

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Clerk of Council

Originating Department

Council Meeting Of: January 17, 2017

Mary Ann Eaton

Account Code No. #: 110.465.52331

Prepared By

Budgeted Amount: \$8,000.00

January 5, 2017

Date Prepared

Agenda Title: Ordinance To Approve Current Replacement Pages To The Oxford Codified Ordinances.

Recommendation:

Discussion:

The Oxford Codified Ordinances are updated once each year to incorporate Ordinances adopted by City Council as well as changes in State laws. This Ordinance shall approve the update.

The update includes legislation adopted through November, 2016.

*** Copies of the replacement pages (Exhibit "A")
are available at City Hall during normal
business hours ***

Approved By:

Department Head:

Initial Date

City Manager:

DRE

1-13-17

ORDINANCE NO.

AN ORDINANCE TO APPROVE CURRENT REPLACEMENT PAGES OF THE OXFORD CODIFIED ORDINANCES.

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

SECTION 1: Council has determined that certain provisions within the Codified Ordinances should be amended to conform with current State law as required by the Ohio Constitution. Various ordinances of a general and permanent nature have been passed by Council which should be included in the Codified Ordinances. The City has heretofore entered into a contract with Walter H. Drane Co. to prepare and publish revisions which are before Council.

SECTION 2: The Ordinances of the City of Oxford, Ohio, of a general and permanent nature, as revised, recodified, rearranged and consolidated into component codes, titles, chapters and sections within the 2016 Replacement Pages so the Codified Ordinances are hereby approved and adopted.

SECTION 3: The following sections and chapters are hereby added, amended or repealed and respectfully indicated in order to comply with the current State law:

Traffic Code

301.04	Bicycle; Motorized Bicycle; Moped. (Amended)
301.19	Motorcycle. (Amended)
303.081	Impounding Vehicles on Private Residential Property. (Amended)
303.082	Tow Away Zones. (Amended)
331.21	Right of Way of Public Safety or Coroner's Vehicle. (Amended)
331.211	Report of Vehicle Failing to Yield Right of Way to Public Safety Vehicle. (Added)
335.021	Ohio Driver's License Required for In State Residents. (Added)
335.031	Driving With Probationary License; Curfew. (Amended)
335.09	Display of License Plates. (Amended)
335.10	Expired or Unlawful License Plates. (Amended)
335.111	Registration within Thirty Days of Residency. (Added)
335.12	Stopping After Accident Upon Streets. (Amended)
335.13	Stopping After Accident Upon Property Other Than Street. (Amended)
341.01	Definitions. (Amended)
341.03	Prerequisites to Operation of a Commercial Vehicle. (Amended)
341.05	Criminal Offenses. (Amended)
341.06	Employment of Drivers of Commercial Vehicles. (Amended)
351.04	Parking Near Curb; Handicapped Parking. (Amended)
373.02	Riding Upon Seats; Handlebars; Helmets and Glasses. (Amended)

General Offenses Code

501.06	Limitation of Criminal Prosecution. (Amended)
505.071	Cruelty to Companion Animals. (Amended)
513.02	Gift of Marihuana. (Amended)
513.03	Drug Abuse; Controlled Substance Possession or Use. (Amended)
513.04	Possessing Drug Abuse Instruments. (Amended)
513.05	Permitting Drug Abuse. (Amended)
513.07	Possessing or Using Harmful Ingredients. (Amended)
513.08	Illegally Dispensing Drug Samples. (Amended)
513.11	Possessing Nitrous Oxide in Motor Vehicle. (Amended)

513.12 Drug Paraphernalia. (Amended)
513.121 Marihuana Drug Paraphernalia. (Amended)
513.13 Counterfeit Controlled Substances. (Amended)
525.15 Assaulting Police Dog or Horse or an Assistance Dog. (Amended)
529.01 Liquor Control Definitions. (Amended)
529.07 Open Container Prohibited. (Amended)
537.051 Menacing by Stalking. (Amended)
537.10 Telecommunications Harassment. (Amended)
541.04 Criminal Mischief. (Amended)
541.10 Vehicular Vandalism. (Amended)

Fire Prevention Code

1519.04 Fireworks Possession, Sale or Discharge Prohibited. (Amended)

SECTION 4: The complete text of the Traffic and General Offenses and Fire Prevention Code sections listed above are set forth in full in the current replacement pages to the Codified Ordinances which are attached hereto and incorporated herein by reference as Exhibit A. Any summary publication of this Ordinance shall include a complete listing of these sections. Notice of adoption of each new section by reference to its title shall constitute sufficient publication of new matter contained therein.

SECTION 5: This Ordinance 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

City Council Meeting of: January 17, 2017

Account Code #: N/A

Budgeted Amount: N/A

Service Department
Originating Department

Michael B. Dreisbach, Service Director
Prepared By

January 9, 2017
Date Prepared

Agenda Title: Authorization to List Surplus Real Property for Sale with a Realtor

Recommendation: Approve

Discussion:

The City owns the following two parcels of property that are surplus and do not currently serve a municipal need or purpose:

18 Gardenia Dr. (Butler County parcel number H4000116000051) – This is an undeveloped corner lot obtained by the City in conjunction with a property bond for the Silverleaf subdivision. The City attempted a sale of this lot previously without being able to close on a sale.

4134 Millville-Oxford Rd. (Butler County parcel number H4100145000001) – This is a 2 bedroom, 1 bathroom single family home with a full basement and one car detached garage. The City previously attempted a sale of this property by sealed bid with a reserve amount of \$70,000. No offers were received by the bid deadline.

The City attempted the sale of these properties without the use of a Realtor or Multiple Listing Service (MLS) previously in an attempt to save money on closing expenses for the properties. Given the lack of initial interest in the properties, Staff recommends the City utilize the services of a realty firm to advertise the properties on the MLS and to provide all services necessary to close a sale for the City's two surplus properties.

Staff contacted three local realty firms to ascertain what commission fees would be expected for the sale of these properties. The following results were obtained:

Coldwell Banker Real Estate – 6% Commission – 3% for the buyer's agent; 3% for seller's agent.

Alpha ReMax Real Estate - 6% Commission – 3% for the buyer's agent; 3% for seller's agent.

Oxford Real Estate – 5% Commission - 3% for the buyer's agent; 2% for the seller's agent.

4% Commission if Oxford Real Estate is the agent for both sides of the transaction.

It is Staff's recommendation that the City Council authorize the City Manager to engage the services of Oxford Real Estate, Inc. to provide real estate marketing services for the disposal of two surplus properties at 18 Gardenia Dr. and 4134 Millville-Oxford Rd.

Approved By:

Department Head:
City Manager:

Initial Date

MBD \ 1/9/17

DRE \ 1/13/17

RESOLUTION NO.

A RESOLUTION BY OXFORD CITY COUNCIL AUTHORIZING THE CITY MANAGER TO OBTAIN PROFESSIONAL SERVICES FROM OXFORD REAL ESTATE, INC. FOR THE SALE OF CITY OWNED PROPERTY LOCATED AT 18 GARDENIA DRIVE AND AT 4134 MILLVILLE OXFORD ROAD.

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

SECTION 1: Council finds that the real estate located at 18 Gardenia Drive and at 4134 Millville Oxford Road; Oxford, Ohio, currently owned by the City of Oxford, is not needed for any municipal purpose and that it is in the best interest of the City that said property be sold.

SECTION 2: The City Manager recommends authorization by City Council to obtain professional services from Oxford Real Estate, Inc. for the sale of said properties at 5% commission or 4% commission if Oxford Real Estate, Inc. is the agent for both sides of the transaction.

SECTION 3: Council hereby authorizes the City Manager to obtain professional services from Oxford Real Estate for the sale of City owned properties located at 18 Gardenia Drive and at 4134 Millville Oxford Road at 5% commission or 4% commission if Oxford Real Estate, Inc. is the agent for both sides of the transaction.

