x29 1 1 STD
 CUT-A-PART PLAN



DRAWINGS PROVIDED BY:

DRAWN BY:
 JDE

DATE:
 6/29/23

LOG NUMBER:
 22048

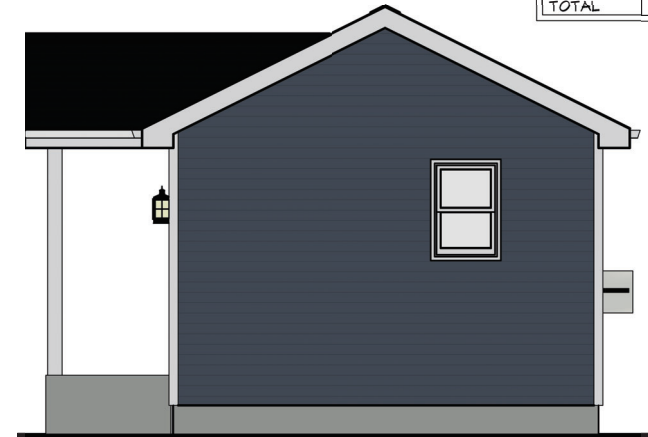
SCALE:
 1/4"

SHEET:
 EL-OPT2

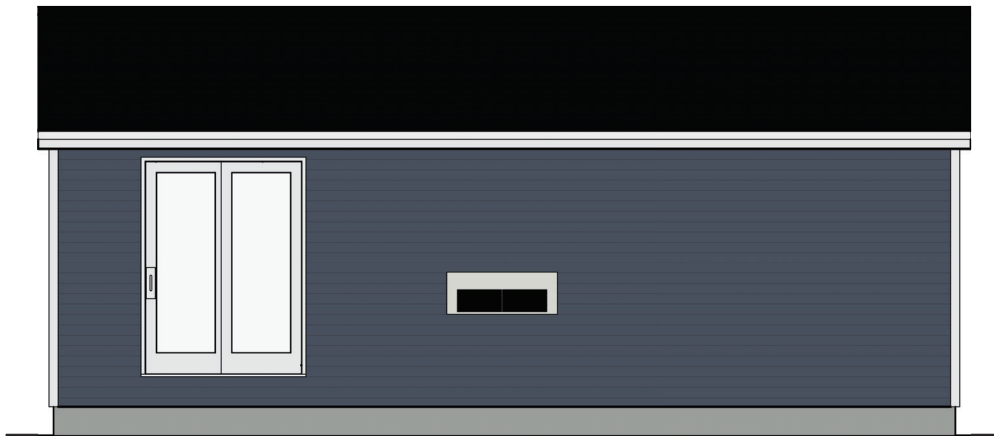
© 2023 UNIBILT INDUSTRIES, INC. ALL RIGHTS RESERVED



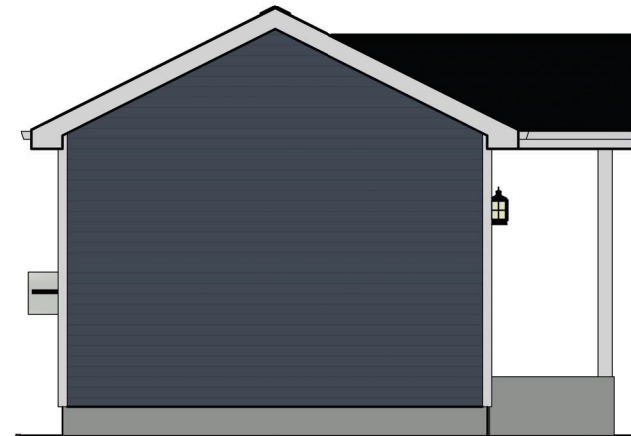
FRONT ELEVATION



RIGHT ELEVATION



REAR ELEVATION



LEFT ELEVATION



Internal Use Only:	PC-2023-09
Case No.	
Date Filed	6/23/2023

Planned Development Application

Application Type

Choose One

☐

Preliminary

☐

Final

☒

Preliminary & Final

Applicant Information

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

Name * Community Development Professionals

Mailing Address * 332 Dayton Street

City, State & Zip Code * Hamilton, Ohio 45011

Telephone Number * 513-858-1738 Email Address * mindymuller@communitydevelopmentprof

Owner Information

Name * City of Oxford

Mailing Address * 15 South College Avenue

City, State & Zip Code * Oxford, Ohio 45056

Telephone Number * 513-524-5204 Email Address * Douglas Elliott <delliott@cityofoxford.org>

Engineer/Surveyor Information

Name * Jones Warner Consultants, Inc.

Mailing Address * 8401 Claude Thomas Road, Suite 51

City, State & Zip Code * Franklin, Ohio 45005

Telephone Number * 1-937-704-9868 Email Address * JWCI@JonesWarner.com

Location and Lot Information

Name of Subdivision * 00002016

Location of Property * Parcel H4100020000010

Legal Description * 1307 ENT

Zoning District * R-1B Total Area * 2.1 Acres

Submission Requirements and Documentation

The application requirements (Section 1145.05¹) for a preliminary and final planned development are different. The final planned development application requires a greater degree of accuracy and completeness than does the preliminary planned development application. This section describes the application content requirements for each step of the process.

Thirteen (13) complete sets of all information shall be submitted with each preliminary and final application. If any information is submitted in color or on non-standard paper, more copies may be required. The Zoning Administrator may modify this requirement based upon

the type of materials included. The applicant shall contact the Zoning Administrator prior to submitting an application to discuss the submission requirement.

(a) Preliminary Plan.

