

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott, Jr.

Fire

Originating Department

Council Meeting Of: January 15, 2019

John Detherage

Account Code No. #: 418.152.73106

Prepared By

Budgeted Amount: \$230,000.00

January 02, 2019

Date Prepared

Agenda Title: A Resolution authorizing the purchase of a 2019 Dodge/Horton ambulance

Recommendation: Adopt the Resolution.

Discussion:

The 2019 capital equipment budget includes \$230,000.00 for the purchase of a replacement ambulance for the fire department. The vehicle to be replaced is a 2003 Ford that is beyond its planned 15 year replacement schedule and in poor condition. This new vehicle will become the primary EMS transport unit.

The Ohio State Term Schedule includes the 2019 Dodge chassis fitted with a Horton body meeting the OFD specification for a total amount of \$229,459.37. The vehicle will be purchased from Horton Emergency Vehicles in Grove City Ohio.

This resolution will authorize the City Manager to enter into an agreement with Horton Emergency Vehicles for the purchase of a 2019 ambulance and specified options at a cost not to exceed \$230,000.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

JD 1-2-19

DSE 1-11-19

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH HORTON EMERGENCY VEHICLES FOR THE PURCHASE OF A 2019 AMBULANCE AND SPECIFIED OPTIONS AT STATE CONTRACT PRICING AT A COST NOT TO EXCEED \$230,000.00.

WHEREAS, the 2019 Capital Equipment Budget includes \$230,000.00 for the purchase of a replacement ambulance for use by the Fire Department; and

WHEREAS, the existing vehicle is a 2003 Ford in poor condition and it has been budgeted for replacement; and

WHEREAS, the City Manager and the Fire Chief recommend City Council authorize the City Manager to enter into an agreement with Horton Emergency Vehicles for the purchase of a 2019 ambulance and specified options at state contract pricing at a cost not to exceed \$230,000.00.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Fire Chief and accepts the state contract pricing for the purchase of a 2019 ambulance and specified options at a cost not to exceed \$230,000.00.

SECTION 2: Council further authorizes the City Manager to enter into an agreement with Horton Emergency Vehicles for the purchase of a 2019 ambulance and specified options at state contract pricing at a cost not to exceed \$230,000.00, which has previously been appropriated in the 2019 budget.

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)



State of Ohio STS 233 Ambulance Pricing - Horton Emergency Vehicles

DATE: November 30, 2018

Customer: OXFORD FIRE DEPARTMENT

Address: 101 EAST HIGH STREET

City: OXFORD

State: OHIO

Zip: 45045

Contact: CHIEF JOHN DETHERAGE

CONSOLIDATED PRICING SUMMARY

SCHEDULE "A" PRICING

Base Model Selected: \$185,029.00

Total AMBULANCE Options Selected from Listed Horton Ambulance Option Group:	\$42,122.86
Total REMOUNT Options Selected from Listed Horton Remount Option Group:	\$0.00
Chassis rebate/discount or customer provided chassis, if applicable (Option #P100/P101):	(\$2,500.00)
Chassis change cost difference (Option #P102):	\$0.00
Trade-In Allowance (Option #P200):	\$0.00

Total for above Listed Base Model and Listed OHIO STS options - Schedule 'A' Purchase order #1: \$224,651.86

SCHEDULE "B" PRICING

Total for Unlisted options per attached pricing breakdown - Schedule 'B' Purchase order #2: \$4,807.51

GRAND TOTAL - VEHICLE PRICE (A&B Pricing Schedules): \$229,459.37

CONSOLIDATED PRICING SUMMARY AND OPTION SELECTION IS VERIFIED AND AGREED TO BY:

Customer Representative (signature)

Horton Sales Representative (signature)

Printed Customer Name

Printed Sales Representatives Name

Date:

Date:

Delivery: Approximately 210-240 Days after receipt of order at Horton Emergency Vehicles Company

NOTE: PLEASE ATTACH ORIGINALS OR COPIES OF PURCHASE ORDER(S) TO THIS FORM TO VALIDATE ORDER

Contract Type:	Ambulances & Related Accessories
Order #:	STS233
Schedule Number:	800330
Expiration Date:	12/31/2018
Manufacturer:	Horton Emergency Vehicles Company

AVAILABLE HORTON MODELS (Custom Base Models Page 2 and Remount Base Models Page 4&5)

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager.

Human Resources

Originating Department

Council Meeting Of: January 15, 2018

Kim Newton

Account Code No. #: 230.900.52811

Prepared By

Budgeted Amount: \$133,676

January 4, 2018

Date Prepared

Agenda Title: A Resolution authorizing the purchase of services with Interactive Health for the purpose of administering annual employee and covered spouse's annual health evaluations.

Recommendation: Approve.

Discussion: The City has used Interactive Health as the vendor for annual employee health evaluations since 2013. Claims data from the City's health insurance TPA, Allied Benefit Systems, has shown that since the inception of the employee health evaluations, there has been a significant decrease in related high-risk claims driving down claims costs to the City. To that end, the City will also require spouses who are covered under the City's health insurance plan to undergo a health evaluation annually as well.

There are 107 covered employees and 66 covered spouses currently on the City's health insurance plan. Adding spouses to these evaluations has increased the cost of the program to \$21,625 (\$125/each).

This resolution will authorize the City Manager to sign an agreement for services with Interactive Health to provide annual employee and covered spouse health evaluations for 2019.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

KN 1/7/19

DIR 1-11-19

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH INTERACTIVE HEALTH TO PROVIDE THE ANNUAL EMPLOYEE AND COVERED SPOUSE HEALTH EVALUATIONS FOR 2019 AT A COST OF \$125.00 PER PERSON.

WHEREAS, the City has utilized Interactive Health as the vendor for the annual employee health evaluations since 2015; and

WHEREAS, claims data from the City's third-party administrator (TPA), Allied Benefit Systems, Inc. has shown a significant decrease in high-risk health insurance claims since the inception of the employee health evaluations and the City will also require spouses covered under the City's health insurance plan to undergo a health evaluation annually as well; and

WHEREAS, the City Manager recommends Council authorize the City Manager to enter into an agreement with Interactive Health to provide the annual employee and covered spouse health evaluations for 2019 at a cost of \$125.00 per person.

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

SECTION 1: Council accepts the recommendation of the City Manager and further authorizes the City Manager to enter into an agreement with Interactive Health to provide the annual employee and covered spouse health evaluations for 2019 at a cost of \$125.00 per person.

SECTION 2: 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

Finance
Originating Department

Council Meeting Of: 1/15/2019

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

1/9/2019
Date Prepared

Agenda Title: A Resolution Approving the Creation of a New Credit Card Policy Replacing Procurement Policy – Resolution #4237

Recommendation: Approve

Discussion:

Staff recommends Council approve this Credit Card Policy. House Bill 312 effective November 2, 2018 lays out what shall be in various political subdivisions in the State of Ohio credit card policies. The City of Oxford Council previously adopted a Procurement Policy by resolution #4237 on January 16, 2007. Added sections listing the authorized card holders, card maximum limit, and Council shall appoint a compliance officer who will submit a report at least quarterly as outlined in policy.

Approved By:

Department Head:
City Manager:

Initial Date

W 1/19/19
DAE 1-14-19

RESOLUTION NO.

A RESOLUTION REPEALING RESOLUTION NUMBER 4237 AND ACCEPTING THE RECOMMENDATION OF THE CITY MANAGER AND THE FINANCE DIRECTOR TO UPDATE THE PROCUREMENT CARD POLICY AS RECOMMENDED BY THE FINANCE DIRECTOR AND IN ACCORDANCE WITH HOUSE BILL 312 WHICH BECAME EFFECTIVE NOVEMBER 2, 2018.

WHEREAS, the City Manager and the Finance Director recommend Council update the Procurement Card Policy attached hereto and incorporated herein by reference as prepared and proposed by the Finance Director and in accordance with HB 312 which became effective November 2, 2018 maintaining a policy and procedure for the use of electronic payment as a method of expending public funds.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Finance Director and adopts the Credit Card Policy attached hereto and incorporated herein as Exhibit "A" entitled City of Oxford Credit Card Policy as prepared by the Finance Director and in accordance with HB 312 which became effective November 2, 2018.

SECTION 2. 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

Credit Card Policy

General Information

This policy describes the procedures for appropriate credit card use. By signing the credit card agreement form, the employee promises to comply with program rules and regulations. A credit card will be issued to an employee upon approval by the City Manager, with concurrence from the Finance Director, and after the employee executes a signed credit card agreement form. Upon receipt of the card, the employee should immediately sign the back of the card and keep it in a secure place.

A credit card that is issued with an employee's name on the face of it is to be utilized only by that employee. The custodian of the credit card is the person that is responsible for tracking and reporting monthly purchases to the Finance Department. An employee that handles a credit card is responsible for the appropriate use of City funds. The credit card is the property of the City of Oxford and may be rescinded at any time. The credit card is only to be used for the types of purchase outlined in this policy.

Each custodian should keep current record of transactions and receipts to protect himself/herself and the City. These records are important internal controls elements of the electronic purchasing process and essential to the success of the credit card program.

How It Works

The credit card simplifies the purchasing and disbursement process by facilitating point-of-demand credit. Purchasing authority is delegated to the ordering department enabling the authorized cardholder to place an order directly with the supplier.

When a purchase authorization is requested by the supplier, the depository bank credit card system validates the transaction against pre-set limits established by the City. All transactions are approved or declined (instantaneously) based on the following credit card authorization criteria:

- Number of transactions allowed per day.
- Number of transactions allowed per month.
- Single purchase limit.
- Spending limit per month
- Approved merchant commodity code.

The authorization process occurs through an electronic system that supports the credit card processing services under the City of Oxford agreement with the current depository bank at the time of purchase. In addition, the Finance Department will have the capability to view transactions daily and create reports to effectively monitor the use of the credit cards.

Purchasing Guidelines

The credit card program will not circumvent the City's purchasing rules and procedures. They are to be used for materials, supplies, training, and travel necessary for the card holder to effectively complete his/her job duties for the City of Oxford.

Each employee is responsible for the security of the card he/she is issued and for the purchases made with it. Consequences for card misuse are severe and penalties may include loss of job.

For Credit Cards that are issued for specific City functions, the guidelines for their usage is as follows:

1. It is the responsibility of the Department/Division head to have control over all purchases made using the Credit Card.
2. All purchases over \$1,000 must follow our purchasing guidelines and a purchase order must be issued prior to the purchase.
3. All requests for Credit Card deletions, additions or changes must be submitted by the Department Head to the Finance Director after completing the Credit Card Form.

Restrictions on Credit Card Use

The Credit Card cannot be used for the following.

1. Cash advances
2. Traveler's checks
3. Personal services
4. Capital equipment
5. Entertainment and entertainment venues
6. Purchases of alcoholic beverages
7. Tobacco purchases

The Credit Card cannot be used for the transaction types listed below unless the Finance Director and the City Manager have specifically approved the inclusion on a specific Credit Card:

1. Airlines tickets
2. Automobiles/Vehicle Rentals
3. Hotels and Motels
4. Restaurants (when traveling per diem rates will be paid directly, credit cards should not be used when traveling)

If you have any questions regarding a restricted commodity, please contact the Finance Director, Assistant Finance Director or an Accounting Specialist in the Finance Department.

Each credit card has been assigned an individual credit limit based on the department director's approval. If that limit becomes too low to accommodate monthly requirements, the employee may request an increase through the department director, to the Finance Department. The Department should allow two days to process any limit changes to a credit card.

Certain merchants are blocked from the program, and purchases through them will be declined. If the employee feels that his/her purchase has been mistakenly declined, the employee should contact the Finance Director or Assistant Finance Director to address the issue.

