



AGENDA
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE

TUESDAY, JUNE 4, 2024 AT 7:30 PM

William Snavelly, Mayor

Chantel Raghu, Vice-Mayor
Jason Bracken
Michael Smith

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. 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 Of The May 21, 2024, City Council Meeting. (Heather Barbour, Clerk of Council)
- B. A Resolution Authorizing The City Manager To Enter Into A \$250,000.00 Grant Agreement With The Ohio Department Of Public Safety To Engage In And Coordinate As Lead Agency For The Countywide OVI Task Force. (John Jones, Police Chief)

6. Resolutions.

- A. A Resolution Declaring It Necessary To Levy An Additional Tax In Excess Of The Ten-Mill Limitation, As Stated In Section 5709.19 And Subsection 5705.19(I) As Amended, Of The Ohio Revised Code, For Fire And Emergency Medical Service Purposes, Which Levy Shall Be Two And Six Tenths (2.6) Mills To Run For Ten (10) Years, And Determining To Proceed With Submitting To The Electors The Question Of The Additional Tax Levy At The General Election To Be Held November 5, 2024. (Douglas R. Elliott Jr., City Manager)
- B. A Resolution Authorizing The City Manager To Waive Fees Adopted In The Fee Ordinance For The Parking Meter Costs For The Annual Oxford Masonic Lodge Car Show At A Cost Not To Exceed \$1,404.00. (Casey Wooddell, Parks and Recreation Director)
- C. A Resolution Authorizing The School Resource Officer Program Memorandum Of Understanding Between The Talawanda School District And The City Of Oxford And Authorizing The City Manager To Sign The Memorandum Of Understanding On Behalf Of The City. (John Jones, Police Chief)
- D. A Resolution Accepting The Bid And Authorizing The City Manager To Enter Into A Contract With Hendy, Inc For The Installation Of New Curb, Gutter, And Sidewalk In Conjunction With The 2024 Special Assessment Program At A Cost Of \$249,950.00 With A Contingency Amount Of \$24,995.00 For A Total Cost Not To Exceed \$274,945.00 (Michael Dreisbach, Service Director)

- E. A Resolution Accepting The Bid And Authorizing The City Manager To Enter Into A Contract With CPS Construction Group, Inc. For Specified Repairs To The City Of Oxford Walnut Street Parking Garage At A Cost Of \$1,017,965.00 With A Contingency Amount Of \$18,535.00 For A Total Cost Not To Exceed \$1,036,500.00. (Michael Dreisbach, Service Director)
- F. A Resolution Advocating For A More Robust Federal Climate Policy To Support Localities Most Impacted By Climate Change. (Mayor Snively and Councilor Prytherch)

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 Authorizing The Tax Budget For The Year 2025 And Directing That The Same Be Transmitted To The Butler County Auditor. (Heidi Ridenour, Finance Director)
- 2. An Ordinance Approving A Conditional Use Permit Application To Allow For A Retail Use Exceeding 15,000 Square Feet In The General Business (GB) District For The Purpose Of Accommodating A New Tractor Supply Company Store On Property Located At 5728 College Corner Pike, Oxford, Ohio 45056 With Conditions (Sam Perry, Community Development Director)

B. Second Reading

- 1. An Ordinance Amending Ordinance No. 3750 Supplemental Budget Ordinance Number 3 To Make Supplemental Appropriations For Fiscal Year 2024. (Heidi Ridenour, Finance Director)

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. Jun 5	Environmental Commission	Municipal Building	7:00 p.m.
Jun 6	Housing Advisory Commission - CANCELED	Municipal Building	5:00 p.m.
Jun 6	Police Community Relations & Review Commission	Courthouse	7:00 p.m.
Jun 10	Public Arts Commission of Oxford	Municipal Building	4:15 p.m.
Jun 11	Oxford Parking & Transportation Advisory Board	Municipal Building	8:30 a.m.
Jun 11	Planning Commission	Courthouse	7:30 p.m.
Jun 12	Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.
Jun 18	City Council Budget Work Session	Courthouse	5:30 p.m.
Jun 18	City Council Executive Session	Courthouse	7:00 p.m.
Jun 18	City Council	Courthouse	7:30 p.m.
Jun 19	Board of Building Appeals	Courthouse	5:30 p.m.
Jun 25	Board of Zoning Appeals	Courthouse	6:30 p.m.
Jul 2	City Council - CANCELED	Courthouse	7:30 p.m.
9.	Adjourn.		



MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, MAY 21, 2024 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.

A regular meeting of the Oxford City Council was called to order by Mayor Snavely on Tuesday, May 21, 2024, at 7:30 p.m. Members in attendance were David Prytherch, Michael Smith, Alex French, Jason Bracken, and Chantel Raghu. Amber Franklin was excused.

Staff Members in Attendance:

Mr. Douglas R. Elliott Jr., City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. John Jones, Police Chief; Mr. Michael Dreisbach, Service Director; Mr. John Detherage, Fire Chief; Mr. Sam Perry, Community Development Director; Ms. Heidi Ridenour, Finance Director; Ms. Sarah Sparks, 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 # 6
NAY # 0
ABS # 0

4. Public Participation.

A. Proposed Fire/EMS Property Tax Levy (Douglas R. Elliott, Jr., City Manager)

Mr. Elliott began his presentation by explaining the types of levies and the steps for placing a tax levy on the ballot. Mr. Elliott shared property tax and income tax information for a few Butler County cities (slides included in minutes). Mr. Elliott addressed questions and comments from the Council. Mayor Snively thanked Mr. Elliott for his presentation.

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.

Public Comment - Ms. Jessica Killy, 4442 Shollenbarger Road - Ms. Killy, a recent Miami graduate and resident, spoke about the step in front of the Subway restaurant uptown on East High St. Ms. Killy held up a photo (photos included in minutes) of the step in front of the doorway, which makes this entrance not ADA accessible. Ms. Killy added the only accessible entrance to Subway is a ramp in the back of the building, which requires passage through the kitchen. Ms. Killy mentioned meeting with Mr. Perry and viewing the approved building blueprints, which were accessible and compliant. Ms. Killy wanted to bring attention to this matter to see if anything could potentially be done to remove the step. Mayor Snively thanked Ms. Killy and instructed City Staff to look into this issue.

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 # 6

NAY # 0
ABS # 0

- A. Minutes of the May 7, 2024, City Council Meeting. (Heather Barbour, Clerk of Council)
- B. A Report Regarding the Environmental Commission Meeting on May 1, 2024 (Jessica Greene, Assistant City Manager)

6. Resolutions.

- A. A Resolution Determining the Necessity of Levying an Additional Tax in Excess of the Ten-Mill Limitation for Fire and Emergency Medical Services Purposes as Authorized by the Ohio Revised Code Which Levy Shall be Two and Six Tenths Mills (2.6) Which is an Additional Levy of Two and Six Tenths Mills (2.6), to Run for Ten (10) Years, Pursuant to Section 5709.19 and Subsection 5705.19(I) as Amended, of the Ohio Revised Code, and Requesting the County Auditor to Certify Matters in Connection Therewith. (Douglas R. Elliott, Jr., City Manager)

Motion – To Adopt Resolution No. 7601.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 6
NAY # 0
ABS # 0

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

Public Comment - Ms. Kathie Brinkman, Emeraldwoods Drive - Ms. Brinkman applauded the City Council and City Administrators for bringing sufficient data to Miami University to show the inequity of the current situation. Ms. Brinkman applauded the City for not backing down from the significant amount of money that Miami should contribute to pay their fair share voluntarily. Ms. Brinkman mentioned the 2.6 mill additional property tax levy that voters will be asked to support in November, and the data shows that we've seen tonight and can be found on the City's website. Ms. Brinkman added that the significant usage of services in the 60 and older population is not just the younger demographic. Ms. Brinkman stated although no taxpayer wants to pay more, the deficit is not Miami's alone to pay, and voters need to step up to fund these critical services. Ms. Brinkman noted her support of the Resolution and with the agreement Miami and the tax levy. Mayor Snively thanked Ms. Brinkman for her comments.

- B. A Resolution Approving the City of Oxford Public Records Request Policy. (Douglas R. Elliott, Jr., City Manager)

Motion – To Adopt Resolution No. 7602.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 6
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 Use of \$50,000.00 of American Rescue Plan Act Funds and Authorizing the City Manager to Enter into a Contract with Red Tiger Investments, LLC for the Creation of an Economic Development Strategic Plan. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7603.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 6
NAY # 0
ABS # 0

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

Public Comment - None.

- D. A Resolution Adopting the Applicable Portions of the Butler County, Ohio Hazard Mitigation Plan on Behalf of the City of Oxford. (John Detherage, Fire Chief)

Motion – To Adopt Resolution No. 7604.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
AYE # 6
NAY # 0
ABS # 0

Chief Detherage presented his staff report and addressed questions and comments from the Council.

Public Comment - None.

- E. A Resolution Authorizing the City Manager to Sign a Letter of Support for the Consolidated Rail Infrastructure and Safety Improvements (CRISI) Grant application for the Ohio Rail Development Commission on Behalf of the City. (Michael Dreisbach, Service Director)

Motion – To Adopt Resolution No. 7605.

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

AYE # 6

NAY # 0

ABS # 0

Mr. Dreisbach 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. 3750 Supplemental Budget Ordinance Number 3 to Make Supplemental Appropriations for Fiscal Year 2024. (Heidi Ridenour, Finance Director)

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

Public Comment - None.

B. Second Reading

1. An Ordinance Amending Section 1143.10 Uptown District Paragraph (b) Uses (1) Permitted Uses E. Sidewalk Uses By Adding 3.i. (Douglas R. Elliott, Jr., City Manager)

Motion – To Adopt Ordinance No. 3766.
(Roll Call Vote) 1st Ms. Raghu 2nd Mr. Prytherch

AYE # 2

Mr. Prytherch and Mayor Snaveley

NAY # 4

Ms. Raghu, Mr. Bracken, Mr. Smith, and Ms. French

ABS # 0

Mr. Elliott presented his staff report, adding no changes had been made since the first reading. Mr. Elliott addressed questions and comments from the Council.

Public Comment - Ms. Birdie Wespiser, Southern Knolls - Ms. Wespiser mentioned being named citizen of the year in the 1970s and after 51 years of service to Oxford she feels like she's the recipient of an Ordinance. Ms. Wespiser asked why no one came to talk to her about the problem. Ms. Wespiser asked what her options are. Ms. Wespiser would like to keep putting items outside on the sidewalk. Ms. Wespiser 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
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1.	May 27 City Offices CLOSED - Holiday		8:00 a.m.
	May 28 Board of Zoning Appeals	Courthouse	6:30 p.m.
	Jun 4 City Council	Courthouse	7:30 p.m.
	Jun 5 Environmental Commission	Municipal Building	7:00 p.m.
	Jun 6 Housing Advisory Commission - CANCELED	Municipal Building	5:00 p.m.
	Jun 6 Police Community Relations & Review Commission	Courthouse	7:00 p.m.
	Jun 10 Public Arts Commission of Oxford	Municipal Building	4:15 p.m.
	Jun 11 Oxford Parking & Transportation Advisory Board	Municipal Building	8:30 a.m.
	Jun 11 Planning Commission	Courthouse	7:30 p.m.
	Jun 12 Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.
	Jun 18 City Council Budget Work Session	Courthouse	5:30 p.m.
	Jun 18 City Council	Courthouse	7:30 p.m.

9. Adjourn.

Motion – To Adjourn at 9:16 p.m.
 (Voice Vote) 1st Ms. Raghu 2nd Mr. Prytherch
 AYE # 6
 NAY # 0
 ABS # 0

Fire/EMS Property Tax Levy

Douglas R Elliott, Jr.
City of Oxford
City Manager
May 2024

Property Tax Overview

- There are two types of property subject to taxation:
 - Real Property
 - Class I real property
 - Residential
 - Agricultural
 - Class II real property
 - Commercial
 - Industrial
 - Mineral
 - Railroad Real
 - Public Utility Personal Property

Limitations

- Constitutional
 - All real property must be taxed uniformly according to fair market value
 - Taxes can exceed 1% of true value (fair market value) only by popular vote
- Statutory
 - Unvoted taxes cannot exceed 1% of taxable value (ORC 5705.02). This is more restrictive.

Property Tax Rates

- There are two different ways tax levies can be implemented:
 - Unvoted millage (inside millage) is approved by the county budget commission, but cannot exceed 10 mills (a mill is 0.1%) for any taxpayer
 - 3.65 City of Oxford for General Fund
 - Voted millage (outside millage) is approved by popular vote
 - 3.25 OAT Fund for 10 years (adopted 5/8/2018)

Voted (Outside) Millage

- All levies in excess of the 10-mill limitation are outside levies and can only be enacted by popular vote
- There are many different allowable purposes for voted tax levies
- For voted levies, the purpose determines whether tax reduction factors apply
- Inside millage is not subject to reduction factors

Levy Types

- Voted levies can be divided into two groups:
- Fixed-rate levies
 - Current expense
 - Special-purpose
- Fixed-sum levies
 - Emergency, substitute, conversion (school district only)
 - Bond (debt)

Voted (Outside) Millage

- Fixed-rate levies are subject to tax reduction factors for real property taxation
 - The full rate applies to tangible property
 - Provides revenue growth if additional property is added to the district
- Fixed-sum levies are designed to raise specific dollar amounts from all types of property, and are not subject to reduction factors
 - As new property is added, the rate generally decreases

Voted Levy Types

- Additional levies are new. They result in an increase in tax.
- Renewal levies continue taxation at the same rate that is already being paid
- Replacement levies sound like renewal levies, but provide additional revenue under reduction factor law. The additional revenue comes only from real property.

Voted Levy Terms

- Fixed-term levies usually last five years, but some specific purposes are allowed for up to 10 or 20 years
- Continuing levies are permanent
- Debt levies continue until debt is paid; typically 23 years.

Placing a Tax Levy on the Ballot

- Subdivisions considering a tax issue must request a certification from the County Auditor to document anticipated revenue, requested rate, levy type.
- The request must be made by resolution or ordinance of the subdivision
- The subdivision may ask for:
 - Revenue produced by a specified number of mills
 - Mills necessary to raise a specified amount of revenue

Resolution #1 Requirements

- The purpose of the tax
- The levy type: renewal or replacement (maybe with increase or decrease), or additional
- The Revised Code Section authorizing the tax
- The resolution must be delivered to the Butler County auditor
- Must be specific about the purpose of the tax levy

Resolution #2 of Necessity

- A subdivision's taxing authority must pass a resolution by a vote of two thirds of its members
- The resolution must contain specific statements which include:
 - Inside millage will not produce enough revenue to operate subdivision
 - Necessity of levying a tax outside the 10-mill limit
 - The general, primary, or special election at which voters will consider the issue (Each issue is limited to one special election per year February or August)

Resolution #2 of Necessity

- The purpose of the levy is limited to what is described in statute (Fire & EMS Services)
- The requested tax rate (2.6 mills)
- The term of the levy (10 years)
- The type of the levy (Additional)
- The first tax year the levy will be in effect (2024)
- The resolution goes into immediate effect upon passage, and no publication is necessary other than a notice of election

When to file?

- The resolution must be filed with the board of elections not later than 90 days before the election (August 7, 2024)
- The auditor's certification must accompany this filing

Property Tax Data

- Tax Year 2023 Real Property and Public Utility Property Assessed Value \$494,107,920
- City of Oxford inside millage rate 3.65 & outside millage rate is 3.25 (reduced to 2.186980 for Tax Year 2023) for FY's 2019-2028
- General Fund property tax revenue for FY 2024 \$1,555,327
- OAT Fund property tax revenue for FY 2024 \$1,054,000

Proposed Property Tax Data

- Estimated Fire/EMS Fund revenue for voted 2.6 mills (outside millage) \$1,284,681
- Increase in annual property taxes on a \$200,000 home is \$182.00 ($\$200,000 \times 35\% = \$70,000 / 1,000 \times 2.6 \text{ mills} = \182 yr.)
- Present 2024 tax year effective tax rate for Class I property is 40.040730 mills
- Tax bill for 2024 on \$200,000 home with current tax rate is \$2,802.85

Butler County 2023 Real Property Effective Tax Rates Class I (Mills)

• Oxford-Talawanda CSD	40.04073
• Hamilton-Hamilton CSD	47.587952
• Hamilton-Talawanda CSD	42.27733
• Middletown-Middletown CSD	58.01715
• Fairfield-Fairfield CSD	40.623747
• Monroe-Monroe LSD	51.208955
• Trenton-Edgewood CSD	47.380864
• West Chester TWP-Lakota LSD	45.868968
• Liberty TWP-Lakota LSD	43.090652

Butler County Cities' Municipal Income Tax Rates

- Fairfield 1.5%
- Hamilton 2.0%
- Middletown 2.0%
- Monroe 2.0% (1.5% for Qualifying Homeowners)
- Oxford* 2.0% (3% with TSD Income Tax)
- Trenton 1.5%

Oxford Income Tax

- Rate is 2% (1.75% for General Fund and 0.25% for Fire/EMS)
- Revenue generated in FY 2023 was \$9,853,037 for General Fund and \$1,389,389 for Fire/EMS Fund

Butler County Cities and Select Townships Real Property and Income Tax Rates for Tax Year 2023

Taxing Jurisdiction	2023 Total Effective Real Property Tax Rate	2023 Gross Real Property Tax Rate Fire/EMS	2023 Effective Real Property Tax Rate Fire/EMS	Total Income Tax Rate City and School
Oxford-Talawanda CSD	40.040730	0.00	0.00	3.0%
Hamilton-Hamilton CSD	47.587952	1.30	0.8550081	2.0%
Hamilton-Talawanda CSD	42.277330	1.30	0.8550081	2.0%
Middletown-Middletown CSD	58.017150	1.30	1.300000	2.0%
Fairfield-Fairfield CSD	40.623747	9.25	6.581310	1.5%
Monroe-Monroe LSD	51.064184	4.50	1.549880	2.0%
Trenton-Edgewood CSD	47.380864	4.50	2.477120	1.5%
West Chester Twp.-Lakota LSD	45.868968	8.00	4.532340	0.0%
Liberty Twp.-Lakota LSD	43.090652	10.50	5.813815	0.0%

Questions?

17 E High St, Oxford OH

Proposal:	We would like to make the community of Oxford, a more accessible place. One piece of creating true accessibility is being able to exit and enter through the same entrance as everyone else. Our goal is to implement a plan to make the entrance of Subway 17 E High St, Oxford Oh wheelchair accessible as advertised inside of the business.
PLAN	
History of 17 E High St (Subway):	- Before the bottom floor business was Subway, it was once Bruno's Pizza. Bruno's Pizza had been destroyed by a fire in 1996. - The Fire caused the building to be rebuilt.
Measurements:	<u>Current Measurements:</u> - Step in front of the door: 6" high - Door: 36" across - 16 feet from building to end of sidewalk <u>Recommended Measurements:</u> Width: 36" Reach Controls: Min 15" - Max 48" Length: For every 1" of height there must be 20" of length (1:20) > If the ramp or entry is above 6" railings are then required.
Current Issue(s):	- <u>Front Entrance Height:</u> The front entrance is 6" taller than the sidewalk leading up to it. There is also a significant step located in front of the entrance of the same height. - <u>In Accessible Door:</u> The door to the front entrance does not have a button to open the door. If the front door was accessible it would include a button to open the door to prevent safety issues.
ADA and OHIO Codes:	- Any building built after the year 1992 is required to follow ADA accessibility codes. - An accessible entrance is required and includes the following: Ramp/Slant for entrance (if necessary), including railings (if necessary), an automatic opening door, and a sticker on the entrance showing that the business is accessible. - According to ADA code 28 CFR 35.151 "New Construction and Alterations" "(1) Each facility or part of a facility constructed by, on behalf of, or for the use of a public entity shall be designed and constructed in such manner that the facility or part of the facility is readily

	accessible to and usable by individuals with disabilities if the construction was commenced after January 26, 1992.” (More depth on this code on another page).
Our Suggestion(s):	- Remove the brick step entirely. - Fill the space with a block of concrete angled at a slant. - Add funds for an automatic door - Include a ramp parallel to the front entrance - Add railings - Add funds for an automatic door - Switch the entrance to the opposite side
Funding:	- Grants https://www.journal-news.com/news/55k-in-oxford-grants-awarded-for-various-projects-such-as-inclusive-playground-preservation-and-more/A6GE7QYGUNF67AIJ5G4IKDKMYU/ - Charitable events/awareness - GoFundMe page
Obstacles:	Counter Argument to compliance with ADA codes: There is an accessible entrance to 17 E High St, it is located in the alley and grants access into the kitchen of Subway. This entrance from our knowledge complies with all current ADA standards. - Not only do people have to enter through the back but having customers enter through the kitchen is disruptive to business. - This entrance may be considered accessible, but it is extremely inconvenient to everyone involved. - This entrance follows all ADA codes, but one: The door does not have an automatic entrance or a button for accessible use. This door is also located in a very inconvenient location, due to where the accessible parking is located. Counter Argument to compliance: Could this building be potentially grandfathered in? - (Reference to separate page).
Resources	
•	
ADA CODES ON ACCESSIBILITY	https://www.ada.gov/law-and-regs/design-standards/2010-stds/
OH CODE (UPCODES)	https://up.codes/tmp/viewer_export/juris_key/ohio/pub/ohio_building_code_2011/ref/3411
JOURNAL NEWS	https://www.journal-news.com/news/55k-in-oxford-grants-awarded-for-various-projects-such-as-inclusive-playground-preservation-and-more/A6GE7QYGUNF67AIJ5G4IKDKMYU/



E. High St. in the early 1960s. The drug store is gone and the men's wear store is the site of The U Shop in 2020. *Left photo by George R. Hoxie and provided by the Smith Library of Regional History. Right photo by Mallory Hackett*









15



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Police Division
PREPARED BY:	John Jones
DATE PREPARED:	5/21/2024
COUNCIL MEETING DATE:	June 4, 2024
AGENDA TITLE:	A Resolution Authorizing The City Manager To Enter Into A \$250,000.00 Grant Agreement With The Ohio Department Of Public Safety To Engage In And Coordinate As Lead Agency For The Countywide OVI Task Force. (John Jones, Police Chief)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A \$250,000.00 GRANT AGREEMENT WITH THE OHIO DEPARTMENT OF PUBLIC SAFETY TO ENGAGE IN AND COORDINATE AS LEAD AGENCY FOR THE COUNTYWIDE OVI TASK FORCE.

WHEREAS, the City Manager and the Police Chief recommend Council authorize the City Manager to enter into a \$250,000.00 grant agreement with the Ohio Department of Public Safety to engage in and coordinate as Lead Agency for the countywide OVI Taskforce.

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

SECTION 1: Council, having determined that it would be beneficial to the City of Oxford to serve as Lead Agency of the OVI Taskforce by providing funding for Supplemental OVI Patrols and multiple sobriety checkpoints at various locations in Butler County; Council hereby accepts the recommendation of the City Manager and the Police Chief to enter into a grant agreement.

SECTION 2: The City Manager is hereby authorized to enter into a \$250,000.00 grant agreement with the Ohio Department of Public Safety to engage in and coordinate as Lead Agency for the County-wide OVI Taskforce.

SECTION 3: 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:	City Manager
PREPARED BY:	Douglas Elliott
DATE PREPARED:	5/9/2024
COUNCIL MEETING DATE:	June 4, 2024
AGENDA TITLE:	A Resolution Declaring It Necessary To Levy An Additional Tax In Excess Of The Ten-Mill Limitation, As Stated In Section 5709.19 And Subsection 5705.19(I) As Amended, Of The Ohio Revised Code, For Fire And Emergency Medical Service Purposes, Which Levy Shall Be Two And Six Tenths (2.6) Mills To Run For Ten (10) Years, And Determining To Proceed With Submitting To The Electors The Question Of The Additional Tax Levy At The General Election To Be Held November 5, 2024. (Douglas R. Elliott Jr., City Manager)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

In order to address the need for additional staffing and the ongoing fiscal deficit in the Fire/EMS Fund, the City will need to raise additional revenue. After several meetings with Miami University officials, the City and Miami University have reached a tentative agreement to provide additional funding. Both parties have agreed to contribute \$1,270,000 for 10 years to the Fire/EMS fund (Fund 418) to provide additional staffing and capital equipment. This proposed funding addresses the 12 year estimated average annual fund deficit of \$2,540,000. The tentative agreement is contingent upon the City's passage in the General Election of November 5, 2024 of a 2.6 mill 10 year Fire/EMS real property tax levy. Miami University would meet its obligations with a payment in lieu of taxes.

The City needs to adopt two resolutions to place the property tax levy issue on the November 5, 2024 General Election ballot. The first resolution declares the necessity of levying an additional tax in excess of the ten-mill limit for Fire and Emergency Medical Service and requests that the Butler County Auditor certify the amount of revenue that a 2.6 mill levy would generate each year. This first resolution was adopted by City Council at the May 21, 2024 meeting. The City received from the County Auditor the certified amount of revenue at \$1,284,681. The final step is the adoption of a resolution of necessity to place the proposed additional levy on the ballot for the November 5, 2024 General Election. This local tax levy issue must be certified and filed with the Butler County Board of Elections 90 days before the General Election (or August 7, 2024).

RESOLUTION NO.

RESOLUTION DECLARING IT NECESSARY TO LEVY AN ADDITIONAL TAX IN EXCESS OF THE TEN-MILL LIMITATION, AS STATED IN SECTION 5705.19 AND SUBSECTION 5705.19(I) AS AMENDED, OF THE OHIO REVISED CODE, FOR FIRE AND EMERGENCY MEDICAL SERVICE PURPOSES, WHICH LEVY SHALL BE TWO AND SIX-TENTHS (2.6) MILLS TO RUN FOR TEN (10) YEARS, AND DETERMINING TO PROCEED WITH SUBMITTING TO THE ELECTORS THE QUESTION OF THE ADDITIONAL TAX LEVY AT THE GENERAL ELECTION TO BE HELD NOVEMBER 5, 2024.

WHEREAS, this Council, by Resolution No. 7601, has heretofore determined the necessity of levying an additional tax in excess of the ten-mill limitation for the benefit of this City pursuant to the provisions of section 5705.19 of the Ohio Revised Code for Fire and Emergency Medical Service purposes.

WHEREAS, Council has received certification issued by the County Auditor for Butler County, Ohio, pursuant to Section 5705.03, as amended, of the Ohio Revised Code of the revenue to be produced by the tax levy described in Resolution No. 7601 during the first year of collection, based upon the total current taxable value of the City of Oxford.

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

SECTION I: At least two-thirds of all members elected to this Council determine that the amount of taxes which may be raised within the ten mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary fire and emergency medical service requirements of the City of Oxford and that it is necessary to levy an additional tax in excess of said Ten (10) Mill limitation upon the entire territory within the City of Oxford, Butler County, Ohio, for the benefit of this City, for Fire and Emergency Medical Service purposes, as stated in and as authorized by Section 5705.19(I) of the Ohio Revised Code, as amended, at a rate not exceeding Two and Six-Tenths Mills (2.6) Mills for each One Dollar (\$1.00) of taxable value, which amounts to \$91 for each \$100,000 of the county auditor's appraised value, for a ten (10) year period of time.

SECTION II: At least two-thirds of all members elected to this Council determine to proceed with submitting the question of such a tax to the electors within the entire territory of the City of Oxford, at the General Election to be held on Tuesday, November 5, 2024, and at the regular place or places of voting within this City as established by the Board of Elections of Butler County, Ohio during the election hours established by state law or by said Board of Elections.

SECTION III: The form of the ballot to be used at said election shall be substantially as follows:

PROPOSED ADDITIONAL TAX LEVY

CITY OF OXFORD, OHIO

A majority affirmative vote is necessary for passage

An additional tax for the benefit of the City of Oxford, Ohio, for the purpose of providing and maintaining fire apparatus, and appliances, buildings and sites therefor, or permanent, part-time, or volunteer firefighting, emergency medical service, administrative, or communications personnel to operate the same, including the payment of any employer contributions required for such personnel under [section 145.48](#) or [742.34 of the Revised Code](#), for the purchase of ambulance equipment, for the provision of ambulance, paramedic, or other emergency medical services operated by a fire department, or for the payment of other related costs, that the county auditor estimates will collect \$1,284,681 annually, at a rate not exceeding Two and Six-Tenths (2.6) Mills for each One Dollar (\$1.00) of taxable value, which amounts to \$91 for each \$100,000 of the county auditor's appraised value, for a ten (10) year period of time, beginning in 2024, first due in calendar year 2025.

	FOR THE TAX
	AGAINST THE TAX

SECTION IV: Said levy shall be placed upon the tax list and duplicate of the then current year of 2024 (the proceeds of which levy first would be available for collection in the calendar year of 2025), if a majority of the qualified electors of this City voting thereon vote in favor thereof.

SECTION V: The Clerk of Council is hereby directed to certify a copy of this Resolution, together with Resolution No. 7601 and the certification of the County Auditor, to the Board of Elections of Butler County, Ohio, not later than four o'clock (4:00) pm on the ninetieth (90th) day before the November 5, 2024 General Election and to notify said Board of Elections of Butler County, Ohio, to cause notice of the election on the question of levying said tax to be given as required by law.

