

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: February 4, 2020

Doug Elliott

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

January 28, 2020

Date Prepared

Agenda Title: A Resolution authorizing the City Manager to apply for state and federal funding for the Technology, Entrepreneurship, Creativity Hub Project.

Recommendation: Adopt the Resolution.

Discussion:

The proposed Resolution is a follow-up to the November 18, 2019 meeting with President Crawford and Vice President Creamer. One of the initiatives discussed was an Elm Street innovation building. The bullet points included a pitch to the state for funding renovations as an incubator, recruiting an anchor company as tenant, and multiple campus possibilities.

The first step was to apply for capitol finding from the state's biennial Capital Budget. An application was submitted to meet the January 10, 2020 deadline. The next steps will include the City of Oxford reaching out for additional funding in partnership with Miami University.

This Resolution will authorize the City Manager to apply for additional state and federal funding to advance this proposed project in partnership with Miami University.

Approved By:

Department Head :

City Manager :

Initial

Date

DRE

1-31-20

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR STATE AND FEDERAL FUNDING FOR THE TECHNOLOGY, ENTREPRENEURSHIP, CREATIVITY HUB PROJECT.

WHEREAS, the City seeks to strengthen and diversify the local economy; and

WHEREAS, the 2008 Oxford Comprehensive Plan states an economic goal of attracting new businesses consistent with the skills of the local community, quality of life, and identified economic needs ; and

WHEREAS, the 2004 Economic Development Strategic Plan Update stated a goal of attracting and developing diverse business opportunities; emphasizing quality jobs to attract and retain skilled citizens; and

WHEREAS, Miami University proposes to establish a hub of creativity and innovation through the building of a Technology, Entrepreneurship, Creativity Hub (TECH) in the Elm Street Building; and

WHEREAS, the proposed Northwest Butler County College at Elm will provide a model for other small town rural economies to innovate and bolster their economic futures in the current knowledge economy.

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

SECTION 1: City Council authorizes the City Manager to apply for state and federal funding including an Ohio Capital Budget Request to advance this proposed project in partnership with Miami University.

SECTION 2: 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

City Manager

Originating Department

Council Meeting Of: December 17, 2019

Doug Elliott

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

December 11, 2019

Date Prepared

Agenda Title: An Ordinance Amending The Codified Ordinances Of The City Of Oxford, Ohio, By Adding New Section 521.14 Entitled Expanded Polystyrene Ban To Chapter 521 Entitled Health, Safety And Sanitation.

Recommendation: Adoption.

Discussion:

The proposed Ordinance bans the use of expanded (foam) polystyrene by food service operations in Oxford. It was requested by Councilors Raghu and Bracken. It is proposed to be located in Chapter 521 Health, Safety, and Sanitation of the City of Oxford's Codified Ordinances and will add a new Section 521.14 Expanded Polystyrene Ban. It includes both civil and criminal penalties for violations of this Ordinance for both individuals and organizations. It provides for a phasing out period of December 31, 2020 for national food service operations and December 31, 2021 for all other food service operations.

I did not include exemptions from this ban since I do not know what is meant by "reasonably feasible alternative". Including an exemption process would increase the City's compliance cost since the City does not have an Environmental Department. Council can simply extend the deadline by amending the Ordinance if it chooses to do so. Many of our restaurants do not use expanded (foam) polystyrene in their operations. The first step for the City would be to notify all restaurants and other food service operations.

Approved By:

Initial Date

Department Head:

City Manager:

DRE 12-13-19

ORDINANCE NO.

AN ORDINANCE AMENDING THE CODIFIED ORDINANCES OF THE CITY OF OXFORD, OHIO BY ADDING NEW SECTION 521.14 ENTITLED EXPANDED POLYSTYRENE BAN TO CHAPTER 521 ENTITLED HEALTH, SAFETY AND SANITATION.

WHEREAS, the Constitution of the State of Ohio, in Article XVIII, Section 3, grants municipalities the authority to exercise all powers of local self- government and to enforce local police, sanitary, and other similar regulations as are not in conflict with the general laws; and

WHEREAS, pursuant to this constitutional home rule authority, the people of the City of Oxford have adopted a Charter and Codified Ordinances to exercise the powers of local self-government and enforce local police power regulations; and

WHEREAS, a local police power regulation only conflicts with a general law if it prescribes a rule of conduct that permits that which the state law expressly forbids, or vice versa, and does not conflict with general laws if it merely imposes a greater penalty for conduct that is prohibited by the general law, or regulates activity that is not expressly permitted by general law; and

WHEREAS, the City has substantial, legitimate interests in preserving and maintaining a high level of sanitation throughout the city by reducing visual blight and litter; and

WHEREAS, the City of Oxford has a duty to protect its natural environment, its economy, and the health of its citizens and visitors; and

WHEREAS, plastic debris and in particular expanded polystyrene is a distinctive litter concern because it is lightweight, floats, and readily migrates from land to waterways where it breaks down into small pieces to be mistaken for food by birds and other marine wildlife; and

WHEREAS, based on observation from City Council members and findings in other communities, City Council finds that polystyrene materials can and do migrate from public land to waterways, causing visual blight, litter and harming birds and other marine wildlife; and

WHEREAS, it is in the best interest of the citizens of Oxford to reduce the cost of the City's solid waste disposal and protect the environment and natural resources by discouraging the distribution and use of disposable expanded polystyrene containers such as cups, bowls, plates, and food containers, and to encourage the use of other recyclable compostable food containers associated with take-out foods; and

WHEREAS, the City of Oxford, through its policies, programs, and laws, supports efforts to reduce the amount of waste that must be disposed of by supporting the State of Ohio's waste management hierarchy to reduce, reuse, recycle, compost, and landfill.

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

SECTION 1. Oxford Codified Ordinance Section 521.14 is hereby added to read as follows:

§ 521.14 Expanded Polystyrene Ban

(A) As used in this section:

“Disposable food service ware” means single-use disposable products used in the restaurant and food service industry for serving prepared food and includes, but is not limited to, plates, trays, cups, bowls, and hinged or lidded containers (clamshells). Disposable food ware does not include straws, utensils, drink lids, or ice chests.

“Food service operation” means a place, location, site, or separate area where food intended to be served in individual portions is prepared or served for a charge or required donation. As used in this section, “served” means a response made to an order for one or more individual portions of food in a form that is edible without washing, cooking, or additional preparation and “prepared” means any action that affects a food other than receiving or maintaining it at the temperature at which it was received.

“Food service operation” includes a catering food service operation, food delivery sales operation, mobile food service operation, seasonal food service operation, temporary food service operation, and vending machine location.

“National food service operation” means a food service operation that is a chain of franchise or corporate owned establishments located in more than one state.

“Expanded polystyrene” means a thermoplastic petrochemical material made from a styrene monomer and expanded or blown using a gaseous agent.

“Prepared Food” means food or beverages that are packaged, cooked, chopped, sliced, mixed, brewed, frozen, squeezed, or otherwise prepared on the premises. It does not include any raw, uncooked meat products or fruits or vegetables unless it can be consumed without further preparation; or prepackaged food that is delivered to the food service operation wholly encased, contained or packaged in a container or wrapper, and sold or otherwise provided by the food service operation in the same container packaging.

~~“Organization” means a corporation for profit or not for profit, partnership, limited partnership, joint venture, unincorporated nonprofit association, estate, trust or other commercial or legal entity. “Organization” does not include an entity organized as or by a governmental agency for the execution of a governmental program.~~

(B) No national food service operation shall sell or otherwise provide prepared food in expanded polystyrene disposable food service ware on or after December 31, 2020. No food service operation shall sell or otherwise provide prepared food in expanded polystyrene foam disposable food service ware on or after December 31, 2021.

(C) Organizational Liability: Pursuant to C.O. § 501.11, it is the intent to impose organizational liability for violation of this section committed by an officer, agent, or employee of a business or organization while acting on behalf of the business or organization and within the scope of the officer's, employee's or agent's office or employment.

(D) Violation of this section shall be a minor misdemeanor punishable by a fine of One-Hundred Fifty Dollars (\$150) per violation.

SECTION 2. The City Manager and the City Law Director are hereby authorized to take all actions necessary to implement and administer this Ordinance.

SECTION 3. This Ordinance is enacted pursuant to the home rule powers of the City of Oxford as set forth at Article XVIII, Section 3, of the Ohio Constitution.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: CHANTEL RAGHU

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation

Originating Department

Council Meeting Of: Feb. 6, 2020

Account Code No. #: N/A

Prepared By: Casey D. Wooddell

Budgeted Amount: N/A

Date Prepared: Jan. 17, 2020

Agenda Title: Oxford Recreation Board Meeting, 01/16/2020

Recommendation: Approve

Attendance: Rec Board: Mike Smith, Wes Cole, Kevin Ackley, Craig Bennett, Holli Morrish
TRI Board: Doug Curry, Tom Holmes, Dan Purcell, Rick Verst, Jay Bennett
OPRD: Casey Wooddell, Deanna Barbour, Ryan Himes, Dustin VanWinkle

Each year, the Oxford Recreation Board and the Talawanda Recreation, Incorporated (TRI) Board meet to discuss the previous year's accomplishments, as well as discuss how the two boards and collaborate for future projects. This meeting was held at LaRosa's in Oxford at 11:30am on Thursday, January 16, 2020.

