



AGENDA
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE

TUESDAY, DECEMBER 3, 2024 AT 7:30 PM

William Snavelly, Mayor

Chantel Raghu, Vice-Mayor
Jason Bracken
Michael Smith

Amber Franklin
Alex French
David Prytherch

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

1. Roll Call.
2. Pledge of Allegiance.
3. Approval of Agenda.
4. Public Participation.

A. Public Comments

The purpose of the public comments section is for members of the public to speak to the City Council on any subject not scheduled on the Agenda, except consent agenda items. To speak, you may approach the podium and wait to be addressed by the Mayor. You will need to state your name and address for the public record. City Council values your comments, and Council rules limit public comments to five minutes for each person.

Presentations are not to be in the form of public debate, personal attacks on Council, City staff, or other members of the public, and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

5. Consent Agenda.

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

- A. Minutes of the November 19, 2024 City Council Meeting. (Heather Barbour, Clerk of Council)

6. Resolutions.

- A. A Resolution Authorizing The City Manager To Waive Parking Meter Fees Throughout The City From 9:00 A.M. On Monday, December 16, 2024, Until 8:00 P.M. On Wednesday, January 1, 2025, The Two-Hour And The Eleven-Hour Restrictions For Parking Meters Shall Remain In Effect. (John Jones, Police Chief)
- B. A Resolution Authorizing The City Manager To Enter Into An Agreement With Jagger Construction, LLC For Improvements To The Black Covered Bridge As Part Of The Oxford Area Trail System (OATS) At A Cost Not To Exceed \$405,750.40 (Michael Dreisbach, Service Director)
- C. A Resolution Authorizing The City Manager To Enter Into An Agreement With Ashcraft Contracting, LLC For The Installation Of A New Flushing Point Assembly For The Seven-Mile Well Field At A Cost Not To Exceed \$80,234.00 And To Use \$38,682.06 Of The City's American Rescue Plan Act Funds Toward This Project.(Michael Dreisbach, Service Director)
- D. A Resolution Authorizing The City Manager To Accept The Recommendation Of The Housing Advisory Commission, Terminate The Ground Lease With Community Development Professionals Of Hamilton, And Prepare A Request For Proposals For The Development Of 5234 Hester Rd. (Jessica Greene, Assistant City Manager)
- E. A Resolution Supporting Close Town-Gown Consultation In The Planning Of Major University Projects With Significant Off-Campus Impacts. (David Prytherch, Councilor & Mayor Snavelly)

7. Ordinances.

Ordinances are adopted using a two-step procedure. First reading introduces the Ordinance and provides an opportunity for public input on the subject as well as allowing

Council to request more information as needed. Second reading is to provide Council with the opportunity to consider new information and to deliberate.

A. First Reading

1. An Ordinance Amending Ordinance No. 3750 Supplemental Budget Ordinance Number 6 To Make Supplemental Appropriations For Fiscal Year 2024. (Heidi Ridenour, Finance Director)
2. An Ordinance To Accept the Recommendation Of The Planning Commission To Approve A Conditional Use For An Indoor Entertainment Facility Located At 110 South Locust Street, Oxford, Ohio 45056, (Sam Perry, Community Development Director)

B. Second Reading

1. An Ordinance Repealing Code Section 351.04 Parking Near Curb; Handicapped Locations On Public and Private Lots And Garages And Adopting New Section 351.04 Parking Near Curb; Handicapped Location On Public And Private Lots And Garages. (John Jones, Police Chief)
2. An Ordinance Repealing Code Section 351.99 Penalty And Adopting New Section 351.99 Penalty. (John Jones, Police Chief)
3. An Ordinance Repealing Code Section 353.99 Penalty And Adopting New Section 353.99 Penalty. (John Jones, Police Chief)
4. An Ordinance Repealing Code Section 355.99 Penalty And Adopting New Section 355.99 Penalty. (John Jones, Police Chief)

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.	Dec 4	Environmental Commission	Municipal Building	7:00 p.m.
	Dec 9	Oxford Parking & Transportation Advisory Board	Municipal Building	9:00 a.m.
	Dec 9	Public Arts Commission of Oxford	Municipal Building	4:15 p.m.
	Dec 10	Housing Advisory Commission	Municipal Building	5:15 p.m.
	Dec 10	Planning Commission	Courthouse	7:00 p.m.
	Dec 11	Historic & Architectural Preservation Commission	Municipal Building	6:00 p.m.
	Dec 16	Oxford Recreation Board	Municipal Building	11:30 a.m.
	Dec 17	City Council Work Session	Courthouse	6:30 p.m.
	Dec 17	City Council	Courthouse	7:30 p.m.
	Dec 18	Board of Building Appeals	Courthouse	5:30 p.m.
	Dec 18	Board of Zoning Appeals - CANCELED	Courthouse	6:30 p.m.
	Dec 24	City Offices CLOSED		
	Dec 25	City Offices CLOSED		
	Jan 1	City Offices CLOSED		
	Jan 7	City Council	Courthouse	7:30 p.m.

9. Adjourn.



MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, NOVEMBER 19, 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.

Motion – To Enter Executive Session at 7:00 p.m. O.R.C. Section 121.22 (G)(1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

(Roll Call Vote) 1st Mr. Prytherch 2nd Mr. Smith

AYE # 5

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

NAY # 0

ABS # 0

Motion – To Return from Executive Session at 7:33 p.m. O.R.C. Section 121.22 (G)(1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

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

AYE # 5

NAY # 0

ABS # 0

A regular meeting of the Oxford City Council was called to order by Mayor Snavelly on Tuesday, November 19, 2024, at 7:33 p.m. Members in attendance were David Prytherch, Michael Smith, Amber Franklin, and Jason Bracken. Alex French and Chantel Raghu were excused.

Staff Members in Attendance

Ms. Jessica Greene, Assistant City Manager; Mr. Michael Dreisbach, Service Director; Mr. John Jones, Police Chief; Mr. John Detherage, Fire Chief; Mr. Sam Perry, Community Development Director; Ms. Stephanie Gray, Assistant Finance Director; Mr. Casey Wooddell, Parks and Recreation Director; Mr. Chris Conard, Law Director; and Ms. Heather Barbour, Clerk of Council.

2. Pledge of Allegiance.

3. Approval of Agenda.

Motion – To Approval of the Agenda.

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

AYE # 5

NAY # 0

ABS # 0

4. Public Participation.

- A. Notice to Legislative Authority - Weisman Enterprises Holdings Inc. DBA Calendula Bourbon & Tequila Bar 131 West High Street Oxford, Ohio 45056 (Jessica Greene, Assistant City Manager)

Motion – To Receive Without Comment.

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

AYE # 5

NAY # 0

ABS # 0

B. Public Comments

The purpose of the public comments section is for members of the public to speak to the City Council on any subject not scheduled on the Agenda, except consent agenda items. To speak, you may approach the podium and wait to be addressed by the Mayor. You will need to state your name and address for the public record. City Council values your comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff, or other members of the public, and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

Public Comment - None.

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 Adopt the Consent Agenda.
(Voice Vote) 1st Mr. Prytherch 2nd Ms. Franklin
AYE # 5
NAY # 0
ABS # 0

- A. Minutes of the November 5, 2024 City Council Meeting. (Heather Barbour, Clerk of Council)

6. Resolutions.

- A. A Resolution Approving The Creation Of A New Fund #431 Fire/Ems Property Tax Levy Fund For The Collection Of Property Tax Levy. (Heidi Ridenour, Finance Director)

Motion – To Adopt Resolution No. 7651.
(Voice Vote) 1st Mr. Prytherch 2nd Mr. Smith
AYE # 5
NAY # 0
ABS # 0

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

Public Comment - None.

- B. A Resolution Approving The Creation Of A New Fund, #432, Economic Development Fund, To Be Utilized For Economic Development Activities. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7652.
(Voice Vote) 1st Mr. Prytherch 2nd Ms. Franklin
AYE # 5
NAY # 0
ABS # 0

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

Public Comment - Ms. Ann Fuehrer, Dana Drive - Ms. Fuehrer spoke about the benefits of leveraging Miami's strengths. Ms. Fuehrer was glad to hear the City is working on an Economic Development Strategic Plan. Ms. Fuehrer expressed interest in future community input, like community involvement with Oxford Tomorrow. Ms. Fuehrer expressed her happiness that issue #2 passed and believes that there needs to be more regular ongoing conversations about the sharing of resources between Miami University and the community.

- C. A Resolution Authorizing The City Manager To Sign A Letter Of Intent To Partner With Ameresco, Inc. To Conduct Project Development, Engineering, And Application Activities To Improve The Likelihood Of The City Securing A Sustainability Grant Through The Ohio Department Of Development. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Resolution No. 7653.
(Voice Vote) 1st Mr. Prytherch 2nd Mr. Smith
AYE # 5
NAY # 0
ABS # 0

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

Public Comment - None.

7. Ordinances.

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

A. First Reading

1. An Ordinance Repealing Code Section 351.04 Parking Near Curb; Handicapped Locations On Public and Private Lots And Garages And Adopting New Section 351.04 Parking Near Curb; Handicapped Location On Public And Private Lots And Garages. (John Jones, Police Chief)

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

Public Comment - None.

2. An Ordinance Repealing Code Section 351.99 Penalty And Adopting New Section 351.99 Penalty. (John Jones, Police Chief)

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

Public Comment - None.

3. An Ordinance Repealing Code Section 353.99 Penalty And Adopting New Section 353.99 Penalty. (John Jones, Police Chief)

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

Public Comment - None.

4. An Ordinance Repealing Code Section 355.99 Penalty And Adopting New Section 355.99 Penalty. (John Jones, Police Chief)

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

Public Comment - None.

B. Second Reading

1. An Ordinance Approving The Final Subdivision Application And Plat For South Farm Section IV Residential Subdivision Of 6.8 Acres With Conditions (Sam Perry, Community Development Director)

Motion – To Adopt Ordinance No. 3780.
(Roll Call Vote) 1st Mr. Prytherch 2nd Ms. Franklin

AYE # 5

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

NAY # 0

ABS # 0

Mr. Perry reported no changes from the first reading and offered to answer any questions.

Public Comment - None.

2. An Ordinance Vacating Right-Of-Way Associated With Roberts Drive And Hoover Drive, And Extinguishing Easements, As Were Previously Established By (Official Record) O.R. 7959 Pg 1551, Replat For South Farm Section 2 & 2a. (Sam Perry, Community Development Director)

Motion – To Adopt Ordinance No. 3781.
(Roll Call Vote) 1st Mr. Prytherch 2nd Mr. Smith

AYE # 5

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

NAY # 0

ABS # 0

Mr. Perry reported no changes from the first reading and offered to answer any questions.

Public Comment - None.

3. An Ordinance Amending Section 183.03 Of The Oxford Codified Ordinances And Changing The Disposition Of The Convention Tax Receipts. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Ordinance No. 3782.
(Roll Call Vote) 1st Mr. Prytherch 2nd Mr. Smith

AYE # 5

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

NAY # 0

ABS # 0

Ms. Greene went over the changes since the first reading and offered to answer any questions.

Public Comment - Ms. Kim Daggy, Executive Director of Enjoy Oxford, 14 West Park Place - Ms. Daggy presented a handout to the Council (handout included in minutes). Ms. Daggy prepared a side-by-side budget comparison designed for the Event Partnership section within their 2025 operational budget.

4. An Ordinance To Make Appropriations For Current Expenses And Other Expenditures Of The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2025. (Heidi Ridenour, Finance Director)

Motion – To Adopt Ordinance No. 3783.

(Roll Call Vote) 1st Mr. Prytherch 2nd Ms. Franklin

AYE # 5

Ms. Franklin, Mr. Bracken, Mr. Prytherch, Mr. Smith, and Mayor Snavely

NAY # 0

ABS # 0

Ms. Gray reviewed the changes since the first reading and offered to answer any questions.

Public Comment - None.

5. An Ordinance Outlining Budgeted Advances For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2025. (Heidi Ridenour, Finance Director)

Motion – To Adopt Ordinance No. 3784.

(Roll Call Vote) 1st Mr. Prytherch 2nd Mr. Smith

AYE # 5

Mr. Prytherch, Mr. Bracken, Mr. Smith, Ms. Franklin, and Mayor Snavely

NAY # 0

ABS # 0

Ms. Gray reported no changes since the first reading and offered to answer any questions.

Public Comment - None.

6. An Ordinance Outlining Budgeted Transfers For The City Of Oxford, State Of Ohio, During The Fiscal Year Ending December 31, 2025. (Heidi Ridenour, Finance Director)

Motion – To Adopt Ordinance No. 3785.
(Roll Call Vote) 1st Mr. Prytherch 2nd Ms. Franklin

AYE # 5
Mr. Prytherch, Mr. Bracken, Mr. Smith, Ms. Franklin, and Mayor Snively
NAY # 0
ABS # 0

Ms. Gray reviewed the changes since the first reading and offered to answer any questions.

Public Comment - None.

7. An Ordinance To Adopt Fees And Charges For The Fiscal Year 2025. (Heidi Ridenour, Finance Director)

Motion – To Adopt Ordinance No. 3786.
(Roll Call Vote) 1st Mr. Prytherch 2nd Mr. Smith

AYE # 5
Mr. Bracken, Mr. Smith, Ms. Franklin, Mr. Prytherch, and Mayor Snively
NAY # 0
ABS # 0

Ms. Gray reviewed the changes since the first reading and offered to answer any questions.

Public Comment - None.

8. An Ordinance Establishing Salaries And Certain Benefits For Salaried And Hourly Full-Time And Part-Time Employees Within The Service Of The City Of Oxford, Ohio Paid From January 1st, 2025 Through December 31st, 2025. (Jessica Greene, Assistant City Manager)

Motion – To Adopt Ordinance No. 3787.
(Roll Call Vote) 1st Mr. Prytherch 2nd Ms. Franklin

AYE # 5
Mr. Bracken, Ms. Franklin, Mr. Prytherch, Mr. Smith, and Mayor Snively
NAY # 0
ABS # 0

Ms. Greene reviewed the changes since the first reading and offered to answer any questions.

Public Comment - None.

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. Nov 20	Board of Building Appeals - CANCELED	Courthouse	5:30 p.m.
Nov 21	Climate Action Steering Committee	Municipal Building	8:30 a.m.
Nov 21	Police Community Relations & Review Commission	Courthouse	7:00 p.m.
Nov 26	Board of Zoning Appeals	Courthouse	6:30 p.m.
Nov 28	City Offices CLOSED		
Nov 29	City Offices CLOSED		
Dec 3	City Council	Courthouse	7:30 p.m.
Dec 4	Environmental Commission	Municipal Building	7:00 p.m.
Dec 9	Oxford Recreation Board	Municipal Building	11:30 a.m.
Dec 9	Public Arts Commission of Oxford	Municipal Building	4:15 p.m.
Dec 10	Planning Commission	Courthouse	7:00 p.m.
Dec 11	Historic & Architectural Preservation Commission	Municipal Building	6:00 p.m.
Dec 17	City Council	Courthouse	7:30 p.m.
Dec 18	Board of Building Appeals	Courthouse	5:30 p.m.
Dec 18	Board of Zoning Appeals	Courthouse	6:30 p.m.

Dec 24 City Offices CLOSED
Dec 25 City Offices CLOSED
Jan 1 City Offices CLOSED

9. Adjourn.

Motion – To Adjourn at 8:32 pm.
(Voice Vote) 1st Mr. Prytherch 2nd Ms. Franklin
AYE # 5
NAY # 0
ABS # 0



November 19, 2024

Good Evening Mayor, Vice Mayor and Councilors,

Thank you for the opportunity to speak with you. My name is Kim Daggy, Executive Director of Enjoy Oxford, located at 14 W. Park Place, Suite C, Oxford, OH.