SECTION VI: It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that any and all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including, but not limited to Section 121.22 of the Ohio Revised Code.

SECTION VII: Pursuant to Section 5705.19, as amended, of the Revised Code, this Resolution shall go into immediate effect upon its passage, and no publication of the resolution is necessary other than that provided for in the notice of election.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

CERTIFICATE

IT IS HEREBY CERTIFIED that the foregoing Resolution No. _____ is taken and copied from the record of proceedings of the City of Oxford, Butler County, Ohio, and that it has been compared by me with the resolution on the record and is a true copy.

IN WITNESS WHEREOF, I have hereunto set my hand, this _____ day of _____, 2024.

Heather Barbour
Clerk of Oxford City Council



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Parks & Recreation
PREPARED BY:	Casey Wooddell
DATE PREPARED:	5/16/2024
COUNCIL MEETING DATE:	June 4, 2024
AGENDA TITLE:	A Resolution Authorizing The City Manager To Waive Fees Adopted In The Fee Ordinance For The Parking Meter Costs For The Annual Oxford Masonic Lodge Car Show At A Cost Not To Exceed \$1,404.00. (Casey Wooddell, Parks and Recreation Director)
COUNCIL GOAL AREA:	Celebration of the People and Places that Make Oxford Unique
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE CDW

DISCUSSION:

The Oxford Masonic Lodge will be holding their 2nd annual car show in Oxford on Sunday, June 30, 2024, in the uptown parks from 10am-4pm. Following the car show, the City of Oxford Freedom Festival Parade will occur from 5-6pm.

A portion of the proceeds raised during this event by the Oxford Masonic Lodge will be going to assist with a local project to help the youth of Oxford.

The Oxford Masonic Lodge is requesting a waiver of the metered parking fees in the amount of \$1404 for this event.

The remainder of the fees associated with hosting this event will be invoiced and paid.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO WAIVE THE FEES ADOPTED IN THE FEE ORDINANCE FOR THE PARKING METER COSTS FOR THE ANNUAL OXFORD MASONIC LODGE CAR SHOW AT A COST NOT TO EXCEED \$1,404.00.

WHEREAS, the Oxford Masonic Lodge has requested the Council to consider waiving the fees for parking meter costs for the 2024 Annual Oxford Masonic Lodge Car Show; and

WHEREAS, the Oxford Masonic Lodge plans to donate a portion of the proceeds towards a new playground for Marshall School in the Talawanda School District; and

WHEREAS, the fee for metered parking for this event is \$1404.00.

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

SECTION 1: Council, having considered the request and determined that the Oxford Masonic Lodge Car Show is a benefit to the community and that waiving the fees for parking meter costs is in the best interest of the community, hereby authorizes the City Manager to waive the fees for parking meter costs for the 2024 Annual Oxford Masonic Lodge Car Show at a cost not to exceed \$1,404.00.

SECTION 2: 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)

Uptown Park Permit Request

ROW 00578

Sunday, June 30, 2024

Road Closure/Detour

Meter Rental

Trash Boxes

Police Officer



Public Health
Butler County
General Health District
Ohio

Butler County Health
Department notified

Food Trucks



Butler County Regional Transit Authority
NOTIFIED



Uptown Parks Permit Request

Memorial Park & Martin Luther King Jr. Park

* Organization Name

Oxford Lodge Temple Association

Organization Phone

513-814-7589

* Organization Mailing Address

P.O. Box 88 Oxford OH 45056

Are you a non-profit?

Yes

. . .

* Contact's First Name

Michael

* Contact's Last Name

Hodge

Contact's Phone

513-814-7589

* Email

oxfordmasoniccarshow@gmail.com

* Contact's Mailing Address

5141 Alert New London Rd, Hamilton OH 45013

. . .

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)

* Name of the Event

Oxford Masonic Lodge Charity Car and Bike Show

Projected Attendance

2500

Date Requested

06/30/2024

Format: MM/DD/YYYY

Has this event been held previously?

Yes

Event Start Time & End Time

8am to 7pm

Set Up Time Range

6am to 8am

Tear Down Time Range

7pm to 8pm

Event Description

Car and Bike Show and Freedom Festival Parade

. . .

Do you need reserved parking?

yes

Are you requesting a road closure for this event?

yes

Will there be portable heaters/fire pits?

no

Will tents, tables and/or chairs be used?

yes

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

yes

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

yes

Will you need electricity?

yes

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

yes

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

yes

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

food vendors

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

no

Any other information that you would like to share?

Site and Route to be as discussed with City

Annual Charity Car Show

Rev up your engines for Oxford's annual car show!

Join us on High Street for a celebration of automotive excellence, featuring a display of classic and modern vehicles! Marvel at the diverse collection, compete for awards and prizes in various categories, feel the rhythm with live musical performances, and satisfy your cravings with a variety of food options from local vendors.

Brought to you by the Oxford Masonic Lodge

 9am - June 30th, 2024

 High Street, Oxford OH 45056

 Free, donations appreciated

This is the 2nd year for this car show. A portion of the proceeds is being donated to Marshall School for a new playground.

• • •

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

02/22/2024

Format: MM/DD/YYYY

* Electronic Signature

Michael Hodge

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 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.

Food vendors/trucks must comply with all State of Ohio and Butler County food service rules, regulations and permits.



Instructions for Applicant: Please clearly denote the parade route, streets and/or sidewalk areas being requested. Place a concise narrative explanation on the following lines. Attach additional pages if necessary. **Note:** Any work in the public right of way requires the submittal of a maintenance of traffic plan.

Oxford Masonic Lodge will be celebrating their 200th anniversary with a

- Car Show
- Band
- Food Trucks
- Activities

Additional Requests:
(Include details in narrative)

- ☐ No Parking Signs*
- ☐ Detour(s)
- ☐ Police Assistance

Time Details

	Start	End
Setup	_____	_____
Event	_____	_____
Breakdown	_____	_____

*Generally the responsibility of the applicant.



Police

2 - Police Officers 8:00 AM - 4:00 PM

Meter Rental

- **High Street from Poplar to Beech**
- **East and West Parks**
- **Main St from Church south to alley
next to Elms Hotel**
- **Municipal Parking Lot**

Streets

Road Closures

1. **High St from Poplar to Beech (6am - 5pm)**
2. **West Park Place (6am - 5pm)**
3. **East Park Place (6am - 8pm)**
4. **Main St (6am - 8pm)**

Trash Boxes - 12

Personnel - 22 Hours



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/24/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Anna Independent Agency, Inc DBA Billing Insurance Agency 515 E Main St Ste. C		CONTACT NAME: Dan Purcell PHONE (A/C, No, Ext): (513) 523-8675 FAX (A/C, No): (513) 523-1622 E-MAIL ADDRESS: dan@hatfieldins.com	
Anna OH 45302		INSURER(S) AFFORDING COVERAGE	
INSURED Oxford Masonic Temple Assn Inc P.O. BOX 88 Oxford OH 45056-0088		INSURER A: AUTO OWNERS INS CO INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 18988	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC. OTHER:		05629306	05/20/2024	05/20/2025	EACH OCCURRENCE \$ 1,000,000
		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000				
		MED EXP (Any one person) \$ 5,000				
		PERSONAL & ADV INJURY \$ 1,000,000				
		GENERAL AGGREGATE \$ 2,000,000				
	PRODUCTS - COMP/OP AGG \$ 2,000,000					
						\$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	☐ OCCUR ☐ CLAIMS-MADE				EACH OCCURRENCE \$
						AGGREGATE \$
						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y ☒ N / A				PER STATUTE OTH-ER \$
						E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Car Show & Parade

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Daniel S Purcell

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INVOICE

Customer ID: 00611
Invoice Number: 0000003297
Service Date: 06/30/2024
Invoice Date: 05/16/2024
Due Date: 06/30/2024
PO Number:

Property Address:

Bill To:

Oxford Masonic Lodge #67
Mike Hodge
P.O. Box 88
Oxford, OH 45056

Pay To:

CITY OF OXFORD
FINANCE DEPARTMENT
15 SOUTH COLLEGE AVENUE
OXFORD, OH 45056
(513) 524-5221

Code	Description	Quantity	Unit Price	Amount
P spot	Meterd Parking Spots	117.00	12.00	1,404.00
Rd Clo	Detour/Road Closure(Main)	1.00	150.00	150.00
Rd Clo	Detour/Road Closure(High)	1.00	150.00	150.00
PD Per	Police Personnel for ROW	16.00	60.00	960.00
St Per	Streets Personnel for ROW	22.00	30.00	660.00
Trash	Trash/Recycle bin	12.00	6.00	72.00

ROW 00578	Total Invoice:	3,396.00
Oxford Masonic Lodge 200 Anniversary	Payments Applied:	0.00
Car Show and High Steet Closure	Adjustment:	
	Total Due:	3,396.00

Please detach bottom portion and return with your payment.



CITY OF OXFORD
FINANCE DEPARTMENT
15 SOUTH COLLEGE AVENUE
OXFORD, OH 45056

Oxford Masonic Lodge #67
Mike Hodge
P.O. Box 88
Oxford, OH 45056

INVOICE

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St Per	Streets Personnel for ROW	22.00	30.00	660.00
Trash	Trash/Recycle bin	12.00	6.00	72.00

ROW 00578

**Oxford Masonic Lodge 200 Anniversary
Car Show and High Steet Closure**

Total Invoice: 3,396.00

Payments Applied: 0.00

Adjustment:

Total Due: 3,396.00

Please detach bottom portion and return with your payment.



CITY OF OXFORD
FINANCE DEPARTMENT
15 SOUTH COLLEGE AVENUE
OXFORD, OH 45056

Oxford Masonic Lodge #67
Mike Hodge
P.O. Box 88
Oxford, OH 45056

INVOICE

Customer ID: 00611
Invoice Number: 0000003297
Service Date: 06/30/2024
Invoice Date: 05/16/2024
Due Date: 06/30/2024
Property Address:





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

STAFF REPORT

ORIGINATING DEPARTMENT:	Police Division
PREPARED BY:	John Jones
DATE PREPARED:	5/21/2024
COUNCIL MEETING DATE:	June 4, 2024
AGENDA TITLE:	A Resolution Authorizing The School Resource Officer Program Memorandum Of Understanding Between The Talawanda School District And The City Of Oxford And Authorizing The City Manager To Sign The Memorandum Of Understanding On Behalf Of The City. (John Jones, Police Chief)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve the Resolution
CITY MANAGER/DEPT HEAD APPROVAL:	JAJ DRE

DISCUSSION:

The Talawanda School District (TSD) and the Oxford Police Division have agreed to assign three police officers to the position of School Resource Officer (SRO) for the Talawanda District. Under this agreement, TSD agrees to reimburse the City of Oxford at a rate of \$36.75 per hour for regular hours worked and an overtime rate of \$57.75 per hour for athletic events and after school functions. This is an increase from last year's rate of approximately 5% due to contracted raises.

TSD has requested an increase in hours from part-time at Kramer Elementary to full-time. The SROs will be primarily assigned to Kramer Elementary School, Talawanda Middle School and Talawanda High School. Butler County Sheriff Deputies will be assigned to Marshall and Bogan elementary schools. The SROs will work with the Talawanda Staff to create positive interactions with students, to implement programming, and to promote a safe haven for teaching and learning. The SROs will work to deter incidents of crime and violence to protect students, staff, and visitors at the Talawanda Schools located within the City of Oxford.

The agreement was approved by the Talawanda City School Board at the May 16, 2024 Board of Education meeting.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE SCHOOL RESOURCE OFFICER PROGRAM
MEMORANDUM OF UNDERSTANDING BETWEEN THE TALAWANDA SCHOOL
DISTRICT AND THE CITY OF OXFORD AND AUTHORIZING THE CITY MANAGER TO
SIGN THE MEMORANDUM OF UNDERSTANDING ON BEHALF OF THE CITY.

WHEREAS, the Talawanda School District and the Oxford Police Division have agreed that three (3) police officers should be assigned to the position of School Resource Officer (SRO) for the Talawanda School District on a full-time basis; and

WHEREAS, the City Manager and the Police Chief recommend Council authorize the City Manager to sign on behalf of the City, the proposed Memorandum of Understanding attached hereto as Exhibit "A" with the Talawanda School District for the services of three (3) "School Resource Officers." The Talawanda School District shall reimburse the City for each hour the School Resource Officers work at a rate of \$36.75 per hour for regular hours and \$57.75 per hour for overtime and special events for the 2024-2025 school year, not to exceed 200 school days.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Police Chief and finds that the Memorandum of Understanding to provide three (3) School Resource Officers in the Talawanda School District will benefit the community and authorizes the City Manager to sign the Memorandum of Understanding on behalf of the City.

SECTION 2: 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)

Memorandum of Understanding School Resource Officer Program

This Memorandum of Understanding (MOU) is executed on _____, 2024 by and between the Talawanda City School District Board of Education ("Board") and the City of Oxford Division of Police ("OPD"). This MOU satisfies the obligations of Ohio Revised Code 3313.951.

I. Purpose

This MOU establishes and delineates the mission of the School Resource Officer Program, herein referred to as the SRO Program, as a joint cooperative effort. Additionally, the MOU clarifies roles and expectations and formalizes relationships between the participating entities to foster an efficient and cohesive program that will build a positive relationship between police officers, school staff, and the students, promote a safe and positive learning environment and decrease the number of youth formally referred to the juvenile justice system.

II. Mission

The mission of the SRO Program is to promote school safety by building a positive school climate in which everyone feels safe and students are supported to succeed. The SRO Program also seeks to reduce violent crime committed by and against youth in our community. The SRO Program accomplishes this mission by supporting safe, secure, and orderly learning environments for students, teachers, and staff. SROs will establish a trusting channel of communication with students, parents, and teachers and establish regular feedback opportunities. The role of the SRO is not to enforce school discipline or punish students. SROs will serve as positive role models to instill in students good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community. SROs will provide information on community resources available to students and parents. Goals and objectives are designed to develop and enhance rapport between youth, families, police officers, school administrators, and the community in order to promote overall student achievement and success.

III. Goals of the SRO Program

SRO Program goals include:

1. To ensure a safe learning environment for all children and adults who enter the building.
2. To prevent and reduce potential harm related to incidents of school violence and/or illegal drug and controlled substance abuse.
3. To foster a positive school climate based on respect for all children and adults in the school.
4. To create partnerships with behavioral health and other care providers in the community for student and family referral.

This SRO program is unique to the community, based on input from the school administration, teachers, faculty, students, families and community members. The program is designed to fulfill three overall roles:

1. Law Enforcement
2. Fostering Positive School Climate/Crime Prevention
3. Education

Law Enforcement Role - SROs are responsible for the majority of law enforcement activities occurring at the school during school hours. Building administration is responsible for school- based discipline. A determination of whether an activity raises to the level of a law enforcement activity shall be made in consultation with a school administrator. Parents, students, teachers and other school personnel should bring complaints about student misbehavior to the school principal and/or designee, rather than the SRO.

While law enforcement is the role of SROs, alternatives to arrest should be used when possible, and arrest of students should be a measure of last resort. The SROs discretion to act remains the same as that of any other police officer.

Fostering Positive School Climate/Crime Prevention - One of the primary roles SROs fulfill is fostering a positive school climate through relationship-building and crime prevention. Officers will engage in various activities, in consultation with school administration, teachers, and students, and should strive to build a school culture of open communication and trust between and among students and adults by focusing on officers getting to know students at the school, serving as a role model, and working with teachers and administrators to identify students who may be facing challenges and need additional resources or attention to be successful in school. Crime prevention activities include foot patrols, monitoring previous crime locations, speaking to teachers about reducing the opportunity for crimes to occur, analyzing possible crime patterns, investigating crimes, and patrolling the parking lots. Officers may also complete security surveys analyzing the physical safety of school property and facilities.

Education - SROs should participate in the school community by becoming a member of the educational team where appropriate, and by representing the law enforcement community to build positive relationships with youth, their families, and school staff.

Whether talking to students in the hallway or delivering a presentation in the classroom, SROs are embedded in the education fabric within the school. SROs are expected to be proactive in creating and taking advantage of educational situations, and school administrators are encouraged to leverage this resource.

IV. Organizational Structure

A. Composition

The SRO program will consist of full time/part-time police division personnel that are certified peace officers for the state of Ohio and meet all requirements as set forth by the Board and the City of Oxford Division of Police.

B. Background Requirements

School officials and the police division shall agree on guidelines for the selection of officers to serve as SROs. The ultimate selection process and appointment of the SRO is completed by the City of Oxford Division of Police.

SROs should meet three general criteria:

- a. **College or degree coursework** - SROs are in an educational atmosphere and will be supporting instruction in elementary/middle/high school classes. To increase credibility in this area, a college degree or substantial college-level coursework is preferred.
- b. **Experience as a police officer and commitment to student well-being** - SROs must have a minimum of two years' experience as a patrol officer, be at least 21 years of age and have extensive experience with juvenile assignments. Experience working with youth and an interest in student success; juvenile justice; child and adolescent development and psychology; and creating a positive school climate are essential.
- c. **Successful performance** - All candidates should have proven performance as reflected by prior performance evaluations. Candidates should be free of significant disciplinary action.

C. Professional Development

Unless on temporary assignment, SRO officers shall complete a minimum of 40 hours of initial training that covers responsibilities and/or limitations of SROs, Ohio school laws, MOUs, child development, age-appropriate practices for conflict resolution, developmentally informed de-escalation and crisis intervention techniques, working with youth in a school setting and integrating SROs into a positive school environment. In addition, it is recommended that SROs receive additional training each year on topics such as trending school-based law enforcement topics; child development; adolescent psychology; trauma; conflict resolution; mental health and addiction; children with disabilities; juvenile and education law and policy; PBIS; and cultural competence.

V. Operational Procedures

Chain of Command for SROs: The SRO will be ultimately accountable to the City of Oxford Division of Police's chain of command. However, while at the school, the SRO will be additionally accountable to the building principal or his/her designee. The SRO is expected to cooperate with the school officials, including administrators and faculty. The SRO will abide by Board policy and Administrative Guidelines and will promptly respond to the requests of school officials.

The SRO's activity in the school is guided by the following procedures, and supervision and evaluation shall be provided by both the Talawanda School District administration and the City of Oxford Division of Police to effectively support the SROs' efforts and monitor their progress.

A. Duties

The primary functions of the SRO are to help provide a safe and secure learning environment, foster a positive school climate, reduce/prevent crime, serve as an educational resource, and serve as a liaison between the school and the police division. Specific daily assignments to accomplish this function will vary by school. The SRO and the building principal or designee will meet on a regular

basis to discuss plans and strategies to address specific issues or needs that may arise.

Basic responsibilities of the SRO will include, but will not be limited to:

1. To enforce criminal law and protect the students, staff, and public at large against criminal activity.
2. Foster mutually respectful relationships with students and staff to support a positive school climate.
3. Provide information concerning questions about law enforcement topics to students and staff.
4. Provide classroom instruction on a variety of topics including, but not limited to safety, public relations, occupational training, leadership, and life skills.
5. Coordinate investigative procedures between police and school administrators.
6. Handle initial police reports of violent crimes committed on campus.
7. Take enforcement action on criminal matters when appropriate and after consultation with school administrators.
8. Attend school special events as needed.
9. Assist the teacher in preparation of lesson plans, as necessary, when the SRO is integrated into classroom instruction.
10. Collect data on SRO activities (arrests, citations, etc.).

B. Uniform

Normally, the SRO is in uniform when performing services under this MOU.

C. Daily Schedule

To be determined by the commanding officer and school administration, consistent with the terms of the 2024-2025 Talawanda School Resource Officer Contract between the Board and the City of Oxford Division of Police and this MOU.

D. Absence/Substitution

School administration and the City of Oxford Division of Police should develop and agree on a protocol for assigning and using substitute SROs when regular SROs are unavailable. Substitute SROs should, at a minimum, have the same requisite experience as regular SROs and, ideally, should receive training on age-appropriate practices for conflict resolution and developmentally informed de-escalation and crisis intervention methods in a school environment.

E. Special Events

To be determined by the commanding officer and school administration, consistent with the terms of this MOU.

F. Role in Responding to Criminal Activity

One of the roles of SROs, as law enforcement officers, is to engage in traditional criminal investigation and report taking. As a police officer, SROs have the authority to issue warnings, make arrests and use alternatives to arrest at their discretion. SROs, however, perform their duties mindful of the parties' common goal of supporting student success. The following procedures will help SROs be as effective as possible in this role:

1. School staff will contact SROs to inform them of all violent or other criminal activity that creates a safety risk that occurs on the school campus. SROs and school officials shall discuss and agree in writing on what levels of violent activity would prompt school officials to notify the SROs. This information will be conveyed to all school staff. In turn, SROs will inform school administration of all criminal activity they observe on the school campus.
2. For any offense on school property, the SRO, working cooperatively with the school administration, will endeavor to avoid arrest and criminal involvement for misdemeanor activity. Certain offenses (felonies), such as sex offenses, weapons offenses, and any offenses of violence, will normally require the filing of charges in consultation with school officials, but should be evaluated on a case-by-case basis. The SRO's powers to arrest will be governed by the Ohio Revised Code.
3. The SRO and school officials shall put into place plans, such as de-escalation techniques, conflict resolution and restorative justice practices, to serve as an alternative to arrest, which will be distributed to school staff.

G. Role in School Policy Violations

SROs are not school disciplinarians and violations of the student code of conduct, Board policy or other school regulations that are not criminal matters should be handled by school administration and/or faculty, and not by SROs. SROs should not directly intervene unless the situation directly affects an imminent threat to the health, safety, and security of the student or another person in the school and will employ de-escalation techniques as appropriate. School discipline is the responsibility of the appropriate school administrator and clear guidelines on SRO involvement should be developed and distributed to school staff. The SRO, as a staff member, will report violations of the student code of conduct, Board policy, or school regulations through the proper channels to be handled by school administration. It is the responsibility of the SRO to become familiar with the

Student Handbook and/or Student Code of Conduct for the SRO's assigned school, but it is not the responsibility of the SRO to enforce the rules in these documents.

H. Data Collection

SROs should submit a monthly activity report to the Superintendent of Schools, building principals, and the City of Oxford Division of Police. The report should include descriptions of all activities engaged in by the SRO, including incidents or calls for service, names of students and/or staff involved, student searches, arrests, citations and/or summons issued, and other referrals to the juvenile justice system.

I. Sharing of Information

Communication and information sharing is essential to the success of the SRO program. The following procedures should be followed to facilitate a free flow of information between school officials and the SRO:

1. Sharing of information will be governed by the Ohio Revised Code, the Ohio Administrative Code, Ohio's Public Records Law, the Family Information and Privacy Act ("FERPA"), and relevant City of Oxford Division of Police and Board policies.
2. The sharing of arrest related information by the SRO with school administration, upon request or at the direction of the SRO, will involve the dissemination of arrest reports and calls for service filed with the City of Oxford Division of Police or from other law enforcement agencies coming into contact with students from Talawanda School District.
3. Juvenile fingerprints and photos as part of the arrest record will not be shared by the SRO, or as dictated by law.
4. If the SRO is aware of information on a student that is officially obtained by the City of Oxford Division of Police, which reflects that the student is in violation of school policies (Student Handbook or Athletic Code), the SRO may forward that information to school administration.
5. If a juvenile is an uncharged suspect in a crime, his/her information will not be released unless authorized by the Oxford Police Chief or his/her designee.
6. Information which the SRO obtains from school personnel which deals with criminal or possible criminal intelligence will be maintained by the SRO as a criminal justice file. This file may be shared with other City of Oxford Division of Police personnel and criminal justice agencies but will not be part of the student's school record.
7. Any information that is obtained by the SRO that pertains to criminal activity occurring outside Butler County, Ohio limits shall be relayed to the police department of jurisdiction.
8. When any felony occurs or any crime that prompts a Public Information Officer response

from the schools or the City, or if a school building is evacuated, the SRO shall contact his immediate supervisor at the City of Oxford Division of Police as soon as possible.

9. The SRO shall have access to any public records maintained by the school to the extent allowed by law. Law enforcement officials may need confidential information in emergency situations based on the seriousness of the threat to someone's health or safety, time sensitivity, and the direct relationship of the information to the emergency.
10. To the extent allowed by applicable law, the Board shall identify its SRO as a "school official" in the annual FERPA notice of rights given to parents and eligible students subsequent the execution of this MOU.

J. Role in Critical Incidents

The SRO will be familiar with the Talawanda School District crisis plan. During critical incidents occurring when the SRO is present, the SRO will normally act as a liaison between school administration and staff, law enforcement personnel, and other emergency resources if practical.

VI. School District Responsibilities

The Board shall provide the SRO of each campus and any SRO supervisor the following materials and facilities, which are deemed necessary to the performance of the SRO's duties:

1. Access to a properly lighted private office, which shall contain a telephone, a secure computer, and a printer, which may be used for general business purposes.
2. A location for files and records which can be properly locked and secured.
3. A desk with drawers, chair, worktable, filing cabinet, and office supplies.
4. The opportunity for SROs to address teachers, school administrators, students and their families about the SRO program, goals and objectives.
5. The opportunity to provide input regarding criminal justice problems relating to students.
6. The opportunity to address teachers and school administrators about criminal justice problems relating to students during in-service workdays.
7. The District Emergency Operations Manual, Crisis Plan, Student Handbook/Code of Conduct and other related materials as deemed appropriate.
8. School staff designee for referrals for counseling and other school-based and/or community based supportive services for students and families.
9. SROs shall respect the sensitive nature of student privacy and shall abide by all applicable confidentiality and/or privacy policies, regulations and laws.

10. Provide training to teachers, administrators, staff and SROs about when to directly involve SROs with student misconduct and about available alternatives to arrest.

VII. Reimbursement Costs

1. The Board agrees to reimburse the City of Oxford Division of Police \$36.75 per hour for each hour the School Resource Officers work for the 2024-2025 school year, not to exceed 200 school days.
2. The Board shall make checks payable to the City of Oxford and shall mail checks to the City of Oxford Finance Department at 15 S. College Ave. Oxford, OH 45056.
3. The Board shall also pay overtime worked by the SRO for athletic events, Board of Education meetings, or other afterhours school functions at the request of Talawanda Schools. The City will make every effort to utilize the three SROs to fill these requests. If more officers are requested, or the SROs are unavailable, the City will provide other police officers for the event. The Board will reimburse the City at the overtime rate of \$57.75 per hour for these details for services provided under this Memorandum of Understanding and requested by the Board.
4. The City of Oxford Division of Police shall be responsible for all employment-related costs for the SRO, including worker's compensation, unemployment compensation, benefits and any other liability or responsibility of an employer with respect to the law enforcement officers that is assigns to the District pursuant to the Memorandum of Understanding.

VIII. Crisis Planning

The Board, the City of Oxford Division of Police, and any other law enforcement agencies partnering with the Board will coordinate crisis planning and training. Each entity will be involved in updates and creation of new crisis plans.

Lock down drills shall be included as part of the District's preparedness plan. The City of Oxford Division of Police shall be included in the creation of lock down procedures so that first responders are familiar with procedures. Lock down procedures should be trauma-informed and consistent throughout the District.

IX. Reviewing the MOU and SRO Program

The assigned parties may review the MOU/SRO Program annually and make adjustments as needed. Any revisions will be reflected in an updated MOU.

SO AGREED:

Talawanda City School District Board of Education

Pat Meade, Board President

Date

Shauna Tafelski, Treasurer

Date

Dr. Edward Theroux, Superintendent

Date

City of Oxford

Douglas R. Elliott, Jr., City Manager

Date

John A. Jones, Police Chief

Date



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:	5/24/2024
COUNCIL MEETING DATE:	June 4, 2024
AGENDA TITLE:	A Resolution Accepting The Bid And Authorizing The City Manager To Enter Into A Contract With Hendy, Inc For The Installation Of New Curb, Gutter, And Sidewalk In Conjunction With The 2024 Special Assessment Program At A Cost Of \$249,950.00 With A Contingency Amount Of \$24,995.00 For A Total Cost Not To Exceed \$274,945.00 (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	\$280,000
ACCOUNT CODE:	417.750.54340 - \$200,000.00 141.620.63203 - 80,000.00
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	MBD 5/24/24

DISCUSSION:

The 2024 capital improvement plan includes \$280,000 in funding for the repair of defective curb, gutter, and sidewalk in advance of street pavement resurfacing (\$200,000 from special assessments and \$80,000 from capital improvements). On February 6, 2024, the City Council approved **Resolution No. 7566** authorizing Staff to move forward with a special assessment project to repair defective curb, gutter, and sidewalk as defined in Exhibit "A" in the Resolution.

Staff prepared and filed plans with the City Clerk as required by ORC 729.03 and the Clerk served notice to the properties involved. The City advertised this project for bids on May 10 and May 17, 2024 in the *Journal News* as well as multiple plan clearinghouses. Bids were opened on May 24, 2024, with the following results:

Hendy, Inc.