SECTION 4: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: January 17, 2017

Account Code No. #:

Sam Perry
Prepared By

Budgeted Amount: N/A

January 11, 2017
Date Prepared

Agenda Title: Covered Bridge Area Agreement with Butler County Board of Commissioners
Recommendation: Approval

In 2014 the City of Oxford applied for and received notice of \$500,000 trail grant funding from Clean Ohio Recreational Trail Fund administered by Ohio Department of Natural Resources. The funding is to design and build Phase 1 Oxford Recreational Trail titled "Black Bridge Connector." The grant effort and matching fund raising have been led by Oxford Visitors Bureau/Enjoy Oxford.

As part of the planned construction, agencies will divide up responsibilities for patrol, maintenance and programming of different sections of the trail after it is completed. For the area known as the Black Covered Bridge, no single agency had been identified. Additionally, the land surrounding the bridge is former road right of way from the relocated Morning Sun Road, now known as Corso Road. The road right of way is controlled by the Butler County Board of Commissioners. The underlying land is owned by MetroParks of Butler County, with road maintenance being conducted by Oxford Township and the Oxford Museum Association being the stewards of the historic Black Covered Bridge. This portion of the trail is outside of the City of Oxford corporate limits. The trail does connect to City of Oxford land known as Leonard Howell Park on Bonham Road.

The City has a funding contract deadline of June 30, 2017. In order to obtain access permits from the land owner, City and County staff have developed this agreement. The agreement transfers authority of the right of way as drawn on Exhibit A. With this agreement the City would be the primary responsible agency to build, maintain and operate this section of trail. If the City accepts this agreement, access permits will be granted and the additional parties will be asked to sign. The acceptance of this new responsibility does not preclude any future transfer of responsibility to another agency.

Approved by:

	Initial	Date
Department Head:	_____	_____
City Manager:	<u>DPF</u>	<u>1-18-17</u>

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE BOARD OF COUNTY COMMISSIONERS OF BUTLER COUNTY, OHIO, THE BOARD OF TOWNSHIP TRUSTEES OF OXFORD TOWNSHIP, BUTLER COUNTY, OHIO, AND THE OXFORD MUSEUM ASSOCIATION, INC. ESTABLISHING CONDITIONS FOR THE CITY'S USE OF CERTAIN RIGHT-OF-WAY AND PUBLIC INFRASTRUCTURE FOR PURPOSES OF THE OXFORD AREA TRAIL.

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

SECTION 1: The City has obtained a grant from the Ohio Department of Natural Resources (ODNR) for the construction of a bike and pedestrian path (the "Oxford Area Trail").

SECTION 2: The City desires that a segment of the Oxford Area Trail would use existing public infrastructure consisting of the Roadway (Corso Road), the Parking Area, and the Black Covered Bridge.

SECTION 3: The City desires to use a portion of the right-of-way between the north end of the Black Covered Bridge and S.R. 732 for the construction and maintenance of approximately 350' of the proposed Oxford Area Trail.

SECTION 4: The City, County, Township, and Association mutually desire to establish conditions for the City's use of certain right-of-way and public infrastructure for purposes of the Oxford Area Trail and find the same will benefit the residents of the City of Oxford, Butler County, and surrounding counties.

SECTION 5: The City Manager is hereby authorized to enter into an agreement a copy of which is attached hereto and incorporated herein as Exhibit "A" with the Board of County Commissioners of Butler County, Ohio, the Board of Township Trustees of Oxford Township, Butler County, Ohio, and the Oxford Museum Association, Inc. establishing conditions for the City's use of certain right-of-way and public infrastructure for purposes of the Oxford Area Trail.

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)

EXHIBIT 'A'

AGREEMENT GRANTING RIGHT TO USE PUBLIC RIGHT OF WAY

This Agreement made between the **Board of County Commissioners of Butler County, Ohio** ("County"), the **City of Oxford, Ohio** ("City"), the **Board of Township Trustees of Oxford Township, Butler County, Ohio** ("Township"), and the **Oxford Museum Association, Inc.**, an Ohio not-for-profit corporation ("Association").

WHEREAS, County is the owner of certain right-of-way (the "ROW") located in Section 14, Town 5, Range 1, Oxford Township, Butler County, Ohio which was abandoned by the State of Ohio, Department of Transportation ("ODOT") following the relocation of S.R. 732 and reverted to County; and

WHEREAS, by its Resolution No. 13603 adopted January 18, 1955, County established a public road, now known as Corso Road, "from the south end of the covered bridge southwest approximately 0.50 mile to where it intersects the newly relocated State Route 732; this being a dead-end road, serving the people who live on it and people interested in looking at the old covered bridge;" and

WHEREAS, by said Resolution No. 13603, County assigned Corso Road to the Township Road system and notified the Township to maintain said road; and

WHEREAS, the covered bridge referred to in said Resolution No. 13603 is hereinafter referred to as the "Black Covered Bridge;" and

WHEREAS, certain improvements are maintained within the boundaries of Corso Road as established in County's Resolution No. 13603, including:

1. A paved roadway for vehicular traffic (the "Roadway");
2. A paved parking area (the "Parking Area"); and
3. A paved path (the "Path") from the parking area to the south end of the Black Covered Bridge;

and

WHEREAS, Township currently maintains the public infrastructure improvements within Corso Road which is shown on the attached Exhibit "B;" and

WHEREAS, vehicular traffic is permitted only on the Roadway and the Parking Area, but no vehicular traffic is permitted on the Path; and

WHEREAS, by Agreement executed in June, 1976, County granted to the Association the right to possess and to use the Black Covered Bridge and the Parking Area, and the Association agreed to restore, preserve, and maintain the covered bridge as a historical landmark making it available to the public for its enjoyment; and

WHEREAS, by written commitment signed by its president on January 27, 1994, the Association agreed to continue its commitment made in 1976 and to extend its responsibilities to include the maintenance of a bike path to be associated with the Black Covered Bridge, and to coordinate the local obligation for fund matching; and

WHEREAS, the Association has restored, preserved, and maintained the Black Covered Bridge and has constructed and maintained the Path with the consent of the County and the Township; and

WHEREAS, City has obtained a grant from the Ohio Department of Natural Resources ("ODNR") for the construction of a bike and pedestrian path (the "Oxford Area Trail"); and

WHEREAS, City desires that a segment of the Oxford Area Trail would use existing public infrastructure consisting of the Roadway, the Parking Area, and the Black Covered Bridge ; and

WHEREAS, the City desires to use a portion of the ROW between the north end of the Black Covered Bridge and S.R. 732 for the construction and maintenance of approximately 350' of the proposed Oxford Area Trail; and

WHEREAS, pursuant to R.C. § 307.09, County may grant rights to City to use any county real property for public purposes; and

WHEREAS, County has concluded that construction of the Oxford Area Trail will provide public benefits to residents of Butler County; and

WHEREAS, the County, City, Township, and Association mutually desire to establish conditions for the City's use of the ROW and public infrastructure for purposes of the Oxford Area Trail.

NOW, THEREFORE, in consideration of the mutual promises and consideration contained in this Agreement, the parties hereby agree as follows:

1. Subject to R. C. §§ 4511.50, 4511.55, and all other Ohio laws regulating the use of public roads by pedestrians and bicycle operators, City may advertise and publish that the public may use the paved portion of the Roadway and the Parking Area in connection with the Oxford Area Trail.
2. With the approval of the County Engineer in accordance with the Ohio Manual of Uniform Traffic Control Devices, City may install and maintain signage for the Oxford Area Trail along Corso Road.
3. As long as Corso Road is designated by County as a township road, Township will maintain the Roadway and the Parking Area in accordance with Ohio standards applicable to the maintenance of public roads.
4. In connection with the Oxford Area Trail, City may use and may advertise and publish that the public may use the Black Covered Bridge and the Path.

City shall cooperate and coordinate with the Association in regards to the use, repair, and maintenance of the Black Covered Bridge and the Path. Subject to approval by the Association and the County Engineer, City may place appropriate signage concerning the Oxford Area Trail along the Path.

5. City shall be responsible for and defend the County, the Township, and the Association, and their respective officers, boards, officials, employees, and agents, against any and all claims for bodily injury or property damage arising from or connected with the use of the Oxford Area Trail as described in this Agreement that result from an act or omission of the City, its employees and agents. The City shall name the County, Township and the Association and their respective officers, boards, officials, employees and agents as additional insured on the City's insurance policy, to cover claims for bodily injury or property damage arising from or connected with the use of the Oxford Area Trail as described in this Agreement. In connection with any claims relating to the use of Oxford Area Trail, the City's insurance shall be primary and any insurance maintained by the County, the Township, or the Association shall be secondary.

