



AGENDA
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE

TUESDAY, JUNE 18, 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. Appointments to Boards and Commissions
 - B. Public Hearing - 2025 Tax Budget (Heidi Ridenour, Finance Director)
 - C. Public WiFi Discussion

D. 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 June 4, 2024, City Council Meeting. (Heather Barbour, Clerk of Council)
- B. A Report Regarding The June 5, 2024, Environmental Commission Meeting (Jessica Greene, Assistant City Manager)
- C. A Resolution Approving Then And Now Certificates For Purchase Orders Issued Above \$3,000 Where An Invoice Was Received Prior To The Purchase Order Date, As A Requirement Of Ohio Revised Code 5705.41 (D). (Heidi Ridenour, Finance Director)

6. Resolutions.

- A. A Resolution Authorizing The City Manager To Enter Into A Law Enforcement Mutual Assistance Agreement With Miami University Police. (John Jones, Police Chief)

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
- B. Second 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)

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 19	Board of Building Appeals - CANCELED	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.
Jul 4	City Offices CLOSED-Holiday		
Jul 4	Housing Advisory Commission - CANCELED	Municipal Building	6:00 p.m.
Jul 8	Public Arts Commission of Oxford	Municipal Building	4:15 p.m.
Jul 9	Planning Commission	Courthouse	7:00 p.m.
Jul 10	Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.
Jul 15	Public Arts Commission of Oxford	Municipal Building	4:15 p.m.
Jul 16	City Council	Courthouse	7:30 p.m.
Jul 17	Board of Building Appeals	Courthouse	5:30 p.m.

9. Adjourn.



MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, JUNE 4, 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 Snively on Tuesday, June 4, 2024, at 7:30 p.m. Members in attendance were Chantel Raghu, Amber Franklin, Michael Smith, and Jason Bracken. Alex French and David Prytherch were excused.

Staff Members in Attendance

Mr. Douglas R. Elliott Jr., City Manager; Mr. Michael Dreisbach, Service Director; Mr. John Detherage, Fire Chief; Mr. Sam Perry, Community Development Director; Mr. Geoff Robinson, Police Lieutenant; Mr. Casey Wooddell, Parks and Recreation Director; Ms. Heidi Ridenour, Finance Director; Mr. Ben Mazer, Assistant Law Director; and Ms. Heather Barbour, Clerk of Council.

2. Pledge of Allegiance.

3. Approval of Agenda.

Motion – To Approve the Agenda
(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin
AYE #5
NAY #0
ABS #0

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.

Public Comment - Mr. Gary Landrum, 5032 College Corner Pike Parkview Arms - Mr. Landrum shared that when tenants request help from the landlord and maintenance, they get the runaround. Mr. Landrum stated that work orders have three copies, one for corporate, one is retained for the files, and the last is a copy for the tenant. Mr. Landrum noted that the tenants never received their copy to prove that the maintenance had been completed. Mr. Landrum questioned the lack of a paper trail to track the funds. Mr. Landrum requested help from the Health Inspectors and the City Inspector to look at each apartment rather than the ones the landlord recommended (written statement included in minutes).

Public Comment - Ms. Maria Johnson, Parkview Arms Resident - Ms. Johnson shared that she and her children moved to Parkview Arms in February and have had problems with Lisa since then. Ms. Johnson has had to request legal aid and help from the SELF Board regarding two utility bills. Ms. Johnson questioned why she was asked to make the check out to Parkview Arms under an LLC. Ms. Johnson mentioned her apartment flooding several times a week. Ms. Johnson was told to start an escrow for repairs. Ms. Johnson stated the property manager is not on site so it's not easy to address her. Ms. Johnson noted when the fire happened a few days ago, other residents were talking about the broken appliances, pest control issues, black mold, drug-related issues behind the building, and unhoused people living in the woods. Ms. Johnson mentioned police and emergency services are at the complex almost every other day. Mr. Landrum mentioned a 2013 report made by Lieutenant Fenning regarding PVA and something needs to be done. Mr. Landrum noted all the issues remain eleven years later.

Mayor Snavely thanked Ms. Johnson and Mr. Landrum for coming and bringing attention to the ongoing issues at Parkview Arms. Mayor Snavely asked Mr. Elliott to share a brief history and what's being done currently. Mr. Elliott shared that in 2019 the City had a lot of maintenance and public safety issues that were mentioned earlier. Mr. Elliott mentioned the City met with HUD officials and the property owner and as a result, HUD decided that they would conduct annual inspections of the units rather than every second or third year. Mr. Elliott noted the annual HUD inspections were 10% of the units and were randomly chosen. Mr. Elliott mentioned

getting HUD involved again, and if tenants are having trouble, call HUD at 877-506-3552. Mr. Elliott mentioned the City does inspections every two years of every apartment, and the landlord is given a list of violations and a time frame to correct them. Mr. Elliott noted if the violations were not corrected, they would not receive a rental permit. Mr. Elliott shared that all the violations found in 2022 were corrected within the requested time frame.

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 Mr. Smith

AYE # 5

NAY # 0

ABS # 0

- 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)

Motion – To Adopt Resolution No. 7607.
(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin
AYE # 5
NAY # 0
ABS # 0

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

Public Comment - None.

- 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)

Motion – To Adopt Resolution No. 7608.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Smith
AYE # 5
NAY # 0
ABS # 0

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

Public Comment - Mr. Michael Hodge, 6313 Cincinnati Brookville Road - Mr. Hodge, speaking on behalf of the Oxford Masonic Lodge, shared that last year's car show was a success. Mr. Hodge noted that the Masons raised \$38,000 for the Kramer Elementary playground. Mr. Hodge mentioned that Marshall Elementary approached the Masons this year for help with their playground.

- 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)

Motion – To Adopt Resolution No. 7609.
(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin
AYE # 5
NAY # 0
ABS # 0

Luitenant Robinson presented his staff report and addressed questions and comments from the Council.

Public Comment - None.

- 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)

Motion – To Adopt Resolution No. 7610.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Smith
AYE # 5
NAY # 0
ABS # 0

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

Public Comment - None.

- 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)

Motion – To Adopt Resolution No. 7611.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Smith
AYE # 5
NAY # 0
ABS # 0

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

Public Comment - None.

- F. A Resolution Advocating For A More Robust Federal Climate Policy To Support Localities Most Impacted By Climate Change. (Mayor Snively and Councilor Prytherch)

Motion – To Adopt Resolution No. 7612.
(Voice Vote) 1st Ms. Raghu 2nd Mr. Smith
AYE # 5

NAY # 0
ABS # 0

Mayor Snavely welcomed Ms. Webster and Ms. Blackmar-Rice to present the staff report on behalf of Councilor Prytherch.

Public Comment - Ms. Ann Webster, 190 Hilltop Road - Ms. Webster shared that the Citizens Climate Lobby, is an international grassroots, nonpartisan organization. Ms. Webster stated that CCL seeks to create the political will for a sustainable climate by advocating for effective climate legislation. Ms. Webster mentioned she and other CCL members will be meeting with Ohio 8 representative Warren Davidson's office next Tuesday. Ms. Webster explained that as part of the meeting, the CCL would be presenting letters of support for the work in general from individual constituents.

Public Comment - Ms. Carla Blackmar-Rice, 400 West Vine St. - Ms. Blackmar-Rice shared that both Oxford and Miami University have very powerful commitments on climate and are undertaking significant work to shore up the resilience of our community. Ms. Blackmar-Rice mentioned the City was featured on NPR for adopting a climate action plan and has been competitive in receiving funding from our federal government for climate mitigation and adaptation. Ms. Blackmar-Rice noted that adopting this Resolution sends a message up the chain of command to our representative in Congress, helping to remind him that we expect our federal government to support local governments like ours as we take on this challenge.

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)

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

Public Comment - None.

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)

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

Public Comment - None.