Casey Wooddell provided a 2019 Annual Review presentation for Oxford Parks and Recreation. This presentation included information about the 2019 OPRD budget, Oxford Aquatic Center, goals and accomplishments and future outlook.

Ryan Himes, Program Supervisor, provided a brief synopsis about recreation programs from 2019 and a 2020 outlook, including preschool, youth programs and teen programs.

Dustin VanWinkle, Sports Coordinator for OPRD, provided a brief synopsis about sports programs from 2019 and a 2020 outlook, including tournaments, field reservations, local partnerships and OPRD sports leagues.

Casey Wooddell, along with the members of the TRI Board, provided a presentation outlining the results of the 2007 community survey about a new indoor recreation facility in Oxford. This presentation also outlined some necessary steps, with potential timeline included, for the TRI, with the assistance of the City and Oxford Recreation Board, to add onto the existing facility or build a new one.

After the joint meeting with the TRI Board concluded, the Oxford Recreation Board held a separate meeting and elected Ken Bogard to serve as the Chair of the Board for 2020, and Deanna Barbour to serve as the Secretary of the Board for 2020.

Next meeting: February 13, 2020 – Oxford Municipal Building; 11:30am.

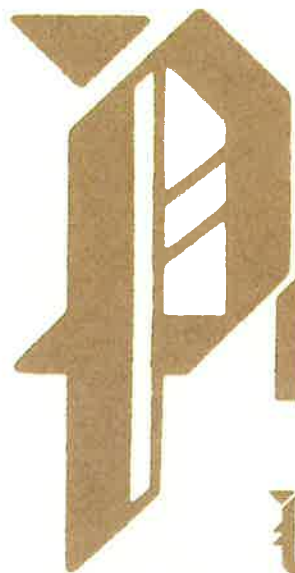
Meeting adjourned 1:00pm

Approved By:

Initial Date

Department Head: CDW \ 1/17/2020

City Manager: DRE \ 1-30-20



Office of the Mayor

Proclamation

Whereas:

on February 14, 1920, the League of Women Voters was formed by a grassroots group of women, six months prior to, but in anticipation of, ratification of the 19th Amendment that gave women the right to vote in the United States; and

WHEREAS, the League was a political experiment designed to help 20 million women carry out their new responsibilities as voters by educating them on issues; and

WHEREAS, from the beginning, the League determined that it would be nonpartisan, neither supporting nor opposing any political party or individual candidate; and

WHEREAS, the League continues today as a nonpartisan political organization that encourages informed and active participation in government, works to increase understanding of major policy issue, and influences public policy through education and advocacy; and

WHEREAS, today the League is composed of members in over 700 local, county, and state Leagues in all 50 states plus the District of Columbia and the US Virgin Islands; and

WHEREAS, among those Leagues is the League of Women Voters of Oxford that was organized on April 7, 1953 and since that date has continuously and faithfully served the people of the City of Oxford and the Talawanda School District and is composed of over 100 members and supporters; and

WHEREAS, the League among other activities, registers voters, educates voters by holding candidate forums and publishing voter guides, sponsors and funds Kids Voting in area schools, publishes public policy research, and holds meetings on key issues; and

WHEREAS, the League is a civic organization that has fought since 1920 to improve government and engage everyone in the decisions that impact their lives; and

WHEREAS, the League will celebrate its 100th anniversary on February 14, 2020.

NOW, THEREFORE, I, Mike Smith, Mayor of the City of Oxford, Ohio, declare February 14, 2020 as a date to celebrate the League of Women Voters and its vision of a democracy where every person has the desire, the right, the knowledge, and the confidence to participate.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 4th day of February 2020.

Mike Smith
MIKE SMITH, MAYOR



CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: February 4, 2020

Account Code #: Multiple Accounts – All Funds

Budgeted Amount: \$675,000.00

Service Department

Originating Department

Michael B. Dreisbach, Service Director

Prepared By

January 24, 2020

Date Prepared

**Agenda Title: Purchase of Electricity Generation Supply for City of Oxford Municipal Accounts
Serviced by Duke Energy of Ohio**

Recommendation: Approve

Discussion: The 2020 operating budget includes approximately \$675,000 for the purchase of electricity for City operated buildings and structures, recreation areas, street lighting, and traffic control. The vast majority of City electrical needs are serviced by Duke Energy while a small portion of accounts are serviced by Butler Rural Electric. The City currently consumes approximately 5.9 million kilowatt hours of electricity annually for our operations.

In April 2017, the City renewed an agreement with Dynegy Energy Service, LLC (Dynegy) to provide for the generation or procurement of electrical power for City facilities and operations. This agreement provided pricing of \$0.0465 per kilowatt hour of electricity (\$0.0365 for street lighting) through April 2020.

City Staff requested new pricing from Dynegy to determine if the City should extend our current agreement for electric power generation. The City requested pricing for 100% renewable energy including wind and solar energy as well as traditional energy from fossil fuels. Dynegy provided new pricing, detailed in Exhibit A, guaranteed for a period of up to 60 months, of \$0.0430 per kilowatt hour (\$0.0345 for street lighting). This pricing is advantageous to the City compared to our current agreement. The new pricing should result in savings of approximately \$20,650 annually for City operations, or \$103,250 over the 60 month contract. This pricing was valid as of the writing of this report. Given the nature of the commodity markets, Dynegy will only hold this price for a 24 hour period. **Staff will obtain refreshed rates on the day of the next Council meeting, February 4, 2020. The amount of the refreshed rates may vary from what is stated in this report due to fluctuations in the market.**

The City continues to be able to purchase electricity (generation) at lower prices than in the previous three contracts. Exhibit B shows the history of pricing for electrical generation from 2011 through 2020. This trend would continue through 2025 should the City Council award the full 60 month contract.

It is Staff's recommendation that the City Council authorize the City Manager to sign agreements with Dynegy Energy Service, LLC for the procurement of **RENEWABLE** electricity generation services for a 60 month period beginning April 2020.

Approved By:

Department Head:

Initial Date

City Manager:

DRE 1-31-20

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AGREEMENTS WITH DYNEGY ENERGY SERVICE, LLC FOR THE PROCUREMENT OF RENEWABLE ELECTRICITY GENERATION SERVICES FOR THE CITY'S CONSUMPTION FOR A PERIOD OF SIXTY MONTHS BEGINNING APRIL 2020.

WHEREAS, as previously adopted by Council for the City of Oxford, the 2020 operating budget includes \$675,000.00 for the purchase of electricity for City buildings, structures, recreation areas, street lighting, and traffic control; and

WHEREAS, the City Manager and the Service Director recommend Council authorize the City Manager to sign agreements with Dynegy Energy Service, LLC for the procurement of renewable electricity generation services for the City's consumption for a period of sixty months beginning April 2020.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and hereby authorizes the City Manager to enter into agreements with Dynegy Energy Service, LLC for the procurement of renewable electricity generation services for the City's consumption for a period of sixty months beginning April 2020 at a kilowatt/hour rate not to exceed \$0._____ cents per kilowatt hour (kWh) and for street lighting accounts, at a cost not to exceed \$0._____ cents per kilowatt hour (kWh). The agreement shall be in a form acceptable to the City Law Director.