249,950.00

The City has worked with Hendy, Inc. on numerous contracts in the past; all with good results. It is important that this work, particularly the curb & gutter, be completed prior to street resurfacing operations in July. Once work has been completed by the contractor, Staff will request the City Council authorize an Ordinance assessing improvement costs in accordance with Ohio Revised Code. Owners will have the opportunity to pay for the improvements in cash within 30 days of the assessing Ordinance. Should an owner choose not to pay in cash, levied amounts will be paid in five annual installments with an interest rate on deferred payments at 5% (final rate to be determined by the City Council with passage of the special assessment Ordinance).

Staff recommends the City Council authorize the City Manager to enter into an agreement with Hendy, Inc. for the construction and replacement of designated curb, gutter, and sidewalk per project specifications at a cost of \$249,950.00. Staff is also requesting a 10% contingency in the amount of \$24,995.00, therefore the contract amount not to exceed shall be **\$274,945.00.**

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH HENDY, INC. FOR THE INSTALLATION OF NEW CURB, GUTTER, AND SIDEWALK IN CONJUNCTION WITH THE 2024 SPECIAL ASSESSMENT PROGRAM AT A COST OF \$249,950.00 WITH A CONTINGENCY AMOUNT OF \$24,995.00 FOR A TOTAL COST NOT TO EXCEED \$274,945.00.

WHEREAS: the City advertised for bids in the *Journal News* and with multiple plan clearinghouses on May 10, 2024, and on May 17, 2024. Bids were opened and read on May 24, 2024. The lowest and best bid was provided by Hendy, Inc, in the amount of \$249,950.00; and

WHEREAS: the City Manager and the Service Director recommend Council accept the bid of Hendy, Inc. for the construction and replacement of designated curb, gutter, and sidewalk per project specifications at a cost of \$249,950.00 plus a contingency in the amount of \$24,995.00 for a total cost not to exceed \$274,945.00.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and accepts the bid of Hendy, Inc. for the construction and replacement of designated curb, gutter, and sidewalk per project specifications at a cost of \$249,950.00 plus a contingency in the amount of \$24,995.00 for a total cost not to exceed \$274,945.00.

SECTION 2: Council further authorizes the City Manager to enter into a contract with Hendy, Inc. for the construction and replacement of designated curb, gutter, and sidewalk per project specifications at a cost of \$249,950.00 plus a contingency in the amount of \$24,995.00 for a total cost not to exceed \$274,945.00.

SECTION 3: 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:	Service
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	5/24/2024
COUNCIL MEETING DATE:	June 4, 2024
AGENDA TITLE:	A Resolution Accepting The Bid And Authorizing The City Manager To Enter Into A Contract With CPS Construction Group, Inc. For Specified Repairs To The City Of Oxford Walnut Street Parking Garage At A Cost Of \$1,017,965.00 With A Contingency Amount Of \$18,535.00 For A Total Cost Not To Exceed \$1,036,500.00. (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	\$846,500.00; \$814,000 available following encumbrance for consulting structural engineering firm
ACCOUNT CODE:	142.711.61002
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE MBD 5/28/24

DISCUSSION:

The 2024 Parking Improvement Fund budget includes \$896,000 for estimated costs to repair substantial portions of Decks 3 & 4 of the Walnut Street Parking Garage. The City has retained the engineering services of THP Limited, Inc. to evaluate the structure and prepare drawings and specifications for repairs and improvements to the parking garage.

Repairs and improvements to the structure include damaged plank removal and replacement; structural beam repairs; column repairs; topping slab and curbing repairs; removal and replacement of sealants; addition of steel load bearing beams; stairwell supplemental steel supports; crack/void repairs; replacement of specified cast iron drainage pipe; and replacement of a traffic waterproof membrane on all Deck 4 surfaces. Specifications also provide for new line striping and traffic markings on Deck 4. Outside of this contract, the City has already completed stairwell repairs in the southwest stair tower

including stair pan replacements and new concrete steps as needed.

The City expects to award this contract in early June with project mobilization to follow soon thereafter. The contractor will have 124 calendar days to complete the work (with an allowance for bad weather days). The City plans to keep the parking garage open with limited parking during the project. From June through August 9, 2024, the contractor shall keep a minimum of 80 parking spaces open for Elms Hotel and public parking. From August 9, 2024 through project completion, a maximum of 80 parking spaces may be closed at any one time.

A pre-bid meeting and project walk through was conducted on May 13, 2024. The City advertised for bids in the *Journal News*, and other plan clearinghouses, on May 10 and May 17, 2024. Five bids were submitted to the City; bids were opened and read aloud on May 24, 2024 with the following results (the alternate is for a traffic bearing waterproof membrane for Deck 4):

	A	B	C	D	E	F
1	Walnut St Parking Garage 2024 Repairs					
2	Bid Amounts with Alternate Amounts					
3	BIDDER	BASE	ALTERNATE	EXTENDED AMOUNT		
4						
5	BUCKEYE CONSTRUCTION & RESTORATION	\$ 960,587.00	\$ 110,139.00	\$ 1,070,726.00		
6						
7	BROWNING CHAPMAN LLC	\$ 1,529,277.00	\$ 120,400.00	\$ 1,649,677.00		
8						
9	SSRG	\$ 939,499.00	\$ 227,217.00	\$ 1,166,716.00		
10						
11	GUTKNECHT CONSTRUCTION CO.	\$ 1,172,114.50	\$ 95,420.00	\$ 1,267,534.50		
12						
13	CPS CONSTRUCTION GROUP	\$ 929,940.00	\$ 88,025.00	\$ 1,017,965.00		
14						

The lowest three base bids were within ~ \$30,000 of each other (only 0.03%). The City has checked the references of CPS Construction Group. They have completed numerous multi-million dollar parking garage projects in other cities with positive results and favorable reviews of their work.

This Resolution will authorize the City Manager to enter into a contract with CPS Construction Group, Inc. for specified repairs and improvements to the City's Walnut Street Parking Garage at a cost of \$1,017,965.00 with a contingency amount of \$18,535.00 for a total cost not to exceed \$1,036,500.00. It should be noted that the contingency is only 1.8% of project costs and is limited by available funding. Should additional hidden deficiencies be found during construction, there may be a need to adjust the contract and provide a supplemental appropriation. As the budgeted amount for this project does not exceed project costs, a fund transfer from the Capital Improvement Fund will be required to fully fund this contract.

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH CPS CONSTRUCTION GROUP, INC. FOR SPECIFIED REPAIRS TO THE CITY OF OXFORD WALNUT STREET PARKING GARAGE AT A COST OF \$1,017,965.00 WITH A CONTINGENCY AMOUNT OF \$18,535.00 FOR A TOTAL COST NOT TO EXCEED \$1,036,500.00.

WHEREAS: the City advertised for bids in the *Journal News* and with multiple plan clearinghouses on May 10, 2024, and on May 17, 2024. Bids were opened and read on May 24, 2024. The lowest and best bid was provided by CPS Construction Group, Inc, in the amount of \$1,017.965.00; and

WHEREAS: the City Manager and the Service Director recommend Council accept the bid of CPS Construction Group, Inc. for specified repairs to the City of Oxford Walnut Street Parking Garage at a cost of \$1,017,965.00 plus a contingency in the amount of \$18,535.00 for a total cost not to exceed \$1,036,500.00.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and accepts the bid of CPS Construction Group, Inc. for specified repairs to the City of Oxford Walnut Street Parking Garage at a cost of \$1,017,965.00 plus a contingency in the amount of \$18,535.00 for a total cost not to exceed \$1,036,500.00.

SECTION 2: Council further authorizes the City Manager to enter into a contract with CPS Construction Group, Inc. for specified repairs to the City of Oxford Walnut Street Parking Garage at a cost of \$1,017,965.00 plus a contingency in the amount of \$18,535.00 for a total cost not to exceed \$1,036,500.00.

SECTION 3: 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)

BIDDER agrees to perform all the work described in the CONTRACT DOCUMENTS for the following unit prices:

BID SCHEDULE - I

(1) ITEM	(2) DESCRIPTION	(3) QTY	(4) UNIT	(5) LABOR (\$)	(6) MATERIAL (\$)	(7) (5) + (6) TOTAL (\$)	(8) (3) X (7) TOTAL EXTENDED INFORMAL PRICE (\$)
Base Bid							
1	General Conditions, Permit, Mobilization, Demobilization, Barriers, and Efforts Not Itemized Elsewhere	N.A.	Lump				
2	8" Hollow core plank removal and replacement, including new sealants, membrane and line striping	12	Loc				
3	Perimeter vertical sealant removal and replacement all levels	1	Lump				
4	Beam Bottom Repair (detail 1/2.01)	40	SF				
5	Column/Vertical Surface Repair (detail 2/2.01)	50	SF				
6	Overhead Concrete Repair (detail 3/2.01)	25	SF				
7	Raised Curb Repair (detail 4/2.01)	40	LF				
8	Topping Slab Repair Along Ramp (detail 5/2.01)	400	SF				
9	Hollow Core Plank Cavity Repair Individual Cells (detail 6/2.01)	80	Loc				
10	Topping Slab Repair Over Planks (detail 7/2.01)	400	SF				
11	Topping Slab Repair Over Beam (detail 7/2.01)	400	SF				
12	Deep Topping Slab Repair Over Beam (detail 8/2.01)	100	SF				
							CONTINUED

May 17, 2024

BF-9

BIDDER agrees to perform all the work described in the CONTRACT DOCUMENTS for the following unit prices:

BID SCHEDULE - I

(1) ITEM	(2) DESCRIPTION	(3) QTY	(4) UNIT	(5) LABOR (\$)	(6) MATERIAL (\$)	(7) (5)+(6) TOTAL (\$)	(8) (3) X (7) TOTAL EXTENDED INFORMAL PRICE (\$)
13	Hollow Core Plank Top Repair Full Plank (detail 9/2.02)	30	Loc				
14	Hollow Core Plank Repair From Below (detail 10/2.02)	270	LF				
15	Supplemental Steel Bearing (detail 11/2.02)	10	Loc				
16	New Steel Beam (detail 12 and 13/2.02)	14	Loc				
17	Supplemental steel in Stair Repair (detail 15 and 16/2.02 and detail 18/2.03)	1	Loc				
18	Random Crack Repair (detail 3/3.01)	500	LF				
19	Remove and replace deteriorated section of cast iron piping (spec. Section 221400)	25	LF				
20	Remove and replace slab sealants along the ramps	1	Lump				
21	Special inspection cost	1	Lump				
22	Total Cost Base Bid Work	N.A.	N.A.				

May 17, 2024

BF-10

BIDDER agrees to perform all the work described in the CONTRACT DOCUMENTS for the following unit prices:

BID SCHEDULE - I

(1) ITEM	(2) DESCRIPTION	(3) QTY	(4) UNIT	(5) LABOR (\$)	(6) MATERIAL (\$)	(7) (5)+(6) TOTAL (\$)	(8) (3) X (7) TOTAL EXTENDED INFORMAL PRICE (\$)
Alternate 1:							
A1	Contractor to prepare entire roof level and install a heavy duty traffic membrane recoat system (refer to Spec Section 071800)	1	Lump				
A2	New line striping associated with recoat work	1	Lump				
A3	Total Cost Alternate 1 Work	N.A.	N.A.				



THP Limited

Pre-bid Meeting Minutes

Date: May 13, 2024

Project: City of Oxford Walnut Street Garage 2024 Repairs

THP #: 24039.00

Items Discussed:

- I. Introduction
 - A. Sign in on the Pre-Bid attendance form.
- II. Bidding Schedule:
 - A. Questions: Friday, May 17, 2024.
 1. Submit questions in Writing (e-mail) directly to THP (attn. Zach Wolcott) copy Scott. THP will distribute all relevant questions and their corresponding answers to all bidders.
 - B. Addendum: Published, Monday, May 20, 2024.
 - C. Bids Due: Friday, May 24, 2024, by 10:00am.
 1. Bids must be mailed in or dropped off to City of Oxford Municipal Building, 15 South College Ave., Oxford, Ohio 45056.
 2. Email Scott Otto at sotto@cityofoxford.org
 3. Email Zach Wolcott at zwolcott@thpltd.com
- III. Review City of Oxford Front end for bidding Requirements.
- IV. Overview of bid form:
 - A. Included is an itemized breakdown of Base Bid work items for the Garage. The breakdown includes general conditions, unit cost items (shown on form), and significant lump sum items. Lump sum items not noted should be included in the "General Conditions, etc." line item. Base Bid Items:
 1. 8" Hollow core plank removal and replacement, including new sealants, membrane, and line striping (12 loc).
 2. Perimeter vertical sealant removal and replacement all levels.
 3. Remove and replace slab sealants along the ramps.
 4. Special inspection cost.
 5. Unit cost:
 - a. Beam Bottom Repair
 - b. Overhead Concrete Repair
 - c. Raised Curb Repair
 - d. Topping Slab Repair Along Ramp
 - e. Hollow Core Plank Cavity Repair Individual Cells
 - f. Topping Slab Repair Over Planks
 - g. Topping Slab Repair Over Beam
 - h. Deep Topping Slab Repair Over Beam
 - i. Hollow Core Plank Top Repair Full Plank

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- j. Hollow Core Plank Repair From Below
- k. Supplemental Seel Bearing
- l. New Steel Beam
- m. Steel Bearing Repair in Stair Tower and Coating – details 15, 16, and 17 work to be included in one price.
- n. Random Crack Repair
- o. Remove and Replace Deteriorated Section of Cast Iron Piping

B. Alternate Work:

- 1. Prepare and install a heavy duty membrane recoat system on level 4 with new line striping.
- C. Bidders shall submit with their proposals a certified check, cashier's check, or a satisfactory bid bond in an amount equal to ten percent (10%) of the estimated cost of the contract.
- D. The project is prevailing wage.
- E. Include labor rates and proposed project team. Project manager/assistant on site 10% of time and site foreman 100% of time.
- F. Also be sure to fill out the supplemental forms included with the bid form pdf. Use the Substitution Form to propose alternative products or procedures, with applicable debits or credits. Note the Base Bid and Alternate pricing is to be submitted EXACTLY as outlined in the drawings and specifications.

V. Specifications

A. Summary of work

- 1. Schedule:
 - a. Anticipated Start Dates: Mid-June 2024
 - b. Substantial Completion: 124 calendar days after start date.
 - c. 28 days for contractor completion after substantial completion.
- 2. The contractor must keep 80 parking spaces open between June 10 and August 9, 2024.
- 3. After August 9th, a maximum of 80 parking spaces may be closed until substantial completion.
- 4. Project Milestone:
 - a. Level 4 drive lane and ramp repairs: Completed August 9th, 2024.
- 5. Contractor must relocate ADA spaces that are captured. Coordinate temporary signage with the Owner.
- 6. Liquidated damages are based on the final contract amount per page BF-3.
- 7. Section 015600 – Barriers. Metal fencing is not required, but orange construction fencing is included for membrane coating areas (at a minimum). Contractor should also utilize plastic jersey barriers where appropriate.

- a. The contractor will need to supply all cones for the projects to block spaces.
8. All signage to be professionally stenciled/prepared and coordinated in advance with the Owner.
9. Please review the insurance requirements.
10. Retainage for this project will be 8% for the first 50% of billings and 8% for stored materials per page CF-17.

VI. Technical Sections

- A. Contractor should read through specifications and verify they are in compliance with project history requirements, licensed to install specified products (where applicable) and bid all work as outlined in the execution section EXACTLY as specified, including materials, procedures (e.g. – shot blast prep for membrane work), and material manufacturer representation, where required (e.g. – membrane manufacturer's rep reviewing substrate).
- B. Concrete – Section 030100
 1. bag mix products or ready mix have been specified, contractor option but be aware of cure times if you choose ready mix.
 2. Warranty – 2 Years
- C. Precast Concrete Hollow Core Planks – Section 034113
 1. Full plank repairs are marked on the plans.
- D. Misc. Metals – Section 050100
 1. Steel channel for stair repair
 2. Warranty – 5 years
- E. Membrane – Section 071800
 1. Lymtal, Neogard, Sika, and BASF membrane systems are specified in the specification.
 2. 40 mil base coat on bare concrete, 20 mil base coat for recoat areas.
 3. Warranty – 5 Year Joint and Several with Skid and Bond Addendums
 4. Make sure the manufacturer knows it is a THP job.
 5. Plan to submit a sample warranty as part of the project submittals.
- F. Sealant – Section 079200
 1. Urethane Sealants non-sag
 - a. NO TG in Sika below membrane
 2. Warranty – 5 years as part of membrane warranty
- G. High Performance Coating – Section 099100
 1. Steel coatings
 2. Warranty – 5 years warranty from applicator and manufacturer
- H. Drains and piping – Section 221400

1. Cast Iron Drain repairs.
2. Warranty – 3 years
- I. Pavement Markings – Section 321723
 1. Membrane line striping.
 2. Warranty – 2 years

VII. Contractor Questions

VIII. Coordinate a Walkthrough of Garage with City of Oxford. All contractors are to walk the garage prior to bidding. Contact THP with questions.

The preceding is a summary of our notes from the meeting. If you believe there are any omissions or misleading information in these Meeting Notes, please contact me as soon as possible.

Notes by: Zachary Wolcott, THP



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Heather Barbour
DATE PREPARED:	5/28/2024
COUNCIL MEETING DATE:	June 4, 2024
AGENDA TITLE:	A Resolution Advocating For A More Robust Federal Climate Policy To Support Localities Most Impacted By Climate Change. (Mayor Snavelly and Councilor Prytherch)
COUNCIL GOAL AREA:	A Sustainable Oxford
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

RESOLUTION NO.

A RESOLUTION ADVOCATING FOR A MORE ROBUST FEDERAL CLIMATE POLICY TO SUPPORT LOCALITIES MOST IMPACTED BY CLIMATE CHANGE

WHEREAS, climate change is a global issue whose impacts are already being felt by local communities; and

WHEREAS, the City of Oxford considers climate change a public health, safety, and general welfare issue of the utmost importance; and

WHEREAS, the City of Oxford believes a transition to a clean, renewable energy future will provide unprecedented opportunities for Ohioans, if we embrace it; and

WHEREAS, the City of Oxford has adopted a Climate Action Plan to reduce emissions from local government operations and community sources towards the ambitious goal of carbon neutrality by 2045, while preparing to be resilient in the face of anticipated climate changes; and

WHEREAS, localities cannot successfully tackle this challenge alone, but require collaboration and partnership from all levels of government and the private sector; and

WHEREAS, state and federal governments play a fundamental role in issues like climate and energy that transcend local boundaries, and

WHEREAS, the City of Oxford hopes all our state and federal officials – no matter their partisan affiliation – will do their utmost to promote the welfare of all their constituents, present and future.

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

SECTION 1: We invite all our state and federal officials to partner with the City of Oxford in robust and durable climate policy to help avert catastrophic climate change and secure the many benefits of a clean energy transition.

SECTION 2: We stand in support of a strong carbon pricing policy with a rebate to households and a carbon border adjustment, such as the Energy Innovation and Carbon Dividend Act (H. R. 5744).

SECTION 3: 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:	City Manager
PREPARED BY:	Stephanie Gray
DATE PREPARED:	5/28/2024
COUNCIL MEETING DATE:	June 4, 2024
AGENDA TITLE:	An Ordinance Authorizing The Tax Budget For The Year 2025 And Directing That The Same Be Transmitted To The Butler County Auditor. (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

This is the annual Tax Budget to be submitted for the coming year to the Butler County Tax Commission, in accordance with requirements stipulated by Ohio Revised Code. Approval by the legislative body is required by July 15th and it is due to the County by July 20th.

The tax budget required for the County is essentially a preliminary budget estimate for next year. Beginning in August we will undertake our normal detailed line-item budget analysis and preparation. We will spend approximately 3 months of intensive preparation on our detailed budget, and the final approved budget will then be submitted to the County Budget Commission to replace this preliminary estimate.

This tax budget provides our first glimpse at 2025's General Fund budget. We have prepared this budget with an approximately 0% change from the 2024 amended Budget except for a few items. See "Exhibit B" for the General Fund and "Exhibit C" for all other Funds.

ORDINANCE NO.

AN ORDINANCE AUTHORIZING THE TAX BUDGET FOR THE YEAR 2025 AND DIRECTING THAT THE SAME BE TRANSMITTED TO THE BUTLER COUNTY AUDITOR.

WHEREAS, the annual Tax Budget for the coming year shall be submitted to the Butler County Auditor pursuant to the Ohio Revised Code Section 5705.30; and

WHEREAS, approval by the legislative body of each political subdivision is required by July 15th of each year and it is due to the county by July 20th of each year.

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

SECTION 1: The year 2025 tax budget, attached hereto as Exhibit “A” for the City of Oxford is hereby adopted and the Finance Director is directed to transmit a copy of said budget to the Butler County Auditor.

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)

City or
Village ofOxfordButler

County, Ohio

(Date) June 18, 2024
Year

This Budget must be adopted by the Council or other legislative body on or before July 15th, and two copies must be submitted to the County Auditor on or before July 20th. **FAILURE TO COMPLY WITH SEC. 5705.30 R.C. SHALL RESULT IN LOSS OF LOCAL GOVERNMENT FUND ALLOCATION.**

To the auditor of said County:

The following Budget year beginning January 1, 2025, has been adopted by Council and is herewith submitted for the consideration of the County Budget Commission.

Signed _____

Title Finance Director**SCHEDULE A**

**SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION
AND COUNTY AUDITOR'S ESTIMATED RATES**

For Municipal Use		For Budget Commission Use		For County Auditor Use	
FUND (Include only those funds which are requesting general property tax revenue)	Budget Year Amount Requested of Budget Commission Inside/Outside	Budget Year Amount Approved by Budget Commission Inside 10 Mill Limitation	Budget Year Amount to be Derived From Levies Outside 10 Mill Limitation	County Auditor's estimate of Tax Rate to be Levied	
				Inside 10 Mill Limit Budget Year	Outside 10 Mill Limit Budget Year
	Column 1	Column 2	Column 3	Column 4	Column 5
GOVERNMENT FUNDS					
GENERAL FUND	1,440,000				
SPECIAL REVENUE FUNDS	1,428,128				
DEBT SERVICE FUNDS					
CAPITAL PROJECTS FUNDS					
PROPRIETARY FUNDS					
FIDUCIARY FUNDS					
AGENCY FUNDS					
TOTAL OF ALL FUNDS	2,868,128	0	0	0	0

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

[illegible]

FUND NAME: GENERAL FUND
FUND TYPE/CLASSIFICATION : GOVERNMENTAL - GENERAL

EXHIBIT I - A

DESCRIPTION (1)	For 2022 Actual (2)	For 2023 Actual (3)	Current Year Estimated for 2024 (4)	Budget Year Estimated for 2025 (5)
REVENUES				
Local Taxes				
General Property Tax - Real Estate	1,337,195.57	1,324,714.38	1,440,118.00	1,440,118.00
10% Rollback & Homestead	105,124.25	105,206.14	116,209.00	116,209.00
Tangible Personal Property Tax	-	-	-	-
Municipal Income Tax	9,539,155.91	9,853,037.16	9,700,000.00	9,700,000.00
Other Local Taxes	277,535.21	303,044.56	270,000.00	270,000.00
Total Local Taxes	11,259,010.94	11,586,002.24	11,526,327.00	11,526,327.00
Intergovernmental Revenues				
State Shared Taxes and Permits	-	-	-	-
Local Government	549,328.12	564,315.08	551,000.00	551,000.00
Estate Tax	-	-	-	-
Cigarette Tax	720.10	169.86	800.00	800.00
License Tax	-	-	-	-
Liquor and Beer Permits	63,029.40	5,921.30	38,000.00	38,000.00
Gasoline Tax	-	-	-	-
Library and Local Government Support Fund	-	-	-	-
Property Tax Allocation	-	-	-	-
Other State Shared Taxes and Permits	-	-	-	-
Total State Shared Taxes and Permits	613,077.62	570,406.24	589,800.00	589,800.00
Federal Grants or Aid	-	16,842.56	109,188.00	109,188.00
State Grants or Aid	43,679.02	79,749.99	68,559.00	68,559.00
Other Grants or Aid	173,413.77	192,616.81	149,000.00	149,000.00
Total Intergovernmental Revenues	830,170.41	859,615.60	916,547.00	916,547.00
Special Assessments	-	-	-	-
Charges for Services	816,657.82	1,258,696.61	846,175.00	846,175.00
Fines, Licenses, and Permits	630,090.10	649,893.86	633,900.00	633,900.00
Miscellaneous	305,779.69	576,642.19	562,862.00	562,862.00
Other Financing Sources:				
Proceeds from Sale of Debt	-	-	-	-
Transfers	171,282.28	154,710.00	152,210.00	152,210.00
Advances	3,927,837.00	5,332,500.00	3,905,000.00	3,455,000.00
Other Sources				
TOTAL REVENUES	17,940,828.24	20,418,060.50	18,543,021.00	18,093,021.00

FUND NAME: GENERAL FUND
FUND TYPE/CLASSIFICATION : GOVERNMENTAL - GENERAL

EXHIBIT I - B

DESCRIPTION (1)	For 2022 Actual (2)	For 2023 Actual (3)	Current Year Estimated for 2024 (4)	Budget Year Estimated for 2025 (5)
EXPENDITURES				
Security of Persons and Property				
Personal Services	4,759,107.00	5,299,744.95	5,449,959.00	5,449,959.00
Travel Transportation	-	-	-	-
Contractual Services	1,027,279.00	978,384.96	1,106,748.00	1,106,748.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Security of Persons and Property	5,786,386.00	6,278,129.91	6,556,707.00	6,556,707.00
Public Health Services				
Personal Services	-	40,355.24	97,777.00	97,777.00
Travel Transportation	-	-	-	-
Contractual Services	179,847.00	230,584.93	194,524.00	194,524.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Public Health Services	179,847.00	270,940.17	292,301.00	292,301.00
Leisure Time Activities				
Personal Services	1,216,255.07	1,386,802.05	1,443,148.00	1,443,148.00
Travel Transportation	-	-	-	-
Contractual Services	509,135.00	611,618.86	617,827.00	617,827.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Leisure Time Activities	1,725,390.07	1,998,420.91	2,060,975.00	2,060,975.00
Community Environment				
Personal Services	666,995.00	726,862.72	820,223.00	820,223.00
Travel Transportation	-	-	-	-
Contractual Services	303,355.00	214,038.24	280,881.00	280,881.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Community Environment	970,350.00	940,900.96	1,101,104.00	1,101,104.00
Basic Utility Services				
Personal Services				
Travel Transportation				
Contractual Services				
Supplies and Materials				
Capital Outlay				
Total Basic Utility Services	-	-	-	-

FUND NAME: GENERAL FUND
FUND TYPE/CLASSIFICATION : GOVERNMENTAL - GENERAL

EXHIBIT I - C

DESCRIPTION (1)	For 2022 Actual (2)	For 2023 Actual (3)	Current Year Estimated for 2024 (4)	Budget Year Estimated for 2025 (5)
EXPENDITURES				
Transportation				
Personal Services	-	-	-	-
Travel Transportation	-	-	-	-
Contractual Services	-	-	-	-
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total Transportation	-	-	-	-
General Government				
Personal Services	1,056,577.00	1,111,760.06	1,150,346.00	1,150,346.00
Travel Transportation	-	-	-	-
Contractual Services	1,046,179.00	1,165,067.72	1,140,617.00	1,140,617.00
Supplies and Materials	-	-	-	-
Capital Outlay	-	-	-	-
Total General Government	2,102,756.00	2,276,827.78	2,290,963.00	2,290,963.00
Debt Service				
Redemption of Principal	-	-	-	-
Interest	-	-	-	-
Other Debt Service	-	-	-	-
Total Debt Service	-	-	-	-
Other Uses of Funds				
Transfers	2,993,477.00	3,165,287.00	2,291,471.00	2,291,471.00
Advances	3,927,837.00	5,332,500.00	3,905,000.00	3,455,000.00
Contingencies	-	-	40,000.00	40,000.00
Other Uses of Funds				
Total Other Uses of Funds	6,921,314.00	8,497,787.00	6,236,471.00	5,786,471.00
TOTAL EXPENDITURES	17,686,043.07	20,263,006.73	18,538,521.00	18,088,521.00
Revenues over/(under) Expenditures	254,785.17	155,053.77	4,500.00	4,500.00
Beginning Cash Balance	8,354,639.75	8,609,424.92	8,764,478.69	8,768,979.78
Ending Cash Fund Balance	8,609,424.92	8,764,478.69	8,768,978.69	8,773,479.78
Rounding	(0.25)	1.09	1.09	-
Outstanding Advances to be repaid	-	-	-	-
Estimated Encumbrances (outstanding at year end)	72,373.19	127,736.53	-	-
Estimated Ending Unencumbered Fund Balance	8,537,051.48	8,636,743.25	8,768,979.78	8,773,479.78

