

A regular meeting of the Oxford City Council was called to order by Mayor Kate Rousmaniere on Tuesday, December 20, 2016 at 7:15 p.m. Those members present were Bob Blackburn, Steve Dana, Glenn Ellerbe, Kevin McKeehan, Mike Smith and Edna Southard.

Staff members present: Mr. Doug Elliott, City Manager; Mr. Mike Dreisbach, Service Director; Mr. Joe Newlin, Finance Director; Mr. Jung-Han Chen, Community Development Director; Mr. Alan Kyger, Economic Development Director; Mr. John Jones, Police Chief; Mr. John Detherage, Fire Chief; Mr. Steve McHugh, Law Director and Ms. Mary Ann Eaton, Clerk of Council.

### **ADJOURN TO EXECUTIVE SESSION**

Mr. Dana moved to adjourn to Executive Session immediately in accordance with Ohio Revised Code Section 121.22 (G) (4) for the purpose of discussing collective bargaining strategy. Mr. Blackburn seconded. The motion passed by the following roll call:

AYE: Mr. Dana, Mr. Ellerbe, Mr. McKeehan, Mr. Smith, Ms. Southard, Mr. Blackburn  
Mayor Rousmaniere (7)

NAY: None (0)

ABS: None (0)

### **ADJOURN FROM EXECUTIVE SESSION**

Ms. Southard moved to adjourn from Executive Session at 7:40 p.m. Mr. Dana seconded. The motion passed 7-0-0.

### **PLEDGE OF ALLEGIANCE**

Mayor Rousmaniere requested the Pledge of Allegiance.

### **APPROVAL OF AGENDA**

Mr. McKeehan moved to approve the agenda. Mr. Dana seconded. The motion passed 7-0-0.

### **PUBLIC PARTICIPATION**

#### **PUBLIC COMMENTS**

Mr. Calvin Conrad, 5226 Westgate Drive, advised he was in attendance to speak to the Charter Amendment Ordinance that Council would consider later this evening.

Mayor Rousmaniere asked Mr. Conrad to hold his comments until the agenda item was being considered by Council.

Mr. Tom Hicks, 39 W. High Street, Owner, Oxford Opticians, noted he wanted to speak to the issue of the free holiday parking Uptown.

Mr. Hicks advised there was a problem with Uptown employees using the free parking all day and leaving no parking spaces available for customers wishing to visit his and other businesses. Mr. Hicks noted his customer base was Oxford residents and it was very difficult especially for his older customers to find a close place to park. Mr. Hicks advised he had left his office to take of people in their cars parked a block or two away from his business. Mr. Hicks suggested finding a compromise for the free parking next year by eliminating free parking on side streets or moving it to Walnut Street.

Mr. Ellerbe advised there was a 2 hour limit on the free parking. Chief Jones noted it was difficult to enforce a two hour limit because of the need to chalk tires. Chief Jones advised he would look into stepping up the enforcement. Mayor Rousmaniere inquired if this topic had been raised before. Mr. Elliott advised staff had discussed the issue and suggested sending flyers to businesses on High Street reminding people not to park on High Street all day. Mr. Kyger advised there was 10 hour parking for employees although they choose not to use it because it isn't as convenient as parking in front of a store. Mr. Kyger noted there were 10 hour meters on College Avenue and they were usually fairly empty.

**Ms. Prue Dana**, 131 W. Collins Street, advised she received a letter from Duke Energy about switching to their clean electric program. Ms. Dana noted she felt the communication was confusing and advised she participated in the City's aggregation program and did not want to change anything. Ms. Dana inquired why people were receiving these communications.

Mr. Elliott advised the electric market was de-regulated and there was nothing the City could do to prevent those type of letters from being mailed as it was part of the de-regulation of electricity. Mr. Elliott noted if Ms. Dana signed the Duke Energy mailing she would not be participating in the City's aggregation program.

Ms. Southard asked for this information to be prominently displayed on the City's website as well as the information regarding the two hour limit for free parking.

Mr. McKeehan advised electric had been de-regulated for a decade.

Mr. Ellerbe inquired if any of the letters were aggressive and Mr. Elliott advised no. Mr. Elliott noted if anyone did receive an aggressive letter he would let the PUCO know.

## **CONSENT AGENDA**

### **MINUTES**

Minutes of the December 6, 2016 City Council Work Session. (Mary Ann Eaton, Clerk of Council)

Minutes of the December 6, 2016 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

### **REPORTS**

Report regarding the December 7, 2016 Historic and Architectural Preservation Commission Meeting. (Jung-Han Chen, Community Development Director)

Report regarding the December 7, 2016 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

Mr. Dana moved to approve Consent Agenda. Mr. Blackburn seconded. The motion passed 7-0-0.

## **RESOLUTIONS**

### **RESOLUTION** **GRANT APPLICATION**

A Resolution No. 5033 authorizing the City Manager to apply for the 2017 Local Government Safety Capital Grant Program. (John Detherage, Fire Chief)

Chief Detherage advised Council authorized staff to apply for this grant early in the year to replace 2 pieces of fire apparatus with 1 combination piece. Chief Detherage noted the City was not successful in receiving the grant and he would like to apply again. Chief Detherage advised if awarded \$200,000 would go towards a new tanker/pumper.

Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Mayor Rousmaniere inquired if this initiative was in conjunction with Oxford Township. Chief Detherage advised the remaining funds needed for the purchase of the tanker/pumper would be split between the City, Oxford Township and Miami University.

Mr. Dana noted this showed cooperation between the three entities to address a common need.

Mr. Dana moved to adopt Resolution No. 5033. Ms. Southard seconded. The motion passed 7-0-0.

### **RESOLUTION** **SERGEANTS & LIEUTENANTS** **CONTRACT**

A Resolution No. 5034 approving the contract between the City of Oxford, Ohio and the Oxford Police Sergeants and Lieutenants, Fraternal Order of Police, Lodge 38 and authorizing the City Manager and the City Law Director to sign the contract on behalf of the City. (Doug Elliott, City Manager)

Mr. Elliott advised the City had two police contracts, one with sergeants and lieutenants and one with patrol officers which would expire at the end of this year. Mr. Elliott noted negotiations had taken place with both units. Mr. Elliott advised the City had a third contract with non-commissioned police employees consisting of Clerk/Dispatchers and Public Safety Assistants. Mr. Elliott noted that contract would not expire until 2018 although there was a wage re-opener for this year. Mr. Elliott advised a tentative agreement was reached with the sergeants and lieutenants union and it was approved by the membership.

Mr. Elliott noted he, the Police Chief and the Law Director reviewed the contract with Council in Executive Session this evening. Mr. Elliott advised staff was asking Council to approve a Resolution authorizing the City Manager to sign the contract with the sergeants and lieutenants. Mr. Elliott noted this was a 3 year contract with a 4% increase for the first year and a 2.5% increase for the second and third years. Mr. Elliott advised the employee health insurance contribution was increased twice over the last year and it would be frozen at the current contribution rate under the new contract for three years. Mr. Elliott reviewed 3 minor changes in the contract dealing with the City's tuition reimbursement program, selling vacation time back to the City and paid time off. Mr. Elliott offered to answer any questions.

Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Mayor Rousmaniere noted the proposed contract was discussed at length in Executive Session.

Mr. McKeehan advised he felt it was fair and straight-forward.

Mr. Ellerbe moved to adopt Resolution No. 5034. Mr. Dana seconded. The motion passed 7-0-0.

**RESOLUTION**  
**WAGE REOPENER**

A Resolution No. 5035 addressing the wage reopener as part of the current contract between the City of Oxford, Ohio and the Non-Commissioned Police Division Employees and authorizing the City Manager and the City Law Director to sign the Side Letter regarding the wage reopener of behalf of the City. (Doug Elliott, City Manager)

Mr. Elliott advised the contract with the non-commissioned police division employees did not expire this year but there was a wage re-opener. Mr. Elliott noted a side letter was provided to Council recommending a 4% increase for 2017. Mr. Elliott recommended approval of the proposed Resolution and offered to answer any questions.

Mayor Rousmaniere inquired what positions were held by non-commissioned police division employees. Mr. Elliott advised Clerk/Dispatchers, Public Safety Assistants and a Records Specialist.

Mayor Rousmaniere inquired if there were any comments from the public or from Council and there were none.

Mr. Ellerbe moved to adopt Resolution No. 5035. Mr. Dana seconded. The motion passed 7-0-0.

**ORDINANCES**  
**SECOND READING**

**ORDINANCE**  
**CHARTER AMENDMENTS**

An Ordinance No. 3388 Providing For The Submission To The Electorate Of Amendments To The Charter Of The City Of Oxford, Ohio, And To Place The Same On The Ballot At The General Election, November 7, 2017. (Doug Elliott, City Manager)

Mr. Elliott advised the Charter Review Commission held its 5<sup>th</sup> and final meeting on November 10, 2016. Mr. Elliott noted the commission met with Council at a Work Session on December 6, 2016 to review the recommendations. Mr. Elliott advised the first reading of the Ordinance took place at the last Council meeting and he and the Charter Review Commission recommended the proposed changes if approved by Council appear on the next General Election ballot in November of 2017.

**Mr. Calvin Conrad**, 5226 Westgate Drive, referred to Section 2.14 of the Charter as presented on page 38 of Council's packet and advised the Charter Amendment was initiated by Edward Devillez who is now deceased although his wife still lives on Westgate Drive. Mr. Conrad advised neighbors approached the former City Manager about not wanting the street (Westgate Drive) opened up and she was adamant that the street be opened. Mr. Conrad noted neighbors came to Council regarding the matter and they did not wish to discuss it. Mr. Conrad advised the neighbors felt they had an opportunity to initiate a Charter Amendment which they did and it was approved by over 72% of the voters. Mr. Conrad advised he felt the Charter Amendment regarding Westgate Drive was being lumped in with issues that had been in the Charter since the 1950's. Mr. Conrad asked Council to consider doing 2 separate issues in November of 2017, one regarding Westgate Drive and one regarding the other matters.

Mr. McHugh advised if Council wished to remove Section 2.14 from the Ordinance a motion would need to be made removing Section IV 2. On page 29 of Council's packet and removing the strikethrough on Section 2.14 on page 38 of Council's packet. Mr. McHugh noted if Council wished to have a separate Charter question on the ballot it would read 'Shall Section 2.14 be eliminated from the Charter'.

Mr. Elliott advised Council had three options, leave the proposed Charter Amendments as a package, create a separate ballot issue for Westgate Drive, or leave Westgate Drive in the Charter.

Mayor Rousmaniere inquired what the reasoning was to eliminate Section 2.14.

Mr. Elliott advised Section 2.14 no longer served a public purpose and noted the opportunity and desire to extend Westgate Drive was long past. Mr. Elliott advised a house was built at 642 Honor Lane and if provision 2.14 were to be eliminated and the City changed its mind about extending Westgate Drive the City would have to purchase the house on Honor Lane through eminent domain to extend the road.