SECTION 2: 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)

Exhibit A

Facility Accounts - Brown

April 2020 – April 2022 - \$0.0427
April 2020 – April 2023 - \$0.0426
April 2020 – April 2024 - \$0.0425
April 2020 – January 2025 - \$0.0421

Facility Accounts – 100% Renewable

April 2020 – April 2022 - \$0.0434
April 2020 – April 2023 - \$0.0434
April 2020 – April 2024 - \$0.0434
April 2020 – January 2025 - \$0.0430

Lighting Accounts - Brown

April 2020 – April 2022 - \$0.0341
April 2020 – April 2023 - \$0.0339
April 2020 – April 2024 - \$0.0338
April 2020 – January 2025 - \$0.0336

Lighting Accounts – 100% Renewable

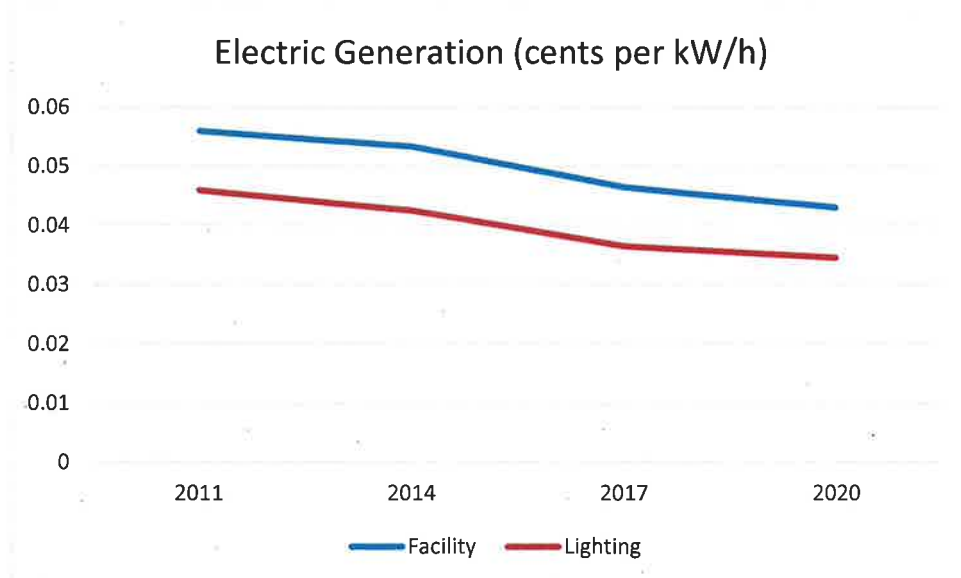
April 2020 – April 2022 - \$0.0348
April 2020 – April 2023 - \$0.0347
April 2020 – April 2024 - \$0.0347
April 2020 – January 2025 - \$0.0345

Accepting the 100% Renewable pricing will yield a 7.53% reduction in costs compared with our 2017 contract.

Accepting the Fossil Fuel rate would yield a 9.4% reduction in costs compared with our 2017 contract.

The annual cost for Renewable power over Fossil Fuel power for all City operations is ~ \$5,310 annually (based on 5.9M kWh).

Exhibit B



Generation Costs for City Facilities

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: February 4, 2020

Service Department
Originating Department

Account Code #: N/A

David Treleaven
Prepared By

Budgeted Amount: N/A

January 24, 2020
Date Prepared

Agenda Title: Environmental Commission Special Meeting of January 23, 2020

Recommendation: For Review and Consideration

Discussion:

Environmental Commission members present at the Wednesday, January 23, 2020 special meeting were: Chair, Mr. Wright Gwyn; Vice-Chair, Ms. Madeline Maurer; City Council Representative, Ms. Chantel Raghu; Planning Commission Representative, Mr. Jason Bracken; Mr. Jon Ralinovsky, and Mr. Steven Elliott. A quorum was present. Also in attendance were the City of Oxford's Mayor, Mr. Mike Smith, and Mr. Patrick Keck, a Miami University student and reporter for the *Oxford Observer*.

Prior to this meeting, Commissioners Ms. Maurer, Mr. Ralinovsky and Mr. Bracken had met as a sub-committee to research the questions and concerns from City Council regarding the potential expanded polystyrene foam (EPF) food container ban legislation. These questions and concerns had been provided to the Environmental Commission in an email from Councilor David Prytherch, dated January 8, 2020. Mr. Bracken provided a brief outline of the sub-committee's research and conclusions. A copy of Councilor Prytherch's January 8, 2020 email with the City Council's questions and concerns, and the sub-committee's written responses are included with this Staff Summary Report.

While the Commission agreed in principal that the EPF food container ban was a worthwhile endeavor, there were some concerns in regards to certain aspects of the ban. During the ensuing discussion, several questions were raised by Commissioners, including how many establishments would be impacted by the potential EPF container ban and what the impact to the greater community might be because of the ban (among others). Commissioners did agree that any reduction of EPF materials that are littered into the environment is of benefit since the EPF does not decompose. Other communities have had similar bans in place for extended periods of time, with no apparent devastating economic impacts reported. The train of thought was that it has worked elsewhere, and that it did not make sense to re-invent the wheel with additional studies or investigations here.

The voluntary approach of the potential EPF container ban was seen to reduce or eliminate potential demands of City Staff time dedicated to enforcement of the EPF ban. Also, the extended time period until it applied to the smaller, local establishments (December 31, 2021) should allow time for revising or amending the legislation if issues were encountered by these establishments in their attempts for compliance.

(Continued)

Approved By:

Department Head:
City Manager:

Initial Date
MD 1/24/20

DRE 1-31-20

The concern that the proposed legislation was being hurried to get passage prior to pending State legislation prohibiting such a ban was raised. Ms. Raghu indicated that the initial proposal for the local EPF ban had been being worked on for a while, and that the timing of the local proposal and the State's legislative consideration was coincidental. Although it was preferential to have the local EPF ban enacted prior to the potential action by the State of Ohio on their legislation.

Mr. Gwyn requested that if the legislation is passed, any City of Oxford functions and/or activities be required to adhere to the EPF food container ban. Mr. Gwyn was also concerned with the potential EPF ban's impact to any charitable events, would like for a more in depth research into the number of businesses that could be impacted by the ban, and would like Oxford to extend outreach assistance to the local businesses to assist them in their compliance with the pending legislation.

Mr. Elliott proposed the following Motion. Ms. Maurer seconded the Motion:

Motion:

The Environmental Commission is to provide the City of Oxford City Council with the prepared findings of the sub-committee researching City Council's concerns and questions regarding a potential EPF food container ban, and that Council be provided with a summary of the Environmental Commission's discussion regarding the pending legislation.

The Motion passed unanimously.

Mr. Ralinovsky proposed the following Motion. Ms. Maurer seconded the Motion:

Motion:

The Environmental Commission supports the proposed EPF food container ban legislation.

The Motion passed with 5 yeas, 0 nays, and 1 abstention (Mr. Elliott).

Commissioners concluded discussions at 8:30 p.m. The next regularly scheduled monthly Environmental Commission meeting is scheduled for 7:00 p.m. on February 5, 2020 in the Municipal Building's First Floor Conference Room.

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to City Manager

Council Meeting Of :

1/21/2020

Account Code No. :

see below

Budgeted Amount :

Finance
Originating Department

Joe Newlin
Prepared By

1/15/2020
Date Prepared

Agenda Title: 2020 Supplemental Budget #1

Recommendation: Approve

Issue 1

To make adjustment to budget for receipt of EMS Grant and subsequent purchases, from unencumbered balance

Action Needed:

Revenue Side

Life Squad Gift (210)	3,637.00	Grant Receipt
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Expense Side

Life Squad Gift (210)	3,637.00	Expenditures for EMS purchases
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Net Effect on Fund Balance/(s)
Increase/(Decrease)

Issue 2

To make adjustment to budget for updated project cost for the High St. Pedestrian Safety Improvements, payment to be received from Miami University for the improvements and advance from the General Fund

Action Needed:

Revenue Side

High St. Pedestrian Safety Imp. Capital Improvement Fund (147)	451,610.00	Increase budgeted Miami Receipts
High St. Pedestrian Safety Imp. Capital Improvement Fund (147)	(630,000.00)	Decrease the budget advance from the General Fund
General Fund (110)	(630,000.00)	Decrease budgeted Repayment of Advance from High St. Pedestrian Safety Imp. Capital Improvement Fund

Expense Side

High St. Pedestrian Safety Imp. Capital Improvement Fund (147)	1,451,610.00	Increase expected cost of the High St Safety Project
High St. Pedestrian Safety Imp. Capital Improvement Fund (147)	(630,000.00)	Decrease budgeted Repayment of Advance to General Fund
High St. Pedestrian Safety Imp. Capital Improvement Fund (147)	(1,000,000.00)	ODOT Funding to Miami
General Fund (110)	(630,000.00)	Decrease budgeted Advance to High St. Pedestrian Safety Capital Improvement Fund

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

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

Breakdown by Fund

Life Squad Gift (210)	-
High St. Pedestrian Safety Imp. Capital Improvement Fund (147)	-
General Fund (110)	-

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

Approved By:

Department Head:

City Manager:

Initials Date
DRE 1/15/20
1/17/20

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3538. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 1 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2020.

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

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

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

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

High St Pedestrian Safety Cap. Imp. Fund 147	451,610.00
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SECTION 3: The following increase/(decrease) in appropriations from unencumbered balances be made:

High St Pedestrian Safety Cap. Imp. Fund 147	1,451,610.00
High St Pedestrian Safety Cap. Imp. Fund 147	(1,000,000.00)
High St Pedestrian Safety Cap. Imp. Fund 147	(630,000.00)
General Fund 110	(630,000.00)

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

Advance from:

General Fund 110	(630,000.00)
High St Pedestrian Safety Cap. Imp. Fund 147	(630,000.00)

Advance to:

High St Pedestrian Safety Cap. Imp. Fund 147	(630,000.00)
General Fund 110	(630,000.00)

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

High St Pedestrian Safety Cap. Imp. Fund 147	(630,000.00)
General Fund 110	(630,000.00)

SECTION 6: In all other respects, Ordinance No. 3493 shall remain in full force and effect.