- (1) Application fee.
- (2) The name, mailing address, and telephone number of the applicant and all property owners.
- (3) If the applicant is not the owner, or if there are multiple owners within the proposed area, a statement from all owners that the applicant is entitled to apply on their behalf, and that they agree to be legally bound to any decision reached according to this Chapter.
- (4) The name, mailing address, and telephone number of any planner, engineer, surveyor, or other design professional who assisted with preparation of the plans.
- (5) Description of use and site. A written, detailed description shall include the following information. A separate response is required for each subsection.
 - A. A legal description of the site, including all separate lots.
 - B. A description of the existing uses of the site.
 - C. The zoning districts in which the site is located.
 - D. A description of the proposed planned development.
 1. The number of housing units by size and type proposed within each phase.
 2. A description of any nonresidential operations, including type of goods sold, services performed, and expected number of customer, clientele, delivery, and service vehicles.
 3. The hours of operation of any nonresidential use.
 4. A phased development schedule, if applicable, that indicates the location and timing of phases and demonstrates that each completed phase would form a reasonably independent unit if succeeding phases were abandoned.
 - E. A narrative statement that evaluates the compatibility of the proposed planned development with the general vicinity and adjacent properties.
 1. How the proposed uses are similar to or different from existing area uses and if there will be any interaction between the proposed site and adjacent sites.
 2. How any existing structures, proposed structures, and the site design relate to adjacent structures and sites.
 3. If the proposed uses will involve any operations that create potential nuisances such as excessive noise, lighting, odor, fumes, vibration, or emissions.
 4. How any potential negative effects on adjacent land will be mitigated.
 - F. A statement about why the location proposed is appropriate for the planned development.
 - G. A statement of the necessity or desirability of the proposed planned development to the neighborhood or community.
 - H. How the proposed mix of dwelling types and/or commercial uses advances community goals of diversity, affordability and market changes (e.g. adaptability of flats versus townhomes)
 - I. Proposals for the provision of public utilities and services, if insufficient or not available for the planned development, or for the provision of suitable private utilities and services.
 - J. A general analysis of expected traffic impact, including vehicular and pedestrian safety, resulting from the proposed development.
 - K. The substance of proposed covenants, easements, and other restrictions on the land and structures.
 - L. A list of the names and mailing addresses of all landowners within 200 feet of the site.
 - M. Such other information regarding the proposed uses, site design, or surrounding area as may be pertinent to the application or required by Planning Commission or Council.
- (6) Site plan. A scaled site plan shall include the following information in detail. The required information may be submitted on multiple site plans if inclusion of all information on a single plan makes it illegible or difficult to understand.
 - A. North arrow.
 - B. Scale.
 - C. Vicinity map.
 - D. All existing and proposed lot lines within the site.
 - E. Dimensions of all lots and of the entire site and any adjacent rights-of-way.
 - F. The location and intended purpose of all open spaces
 - G. Approximate location, height, dimensions, and use of all proposed and existing structures.
 - H. Approximate location and number of different uses (i.e. dwelling types and/or commercial uses).
 - I. Approximate location and design of all proposed vehicle and pedestrian routes and nonresidential vehicle management areas.
 - J. Approximate location and size of all existing and proposed utilities that will serve the planned development.
 - K. Approximate location, size, and type of all proposed signs.
 - L. Approximate location, height, and type of all proposed screening and landscaping.

- M. Distances to residential zoning districts if within 1,000 feet.
 - N. The use of land and location of structures on adjacent property and across adjacent rights-of-way.
 - O. The location of any nearby schools and commercial facilities.
 - P. Other information as required by the Planning Commission or Council.
- (7) Landscape plan.
- A. The plan shall demonstrate compliance with the requirements of Chapter 1148.
- (8) Elevations. Elevations of proposed structures or typical elevations if structures are not yet designed.
- (9) Other. Photographs of the existing site and its surroundings.
- (10) Digital Submittal. Adobe PDF version of all information submitted to also be submitted on a current digital format.
- (b) Final Plan.
- (1) The same items and information as required for the preliminary plan, except that the approximations shall be refined to specific locations, dimensions, and descriptions.
 - (2) A detailed traffic impact analysis, including all modes of transportation, prepared by a qualified professional engineer
 - (3) Any additional description or information requested by the Planning Commission or Council during the preliminary plan approval process.
 - (4) Detailed agreements, contracts, deed restrictions, and sureties that will be used to guarantee performance of the development during and after construction.

Surrounding Property Owners

On a separate sheet, provide the parcel numbers, names, and mailing addresses of all property owners within 200 feet of all boundaries of the property in question. The [Butler County Auditor Real Estate Search](#)² is helpful when searching for the mailing address of adjoining property owners. It allows you to search by owner, address, or parcel number.

Decision Process

A preliminary plan shall be approved prior to approval of a final plan, although the processes can be concurrent for small, single phase developments. Both preliminary and final plan approval require a Planning Commission recommendation and Council approval. The review is based on the General Decision Standards found in Section 1145.06¹.

Fees & Receipt

The fees for a Preliminary, Final, or combined Preliminary and Final Planned Development application are \$595.00 plus \$100.00 per acre, plus \$10.00 postage charge.

Sign and Date

Applicant Signature *

Melinda L. Mueller

Date *

6/23/23

Submit Application, Submission Requirements and Documentation, and Fees

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

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

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

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

¹ See City of Oxford Codified Ordinances: <https://www.cityofoxford.org/fees-ordinances-and-charter>

² Butler County Auditor Real Estate Search: <https://www.butlercountyauditor.org/>

STAFF REPORT

Community Development | Planning Commission

APPLICATION DETAILS

Applicant	Community Development Professionals (CDP), c/o Mindy Muller
Location	5234 Hester Road (Parcel ID H4100020000010)
Action Request	Preliminary & Final Planned Development (PD)
Engineer	Jones Warner Consultants, Inc. (JWCI)
Owner	City of Oxford
Current Use	Vacant / Undeveloped Land – formerly a single-family home
Current Zoning	R-1B Single-Family Medium Density Residential District
Site Area	2.1 acres
Site Frontage	Approx. 183 feet
Surrounding Land Uses	Single-family residential to the north and east; multi-family residential to the west; commercial land & hotel to the south
Staff Recommendation	Approval , subject to recommended conditions

PROPOSAL SUMMARY

Mindy Muller, President/CEO of Community Development Professionals (CDP), is requesting Planned Development approval for a potential 12-unit transitional housing project referred to as the Oxford Cottage Community (OCC). The project is proposed to be situated on a 2.1-acre site located at 5234 Hester Road. The site is currently vacant/undeveloped and zoned R-1B Single-Family Medium Density Residential.