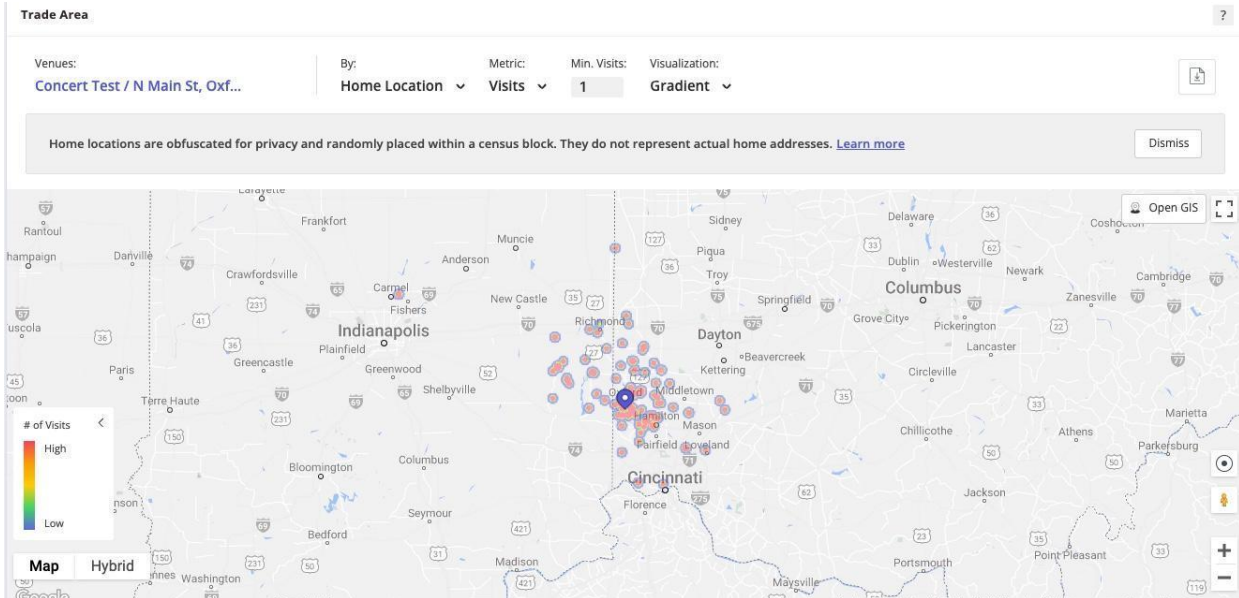
Tourism is an economic driver. I quote Melinda Huntley, Executive Director of the Ohio Travel Association, "It starts with a visit." Enjoy Oxford positions our town as a premier destination for great experiences, amenities, and a place to live/work. Tonight, I am sharing our Event Partnership Budget Proposal with you and two examples to demonstrate their effectiveness.

In front of you, I have prepared a side-by-side budget comparison designated for the Event Partnership section within our 2025 operational budget. The first set of columns is based on the funding model of \$303,680 with a 4% increase year over year. The columns on the right side are based on the new proposed \$330,000 including an annual review. Both sets include the Memorandum of Understanding with the City of Oxford to support events. As you can see, providing a budget number more realistic to the actual deposits enables Enjoy Oxford to invest in year-round events as well as the shoulder seasons for all to experience. Enhancing events with greater investments produces an increased return.

Let's look at two examples with larger spends producing results: the June 6th Uptown Music Concert with Fleetwood Gold and the 2024 Eclipse Festivities. Fleetwood Gold had a more expensive performance fee than we typically contract with. According to the company Placer.ai, the Fleetwood Gold concert had 1.9K visitors between 5 PM-11:59 PM coming from areas indicated in this map. In comparison, concerts generally bring



around 500 people.



As my second example, the Eclipse events gave Oxford a reason to celebrate. To quote Jessica Greene, Assistant City Manager:

“After some discussion, we believe we had around 14K visitors in town for the eclipse. An estimated 2K overnight guests and 12K who drove in for the day. This is in addition to all of our own residents who participated in Eclipse viewing parties.

Using the Ohio Tourism values of a day (\$106) and overnight visitor (\$382) we believe the economic impact of the visitors in our community was \$2M.”

The Eclipse was a once-in-a-lifetime experience, but already in the plans for 2025 is an April race and Uptown Festival at a comparable cost to the Eclipse. Having the ability to scale events such as these two examples is one way Enjoy Oxford contributes to the City toward Economic Impact. But Why? Here’s where placemaking shines.

Public events bring much needed revenue to our small businesses and showcase our sense of community. Year-round events and stringing events together encourage people to stay longer, explore more of the area, and return in the future. Exposing students, soccer families, art enthusiasts, and audiences who are not residents to our attractions such as the Uptown Music Concerts, Wine & Craft Beer Festival, OXtoberfest, Black



History Tour, and amenities as the New Murals draw people to explore more, and return. Fostering a sense of place and pride for residents and attracting visitors work together to bring potential residents. When people experience a vibrant community, they are more likely to relocate, invest, or start a business. It happens here!

By investing in public events and placemaking, we send a clear message: our community is a desirable place to be. This leads to increased population growth, higher demand for housing, and more people investing in local businesses. Over time, this transforms our region into a thriving, dynamic community where people not only visit but also choose to live, work, and raise families.

Thank you for your consideration.

Enjoy Oxford- Event Partnership					
<i>Based on First Reading City's budget for EO = \$303,680</i>	<i>Enjoy Ox Designated</i>	<i>City MOU Designated</i>	<i>Based on Adjusted City's budget for EO = \$330,000</i>	<i>Enjoy Ox Designated</i>	<i>City MOU Designated</i>
Year Round			Year Round		
Chamber Sustaining Sponsorship	\$0		Chamber Sustaining Sponsorship	\$1,000	
Big Event Sign/Print	\$1,200		Big Event Sign/Print	\$1,200	
Winter (Dec/Jan/Feb)			Winter (Dec/Jan/Feb)		
<i>Holiday Festival</i>		\$750	<i>Holiday Festival</i>		\$2,000
-Office Display	\$300		-Office Display	\$300	
-Igloos		\$500	-Igloos		\$2,000
Choc Meltdown	\$0	\$500	Choc Meltdown	\$0	\$1,500
Spring (Mar/Apr/May)			Spring (Mar/Apr/May)		
<i>Honey Bee Marathon + Uptown Event 1-8 PM</i>		\$5,000	<i>Honey Bee Marathon + Uptown Event 1-8 PM</i>		\$17,185
EPIC	\$3,000		EPIC	\$3,000	
Wine Festival	\$2,000		Wine Festival	\$2,000	
Electric Root Festival	\$2,000		Electric Root Festival	\$1,500	
TOPSS	\$500		TOPSS	\$500	
PRIDE	\$1,000		PRIDE	\$1,000	
Stars & Stripes Program	\$50		Stars & Stripes Program	\$50	
Summer (June/July/Aug)			Summer (June/July/Aug)		
Red Brick Events (June/July/Aug)		\$5,000	Red Brick Events (June/July/Aug)		\$10,500
Uptown Music Sponsorship Support	\$0		Uptown Music Sponsorship Support	\$5,000	
Freedom Festival - July 3rd		\$800	Freedom Festival - July 3rd		\$1,000
Mason's Car Show (sound) including Freedom Fest Parade	\$1,500		Mason's Car Show (sound) including Freedom Fest Parade	\$1,500	
Fall (Sept/Oct/Nov)			Fall (Sept/Oct/Nov)		
Hike A Thon		\$0	Hike A Thon		\$2,500
Talawanda Homecoming	\$150		Talawanda Homecoming	\$150	
Homecoming/Family Weekend	\$800		Homecoming/Family Weekend	\$800	
Oxtoberfest		\$4,000	Oxtoberfest		\$9,795
Uptown Trick or Treat	\$0		Uptown Trick or Treat	\$150	
Veterans Day	\$0	\$400	Veterans Day	\$0	\$400
Farm & Flea		\$0	Farm & Flea		\$3,500
EO's Event Partnership Totals	\$12,500		EO's Event Partnership Totals	\$18,150	
City's MOU Requests		\$16,950	City's MOU Requests		\$50,380
CombinedTotal	\$29,450		CombinedTotal	\$68,530	
Budget	\$30,000		Budget	\$70,000	
Remaining	\$550		Remaining	\$1,470	



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:	11/19/2024
COUNCIL MEETING DATE:	December 3, 2024
AGENDA TITLE:	A Resolution Authorizing The City Manager To Waive Parking Meter Fees Throughout The City From 9:00 A.M. On Monday, December 16, 2024, Until 8:00 P.M. On Wednesday, January 1, 2025, The Two-Hour And The Eleven-Hour Restrictions For Parking Meters Shall Remain In Effect. (John Jones, Police Chief)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	JG

DISCUSSION:

The OPD Parking Unit recommends that FREE holiday parking be provided at parking meters throughout the City beginning on Monday, December 16, 2024 at 9 a.m. and ending on Wednesday, January 1, 2025 at 8:00 p.m.

Time limits of 2 hours and 11 hours will still apply based on signage at the meter. This has been very well received by merchants and shoppers in the past and will hopefully continue to be an incentive for residents and visitors alike to shop and/or dine Uptown.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO WAIVE PARKING METER FEES THROUGHOUT THE CITY FROM 9:00 A.M. ON MONDAY, DECEMBER 16, 2024, UNTIL 8:00 P.M. ON WEDNESDAY, JANUARY 1, 2025, THE TWO-HOUR AND THE ELEVEN-HOUR RESTRICTIONS FOR PARKING METERS SHALL REMAIN IN EFFECT.

WHEREAS, the City Manager recommends approval of the proposal of the Police Chief to waive parking meter fees throughout the City from 9:00 a.m. on December 16, 2024, until 8:00 p.m. on January 1, 2025. The two-hour and the eleven-hour restrictions for parking meters shall remain in effect. The parking prohibition between 4:00 a.m. and 5:30 a.m. shall also remain in effect where posted.

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

SECTION 1: City Council hereby accepts the recommendation of the City Manager and the Police Chief and authorizes the City Manager to waive parking meter fees throughout the City from 9:00 a.m. on December 16, 2024, until 8:00 p.m. on January 1, 2025. The two-hour and the eleven-hour restrictions for parking meters shall remain in effect. The parking prohibition between 4:00 a.m. and 5:30 a.m. shall also remain in effect where posted.

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)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service
PREPARED BY:	Mike Dreisbach
DATE PREPARED:	11/18/2024
COUNCIL MEETING DATE:	December 3, 2024
AGENDA TITLE:	A Resolution Authorizing The City Manager To Enter Into An Agreement With Jagger Construction, LLC For Improvements To The Black Covered Bridge As Part Of The Oxford Area Trail System (OATS) At A Cost Not To Exceed \$405,750.40 (Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Safe and Efficient Travel for All Modes of Transportation
BUDGETED AMOUNT:	\$450,000
ACCOUNT CODE:	144.490.64706
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	MBD 11/19/24

DISCUSSION:

The City 2024 Capital Improvement budget includes \$450,000 for repairs and improvements to the Black Covered Bridge as part of the Oxford Area Trail System (OATS). The City retained the services of Kurdziel Barker Bridge Engineering (Kurdziel) to evaluate the current condition of the bridge, prepare plans and specifications for repairs and improvements to the bridge as well as an opinion of probable costs for the project.

Kurdziel developed plans and specifications to remove and replace existing structural components of the bridge, including roof shakes and siding. Plans also call for replacement of shear blocking in the bridge's chord system, extension of roof rafters to force stormwater away from the structure's chords and siding, sealing of timber posts, tuning of the bridge's chord system, and application of fire retardant to exposed wooden areas of the structure. As part of the specifications, the City requested pricing as an alternate for synthetic shakes for the roofing system. This will provide not only a greater life span for the roof, but also provide additional fire protection compared to typical wooden shakes.

The City advertised for bids for the project in the Journal News and several plan clearinghouses. Three sealed bids were received and publicly opened and read aloud on November 15, 2024 with the following results (base bid with alternate #1 for synthetic shakes roofing):

Jagger Construction, LLC	\$ 368,864.00
<i>Engineer's Estimate of Costs</i>	<i>597,075.25</i>
Timber Frame Reclaim, Inc	894,248.15
Structural Systems Repair	1,423,678.00

Jagger Construction, LLC (Jagger) is a relatively young company with projects going back to 2020. Jagger specializes in roof replacements and our Engineer is confident they will do a good job for the City despite their price being below the estimate for the project. The City will be providing additional inspections for structural portions of the work to ensure compliance with the plans and specifications for the bridge.

This Resolution will authorize the City Manager to enter into an Agreement with Jagger Construction, LLC for repairs and improvements to the Black Covered Bridge at a cost of \$368,864.00. Staff is requesting a 10% contingency for the project in the amount of \$36,886.40; **therefore the amount not to exceed for the contract shall be \$405,750.40.**

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH JAGGER CONSTRUCTION, LLC, FOR IMPROVEMENTS TO THE BLACK COVERED BRIDGE AS PART OF THE OXFORD AREA TRAIL SYSTEM (OATS) AT A COST NOT TO EXCEED \$405,750.40.

WHEREAS: the City advertised for bids in the *Journal News* and with several plan clearinghouses on November 1, 2024, and on November 8, 2024. Bids were opened and read on November 15, 2024. The lowest and best bid was provided by Jagger Construction LLC, in the amount of \$368,864.00; and

WHEREAS: the City Manager and the Service Director recommend Council accept the bid of Jagger Construction LLC for improvements to the Black Covered Bridge as a part of the OATS at a cost of \$368,864.00 plus a contingency in the amount of \$36,886.40. for a total cost not to exceed \$405,750.40.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and accepts the bid of Jagger Construction LLC for improvements to the Black Covered Bridge as a part of the OATS at a cost of \$368,864.00 plus a contingency in the amount of \$36,886.40. for a total cost not to exceed \$405,750.40.

SECTION 2: Council further authorizes the City Manager to enter into a contract with Jagger Construction LLC for improvements to the Black Covered Bridge as a part of the OATS at a cost of \$368,864.00 plus a contingency in the amount of \$36,886.40. for a total cost not to exceed \$405,750.40.

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)

PROJECT: BLACK COVERED BRIDGE
 TITLE: CONSTRUCTION COST ESTIMATE
 PREPARED BY: DJK DATE: 7/22/2024
 CHECKED BY: DATE:

NUMBER	PAY ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
GENERAL ITEMS				
001	CONSTRUCTION ENGINEERING	1 LS	\$12,000.00	\$12,000.00
002	MOBILIZATION & DEMOBILIZATION	1 LS	\$28,000.00	\$28,000.00
003	REMOVE STRUCTURE, PORTIONS	1 LS	\$58,000.00	\$58,000.00
004	REPLACE, SHEAR BLOCKS	18 EACH	\$400.00	\$7,200.00
005	FIRE RETARDANT TREATMENT	1 LS	\$54,000.00	\$54,000.00
006	TIMBER SIDING	8103 SFT	\$23.00	\$186,369.00
007	SEAL, TOP OF TIMBER POSTS	1 LS	\$12,600.00	\$12,600.00
008	TIMBER, RAFTER EXTENSIONS	184 EACH	\$65.00	\$11,960.00
009	TUNING STRUCTURE	1 LS	\$18,000.00	\$18,000.00
BASE TOTAL				\$388,129.00

ALTERNATE BID ITEMS

010A	BRIDGE ROOF, SYNTHETIC SHAKE	6795 SFT	\$30.75	\$208,946.25
GRAND TOTAL				\$597,075.25
010B	BRIDGE ROOF, METAL	6795 SFT	\$18.00	\$122,310.00
GRAND TOTAL				\$510,439.00

TECHNICAL SPECIAL PROVISIONS

SP 001 – REMOVE STRUCTURE, PORTIONS

This pay item includes the removal of portions of the bridge and existing elements to complete all of the proposed work. The elements to be removed include, but are not limited to, the roof, the siding, misoriented shear blocks, and damaged or broken bolts.

SP 002 – REPLACE SHEAR BLOCKS

Description

This pay item includes all work required to replace missing shear blocks, shear blocks that have partially fallen out and shear blocks that are misoriented in the upper and lower chord. The intent is that the replaced shear blocks follow closely to the original construction.

Materials

The new shear blocks shall consist of White Oak, Grade No. 1 or Better.

Construction Requirements

The replacement of the shear blocks shall be done one at a time. Contractor shall NOT remove a series of shear blocks prior to replacing them and shall NOT remove an adjoining shear block to one that is absent.

All missing shear blocks and shear blocks partially fallen out of their notch, shall be replaced. Misoriented shear blocks shall also be replaced, unless it remaining is approved by the Engineer.

The shear blocks shall be fabricated from a single timber and in such a way that the timber splice fits tightly and bears without gaps or an uneven bearing surface.

Shear blocks shall be positioned so the grain is parallel to the upper or lower chord.

The proposed shear block dimensions shall be verified prior to ordering the timber and cutting. Contractor shall verify the total number of shear blocks that are needed for the project and submit to the Engineer prior to ordering materials or incur the cost of any additional shear blocks needed.