6. Nothing contained in this Agreement shall in any way limit the rights of the County or the Township to vacate, abandon, or place on non-maintained status all or any portion of Corso Road or the right of way which reverted to the County upon its abandonment by ODOT, provided that the County or Township provide such public notice of such action as may be required by Ohio law. The County and Township agree that before any portion of the ROW described in Exhibit A is vacated or abandoned that they shall first offer to the City the right to assume control and to the extent allowed by law ownership of the area comprising the Oxford Area Trail, including the adjacent parking area.

IN WITNESS WHEREOF, the Board of County Commissioners of Butler County has adopted its Resolution No. _____ on _____ approving and authorizing the execution of this Agreement; the City of Oxford, Ohio has authorized the execution of this Agreement by its City Manager; the Board of Township Trustees of Oxford Township, Butler County, Ohio has adopted its Resolution No. _____ on _____ approving and authorizing the execution of this Agreement; and the Oxford Museum Association, Inc. has authorized the execution of this Agreement by its president.

BOARD OF COUNTY COMMISSIONERS
OF BUTLER COUNTY, OHIO

CITY OF OXFORD, OHIO

By _____
Cindy Carpenter, Commissioner

By _____
City Manager

By _____
T.C. Rogers, Commissioner

By _____
Donald L. Dixon, Commissioner

Approved as to Form Only:

Approved as to Form Only:

Assistant Prosecuting Attorney Date

Law Director Date

BOARD OF TOWNSHIP TRUSTEES OF
OXFORD TOWNSHIP, BUTLER COUNTY,
OHIO

OXFORD MUSEUM ASSOCIATION, INC.

By _____
President

By _____
Trustee

By _____
Trustee

By _____
Trustee

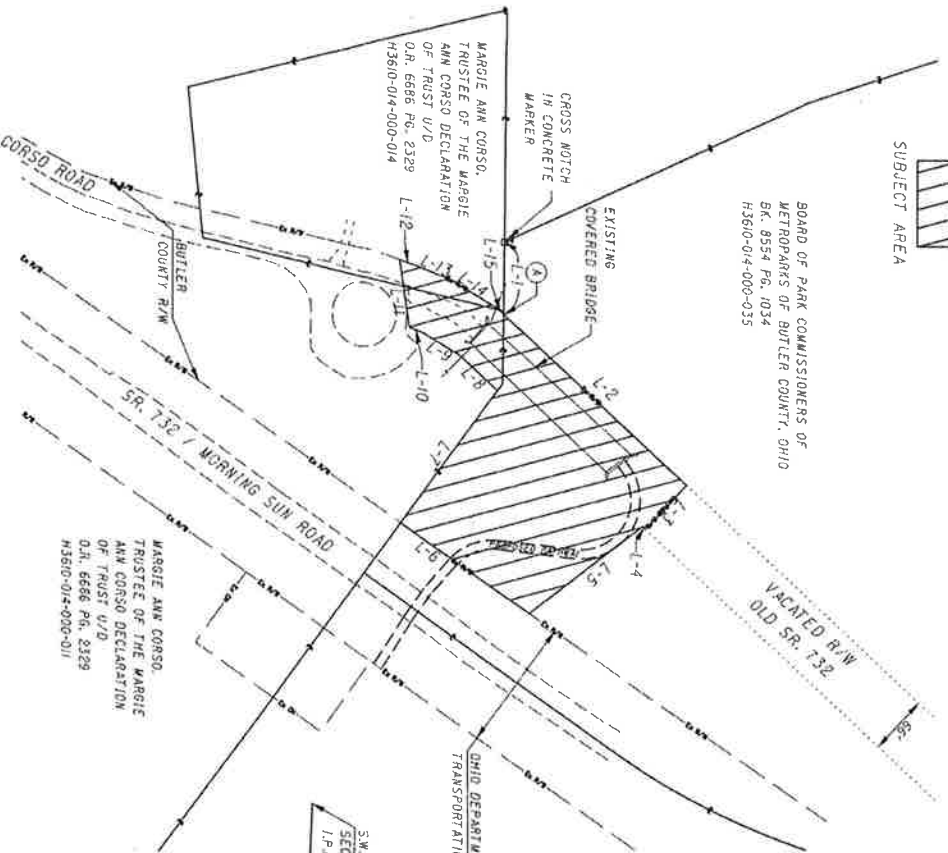
EXHIBIT B

SECTION 14, TOWN 5, RANGE 1 OXFORD TOWNSHIP BUTLER COUNTY, OHIO

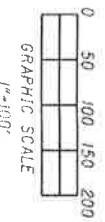
BEARING BASIS:
STATE PLANE NAD. 83 GPS OBSERVATIONS



BOARD OF PARK COMMISSIONERS OF
METROPARKS OF BUTLER COUNTY, OHIO
BR. 8554 PG. 1034
H3610-014-000-035

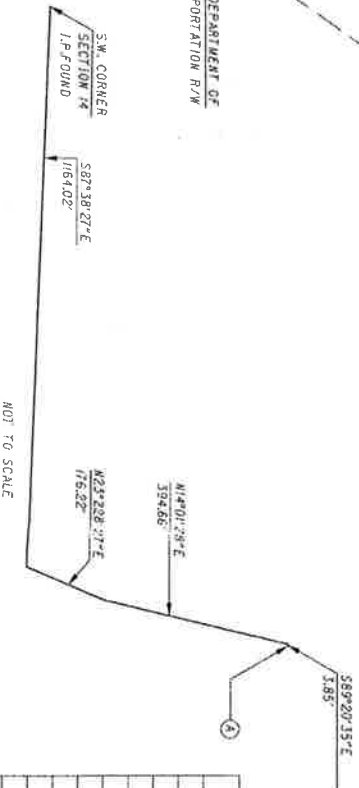


MARGIE ANN CORSO,
TRUSTEE OF THE MARGIE
ANN CORSO DECLARATION
OF TRUST U/D
O.R. 6666 PG. 2329
H3610-014-000-011



SEAL

PATRICK E. BENSON
SURVEYOR
REG. #8466
DATE 10/04/2017



NOT TO SCALE

LEGEND

LINE	BEARING	DISTANCE
L-1	S89°20'35"E	80.27'
L-2	N43°08'20"E	275.88'
L-3	S46°51'40"E	66.00'
L-4	S43°08'20"W	4.39'
L-5	S37°42'46"E	157.09'
L-6	S36°08'36"W	174.30'
L-7	N53°37'17"W	180.59'
L-8	S43°08'20"W	56.84'
L-9	S31°25'22"W	48.90'
L-10	S21°53'18"W	15.57'
L-11	S81°39'29"W	75.54'
L-12	N19°38'48"E	18.69'
L-13	N21°53'18"E	40.43'
L-14	N31°25'22"E	61.17'
L-15	N43°08'20"E	10.96'

REFERENCE DOCUMENTS:

ROAD RECORD BOOK A PAGE 245
BUT-732-912 CONSTRUCTION DWG.
DEED BOOK 8554 PAGE 1034
DEED BOOK 6666 PAGE 2329
DEED BOOK 899 PAGE 13
DEED BOOK 306 PAGE 325
DEED BOOK 620 PAGE 79
DEED BOOK 146 PAGE 43
GDOT VOLUME 36 PAGE 682
EASEMENT BOOK 102 PAGE 299
EASEMENT BOOK 549 PAGE 297
SURVEY PLAT 1, PAUL ALBERT 1970
SURVEY PLAT VOLUME 43 PAGE 80
SURVEY PLAT VOLUME 55 PAGE 2
SURVEY PLAT VOLUME 34 PAGE 185
JOURNAL OF DIRECTOR OF HIGHWAYS
VOLUME 36 PAGE 682

VOLUME 58, PAGE 115
BUTLER COUNTY ENGINEERS
RECORD OF LAND SURVEYS

BUTLER COUNTY ENGINEERS OFFICE

1921 FAIRBROVE AVE
HAMILTON OHIO 45011

EXHIBIT A

FOR
BUTLER COUNTY COMMISSIONERS

01/04/2017

SCALE 1"=100'

1/1

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development

Originating Department

Council Meeting Of: January 3, 2017

Jung-Han Chen

Account Code No. #:

Prepared By:

Budgeted Amount:

December 21, 2016

Date Prepared:

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

Recommendation: Approval

Discussion:

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

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

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

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

Approved By:

Department Head:

JHC / 12/27/16

City Manager:

DRE / 12/30/16

ORDINANCE NO.