Mr. Elliott noted prior to 2002 the City felt it was of public benefit to extend the street and Mr. Conrad and other residents disagreed and put forth the Charter Amendment. Mr. Elliott advised he recommended the removal of Section 2.14 because it served no purpose.

Ms. Southard as a member of the Charter Advisory Commission noted the reason the commission recommended the removal of Section 2.14 was that the Charter, the governing document of the City does not speak specifically to cul de sacs or roads. Ms. Southard advised she felt Council should stand by the recommendation.

Mr. Dana noted Section 2.14 never served a public purpose. Mr. Dana advised this was a land use issue and a planning issue and putting it in the constitution of the City did not seem to serve any public purpose.

Mr. McKeehan inquired if two ballot issues instead of one would incur additional cost and Mr. Elliott advised no.

Mr. Ellerbe inquired if there were any other references to cul de sacs in the Charter and Mr. Elliott advised no.

Mayor Rousmaniere advised this topic was under discussion because one of the provisions of the Charter was for Council to appoint a Charter Advisory Commission every 10 years and Council appointed 5 members earlier in 2016 to review and make recommendations for any Charter Amendments.

Mayor Rousmaniere inquired if any Councilor wished to make a motion to amend the Ordinance making Section 2.14 a separate ballot issue and no motions came forward.

Mr. Dana moved to adopt Ordinance No. 3388. Ms. Southard seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Ellerbe, Mr. McKeehan, Mr. Smith, Ms. Southard, Mr. Blackburn, Mr. Dana  
Mayor Rousmaniere (7)

NAY: None (0)

ABS: None (0)

### **ORDINANCE** **ZONING MAP AMENDMENT**

An Ordinance No. 3389 Accepting The Planning Commission's Recommendation And Granting A Zoning Map Amendment To Establish A Neighborhood Conservation Overlay District In A R-1A (Single Family Low Density Residential) District For 19 Parcels Located On Quail Ridge Drive In The City Of Oxford. (Jung-Han Chen, Community Development Director)

Mayor Rousmaniere recused herself from the discussion and the vote.

Mr. Chen advised this was the 13<sup>th</sup> Neighborhood Conservation Overlay District petition to come before Council and the Planning Commission recommended approval. Mr. Chen noted he had no new information since the first reading of the proposed Ordinance.

Vice Mayor Smith inquired if there were any comments from the public or from the petitioner and there were none.

Mr. Dana referred to the staff report on page 60 of Council's packet under Comprehensive Plan and advised the word 'explicitly should replace the word 'implicitly' which would clarify the understanding of the sentence.

Mr. McKeehan moved to adopt Ordinance No. 3389. Mr. Dana seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. McKeehan, Mr. Smith, Ms. Southard, Mr. Blackburn, Mr. Dana, Mr. Ellerbe (6)

NAY: None (0)

ABS: None (0)

Mayor Rousmaniere thanked those who worked together to initiate the overlay districts noting it was a great community effort.

### **ORDINANCE** **SUPPLEMENTAL BUDGET**

An Ordinance No. 3390 Amending Ordinance No. 3335. Supplemental Budget Ordinance Number 11 To Make Supplemental Appropriations For Fiscal Year 2016. (Joe Newlin, Finance Director)

Mr. Newlin advised Council received an updated version of Supplemental Budget Ordinance Number 11 this evening. Mr. Newlin highlighted the items that changed since the first reading which included a second distribution of income tax revenue, reimbursements from the City's health insurance carrier and additional funds needed to pay for litigation services.

Mr. Dana referred to the additional funds needed to pay litigation fees and noted much of this had to do with issues of planning, zoning and construction. Mr. Dana advised the additional fees arrived out of the need for the City to defend itself on planning matters, zoning matters and construction matters. Mr. Dana noted Council had to be very assiduous and careful when planning and zoning decisions were made because they appear to have engendered challenges which was why additional legal fees were necessary.

Mr. McHugh advised there were a lot of non-conforming properties in Oxford and with the significance of student housing and the money involved, at times landlords or property owners will challenge the City because of the ability to develop a piece of property that may not be developable per the zoning code. Mr. McHugh noted this was a reality in Oxford and this factor had existed in the City for many years. Mr. McHugh advised this issue would continue to be a landscape of the City.

Mr. Dana moved to substitute new Supplemental Budget Number 11 for the one submitted in Council's packet. Mr. Blackburn seconded. The motion passed 7-0-0.

Mr. Dana moved to adopt Ordinance No. 3390. Mr. Blackburn seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Smith, Ms. Southard, Mr. Blackburn, Mr. Dana, Mr. Ellerbe, Mr. McKeehan  
Mayor Rousmaniere (7)

NAY: None (0)

ABS: None (0)

### **ANNOUNCEMENTS**

Mr. Elliott thanked Mr. Kyger for making the Amtrak presentation during tonight's Work Session and bringing everyone up to date on the efforts to get a platform station in Oxford. Mr. Elliott also thanked the Amtrak Committee for their hard work.

Mr. Elliott advised the Police Community Relations & Review Commission met last Thursday and the members discussed the type of reports they would like to see coming from the Police Division. Mr. Elliott noted the reports would contain information regarding arrests and citations by age and minority status compared to the overall population. Mr. Elliott advised the commission also discussed what other communities were doing with respect to officer surveys of the mental health status of those arrested or cited.

Mr. Elliott thanked Council for adopting the Charter Amendment Ordinance this evening noting there was plenty of time to discuss it with the voters since it will be on the November 2017 ballot. Mr. Elliott advised he offered to speak to various service organizations as well.

Mr. Elliott wished everyone happy holidays.

Mr. Dreisbach noted he was looking forward to warmer temperatures and wished everyone happy holidays.

Chief Jones noted Council likely saw an email he sent regarding a property owners concerns about burglaries. Chief Jones advised when students leave town for extended breaks the Police Division refocuses their efforts in burglary prevention. Chief Jones noted without people in the mile square it was difficult to detect sometimes but officers were out working hard on the issue. Chief Jones advised OPD had a list of approximately 200 vacant houses that officers had been checking day and night. Chief Jones noted officers were finding unlocked doors and windows and were securing those and contacting the resident or property owner to let them know the situation. Chief Jones advised a lot of officers were patrolling the mile square with assistance from the Miami University Police Department. Chief Jones encouraged residents to use OPD's Vacant House Check program noting they could sign up online and officers or volunteers would check on their homes over the break. Chief Jones encouraged residents to invest in timers for lights and to take other common sense crime prevention measures such as the use of motion porch lights and alarms.



Chief Jones encouraged landlords to check on their properties regularly and to look for things such as malfunctioning appliances and leaking water pipes. Chief Jones stated if there was anything OPD could do for anyone to please contact them for assistance.

Mr. Newlin wished everyone happy holidays.

Mr. Chen advised bid documents for the construction of the Oxford Recreational Trail Phase I had been posted on the City's website and as of today 16 inquiries had been received which was promising. Mr. Chen noted the bid opening was January 22, 2017.

Mr. Kyger advised he received an email from All Aboard Ohio with an update on the Cardinal Line. Mr. Kyger noted the Boy Scout Jamboree would be held at a site along the Cardinal Line this summer. Mr. Kyger advised the Boy Scouts were lobbying Amtrak to make the Cardinal Line a daily train for the month of July as a test to see how it went over as a daily train.

Mr. Kyger advised Scotty's Brew House opening was delayed until January 17 or 18, Faded Traditions Barber Shop was open at 8 N. Beech Street, an Asian Market was open or would be open soon at 33 W. High Street, La Piñata closed and Pixio Karaoke was open on S. Beech Street.

Ms. Eaton wished everyone a safe and happy holiday.

Mr. McHugh wished everyone a happy holiday.

Mr. Ellerbe wished everyone a happy holiday and noted he looked forward to movement on the Amtrak project.

Mr. Dana advised the Ohio Municipal League felt Oxford would be most effective when speaking to Representative Keller to talk to her about creating a State Drug Addiction Task Force and an Ohio Public Safety Action Fund to finance policy and program level solutions. Mr. Dana noted the Ohio Municipal League was encouraging Oxford to talk to Representative Keller about helping with the opioid addiction problem in Ohio.

Mr. Dana wished everyone a happy holiday.

Mr. Elliott advised staff heard from Representative Keller's office and a Council Work Session with her would be scheduled.

Mr. Smith wished everyone a happy holiday and wished good luck to Miami University in their bowl game on December 26<sup>th</sup>.

Ms. Southard discussed a cooperative effort between Miami University, Kroger's and the Oxford Community Choice Pantry called 'Turkeys for Touchdowns' and advised the pantry distributed 96 turkeys to families for the holidays.

Ms. Southard advised the Recreation Board met recently and talked about the location of the proposed aquatic center. Ms. Southard noted the aquatic center was in the mix of things Council was talking about to improve the community and the region.

Ms. Southard wished everyone a happy holiday.

Mr. Blackburn congratulated Chief Jones and Lieutenant Robinson for their efforts in resolving a counterfeit situation in Oxford in a short period of time.

Mr. Blackburn note he checked his rental properties and found 5 unlocked windows.

Mr. Blackburn wished everyone a Merry Christmas, Happy New Year and safe travels.

Mayor Rousmaniere announced Oxford was named the Best Ohio Home Town and noted last week Oxford was named the Nation's Best College Town for the second year in a row by a study conducted by WalletHub and cited by Forbes Magazine. Mayor Rousmaniere advised Forbes did a study of best and worst college towns using 26 criteria and Oxford received the overall highest score making it the top town in the small cities category. Mayor Rousmaniere noted WalletHub analysts compared 415 cities of varying sizes and based on 26 key indicators for students, Oxford received a lot of points for living costs, such as cost of education, housing and a fast food meal. Mayor Rousmaniere advised 25 points were given for social factors, including percentage of population aged 18-35 and night life options. Mayor Rousmaniere noted 50 points were awarded for academic and economic opportunity areas, such as quality of higher education and job growth in entrepreneurial activity. Mayor Rousmaniere advised Oxford was also ranked first as the town with the lowest 'brain drain' measuring the annual change in the share of the population holding a bachelor's degree or higher.

Mayor Rousmaniere wished everyone a good holiday and noted Council would meet on January 3, 2017.

### **ADJOURN**

Mr. Dana moved to adjourn at 8:44 p.m. Mr. Ellerbe seconded. The motion passed 7-0-0.

# CITY OF OXFORD

## STAFF SUMMARY REPORT

**Report to the City Manager**

Human Resources

**Originating Department**

**Council Meeting Of:** January 3, 2017

Kim Newton

**Prepared By**

**Account Code No. #:** N/A

**Budgeted Amount:** N/A

December 29, 2016

**Date Prepared**

**Agenda Title:**

Report regarding the December 28, 2016 Civil Service Commission Regular Meeting.