Ms. Muller has been working for a number of years to acquire funding and assume site control to get this particular project off the ground. With Ms. Muller's OCC project in mind, and backed by support from the Oxford Housing Advisory Commission (HAC), City Council decided to use American Rescue Plan Act (ARPA) funds to purchase the property from the previous owner in November 2021. A month later, Council authorized the City Manager to enter into a 20-year Land Lease with the Center for Community Revitalization (CCR), a 501(c)(3) nonprofit set up to eventually own and manage the cottages. All of these past steps taken by the City have been in support of CDP's mission to establish a supportive co-housing development to assist Oxford-based residents who have struggled to find affordable, stable housing in the community.

Since the site is presently zoned for single-family use, the only way to potentially allow for more than one dwelling unit – without subdividing the site in some fashion – is to request Planned Development approval. Oxford Zoning Code **Section 1145.12** contains provisions defining what can and cannot be proposed in a Planned Development, based on underlying zoning. **Section 1145.12(c)(1)(A)** specifies that when a Planned Development overlays an existing residential district, any land use permitted in any residential zoning district is potentially permissible. Moreover, per **Section 1145.12(d)** the resulting residential density cannot exceed 110 percent of the density permitted in the underlying zoning district.

Considering the site is 2.1 acres in size and the minimum lot area for a single-family dwelling in the R-1B District is 7,500 square feet, this means the maximum resulting density is 12 units (2.1 acres x 43,560 sq. ft. per acre = 91,476 sq. ft. ÷ 7,500 sq. ft. = 12.20). When increasing this figure by an extra 10 percent, this affords the possibility for one additional dwelling unit, bringing the maximum potential number of dwelling units approvable through a Planned Development review process to 13 (12 x 1.1 = 13.2). Rather than attempt for the maximum density possible, CDP intends for the development to comprise 12 units in total.

PUBLIC COMMENTS

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

DEPARTMENT COMMENTS

Below are comments from City departments:

Department	Respondent	Response
Economic Development	Seth Cropaenbaker, Economic Development Specialist	Returned with Comments
<i>The City of Oxford Council lists "Housing for All" as one of its top three annual goals. Projects that seek to improve the affordability and reduce barriers to acquiring housing, utilities, etc. are welcomed additions to the City of Oxford. The project at 5234 Hester Rd. has the potential support members of our community currently engaged in, or looking to join the workforce. Any steps that help secure the long-term availability and affordability of residential development, across any and all housing types is welcomed addition to Oxford. The Economic Development Staff have no concerns regarding this project at this time.</i>		
Engineering	Scott Otto, City Engineer	Returned with Comments
<i>Further review of detailed construction plans may result in additional comments and requested plan revisions.</i>		
Fire	John Detherage, Fire Chief	Returned without Comments
Police	John Jones, Police Chief	Returned without Comments

CASE HISTORY

A summary of past case history for this site is provided below:

Case No.	Application	Decision
PC-2018-28	Zoning Map Amendment	Council denied 12/18/2018
Prior to the City assuming ownership, the property had been in private hands. In 2018, Century Hotel Group was interested in purchasing the property for commercial development. This led Bayer Becker, c/o Mark Rosenberger, to submit a Map Amendment application on behalf of then-owner Christopher Rodbro requesting a rezoning from R-1B Residential to GB General Business. The staff recommendation was not favorable. After progressing forward through the necessary steps with Planning Commission and City Council, the request was ultimately denied, leaving the existing R-1B zoning in-tact.		
None	Concept Plan Review	Planning Commission review at 6/13/23 meeting
Due to the uniqueness of the development concept being pursued for this particular site, staff recommended a voluntary Concept Plan review be performed and reviewed by the Planning Commission. This was an opportunity for the Commission to review development plan details on a preliminary basis, and provide informal feedback in anticipation of an eventual formal submittal. Notable topics of discussion included: (1) the amount of off-street parking that was truly warranted for future housing occupants as compared to the usual Code minimum; (2) ensuring accessibility and defensible space; (3) reserving a suitable setback/buffer, especially along the northern property line adjacent to residential; and (4) striking the right balance between space allocated to development features and natural area to be preserved.		

COMMENTARY

Staff comments on site conditions and a number of key development aspects are provided below:

- **Cottages:** The cottages proposed for the site are quite small as compared to more conventional detached housing products, as each covers a footprint of 396 square feet. It appears that all 12 cottages will follow the same modular design, with each containing an efficiency-style layout comprising one open living/dining/sleeping area and one bathroom. Per the latest analysis by staff, this type of layout should be able to accommodate up to a maximum of 2 occupants per the Oxford Property Maintenance Code. CDP plans for all of the pre-fabricated cottages to be built by one company, UniBilt, based in Vandalia. The units would be assembled in a factory and brought in to be placed on foundations. A notable change to building plans since the June 13 Concept Review has been to add doorways to the rear of the units, thus enabling residents to more directly reach the central courtyard.
- **Landscaping:** Consistent with Code requirements, the applicant has provided a tree survey documenting the size and location of trees within and surrounding the portion of the site to be developed. The survey identifies which trees are planned to be saved and which must be removed in order to accommodate planned development features including cottages, parking, walkways, and utilities. A row of 24 new 3" arborvitae trees is planned along the northern property boundary, in order to help shield cottages and parking from adjoining single-family residential lots on Hester Road and Fuller Way. The current landscape plan also depicts a total of 8 fringe trees in the front portion of the site, in an effort to meet the Code's minimum front yard tree planting requirement (1 tree per 25 feet of linear lot frontage). Since two 12-foot wide drive aisles are planned for the front yard area, this results in a somewhat awkward clustering of these front yard trees; therefore, staff feels it may be best to allow for a more dispersed arrangement of these required trees, perhaps

relocating a few to the center courtyard and/or near the rear parking bay. Additionally, the applicant notes that underbrush will be cleared in the eastern wooded portion of the site.