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

Original Budget		High St Pedestrian Safety (MU) Capital Improvement Fund Adjusted Budget		Delta
1,000,000.00	ODOT Receipts	1,000,000.00	ODOT Receipts	- ODOT Receipts
1,630,000.00	Miami Funding	2,081,610.00	Miami Funding	451,610.00 Miami Funding
1,630,000.00	Advance from General Fund	1,000,000.00	Advance from General Fund	(630,000.00) Advance from General Fund
4,260,000.00	Total Receipts	4,081,610.00	Total Receipts	(178,390.00) Total Receipts
1,630,000.00	High St. Pedestrian Safety (MU) Construction	3,081,610.00	High St. Pedestrian Safety (MU) Construction	1,451,610.00 High St. Pedestrian Safety (MU) Construction
1,000,000.00	ODOT Funding to Miami	-	ODOT Funding to Miami	(1,000,000.00) ODOT Funding to Miami
1,630,000.00	Repay Advance to General	1,000,000.00	Repay Advance to General	(630,000.00) Repay Advance to General
4,260,000.00	Total Expenditures	4,081,610.00	Total Expenditures	(178,390.00) Total Expenditures
Original Budget		General Fund Adjusted Budget		Delta
1,630,000.00	Repayment of Advance from High St Pedestrian Safety Capital Improvement Fund	1,000,000.00	Repayment of Advance from High St Pedestrian Safety Capital Improvement Fund	(630,000.00) Repayment of Advance from High St Pedestrian Safety Capital Improvement Fund
1,630,000.00	Total Receipts	1,000,000.00	Total Receipts	(630,000.00) Total Receipts
1,630,000.00	Advance to High St Pedestrian Safety Capital Improvement Fund	1,000,000.00	Advance to High St Pedestrian Safety Capital Improvement Fund	(630,000.00) Advance to High St Pedestrian Safety Capital Improvement Fund
1,630,000.00	Total Expenditures	1,000,000.00	Total Expenditures	(630,000.00) Total Expenditures

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: February 4, 2020

Account Code #: Not Applicable

Budgeted Amount: Not Applicable

Service Department
Originating Department

Michael B. Dreisbach
Prepared By

January 27, 2020
Date Prepared

Agenda Title: Notice to Property Owners Declaring the Necessity to Improve Property.

Recommendation: Approve

Discussion:

As part of the City's capital improvement program for street resurfacing, Staff has identified properties with defective, missing, or sub-standard curb, gutter, sidewalks, and/or driveway aprons. Many of these deficiencies were identified as trip hazards and areas that contribute to lowering the expected lifespan of street improvements. Staff has already sent notices to property owners and informed them of the project and the need to repair defective sections of concrete. Staff also informed the owners that if the deficiencies were not corrected, the City would proceed to have the work done and charge the cost against the property. The City will follow the assessment process as defined in Ohio Revised Code Section 729. Staff has added 11 additional properties outside of the project limits to the listing based on public complaints or reports of persons injured while tripping over defective concrete areas.

Exhibit "A", attached to this report, shows a complete listing of the properties involved for these projects, the types of repairs that are necessary, and an estimate of probable cost for the improvements. A copy of plans and specifications for necessary repairs has been filed with the Clerk of Council's office, and are available for inspection. The total costs for the project, as well as the estimated costs to property owners, are as follows:

<u>Project</u>	<u>Total Est. Project Cost (Public)</u>	<u>Total Est. Costs to Property Owners</u>
Street and Sidewalk Improvements	\$ 450,000	\$ 209,122

By addressing the repairs at this time, the public investment in street resurfacing may be expected to retain its value for several additional years, eliminate significant hazards to pedestrians and cyclists, and improve the aesthetics of the community. It is Staff's recommendation that the City Council approve this Resolution so that the process to complete necessary repairs and improvements may begin. The City will serve notice to all property owners involved and they will have 30 days to make repairs from the date of service. Should a deadline extension be necessary, the City may extend the deadline to March 31, 2020. Should a property owner disagree with the City's order, they may appeal to the City Manager for a hearing on their property and the required improvements. A Resolution will then be required for the City to contract for the improvements. Once work is completed, a Resolution will need to be approved stating the total actual cost to each parcel owner, followed by an Ordinance levying special assessments to the parcels for the improvements.

Currently, \$150,000 has been appropriated for the City to contract for repairs and new sidewalk construction should the property owners choose not to have the work done. Should the City have to contract for repairs in excess of this amount, a transfer from other appropriations or a supplemental appropriation will be necessary.

Approved By:

Department Head:

Initial Date
MBD \ 1/28/20

City Manager:

DRE \ 1-30-20

RESOLUTION NO.

A RESOLUTION DECLARING THAT IT IS NECESSARY TO IMPROVE THOSE PORTIONS OF CERTAIN PROPERTIES AS SHOWN ON EXHIBIT "A" ATTACHED HERETO IN THE CITY OF OXFORD, OHIO, BY RE-PAVING, RE-CURBING, AND REPAIRING THE SIDEWALKS, CURBS, AND GUTTERS.

WHEREAS, it is necessary to improve certain properties listed on Exhibit "A" a copy of which is attached hereto and incorporated herein by reference, by re-paving, re-curbng and repairing the sidewalks, curbs, and gutters; and

WHEREAS, the plans, specifications and estimate of the cost of the improvements have been filed in the accordance with Ohio Revised Code Section 729.02 with the Clerk of Council; and

WHEREAS, it is hereby determined and declared that said improvements are conducive to the public health, convenience, safety and welfare of said City and the inhabitants thereof.

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

SECTION I: Council hereby approves the plans, specifications and estimate of cost of repair on file.

SECTION II: Notice of the passage of this resolution of necessity, in accordance with Section 729.03 of the Ohio Revised Code, shall be served by the Clerk of Council upon the owners of the lots or lands abutting upon the sidewalks, curbs, and gutters to be constructed or repaired in the same manner as service of summons in civil cases, or by certified mail addressed to such owner at his or her last known address or to the address to which tax bills are sent, or by a combination of the foregoing methods.

SECTION III: Those sidewalks, curbs, and gutters located on the properties described in Exhibit "A" shall be repaired by the owners of the lots or lands abutting thereon in accordance with the specifications on file in the office of the Clerk of Council no later than **forty five (45)** days after receipt of the notice described in Section II.

SECTION IV: In the event such owner does not construct or repair such sidewalks, curbs, and gutters in accordance with such specifications and within **forty five (45)** days after receipt of the notice described in Section II, the City will repair such sidewalks, curbs, and gutters, and assess the costs thereof against the owner of the lots or lands abutting thereon.

SECTION V: The costs of the sidewalks, curbs, and gutters improvements shall be assessed by the foot front of the property bounding and abutting on the improvement, upon the following described lots of land, to-wit: All lots and land bounding and abutting upon the proposed improvement between the termini aforesaid, which said lots and lands are hereby determined to be specifically benefited by said improvement; and the cost of said improvement shall not include the costs of preliminary and other surveys, plans, specifications, profiles and estimates of printing, serving, and publishing notices, resolutions and ordinances, the amount of damages resulting from the improvement assessed in favor of any owner of land affected by the improvement and the interest thereon, the costs incurred in connection with the preparation, levy and collection of the special assessments, but the cost of said improvement to be assessed shall include the expenses of legal services including obtaining an approving legal opinion, cost of labor and material and interest on bonds and notes issued in anticipation of the levy and collection of the special assessments together with all other necessary expenditures relative to expenses of financing, and relative to re-paving, re-curb-ing, or repairing the sidewalks, curbs, and gutters.

SECTION VI: The City Engineer is hereby authorized and directed to prepare and file in the office of the Clerk of Council the estimated assessments of the cost of the improvements described in this resolution. Such estimated assessments shall be based upon the estimate of cost of said improvement now on file in the office of the Clerk of Council, and shall be prepared pursuant to the provisions of this resolution.

SECTION VII: The assessments to be levied shall be paid in five (5) annual installments, with interest on deferred payments at rate of five percent (5%); provided, that the owner of any property assessed may, at his or her option, pay such assessment in cash within thirty (30) days after passage of the assessing ordinance.

SECTION VIII: The entire cost of said improvements, after application of the assessments herein provided for, shall be paid by the City of Oxford from funds available for this purpose in the Capital Improvement Fund.