Placing an Order

When placing an order, the employee should be able to provide the vendor the following credit card information, if necessary:

- Identify himself/herself as a City of Oxford employee
- Indicate that the purchase will be made using a credit card
- Provider Card Name
- Provide individual card number
- Provide the City's tax id number
- Give the expiration date of card
- Complete delivery address including building and room number (this may or may not be different from the credit card address)
- Any other information necessary to make the purchase.

NEVER allow a vendor to maintain your credit card information for their files.

Upon receipt of your order, the documentation received from the vendor (typically a sales receipt or packing slip) should be kept for later reconciliation. Each month the card custodian will receive a statement, which will identify all of the credit card purchases for that month. The employee should read the following instructions "Proof of Purchase Documentation and Reconciliation" carefully. These instructions will help the employee manage the paperwork associated with the credit card purchasing process.

Order Verification Procedures

The custodian is responsible for ensuring receipt of goods and services and follow-up with the vendor to resolve any delivery problems, discrepancies or damaged goods.

Items should be returned directly to the vendor by whichever means the vendor requires. The custodian is responsible for seeing that the proper credit is posted for any returned items. (see Discrepancies and Dispute Procedures)

Proof of Purchase Documentation & Reconciliation

The credit card will eliminate the time and effort spent on generating purchase requisitions and processing purchase orders.

With the authority to purchase specific goods and services comes the responsibility to maintain adequate documentation at the source of the transaction. Whenever a packing slip or sales receipt is received by the employee making the purchase, the sales receipt should be forwarded to the custodian of the card as proof that the transaction occurred. The custodian should retain this documentation until the monthly statement is received and attach it to the spreadsheet or report showing the transactions purchased and what accounts to use to allocate charges. The documentation and spreadsheet/report should be forwarded to the Finance Department for processing.

Documentation must support the legitimate business purpose of all transactions made with the credit card. In addition to sales receipts and packing slips, the following are examples of supporting documentation:

- Copies of order forms or applications.
- Services reports when service is provided by a vendor
- Internal order form
- Cash register receipts

As mentioned above, after reconciliation, the employee should forward the statements and all supporting documentation to the individual within his/her department who has been assigned responsibility for document management.

Discrepancies and Dispute Procedures

The employee that makes the purchase is responsible for following up with a vendor for any erroneous charges, disputed items, or returns. An employee may dispute a charge that appears on their account statement. Disputed charges can result from failure to receive goods or services, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicate charges, credits not processed, etc. The employee should contact the vendor first to resolve any outstanding issues. Most issues can be resolved in this way. The Finance Department should receive a hard copy of the "Credit Card Dispute Form" to assist in resolving the discrepancy or dispute.

If the employee is unsuccessful with the vendor, then the custodian of the card should be engaged to assist in the process. The custodian should contact the Finance Department for the necessary forms to be completed. Any contact made with a vendor, as well as their response, should be attached to the form,

especially noting the date that the exchange of information occurred. The bank may also requires a date when merchandise is returned and/or services are cancelled.

Custodian Purchasing Log

Each custodian should keep a purchasing log to record transactions and help reconcile to the monthly statement. A custodian may create one that works for him/her. The information that should be included on the log is as follows: the transaction date, merchant name, purchase price, and the method in which the transaction was made (i.e. telephone, mail order, internet or point-of-sale), and the account(s) where the charges will be allocated.

Payment

The City of Oxford is responsible for payment of authorized and appropriate credit card transactions. The credit card will not affect the employee's personal credit in any way.

Lost or Stolen Credit Cards

It is the responsibility of the custodian to immediately report a lost or stolen credit card. The City of Oxford is liable for all transactions until the card is reported lost or stolen. An employee using the card must report a lost or stolen credit card as soon as possible to the custodian of the credit card. The custodian must report a lost or stolen credit card by phone directly to our current depository bank and to the Finance Director by phone or e-mail at the time of the occurrence.

Verbal reports of lost or stolen credit cards must be first called into our current depository bank then followed in writing to the department director and to the Finance Director or Assistant Finance Director using the "Lost or Stolen Credit Card Notification" form. A replacement card will be issued to the custodian. The employee's quick response will reduce the risk of fraud.

Sales Tax

The City of Oxford is tax exempt. The City's tax-exempt number is **31-6001080**. When traveling, hotel charges, transportation charges and fuel charges will most likely be taxed since tax exemption applies only to sales within the State of Ohio. Hotel/Motel taxes, fuel taxes, etc. are also not exempted.

Canceling Credit Cards

A credit card must be cut in half and sent along with a written request to cancel the card by the custodian of the card including the department director's approval. This documentation should be forwarded to the Finance Department to process.

Renewal of Existing Credit Cards

A renewal credit card will be sent automatically to the card holder thirty (30) days prior to the expiration date of the existing card. The old card will need to be returned to the Finance Department, which will then destroy the old cards.

Misusing the Credit Card

The credit card represents the City's trust in the employee and his/her empowerment as a responsible employee of the City of Oxford to safeguard and protect its assets. Each employee assumes the responsibility for the protection and proper use of the credit card.

The following situations are considered "misuse" of the credit card:

1. Personal use – Purchases using the card for the sole benefit of the employee; clothing and food not authorized by the employee's director.
2. "Loaning" out the card – Assignment, transfer, or "loaning" of an individual card to an unauthorized person or to a suspended or terminated employee.
3. Administrative misuse – Lack of proper and timely reconciliation of individual card accounts; card use that is in direct violation of acquisition goals.

Misuse of the credit card will be handled promptly and uniformly for all custodians. The following are the actions that may be taken:

1. The credit card used may be suspended. The credit card will not be restored until the issue is resolved.
2. Using email - the custodian and their supervisor will be contacted of any instance of non-compliance as they occur.
3. If the Finance Department does not receive a responding email within two business days, an email will be sent to the supervisor and the department director to take action.
4. If the Finance Department does not receive a responding email within two business days, an email will be sent to the department director and the City Manager.

Based upon the severity of misuse, disciplinary measures may include personnel action up to and including termination and legal action in accordance with the terms and conditions of the Cardholder Agreement Form and the City of Oxford personnel policies.

Credit Card Maximum Limits

The maximum limit is \$5,000. Temporary increases may be available with approval of the Finance Director, City Manager and/or Assistant Finance Director if the Finance Director or City Manager is unavailable.

Credit Card Authorized Users

Department Heads, Police Lieutenants & Sergeants, Fire Captain's, Office Manager Police Division, Assistant to the City Manager.

Credit Card Audit

To ensure the continued success of the credit card program, the Finance Director will, on a monthly basis, audit each account. The purpose of the audits will be to ensure that authorized policies and procedures are being adhered to by the employees utilizing the program.

Compliance Officer

City Council shall appoint a compliance officer. The compliance officer shall report at least quarterly the number of cards and account issued, the number of active cards and accounts issued, the cards' and accounts' expiration dates, and the cards' and accounts' credit limits.

Conclusion

The credit card should be used responsibly. Each employee should be aware that improper use may result in disciplinary action, up to and including termination and criminal prosecution. A purchasing log may be maintained by the department, but the original receipts will be forwarded to the Finance Department. The card may be randomly audited to track purchasing and record keeping activity.

By using the credit card for business transactions, the employee will help save the City of Oxford both time and money.

CREDIT CARD POLICY FORMS

CITY OF OXFORD

CREDIT CARD AGREEMENT

The following policies are to be followed when using City credit cards for business use:

- 1) Cards are for official business for the City of Oxford. Therefore, no personal items are to be charged to the card.
- 2) The card number is not to be provided to anyone else for use. If someone needs to charge an item (say, a phone order), then have them provide you the information and you should personally place the order.
- 3) If you charge expenses to the card, you **must obtain and submit with the bill** supporting documents for each charge. The following items are required:

- A) Detailed motel bill
- B) Detailed phone itemization (in cases where base motel bill was prepaid by city)
- C) Phone order information
- D) Itemize receipt of any other charges made to the credit card.

- 4) Meals: The policy regarding meal limitations for each person still applies. An employee will be reimbursed the City's current per diem rates for meals when traveling. When only traveling for a portion of the day, meal per diem reimbursement applies to the portion of day out of town. (Say, leaving Sunday afternoon or evening. In this case, the per diem limitations apply.)

Additionally, there may be instances where the card is used to buy the meals of a group of City employees and/or business visitors. In this case, the travel form must be completed documenting:

- 1) Names of all persons eating and business relationship
- 2) Business purpose of meal

Lastly, alcohol is not reimbursable by the government. Therefore, no alcohol purchases are to be paid for individuals. Pay from your personal funds, do not charged them to the card (which would require reimbursement to the City).

- 5) Finance charges and late fees on the credit cards will not be tolerated. Therefore, in return for the privilege of receiving a city credit card, the employee is responsible for and submitting the documentation above and approving all card charges immediately upon receipt of the bill, and submitting it to the Finance Department to be paid in a timely manner.

* * * * *

I understand and will comply with the responsibilities listed above in accepting the city credit card. I understand that non-compliance with any items above may result in surrendering of the card.

Signature Date

CITY OF OXFORD
CREDIT CARD DISPUTE FORM

**CARDHOLDER NAME and
RETURN ADDRESS:**

PHONE NUMBER: _____

FAX NUMBER: _____

ACCOUNT NUMBER: _____

MERCHANT NAME: _____

AMOUNT: _____

TRANSACTION DATE: _____

To assist our investigation, please indicate below the reason for your dispute. If you have any questions, please call the Finance Department for assistance. Use this form to assist our current depository bank with your claim.

I did not make nor authorize the above transaction. (Please indicate the whereabouts of your Commercial Card.)

☐

There is a difference in the amount I authorized and the amount I was billed. (A copy of your charge must be enclosed.)

☐

I only transacted one charge, and I was previously billed for this sales draft.

Date of previous charge: _____

☐

The above transaction is mine, but I am disputing the transaction. (Please state your reasons why in detail.)

☐

Please send me a copy of the sales draft.

☐

I have received a credit voucher for the above transaction, but it has not yet appeared on my account. (A copy of the credit voucher must be enclosed.)

☐

My account has been charged for the above transaction, but I have not received this merchandise. The date of expected delivery was: _____ The details of my attempt to resolve the dispute with the merchant and the merchants response are indicated below.

☐

My account has been charged for the above transaction, but the merchandise has since been returned. The details of my attempt to resolve the dispute with the merchant and the merchant's response is indicated below. (Please enclose a copy of your postal receipt.)

☐

Other (Please explain):

Cardholder Signature: _____ **Date:** _____

CITY OF OXFORD
CREDIT CARD FORM

CARDHOLDER NAME: _____

ACCOUNT NUMBER: _____

START/END DATE: _____

☐

I would like a card issued to employee. (Please state your reasons why in detail.)

☐

I would like a card rescinded for employee. (Please state your reasons why in detail.)

☐

I would like an increase in my current credit card limit. (Please state your reasons why in detail.)

Department Head Signature: _____ **Date:** _____

CITY OF OXFORD

LOST OR STOLEN CARD NOTIFICATION FORM

CARDHOLDER NAME and _____ **PHONE NUMBER:** _____
ACCOUNT NUMBER: _____
BANK CONTACTED: (DATE&TIME) _____

To assist in processing your request please provide all the information requested. If you have any questions, please call the Finance Department for assistance.

- ☐ Credit card was lost and needs to be replaced. (Please indicate why you believe the card is lost.)

- ☐ Credit card is believed to be stolen and needs to be replaced. (Please attach a copy of a police report.)
- ☐ Credit card was lost and does not need replacement. (Please indicate why you believe the card is lost.)