- **Lighting:** A total of 9 light poles are planned throughout the site, including 2 in the center courtyard and 6 around the outer perimeter of the looped parking lot. A spec sheet for the chosen model has not yet been provided but will be required to be submitted at the Building Permit stage. Per the Zoning Code, the maximum height of any new light pole is 16 feet. A photometric grid plan will also be needed as part of the Building Permit submittal in order to verify the provision of adequate lighting (the Code requires a minimum of 1 foot-candle across all parking areas in order to provide ample security lighting).
- **Non-Vehicular Mobility:** Relevant topics are discussed below:
 - **Bicycle Parking:** A minimum of 3 bicycle parking spaces are required to be installed per *Section 1149.07(e)(5)(A)*. A location for a future bike rack is displayed on the plan, to the south of the proposed parking aisle and in between two parking bays. Staff would like to see the rack installed on a concrete pad as opposed to grass, to help avoid deterioration of lawn over time. A spec sheet for the chosen bike rack model will need to be provided at the Building Permit stage.
 - **Pedestrian Mobility:** Five-foot wide walkways are planned throughout the development and will connect to existing sidewalk along Hester Road.
- **Signage:** An identification sign is planned in the front yard area, between the Hester Road sidewalk and cottages. The sign is proposed to be 3.5 feet tall and 3.5 feet wide, and located just beyond the right-of-way line. It will be natural illumination only. A couple Code waivers are necessary in order to approve the sign as submitted, and are documented in the recommended approval conditions.
- **Stormwater Management:** The development will need to comply with the requirements contained in the City's Storm Water Design Manual, which is overseen by the Service Department. Typically, stormwater plans and calculations are required to demonstrate that the post-development rate of runoff will not exceed the pre-development rate. It is not yet known whether a portion of the site will need to be set aside for stormwater detention and/or retention purposes, consistent with the City's Manual. Underground detention is possible but may come at additional expense. The applicant has indicated the intent to install underground piping and transport runoff in the direction of current flow, which is toward the northeast. The City Engineer has chosen not to comment at this time, as he awaits more detailed/definitive plans.
- **Traffic Circulation & Parking:** The applicant is showing a reduced number of off-street parking spaces as compared to the Concept Plan previously reviewed by the Planning Commission. While the previous plan provided a total of 30 spaces, this number has been reduced to 18 in the current plan (exclusive of an additional 10' x 25' loading space). The Zoning Code normally stipulates multi-family residential provide a minimum of 2.5 spaces per unit and single-family residential provide a minimum of 2 spaces per unit, which equates to 30 and 24 respectively. The applicant argues that due to the reduced occupancy for the future units (1-2 persons per unit), coupled with the expectation that some households will be without private vehicles, this justifies a reduction in the amount of off-street parking to provide. Additionally, now that the applicant has notified staff of the angle measurement for parking spaces (60 degrees), it has been discovered that the parking aisle width is deficient by 6 feet (presently 12 feet; 18 feet is the minimum). An appropriately sized width is needed to ensure vehicles can effectively maneuver in and out of parking spaces without driving over curbs or becoming stuck.

- **Utilities:**

- **Sewer and Water:** The submitted plans show sanitary and water connections tapping in from existing utility lines along Hester Road. The new lines are planned to run through the center of the site and connect to the rear of cottages.
- **Garbage & Recycling Collection:** A refuse enclosure is planned in the southeastern corner of the development area. More exact details for this enclosure will need to be reviewed at the Building Permit stage, to ensure proper sizing to handle the anticipated volume of trash that will be generated by future residents. The Zoning Code will require enclosure walls to be constructed of masonry (such as brick or stone block) and for gates to be a durable material such as metal or composite as opposed to wood.

DECISION CRITERIA

All Planned Developments shall satisfy the General Decision Standards provided in *Section 1145.06(b)*. Additional Decision Standards also apply to Final Planned Developments, per *Section 1145.06(c)*. The standards found within these sections are below with staff analysis provided for each:

General Decision Standards

1. **The proposed planned development is in fact permitted in the zoning districts in which it is proposed.**
The property is zoned R-1B Single-Family Medium Density Residential, which normally permits detached single-family dwellings as principal uses. The proposed development is essentially a clustering of 12 detached single-family units, although located on a single site as opposed to having each unit on its own separate lot. To that end, it is expected the housing imagined for the site would function in a manner more akin to a multi-family development as opposed to a traditional single-family subdivision. *Section 1145.12(c)(1)* provides that for a Planned Development overlaying an existing residential district, *any land use permitted in any residential district* is potentially permissible. Therefore, it is possible for Planning Commission and City Council to consider the proposal at hand.
2. **If the application is for the same site where a planned development application has been denied within one year, the plan is substantially different from the application so denied.**
This criterion does not apply to the current request.
3. **The uses and site plan will satisfy the general intent of this Zoning Code.**
Per *Section 1143.02(a)*, the purpose of the R-1B District is *to provide and preserve single family residential development of a moderately low density character within and adjacent to areas of similar development*. The concept envisioned for this site is a unique one for Oxford, and certainly contrary to the conventional style and pattern of development the Zoning Code anticipates for the R-1B District. However, the Code does allow for alternative designs to be considered through the flexibility inherent to the Planned Development process, which in turn can help to meet a number of goals including infill development, as well as to facilitate a variety of dwelling types addressing affordable housing needs.
4. **The uses and site plan will be compatible with the general intent of the Comprehensive Plan.**
The Oxford Tomorrow Plan adopted in January 2023 identifies the site as falling within the Suburban Neighborhood Character Type, which are areas normally characterized by residential subdivisions with relatively uniform housing types and densities. It appears this particular project should help address a number of housing objectives adopted into the Plan, including but not limited to: (1) ensuring housing affordability and attainability for all income levels; (2) expanding housing options for all life stages; and (3) supporting developments and programs addressing supportive and transitional housing.
5. **The size and shape of the site are sufficient for the proposed planned development.**
The subject property meets the minimum size restriction of 1 acre for a Planned Development. Staff's assessment is that the size and shape are large enough to accommodate the desired density.
6. **The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.**
Effects resulting from the proposed residential development are not expected to be unusually hazardous or disturbing as compared to any other variation of residential usage. As a quasi-multi-family style of development, it is appropriately situated as a transition between commercial uses along College Corner Pike and the predominately single-family residential area along the east side of Hester Road.