SECTION IX: This resolution shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

Curb, Gutter, Sidewalk, for 2020 Resurfacing

Address	Direct Ion	Street Name	Property Owner	Parcel #	Lineal Ft Curb	Square Feet Sidewalk	Square Feet Sidewalk thru driveway	Square Ft Drive Apron	Square Ft Apron Remove Only	Date of Letter Expiration	Estimated Cost
704			JONATHAN L AND KARLA M PRICE	H4100120000015	50	25	0	0	0	4/5/2019	\$ 2,775.00
700			SEBASTIAN FELIPE & KELSEY N PAZ	H4100120000014	38	0	0	0	0	4/5/2019	\$ 1,900.00
612			STEVEN A & JENNIFER A LIPKE	H4100120000011	50	0	0	0	0	4/5/2019	\$ 2,500.00
617			RICHARD B THOMAS	H4100120000022	98	0	0	0	0	4/5/2019	\$ 4,300.00
719			KATHLEEN & WALLACE J BOLDUC	H4000120000058	71	0	0	76	0	4/5/2019	\$ 4,766.00
700			ALEXANDER RALPH W JR & KATHLEEN R	H4100120000024	166	75	0	0	0	6/20/2019	\$ 9,125.00
708			MARGARET T SACCO TR	H4000120000026	46	50	0	80	0	6/20/2019	\$ 4,130.00
405	E	CHESTNUT	KYLE V & AMY R LONGCAMP	H4000114000034	10	0	0	0	0	3/3/2020	\$ 500.00
519	E	CHESTNUT	SUZETTE & NEVERT SHAHIN	H4100113000042	7	25	0	0	0	3/3/2020	\$ 625.00
800	S	MAPLE	OXFORD BIBLE FELLOWSHIP	H4100108000038	67	125	0	0	0	3/3/2020	\$ 4,725.00
400	E	CHESTNUT	JEFFREY J & MOLLY J WANKO	H4100107000023 & H4100107000018	7	30	0	0	0	3/3/2020	\$ 680.00
819	S	OAK	KEITH LAWRENCE & JOANNA LYNN HOHN	H4100107000017	13	25	0	0	0	3/3/2020	\$ 925.00
605	E	CHESTNUT	THOMAS A FREDERICK & AMANDA LEWIS	H4100113000025	5	0	25	27	0	3/3/2020	\$ 1,107.00
607	E	CHESTNUT	THOMAS A FREDERICK & AMANDA LEWIS	H4100113000024	0	25	0	0	0	3/3/2020	\$ 275.00
611	E	CHESTNUT	LYNDI ANN GORDON	H4100113000023	0	25	0	0	0	3/3/2020	\$ 275.00
617	E	CHESTNUT	MILE SQUARE PRESERVATION LLC	H4100113000008	30	0	0	0	0	3/3/2020	\$ 1,500.00
709	E	CHESTNUT	MARLENE F HOFFMAN	H4100113000006	0	25	0	0	0	3/3/2020	\$ 275.00
713	E	CHESTNUT	JEFFREY YEN CHENG	H4000113000005	14	25	0	0	0	3/3/2020	\$ 975.00
841	S	MAPLE	MICHAEL E & GAYLE L MCCAFFERTY	H4000108000012 & H4000108000009	10	50	0	0	0	3/3/2020	\$ 1,050.00
211	S	ELM	JMH VENTURES LLC	H4100004000051 & H4100004000053	25	140	0	0	0	3/2/2020	\$ 2,790.00
231	W	COLLINS	DOLLAR INVESTMENT LLC	H4100004000054	39	0	0	0	0	3/2/2020	\$ 1,950.00
304	W	COLLINS	OXFORD FARM SERVICE AND WHISTLE STOP	H4100004000186	50	60	0	0	0	3/2/2020	\$ 3,160.00
230	W	COLLINS	DAVID M & STEPHANIE S MORTON	H4000004000058	38	0	0	0	0	3/2/2020	\$ 1,900.00
115	S	ELM	MILE SQUARE PRESERVATION LLC	H4100004000059	15	150	0	0	0	3/2/2020	\$ 1,900.00
113	S	ELM	RUSSELL J & MICHELLE M DOLEZAL	H4100004000060	25	125	0	0	0	3/2/2020	\$ 2,625.00
231	W	WALNUT	MATZETTI LLC	H4100004000065 & H4100004000066	41	0	0	0	0	3/2/2020	\$ 2,050.00
102	S	ELM	100-102 SOUTH ELM STREET LLC	H4100004000025	10	100	0	0	0	3/2/2020	\$ 1,600.00
106	S	ELM	RODBRO & MYERS INVESTMENTS LLC	H4100004000026	83	260	0	0	0	3/2/2020	\$ 7,010.00
118	S	ELM	FAITH ON ELM STREET RENTALS LLC	H4100004000028	40	0	0	0	0	3/2/2020	\$ 2,000.00
308	W	HIGH	D & B FAMILY LTD PRT	H4100004000010	5	150	0	0	0	3/2/2020	\$ 1,900.00
230	W	HIGH	RED HAWK HOMES LLC	H4100004000076 & H4100004000077	10	100	0	0	0	3/2/2020	\$ 1,600.00
11	N	ELM	ROGER PERRY	H4000004000078 & H4000004000079	40	0	25	72	0	3/2/2020	\$ 3,577.00
15	N	ELM	JASON A & STEPHANIE G REYNOLDS	H4000008000098	5	0	0	0	0	3/2/2020	\$ 250.00
231	W	CHURCH	DUDLEY PRIME PROPERTIES LLC	H4100008000100	50	275	0	0	0	3/2/2020	\$ 5,525.00
22	N	ELM	HOELZER/HOELZER RENTALS INC	H4100008000096	25	0	0	0	0	3/2/2020	\$ 275.00
16	N	ELM	OBW LLC ETAL	H4100008000097	13	0	0	0	0	3/2/2020	\$ 650.00
12	N	ELM	LOUISE A HAUTAU RENTALS LLC	H4100004000006	30	160	0	0	0	3/2/2020	\$ 3,260.00
302	W	HIGH	JAMES P & CAROL A STROTSMAN	H4000040000193	0	225	0	63	0	3/2/2020	\$ 3,483.00
4884		DICK	JOEL M ENGELHARD	H4100017000031	114	0	0	0	0	2/23/2020	\$ 5,700.00
4890		DICK	NED C HOELZER TR	H4100017000017	95	0	0	0	0	2/23/2020	\$ 4,750.00
6051		CONTRERAS	BETTY L & SCOTT K BARNHART	H4100017000018	65	0	0	0	0	2/23/2020	\$ 3,250.00
4892		JAMES	JOCK J & DEBORAH M PITTS	H4100017000134	229	0	0	0	0	2/23/2020	\$ 11,450.00
4903		JAMES	LAWRENCE H & AMY H BARTEL	H4100017000048	70	0	0	0	0	2/23/2020	\$ 3,500.00
4891		JAMES	DENNIS MATHEW & AMY EVELINE CHEATHAM	H4100017000047	55	0	0	0	0	2/23/2020	\$ 2,750.00
4883		JAMES	WILLIAM F FISHER & KALINDE C WEBB	H4100017000046	55	0	0	0	0	2/23/2020	\$ 2,750.00
6115		JOSEPH	ANN ELIZABETH ARMSTRONG & ROBERT R BELL	H4100017000045	25	0	0	0	0	2/23/2020	\$ 1,250.00
6107		JOSEPH	JEROME H & LANA KAY ROSENBERG	H4100017000044	70	0	0	0	0	2/23/2020	\$ 3,500.00
6089		JOSEPH	JENNIFER M BLUE & JAY W MURDOCK	H4100017000042	90	0	0	0	0	2/23/2020	\$ 4,500.00
6061		JOSEPH	LOUIS DEBASIO	H4100017000039	85	0	0	0	0	2/23/2020	\$ 4,250.00
6051		JOSEPH	STANLEY W TOOPS & SIMONE A ANDRUS	H4100017000038	90	0	0	0	0	2/23/2020	\$ 4,000.00
6041		JOSEPH	RICHARD HAYNIE	H4100017000037	62	0	0	0	0	2/23/2020	\$ 3,100.00
6033		JOSEPH	WILLIAM I & DOROTHY A WOLKE	H4100017000036	60	0	0	0	0	2/23/2020	\$ 3,000.00
6025		JOSEPH	ELIZABETH M BERGMAN	H4100017000035	40	0	0	0	0	2/23/2020	\$ 3,000.00
6015		JOSEPH	SCOTT VAN DAM TR	H4100017000034	50	0	0	0	0	2/23/2020	\$ 2,500.00
6005		JOSEPH	SCOTT VAN DAM	H4100017000033	78	0	0	0	0	2/23/2020	\$ 3,900.00
6000		JOSEPH	LYNETTE HUDIBURGH	H4100017000014	71	0	0	0	0	2/23/2020	\$ 3,550.00
6010		JOSEPH	HOME ESTATES LLC	H4100017000087	35	0	0	0	0	2/23/2020	\$ 1,750.00
6020		JOSEPH	DONALD N NELSON TR	H4100017000092	80	0	0	0	0	2/23/2020	\$ 4,000.00
6060		JOSEPH	MICHAEL F BARICKMAN & KATHLEEN L ZIEN	H4100017000029	50	0	0	0	0	2/23/2020	\$ 2,500.00
6102		JOSEPH	CHRISTOPHER M & PAMELA S RODBRO	H4100017000135	60	0	0	0	0	2/23/2020	\$ 3,000.00
123	N	COLLEGE	JOHN D & MOLLY M SULLIVAN	H4100008000191	10	250	0	0	0	3/1/2020	\$ 3,250.00
117	W	WITHROW	NORDIYLAND INVESTMENT GROUP LLC	H4100008000257	20	0	0	0	0	3/1/2020	\$ 1,000.00
115	W	WITHROW	HARRY L & JOYCE DAVIS	H4100008000230	10	0	0	0	0	3/1/2020	\$ 500.00
111	W	WITHROW	REDHAWK RENTAL PROPERTIES LLC	H4100008000231	35	0	0	112	0	3/1/2020	\$ 3,542.00
120	N	BEECH	WILLIAM A PHILLIPS TR ETAL	H4100008000232	20	75	0	84	0	3/1/2020	\$ 3,169.00
200	N	BEECH	GSH PROPERTIES LLC	H4100008000227	10	0	40	60	0	3/1/2020	\$ 2,140.00
104	W	WITHROW	OXFORD RESIDENTIAL & MIAMI STUDENT TENTALS LLC	H4000008000228	0	0	0	48	0	3/1/2020	\$ 768.00
114	W	WITHROW	HARRY L & JOYCE DAVIS	H4100008000229	0	112	0	0	0	3/1/2020	\$ 1,232.00
116	W	WITHROW	MIAMI CAMPUS RENTS LLC	H4100008000258	0	125	50	72	0	3/1/2020	\$ 3,377.00
201	N	COLLEGE	TIMOTHY P & JENNIFER D ROGERS	H4100008000193	0	75	0	0	0	3/1/2020	\$ 825.00
123	N	BEECH	D & B FAMILY LTD PRT	H4100007000020	0	0	50	70	0	3/1/2020	\$ 1,970.00
19	W	WITHROW	GO PEARL PROPERTIES LLC	H4100007000019	10	75	0	0	0	3/1/2020	\$ 1,325.00
15	W	WITHROW	ANDREW J CRAMER & PATRICK GODFRAY	H4100007000053	0	145	0	0	0	3/1/2020	\$ 1,585.00
9	W	WITHROW	MIAMI CAMPUS RENTS LLC	H4100007000052	0	50	0	56	0	3/1/2020	\$ 1,446.00
8	W	WITHROW	LEONARD M & NANCY A GIAMBRA	H4100007000051	52	0	0	0	0	3/1/2020	\$ 2,600.00
200	N	MAIN	ANTHONY D MILLER	H4100007000056	10	75	90	126	0	3/1/2020	\$ 4,871.00
10	W	WITHROW	SUSAN E & ROY D & SAUNDRA S ACRES	H4100007000055	0	50	0	0	0	3/1/2020	\$ 550.00
12	W	WITHROW	DANIEL J & STEPHANIE M LAUDERBACK	H4100007000054	0	90	0	0	0	3/1/2020	\$ 990.00
20	W	WITHROW	CHRISTOPHER ADRYAN & ANN L LARSON ETAL	H4000007000018	10	25	0	0	0	3/1/2020	\$ 775.00
22	W	WITHROW	ALFRED S & AMY B KEIRLE	H4100007000017	0	100	25	0	0	3/1/2020	\$ 1,525.00
32	W	Church	North Sea Investment Group LLC	H4000007000022 & H4000007000025		125				12/31/2018	\$ 1,375.00
115	N	Beech	Dollar Investments LLC	H4100007000021		130				12/31/2018	\$ 1,430.00
215	N	Beech	T H Inc.	H4100007000014		70		30		12/31/2018	\$ 1,250.00
21-25	W	Vine	Rodbro and Myers Investments LLC	H4100007000013	35	325				12/31/2018	\$ 5,325.00
101-109	W	Church	Terry & Katherine S Dudley	H4000008000264	12	150	120	120	245	12/31/2018	\$ 6,455.00
117	W	Church	David L & Kristine M Winkler	H4100008000182	10	350				12/31/2018	\$ 4,350.00
127	W	Church	Robert L Blackburn Tr	H4100008000183	0	70		30		12/31/2018	\$ 1,250.00
20	W	High	JP Morgan Chase Bank NA	H4100003000266		25				2/25/2019	\$ 275.00
28	W	High	Dollar Investments LLC	H4100003000017		24				2/25/2019	\$ 264.00
325	W	Vine	Irene Pierce	H4100008000051	55	65		120		11/14/2019	\$ 5,385.00
328	W	Withrow	Steven R Elliott	H4100008000066	26	50				11/14/2019	\$ 1,850.00