- ☐ Credit card is believed to be stolen and does not need replacement. (Please attach a copy of a police report.)
- ☐ Other (Please explain):

Cardholder Signature: _____ **Date:** _____

Department Director Signature: _____ **Date:** _____

Finance Director Signature: _____ **Date:** _____

City Manager Signature: _____ **Date:** _____

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: January 15, 2019

Service Department
Originating Department

Account Code #: N/A

David Treleaven
Prepared By

Budgeted Amount: N/A

January 4, 2019
Date Prepared

Agenda Title: Environmental Commission Meeting of January 2, 2019

Recommendation: For Review and Consideration

Discussion:

Environmental Commission members present at the Wednesday, January 2, 2019 meeting were: Chair, Mr. Wright Gwyn; Vice-Chair, Ms. Madeline Maurer; City Council Representative, Ms. Chantel Raghu; Planning Commission Representative, Ms. Shana Rosenberg; Mr. Vince Hand, and Mr. Jon Ralinovsky. A quorum was present. Mr. Andor Kiss had previously notified the Commission that he was unable to attend the January 2019 meeting.

The minutes from the December 5, 2018 Environmental Commission meeting was unanimously approved as presented.

Ms. Rosenberg stated that the Planning Commission was intending to establish potential goals and projects at their upcoming meeting and asked if the Commissioners had suggested topics for consideration. The pending, draft tree preservation and protection ordinance with the potential increased interaction of the Planning and Environmental Commissions was mentioned, as was refinement of land development or re-development ordinances to encourage stormwater best management practices other than detention or retention basins. Refinement of property development requirements of bicycle storage facilities to more closely adhere to the American Association of State and Highway Transportation Officials' guidelines was suggested. Mr. Gwyn offered the possibility of joint Planning and Environmental Commission meetings or work sessions as needed.

Mr. Gwyn informed the Commission that he had spoken with Mayor Rousmaniere regarding Councilor David Prytherch's suggestion that the Environmental Commission and City Council have a work session to evaluate Oxford's formal participation in the Global Covenant of Mayors for Climate and Energy (the Covenant). Mr. Gwyn had informed Mayor Rousmaniere of a past Professional Service Project (PSP) by graduate students in Miami University's Institute for the Environment and Sustainability (IES) program during the 2017-2018 academic year. The PSP had concluded that the anticipated expense of participation and the specified time constraints in the Covenant did not make it a good fit for Oxford, but other programs for the reduction of a community's carbon footprint were available and were options to consider. Mr. Gwyn asked that the City Council postpone their evaluation of the applicability of the Covenant until a second IES PSP on Oxford's municipal operations' greenhouse gas (GHG) inventory is completed in May 2019. With the information from these two PSP's, Council could then subsequently provide the Environmental Commission with the direction that City Council wished to consider.

(Continued)

Approved By:

Department Head:
City Manager:

Initial Date

WAT \ 1/7/19

DRG 1/4/19

Staff informed Commissioners that the City Manager was considering a work session with the City Council and the Environmental Commission to review the Commission's pending and/or potential projects for 2019, tentatively prior to the January 15, 2019 Council meeting. Staff was instructed to keep Commissioners apprised on developments regarding the potential work session.

The sub-committee (consisting of Mr. Gwyn, Ms. Mauer, and Mr. Ralinovsky) investigating options for the pending refuse and recycling contract specifications summarized their December meeting. The sub-committee is encouraging that the contract specifications include an option for smaller volume residential refuse collection service at a reduced cost to the consumer, along with the current, 10-item limit. Regarding recycling, the sub-committee recommends that the basic service container size should be increased to the 65-gallon lidded, wheeled cart without its current rental fee (\$1 per month), with the 18-gallon red recycling bin available upon request. The sub-committee would also recommends a greater public education effort to explain proper preparation of recycling materials, the locations of the publicly available recycling dumpsters, and that the educational efforts should specifically include landlords/property managers and Miami University student groups (student government, campus environmental groups, etc.).

Staff provided an update on the food scrap composting pilot project. Inquiries to regionally-based waste haulers (Republic Services, Rumpke of Ohio, and Waste Management) indicated that they either don't offer food scrap collection services, or couldn't be cost competitive (the transport packer truck would need to be cleaned prior to each food scraps collection event to prevent contamination of the compostable materials by residual trash). Discussion with the OEPA indicated that they not aware of any other regional provider for food scrap transport other than GoZero Services, and that at present, no specific permit or license is required either by the OEPA or ODOT to transport food scraps.

The IES PSP conducting a GHG inventory for Oxford's municipal operations was to formally start their research for the inventory during Miami University's winter term (January 2-25, 2019). The students in the PSP team are required to meet a minimum of three times per week for three hours at a time, and also to conduct their individual research in between. The PSP is to meet with Staff and any available Commissioners during the week of January 21-25, 2019 to provide an update and seek guidance on any questions that may have arisen during their initial research. Staff will make Commissioners aware of the time and date of this meeting.

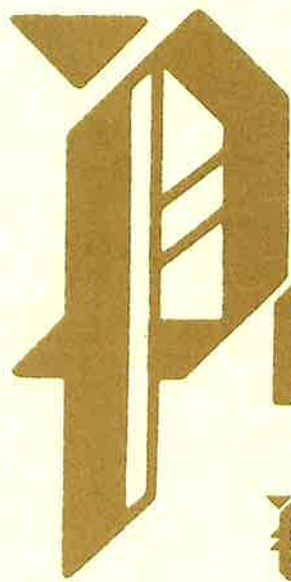
Internal review of the Carbon Fee and Dividend policy example resolution by city staff found referenced legislative information that was dated and not necessarily currently accurate. Staff had researched the situation and made revisions to the resolution. Commissioners reviewed the revisions to the resolution text. As the Environmental Commission had passed a motion at their December 5, 2018 meeting forwarding the resolution to City Council for consideration, Ms. Maurer moved the following motion accepting revisions to the previously approved resolution. Councilor Raghu seconded the motion.

Motion:

The Environmental Commission accepts revisions to the attached Resolution, and recommends that City Council review, consider, and adopt the Resolution stipulating that the United States Congress pass a carbon fee and dividend legislation.

The Motion was adopted by the following roll call: Aye: Mr. Gwyn, Ms. Mauer, Ms. Raghu, Ms. Rosenberg (4); Nay: (0); Abstained: Mr. Hand, Mr. Ralinovsky (2)

Commissioners concluded discussions at 8:40 p.m. The next Environmental Commission meeting is tentatively scheduled for 7:00 pm on Wednesday, February 6, 2019, in the Municipal Building's First Floor Conference Room.



Office of the Mayor

Proclamation

Whereas:

Dr. Martin Luther King, Jr. during his lifetime pursued a dream of justice and racial equality for all Americans; and

WHEREAS, Dr. King believed in the promotion and exercise of human rights and fundamental freedoms for all people; and

WHEREAS, Dr. King's leadership and notable contributions on behalf of civil rights gave fresh emphasis to democratic ideals and the recognition of equality of all people; and

WHEREAS, the memory of Dr. King and his achievements continues to inspire countless millions around the world in the face of oppression and discrimination; and

WHEREAS, Dr. King's contributions to freedom, equality, justice and humanity are of great importance and value to all our lives.

NOW, THEREFORE, I, Kate Rousmaniere, Mayor of the City of Oxford, Ohio, do hereby proclaim Monday, January 21, 2019:

"REV. DR. MARTIN LUTHER KING, JR. DAY"

in the City of Oxford and urge all citizens to honor Dr. King by showing understanding toward their fellow man, promoting peace, and helping freedom exist everywhere for all people.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 15th day of January, 2019.



KATE ROUSMANIERE, MAYOR

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation

Originating Department

Council Meeting Of: January 15, 2019

Account Code No. #: N/A

Prepared By: Casey D. Wooddell

Budgeted Amount: N/A

Date Prepared: Dec. 19, 2018

Agenda Title: Oxford Recreation Board Meeting, 12/18/18

Recommendation: Approve

Attendance: Present: Ken Bogard, Holli Morrish, Craig Bennett; Kevin Ackley, Edna Southard
Liaisons: Casey Wooddell, City Staff; Deanna Barbour, Secretary

Discussion:

Mr. Ken Bogard called the meeting of the Oxford Recreation Board to order on Tuesday, December 18th at the Oxford Municipal Building at 11:35am.

Guest Speaker: Ms. Cassie MacDonald from Goggin Ice Center spoke to the board members about the Learn to Skate program, as well as other events and programs Goggin is providing to the community. She asked for ideas on how to better involve the community and market their opportunities, beginning as young as age 3. The board brainstormed ideas on how to get more kids involved, as well as how to reach new audiences for these programs.

Report from Recreation Director: Mr. Wooddell advised construction on the new pool is progressing. Contractor is stating we should see pool floors being poured very soon, and the building begin to go up shortly after. Open date still scheduled for May 25, 2019.

Mr. Wooddell stated that he and Mr. Bennett performed interviews for the full-time Aquatics/Program Coordinator position scheduled to begin January 1, 2019. This position will replace a current part-time position with OPRD. A recommendation was provided to the City Manager on whom to hire, and an offer letter will be provided to the person this week.

Ms. Morrish noted Talawanda has hired a new football coach, Mr. Larry Cox. He has over 20 years coaching experiencing, including many successful years at Lakota West. The district is very excited about what he can do for the football team moving forward.

Old Business:

FUNDRAISING – Mr. Wooddell provided a list of total donations, as well as donors to this point. Donations will continue to be accepted through the opening of the new facility, and beyond for some items. Mr. Bogard indicated that he provided his donation earlier that day for two of the touchpads, and will provide for two more in 2019.

Ms. Southard asked if we have considered having a meeting with the Township Trustees to provide information to them about what's coming to Oxford, and how they might be able to support the cause. Mr. Wooddell said he would reach out to them.

Mr. Bennett asked if Mr. Wooddell has considered a presentation to the Knolls about the aquatic center, particularly to discuss the fundraising campaign as well as propose and receive feedback on "senior only hours" for the new facility. Mr. Wooddell said he would contact Mr. Tim McGowan about this opportunity.

Ms. Southard asked if it was nearing the time to potentially include PACO (Public Arts Commission of Oxford) to help with artistic design ideas for the new facility. Mr. Wooddell stated he would encourage ideas from PACO to improve overall aesthetics, such as murals, bike racks or sculptures. Ms. Morrish also noted there is an Advanced Placement Arts course at Talawanda that may be able to provide some ideas for artistic touches at the new facility.

New Business:

No new business discussed.

Next meeting: Thursday, January 17 at 11:30am – LCNB Community Room
Joint TRI Board / Rec Board meeting.

Meeting Adjourned: 12:38pm.

Approved By:**Initial Date****Department Head:**CDW \ 12/19/2018**City Manager:**DRE \ 1/16/19

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to City Manager

Council Meeting Of : 1/15/2019

Account Code No. : see below

Budgeted Amount :

Finance
Originating Department

Joe Newlin
Prepared By

1/7/2019
Date Prepared

Agenda Title: 2019 Supplemental Budget #1

Recommendation: Approve

Issue 1

To make adjustment to budget for personnel expenditures moving to contracted services for law department

Action Needed:

Revenue Side

N/A

Expense Side

General (110)	(120,592.00)	Reduction of expenditures for personnel cost
General (110)	120,592.00	Additional expenditures for contracted services

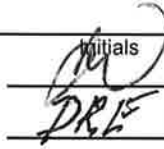
Net Effect on Fund Balance/(s) Increase/(Decrease)	-	
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Total Net Effect on Fund Balance/(s) Increase/(Decrease)	-	
---	---	--

Breakdown by Fund

General (110)	-	
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Net Effect on Fund Balance/(s) Increase/(Decrease)	-	
---	---	--

Approved By:	Department Head:	Initials Date  DRE, 1-11-19
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ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO.3493. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 1 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2019.

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

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

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

SECTION 2: The following increase/(decrease)in appropriations from unencumbered balances be made:

General Fund 110	(120,592.00)
General Fund 110	120,592.00

SECTION 3: In all other respects, Ordinance No. 3493 shall remain in full force and effect.

SECTION 4: This ordinance shall take effect immediately upon its adoption.