**Recommendation:**

**Discussion:** The Civil Service Commission held a regular meeting on Wednesday, December 28, 2016. Those members present were: Karen Martino, Chair; Brian Martin and Greg Smith. Excused: James Burchyett, Vice-Chair and Bill Brewer.

Candi Turpin, Human Resources Director and Kim Newton, Recording Secretary were in attendance for the City of Oxford. Geoff Robinson, Police Lieutenant and John Detherage, Fire Chief were also in attendance.

The Commission reviewed and approved the eligibility lists for the following positions: Firefighter/Paramedic, Police Officer and Dispatcher/Clerk.

The next Civil Service Commission meeting is scheduled for Wednesday, January 25, 2017 at 5:30 p.m.

**Approved By:**

**Initial Date**

**Department Head:**

**City Manager:**

*CF* 12/29/16  
*DRE* 12/30/16

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

Economic Development Department

For the January 3, 2017  
City Council Meeting

Prepared by: G. Alan Kyger  
Date Prepared: Dec. 29, 2016

**Agenda Title:** Amtrak Resolution of Support

**Recommendation:** Informational

Based on the December 20, 2016 work session with the Oxford/Miami Amtrak Committee, this Resolution of Support is being presented to City Council for their review and approval.

During the work session, the Amtrak Committee asked the City Council to support bringing an Amtrak stop to Oxford by providing the Committee a Resolution of Support, which includes a commitment to provide up to \$350,000 funding for the Amtrak platform. The Amtrak Committee has also requested the same level of commitment from Miami University.

With these commitments from both the City of Oxford and Miami University, the Committee feels it will be several steps closer in meeting the platform stipulations Amtrak provided the committee.

**Reviewed By:**

Department Head:

GAK

Initial Date

12-29-16

City Attorney:

DRE

City Manager:

DRE

12-30-16

RESOLUTION NO.

A RESOLUTION SUPPORTING AN AMTRAK STATION IN THE CITY OF OXFORD AND PLEDGING FINANCIAL SUPPORT IN THE AMOUNT OF THREE HUNDRED FIFTY THOUSAND DOLLARS (\$350,000,00) TOWARDS THE CONSTRUCTION OF AN AMTRAK PLATFORM AND SHELTER IN THE CITY OXFORD, OHIO.

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

SECTION 1: Council hereby finds that the City of Oxford is committed to being an active participant in the development of an Amtrak station and further finds that an Amtrak Station will enhance the local economy and promote the health, safety and welfare of its citizens.

SECTION 2: Council having determined that the development of an Amtrak Station in Oxford is in the best interest of the City and citizens of Oxford, hereby pledges financial support in the amount of three hundred fifty thousand dollars (\$350,000.00) towards the construction of an Amtrak platform and shelter in the City of Oxford, Ohio.

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

\_\_\_\_\_  
MAYOR

ADOPTED:

ATTEST:

\_\_\_\_\_  
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW(STAFF)

# CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Community Development  
**Originating Department**

Council Meeting Of: January 3, 2017

Sam Perry  
**Prepared By**

Account Code No. #:

December 27, 2016  
**Date Prepared**

Budgeted Amount:

|                                                                                        |
|----------------------------------------------------------------------------------------|
| <b>Agenda Title:</b> <b>Board of Zoning Appeals Meeting Report – December 21, 2016</b> |
|----------------------------------------------------------------------------------------|

## Adjudication Hearing

**BZA-2016-11 819 Clover Circle, Variance to Section 1143.02(c) 2 Front Yard Setback front porch addition, Kyle Biggs, Applicant/Owner**

Clover Circle is a cul-de-sac street off West Chestnut Street with eight single-family homes. Oxford Zoning Code Section 1143.02(c)2 requires at least 30 feet of front yard setback in the R1B Zoning District. Mr. Biggs proposed a new front porch on the existing single family home which would encroach approximately six feet into the required front yard setback from Clover Circle. An attached garage is also being constructed compliant with all zoning codes. Staff and the applicant addressed the board. There were no neighboring owner comments. After brief discussion using the seven decision criteria, the BZA voted 4-0-0 to grant the variance as submitted.

The next regular BZA meeting is Wednesday, January 18, 2017 at 7:30 p.m. at 118 West High St.

Approved By:

Department Head:

City Attorney:

City Manager:

| Initial    | Date            |
|------------|-----------------|
| <u>gnc</u> | <u>12/27/16</u> |
| <u>DRE</u> | <u>12/26/16</u> |

# CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott

*Police*

**Originating Department**

Council Meeting Of: January 3, 2017

*John A. Jones*

Account Code No. #: N/A

**Prepared By**

Budgeted Amount: N/A

December 28, 2016

**Date Prepared**

**Agenda Title:** Resolution to sell junk/abandoned motor vehicles to the highest bidder.

**Recommendation:** Adopt the resolution

**Discussion:** Pursuant to Oxford City Code and in accordance with ORC 4513.62, the Division of Police requests that City Council approves the sale of salvage/junk/abandoned motor vehicles described in the attached Exhibit A to the highest bidder and that the proceeds from such sale be placed in the General Fund.

**Approved By:**

**Department Head:**

**City Attorney:**

**City Manager:**

**Initial Date**

*JAJ* \ 12.28.16

*DRE* \ 12/30/16

**RESOLUTION NO.**

A RESOLUTION AUTHORIZING THE SALE OF SALVAGED, JUNK AND/OR ABANDONED MOTOR VEHICLES.

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

SECTION 1: The Police Chief recommends that unclaimed motor vehicles ordered into storage pursuant to Section 4513.62 of the Ohio Revised Code be sold to a motor vehicle salvage dealer or scrap metal processing facility at the highest obtainable salvage price. The motor vehicles to be sold are listed on Exhibit "A" attached hereto and incorporated herein by reference.

SECTION 2: City Council hereby accepts the recommendation of the Police Chief and authorizes the sale of the salvaged, junk and/or abandoned motor vehicles listed on Exhibit "A" to a motor vehicle salvage dealer or scrap metal processing facility at the highest obtainable salvage price. The proceeds thereof shall be placed in the General Fund.

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

\_\_\_\_\_  
MAYOR

ADOPTED:

ATTEST

\_\_\_\_\_  
ACTING CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)



## Exhibit A

The following vehicles are currently stored at the OPD Impound Lot and are unclaimed by the owner after due notice. OPD has obtained salvage titles for the below vehicles and we are requesting they be sold to a salvage dealer.



1997 Chevrolet Camaro  
VIN# 2G1FP22K0V2150852



2005 Jeep Liberty  
VIN# 1J4GL48K15W711742



2006 Hyundai Accent  
VIN# KMHCN46C56U034164



1999 Lexus ES 300  
VIN# JT8BF28G7X5056856



2001 Toyota Echo  
VIN# JTDAT123710121571



1999 Mitsubishi Galant ES  
VIN# 4A3AA46G7XE036985





1994 Toyota T100  
VIN# JT4VD10A6R0017231



2002 Ford Focus  
VIN#1FAFP34382W186078



1997 Honda Accord  
VIN# JHMCD5631VC018902

**CITY OF OXFORD  
STAFF SUMMARY REPORT**

**Report to the City Manager**

Community Development

**Originating Department**

**Council Meeting Of:** January 3, 2017

Jung-Han Chen

**Account Code No. #:**

**Prepared By:**

**Budgeted Amount:**

December 21, 2016

**Date Prepared:**

**PC-2016-21 PRELIMINARY PLANNED DEVELOPMENT, 5728 College Corner Pike, Phase 1 for a Self-Storage Facility and Phase 2 Use to be Determined, Tim Macy/ Teamwork Property Group, LLC**

**Recommendation: Approval**

**Discussion:**

The proposed development is seeking approval for a Preliminary Planned Development for a commercial development project on 14 acres of vacant land. The proposed use includes self-storage buildings on the north end of the site and commercial/retail/offices to the south end of the site, closer to the intersection of Todd Road and US 27. The zoning classification is GB (General Business) District.

This is the first Planned Development project exclusively for commercial uses that the City has received in decades. The closest PUD that comes in mind is Bishop Square, but it was a part of a larger mixed-use Planned Development.

The Planning Commission held a lengthy discussion related to this application because of its location. Additionally, the need for sidewalks fronting US 27 North and Todd Road was also a concern from the Commission. At the end, the Planning Commission voted 7-0-0 to recommend approval of the requested Preliminary Planned Development subject to the following conditions:

1. The City will waive the perimeter required setback from 25' to 8' for Phase 1.
2. The City will waive the bicycle rack requirements for the self-storage facility, as stipulated in 1145.12(i).
3. That, additional evergreen screening between Phase I and Phase II will be provided as a visual barrier. Detailed information on the evergreens needs to be provided at the Final Planned Development.
4. That, the design capacity of the detention area for the entire 14 acre site needs to be reviewed and approved by the City Engineer. The maintenance agreement of the detention area shall also be reviewed by the City Law Director.
5. That, landscaped screening will be provided around the outdoor vehicle storage area.
6. That, the self-storage buildings shall be designed and constructed as stipulated per Section 1147.03(32)B.7.
7. That, a 10' multi-use path shall be constructed along the complete frontages of 27 North and along Todd Road.
8. That, the pedestrian access to the proposed retail/business establishments from 27 North and Todd Road shall be designed so that there is a pedestrian walkway connecting the multi-use path to the retail/business.
9. That, ingress and egress curb cuts from site to US 27 North and Todd Road shall be the same as shown on the drawings, dated 12/1/16.
10. That the internal development of Phase 2 will need to come back before the Planning Commission.
11. That a Traffic Study will take place prior to the second phase of the development.

Approved By:

Department Head:

JHC / 12/27/16

City Manager:

DRE / 12/30/16

## ORDINANCE NO.

ORDINANCE APPROVING THE PLANNING COMMISSION'S RECOMMENDATION FOR PRELIMINARY PLAN APPROVAL FOR PHASE I OF A PLANNED DEVELOPMENT AT 5728 COLLEGE CORNER PIKE TO ALLOW A SELF STORAGE FACILITY WITH CONDITIONS AND PHASE II USE TO BE DETERMINED.

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

SECTION 1: Council hereby finds the Planning Commission held a public hearing on December 13, 2016, in accordance with Section 1145 of the Codified Ordinances of the City of Oxford, on the application of Tim Macy, Teamwork Property Group, LLC for a Preliminary Planned Development Phase I at 5728 College Corner Pike to allow a self storage facility with conditions and Phase II use to be determined.

SECTION 2: The Planning Commission, after due deliberation found the application satisfies the code requirements in Chapter 1145 of the Codified Ordinances of the City of Oxford, and recommended approval of the Preliminary Plan application for Phase I of a Planned Development at 5728 College Corner Pike to allow a self storage facility with conditions and Phase II use to be determined.