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

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

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

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

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

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

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

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

Certification of Action

Oxford Planning Commission

Recommendation to City Council

<u>Report Date</u>	January 3, 2017
<u>Case Number</u>	PC-2016-21
<u>Applicant Information</u>	Tim Macy, Teamwork Property Group, LLC Merion Realty, Inc.
<u>Requested Action</u>	Preliminary Planned Development
<u>Summary of Request</u>	Self-Storage Facility, and Phase 2 Development, Use to be Determined
<u>Public Hearing Information</u>	A Public Hearing took place at 118 W. High Street on December 13, 2016. A Public Hearing notice was published in the Journal News on November 13, 2016. Courtesy notices were mailed to adjacent property owners on November 18, 2016. Signage was posted at the site on December 6, 2016.
<u>Commission Action</u>	The Planning Commission voted 7-0-0 recommending approval with conditions.
<u>Commission Findings and Conclusions</u>	The Planning Commission discussed at length this project, its location, and vision of the area. Connectivity was a major concern. Eleven conditions were placed on the development. The Planning Commission voted 7-0-0 to recommend approval to City Council with conditions.
<u>Exhibits Submitted to the Commission</u>	1. Staff Report Dated November 22, 2016 2. Interoffice Review Transmittal Sheets 3. Surrounding Property Owner Notifications Map 4. Letter of Agency 5. Planned Development Application and Pertinent Documents Submitted by Applicant

City of Oxford
Community Development Department
STAFF REPORT

Planning Commission

Case # PC-2016-21

Date – December 13, 2016

APPLICATION

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

DESCRIPTION

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

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

SITE HISTORY

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

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

PLANNED DEVELOPMENT

PURPOSE:

Planned Development Common Goals from Section 1145.01(a)

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

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

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

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

PROCESS:

1145.06 PLANNING COMMISSION AND COUNCIL REVIEW

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

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

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

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

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

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

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

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

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

DESIGN REQUIREMENTS

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

Section 1145.12

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

- B. Roads and associated infrastructure are permitted in the buffer to facilitate crossing such water elements.
- C. Any improvements approved in a final plan.
- D. Any public safety or public utility improvements not associated with the planned development, but deemed necessary by the Service Director or Chief of Police.

(h) Landscaping and Screening.

- (1) A planned development shall satisfy all landscaping elements required by other sections of this Code.
- (2) The required perimeter setback area shall be retained in natural woods or suitably landscaped with grass, ground cover, shrubs, trees, or earthen mound.
- (3) A planned development that overlays a commercial or industrial zoning district that is adjacent to a residential zoning district shall be screened from the residential zoning district by a dense evergreen hedge a minimum of 8 feet tall and 10 feet wide at planting and that will maintain at least 90 percent opacity over time.

(i) Access and Mobility.

- (1) At residential densities greater than would be permitted in the R-1A District, have direct and principal access from a collector or arterial road.
- (2) Bicycle rack spaces shall be provided at all planned developments that overlay a commercial zoning district at a rate of 3 per acre.
- (3) Adequate pedestrian connectivity shall be provided to and through a planned development.

(j) Utilities and Infrastructure. Electric and telephone facilities, street light wiring, and other wiring conduits and similar facilities shall be located underground.

(k) Plan-Specific. Any other design elements deemed necessary by Planning Commission and Council to ensure that a planned development satisfies the decision criteria of this Chapter.

COMMENT FORMS

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

AGENCY REVIEWS

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

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

ANALYSIS

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

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

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

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

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

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

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

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

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

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

Other Site Design Analysis:

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

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

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

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

RECOMMENDATION

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

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

SUBMITTED

BY:


Jung-Han Chen,
Community Development Director

DATE: November 22, 2016

City of Oxford
Inter-Office Review Transmittal Sheet



Date: November 15, 2016

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

From: Community Development Department

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

 X Review Revisions Other

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

Drawings are returned: w/comments without/comments

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

Drawings reviewed by:


John Detherage
PRINTED NAME

Date: 11-17-16

City of Oxford
Inter-Office Review Transmittal Sheet



Date: November 2, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

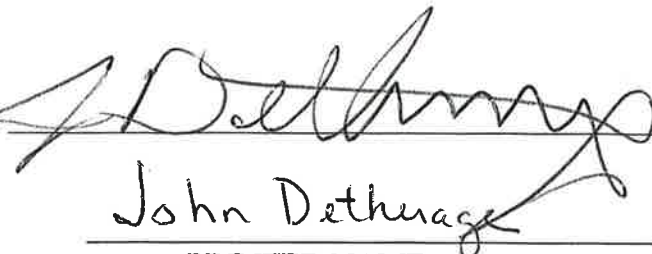
PC-2016-21 PRELIMINARY PLANNED DEVELOPMENT 5728 College Corner Pike, currently vacant property, to Phase 1, Self-Storage Facility and Phase 2, Use to be Determined, **Teamwork Property Group, LLC, Tim Macy Applicant/Agent**

 X Review Revisions Other

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

Drawings are returned: w/comments without/comments

Drawings reviewed by:


John Dethuag

PRINTED NAME

Date: 11-10-16

City of Oxford
Inter-Office Review Transmittal Sheet

Date: November 15, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

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

 X Review Revisions Other

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

Drawings are returned: w/comments without/comments

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

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

VP

Drawings reviewed by: *A. Popescu*

Date: 12-1-16

 VICTOR POPESCU

PRINTED NAME



Memo

Service Department
Engineering Division

513/524-5208 fax 513/524-5267

TO: Community Development Department

FROM: Victor Popescu, PE
City Engineer

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

DATE: December 1, 2016

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

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

If there are questions, please contact the Engineering Division.



Memo

Service Department
Engineering Division

513/524-5208 fax 513/524-5267

TO: Community Development Department

FROM: Victor Popescu, PE
City Engineer

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

DATE: November 3, 2016

The following are comments from the Engineering Division.

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

If there are questions, please contact the Engineering Division.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: November 2, 2016

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

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

 X Review Revisions Other

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

Drawings are returned: w/comments without/comments

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

Drawings reviewed by:  Date: 11-8-16

JOHN A. JONES

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: November 15, 2016

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

From: Community Development Department

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

 X Review Revisions Other

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

.....

Drawings are returned: w/comments without/comments

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

see previous comments regarding fence and street lighting.

Drawings reviewed by: _____



Date: _____

11/17/16

Sarah Jones

PRINTED NAME

Alan Ryger Comments

STR:

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

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

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

5728 CCP PUD:

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

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

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

Concerning the proposed Phase I plan.

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

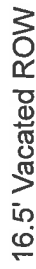
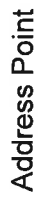
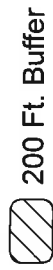
Signage: With the edge of the 35' set back being so far from the roadway (it appears to be over 80') it may benefit the applicant to consider requesting a BZA approval to install their ground monument sign closer to the roadway.