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

Council Meeting of: January 15, 2019

Account Code #: Not Applicable

Budgeted Amount: Not Applicable

Service Department

Originating Department

Michael Dreisbach, Service Director

Prepared By

January 7, 2019

Date Prepared

Agenda Title: A Resolution of the Oxford City Council Calling on the US Congress to Pass Carbon Fee and Dividend Legislation.

Recommendation: As requested by the Environmental Commission

Discussion:

At the January 2, 2019 Environmental Commission meeting, a motion passed (by a vote of 4-0-2) requesting the Oxford City Council consider and adopt the attached draft Resolution stipulating that the U.S. Congress pass Carbon Fee and Dividend legislation.

A cover letter for this action, by the Commission chair, is also attached to this report.

Approved By:

Department Head:

Initial Date
MBD \ 1/7/19

City Manager:

DRE \ 1-11-19

12/7/18

To Oxford City Council:

Recently the Environmental Commission was requested to support a resolution calling for the United States Congress to create a Carbon Fee and Dividend Program. The intent of this resolution is to support and encourage an existing bipartisan effort within the Congress to produce legislation that would reduce the effects of climate change.

This resolution was based on a resolution that was passed by the City of Oberlin.

There are two basic concepts within this resolution.

- Carbon Fee - The basic premise of a carbon fee on fossil fuels production is that alternative fuels would ultimately become more attractive and competitive. This is not a new concept.
- Dividend – This is a fairly new concept that promotes distributing the funds raised by the carbon fee back to the taxpayers, thus putting more money into local economies.

Although the Environmental Commission sees this resolution as largely symbolic in nature and presents no immediate fiscal responsibilities to the City, it does reflect the City's efforts in progressing to a more sustainable community, as evidenced by recent efforts. Over the last several years, the City has incorporated stormwater "best management practices," implemented an aggregated energy program utilizing renewable energy (wind), and most recently has been developing a sustainable urban forestry policy.

The Environmental Commission approved the request to support this resolution and to advance it to the City Council for their review and consideration. It is hoped that the Council will see the benefit in this bipartisan effort and lend its support to reducing the effects of climate change.



Wright Gwyn, Chair
Oxford Environmental Commission

RESOLUTION NO.

A RESOLUTION OF THE COUNCIL OF THE CITY OF OXFORD, OHIO, CALLING ON THE U.S. CONGRESS TO INTRODUCE AND PASS CARBON FEE AND DIVIDEND LEGISLATION.

WHEREAS: the costs of climate change – including destabilizing weather patterns, rising sea levels, extreme weather events, and other serious impacts now pose a substantial threat to the health, prosperity, and security of Americans; and

WHEREAS: the costs are real, they are growing, and they are already burdening businesses, taxpayers, municipal budgets, and families; and

WHEREAS, our economy, infrastructure, public safety, and health are directly at risk;
and

WHEREAS, this resolution in itself does not have a fiscal impact on the City of Oxford;
and

WHEREAS, a Federal Carbon Fee and Dividend policy will:

1. Send a clear price signal to entrepreneurs and existing businesses to invest in a clean-energy economy.
2. Protect lower and middle-income households, as two-thirds of families, especially low and middle-income families, are expected to break even or receive more in dividends than they would pay in higher living expenses.
3. Create jobs and economic growth, as the dividend puts money back into local economies, and improves the health and productivity of citizens.
4. Discourage domestic businesses from relocating where they can emit more CO2 and encourage other nations to adopt an equivalent price on carbon;

and

WHEREAS, there is increasing bipartisan support in Congress for Climate Solutions, as evidenced by the bipartisan House of Representative's Climate Solution Caucus, and The Energy Innovation and Carbon Dividend Act of 2018 (H.R. 7173), which was introduced to the U.S. House for Representatives on November 27, 2018, calling for the implementation of a national carbon fee and dividend policy; and

WHEREAS, Carbon Fee and Dividend is a market-based, economically-viable solution to climate change, designed to attract bipartisan support in Congress.

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

SECTION 1: We members of Oxford City Council urge the United States Congress to support Carbon Fee and Dividend as a key element in reducing the risks of climate change. Carbon Fee & Dividend will significantly reduce carbon emissions, create jobs, grow the economy, save lives, and protect households from higher energy prices.

SECTION 2: Carbon Fee and Dividend will place a steadily rising fee on fossil fuels at the source (at the well, mine, or port of entry), returning all of the revenue, minus administrative costs, to American households on a per-capita basis as a monthly dividend. To maintain the competitiveness of American businesses, a border adjustment will be made, assessing a fee or rebate on goods traded with countries without a comparable carbon price.

SECTION 3: That it is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this resolution were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4: That a copy of this Resolution shall be delivered to Oxford's representatives in Congress, including our House representative, Senators, as well as to the Speaker of the U.S. House and the U. S. Senate Majority Leader.

SECTION 5: That this Resolution is hereby declared to be an essential measure necessary for the immediate preservation of the public peace, health and safety of the citizens of the City of Oxford, Ohio.

SECTION 6: 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

Finance
Originating Department

Council Meeting Of: 12/18/2018

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

12/12/2018
Date Prepared

Agenda Title: An Ordinance Approving the Creation a New Fund for the 2019 Operating Budget to Provide for Fire Loss Claims

Recommendation: Approve

Discussion:

Staff recommends Council approve the creation of a new fund 426 to account for Fire Loss Claims proceeds in the 2019 operating budget. This is an accounting method to record all Fire Loss Claims proceeds as security against the total cost of removing, repairing, or securing incurred by the City of Oxford and the release of the proceeds once the repairs, removal, or securing of the building or structure have been completed and the required proof have been received by the City Manager.

Approved By:

Department Head:
City Manager:

Initial Date

JS 12/12/18
DRE 12/14/18

ORDINANCE NO.

AN ORDINANCE APPROVING THE CREATION OF A NEW FUND FOR THE 2019 OPERATING BUDGET TO PROVIDE FOR FIRE LOSS CLAIMS.

WHEREAS, the City Manager and the Finance Director recommend that the City Manager and the Finance Director have oversight over the activities within the Fire Loss Claims Fund and that it be used for collection of Fire Loss Claims proceeds as security against the total cost of removing, repairing, or securing incurred by the City of Oxford and the release of the proceeds once the repairs, removal, or securing of the building or structure have been completed and the required proof have been received by the City Manager.

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

SECTION 1: Council hereby approves and authorizes the Finance Director to create a Fiduciary Fund #426 Fire Loss Claims Fund for the sole purpose of collection of Fire Loss Claims proceeds as security against the total cost of removing, repairing, or securing incurred by the City of Oxford and the release of the proceeds once the repairs, removal, or securing of the building or structure have been completed and the required proof have been received by the City Manager.

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 15, 2019

Account Code No. #:

Sam Perry
Prepared By

Budgeted Amount:

January 9, 2018
Date Prepared

Agenda Title: **PC-2018-29, ZONING MAP AMENDMENT**, to establish a Neighborhood Conservation Overlay District in an R-1A (Single-Family Low Density Residential) District, in the area of McKee Avenue, Peabody Drive, Thomson Court, and Tenney Court, for a total of 50 parcels, **City of Oxford, Applicant**

Recommendation: **Approval**

Discussion:

The legislation of creating the Neighborhood Conservation Overlay District was adopted by the City Council in 2012 to protect residential neighborhoods, maintain an attractive community appearance, and to provide a desirable living environment by restricting residential properties to be rented to no more than two unrelated individuals. Rental to families is not restricted. The process to establish this type of overlay district begins with a petition with signatures of at least two-thirds of parcel owners within the proposed district. Council accepted the petition on October 2 and Planning recommended the map amendment for approval on December 11. There have been sixteen (16) such overlays that have been approved by City Council since 2014. This petition was assembled by Anita Jones along with a team of other residents.

There are a total of 50 parcels contained in the proposed overlay. A map of the proposed area is attached. The overlay includes households in the Juniper Hill Subdivision Sections 1 and 2, which were originally platted in 1957 and 1968. The signatures in this petition exceed the two-thirds requirement at 88% per Oxford Zoning Code Section 1146.03(a)(3). The boundary also meets the block requirements of the overlay Code. The proposed overlay is the first in this part of Oxford (see attached map).

The Planning Commission determined that the proposed overlay met the standards of the map amendment as well as the neighborhood overlay. The Commission voted 5-0 to recommend approval to City Council.

Approved by:

	Initial	Date
Department Head:	<u>SP</u>	<u>1-9-19</u>
City Attorney:	<u></u>	<u></u>
City Manager:	<u>DRE</u>	<u>1-11-19</u>

ORDINANCE NO.

AN ORDINANCE 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 50 PARCELS LOCATED ON MCKEE AVENUE, PEABODY DRIVE, THOMSON COURT AND TENNEY COURT IN THE CITY OF OXFORD, OHIO.

WHEREAS, Council finds in accordance with Section 1146.03 of the Codified Ordinances of the City of Oxford, the Oxford Planning Commission held a public hearing on December 11, 2018 on the City of Oxford's application for a Zoning Map Amendment to establish a Neighborhood Conservation Overlay District in a R-1A (Single Family Low Density Residential) District for 50 parcels located on McKee Avenue, Peabody Drive, Thomson Court and Tenney Court in the City of Oxford, Ohio, a map of which is attached hereto and incorporated herein as Exhibit "A" and;

WHEREAS, the Oxford Planning Commission, after public hearing and deliberation, recommended granting the Zoning Map Amendment to establish a Neighborhood Conservation Overlay District, and found that the proposed request was in keeping with the intended characteristics of the neighborhood and was an appropriate classification for the properties in question.

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

SECTION 1: Council hereby accepts the recommendation of the Oxford Planning Commission, and after deliberation, finds for the granting of the Zoning Map Amendment, to establish a Neighborhood Conservation Overlay District in a R-1A (Single Family Low Density Residential) District for 21 parcels located on McKee Avenue, Peabody Drive, Thomson Court and Tenney Court in the City of Oxford, Ohio, a map of which is attached hereto and incorporated herein as Exhibit "A".

SECTION 2: Council hereby grants the Zoning Map Amendment as requested, incorporating the application and documents submitted with the application as a term and condition of the granting of this Zoning Map Amendment and orders that the official zoning map be amended.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

PETITION FOR NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT
FOR
JUNIPER HILL SUBDIVISION AREA, OXFORD, OHIO

I, the undersigned, do hereby state that I am an owner of a property within the boundaries designated by the petition and that my residence is truly stated in opposite by the signature below.

THIS PETITION, IF ADOPTED, WOULD ALLOW THE PETITIONERS TO INITIATE A ZONING MAP AMENDMENT PURSUANT TO CHAPTER 1146 OF THE CITY'S ZONING CODE TO RESTRICT ANY PROPERTY WITHIN THE DISTRICT TO BE RENTED TO NO MORE THAN TWO UNRELATED INDIVIDUALS. THIS PETITION WILL NOT AFFECT PROPERTIES ALREADY LICENSED.

PLEASE SEE THE BELOW TEXT, AS WELL AS ATTACHED MAP, FOR EXACT BOUNDARIES:

EAST BOUNDARY: THE EAST PROPERTY LINE OF THE TWO PROPERTIES AT THE EAST END OF MCKEE AVENUE AND PEABODY DRIVE THAT BORDER MIAMI UNIVERSITY AND THE CITY OF OXFORD WASTE WATER TREATMENT PLANT PROPERTIES.

NORTH BOUNDARY: THE PROPERTY LINES OF THE TWO NORTHERN MOST PROPERTIES AT THE END OF THOMSON COURT, THE PROPERTY LINES OF THE THREE NORTHERN MOST PROPERTIES AT THE END OF TENNEY COURT AND THE EIGHT PROPERTIES ON THE NORTH SIDE OF MCKEE AVENUE BETWEEN TENNEY COURT AND THE WASTE WATER TREATMENT PLANT.

WEST BOUNDARY: US HIGHWAY 27 SOUTH RIGHT OF WAY LINE (MILVILLE OXFORD ROAD).