7. **The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.**
This criterion is generally not applicable to a residential proposal, as these external effects mostly pertain to activities or processes associated with commercial or industrial businesses.
8. **Accessory uses will be directly related to the operation of the principal uses and will not be operated independent of the principal uses.**
Accessory uses shown on the plan include a storage shed & compost bin in the rear, community gardens & fire pit in the center courtyard, bill boards & mailboxes along the parking aisles, and a “little library” at the front of the site which happens to be currently proposed in the right-of-way. All of these accessory uses are acceptably ancillary to the development of this site for residential use. The little library will require approval of a Right-of-Way Permit in order to be installed where presently shown; if unable to obtain approval, it may necessitate relocating to another location on the actual property.
9. **The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.**
Fire and Police Departments reviewed the proposal and did not return any comments or concerns in response. The City Engineer reviewed the current plan details, and did not express any immediate concerns but is awaiting the arrival of detailed construction plans at the Building Permit stage. As mentioned previously, the exact nature & extent of a stormwater management system is a bit of an unknown at this point. Should plans later be required by the Service Department to be revised to include a detention or retention area, this could trigger the need to revise other plan features and subsequently lead to the need for additional review and approval as an Amendment to the Planned Development.
10. **Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.**
In the case of this development, all infrastructure costs will be borne by the applicant. A variety of funding sources are being utilized to finance this project. Once constructed, the community will be managed & maintained by the non-profit Center for Community Revitalization, with a Community Manager present on-site.
11. **The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.**
A new character is effectively being defined for this site through the approval of this development. Despite being contrary to the typical pattern of a conventional suburban subdivision, it is staff's viewpoint that this unique pocket community is appropriately situated as a transition between more intense commercial and multi-family uses to the west and south and single-family dwellings to the north and east.
12. **The site is designed so that on-site traffic and traffic accessing the site will not adversely impact the movement or safety of all modes of traffic on adjacent public streets.**
The development is planned with two curb cuts off Hester Road, with the southern cut facilitating ingress into the site and the northern cut facilitating egress out of the site. It is recommended that small-scale directional / wayfinding signage be posted to help motorists identify which driveway to

- utilize for entry. The traffic volume generated is not anticipated to be significant; the City Engineer has previously agreed that a Traffic Study was not necessary for this scale of development.
13. **Proposed construction will not result in the destruction, loss or damage of a natural, scenic or historic feature of major importance.**
Apart from mature woodlands present on the site, there is no other known scenic or historic feature to be protected.
 14. **Proposed construction will not result in the complete elimination of existing mature tree canopy. Effort shall be made to direct disturbance and construction around or away from existing mature tree canopy without completely taking away use of the site or connectivity to existing infrastructure.**
Development features are planned sensitively in order to preserve the most mature tree canopy present on the site, which occupies roughly a third of the total area on the eastern/rear side. Butler County Soil & Water Conservation District has reviewed the application and conducted a site visit, and noted in their review the presence of many native trees including Black Locust, Black Walnut, Sugar Maple, Eastern Red Cedar, Virginia Creeper, and Red Mulberry. While not every existing tree can be saved, it does appear that a reasonable degree of existing natural vegetation will be retained following construction.

Additional Final Plan Decision Standards

1. **The final planned development shall substantially conform to the preliminary plan.**
Due to the relatively minor scale of the proposal at hand and the fact that the entire development will be done as one phase, staff has authorized this Planned Development application to be processed in a combined fashion (Preliminary + Final).
2. **Any substantial changes from the preliminary plan improve the plan or were requested by Planning Commission or Council as part of the preliminary plan approval process.**
Not applicable, per the previous response to #1.
3. **If the final plan seeks approval of only a portion of the approved preliminary plan, the elements of the proposed phase are sufficient to stand alone if the remainder of the planned development is abandoned.**
Not applicable, per the previous response to #1.

STAFF RECOMMENDATION

Based upon a review of the relevant Decision Standards, staff recommends **approval** of the Preliminary & Final Planned Development application subject to the following conditions:

1. Drive aisles adjacent to angled parking spaces shall be sized at an appropriate width per **Table 1149.05-1**. For 60-degree angled parking, the minimum one-way aisle width is 18 feet.
2. The landscaping plan shall be revised to alternatively disperse some of the required front yard trees throughout other portions of the site, and consist of at least three different species as listed on the City's Tree List.
3. All utility and infrastructure work, inclusive of construction activity & installations within the Hester Road public right-of-way as well as any stormwater management devices as may be required, shall meet City specifications to the discretion of the Service Department.
4. A concrete pad shall be provided for required bicycle parking.

5. A waiver shall be granted to **Section 1145.12(e)(3)(A)** to acknowledge a reduction in the 25-foot perimeter setback (as normally required for residential Planned Developments) along the southern side of the property, as presented in the submitted plans. The required setback shall be maintained along the northern boundary.
6. A waiver shall be granted to **Section 1149.05** to allow for a reduction in the amount of required off-street parking spaces from 24 to 18.
7. Waivers shall be granted to **Sections 1151.03(e)(1)** and **1151.05(d)(1)** to allow a freestanding community identification sign in the R-1B District and with reduced setback from the right-of-way, provided the sign design conforms to the submitted plans.

SUBMITTED BY:



Zachary Moore, AICP
City Planner / GIS Coordinator

DATE: August 2, 2023

APPENDIX A

RELEVANT PROVISIONS FROM THE ZONING CODE

Within the Oxford Zoning Code, **Section 1143.02** provides the base zoning standards for the R-1B zoning district and **Chapter 1145** governs Planned Development applications.

1143.02 – R-1B Single-Family Medium Density Residential District.

- (a) Purpose.
This district is designed to provide and preserve single family residential development of a moderately low density character within and adjacent to areas of similar development.
- (b) Uses.
 - (1) Permitted uses.
 - A. Single-family dwellings.
 - B. Accessory buildings and uses incidental to the principal use as provided in Chapter 1141.
 - C. Day Care Home Type B family.
 - (2) Conditional uses.
The following Conditional Uses are subject to review and regulation in accordance with Chapter 1147.
 - A. Community-Oriented Residential Social Service Facilities (CORSSF's).
 - B. Shared Housing for the elderly.
 - C. Government owned and/or operated parks and recreation facilities.
 - D. Bed & Breakfasts.
 - E. Open space recreation areas that are privately or publicly owned, such as golf courses, tennis courts, parks, forests, or wildlife preserves.
 - F. Day care facilities, including Child Day Care, Child Day Care Center, and Day Care Home Type A family.
 - G. Schools: primary, intermediate, and secondary, both public and private.
 - H. Places of worship.
- (c) Site Development Regulations. (Unless superseded by Conditional Use Requirements)
 - (1) Lot requirements.
 - A. Minimum lot area 7,500 sq. feet
 - B. Minimum lot width 65 feet
 - C. Minimum lot frontage 65 feet (not applicable to cul-de-sac lots)
 - (2) Yard requirements.
 - A. Minimum front yard depth 30 feet
 - B. Minimum rear yard depth 35 feet
 - C. Minimum side yard width 8 feet on each side
 - (3) Structural requirements.
 - A. Maximum building height 35 feet
 - (4) Lot coverage.
 - A. Lots with vehicular access from a public street
 - 1. Lot total – Maximum 35 percent
 - 2. All enclosed buildings – Maximum 25 percent of lot
 - 3. Front yard – Maximum 25 percent of front yard
 - B. Lots with vehicular access from a rear or side alley, and no access from a public street
 - 1. Lot total – Maximum 40 percent
 - 2. All enclosed buildings – Maximum 25 percent of lot
 - 3. Front yard – Maximum 15 percent of front yard

1145.06 Planning Commission and Council review.

A preliminary plan shall be approved prior to approval of a final plan, although the processes can be concurrent for small, single phase developments. Both preliminary and final plan approval require a Planning Commission recommendation and Council approval.

The Planning Commission shall base its review of a proposed planned development upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall also consider the Planning Commission recommendation.

The general decision standards for approval of a preliminary and final planned development are substantially similar. The final plan requires greater detail and is subject to additional decision standards.

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

(a) **Burden of Proof.**

Planning Commission has no obligation to recommend approval and City Council has no obligation to approve a planned development. This Zoning Code assumes that a planned development is appropriate only if an applicant proves that the proposed uses and design will not be detrimental to the public health, safety, or general welfare of the City or the neighborhood in which it is proposed.

Applicants shall prove that potential negative impacts of elements such as location, size and extent of facilities and operations, site design, traffic generation, site access, and potential impact upon public facilities will be adequately mitigated.

(b) **General Decision Standards.**

All planned developments shall satisfy these general decision standards:

- (1) The proposed planned development is in fact permitted in the zoning districts in which it is proposed
- (2) If the application is for the same site where a planned development application has been denied within one year, the plan is substantially different from the application so denied.
- (3) The uses and site plan will satisfy the general intent of this Zoning Code.
- (4) The uses and site plan will be compatible with the general intent of the Comprehensive Plan.
- (5) The size and shape of the site are sufficient for the proposed planned development.
- (6) The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
- (7) The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
- (8) Accessory uses will be directly related to the operation of the principal uses and will not be operated independent of the principal uses.
- (9) The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services

privately.

- (10) Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
- (11) The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
- (12) The site is designed so that on-site traffic and traffic accessing the site will not adversely impact the movement or safety of all modes of traffic on adjacent public streets.
- (13) Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
- (14) Proposed construction will not result in the complete elimination of existing mature tree canopy. Effort shall be made to direct disturbance and construction around or away from existing mature tree canopy without completely taking away use of the site or connectivity to existing infrastructure.

1145.07 Action by Planning Commission

- (a) The Planning Commission shall recommend to Council approval, approval with conditions, or denial of an application as presented and shall clearly state the findings upon which its recommendation is based.
- (b) The Planning Commission shall base its recommendation and Council its decision upon how well the application satisfies the Decision Standards. Planning Commission, in its recommendation, and Council in its decision may waive or modify dimensional regulations of the Zoning Code, or impose more strict regulations and any additional conditions, guarantees, and safeguards it deems necessary to satisfy the purposes of this Zoning Code. Dwelling unit density cannot be waived.
- (c) Council may require the developer to file performance bonds with the City to guarantee completion of any public utilities associated with the planned development and any elements of the plan that are necessary to its success, if abandoned by the developer.

1145.12 Design.

- (a) Arrangement.
The physical arrangement of a planned development is not subject to the specific dimensional regulations that apply in the underlying zoning district, except as specifically noted in this Chapter. Land uses may be distributed throughout the site and throughout individual buildings in whatever manner is best suited to a particular planned development. Structures, vehicle management areas, open spaces, landscaping, and other elements may be distributed throughout the site in whatever manner is best suited to a particular planned development and the surrounding area.
- (b) Land Area.
A planned development shall be a minimum of 1 (one) contiguous acre or more.
- (c) Land Use.
 - (1) The following land uses are permitted in proportion to those portions of a planned development that overlay an existing residential zoning district:
 - A. Any land use permitted in any residential zoning district in this Code, except Mobile Homes.
 - B. Institutional, public, and semi-public land uses that serve the planned development or the general public.

- C. Commercial land uses, if the total land area of the planned development is greater than 10 acres and if the commercial land use is intended to serve the planned development only. Such commercial land uses shall be limited as follows:
 - 1. No signs that are visible from outside of the development.
 - 2. No direct vehicular access to a public thoroughfare.
 - 3. No less than 95 percent of the total land area shall be devoted to residential land uses.
 - 4. No separate structure intended to be used, in whole or part, for commercial land uses shall be constructed prior to the construction of not less than 50 percent of the dwelling units.
 - (2) The following land uses are permitted in proportion to those portions of a planned development that overlay an existing commercial zoning district:
 - A. Any land use permitted in the underlying zoning district.
 - B. Any land use permitted in any residential zoning district in this Code, except Mobile Homes.
 - (3) The following land uses are permitted only in the portions of a planned development that overlay an existing industrial zoning district:
 - A. Any land use permitted in the underlying zoning district.
 - (4) The land uses permitted in a planned development may be distributed as follows:
 - A. If a single planned development overlays more than one zoning district, then the land uses permitted according to this Section may be distributed throughout the entire planned development site.
 - B. If a planned development includes land uses permitted only in an industrial zoning district, then those land uses may only be located in that portion of the planned development that overlays the industrially zoned land.
 - (d) Residential Density.
Residential density shall not exceed 110 percent of the density permitted in the underlying zoning district. Residential land uses in a planned development that overlays a commercial zoning district shall not exceed the density of the R1B Single-Family Medium-Density Residential Zoning District. Area devoted entirely to non-residential land uses, including buildings, vehicle management areas, and other associated land use elements shall be excluded from the area used to calculate residential density.
 - (e) Dimensional Regulations.
 - (1) Building Heights shall be limited as in the underlying zoning district, regardless of land use.
 - (2) Front setbacks shall be limited as in the underlying zoning district.
 - (3) All buildings and vehicle management areas shall be setback from the perimeter of a planned development no less than:
 - A. Residential zoning district - 25 feet.
 - B. Commercial zoning district - 25 feet.
 - C. Industrial zoning district - 50 feet.
 - (f) Open Space.
 - (1) No planned development shall have less than 20 percent open space, which includes any area not less than 50 by 50 feet, not including the required setbacks, and includes nothing other than natural area.
 - (2) Lot coverage shall be regulated according to the underlying zoning district, except that lot coverage for the residential portion of any planned development shall not exceed 40 percent.
 - (g) Sensitive Development Area.
 - A. A Sensitive Development Area is defined as any land(s) or soil(s) proposed to be developed that, if subjected to improper use or management, is otherwise determined to be incapable or unsuitable of urban use. Sensitive Development Areas can also be considered those lands that pose special hazards to development

or the environment, consisting of lands or soils of such sensitive character that they may require special use, design and engineering restrictions.

- B. For the Preliminary Planned Development, the applicant must create an inventory of sensitive environmental area identified in subsection (g)D.(1) to (8) from publicly available resources such as Butler County Soil and Conservation District, OKI, OEPA, ODNR, HAPC, FEMA, USFWS, OHPO and other public entities. This information shall be provided with the preliminary application. Design of the site shall be based on site information obtained from those public entities. An existing landscape plan shall be submitted with each application. The landscape plan shall identify existing trees, natural features and other landscaping elements.
- C. After the approval of the Preliminary Planned Development, the applicant must develop a detailed site analysis of sensitive environmental areas on the site, conducted by firm(s) specialized in the areas, at a minimum: Ecological Survey, and Environmental Site Assessment. Other documentation may be required based on the site and the discretion of the Planning Commission, including, but not limited to: Stream and Wetland Mitigation, Water Way Permits, Archaeological Inventory, Historic Architecture Inventory. The applicant must also provide reports of the analyses following current professional norms for the discipline. It will be the Planning Commission's role to review information submitted by the applicant on each discipline to make the recommendations to City Council.
- D. Design of the proposed Planned Development site shall be based on the site information obtained from those public entities. To the maximum extent practicable, development shall be located to preserve the natural features of the site, to avoid areas of environmental sensitivity, and to minimize negative impacts and alterations of natural features. The following specific areas shall be preserved as undeveloped open space, and in accordance with the U.S. and Ohio Constitutions and state or federal regulations:
 - (1) Unique and/or fragile areas, including wetlands, as may be defined in Section 404, Federal Clean Water Act, as amended; and in Ohio Environmental Protection Agency standards.
 - (2) Land in the floodway as identified and mapped using the Federal Emergency Management Agency's Flood Hazard Boundary Maps. Federal Emergency Management Agency in scientific and engineering reports entitled 'Flood Insurance Study for Butler County, Ohio and Incorporated Areas' effective 12/17/2010, with accompanying Flood Insurance Rate Maps for Butler County, Ohio and Incorporated Areas effective 12/17/2010 and any revisions thereto are hereby adopted by reference and declared to be part of this chapter.
 - a. 100 foot natural buffer shall be maintained adjacent to all permanent and natural surface waters, springs, and wetlands. Development of this area is regulated as follows:
 - 1. Natural vegetation shall be maintained.
 - 2. No structures shall be built or improvements made, except as follows:
 - (a). Walking paths, bicycling paths, and the like, including infrastructure necessary to facilitate their development are permitted anywhere within the buffer.
 - (b). Roads and associated infrastructure are permitted in the buffer to facilitate crossing such water elements.
 - (c). Any improvements approved in a final plan.
 - (d). Any public safety or public utility improvements not associated with the planned development, but deemed necessary by the Service Director, Police Chief or Fire Chief.

- (3) Steep slopes fifteen (15%) percent or more, unless appropriate engineering measures concerning slope stability, erosion, and resident safety are taken into account.
 - (4) Habitats of endangered wildlife, as identified on federal and state lists.
 - (5) Historically and culturally significant structures and sites, as listed on, but not limited to, the National Register of Historical Places or on the local inventory of historic places maintained by the City of Oxford's Historic Architectural Preservation Commission.
 - (6) Aquifers and tributary drainage systems.
 - (7) Tree growth areas or urban forested areas as defined in Chapter 935, of the Codified Ordinances of Oxford.
 - (8) Any area as identified on Map 3.3 of the Comprehensive Plan.
- E. The development shall be laid out to avoid adversely affecting groundwater and aquifer recharge; to reduce excavation and embankment; to avoid unnecessary impervious cover; to prevent flooding; to provide adequate access to lots and sites; and, to mitigate adverse effects of noise, odor, traffic, drainage, and utilities on neighboring properties. The placement of buildings shall take into consideration topography, building height, orientation and drainage. Storm water Best Management Practices in Low Impact Development Designs are desirable and encouraged. City guidelines for these practices and designs can be found in the City of Oxford Storm Water Management Design Manual
- F. If the Planning Commission, or its designated representative, may require the applicant to submit a statement in order to demonstrate that satisfactory efforts have been made to mitigate any special hazards posed to the site if these sensitive lands are subjected to improper use or management. The statement, if required, shall be submitted in one or more of the following forms:
 - (1) The statement shall describe in detail the extent of encroachment on any Sensitive Development Area, the extent and nature of the proposed alteration, the environmental impacts resulting from the proposed alteration, and the proposed methods of mitigation.
 - (2) A Geotechnical Report and/or a Wetlands Assessment/Delineation, prepared by a professional engineer, licensed in the State of Ohio, or by a specialist in Streams and Wetland. This report can be in lieu of a development narrative.
- (h) Landscaping and Screening.
 - (1) A planned development shall satisfy all landscaping elements required by other sections of this Code.
 - (2) The required perimeter setback area shall be retained in natural woods or suitably landscaped with grass, ground cover, shrubs, trees, or earthen mound.
 - (3) A planned development that overlays a commercial or industrial zoning district that is adjacent to a residential zoning district shall be screened from the residential zoning district by a dense evergreen hedge a minimum of 8 feet tall and 10 feet wide at planting and that will maintain at least 90 percent opacity over time.
- (i) Access and Mobility.
 - (1) At residential densities greater than would be permitted in the R-1A District, have direct and principal access from a collector or arterial road.
 - (2) Bicycle rack spaces shall be provided at all planned developments that overlay a commercial zoning district at a rate of 3 per acre.
 - (3) Adequate pedestrian connectivity shall be provided to and through a planned development.
- (j) Utilities and Infrastructure.
Electric and telephone facilities, street light wiring, and other wiring conduits and similar facilities shall be located underground.
- (k) Plan-Specific.
Any other design elements deemed necessary by Planning Commission and Council to ensure that a planned development satisfies the decision criteria of this Chapter.

Hester road talking points

Good evening, ladies and gentlemen of the planning commission.

My name is Kevin McKeehan, my address is 2126 Dana Drive, I'm here representing my employer, Somerville Bank, 5200 College Corner Pike.

Thank you for allowing the public this time to speak.

Since this property was purchased by the city with this specific development in mind, we understand that approval is mostly assured, so, we just have a few questions for everyone, and do not need answers tonight, but, would like them in writing before it goes before city council, please:

Who will oversee the property and residents?

The plan shows no onsite office or management space despite the stated goal of "to provide a supportive housing environment for Oxford -based residents who have struggled to find affordable safe rental housing"

Will this fall to the city or one of our social service agencies?

If so, if it is the city or a social service agency, has long term funding been secured or budgeted?

Who will be both financially and physically responsible for the maintenance and upkeep of the property?

What is the anticipated monthly rent?

What sorts of time frame will the transitional residents be given to find other housing?

What similar developments has CDP developed and what is their track record? Their website lists no examples. Their website only lists services to help start, build, train and sustain a non-

profit and that they are “working in areas of affordable housing and homelessness to strengthen local and regional systems to ensure everyone has a place to live”

If there are any, has anyone from Oxford visited these developments and their communities to determine their success or failure well as how they are being cared for long term?

Does CFP have the staff and funding necessary to develop, build and manage a project of this kind? Their website only mentions one staffer, Mindy Muller. No mention of a board of directors or other staff.

What is the build quality of these homes? Most of us are keenly aware of the abuse that many rental properties incur.

Thank you.



Community Development Professionals
EDUCATE. SUPPORT. DEVELOP. CONNECT.

Helping Communities Thrive.

August 10, 2023

Mr. Zachary Moore, Planner
City of Oxford
15 South College Avenue
Oxford, OH 45056

Re: Public Comments - Planned Development Application - Oxford Cottage Community

Dear Zach:

Thank you for the thoughtful and thorough presentation of the Planned Development Application and project for the Oxford Cottage Community on Tuesday evening. We are excited to see this move forward in the process and look forward to the City Council reading on September 5, 2023.

There were several public comments during the public hearing. I want to address some of the concerns and offer additional details and clarification that may prove helpful.

The individual units are custom designed with quality that meets or surpasses the Ohio Building Code standard for traditional stick builds. The in-factory build does not diminish the quality but provides opportunity to build more efficiently and more uniformly while protecting the development from weather-related harm or delay.

Care has been taken to design the cottages with three complementary color schemes that will be visually appealing and minimize the 'cookie cutter' look that some multi-family developments present.

The development will be income-restricted housing that will serve one or two person households with a history of housing instability. Care is being taken to prioritize those households with ties to the Oxford community. Units will be rented at Fair Market Rent as determined by HUD, currently \$839/month. Occupants must have income to occupy the units with a target income level of 50% of Area Median Income (AMI), currently \$35,400 for one person and \$40,450 for two persons. The cottages do not have rental subsidy tied to the units.

Federal Home Loan Bank and First Financial are partners on this project. Both have heavily vetted the project for financial viability and long-term sustainability. Both parties have a vested interest to ensure this project is developed with excellence and has the ability to meet its financial obligations. CDP has successfully developed two previous projects in

332 Dayton Street • Hamilton OH 45011 • T: 513/858.1738 • F: 513/858-1739

<http://cdp.training> • info@cdp.training

conjunction with FHLB and First Financial. Our capacity and experience were certainly considered during the vetting process before funding commitments were received from these two partners.

The units are not 'transitional housing' but rather rental housing with annual or month-to-month leases as agreed by both landlord and tenant at occupancy. Tenancy is not time-restricted. It is expected that some tenants will choose a more limited residency as they stabilize their housing and find other units more suitable for long-term occupancy. It is also anticipated that some occupants will find this to be a suitable, long-term option.

One unit will meet ADA accessibility requirements and one ADA-accessible parking space will be included in the final design. Also, in addition to adding a concrete pad, the bike rack will be expanded to accommodate twelve bicycles.

As a reminder, Center for Community Revitalization (CCR), will own and manage the cottages. CCR will be responsible for physical maintenance of the units and general responsibilities of property and tenant management. CCR is a private foundation affiliated with CDP. The cottages will have an assigned community manager – whether that individual will live on-site or off-site has not yet been determined. There was language included in the application that shared about the plan for a resident-managed community and our commitment to good neighboring. I anticipate a continued close partnership with the City to ensure good stewardship of the city-owned property on which the cottages reside.

There is certainly far more need for housing than what this one project will meet. I appreciated the inclusion of the table in your presentation that reminded the Commission and those attending the public hearing of the needs identified in the most recent housing study. I heard expressed concern over wanting to increase occupancy limits for the cottages and the desire to see more people housed than this project can house. I hope this voiced concern is indicative of forthcoming support by residents for future projects that seek to address the affordable housing shortage. We are aware that the Oxford Cottage Community is the proverbial tip of the iceberg in terms of needed units.

I want to extend continued thanks for the City's commitment to affordable housing and the commitment the City has displayed through its partnership on this project. We are excited to bring this unique development to the City of Oxford and welcome the opportunity to become an invested part of such a wonderful community.

Please let me know if there are questions or the need for additional information. I can be reached at mindymuller@cdp.training or by phone at 513-858-1738.

Sincerely,



Melinda Muller
President/CEO