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



PC-2016-21 Surrounding Property Owners Notifications Map

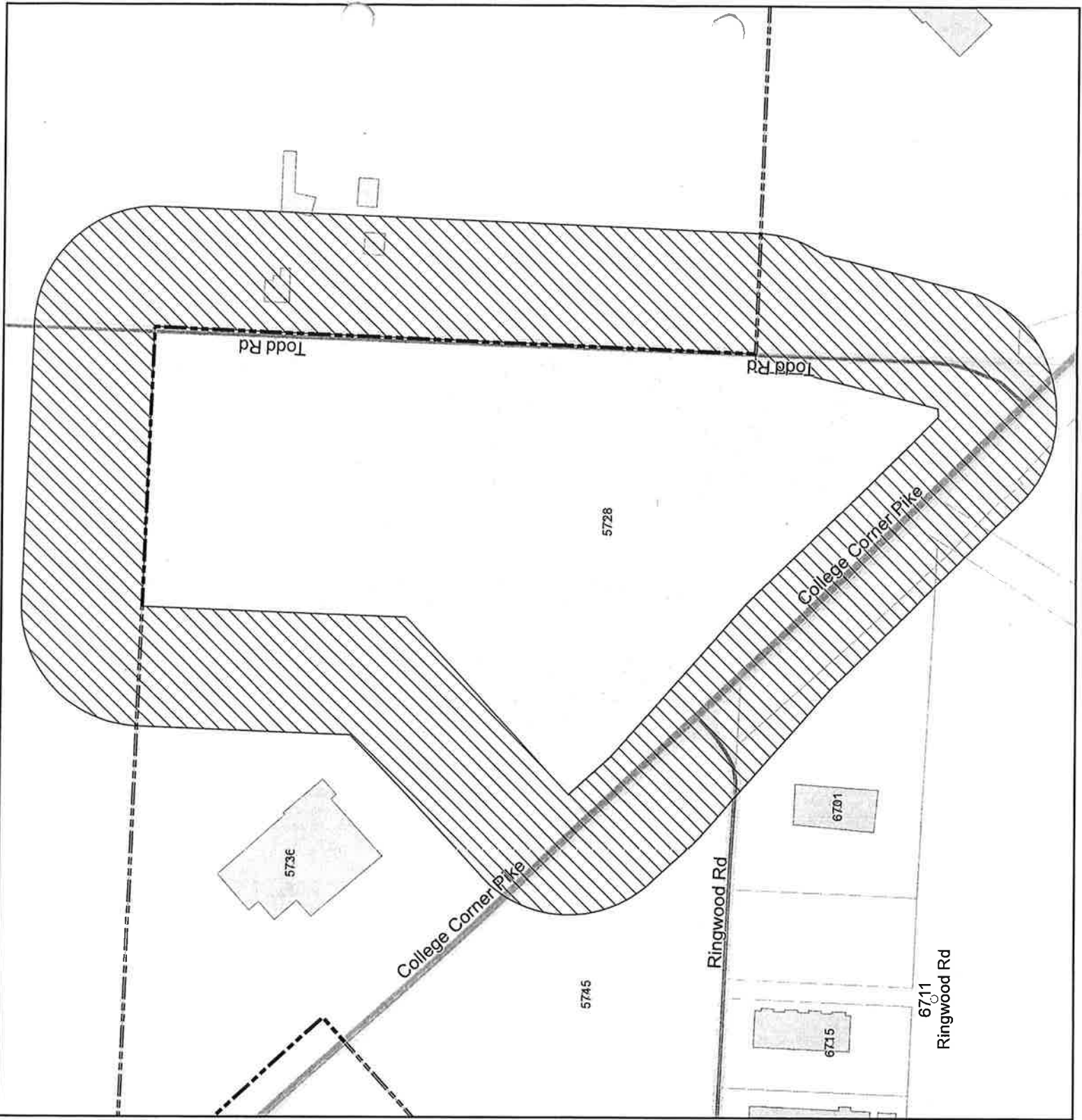
Legend



1 inch = 225 feet

Prepared on Friday, November 18, 2016

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

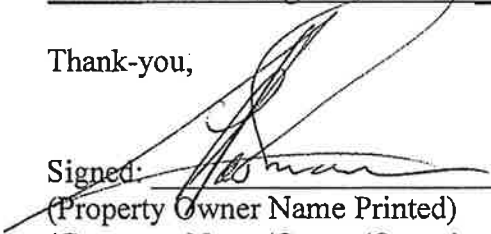


LETTER OF AGENCY

To Whom It May Concern:

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

Thank-you,

Signed: 

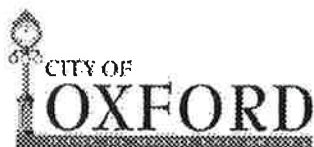
(Property Owner Name Printed)

(Company Name/Owner/Organization)

10.28.2016

Date:

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



Internal Use Only:

Case No.

PC-2016-21

Date Filed

10/28/16

Planned Development Application

Application Type

Choose One



Preliminary (\$400)



Final (\$400)



Preliminary & Final (\$400)

Applicant Information

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

Name *

Tim Macy / Teamwork Property Group, LLC

Mailing Address *

3116 W. Montgomery Road, Suite C-287

City, State & Zip Code *

Maineville, OH 45039

Telephone Number *

(513) 442-3743

Email Address

tim@teamworkpg.com

Owner Information

Name *

Merion Realty Inc.

Mailing Address *

11350 McCormick Road, Suite 200

City, State & Zip Code *

Hunt Valley, MD 21031

Telephone Number *

Email Address

Engineer/Surveyor Information

Name *

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

Mailing Address *

1391 Oakview Drive

City, State & Zip Code *

Columbus, OH 43235

Telephone Number *

(303) 229-1189

Email Address

jasonrenneker@focusengineeringdesign.c

Location and Lot Information

Name of Subdivision *

N/A

Location of Property *

5728 Old Oxford College Road (US 27)

Legal Description *

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

Zoning District *

GB, General Business

Total Area *

14.4781

Acres

Submission Requirements and Documentation

The application requirements (Section 1145.05¹) for a preliminary and final planned development are different. The final planned development application requires a greater degree of accuracy and completeness than does the preliminary planned development application. This section describes the application content requirements for each step of the process.

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

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

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

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

(b) Final Plan.

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

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

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

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

Surrounding Property Owners

On a separate sheet, provide the parcel numbers, names, and mailing addresses of all property owners within 200 feet of all boundaries of the property in question. The Butler County Auditor Real Estate Search² is helpful when searching for the mailing address of adjoining property owners. It allows you to search by owner, address, or parcel number.

Decision Process

A preliminary plan shall be approved prior to approval of a final plan, although the processes can be concurrent for small, single phase developments. Both preliminary and final plan approval require a Planning Commission recommendation and Council approval. The review is based on the General Decision Standards found in Section 1145.06¹.

Fees & Receipt

The required fee for preliminary and final is \$400.00 plus \$100 per acre, plus postage charge. To calculate the postage charge, multiply the number of adjoining properties by current postage rate³.

Sign and Date

Applicant Signature *



Date *

10/28/16

Submit Application, Submission Requirements and Documentation, and Fees

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

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

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

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

For Staff Use Only

Fee Paid Date *

10/28/16

Receipt Number *

121148

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

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

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

5728 COLLEGE CORNER PIKE

PRELIMINARY PUD NARRATIVE

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

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

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

City of Oxford, Ohio

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

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

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

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

Preliminary PUD





Looking North



Looking Northwest



Looking West



Looking Southwest



Looking South



Looking East

CITY OF OXFORD STAFF SUMMARY REPORT

Report to City Manager

Council Meeting Of : 1/17/2017

Account Code No. : see below

Budgeted Amount :

Finance
Originating Department

Joe Newlin
Prepared By

1/11/2017
Date Prepared

Agenda Title:	2017 Supplemental Budget #1
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Recommendation:	Approve
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Issue 1

To make adjustment to amended budget for health care reimbursements and associated expenditures over the \$75,000 budgeted amount 2016 reimbursements

Action Needed:

Revenue Side

Employee Benefits (230)	270,389.14	2016 Reimbursements from carrier
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Expense Side

- N/A

Net Effect on Fund Balance/(s) Increase/(Decrease)	270,389.14
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Issue 2

To make adjustment to amended budget for OVI reimbursements and reducing budgeted expenditures, expenditures encumbered at 2016 year end

Action Needed:

Revenue Side

OVI Task Force (419)	(41,826.57)
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Expense Side

OVI Task Force (419)	(224,917.00)
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Net Effect on Fund Balance/(s) Increase/(Decrease)	183,090.43
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Issue 3

To make adjustment to budget for additional one time City contribution for lasered claim

Action Needed:

Revenue Side

Employee Benefits (230)	320,000.00	Additional revenue City contribution for monthly health care
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Expense Side

General (110)	167,192.38	Additional one time expenditure City contribution from unencumbered balance
Street (122)	25,752.38	Additional one time expenditure City contribution from unencumbered balance
Parking (130)	9,142.86	Additional one time expenditure City contribution from unencumbered balance