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)

Motion – To Adopt Ordinance No. 3767.
(Roll Call Vote) 1st Ms. Raghu 2nd Ms. Franklin

AYE # 5

Mr. Smith, Ms. Franklin, Ms. Raghu, Mr. Bracken, and Mayor Snavelly

NAY # 0

ABS # 0

Ms. Ridenour went over the changes since the first reading and addressed questions and comments from the Council.

Public Comment -None.

8. Announcements & Communications.

A. Remarks from City Council and City staff.

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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.

Motion – To Adjourn at 8:26 p.m.
 (Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin
 AYE # 5
 NAY # 0

ABS # 0

-
- HANDICAP ["]PARKING - ONLY 4 PARKING SIGNS
WE HAVE MORE THAN 4 HANDICAP LIVING AT PVA
 - VEHICLES UNDRIVEN, BLOCKING VIEWS OF FRONT
ENTRANCE, USED FOR STORAGE, TAKING UP
TENANT PARKING SPACES
 - SECURITY CAMERAS - LOWER CRIME, ASSIST LAW ENFORCEMENT
 - HUD TENANTS WORKING FOR PROPERTY MANAGER.
SOME ARE FELONS WHO HAVE ACCESS TO KEYS
TO TENANTS APARTMENTS, MAINT. GARAGE & OFFICE

ALSO PAID UNDER THE TABLE - NO INCREASE IN
RENT OR TAXES/ PAPER TRAIL - FRAUD?

OTHER TENANTS ARE NOT HIRED DUE TO NOT
BEING IN THE "CLICK OF MANAGEMENT"
 - MANAGEMENT DOES NOT FULFILL WORK ORDERS.
SHOULD BE 3 COPIES - 1 FOR CORPORATE, 1 FOR FILE,
1 TO THE TENANT. TENANTS NEVER RECEIVE
WORK ORDER COPIES SO MANAGEMENT CAN
SAY NOTHING WAS EVER REPORTED.
 - MANAGEMENT HARDLY EVER WALKS THE PROPERTY
TO ADDRESS ISSUES. - BREZZEWAYS, HEALTH
CONCERNS, SAFETY HAZARDS, CHECKING ON
MAINT ORDERS COMPLETION - BLIND EYE
STAYS IN OFFICE ENTIRE TIME UNLESS MADE
TO COME OUT - FIRE, POLICE - MAJOR ISSUES

-
- MANAGEMENT HAS SCHEDULED 3 HUD INSPECTIONS WITHIN A ONE MONTH PERIOD - THEN CANCELS ALL DISRUPTING LIVES & WORK SCHEDULES OF TENANTS
 - OWNERS CONSTANTLY CHANGING BUSINESS NAME - LLC'S TO THROW OFF REGULATIONS - TAXES, EXPENSES, PROFIT/LOSS
 - MANAGEMENT GOES INTO APARTMENTS, TAKES PICTURES WITHOUT CONSENT TO USE AGAINST TENANTS
 - MAJORITY OF APARTMENTS HAVE MOLD/MILDEW, PEST ISSUES, WATER DAMAGE, APPLIANCES NOT IN WORKING ORDER, HOLES IN DRYWALL, SMOKE ALARMS NOT WORKING OR MISSING, PLUMBING FIXTURES LEAKING OR BROKE, SOME TENANTS HAVE NO KEYS & OR MISSING LOCKS, HANDLES.
 - MANAGEMENT USES TENANTS AS HER SPY'S TO WATCH OTHER TENANTS (HER CLICK) AND ITS ALWAYS THE SAME ONES WHO HAVE ACCESS TO KEYS

DAVID LICHTENGER - OWNER

Parkview Arms LLC

2100 GENG Rd. STE. 200

Palo Alto, CA 94303

LYNDA FOX - REGIONAL PROPERTY MANAGER

4719 ALMA AVE OFFICE #200

CINCINNATI OH 45242

- ALSO OWNER OF SAVANNAH GARDEN

LISA ALSTOTT/TILLET - PROPERTY MANAGER

5032 COLLEGE CORNER PIKE OFFICE

Parkview Arms Apartments

Oxford OH 45056

Parkview Arms LLC

WJF MANAGEMENT LLC

LJS MANAGEMENT LLC



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Reena Murphy
DATE PREPARED:	6/11/2024
COUNCIL MEETING DATE:	June 18, 2024
AGENDA TITLE:	A Report Regarding The June 5, 2024, Environmental Commission Meeting (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	A Sustainable Oxford
BUDGETED AMOUNT:	0
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG DRE

DISCUSSION:

The Environmental Commission meeting began at 7:02 pm
Environmental Commission members present were Jon Ralinovsky, Chair; Jason Bracken, Planning Commission Representative and City Council Member; Heather Barrett; Peggy Branstrator; and Jim Vinch.

Staff Liason present: Reena Murphy, Sustainability Coordinator

Members of the public present: David Naibei, Climate Action Fellow

Motion to approve the agenda: Ms. Barrett

2nd: Mr. Bracken

Vote: Unanimous approval

Approval of the Minutes from the May 1st, 2024 Meeting

Motion: Ms. Barrett

2nd: Mr. Vinch

Vote: Unanimous approval

Discussion

Staff provided a year-to-date progress update on the adopted sustainability goals for 2024. The main topics of discussion for the commission were

the Climate Pollution Reduction Grants (CPRG) through OKI and the recycling and composting at events. The commission discussed the timeline for the CPRG notice and if there are indications of how competitive OKI's application is. In short, there are many unknowns related to the funding award but notice is expected late summer / early fall. For the waste management at events, staff shared that preference for compostable materials has been incorporated to the vendor sign up form and that the waste stations should be arriving soon.

Mr. Bracken shared that City Council adopted a resolution supporting H.R. 5744, Energy and Innovation and Carbon Dividend Act. There were no updates from the other boards. Ms. Branstrator provided an update on the pollinator garden and prairie. She shared that the pollinator garden is doing well, but that the prairie is struggling. She recommended the prairie location be reconsidered as a wildflower meadow.

Motion to adjourn: Mr. Bracken 2nd: Ms. Barrett Vote: Unanimous approval

The Environmental Commission ended at 7:47pm.



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:	6/5/2024
COUNCIL MEETING DATE:	June 18, 2024
AGENDA TITLE:	A Resolution Approving Then And Now Certificates For Purchase Orders Issued Above \$3,000 Where An Invoice Was Received Prior To The Purchase Order Date, As A Requirement Of Ohio Revised Code 5705.41 (D). (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	HR DRE

DISCUSSION:

Staff is requesting Council to approve the then and now certificates for purchase orders issued above \$3,000 where an invoice was received prior to the purchase order date. After discussing the issue with the Auditors, they requested we begin bringing any purchase orders meeting this criteria, to Council for approval for compliance with the O.R.C. 5705.41 (d).

RESOLUTION NO.

A RESOLUTION APPROVING THEN AND NOW CERTIFICATES FOR PURCHASE ORDERS ISSUED ABOVE \$3,000 WHERE AN INVOICE WAS RECEIVED PRIOR TO THE PURCHASE ORDER DATE, AS A REQUIREMENT OF OHIO REVISED CODE 5705.41 (D).

WHEREAS, Council in accordance with Ohio Revised Code, shall approve any purchases made over \$3,000 where an invoice is dated prior to the purchase order date; and

WHEREAS, at the time the merchandise was purchased and at the time the purchase order was executed to cover the purchase, a sufficient sum was appropriated for the purpose of such contract and in the treasure or in process of collection to the credit of an appropriated fund free from any previous encumbrances; and

WHEREAS, there is a sufficient sum appropriated for the purpose of such contract and in the treasure or in process of collection to the credit of an appropriated fund free from any previous encumbrances.

WHEREAS, the City Manager and the Finance Director recommend Council approve authorizing such certificates, as set forth in Exhibit "A" attached hereto and incorporated herein by reference.:

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Finance Director approving Then and Now Certificates for purchase orders issued above \$3,000 where an invoice was received prior to the purchase order date.