SOUTH BOUNDARY: THE SOUTH PROPERTY LINE OF 3 MCKEE AVENUE AS WELL AS THE SOUTH PROPERTY LINES OF THE PROPERTIES ON THE SOUTH SIDE OF PEABODY DRIVE.

OTHER: THERE IS AN EXCLUDED MIAMI UNIVERSITY ROAD EASEMENT PERPENDICULAR TO MCKEE AVENUE BETWEEN 220 AND 300 MCKEE AVENUE.

CIRCULATOR'S FULL NAME: Anita Jones

CIRCULATOR'S ADDRESS: 106 Tenney Court, Oxford, OH 45056

CIRCULATOR'S SIGNATURE: Anita Jones

DATE SUBMITTED: 9/10/18

Juniper Hill COMMITTEE MEMBER CONTACTS

Herman and Brenda Dornbusch
10 Peabody Drive
513-646-3578 (Herman)
513-280-6070 (Brenda)
hdorn1010@gmail.com

Barbara Eshbaugh
209 McKee Avenue
513-523-8305
eshbauwh@miamioh.edu

Russ and Anita Jones
106 Tenney Court
513-491-5301 (Russ)
513-491-5302 (Anita)
russ@jones4him.com
anita@jones4him.com

Bill Scott
200 McKee Avenue
513-523-3334
513-255-2336 (c)
scottwe@miamioh.edu

Juniper Hill
Conservation Overlay Petition Results
September 10, 2018

	Eshbaugh	Scott	Dornbusch	Jones
1			L21 McKee/S	
2			2 McKee/ MAIL	
3			3 McKee/MAIL	
4			6 McKee/S	
5				7 McKee/S
6				8 McKee/S
7				L19 McKee/S
8				102 McKee/S
9				104 McKee/S
10	105 McKee/MAIL			
11	107 McKee/S			
12	109 McKee/S			
13		200 McKee/S		
14	201 McKee/S			
15		204 McKee/S		
16		208 McKee/S		
17	209 McKee/S			
18	L46 McKee/S			
19		212 McKee/S		
20	213 McKee/S			
21	215 McKee/S			
22		216 McKee/S		
23	220 McKee/S			
24	225 McKee/S			
25		300 McKee/S		
26	301 McKee/S			
27		350 McKee/S		
28		350 McKee/S		
29			3 Peabody/ DOOR	
30			4 Peabody/S	

Juniper Hill
Conservation Overlay Petition Results
September 10, 2018

Eshbaugh	Scott	Dornbusch	Jones
31		5 Peabody/S	
32		6 Peabody/S	
33		7 Peabody/DOOR	
34		L37 Peabody/DOOR	
35		8 Peabody/S	
36		10 Peabody/S	
37		101 Peabody/S	
38		L36 Peabody/S	
39		102 Peabody/DOOR	
40		104 Peabody/S	
41		106 Peabody/S	
42		111 Peabody/S	
43		101 Peabody/S	
44			104 Tenney/S
45			106 Tenney/S
46			108 Tenney/S
47			L09 Tenney/S
48		102 Thomson/S	
49			106 Thomson/S
50			110 Thomson/S

Total Signatures	43
Percentage	86%

S - Signed

DOOR - packet left with resident

MAIL - packet mailed to resident

Petition for McKee, Peabody, Thomson, and Tenney Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Anita Jones, 106 Tenney Court

I, the undersigned, do hereby state that I am an owner of a property within the boundaries designated by the petition and that my residence is truly stated in opposite by the signature below.

This petition, if adopted, would allow the petitioners to initiate a zoning map amendment pursuant to Chapter 1146 of the city's zoning code to restrict any property within the district to be rented to no more than two unrelated individuals. This petition will not affect properties already licensed.

Please see attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
	MCKEE AVE/ H4100111000021	DAVID T & KRISLYNN A DUDLEY TR		
	2 MCKEE AVE/ H4100111000022	MICHAEL BERRY MARJA KUHLE		
	3 MCKEE AVE/ H4100111000023	GARY L & CHERYL A FARMER		
	6 MCKEE AVE/ H4100111000020	DAVID T AND KRISLYNN A DUDLEY TRS		
	7 MCKEE AVE/ H4100111000041	SCOTT R & EMILY E DAVIE		
	8 MCKEE AVE/ H4000111000018	LINDA L CONAWAY		
	MCKEE AVE/ H4000111000019	LINDA L CONAWAY		
	102 MCKEE AVE/ H4100111000053	ELIZABETH RUFF		
	104 MCKEE AVE/ H4100111000013	JONATHAN SANFORD		
Sept 10, 2015	105 MCKEE AVE/ H4100111000042	KATHRYN M HILLER <i>Kathryn M Hiller</i>	<i>Kathryn Mary Hiller</i>	<i>Mailed 8/31/18</i>

Petition for McKee, Peabody, Thomson, and Tenney Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Anita Jones, 106 Tenney Court

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Please see attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
9/3/18	MCKEE AVE/ H4100111000021	DAVID T & KRISLYNN A DUDLEY TR	Krislynn A. Dudley	
	2 MCKEE AVE/ H4100111000022	MICHAEL BERRY MARJA KUHL		MAILED 8-27 w/SELF ADD.
	3 MCKEE AVE/ H4100111000023	GARY L & CHERYL A FARMER		MAILED 8-27 w/SELF ADD.
9/18/18	6 MCKEE AVE/ H4100111000020	DAVID T AND KRISLYNN A DUDLEY TRS	Krislynn A. Dudley	
	7 MCKEE AVE/ H4100111000041	SCOTT R & EMILY E DAVIE		
	8 MCKEE AVE/ H4000111000018	LINDA L CONAWAY		
	MCKEE AVE/ H4000111000019	LINDA L CONAWAY		
	102 MCKEE AVE/ H4100111000053	ELIZABETH RUFF		
	104 MCKEE AVE/ H4100111000013	JONATHAN SANFORD		
	105 MCKEE AVE/ H4100111000042	KATHRYN M HILLER		

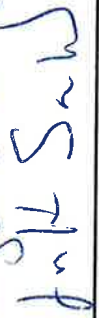
Petition for McKee, Peabody, Thomson, and Tenney Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Anita Jones, 106 Tenney Court

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Please see attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
	MCKEE AVE/ H4100111000021	DAVID T & KRISLYNN A DUDLEY TR		
	2 MCKEE AVE/ H4100111000022	MICHAEL BERRY MARJA KUHL		
	3 MCKEE AVE/ H4100111000023	GARY L & CHERYL A FARMER		
	6 MCKEE AVE/ H4100111000020	DAVID T AND KRISLYNN A DUDLEY TRS		
9/6/18	7 MCKEE AVE/ H4100111000041	SCOTT R & EMILY E DAVIE		
09/04/2018	8 MCKEE AVE/ H4000111000018	LINDA L CONAWAY		
09/04/2018	MCKEE AVE/ H4000111000019 (Sliver)	LINDA L CONAWAY		
09/10/18	102 MCKEE AVE/ H4100111000053	ELIZABETH RUFF		
9/10/18	104 MCKEE AVE/ H4100111000013	JONATHAN SANFORD		
	105 MCKEE AVE/ H4100111000042	KATHRYN M HILLER		

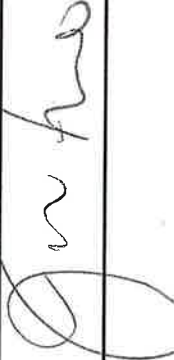
Petition for McKee, Peabody, Thomson, and Tenney Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Anita Jones, 106 Tenney Court

I, the undersigned, do hereby state that I am an owner of a property within the boundaries designated by the petition and that my residence is truly stated in opposite by the signature below.

This petition, if adopted, would allow the petitioners to initiate a zoning map amendment pursuant to Chapter 1146 of the city's zoning code to restrict any property within the district to be rented to no more than two unrelated individuals. This petition will not affect properties already licensed.

Please see attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
	106 PEABODY DR/ H400011000032	ELIZABETH S ROGERS		
	111 PEABODY DR/ H4100111000033	ERNST JAMES BEVER LIVING TR US BANK TRUSTEE		
	101 PEABODY DR/ H4100111000034	ERNST JAMES BEVER LIVING TR US BANK TRUSTEE		
9/9/18	104 TENNEY CT/ H4100111000012	LEIGHTON C PETERSON		
9/14/18	106 TENNEY CT/ H4100111000011	RUSSELL D & ANITA S JONES CO-TRS		
9-6-18	108 TENNEY CT/ H4100111000010	MARK S TIEMEYER		
9-6-18	TENNEY CT/ H4100111000009	MARK S TIEMEYER		
	102 THOMSON CT/ H4100111000017	DAVID T AND KRISLYNN A DUDLEY TRS		
9-4-18	106 THOMSON CT/ H4100111000016	BRIAN AND JESSIE M ELLIS		
8/28/18	110 THOMSON CT/ H4100111000052	JACK N LILES		

Petition for McKee, Peabody, Thomson, and Tenney Neighborhood Conservation Overlay District, Oxford, Ohio

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Please see attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
9/10/18	107 MCKEE AVE/ H4100111000043	ALAN LEE SEPSI HALLIE ELIZABETH WHITE SEPSI	<i>Alan E. Sepsi</i>	
9/10/18	109 MCKEE AVE/ H4100111000044	KARTHIK VISHWANATH & VRINDA KALIA	<i>[Signature]</i>	
	200 MCKEE AVE/ H4100111000008	WILLIAM E & VIRGINIA G SCOTT		
9/9/18	201 MCKEE AVE/ H4100111000045	CHARLES R SCHULER STUART G REYNOLDS	<i>Stuart Reynolds</i>	
	204 MCKEE AVE/ H4100111000054	ROBERT C AND BETH L KINGSLEY		
	208 MCKEE AVE/ H4100111000055	MARTIN D LUNA DARLA GAYLE LUNA		
8/31/2018	209 MCKEE AVE/ H4100111000047	WILLIAM ESHBAUGH III CO TR BARBARA KELLER ESHBAUGH CO TR	<i>W. Hardy Eshbaugh</i> <i>Barbara Keller Eshbaugh</i>	Sept 3, 2018
9/21/2018 9/31/18	MCKEE AVE/ H4100111000046	WILLIAM HARDY ESHBAUGH III CO TR BARBARA KELLER ESHBAUGH CO TR	<i>W. Hardy Eshbaugh</i> <i>Barbara Keller Eshbaugh</i>	Aug 31, 2018 Aug 31, 2018
	212 MCKEE AVE/ H4100111000005	SHAWNA F CAMPBELL		
	213 MCKEE AVE/ H4100111000049	JUDITH L BARTLETT	<i>Judith Bartlett</i>	9/21/18

Petition for McKee, Peabody, Thomson, and Tenney Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Anita Jones, 106 Tenney Court

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	109 MCKEE AVE/ H4100111000044	KARTHIK VISHWANATH & VRINDA KALIA		
8/31/18	200 MCKEE AVE/ H4100111000008	WILLIAM E & VIRGINIA G SCOTT	Virginia G. Scott	
	201 MCKEE AVE/ H4100111000045	CHARLES R SCHULER STUART G REYNOLDS		
8/31/18	204 MCKEE AVE/ H4100111000054	ROBERT C AND BETH L KINGSLEY	Beth L. Kingsley	
8/31/18	208 MCKEE AVE/ H4100111000055	MARTIN D LUNA DARLA GAYLE LUNA	Darla Gayle Luna	
	209 MCKEE AVE/ H4100111000047	WILLIAM ESHBAUGH III CO TR BARBARA KELLER ESHBAUGH CO TR		
	MCKEE AVE/ H4100111000046	WILLIAM HARDY ESHBAUGH III CO TR BARBARA KELLER ESHBAUGH CO TR		
8/31/18	212 MCKEE AVE/ H4100111000005	SHAWNA F CAMPBELL	Shawna F. Campbell	
	213 MCKEE AVE/ H4100111000049	JUDITH L BARTLETT		

Petition for McKee, Peabody, Thomson, and Tenney Neighborhood Conservation Overlay District, Oxford, Ohio

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Date	Address	Name(s)	Signature	Notes
9/9/18	213 MCKEE AVE/ H4100111000048	MARK A MORTINE	Mark A. Mortine	9/9/18
8/31/18	216 MCKEE AVE/ H4100111000004	MICHAEL M AND ANDREW C CAMERON CO TRS		
	220 MCKEE AVE/ H4100111000003	PATRICK FLICK		
	225 MCKEE AVE/ H4100111000050	JUDITH L BARTLETT	Judith Bartlett	9/2/18
	300 MCKEE AVE/ H4100111000001	DAVID & PATRICIA DEMARCO		
9/2/18	301 MCKEE AVE/ H4100111000051	LIANG SHI	Liang Shi	
	350 MCKEE AVE/ H4100109000014	JIA LUO		
	350 MCKEE AVE/ H4100109000015	JIA LUO		
	3 PEABODY DR/ H4000111000040	JON RALINOVSKY & AMY LAMBORG		
	4 PEABODY DR/ H4100111000026	JACQUE C YOUNG JR & PEGGY F YOUNG		

Petition for McKee, Peabody, Thomson, and Tenney Neighborhood Conservation Overlay District, Oxford, Ohio

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	213 MCKEE AVE/ H410011000048	MARK A MORTINE		
Aug 31, 18	216 MCKEE AVE/ H410011000004	MICHAEL M AND ANDREW C CAMERON CO TRS	<i>Michael M. Cameron</i> Trustee	
	220 MCKEE AVE/ H410011000003	PATRICK FLICK		
	225 MCKEE AVE/ H410011000050	JUDITH L BARTLETT		
8/31/18	300 MCKEE AVE/ H410011000001	DAVID & PATRICIA DEMARCO	<i>Patricia A. DeMarco</i>	
	301 MCKEE AVE/ H410011000051	LIANG SHI		
8/31/18	350 MCKEE AVE/ H4100109000014	JIA LUO	<i>Jia Luo</i>	
8/31/18	350 MCKEE AVE/ H4100109000015	JIA LUO	<i>Jia Luo</i>	
	3 PEABODY DR/ H400011000040	JON RALINOVSKY & AMY LAMBORG		
	4 PEABODY DR/ H410011000026	JACQUE C YOUNG JR & PEGGY F YOUNG		

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	220 MCKEE AVE/ H4100111000003	PATRICK FLICK		
	225 MCKEE AVE/ H4100111000050	JUDITH L BARTLETT		
	300 MCKEE AVE/ H4100111000001	DAVID & PATRICIA DEMARCO		
	301 MCKEE AVE/ H4100111000051	LIANG SHI		
	350 MCKEE AVE/ H4100109000014	JIA LUO		
	350 MCKEE AVE/ H4100109000015	JIA LUO		
	3 PEABODY DR/ H4000111000040	JON RALINOVSKY & AMY LAMBORG		LEFT PACKET 8-25-18
8/25/18	4 PEABODY DR/ H4100111000026	JACQUE C YOUNG JR & PEGGY F YOUNG	Peggy Young	

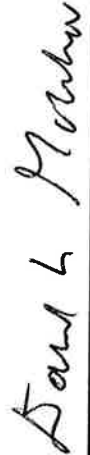
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Date	Address	Name(s)	Signature	Notes
8/25/18	5 PEABODY DR/ H4100111000039	SHAUGHN D KERN JESSICA MCCARTY		
8/25/18	6 PEABODY DR/ H4100111000027	SCOTT A KISSELL MARGARET M RUTLEDGE KISSELL		
	7 PEABODY DR/ H4100111000038	JAMES P HENRICHSEN		LEFT PACKET 8-25
	PEABODY DR/ H4100111000037	JAMES P HENRICHSEN		LEFT PACKET 8-25
8/25/18	8 PEABODY DR/ H4100111000028	TIMOTHY J KRESSE & TAMMY S KAHRIG		
8/24/18	10 PEABODY DR/ H4100111000029	HERMAN D & BRENDA S DORNBUSCH		
8/25/18	101 PEABODY DR/ H4100111000035	DAVID L GORCHOV VIVIAN NEGRON ORTIZ		
8/25/18	PEABODY DR/ H4100111000036	DAVID L GORCHOV VIVIAN NEGRON ORTIZ		
	102 PEABODY DR/ H4100111000030	GENE H & CAROL R SEFTON		LEFT PACKET 8-30
8/25/18	104 PEABODY DR/ H4100111000031	MARY ANN RUTTENCUTTER ADAM LINVILLE		

Petition for McKee, Peabody, Thomson, and Tenney Neighborhood Conservation Overlay District, Oxford, Ohio

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8/28/18	106 PEABODY DR/ H4000111000032	ELIZABETH S ROGERS		
8/28/18	111 PEABODY DR/ H4100111000033	ERNST JAMES BEVER LIVING TR US BANK TRUSTEE		
8/28/18	101 PEABODY DR/ H4100111000034	ERNST JAMES BEVER LIVING TR US BANK TRUSTEE		
	104 TENNEY CT/ H4100111000012	LEIGHTON C PETERSON		
	106 TENNEY CT/ H4100111000011	RUSSELL D & ANITA S JONES CO-TRS		
	108 TENNEY CT/ H4100111000010	MARK S TIEMEYER		
	TENNEY CT/ H4100111000009	MARK S TIEMEYER		
9/3/18	102 THOMSON CT/ H4100111000017	DAVID T AND KRISLYNN A DUDLEY TRS		
	106 THOMSON CT/ H4100111000016	BRIAN AND JESSIE M ELLIS		
	110 THOMSON CT/ H4100111000052	JACK N LILES		

City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2018-29

Date – December 11, 2018

APPLICATION

Applicant:	City of Oxford
Action Request:	ZONING MAP AMENDMENT to establish a Neighborhood Conservation Overlay District in an R-1A (Single-Family Low Density Residential) District, in the area of McKee Ave, Peabody Drive, Thomson Court and Tenney Court, City of Oxford, Applicant

DESCRIPTION

The proposed map amendment is to establish a Neighborhood Conservation Overlay District in an existing R-1A (Single-Family Low Density Residential) District in the area of McKee Ave, Peabody Drive, Thomson Court and Tenney Court. The effect would be an additional restriction on the underlying zoning that would limit the number of unrelated occupants in a rented unit from currently four, to two. Families are not restricted in number.

A petition to establish a neighborhood conservation overlay district was filed by Anita Jones on September 10, 2018. A resolution was adopted by the City Council on October 2, 2018 accepting the petition and forwarding this request to the Planning Commission. This is the 17th such overlay since 2014; and the first in this part of Oxford. Signatures were submitted by the petitioners for 88% of the 50 properties in the proposed district. The overlay includes households in the Juniper Hill Subdivision Sections 1 and 2, which were originally platted in 1957 and 1968.

ZONING CODE

The Oxford Zoning Ordinance Chapter 1146 governs the establishment of the Neighborhood Conservation Overlay District.

COMPREHENSIVE PLAN

In the Overview Section of Chapter 7, Housing, in the Comprehensive Plan, residents echoed the same sentiments that Oxford has a unique housing market involving a large rental population that limits opportunities for family housing options and changes the community character, specifically within the Mile Square. The public input sessions also pointed out the lack of housing opportunities for families and the hope to encourage owner-occupied housing and promote the return of full-time residents to the area. Even the Comprehensive Plan does not implicitly point to the establishment of an overlay district to encourage owner-occupied neighborhoods, but several objectives and strategies are relevant to this idea of maintaining traditional neighborhoods and owner-occupied residential dwellings.

Objective Expand Housing options

- H2.1 Update development regulations to allow for a variety of housing types in new developments.*
- H2.4 Provide financial assistance to increase homeownership opportunities for low and moderate income residents.*

Objective: Expand homeownership opportunities

- H5.1 Encourage local employers to provide homeownership incentives.*
- H5.2 Encourage rehabilitation of owner-occupied structures within the Mile Square.*
- H5.3 Create an urban homeownership incentive program such as homeownership grants to help offset the cost of housing.*
- H5.4 Develop a revolving loan fund.*

- H5.5 Establish an Oxford Homeownership Office in partnership with Miami University.*
H5.6 Support the University loan program to increase homeownership opportunities within the Mile Square.

AGENCY REVIEWS

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

Police:	Received without comments
Fire:	Received without comments
Engineering:	Received without comments
Econ. Dev.	Not returned

PUBLIC NOTICE

Notification was placed in the newspaper, mailed to property owners and a sign was placed in the neighborhood. Several responses to the mailed notice are included.

DECISION CRITERIA

A copy of the Decision Criteria for Overlay District is attached.

ANALYSIS

The idea of the neighborhood conservation overlay district was to preserve neighborhoods from converting to predominately rental property. The Planning Commission went through extensive discussion about this overlay district in 2012. It was designed to provide a mechanism for neighborhoods to initiate a grass roots movement to organize together petitioning City Council for the consideration of placing more restrictions on the underlying district. The additional restriction is to reduce the allowed number of unrelated occupants from four to two. This overlay does not prevent rentals; but it does further restrict rentals. Existing rentals are allowed to continue and rentals to families of unlimited size are not restricted.

The overlay district is not uncommon in the land use arena to put in place a specific set of regulations that are more stringent than the underlying district in order to accomplish specific objectives. The most commonly used overlay district is for historic areas. Others are used for specific design standards to promote some uniformity in certain specific subset areas.

Many neighborhoods have gone through this process since the adoption of this enabling legislation in 2013. As of today, there have been 16 different neighborhoods throughout the City that have obtained the overlay district designation. These neighborhoods are typically located outside of the Mile Square.

Based on the Neighborhood Conversation Overlay District requirements, the City Council accepted the petition on October 2, 2018 and forwarded the petition to the Planning Commission for Zoning Map Amendment consideration.

There are specific attached decision standards that the Planning Commission should reference in decision making. The Planning Commission also shall consider the purpose and objectives of the overlay district which are to achieve the privacy of residents and to minimum noise, congestion and nuisance impact by excessive renters and to maintain an attractive community appearance and provide a desirable living environment and finally to prevent excessive traffic and parking problems in the neighborhood.

The petition met the boundary requirements as stipulated in the Chapter 1146.03(h). The petition also met the minimum two-thirds requirements of owner signatures within the proposed boundary.

Please note that this process is a neighborhood driven process beginning with a petition to the City Council and followed with a public hearing before the Planning Commission for a Map Amendment

recommendation. The City Council may waive certain requirements after a positive recommendation from the Planning Commission. This process is far lengthier than normal map amendment process and has additional decision standard thresholds to meet. It is a process that the neighborhood has taken seriously and the neighbors have demonstrated their commitment to preserve their neighborhood and to maintain their neighborhood character by going through this extra step to initiate.

RECOMMENDATION

Staff recommends the Planning Commission approval of this amendment and to forward this request back to City Council for legislative action.

SUBMITTED

BY:

A handwritten signature in black ink, appearing to read "Sam Perry", with a long horizontal flourish extending to the right.

Sam Perry, AICP
Community Development Director

DATE: December 6, 2018

ATTACHMENT

Chapter 1135 Zoning Map Amendment procedures and decision standards

(c) Planning Commission and Council Review. The Planning Commission shall base its recommendation on a proposed Zoning Code amendment 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.

If 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.

- (1) Decision standards. A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

Map Amendments

- A. There is an error on the Official Zoning Map or in the delineations between districts thereon.
- B. The proposed amendment will make the map conform more closely to the Comprehensive Plan.
- C. There has been a substantial change in area conditions that necessitates the amendment.
- D. There is a legitimate need for additional land area in the zoning district that will be expanded.

Planning Commission must utilize the Chapter 1146 Specific Decision Standards to consider the Neighborhood Conservation Overlay District and they are as follows:

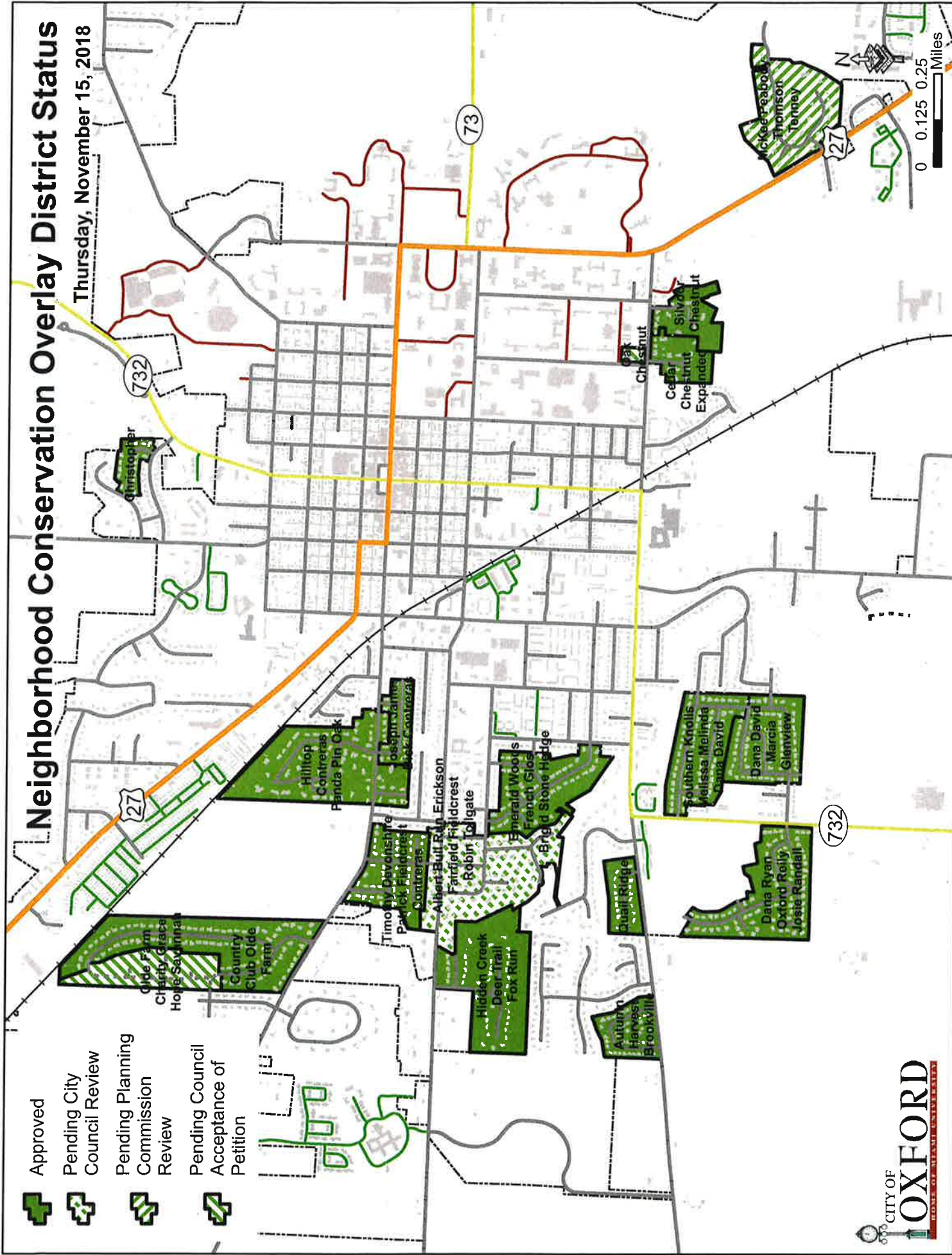
1146.03(2) b Decision Standards for Considering Overlay District:

- 1. The proposed Overlay District meets the boundary criteria.
- 2. The proposed Overlay District will preserve and enhance the neighborhood character.
- 3. The proposed Overlay District will promote the public health, safety and general welfare of the people of the neighborhood.
- 4. The proposed Overlay District will promote and implement the intent of the Comprehensive Plan.
- 5. The proposed Overlay District will satisfy a legitimate need.

Neighborhood Conservation Overlay District Status

Thursday, November 15, 2018

-  Approved
-  Pending City Council Review
-  Pending Planning Commission Review
-  Pending Council Acceptance of Petition



City of Oxford
Inter-Office Review Transmittal Sheet

Date: October 25, 2018

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

From: Community Development Department

PC-2018-29, ZONING MAP AMENDMENT, , to establish a Neighborhood Conservation Overlay District in an R-1A (Single-Family Low Density Residential) District, in the area of McKee Avenue, Peabody Drive, Thomson Court, and Tenney Court, for a total of 50 parcels, **City of Oxford, Applicant**

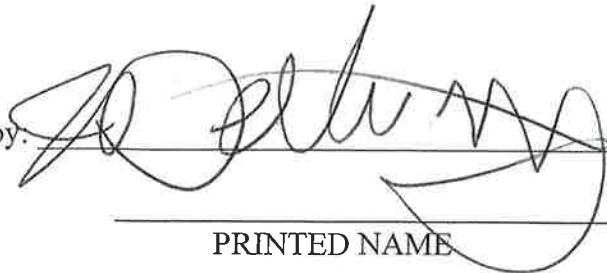
 X Review Revisions Other

Please return no later than: **December 3, 2018** 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:



PRINTED NAME

Date: 10-25-18

City of Oxford
Inter-Office Review Transmittal Sheet

Date: October 25, 2018

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

From: Community Development Department

PC-2018-29, ZONING MAP AMENDMENT, , to establish a Neighborhood Conservation Overlay District in an R-1A (Single-Family Low Density Residential) District, in the area of McKee Avenue, Peabody Drive, Thomson Court, and Tenney Court, for a total of 50 parcels, **City of Oxford, Applicant**

 X Review Revisions Other

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.....

Drawings are returned: w/comments without/comments

Drawings reviewed by: Scott Otto Date: 11/19/18

Scott Otto

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: October 25, 2018

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

From: Community Development Department

PC-2018-29, ZONING MAP AMENDMENT, , to establish a Neighborhood Conservation Overlay District in an R-1A (Single-Family Low Density Residential) District, in the area of McKee Avenue, Peabody Drive, Thomson Court, and Tenney Court, for a total of 50 parcels, **City of Oxford, Applicant**

 X Review Revisions Other

Please return no later than: **December 3, 2018** 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: _____



Date: _____

11/5/18

John A. Jones, Police Chief

PRINTED NAME



PC-2018-29

Surrounding Property Owners Notifications Map

Legend

Neighborhood
Conservation District
Boundary

Subject Parcels

200 Ft. Buffer

Oxford Corp. Limit

Address Point

Parcel

16.5' Vacated ROW

Building Footprint

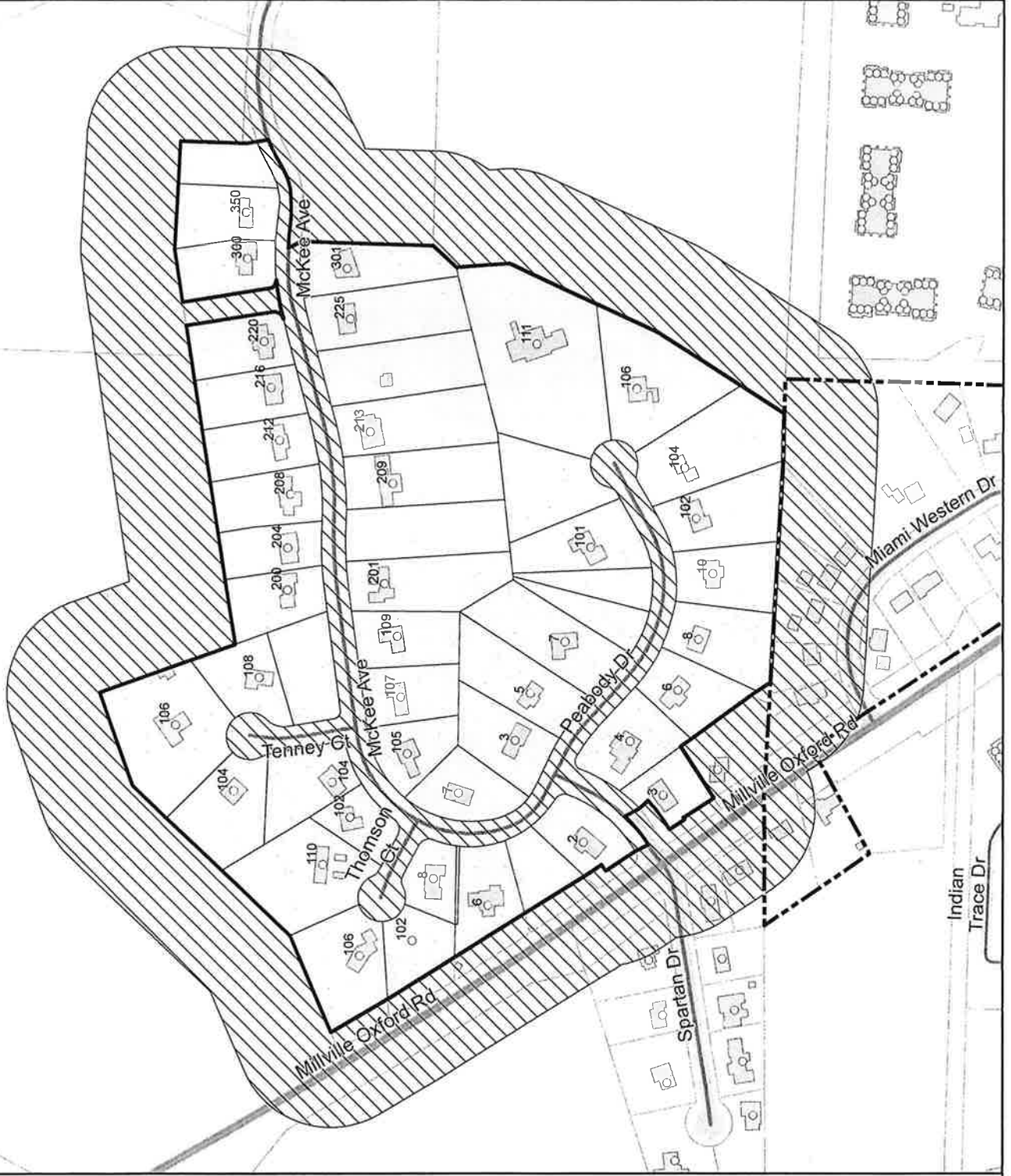
Paved Roadway



1 inch = 300 feet

Prepared on Monday, November 19, 2018

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.





**CITY OF OXFORD
PLANNING COMMISSION
REVIEW AND COMMENT FORM**

CASE NO.: PC-2018-29

DATE OF HEARING: December 11, 2018 7:00 p.m.

ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in an R-1A (Single-Family Low Density Residential) District, in the area of McKee Avenue, Peabody Drive, Thomson Court, and Tenney Court, for a total of 50 parcels, **City of Oxford,**
Applicant

If you cannot attend this public hearing being held before the City of Oxford Planning Commission, but would like to comment on this matter, please complete this form and return it at your earliest convenience to Lynn Taylor, 15 S. College Avenue, Oxford, OH 45056.

Name: David Gorchor & Vivian Negrón

(Print)

Address: 101 Peabody Drive

Oxford OH 45056

Telephone: Home: 850-814-5621 Work: _____

COMMENT: We support the proposed amendment, to
establish a Neighborhood Conservation Overlay District
in our neighborhood.

David L. Gorchor
Signature

11/25/2018
Date



**CITY OF OXFORD
PLANNING COMMISSION
REVIEW AND COMMENT FORM**

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Name: LEIGHTON PETERSON

(Print)

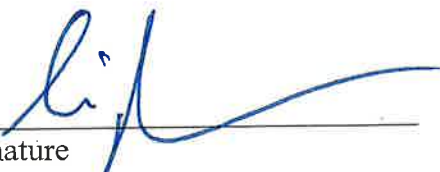
Address: 104 TENNEY CT

OXFORD OH 45056

Telephone: Home: 512-497-5077 Work: _____

COMMENT:

I support
&
approve
completely!


Signature

1 Dec 18
Date



**CITY OF OXFORD
PLANNING COMMISSION
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DATE OF HEARING: December 11, 2018 7:00 p.m.

ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in an R-1A (Single-Family Low Density Residential) District, in the area of McKee Avenue, Peabody Drive, Thomson Court, and Tenney Court, for a total of 50 parcels, **City of Oxford, Applicant**

If you cannot attend this public hearing being held before the City of Oxford Planning Commission, but would like to comment on this matter, please complete this form and return it at your earliest convenience to Lynn Taylor, 15 S. College Avenue, Oxford, OH 45056.

Name: KATHRYN HILLER

(Print)

Address: 105 McKee Ave

Oxford, Ohio 45056

Telephone: Home: 412-855-3097 Work: _____

COMMENT:

*No Comment
Not able to attend, out of town.*

Kathryn Hiller
Signature

Nov 13, 2018
Date



Internal Use Only:

Case No.

PC-2018-29

Date Filed

10/26/18

Zoning Map Amendment Application

Applicant Information

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

Name *

City of Oxford

Mailing Address *

15 S College

City, State & Zip Code *

Oxford OH 45056

Telephone Number(s) *

513-524-5204

Email Address

Sperry@cityofoxford.org

Location and Lot Information

Location *

McKee, Peabody, Thomson, Tenney

General Description
of Proposed Amendment *

Establish a Neighborhood Conservation

Current Zoning *

RIA

Overlay District

Proposed Zone(s) *

Submission Requirements and Documentation

From Section 1135.02 Procedure¹.

- (a) **Initiation.** A map amendment may be initiated by adoption of a motion by Planning Commission, by adoption of a motion by Council, or by application to Planning Commission by at least one owner of the property within the area proposed to be rezoned.
- (b) **Application.** If Planning Commission or Council initiates an amendment, then the Zoning Administrator shall provide information as necessary for proper consideration of the motion. The information provided shall be substantially similar to that required of an application for amendment.

An application for amendment shall be filed with the Zoning Administrator. An application shall be complete prior to being scheduled for a public hearing. An application will be considered complete only if the Zoning Administrator is satisfied that all of the materials required by this chapter are included and are sufficient in their content to satisfy the intent of the application requirements.

- (1) **Contents of application.** The applicant shall contact the Zoning Administrator prior to submitting an application to discuss the submission requirement, which includes the following information. A written, detailed description, where applicable, is required for each subsection.
 - A. Application Fee.
 - B. The name, mailing address, and telephone number of the applicant.
 - C. A general description of the proposed amendment.
 - D. A narrative statement that describes how the proposed amendment relates to the Comprehensive Plan.
 - E. A statement that identifies potential negative consequences of the proposed amendment.
 - F. Such other information regarding the proposed amendment as may be pertinent to the application or required by Planning Commission or Council.
 - G. A legal description of the area to be rezoned.
 - H. The proposed zoning of the area.
 - I. The current zoning of the area.
 - J. A description of existing uses in the area.

- K. A vicinity map, at a scale approved by the Zoning Administrator, showing property lines, streets, existing and proposed zoning and other items required by the Zoning Administrator.
- L. A list of the names and mailing addresses of all owners of land that is proposed to be rezoned and all land owners within 200 feet of every parcel proposed to be rezoned (see later section).

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 Search² is helpful when searching for the mailing address of adjoining property owners. It allows you to search by owner, address, or parcel number. *Property Owner names will not be provided in the agenda packet.*

Decision Process

From Section 1135.02(c)(1) Decision Standards¹.

A proposed amendment shall be approved only if it meets at least one of the following criteria, and if its benefits will likely outweigh any potential pitfalls.

- A. There is an error on the Official Zoning Map or in the delineations between districts thereon.
- B. The proposed amendment will make the map conform more closely with the Comprehensive Plan.
- C. There has been a substantial change in area conditions that necessitates the amendment.
- D. There is a legitimate need for additional land area in the zoning district that will be expanded.

Fees & Receipt

The required fee is \$150.00, plus \$10.00 postage charge. Write a check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

Sign and Date

Applicant Signature *



Samuel O. Perry

Date *

10-22-18

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 documentation as attachments and a check for fee and postage charge made payable to **City of Oxford**, to Community Development Director, 15 South College Avenue, Oxford, OH 45056.

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

Note: You must adhere to notification and publication requirements. Submit materials 45 days prior to the 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).**

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

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



McKee, Peabody, Thomson, and Tenney Conservation Overlay District Petition Boundaries

Legend

-  Petition Area
-  Petition Parcel: Signed
-  Petition Parcel: Not Signed
-  Oxford Corporation Limit
-  Address Point
-  Parcel
-  Building Footprint
-  Paved Roadway



1 inch = 250 feet

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.



RESOLUTION NO. 7016

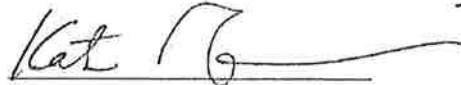
RESOLUTION OF COUNCIL ACCEPTING THE PETITION AS REQUIRED BY OXFORD CODIFIED ORDINANCE §1146.03 TO ESTABLISH A NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT FOR PARCELS ON MCKEE AVENUE, PEABODY DRIVE, TENNEY COURT AND THOMSON COURT AS SET FORTH ON EXHIBIT "A" ATTACHED HERETO AND REFERRING THE PETITION TO THE OXFORD PLANNING COMMISSION FOR RECOMMENDATIONS TO CITY COUNCIL.

WHEREAS, the Clerk of Council and the Community Development Director having determined pursuant to Oxford Codified Ordinance §1146.03(b) that the Petition to establish a Neighborhood Conservation Overlay District as set forth on Exhibit "A" attached hereto conforms to the petition requirements of Oxford Codified Ordinance §1146.03 and recommends that the petition be referred to the Oxford Planning Commission to make recommendations to City Council.

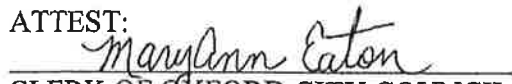
THE COUNCIL OF THE CITY OF OXFORD, OHIO, HEREBY RESOVES THAT:

SECTION 1: City Council accepts the recommendation of the Clerk of Council and the Community Development Director and further refers the petition to establish a Neighborhood Conservation Overlay District as set forth on Exhibit "A" attached hereto to the Oxford Planning Commission to make recommendations to City Council.

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


MAYOR

ADOPTED: October 2, 2018

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: October 2, 2018

Account Code No. #:

Sam Perry
Prepared By

Budgeted Amount:

September 23, 2018
Date Prepared

Agenda Title: Resolution Accepting a Petition to Create a Neighborhood Conservation Overlay District for the area of McKee Ave, Peabody Drive, Thomson Court and Tenney Court

Recommendation: Approval
--

Discussion:

The legislation of creating the Residential Conservation Overlay District was adopted by the City Council in 2012 to protect residential neighborhoods, maintain an attractive community appearance, and to provide a desirable living environment by restricting residential properties to be rented to no more than two unrelated individuals. The process to establish an overlay district begins with a petition with signatures of at least two-thirds of parcel owners within the proposed district. The petition goes before City Council for acceptance and referral to the Planning Commission as a zoning map amendment. There have been sixteen (16) petitions that have come before the City Council since 2014.

There are a total of 50 parcels contained in the proposed overlay. A map of the proposed area is attached. The overlay includes households in the Juniper Hill Subdivision Sections 1 and 2, which were originally platted in 1957 and 1968. The signatures in this petition exceed the two-thirds requirement at 88% per Oxford Zoning Code Section 1146.03(a)(3). The proposed overlay is the first in this part of Oxford (see attached map).

This is the first step of public notice process in creating the neighborhood conservation overlay district and requires City Council to formally accept the petition and forward this petition to the Planning Commission for review.

The petition meets the code requirements of Section 1146 therefore Staff recommends accepting the petition and forwarding the request to the Planning Commission for zoning map amendment.

Approved by:

	Initial	Date
Department Head:	<u>SP</u>	<u>9-23-18</u>
City Attorney:	<u> </u>	<u> </u>
City Manager:	<u> </u>	<u> </u>

TO: Juniper Hill property owners

RE: Petition for "Neighborhood Conservation Overlay District"

Date: August 23, 2018

PROPOSED:

That Juniper Hill homeowners petition for making the neighborhood a "Neighborhood Conservation Overlay District." This means a zoning change that will limit the number of persons in a rented residence to no more than **two** unrelated individuals (versus **four**.) This would still allow ownership or rental of a property to a large family, a couple or one person.

PURPOSE:

As outlined in Oxford City Ordinances:

- 1) To maintain an attractive community and a desirable living environment for residents by preserving the **60-year-old, owner-occupied character** of the neighborhood.
- 2) To protect the **privacy** of residents
- 3) To **minimize** traffic and parking congestion as well as noise and **nuisance impact**
- 4) To ensure the **safety** of the **18 children** currently residing there
- 5) To maintain the **integrity** of two Miami University hiking trailheads.

CURRENT ZONING:

The 50 lots in Juniper Hill are presently "**Single Family Residence**" (**R1-A**). By definition, this means no more than 4 unrelated people may live in the dwelling. So far only one of the 50 lots (3 McKee Avenue) has a license to rent the home and may continue renting to up to four unrelated people. The petitioned zoning change will have no impact on existing licensed rental properties unless the rental permit expires.

PETITION PROCESS:

To change Juniper Hill from R1-A to a Neighborhood Conservation Overlay District, we must:

- 1) Provide information packets to all residents
- 2) Acquire signatures from 2/3 of the property owners – more than 33 of 50 lots
 - a. Petition signers must be the homeowner
 - b. Jointly owned properties need only one signer
 - c. Residents with multiple lots need to sign for each lot
- 3) Submit the petition to Oxford City Council for referral to the Oxford Planning Commission (OPC)
- 4) If approved, OPC makes a recommendation to City Council
- 5) City Council has two separate readings of the proposal

This process may take up to three months.

INFORMATION PACKET:

Juniper Hill (JH) residents will receive:

- 1) This cover-letter
- 2) JH Committee Member Contact page
- 3) JH Boundary description
- 4) JH Boundary map
- 5) Signature page (to be retained by JH committee member and forwarded to City Council)

For more details, contact anyone on the attached **JH Committee Member Contact page**. Thank you!



Office of the Mayor

Proclamation

Whereas:

traditional public school districts in Ohio serve more than 1.8 million students and employ more than 245,000 Ohioans full time; and

WHEREAS, all children in Ohio should have access to the highest-quality education possible; and

WHEREAS, Ohio citizens recognize the important role that an effective education plays in preparing all students to be successful adults; and

WHEREAS, quality education is critically important to the economic vitality of the Buckeye State; and

WHEREAS, public education not only helps to diversify our economy, but also enhances the vibrancy of our community; and

WHEREAS, Ohio has many high-quality teaching professionals who are committed to educating our children; and

WHEREAS, public education is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective public schools.

NOW, THEREFORE, We, Mayor Kate Rousmaniere and the members of the Oxford City Council, do hereby recognize January 20-26, 2019 as PUBLIC EDUCATION WEEK and call this observance to the attention of all the citizens in the Talawanda School district, and all Ohioans.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 15th day of January 2019.

KATE ROUSMANIERE, MAYOR