Water (321)	42,422.86	Additional one time expenditure City contribution from unencumbered balance
Wastewater (331)	54,613.33	Additional one time expenditure City contribution from unencumbered balance
Refuse (341)	5,638.09	Additional one time expenditure City contribution from unencumbered balance
Fire & EMS (418)	15,238.10	Additional one time expenditure City contribution from unencumbered balance

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

-

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

453,479.57

Breakdown by Fund

General (110)	(167,192.38)
Street (122)	(25,752.38)
Parking (130)	(9,142.86)
Employee Benefits (230)	590,389.14
Water (321)	(42,422.86)
Wastewater (331)	(54,613.33)
Refuse (341)	(5,638.09)
Fire & EMS (418)	(15,238.10)
OVI Task Force (419)	183,090.43

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

453,479.57

Approved By:

Department Head:

Initials

Date

 / 11/11/17

City Manager:

 / 11/13/17

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3381. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 1 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2017.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF OXFORD, BUTLER COUNTY, STATE OF OHIO, 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 revenues be made:

Employee Benefits Fund 230	270,389.14
OVI Task Force Fund 419	(41,826.57)
Employee Benefits Fund 230	320,000.00

SECTION 3: The following increase/(decrease)in appropriations from unencumbered balances be made:

OVI Task Force Fund 419	(224,917.00)
General Fund 110	167,192.38
Street Fund 122	25,752.38
Parking Fund 130	9,142.86
Water Fund 321	42,422.86
Wastewater Fund 331	54,613.33
Refuse Fund 341	5,638.09
Fire & EMS Fund 418	15,238.10

SECTION 4: In all other respects, Ordinance No. 3381 shall remain in full force and effect.

SECTION 5: 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

Clerk of Council
Originating Department

Council Meeting Of: January 17, 2017

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

January 11, 2017

Date Prepared

Agenda Title: Legislative Authority Notice - New permit for RF Pizza LLC DBA Rapid Fired Pizza 7 W. High Street Oxford, Ohio 45056

Recommendation: N/A

Discussion:

The permit is for:

D1 - Beer only for on premises consumption or in sealed containers for carryout.

This permit will go through the normal process with all required inspections being conducted by the Ohio Liquor Commission.

Approved By:

Department Head:
City Manager:

Initial Date

DRE 1-13-17

NOTICE TO LEGISLATIVE
AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

6616205		NEW		RF PIZZA LLC DBA RAPID FIRED PIZZA 7 W HIGH ST OXFORD OH 45056
PERMIT NUMBER		TYPE		
ISSUE DATE				
09 01 2016				
FILING DATE				
D1		PERMIT CLASSES		
09	088	A	B30457	
TAX DISTRICT		RECEIPT NO.		

FROM 01/10/2017

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



MAILED 01/10/2017

RESPONSES MUST BE POSTMARKED NO LATER THAN. 02/10/2017

IMPORTANT NOTICE

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

REFER TO THIS NUMBER IN ALL INQUIRIES **A NEW 6616205**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

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

WE DO NOT REQUEST A HEARING. ☐

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

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

(Signature)

(Title)- ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

**CLERK OF OXFORD CITY COUNCIL
101 E HIGH ST
OXFORD OHIO 45056**

FOR OFFICE USE ONLY

☐ NEW ☐ TRANSFER ☐ REN

PERMIT #

OHIO DEPARTMENT OF COMMERCE - DIVISION OF LIQUOR CONTROL

6606 Tussing Road, P.O. Box 4005, Reynoldsburg, Ohio 43068-9005

Telephone: (614) 644-2360 - <http://www.commerce.state.oh.us>



LIMITED LIABILITY COMPANY DISCLOSURE FORM

(This form must accompany all applications of an LLC for business center)

SECTION A.

Name of Limited Liability Company RF Pizza LLC	DBA Name Rapid Fired Pizza
Permit Premises Address 7 W High St	City, State Oxford OH
Township, if in Unincorporated Area	Zip Code 45056
Tax Identification No. (TIN) 81-1142411	
Email Address: kelly@rapidfiredpizza.com	

Limited Liability Company ("LLC") - Chapter 1705 Ohio Revised Code. Indicate below the managing members, LLC Officers, and all persons with a 5% or greater membership or voting interest, and attach a copy of the Articles of Organization filed with the Ohio Secretary of State.

Please be advised that any social security numbers provided to the Division of Liquor Control in this application may be released to the Ohio Department of Public Safety, the Ohio Department of Taxation, the Ohio Attorney General, or to any other state or local law enforcement agency if the agency requests the social security number to conduct an investigation, implement an enforcement action, or collect taxes.

SECTION B. List the top five (5) officers of the captioned business. If an office is NOT held, please indicate by writing NONE.

EACH OFFICER LISTED BELOW MUST HAVE A BACKGROUND CHECK PERFORMED BY BCI&I AND SUBMIT A PERSONAL HISTORY BACKGROUND FORM. PLEASE READ "BACKGROUND CHECK INFORMATION" DLC4191.

NAME OF OFFICER	SOCIAL SECURITY NUMBER	BIRTHDATE
1) CEO		
2) President Raymond Wiley		
3) Vice-President Kelly Gray		
4) Secretary James Savakinas		
5) Treasurer James Savakinas		

SECTION C. List the managing members and all persons with a 5% or greater membership or voting interest in the LLC.

THE INDIVIDUALS LISTED BELOW MUST HAVE A BACKGROUND CHECK PERFORMED BY BCI&I AND SUBMIT A PERSONAL HISTORY BACKGROUND FORM. PLEASE READ "BACKGROUND CHECK INFORMATION" DLC4191.

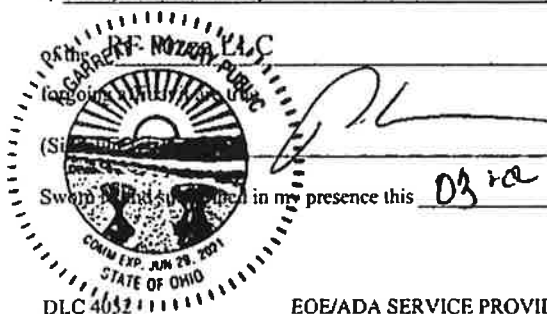
		INTEREST
1) Name Raymond Wiley	Social Security No. (if individual)	Check All That Apply
Residence Address	Tax Identification No. (if applicable)	☒ Managing Member
City and State	Telephone No.	☐ Voting interest 65.34 %
Zip Code 45385	Birthdate	☒ Membership interest 65.34 %
2) Name Kelly Gray	Social Security No. (if individual)	Check All That Apply
Residence Address	Tax Identification No. (if applicable)	☐ Managing Member
City and State	Telephone No.	☒ Voting interest 16.33 %
Zip Code 45385	Birthdate	☒ Membership interest 16.33 %

(PLEASE SEE REVERSE SIDE SHOULD YOU NEED ADDITIONAL SPACE)

STATE OF OHIO, Montgomery COUNTY ss,

I, Raymond Wiley being first duly sworn, according to law, deposes and says that he/she is (Title) Managing Mbr

a business duly authorized by law to do business in the State of Ohio, and that the statements made in the



(Print Name and Title) Raymond Wiley

day of January

(Notary Public)

(Notary Expiration)

SECTION C.
(CONTINUED)

2016 JAN -6 AM 11:27

List the managing members and all persons with a 5% or greater membership or voting interest in the LLC.

THE INDIVIDUALS LISTED BELOW MUST HAVE A BACKGROUND CHECK PERFORMED BY BCI&I AND SUBMIT A PERSONAL HISTORY BACKGROUND FORM. PLEASE READ "BACKGROUND CHECK INFORMATION" DLC4191.