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)

Appendix A

P.O. Number	P.O. Date	Vendor	Amount	Purpose
4725	04/17/24	Passport Labs, Inc.	\$ 5,000.00	LPR Platform Annual Fee
4755	05/17/24	AE Door	\$ 3,500.00	Maintenance & Repair of bay doors



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:	6/10/2024
COUNCIL MEETING DATE:	June 18, 2024
AGENDA TITLE:	A Resolution Authorizing The City Manager To Enter Into A Law Enforcement Mutual Assistance Agreement With Miami University Police. (John Jones, Police Chief)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	JAJ DRE

DISCUSSION:

The proposed Resolution authorizes an agreement for law enforcement mutual aid between the City of Oxford and Miami University. This agreement would replace the existing agreement that expires on June 30, 2024.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A LAW ENFORCEMENT MUTUAL ASSISTANCE AGREEMENT WITH MIAMI UNIVERSITY POLICE.

WHEREAS, the City Manager and the Police Chief recommend the City enter into a Law Enforcement Mutual Assistance Agreement with Miami University Police to enhance the safety and security of persons and property throughout the City.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Police Chief and hereby authorizes the City Manager to enter into a Law Enforcement Mutual Assistance Agreement with Miami University Police as set forth on Exhibit "A" attached hereto on behalf of the City for a period of three (3) years with the right to cancel the Agreement upon a sixty (60) day written notice of intent to terminate.

SECTION 2: The City Manager and the Chief of Police are further authorized to present to Miami University Police, the signed Law Enforcement Mutual Assistance Agreement for approval by the University.

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)

CITY OF OXFORD AND MIAMI UNIVERSITY LAW ENFORCEMENT MUTUAL ASSISTANCE AGREEMENT

WHEREAS, the City of Oxford, Ohio maintains a police department pursuant to Sections 3 and 7 of Article XVIII of the Ohio Constitution and Miami University maintains a police department pursuant to Ohio Revised Code 3345.04; and

WHEREAS, the City of Oxford and Miami University are both parties to the Butler County Intra-County Mutual Police Aid Agreement; and

WHEREAS, the City of Oxford and Miami University are authorized by Ohio Revised Code §3345.041 to enter into a Law Enforcement Mutual Assistance Agreement authorizing Miami University to perform police functions on behalf of the City of Oxford and, authorizing the city of Oxford to perform police functions on behalf of Miami University; and

WHEREAS, the City of Oxford and Miami University have previously entered into law Enforcement Mutual Assistance Agreements; and

WHEREAS, the current Law Enforcement Mutual Assistance Agreement between Miami University and the City of Oxford is scheduled to terminate on June 30, 2024; and

WHEREAS, the City of Oxford and Miami University now desire to enter into a new law Enforcement Mutual Assistance Agreement;

NOW THEREFORE, in consideration of the mutual promises and undertakings set forth below, the City of Oxford and Miami University (hereinafter referred to individually as "Party" and collectively as "Parties") agree as follows:

1. Effective Date and Scope of Agreement

- A. This Agreement is effective on the 1st day of July 2024 and supersedes and replaces the Law Enforcement Mutual Assistance Agreement effective July 1, 2024.
- B. This Agreement supplements the Butler County Intra-County Mutual Police Aid Agreement, attached hereto as Exhibit A and incorporated herein, to which both the City of Oxford and Miami University are signatories. This Agreement further defines the terms and conditions pursuant to which the Parties shall provide mutual law enforcement assistance to each other. All terms and conditions of the Butler County Intra-County Mutual Police Aid Agreement are applicable to this Agreement.

2. Definitions

For the purposes of the Agreement, the following terms shall have the following meanings.

- A. Law Enforcement Authority is defined as either the police department (including its sworn officers) of Miami University (herein "Miami University Police Department" or "MUPD") or the police department (including its sworn officers) of the City of Oxford (herein "Oxford Police

Department" or "OPD").

- B. Concurrent Law Enforcement Authority is defined as the geographical area where both Law Enforcement Authority have the legal right and obligation under this Agreement to provide law enforcement services pursuant to this Mutual Assistance Agreement.
- C. Law Enforcement Services is defined as the performance of any police function, the exercise of any police power or the rendering of any police services.

3. Concurrent Law Enforcement Authority

Pursuant to this Agreement, MUPD and OPD shall have concurrent law enforcement authority over the entire rights of way of the following blocks and/or streets, including the intersection at either end of the specified right-of-way and all intersections contained within the described rights-of-way:

- A. The "Square Mile", defined as the area bordered by Chestnut Street, Locust Street, Sycamore Street and Patterson Avenue;
- B. State Route 73 from Patterson Avenue to the City of Oxford limits;
- C. Bonham Road from Sycamore Street and Tallawanda Street to the Miami University property limit; and
- D. Streets north of Sycamore Street and east of State Route 732, namely North Poplar, North Campus, North University, Homestead Avenue and Bouden Lane.

Each Law Enforcement Authority is authorized by this Agreement to perform any law enforcement services in any area of concurrent law enforcement authority. Whenever a traffic accident occurs in any of the areas described in this section, the law enforcement authority with the first officer on the scene shall assume responsibility. MUPD may issue citations under the Oxford City Code for all parking and moving violations that occur in the areas described in this section.

Implicit in this section is the mutual understanding that OPD retains primary responsibility for enforcement on City of Oxford streets and MUPD retains primary responsibility for enforcement on Miami University streets and property.

OPD acknowledges the University has certain obligations to issue Crime Alerts to provide a timely warning for crimes required to be reported under the Clery Act (including criminal homicide, sex offenses-forcible and non-forcible, robbery, aggravated assault, burglary, and motor vehicle theft) that occur on campus, on the public property surrounding campus, and on property owned or controlled by registered student organizations (e.g., fraternities). OPD further acknowledges that the University has an additional obligation to issue an emergency notification in those situations that pose an immediate threat to the health or safety of students or employees on campus or for the closing of the entire Oxford campus (i.e., severe weather, chemical spills, fires, and crimes). In those instances in which a Clery Act reportable crime or other event posing a significant risk of harm to the Oxford campus has been reported to OPD, OPD agrees to use its best efforts to immediately notify MUPD so that MUPD may activate its timely warning or emergency notification system as appropriate.

4. Additional Law Enforcement Assistance

A. Major Events

Command level personnel (as designated by their respective Chief of Police) shall regularly coordinate planning for significant community or university events (i.e., concerts, athletic events, parades, etc.). Command level personnel are empowered to request the law enforcement assistance of the other department. When a request for law enforcement assistance is made, each Chief of Police shall be notified as soon as practicable. MUPD will coordinate traffic control with Oxford Police and will assist in the off-campus control of traffic related to significant campus events.

B. Maintenance of Law and Order

Whenever either the OPD or MUPD determines that it does not have sufficient law enforcement resources to meet a particular situation or set of circumstances effectively and expeditiously, the senior officer of the police department on duty and in charge of the police department is authorized to request law enforcement assistance from the other police department. This authorization includes responding to a significant crime which includes homicide, aggravated assault, rape, robbery, burglary, breaking and entering, and civil disorder (riot, attempted riot, and disruptive crowds).

C. Major Case Investigation

Members of the CI (Criminal Investigation) Units from MUPD and OPD interact on a regular basis and are expected to share equipment and investigative expertise. Command level personnel are empowered to request the law enforcement assistance of the other police department's CI Unit. When a request for temporary law enforcement investigative assistance is made, each Chief of Police shall be notified as soon as practicable. Extended joint investigations must be approved by the chiefs of each law enforcement authority prior to the start of the investigation.