EXHIBIT II -A

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2025	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2025
GOVERNMENTAL: SPECIAL SERVICE:							
Street	533,743.12	1,161,207.00	1,694,950.12	885,731.00	275,476.00	1,161,207.00	533,743.12
State Highway Improvement	125,780.48	37,724.00	163,504.48		20,200.00	20,200.00	143,304.48
Community Development Block Grant	149,999.60	131,000.00	280,999.60		131,000.00	131,000.00	149,999.60
Community Development Block Loan	540,106.99	28,929.00	160,000.00		160,000.00	160,000.00	0.00
Parking Meter	326,119.57	883,103.00	1,209,222.57	500,437.00	225,021.00	725,458.00	483,764.57
Life Squad	10,542.40	510.00	11,052.40		0.00	0.00	11,052.40
Affordable Housing Trust	29,351.99	22,261.00	51,612.99		16,000.00	16,000.00	35,612.99
Law Enforcement Trust	19,016.34	13,283.00	32,299.34		23,000.00	23,000.00	9,299.34
Enforcement & Education	91,637.12	2,947.00	94,584.12		2,000.00	2,000.00	92,584.12
FEMA	0.00		0.00			0.00	0.00
Fire/EMS	(42,374.59)	2,751,164.00	2,708,789.41	2,705,485.00	717,872.00	3,423,357.00	(714,567.59)
OVI Task Force	(387,185.79)	500,000.00	112,814.21	59,866.00	440,134.00	500,000.00	(387,185.79)
South Pointe TIF District 1	37,437.05	296,469.00	333,906.05		268,361.00	268,361.00	65,545.05
South Pointe TIF District 2	2,190.21	7,564.00	9,754.21		6,819.00	6,819.00	2,935.21
South Pointe TIF District 3	2,923.07	11,335.00	14,258.07		10,232.00	10,232.00	4,026.07
South Pointe TIF District 4	2,762.01	11,307.00	14,069.01		10,208.00	10,208.00	3,861.01
South Pointe TIF District 5	2,429.37	11,261.00	13,690.37		10,155.00	10,155.00	3,535.37
OAT Property Tax Fund	250,108.99	1,059,253.00	1,309,361.99		1,050,000.00	1,050,000.00	259,361.99
Fire Loss Claims	0.00		0.00			0.00	0.00
Small Business Loan Fund	196.01	5,103.00	5,299.01		5,000.00	5,000.00	299.01
Local Coronavirus Relief	0.00		0.00			0.00	0.00
Coronavirus Local Fiscal Recovery Fund	88,045.11		88,045.11		88,045.00	88,045.00	0.11
Opioid Settlement Fund	48,863.58	10,589.00	59,452.58			0.00	59,452.58
TOTAL SPECIAL REVENUE FUNDS	1,831,692.63	6,945,009.00	8,367,665.64	4,151,519.00	3,459,523.00	7,611,042.00	756,623.64

EXHIBIT II - B

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2025	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2025
DEBT SERVICE FUNDS							
Aquatic Center Debt Service Fund	0.00	307,050.00	307,050.00		307,050.00	307,050.00	0.00
Southpointe TIF Debt Service	0.00	307,975.00	307,975.00		307,975.00	307,975.00	0.00
TOTAL DEBIT SERVICE FUNDS	0.00	615,025.00	615,025.00		615,025.00	615,025.00	0.00
CAPITAL PROJECT FUNDS							
Capital Equipment	1,756,061.20	377,650.00	2,133,711.20		335,870.00	335,870.00	1,797,841.20
Capital Improvement	2,138,179.88	795,000.00	2,933,179.88		1,707,222.00	1,707,222.00	1,225,957.88
Parking Lot Improvement	(684.69)	100,000.00	99,315.31		98,000.00	98,000.00	1,315.31
Municipal Facilities Capital Improvement	68,290.00		68,290.00			0.00	68,290.00
Oxford Area Trails Capital Improvement Fund	1,911,129.72	1,035,000.00	2,946,129.72	34,085.00	500,000.00	534,085.00	2,412,044.72
Aquatic Center Capital Improvement Fund	500.00	0.00	500.00		0.00	0.00	500.00
High St. Pedestrian Safety (MU) Capital Improvement Fund	0.00	0.00	0.00		0.00	0.00	0.00
TOTAL CAPITAL PROJECTS	5,873,476.11	2,307,650.00	8,181,126.11		2,641,092.00	2,675,177.00	5,505,949.11
Special Assessment	109,274.35	313,959.00	423,233.35		400,000.00	400,000.00	23,233.35
TOTAL SPECIAL ASSESSMENT	109,274.35	313,959.00	423,233.35	0.00	400,000.00	400,000.00	23,233.35

Proprietary EXH II 6
Page 100

<https://cityofoxfordoh.sharepoint.com/sites/Finance/Shared Documents/Budget/Budget 2024/tax budget/County Budget Tax Form 2025> PROPRIETARY EXH II - C

EXHIBIT II - D

FUND List All Funds Individually Unless Reported on Exhibit I or II	Estimated Unencumbered Fund Balance 1/1/2025	Budget Year Estimated Receipt	Total Available For Expenditures	Personal Services	Other	Total	Estimated Unencumbered Fund Balance 12/31/2025
INTERNAL SERVICE FUNDS							
Internal Service Fund	74,942.78	316,934.00	391,876.78		314,814.00	314,814.00	77,062.78
Employee Benefits Fund	418,571.63	2,633,456.00	3,052,027.63		2,341,872.00	2,341,872.00	710,155.63
TOTAL INTERNAL SERVICE FUNDS	493,514.41	2,950,390.00	3,443,904.41	0.00	2,656,686.00	2,656,686.00	787,218.41
FIDUCIARY:							
TRUST AND AGENCY FUNDS							
Board of Building Standards Fund	0.00	3,500.00	3,500.00		3,500.00	3,500.00	0.00
Hotel Tax Agency Fund	0.00	292,000.00	292,000.00		292,000.00	292,000.00	0.00
TOTAL TRUST AND AGENCY FUNDS	0.00	295,500.00	295,500.00	0.00	295,500.00	295,500.00	0.00
TOTAL FOR MEMORANDUM ONLY	20,511,745.70	40,270,177.00	60,372,886.71	8,109,175.00	33,544,350.00	41,687,610.00	18,685,276.71

BUDGET YEAR

[illegible]



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:	5/28/2024
COUNCIL MEETING DATE:	June 4, 2024
AGENDA TITLE:	An Ordinance Approving A Conditional Use Permit Application To Allow For A Retail Use Exceeding 15,000 Square Feet In The General Business (GB) District For The Purpose Of Accommodating A New Tractor Supply Company Store On Property Located At 5728 College Corner Pike, Oxford, Ohio 45056 With Conditions (Sam Perry, Community Development Director)
COUNCIL GOAL AREA:	Economic Development
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve as recommended by Planning Commission
CITY MANAGER/DEPT HEAD APPROVAL:	SP DRE

DISCUSSION:

Proposal Summary:

Developer MSP Properties of Ohio L.P. has an option to purchase a portion of a 13.67-acre property located at 5728 College Corner Pike. The site is zoned General Business (GB) District and has frontage along both College Corner Pike and Todd Road. The applicant wishes to acquire a little over 4 acres on which to build a new Tractor Supply store serving the local market. Before entertaining a subdivision of the property, the applicant is looking to obtain a Conditional Use in order to secure approval for a retail use exceeding 15,000 gross floor area, which is not permitted by-right in the GB District. Primary access into the site is proposed off of College Corner Pike (aligned with Ringwood Road), with secondary access provided via Todd Road.

Background:

The site layout/design went through several iterations prior to reaching the Planning Commission hearing. Originally, the applicant had proposed constructing a new public road running between Todd Road and Ringwood Road, with several 90-degree turns. The notion of a new public road has since been abandoned, favoring instead to construct a private access road from the intersection of US 27 & Ringwood Road that could eventually be shared with future development on the remaining site acreage.

Planning Commission Discussion & Recommendation:

The Planning Commission held a public hearing on this application at their May 14 meeting. Staff presented various contextual details pertaining to the proposal, including recommendations from the Comprehensive Plan and Thoroughfare Plan. The applicant voiced support for all 12 conditions recommended by staff, inclusive of a recommendation to have additional right-of-way dedicated at the corner of Todd Road and US 27 that would offer additional space for a future intersection improvement project. If the Conditional Use is successfully approved, the next step for the applicant will be to hire a surveyor and submit for Preliminary Plat & Final Subdivision Plat approvals.

There were no comments from the public.

The Planning Commission inquired about outdoor storage, landscaping, stormwater function (rain garden proposed), and potential temporary uses of the right-of-way area to be dedicated prior to a future improvement project.

Upon closure of the public hearing and following further discussion, the Commission voted 7-0-0 to recommend **approval** of the application subject to the 12 conditions as originally recommended by City staff:

1. The proposed plan associated with this Conditional Use necessitates submission of Preliminary Plat and Final Subdivision Plat applications for consideration by Planning Commission and Council as appropriate. Such applications shall be approved, and the corresponding record plat recorded, prior to approval of any Building Permit.
2. Oxford Zoning Code **Section 1147.02(c)(2)(A)** stipulates that an approved Conditional Use must be substantially operational within 2 years of its approval. Applications for any construction permits necessary for the operation of the Conditional Use must be filed within 1 year of approval. These timing provisions shall be automatically extended to begin on the date Council approves a Final Subdivision Plat pertaining to this site. If no Final Subdivision Plat has been approved within 1 year of Conditional Use approval by Council, the Conditional Use shall be considered expired.
3. An additional 10-foot wide accessway shall be established between the proposed College Corner Pike multi-use path and the front entrance of the new store, to allow for a more direct connection for pedestrian & bicycle traffic emanating from the south.
4. Public sidewalk shall either be provided along the west side of Todd Road, or payment provided to the City of Oxford in-lieu of constructing the improvement at the present time. If the second option is selected, funds shall be held by the City until a more appropriate moment when they can contribute toward pedestrian-related improvements within vicinity of the site.
5. Building architecture and signage shall substantially conform to the submitted elevation drawings, inclusive of proposed exterior materials and glazing.
6. A traffic impact study shall be completed and submitted as part of a future subdivision application for review by the City Engineer. Staff reserves the right to request additional improvements to public infrastructure to address impacts attributed to the development of the future retail use (Tractor Supply), as well as any additional future uses on the overall site.

7. Stormwater management systems shall be addressed to the City Engineer's satisfaction in accordance with the City of Oxford Stormwater Management Design Manual.
8. Fire hydrants shall be installed as necessary per the request of the Oxford Fire Chief.
9. Outdoor display/storage of merchandise shall be restricted only to areas shown in green, yellow, or purple on the submitted Preliminary Site Plan.
10. As required by **Section 1143.12(d)(7)(B)**, the dumpster enclosure shall be relocated to a location that is outside of any front yard.
11. A waiver to **Section 1141.01(c)(4)(B)(2)** is hereby granted to accept fence heights of sixteen (16) feet as presented in submitted plans, contingent on being composed of black vinyl-coated chain-link or another more aesthetically pleasing design as approved by the Zoning Administrator.
12. A waiver to **Section 1148.05** is hereby granted to accept the proposed landscaping plan and relieve the developer from the Tree Survey requirement. This waiver is contingent upon the landscaping plan being fulfilled as submitted.

ORDINANCE NO.

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT APPLICATION TO ALLOW FOR A RETAIL USE EXCEEDING 15,000 SQUARE FEET IN THE GENERAL BUSINESS (GB) DISTRICT FOR THE PURPOSE OF ACCOMMODATING A NEW TRACTOR SUPPLY COMPANY STORE ON PROPERTY LOCATED AT 5728 COLLEGE CORNER PIKE, OXFORD, OHIO 45056 WITH CONDITIONS.

WHEREAS, the Planning Commission met pursuant to Oxford Codified Ordinance Section 1147.02 on May 14, 2024 for the purpose of considering the request of MSP Properties of Ohio L.P., Applicant, for a Conditional Use permit to allow for the establishment of a new Tractor Supply Co. retail store at 5728 College Corner Pike, Oxford, Ohio 45056; and

WHEREAS, the Planning Commission, after a public hearing and discussion, voted and approved a motion recommending approval of the Conditional Use permit application to allow for the establishment of a new retail use exceeding 15,000 square feet in the GB General Business District on the property located at 5728 College Corner Pike, Oxford, Ohio 45056 with the following conditions:

- 1) The proposed plan associated with this Conditional Use necessitates submission of Preliminary Plat and Final Subdivision Plat applications for consideration by Planning Commission and Council as appropriate. Such applications shall be approved, and the corresponding record plat recorded, prior to approval of any Building Permit.
- 2) Oxford Zoning Code Section 1147.02(c)(2)(A) stipulates that an approved Conditional Use must be substantially operational within 2 years of its approval. Applications for any construction permits necessary for the operation of the Conditional Use must be filed within 1 year of approval. These timing provisions shall be automatically extended to begin on the date Council approves a Final Subdivision Plat pertaining to this site. If no Final Subdivision Plat has been approved within 1 year of Conditional Use approval by Council, the Conditional Use shall be considered expired.
- 3) An additional 10-foot wide accessway shall be established between the proposed College Corner Pike multi-use path and the front entrance of the new store, to allow for a more direct connection for pedestrian & bicycle traffic emanating from the south.
- 4) Public sidewalk shall either be provided along the west side of Todd Road, or payment provided to the City of Oxford in-lieu of constructing the improvement at the present time. If the second option is selected, funds shall be held by the City until a more appropriate moment when they can contribute toward pedestrian-related improvements within vicinity of the site.
- 5) Building architecture and signage shall substantially conform to the submitted elevation drawings, inclusive of proposed exterior materials and glazing.
- 6) A traffic impact study shall be completed and submitted as part of a future subdivision application for review by the City Engineer. Staff reserves the right to request additional improvements to public infrastructure to address impacts attributed to the development of the future retail use (Tractor Supply), as well as any additional future uses on the overall site.
- 7) Stormwater management systems shall be addressed to the City Engineer's satisfaction in accordance with the City of Oxford Stormwater Management Design Manual.
- 8) Fire hydrants shall be installed as necessary per the request of the Oxford Fire Chief.

- 9) Outdoor display/storage of merchandise shall be restricted only to areas shown in green, yellow, or purple on the submitted Preliminary Site Plan.
- 10) As required by Section 1143.12(d)(7)(B), the dumpster enclosure shall be relocated to a location that is outside of any front yard.
- 11) A waiver to Section 1141.01(c)(4)(B)(2) is hereby granted to accept fence heights of sixteen (16) feet as presented in submitted plans, contingent on being composed of black vinyl-coated chain-link or another more aesthetically pleasing design as approved by the Zoning Administrator.
- 12) A waiver to Section 1148.05 is hereby granted to accept the proposed landscaping plan and relieve the developer from the Tree Survey requirement. This waiver is contingent upon the landscaping plan being fulfilled as submitted.

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

SECTION 1: Council hereby accepts the action of the Planning Commission, and further grants the Conditional Use permit application to allow for the establishment of a new retail use exceeding 15,000 square feet in the GB General Business District on the property located at 5728 College Corner Pike, Oxford, Ohio 45056 with the following conditions:

- 1) The proposed plan associated with this Conditional Use necessitates submission of Preliminary Plat and Final Subdivision Plat applications for consideration by Planning Commission and Council as appropriate. Such applications shall be approved, and the corresponding record plat recorded, prior to approval of any Building Permit.
- 2) Oxford Zoning Code Section 1147.02(c)(2)(A) stipulates that an approved Conditional Use must be substantially operational within 2 years of its approval. Applications for any construction permits necessary for the operation of the Conditional Use must be filed within 1 year of approval. These timing provisions shall be automatically extended to begin on the date Council approves a Final Subdivision Plat pertaining to this site. If no Final Subdivision Plat has been approved within 1 year of Conditional Use approval by Council, the Conditional Use shall be considered expired.
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- 4) Public sidewalk shall either be provided along the west side of Todd Road, or payment provided to the City of Oxford in-lieu of constructing the improvement at the present time. If the second option is selected, funds shall be held by the City until a more appropriate moment when they can contribute toward pedestrian-related improvements within vicinity of the site.
- 5) Building architecture and signage shall substantially conform to the submitted elevation drawings, inclusive of proposed exterior materials and glazing.
- 6) A traffic impact study shall be completed and submitted as part of a future subdivision application for review by the City Engineer. Staff reserves the right to request additional improvements to public infrastructure to address impacts attributed to the development of the future retail use (Tractor Supply), as well as any additional future uses on the overall site.
- 7) Stormwater management systems shall be addressed to the City Engineer's satisfaction in accordance with the City of Oxford Stormwater Management Design Manual.
- 8) Fire hydrants shall be installed as necessary per the request of the Oxford Fire Chief.

- 9) Outdoor display/storage of merchandise shall be restricted only to areas shown in green, yellow, or purple on the submitted Preliminary Site Plan.
- 10) As required by Section 1143.12(d)(7)(B), the dumpster enclosure shall be relocated to a location that is outside of any front yard.
- 11) A waiver to Section 1141.01(c)(4)(B)(2) is hereby granted to accept fence heights of sixteen (16) feet as presented in submitted plans, contingent on being composed of black vinyl-coated chain-link or another more aesthetically pleasing design as approved by the Zoning Administrator.
- 12) A waiver to Section 1148.05 is hereby granted to accept the proposed landscaping plan and relieve the developer from the Tree Survey requirement. This waiver is contingent upon the landscaping plan being fulfilled as submitted.

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 AND DAVID PRYTHERCH

PREPARED BY: COMMUNITY DEVELOPMENT STAFF

CHECKED BY: LAW (STAFF)

Case No:
PC-2024-01



Meeting Date:
May 14, 2024

STAFF REPORT

Community Development | Planning Commission

APPLICATION DETAILS

Applicant	MSP Properties of Ohio L.P., c/o Mitchol Pappan
Location	5728 College Corner Pike – Parcel ID H4100028000031
Action Request	Conditional Use
Requested Use	Retail Store (Tractor Supply) exceeding 15,000 sq. ft. in gross floor area
Floor Area	21,930 sq. ft gross floor area; 15,415 sq. ft. sales floor area
Engineer	Widmer Engineering Inc., c/o Sarah Ritsema, EIT
Owner	5278 College Corner Pike LLC, c/o Timothy C. Macy
Current Use	Vacant / Undeveloped Land
Current Zoning	GB General Business District
Site Area	Overall Site: 13.67 acres Proposed Development Area: 4.21 acres
Site Frontage	Approx. 922 feet along US 27 / College Corner Pike Approx. 1,332 feet along Todd Road
Surrounding Land Uses	Hardware store (Gillman's) to the west; Farm equipment sales to the north (Koenig); retail (Walmart) and agricultural to the east; place of worship (First Baptist Church) and manufacturing (Schneider Electric) to the south
Staff Recommendation	Approval , subject to recommended conditions

PROPOSAL SUMMARY

Developer MSP Properties of Ohio L.P. has an option to purchase a portion of a 13.67-acre property located at 5728 College Corner Pike. The site is zoned GB General Business District and has frontage along both College Corner Pike and Todd Road. The applicant wishes to acquire a little over 4 acres on which to build a new Tractor Supply store serving the local market. Before entertaining a subdivision of the property, the applicant is looking to obtain a Conditional Use in order to secure approval for a retail use exceeding 15,000 gross floor area, which is not permitted by-right in the GB District. Primary access into the site is proposed off of College Corner Pike (aligned with Ringwood Road), with secondary access provided via Todd Road.

CASE HISTORY

A summary of relevant past planning & zoning cases is provided below:

Case No.	Application	Decision
PC-2016-21	Preliminary Planned Development	Council approved Jan 17, 2017 by Ord No 3391
This application was submitted by Tim Macy / Teamwork Property Group, to approve an overall development vision for the entire 14 acre property. Phase One was planned to comprise a self-storage facility on the northern end of the site, while Phase Two was to comprise commercial, retail, and/or office uses on the southern end. One notable approval condition was for the provision of multi-use paths along both US 27 and Todd Road.		
PC-2018-20	Final Planned Development	Council approved Sept 18, 2018 by Ord No 3485
The Final Planned Development which followed the Preliminary served only to solidify details for Phase One (the self-storage facility), inclusive of a detention area sized large enough to serve both planned Phases. The approval required multi-use paths to be constructed along both College Corner Pike and Todd Road within 1 year of Final PD approval, or otherwise be constructed by the City using financial security.		

DEPARTMENT COMMENTS

Below are comments received from City departments:

Department	Respondent	Response
Economic Development	Seth Copenbaker Economic Development Specialist	Returned with Comments
<i>The proposed conditional use of the site at 5728 for the development of a Tractor Supply retail store represents a valuable use of this property. An additional employer operating a similar and complimentary business to those on neighboring properties would be a welcomed addition to the Oxford community. Economic Development staff encourage the addition of new employers to Oxford, as well as the redevelopment of properties to increase their value in generating new property taxes. The proposed Conditional Use for the property at 5728 College Corner Pike for the development of a Tractor Supply retail store is supported by the Economic Development staff without concern.</i>		
Engineering	Scott Otto City Engineer	Returned with Comments
<i>Responding to original February 27 plans:</i> <i>The Engineering Division offers the following comments:</i> <i>A traffic impact study is needed.</i> <i>No storm water management is shown, show area allocated for storm water detention or retention. Site development must follow requirements of the City of Oxford Storm Water Management Design Manual.</i> <i>The existing roadside ditch along the west side of Todd Road is nearly flat and does not drain well. Site improvements will need to make improvements for proper drainage as much as possible, especially the proposed 0.855 acre residual lot that has ongoing standing water.</i> <i>Provide 10' wide asphalt multi-use path along College Corner Pike and Todd Road in conformance with Oxford Bike and Pedestrian Safety Improvement Plan.</i>		

• Provide crosswalk and curb ramp at Todd Road and sidewalks along the proposed public street to provide pedestrian connectivity and follow the vision of the Complete Streets Policy. • The Oxford Transportation Thoroughfare Plan identifies a proposed roadway through this site as part of a future connection between Ringwood Road and Brown Road. • Proposed public street will need to meet minimum requirements of the City of Oxford Codified Ordinance Chapter 1101 - Street Typical Sections including right-of-way width, curb, gutter, and sidewalks. • Verify the proposed public street will meet requirements of the Ohio Department of Transportation Location and Design Manual, especially minimum horizontal curve radius requirements. • The plan sheet with truck turning movements shows conflicts with a proposed sign, curbs, and display areas. Also provide truck turning movement analysis for the proposed public street. • No planned water or sanitary sewer connections are shown. • Further review of detailed construction plans may result in additional comments and requested plan revisions.		
Fire	John Detherage Fire Chief	Returned with Comments
<i>Responding to revised April 5 plan:</i> <i>I'm good with the revised plan as long as they put the Todd Rd. access back in and add a fire hydrant near that entrance.</i>		
Police	John Jones Police Chief	Returned without Comments

PUBLIC COMMENTS

Public notices were mailed to surrounding owners within 200 feet of the subject property, and a sign was posted on the site. No comments have been received from the public as of the writing of this report.

COMMENTARY

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

- **Building Architecture:** The front façade will be the most architecturally interesting portion of the overall structure by comprising pilasters and wainscoting, and also featuring a variety of exterior materials including stone veneer, split-face block, and Hardie plank siding. Windows have been added to the front façade in order to comply with the Zoning Code's minimum transparency/glazing requirements. Awnings projecting over the windows will consist of galvanized corrugated metal material; the gabled roof over the front entry bay will also consist of similar material. The remaining facades on the north, east, and south sides of the building would possess a lesser degree of architectural quality and interest, consisting mostly of beige-colored metal paneling and painted CMU split-face block.
- **Landscaping:** The table below summarizes tree planting requirements together with the number of new plantings proposed on the submitted plan. The site borders non-residential zoning in all directions, therefore no vegetative screening/buffering is explicitly required by the Code. Since the site is largely devoid of mature vegetation, the applicant is requesting a waiver of the Tree Survey

requirement. Apart from the new street trees and shade trees shown, the applicant is also proposing several areas to be further landscaped with shrubs and ground cover.

Required Trees	Required Ratio	Minimum Trees	Provided Trees
Front Yard	1 tree per 25 feet of linear frontage	27	28
Parking Areas	2 trees per facility plus 1 tree for every 5 spaces or fraction thereof	17	18
Overall Site	1 tree per 10 feet of linear frontage	68	68
		TOTAL	112
			114

- **Lighting:** The Zoning Code requires minimum security lighting at a reading of at least (1) foot-candle across all areas covered by off-street parking. The desired lighting level is often achieved by installing a combination of pole and wall pack fixtures. The Code restricts pole-mounted fixtures to a maximum height of sixteen (16) feet, inclusive of any concrete base. Lighting-related details are not yet provided as part of this submittal, but are anticipated to be shared by the applicant and reviewed by staff at the Building Permit stage.

- **Non-Vehicular Mobility:** Relevant topics are discussed below:

- **Bicycle Parking:** The Zoning Code requires bicycle parking to be provided at a rate of 1 per 10 on-site vehicle parking spaces. With a total of 76 vehicular parking spaces proposed, this amounts to a minimum of 7 required bicycle spaces. The applicant is proposing 4 bicycle racks, each capable of supporting 2 bikes, to be installed on a concrete pad to the left of the front entrance.
- **Pedestrian Mobility:** *Section 1149.07(e)(7)* requires several features related to pedestrian mobility/accessibility; in the case of this Tractor Supply proposal, these are namely: (1) the installation of sidewalk and/or multi-use path in locations along public roads where none currently exists; and (2) the installation of a five-foot wide private walkway linking public sidewalks/paths to the front of any newly developed building/use. In consideration of the latest submitted plans, the applicant has effectively met # (2) and partially met # (1).

The applicant proposes constructing a new segment of multi-use path/trail along the east side of College Corner Pike, in accordance with the 2014 Oxford Bike and Pedestrian Safety Improvement Plan. However, when it comes to Todd Road, the City Engineer cites the City's 2019 Complete Streets Policy in noting that neither a multi-use path nor sidewalk has been included. In response, the applicant has formally requested a waiver to the sidewalk requirement along Todd Road, citing a number of reasons including: (1) no apparent destination northward; (2) the "rear" of the building/site is devoted primarily to loading and auxiliary purposes supported by large service vehicles; and (3) any sidewalk improvement installed is likely to be torn up, re-designed and reconstructed should Todd Road be improved in the future.

- **Signage:** For any new single-tenant sites, the Zoning Code provides two available signage options by-right: (1) a total of 2 wall signs; or (2) a combination of 1 wall sign and 1 freestanding sign. The applicant has elected to go with option (2) by installing a wall sign roughly 6.2 feet tall and 20 feet wide (124 square feet) as well as a freestanding sign 5.75 feet tall and 12 feet wide near the proposed entrance from US 27 and Ringwood Road.

- **Stormwater Management:** Stormwater generated by impervious surfaces on the site will be managed through the use of a 3,800 square foot rain garden installed toward the southern edge of the site, in proximity to the intersection between US 27 and Todd Road. The City Engineer has observed poor drainage along the west side of Todd Road, where standing water is often common due to minimal slope from north to south in this area. Final construction plans will need to demonstrate compliance with the City of Oxford’s Storm Water Management Design Manual.
- **Traffic Circulation & Parking:** The proposed parking lot layout demonstrates compliance with the Code’s non-residential parking provisions, including minimum number of off-street spaces, space sizing, drive aisle width, and landscaping islands. *Table 1149.05-1* requires retail store uses to provide a minimum of 1 space for every 300 square feet of usable floor area. With a total sales floor area of 15,415 square feet, this amounts to 52 parking spaces being required. The maximum number of parking spaces is always 150% of whatever the minimum is, pursuant to *Section 1149.05(a)*; thus, the intended use can accommodate up to 78 total spaces before requiring special approval. The proposed site plan includes a total of 76 off-street parking spaces, staying just below the maximum by 2 spaces.
- **Utilities:** Comments on individual utility services are provided below.
 - **Garbage & Recycling Collection:** A dumpster enclosure sized 14-ft by 28-ft is included in the rear portion of the site, behind the fenced outdoor display area. Plans showing enclosure wall dimensions and details are expected to be submitted at the Building Permit stage, in order to verify complete compliance with applicable codes.
 - **Sewer and Water:** According to data maintained by the Service Department, water and sewer mains are located along College Corner Pike in relatively close proximity to the site. It is assumed that the builder will be able to tap in directly to these existing utility lines. The City Engineer awaits more definitive details on water and sanitary connections as part of future construction plans.

DECISION CRITERIA

- A. **The proposed use is in fact a Conditional Use appropriate in the zoning district in which it is proposed.**
 Yes, *Section 1143.12(b)(2)(C)(10)* provides a “catch all” that any *combination of any retail, personal or public services that exceed 15,000 square feet of gross floor area* and proposed within the GB District may be approved via the Conditional Use process.
- B. **The use and site will satisfy the general intent of the Zoning Code.**
 Yes, *Section 1143.12(a)* provides that the GB General Business District is *intended to provide for a variety of retail, service and administrative establishments required to satisfy the needs of the overall community. This district is also intended to accommodate retail trade establishments in the community that cannot be practically provided for in a neighborhood commercial district development. This district is only appropriate within areas that are presently served, or will be served upon development, with both central water and sewer.* A new outdoor-oriented retail store with pre-defined areas for outdoor storage of merchandise will be satisfactory to the general intent of the Zoning Code in this location of the city.
- C. **The use and site will be compatible with the general intent of the Comprehensive Plan.**
 Per the 2023 Oxford Tomorrow Comprehensive Plan, the site is positioned within the “Flex Industrial” Character Area, which the Plan defines as being *characterized by employment uses like light industrial, distribution, and logistics ... found on the outskirts of the community where sensitivity to preserving existing character is less relevant.* Although the GB General Business zoning does not most

directly align with the Character Type (LI Light Industrial zoning would have the most direct alignment), staff believes the development of a Tractor Supply store in this location would not be contradictory to the general intent of the Plan.