SECTION 3: Council hereby accepts the recommendation of the Planning Commission and further approves the Preliminary Plan application for Phase I of a Planned Development at 5728 College Corner Pike to allow a self storage facility with the following conditions and Phase II use to be determined:

01. The City shall waive the perimeter required setback from 25' to 8' for Phase I.
02. The City shall waive the bicycle rack requirements for the self storage facility, as stipulated in Oxford Codified Ordinance Section 1145.12(i).
03. Additional evergreen screening between Phase I and Phase II shall be provided as a visual barrier. Detailed information regarding the evergreens shall be provided during the Final Planned Development hearing.
04. The design capacity of the detention area for the entire 14 acre site shall be reviewed and approved by the City Engineer. The maintenance agreement for the detention area shall be reviewed by the City Law Director.
05. Landscaped screening shall be provided around the outdoor vehicle storage area.
06. The self storage buildings shall be designed and constructed as stipulated in Oxford Codified Ordinance Section 1147.03(32)B.7.
07. A 10' multi-use path shall be constructed along the complete footages of College Corner Pike and along Todd Road.



08. Pedestrian access to the proposed retail/business establishments from College Corner Pike and from Todd Road shall be designed with a pedestrian walkway connecting the multi-use path to the retail/business establishments.
09. Ingress and egress curb cuts from the site to College Corner Pike and to Todd Road shall be the same as shown on the drawings dated December 1, 2016.
10. The internal development of Phase II shall come back before the Planning Commission.
11. A traffic study shall be conducted prior to the second Phase of development.

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

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MAYOR

ADOPTED:

ATTEST:

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CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

# **Certification of Action**

## **Oxford Planning Commission**

### **Recommendation to City Council**

|                                                    |                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Report Date</u></b>                          | January 3, 2017                                                                                                                                                                                                                                                                                                        |
| <b><u>Case Number</u></b>                          | PC-2016-21                                                                                                                                                                                                                                                                                                             |
| <b><u>Applicant Information</u></b>                | Tim Macy, Teamwork Property Group, LLC<br>Merion Realty, Inc.                                                                                                                                                                                                                                                          |
| <b><u>Requested Action</u></b>                     | Preliminary Planned Development                                                                                                                                                                                                                                                                                        |
| <b><u>Summary of Request</u></b>                   | Self-Storage Facility, and Phase 2 Development, Use to be Determined                                                                                                                                                                                                                                                   |
| <b><u>Public Hearing Information</u></b>           | A Public Hearing took place at 118 W. High Street on December 13, 2016. A Public Hearing notice was published in the Journal News on November 13, 2016. Courtesy notices were mailed to adjacent property owners on November 18, 2016. Signage was posted at the site on December 6, 2016.                             |
| <b><u>Commission Action</u></b>                    | The Planning Commission voted 7-0-0 recommending approval with conditions.                                                                                                                                                                                                                                             |
| <b><u>Commission Findings and Conclusions</u></b>  | The Planning Commission discussed at length this project, its location, and vision of the area. Connectivity was a major concern. Eleven conditions were placed on the development. The Planning Commission voted 7-0-0 to recommend approval to City Council with conditions.                                         |
| <b><u>Exhibits Submitted to the Commission</u></b> | <ol style="list-style-type: none"><li>1. Staff Report Dated November 22, 2016</li><li>2. Interoffice Review Transmittal Sheets</li><li>3. Surrounding Property Owner Notifications Map</li><li>4. Letter of Agency</li><li>5. Planned Development Application and Pertinent Documents Submitted by Applicant</li></ol> |

**City of Oxford**  
*Community Development Department*  
**STAFF REPORT**

**Planning Commission**

**Case # PC-2016-21**

**Date – December 13, 2016**

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**APPLICATION**

|                                 |                                                                                                                                  |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Applicant:                      | Tim Macy/Teamwork Property Group, LLC                                                                                            |
| Location:                       | 14 vacant acres, US 27 North and Todd Road                                                                                       |
| Proposed Owner:                 | Teamwork Property Group, LLC                                                                                                     |
| Current Owner:                  | Marion Realty Inc.,                                                                                                              |
| Action Request:                 | <b>Recommendation for Preliminary Planned Development</b> – To forward a recommendation to City Council regarding proposed plans |
| Current Use:                    | Vacant land                                                                                                                      |
| Surrounding Existing Land Uses: | Retail businesses on US 27 and agricultural uses along Todd Road                                                                 |

---

**DESCRIPTION**

The proposed development is seeking approval for a Preliminary Planned Development for a commercial development project on 14 acres of vacant land. The proposed uses include self-storage buildings on the north end of the site and commercial/retail/offices to the south end of the site, closer to the intersection of Todd and US 27. The zoning classification is GB (General Business) District.

This is the first Planned Development project exclusively for commercial uses that the City has received for decades. The closest PUD that comes in mind is Bishop Square, but it is a part of a larger mixed-use Planned Development.

**SITE HISTORY**

This area was part of a large annexation petition, along US 27 for a total of 33.5 acres of land, (including Koenig Farm Implant Equipment and Gillman Home Center) eventually annexed into the City in May, 2015. The City amended the zoning classification from township zoning to GB (General Business) District in August, 2015.

The site itself would seem to have been used for agricultural purposes for quite some time; however, the site has had no activity since around 2009 and remains vacant.

**PLANNED DEVELOPMENT**

**PURPOSE:**

**Planned Development Common Goals from Section 1145.01(a)**

- (1) Planned developments share these common goals:
  - A. Protect the neighbors of a planned development and the City in general to at least the same degree normally inherent in the Zoning Code.
  - B. Produce a development equal to or better than that resulting from single-use or traditional subdivision
  - C. Have a site and situation that permits comprehensive planning both on the site and relative to its immediate surroundings
  - D. Result in a design in which the placement, height, and uses of buildings, vehicle management areas, and open spaces efficiently utilize potentials of the site

- E. Include covenants, easements, and other private measures that will help ensure the long-term administrative viability of a development
- F. Be functional within a time period that helps ensure a viable development

(2) Infill (already within corporate limits) development also satisfies the following goals:

- A. Fully utilize sites that could not be fully utilized because of their shape or because of their location relative to available public access.
- B. Increase geographic efficiencies of existing utilities such as public streets, water, sewer, electric, telephone, and cable by using them where they are already available.
- C. Help keep development from sprawling to and beyond the municipal boundaries of Oxford.

#### **PROCESS:**

##### **1145.06 PLANNING COMMISSION AND COUNCIL REVIEW**

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

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

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

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

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

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

- (b) General Decision Standards. All planned developments shall satisfy these general decision standards:

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

- (11) The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
- (12) The site is designed so that on-site traffic and traffic accessing the site will not adversely impact the movement or safety of all modes of traffic on adjacent public streets.
- (13) Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.

## **DESIGN REQUIREMENTS**

Below are the design requirements for Planned Developments, pertaining to the proposed commercial Planned Development.

### **Section 1145.12**

- (a) Arrangement. The physical arrangement of a planned development is **not subject to the specific dimensional regulations that apply in the underlying zoning district**, except as specifically noted in this Chapter. Land uses may be distributed throughout the site and throughout individual buildings in whatever manner is best suited to a particular planned development. Structures, vehicle management areas, open spaces, landscaping, and other elements may be distributed throughout the site in whatever manner is best suited to a particular planned development and the surrounding area.
- (b) Land Area. A planned development shall be a minimum of 1 (one) contiguous acre or more.
- (c) Land Use.
  - (1) The following land uses are permitted in proportion to those portions of a planned development that overlay an existing residential zoning district: .....
  - (2) **The following land uses are permitted in proportion to those portions of a planned development that overlay an existing commercial zoning district:**
    - A. Any land use permitted in the underlying zoning district.**
    - B. Any land use permitted in any residential zoning district in this Code, except Mobile Homes.**
- (e) Dimensional Regulations.
  - (1) Building Heights shall be limited as in the underlying zoning district, regardless of land use.
  - (2) Front setbacks shall be limited as in the underlying zoning district.
  - (3) All buildings and vehicle management areas shall be setback from the perimeter of a planned development no less than:
    - B. Commercial zoning district – 25 feet.**
- (f) Open Space.
  - (1) No planned development shall have less than 20 percent open space, which includes any area not less than 50 by 50 feet, not including the required setbacks, and includes nothing other than natural area.
  - (2) Lot coverage shall be regulated according to the underlying zoning district, except that lot coverage for the residential portion of any planned development shall not exceed 40 percent. **Not applicable.**
- (g) Environmental. A 100 foot natural buffer shall be maintained adjacent to all permanent and natural surface waters, springs, and wetlands. Development of this area is regulated as follows:
  - (1) Natural vegetation shall be maintained.
  - (2) No structures shall be built or improvements made, except as follows:
    - A. Walking paths, bicycling paths, and the like, including infrastructure necessary to facilitate their development are permitted anywhere within the buffer.**

- B. Roads and associated infrastructure are permitted in the buffer to facilitate crossing such water elements.
  - C. Any improvements approved in a final plan.
  - D. Any public safety or public utility improvements not associated with the planned development, but deemed necessary by the Service Director or Chief of Police.
- (h) Landscaping and Screening.
- (1) A planned development shall satisfy all landscaping elements required by other sections of this Code.
  - (2) The required perimeter setback area shall be retained in natural woods or suitably landscaped with grass, ground cover, shrubs, trees, or earthen mound.
  - (3) A planned development that overlays a commercial or industrial zoning district that is adjacent to a residential zoning district shall be screened from the residential zoning district by a dense evergreen hedge a minimum of 8 feet tall and 10 feet wide at planting and that will maintain at least 90 percent opacity over time.
- (i) Access and Mobility.
- (1) At residential densities greater than would be permitted in the R-1A District, have direct and principal access from a collector or arterial road.
  - (2) Bicycle rack spaces shall be provided at all planned developments that overlay a commercial zoning district at a rate of 3 per acre.
  - (3) Adequate pedestrian connectivity shall be provided to and through a planned development.
- (j) Utilities and Infrastructure. Electric and telephone facilities, street light wiring, and other wiring conduits and similar facilities shall be located underground.
- (k) Plan-Specific. Any other design elements deemed necessary by Planning Commission and Council to ensure that a planned development satisfies the decision criteria of this Chapter.

#### **COMMENT FORMS**

All property owners within 200 feet have been notified by letter, and a sign has been posted on the property and a notice has been placed in the newspaper. Additionally, the developer conducted their own informational outreach.