3) Name	James Savakinas	Social Security No. (if individual)	Check All That Apply
Residence Address		Tax Identification No. (if applicable)	☐ Managing Member
City and State		Telephone No.	☒ Voting interest 16.33 %
Zip Code	45324	Birthdate	☒ Membership interest 16.33 %
4) Name		Social Security No. (if individual)	Check All That Apply
Residence Address		Tax Identification No. (if applicable)	☐ Managing Member
City and State		Telephone No.	☐ Voting interest %
Zip Code		Birthdate	☐ Membership interest %
5) Name		Social Security No. (if individual)	Check All That Apply
Residence Address		Tax Identification No. (if applicable)	☐ Managing Member
City and State		Telephone No.	☐ Voting interest %
Zip Code		Birthdate	☐ Membership interest %
6) Name		Social Security No. (if individual)	Check All That Apply
Residence Address		Tax Identification No. (if applicable)	☐ Managing Member
City and State		Telephone No.	☐ Voting interest %
Zip Code		Birthdate	☐ Membership interest %
7) Name		Social Security No. (if individual)	Check All That Apply
Residence Address		Tax Identification No. (if applicable)	☐ Managing Member
City and State		Telephone No.	☐ Voting interest %
Zip Code		Birthdate	☐ Membership interest %
8) Name		Social Security No. (if individual)	Check All That Apply
Residence Address		Tax Identification No. (if applicable)	☐ Managing Member
City and State		Telephone No.	☐ Voting interest %
Zip Code		Birthdate	☐ Membership interest %
9) Name		Social Security No. (if individual)	Check All That Apply
Residence Address		Tax Identification No. (if applicable)	☐ Managing Member
City and State		Telephone No.	☐ Voting interest %
Zip Code		Birthdate	☐ Membership interest %

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Clerk of Council

Originating Department

Council Meeting Of: January 17, 2017

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

January 9, 2017

Date Prepared

Agenda Title: A Resolution reappointing Kate Rousmaniere as Council Representative to the SELF Board.

Recommendation: N/A

Discussion:

It is necessary to formally reappoint Kate Rousmaniere as Council's representative to the SELF Board for a term ending January 31, 2019.

Approved By:

Initial Date

Department Head:

City Manager:

DRB 1/13/17

RESOLUTION NO.

A RESOLUTION REAPPOINTING KATE ROUSMANIERE AS COUNCIL REPRESENTATIVE TO THE SUPPORTS TO ENCOURAGE LOW-INCOME FAMILIES (SELF) BOARD.

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

SECTION 1: Oxford City Council supports the efforts of the Supports to Encourage Low-Income Families (SELF) Board in helping low-income residents of Butler County to achieve self sufficiency.

SECTION 2: Council therefore reappoints Kate Rousmaniere as Council representative to the SELF Board for a term ending January 31, 2019.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL.

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW(STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: January 17, 2017

Jung-Han Chen
Prepared By

Account Code No. #:

Budgeted Amount:

January 10, 2017
Date Prepared

Agenda Title:	Amend Oxford Property Maintenance Code Chapter 7, Fire Safety Requirements, Specifically Section 704 Fire Protection Systems to Reflect Mandate from the Ohio Residential Code
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Recommendation:	Approval
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Discussion:

The proposed legislation is to amend the Oxford Property Maintenance Code to reflect changes made to the Ohio Residential Code in 2016 dealing with new and remodeling work on one to three family dwelling units.

The Ohio Residential Code and the Oxford Property Maintenance Code are consistent with the locations for smoke detector placement. The major difference is that the Ohio Residential Code requires photoelectric and ionization detectors on each level, while the Oxford Property Maintenance only requires photoelectric. Therefore, it is necessary to amend the Oxford Property Maintenance to conform to the 2016 Ohio Residential Code, since the Ohio Residential Code governs the residential building construction requirements.

Approved By:	Department Head:	Initial	Date
	City Manager	<i>JHC</i>	<i>1/10/17</i>
		<i>DRE</i>	<i>1/17/17</i>

ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD PROPERTY MAINTENANCE CODE CHAPTER 7 ENTITLED FIRE SAFETY REQUIREMENTS AND ADOPTING NEW OXFORD PROPERTY MAINTENANCE CODE CHAPTER 7 ENTITLED FIRE SAFETY REQUIREMENTS.

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

SECTION I: Council hereby finds that in order to protect and promote the public health, safety and welfare of its citizens, it is in the best interest of the citizens of Oxford that its Property Maintenance Code Chapter 7 be modified to reflect a mandate from the State of Ohio.

SECTION II: Council hereby repeals Oxford Property Maintenance Code Chapter 7 and adopts new Oxford Property Maintenance Code Chapter 7 as follows:

CHAPTER 7 FIRE SAFETY REQUIREMENTS

SECTION 701 GENERAL

PMC 701.1 Scope. The provisions of this chapter shall govern the minimum conditions and standards for fire safety relating to structures and exterior premises, including fire safety facilities and equipment to be provided.

PMC 701.2 Responsibility. The owner of the premises shall provide and maintain such fire safety facilities and equipment in compliance with these requirements. A person shall not occupy as owner-occupant or permit another person to occupy any premises that do not comply with the requirements of this chapter.

SECTION 702 MEANS OF EGRESS

PMC 702.1 General. A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way. Means of egress shall comply with the City of Oxford Fire Code.

PMC 702.2 Aisles. The required width of aisles in accordance with the City of Oxford Fire Code shall be unobstructed.

PMC 702.3 Locked doors. All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the City of Oxford Building Code.

PMC 702.4 Emergency escape openings. Required emergency escape openings shall be maintained in accordance with the code in effect at the time of construction, and the following. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of construction and such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening.

SECTION 703 FIRE-RESISTANCE RATINGS

PMC 703.1 Fire-resistance-rated assemblies. The required fire-resistance rating of fire-resistance-rated walls, fire stops, shaft enclosures, partitions and floors shall be maintained.

PMC 703.2 Opening protectives. Required opening protective shall be maintained in an operative condition. All fire and smokestop doors shall be maintained in operable condition. Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable.

SECTION 704 FIRE PROTECTION SYSTEMS

PMC 704.1 General. All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the City of Oxford Fire Code.

PMC 704.1.1 Automatic sprinkler systems. Inspection, testing and maintenance of automatic sprinkler systems shall be in accordance with NFPA 25.

704.2 Smoke alarms. Single- or multiple-station smoke alarms shall be installed and maintained in Group R or I-1 occupancies, regardless of occupant load at all of the following locations:

1. In each room used for sleeping purposes, **a photoelectric smoke technology is required**
2. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms, **a photoelectric smoke technology is required**
3. On each story within each dwelling unit, including basements and habitable attics but not including crawl spaces and uninhabitable attics. ~~In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level,~~ **both photoelectric and ionization technologies are required.**

~~**704.3 Smoke Alarm Type.** Effective March 1, 2014, smoke alarms required under PMC 704.2(2)(on the ceiling or wall outside sleeping area): PMC 704.2.(3) (on each level) must~~

~~include photoelectric type detectors, and any new or replacement smoke alarms installed within a sleeping room after that date shall be photoelectric type detectors.~~

~~704.4~~ **704.3 Power source.** In Group R or I-1 occupancies, single- station smoke alarms shall receive their primary power from the building wiring provided that such wiring is served from a commercial source and shall be equipped with a battery backup. Smoke alarms shall emit a signal when the batteries are low. Wiring shall be permanent and without a disconnecting switch other than as required for overcurrent protection.

Exception: Smoke alarms are permitted to be solely battery operated in buildings where no construction is taking place, buildings that are not served from a commercial power source and in existing areas of buildings undergoing alterations or repairs that do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for building wiring without the removal of interior finishes.

~~704.5~~ **704.4 Interconnection.** Where more than one smoke alarm is required to be installed within an individual dwelling unit in Group R or I-1 occupancies, the smoke alarms shall be interconnected in such a manner that the activation of one alarm shall activate all alarms within the dwelling unit. Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm. The alarm shall be clearly audible in all bedrooms over background noise level with all intervening doors closed.

Exceptions:

1. Interconnection is not required in building which are not undergoing alterations, repairs or construction of any kind.
2. Smoke alarms in existing areas are not required to be interconnected where alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for interconnection without the removal of interior finishes.
- ~~3. Where ionization type interconnected detection systems were installed prior to March 1, 2014, the requirement for photoelectric detectors may be satisfied either by replacing the interconnected detectors or by installing supplemental, battery-powered, individual detectors and maintain both systems. After March 1, 2017, all interconnected detection systems shall be changed out to photoelectric type detectors.~~
- ~~4.~~

~~704.6~~ **704.5 Fire Extinguisher.** All rental units for which a permit is required pursuant to PM-310 (Rental Permits) shall be equipped with a fire extinguisher in or near the kitchen.