D. The use and shape of the site are sufficient for the proposed use.

Yes, the size of the site is more than sufficient to accommodate the proposed Tractor Supply store. If the Conditional Use is successful, a required follow-up step would be to submit for approval of a Preliminary Subdivision in order to subdivide the property into multiple parcels, dedicate right-of-way, and establish access, utility and drainage easements as necessary to support this development as well as any future development on the remaining vacant land (totaling 9.46 acres).

E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.

The Code has a built-in protection against abnormally large “big box” style retail uses within the GB District, by requiring Conditional Use approval for such uses. Apart from size and outdoor storage of goods/merchandise, retail usage is otherwise permitted and encouraged to be established within this particular type of setting. The addition of a Tractor Supply store would be no less hazardous or disturbing than its neighboring uses, inclusive of Gillman Home Center, Koenig Equipment and Walmart, among others.

F. 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 standard is generally intended for industrial operations and generally does not apply to this proposal, sparing perhaps consideration for future traffic impacts. The additional traffic volume that would be generated by the future Tractor Supply store is expected to be lower than other types of retailers.

G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.

Included as part of the proposal is a fenced outdoor display area, within which will be a propane pad as well as a garden center. A metal canopy structure is proposed over the garden (“live goods”) center portion of the fenced-in area. These uses are clearly accessory and incidental to the proposed principal use. It should be noted that the applicant is requesting an additional waiver to the usual maximum fence height of 12 feet, as normally applies in commercial districts. The applicant requests that fence height be increased to 16 feet, noting the following as their reasoning: *a 16-foot fence is required to provide adequate storage space for fixtures in the Live Goods Center. There is a pallet racking that starts at 10’ and the additional space is needed for storage. A lower fence height would impact storage capacity and potentially lead to stockouts of items.*

H. 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.

Based on details and information available at the present time, it appears that the site can be adequately served by City services including water, sewer, refuse, police, and fire/EMS protection. The latest plan has satisfied the Fire Chief’s solitary design-related concern for the moment, through the inclusion of a secondary access point off Todd Road. The Police Chief did not return any immediate concerns with the proposal. It appears the applicant is thinking through the City Engineer’s comments by revising the plan to include a rain garden to provide drainage functions. The developer will be required to provide utility connection information as part of a future Building Permit submittal.

- I. **Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.**
The developer/applicant will be financially responsible for all improvements necessary in order to establish the new retail use, inclusive of providing infrastructure connections and extensions as appropriate. The proposed plan also should not unreasonably hinder the City's ability to realize any future transportation enhancements or improvements for this area of the city, in accordance with currently adopted plans and policies. One question that remains is whether now is an appropriate time to require construction of sidewalk infrastructure along Todd Road, or perhaps come to some other alternate agreement.
- J. **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.**
Staff is of the opinion that the use and site is proposed in a manner that will be harmonious in appearance and general character with existing/intended character.
- K. **The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.**
The City Engineer has asked for a traffic study to be completed for the project. The study should anticipate not only the immediate use planned (Tractor Supply), but also potential future usage on the remaining acreage of the property that will benefit from a shared private access easement. A traffic study will better determine what additional improvements may be necessary to US 27 and/or Todd Road to better facilitate traffic flow.
- L. **Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.**
Staff is currently not aware of any notable natural, scenic, or historic feature of major importance that is worth preserving or protecting.
- M. **Proposed construction will not result in the complete elimination of existing mature trees on the site. Effort shall be made to direct disturbance and construction around or away from the existing mature trees without completely taking away use of the site or connectivity to existing infrastructure.**
Very little mature vegetation is present on the site. What little vegetation exists is mostly scrub, with some wetland-type plants (cattails) along Todd Road where drainage flow remains stagnant. To this end, staff views much of this site as a "tabula rasa" in terms of potential for earth movement and/or other disturbances in order to accommodate future development.
- N. **All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.**
The site is already located within City corporate limits, so no annexation action is required. At a minimum, the applicant (with owner's participation as necessary) will need to obtain approval of a Preliminary Subdivision, Final Subdivision, and Building Permit prior to construction.

STAFF RECOMMENDATION

Based upon a review of the relevant Decision Standards, staff recommends **approval** of the Conditional Use request subject to the following conditions:

1. The proposed plan associated with this Conditional Use necessitates submission of Preliminary Plat and Final Subdivision Plat applications for consideration by Planning Commission and Council as appropriate. Such applications shall be approved, and the corresponding record plat recorded, prior to approval of any Building Permit.
2. Oxford Zoning Code **Section 1147.02(c)(2)(A)** stipulates that *an approved Conditional Use must be substantially operational within 2 years of its approval. Applications for any construction permits necessary for the operation of the Conditional Use must be filed within 1 year of approval.* These timing provisions shall be automatically extended to begin on the date Council approves a Final Subdivision Plat pertaining to this site. If no Final Subdivision Plat has been approved within 1 year of Conditional Use approval by Council, the Conditional Use shall be considered expired.
3. An additional 10-foot wide accessway shall be established between the proposed College Corner Pike multi-use path and the front entrance of the new store, to allow for a more direct connection for pedestrian & bicycle traffic emanating from the south.
4. Public sidewalk shall either be provided along the west side of Todd Road, or payment provided to the City of Oxford in-lieu of constructing the improvement at the present time. If the second option is selected, funds shall be held by the City until a more appropriate moment when they can contribute toward pedestrian-related improvements within vicinity of the site.
5. Building architecture and signage shall substantially conform to the submitted elevation drawings, inclusive of proposed exterior materials and glazing.
6. A traffic impact study shall be completed and submitted as part of a future subdivision application for review by the City Engineer. Staff reserves the right to request additional improvements to public infrastructure to address impacts attributed to the development of the future retail use (Tractor Supply), as well as any additional future uses on the overall site.
7. Stormwater management systems shall be addressed to the City Engineer's satisfaction in accordance with the City of Oxford Stormwater Management Design Manual.
8. Fire hydrants shall be installed as necessary per the request of the Oxford Fire Chief.
9. Outdoor display/storage of merchandise shall be restricted only to areas shown in green, yellow, or purple on the submitted Preliminary Site Plan.
10. As required by **Section 1143.12(d)(7)(B)**, the dumpster enclosure shall be relocated to a location that is outside of any front yard.
11. A waiver to **Section 1141.01(c)(4)(B)(2)** is hereby granted to accept fence heights of sixteen (16) feet as presented in submitted plans, contingent on being composed of black vinyl-coated chain-link or another more aesthetically pleasing design as approved by the Zoning Administrator.
12. A waiver to **Section 1148.05** is hereby granted to accept the proposed landscaping plan and relieve the developer from the Tree Survey requirement. This waiver is contingent upon the landscaping plan being fulfilled as submitted.

SUBMITTED BY:



Zachary Moore, AICP
City Planner / GIS Coordinator

DATE: May 8, 2024

APPENDIX A

RELEVANT ZONING CODE PROVISIONS

Within the Oxford Zoning Code, *Section 1143.12* provides the base zoning standards for the GB General Business District. *Section 1147.02(c)-(d)* governs the Planning Commission's decision making process on Conditional Uses. *Section 1147.03(b)(37)* provides standards specific to retail uses exceeding 15,000 sq ft GFA that should be reviewed during the Conditional Use process.

1143.12 – GB General Business District.

(a) Purpose.

This district is intended to provide for a variety of retail, service and administrative establishments required to satisfy the needs of the overall community. This district is also intended to accommodate retail trade establishments in the community that cannot be practically provided for in a neighborhood commercial district development. This district is only appropriate within areas that are presently served, or will be served upon development, with both central water and sewer.

(b) Uses.

(1) Permitted uses.

- A. Retail services. (Not to exceed 15,000 square feet of total gross floor area)
 - 1. Apparel and jewelry.
 - 2. Books, stationery, newspapers, magazines, office equipment and office supply stores.
 - 3. Department stores.
 - 4. Drug stores selling health and personal care aids.
 - 5. Food products, including groceries, meat, fish, baked goods, confectionary, and beverages.
 - 6. Flowers, potted plants, and garden supplies.
 - 7. Hardware, paint, home furnishings, and other home improvement products.
 - 8. Optical aids.
 - 9. Photography, bicycles, gifts and toys, pets, music, sporting goods, and other hobby and craft supplies.
 - 10. Restaurants, not including drive-in or fast food.
 - 11. Sales of new and used motor vehicles by dealerships holding franchises authorized by manufacturers for the sale of new vehicles.
- B. Personal and professional services. (Not to exceed 15,000 square feet of total gross floor area)
 - 1. Accounting, advertising, architectural, auditing, bookkeeping, legal, and medical offices, and offices for other similar professional service providers.
 - 2. Banks, credit agencies, investment firms, real estate, insurance offices, and other similar establishments engaged primarily in financial services.
 - 3. Barber and beauty shops.
 - 4. Cleaners, including dry cleaning and Laundromats.
 - 5. Home improvement services, including carpentry, electrical, heating, plumbing, and decorating.
 - 6. Offices for nonprofit, charitable, labor, and other service organizations.
 - 7. Repair establishments for bicycles, household appliances, locksmiths, shoes, and motor vehicles (if no gasoline is sold and repair work is done inside).
 - 8. Theaters, not including drive-ins.
 - 9. Other similar personal and professional services, such as employment agencies, travel bureaus, and ticket offices.
- C. Accessory buildings incidental to the principal use.

(2) Conditional uses.

The following Conditional Uses are subject to review and regulation in accordance with Chapter 1147.

- A. Retail services.
 - 1. Automobile service stations selling gasoline.
 - 2. Bars and establishments serving alcohol.
 - 3. Banks with drive-through facilities.
 - 4. Building supplies, garden supplies.
 - 5. Drive-in and fast-food restaurants.
 - 6. Sales of motorcycles and used motor vehicles, rental and service of motor vehicles, sales and rental of boats and marine equipment, and sales and rental of trailers.
 - 7. Temporary or outdoor sales of plants and garden supplies.
- B. Personal and public services.
 - 1. Animal hospitals or kennels.
 - 2. Bowling alleys.
 - 3. Cultural institutions, including libraries, art galleries and museums.
 - 4. Hotels and motels.
 - 5. Places of worship.
 - 6. Funeral homes.
 - 7. Indoor skating rinks, arcades, and similar recreational uses.
 - 8. Instructional studios.
 - 9. Night clubs, discotheques, and other entertainment facilities.
- C. Other uses.
 - 1. Community-Oriented Residential Social-Service Facilities (CORSSF's).
 - 2. Shared Housing and Congregate Housing for the elderly.
 - 3. Government owned and/or operated parks and recreational facilities.
 - 4. Bed & Breakfasts.
 - 5. Publicly owned and operated neighborhood recreation centers.
 - 6. Day care facilities, including Day Care for child, Day Care Center for child, Day Care Home Type A family, and Day Care Home Type B family.
 - 7. Schools: primary, intermediate, and secondary, both public and private.
 - 8. Mini-warehouse (Self-Storage Units)
 - 9. Business Incubator
 - 10. Any permitted or combination of any retail, personal or public services that exceed 15,000 square feet of gross floor area

(c) Site Development Regulations. (Unless superseded by Conditional Use Requirements)

(1) Lot requirements.

- A. Minimum lot frontage and width: 100 feet
- B. No minimum lot size is specified; however, the lot size shall be adequate to provide for parking, access drive spacing, yard space and screening requirements.

(2) Yard requirements.

- A. Minimum setbacks.

Front yard	Rear yard	Side yard
35 feet	25 feet	0 feet

When a side or rear lot line abuts residential district lot lines, the minimum side or rear transitional setback distance shall be 25 feet in depth and shall be screened from the residential district by a dense evergreen hedge a minimum of 6 feet tall at planting and that will maintain at least 90 percent opacity over time. Existing vegetation may be considered as long as the anticipated overall opacity effect can be achieved. Alternatively, different types of screenings may be utilized subject to review and approval by the Zoning Administrator if the alternative material can achieve the overall 90% opacity effect.

- B. Maximum front yard setback.
A maximum front yard setback of 150 feet; and at least 75% of the façade of the principal building must be setback no more than 150 feet from the front lot line.

(3) Structural requirements.

- Maximum building height 45 feet
- (d) Supplementary Regulations.
- (1) All merchandise, new and used, with the exception of boat, automobile, truck or farm implements and plants and garden supplies, shall be stored within a completely enclosed building. Displays of boats, automobiles, tractors, recreational trailers and/or mobile homes shall conform to the requirements as defined in Section 1141.03 (e)
 - (2) Landscaping:
Landscaping of the site shall comply with the requirements of Chapter 1148.
 - (3) The building should be oriented so that the principal building entrance faces the principal street or the street providing main access to the site. The entrance must be connected to the street and adjacent parking with clearly marked sidewalks/walkways. The building façades facing the street must adhere to the façade treatment as outlined in the following sections. In no instance, shall the rear of the building face the public right-of-way.
 - (4) Building facades that are oriented toward a right-of-way shall be provided for visual relief as follows:
 - A. Windows and transparent doors must occupy a minimum of 60% of the entire building wall area measured between 2.5 and 7 feet in height above grade along the entire front façade. Glass block, opaque or darkly tinted glass is not considered to be transparent.
 - B. Building façades must have different articulation in height and setback. Different horizontal articulations with material, color and opening shall also be utilized when building elevation is higher than 14 feet. Preferred materials include brick, stone, glass or wood.
 - (5) Each development is required; where appropriate, to provide adequate space (including easements) for alternative modes of transportation such as bike paths, multi-use paths, bus stops and turnarounds. Each development is also required to provide bicycle rack space at a rate of 3 per 10,000 square feet of gross floor area.
 - (6) The front façade of the principal structure shall be finished, utilizing at least 50% natural materials including brick, stone, masonry, glass, or wood. No aluminum or vinyl siding shall be used in finishing or utilized on the front façade of the building.
 - (7)
 - A. All utility boxes must be screened with appropriate landscaping material such that they are not visible from a right-of-way or other publicly accessible area.
 - B. All refuse collection and recycling containers must be enclosed or screened so as not to be visible from a right-of-way or other publicly accessible area. The structure surrounding the container(s) must be enclosed on all sides, one of which includes a gate or door that can be secured. The enclosure may consist of wood or masonry walls. Containers shall not be located in any front yard. The exterior perimeter of the enclosure(s) must be landscaped, excluding the access point.

1147.02(c) – Planning Commission Review.

The Planning Commission shall base its review of a proposed Conditional Use upon the complete application, upon any staff report, and upon any relevant and credible testimony presented during the public hearing.

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

- (1) Burden of Proof.
 - A. Planning Commission has no obligation to recommend approval and City Council has no obligation to approve a Conditional Use. This Zoning Code assumes that the uses listed in this section are not appropriate unless an applicant proves that the use will not be detrimental to the public health, safety, or general welfare of the City or the neighborhood in which it is proposed.

- B. 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.
- (2) General Decision Standards.
All Conditional Uses shall satisfy these General Decision Standards.
- A. The proposed use is in fact a Conditional Use appropriate for in the zoning district in which it is proposed.
 - B. The use and site will satisfy the general intent of this Zoning Code.
 - C. The use and site will be compatible with the general intent of the Comprehensive Plan.
 - D. The size and shape of the site are sufficient for the proposed use.
 - E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
 - F. 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.
 - G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.
 - H. 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.
 - I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
 - J. 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.
 - K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.
 - L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
 - M. Proposed construction will not result in the complete elimination of existing mature trees on the site. Effort shall be made to direct disturbance and construction around or away from existing mature trees without completely taking away use of the site or connectivity to existing infrastructure.
 - N. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

1147.02(d) – Action by Planning Commission.

- (1) 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.
- (2) The Planning Commission shall base its recommendation to Council upon how well the application satisfies the General Decision Standards and the Decision Standards for the proposed use. In its recommendation, Planning Commission 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.

1147.03(b)(37) – Floor Area Exceeding Maximum Allowable Square Footage

- A. Potential Concerns

1. Adequate lot size
 2. Adequate design of vehicle management area
 3. Setback from residential zoning setback and public streets
 4. Buffering and screening
 5. The hours of operation
- B. Regulations
1. The building exterior shall be compatible with the characteristics of neighboring structures.
 2. Parking shall not be in the front yard
 3. Other vehicular related concerns, i.e. ingress and egress, etc.

PC-2024-01

**Surrounding
Property Owners
Notifications Map**

Legend

-  Subject Area
-  200 Ft. Buffer
-  Oxford Corp. Limit
-  Address Point
-  16.5' Vacated ROW
-  Building Footprint



1 inch = 300 feet

Prepared on Tuesday, March 12, 2024

The City of Oxford does not guarantee the dimensional accuracy of this map. Precise dimensional accuracy should be based upon recorded deeds, plats or a professional survey.

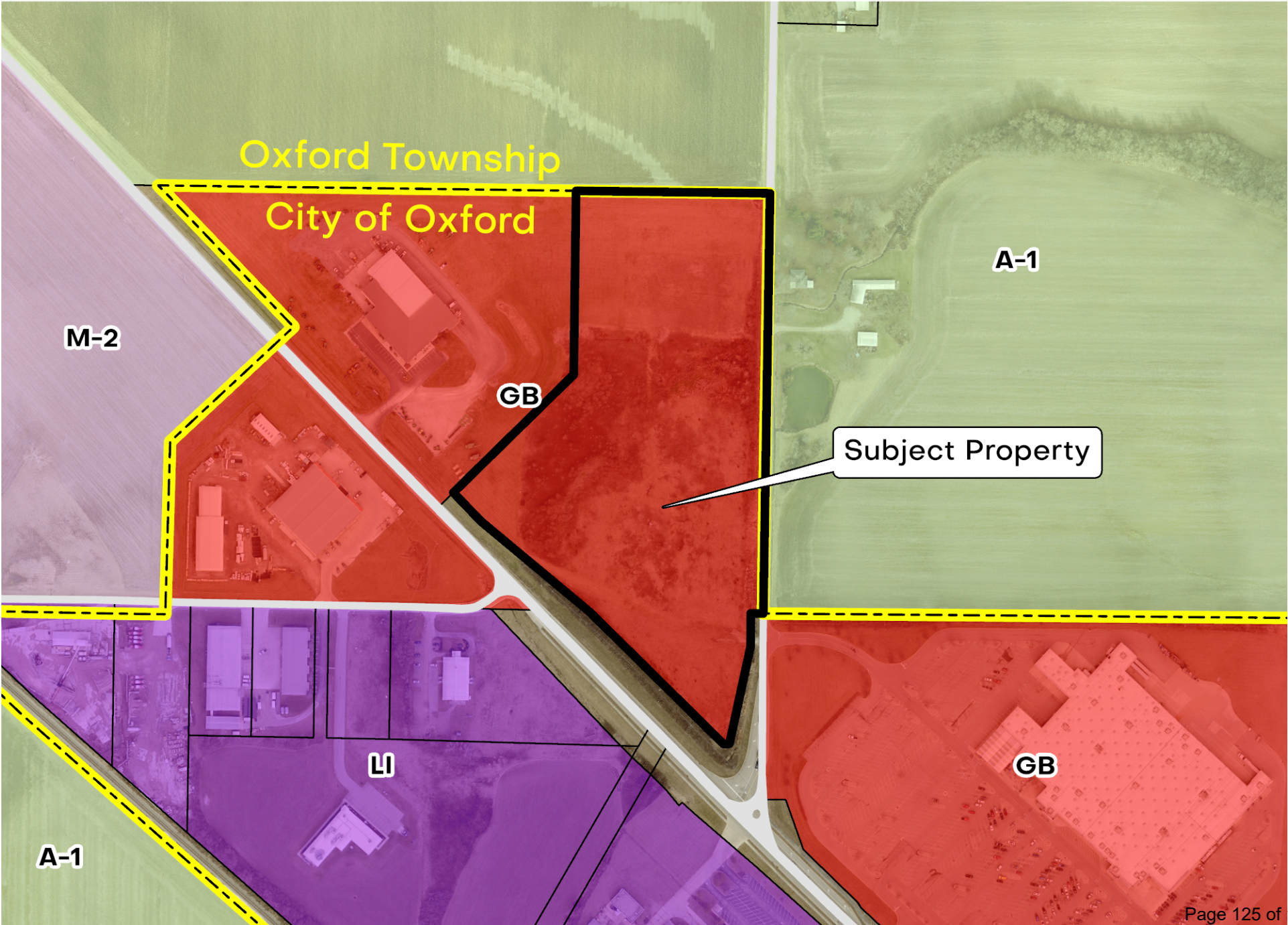
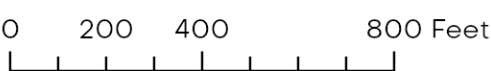


Aerial Map



Zoning Map

 Site





Memo
Service Department
Engineering Division
513/524-5208

TO: Community Development Department

FROM: Scott Otto, P.E.
City Engineer

RE: Application #PPC-2024-01
5728 College Corner Pike – Conditional Use: Tractor Supply Store

DATE: March 13, 2024

The Engineering Division offers the following comments:

- A traffic impact study is needed.
- No storm water management is shown, show area allocated for storm water detention or retention. Site development must follow requirements of the City of Oxford Storm Water Management Design Manual.
- The existing roadside ditch along the west side of Todd Road is nearly flat and does not drain well. Site improvements will need to make improvements for proper drainage as much as possible, especially the proposed 0.855 acre residual lot that has ongoing standing water.
- Provide 10' wide asphalt multi-use path along College Corner Pike and Todd Road in conformance with Oxford Bike and Pedestrian Safety Improvement Plan. Provide crosswalk and curb ramp at Todd Road and sidewalks along the proposed public street to provide pedestrian connectivity and follow the vision of the Complete Streets Policy.
- The Oxford Transportation Thoroughfare Plan identifies a proposed roadway through this site as part of a future connection between Ringwood Road and Brown Road.
- Proposed public street will need to meet minimum requirements of the City of Oxford Codified Ordinance Chapter 1101 - Street Typical Sections including right-of-way width, curb, gutter, and sidewalks.
- Verify the proposed public street will meet requirements of the Ohio Department of Transportation Location and Design Manual, especially minimum horizontal curve radius requirements.
- The plan sheet with truck turning movements shows conflicts with a proposed sign, curbs, and display areas. Also provide truck turning movement analysis for the proposed public street.

- No planned water or sanitary sewer connections are shown.
- Further review of detailed construction plans may result in additional comments and requested plan revisions.

**Internal Use Only:**Case No. PC-2024-01Date Filed 2/27/2024

Conditional Use Permit Application

Applicant Information

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

Name * MSP Properties of Ohio L.P.

Mailing Address * P.O. Box 2280

City, State & Zip Code * Cranberry Twp., PA 16066

Telephone Number(s) * (724) 630-6448

Email Address mitchol@mspdevelopment.com

Owner Information

Name * 5278 College Corner Pike, LLC

Mailing Address * 3116 W Montgomery Rd

City, State & Zip Code * Mainville, OH 45039

Telephone Number(s) * n/a

Email Address tim@teamworkpg.com

Location and Lot Information

Location of Property * 5728 College Corner Pike

Legal Description * See attached legal description and property survey.

Zoning District * GB - General Business

Total Area * 13.71 → Check One * Acres ☒ Square Feet ☐

Existing Use Description * Undeveloped. Land use code 100A - Vacant agricultural land

Proposed Use Description * Develop site into a Tractor Supply Co. store

Submission Requirements and Documentation

From Section 1147.02(a)¹.

- (1) Contents of application for conditional use permit. Thirteen complete sets of all information shall be submitted with an application. The Zoning Administrator may modify this requirement based upon the type of materials included. Please contact the Zoning Administrator prior to submitting an application to discuss the submission requirement. If any information is submitted in color or on non-standard paper, more copies may be required.

A. Application Fee.

B. Description of Use and Site.

A written, detailed description shall include the following information. A separate response is required for each subsection.

1. The name, mailing address, and telephone number of the applicant and the property owner.
2. If the applicant is not the owner, a statement from the owner that the applicant is entitled to apply on his or her behalf.
3. A legal description of the site, including all separate lots.

4. A description of the existing uses of the site.
 5. The zoning district in which the site is located.
 6. A description of the proposed use.
 - a. A description of operations, including type of goods sold, services performed, and expected number of customer, clientele, delivery, and service vehicles.
 - b. The hours of operation.
 7. A narrative statement that evaluates the compatibility of the proposed use with the general vicinity and adjacent properties.
 - a. How the use is similar to or different from existing area uses and if there will be any interaction between the proposed use and existing uses.
 - b. How any existing structures, proposed structures, and the site design relate to adjacent structures and sites.
 - c. If the use will involve any operations that create potential nuisances such as excessive noise, lighting, odor, fumes, vibration, or emissions.
 - d. How any potential negative effects on adjacent land will be mitigated.
 8. A statement about why the location proposed is more appropriate for the use than other locations.
 9. A statement of the necessity or desirability of the proposed use to the neighborhood or community.
 10. Separate, detailed statements that individually address each of the items listed as potential concerns for the proposed use.
 11. A list of the names and mailing addresses of all land owners within 200 feet of the site (see [next section](#)).
 12. Such other information regarding the proposed use, site, or surrounding area as may be pertinent to the application or required by Planning Commission.
- C. 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.
1. North arrow.
 2. Scale.
 3. Vicinity map.
 4. All existing and proposed lot lines within the site.
 5. Dimensions of all lots and of the entire site and any adjacent rights-of-way.
 6. Location, height, and use of all proposed and existing structures.
 7. Location and design of all proposed vehicle management areas.
 8. Location, size, and type of all proposed signs.
 9. Location, height, and type of all proposed screening and landscaping.
 10. Distances to residential zoning districts if within 1,000 feet.
 11. The use of land and location of structures on adjacent property and across adjacent rights-of-way.
 12. Other information as required by the Planning Commission.
- D. Landscape Plan. The plan shall demonstrate compliance with the requirements of Chapter 1148.
- E. Elevations of proposed structures, or typical elevations if structures are not yet designed, shall be required by the Zoning Administrator if the proposed location, height, or bulk of the structure is such that it may negatively affect an adjacent use.
- F. Other. Photographs of the existing use and its surroundings.

See Chapter 1147, Conditional Uses, for the full text, particularly 1147.03 for use-specific regulations¹.

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.

Planning Commission Review

From Section 1147.02(c)¹.

The Planning Commission shall base its review of a proposed Conditional Use upon the complete application, upon any staff report, and upon any relevant and credible testimony presented during the public hearing.

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

From Section 1147.02(c)(2) General Decision Standards¹. All Conditional Uses shall satisfy these General Decision Standards.

- A. The proposed use is in fact a Conditional Use appropriate for in the zoning district in which it is proposed.
- B. The use and site will satisfy the general intent of this Zoning Code.
- C. The use and site will be compatible with the general intent of the Comprehensive Plan.
- D. The size and shape of the site are sufficient for the proposed use.
- E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
- F. 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.
- G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.
- H. 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.
- I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
- J. 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.
- K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.
- L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
- M. Proposed construction will not result in the complete elimination of existing mature trees on the site. Effort shall be made to direct disturbance and construction around or away from existing mature trees without completely taking away use of the site or connectivity to existing infrastructure.
- N. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

Fees & Receipt

The required fees are \$525.00 plus \$10.00 for postage. You may write a \$535.00 check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

Sign and Date

Applicant Signature *



Date *

2-23-24

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 and documentation as attachments and a check for fee and postage 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 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).**

For Staff Use Only

Fee Paid Date *

Receipt Number *

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/>



Statement Regarding Authorization to Apply

To whom it may concern,

I 5278 College Corner Pike, LLC authorize MSP Development, LLC to apply for conditional use on my behalf.

The Landowner is only authorizing MSP Development, LLC to apply for conditional use for the contracted portion of the total parcel.

In the case that the conditional use negatively impacts or causes the Landowner to be obligated to additional costs, MSP Development, LLC will take responsibility for any such expenses to remedy.

In the case that conditional use is granted, but MSP Development, LLC later determines not to purchase the property, MSP Development, LLC agrees to bear the expense of returning the property to its original zoning status.

A handwritten signature in black ink, appearing to read 'Timothy C. Macy', written over a horizontal line.