Method of Measurement

Replace Shear Blocks will be measured per each.

Basis of Payment

Replace Shear Blocks will be paid for at the contract unit price of each complete and in place.

Payments will be made under:

Pay Item

Pay Unit Symbol

Replace Shear Blocks.....EACH

The cost of materials, fabrication, installation and all necessary incidentals for this work will be included in the cost of the above pay item.

SP 003 – FIRE RETARDANT TREATMENT

Description

This work shall consist of furnishing and applying fire retardant chemicals to exposed wood on the bridge. The intent of the treatment is to protect the timbers and delay combustion if a fire is set to the bridge. The work shall include preparation, protection, cleanup, supervision and all other incidental work required to apply the fire-retardant treatment in conformance with plans and specifications.

Materials

The fire-retardant chemical shall be nontoxic and capable of producing a Class B flame spread rating when applied according to the manufacturer's recommendations on a porous wood substrate and tested according to ASTM E-84. Test reports documenting flame spread rating and toxicity shall be furnished if requested by the Engineer.

The fire retardant shall be designed for a minimum 5-year life in exterior applications and shall be odorless, clear and colorless after application and drying.

Construction Requirements

The Contractor shall furnish all materials, equipment, labor, and supervision required.

1. Areas to be Treated: In general, all exposed timber interior surfaces for the length of the bridge, the siding and underside of the bridge from the edge of the waterline to the bearings. Specifically, treat exposed surfaces of:
 - a. Underside of the bridge and exterior siding for a distance of 35' from the ends of the bridge on both sides or to the edge of the Creek (not during flood stage), whichever is less.
 - b. Bridge portal including trim, siding & framing
 - c. Interior of bridge siding
 - d. Top of bridge deck & lower chords and exposed portions of floor beams
 - e. Verticals, diagonals, and counters
 - f. Upper chords and upper lateral bracing
 - g. Bridge rafters
2. Preparation: Clean the surfaces to be treated to remove dirt, dust, insect nests and other detritus. Low pressure water blasting may be used. Avoid eroding or altering the surface smoothness of the wood. Follow all other preparation steps required by the manufacturer.
3. Application: Follow manufacturer's recommendations for application and cleanup. The minimum application rate shall be that sufficient to produce the Class B flame spread rating as documented by the manufacturer. Do not apply fire retardant when temperatures are expected to drop below 40°F within 24 hours.
4. Pollution Control: Any spills of fire-retardant chemicals shall be handled in accordance with pollution control laws, rules, or regulations of Federal, State, or local agencies. Waste materials are to be collected and disposed of in accordance with all applicable laws and regulations.

Method of Measurement

Fire Retardant Treatment will not be measured for payment.

Basis of Payment

Fire Retardant Treatment will be paid for at the contract unit price of lump sum.

Payments will be made under:

Pay Item

Pay Unit Symbol

Fire Retardant Treatment.....LS

The cost of materials, fabrication, preparation, installation and all necessary incidentals for this work will be included in the cost of the above pay item.

SP 004 – TIMBER SIDING

Description

This work shall consist of furnishing and installing siding that matches the existing board and batten siding on the bridge, the girts or nailers to which the siding is nailed, and any boards or blocking to support the girts in conformance with these specifications, the plans or as directed. The work shall include preparation, protection, cleanup and all other incidental work required to properly install the siding.

Materials

All lumber shall be kiln dried or seasoned to 16% or less moisture content, without unfilled knotholes, loose knots, splits, large shakes, or severe bow, cup, crook, or twist.

1. New Siding: New siding shall Grade A and better western red cedar, No. 1 Common cypress, or other species approved by the Engineer. Boards shall match the existing boards. Approximate sizing is shown on the plans as 1" x 12" (nominal) boards and 1" x 3" (nominal) battens.
2. New Nailers: New Nailers shall be either Douglas Fir Select Structural or Poplar Select Structural with sizes as shown on plans. New Nailers shall not have unfilled knotholes, loose knots, splits, large shakes, or severe bow, cup, crook, or twist.
3. Fasteners: Siding fasteners for boards shall be 2 1/2" galvanized 8d ring shank nails or galvanized #8 wood screws. Batten fasteners shall be 2" galvanized 6d ring shank nails or galvanized #8 wood screws. Girts shall be fastened to truss chords with galvanized 40d spikes or other approved fasteners.

Construction Requirements

The Contractor shall furnish all materials, equipment, labor, and supervision required. Besides providing reliable protection for the structural timbers and bridge floor, an objective is to match the original siding geometry.

1. Inspection: Inspect all siding and girts for decay and for adequacy of fasteners.
2. Attachment Methods: Fasten each new board to each nailer with 3 nails or screws. Install all siding with the heart side towards the interior of the bridge to prevent outward cupping. Fasten each batten to one board only with nails or screws at each nailer and once in-between each nailer.

Method of Measurement

Timber Siding will be measured per square foot.

Basis of Payment

Timber Siding and associated work will be paid for by square foot complete and in place.

Payments will be made under:

Pay Item

Pay Unit Symbol

Timber Siding.....SFT

The cost of inspection, materials, equipment, labor, fabrication, preparation, installation and all necessary incidentals for this work will be included in the cost of the above pay item.

SP 005 – BRIDGE ROOF, SYNTHETIC SHAKE

Description

This work shall consist of furnishing, fabricating, delivery, assembly and construction of a new roof. The limits of the roof shall be as shown in the plans. The new roof will either consist of a metal standing seam roof or a 'DaVinci Roofscapes' Shake synthetic roof. The contractor shall provide the manufacturer specification to the Engineer and shall follow the manufacturer's specifications.

The 'DaVinci Roofscapes' Select Shake synthetic roof alternate is a proprietary material and shall follow DaVinci Manufacturer standards & installation and this special provision. Manufacturer specifications are available at <https://www.davinciroofscapes.com/professionals/document-center/>.

Materials

The materials shall be in accordance the manufacturer's specifications and installation guide. Any material used shall not void the manufacturer's warranty.

Roofing material shall be DaVinci Roofscape's 'Select' Shake in a color decided by the Owner.

Nails shall be copper, stainless steel or hot-dipped galvanized. Electro-galvanized nails are not permitted. Ringshank nails shall be used.

DaVinci Roofscape's self-adhered membrane for low temperature areas shall be applied to the roofing in accordance with manufacturer's specifications.

The roof decking shall be an APA approved plywood that is 15/32" minimum thickness. Oriented strand board (OSB) is not permitted.

Flashing shall be in compliance with manufacturer's specifications. All flashing shall include overhanging drip edges.

Underlayment and interlayment shall include necessary materials required for a 'Class A Installation' in accordance with the manufacturer's specifications.

Construction Requirements

Installation of product shall be in compliance and per the recommendations of the manufacturer's specifications and installation guide. Installation shall be performed by a DaVinci Roofscapes certified installer.

The ridge of the roof shall use one-piece hip and ridge shakes. The ridge cap shall be made of copper in accordance with the manufacturer specifications. If a gauge is not specified by the manufacturer, 24 gauge shall be used.

A ridge vent is not required.

Snow guards are not required.

Method of Measurement

Bridge Roof, Synthetic Shake will be measured by square foot as dimensioned in the plans.

Basis of Payment

Bridge Roof, Synthetic Shake will be paid for at the contract unit price per square foot, complete and in place.

Payments will be made under:

Pay Item

Pay Unit Symbol

Bridge Roof, Synthetic Shake.....SFT

The cost of all labor, materials, equipment, installation and necessary incidentals, including scaffolding shall be included in the per lump sum price for this work. The incidental costs to follow the manufacturer's specification is included in this work, which includes, but is not limited to, roof decking modifications, underlayment, decking, flashing, additional rafters due to maximum spacing requirements set by manufacturer, the copper ridge and the drip edge. The extension of the timber rafters and installation of fascia board are NOT included in the cost of this pay item.

SP 006 – BRIDGE ROOF, METAL

Description

This work shall consist of furnishing, fabricating, delivery, assembly and construction of a new roof. The limits of the roof shall be as shown in the plans. The contractor shall provide the manufacturer specification to the Engineer and shall follow the manufacturer's specifications.

Materials

All lumber shall be kiln dried or seasoned to 16% moisture content, without unfilled knotholes, loose knots, splits, large shakes or severe bow or twist.

If manufacturer recommends wood decking, then roof decking shall be an APA approved plywood that matches the recommended thickness specified by the manufacturer. Oriented strand board (OSB) is not permitted.

The metal roofing shall be baked enamel, double lock standing seam metal roofing, aluminum or galvanized steel, 24 gauge minimum thickness in a color decided by the Owner. There shall be a copper ridge cap of the same gauge.

Flashing shall be in compliance with manufacturer's specifications. All flashing shall include overhanging drip edges.

Construction Requirements

Installation of product shall be in compliance and per the recommendations of the manufacturer's specifications.

The ridge of the roof shall be one-piece. The ridge cap shall be made of copper. If a gauge is not specified by the manufacturer, 24 gauge shall be used.

A ridge vent is not required.

Snow guards are not required.

Method of Measurement

Bridge Roof, Metal will be measured by square foot as dimensioned in the plans.

Basis of Payment

Bridge Roof, Metal will be paid for at the contract unit price per square foot, complete and in place.

Payments will be made under:

Pay Item

Pay Unit Symbol

Bridge Roof, Metal.....SFT

The cost of all labor, materials, equipment, installation and necessary incidentals, including scaffolding shall be included in the per lump sum price for this work. The incidental costs to follow the manufacturer's specification is included in this work, which includes, but is not limited to, roof decking modifications, underlayment, decking, flashing, additional rafters due to maximum spacing requirements set by manufacturer, the copper ridge and the drip edge. The extension of the timber rafters and installation of fascia board are NOT included in the cost of this pay item.

SP 007 – SEAL, TOP OF TIMBER POSTS

Description

This work shall consist of sealing the tops of each timber post that extends above the upper chord. Generally, at each vertical timber location, there are two vertical timbers and one diagonal that extend above the upper chord. Sealing the timbers shall follow the process outlined in the bridge plans.

Materials

The repairs to the timber posts shall require an epoxy wood consolidant and epoxy wood replacement compound. Abatron products LiquidWood and WoodEpox are satisfactory. Equivalent product can be used with approval by the Engineer. The repair materials shall be rated to be able to make both structural and aesthetic repairs.

Construction Requirements

Prior to repairs, Contractor shall remove loose and rotten wood pieces.

Epoxy wood consolidant shall be soaked into the ends of all timber posts extending above the upper chord and shall be in sufficient quantity to saturate the timber to areas that do not exhibit rot or decay. This product will soak into the wood material and solidify weakened areas. The application of the epoxy wood consolidant shall follow the manufacturer's recommendations.

Once the consolidant has dried, the epoxy wood replacement compound shall be used. The epoxy wood replacement compound will be used to fill in all cracks and voids in the timber and form the ends of the timber posts to match their original shape.

Once the epoxy wood replacement compound has cured polyurethane shall be applied to the top horizontal surface of the member in accordance with the manufacturer's specifications.

Method of Measurement

Seal, Top of Timber Posts will not be measured for payment.

Basis of Payment

Seal, Top of Timber Posts will be paid for at the contract unit price per lump sum.

Payments will be made under:

Pay Item

Pay Unit Symbol

Seal, Top of Timber PostsLS

The cost of all preparation, forming, repairing, and all necessary incidentals to repair timber posts will be included in the cost of the above pay item.

SP 008 – TIMBER, RAFTER EXTENSIONS

Description

This work will consist of modifying the existing rafters and adding a fascia board to the outside face of the rafters where the drip edge can mount to.

Materials

The rafter sister beams, fascia board and filler board shall consist of either Douglas Fir, Select Structural, or Poplar, Select Structural.

The steel bolts shall be in accordance with ASTM F3125 Grade A325, Type 1. Compatible Ogee Washers shall be used.

Construction Requirements

Rafter sister beams shall match the dimensions of the existing rafters including notches. Notches shown in the plans are approximate. It shall be the Contractor's responsibility to verify the notching dimensions prior to cutting. Sister beams and filler board shall bear firmly against existing rafters. The sister beams shall be installed on each existing rafter at both eaves of the bridge.

The fascia beam shall be connected by appropriately sized galvanized ring shank nails and shall be secured by no less than 2 nails in each rafter. Galvanized wood screws are also permitted. The fascia beam shall run the entire length of the bridge at each eave.

Method of Measurement

Timber, Rafter Extensions will be measured by each.

Basis of Payment

Timber, Rafter Extensions will be paid for at the contract unit price of each, complete and in place.

Payments will be made under:

Pay Item	Pay Unit Symbol
Timber, Rafter Extensions	EACH

The cost of all preparation, forming, repairing, and all necessary incidentals to repair timber posts will be included in the cost of the above pay item.

SP 009 – TUNING STRUCTURE

Description

This work will consist of checking the structure for loose, damaged or broken bolts. The Contractor shall tighten loose bolts and replace damaged and broken bolts.

Materials

Replaced bolts shall be in accordance with ASTM F3125, Grade A325, Type 1. Existing washers can be reused if undamaged, otherwise compatible Ogee Washers shall be used.

Construction Requirements

Contractor shall apply a wrench and verify the tightness of all connections. All bolts shall be tightened by hand to ensure that they are bearing tight against the timber. Pneumatic wrenches are prohibited, as they can drive the washers into the timber damaging the structural timber.

If any bolts are missing, then the Contractor shall place new bolts, by either following similar sized bolts as adjacent connections or contacting the Engineer to determine the bolt size. If any bolts cannot be tightened due to rust or any other reason, those bolts shall be replaced.

Bolts shall be removed and replaced in such a way as to not fully disconnect any structural elements. If all bolts in a single connection are to be replaced, then replace the bolts one at a time. Do NOT remove all bolts in a connection prior to replacing with new bolts.

Method of Measurement

Tuning Structure will not be measured for payment.

Basis of Payment

Tuning Structure will be paid for at the contract unit price per lump sum.

Payments will be made under:

Pay Item	Pay Unit Symbol
Tuning Structure.....	LS

The cost of labor, furnishing of bolts and washers, and all necessary incidentals to perform this works shall be included in the cost of the above pay item.

SP 010 – REMOVE AND RESET SIGNS

All signs on the existing bridge siding shall be removed, stored in a safe area, and placed back onto the bridge similarly to the locations they were removed from. The cost to remove, store, and reset signs is to be included in Remove Structure, Portions.

SP 011 – ENVIRONMENTAL PERMITTING

The bridge siding can be constructed using scaffolding or falsework. If Contractor desires to construct temporary supports within the waterway, environmental permitting will be required. The Contractor is allowed to pursue any environmental permits necessary to perform this work. If permits are to be acquired, an adjusted construction schedule will be negotiated to accommodate the necessary permits.

The cost for obtaining a permit, if desired, shall be included in the cost of construction engineering.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service
PREPARED BY:	Mike Dreisbach
DATE PREPARED:	11/18/2024
COUNCIL MEETING DATE:	December 3, 2024
AGENDA TITLE:	A Resolution Authorizing The City Manager To Enter Into An Agreement With Ashcraft Contracting, LLC For The Installation Of A New Flushing Point Assembly For The Seven-Mile Well Field At A Cost Not To Exceed \$80,234.00 And To Use \$38,682.06 Of The City's American Rescue Plan Act Funds Toward This Project.(Michael Dreisbach, Service Director)
COUNCIL GOAL AREA:	Accessible, High-Quality Infrastructure
BUDGETED AMOUNT:	\$130,000
ACCOUNT CODE:	321.810.67135
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	MBD 11/22/24

DISCUSSION:

The 2024 Capital Improvement budget includes \$130,000 for the construction of a concrete encased 12" ductile iron flushing point for the Seven Mile Well Field. Raw water from this well field is high in iron and other mineral deposits; it is advantageous to have a flushing point at this well field so that deposits may be flushed locally rather than pumped to the water treatment plant where they have the potential to clog filters and increase operating costs for the Plant.

The flushing point will be able to service the four existing production wells in the area and will also serve the proposed production well #9 at the well field. It will be constructed near Seven Mile Creek in proximity to USR 127.

The City Engineer and his staff developed plans and specifications for this improvement. The project was advertised in the Journal News and several plan clearinghouses for water infrastructure projects on November 8 and 15, 2024. The City received nine bids that were opened and read aloud on November 22, 2024 with the following results:

Ashcraft Contracting, LLC	\$ 72,940.00
Queen City Mechanical	79,180.00
J.W. Brennen	90,447.01
Smith Corp.	92,304.00
KT Holden Construction	98,175.00
Sunesis Construction	106,477.00
Rack & Ballauer	114,830.00
Majors Enterprises	124,775.00
Larry Smith, Inc.	138,200.00

The City has not worked with this contractor in the past, but has checked references for similar projects including work with Southwest Regional Water District. Other agencies report Ashcraft Contracting, LLC is in good standing and would work with them again in the future.

This Resolution will authorize the City Manager to enter into an Agreement with Ashcraft Contracting, LLC for the installation of new flushing point assembly for the Seven-Mile Well Field at a cost of \$72,940.00. Staff is also requesting a 10% contingency in the amount of \$7,294.00 for this project; therefore, the total cost not to exceed for this project shall be \$80,234.00

To help offset this project cost and to meet the requirement to encumber all American Rescue Plan funds by the end of 2024, we recommend using the last \$38,682.06 of the city's American Rescue Plan Act funds toward this project, as it is an allowable water infrastructure project.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH ASHCRAFT CONTRACTING, LLC, FOR THE INSTALLATION OF A NEW FLUSHING POINT ASSEMBLY FOR THE SEVEN MILE WELL FIELD AT A COST NOT TO EXCEED \$80,234.00 AND USE \$38,682.06 OF THE CITY'S AMERICAN RESCUE PLAN ACT (ARPA) FUNDS TOWARD THIS PROJECT.

WHEREAS: The City of Oxford was granted \$2,420,796.00 in Federal American Rescue Plan Act funds; and

WHEREAS: American Rescue Plan funds may be used for infrastructure investment, including water, sewer, and broadband infrastructure access; and

WHEREAS: the City advertised for bids in the *Journal News* and with several plan clearinghouses on November 8, 2024, and on November 15, 2024. Bids were opened and read on November 22, 2024. The lowest and best bid was provided by Ashcraft Contracting, LLC, in the amount of \$72,940.00; and

WHEREAS: the City Manager and the Service Director recommend Council accept the bid of Ashcraft Contracting, LLC, for the installation of a new flushing point assembly for the Seven Mile Well Field at a cost of \$72,940.00 plus a contingency in the amount of \$7,294.00. for a total cost not to exceed \$80,234.00 and use \$38,682.06 of the City's ARPA Funds toward this project.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and accepts the bid of Ashcraft Contracting, LLC, for the installation of a new flushing point assembly for the Seven Mile Well Field at a cost of \$72,940.00 plus a contingency in the amount of \$7,294.00. for a total cost not to exceed \$80,234.00 and use \$38,682.06 of the City's ARPA Funds toward this project.

SECTION 2: Council further authorizes the City Manager to enter into a contract with Ashcraft Contracting, LLC, for the installation of a new flushing point assembly for the Seven Mile Well Field at a cost of \$72,940.00 plus a contingency in the amount of \$7,294.00. for a total cost not to exceed \$80,234.00 and use \$38,682.06 of the City's ARPA Funds toward this project.

SECTION 3: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: WILLIAM SNAVELY
PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	11/21/2024
COUNCIL MEETING DATE:	December 3, 2024
AGENDA TITLE:	A Resolution Authorizing The City Manager To Accept The Recommendation Of The Housing Advisory Commission, Terminate The Ground Lease With Community Development Professionals Of Hamilton, And Prepare A Request For Proposals For The Development Of 5234 Hester Rd. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	Housing Opportunities for Everyone
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	
CITY MANAGER/DEPT HEAD APPROVAL:	Jessica Greene

DISCUSSION:

In July and September 2024, the City and Community Development Professionals (CDP) staff met to discuss the progress of the Cottage Community Project. CDP staff shared they had determined that owning the property at Hester Rd. was necessary to secure financing for the proposed development.

The City of Oxford and CDP then engaged in negotiations to enter into a purchase agreement and development agreement for the Hester Rd. Property. At that time, it became apparent that some of the goals the city wanted to see implemented may not be possible with this project.

City staff conferred with the Housing Advisory Commission (HAC) in October 2024 and created a list of items requested from Community Development Professionals (CDP) in order to be eligible for city assistance with their Cottage Community project. The city was considering selling the land for \$1.00. The city also has \$500K in County ARPA funds to assist with infrastructure costs.

The following outlines what was shared with CDP and their response:

- **City Request: Serve residents as defined by CDP in the initial lease discussion in 2021:**
 - 5 displaced families. (Consider referral from TOPSS.)
 - 5 seniors at 60% AMI
 - 2 other income eligible.
- **CDP Response:** The residents will be served on a first-come, first-served basis with a strong preference given to Oxford-based residents. Referrals can certainly be made from TOPPS, Oxford Seniors and other local social service providers. We are required by our funding source, Federal Home Loan Bank, to serve those with a history of housing instability at or below 50% of AMI. This project aims to serve households at or below 50% of AMI but can go up to 80% AMI. The limitation on those residing in the cottages is 1 – 2 person households.
- **City Request-Set rent at 30% Gross Income of residents.**
- **CDP Response:** Oxford Cottage Community is not a subsidized project. There is no rental subsidy to offset costs to limit rent to 30% of a household's income (the way publicly-supported PSH projects do). As a course of good property management principle and to support *housing stability* (which is the mission of this project), policies will be in place to ensure residents can afford the units. This means that tenants will likely need to be employed to live at the Oxford Cottage Community. CCR has a commitment to ensure residents are not cost-burdened (paying more than 30% of income on rent) while ensuring the project is financially sustainable.
- The 2024 income limits are below. This project aims to serve households at or below 50% of AMI but can go up to 80% AMI.

Income Limits Category	1	2
Extremely Low (30%) Income Limits	22,050	25,200
Very Low (50%) Income Limits	36,700	41,950
Low (80%) Income Limits	58,700	67,100

CDP will set a price between \$804 to \$922/month (**\$919/month based on pro format**) and find eligible tenants to rent who can meet that price and not exceed 30% of gross monthly income. Monthly rent is scheduled to increase 2% per year.

- **City Request-Provide a 12 month lease**
- **CDP Response:** The leases offered for initial tenancy will be 12-month leases.
- **City Request- Provide case management- Permanent Supportive Housing (PSH) is preferred but not mandatory.**
 - Attach a description of the type of case management and services offered and include contract of who will be providing the service.
- **CDP Response:** This is not a PSH project. This is an affordable, non-subsidized housing project intended to provide safe, stable housing for persons who have struggled to live stably. Housing stability services will be provided in order to *stabilize* housing for residents but the project will not provide intensive wraparound services. A housing case manager from CDP will be available to support residents in their housing stability. If residents need support to address barriers to housing stability, referrals will be provided to agencies within Butler County. *This is a service currently offered by CDP in its administration of Shelter Plus Care.* A 24-hour emergency line and contact information will be provided tenants to take care of property management requests and needs.
- **City Request-Property management with decision-making capability will be on site every day M-F and 1 day x 2 weekends a month. Can be renegotiated after 24 months.**
- **CDP response:** Residents will have access to a property manager M – F during regular business hours with emergency and after-hours contacts made available. A community manager will be on-site regularly and available to residents but the on-site presence will be flexible in accordance with need.

**

At the November meeting of the HAC, staff reviewed these responses from CDP with the commission members. Rental prices, the limited case management offerings, and the planned property management approach all continued to be points of concern. After much discussion, the commission made a motion and voted to recommend to the Council to stop the Cottage Community project by exiting the lease arrangement, and they also recommended that the city publish an RFP for the land to better communicate the goals of the city for this project area.

HAC would like the project goals to include:

- Housing for those who are homeless or very low-income and at risk of homelessness
- Provide wrap-around case management services to help people stay housed. They are willing to consider a permanent supportive housing model, but this is not required.

- Have property management that includes a person with decision-making capability on site for at least a portion of the day, Monday through Friday, and every other weekend.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT THE RECOMMENDATION OF THE HOUSING ADVISORY COMMISSION, TERMINATE THE GROUND LEASE WITH COMMUNITY DEVELOPMENT PROFESSIONALS OF HAMILTON, AND PREPARE A REQUEST FOR PROPOSALS FOR THE DEVELOPMENT OF 5234 HESTER RD.

WHEREAS, in November 2021, the City of Oxford entered into a ground lease (the “Ground Lease”) with Community Development Professionals of Hamilton (“CDP”) for the development of city-owned land located at 5234 Hester Road (the “Property”); and

WHEREAS, the Ground Lease required CDP to complete certain improvements on the Property by December 2023; and

WHEREAS, CDP subsequently determined that owning the Property was necessary to secure financing for the proposed cottage community development; and

WHEREAS, the City of Oxford and CDP have engaged in negotiations to enter into a purchase agreement and development agreement for the Property but have been unable to reach mutually acceptable terms; and

WHEREAS, at its meeting on November 7, 2024, the Housing Advisory Commission recommended that City Council terminate the Ground Lease and discontinue the proposed cottage community project; and

WHEREAS, the Housing Advisory Commission further recommended the drafting of a request for proposals (“RFP”) for the future development of 5234 Hester Road to articulate clear goals and expectations for housing development in the area.

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

SECTION 1: The City Manager is hereby authorized to terminate the Ground Lease between the City of Oxford and CDP in accordance with the recommendation of the Housing Advisory Commission. Upon termination, neither the City of Oxford nor CDP shall have any further obligations under the Ground Lease, except for those obligations expressly stated to survive termination.

SECTION 2: The City Manager is further authorized to prepare and issue RFP for the future development of the Property, consistent with the goals and expectations established by the Housing Advisory Commission and City Council.

SECTION 3: This Resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED: _____, 2024

ATTEST: _____

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: WILLIAM SNAVELY
PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	
DATE PREPARED:	11/22/2024
COUNCIL MEETING DATE:	December 3, 2024
AGENDA TITLE:	A Resolution Supporting Close Town-Gown Consultation In The Planning Of Major University Projects With Significant Off-Campus Impacts. (David Prytherch, Councilor & Mayor Snavelly)
COUNCIL GOAL AREA:	Celebration of the People and Places that Make Oxford Unique
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	
CITY MANAGER/DEPT HEAD APPROVAL:	JG

DISCUSSION:

Requested by Councilor Prytherch and Mayor Snavelly

RESOLUTION NO.

A RESOLUTION SUPPORTING CLOSE TOWN-GOWN CONSULTATION IN THE PLANNING OF MAJOR UNIVERSITY PROJECTS WITH SIGNIFICANT OFF-CAMPUS IMPACTS.

WHEREAS, The City of Oxford and Miami University are distinct jurisdictions but are inextricably connected as one urban system and community, and development of one necessarily impacts the other; and

WHEREAS, Oxford and Miami have long standing traditions of close collaboration and partnership, reflected most recently in the development of the Lee and Rosemary Fisher Innovation College@Elm and the historic Fire/EMS partnership agreement; and

WHEREAS, The City of Oxford values careful, long-range planning to ensure orderly development, reflected in the recent updating of our *Oxford Tomorrow* comprehensive plan; and

WHEREAS, Oxford values and welcomes Miami's input in off-campus development, reflected in the City's close consultation with Miami in the *Oxford Tomorrow* plan, the public nature of municipal decision making, and regular communication between municipal and university staff; and

WHEREAS, Miami University is proposing to undertake major campus projects – including a possible arena and hotel – potentially on sites central to campus, adjacent to major corridors, and/or proximate to the Uptown business district; and

WHEREAS, the City of Oxford welcomes Miami University's intent to undertake projects that can advance its mission while also benefiting the wider community and local economy; and

WHEREAS, projects of such large scope necessarily imply off-campus impacts on traffic patterns, parking demand, utility infrastructure, public safety, etc. that require close coordination; and

WHEREAS, the long-term success of such projects and their contribution to the development of both Miami University and the City of Oxford will depend on very careful planning and close collaboration.

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

SECTION 1: City Council urges the Board of Trustees of Miami University, via the Miami University Administration, to consult with Oxford elected and appointed leaders and staff in the site location and planning of major campus projects that have significant off-campus impacts.

SECTION 2: City Council expresses the hope that such consultation may include not only notification and information sharing but also meaningful and open dialogue to address areas of shared concern and potential off-campus impacts. .

SECTION 3: City Council expresses the expectation that in any such projects Miami University would make a good faith effort to comply with local City of Oxford regulations (i.e. Historic and Architectural Preservation).

SECTION 4: City Council expresses the hope for the strengthening of inter-jurisdictional planning through Miami University's development of long-range strategic and campus master plans in consultation with the City of Oxford and in alignment with the City's own comprehensive plans.

SECTION 5: City Council commits the City of Oxford, in turn, to proactively consult Miami University in the development of plans, policies, and major projects that may have significant on campus impacts.

SECTION 6: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: DAVID PRYTHERCH & WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)



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:	11/22/2024
COUNCIL MEETING DATE:	December 3, 2024
AGENDA TITLE:	An Ordinance Amending Ordinance No. 3750 Supplemental Budget Ordinance Number 6 To Make Supplemental Appropriations For Fiscal Year 2024. (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Fiscal Responsibility
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	HR JG

DISCUSSION:

Issue 1: \$255,961 – General Fund (110)

To make adjustment to budgeted revenue property tax revenue.

Issue 2: \$355,000 – General Fund (110)

To make adjustment to budgeted revenue for income tax collection.

Issue 3: \$3,312 – Street Fund (122)

To make adjustment to budgeted revenue and appropriation for reimbursement for repairs to City vehicle.

Issue 4: \$75,000 – Water Fund (321)

To make adjustment to budgeted revenue for interest income.

Issue 5: \$100,000 – Water Fund (321)

To make adjustment to budgeted revenue for sale of water.

Issue 6: \$20,000 – General Fund (110)

To make adjustment to budgeted appropriations for Police salaries due to adding a new position in 2024.

Issue 7: \$1,500 – General Fund (110)

To make adjustment to budgeted appropriation to cover salaries and benefits in HR budget due to allocation error.

Issue 8: (\$1,500) – General Fund (110)

To make adjustment to budgeted expense to reduce salaries from EC Dev budget due to allocation error.

Issue 9: \$458,220 – General Fund (110)

To make adjustment to budgeted appropriation to transfer additional funds to Capital Improvement Fund.

Issue 10: \$152,741 – General Fund (110)

To make adjustment to budgeted appropriations to transfer additional funds to Capital Equipment Fund.

Issue 11: \$175,000 – Water Fund (321)

To make adjustment to budgeted appropriations to transfer additional funds to Water Capital

Improvement Fund.

Net affect by Fund:

General – \$20,000.00

Street - \$0

Capital Improvement – (\$458,220) – increased fund balance

Capital Equipment – (\$152,741) – increased fund balance

Water Improvement – (\$175,000)- increased fund balance

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3750 SUPPLEMENTAL BUDGET ORDINANCE NUMBER 6 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2024.

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

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

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

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

General Fund 110	255,961.00
General Fund 110	355,000.00
Street Fund 122	3,312.00
Water Fund 321	75,000.00
Water Fund 321	100,000.00

SECTION 3: The following increase/(decrease)in expenditures be made:

General Fund 110	20,000.00
General Fund 110	1,500.00
General Fund 110	(1,500.00)
Street Fund 122	3,312.00
General Fund 110	458,220.00
General Fund 110	152,741.00
Water Fund 321	175,000.00

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

Transfer from:

Water Fund 321	175,000.00
General Fund 110	458,220.00
General Fund 110	152,741.00

Transfer to:

Water Capital Improvement Fund 322	175,000.00
Capital Improvement Fund 141	458,220.00
Capital Equipment Fund 140	152,741.00

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

Water Capital Improvement Fund 322	175,000.00
Capital Improvement Fund 141	458,220.00
Capital Equipment Fund 140	154,741.00

SECTION 6: In all other respects, Ordinance No. 3750 shall remain in full force and effect.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	11/22/2024
COUNCIL MEETING DATE:	December 3, 2024
AGENDA TITLE:	An Ordinance To Accept the Recommendation Of The Planning Commission To Approve A Conditional Use For An Indoor Entertainment Facility Located At 110 South Locust Street, Oxford, Ohio 45056, (Sam Perry, Community Development Director)
COUNCIL GOAL AREA:	Economic Development
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Adopt as recommended
CITY MANAGER/DEPT HEAD APPROVAL:	SP

DISCUSSION:

Architect Scott Webb presented the request to Planning Commission on November 12. The subject property, located at 110 South Locust Street, is zoned GB General Business District and totaling a little over half an acre in size, supports a small commercial building built in 1993. The building was previously occupied by RDI, a local call center. One tenant, Pivot Staffing, is currently leasing one fifth of the building (Unit E) toward the back of the property.

The remaining four fifths of the building (Units A-D) is presently vacant. Mr. Jesse Baker is interested in opening a family-friendly entertainment facility to occupy 3,800 square feet within the center of the building, comprising space currently addressed as Units B-D. The facility is proposed to include escape rooms as well as an indoor putt-putt course. An off-street parking area consisting of 36 spaces already exists adjacent to the building and would serve patrons of the new business. The Oxford Zoning Code specifies that “night clubs, discotheques, and other entertainment facilities” require special Conditional Use approval from Planning Commission and City Council in order to establish.

The Commission discussed the case after staff review by City Planner Zachary Moore, and the Zoning Code Decision Criteria. The purpose of the conditional use permit process is to ensure that any 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. The Commission found that the criteria had been met and that two conditions and one waiver were appropriate:

1. A walkway shall be constructed linking the building/use to the public sidewalk on South Locust Street, in accordance with the standards of the Oxford Zoning Code.
2. A refuse enclosure shall be constructed in accordance with City standards & specifications.
3. A waiver to ***Section 1151.03(e)(4)*** is hereby granted to permit 1 roof sign per tenant on this property, contingent on such signs being situated on the south facing roof slope, being positioned no greater than 3 feet above the roofline (eaves), being no greater than 3 feet in height, and being no greater than 30 square feet in size.

ORDINANCE NO.

AN ORDINANCE TO ACCEPT THE RECOMMENDATION OF THE PLANNING COMMISSION TO APPROVE A CONDITIONAL USE FOR AN INDOOR ENTERTAINMENT FACILITY LOCATED AT 110 SOUTH LOCUST STREET, OXFORD, OHIO 45056, WITH CONDITIONS.

WHEREAS, the Planning Commission met pursuant to Oxford Codified Ordinance Section 1147.02 on November 12, 2024 for the purpose of considering the request of applicant Architect Scott Webb, for a Conditional Use permit to allow for the establishment of an indoor entertainment facility at 110 South Locust Street, Oxford, Ohio 45056; and

WHEREAS, the Planning Commission, after a public hearing and discussion, voted and approved a motion recommending approval of a Conditional Use permit to allow for the establishment of an indoor entertainment facility at 110 South Locust Street, Ohio 45056 with the following conditions and waiver:

1. A walkway shall be constructed linking the building/use to the public sidewalk on South Locust Street, in accordance with the standards of the Oxford Zoning Code.
2. A refuse enclosure shall be constructed in accordance with City standards & specifications.
3. A waiver to **Section 1151.03(e)(4)** is hereby granted to permit 1 roof sign per tenant on this property, contingent on such signs being situated on the south facing roof slope, being positioned no greater than 3 feet above the roofline (eaves), being no greater than 3 feet in height, and being no greater than 30 square feet in size.

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 to allow for the establishment of an indoor entertainment facility at 110 South Locust Street, Oxford, Ohio 45056 with the following conditions:

1. A walkway shall be constructed linking the building/use to the public sidewalk on South Locust Street, in accordance with the standards of the Oxford Zoning Code.
2. A refuse enclosure shall be constructed in accordance with City standards & specifications.
3. A waiver to **Section 1151.03(e)(4)** is hereby granted to permit 1 roof sign per tenant on this property, contingent on such signs being situated on the south facing roof slope, being positioned no greater than 3 feet above the roofline (eaves), being no greater than 3 feet in height, and being no greater than 30 square feet in size.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: DAVID PRYTHERCH

PREPARED BY: PLANNING STAFF

CHECKED BY: LAW

STAFF REPORT

Community Development | Planning Commission

APPLICATION DETAILS

Applicant	Scott Webb, Architect
Location	110 S Locust Street, Units B-D
Action Request	Conditional Use
Requested Use	Entertainment Facility
Property Owner	Locust Property Group LLC, c/o Nathan Chamberlin
Business Owner	Jesse Baker
Current Use	Commercial Building / Units B-E are vacant
Current Zoning	GB General Business District
Site Area	0.58 acres / 25,478 square feet
Site Frontage	113 feet
Surrounding Land Uses	Commercial, including retail/service strip center to the south, car wash to the east, and restaurant to the north
Staff Recommendation	Approval , subject to recommended conditions

PROPOSAL SUMMARY

The subject property, zoned GB General Business District and totaling a little over half an acre in size, supports a small commercial building built in 1993. The building was previously occupied by RDI, a local call center. One tenant, Pivot Staffing, is currently leasing one fifth of the building (Unit E) toward the back of the property.

The remaining four fifths of the building (Units A-D) is presently vacant. Mr. Jesse Baker is interested in opening a family-friendly entertainment facility to occupy 3,800 square feet within the center of the building, comprising space currently addressed as Units B-D. The facility is proposed to include escape rooms as well as an indoor putt-putt course. An off-street parking area consisting of 36 spaces already exists adjacent to the building and would serve patrons of the new business. The Oxford Zoning Code specifies that “night clubs, discotheques, and other entertainment facilities” require special Conditional Use approval from Planning Commission and City Council in order to establish.

CASE HISTORY

A summary of past planning & zoning cases involving the subject site is provided below:

Case No.	Application	Decision
PC-1991-23 / PC-1991-24	Additional Use / Preliminary Planned Development	Denied
This proposal was sought for four total properties stretching between Locust Street and Lynn Avenue, comprising 2.8 acres of land that would eventually become LaRosa's, El Burrito Loco, and the subject building at 110 S Locust. At the time, the land was zoned C-4 Urban Commercial District. The applicant, CJB Enterprises, proposed a 6-building, 54-unit multi-family development to be named "College Park Apartments." City staff determined this proposal required approval of an Additional Use permit (to allow residential use in a commercial zoning district), as well as a Planned Unit Development (PUD). Despite the 1987 Comprehensive Plan's map designating the area in question as being future commercial, staff found the plan to be in support of the plan vision due to a policy recommendation for high density residential development "within or near major activity centers or along major corridors." The applicant later reduced overall density by decreasing the planned number of units from 54 to 36, but evidently to no avail, as both requests were later denied by Planning Commission and Council.		
BZA-2009-11	Variances	BZA voted 4-0-0 to approve on 12/16/2009
This request actually pertained to the property immediately south of the subject site, at 114-120 S Locust Street (Parcel ID H4100016000073). A small, grandfathered area of gravel parking surface at the front of the parking lot was expanded in order to accommodate additional parking demand for RDI, which was operating out of 110 S Locust. Variances were necessitated due to the new parking being "off-site" from the use served, as well as due to encroachment into the 30-foot front yard setback; both of these Variances were approved. A third Variance to the "hard surface" requirement was attempted, but not approved by the Board.		

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.

DEPARTMENT COMMENTS

Below are comments received from other City departments:

Department	Respondent	Response
Economic Development	Seth Cropsenbaker Economic Development Specialist	Not Returned
Engineering	Scott Otto City Engineer	Returned without Comments
Fire	John Detherage Fire Chief	Returned without Comments
Police	John Jones Police Chief	Not Returned

COMMENTARY

As a change of use, the Zoning Code technically requires the following site development aspects be brought into compliance: (1) parking standards, including minimum number of spaces; (2) installation of a walkway between the building entrance(s) and public sidewalk; (3) installation of 3 bicycle parking spaces (i.e., a bike rack); and (4) construction of a refuse enclosure meeting City specs. The project is exempt from the provisions of the “Tree Ordinance” (Chapter 1148), due to not being considered a “substantial expansion” pursuant to **Section 1148.02(d)**.

Parking: Per **Table 1149.05-1**, the minimum number of parking spaces required for new retail & personal service establishments is 1 per each 300 square feet of usable floor area. With a footprint equating to 3,800 square feet, this amounts to a minimum of 13 spaces ($3,800 \div 300 = 12.67$). The existing parking lot provides a total of 36 spaces, thus no modifications to the lot are required in order to meet the minimum standard. In fact, applying the formula to the entire building footprint – inclusive of tenant space in Units A and E – results in a total of 23 spaces potentially being required (est. $6,750 \text{ sq ft of floor area} \div 300 = 22.5$). Therefore, it seems likely the existing 36-space parking lot could adequately handle future demand, no matter how the remainder of the building is occupied in the future.

Walkway: Oxford Zoning Code **Section 1149.07(e)(7)** requires a five-foot wide pedestrian walkway to be constructed between the building and the public sidewalk. A walkway already exists along storefront entrances, which are situated along the south side of the building. This walk will need to be extended to connect with existing sidewalk on the west side of Locust.

Refuse Enclosure: Oxford Zoning Code **Section 1141.03(j)** requires the construction of a refuse enclosure *where there is a redevelopment or change of use requiring a zoning permit*. Plans submitted at the time of Building Permit approval will need to demonstrate compliance with City specs, including: (1) adequate sizing to accommodate both trash & recycling; (2) durable materials including masonry enclosure walls & metal gates; and (3) walk-in access separate from main gates.

Signage: Multi-tenant sites in the GB District are allotted 1 wall sign per tenant, plus 1 freestanding sign.

A freestanding sign already exists in the front yard, situated between the structure and S Locust Street, and may be re-faced or reconstructed in accordance with Code standards.

The Code defines a wall sign as one that *does not project more than 16 inches* from the building surface. Due to the architectural form of the present building, characterized by a hip roof situated low to storefront facades, it would prove difficult to install tenant signage adhering to this definition. Furthermore, the Zoning Code specifies in **Section 1151.03(e)(4)** that *no sign shall be upon or project above a roof line*, effectively prohibiting **roof signs**, further defined elsewhere in the Code as signs *erected on or projected above the roofline of a building or structure*. One grandfathered roof sign, situated directly above the Unit A storefront, has existed on the structure for many years and may be legally re-faced. Although the applicant has not requested it, the Commission may want to consider a waiver to the roof sign standard such that each building tenant may have its own sign directly above associated storefront(s).

DECISION CRITERIA

A. The proposed use is in fact a Conditional Use appropriate in the zoning district in which it is proposed.

The site is zoned GB General Business District. **Section 1143.12(b)** of the Oxford Zoning Code lists principal uses which are permitted by-right, as well as those potentially allowable under a Conditional Use review, within the GB District. Principal uses are divided into categories, those being: (1) *Retail Services*; (2) *Personal and Professional Services*; and (3) *Other Uses*. Out of these three, the proposed use definitely aligns most closely with the *Personal and Professional Services* category. The most “entertainment-oriented” use which is expressly permitted in GB is for *Theaters, not including drive-ins*. Clearly, there is an intent here to permit commercial entertainment usage provided activity is contained to an indoor setting. However, this seems to stand in contrast to the Code also expressly construing the following as Conditional Uses: (1) *Indoor skating rinks, arcades, and similar recreational uses*; and (2) *Night clubs, discotheques, and other entertainment facilities*.

The usage now being sought for 110 S Locust Street, entailing indoor escape rooms and putt-putt, is not expressly listed within the Code but could certainly fall into the bucket of being considered a “similar recreational use” or “other entertainment facility.” **Section 1133.02** provides that *a use not provided for in a zoning district shall be prohibited unless the activity is deemed to be like in kind and similar to the uses allowed in the district and consistent with the intent of the district as interpreted by the Zoning Administrator*. Prior to submission of this application, an interpretation was verbally made to the business owner that the proposed use would likely be considered a Conditional Use within the GB zoning district.

B. The use and site will satisfy the general intent of the Zoning Code.

Section 1143.12(a) describes the intent of the GB General Business District is *to provide 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 in a neighborhood commercial district development*. The proposed use essentially constitutes partial re-occupancy of an existing commercial structure by a new tenant, which is a perfectly permissible practice in this zoning district.

C. The use and site will be compatible with the general intent of the Comprehensive Plan.

The Comprehensive Plan’s Future Land Use Map designates this property and the area surrounding it as Mixed Use Center, meaning there is an appetite for redevelopment supported by a variety of uses including commercial, retail, hospitality, civic, and residential. Seeing as how the request is essentially for a new tenant (change of use), the scale and degree of the proposed investment is more

granular than a broader (re)development plan and thus can be found compatible with the Plan's vision for this area.

- D. The use and shape of the site are sufficient for the proposed use.**
Yes, the plan is to reuse/repurpose 3,800 square feet of the existing building and utilize existing off-street parking spaces.
- E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.**
With all business functions contained to an indoor setting, the use is not expected to produce impacts of a nature that would be any more negative or disturbing than any other commercial use within the vicinity.
- 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.**
Staff does not believe the intended use will pose concerns of this nature.
- 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.**
No accessory uses are proposed; activity is to be contained to existing tenant spaces.
- 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.**
Opportunity for comment was provided to Fire, Police, and Service Departments. No comments or concerns were returned. Given that the proposed use is to occupy an existing developed space, utility connections are already in place. The Zoning Code will require construction of a refuse enclosure due to the change in use.
- I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.**
No additional public expenditure is anticipated.
- 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.**
This criterion generally does not apply since the use is occupying an existing tenant space.
- 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.**
This criterion generally does not apply since the site is already developed and traffic patterns have been pre-determined.
- L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.**
The proposal involves an existing developed site with no significant construction impacts; therefore, this criterion does not apply.
- 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.

Not applicable.

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.

Following Conditional Use approval, the business owner will need to obtain a Commercial Building Permit in order to change the use of the property from a former office to an entertainment facility, inclusive of constructing a new walkway connection, new refuse enclosure, and any interior modifications that would be necessary to establish operations.

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. A walkway shall be constructed linking the building/use to public sidewalk on S Locust Street, in accordance with the standards of the Oxford Zoning Code.
2. A refuse enclosure shall be constructed in accordance with City standards & specifications.
3. A waiver to **Section 1151.03(e)(4)** is hereby granted to permit 1 roof sign per tenant on this property, contingent on such signs being situated on the south facing roof slope, being positioned no greater than 3 feet above the roofline (eaves), being no greater than 3 feet in height, and being no greater than 30 square feet in size.

SUBMITTED BY:



Zachary Moore, AICP
City Planner / GIS Coordinator

DATE: November 5, 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), subsections (12) & (25)* provide guidance specific to "indoor skating rinks, arcades, and similar recreational uses" and "gaming arcades" respectively, which out of all land uses expressly called out in the Conditional Chapter, have the closest similarity to the proposed use.

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)(12) – Indoor Sports and Recreation Facilities such as Bowling Alleys, Skating Rinks, Tennis and Racquetball Courts, Soccer Fields, and Swimming Pools.

- A. Potential Concerns
 - 1. Traffic volume during group or league events.
- B. Regulations
 - 1. Entrance to structure shall not be located in a yard adjacent to a residential zoning district.
 - 2. Parking spaces shall not be located in a yard adjacent to a residential zoning district.
 - 3. Structure shall be set back a minimum of 30 feet from a residential zoning district.

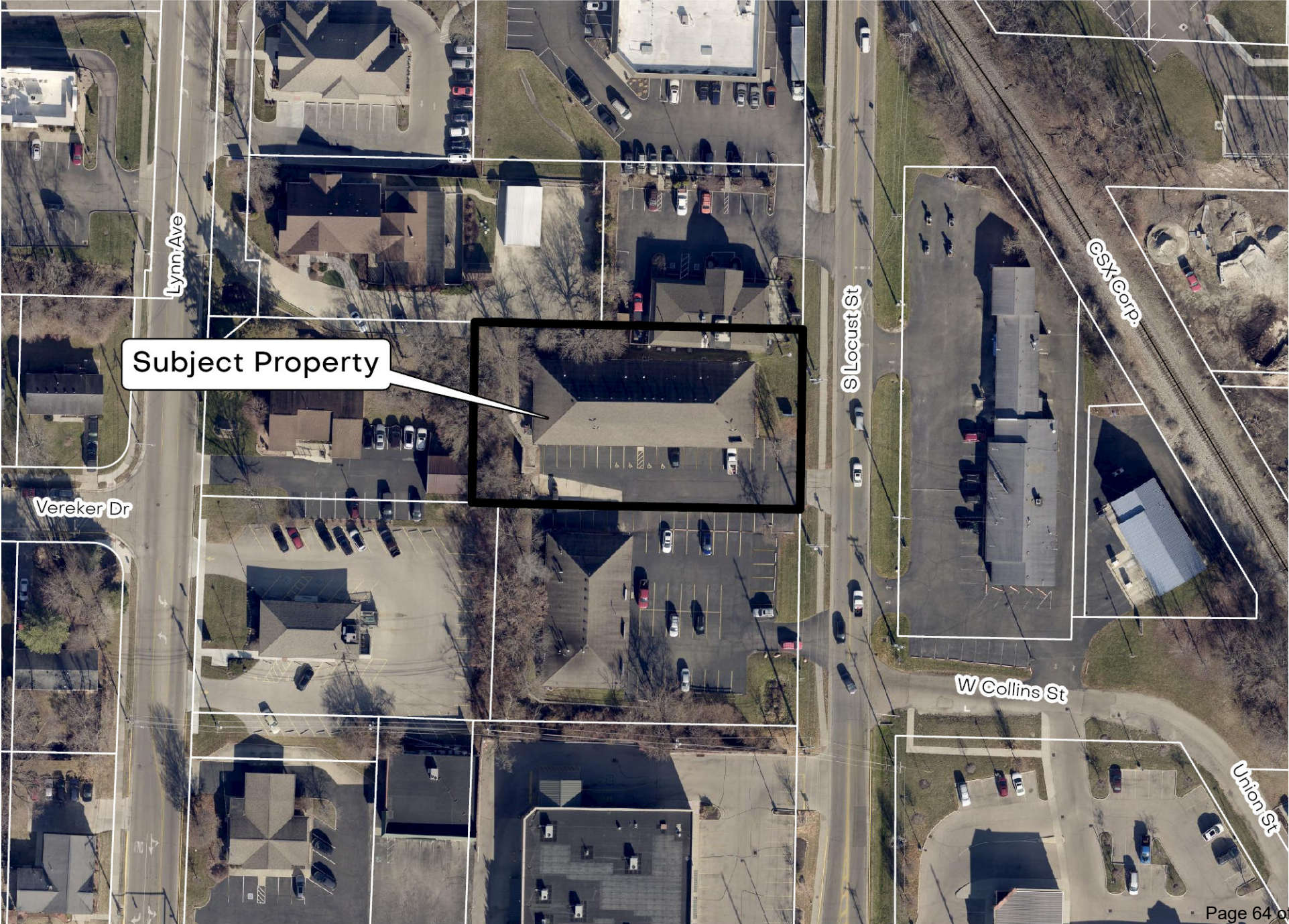
1147.03(b)(25) – Gaming Arcades.

- A. Potential Concerns.
 - 1. Proximity to schools, churches, and establishments serving alcohol.
 - 2. Proximity to residential zoning district.
 - 3. Adequate screening of parking and outdoor gathering areas.

Aerial Map

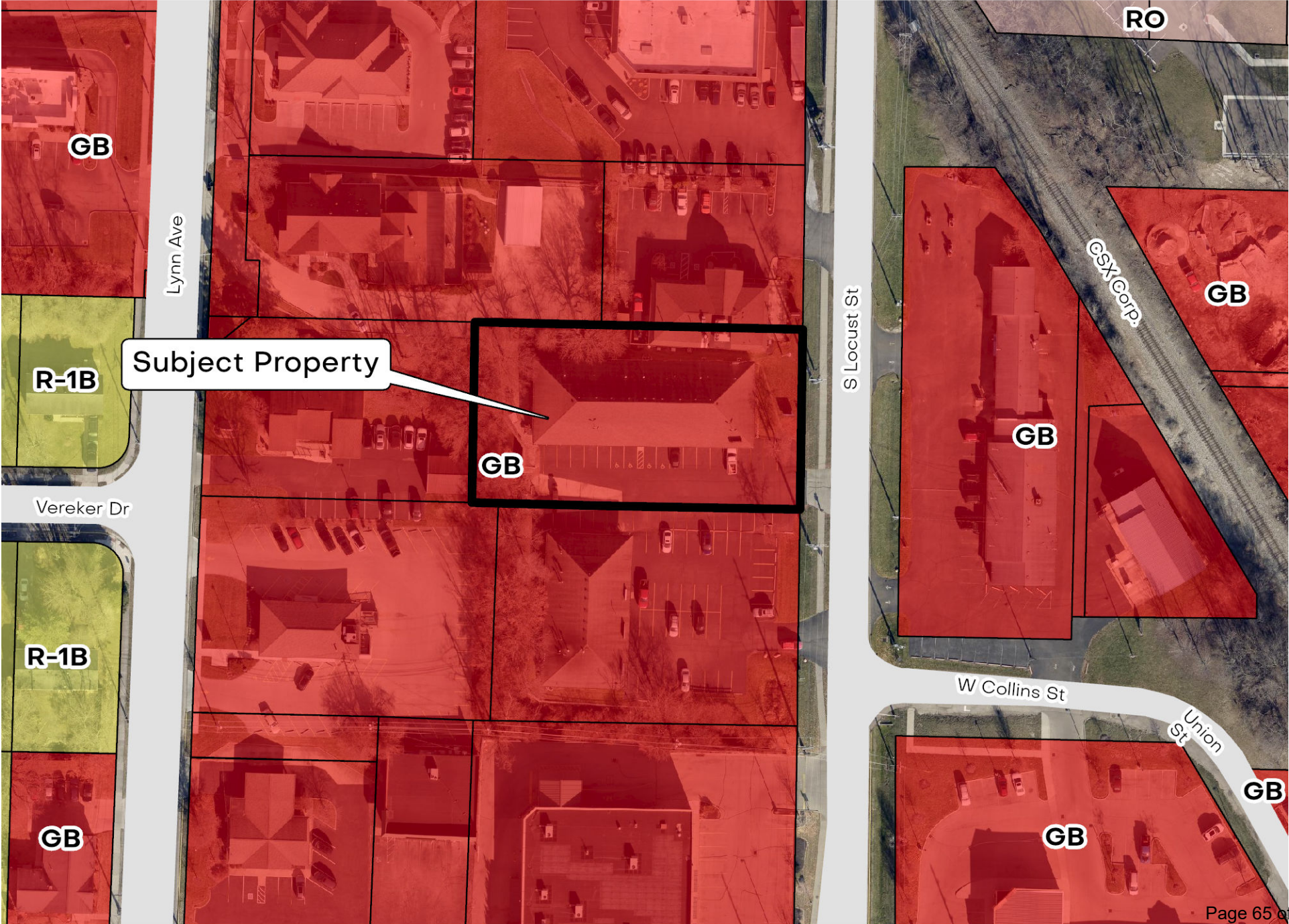
 Site

0 50 100 200 Feet



Zoning Map

 Site





CONDITIONAL USE APPLICATION

Please print legibly. To apply, email completed form and plans in PDF format to commdev@cityofoxford.org

BOX 1 | APPLICATION DETAILS

Property Address/Location	110 S Locust Street, Suites C-D		
Total Site Acreage	.5849	Total Building Square Footage	7350
Existing Use Description	Vacant Tenant Spce, formerly RDI		
Proposed Use Description			

BOX 2 | APPLICANT INFORMATION

Is the applicant also the current property owner?	
☐ Yes (You may skip Box 3)	☐ No (Do not skip Box 3, and include a Letter of Agency with your submittal)
Applicant Name	Scott Webb, Architect
Applicant Company Name	Scott Webb, Architect
Mailing Address	103 W Wlanut Street, Oxford, OH 45056
Email Address	scott@scottwebbarchitect.com
Telephone Number	(513) 523-3838

BOX 3 | PROPERTY OWNER INFORMATION ☐ Check if same as Applicant

Property Owner Name	Nathan Chamberlin
Property Owner Company Name	Locust Property group LLC
Mailing Address	1867 Millville Oxford Road Hamilton, OH 45013
Email Address	nathan@extremeaudioandvideo.com
Telephone Number	(513) 895-0697

BOX 4 | ARCHITECT/ENGINEER INFORMATION ☐ Check if same as Applicant

Architect/Engineer Name	Scott Webb, Architect
Company Name	Scott Webb, Architect
Mailing Address	103 W Wlanut Street, Oxford, OH 45056
Email Address	scott@scottwebbarchitect.com
Telephone Number	(513) 523-3838

BOX 5 | ATTACHMENT CHECKLIST ☐ Submit all contents in PDF format. **No printed copies are necessary.**

☒ Narrative/Cover Letter addressing all components required by Section 1147.02(a)(1)(B) – more information on Page 3
☒ Site Plan(s) including all details and information required by Section 1147.02(a)(1)(C) – more information on Page 3
☒ Building Elevations of any proposed or modified structures, including dimensions and exterior material details
☒ Floor Plans of building interior(s), and/or typical floor plans if the project involves multiple residential units
☒ Photos of existing site conditions and surroundings

Note: Upon checking an application for completeness, staff may require additional information and/or materials above and beyond the items listed above in order to perform a complete evaluation for compliance with relevant Code provisions. You are welcome to contact Community Development at 513-524-5204 ahead of submission to determine whether additional items may be required.

BOX 6 | APPLICANT SIGNATURE

As the owner or owner's agent, I hereby agree all information contained in this application is true, accurate, and complete to the best of my knowledge. I acknowledge the application will first be checked by City staff for completeness prior to determining a first meeting date with the Planning Commission. I also acknowledge that one or more signs may be placed on the subject property advertising scheduled public hearings for this application, and assume responsibility for removing signs at the completion of the hearing(s).

Applicant Name (Print) Scott Webb, Architect

Applicant Signature



Date 9/25/24

Processing Fee

The appropriate processing fee amount will be determined during a completeness check by Community Development staff. It may take 1-2 business days for a completeness check to be performed. The applicant will receive a digital copy of a processing fee invoice via email once it is ready. Fees may be paid in-person by check or credit card at the Finance Department window on the first floor of the Oxford Municipal Building, 15 S College Avenue, Oxford OH 45056. For credit card payments, the City accepts Visa, MasterCard, or Discover, and such payments may also be taken over the phone by calling our Finance Department Utilities line at 513-524-5221, Option 1.

Narrative/Cover Letter Requirements For source text see Oxford Zoning Code [Section 1147.02\(a\)\(1\)\(B\)](#)

- A description of the existing uses on the site.
- The zoning district in which the site is located.
- A description of the proposed use, including hours of operation, type of goods sold, services performed, and expected number of customer, clientele, delivery, and service vehicles.
- A narrative statement that evaluates the compatibility of the proposed use with the general vicinity and adjacent properties.
- A statement about why the location proposed is more appropriate for the use than other locations.
- A statement of the necessity or desirability of the proposed use to the neighborhood or community.
- Separate, detailed statements that individually address each of the items listed as potential concerns for the proposed use. See Oxford Zoning Code [Section 1147.03](#) for use-specific regulations.
- Such other information regarding the proposed use, site, or surrounding area as may be pertinent to the request. It is recommended the applicant also address each of the Decision Standards as listed in the box below, and also specify any waivers to Zoning Code requirements being requested.

Site Plan Requirements For source text see Oxford Zoning Code [Section 1147.02\(a\)\(1\)\(C\)](#)

- North arrow, scale, and vicinity map
- All existing and proposed lot lines within the site
- Dimensions of all lots and the entire site and any adjacent rights-of-way
- Location, height, and use of all proposed and existing structures
- Location and design of all proposed vehicle management areas
- Location, size, and type of all proposed signs
- Location, height and type of all proposed screening and landscaping
- Distances to residential zoning districts if within 1,000 feet
- The use of land and location of structures on adjacent property and across adjacent rights-of-way
- Other information as may be required by the Planning Commission

Decision Standards All Conditional Uses shall satisfy these decision standards, per [Section 1147.02\(c\)\(2\)](#)

- A. The proposed use is in fact a Conditional Use appropriate for 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 or 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.

Sam Perry
Community Development Director
City of Oxford
Municipal Building
15 South College Ave.
Oxford, Ohio 45056



SCOTT
WEBB

A R C H I T E C T

103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838

www.scottwebbarchitect.com

Re: Application for Conditional Use
Indoor Recreation Facility
110 S Locust Street

September 25, 2024

Dear Mr. Perry,

Please accept this letter as a formal request for a review hearing by the City of Oxford Planning Commission and Oxford City Council for a Conditional Use for an Indoor Entertainment Facility, as an adaptive reuse for the former RDI call center location. The proposal at hand would occupy (3) currently vacant tenant areas in the existing building.

The proposed new business provides new family-friendly entertainment including escape rooms, indoor put-put, with a private party area.

In response to the items listed in 1147.02, we offer the following:

A. *A description of the proposed use.*

B. *Description of Use and Site*

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

1. *Description of Use and Site*

The name, mailing address, and telephone number of the applicant and the property owner.

Property Owners:

Locust Property Group LLC
1867 Millville Oxford Road
Hamilton, Ohio 45013

Business Owner:

Jesse Baker
6301 Big Wood Circle
Oxford, Ohio 45056

Architect:

Scott Webb, Architect
103 West Walnut Street
Oxford, Ohio 45056

2. *A statement from the owner that the applicant is entitled to apply on his or her behalf.*

A letter of Agency has been provided from the property owners.

3. *A legal description of the site, including all separate lots.*

Parcel Number: H4100016000046. Shares a parking area with H4100016000073

4. *A description of the existing uses of the site.*

The site is currently occupied by a single story building, built in 1993 and designed for (5) potential tenants. It was developed along with the adjacent parcel to the south where parking is shared for the various tenants. The (3) tenant spaces included in this proposal were formally occupied by RDI, a local call center.

5. *The zoning district in which the site is located.*

The site is zoned GB – General Business Zoning District.

6. *A description of the proposed use.*

The proposal at hand is to allow for a new family business providing escape rooms and indoor put-put golf.

- a. *A description of operations, including type of goods sold, services performed, and expected number of customer, clientele, delivery & service vehicles*

The proposed new business provides entertainment as described above. Goods sold will be limited to branded t-shirts & vending. No food service or preparation.

With (3) Escape Rooms and a small indoor put-put, the expected occupancy would be a maximum of 50 people.

- b. *Hours of operation*

Hours are Monday-Saturday, 11:00 AM-11:00 PM and Sundays from 11:00 AM-6:00PM.

7. *A narrative statement that evaluates the compatibility of the proposed use with the general vicinity and adjacent properties;*

- a. *How is the use similar to or different from existing area uses and if there will be any interaction between the proposed and existing uses.*

The property is surrounded by a variety of other GB uses including a donut shop, restaurants, car wash bays, and the Goodwill Donation center. Interaction between uses will be encouraged without food service in this proposal. Parking is shared among a number of businesses, though the differences in demand times should eliminate competition for parking.

- b. *How any existing structures, proposed structures, and the site design relate to adjacent structures and sites.*

As a destination business not requiring storefront visibility, the location provides shared off-street parking and is served by sidewalks in both directions.

- c. *If the use will involve any operations that create potential nuisances, such as excessive noise, lighting, odor, fumes, vibration, or emissions.*

The proposed use will not create potential nuisances, with all activity taking place inside the building in small groups.

- d. *How any potential negative effects on adjacent land will be mitigated.*

The limited size of the operation will mitigate any traffic or noise concerns.

8. *A statement about why the location proposed is more appropriate for use than other locations;*

The size of the available building area works for this business. As a destination business not requiring storefront visibility, the location is likely less expensive than other GB locations and provides on-site parking.

9. *A statement of the necessity or desirability of the proposed use to the neighborhood or community.*

Oxford does not currently offer either of the proposed family-friendly activities. Escape Rooms have been quite popular with a devoted following that should draw customers from outside the City as well.

10. *Separate detailed statements that individually address each of the items listed as potential concerns for the proposed use.*

1147.03 (12) Indoor Sports and Recreation Facilities such as Bowling Alleys, Skating Rinks, Tennis and Racquetball Courts, Soccer Fields, and Swimming Pools.

A. Potential Concerns:

1. *Traffic volume during group or league events.*

The activities provided here and the limited size of the operation will not create peak demands or host large events.

B. Regulations:

1. *Entrance to structure shall not be located in a yard adjacent to a residential zoning district.*

The new business is proposed in a fully developed GB District, not adjacent to residential.

2. *Parking spaces shall not be located in a yard adjacent to a residential zoning district.*

The new business is proposed in a fully developed GB District, not adjacent to residential

3. *Structure shall be set back a minimum of thirty (30) feet from a residential zoning district*

The new business is proposed in a fully developed GB District, not adjacent to residential.

11. *A list of the names and mailing addresses of all land owners within 200 feet of the site.*

List of adjacent property owners is attached.

12. *Such other information regarding the proposed use, site, or surrounding area as may be pertinent to the application or required by Planning Commission.*

The proposal at hand is exactly the type of building and adaptive reuse model envisioned by the Planning Commission when this conditional use was added to the R3MS district.

C. *Site Plan*

A Site Plan with the required information is included with this application.

D. *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.*

Photographs of the existing buildings are provided with no changes proposed.

E. *Other. Photographs of the existing use and its surroundings*

Photos are included with this application.

In response to the Decision Standards outlined in 1147.2(c), we offer the following:

A. *The proposed use is in fact a Conditional Use appropriate for the Zoning District in which it is proposed;*

While 1147.03 (12) seems to anticipate larger uses, Staff has advised the business owner that a conditional use is required as an indoor Recreation Facility.

B. *The use and site will satisfy the general intent of the Zoning Code;*

As a Conditional Use, the Zoning Code anticipates businesses of this type in the GB District. The concerns outlined for this use are mitigated by it's limited size.

C. *The use and site will be compatible with general intent of the Comprehensive Plan;*

The Comprehensive Plan encourages new business throughout the City as well as the adaptive reuse of underused buildings and sites.

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

The size and shape of the lot and existing tenant area is adequate 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.*

Large setbacks & buffers coupled with the primary activity happening indoors eliminate the potential disturbing neighboring uses.

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.*

The proposed use will not be detrimental to people, property, or the general welfare of the area.

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.*

No accessory uses are proposed with is application.

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.*

All utilities are available at the proposed location. No special provisions are required.

- I. *Development of the site and operation of the use will not require substantial public expenditure for infrastructure or services.*

No public expense is anticipated by this project.

- 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*

The new use will not change the essential character of the area.

- 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 site currently provides off-street parking. No change is necessary or required.

- L. *Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.*

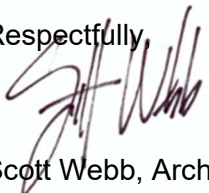
No construction is proposed and there are no scenic or natural resources in this area

- M. *All Necessary permits and licenses for the Conditional Use and its operation have been obtained or can be obtained for the use at the proposed location.*

All permits will be secured for the adaptive reuse of this building.

Thank you for your consideration of this proposal. If you have any questions or need any additional information, please call.

Respectfully,



Scott Webb, Architect

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that

(Applicant Name)

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

(Application Description)

located at

(Property Address/Location)

Thank you,

(Property Owner Printed Name – must be a person)

(Property Owner Company Name – if applicable)



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

9/27/2024

(Date)

110 South Locust Street

Adjacent Property Owners

Parcel #	Address	Property Owner
H4100016000012	102 S Locust Street	Uptown Investments LTD c/o Kirsch CPA Group LLC 2 S 3RD ST #400 Hamilton, OH 45011
H4100016000075	75 Lynn Avenue	Callista Holdings LLC 75 Lynn Avenue Oxford, OH 56056
H4100016000038	127 Lynn Avenue	Gerald L Collins 127 Lynn Avenue Oxford, OH 45056
H4100016000070	135 Lynn Avenue	Prestige Oxfordwide LLC 12 Fox Run Circle Oxford, OH 45056
H4100016000041	5930 Fairfield Road	Hiwoo Real Estate LLC 5435 College Corner Pike Oxford, OH 45056
H4100016000110	200 S Locust Street	Oxford Pharmacy DST Walgreen CO PO Box 1159 Deerfield IL 60015
H4100016000073	114 S Locust Street	Locust Property Group LLC 1867 Millville Oxford Rd Hamilton OH 45013
H4100004000187	115 S Locust Street	Locust Car Wash & Laundry Property Group LLC 1867 Millville Oxford Rd Hamilton OH 45013



SITE/LOCATION PLAN

1" = 30'-0"



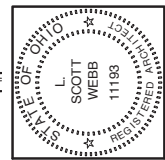
PROPOSED TENANT FINISH

Indoor Recreation Facility

Escape Rooms & Put-Put
110 S. LOCUST STREET UNITS B-D
OXFORD, OHIO 45056

DATE	
September 26, 2024	
REVISIONS	



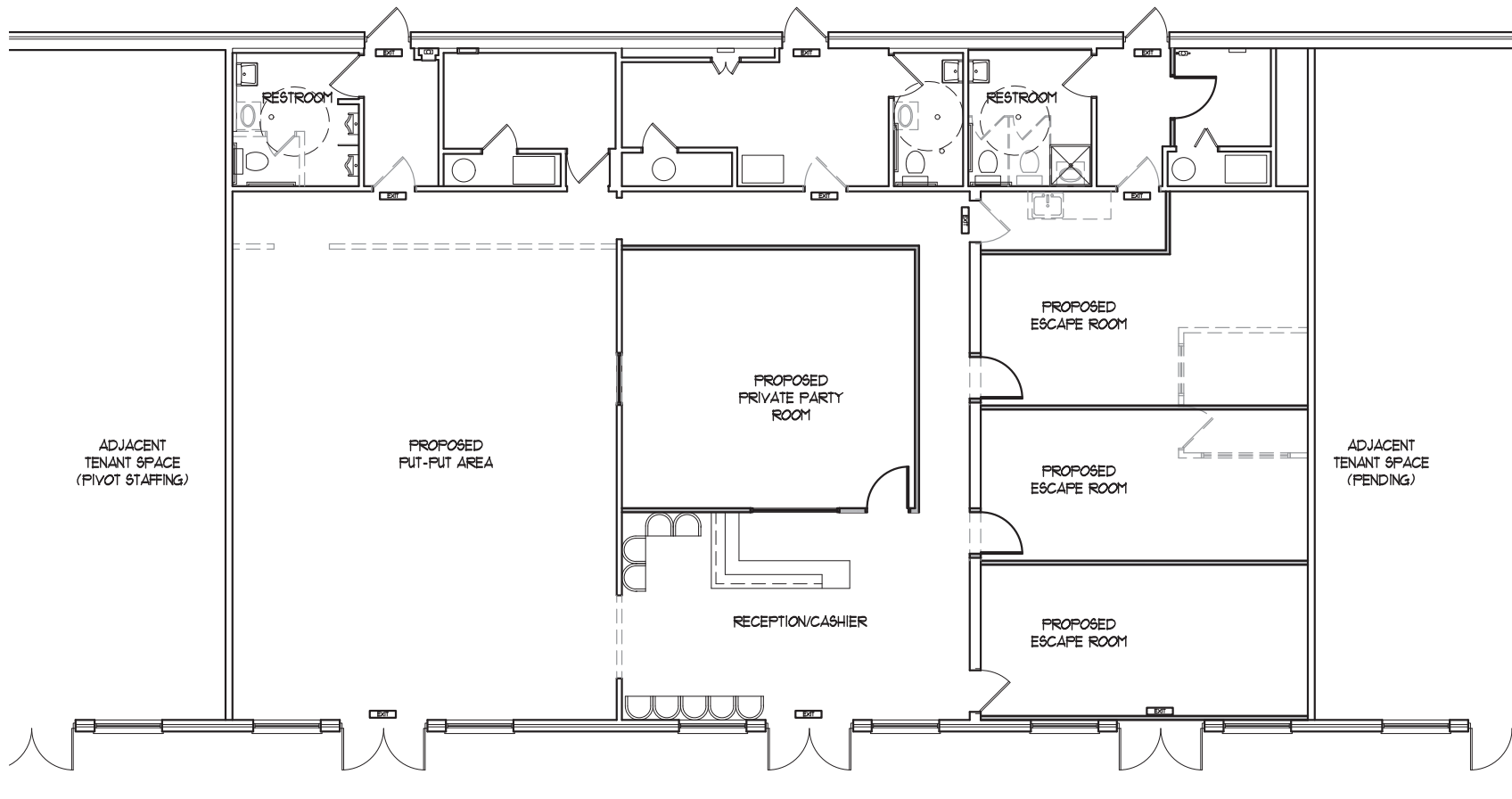



SCOTT WEBB
 ARCHITECT
 103 West Walnut Street
 Oxford, Ohio 45056
 (513) 523-3838
www.scottwebbarchitect.com

PROPOSED TENANT FINISH
Indoor Recreation Facility
 Escape Rooms & Put-Put
 110 S. LOCUST STREET UNITS B-D
 OXFORD, OHIO 45056

DATE	
September 26, 2024	
REVISIONS	

A-2



PRELIMINARY FLOOR PLAN

1/8" = 1'-0"

PARTIAL PLAN SHOWING PROPOSED TENANT AREA

110 South Locust Street Site Pictures



Site Location



Existing Building



South Locust Street Facing View



Parking Lot View Showing Companion Building



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:	11/12/2024
COUNCIL MEETING DATE:	December 3, 2024
AGENDA TITLE:	An Ordinance Repealing Code Section 351.04 Parking Near Curb; Handicapped Locations On Public and Private Lots And Garages And Adopting New Section 351.04 Parking Near Curb; Handicapped Location On Public And Private Lots And Garages. (John Jones, Police Chief)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve the Ordinance
CITY MANAGER/DEPT HEAD APPROVAL:	JAJ JG

DISCUSSION:

In reviewing the penalty sections of the parking ordinances, it was discovered that OCC Section 351.04 did not mirror ORC 4511.69 in its entirety. Notably, the City Code Section did not contain the penalty language that is contained in the state code which makes a handicap parking violation a minimum of \$250 as required by state law. This updated ordinance will include the entirety of the state code, and updates our city code with the correct language.

ORDINANCE NO.

AN ORDINANCE REPEALING CODE SECTION 351.04 PARKING NEAR CURB; HANDICAPPED LOCATIONS ON PUBLIC AND PRIVATE LOTS AND GARAGES AND ADOPTING NEW SECTION 351.04 PARKING NEAR CURB; HANDICAPPED LOCATIONS ON PUBLIC AND PRIVATE LOTS AND GARAGES.

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

SECTION 1: Council hereby REPEALS Oxford Codified Ordinance Section 351.04 Penalty and ADOPTS New Section 351.04 parking near curb; handicapped locations on public and private lots and garages as follows:

351.04 PARKING NEAR CURB; HANDICAPPED LOCATIONS ON PUBLIC AND PRIVATE LOTS AND GARAGES

- (a) Every vehicle stopped or parked upon a roadway where there is an adjacent curb shall be stopped or parked with the right-hand wheels of the vehicle parallel with and not more than twelve inches from the right-hand curb, unless it is impossible to approach so close to the curb; in such case the stop shall be made as close to the curb as possible and only for the time necessary to discharge and receive passengers or to load or unload merchandise.

(1) This subsection does not apply to streets or parts thereof where angle parking is lawfully permitted. However, no angle parking shall be permitted on a state route unless an unoccupied roadway width of not less than twenty-five feet is available for free-moving traffic.

- (b) No angled parking space that is located on a state route within a municipal corporation is subject to elimination, irrespective of whether there is or is not at least twenty-five feet of unoccupied roadway width available for free-moving traffic at the location of that angled parking space, unless the municipal corporation approves of the elimination of the angled parking space.

- (c) Replacement, repainting or any other repair performed by or on behalf of the municipal corporation of the lines that indicate the angled parking space does not constitute an intent by the municipal corporation to eliminate the angled parking space.

(1) Except as provided in division (c)(2) of this section, no vehicle or trackless trolley shall be stopped or parked on a road or highway with the vehicle or trackless trolley facing in a direction other than the direction of travel on that side of the road or highway.

- (2) The operator of a motorcycle may back the motorcycle into a parking space that is located on the side of, and parallel to, a road or highway. The motorcycle may face any direction when so parked. Not more than two motorcycles at a time shall be parked in a parking space as described in this section irrespective of whether or not the space is metered.
- (d) Notwithstanding any statute or any rule, resolution, or ordinance adopted by any local authority, air compressors, tractors, trucks, and other equipment, while being used in the construction, reconstruction, installation, repair, or removal of facilities near, on, over, or under a street or highway, may stop, stand, or park where necessary in order to perform such work, provided a flagperson is on duty or warning signs or lights are displayed as may be prescribed by the City Manager or designee.
- (e) Accessible parking locations and privileges for persons with disabilities that limit or impair the ability to walk shall be provided and designated all city, county and state agencies and instrumentalities thereof at all offices and facilities, where parking is provided, whether owned, rented, or leased, and at all publicly owned parking garages. The locations shall be designated through the posting of an elevated sign, whether permanently affixed or movable, imprinted with the international symbol of access and shall be reasonably close to exits, entrances, elevators, and ramps. All elevated signs posted in accordance with this division and division (C) of section [3781.111](#) of the Revised Code shall be mounted on a fixed or movable post, and the distance from the ground to the bottom edge of the sign shall measure not less than five feet. If a new sign or a replacement sign designating an accessible parking location is posted on or after October 14, 1999, there also shall be affixed upon the surface of that sign or affixed next to the designating sign a notice that states the fine applicable for the offense of parking a motor vehicle in the designated accessible parking location if the motor vehicle is not legally entitled to be parked in that location.
- (f) (1) A. No person shall stop, stand, or park any motor vehicle at accessible parking locations provided under division (e) of this section or at accessible clearly marked parking locations provided in or on privately owned parking lots, parking garages, or other parking areas and designated in accordance with that division, unless one of the following applies:
- (1) The motor vehicle is being operated by or for the transport of a person with a disability that limits or impairs the ability to walk and is displaying a valid removable windshield placard or accessible license plates;
- (2) The motor vehicle is being operated by or for the transport of a person with a disability and is displaying a parking card or accessible license plates.
- B. Any motor vehicle that is parked in an accessible marked parking location in violation of division (f) of this section may be towed or otherwise removed from

the parking location by the law enforcement of the political subdivision in which the parking location is located. A motor vehicle that is so towed or removed shall not be released to its owner until the owner presents proof of ownership of the motor vehicle and pays all towing and storage fees normally imposed by that political subdivision for towing and storing motor vehicles. If the motor vehicle is a leased vehicle, it shall not be released to the lessee until the lessee presents proof that that person is the lessee of the motor vehicle and pays all towing and storage fees normally imposed by that political subdivision for towing and storing motor vehicles.

C. If a person is charged with a violation of division (f)(1) or (2) of this section, it is an affirmative defense to the charge that the person suffered an injury not more than seventy-two hours prior to the time the person was issued the ticket or citation and that, because of the injury, the person meets at least one of the criteria contained in division (A)(1) of section [4503.44](#) of the Revised Code.

(2) No person shall stop, stand, or park any motor vehicle in an area that is commonly known as an access aisle, which area is marked by diagonal stripes and is located immediately adjacent to an accessible parking location provided under division (e) of this section or at an accessible clearly marked parking location provided in or on a privately owned parking lot, parking garage, or other parking area and designated in accordance with that division.

- (g) When a motor vehicle is being operated by or for the transport of a person with a disability that limits or impairs the ability to walk and is displaying a removable windshield placard or accessible license plates, or when a motor vehicle is being operated by or for the transport of a person with a disability and is displaying a parking card or accessible license plates, the motor vehicle is permitted to park for a period of two hours in excess of the legal parking period permitted by local authorities, except where local ordinances or police rules provide otherwise or where the vehicle is parked in such a manner as to be clearly a traffic hazard.
- (h) No owner of an office, facility, or parking garage where accessible parking locations are required to be designated in accordance with division (e) of this section shall fail to properly mark the accessible parking locations in accordance with that division or fail to maintain the markings of the accessible locations, including the erection and maintenance of the fixed or movable signs.
- (i) Nothing in this section shall be construed to require a person or organization to apply for a removable windshield placard or accessible license plates if the parking card or accessible license plates issued to the person or organization under prior law have not expired or been surrendered or revoked.
- (j) (1) Whoever violates division (a) or (c) of this section is guilty of a minor misdemeanor.

(2)(a) Whoever violates division (f) of this section is guilty of a misdemeanor and shall be fined not less than two hundred fifty nor more than five hundred dollars. An offender who violates division (f) of this section shall be fined not more than one hundred dollars if the offender, prior to sentencing, proves either of the following to the satisfaction of the court:

(i) At the time of the violation of division (f) of this section, the offender or the person for whose transport the motor vehicle was being operated had been issued a removable windshield placard that then was valid or accessible license plates that then were valid but the offender or the person neglected to display the placard or license plates as described in division (f) of this section.