#### **AGENCY REVIEWS**

Requests for review were made to the Police, Fire, Engineering & Economic Development Departments. The following comments were received:

|                      |                          |
|----------------------|--------------------------|
| Police:              | Returned with comment    |
| Fire:                | Returned without comment |
| Service/Engineering: | Returned with comment    |
| Econ. Dev.           | Comment not returned     |

#### **ANALYSIS**

The Oxford Zoning Code stipulates decision stands for the Planning Commission to utilize shall follow

- (b) General Decision Standards. All planned developments shall satisfy these general decision standards:
- (1) The proposed planned development is in fact permitted in the zoning districts in which it is proposed. **Yes**
  - (2) If the application is for the same site where a planned development application has been denied within one year, the plan is substantially different from the application so denied. **No**
  - (3) The uses and site plan will satisfy the general intent of this Zoning Code. **Yes.**
  - (4) The uses and site plan will be compatible with the general intent of the Comprehensive Plan. **Yes**
  - (5) The size and shape of the site are sufficient for the proposed planned development. **Yes**

- (6) The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district. **No**
- (7) The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions. **No**
- (8) Accessory uses will be directly related to the operation of the principal uses and will not be operated independent of the principal uses. **N/A**
- (9) The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately. **Yes**
- (10) Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services. **Yes**
- (11) The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district. **See the analysis below.**
- (12) The site is designed so that on-site traffic and traffic accessing the site will not adversely impact the movement or safety of all modes of traffic on adjacent public streets. **See the analysis below.**
- (13) Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance. **No**

**US 27 Corridor** is one of the major roadways and is also one of the major business corridors of the City. The site and its surrounding businesses is the gateway to the City and should be carefully considered to ensure the development of this area to be attractive. Furthermore, the streetscape of US 27 will be modified due to this development which will also need addressed.

This Planned Development is a two-phased development. The first phase will be a self-storage unit facility and a truck rental facility on the northern portion of the site. Phase II would be commercial on the remaining portion of the site.

US 27 connect College Corner to Oxford and those transitions from agricultural land use to retail/light industrial uses. Commercial, including self-storage facilities, would seem to be consistent with the US 27 corridor as a major business corridor. US 27 is a major corridor and access management is critical to allow safe, yet functional access to all business entities along this roadway. The proposal shows one ingress/egress on US 27, shared by Phase 1 and Phase 2, and is aligned with Ringwood Road. This would be consistent with the traffic design principal. Future traffic would use this entrance to both portion of the development. Any traffic lane reconfiguration and/or traffic signal on US27 would not be implemented during this phase, as suggested by the developer and concurred by the City Engineer's Office, until the time when the users for phase II are identified. The construction of public sidewalks on US 27 will be concurrent with each phase for this Planned Development.

There are two future entrances on Todd Road, one would be aligned with the existing access to Walmart, and the 2<sup>nd</sup> one is further north on Todd Road. The City Engineer had indicated in his review that future development/roadway improvement/modifications to Todd Road and US 27 may be needed, as well as a traffic signal at the intersection of Ringwood Road/US27/NW entrance to the proposed development.

The issue is how the site will be viewed by traffic on US27, particularly for the Phase I development proposal. The conventional perception of any self-storage facility would be a single story building with access to each unit. It would be important to provide visual barriers to limit the plain view of the units from traffic. The applicant has proposed to install evergreen screening on the northwest property line to shield the part of the facility from being seen on southbound US 27. In an effort to provide a visual buffer, the screening needs to maintain 90 percent obscurity.

The timing of Phase II would also impact the visibility of the self-storage on north bound US 27 traffic, since the end users have not been identified and the developer indicates that the construction of the self-storage facility has been tentatively scheduled for the spring 2017. It will be necessary to have evergreen screening between the self-storage and the future commercial. It will serve as a visual barrier prior to Phase II commenced on US 27, it also serves as a visual barrier between the Phase II and Phase I development.

#### Other Site Design Analysis:

The proposal is for a Preliminary approval of the development, hence not much detailed information has been provided, which will occur during the Final Phase. Based on preliminary information, here are some issues that would be needed for the development of the detailed plan:

1. The perimeter setback requirement for a Planned Development is 25 feet; the proposal only shows 8 feet on the h and northwest portions on the site plan. However, the underlying zoning (GB) does not have setback requirements unless the property abuts a residential district. It is assumed that the entire self-storage facility will be fenced for security, since the narrative of the application indicates that the access will be via an automated gate and user passcode. Please also note that the OPD has a concern about fence height.
2. The building material of the self-storage facility will be particularly visible from US 27.
3. The functionality of the proposed signage, as shown, in light of the landscaping requirements along US 27. It might achieve its intended purpose by relocating the sign in front of the trees to be planted along US 27.
4. The type of evergreen screening on the northwest property line.

This is a Preliminary Planned Development, the idea is to have some firm, but not detailed information, so the Planning Commission can have an understanding of the proposed project to deliberate and make recommendations to Council for consideration.

Other issues to concern are as follows: (1) the entrance to Phase I is too dark and some street lights should be considered for safety purposes. (2) the interior light arrangement of the site for security and customer purposes would need to be reviewed in more detail at the Final Development phase.

#### **RECOMMENDATION**

The proposed Preliminary Planned Development is a two phased development that may be approvable, subject to the following considerations:

1. Waiving the perimeter required setback from 25' to 8'.
2. Waiving the bicycle rack requirements for the self-storage facility, as stipulated in 1145.12(i).
3. Additional evergreen screening between Phase I and Phase II to provide a visual barrier. Detailed information on evergreen needs to be provided at the Final Planned Development.
4. The design capacity of the detention area for the entire 14 acre site needs to be reviewed and approved by the City Engineer. The maintenance agreement of the detention area shall also be reviewed by the City Law Director.
5. There needs to be landscaping screening provided around the outdoor vehicle storage area as well.

SUBMITTED

BY:

  
Jung-Han Chen,  
Community Development Director

DATE: November 22, 2016



City of Oxford  
Inter-Office Review Transmittal Sheet



Date: November 15, 2016

To: **Fire Department** Engineering Division Police Department Econ Dev Department

From: Community Development Department

**PC-2016-21 PRELIMINARY PLANNED DEVELOPMENT** 5728 College Corner Pike, currently vacant property, to Phase 1, Self-Storage Facility and Phase 2, Use to be Determined, **Teamwork Property Group, LLC, Tim Macy Applicant/Agent**

  X   Review            Revisions            Other

Please return no later than: **December 2, 2016** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments                      without/comments

**Applicant submitted a revised Plot Plan showing future development plans. Jung-Han asked that I distribute this revised document for your review.**

Drawings reviewed by:

  
John Detherage  
PRINTED NAME

Date: 11-17-16

City of Oxford  
Inter-Office Review Transmittal Sheet



Date: November 2, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

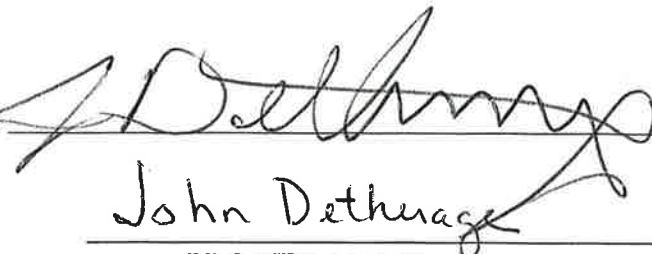
**PC-2016-21 PRELIMINARY PLANNED DEVELOPMENT** 5728 College Corner Pike, currently vacant property, to Phase 1, Self-Storage Facility and Phase 2, Use to be Determined, **Teamwork Property Group, LLC, Tim Macy Applicant/Agent**

  X   Review            Revisions            Other

Please return no later than: **December 2, 2016** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

Drawings reviewed by:

  
John Dethuag

PRINTED NAME

Date: 11-10-16

City of Oxford  
Inter-Office Review Transmittal Sheet

Date: November 15, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

**PC-2016-21 PRELIMINARY PLANNED DEVELOPMENT** 5728 College Corner Pike, currently vacant property, to Phase 1, Self-Storage Facility and Phase 2, Use to be Determined, **Teamwork Property Group, LLC, Tim Macy Applicant/Agent**

  X   Review            Revisions            Other

Please return no later than: **December 2, 2016** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned:   w/comments   without/comments

**Applicant submitted a revised Plot Plan showing future development plans. Jung-Han asked that I distribute this revised document for your review.**

*SEE ATTACHED MEMOS DATED 11-3-16 & 12-1-16.*  
*VP.*

Drawings reviewed by:           *A. Popescu*          

Date:   12-1-16  

          *VICTOR POPESCU*            
PRINTED NAME



## Memo

Service Department  
Engineering Division

513/524-5208 fax 513/524-5267

TO: Community Development Department

FROM: Victor Popescu, PE  
City Engineer

RE: PC - 2016-21  
Preliminary Planned Development  
5728 College Corner Pike

DATE: December 1, 2016

---

The following comments are in addition to the November 3, 2016 memo.

- Future development of the site shall be subject to a Traffic Impact study.
- The construction of a sidewalk along the Todd Road frontage should be made a condition for the Phase 2 of the development.
- Phase 1 of the development will minimally increase the traffic on USR 27. However, upon the development of the entire site, a northbound deceleration lane and a southbound left turn lane will be required, at the entrance across from Ringwood Road.
- The need for a traffic signals at USR 27 and Ringwood Road, and at USR 27 and Todd Road shall be considered prior to full development of the site. This requirement shall be based on a Traffic Impact study.

If there are questions, please contact the Engineering Division.



## Memo

Service Department  
Engineering Division

513/524-5208 fax 513/524-5267

TO: Community Development Department

FROM: Victor Popescu, PE  
City Engineer

RE: PC - 2016-21  
Preliminary Planned Development  
5728 College Corner Pike

DATE: November 3, 2016

---

The following are comments from the Engineering Division.

- The Developer proposes to delay a Traffic Impact Study of the proposed development, as the development will be constructed in phases. Phase 1 consists of storage units and a truck rental facility. Such facilities do not have a significant impact on neighboring roadways. The Engineering Division agrees to a delay of the Traffic Impact Study until Phase 2 is to be developed. Depending on what the entire development consists of, roadway modifications/improvements to Todd Road and USR 27 may be needed, as well as a traffic signal at the intersection of Ringwood Road/USR 27/NW entrance to the proposed development.
- The Engineering Division recommends that approval of additional phases of the development be subject to performing a Traffic Impact Study.
- A City of Oxford standard sidewalk shall be constructed along the Todd Road frontage of the development. This requirement may be constructed during Phase 2.

If there are questions, please contact the Engineering Division.

City of Oxford  
Inter-Office Review Transmittal Sheet

Date: November 2, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

**PC-2016-21 PRELIMINARY PLANNED DEVELOPMENT** 5728 College Corner Pike, currently vacant property, to Phase 1, Self-Storage Facility and Phase 2, Use to be Determined, **Teamwork Property Group, LLC, Tim Macy Applicant/Agent**

  X   Review            Revisions            Other

Please return no later than: **December 2, 2016** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

- ① If fence is the only security method, a higher fence should be considered.
- ② Current intersection of Ringwood Rd and US 27 is dark. Street lighting should be considered with the addition of a driveway at that intersection.

Drawings reviewed by:  Date: 11-8-16

JOHN A. JONES

PRINTED NAME

City of Oxford  
Inter-Office Review Transmittal Sheet

Date: November 15, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

**PC-2016-21 PRELIMINARY PLANNED DEVELOPMENT** 5728 College Corner Pike, currently vacant property, to Phase 1, Self-Storage Facility and Phase 2, Use to be Determined, **Teamwork Property Group, LLC, Tim Macy Applicant/Agent**

  X   Review            Revisions            Other

Please return no later than: **December 2, 2016** Note: If no comments are received, we will assume the project meets your department's standards.

.....

Drawings are returned:    w/comments                      without/comments

**Applicant submitted a revised Plot Plan showing future development plans. Jung-Han asked that I distribute this revised document for your review.**

*see previous comments regarding fence and street lighting.*

Drawings reviewed by: \_\_\_\_\_



Date: \_\_\_\_\_

*11/17/16*

*Sarah Jones*

PRINTED NAME

Alan Ryger Comments

**STR:**

I understand there are all types of thoughts and views on Short Term Rentals. We all know there are not enough hotels rooms to handle weekend demand. Those who do not stay in Oxford, are less likely to eat and shop in Oxford. Will another hotel be built to absorb the demand? Maybe. The catch to building another hotel is there may not be enough Sunday, Monday, Tuesday, Wednesday and Thursday occupancy to support another hotel. Yet there may be plenty of existing housing stock in Oxford which can be used as STR to assist with this weekend bulge.

My thought for you is; what is the premise for this legislation? Is it to assist in providing additional lodging options in Oxford which in turn allow more guests to stay in Oxford, or is it to legalize the existing single family STR use in Oxford? How you view the premise of this legislation will guide to rules you choose to create.

My additional thought is as STR legislation moves forward sections of Chapter 183 Hotel & Convention Tax needs to be amended to account for STRs.

**5728 CCP PUD:**

In keeping with Oxford's desire to be a bicycle and pedestrian friendly community, I would hope the existing Multi-use path on the east side of College Corner Pike would be extended north thru this site. The plans as presented, only shows a 5' sidewalk to be installed, and this will only occur during the second phase.

I would also hope this plan will provide a sidewalk down Todd Rd to the proposed Phase II retail site.

I like the proposed site entry points aligning with the existing opposite side of the road curb cuts.

**Concerning the proposed Phase I plan.**

I like the fact that none of the storage units face the street and the overall street scape exposure to the storage units is minimal. Yet there is enough business frontage to allow drive-by awareness.

Signage: With the edge of the 35' set back being so far from the roadway (it appears to be over 80') it may benefit the applicant to consider requesting a BZA approval to install their ground monument sign closer to the roadway.

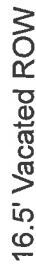
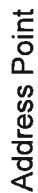
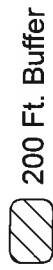
Also, hopefully the required landscaping requirements allow enough spacing to not block the permitted monument sign.





# PC-2016-21 Surrounding Property Owners Notifications Map

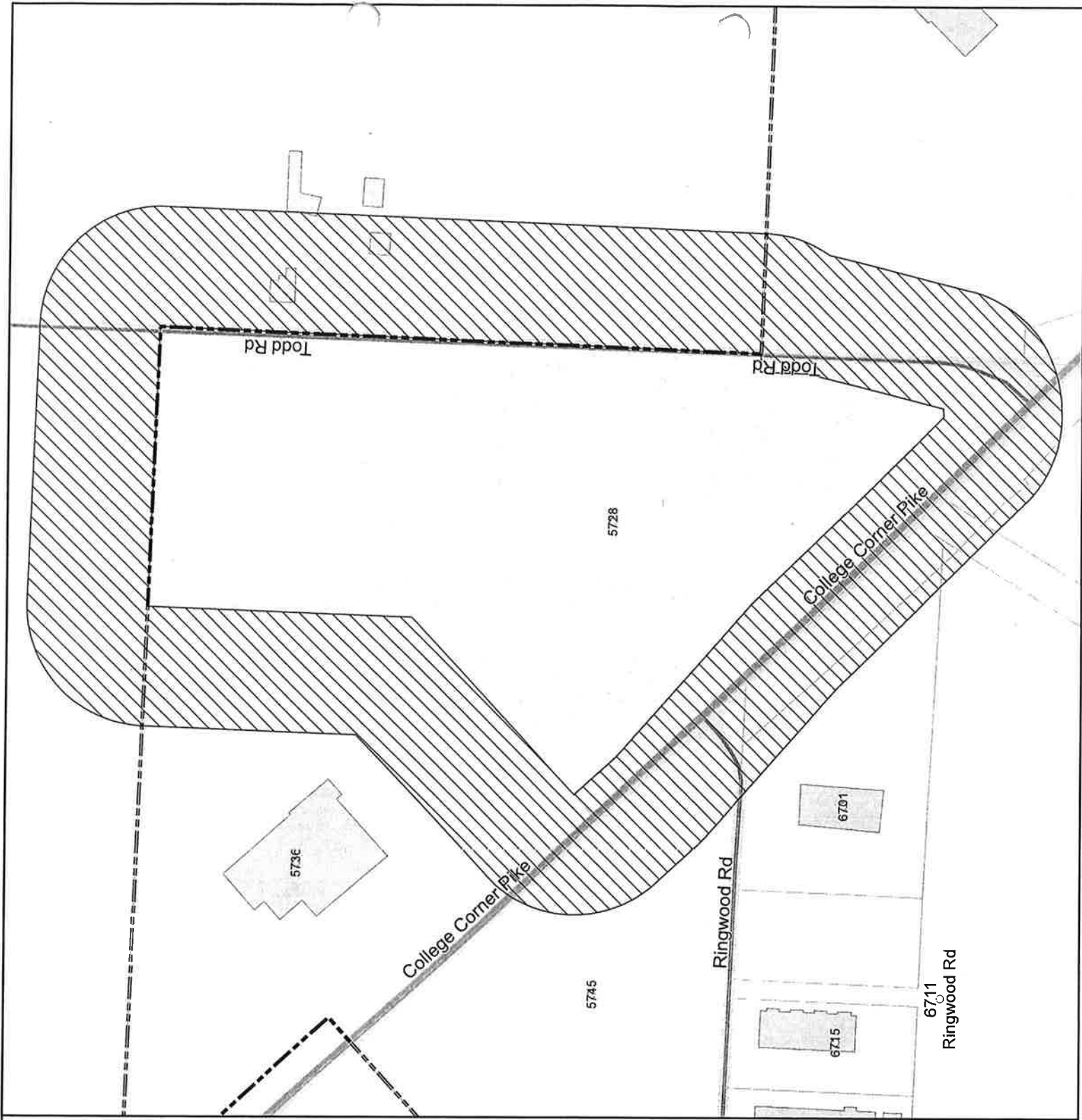
## Legend



1 inch = 225 feet

Prepared on Friday, November 18, 2016

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

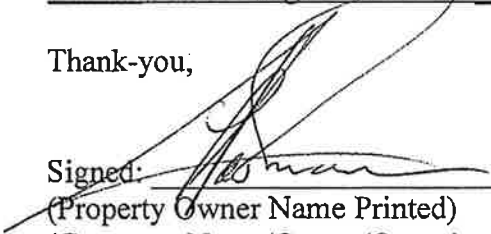


## LETTER OF AGENCY

To Whom It May Concern:

Please be advised that Tim Macy has permission to represent our interest with the City of Oxford and act on our behalf for the Planning Commission hearing 12/12/2016 regarding the 5728 College Corner Pike PUD at our property located at 5728 College Corner Pike, Oxford, Ohio 45056

Thank-you,

Signed: 

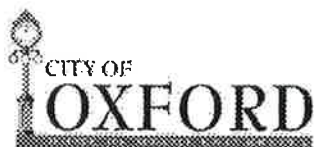
(Property Owner Name Printed)

(Company Name/Owner/Organization)

10.28.2016

Date:

LINDA L. CASHMAN, VP  
Merion Realty, Inc.  
11350 McCormick Rd, Suite 200  
Hunt Valley, MD 21031  
410.568.6243  
LCASHMAN@EasternSavingsBank.com



Internal Use Only:

Case No.

PC-2016-21

Date Filed

10/28/16

## Planned Development Application

### Application Type

Choose One



Preliminary (\$400)



Final (\$400)



Preliminary &amp; Final (\$400)

### Applicant Information

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

Name \*

Tim Macy / Teamwork Property Group, LLC

Mailing Address \*

3116 W. Montgomery Road, Suite C-287

City, State &amp; Zip Code \*

Maineville, OH 45039

Telephone Number \*

(513) 442-3743

Email Address

tim@teamworkpg.com

### Owner Information

Name \*

Merion Realty Inc.

Mailing Address \*

11350 McCormick Road, Suite 200

City, State &amp; Zip Code \*

Hunt Valley, MD 21031

Telephone Number \*

Email Address

### Engineer/Surveyor Information

Name \*

Jason Renneker, P.E. / Focus Engineering &amp; Design, LLC

Mailing Address \*

1391 Oakview Drive

City, State &amp; Zip Code \*

Columbus, OH 43235

Telephone Number \*

(303) 229-1189

Email Address

jasonrenneker@focusengineeringdesign.c

### Location and Lot Information

Name of Subdivision \*

N/A

Location of Property \*

5728 Old Oxford College Road (US 27)

Legal Description \*

1 5 16 SE COR LOT 6 NE COR LOT 5 LESS RD R/W

Zoning District \*

GB, General Business

Total Area \*

14.4781

Acres

### Submission Requirements and Documentation

The application requirements (Section 1145.05<sup>1</sup>) for a preliminary and final planned development are different. The final planned development application requires a greater degree of accuracy and completeness than does the preliminary planned development application. This section describes the application content requirements for each step of the process.

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

O. Other information as required by the Planning Commission or Council.

(7) Elevations. Elevations of proposed structures or typical elevations if structures are not yet designed.

(8) Other. Photographs of the existing site and its surroundings.

(b) Final Plan.

(1) The same items and information as required for the preliminary plan, except that the approximations shall be refined to specific locations, dimensions, and descriptions.

(2) A detailed traffic impact analysis, including all modes of transportation, prepared by a qualified professional engineer

(3) Any additional description or information requested by the Planning Commission or Council during the preliminary plan approval process.

(4) Detailed agreements, contracts, deed restrictions, and sureties that will be used to guarantee performance of the development during and after construction.

## Surrounding Property Owners

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

## Decision Process

A preliminary plan shall be approved prior to approval of a final plan, although the processes can be concurrent for small, single phase developments. Both preliminary and final plan approval require a Planning Commission recommendation and Council approval. The review is based on the General Decision Standards found in Section 1145.06<sup>1</sup>.

## Fees & Receipt

The required fee for preliminary and final is \$400.00 plus \$100 per acre, plus postage charge. To calculate the postage charge, multiply the number of adjoining properties by current postage rate<sup>3</sup>.

## Sign and Date

Applicant Signature \*



Date \*

10/28/16

## Submit Application, Submission Requirements and Documentation, and Fees

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

Send or drop off this application with required preliminary plans containing all required information as attachments and a check for fee and postage charges made payable to **City of Oxford**, to Community Development Director, 101 East High Street, Oxford, OH 45056.

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

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

### For Staff Use Only

Fee Paid Date \*

10/28/16

Receipt Number \*

121148

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

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

<sup>3</sup> The United States Postal Service: <http://www.usps.com/>

## **5728 COLLEGE CORNER PIKE**

### **PRELIMINARY PUD NARRATIVE**

- A. LEGAL DESCRIPTION: 1 5 16 SE COR LOT 6 NE COR LOT 5 LESS RD R/W
- B. THE EXISTING SITE IS CURRENTLY LEFT AS OPEN SPACE/VACANT LAND.
- C. THE SITE IS LOCATED WITHIN A GENERAL BUSINESS (GB) ZONING DISTRICT.
- D. DESCRIPTION OF PROPOSED PLANNED DEVELOPMENT:
  - 1. NO HOUSING UNITS ARE BEING PROPOSED AS PART OF THIS PROPOSED DEVELOPMENT.
  - 2. THE PROPOSED PLANNED DEVELOPMENT WILL BE BROKEN INTO TWO PHASES: PHASE 1 WILL CONSIST OF A SELF-STORAGE FACILITY AND PHASE 2 USE/USER(S) HAVE YET TO BE DETERMINED. PHASE 1: SELF-STORAGE FACILITY WILL BE A SELF-STORAGE FACILITY AND MOVING TRUCK RENTAL FACILITY. THE NUMBER OF CUSTOMERS WILL DEPEND ON THE NUMBER OF UNITS BEING RENTED.  
PHASE 2 USE WILL FALL UNDER THE GENERAL BUSINESS (GB) ZONING USES, AND POTENTIAL USES INCLUDE OFFICE, HEALTHCARE FACILITY, AND COMMERCIAL BUSINESS, FOR EXAMPLE.
  - 3. PHASE 1: RENTAL OFFICE HOURS OF OPERATION WILL BE 9 AM – 6 PM, BUT ACCESS TO SELF-STORAGE FACILITY WILL BE AVAILABLE 24 HOURS A DAY TO RENTERS BY USE OF AN AUTOMATED GATE AND USER PASSCODE.  
PHASE 2: HOURS OF OPERATION WILL BE DETERMINED BY FUTURE USER(S).
  - 4. PHASE 1 TO BE CONSTRUCTED LATE SPRING/EARLY SUMMER OF 2017.  
PHASE 2 CONSTRUCTION TO BE DEPENDANT ON FUTURE USER(S) AND THEIR CONSTRUCTION TIMETABLE.
- E. COMPATIBILITY OF PROPOSED PLANNED DEVELOPMENT WITH THE GENERAL VICINITY AND ADJACENT PROPERTIES
  - 1. THE ADJACENT PROPERTIES INCLUDE AN EQUIPMENT RENTAL COMPANY (KOENIG EQUIPMENT) TO THE NORTHWEST, A HOME IMPROVEMENT STORE (GILLMAN HOME CENTER) TO THE WEST, A CHURCH (FIRST BAPTIST CHURCH OF OXFORD) TO THE WEST, AN ELECTRIC SUPPLY COMPANY (SCHNEIDER ELECTRIC) TO THE SOUTH, A RETAIL COMPANY (WAL-MART) TO THE SOUTHEAST, AND FARMS TO THE NORTH AND EAST. ALL THE SURROUNDING USES ARE GENERAL BUSINESS, EXCEPT THE TWO EXISTING FARMS, SO THE PROPOSED USES BEING GENERAL BUSINESS ARE SIMILAR TO THE SURROUNDING SITES. THERE WILL BE NO INTERACTION BETWEEN THE PROPOSED SITE AND ADJACENT SITES. NO CROSS CONNECTIONS BETWEEN ADJACENT PROPERTIES WILL BE CONSTRUCTED.
  - 2. PROPOSED STRUCTURES AND SITE DESIGN WILL BE SIMILAR TO ADJACENT STRUCTURES AND SITES, WITH SIMILAR BUILDING STYLES AND HEIGHT AND SIMILAR PARKING CONFIGURATIONS.
  - 3. NO PROPOSED USES WILL BE ALLOWED TO OPERATE IF THEY CAUSE NUISANCES SUCH AS EXCESSIVE NOISES, LIGHTING, ODOR, FUMES, VIBRATION, OR EMISSIONS.
  - 4. SCREENING (LANDSCAPE BUSHES/TREES) WILL BE INSTALLED ALONG THE NORTHWEST PROPERTY LINE TO MITIGATE THE VISUAL APPEARANCE OF THE SELF-STORAGE FACILITY FROM THE NORTHWEST PROPERTY OWNER AND US 27. EXISTING TREES AND VEGETATION ALONG THE NORTH PROPERTY LINE TO REMAIN UNDISTURBED TO MITIGATE THE VISUAL APPEARANCE OF THE DEVELOPMENT TO THE NORTH PROPERTY.

- F. THE LOCATION OF THE PROPOSED DEVELOPMENT IS APPROPRIATE FOR PLANNED DEVELOPMENT DUE TO THE SHARED ACCESS DRIVES AND STORMWATER DETENTION FACILITY. ALSO, THE FLEXIBILITY TO MOVE FORWARD WITH THE SELF-STORAGE FACILITY (PHASE 1) WITHOUT HAVING AN END USER(S) IN PLACE FOR PHASE 2.
- G. BASED ON A RECENT FEASIBILITY STUDY BY WERT-BERATER, INC., THE DEMAND FOR ADDITIONAL SELF STORAGE IN OXFORD WAS EVALUATED BY BOTH THE NUMBER OF SQUARE FEET PER CAPITA, AS WELL AS THE NUMBER OF UNITS PER CAPITA, AND BOTH MEASUREMENTS SHOW THAT THE CITY OF OXFORD IS UNDER-SUPPLIED. USING THE NATIONAL AVERAGE OF SEVEN (7) SQUARE FEET PER CAPITA, THE OXFORD MARKET IS UNDER SUPPLIED BY ABOUT 65,000 SF. SEE TABLE BELOW:

**Self-Storage Demand Estimates Using Average Square Footage per Capita Factor**

**City of Oxford, Ohio**

| Year | Population | Expected Growth Rate of .57% | SF Demanded, using 7.0 SF natl. avg. per capita factor | Vacancy factor of 10% | Demand SF | Current Inventory SF | Deficit |
|------|------------|------------------------------|--------------------------------------------------------|-----------------------|-----------|----------------------|---------|
| 2015 | 22,104     |                              | 154,728                                                |                       |           |                      |         |
| 2016 |            | 22,230                       | 155,610                                                | (15,473)              | 139,255   | 74,000               | 65,255  |
| 2017 |            | 22,357                       | 156,497                                                | (15,561)              | 140,049   | 74,000               | 66,049  |
| 2018 |            | 22,484                       | 157,389                                                | (15,650)              | 140,847   | 74,000               | 66,847  |
| 2019 |            | 22,612                       | 158,286                                                | (15,739)              | 141,650   | 74,000               | 67,650  |
| 2020 |            | 22,741                       | 159,188                                                | (15,829)              | 142,457   | 74,000               | 68,457  |
| 2021 |            | 22,871                       | 160,096                                                | (15,919)              | 143,269   | 74,000               | 69,269  |
| 2022 |            | 23,001                       | 161,008                                                | (16,010)              | 144,086   | 74,000               | 70,086  |
| 2023 |            | 23,132                       | 161,926                                                | (16,101)              | 144,907   | 74,000               | 70,907  |
| 2024 |            | 23,264                       | 162,849                                                | (16,193)              | 145,733   | 74,000               | 71,733  |
| 2025 |            | 23,397                       | 163,777                                                | (16,285)              | 146,564   | 74,000               | 72,564  |

THE CITY OF OXFORD INDICATES A FACTOR OF ABOUT 0.026 UNITS PER CAPITA, NOT INCLUDING THE 15,000\*/- MIAMI UNIVERSITY STUDENTS, AND THUS THIS ANALYSIS IS BASED ONLY ON US CENSUS POPULATION ESTIMATES FOR PERMANENT POPULATION IN THE CITY. NATIONAL AVERAGES INDICATED THAT STUDENTS MAKE UP AS MUCH AS 6% OF OVERALL OCCUPANCY AT LOCAL SELF-STORAGE FACILITIES ACROSS THE UNITED STATES.

ADDING THE SUBJECT PROJECT TO THE CITY OF OXFORD AREA, OF ITS PLANNED 289 UNITS INDICATED A FACTOR OF ABOUT 0.034 UNITS PER CAPITA, INDICATING A DIFFERENCE OF ABOUT 0.012 UNITS PER CAPITA BASED ONLY ON OXFORD PERMANENT POPULATION ESTIMATES. THEREFORE, IN ADDITION TO THE SQUARE FEET PER CAPITA ANALYSIS, THIS ANALYSIS ALSO INDICATES AN UNDERSERVED AREA.

- H. PROPOSED WATER AND SANITARY UTILITIES ARE AVAILABLE ALONG US 27 AND ARE SIZED TO HANDLE THE FLOWS GENERATED BY THE PROPOSED PLANNED DEVELOPMENT.
- I. THE TRAFFIC GENERATED BY THE SELF-STORAGE FACILITY (PHASE 1) DOES NOT GENERATE ENOUGH TRAFFIC TO WARRANT ANY TRAFFIC IMPROVEMENTS, AND WITH THE USER(S) FOR PHASE 2 UNKNOWN AT THIS TIME, A TRAFFIC IMPACT STUDY IS NOT BEING PREPARED AS PART OF PHASE 1. HOWEVER, ONCE A USER(S) ARE COMMITTED FOR PHASE 2 A TRAFFIC IMPACT STUDY WILL BE PREPARED FOR US 27 AND TODD ROAD TO DETERMINE IF ANY TRAFFIC IMPROVEMENTS ARE NECESSARY. THE DEVELOPER IS AWARE THAT MODIFICATIONS TO THE CURB-CUT ALONG US 27 MAY BE NECESSARY AS PART OF PHASE 2.
- J. A COVENANT FOR THE ENTIRE PLANNED DEVELOPMENT WILL BE PUT IN PLACE FOR MAINTENANCE OF SHARED ACCESS ROADWAYS AND THE SHARED STORMWATER DETENTION FACILITY. WATER AND SANITARY SEWER EASEMENTS WILL PROVIDED TO THE CITY OF OXFORD, AS NECESSARY. NO OTHER RESTRICTIONS ARE ANTICIPATED ON THE LAND AND STRUCTURES.







Preliminary PUD







Looking North



Looking Northwest



Looking West



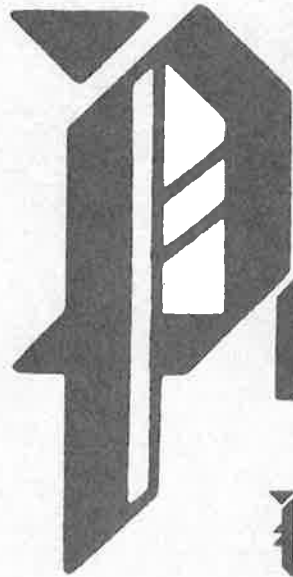
Looking Southwest



Looking South



Looking East



## Office of the Mayor

# Proclamation

**Whereas:**

Ellen Plummer Buerk born 1942 to Alice, teacher, and Paul Plummer, farmer; educated in Eaton, Ohio City Schools; graduated cum laude AB from Miami University where she met Gerald, husband for 46 years; graduated from The Ohio State University College of Medicine; and

WHEREAS, Ellen and Jerry chose Oxford, Ohio to live, practice medicine, and raise their children Bruce, Stephen, Betsy, and Phillip; and

WHEREAS, Dr. Ellen cherished care for infants raising into adolescence of families living in Ohio, Indiana, and beyond; and

WHEREAS, Dr. Buerk served on the McCullough Hyde Memorial Hospital Board of Trustees 1993-2002; was Chairman of the Board of Directors 1999-2001; was Chief of Staff at the Hospital 1979-1980; and

WHEREAS, Dr. Buerk's peers, honoring their esteem for her, named Dr. Ellen Buerk to be among Dayton's and Cincinnati's Top Doctors, 2002-2016; Ohio's Outstanding Pediatrician of the year 2000 (American Academy of Pediatrics - Ohio Chapter); Pediatrician of the Year 1998 (Cincinnati Pediatric Society); first Leonard Rome Award Recipient for her outstanding contributions to the Children of Ohio 1997 (American Academy of Pediatrics - Ohio Chapter); Mead Johnson Award Recipient for excellence in teaching at Children's Hospital Medical Center, Cincinnati, 1981; Unsung Hero's Children's Hospital Recipient for contributions to medical student teaching 2005; Dr. Buerk has been selected multiple years as among America's Best Doctors; and

WHEREAS, Ellen's skill to teach served the University of Cincinnati, voluntary Professor of Pediatrics, for residents at Children's Hospital; Miami University, Adjunct Professor, School of Education, for advice on early childhood education; and, Clinical Assistant Professor of Family Practice; and

WHEREAS, Miami University bestowed its hallowed Bishop Medal on Ellen Buerk in 2002 for her distinguished service honoring the University and Oxford, Ohio its citizen of the Year in 1979; and

WHEREAS, Dr. Ellen Buerk has been a leader in Reach Out & Read for families to read to young children; a Catch Grant Recipient 1998 of the American Academy of Pediatrics for the creation of the Dental Clinic for children in Oxford; a Co-Catch Grant Recipient 2005 of the American Academy of Pediatrics for "Substance Abuse prevention in a school setting Kindergarten through Grade 12"; a Team Physician for the Miami University Varsity Hockey Team 1989-1999; and an advocate for newborn hearing screening and visual screening testifying to Ohio House Committees; and

WHEREAS, on behalf of the citizens of Oxford, I sincerely thank you for your many years of service to the community, and wish you the best for a fulfilling retirement.

NOW, THEREFORE, I, Kate Rousmaniere, Mayor of the City of Oxford, Ohio do hereby proclaim Sunday, January 8, 2017 as:

"Dr. Ellen Buerk Day"

in the City of Oxford and encourage all citizens of Oxford and surrounding communities to congratulate Dr. Ellen Buerk on her special day.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 3rd day of January, 2017.

Kate Rousmaniere, Mayor



**CITY OF OXFORD  
STAFF SUMMARY REPORT**

**Report to the City Manager**

Community Development  
**Originating Department**

**Council Meeting Of:** January 3, 2017

**Account Code No. #:**

Jung-Han Chen  
**Prepared By**

**Budgeted Amount:**

December 27, 2016  
**Date Prepared**

|                                                                            |
|----------------------------------------------------------------------------|
| <b>Agenda Title: Planning Commission Meeting Report –December 13, 2016</b> |
|----------------------------------------------------------------------------|

**Work Session**

The Planning Commission met with Ms. Wendy Moeller, Consultant, Compass Point, to continue discussion regarding the zoning study and non-conforming issues. The Planning Commission also discussed short term rentals.

**Report from Commissions, Boards, Committees and Staff**

Chairman Prytherch welcomed Councilor Southard to serve on the Planning Commission as one of the City Council representatives.

**Zoning Items**

**PC-2016-16, ZONING CODE TEXT AMENDMENT**, to Amend Chapter 1141 for new provisions for Short Term Rentals, **City of Oxford, Applicant (Tabled 11/8/2016 Meeting)**

Staff presented revised language based on discussions from the November regular meeting for consideration. Commissioner McCarthy also provided his version of the text amendment for discussion, which was different than staff's proposed language. Due to discrepancies between the two, it was apparent that no cohesive discussion could lead to consolidated verbiage that could be considered without spending extensive time during the regular meeting. The Applicant decided to withdraw this application from being considered by the Planning Commission, and proposed a new language would be written for consideration at the earliest during the February regular Planning Commission meeting.

**PC-2016-23-ADM, MINOR AMENDMENT TO AN APPROVED PLANNED DEVELOPMENT, 419 S. Locust Street, Oxford Lane Library, Kleingers Group, Applicant, Agent**

The proposal was to ask the Planning Commission for a minor amendment to an approved Planned Development to reduce eight (8) off-street parking spaces in front of the Lane Library due to complaints made to the Federal Civil Rights Commission regarding parking arrangements for handicap accessibility.

The Planning Commission voted to approve the minor amendment to allow the Lane Library to move forward with the plan to remove eight (8) off-street parking spaces.

**PC-2016-21, PRELIMINARY PLANNED DEVELOPMENT, 5728 College Corner Pike**, currently vacant property, to Phase 1, a Self-Storage Facility and Phase 2, Use to be Determined, **Teamwork Property Group, LLC, Tim Macy Applicant/Agent**

The proposed development is seeking approval for a Preliminary Planned Development for a commercial development project on 14 acres of vacant land. The proposed uses include self-storage buildings on the north end of the site and commercial/retail/offices to the south end of the site, closer to the intersection of Todd Road and US 27. The zoning classification is GB (General Business) District.

The Planning Commission discussed at length this project concerning the need for sidewalks along US 27 and Todd Road, the construction of the self-storage buildings, and future retail/commercial space that would be located at the corner of Todd Road and US 27. The applicant also shared with the Planning Commission their vision and asked for clarification about the discussion points the Commission had.

After review, the Planning Commission voted 7-0-0 to recommend approval subject to the following conditions:

1. That, the City will waive the perimeter required setback from 25' to 8' for Phase 1.
2. That, the City will waive the bicycle rack requirements for the self-storage facility, as stipulated in 1145.12(i).
3. That, additional evergreen screening between Phase I and Phase II will be provided as a visual barrier. Detailed information on the evergreens needs to be provided at the Final Planned Development.
4. That, the design capacity of the detention area for the entire 14 acre site needs to be reviewed and approved by the City Engineer. The maintenance agreement of the detention area shall also be reviewed by the City Law Director.
5. That, landscaped screening will be provided around the outdoor vehicle storage area.
6. That, the self-storage buildings shall be designed and constructed as stipulated per Section 1147.03(32)B.7.
7. That, a 10' multi-use path shall be constructed along the complete frontages of 27 North and along Todd Road.
8. That, the pedestrian access to the proposed retail establishments from 27 North and Todd Road shall be designed so that there is a sidewalk connecting the multi-use path to the retail stores.
9. That, ingress and egress curb cuts from site to US 27 North and Todd Road shall be the same as shown on the drawings, dated 12/1/16.
10. That the internal development of Phase 2 will need to come back before the Planning Commission.
11. That a Traffic Study will take place prior to the second phase of the development.

**New Business**

**Livable Streets (Complete Streets) Policy**

Staff recommended continuing to table the discussion of this item until staff had the opportunity to meet and provide background information to Councilor Southard.

**Next Meeting** The Planning Commission will meet January 10, 2017 at 7:30 p.m.

**Approved by:**

|                  | Initial | Date     |
|------------------|---------|----------|
| Department Head: | JHC     | 12/27/16 |
| City Attorney:   |         |          |
| City Manager:    | DRE     | 12/30/16 |

# CITY OF OXFORD

## STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation  
**Originating Department**

Council Meeting Of: Jan. 3, 2017

Account Code No. #: N/A

Prepared By: Casey D. Wooddell

Budgeted Amount: N/A

Date Prepared: Dec. 16, 2016

**Agenda Title:** Recreation Advisory Board Meeting, 12/15/16

**Recommendation:** Approve

### Discussion:

In attendance: Ken Bogard, Edna Southard, Craig Bennett, Wes Cole

Staff: Casey Wooddell

Unable to attend: Deanna Barbour, Kevin Ackley, Shaunna Tafelski

Recreation Advisory Board met Thursday, Dec. 15, 2016 at the Oxford Seniors Center. Board members began the meeting by discussing recreational activities happening around the city, including City, Talawanda and Miami events. Mr. Wooddell, Mr. Cole and Mr. Bennett provided updates for each respective organization.

Mr. Wooddell informed the board about a meeting with Astro Pool Company coming in January to discuss the Aquatic Center project. Board members then proceeded into a detailed discussion of potential Aquatic Center locations at the Oxford Community Park. The goal of the Recreation Advisory Board in respect to this issue is to provide a recommended location to city staff for review, and to later provide a recommendation to City Council for final approval. A SWOT analysis of each location was reviewed by all members. Board members discussed future expansion plans, such as additional soccer fields, tennis courts and a family pavilion. Total cost of each location is a decision factor in regards to the loss and gain of other facilities. Parking needs is critical, as the board must verify that each location would provide suitable parking for such a facility. Accessibility and safety from both park entrances was discussed, along with the potential for the development of the OATS trail in the future.

Board members present agreed there are still additional questions to be answered, but all board members present at this meeting tentatively agreed on what is believed to be the best overall location. The board will meet again in January, with the goal of fully agreeing upon a recommended location.

Approved By:

Initial Date

Department Head:

CDW \ 12/16/16

City Manager:

DRE \ 12/30/16