D. Witness to Offense/Traffic Violation or Accident

1. An officer witnessing potentially life-threatening, substantial property damage, traffic violations or criminal violations outside the officer's area of concurrent law enforcement authority but within the other agency's jurisdiction is empowered to stop the violator and take enforcement action. As soon as practicable, the agency with primary jurisdiction will be notified and provided with the nature of the incident, location and the unit number(s) of the officer(s) managing the enforcement action. The responsible department will respond in one of the following manners:
 - a. Relinquish authority over the incident to the witnessing officer, or
 - b. Dispatch an officer or officers to the scene who will take charge of the incident.
2. In the event that police personnel and equipment are involved in providing assistance under this Agreement, and such responding personnel and equipment are required by their own department, each party to this Agreement reserves the right to withdraw such personnel and equipment for such purposes.
3. In any situation in which assistance is provided pursuant to a request for mutual aid, the

officer in charge of the Requesting Department shall have full charge of and authority over any assisting equipment and personnel responding to such call. No oath of office need be administered to police officers of the Responding Department when the performance of such officers' duties is pursuant to this Agreement. No charge shall be made for services rendered pursuant to the terms of this Agreement, it being understood that the mutual promises contained herein serve as adequate consideration.

4. All personnel of the Responding Department, while providing assistance or utilizing concurrent law enforcement authority as specified in this Agreement, shall at all times be acting within the scope of their employment by the Responding Department, and will not be considered employees of the Requesting Department. Each Party to this Agreement will continue to be responsible for all forms of compensation and benefits related to the employment as well as equipment, uniforms and other tangible articles, which it would otherwise pay or furnish while any of its officers is (are) providing assistance under this Agreement. Under no circumstances will either party be required to assume any of such employment-related obligations or expenses by virtue of having made one or more request for, or received, assistance under this Agreement.

5. Warrants, Subpoenas, and Other Legal Process

The service of warrants, subpoenas and other legal process shall be coordinated by a command staff member or bureau from MUPD and OPD as designated by the respective Chief of Police. Generally, MUPD will provide service on-campus and OPD will provide service off-campus; however, this is a unified effort and the MUPD/OPD commanders will work together to ensure the prompt, efficient service of all legal documents. The serving department will maintain the appropriate control documentation. As part of the semi-annual evaluation process (see No. 3), the mutual aid workgroup will evaluate the effectiveness of this process.

5. Liability Between the Parties

Neither the City of Oxford nor Miami University shall be obligated to reimburse the other for loss or damage to equipment while law enforcement officers are engaged in activity in accordance with this Agreement, nor shall there be any reimbursement, indemnity award, or premium contributions assessed against the other for workers compensation benefits arising by reason of injury or death to an employee of either while engaged in rendering services under this Agreement. Each party shall be responsible for any claim or cause of action made against the party of its law enforcement officers arising out of the performance of duties under this Agreement and neither party shall be required to indemnify, defend, or hold harmless the other for any such claim or cause of action.

6. Duration of Agreement

- A. This Agreement shall expire on June 30, 2027.
- B. The Oxford City Manager and the Vice President for Finance and Business Services at Miami University may enter into such additional Memoranda of Understanding, setting forth additional procedures, not inconsistent with the terms hereof, for implementing this Agreement. The parties agree to be bound by the terms of any such memoranda as fully as if it were part of this Agreement.

- C. This Agreement may be terminated by either party with a 60-day written notification of intent to terminate.

Miami University

The City of Oxford

David K. Creamer
Senior Vice President for
Finance and Business Services

Douglas R. Elliott, Jr.
City Manager

Stephen VanWinkle
Chief of Police
Miami University Police

John A. Jones
Chief of Police
Oxford Police Department



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Heidi Ridenour
DATE PREPARED:	5/28/2024
COUNCIL MEETING DATE:	June 18, 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:	HR 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 EXHIL-C Page 3

<https://cityofoxfordoh.sharepoint.com/sites/Finance/Shared Documents/Budget/Budget 2024/tax budget/County Budget Tax Form 2023> PROPRIETARY EXHIBIT-C Page 37 of 8

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

PURPOSE OF BONDS AND NOTES	Authority for Levy Outside 10 Mill Limit*	Date of Issue	Date Due	Ordinance or Resolution	Serial or Term	Rate of Interest	Amount of Bonds and Notes Outstanding at Beginning of Budgeted Year 1/1/2025	Amount Required for Principal and Interest 1/1/2025 to 12/31/2025	Amount Receivable from Other Sources to Meet Debt Payments 1/1/2025 to 12/31/2025
Payable from Bond Retirement Funds:	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
INSIDE 10 MILL LIMIT:	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
Aquatic Center BAN Refunding Bonds	N/A	4/11/2019	12/1/2042	Ordinance	Serial/Term	2.50 - 4.00%	3,900,000.00	307,050.00	0.00
Southpointe TIF Road Project Bonds	N/A	4/11/2019	12/1/2028	Ordinance	Serial	2.50 - 4.00%	1,120,000.00		307,975.00
TOTAL							5,020,000.00	307,050.00	307,975.00
OUTSIDE 10 MILL LIMIT:	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
TOTAL									



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 18, 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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- 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)

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



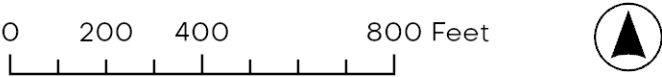
1 inch = 300 feet

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.

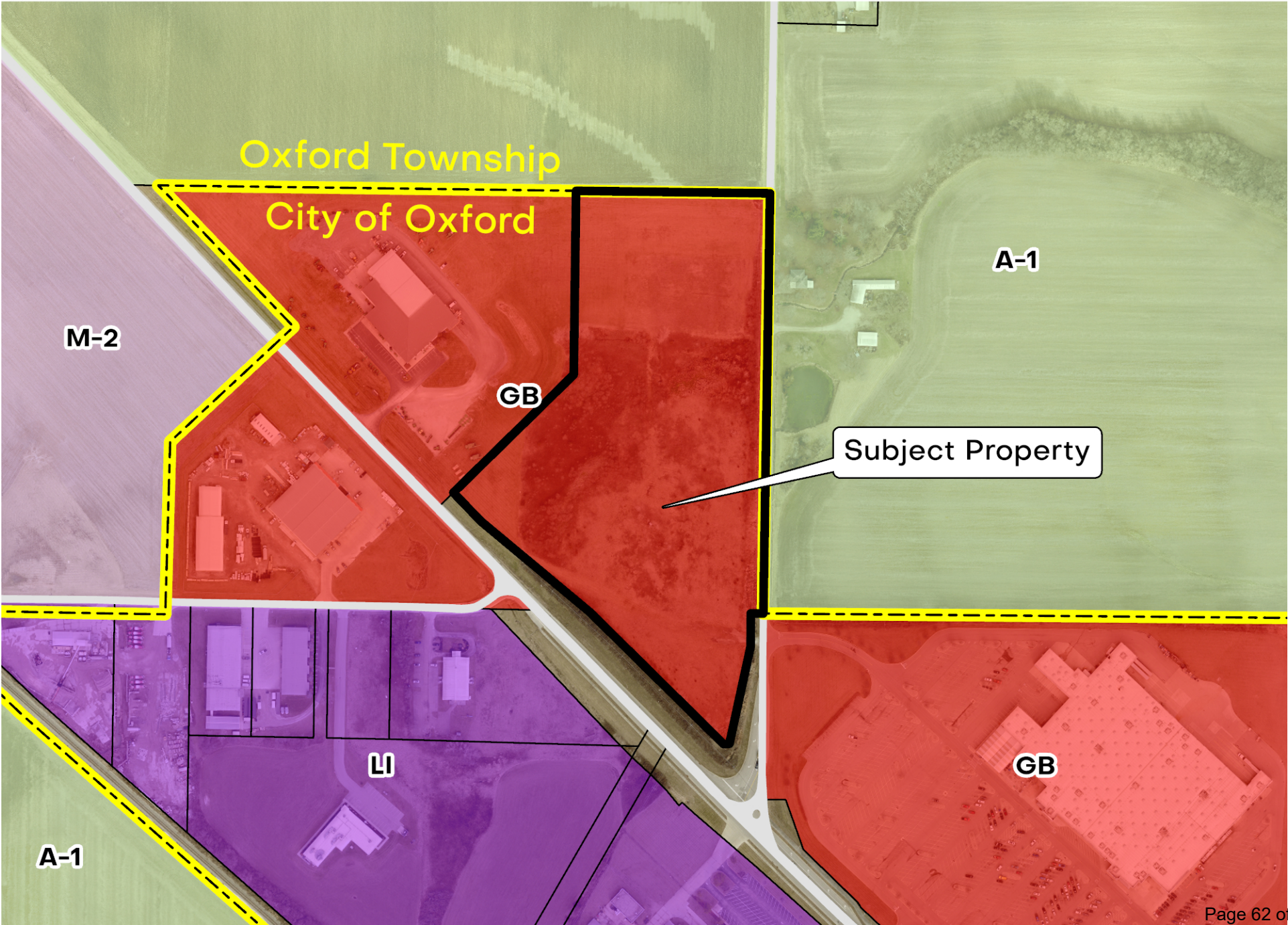
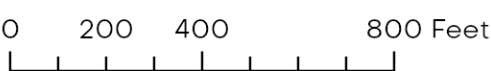


Aerial Map



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.



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 #H1 (000300000001)
ZONING: A1
(OXFORD TWP.)

ACONIC EQUIPMENT INC.
PARCEL #H4 (0003000000030)
ZONING: GB
(CITY OF OXFORD)

5278 COLLEGE CORNER PIKE LLC
PARCEL #H4 (0003000000031)
ZONING: GB
(CITY OF OXFORD)

DANNA ZEHLER ETAL
PARCEL #H51 (001600000003)
ZONING: H1
(OXFORD TWP.)

PARCEL #H4 (0003000000016)
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 Bells
Before You Dig

OHIO811.org
One-Call

OHIO811 8-1-1 or 1-800-362-2764
(For customers not in Ohio call 800-362-2764)

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



STAMP

PREPARED FOR:

MSP PROPERTIES

5278 COLLEGE CORNER PIKE

(US RTE 27)

OXFORD, OH

TOPOGRAPHIC
SURVEY

MARK	DATE	DESCRIPTION

SEMI	CHECKED
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			
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)

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

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

RESIDUAL LOT
9.060 AC

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

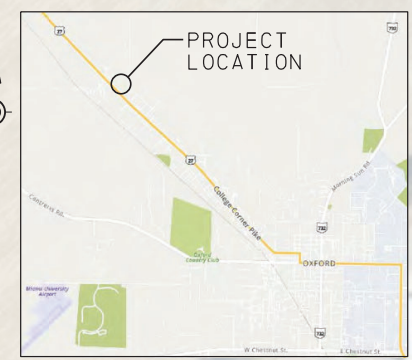
RINGWOOD PROPERTY GROUP, LLC.
PARCEL #4000028000015
ZONING: GB
LAND USE: 429 C
(CITY OF OXFORD)

FIRST BAPTIST CHURCH
OF OXFORD
PARCEL #4000028000006
ZONING: L1
LAND USE: 695 E
(CITY OF OXFORD)

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



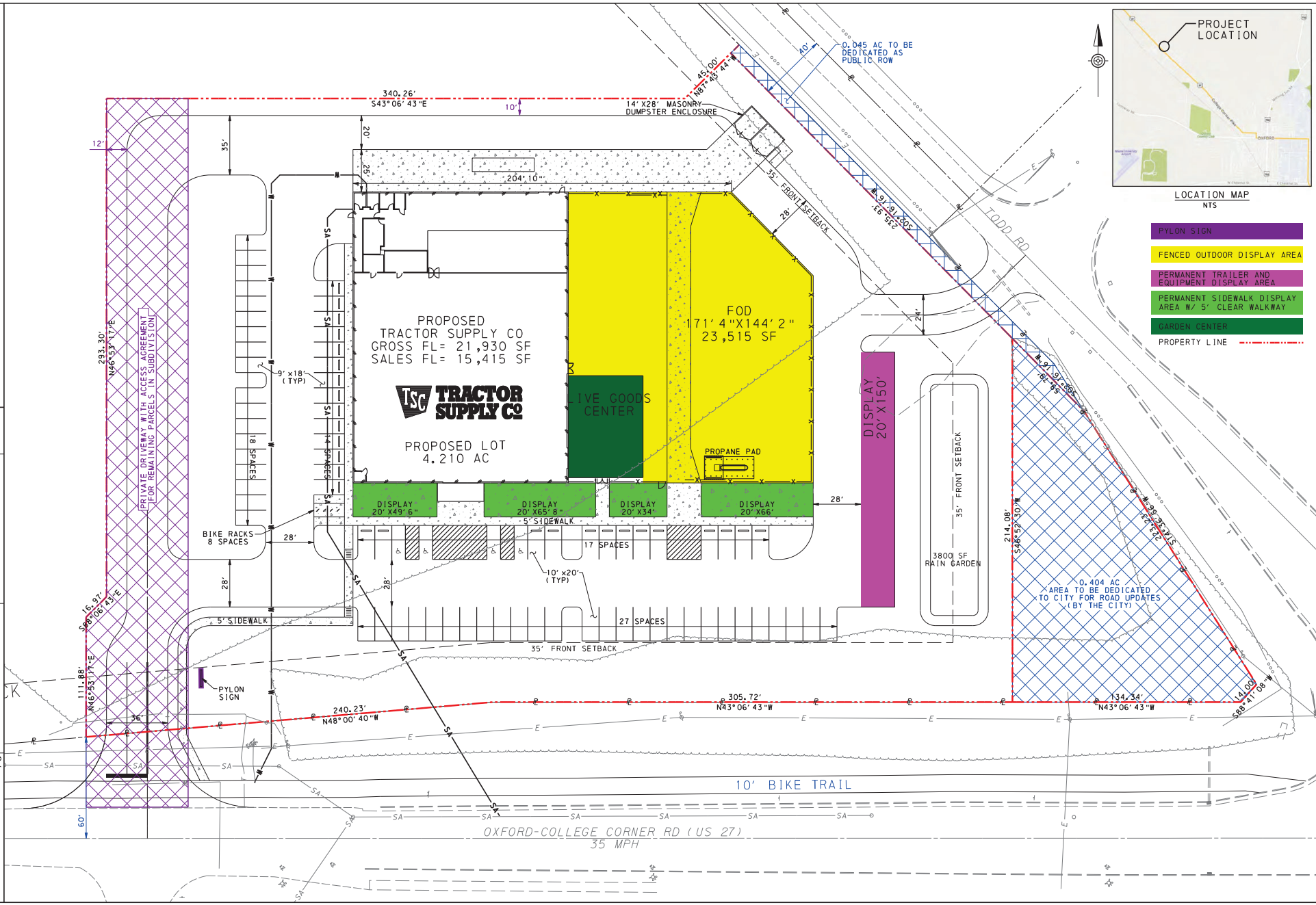
- LEGEND
- PROPOSED STRUCTURE
 - PROPOSED CONCRETE
 - LEGAL RIGHT-OF-WAY
 - EXISTING PROPERTY LINES
 - PROPOSED PROPERTY LINES
 - REQUIRED BLDG SETBACKS



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:				



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 PAPPEN	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

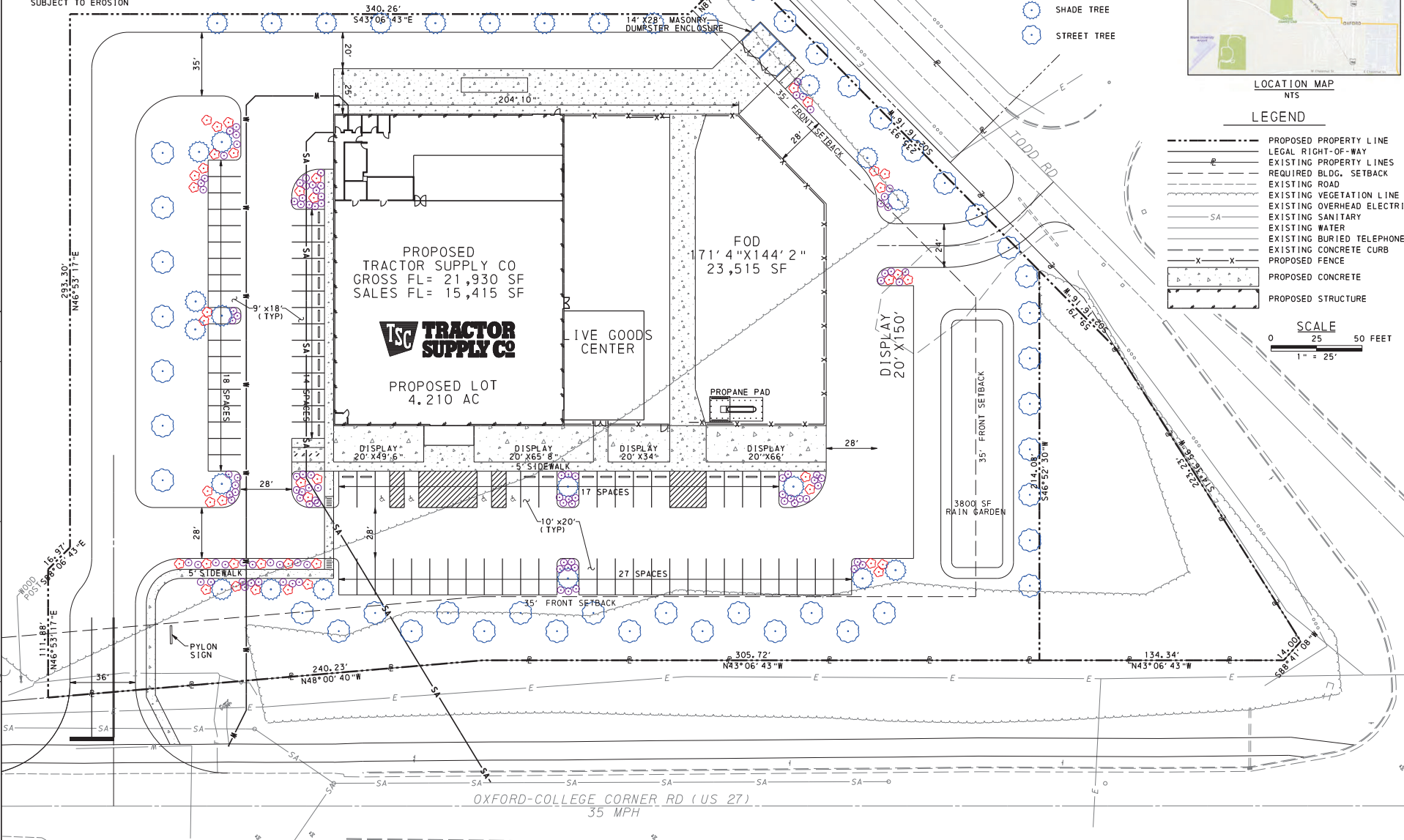


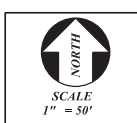
LOCATION MAP
NTS

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

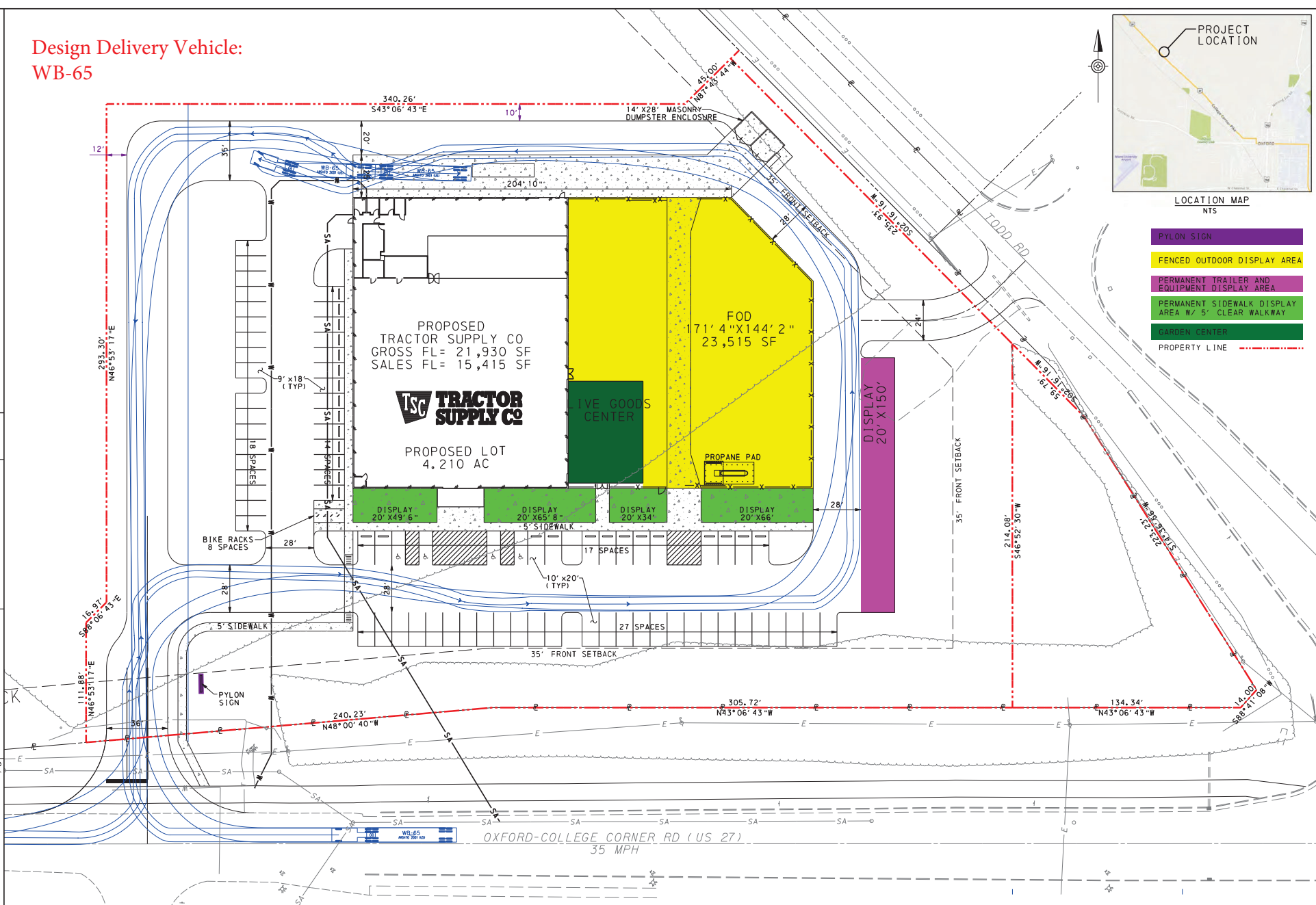
SCALE
0 25 50 FEET
1" = 25'





Design Delivery Vehicle:
WB-65

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:			

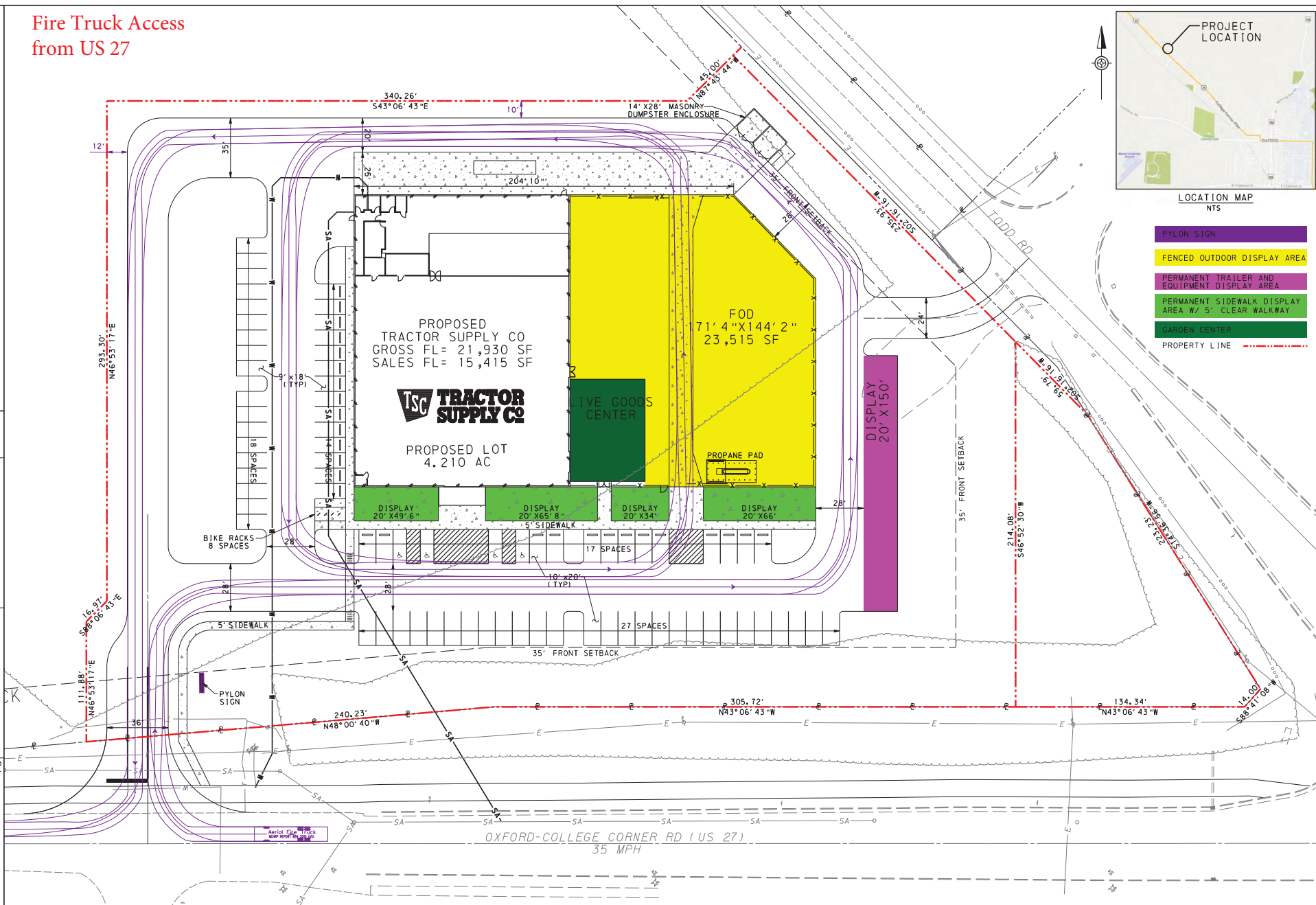


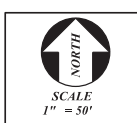
- LOCATION MAP
NTS
- PYLON SIGN
 - FENCED OUTDOOR DISPLAY AREA
 - PERMANENT TRAILER AND EQUIPMENT DISPLAY AREA
 - PERMANENT SIDEWALK DISPLAY AREA W/ 5' CLEAR WALKWAY
 - GARDEN CENTER
 - PROPERTY LINE



Fire Truck Access
from US 27

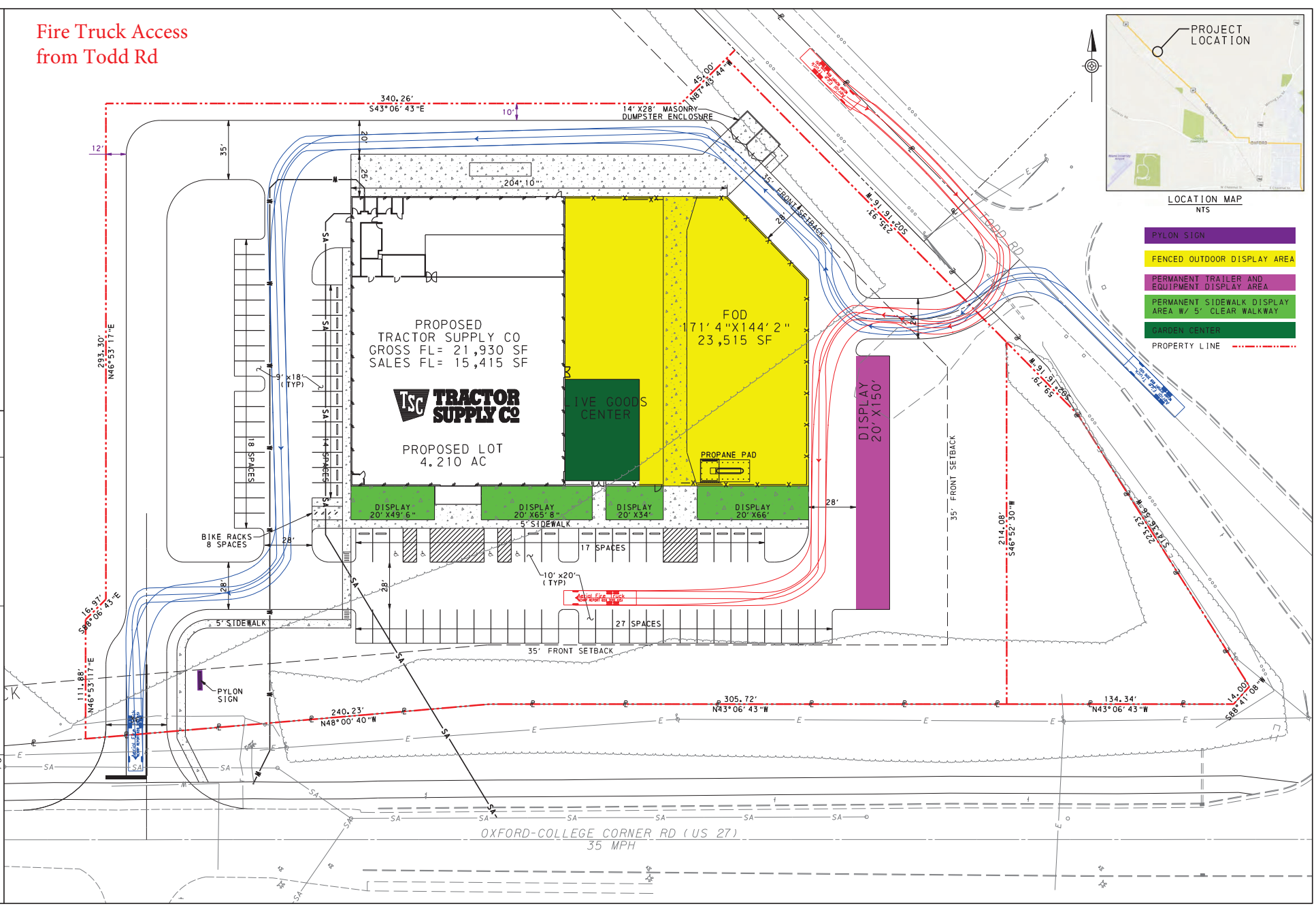
CITY/STATE - STREET: 5728 College Corner Pk- Oxford, OH			
PROTOTYPE:	G+	DEVELOPER	DATE:
BLDG SALES SF: 219,300/154,115	COMPANY: MSP PROPERTIES	DESIGNER	
ACREAGE: 4.210	NAME: MITCHELL PAPPAN	CONTACT	
PARKING SPACES: 76	PHONE #: (724) 630-6448	NAME: SARAH RITSEMA	
		PHONE #: (724) 847-1696	





Fire Truck Access
from Todd Rd

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



- 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



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:

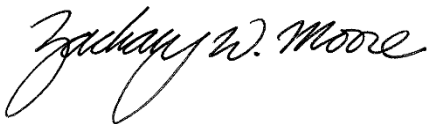


8. [Section 1143.12\(d\)\(3\)\(B\)](#) specifies that *building facades must have different articulation in height and setback, and that different horizontal articulations with material, color and opening shall also be utilized when building elevation is higher than fourteen (14) feet*. More architectural 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.

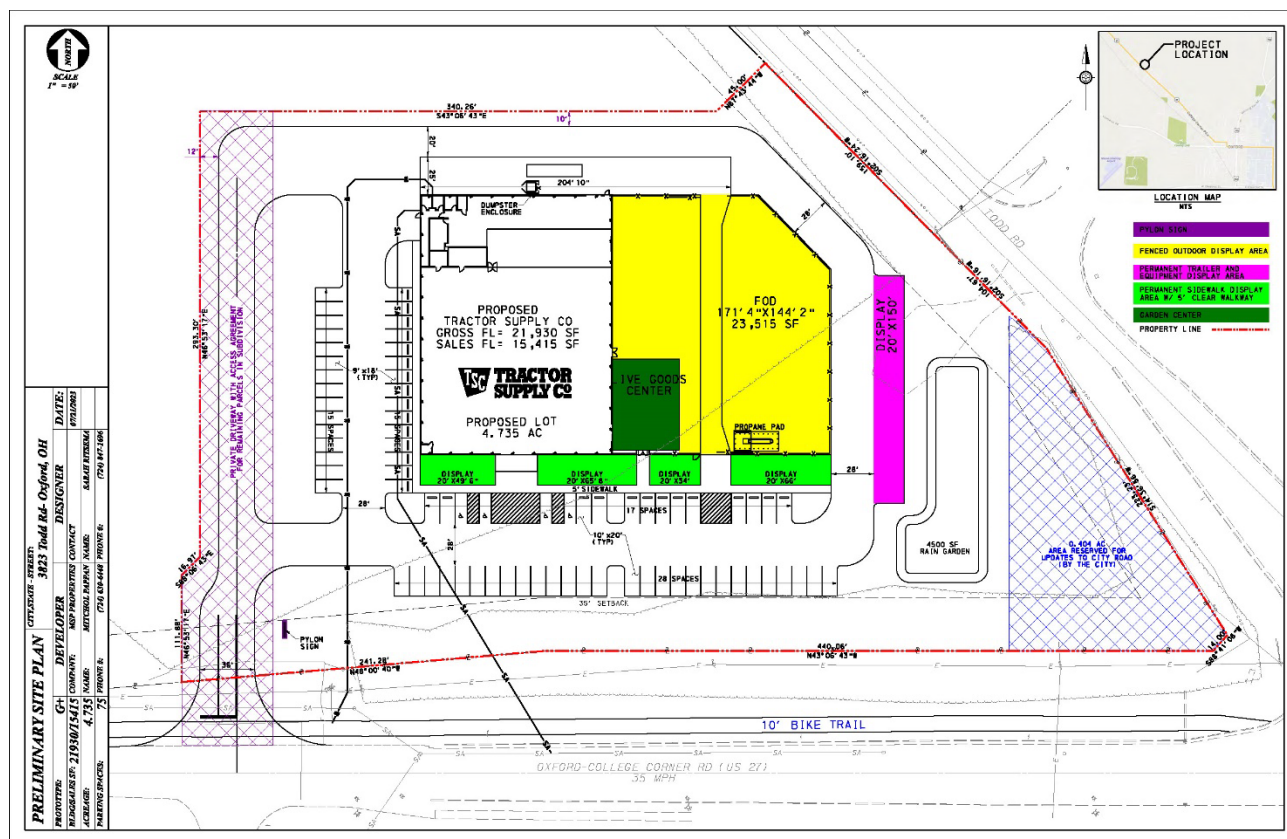
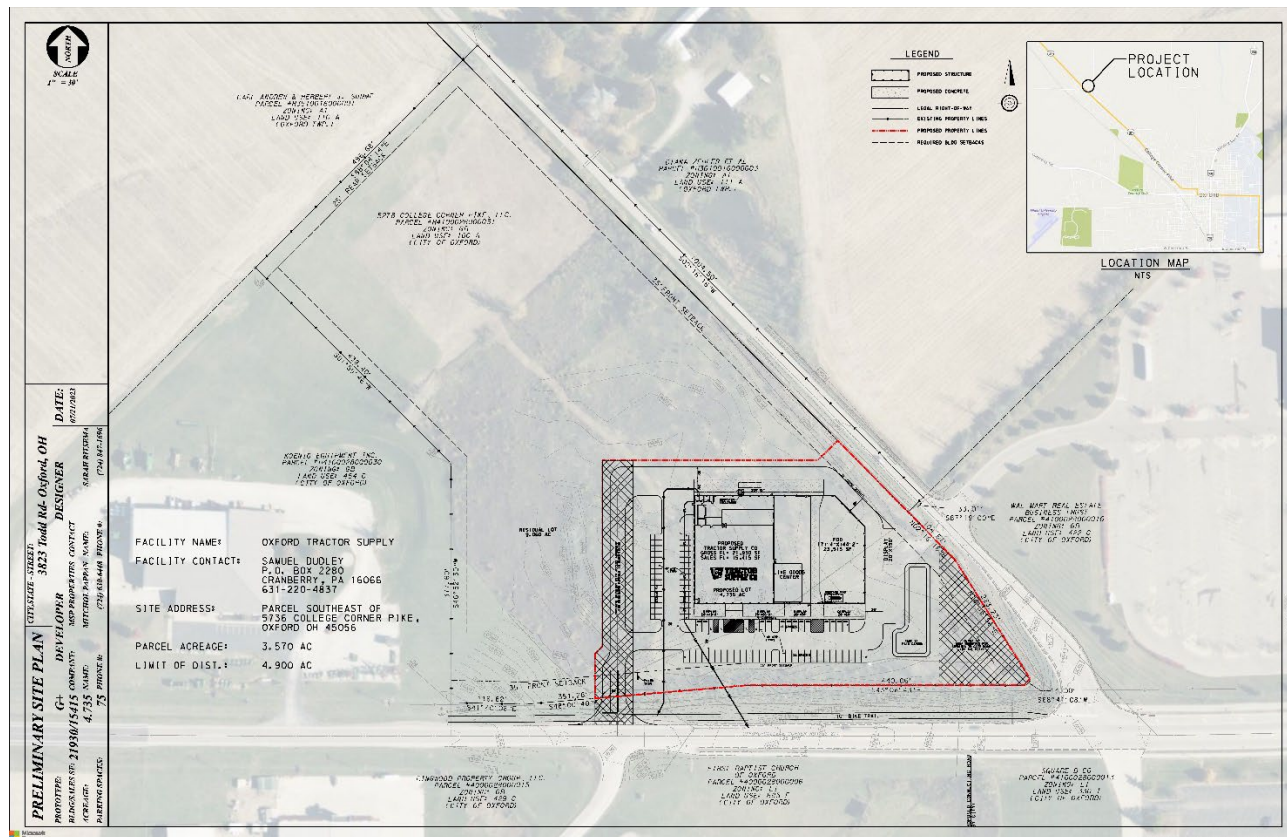
Please feel free to contact me if you have any questions. We look forward to working with you to bring this project to fruition.

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



- 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
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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