(ii) At the time of the violation of division (f) of this section, the offender or the person for whose transport the motor vehicle was being operated had been issued a parking card that then was valid or accessible license plates that then were valid but the offender or the person neglected to display the card or license plates as described in division (f) of this section.

(b) In no case shall an offender who violates division (f) of this section be sentenced to any term of imprisonment.

An arrest or conviction for a violation of division (f) of this section does not constitute a criminal record and need not be reported by the person so arrested or convicted in response to any inquiries contained in any application for employment, license, or other right or privilege, or made in connection with the person's appearance as a witness.

The clerk of the court shall pay every fine collected under divisions (m) of this section to the political subdivision in which the violation occurred.

(3) Whoever violates division (F)(2) of this section shall be fined not less than two hundred fifty nor more than five hundred dollars.

In no case shall an offender who violates division (F)(2) of this section be sentenced to any term of imprisonment. An arrest or conviction for a violation of division (F)(2) of this section does not constitute a criminal record and need not be reported by the person so arrested or convicted with the person's appearance as a witness.

(4) Whoever violates division (h) of this section shall be issued a warning.

(1) If the offender previously has been convicted of or pleaded guilty to a violation of division (h) of this section or of a municipal ordinance that is substantially similar to that division, the offender shall not be issued a warning but shall be fined not more than twenty-five dollars for each parking location that is not properly marked or whose markings are not properly maintained.

(k) As used in this section:

- (1) "Person with a disability" means any person who has lost the use of one or both legs or one or both arms, who is blind, deaf, or unable to move without the aid of crutches or a wheelchair, or whose mobility is restricted by a permanent cardiovascular, pulmonary, or other disabling condition.
- (2) "Person with a disability that limits or impairs the ability to walk" has the same meaning as in section [4503.44](#) of the Revised Code.
- (3) "Accessible license plates" and "removable windshield placard" mean any license plates, standard removable windshield placard, permanent removable windshield placard, or temporary removable windshield placard issued under section [4503.41](#) or [4503.44](#) of the Revised Code, and also mean any substantially similar license plates or removable windshield placard issued by a state, district, country, or sovereignty.

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)



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:	10/8/2024
COUNCIL MEETING DATE:	December 3, 2024
AGENDA TITLE:	An Ordinance Repealing Code Section 351.99 Penalty And Adopting New Section 351.99 Penalty. (John Jones, Police Chief)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	JAJ JG

DISCUSSION:

Currently, Section 351.99 Penalty outlines the fines for violation of Chapter 351 Parking Generally. The penalties include escalating fines after 10 days, which differs from other parking related chapters that escalate after 7 days in some cases and 15 days in some cases. The proposed changes will bring consistency to the parking fine penalty sections by escalating fines if the fine is not paid within 15 days of issuance. These revisions also reflect outdated language that indicate the fine should be paid at the Municipal Building and does not reflect the multiple methods of payment available to the customer.

ORDINANCE NO.

AN ORDINANCE REPEALING CODE SECTION 351.99 PENALTY AND
ADOPTING NEW SECTION 351.99 PENALTY.

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

SECTION 1: Council hereby REPEALS Oxford Codified Ordinance
Section 351.99 Penalty and ADOPTS New Section 351.99 Penalty as follows:

351.99 PENALTY

(a) Whoever violates any provision of Chapter [351](#), for which no other penalty
is provided, shall pay a fine as follows:

(1) Twenty-five dollars (\$25.00) if payment of the fine is received by the City
of Oxford within fifteen days of the day the violation notice is issued.

(2) Fifty dollars (\$50.00) if payment of the fine is received by the City of
Oxford beyond fifteen days after the issue of the violation notice.

(3) Seventy-five dollars (\$75.00) for the third offense, or any subsequent
offenses, within twelve months if payment of the fine is received by the City of Oxford
within fifteen days of the day the violation notice is issued. One hundred dollars
(\$100.00) if payment of the fine is received by the City of Oxford within fifteen days of
the day the violation notice is issued.

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)

351.99 PENALTY.

(a) Whoever violates any provision of Chapter [351](#), for which no other penalty is provided, shall pay a fine as follows:

- (1) Twenty-five dollars (\$25.00) for the first offense, ~~if the fine is paid at the Municipal Building~~ if payment of the fine is received by the City of Oxford within ~~ten~~ fifteen days after issuance of the violation notice. Fifty dollars (\$50.00) ~~if the fine is not paid at the Municipal Building within ten~~ if payment of the fine is received by the City of Oxford beyond fifteen days after issuance of the violation notice.
- (2) Fifty dollars (\$50.00) for a second offense within twelve months ~~if the fine is paid at the Municipal Building~~ if payment of the fine is received by the City of Oxford within ~~ten~~ fifteen days after issuance of the violation notice. Seventy-five dollars (\$75.00) ~~if the fine is not paid at the Municipal Building within ten~~ if payment of the fine is received by the City of Oxford beyond fifteen days after issuance of the violation notice.
- (3) Seventy-five dollars (\$75.00) for a third offense, or any subsequent offenses, within twelve months ~~if the fine is paid at the Municipal Building~~ if payment of the fine is received by the City of Oxford within ~~ten~~ fifteen days after issuance of the violation notice. One hundred dollars (\$100.00) ~~if the fine is not paid at the Municipal Building within ten~~ if payment of the fine is received by the City of Oxford beyond fifteen days after issuance of the violation notice.



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:	10/8/2024
COUNCIL MEETING DATE:	December 3, 2024
AGENDA TITLE:	An Ordinance Repealing Code Section 353.99 Penalty And Adopting New Section 353.99 Penalty. (John Jones, Police Chief)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	JJ DRE

DISCUSSION:

Currently, Section 353.99 Penalty outlines the fines for violations related to Chapter 353 Parking Meters. The current fine for meter violation is ten dollars (\$10) if paid within seven (7) days of the violation. The fine escalates to fifteen dollars (\$15) after seven days and after fifteen days it escalates to twenty-five dollars (\$25). For a meter feeding (parked over time limit) violation, the fine is \$25 if paid within five days and escalates to fifty dollars (\$50) after five days. The difference in the escalation days has created confusion for persons who are paying or appealing their citations. There is also an issue in some situations where it is cheaper to risk getting a citation, than to pay for all day parking. For instance, if someone is parking on South Campus from 9am - 8pm at a rate of \$1/hour, they would pay \$11 for a day of parking. If they fail to pay, they would risk getting a citation which is only \$10.

The proposed amendments will increase the initial meter fine to fifteen dollars (\$15) and will make the escalation more consistent with other parking sections. The fine will increase after fifteen (15) days instead of the current seven (7). The proposal eliminates the second step of escalation and the fine will increase to twenty-five dollars (\$25) after fifteen (15) days. These changes provide for a more consistent escalation of fines as well as incentivize persons to pay for their parking rather than risk a citation.

ORDINANCE NO.

AN ORDINANCE REPEALING CODE SECTION 353.99 PENALTY AND ADOPTING NEW SECTION 353.99 PENALTY.

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

SECTION 1: Council hereby REPEALS Oxford Codified Ordinance Section 353.99 Penalty and ADOPTS New Section 353.99 Penalty as follows:

353.99 PENALTY

- (a) Whoever violates any provision of Chapter 353, for which no other penalty is provided, shall pay a fine as follows:
 - (1) Fifteen dollars (\$15.00) if payment of the fine is received by the City of Oxford within fifteen days of the day the violation notice is issued.
 - (2) Twenty-five dollars (\$25.00) if payment of the fine is received by the City of Oxford beyond fifteen days after the issue of the violation notice.
- (b) In addition to any penalty provided for in part (a) of this section, whoever violates any provision of Section 353.03(a), Meter Feeding, shall pay a fine as follows:
 - (1) Twenty-five dollars (\$25.00) for the first offense, if payment of the fine is received by the City of Oxford within fifteen days after issuance of the violation notice. Fifty dollars (\$50.00) if payment of the fine is received by the City of Oxford beyond fifteen days after issuance of the violation notice.
 - (2) Fifty dollars (\$50.00) for a second offense within twelve months if payment of the fine is received by the City of Oxford within after issuance of the violation notice. Seventy-five dollars (\$75.00) if payment of the fine is received by the City of Oxford beyond fifteen days after issuance of the violation notice.
 - (3) Seventy-five dollars (\$75.00) for a third offense, or any subsequent offenses, within twelve months if payment of the fine is received by the City of Oxford within after issuance of the violation notice. One hundred dollars (\$100.00) if payment of the fine is received by the City of Oxford beyond fifteen days after issuance of the violation notice.

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)

353.03 PARKING METER ZONES; HOURS OF OPERATION.

(a) No owner or operator of any motor or other vehicle shall park such vehicle in a parking meter zone between the hours of 9:00 a.m. and 8:00 p.m. on Mondays through Saturdays, legal holidays excepted, for more than two hours or for such other periods of time so designated on the meters or on appropriate signs.

(b) Parking meter zones shall be designated on report and recommendation from the Chief of Police to the City Manager, by written order of the City Manager. Modification of the parking meter zones shall be by subsequent written order of the City Manager. All City Manager orders designating parking meter zones shall be kept on file with the Clerk of Council.

(c) Municipal Off-Street Parking.

(1) At the Municipal parking garage at Main and Walnut, the hours and days of operation, period of time allowed for parking, as well as lease terms, agreements and fees shall be determined by written order of the City Manager on report and recommendation from the Chief of Police.

(2) At the Municipal off-street parking lot at Main and Church, the number of multi-space meter spaces, hours and days of operation and the period of time allowed for parking in those spaces shall be determined by written order of the City Manager on report and recommendation from the Chief of Police. (Ord. 3617. Passed 4-20-21.)

353.05 PAYMENT; AMOUNTS AND TIME LIMITATIONS.

(a) The owner or operator of a vehicle, upon entering a single-space meter space, or a multi-space meter space, garage, or lot during the hours of operation as provided in Section [353.03\(a\)](#), shall immediately deposit, or cause to be deposited in the appropriate meter or multi-space meter, the required fee in coins or cash (where allowed) of the United States, or by token, credit card, parking card or other methods as approved by the Chief of Police. Failure to do so shall constitute a violation of this section. Upon deposit of the appropriate funds the parking space may be lawfully occupied by such vehicle during the period of parking time prescribed for the particular amount deposited.

(b) If any vehicle is left parked in a single-space meter space for such length of time that the single-space meter indicates by a proper signal that the lawful parking period has expired, such vehicle shall be parked overtime in violation of this section and the parking of such vehicle overtime shall be unlawful. Parking a vehicle during any unexpired time remaining on a meter and left by a prior user of the meter shall not be considered a violation of this section or of subsection (a).

(c) If a multi-space meter is out of order or unable to accept payment or issue a receipt, payment shall be made at the next available multi-space meter. In no case shall parking in a multi-space meter area be allowed without payment, except as otherwise described. If any vehicle is left parked in a multi-space meter space for such length of time in excess of the parking time prescribed for the particular amount deposited, such vehicle shall be parked overtime in violation of this section and the parking of such vehicle overtime shall be unlawful.

(d) Rates for single-space and multi-space meters shall be set by the Fee Ordinance. (Ord. 3618. Passed 4-20-21.)

353.99 PENALTY.

- (a) Whoever violates any provision of Chapter 353 shall pay a fine as follows:
- (1) ~~Ten dollars (\$10.00) if the fine is paid at the Municipal Building~~ Fifteen dollars (\$15.00) if payment of the fine is received by the City of Oxford within ~~seven days~~ fifteen days of the day the violation notice is issued.
 - (2) ~~Fifteen dollars (\$15.00) if the fine is paid at the Municipal building within fifteen days after issue of the violation notice.~~
 - (3) Twenty-five (\$25.00) ~~if the fine is paid at the Municipal Building within~~ if payment of the fine is received by the City of Oxford beyond fifteen days after issue of the violation notice.
- (b) In addition to any penalty provided for in part (a) of this section, whoever violates any provision of Section 353.03(a), Meter Feeding, shall pay a fine as follows:
- (1) Twenty-five dollars (\$25.00) for the first offense, ~~if the fine is paid at the Municipal Building~~ if payment of the fine is received by the City of Oxford within ~~five days~~ fifteen days after issuance of the violation notice. Fifty dollars (\$50.00) ~~if the fine is not paid at the Municipal Building within five days~~ if payment of the fine is received by the City of Oxford beyond fifteen days after issuance of the violation notice.
 - (2) Fifty dollars (\$50.00) for a second offense within twelve months ~~if the fine is paid at the Municipal Building~~ if payment of the fine is received by the City of Oxford within ~~five days~~ after issuance of the violation notice. Seventy-five dollars (\$75.00) ~~if the fine is not paid at the Municipal Building within five days~~ if payment of the fine is received by the City of Oxford beyond fifteen days after issuance of the violation notice.
 - (3) Seventy-five dollars (\$75.00) for a third offense, or any subsequent offenses, within twelve months ~~if the fine is paid at the Municipal Building~~ if payment of the fine is received by the City of Oxford within ~~five days~~ after issuance of the violation notice. One hundred dollars (\$100.00) ~~if the fine is not paid at the Municipal Building within five days~~ if payment of the fine is received by the City of Oxford beyond fifteen days after issuance of the violation notice.



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:	10/8/2024
COUNCIL MEETING DATE:	December 3, 2024
AGENDA TITLE:	An Ordinance Repealing Code Section 355.99 Penalty And Adopting New Section 355.99 Penalty. (John Jones, Police Chief)
COUNCIL GOAL AREA:	Essential Operations
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	JJ DRE

DISCUSSION:

The proposed changes to Oxford Codified Ordinance Section 355.99 Penalty changes the dates of escalation from ten (10) days after issuance of the violation notice to fifteen (15) days after the issuance of the violation notice. The proposal also includes correcting language that says the fine must be paid at the Municipal Building and changes the wording to "if payment of the fine is received by the City of Oxford" which reflects the variety of options to make payment.

ORDINANCE NO.

AN ORDINANCE REPEALING CODE SECTION 355.99 PENALTY AND
ADOPTING NEW SECTION 355.99 PENALTY.

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

SECTION 1: Council hereby REPEALS Oxford Codified Ordinance
Section 355.99 Penalty and ADOPTS New Section 355.99 Penalty as follows:

355.99PENALTY

Whoever stands or parks their motor vehicle in a residential permit parking area without
the proper permit issued by the City shall pay a fine as follows:

- (1) Twenty-five dollars (\$25.00) for the first offense, if payment of the fine is
received by the City of Oxford within fifteen days after issuance of the
violation notice. Fifty dollars (\$50.00) if the fine is not received within
fifteen days after issuance of the violation notice.
- (2) Fifty dollars (\$50.00) for a second offense within twelve months if
payment of the fine is received by the City of Oxford within fifteen days
after issuance of the violation notice. Seventy-five dollars (\$75.00) if the
fine is not received within fifteen days after issuance of the violation
notice.
- (3) Seventy-five dollars (\$75.00) for a third offense, or any subsequent
offenses, within twelve months if payment of the fine is received by the City of
Oxford within fifteen days after issuance of the violation notice. One hundred
dollars (\$100.00) if the fine is not received within fifteen days after issuance of
the violation notice.

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)

355.99 PENALTY.

Whoever stands or parks their motor vehicle in a residential permit parking area without the proper permit issued by the City shall pay a fine as follows:

- (1) Twenty-five dollars (\$25.00) for the first offense, ~~if the fine is paid at the Municipal Building~~ if payment of the fine is received by the City of Oxford within ~~fifteen~~ ten days after issuance of the violation notice. Fifty dollars (\$50.00) if the fine is not ~~paid at the Municipal Building~~ received within ~~ten~~ fifteen days after issuance of the violation notice.
- (2) Fifty dollars (\$50.00) for a second offense within twelve months ~~if the fine is paid at the Municipal Building~~ if payment of the fine is received by the City of Oxford within ~~ten~~ fifteen days after issuance of the violation notice. Seventy-five dollars (\$75.00) if the fine is not ~~paid at the Municipal Building~~ received within ~~ten~~ fifteen days after issuance of the violation notice.
- (3) Seventy-five dollars (\$75.00) for a third offense, or any subsequent offenses, within twelve months if ~~the fine is paid at the Municipal Building~~ payment of the fine is received by the City of Oxford within ~~ten~~ fifteen days after issuance of the violation notice. One hundred dollars (\$100.00) if the fine is not ~~paid at the Municipal Building~~ received within ~~ten~~ fifteen days after issuance of the violation notice.
(Ord. 3371. Passed 9-20-16.)