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: February 4, 2020

Account Code #: 144.490.64702

Budgeted Amount: \$770,000

Service Department

Originating Department

Michael B. Dreisbach, Service Director

Prepared By

January 24, 2020

Date Prepared

Agenda Title: Authorization for an Agreement with Environmental Design Group, LLC for Design Services Associated with Oxford Area Trails Phases III & IV.

Recommendation: Approve

Discussion:

In 2016, the City contracted with Environmental Design Group, LLC (EDG) to develop a Master Plan for the proposed Oxford Area Trail (OATS) system. Since then, Phase I (SR732 to Bonham Road) has been completed and Phase II (SR73 to US27) is currently under construction and should be completed in autumn 2020. While EDG completed the Master Plan, Bayer Becker was the engineering firm for the detailed design for Phases I and II.

The City has appropriated \$770,000 in the 2020 Capital Improvement Budget for the engineering and design of Phases III & IV of the OATS trail system. The City developed specifications for these phases and advertised in early January for proposals from ODOT pre-qualified engineering firms. Two proposals were received by the due date of January 17, 2020 including proposals from EDG and Bayer Becker. Phase III has been awarded a \$1.5M grant (Congestion Mitigation Air Quality), and Phase IV has been awarded a \$500,000 grant from OKI Transportation Alternatives funding. Both phases are programmed for construction to begin in 2022.

A review committee consisting of the Community Development Director, City Engineer, Assistant City Manager, and Service Director reviewed the proposals for several criteria including compliance with the published RFP, completeness, work plan and approach, successful completion of similar projects, qualifications, availability of key staff, and the ability to meet our project schedule and deadlines. The proposals, while including fees for the projects, were reviewed solely on the merits of the submittal with the following cumulative scores:

<u>Firm</u>	<u>Rating Points</u>	<u>Proposed Fee</u>		<u>Total</u>
		Ph. III	Ph. IV	
Environmental Design Group, LLC	349	322,566.40	276,331.60	598,898.00
Bayer & Becker, Inc.	334	347,653.00	339,270.00	686,923.00

(Continued)

Approved By:

Initial Date

Department Head:

MBD \ 1/24/20

City Manager:

DRE \ 1-31-20

While both firms have demonstrated they could successfully handle these projects, EDG has a very strong recreational trail background with demonstrated creative solutions balancing costs, constructability, and user experience. EDG is very knowledgeable of the Master Plan, has a significant focus on public input during the design process, and has partnered with local (Cincinnati) firms for additional surveying, engineering, and ROW support.

While the proposals received were comprehensive, there are still some unknown costs that may be associated with the final design. As the final alignment of the trail has not been finalized, significant variations from forecasted alignment will have a possible increase in environmental clearance costs as well as right of way or easement costs beyond those identified in the proposals. Staff is requesting an allowance for such costs in conjunction with a project contingency to minimize possible delays in engineering. It is critical to meet project deadlines and not place grant awards in jeopardy.

It is Staff's recommendation for the Oxford City Council to authorize the City Manager to enter into an Agreement with Environmental Design Group, LLC for the design of OATS trail Phases III & IV at a cost of \$598,898.00. Staff is also requesting an environmental / ROW allowance of \$25,000 and a 10% contingency in the amount of \$59,889.80, therefore the amount not to exceed for this Agreement shall be **\$683,787.80**.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH ENVIRONMENTAL DESIGN GROUP, LLC FOR THE DESIGN OF OATS TRAIL PHASES III & IV AT A COST OF \$598,898.00 PLUS AN ENVIRONMENTAL RIGHT-OF-WAY ALLOWANCE OF \$25,000.00 AND A CONTINGENCY IN THE AMOUNT OF 10% OF THE AGREEMENT PRICE OR \$59,889.80 FOR A TOTAL COST NOT TO EXCEED \$683,787.80.

WHEREAS, the City has appropriated \$770,000.00 in the 2020 Capital Improvement Budget for the engineering and design of Phases III & IV of the OATS trail system; and

WHEREAS, the City developed specifications for these phases and advertised in early January for proposals from ODOT pre-qualified engineering firms; and

WHEREAS, two proposals were received by the due date of January 17, 2020 and the review committee has determined that Environmental Design Group, LLC has provided the lowest and best proposal; and

WHEREAS, the City has been awarded grant funding the amount of \$2,000,000.00 for Phases III & IV which are programmed for construction to begin in 2022; and

WHEREAS, the City Manager and the Service Director recommend Council authorize the City Manager to enter into an agreement with Environmental Design Group, LLC for the design of OATS trail Phases III & IV at a cost of \$598,898.00 plus an environmental right-of-way allowance of \$25,000.00 and a contingency in the amount of 10% of the agreement price or \$59,889.80 for a total cost not to exceed \$683,787.80.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and hereby accepts the proposal of Environmental Design Group, LLC and further authorizes the City Manager to enter into an agreement with Environmental Design Group, LLC for the design of OATS trail Phases III & IV at a cost of \$598,898.00 plus an environmental right-of-way allowance of \$25,000.00 and a contingency in the amount of 10% of the agreement price or \$59,889.80 for a total cost not to exceed \$683,787.80.

SECTION 2: 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: February 4, 2020

Account Code No. #: N/A

Sam Perry
Prepared By

Budgeted Amount: N/A

January 28, 2020
Date Prepared

Agenda Title: PC-2020-01, ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District for 90 parcels in North Ridge Subdivision, along streets: Dufour, Honor, Red Cedar, Miami Trail and portions of Jacob and North Ridge, **City of Oxford, Applicant**

Recommendation: Approval

Discussion:

The legislation for creating Neighborhood Conservation Overlay Districts was adopted by City Council in 2012 after review by the Housing Advisory Commission and Planning Commission. The goal was to protect residential neighborhoods, maintain an attractive community appearance, and to provide a desirable living environment. The ordinance restricts residential properties to be rented to no more than two unrelated individuals. Without the overlay, properties can be rented for up to four unrelated occupants. Families are not limited in number. The process to establish an overlay district begins by a petition with signatures of at least two-thirds of parcel owners within the proposed district. The petition then goes before City Council for acceptance and referral to the Planning Commission as a zoning map amendment. There have been nineteen (19) petitions that have come before the City Council since 2014.

The petition was organized by residents Elise Clerkin, April Smith and Margi Moul. There are a total of 90 parcels contained in the proposed overlay. Maps of the subject area and the overall city are attached. The signatures in the petition exceeded the two-thirds requirement at 71%. The boundary met the block requirements and exceeded the minimum land parcel number of 10 parcels. This is the only such overlay in this part of Oxford.

The Planning Commission held a hearing on January 14 and determined that the proposed overlay met the standards of Section 1135 (map amendments) as well as 1146 (neighborhood overlays). Neighborhood residents spoke at the hearing about nearby rental properties on North Ridge Drive. The Commission voted 6-0 to recommend approval to City Council.

Approved by:

Initial **Date**
Department Head: _____ / _____

City Manager: DRE / 1-31-20

ORDINANCE NO.

AN ORDINANCE ACCEPTING THE PLANNING COMMISSION'S RECOMMENDATION AND GRANTING A ZONING MAP AMENDMENT TO ESTABLISH A NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT IN A R-1A (SINGLE FAMILY LOW DENSITY RESIDENTIAL) DISTRICT FOR 90 PARCELS LOCATED ON MIAMI TRAIL, NORTHRIDGE DRIVE, RED CEDAR CIRCLE, DUFOUR LANE, HONOR LANE AND JACOB DRIVE IN THE CITY OF OXFORD, OHIO.

WHEREAS, Council finds in accordance with Section 1146.03 of the Codified Ordinances of the City of Oxford, the Oxford Planning Commission held a public hearing on January 14, 2020 on the City of Oxford's application for a Zoning Map Amendment to establish a Neighborhood Conservation Overlay District in a R-1A (Single Family Low Density Residential) District for 90 parcels located on Miami Trail, Northridge Drive, Red Cedar Circle, Dufour Lane, Honor Lane and Jacob Drive in the City of Oxford, Ohio, a map of which is attached hereto and incorporated herein as Exhibit "A" and;

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

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

SECTION 1: Council hereby accepts the recommendation of the Oxford Planning Commission, and after deliberation, finds for the granting of the Zoning Map Amendment, to establish a Neighborhood Conservation Overlay District in a R-1A (Single Family Low Density Residential) District for 90 parcels located on Miami Trail, Northridge Drive, Red Cedar Circle, Dufour Lane, Honor Lane and Jacob Drive in the City of Oxford, Ohio, a map of which is attached hereto and incorporated herein as Exhibit "A".

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

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2020-01

Date – January 14, 2020

APPLICATION

Applicant:	City of Oxford
Action Request:	ZONING MAP AMENDMENT to establish a Neighborhood Conservation Overlay District for 90 parcels located within the boundaries of North Ridge Subdivision, on Miami Trail, Northridge Drive, Red Cedar Circle, Dufour Lane, Honor Lane and Jacob Drive, City of Oxford, Applicant

DESCRIPTION

The proposed map amendment is to establish a Neighborhood Conservation Overlay District in an existing R-1A (Single-Family Low Density Residential) District in the area of Miami Trail, Northridge Drive, Red Cedar Circle, Dufour Lane, Honor Lane and Jacob Drive. The effect would be an additional restriction on the underlying zoning that would limit the number of unrelated occupants in a rented unit from currently four, to two. Families are not restricted in number.

A petition to establish a neighborhood conservation overlay district was submitted by a group led by Elise Clerkin on September 20, 2019. City Council adopted a resolution on November 19, 2019 accepting the petition and referring this request to the Planning Commission. This is the 20th such overlay since 2014; and the first in this part of Oxford. There are no other overlays adjacent to it. Signatures were submitted by the petitioners for 71% of the 90 land parcels in the proposed district. This exceeds the 2/3 minimum requirement. The overlay includes households in Northridge Sections 1, 2 and 3, which were originally platted between 1994 and 2004. The crosshatched parcels of land in the attached map indicate that signatures were included for those parcels.

RECOMMENDATION

Staff finds that the application meets the requirements of both code sections and therefore that the Planning Commission should forward a recommendation of approval to City Council.

ZONING CODE

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

COMPREHENSIVE PLAN

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

Objective Expand Housing options

H2.1 Update development regulations to allow for a variety of housing types in new developments.

H2.4 Provide financial assistance to increase homeownership opportunities for low and moderate income residents.

Objective: Expand homeownership opportunities

H5.1 Encourage local employers to provide homeownership incentives.

H5.2 Encourage rehabilitation of owner-occupied structures within the Mile Square.

H5.3 Create an urban homeownership incentive program such as homeownership grants to help offset the cost of housing.

H5.4 Develop a revolving loan fund.

H5.5 Establish an Oxford Homeownership Office in partnership with Miami University.

H5.6 Support the University loan program to increase homeownership opportunities within the Mile Square.

AGENCY REVIEWS

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

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

PUBLIC NOTICE

Notification was placed in the newspaper, mailed to property owners and signs was placed in the neighborhood. Several responses to the mailed notice are included. One phone call from a resident outside the proposed district was received.

DECISION CRITERIA

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

ANALYSIS

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

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

Many neighborhoods have gone through this process since the adoption of this enabling legislation in 2013. As of today, there have been 19 different neighborhoods throughout the City that have obtained the overlay district designation. These neighborhoods are typically located outside of the Mile Square.

Based on the Neighborhood Conversation Overlay District requirements, the City Council accepted the petition on November 19, 2019 and referred the petition to the Planning Commission for Zoning Map Amendment consideration.

There are specific attached decision standards that the Planning Commission should reference in decision making. The Planning Commission also shall consider the purpose and objectives of the overlay district which are to achieve the privacy of residents and to minimize noise, congestion and nuisance impact by

excessive renters and to maintain an attractive community appearance and provide a desirable living environment and finally to prevent excessive traffic and parking problems in the neighborhood.

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

This process is a neighborhood driven process beginning with a petition to the City Council and followed by a public hearing before the Planning Commission for a Map Amendment recommendation. The City Council may waive certain requirements after a positive recommendation from the Planning Commission. This process is far lengthier than normal map amendment process and has additional decision standard thresholds to meet. It is a process that the neighborhood has taken seriously and has demonstrated their commitment to preserving their neighborhood by going through the extra steps required.

SUBMITTED

BY:

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

Sam Perry, AICP
Community Development Director

City of Oxford
Inter-Office Review Transmittal Sheet

Date: December 13, 2019

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2020-01, ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District for 90 parcels located within the boundaries of the North Ridge Subdivision, on Miami Trail, Northridge Drive, Red Cedar Circle, Dufour Lane, Honor Lane and Jacob Drive, City of Oxford, Applicant

 X Review Revisions Other

Please return no later than: **January 6, 2020** 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 Detherage, Fire Chief

Date: 12-13-19

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: December 13, 2019

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2020-01, ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District for 90 parcels located within the boundaries of the North Ridge Subdivision, on Miami Trail, Northridge Drive, Red Cedar Circle, Dufour Lane, Honor Lane and Jacob Drive, City of Oxford, Applicant

 X Review Revisions Other

Please return no later than: **January 6, 2020** 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:

Scott Otto

Date:

12/20/19

Scott Otto

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: December 13, 2019

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2020-01, ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District for 90 parcels located within the boundaries of the North Ridge Subdivision, on Miami Trail, Northridge Drive, Red Cedar Circle, Dufour Lane, Honor Lane and Jacob Drive, City of Oxford, Applicant

 X Review Revisions Other

Please return no later than: **January 6, 2020** 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 A. Jones
PRINTED NAME

Date: 12/27/19



PC-2020-01

Surrounding Property Owners Notifications Map

Legend

Subject Area

200 Ft. Buffer

Oxford Corp. Limit

Address Point

Parcel

16.5' Vacated ROW

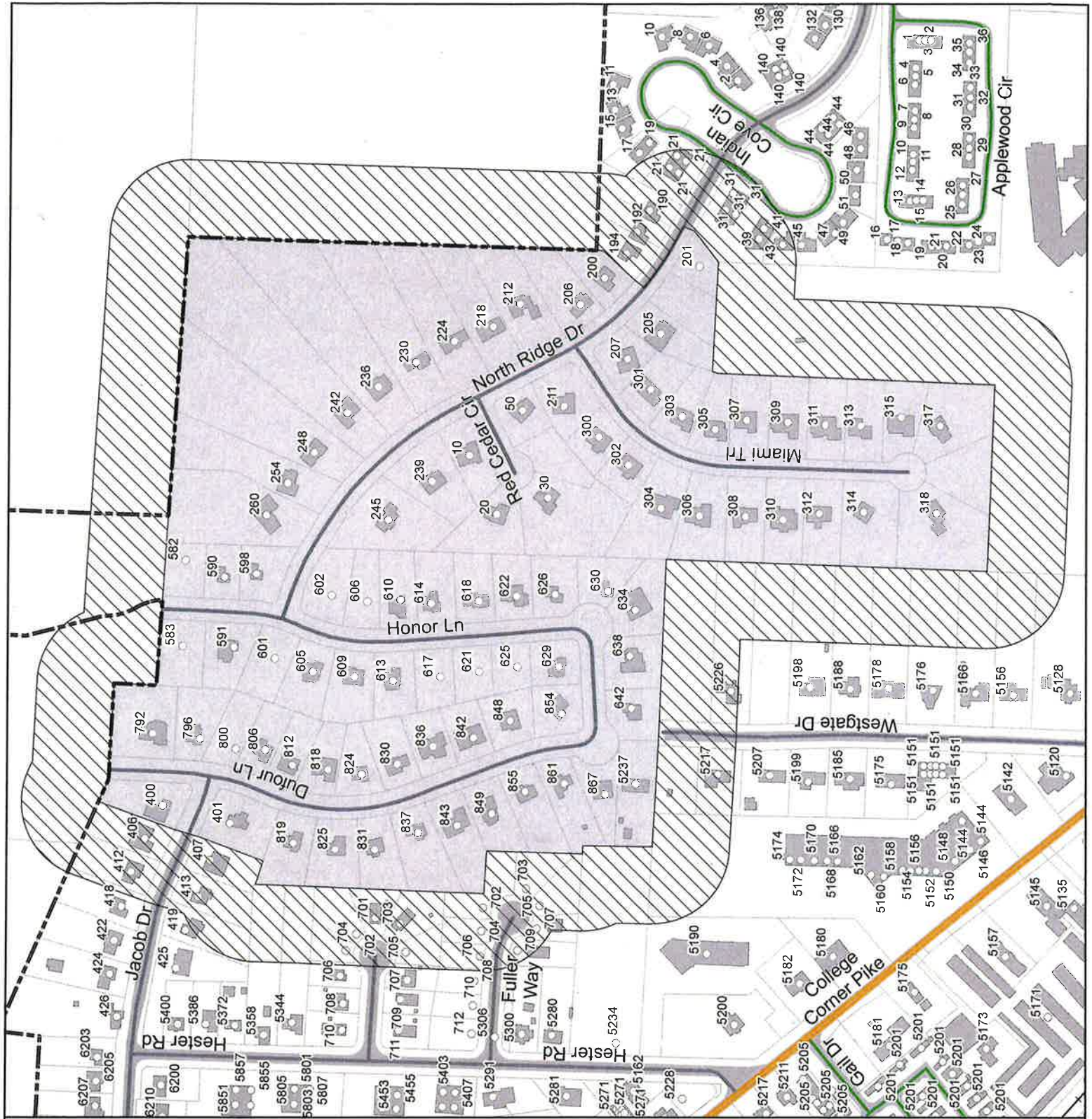
Building Footprint

Paved Roadway



1 inch = 350 feet

Prepared on Monday, December 30, 2019
The City of Oxford does not guarantee the dimensional accuracy of this map. Precise dimensional accuracy should be based upon recorded deeds, plats or a professional survey.





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

CASE NO.: PC-2020-01

DATE OF HEARING: January 14, 2020, 7:00 p.m.

ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District for 90 parcels located within the boundaries of the North Ridge Subdivision, on Miami Trail, Northridge Drive, Red Cedar Circle, Dufour Lane, Honor Lane and Jacob Drive, **City of Oxford, Applicant**

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

Name:

(Print)

Address:

Stephen Pasquale (Carly Pasquale)

642 Honor Lane

Oxford, OH 45056

Telephone: Home: 513-805-5577

Work: _____

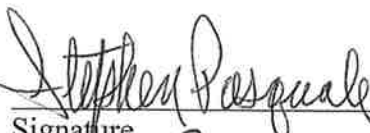
COMMENT:

We are very much in favor of having this amendment passed!

**RECEIVED
City of Oxford**

JAN 15 2020

Community Development


Signature


1/12/20
Date
1/12/20



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

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Name:

(Print)

Address:

Connie Clements

848 Dufour Lane

Oxford, OH 45056

Telephone:

Cell

Home: 513-255-2974

Work: _____

COMMENT:

*We are thrilled with the overlay.
Although we love the students, we
also love our family focused neighborhood.*

Connie Clements

Signature

1-6-2020

Date



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

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Name:

(Print)

Address:

Qianqian Wang

194 Northridge Dr

Telephone:

Home: 408-506-9380

Work: _____

COMMENT: Objection!

A lot of the properties in Northridge Drive are designed for student rental. A 4 bedroom house has a limit of 4 unrelated people living in it is reasonable. A limit of 2 would be a waste of resources, not sustainable to environment. Definitely hurting these property owners' interests. There are at least 20 ~ 30 properties along Northridge Drive are designed for rental, the floor plans are not ideal for families living. This amendment is NOT fair to these

Signature

Date

1/6/2020

property
owners.



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

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Name:

(Print)

Address:

Michael S. Huey

400 Jacob Drive

Oxford, OH 45056

Telephone:

Home:

937-380-2287

Work:

—

COMMENT:

I approve & support the Neighborhood Conservation Overlay in the Northridge Subdivision for the long-term benefit of all properties & families within our neighborhood.


Signature

1-6-2020
Date



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

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

Name:

(Print)

Address:

Joe + Alison Kleibschedel

8006 Dufour Lane

Oxford, OH 45056

Telephone:

Home:

419-656-1941

Work:

COMMENT:

We are in full support of this
Zoning map amendment! Thank you!

A. Kleibschedel

Signature

1/16/2020

Date



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

CASE NO.: PC-2020-01

DATE OF HEARING: January 14, 2020, 7:00 p.m.

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Name:

(Print)

Address:

John + Marguerite Moul
200 Northridge Dr
Oxford OH

Telephone: Home: 513-292-1760

Work: 419-733-0330

COMMENT:

We are in favor of the overlay


Signature

1/14/2020
Date



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

CASE NO.: PC-2020-01

DATE OF HEARING: January 14, 2020, 7:00 p.m.

ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District for 90 parcels located within the boundaries of the North Ridge Subdivision, on Miami Trail, Northridge Drive, Red Cedar Circle, Dufour Lane, Honor Lane and Jacob Drive, **City of Oxford, Applicant**

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

Name:

(Print)

Address:

Maria and Brian Ballou

212 Northridge Dr.

Oxford OH 45056

Telephone:

Home: 513-405-5585

Work:

COMMENT:

Maria
513-593-0366
Brian

Signature

Maria and Brian Ballou

Date

Jan 5, 2020



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

CASE NO.: PC-2020-01

DATE OF HEARING: January 14, 2020, 7:00 p.m.

ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District for 90 parcels located within the boundaries of the North Ridge Subdivision, on Miami Trail, Northridge Drive, Red Cedar Circle, Dufour Lane, Honor Lane and Jacob Drive, **City of Oxford, Applicant**

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

Name:

(Print)

Address:

Michael & