



AGENDA
OXFORD CITY COUNCIL REGULAR MEETING

COURTHOUSE

TUESDAY, DECEMBER 17, 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.

- B. Notice To Legislative Authority-DORA Hospitality LLC DBA Fairfield By Marriott Hotel 5186 Morning Sun Road Oxford, Ohio 45056. (Jessica Greene, Assistant City Manager)
- C. 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)
- D. Presentation - Oxford Farmers Market Annual Report

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 December 3, 2024 City Council Meeting. (Heather Barbour, Clerk of Council)
- B. A Report Regarding the December 4, 2024, Environmental Commission Meeting (Jessica Greene, Assistant City Manager)
- C. A Resolution Authorizing The City Manager To Close The Uptown Municipal Parking Lot Each Saturday In 2025 From 5:30 A.M. Until 1:00 P.M. To Permit The Operation Of The Farmers Market Within The Municipal Parking Lot And On East Park Place Between Main Street And 24 East Park Place During Said Times. (Jessica Greene, Assistant City Manager)
- D. A Resolution Approving Then And Now Certificates For Purchase Orders Issued Above \$3,000 Where An Invoice Was Received Prior To The Purchase Order Date, As A Requirement Of Ohio Revised Code 5705.41 (d). (Heidi Ridenour, Finance Director)

6. Resolutions.

- A. A Resolution Accepting The Recommendation Of The Oxford Parking And Transportation Advisory Board Selecting A Route Alignment Plan For The Northern Arc Of The Oxford Area Trail. (Sam Perry, Community Development Director)
- B. A Resolution To Accept The Recommendation Of The Oxford Parking And Transportation Advisory Board To Clarify That When The Oxford Area Trail Multi-Use

Path Replaces A Sidewalk, Property Owners Are Not Responsible For Its Maintenance Or Repairs. (Jessica Greene, Assistant City Manager)

- C. A Resolution Directing The Finance Director Or Designee To Calculate The Difference Between The Excise Hotel Tax Budget Estimate Vs. Actual Revenue Collected From January 1st To November 30th Of Each Year. If Revenue Exceeds The Budgeted Amount, A Supplemental Budget Appropriation Will Be Created To Transfer Up To \$50,000 To The Housing Trust Fund. (Councilors Bracken And Raghu)

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 Correcting The Calico Acres Subdivision Plat To Affirm The Name "Jeffrey Drive" For Certain Public Streets Therein. (Sam Perry, Community Development Director)

B. Second 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)

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 18 Board of Building Appeals-CANCELED	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 2 Housing Advisory Commission-CANCELED	Municipal Building	5:00 p.m.
	Jan 7 City Council	Courthouse	7:30 p.m.
	Jan 8 Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.
	Jan 14 Planning Commission	Courthouse	7:00 p.m.
	Jan 15 Board of Building Appeals	Courthouse	5:30 p.m.
	Jan 21 Municipal Records Commission	Municipal Building	4:30 p.m.
	Jan 21 City Council	Courthouse	7:30 p.m.
9.	Adjourn.		

NOTICE TO LEGISLATIVE
AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL

6606 TUSSING ROAD, P.O. BOX 4005

REYNOLDSBURG, OHIO 43068-9005

(614)844-2380 FAX(614)844-3188

TO

2263320		NEW		DORA HOSPITALITY LLC DBA FAIRFIELD BY MARRIOTT HOTEL 5186 MORNING SUN RD OXFORD OH 45056
PERMIT NUMBER		TYPE		
ISSUE DATE				
11 12 2024				
FILING DATE				
D5A				
PERMIT CLASSES				
09	088	A	E35036	
TAX DISTRICT		RECEIPT NO.		

FROM 11/22/2024

PERMIT NUMBER		TYPE	
ISSUE DATE			
FILING DATE			
PERMIT CLASSES			
TAX DISTRICT		RECEIPT NO.	



MAILED 11/22/2024

RESPONSES MUST BE POSTMARKED NO LATER THAN. 12/23/2024

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES

A NEW 2263320

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD ☐ IN OUR COUNTY SEAT. ☐ IN COLUMBUS.WE DO NOT REQUEST A HEARING. ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council☐ Township Fiscal OfficerCLERK OF OXFORD CITY COUNCIL
15 SOUTH COLLEGE AVE
OXFORD OHIO 45056

RECEIVED DEC 06 2024

NOTICE TO LEGISLATIVE
AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43088-9005
- (614)644-2380 FAX(614)644-3188

94889200020		NEW	TO WEISMAN ENTERPRISES HOLDINGS INC DBA CALENDULA BOURBON & TEQUILA BAR 131 W HIGH ST OXFORD OH 45056
PERMIT NUMBER		TYPE	
ISSUE DATE			
11 26 2024			
FILING DATE			
D3A			
PERMIT CLASSES			
09	088	A	E35593
TAX DISTRICT		RECEIPT NO.	

FROM 11/29/2024

PERMIT NUMBER		TYPE
ISSUE DATE		
FILING DATE		
PERMIT CLASSES		
TAX DISTRICT	RECEIPT NO.	



MAILED 11/29/2024

RESPONSES MUST BE POSTMARKED NO LATER THAN, 12/30/2024

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL

WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES

A NEW 9488920-0020

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD ☐ IN OUR COUNTY SEAT. ☐ IN COLUMBUS.

WE DO NOT REQUEST A HEARING. ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

CLERK OF OXFORD CITY COUNCIL
15 SOUTH COLLEGE AVE
OXFORD OHIO 45056



MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, DECEMBER 3, 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)(3) To consider pending or imminent court action.

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

AYE # 5

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

NAY # 0

ABS # 0

Motion – To Return from Executive Session at 7:32 p.m. O.R.C. Section 121.22 (G)(3) To consider pending or imminent court action.

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

AYE # 5

NAY # 0

ABS # 0

A regular meeting of the Oxford City Council was called to order by Mayor Snavelly on Tuesday, December 3, 2024, at 7:33 p.m. Members in attendance were Michael Smith, Alex French, Jason Bracken and David Prytherch. Amber Franklin 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. Heidi Ridenour, Finance Director; Mr. Chris Conard, Law Director; and Ms. Heather Barbour, Clerk of Council.

2. Pledge of Allegiance.

3. Approval of Agenda.

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

4. Public Participation.

A. Public Comments

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

Public Comment - 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. French

AYE # 5
NAY # 0
ABS # 0

- 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)

Motion – To Adopt Resolution No. 7654.
(Voice Vote) 1st Mr. Prytherch 2nd Ms. French
AYE # 5
NAY # 0
ABS # 0

Motion – To Adopt the Friendly Amendment to Change the Ending Date from Wednesday, January 1, 2025, to Saturday, January 11, 2025.
(Voice Vote) 1st Mr. Prytherch 2nd Mr. Bracken
AYE # 5
NAY # 0
ABS # 0

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

Public Comment - None.

- 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)

Motion – To Adopt Resolution No. 7655
(Voice Vote) 1st Mr. Prytherch 2nd Ms. French
AYE # 5

NAY # 0
ABS # 0

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

Public Comment - None.

- C. A Resolution Authorizing The City Manager To Enter Into 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)

Motion – To Adopt Resolution No. 7656.
(Voice Vote) 1st Mr. Prytherch 2nd Ms. French
AYE # 5
NAY # 0
ABS # 0

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

Public Comment - None.

- 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)

Motion – To Adopt Resolution No. 7657.
(Voice Vote) 1st Mr. Bracken 2nd Ms. French
AYE # 4
NAY # 1
ABS # 0

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

Public Comment - None.

- E. A Resolution Supporting Close Town-Gown Consultation In The Planning Of Major University Projects With Significant Off-Campus Impacts. (David Prytherch, Councilor & Mayor Snively)

Motion – To Adopt Resolution No. 7658.
(Voice Vote) 1st Mr. Prytherch 2nd Ms. French
AYE # 5
NAY # 0
ABS # 0

Councilor Prytherch began the Council discussion.

Public Comment - None.

7. Ordinances.

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

A. First Reading

1. An Ordinance Amending Ordinance No. 3750 Supplemental Budget Ordinance Number 6 To Make Supplemental Appropriations For Fiscal Year 2024. (Heidi Ridenour, Finance Director)

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

Public Comment - None.

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)

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

Public Comment - Mr. Scott Webb, 103 West Walnut Street - Mr. Webb spoke in favor of this Ordinance. Mr. Webb was excited to share that Mr. Baker and his family are going to be working with the Thrill Builders (featured on the Shark Tank) to work on the escape room fit-out. Mr.

Webb was happy to have the Planning Commission's input and staff assistance with signage and is looking forward to your support.

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)

Motion – To Adopt Ordinance No. 3788.
(Roll Call Vote) 1st Mr. Prytherch 2nd Ms. French

AYE # 5

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

NAY # 0

ABS # 0

Chief Jones reported no changes since the first reading and offered to answer any questions.

Public Comment - None.

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

Motion – To Adopt Ordinance No. 3789.
(Roll Call Vote) 1st Mr. Prytherch 2nd Ms. French

AYE # 5

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

NAY # 0

ABS # 0

Chief Jones reported no changes since the first reading and offered to answer any questions.

Public Comment - None.

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

Motion – To Adopt Ordinance No. 3790.
(Roll Call Vote) 1st Mr. Prytherch 2nd Ms. French

AYE # 5

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

NAY # 0

ABS # 0

Chief Jones reported no changes since the first reading and offered to answer any questions.

Public Comment - None.

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

Motion – To Adopt Ordinance No. 3791.
(Roll Call Vote) 1st Mr. Prytherch 2nd Ms. French

AYE # 5

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

NAY # 0

ABS # 0

Chief Jones reported no 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.	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.

Motion – To Adjourn at 8:21 pm.
 (Voice Vote) 1st Mr. Prytherch 2nd Ms. French
 AYE # 5
 NAY # 0
 ABS # 0



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Reena Murphy
DATE PREPARED:	12/10/2024
COUNCIL MEETING DATE:	December 17, 2024
AGENDA TITLE:	A Report Regarding the December 4, 2024, Environmental Commission Meeting (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	A Sustainable Oxford
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG

DISCUSSION:

The Environmental Commission members present were Jon Ralinovsky, Chair; Jason Bracken, Planning Commission Representative and City Council Member; Peggy Branstrator; Anna Abey; Jim Vinch. Staff Liason present was Reena Murphy.

Motion to approve the agenda: Ms. Branstrator

2nd: Mr. Bracken

Vote: Unanimous approval

Motion to approve the minutes: Peggy

2nd: Mr. Vinch

Vote: Unanimous approval

Discussion

Bruce Everly, CEO of Energy Improvement Matters (EIM), spoke to the commission. EIM recently relocated to Oxford and is based out of the College at Elm building. EIM specializes in renewable energy and securing grants for farmers and small and rural businesses from the USDA and Treasury. He mentioned that Oxford is considered Rural by the USDA and distressed by the Treasury, so there are additional funding opportunities for local businesses.

Staff presented ownership models for the closed landfill to the commission. A memo discussing the ownership models and next steps is attached. The commission felt there were too many unknowns to make a recommendation between the models, but would be content with any ownership model, so long as we can maximize the landfill's solar generation capacity. The commission recommended a broad RFP for the landfill, open to all three models.

The commission also had a discussion about renewable energy credits and the nuances of off-site renewable energy and who would get RECs from a project.

The commission expressed interest in a hazardous waste drop-off day with Butler County in 2025, possibly in conjunction with Sharefest. Staff shared they will explore cost estimates and recommended the commission consider it for the 2026 actions.

City Council and Planning Commission did not have updates. OPTAB shared that there was a public meeting for planning the Northern Arc of OATS. OPTAB's recommendation will go to council on December 17th. OCASC met with Sam Perry, Director of Community Development, about how to incorporate the CAP goals into the zoning code rewrite and emphasized the vulnerability for flooding and stormwater runoff.

Staff shared the quarterly update from the Environmental Division, highlighting the emissions reduction of the methane flare. Staff also shared that the City is working with consultants to pursue the Advanced Energy Fund. Lastly, the City received a grant from OKI for the installation of EV chargers.

Motion to adjourn: Mr. Bracken

2nd: Mr. Vinch

Vote: Unanimous

The commission adjourned at 8:30pm.



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:	11/19/2024
COUNCIL MEETING DATE:	December 17, 2024
AGENDA TITLE:	A Resolution Authorizing The City Manager To Close The Uptown Municipal Parking Lot Each Saturday In 2025 From 5:30 A.M. Until 1:00 P.M. To Permit The Operation Of The Farmers Market Within The Municipal Parking Lot And On East Park Place Between Main Street And 24 East Park Place During Said Times. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	A Thriving and Resilient Year-Round Economy
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG

DISCUSSION:

Farmers Market wishes to receive a ROW permit for Lot 52, East Park and Sidewalks for the year 2025.

There are no changes to the space and operation of the market from 2024 with the exception of a new market manager, Madison Wetzel.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO CLOSE THE UPTOWN MUNICIPAL PARKING LOT EACH SATURDAY IN 2025 FROM 5:30 A.M. UNTIL 1:00 P.M. TO PERMIT THE OPERATION OF THE FARMERS MARKET WITHIN THE MUNICIPAL PARKING LOT AND ON EAST PARK PLACE BETWEEN MAIN STREET AND 24 EAST PARK PLACE DURING SAID TIMES.

WHEREAS, the Oxford Farmers Market has operated in Uptown Oxford since 2004; and

WHEREAS, Council has determined that it is beneficial for the City to permit the Farmers Market to continue operating in the uptown municipal parking lot and on East Park Place on Saturdays in 2025 and that the closure of the municipal parking lot and East Park Place between Main Street and 24 East Park Place between the hours of 5:30 a.m. is required to permit this operation; and

WHEREAS, the City Manager recommends Council authorize the City Manager to close the uptown municipal parking lot on Saturdays in 2025 from 5:30 a.m. until 1:00 p.m. to permit the operation of the Farmers Market within the municipal parking lot and on East Park Place between Main Street and 24 East Park Place during said time.

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

SECTION 1: Council accepts the recommendation of the City Manager and hereby authorizes the City Manager to close the uptown municipal parking lot and East Park Place on Saturdays in 2025 from 5:30 a.m. until 1:00 p.m. to permit the operation of the Farmer's Market within the municipal parking lot and East Park Place between Main Street and 24 East Park Place during said time.

SECTION 2: In all other respects, the City of Oxford traffic code shall remain in full force and effect.

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)

Saturdays

5:30 AM - 1 PM

Lot 52 and East Park Pl

ROW 00814

APPROVED
See stipulations below

Rev. 1/19



City of

Oxford OHIO

HOME OF MIAMI UNIVERSITY

REQUEST FOR PUBLIC PARK PERMIT

REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Date(s) of Event: 01 / 01 / 2025 through 12 / 31 / 2025 From: PM To: PM

Today's Date: 11 / 09 / 2024 ☐ Emergency Utility Repair (check box, if applicable)

--- Applicant shall allow a minimum of 3 business days for processing ---

Responsible Adult:
(18 years of age or older)*

Madison Wetzel

Organization:

Oxford Farmers Market Uptown Assn

Address:

121 Oakhill Dr

Advisor:

Madison Wetzel, Market Manager

Oxford, OH 45056

Address:

Telephone:

Cellular:

513-907-1881

Telephone:

Fax:

Cellular:

Email:

info@oxfordfarmersmarket.com

Fax:

Email:

* Person in charge - Primary contact

Non-Profit:

☐ Yes ☐ No

PARK REQUESTED

- ☐ Merry Day Park (adjacent to the Miami Mobile Home Park, Reagh Way Drive)
☐ Leonard Howell Park (Bonham Road)
☐ Oxford Community Park (Fairfield Road) – Contact 523-6314 to confirm date(s)
☐ Memorial Park (E. Park Place & N. Main Street – has pavilion)
☐ Martin Luther King Jr. Park (W. Park Place & N. Main Street – animal sculptures & fountain)
☐ Other: Municipal Parking Lot (Lot 52) and East Park Place

TITLE OF EVENT (be specific and include projected attendance)

Oxford Farmers Market 2025 00814

Projected Attendance: Has this event been held previously? ☐ Yes ☐ No If "YES", when?

Will food, goods, services or merchandise be sold at the event? ☐ Yes ☐ No

If "YES", please see Section 729.05, Sales on Certain Municipal Property Prohibited (attached to last page of application.)

Note: If you or your organization are handing out information on the public sidewalk, no permit is required.

DESCRIPTION OF EVENT

Place a description of the event, along with additional requests, on the appropriate attachment. If request is only for use of a right-of-way, use the attachment labeled City of Oxford / Right-of-Way Request Details.

Applicant's Signature: Madison Wetzel

Date: 11 / 09 / 2024



Public Health
Prevent. Promote. Protect.
Butler County
General Health District
Ohio

**Butler County Health
Department notified**

I understand that acceptance of them is a condition
I understand that the request will be reviewed
approval is granted. If additional

Note
If your event is outside the boundaries of this map, either attach a separate map or contact the City for assistance.



Instructions for Applicant
requested. Place a concise description of the event on additional pages if necessary. **Note:** Any work in the public right of way requires the submittal of a maintenance of traffic plan.

sidewalk areas being

Saturday closure is 5:30 AM - 1:00 PM. Event 9 AM - Noon.

Farmers Market will post and remove NO PARKING signs as well close East Park Place.

Sidewalks will be utilized but passible.

Additional Requests:
(Include details in narrative)

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

*Generally the responsibility of the applicant.

Time Details		
	Start	End
Setup	_____	_____
Event	_____	_____
Breakdown	_____	_____

STIPULATIONS

1. Class III **ROAD CLOSED** barricades placed at the front and back of closed roadway.



2. Vehicles placed to block entrance and exit of closed roadway.

3. East Park Place to be used on Saturdays only after Lot 52 is full.

Area shall be cleaned at the end of each day

Road closure must comply with the Ohio Manual of Uniform Traffic Control.

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

	Applicant's Initials	Review Date
Police Department		
1		
2		
3		
4		
Fire Department		
1		
2		
3		
4		
Service Department		
1		
2		
3		
4		
Recreation Department (if applicable)		
1		
2		
3		
4		
City Manager		
1		
2		
3		
4		

Pre-Meeting (if applicable): Reviewed with _____ on _____

Reviewer(s): _____

APPROVAL SECTION (with conditions)

Police Chief: ☐ Approved ☐ Not Approved _____/_____

Fire Chief: ☐ Approved ☐ Not Approved _____/_____

Service Director: ☐ Approved ☐ Not Approved _____/_____

Jessica Greene, Asst. City Manager

Reason(s) event not approved:



729.05 SALES ON CERTAIN MUNICIPAL PROPERTY PROHIBITED.

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

(Ord. 3211. Passed 3-19-13.)



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:	12/11/2024
COUNCIL MEETING DATE:	December 17, 2024
AGENDA TITLE:	A Resolution Approving Then And Now Certificates For Purchase Orders Issued Above \$3,000 Where An Invoice Was Received Prior To The Purchase Order Date, As A Requirement Of Ohio Revised Code 5705.41 (d). (Heidi Ridenour, Finance Director)
COUNCIL GOAL AREA:	Fiscal Responsibility
BUDGETED AMOUNT:	
ACCOUNT CODE:	Various
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	HR JG

DISCUSSION:

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

RESOLUTION NO.

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

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

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

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

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

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

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

SECTION 2: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

Appendix A

P.O. Number	P.O. Date	Vendor	Amount	Purpose
4966	10/30/24	Cade Tatum	\$ 3,015.00	Reimbursement - Term 1 Paramedic Class
4980	11/08/24	Cashstar, Inc.	\$ 3,025.05	Gift Cards for Service Awards 2024
5004	11/18/24	Powerdms, Inc.	\$ 6,977.13	Annual Subscription



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:	12/9/2024
COUNCIL MEETING DATE:	December 17, 2024
AGENDA TITLE:	A Resolution Accepting The Recommendation Of The Oxford Parking And Transportation Advisory Board Selecting A Route Alignment Plan For The Northern Arc Of The Oxford Area Trail. (Sam Perry, Community Development Director)
COUNCIL GOAL AREA:	A Connected, Livable, and Equitable Community for All
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG

DISCUSSION:

Beginning in the 1990s, Oxford community members have considered the creation of a multi-use path around the community, which would connect parks, schools, neighborhoods and historic sites. A citizen group raised the funds to develop an engineering study in 2006. In 2008, the Oxford Area Trail concept was incorporated into the Oxford Comprehensive Plan. In 2017, the first major phase was completed, connecting the Black Covered Bridge. Also in 2017, a plan was created which identified a path alignment that has been utilized as a basis for funding applications and detailed design. The 2017 alignment planning was not sufficient to plan the entire loop. Since 2017, grant funding and local tax levy dollars continue to expand the path system, now connecting a high school, middle school, neighborhoods and parks. In 2024, a local housing developer assisted in completing a segment to the Oxford Community Park and Aquatic Center.

In 2021, the City returned to trail planning efforts to complete the loop plan. The City retained a consultant to assist in an engineering study and public outreach effort during the COVID-19 lock-down time period. Due to unanswered questions about design details, the City Council decided to pause the planning effort for two years. In 2024, the City re-started the planning effort with a consultant. The consultant partnered with City staff in combining a detailed feasibility study with an online interactive

GIS [map](http://www.cityofoxford.org/gis). This is called the Planning The Northern Arc map which can be found at www.cityofoxford.org/gis.

On October 10, 2024, the Oxford Parking and Transportation Advisory Board held a public meeting at the Middle School to review the feasibility study and make a recommendation. Thirteen individuals provided input to the Board during the meeting, in addition to emailed comments to staff. The Board considered the input and weighed the pros and cons of the various route options. Staff and the board stressed to attendees that a plan is a preliminary step prior to funding allocation and construction design.

The board voted unanimously to recommend that Council adopt the 5G-5A-4C route. This route begins on the north side of The Knolls, crosses Contreras Road, follows the rear of a neighborhood, crosses the RR tracks, to College Corner Pike, follows Hester Road and North Ridge Drive, crosses Brown Road, south of Hawk's Landing Apartments, then heads north toward Kelly Drive, to the existing path.

RESOLUTION NO.

A RESOLUTION ACCEPTING THE RECOMMENDATION OF THE OXFORD PARKING AND TRANSPORTATION ADVISORY BOARD SELECTING A ROUTE ALIGNMENT PLAN FOR THE NORTHERN ARC OF THE OXFORD AREA TRAIL.

WHEREAS, In 2008, the Oxford Comprehensive Plan included the Oxford Area Trail; and

WHEREAS, in 2017, the first major phase was completed, connecting the Black Covered Bridge; and

WHEREAS, in 2017, an incomplete alignment plan was created which did not include the Northern Arc area; and

WHEREAS, in 2021, a planning effort was launched but not completed, to finish the route planning effort; and

WHEREAS, in 2023, the new Oxford Comprehensive Plan, again included the Oxford Area Trail; and

WHEREAS, in 2024, the City and the Oxford Parking And Transportation Advisory Board, completed a detailed feasibility study; and

WHEREAS, on October 10, 2024, the Oxford Parking And Transportation Advisory Board held a public meeting regarding the study; and

WHEREAS, on October 10, 2024, the Oxford Parking And Transportation Advisory voted unanimously to recommend that Council adopt the route alignment 5G-5A-4C; and

WHEREAS, the route alignment plan will be used for general planning and funding application purposes, but is not a completed construction design.

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

SECTION 1: Oxford City Council adopts the recommended route alignment of the Oxford Parking And Transportation Advisory Board, which is alignment 5G-5A-4C.

SECTION 2: This Resolution shall take effect as early as allowable by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

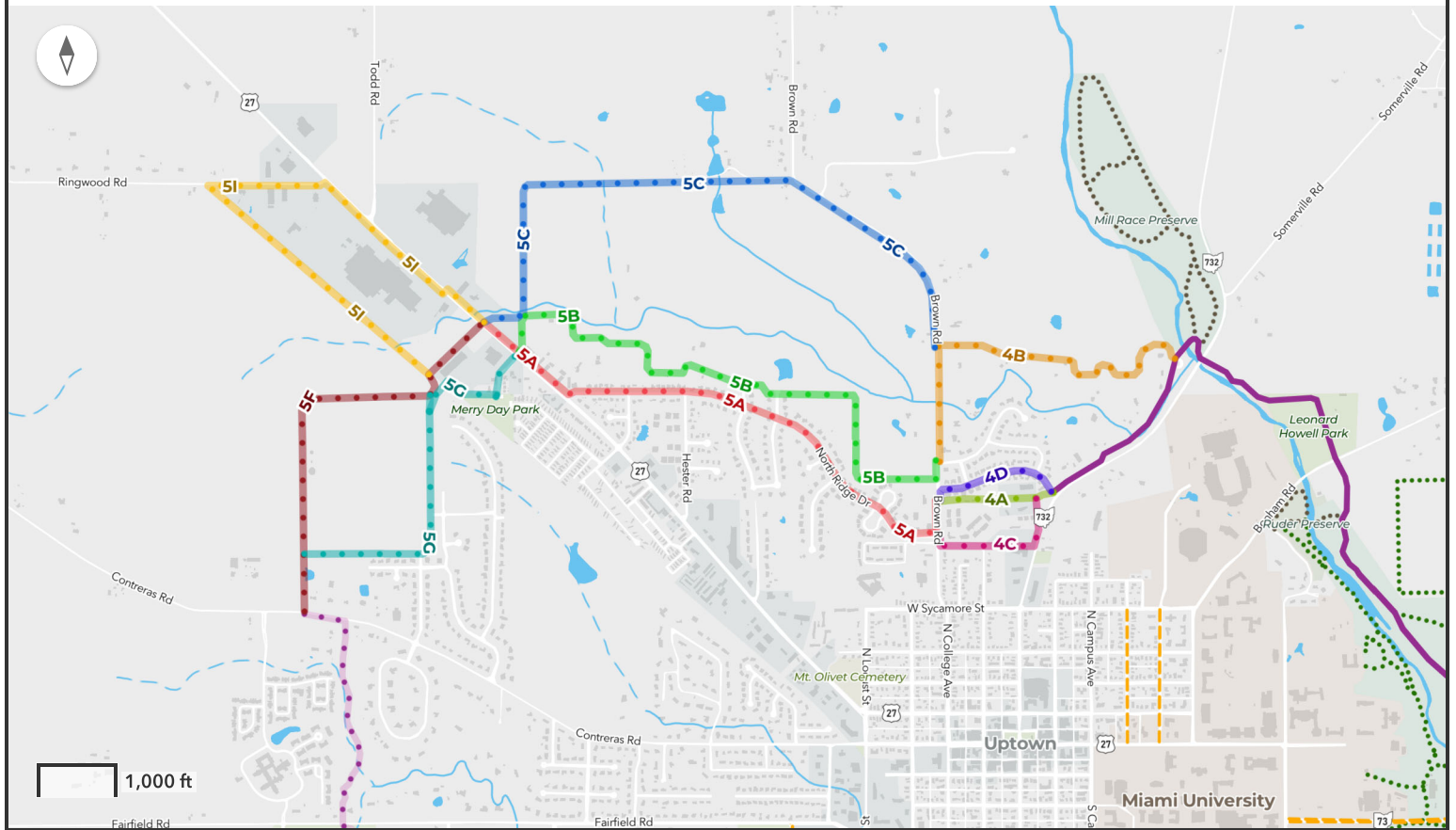
INTRODUCED BY: DAVID PRYTHERCH

PREPARED BY: PLANNING STAFF (STAFF)

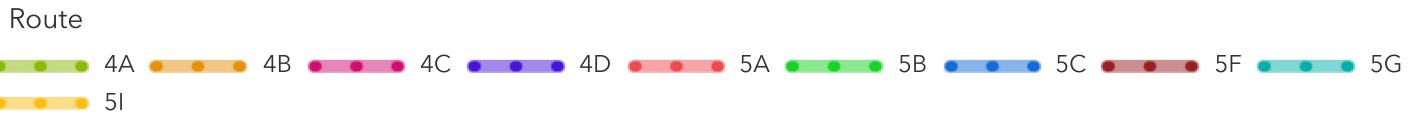
CHECKED BY: LAW (STAFF)



Route Options



Active Transportation Northern Arc OATS Potential Routes Categorized



OATS Routes Completed



OATS Routes Future



On Street Bike Lanes



Miami University Natural Areas Trails

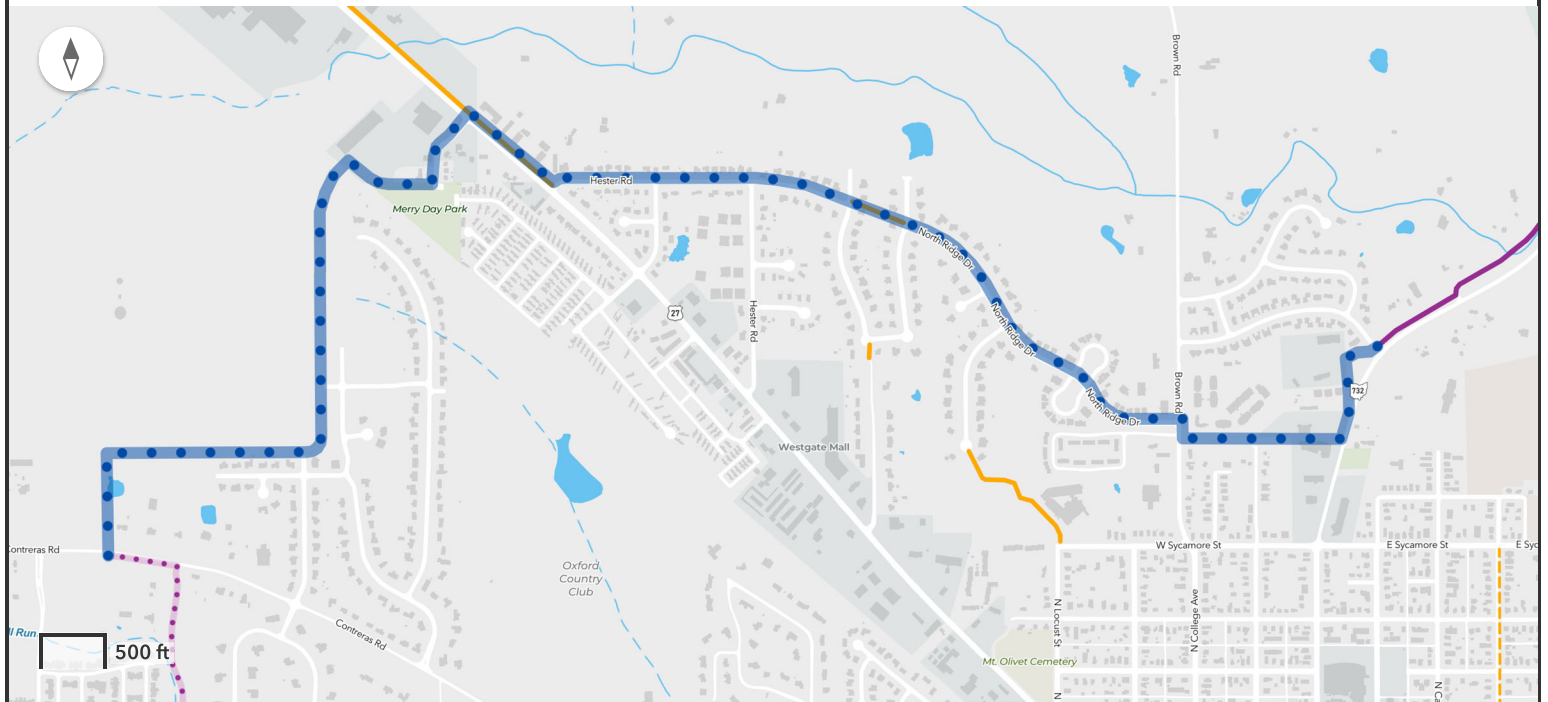


Nature Trails (Other Than MUNA)





OPTAB Recommended Route



Active Transportation

Northern Arc OPTAB Recommended Route



OATS Routes Completed



OATS Routes Future



Multi Use Paths Not in OATS



On Street Bike Lanes



Miami University Natural Areas Trails



Nature Trails (Other Than MUNA)



OXFORD PARKING & TRANSPORTATION ADVISORY BOARD

MEETING MINUTES

Date: Thursday, October 10, 2024

Location: Talawanda Middle School, 4030 Oxford Reily Road

Time of Meeting: 6:00 PM

Members present: Carla Blackmar (Chair), Matt Arbuckle, Kathy Fawley, David Prytherch, Rick Bailey, Jon Ralinovsky, Lee Fisher

No members absent.

Staff present: Sam Perry, Jessica Greene, Zachary Moore, Reena Murphy

Approval of Agenda

David P. moved to include staff updates to the agenda, before the review of the Northern Arc OATS Feasibility Study. Jon R. seconded. Motion passed.

David P. moved to approve the agenda. Rick B. seconded. Motion passed.

Business:

Staff Update

Sam Perry, Director of Community Development, shared 3 improvements complementing bike and pedestrian safety:

- The speed limit on Oxford Reily Road will be reduced from 55 to 45 near the middle school. This change is a result of a Butler County Engineer's Office speed study that was approved by the Ohio Department of Transportation.
- There will be a traffic signal installed by the City of Oxford at Dana Drive and Oxford Reily Road/732.

- In 2028, a roundabout will be constructed on Stillwell Beckett Road and Oxford Reily Road/732.

Review of Northern Arc OAT Feasibility Study

Jessica Greene, Assistant City Manager, provided an overview of the current trail system and planned routes. She shared that ~5 miles of trails have already been constructed and the connector between the Middle School and High School is slated for construction in 2026.

Jessica reviewed the public comments from 2021, during the first attempt to plan the Northern Arc. The main themes of the public feedback in 2021 were concerns with the trail going through neighborhoods and requests for more information i.e. what will the trail look like, information on the width etc.

Oxford is revisiting the Northern Arc after feedback from the Oxford Tomorrow Comprehensive Plan, where residents identified finishing the trail and improving bike access as priorities in the plan.

In order to address the feedback from 2021 and the Comp Plan., Oxford hired Bayer Becker to conduct a feasibility study of the potential routes for “closing the loop” of the trail system.

Lastly, Jessica shared that the 10/10 OPTAB meeting is to make a recommendation to Council for the route. City Council will then vote on the route later in the year, and there will be additional opportunities for public comment. She stated that the earliest the Northern Arc could be constructed is 2027, but it is more likely to be 2028/2029, until after the Talawanda Schools connection is complete. Lastly, Jessica reported that there is no funding dedicated toward the construction of this section of the trail. Jessica noted the role of grant funding and the levy in the success of the OATS. The levy provides match dollars to pursue grants, resulting in a trail system that is ~80% grant funded and ~20% levy funded.

Etta Reed, President of Beyer Becker, provided a segment by segment evaluation of possible trail routes. Her summaries of the routes are provided below.

Section: Oxford Community Park to Contreras Rd

This section is finalized, thanks to an easement with the Knolls. The trail will be on the east side of the Knolls, in the wooded area.

Section: Contreras Rd to US 27 N

5F (orange): The cost of this route is mainly due to the railroad crossing. The route and bridge would be easy to construct due to the topography. The route is more rural and not located near many users of the trail. This route would require easements from privately owned agricultural and commercial property.

5G (fuchsia)b: This route also requires a bridge for railroad crossing, similar to 5F. 5G is a suburban route, going behind homes and utilizing existing right of ways. This route it is more easily accessible to users. Vegetative buffers would be planted to maintain the privacy of private property owners. For the section along Reagh's Way, the sidewalk could be widened or sharrows could be utilized.

5I (red): The 5I route would allow an at-grade railroad crossing, utilizing the existing crossing at Ringwood Rd. This route is longer than 5G and 5F, resulting in similar construction costs despite not needing a pedestrian bridge. 5I is an industrial route, which may negatively impact the user experience, in comparison to the other options.

Section: 27 N to Brown Road

5C (blue): 5C would be a rural route with a good user experience. However, the topography makes construction and ADA compliance difficult. This route goes outside of Oxford's Corporate Boundary and into the township.

5B (green): This route also has challenging topography, but is more accessible to the users because it is closer to town. It is a mixed rural to suburban route, with some sections going behind homes. If selected, a vegetative buffer would be installed to maintain the privacy of the property owners. This route also has sections that go into the township.

5A (fuchsia): This route does not need easements and would utilize all existing right of ways. It could include sharrows or expand sidewalks. Expanded sidewalks would narrow the road slightly and be constructed as 11 ft asphalt on the north side of the roads. The tree line would be maintained throughout the expanded sidewalk, except for one “pinch point” on Jacob Drive. Bayer Becker and City staff noted safety concerns with a “sharrows only” approach to this segment.

Section: Brown Rd. to Covered bridge

4B (green): 4B requires easements and a pedestrian bridge parallel to brown road. The topography is challenging but the segment would be aesthetically pleasing. The route is rural and in the township.

4D (fuschia): This route would be a sharrow on Kelly drive, as the street cannot accommodate changes to the road or sidewalk widths. This route is fully urban.

4A (yellow): This route would connect with existing sidewalks north of Hawks Landing and require easements between properties.

4C (orange): 4C would also connect with existing sidewalks but on the south side of Hawks Landing. It would have closer connection to Northside Bark Dog Park and also require property easements.

Q&A from Commission to Bayer Becker and City Staff

Q: Is it possible to do a sharrow at the pinch point on Jacob Ave. For 5A? A: Yes. Any combination of sharrow and designated trail or bike lane can be explored.

Q: What will the vegetative buffers look like? A: An aesthetically pleasing combination of plants, not a straight tree line of evergreens. The intention of the buffer is to provide a visual screen where homeowners and trail users cannot see each other.

Q: Do the cost estimates include easements? A: Yes.

Lastly, staff noted challenges with getting easements in the township and noted safety concerns with sharrows for all communities. The goal is to utilize sharrows as a temporary solution, if needed.

Public comment

Julia Corso, 5301 Corso Rd: Julia lives next to the covered bridge and started her support for Phase 1 of the trail but opposes 4B because it goes through her property. She also expressed frustration with the planning process; she feels that the city is not being transparent with the planning of the trails and that her objection to the proposed routes in 2021 were not being heard.

Andy Cosgrove, 34 Lantern Ridge Rd.: Andy recently moved to Oxford recently, partly because of his enjoyment and use of the trails. He also expressed safety concerns about the trail crossing driveways, both drivers and trail users. Also expressed concerns about people blocking the trail with parked cars. He asked if it's possible to do a designated bike lane instead of sharrows and why an at-grade crossing is not possible at other locations along the railroad for the 5G and 5F.

Robert McCarrich, 222 Country Club Dr.: Robert supports the 5G path and would love to have increased bike access for commuting to work. He attempted to bike to work in the past, but it was not feasible when sharing the road with cars. He also noted how dangerous car doors can be to a bicyclist.

Sean Wagner, 601 Honor Lane: Sean lives along proposed route 5A. If selected, the route would be located on his property. He requested more consideration for partial vs full easements with the property owners. He also requested more safety studies and traffic mitigation strategies be implemented on North Ridge Drive. He does not oppose the path, so long as adequate consideration for safety and property owners are addressed. He also noted that the HOA for the neighborhood has sent a letter to the city expressing these concerns.

Karin Kallusch, 796 Dufour Lane: Karin expressed concerns with traffic safety on Dufour Lane. She stated she sat outside for ~1 hr and counted 14 cars passing, of which the majority did not stop at the stop sign. She is also not opposed to the route but has safety concerns. She also noted that the liability, should anything happen on the trail, to be on the City, not property owners.

Mahmud Khan, 591 Honor Lane: Mahmud agreed with Sean and Karin, emphasizing that no one stops at the 3 way stop.

Mike Pearson, 40 Savannah Drive: Mike lives along 5G pathway and stated that 6/7 houses along Savannah Drive are opposed to the trail route. He feels as if the path would impact the privacy he feels in his home with the field behind it. Mike acknowledged that the value of home would likely increase with the trail access, but he would rather have privacy.

Chris Sizemore, 792 Dufour Lane: Chris also noted stop sign running in his neighborhood. He stated that 5A would not feel safe with on street bike lanes or sharrows, due to the amount of vehicle traffic. He also expressed concerns with the islands on North Ridge Drive being removed if path 5A was selected. Lastly, Chris expressed concerns with route 5B, stating that the area is being used to avoid law enforcement and increasing access via a trail would increase activity.

Steve Sullivan, 104 Marti Court: Steve bikes daily and sees closing the loop as necessary for the success of the trail system. He voiced similar concerns for biker safety and also highlighted how the trails improve the health of our community through exercise. Steve praised the City for transparency in the planning process. He also applauded the city for a “Synergistic” approach, by using grant funding to pay for the trails.

Steve requested the use of 100% native vegetation in the buffers, to avoid the potential of invasive species. Lastly, he expressed support for dedicated lanes for bikes.

Adam Beissel, 602 Honor Lane: Adam is an active user of the trail system and wants to close the northern loop. He sees the trails as an asset to our community. He supports 5B to avoid the trail intersecting with driveways, even if more expensive. Adam noted that 4A-5A would have 70+ driveway crossings if selected.

Adam used to live on Brookville Rd, and felt his concerns with the trail along Brookville Road were not heard by city staff. He expressed safety concerns with pulling out of the driveway onto a busy road while also crossing the trail.

Jim Vinch, 85 Lantern Ridge Road: Jim expressed strong support for completing the trails, with no preference for alignment, so long as the loop is completed. He recently moved to Oxford and is an avid cyclist. He noted that he feels unsafe with on-street biking, in both the urban and rural areas of our community. He noted that he is not a property owner along a proposed path, but has “skin in the game” as biker.

Tim Hudson, 426 Jacob Drive: Tim supports route 5A over 5B, stating he would prefer to have the trail in place of the existing sidewalk, so the back of the property remains private. He noted that the sidewalk is already used frequently and the trail would increase this use, rather than splitting pedestrian use in front and behind the property. He felt 5A is safer so there’s only “one place to look”. He also echoes the traffic safety concerns of his neighbors.

Teresa Watts, 6141 Hester Road: Teresa is not supportive of 5B, and owns property along the route. She noted she wanted privacy for her family and animals. She questioned the City’s right to propose trail routes without the approval of private property owners. She states she is not against the trail but is not supportive of route 5B.

Christine Pacewicz, 260 North Ridge Drive: Christine has concerns with widening the sidewalk for trail routes, for the safety of bikers and children. She has concerns with children running out into a driveway and colliding with a biker.

Kevin Smith, 5470 Brown Road: Kevin opposes route 4B, which would be near his property. He noted that if 4B is chosen, his driveway and utilities would have to be relocated. He also voiced frustration with finding out about the meeting through word of mouth.

Doug Brooks, 227 Country Club Drive: Doug expressed frustration with “how the lines were drawn” and questioned the City’s right to propose trails along private property. He feels the City’s approach to planning the Northern Arc is the same as it was in 2021. He noted that he enjoys the current trails but does not want to see a trail in “that end of town”, calling it “congested + dangerous”.

Committee and Staff Responses to Public Comment

Carla shared that property owners along proposed routes were not individually notified because the Northern Arc is still in a high-level planning phase. Thus, staff has followed the standard procedure for a planning process by posting the meeting and agenda on the website and including it in the newsletter.

Sam shared that the reason we cannot add an at-grade railroad crossing is because there is a limit to how many Oxford is allowed to have by the railroad. Oxford already has 7, if we were to add another, we would have to remove an existing one or more.

David P. addressed that OPTAB and Oxford are encouraged and enabled to do long range planning by the Ohio Revised Code. He shared that our long-range plans are rarely limited to the corporate boundary, this the trail planning was not either. He clarified the City has a right to plan long term but does not have a right to plan a trail without an easement during the planning phase.

Carla also addressed why properties where owners are opposed were still considered. She emphasized that these are long-range plans and that owners may change, subdivide their parcel, or seek to develop. Urban development of land can lead to the incorporation of a planned trail in the future, even if it is not feasible now.

Etta spoke to the concerns of bike lane vs sharrows vs multi-use path. She said OPTAB can explore each option more deeply in the design phase. She also noted that some roads may not support 2 lanes of traffic, bike lane, and parking. She also addressed that the islands on North Ridge Drive and other traffic calming measures would be evaluated in the design phase.

Discussion as a board

OPTAB praised City and Bayer Becker staff, especially Zach, for the StoryMap and communicating the trail options in a digestible way.

The board then went through each route option by section.

Section: Contreras Rd to US 27 N

The Board discussed routes 5I, 5F, and 5G. The board considered routes from the Community Park to the railroad, and then to the railroad to US 27N . There was a consensus for proposed path 5G on both sides of the railroad. Discussion points included:

David P. focused on trails as transportation means and using the trail system to improve the access to the parks and green space. He sees the bridge over the railroad as a worthy investment to connect kids to the community pool without a long re-route.

Jon noted that this increases accessibility to the trail from the neighborhoods with route 5G. He also emphasized the City's commitment to supporting the privacy of homeowners. He voiced concerns with 5I and worried that users would try to find a shortcut over the train tracks; thus, he supports a bridge.

Lee empathized with private property owners, while recognizing that OPTAB has a responsibility for building a vision for the future. He emphasized that the City is committed to completing the trail loop.

Carla noted that the user experience walking and biking along US 27 is not good and 5G has access to Merry Day Park.

Section: 27 N to Brown road

The board considered 5C, 5B, and 5A. There was consensus for route 5A, but with more consideration for safety, traffic calming, and the use of sharrows. The board's preference is to replace sidewalk with the trail. Discussion points included:

Generally the board felt 5A was more feasible due to the use of right of ways and staying within Oxford's corporate boundary.

Staff shared that the safety concerns for traffic calming, driveway crossing, etc., will be addressed in the design phase.

Jon stated he is not supportive of sharrow use for safety concerns, esp. with kids riding bikes in the street.

Carla respectfully disagreed and views sharrows for adult use and that sidewalks are safe for kids biking.

Section: Brown Rd. to Covered bridge

The board discussed 4A, 4B, 4C, 4D. There was consensus on 4C as the primary preference, with 4A as an alternate. Discussion points included:

Carla noted that 4A and 4C similar in cost but 4A is steeper. She supports 4C, as it's a more direct path and connects to the dog park.

Jon and David P. shared their support for 4A or 4C, whichever is easier based on topography and amenable property owners.

Rick and Matt supported 4C, as it alleviates the terrain issues, while providing the same connection.

Complete proposed route: 5G, 5A, 4C.

Jon moved to recommend the proposed route to City Council. Matt seconded. The motion passed unanimously.

Adjournment:

Jon moved to adjourn. Kathy seconded. The motion passed.

The meeting adjourned at 7:50pm.

Request has been sucessfully updated.

Comment to a Board/Commission

Print

Submitted by: Andor Kiss
Submitted On: 2024-10-11 07:15:19
Submission IP: (65.189.26.251)
proxy-IP (raw-IP)
Status: Acknowledged
Priority: Normal
Assigned To: Heather Barbour
Due Date: Open

Make a Comment To a Board/Commission



* First Name

Andor

Enter your First Name

* Last Name

Kiss

Enter your Last Name

* Address

221 Country Club Dr

* City

Oxford

* State

Ohio

* Email

andorjkiss@gmail.com

Phone

(513) 593-6598

* I am a...

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

*** I would like to address the...**

Parking & Transportation Advisory Board



*** Comments**

Regarding the OATS "Finishing the Arc". I attended the public information meeting on October 10th at the TMS. I was happy to hear that the work on the trail will be moving forward. Our family uses the trail on a regular basis and it is one of the most impactful improvements made to Oxford in the last 10 years on a city-wide level. I was also glad to hear that CSX and the CoO will NOT be putting in an AT grade crossing across the railroad tracks at the end of Country Club Dr - which I was worried would turn Country Club Dr into a shortcut between SR 27 and Contreras. However, I disagree with the choice to put the trail down through Hester Road through all the front yards of the many residents there, even though the CoO is claiming "right-of-way". I think this is both not safe, and will engender much resentment towards the OATS program. A much better route would be 5B or 5C; less urban area, much better trail experience.

Make a public comment for review by Board or Commission

Public Comment to Board/Commission

From noreply@revize.com <noreply@revize.com>

Date Sat 12/7/2024 10:27 PM

To Sam Perry <sperry@cityofoxford.org>

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

First_Name = Ann and Bob

Last_Name = Wicks

Address = 205 Northridge Drive

City = Oxford

State = OH

Email-Address = wicksab@miamioh.edu

Phone-Number = 5138899762

Board_or_Commission_You_Would_Like_To_Address = sperry@cityofoxford.org

Comments = We write to protest the OPTAB recommendation that City Council approve the OATS Northern Arc Planning. We object to this plan because it runs down the middle of heavily populated Northridge Drive. In our opinion, the numerous driveways on both sides of the road pose a considerable safety hazard. Wednesday of this week, at about 2:30 p.m., I (Ann) walked down Northridge Drive from the corner of Brown Road to my house at 205 Northridge. In the six minutes I was walking, 21 cars drove by. Some of these were backing out of driveways. Others were just traveling along the road. There are around 15 driveways in this 1/4 mile. Six of the driveways are multi-use for apartment and condo dwellers. We have enjoyed the trail from the covered bridge to Pepper Park very much. But a trail through a busy residential area doesn't seem to make sense. It is unappealing to residents and unsafe for all who use the path.

select-1624891049903[] = option-2

Client IP = 66.161.175.223

Public Comment to Board/Commission

From noreply@revize.com <noreply@revize.com>

Date Thu 12/12/2024 12:00 PM

To Sam Perry <sperry@cityofoxford.org>

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

First_Name = Kimberly

Last_Name = Davidson

Address = 206 Northridge Drive

City = Oxford

State = Ohio

Email-Address = kimmysdee@gmail.com

Phone-Number = 5133252671

Board_or_Commission_You_Would_Like_To_Address = sperry@cityofoxford.org

Comments = I am writing to express my strong opposition to the proposed paved trail project through our neighborhood. While I understand the potential benefits of recreational trails, this particular project raises several serious concerns: Safety Hazard: Adding a paved trail will further reduce the available road space, increasing the risk of accidents as cars pull out of driveways and interact with trail users. Lack of Justification: The city has not provided a clear and compelling justification for this project. The cost of construction and maintenance, along with the potential disruption to our community, must be weighed against the actual need for this trail. Property Rights: The trail will encroach on our property lines, reducing the size of our yards and impacting our privacy. This is an unacceptable infringement on our property rights. I urge the Board of Zoning Appeals to carefully consider these concerns and reject the proposed trail project. We believe there are more effective and less disruptive ways to promote recreation and healthy living in our community.

Sincerely, Kim Davidson & John Baxter

select-1624891049903[] = option-2

Client IP = 216.48.134.17

Public Comment to Board/Commission

From noreply@revize.com <noreply@revize.com>

Date Thu 12/12/2024 7:59 AM

To Sam Perry <sperry@cityofoxford.org>

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

First_Name = Margi

Last_Name = Moul

Address = 200 Northridge Dr.

City = Oxford

State = OH

Email-Address = margimoul@gmail.com

Phone-Number = 5132921760

Board_or_Commission_You_Would_Like_To_Address = sperry@cityofoxford.org

Comments = We love the OATS project, but are concerned about this section. Most of the houses on the Northridge to College Corner section are back out driveways. Concerned about those bicycles, runners etc outside of our view. Who will be responsible for keeping the paths clear of snow? The paths are much wider than our current sidewalks.

select-1624891049903[] = option-2

Client IP = 193.42.0.186



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:	12/10/2024
COUNCIL MEETING DATE:	December 17, 2024
AGENDA TITLE:	A Resolution To Accept The Recommendation Of The Oxford Parking And Transportation Advisory Board To Clarify That When The Oxford Area Trail Multi-Use Path Replaces A Sidewalk, Property Owners Are Not Responsible For Its Maintenance Or Repairs. (Jessica Greene, Assistant City Manager)
COUNCIL GOAL AREA:	A Connected, Livable, and Equitable Community for All
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JG

DISCUSSION:

On Monday, December 9, 2024, the Oxford Parking and Transportation Board (OPTAB) met and reviewed topics related to the Oxford Area Trail.

Members of the Board expressed concern about the future maintenance of the trail system in areas where it replaced a former sidewalk. Particularly around future maintenance and the city's curb, gutter, and sidewalk program, where property owners are responsible for the upkeep and replacement of their sidewalks. OPTAB voted to recommend to Council that there be clarification on this topic. This resolution clarifies that when the Oxford Area Trail route replaces a sidewalk in front of a private property, the city will care for and maintain the trail, and it will not be the property owner's responsibility.

The OPTAB members also wanted to clarify that property owners are not responsible for snow and ice removal along the trail. In addition to these clarifications, OPTAB encourages the Council to direct staff

to examine winter snow and ice removal strategies along the trail, particularly in areas that connect neighborhoods to schools.

RESOLUTION NO.

A RESOLUTION TO ACCEPT THE RECOMMENDATION OF THE OXFORD PARKING AND TRANSPORTATION ADVISORY BOARD TO CLARIFY THAT WHEN THE OXFORD AREA TRAIL MULTI-USE PATH REPLACES A SIDEWALK, PROPERTY OWNERS ARE NOT RESPONSIBLE FOR ITS MAINTENANCE OR REPAIRS.

WHEREAS, The Oxford Comprehensive Plan has a goal of Safe and Efficient Travel for All Modes of Transportation and an action item to Expand the Oxford Area Trails System by completing the perimeter loop and linking to neighborhoods and commercial areas; and

WHEREAS, In 2019 the City of Oxford re-started the Oxford Parking and Transportation Board with the purpose of making recommendations to City Council regarding parking and transportation policies and improvements in the City of Oxford and promoting the goals of the Comprehensive Plan; and

WHEREAS, the City is responsible for all maintenance and repairs to the Oxford Area Trail System; and

WHEREAS, the City will explore the feasibility and strategies for weather-related maintenance, including ice and snow removal; and

WHEREAS, on December 9, 2024 the Oxford Parking and Transportation Board met and made a motion to present to Council their recommendation to clarify that when the Oxford Area Trail multi-use path replaces a sidewalk, the property owners are not responsible for its maintenance or repairs.

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

SECTION 1: Council accepts the recommendation of the Oxford Parking and Transportation Board to clarify that when the Oxford Area Trail multi-use path replaces a sidewalk, the property owners are not responsible for its maintenance or repairs.

SECTION 2: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:
ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: DAVID PRYTHERCH
PREPARED BY: STAFF
CHECKED BY: LAW



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:	11/27/2024
COUNCIL MEETING DATE:	December 17, 2024
AGENDA TITLE:	A Resolution Directing The Finance Director Or Designee To Calculate The Difference Between The Excise Hotel Tax Budget Estimate Vs. Actual Revenue Collected From January 1 st To November 30 th Of Each Year. If Revenue Exceeds The Budgeted Amount, A Supplemental Budget Appropriation Will Be Created To Transfer Up To \$50,000 To The Housing Trust Fund. (Councilors Bracken And Raghu)
COUNCIL GOAL AREA:	Housing Opportunities for Everyone
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	
CITY MANAGER/DEPT HEAD APPROVAL:	JG

DISCUSSION:

Requested by Jason Bracken and Vice Mayor Raghu.

Hotel and Convention Tax Explanation:

The City of Oxford has a 6% hotel and convention tax. (3% hotel tax + 3% convention tax)

Hotel Tax

Hotel Tax from hotels 3% - *all of this goes to the city general fund.*

Hotel tax from Short Term Rentals 3%- *all of this goes to the Housing Trust Fund*

As we get more hotels, this number in the general fund/housing trust fund will grow.

Convention Tax:

Convention Tax from hotels and STR: 3%- all of the *budgeted* amount will go to Enjoy Oxford. If there is an overage above the budgeted amount, City Council voted for these potential overage funds to go toward the newly established Economic Development Fund.

This proposed legislation directs the Finance Director or designee to calculate the Hotel Tax Budget vs. Actual Revenue from January 1 to November 30 of each year. If revenue exceeds the budgeted amount, a supplemental budget appropriation will be created to transfer up to \$50,000 .00 to the Housing Trust Fund.

RESOLUTION NO.

A RESOLUTION DIRECTING THE FINANCE DIRECTOR OR DESIGNEE TO CALCULATE THE DIFFERENCE BETWEEN THE EXCISE HOTEL TAX BUDGET ESTIMATE VS. ACTUAL REVENUE COLLECTED FROM JANUARY 1ST TO NOVEMBER 30TH OF EACH YEAR. IF REVENUE EXCEEDS THE BUDGETED AMOUNT, A SUPPLEMENTAL BUDGET APPROPRIATION WILL BE CREATED TO TRANSFER UP TO \$50,000 TO THE HOUSING TRUST FUND.

WHEREAS, the availability of affordable housing has become a pressing issue in our community, adversely affecting the well-being and stability of many residents; and

WHEREAS, The Oxford City Council established a Housing Trust Fund in September 2007 to support affordable housing development and to maintain affordability in the City of Oxford.

WHEREAS, the 2023 Oxford Comprehensive Plan has a goal of Housing for Everyone and with the objective to ensure housing affordability and attainability for all income levels; and

WHEREAS, Ohio Revised Code Section 5739.08 (A) permits a municipal corporation to levy an excise tax of 3% on hotel lodging to be used for any lawful purpose.

WHEREAS, the City of Oxford, Ohio enacted Oxford Codified Ordinance Chapter 183, entitled "Hotel and Convention Tax," to implement a lodging excise tax on persons engaged in the business of owning, operating, or managing a hotel equal to three percent (3.00%) of the transactions by which hotel accommodations are furnished to transient guests; and

WHEREAS, the City adopts a budget each year with estimated revenue that will come from the hotel tax; and actual revenue sometimes exceeds the budget estimate.

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

SECTION 1: Council authorizes and directs the Finance Director or designee to calculate the difference between the Excise Hotel Tax Budget estimate vs. Actual Revenue collected from January 1st to November 30th of each year. If revenue exceeds the budget estimate, a supplemental budget appropriation will be created to transfer up to \$50,000 of the excess revenue to the Housing Trust Fund.

SECTION 2: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: CHANTEL RAGHU AND JASON BRACKEN

PREPARED BY: LAW (STAFF)



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

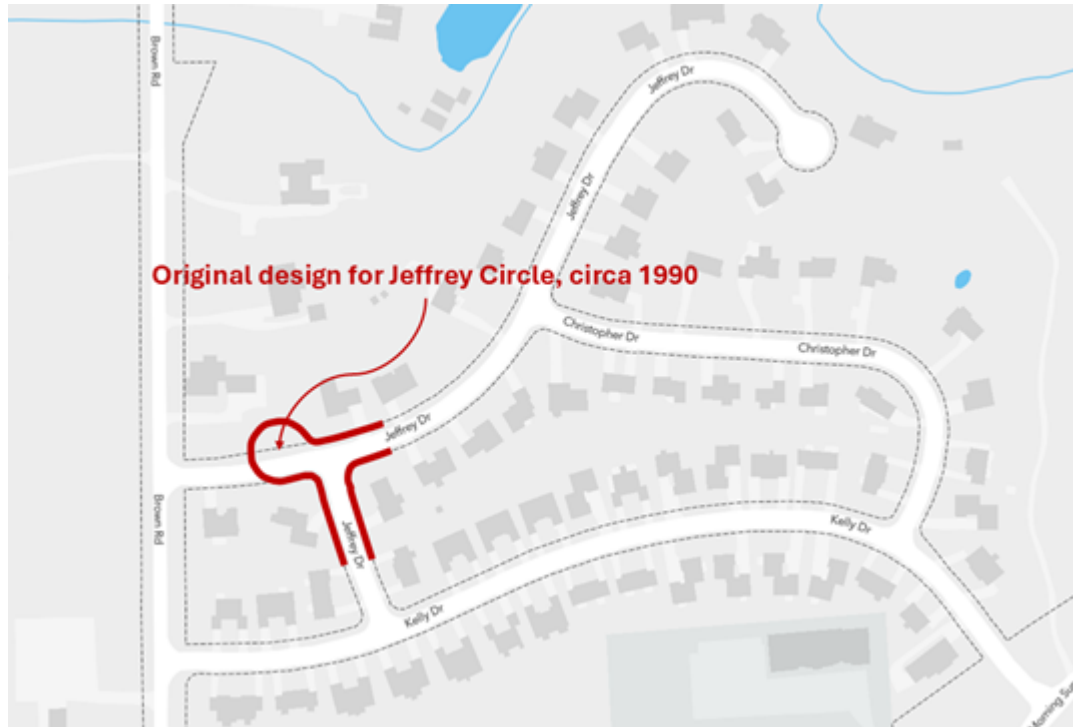
STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Zachary Moore, Sam Perry
DATE PREPARED:	12/11/2024
COUNCIL MEETING DATE:	December 17, 2024
AGENDA TITLE:	An Ordinance Correcting The Calico Acres Subdivision Plat To Affirm The Name "Jeffrey Drive" For Certain Public Streets Therein. (Sam Perry, Community Development Director)
COUNCIL GOAL AREA:	Service Excellence
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	SP

DISCUSSION:

It has come to the attention of City of Oxford staff that confusion has persisted over time regarding the exact naming of public streets currently identified by various sources as either "Jeffrey Drive" or "Jeffrey Circle." These public streets fall within the Calico Acres subdivision, which originally developed in the early 1990s. An Ordinance is being brought forward for City Council consideration that would officially declare "Jeffrey Drive" as the official name of both affected streets.

Typically, whenever new streets are first created within new subdivisions, the names of the streets appear on a subdivision plat document which is first approved by the City, and then officially recognized and recorded by the County. The latest historical plat for Calico Acres dates back to 1993; on this plat, the street suffix is left ambiguous. This unfortunate omission came about following a change in subdivision layout between 1990 and 1993, whereby an original cul-de-sac named "Jeffrey Circle" was reconfigured to extend westward and intersect with Brown Road instead.



The City's addressing database currently recognizes ALL properties situated along 'Long' Jeffrey and 'Short' Jeffrey as being addressed Jeffrey *Drive*. Butler County property records, however, are based off recorded subdivision plats; because the historical plats leave the street suffix ambiguous, adoption of an Ordinance is necessary in order to provide official documentation to the County so that they may update their records. Luckily, the address number ranges along each street do not overlap; thus, having two streets with the same name will not lead to a situation where duplicate addresses exist. The numerical ranges are 3-6 on 'Short' Jeffrey and 10-49 on 'Long' Jeffrey.



City staff recommends approval of the attached Ordinance. All owners of property along Jeffrey Drive/Circle were notified by U.S. Mail of this pending Ordinance; notices were sent to tax bill mailing addresses on record with the Butler County Auditor's Office.

ORDINANCE NO.

AN ORDINANCE CORRECTING THE CALICO ACRES SUBDIVISION PLAT TO AFFIRM THE NAME “JEFFREY DRIVE” FOR CERTAIN PUBLIC STREETS THEREIN.

WHEREAS, it has come to the attention of City of Oxford staff that confusion has persisted over time regarding the exact naming of public streets currently identified by various sources as either “Jeffrey Drive” or “Jeffrey Circle”; and

WHEREAS, a record plat entitled Calico Acres Subdivision #3, recorded with the Butler County Recorder’s Office in March 1990, dedicated right-of-way for new public streets labeled as “Jeffrey Drive,” “Jeffrey Circle,” and “Jeffrey”; and

WHEREAS, a record plat entitled Calico Northwoods Subdivision, recorded with the Butler County Recorder’s Office in August 1993, continues the name “Jeffrey” for the street previously identified as such in Calico Acres Subdivision #3; and

WHEREAS, a replat of Calico Acres Subdivision #3, recorded with the Butler County Recorder’s Office in October 1993, reconfigured right-of-way previously associated with the aforementioned Jeffrey Circle to instead extend further west and intersect with Brown Road, and was thus re-labeled “Jeffrey” to be consistent with the dedicated street due east of the intersection with the aforementioned Jeffrey Drive; and

WHEREAS, currently posted street signs identify the public street labeled as “Jeffrey Drive” in Calico Acres Subdivision #3 as “Jeffrey Circle,” and the public street labeled as “Jeffrey” in Calico Acres Subdivision #3 as “Jeffrey Drive”; and

WHEREAS, the U.S. Postal Service currently uses “Jeffrey Drive” for all addresses along the subject streets; and

WHEREAS, although unorthodox for two distinctly different public streets to possess the same name, it is true that address ranges along each affected street do not overlap, thus duplication of addresses would not result should both streets be recognized as having the same official name.

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

SECTION 1: Council hereby orders that all public streets identified with names containing the word “Jeffrey,” as reflected on recorded plats pertaining to the Calico Acres subdivision inclusive of Calico Acres Subdivision #3 and Calico Northwoods Subdivision, be changed to and/or affirmed as “Jeffrey Drive”.

SECTION 2: The Clerk of Council shall prepare a certified copy of this Ordinance upon its passage and shall forward the same to the offices of the Butler County Auditor,

Butler County Engineer, and Butler County Recorder, requesting that the change of said street name be entered upon appropriate records.

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

MAYOR

ADOPTED:

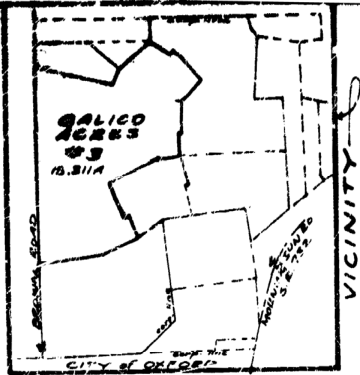
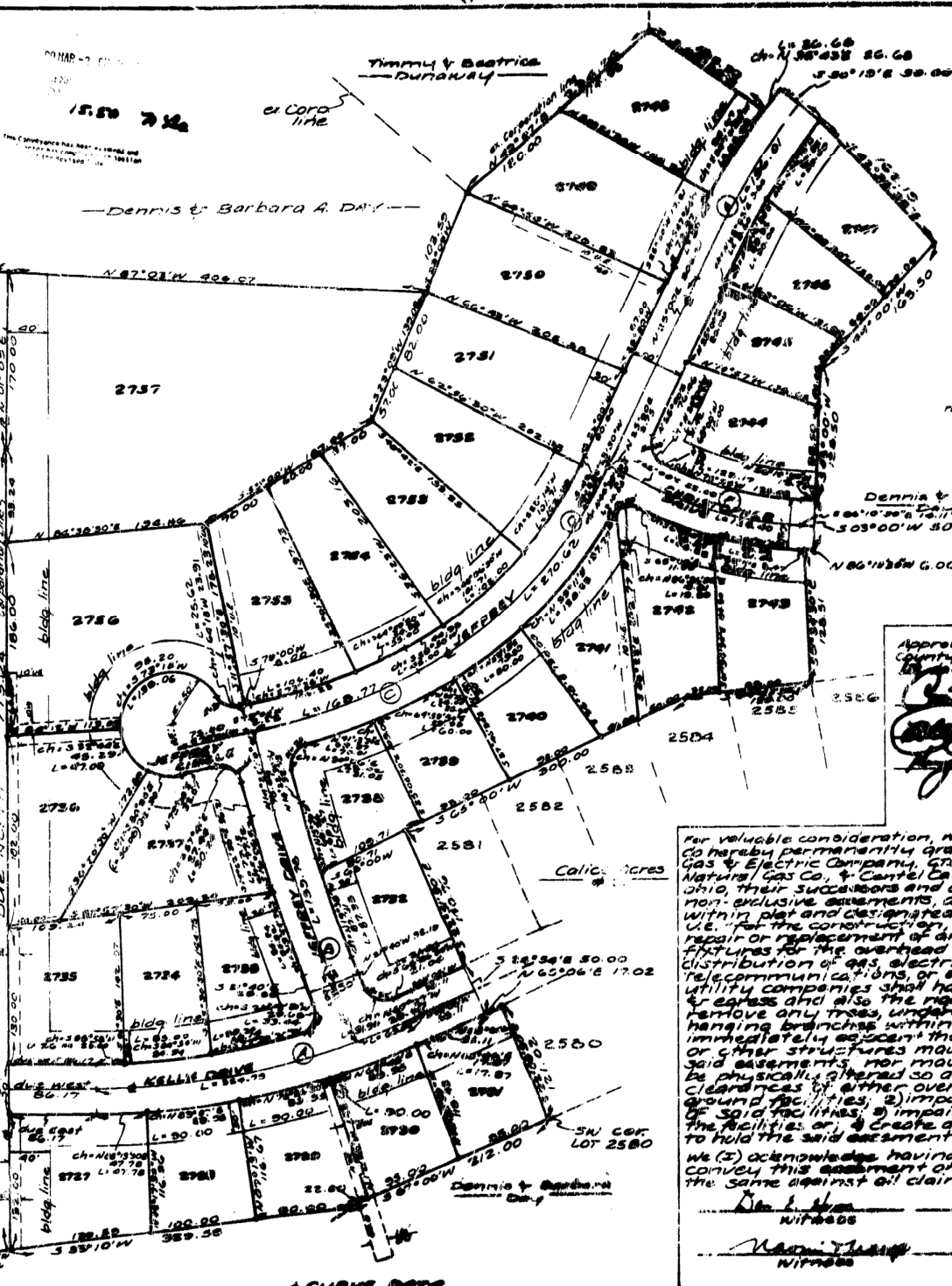
ATTEST:

CLERK OF OXFORD CITY COUNCIL

PREPARED BY: PLANNING STAFF

INTRODUCED BY: WILLIAM SNAVELY

CHECKED BY: LAW



CALICO ACRES SUBDIVISION #3
 Part of Lot 2472 City of Oxford, Butler Co., Ohio
 Part of Lot 5, Sec 22, T5, R1 Oxford TWP
DENNIS & BARBARA A. DAY

scale 1"=60'

September 1929
 Revised Nov. 1929
 Revised Feb. 1930

16.311 TOTAL ACRES

KNOW ALL MEN BY THESE PRESENTS: We, the undersigned, being the owners of part of Lot 2472 of the City of Oxford, Butler Co., Ohio, hereby certify that the accompanying plat is a subdivision of said land to be known as CALICO ACRES SUBDIVISION #3, that the lots are the shapes and dimensions shown on said plat and that the roadway shown is hereby dedicated to the perpetual use of the public according to the law in such cases made and provided. All land to be dedicated as shown is free and unincumbered from mortgages and mechanics liens.

There are shown on said plat designated utility easements (U.E.) which are provided for the construction, maintenance and operation of electric wires, conduits and necessary attachments in connection therewith for the transmission of electricity and for telephone and other purposes for the construction and maintenance of surface and underground storm drains, pipe lines for supplying gas, water, and for any other purpose, either public or quasi-public utility function together with the necessary lateral connections and also the right of ingress to and from said easements and to trim trees thereon as may be necessary is hereby reserved for persons engaged in such operation and maintenance.

Monuments shall be placed by the Subdividers as required by the City of Oxford.

In witness whereof the undersigned have hereunto set their hands this 14th day of January 1930.

Witness: John E. Huns Naomi Thompson Barbara A. Day

STATE OF OHIO
 COUNTY OF BUTLER

The foregoing instrument was acknowledged before me this 14th day of January 1930 by Dennis & Barbara A. Day.

Witness: John E. Huns Naomi Thompson Barbara A. Day

Notary Public, State of Ohio
 My commission expires on _____

Witness: John E. Huns Naomi Thompson Barbara A. Day

Notary Public, State of Ohio
 My commission expires on _____

Ordinance # _____
Barbara A. Day Mayor of Oxford

Entered for transfer March 2, 1930
Barbara A. Day at 8:15 A.M.
 Recorder's Office
Barbara A. Day Recorder

I hereby certify this plat to be the correct return of a field survey by me.

John E. Huns Surveyor



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 17, 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: \$255,811 – General Fund (110)

To make adjustment to budgeted revenue property tax revenue.

Issue 2: \$435,450 – 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: (750,000) – OATS Capital Fund (144)

To make adjustment to budgeted revenue for a reduction of OKI grant money originally overstated.

Issue 5: \$75,000 – Water Fund (321)

To make adjustment to budgeted revenue for interest income.

Issue 6: \$100,000 – Water Fund (321)

To make adjustment to budgeted revenue for sale of water.

Issue 7: \$50,000 – General Fund (110)

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

Issue 8: \$3,500 – General Fund (110)

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

Issue 9: (\$3,500) – General Fund (110)

To make adjustment to budgeted appropriation to reduce salaries from EC Dev budget.

Issue 10: \$498,445 – General Fund (110)

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

Issue 11: \$192,816 – General Fund (110)

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

Issue 12: \$175,000 – Water Fund (321)

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

Net effect by Fund:

General – \$50,000.00

Street - \$0

OATS - \$750,000

Capital Improvement – (\$498,445) – increased fund balance

Capital Equipment – (\$192,816) – 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	255,811.00
General Fund 110	435,450.00
Street Fund 122	3,312.00
OATS Capital Fund 144	(750,000.00)
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	50,000.00
General Fund 110	3,500.00
General Fund 110	(3,500.00)
Street Fund 122	3,312.00
General Fund 110	498,445.00
General Fund 110	192,816.00
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	498,445.00
General Fund 110	192,816.00

Transfer to:

Water Capital Improvement Fund 322	175,000.00
Capital Improvement Fund 141	498,445.00

Capital Equipment Fund 140	192,816.00
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SECTION 5: The following increase/(decrease)in revenues be made:

Water Capital Improvement Fund 322	175,000.00
Capital Improvement Fund 141	498,445.00
Capital Equipment Fund 140	192,816.00

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 17, 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 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.

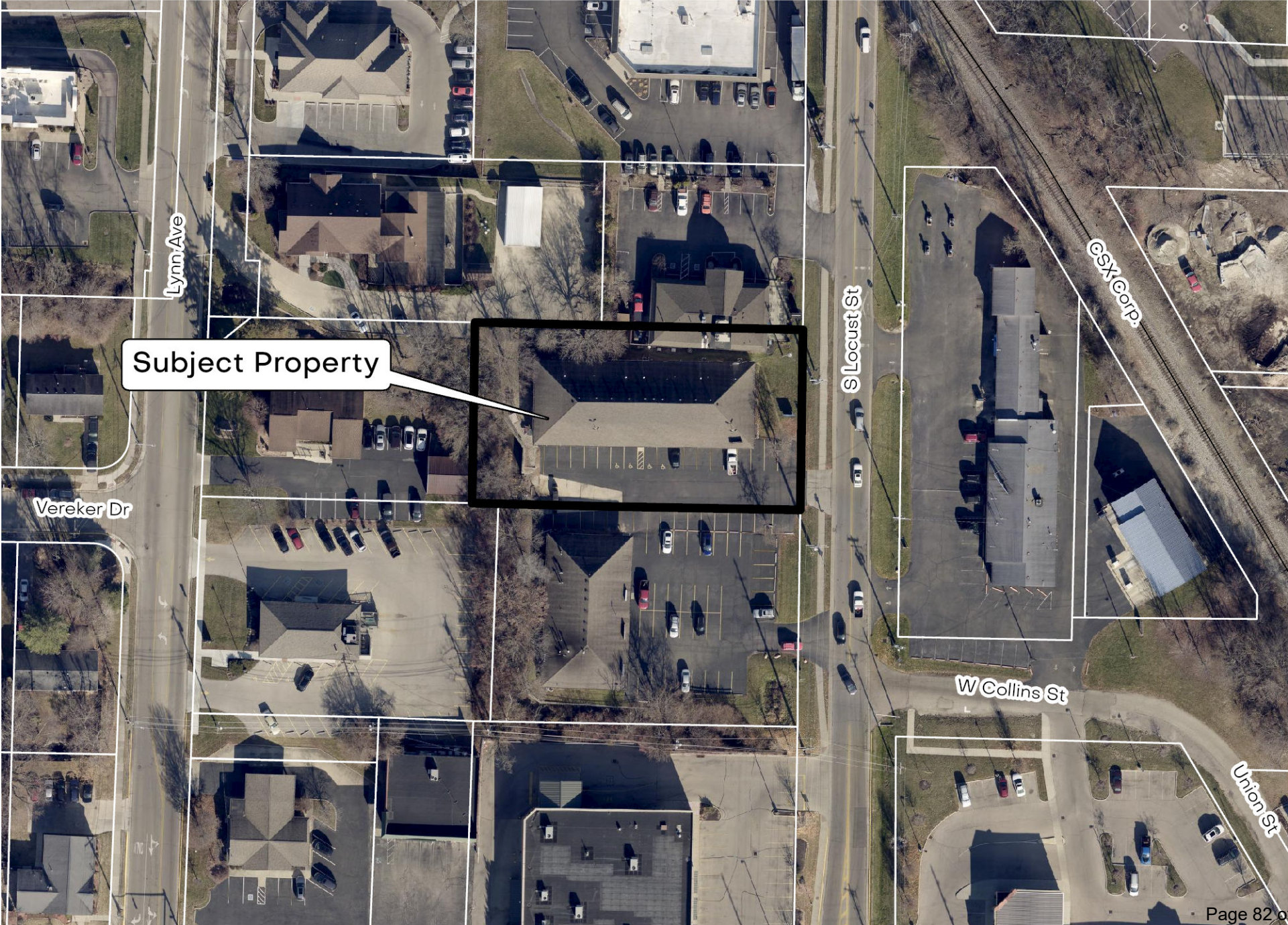
1147.03(b)(25) – Gaming Arcades.

- 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

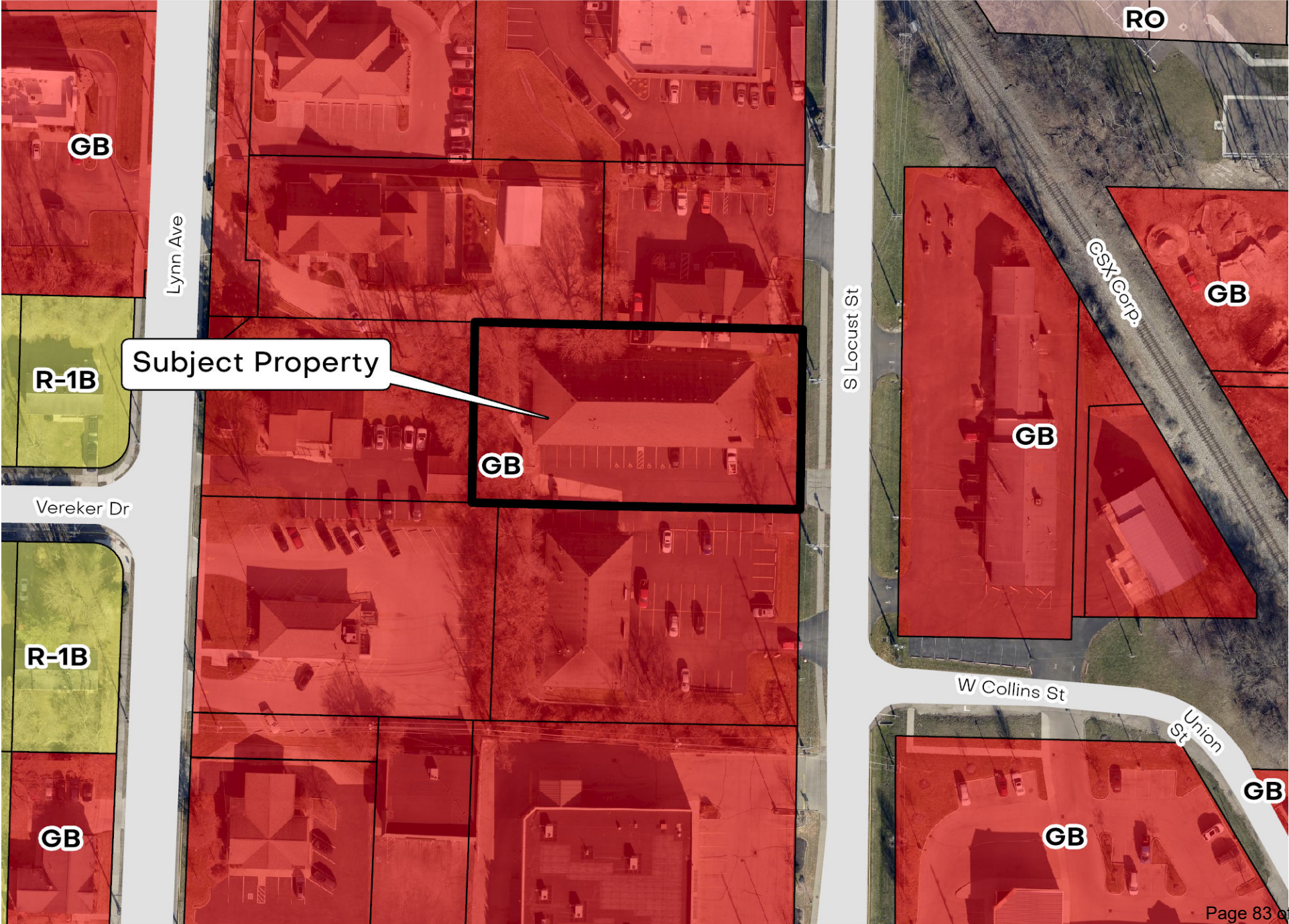
 Site

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

ARCHITECT

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.*

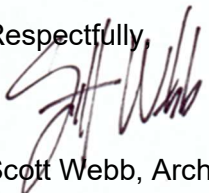
No construction is proposed and there are no scenic or natural resources in this area

- 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

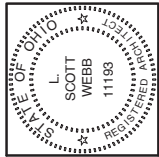
Adjacent Property Owners

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"

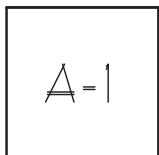


PROPOSED TENANT FINISH

Indoor Recreation Facility

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

DATE	
September 26, 2024	
REVISIONS	



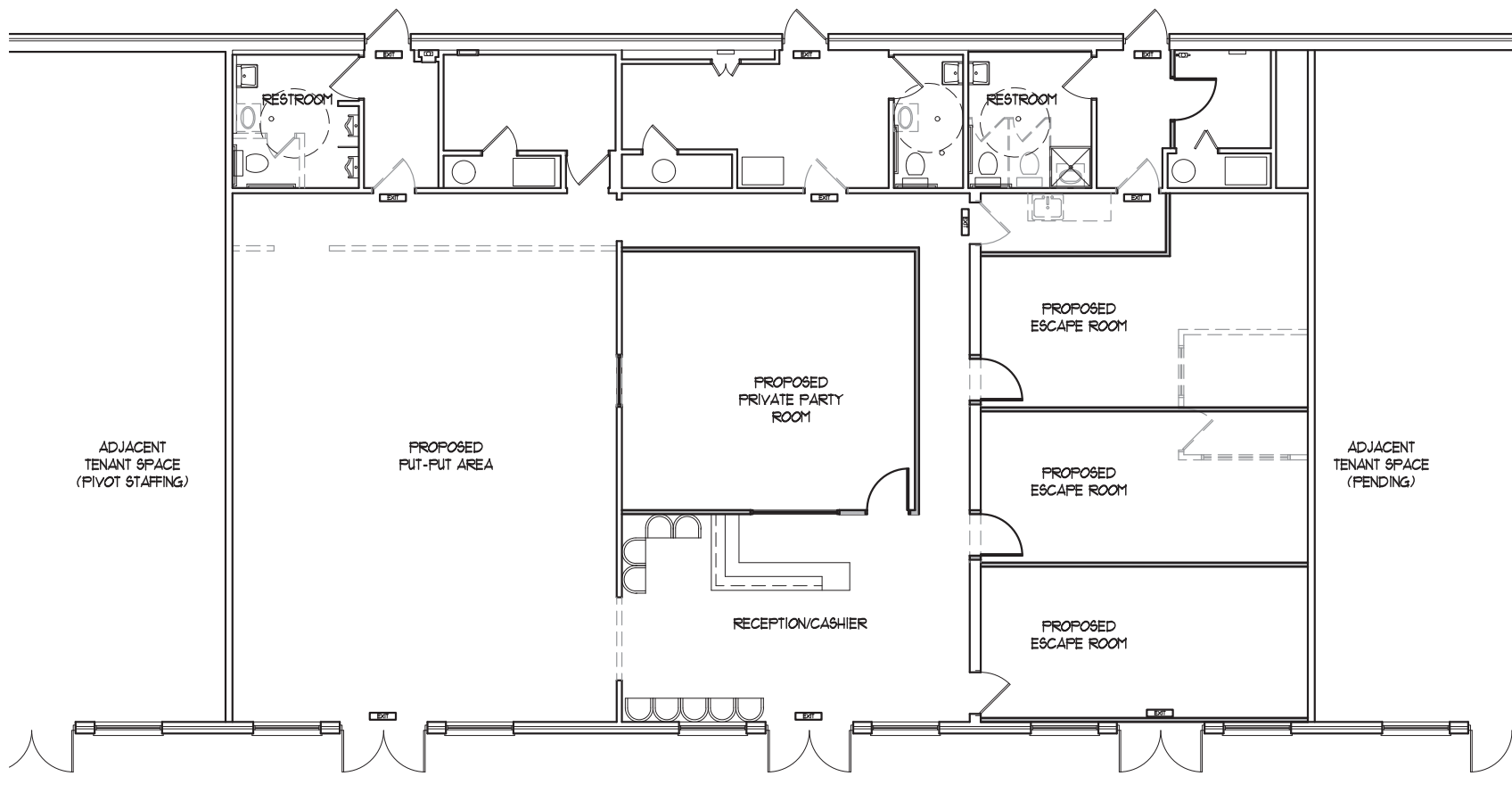



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PROPOSED TENANT FINISH
Indoor Recreation Facility
 Escape Rooms & Put-Put
 110 S. LOCUST STREET UNITS B-D
 OXFORD, OHIO 45056

DATE
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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