Signature

Timothy C. Macy, Managing Member

Name (print)

February 23, 2024

Date

Conditional Use Permit Application

Description of Use and Site

1. **Applicant Info:**

MSP Development of Ohio, LP

P.O. Box 2280

Cranberry Twp., PA 16066

(724) 630-6448, mitchol@mspdevelopment.com

Property Owner Info:

5278 College Corner Pike, LLC

3116 W Montgomery Rd, STE C-287

Mainville, OH 45039

tim@teamworkpg.com

2. *See attached statement from owner.*

3. *See attached legal description of site and property survey*

4. The site at 5728 College Corner Pike (PIN H4100028000031, Land use 100A – vacant agricultural land) is currently vacant land with some small brush and a few periodically mown access paths. There is a small existing gravel access onto Todd Rd, but there is no other development on the site.

5. This property is zoned as General Business (GB); retail services, including department stores, are permitted in the GB district if not exceeding 15,000 SF of gross floor area (G.F.A.). Permitted retail service exceeding 15,000 SF of G.F.A. is listed as a conditional use (Sec 1143.12(b)(2)c.10).

6. The proposed development will be a 21,930 SF Tractor Supply Co. store. Nearby businesses are shown on google to have business hours of 7am-7pm, 8am-5pm, and 6:30am-11pm. Tractor Supply Co. operates from 8am-8pm. They receive a delivery truck once per week, usually after hours. Services offered include retail, indoor pet services, an outdoor garden/live goods center, an outdoor fenced equipment display & propane refill service.

7. The proposed Tractor Supply Co. will be of similar land use as adjacent properties. Within the City of Oxford, the property is surrounded by similar commercial properties including a Walmart supercenter (150,000 SF), a tractor dealership, and a hardware box store. Properties are zoned either GB or Light Industrial (LI). The nearest structure is 1st Baptist Church, 200' away on the opposite side of College Corner Pike (US Rt. 27). Koenig Equipment is 500' from where the Tractor Supply will be. Two agricultural properties in Oxford Twp. abut the existing property lines as well, though the nearest structure here is greater than 500' away from the proposed

development. The regular store operations, listed in statement 6, should not cause any nuisance such as excessive noise, lighting, vibrations, odors/fumes, emissions, etc. Stormwater management practices will be implemented so as to cause zero net increase in runoff to neighboring properties.

8. *See attached statement from MSP Development LLC*

9. *See attached statement from MSP Development LLC*

10. The City of Oxford Codified Ordinance gives the following potential concerns for buildings with floor areas exceeding the maximum allowable square footage (1147.03(b)(37)). These concerns are each addressed in the italicized statements below:

1. Adequate lot size. *At 13.71 acres, there is adequate lot size. The proposed development includes subdivision into a 3.570 acre lot, a 0.855 acre residual lot, and an 8.406 acre residual lot.*
2. Adequate design of vehicle management area. *Following design standards in the City of Oxford codified ordinance, 73 parking spaces are required. 74 spaces will be provided, as well as 2 trailer equipment display areas equivalent to 15 additional spaces.*
3. Setback from residential zoning setback and public streets. *Required setbacks are shown on the site plan. No parking spaces or buildings project into these setbacks. There are no residential properties near this site.*
4. Buffering and screening. *Buffering and screening will be provided as required. See attached landscape plan for proposed locations of trees along property.*
5. The hours of operation. *Hours of operation (8am-8pm) are similar to those of surrounding businesses.*

Specific regulations for this conditional use are also listed:

1. The building exterior shall be compatible with the characteristics of neighboring structures. *The Tractor Supply exterior will have a similar appearance as neighboring structures (Tractor Dealership, Walmart supercenter, Hardware store, various warehouses)*
2. Parking shall not be in the front yard. *No parking spaces are within the required front yard.*
3. Other vehicular related concerns, ie. Ingress and egress, etc.... *Truck turns are shown on attached plans, demonstrating sufficient space for weekly deliveries without causing traffic issues.*

11. Please see the chart on the following page for a list of property owners within 200' of the proposed site.

12. A new public road is proposed to connect the proposed site as well as the two residual parcels to both Todd Rd & College Corner Pike (Rt. 27). This can be made into a private road or even incorporated into the current parking lot drive aisle if this is preferred.



April 15, 2024

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

**Re: Zoning Waiver Request:
Oxford Tractor Supply
5728 College Corner Pike
Oxford, OH 45056
WEI Project No. 24045**

Dear Mr. Moore:

In conjunction with the preliminary plat submission/conditional use application for the project referenced above, the following waivers from zoning requirements are requested:

Tree survey for preservation and planting- We are requesting a waiver from the requirement to provide a tree survey for the existing site based on the fact that there is currently a limited amount of tree cover. Most of the vegetation in the project area is grass and low brush. The majority of that tree cover is located in the triangular portion of the property that is labeled to be dedicated to the city for roadway improvements and will not be disturbed in the proposed development.

Sidewalk requirement along all roads- We have shown the multi-use bike/pedestrian trail along US 27 but are requesting a waiver from the requirement to provide a sidewalk along Todd Road. The reasoning for this is two-fold: 1) in order to provide a sidewalk along Todd Rd, the roadside ditch would have to be moved over by a minimum of 2 ft, and the flow path would go right by the existing utility poles. 2) If the city moves forward with their revision of the Todd Road/US 27 intersection, over 50% of the sidewalk would likely be torn out in order to make room for these improvements.

Currently, Todd Road is a two-lane road with roughly 4" of shoulder before turning into a grass embankment into the roadside ditch. If we were to construct the sidewalk along our frontage, it would end abruptly at our new subdivision line, with no other development along the road until the church located roughly 1500 ft away. Because the ditch would have to be pushed over and realigned in order to make room for the sidewalk, the end of the sidewalk would lead either onto the road which has no shoulders or into the roadside ditch.

Additionally, between the proposed secondary driveway onto Todd Rd and intersection with US 27, a sidewalk could feasibly be placed, however, this driveway leads into the loading

CONSULTING ENGINEERS

806 Lincoln Place Beaver Falls, Pennsylvania 15010 Phone 724/847-1696 Fax 724/847-0419
www.widmerengineering.com

area at the rear of the store and provides no designated pedestrian access (it is preferred that pedestrian access be encouraged to stay along the front and left sides of the building). This portion of the sidewalk would also likely be removed in the event that the intersection with US 27 were to be redesigned.

Due to both the current roadway conditions as well as the future planning for this area, we do not believe that it is wise to install the required pedestrian sidewalk along the frontage of Todd Road for this development project.

If questions arise, please do not hesitate to contact me at (724) 847-1696, extension 316.

Very Truly Yours,
WIDMER ENGINEERING INC.

A handwritten signature in black ink that reads "Sarah Ritsema". The signature is written in a cursive, flowing style.

Sarah Ritsema, EIT
Project Designer
(sritsema@widmerengineering.com)

CONSULTING ENGINEERS

806 Lincoln Place Beaver Falls, Pennsylvania 15010 Phone 724/847-1696 Fax 724/847-0419
www.widmerengineering.com

Zachary Moore

From: Nick Urbanowicz <nu@mspgeneralcontracting.com>
Sent: Monday, April 15, 2024 12:50 PM
To: Zachary Moore
Subject: Oxford, OH TSC- Fence Waiver

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Zach,

A 16-foot fence is required to provide adequate storage space for fixtures in the Live Goods Center. There is a pallet racking that starts at 10' and the additional space is needed for storage. A lower fence height would impact storage capacity and potentially lead to stockouts of items.

Thanks,

Nick Urbanowicz
MSP General Contracting, LLC.
Permitting Coordinator
Cell: (412)-780-8397

<http://mspdevelopment.com>





Statement of the Necessity/Desirability of the Proposed use to the Community

To whom it may concern,

Tractor Supply Company prides itself on positively impacting the communities that they elect to become a part of. Tractor Supply provides communities with products and services that allow their customers to continue benefiting their respective communities. Customers often send testimonials to the executive leadership explaining the impact that Tractor Supply has had on them specifically and how that impact has allowed them to better serve their communities.

The benefit a Tractor Supply store has on the community is multifaceted. Tractor Supply employs approximately 30-40 local individuals. The tax associated with sales provides an overall benefit to the community. The company offers a wide selection of products and creates competition with “bog box” stores, which ultimately drives prices down. Tractor Supply offers unique products tailored towards the maintenance of livestock and other non-domestic animals. It stocks products geared towards rural and agricultural maintenance, that can otherwise be difficult to find. Outside of agricultural and rural maintenance, Tractor Supply provides hardware and tools that can be used for a variety of purposes and allows businesses such as mechanic shops and other trades to have access to low cost and high-quality equipment.

Tractor Supply has proven to benefit countless communities and takes pride in its ability to do so. Incorporating a Tractor Supply into the community of Oxford, OH is sure to impact the community in a positive way.



Statement Regarding the Selection of the Proposed Location

To whom it may concern,

Tractor Supply Company considers various factors when selecting locations for their stores. One of the many factors considered by Tractor Supply is the size of their stores. Tractor Supply stores are on the larger side of retail stores and carries various products that are also large in size. Tractor Supply needs to make sure that they have storage facilities on site that are large enough to contain excess products. Additionally, Tractor Supply also sells machinery that is often used in connection with farming and outdoor maintenance. Such equipment is typically stored outside, which requires tractor supply to dedicate space to outdoor storage as well. The size of their stores requires Tractor Supply to focus on properties that are located towards the outskirts of municipalities as opposed to more densely packed space often found in the middle of municipalities.

Tractor Supply also considers the demographic of the municipalities they pursue. Tractor Supply pursues locations where there is a clear connection between the individuals inhabiting the municipality and their fondness of the outdoors. Tractor Supply stores thrive in rural municipalities where farming and outdoor leisure activities are embedded in the culture of the community. Additionally, Tractor Supply stores dedicate a significant portion of the store to pet care and pet focused products as well as products necessary to the care of non-domestic animals.

The location in Oxford, OH has been specifically selected by the Tractor Supply analytical team as it meets all of the requirements for the store to thrive and serve as a positive influence on the community.

P.O. BOX 2280, CRANBERRY TOWNSHIP, PA 16066

5728 College Corner Pike Adjacent Properties:

<u>Parcel #:</u>	<u>Owner(s):</u>	<u>Mailing Address:</u>	<u>Land Use:</u>
H4100028000016	Wal Mart Real Estate Business Trust	P.O. Box 8050 Bentonville, AR. 72716	422 C – Discount Stores & Jr Dept Stores
H3610016000003	Zehler, Diane et al.	1376 Trenton Oxford Rd. Hamilton, OH 45013	111 – Cauv Cash Grain or General Farm
H3510016000001	Summe, Carl Andrew & Herbert J.	3477 Millville Shandon Rd Hamilton, OH 45013	110 A – Cauv agricultural vacant land
H4100028000030	Koenig Equipment Inc.	P.O. Box 549 Botkins, OH 45306	454 C – Auto Car Sales & Services
H4100028000029	GHCOL LLC.	271 State Route 129 Batesville, IN 47006	429 C – Other Retail Services
H4000028000006	First Baptist Church of Oxford	6701 Ringwood Rd. Oxford, OH 45056	685 E – Churches etc., public worship private
H4000028000015	Ringwood Property Group, LLC.	1867 Millville Oxford Rd. Hamilton, OH 45013	429 C – Other Retail Structures
H4100028000013	Square D CO	1111 Pasquinelli Dr #100 Westmont, IL 60559	330 I – Manufacturing & Assembly Medium
H4100028000031 (this property)	5278 College Corner Pike LLC.	3116 W Montgomery Rd STE C-287 Mainville, OH 45039	100 A – Agricultural Vacant Land

SITE DEVELOPMENT PLAN
FOR
MSP PROPERTIES
CITY OF OXFORD
BUTLER COUNTY, OHIO

CARL ANDREW & HERBERT J. SUMME
PARCEL #H410030000001
ZONING: A1
(OXFORD TWP.)

ACONIC EQUIPMENT INC.
PARCEL #H4100300000030
ZONING: GB
(CITY OF OXFORD)

5278 COLLEGE CORNER PIKE LLC
PARCEL #H4100300000031
ZONING: GB
(CITY OF OXFORD)

DANNA ZEHLER ETAL
PARCEL #H51100160000003
ZONING: H1
(OXFORD TWP.)

BAL MARY REAL ESTATE
BUSINESS TRUST
PARCEL #H4100300000016
ZONING: GB
(CITY OF OXFORD)

VICINITY MAP
SCALE - 1"=1000'

ZONING INFORMATION:

CITY OF OXFORD ZONING ON THE PROPERTY IS GB; GENERAL BUSINESS DISTRICT.

SETBACKS SHOWN ON PLAN ARE DERIVED FROM CITY OF OXFORD ZONING CODES.

FRONT: 35' SETBACK

SIDE: 0' SETBACK

REAR: 25' SETBACK

MAXIMUM BUILDING HEIGHT: 45'

MINIMUM LOT FRONTAGE AND WIDTH: 100'

NO MINIMUM LOT SIZE IS SPECIFIED; HOWEVER, THE LOT SIZE SHALL BE ADEQUATE TO PROVIDE FOR PARKING, ACCESS DRIVE SPACING, YARD SPACE AND SCREENING REQUIREMENTS.

SITE BENCHMARK #1 (NAVD 88 DATUM)

WEST BONNET BOLT ON HYDRANT ALONG THE SOUTH SIDE OF US
RTE 27 (COLLEGE CORNER PIKE) SOUTHEAST OF RINGWOOD ROAD.
ELEV = 1026.98

SITE BENCHMARK #2 (NAVD 88 DATUM)

CHISELED SQUARE ON THE LIGHT POLE BASE AT THE ENTRANCE OF
WAL MART SUPERSTORE ALONG TODD ROAD. ELEV = 1011.38

UNDERGROUND UTILITIES

Contact Two Warning Signs
Before You Dig

OHIO811.org
One-Call

OHIO811 8-1-1 or 1-800-362-2764
(This number is not for emergency use.)

OUPS TICKET #A331401848-00A

LEGEND

○ IRON PIPE, MAG NAIL, REBAR FND	⊗ WATER VALVE	— EX FENCE LINE
● IRON PIPE, MAG NAIL, REBAR SET	⊗ GAS VALVE	— EX WATERLINE
⚡ POWER POLE (WP)	⊠ ELECTRIC TRANSFORMER (ELEC. TRANS.)	— EX SANITARY SEWER
⚡ TELEPHONE POLE (TP)	⊠ TELEPHONE PEDestal (TELE. PED.)	— EX GAS LINE
⚡ LIGHT POLE (LP)	⊠ EXISTING TREE	— EX STORM SEWER
⚡ MANHOLE (MH)	⊠ EXISTING BUSH	— EX TELEPHONE LINES
⊠ CATCH BASIN (CB)	⊠ EXISTING CONTOUR	— EX OVERHEAD UTILITY
⊠ HYDRANT	⊠ BUILDING FACE	— EX UNDERGROUND ELECTRIC
→ SIGN	⊠ CURB INLET	— EX CONTOUR
→ GUY WIRE	⊠ E/P- EDGE OF PAVEMENT	— CONCRETE

PLANS PREPARED BY

DANIEL R. STONE, P.E., P.S.
REG. NO. E-63843, S-8159

VH

Van Horn
Hoover

& Associates, Inc.

SURVEYING

CIVIL ENGINEERING

LAND USE PLANNING

3200 N. MAIN ST.
FINDLAY, OH 45840
(419) 423-5630

www.VanHornHoover.com

E-Mail:

Info@VanHornHoover.com



1 inch = 100 ft.

STAMP

PREPARED FOR:

MSP PROPERTIES

5278 COLLEGE CORNER PIKE
(US RTE 27)
OXFORD, OH

TOPOGRAPHIC
SURVEY

MARK	DATE	DESCRIPTION

SEM	DRS
-----	-----

DRAWING SCALE: 1"=100'

DATE: 01/18/24

JOB NUMBER: e:\projects\20471

20471.dwg

SHEET NUMBER: 1 OF 1

CITY/STATE - STREET:
5728 College Corner Pk- Oxford, OH

PRELIMINARY PLAT PLAN

PROTOTYPE:	G+	DEVELOPER	DESIGNER	DATE:
PROJ#SALES SF: 21930/15415	COMPANY: MSP PROPERTIES	CONTACT: MITCHELL PAPPAN	NAME: SARAH RITSEMA	
ACREAGE: 4.210	PHONE #: 75	PHONE #: (724) 630-6448	PHONE #: (724) 847-1696	
PARKING SPACES:				

FACILITY NAME: OXFORD TRACTOR SUPPLY
FACILITY CONTACT: SAMUEL DUDLEY
P. O. BOX 2280
CRANBERRY, PA 16066
631-220-4837
SITE ADDRESS: 5728 COLLEGE CORNER PIKE,
OXFORD OH 45056
PARCEL ACREAGE: 4.210 AC

CARL ANDREW & HERBERT J. SUMME
PARCEL #H3510016000001
ZONING: A1
LAND USE: 110 A
(OXFORD TWP.)

5278 COLLEGE CORNER PIKE, LLC.
PARCEL #H4100028000031
ZONING: GB
LAND USE: 100 A
(CITY OF OXFORD)

KOENIG EQUIPMENT INC.
PARCEL #H4100028000030
ZONING: GB
LAND USE: 454 C
(CITY OF OXFORD)

DIANA ZEHLER ET AL
PARCEL #H3610016000003
ZONING: A1
LAND USE: 111 A
(OXFORD TWP.)

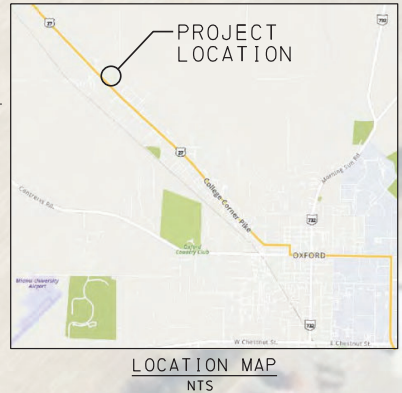
RINGWOOD PROPERTY GROUP, LLC.
PARCEL #4000028000015
ZONING: GB
LAND USE: 429 C
(CITY OF OXFORD)

FIRST BAPTIST CHURCH
OF OXFORD
PARCEL #4000028000006
ZONING: L1
LAND USE: 685 E
(CITY OF OXFORD)

SQUARE D CO
PARCEL #4100028000013
ZONING: I
LAND USE: 330 I
(CITY OF OXFORD)

WAL MART REAL ESTATE
BUSINESS TRUST
PARCEL #4100028000016
ZONING: GB
LAND USE: 422 C
(CITY OF OXFORD)

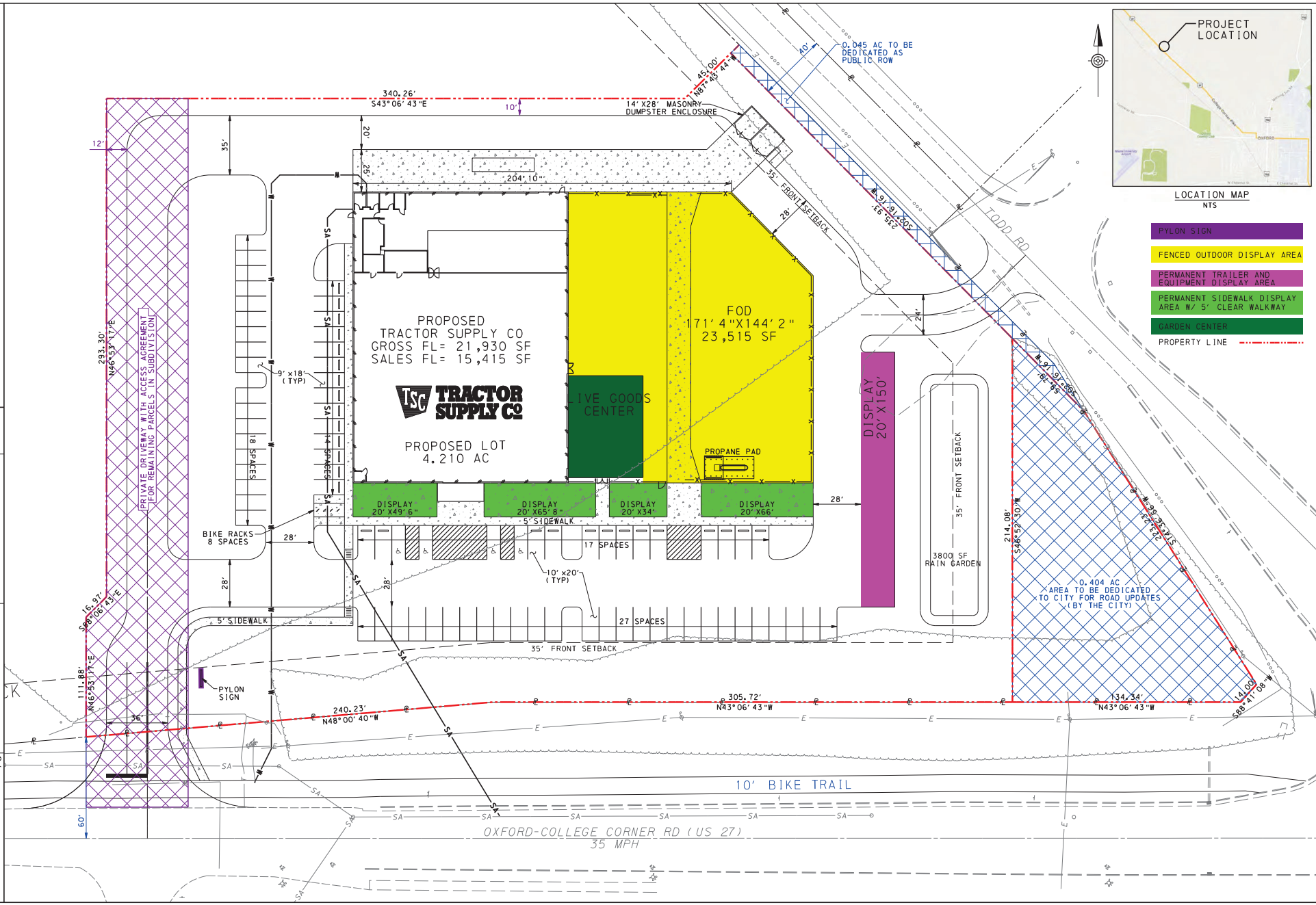
- LEGEND
- PROPOSED STRUCTURE
 - PROPOSED CONCRETE
 - LEGAL RIGHT-OF-WAY
 - EXISTING PROPERTY LINES
 - PROPOSED PROPERTY LINES
 - REQUIRED BLDG SETBACKS



OVERALL PLAN

PRELIMINARY SITE PLAN
CITY/STATE - STREET:
5728 College Corner Pk- Oxford, OH

PROTOTYPE:	G+	DEVELOPER	DESIGNER	DATE:
BLDG/SALES SF: 21930/15415	COMPANY: MSP PROPERTIES	CONTACT: MITCHELL PAPPAN	NAME: SARAH RITSEMA	
ACREAGE: 4.210	NAME: 76	PHONE #: (724) 630-6448	PHONE #: (724) 847-1696	
PARKING SPACES:				



- LOCATION MAP**
NTS
- PYLON SIGN
 - FENCED OUTDOOR DISPLAY AREA
 - PERMANENT TRAILER AND EQUIPMENT DISPLAY AREA
 - PERMANENT SIDEWALK DISPLAY AREA W/ 5' CLEAR WALKWAY
 - GARDEN CENTER
 - PROPERTY LINE

PRELIM LANDSCAPE PLAN

CITY/STATE - STREET: 3823 Todd Rd- Oxford, OH

PROTOTYPE:	G+	DEVELOPER	DATE:
BIDS/SALES SF: 21930/15415	COMPANY:	MSP PROPERTIES	CONTACT
ACREAGE: 4.735	NAME:	MITCHELL PAPPAN	NAME:
PARKING SPACES:	75	PHONE #:	(724) 630-6448
			(724) 847-1696



- LANDSCAPED ISLANDS:**
ALL INTERNAL PARKING LOT ISLANDS, AND OTHER LANDSCAPED AREAS, SHALL CONFORM TO THE FOLLOWING REQUIREMENTS:
1. SHRUBS, VINES, AND GROUND COVER SHALL BE HEALTHY STOCK.
 2. SHRUBS SHALL BE A MINIMUM OF ONE GALLON
 3. SHRUBS SHALL BE MAINTAINED SO THAT THEIR HEIGHT DOES NOT EXCEED 3' ABOVE THE ADJACENT PARKING SURFACE
 4. LAWN GRASS SHALL BE A SPECIES COMMON TO SOUTHWEST OHIO. SOD SHALL BE USED IN AREAS SUBJECT TO EROSION
 5. SYNTHETIC OR ARTIFICIAL LAWNS OR PLANTS MAY NOT BE USED IN LUE OF PLANT REQUIREMENTS.
 6. CONCRETE AND ASPHALT SHALL NOT BE USED IN LANDSCAPED AREAS. DECORATION AGGREGATE AND OTHER PERVIOUS SURFACES MAY BE USED IN LANDSCAPED AREAS IF APPROVED BY THE ZONING OFFICER
 7. ALL PROPOSED TREES WILL HAVE A MIN 2" CAL. AT THE TIME OF PLANTING. ALL TREES MUST BE CHOSEN FROM THE CITY OF OXFORD TREE LIST.

REQUIRED TREES:		REQUIRED PROVIDED	
TOTAL (1 / 10' FRONTAGE)	68	68	
FRONT YARD (1 / 25' FRONTAGE)	27	28	
PARKING AREA (2 / FACILITY & 1 / 5 SPACES)	17	18	

- GROUND COVER
- SHRUB
- SHADE TREE
- STREET TREE

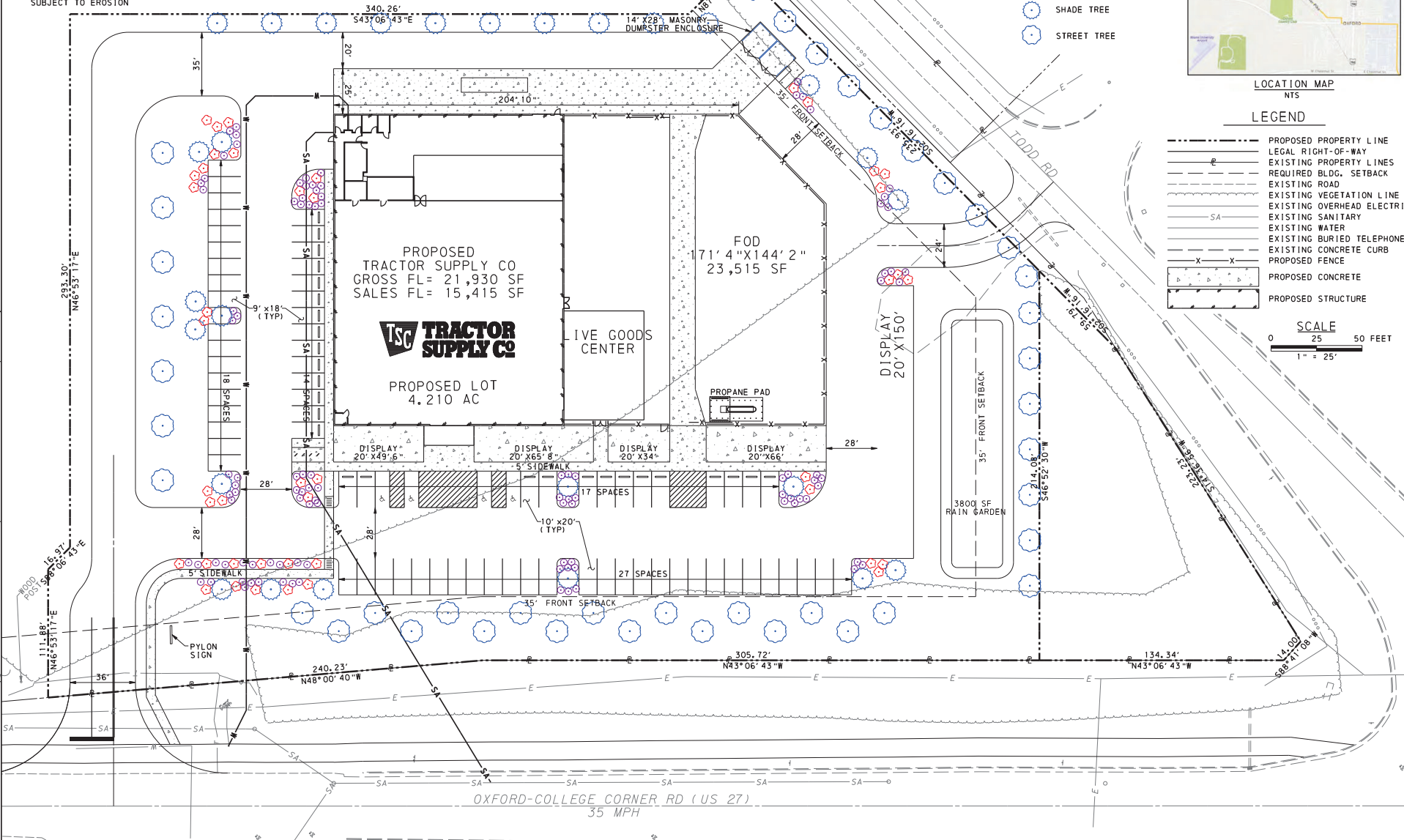


LOCATION MAP
NTS

LEGEND

- PROPOSED PROPERTY LINE
- LEGAL RIGHT-OF-WAY
- EXISTING PROPERTY LINES
- REQUIRED BLDG. SETBACK
- EXISTING ROAD
- EXISTING VEGETATION LINE
- EXISTING OVERHEAD ELECTRIC
- EXISTING SANITARY
- EXISTING WATER
- EXISTING BURIED TELEPHONE
- EXISTING CONCRETE CURB
- PROPOSED FENCE
- PROPOSED CONCRETE
- PROPOSED STRUCTURE

SCALE
0 25 50 FEET
1" = 25'





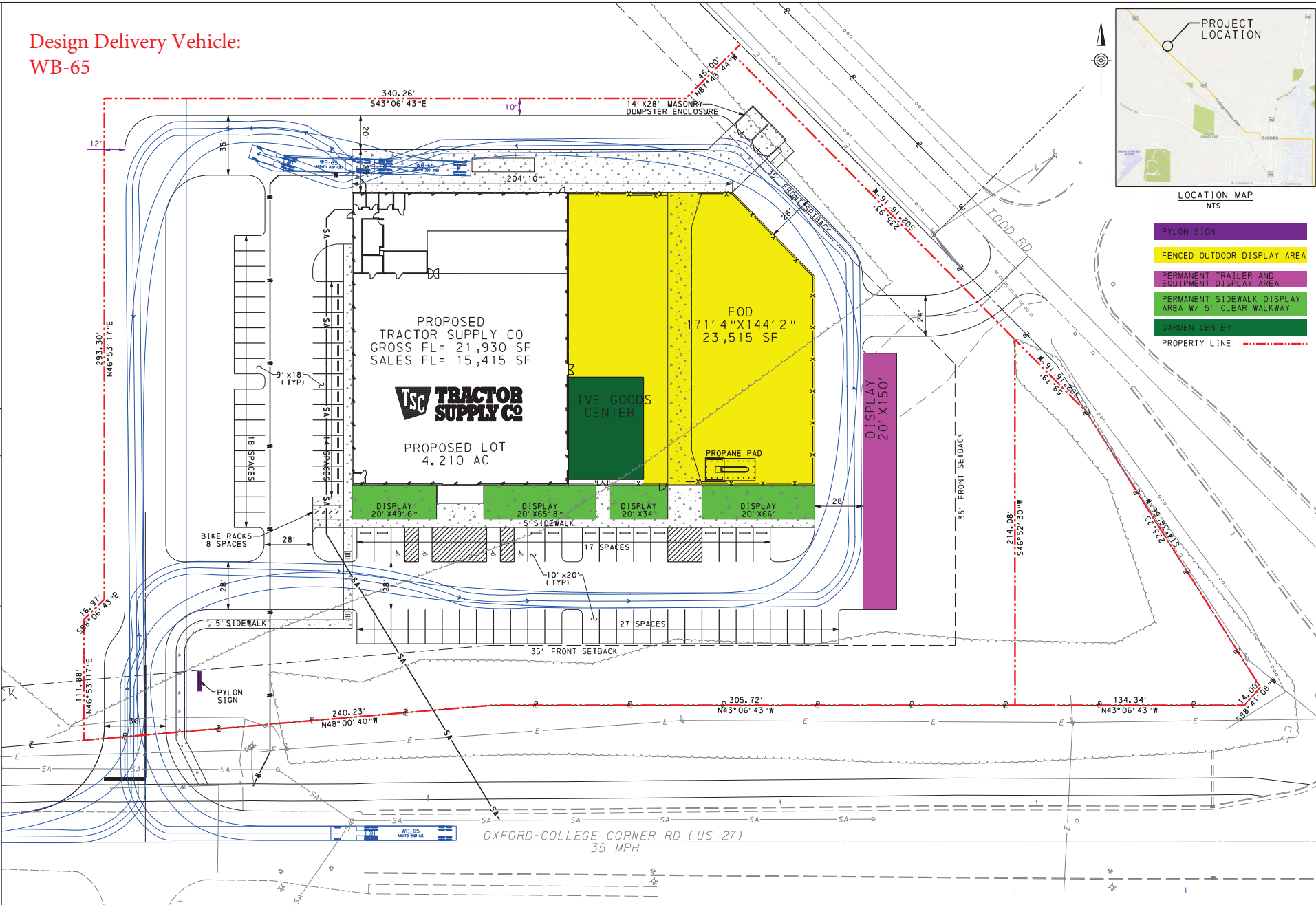
Design Delivery Vehicle:
WB-65

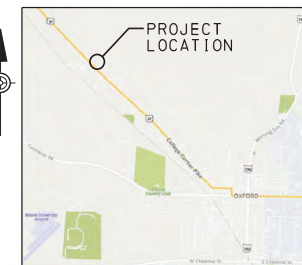


LOCATION MAP
NTS

- PYLON SIGN
- FENCED OUTDOOR DISPLAY AREA
- PERMANENT TRAILER AND EQUIPMENT DISPLAY AREA
- PERMANENT SIDEWALK DISPLAY AREA W/ 5' CLEAR WALKWAY
- GARDEN CENTER
- PROPERTY LINE

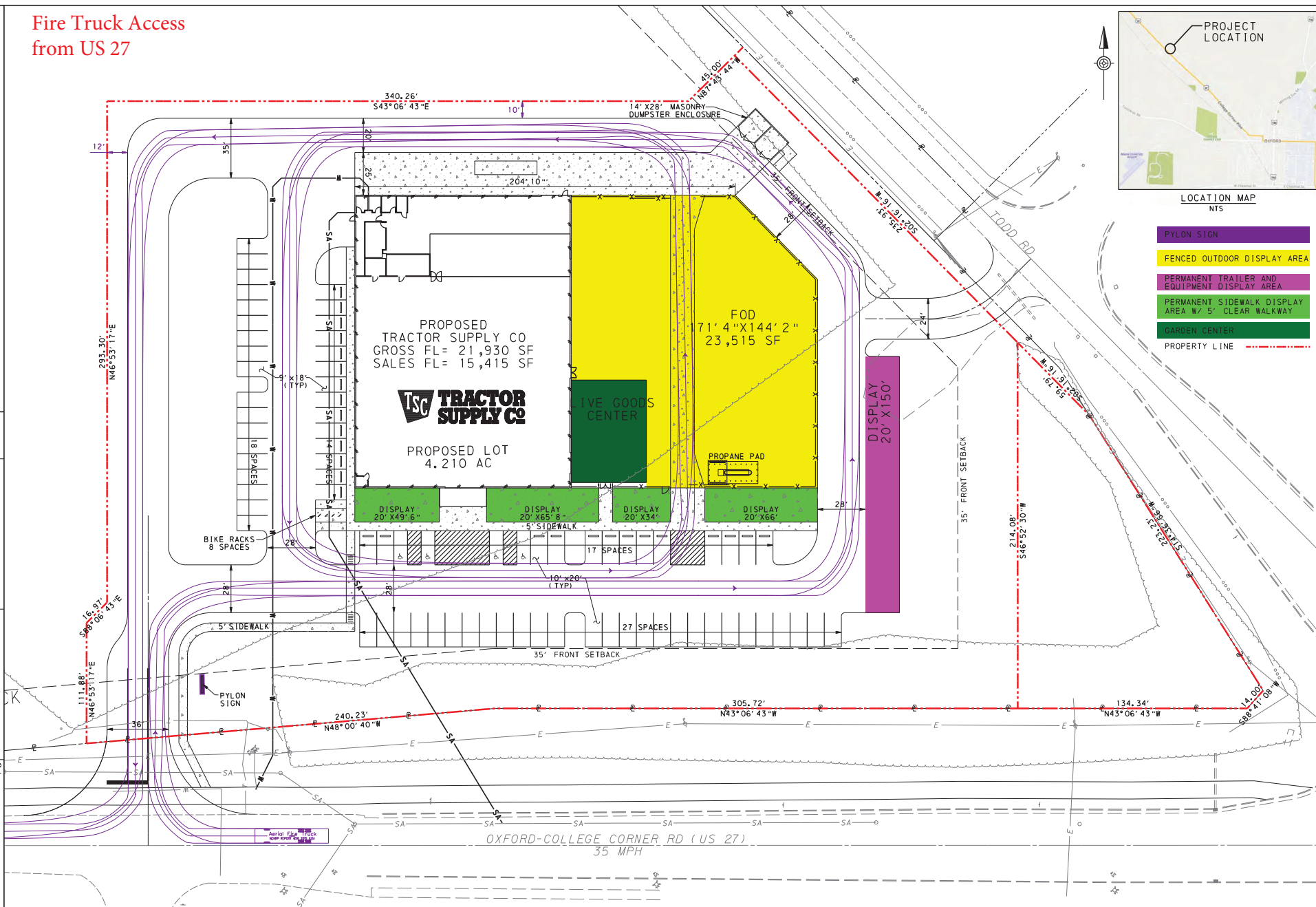
CITY/STATE - STREET: 5728 College Corner Pk- Oxford, OH			
PROTOTYPE:	DEVELOPER	DESIGNER	DATE:
BLDG/SALES SF: 21930/15415	COMPANY: MSP PROPERTIES	CONTACT: MITCHELL PAPPAN	NAME: SARAH RITSEMA
ACREAGE: 4.210	NAME: 76	PHONE #: (724) 630-6448	PHONE #: (724) 847-1696
PARKING SPACES:			



LOCATION MAP
NTS

- PYLON SIGN
 FENCED OUTDOOR DISPLAY AREA
 PERMANENT TRAILER AND EQUIPMENT DISPLAY AREA
 PERMANENT SIDEWALK DISPLAY AREA W/ 5' CLEAR WALKWAY
 GARDEN CENTER
 PROPERTY LINE

CITY/STATE - STREET: 5728 College Corner Pk.- Oxford, OH		DATE:
PRELIMINARY SITE PLAN		DESIGNER
PROTOTYPE: BLDG./SILES SF: 21930/15415	G+ 4,210	DEVELOPER MSP PROPERTIES
COMPANY: NAME: MITCHELL PAPPAN	NAME: SARAH RITSEMA	CONTACT
ACRES: 76 PHONE #: (724) 630-6448	NAME: SARAH RITSEMA	PHONE #: (724) 847-1696
PARKING SPACES:	PHONE #:	PHONE #:



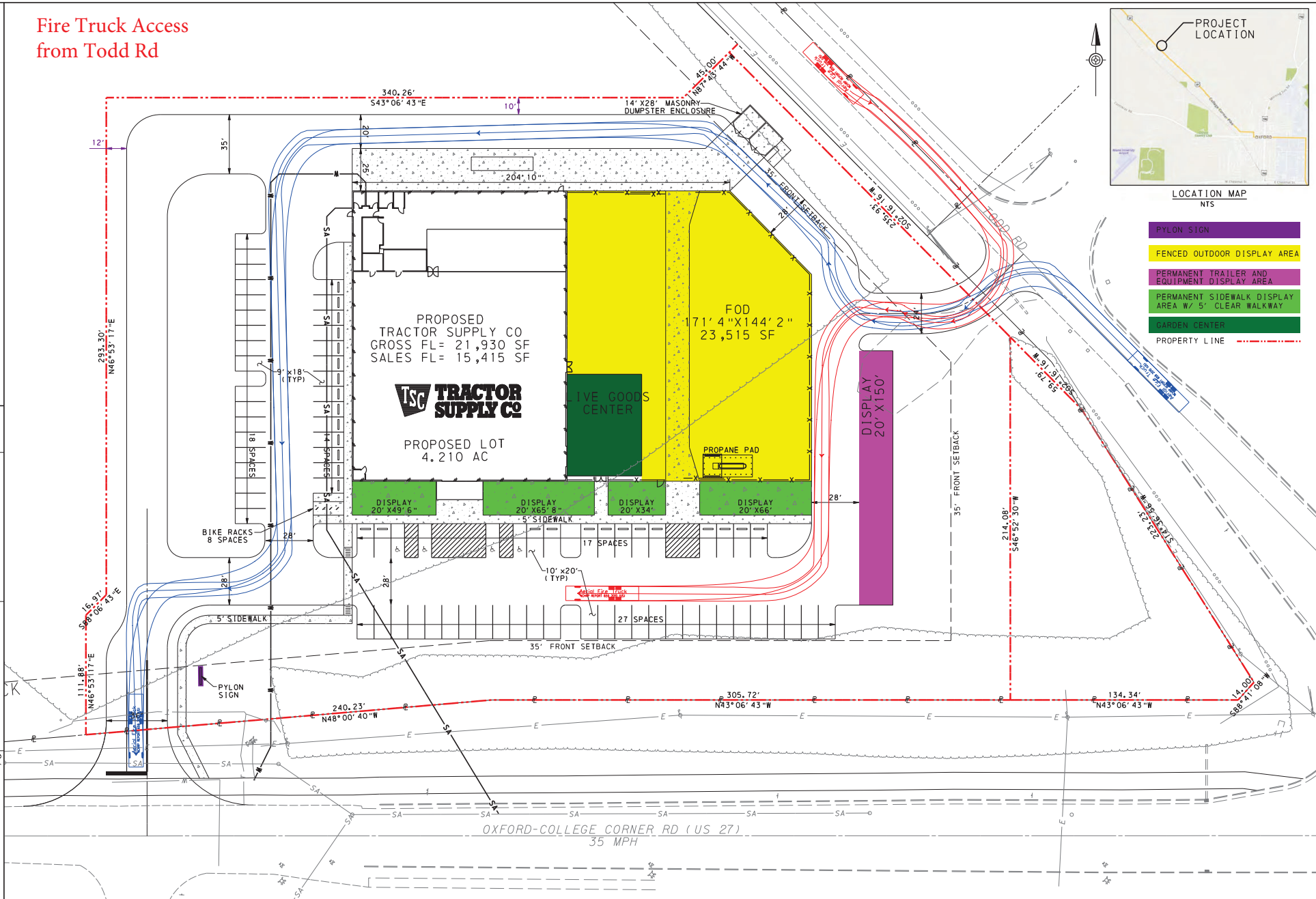


Fire Truck Access
from Todd Rd

CITY/STATE - STREET:
5728 College Corner Pk- Oxford, OH

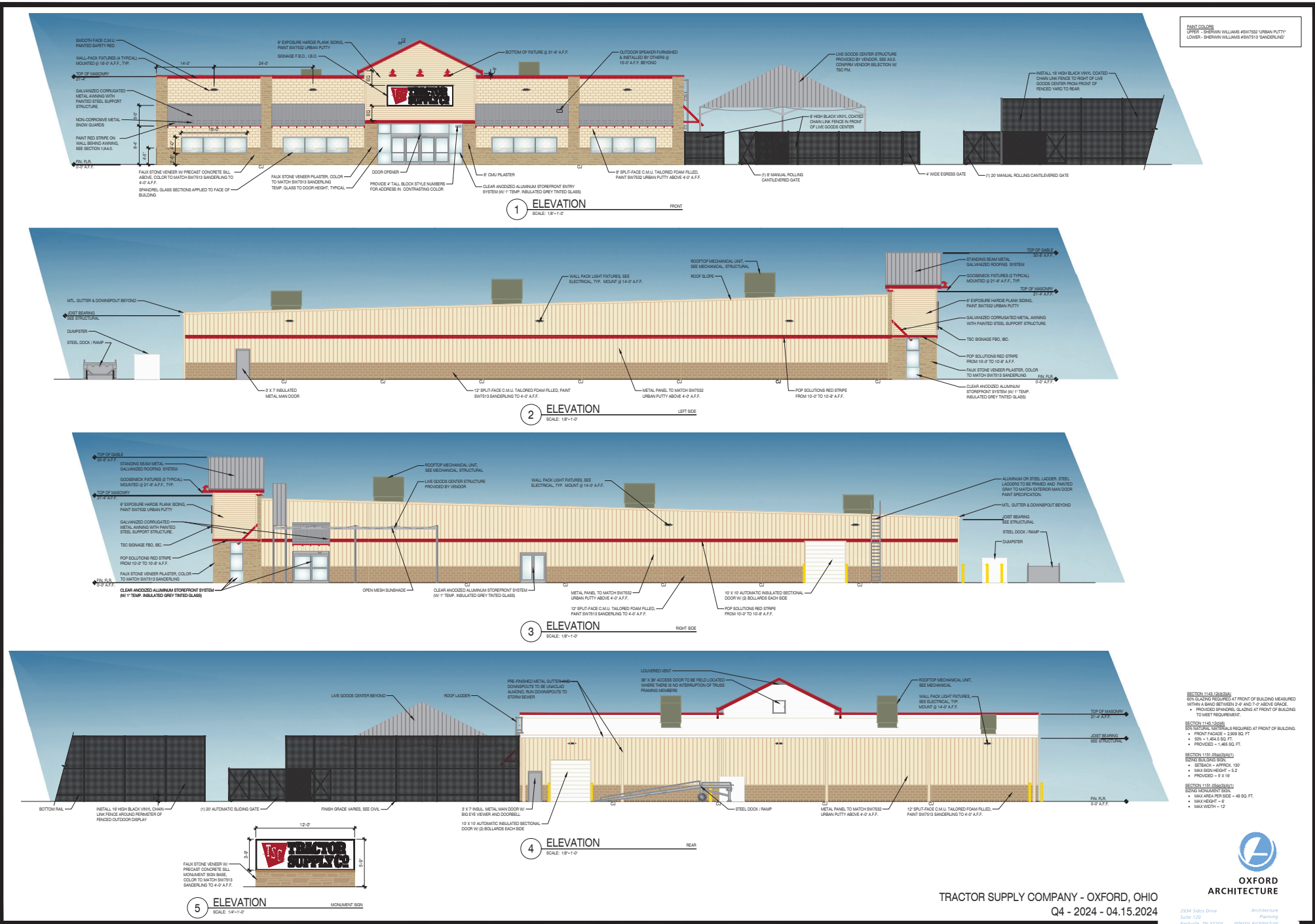
PRELIMINARY SITE PLAN

PROTOTYPE:	G+	DEVELOPER	CONTACT	DATE:
BLDG/SALES SF: 21930/15415		MSP PROPERTIES	SARAH RITSEMA	
ACREAGE: 4.210		MITCHELL PAPPAN	(724) 847-1696	
PARKING SPACES:	76	PHONE #:		



LOCATION MAP
NTS

- PYLON SIGN
- FENCED OUTDOOR DISPLAY AREA
- PERMANENT TRAILER AND EQUIPMENT DISPLAY AREA
- PERMANENT SIDEWALK DISPLAY AREA W/ 5' CLEAR WALKWAY
- GARDEN CENTER
- PROPERTY LINE



TRACTOR SUPPLY COMPANY - OXFORD, OHIO
Q4 - 2024 - 04.15.2024



Community Development Department
Preliminary Zoning Review
513-524-5204

April 10, 2024

Mitchol Pappan
MSP Properties of Ohio L.P.
P.O. Box 2280
Cranberry Township, PA 16066

VIA EMAIL:

mitchol@mispdevelopment.com
sritsema@widmerengineering.com

RE: Preliminary Zoning Review for 5728 College Corner Pike – New Tractor Supply Store & Subdivision

Dear Mr. Pappan:

I have reviewed your latest plans received April 5, 2024 for a new Tractor Supply store proposed to be located at 5728 College Corner Pike in Oxford, Ohio. This letter contains comments pertaining to review of the plans for compliance with the [Oxford Planning and Zoning Code](#), constituting Part Eleven of the Oxford Codified Ordinances. The site is currently zoned GB General Business District.

A Conditional Use application intended to support the establishment of a future Tractor Supply location was submitted to our office on February 27, 2024 and is currently in-process. Based on initial discussions with your team, it appears Major Subdivision applications will also later be required in order to subdivide the site appropriately so as to “set the stage” for the future store. In light of these details, this review attempts to anticipate as many future review procedures and standards as possible that could become applicable throughout the course of the project.

This is only a preliminary review based upon the plans and details currently provided. This review only observes compliance with respect to the Oxford Planning and Zoning Code, and not to any other codes or regulations, inclusive of the 2024 Ohio Building Code (OBC). A [Commercial Building Permit application](#) is required to be submitted and approved by the City prior to commencement of any construction. Any differences in plans that may later be submitted as revisions to the Conditional Use, Subdivision applications, or at the time of Building Permit review, may reveal new or revised comments different than those appearing below. Lastly, the latest plans are still pending review with City departments, so additional and/or revised comments may be forthcoming in the coming week or so.

This letter is not intended to be as exhaustive, or as summarizing, as a Planning Commission staff report which provides recommendations in a more holistic manner. The primary purpose of this review is to cite various Code standards/sections where a lack of compliance seems to be apparent, or where staff feels commentary is warranted at this time.

Keep in mind that Conditional Use reviews in Oxford are considered discretionary, meaning waivers (i.e., variations) to Code standards may be entertained, so not all of the issues cited here may end up actually necessitating plan revisions. Additionally, the discretionary nature of this review means various changes may eventually be requested that are not directly associated with specific Code standards, but rather are based on applicable decision criteria.

With the parameters and limitations as previously mentioned in mind, comments are as follows:

1. Pursuant to [Chapter 1101](#) of the Planning and Zoning Code, the proposal will require approval as a major subdivision. Approval of a major subdivision entails three key steps: (1) [Preliminary Subdivision](#); (2) [Construction Drawings](#); and (3) [Final Subdivision](#). The first step entails a recommendation from the Planning Commission, followed by two “readings” at City Council. The second step involves an administrative (staff) review of infrastructure improvements (utilities, sidewalks, paths, etc.) planned to support the future subdivision as a whole. The last step involves preparation of a plat instrument that will depict the intended division of land, as well as dedicate right-of-way and establish easements (for access, drainage, utilities, etc.) as are necessary; Council is the approving authority for all Final Subdivisions. It is recommended, if possible, that a Conditional Use request run concurrently with an eventual Preliminary Subdivision request, so that all pertinent plan-related details may

be considered together rather than separately. Staff may be open to discussing other potential procedural options with your team as well.

2. The [City of Oxford Thoroughfare Plan](#) classifies existing roadways according to whether they are arterials, collectors, or local streets, and also provides typical roadway sections for each. As seen in the plan, principal arterial roads require 120 feet of overall right-of-way width (i.e., 60 feet each side of the centerline), and minor collector roads require 80 feet of overall right-of-way width (i.e., 40 feet each side of the centerline). Therefore, the future subdivision must provide for at least 60 feet of right-of-way from centerline along US 27, and at least 40 feet of right-of-way from centerline along Todd Road. This will result in additional “strips” of right-of-way being dedicated along certain portions of US 27 and Todd Road; wherever the width already exceeds these figures, the requirement can be considered met.
3. The [City of Oxford Thoroughfare Plan](#) also identifies a future minor collector roadway (noted as “5B”), with two potential spans bisecting the site. One span connects directly to Ringwood Road, while another span leads further south thus suggesting a realigned & improved intersection between Todd Road and US 27. It is staff’s view that in considering a subdivision on this site, the City must consider both options and make a choice between one span or the other. The latter option would likely involve the least amount of improvements at this stage in this site’s development evolution, as dedicating additional right-of-way at the southernmost “pointed end” of the site may be found as a way of demonstrating adherence to the Thoroughfare Plan. A triangular hashed area totaling 0.404-acres in size is currently shown in this location, though the plan only identifies it as an “area reserved for updates to City road”; it is staff’s view that this triangle should, at the very least, be dedicated as right-of-way at this stage.
4. [Section 1141.01\(c\)\(4\)](#) provides that any non-residential fencing *shall generally improve the aesthetic of a site and may not exceed six feet in height in front yards or exceed twelve feet in height in side and rear yards*. It is staff’s opinion that galvanized chain link style fencing would not generally improve site aesthetics; therefore, a more enhanced style and/or material of fencing is recommended. Additionally, a significant portion of fencing is proposed at a height of sixteen (16) feet, which exceeds the Code’s limitation for no more than twelve (12) feet in side and rear yards.
5. [Section 1141.04\(j\)](#) provides a series of standards pertaining to trash/recycling collection facilities. Key requirements for facilities include: (1) having gates and walls constructed of durable materials [e.g. masonry walls & metal gates]; (2) having an exterior appearance which is compatible with the principal structure; (3) providing adequate area for storage of *both* trash and recycling receptacles; and (4) providing the ability for walk-in access without having to open main enclosure gates. A plan demonstrating enclosure dimensions and materials is needed in order to verify compliance with these requirements. The City contracts with Rumpke for trash collection services; a copy of Rumpke’s trash facility specifications is attached for your benefit.
6. [Section 1143.12\(d\)\(1\)](#) provides that *all merchandise, new and used, with the exception of boat, automobile, truck or farm implements and plants and garden supplies, shall be stored within a completely enclosed building*. An inventory of all potential merchandise to be displayed outdoors would be needed in order to completely verify compliance with this standard. This particular standard is one that applies generally to all land uses in the GB District, so naturally adjustments may be entertained as part of a Conditional Use request so that certain areas of the site may be officially recognized as being suitable for outdoor storage or display.
7. [Section 1143.12\(d\)\(3\)\(A\)](#) provides glazing standards specific to new buildings in the GB District. Any wall facing the street is required to have a minimum of 60% of the façade, measured within a band between 2.5 feet and 7 feet in height above grade, consisting of transparent windows & doors. The building as proposed does not comply with this standard. Seeing as how the proposed use follows a “big box” format that may not support a large degree of transparency across the width of the building, exterior materials along the front façade may be revised in a way that at least creates an “appearance” that windows are present; see sample images below:

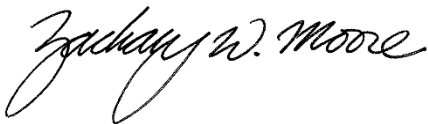


8. [Section 1143.12\(d\)\(3\)\(B\)](#) specifies that *building facades must have different articulation in height and setback, and that different horizontal articulations with material, color and opening shall also be utilized when building elevation is higher than fourteen (14) feet*. More architectural interest needs to be added to the front façade to make it less “flat.”
9. [Section 1143.12\(d\)\(6\)](#) requires the front façade of a new building to utilize *at least 50% natural materials including brick, stone, masonry, glass, or wood*. Fiber cement siding could be accepted in lieu of wood. Much of the façade currently proposed consists of corrugated metal and painted split-face concrete block, and therefore does not comply with this standard. Please revise the architectural elevations, and/or select a more architecturally exuberant design from the catalog of available Tractor Supply designs, to comply with our Code provisions.
10. [Section 1148.04\(d\)](#) provides that each planted tree *shall be a minimum two (2) inch caliper and must be a species that appears on the City’s Tree List (...)*. The submitted landscaping plan does not identify trees species or caliper inches. Please refer to the [City Tree List](#) in selecting an appropriate diversity of tree species. These details may be determined later during the Building Permit stage.
11. [Section 1148.05\(b\)\(2\)](#) requires a tree survey for all new nonresidential developments, for the sake of observing required preservation and replanting. A survey must document the location, DBH, and species for each individual tree, or employ sampling techniques to the discretion of the Zoning Administrator. In instances where sites have not possessed significant tree cover, it has not been uncommon for the survey requirement to be waived by Planning Commission and Council upon a recommendation from staff.
12. [Section 1149.07\(e\)\(4\)\(D\)](#) requires off-street parking areas to have a minimum security lighting level of 1 foot-candle, and also specifies a maximum light pole height of 16 feet from grade. While this level of detail does not need to be reviewed at the Conditional Use stage, please keep this standard in mind for an eventual Building Permit submission.
13. [Section 1149.07\(e\)\(4\)\(E\)](#) specifies that *all unpaved areas adjacent to an off-street parking area shall be raised, landscaped, and separated from the parking area by a minimum 6-inch high concrete curb*. Occasional openings would be permitted for stormwater management purposes. Please keep this standard in mind for an eventual Building Permit application.
14. [Section 1149.07\(e\)\(5\)](#) provides that bicycle rack space shall be provided at a rate of 1 per 10 on-site vehicle parking spaces. With a total of seventy-five (75) spaces proposed, this amounts to a minimum of seven (7) required bicycle parking spaces. This standard can be met by showing an appropriate number of bicycle racks installed on a paved pedestrian surface somewhere within reasonable proximity to the store entrance, but no closer than two (2) feet to any building wall.
15. [Section 1149.07\(e\)\(7\)\(A\)](#) requires five-foot wide concrete sidewalks along all portions of a parcel that front along a public street and are devoid of sidewalks. Such sidewalks shall be located within the right-of-way wherever possible; when the right-of-way width does not permit the installation of a sidewalk, a public access easement must be recorded to recognize public usage on private property. The City Engineer has commented that the Thoroughfare Plan also identifies a future multi-use path along US 27, and the Zoning Code allows for this feature to substitute for a sidewalk; thank you for including a 10-foot wide multi-use path along US 27 as part of your latest plan. However, the Zoning Code would also require sidewalk along Todd Road, unless a waiver is entertained.

16. [Section 1149.07\(e\)\(7\)\(B\)](#) requires a paved pedestrian walkway connection at least five (5) feet in width between a building's entrance and the public sidewalk. In the context of the present plan, this walkway would need to connect the front of the Tractor Supply store with the future bike path along US 27; this would require a crosswalk across the front parking lot drive aisle.
- a. [Section 1149.07\(e\)\(7\)\(B\)\(3\)](#) further provides that the *pedestrian walkway may consist of one or more crosswalks across drive aisles provided they are hard-surfaced with a material that differs from the drive aisle by composition, texture, or through the use of differing color that is integral to the material*. Applicants typically meet this standard by having a concrete walkway crossing an otherwise asphalt paved parking area.
17. [Section 1151.05\(a\)\(3\)\(A\)\(1\)](#) specifies a maximum limit of *no more than a total of 2 wall or freestanding signs* for a single-tenant site in the GB District. With proposed plans depicting 1 wall sign on the front face of the building, 1 wall sign on the Garden Center canopy, and 1 freestanding pylon sign situated near US 27, the number of permanent signs exceeds the maximum limit for no more than 2. Please also be aware of the following additional standards related to signage:
- a. For **wall signage**, the maximum height is no more than 3 feet tall when the average building setback is less than 100 feet. When an average setback is greater than 100 feet, the maximum height of the sign is limited to the average setback times 0.04, though capped at no more than 12 feet. Staff estimates the average building setback proposed to be 130 feet; therefore, the maximum sign height is 5.2 feet. The submitted elevation depicts the height of the main wall sign at 6.2 feet, which exceeds the max; the Garden Center sign, however, is compliant with the height restriction.
- b. For **freestanding signage**, the max sign face area is no more than 48 square feet per side, and no overall sign structure shall be higher than 6 feet or wider than 12 feet. Furthermore, per [Section 1151.03\(e\)\(1\)](#), *no freestanding sign shall be closer to a lot line or the public right-of-way than the height of the sign (...)*. Plans for the proposed pylon sign are needed in order to verify compliance with these provisions.

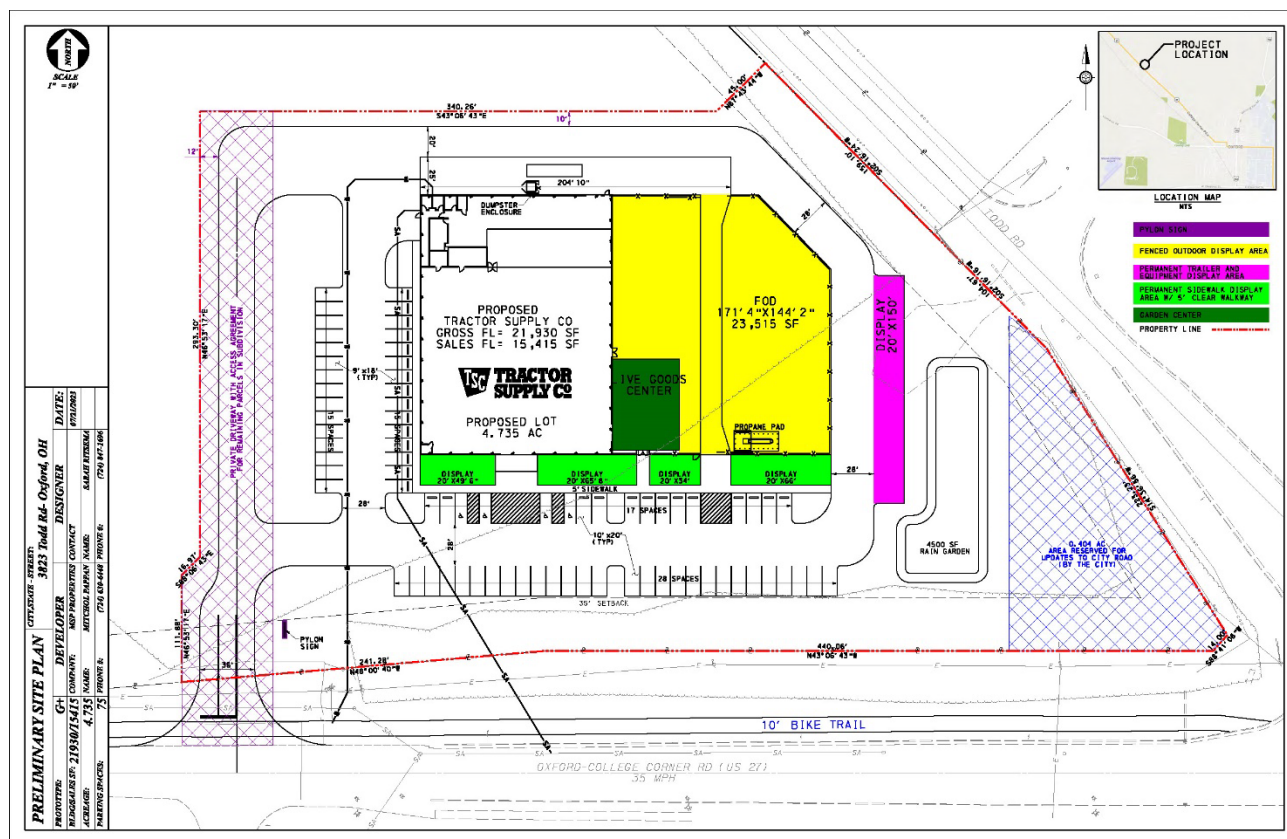
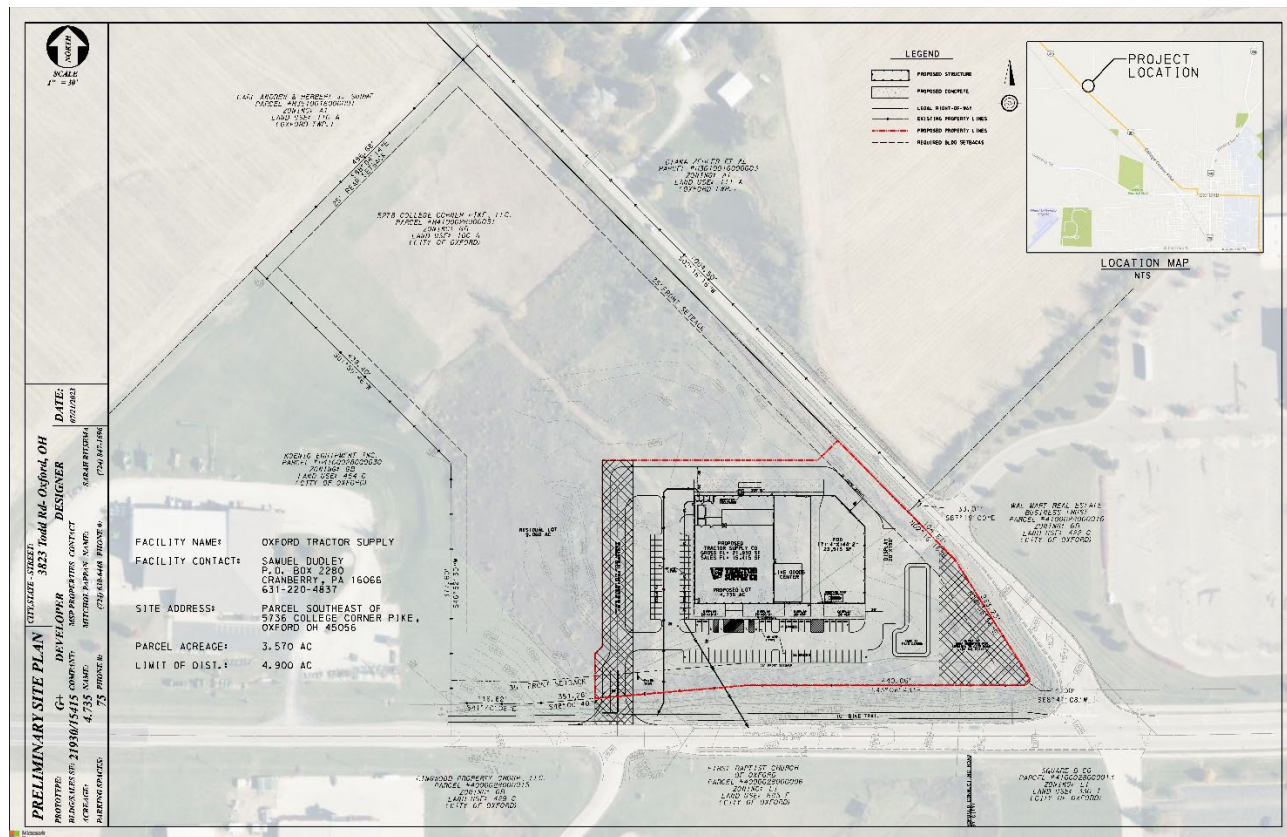
Please feel free to contact me if you have any questions. We look forward to working with you to bring this project to fruition.

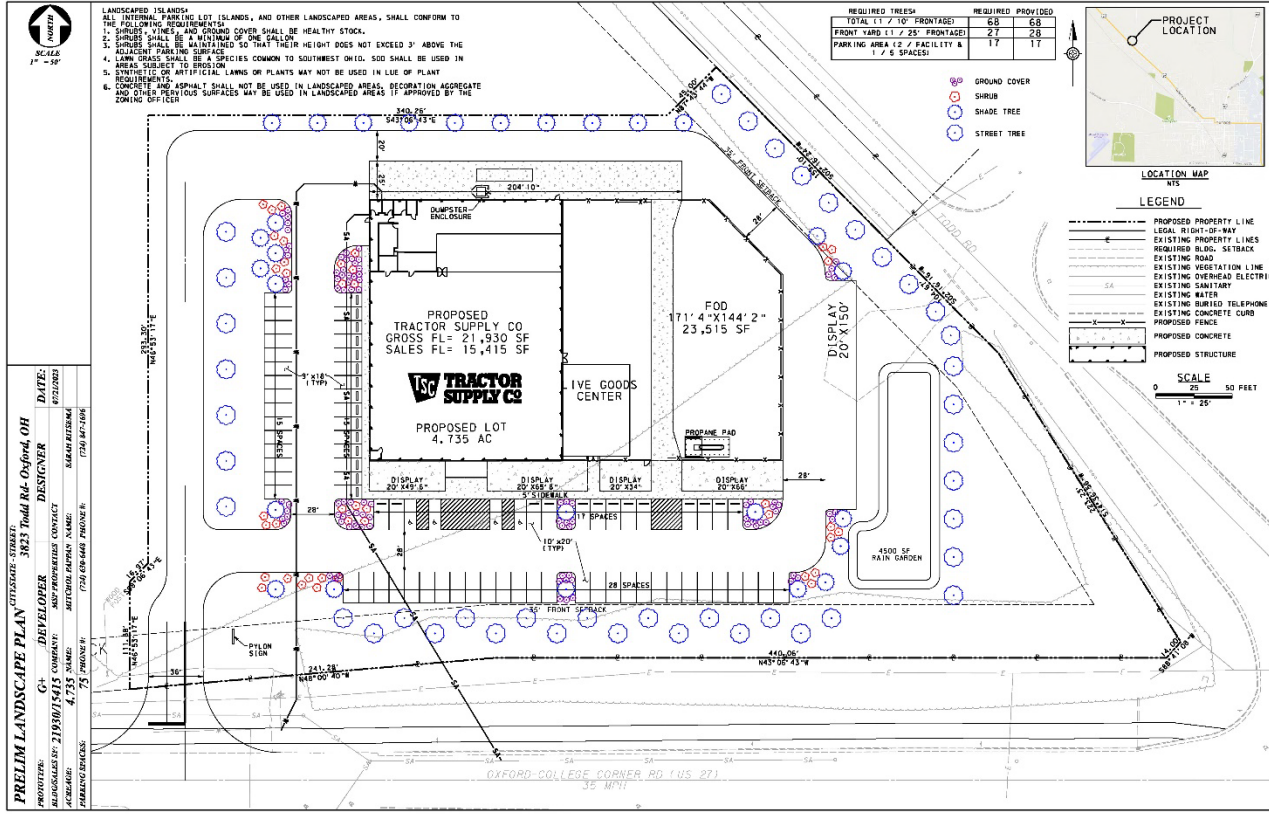
Respectfully,



Zachary Moore, AICP
City Planner / GIS Coordinator
zmoore@cityofoxford.org
513-524-5204

APPENDIX – REVIEWED PLANS







April 15, 2024

Zachary Moore, City Planner
City of Oxford
15 South College Ave
Oxford, OH 45056

**Re: Oxford Tractor Supply Land Development
Preliminary Zoning Review
Response to Zoning Review Comments
WEI Project No. 24045**

Mr. Moore:

The following is our response to the Zoning Plan Review dated April 10, 2024:

Zoning comments:

Comment 1: Pursuant to Chapter 1101 of the Planning and Zoning Code, the proposal will require approval as a major subdivision. Approval of a major subdivision entails three key steps: (1) Preliminary Subdivision; (2) Construction Drawings; and (3) Final Subdivision. The first step entails a recommendation from the Planning Commission, followed by two “readings” at City Council. The second step involves an administrative (staff) review of infrastructure improvements (utilities, sidewalks, paths, etc.) planned to support the future subdivision as a whole. The last step involves preparation of a plat instrument that will depict the intended division of land, as well as dedicate right-of-way and establish easements (for access, drainage, utilities, etc.) as are necessary; Council is the approving authority for all Final Subdivisions. It is recommended, if possible, that a Conditional Use request run concurrently with an eventual Preliminary Subdivision request, so that all pertinent plan-related details may be considered together rather than separately. Staff may be open to discussing other potential procedural options with your team as well.

Response: *Noted. The submitted plans are intended as the preliminary plats prior to the development of construction plans and any final approvals.*

Comment 2: The City of Oxford Thoroughfare Plan classifies existing roadways according to whether they are arterials, collectors, or local streets, and also provides typical roadway sections for each. As seen in the plan, principal arterial roads require 120 feet of overall right-of-way width (i.e., 60 feet each side of the centerline), and minor collector roads require 80 feet of overall right-of-way width (i.e., 40 feet each side of the centerline). Therefore, the future subdivision must provide for at least 60 feet of right-of-way from centerline along US 27, and at least 40 feet of right-of-way from centerline along Todd Road. This will result in additional “strips” of right-of-way being dedicated along certain portions of US 27 and Todd Road; wherever the width already exceeds these figures, the requirement can be considered met.

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www.widmerengineering.com

Response: Noted, the entire ROW fronting US 27 is greater than 60' along our intended parcel. However, the ROW on Todd Rd was measured to be 33' to the centerline, so additional ROW will be dedicated to make this 40'.

Comment 3: The City of Oxford Thoroughfare Plan also identifies a future minor collector roadway (noted as "5B"), with two potential spans bisecting the site. One span connects directly to Ringwood Road, while another span leads further south thus suggesting a realigned & improved intersection between Todd Road and US 27. It is the staff's view that in considering a subdivision on this site, the City must consider both options and make a choice between one span or the other. The latter option would likely involve the least amount of improvements at this stage in this site's development evolution, as dedicating additional right-of-way at the southernmost "pointed end" of the site may be found as a way of demonstrating adherence to the Thoroughfare Plan. A triangular hashed area totaling 0.404- acres in size is currently shown in this location, though the plan only identifies it as an "area reserved for updates to City Road"; it is staff's view that this triangle should, at the very least, be dedicated as right-of-way at this stage.

Response: Noted. The property lines have been adjusted to show this as an area to be dedicated as City ROW as part of this project.

Comment 4: Section 1141.01(c)(4) provides that any non-residential fencing shall generally improve the aesthetic of a site and may not exceed six feet in height in front yards or exceed twelve feet in height inside and rear yards. It is the staff's opinion that galvanized chain link style fencing would not generally improve site aesthetics; therefore, a more enhanced style and/or material of fencing is recommended. Additionally, a significant portion of fencing is proposed at a height of sixteen (16) feet, which exceeds the Code's limitation for no more than twelve (12) feet inside and rear yards.

Response: TBD by architect.

Comment 5: Section 1141.04(j) provides a series of standards pertaining to trash/recycling collection facilities. Key requirements for facilities include: (1) having gates and walls constructed of durable materials [e.g. masonry walls & metal gates]; (2) having an exterior appearance which is compatible with the principal structure; (3) providing adequate area for storage of both trash and recycling receptacles; and (4) providing the ability for walk-in access without having to open main enclosure gates. A plan demonstrating enclosure dimensions and materials is needed in order to verify compliance with these requirements. The City contracts with Rumpke for trash collection services; a copy of Rumpke's trash facility specifications is attached for your benefit.

Response: The dumpster area has been relocated behind the fenced in area and will be a 14'x28' pad to accommodate trash and recycling facilities. The façade is assumed to be masonry walls, but exact materials TBD by architect.

Comment 6: Section 1143.12(d)(1) provides that all merchandise, new and used, with the exception of boat, automobile, truck or farm implements and plants and garden supplies, shall be stored within a completely enclosed building. An inventory of all potential merchandise to be displayed outdoors would be needed in order to completely verify compliance with this standard. This particular standard is one that applies generally to all land uses in the GB District, so naturally adjustments may be entertained as part of a Conditional Use request so that certain areas of the site may be officially recognized as being suitable for outdoor storage or display.

Response: A list of merchandise in the outdoor areas will be obtained to verify, but generally it all falls under the exceptions listed above.

Comment 7: Section 1143.12(d)(3)(A) provides glazing standards specific to new buildings in the GB District. Any wall facing the street is required to have a minimum of 60% of the façade, measured within a band between 2.5 feet and 7 feet in height above grade, consisting of transparent windows & doors. The building as proposed does not comply with this standard. Seeing as how the proposed use follows a “big box” format that may not support a large degree of transparency across the width of the building, exterior materials along the front façade may be revised in a way that at least creates an “appearance” that windows are present; see sample images below:

Response: TBD by architect

Comment 8: Section 1143.12(d)(3)(B) specifies that building facades must have different articulation in height and setback, and that different horizontal articulations with material, color and opening shall also be utilized when building elevation is higher than fourteen (14) feet. More architectural interest needs to be added to the front façade to make it less “flat.”

Response: TBD by architect

Comment 9: Section 1143.12(d)(6) requires the front façade of a new building to utilize at least 50% natural materials including brick, stone, masonry, glass, or wood. Fiber cement siding could be accepted in lieu of wood. Much of the façade currently proposed consists of corrugated metal and painted split-face concrete block, and therefore does not comply with this standard. Please revise the architectural elevations, and/or select a more architecturally exuberant design from the catalog of available Tractor Supply designs, to comply with our Code provisions.

Response: TBD by architect

Comment 10: Section 1148.04(d) provides that each planted tree shall be a minimum two (2) inch caliper and must be a species that appears on the City’s Tree List (...). The submitted landscaping plan does not identify trees species or caliper inches. Please refer to the City Tree List in selecting an appropriate diversity of tree species. These details may be determined later during the Building Permit stage.

Response: Noted. The submitted landscape plan was intended to show quantities and general locations of trees. The final landscape plan will include these details.

Comment 11: Section 1148.05(b)(2) requires a tree survey for all new nonresidential developments, for the sake of observing required preservation and replanting. A survey must document the location, DBH, and species for each individual tree, or employ sampling techniques to the discretion of the Zoning Administrator. In instances where sites have not possessed significant tree cover, it has not been uncommon for the survey requirement to be waived by the Planning Commission and Council upon a recommendation from staff.

Response: A waiver is requested from this requirement since there is no significant tree cover, and the majority of the established tree cover is located in an area that will be dedicated to the city and not disturbed as part of this project.

Comment 12: Section 1149.07(e)(4)(D) requires off-street parking areas to have a minimum-security lighting level of 1 footcandle, and also specifies a maximum light pole height of 16 feet from grade. While this level of detail does not need to be reviewed at the Conditional Use stage, please keep this standard in mind for an eventual Building Permit submission.

Response: Noted. A lighting plan will be provided with the construction plans to ensure that this requirement is met.

Comment 13: Section 1149.07(e)(4)(E) specifies that all unpaved areas adjacent to an off-street parking area shall be raised, landscaped, and separated from the parking area by a minimum 6-inch high concrete curb. Occasional openings would be permitted for stormwater management purposes. Please keep this standard in mind for an eventual Building Permit application.

Response: Noted. These requirements will be reflected on the construction plans.

Comment 14: Section 1149.07(e)(5) provides that bicycle rack space shall be provided at a rate of 1 per 10 on-site vehicle parking spaces. With a total of seventy-five (75) spaces proposed, this amounts to a minimum of seven (7) required bicycle parking spaces. This standard can be met by showing an appropriate number of bicycle racks installed on a paved pedestrian surface somewhere within reasonable proximity to the store entrance, but no closer than two (2) feet to any building wall.

Response: A bicycle rack has been added at the front left corner of the building. The designated area will include racks for 8 bicycles.

Comment 15: Section 1149.07(e)(7)(A) requires five-foot wide concrete sidewalks along all portions of a parcel that front along a public street and are devoid of sidewalks. Such sidewalks shall be located within the right-of-way wherever possible; when the right-of-way width does not permit the installation of a sidewalk, a public access easement must be recorded to recognize public usage on private property. The City Engineer has commented that the Thoroughfare Plan also identifies a future multi-use path along US 27, and the Zoning Code allows for this feature to substitute for a sidewalk; thank you for including a 10-foot wide multi-use path along US 27 as part of your latest plan. However, the Zoning Code would also require sidewalk along Todd Road, unless a waiver is entertained.

Response: A waiver for the sidewalk along Todd Road is requested.

Comment 16: Section 1149.07(e)(7)(B) requires a paved pedestrian walkway connection at least five (5) feet in width between a building's entrance and the public sidewalk. In the context of the present plan, this walkway would need to connect the front of the Tractor Supply store with the future bike path along US 27; this would require a crosswalk across the front parking lot drive aisle.

- a. Section 1149.07(e)(7)(B)(3) further provides that the pedestrian walkway may consist of one or more crosswalks across drive aisles provided they are hard-surfaced with a material that differs from the drive aisle by composition, texture, or through the use of differing color that is integral to the material. Applicants typically meet this standard by having a concrete walkway crossing an otherwise asphalt paved parking area.

Response: A 5' concrete sidewalk has been added along the driveway and crosses at the front left corner of the proposed building. The parking lot crossing will be constructed of concrete to designate the pedestrian access.

Comment 17: Section 1151.05(a)(3)(A)(1) specifies a maximum limit of no more than a total of 2 wall or freestanding signs for a single-tenant site in the GB District. With proposed plans depicting 1 wall sign on the front face of the building, 1 wall sign on the Garden Center canopy, and 1 freestanding pylon sign situated near US 27, the number of permanent signs exceeds the maximum limit for no more than 2. Please also be aware of the following additional standards related to signage:

- a. For wall signage, the maximum height is no more than 3 feet tall when the average building setback is less than 100 feet. When an average setback is greater than 100 feet, the maximum height of the sign is limited to the average setback times 0.04, though capped at no more than 12 feet. Staff estimates the average building setback proposed to be 130 feet; therefore, the maximum sign height is 5.2 feet. The submitted elevation depicts the height of the main wall sign at 6.2 feet, which exceeds the max; the Garden Center sign, however, is compliant with the height restriction.

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- b. For freestanding signage, the max sign face area is no more than 48 square feet per side, and no overall sign structure shall be higher than 6 feet or wider than 12 feet. Furthermore, per Section 1151.03(e)(1), no freestanding sign shall be closer to a lot line or the public right-of-way than the height of the sign (...). Plans for the proposed pylon sign are needed in order to verify compliance with these provisions.

Response: TBD by architect.

Fire Chief review comments:

Comment 1: [The] revised plan [is good] as long as they put the Todd Rd. access back in and add a fire hydrant near that entrance.

Response: *A revised version of the Todd Rd access has been put back in at existing field access location (across from the Walmart access). This will be a 24' wide access intended to be a convenient access to the store from Todd Rd. The radii shown are only 15' to discourage throughway and delivery traffic from Todd Rd, but truck movements for the fire truck have been provided to demonstrate that emergency vehicles can use the access without running off of the pavement.*

Regarding the fire hydrant, it appears that the waterline runs along the northeast side of US 27, but it is currently unknown if there is a waterline running along Todd Rd. The water authority will be contacted with regard to this request.

Please contact me at 724-847-1696, ext. 316 or at sritsema@widmerengineering.com with any questions or comments or if additional information is required.

Very Truly Yours,
WIDMER ENGINEERING INC.

A handwritten signature in black ink that reads 'Sarah Ritsema'.

Sarah Ritsema, EIT
Project Designer

Enclosures:

- 2024-04-15 Prelim Plat
- 2024-04-15 Prelim Site Plan
- 2024-04-15 Prelim Landscape Plan
- 2024-04-15 Delivery and Emergency vehicle movements
- 2024-04-15 Zoning Waiver Request letter

24045-0002

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OXFORD
ARCHITECTURE

Architecture
Planning
Interior Architecture

April 16, 2024

ATTN: Zachary Moore, City Planner
City of Oxford
15 South College Avenue
Oxford, OH 45056

RE: Tractor Supply Company – Oxford, OH

Mr. Moore,

The proposed Tractor Supply Company store as shown in the provided colored elevations offer various upgrades from a standard TSC building to meet city requirements.

Section 1141.01(c)(4) enhances the style fence to a black vinyl coated chain-link fence. The front fence remained 8' which is the preferred minimum fence height for TSC and theft prevention. The side and rear maintain 16' due to racking in the side yard and to help screen those racks.

Section 1143.12(d)(3)(A) adds glazing to meet the 60% requirement. Calculations are provided in the lower right-hand corner.

Section 1143.12(d)(3)(B) adds stone base and pilasters to the building with a fiber cement siding in lieu of corrugated galvanized metal panel at the entry gable. Calculations are provided in the lower right-hand corner.

Section 1149.07(e)(4)(D) will be met. Our lighting vendor will produce a photometric site plan with city lighting ordinances in mind and place lighting as necessary to meet TSC and city requirements.

Section 1151.05(a)(3)(A)(1) eliminates the sign over the live goods center and reduces the main building sign area to meet city ordinance. A monument sign elevation provided with elevations to show compliance.

Sincerely,

2934 Sidco Drive
Suite 120
Nashville, TN 37204
ph 615 256 3455
fax 615 256 3404

Bradley Matuzak, Sr. Project Manager, Oxford Architecture



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Heidi Ridenour
DATE PREPARED:	5/14/2024
COUNCIL MEETING DATE:	June 4, 2024
AGENDA TITLE:	An Ordinance Amending Ordinance No. 3750 Supplemental Budget Ordinance Number 3 To Make Supplemental Appropriations For Fiscal Year 2024. (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Essential Operation
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE

DISCUSSION:

Issue 1: \$112,000 – General Fund (110)

To make adjustment to budgeted revenue for additional interest earned from adding a cash sweep account.

Issue 2: \$60,000 – General Fund (110)

To make adjustment to budgeted appropriations for legal fees incurred. Additional funding is needed to pay for unforeseen legal matters, and ongoing court cases.

Issue 3: (\$12,000) – General Fund (110)
(\$6,300) – Water Fund (321)
(\$6,300) – Waste Water Fund (331)

To make adjustment to budgeted appropriations for personnel services to account for the reduction of the IT staff paid by the City of Oxford.

Issue 4: \$24,000 – General Fund (110)
\$6,300 – Water Fund (321)

\$6,300 – Waste Water Fund (331)

To make adjustment to budgeted appropriation for operations to contract a designated IT staff at the City through Nextstep Networking and allowing them to employee this position.

Issue 5: \$250,000 – Capital Improvement Fund

Additional funding is needed to cover the cost of the Parking garage repairs. Bids came in higher than anticipated for the much needed repairs. We will transfer from the Capital Improvement Fund balance to Parking Improvement Fund.

Issue 6: \$74,945 – Special Assessment Fund

Special Assessment cost estimate came in higher than budget. The special assessment fund balance is sufficient to allow for additional expense.

Net affect by Fund:

General – \$40,000 increase in fund balance

Water – 0

Waste water – 0

Capital Improvement – (\$250,000)

Parking Improvement - \$250,000

Special Assessment – (\$74,945)

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3750 SUPPLEMENTAL BUDGET ORDINANCE NUMBER 3 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2024.

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

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;

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

General Fund 110	112,000.00
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SECTION 3: The following increase/(decrease)in expenditures be made:

General Fund 110	60,000.00
General Fund 110	(12,000.00)
General Fund 110	24,000.00
Water Fund 321	(6,300.00)
Water Fund 321	6,300.00
Waste Water Fund 331	(6,300.00)
Waste Water Fund 331	6,300.00
Capital Improvement Fund 141	250,000.00
Special Assessment Fund 417	74,945.00

SECTION 4: The following transfer(s) be executed:

Transfer from:

Capital Improvement Fund 141	250,000.00
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Transfer to:

Parking Improvement Fund 142	250,000.00
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SECTION 5: The following increase/(decrease)in revenues be made:

Parking Improvement Fund 142	250,000.00
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SECTION 6: The following increase/(decrease) in expenditures be made:

Parking Improvement Fund 142	250,000.00
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SECTION 7: In all other respects, Ordinance No. 3750 shall remain in full force and effect.

SECTION 8: 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)