SECTION III: 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)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: January 17, 2017

Service Department
Originating Department

Account Code #: N/A

David Treleaven
Prepared By

Budgeted Amount: N/A

January 6, 2017
Date Prepared

Agenda Title:	Environmental Commission Meeting of January 4, 2017
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Recommendation:	For Review and Consideration
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Discussion:

Environmental Commission members present at the Wednesday, January 4, 2017 meeting were: Chair, Mr. Wright Gwyn; Planning Commission Representative, Mr. Robert Bell; Ms. Madeline Maurer, and Mr. Andor Kiss. A quorum was present. Commissioners Vice-Chair, Mr. Vince Hand; City Council Representative, Mayor Kate Rousmaniere, and Mr. Kevin Armitage each had previously notified the Commission that they would be unable to attend the meeting. Oxford resident, Mr. Jonathon Ralinosky, was also in attendance.

The minutes from the December 7, 2016 Environmental Commission meeting were unanimously approved as presented.

Mr. Bell informed the Commission that the Planning Commission is continuing to review potentially regulating short-term, non-traditional (Airbnb-type) lodging. Also, a complaint reportedly had been filed with the United States Department of Justice regarding parking access in regards to the Americans with Disability Act (ADA) and the location of the ADA-designated accessible vehicle parking spaces for the building space that the Lane Public Library rents. Vehicle parking spaces immediately outside of the Library's main entrance had been designated for low-emission vehicles. The gradient at these parking locations were allegedly in excess of what is permissible for ADA-designated parking. A proposed remedy to the situation is to move the parking spots for low emissions vehicles to the west across the parking lot's drive way, and designating the area immediately outside of the main entrance as "No Parking" and reserved for emergency vehicles.

The Environmental Commission continued to work on crafting Sensitive Development Areas language for Planned Development code (Oxford Codified Ordinance Chapter 1145.402) as previously requested by Oxford City Council. Specifically, the Commission focused on potential language for the preservation and replacement of trees associated with the residential or commercial development of private lands to address the Sensitive Development Areas requirements for "Tree growth areas or urban forest areas containing native mature trees" (Chapter 1145.402(b)(7)). Oxford's existing codified ordinance regarding trees (Chapter 935 "Trees, Shrubs and Other Plants") primarily focuses on public trees, only addressing a property owner's responsibility towards private trees in the terms of public safety.

(Continued)

Approved By:	Department Head:	Initial	Date
	City Manager:	<u>DRF</u>	<u>1/10/17</u>

Commissioners reviewed and commented on a draft ordinance which had inserted portions of tree preservation regulations from the cities of Delaware and Springfield, Ohio into Oxford's Chapter 935. Staff noted that proposed revisions to Chapter 935 that the Environmental Commission had recommended in February 2016 (but had not yet been presented to City Council's consideration) were not in the current draft. Staff was instructed to incorporate these revisions into the working draft copy. Chair Gwyn is to incorporate Commissioners' comments into a draft ordinance to be forwarded to City Staff (Community Development and Service Departments) for their review and research into unresolved questions (largely administration control and responsibilities of the tree preservation and replacement on private lands undergoing development).

Chair Gwyn distributed revised-format copies of the Table of Contents for Chapter 4 of the Stormwater Management Design Manual and of the Appendix I portion of the Chapter. Staff informed the Commissioners that City Staff was still reviewing Chapter 4, in particular confirming that referenced manuals, texts, articles, regulations, etc. were still applicable. For example, in the text, a referenced Ohio Revised Code section allegedly pertaining to dam inspection regulations was found to have been revised at some point, and re-assigned to address channel markings for boating.

The Commissioners concluded discussion at 8:40 p.m. The next scheduled meeting of the Environmental Commission is on Wednesday, February 1, 2017 at 7:00 p.m., in the Municipal Building's Second Floor Conference Room.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott, Jr.

Fire

Originating Department

Council Meeting Of: January 17, 2017

Account Code No. #: 418.152.73113

John Detherage

Prepared By

Budgeted Amount: \$35,760.35

January 4, 2017

Date Prepared

Agenda Title: A Resolution authorizing the Oxford Division of Fire to purchase one (1) Ferno iNX Intellegent Transport Loading System (EMS Cot) and mount with budgeted funds.

Recommendation: Adopt the Resolution.

Discussion:

The item described below will assist with patient movement, traditionally an area that produces a significant amount of injuries.

This powered cot will replace an older design that only lifted and lowered the patient. The powered unit removes the stress placed on the operator by not only lifting and lowering the patient, it also carries the weight of the cot and patient during the loading and unloading process. The operator carries none of the weight while moving the unit in and out of the ambulance.

This will be our third cot of this type. A trade-in credit of \$3,500.00 on the unit to be removed from service is included.

Approved By:

Department Head:

Initial Date

City Manager:

_____\

DRE \ 1/13/17

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE OXFORD DIVISION OF FIRE TO PURCHASE ONE (1) FERNO INX INTELLEAGENT TRANSPORT LOADING SYSTEM (EMS COT) AND SPECIFIED APPURTENANCES DESIGNED TO REDUCE INJURIES TO FIREFIGHTERS AND EMERGENCY MEDICAL TECHNICIANS AT A TOTAL COST NOT TO EXCEED \$35,760.35.

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

SECTION 1: The City Manager and the Fire Chief recommend the Oxford Division of Fire be authorized to purchase one (1) Ferno iNX Intellegent Transport Loading System (EMS Cot) and specified appurtenances designed to reduce injuries to firefighters and emergency medical technicians at a total cost not to exceed \$35,760.35.

SECTION 2: Council hereby accepts the recommendation of the City Manager and the Fire Chief and finds the equipment is designed to reduce injuries to firefighters and emergency medical technicians.

SECTION 3: The Oxford Division of Fire is hereby authorized to purchase one (1) Ferno iNX Intellegent Transport Loading System (EMS Cot) and specified appurtenances designed to reduce injuries to firefighters and emergency medical technicians at a total cost not to exceed \$35,760.35.

SECTION 4: 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)



877.733.0911
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**QUOTATION PREPARED FOR OUR VALUED CUSTOMER
OXFORD, CITY OF**

Account ID: 45297410 **PO Ref:** iNX and iNLine Fastener 12/23/1 **Quote #** 00018589 **Date Quoted:** 12/23/2016

Customer Contact:

John Detherage - 513-523-6324

Billing Address:

Oxford, City Of
No Default Address Available

Shipping Address:

Oxford, City Of
217 S. Elm Street
Oxford, OH 45056
US

Terms	Valid	FOB	Ship Via
TBD	30 Days	Origin	Most Economical

Qty	Item#	Product Description	Preferred Cust. Price	Extended Price
1	0000INXINLINE	INX INLINE COT SHIP KIT	33,695.00	33,695.00
1	ILFS86STNEWMNT	INLINE 86 W/LONG FLOOR MOUNT	4,995.00	4,995.00
1	LAIV3SCL	INX/MONDIAL MB 3 STAGE IV POLE	405.45	405.45
1	0822453	INX TELESCOPING FRAME STO-NET	164.90	164.90
1	NA	Trade in allowance for one Stryker Powercot (Serial # TBD)	-3,500.00	-3,500.00

Approval: _____
Printed Name Signature

Subtotal 35,760.35
Sales Tax .00
Est. Shipping .00
Your Price 35,760.35

Credit Card: _____ Secure Code: _____ Exp: _____

Comments: Shipping charges to be added when ordered. (CUSTOMER MAY PICK UP UNIT). Pricing includes Trade in of one Stryker Powercot (Serial # TBD).

Your Sales Representative is:

Jim Kalb
j.kalb@ferno.com
(815)409-0475

Thank you for allowing the Ferno
team to serve you!

Your Customer Service Contact is:

Michelle Cline
m.cline@ferno.com

**** Order subject to approval by Ferno. If not quoted, shipping and any applicable sales tax will be added to invoice. Credit cannot be allowed on returns of special or modified items. Prices and specifications are subject to change without notice.**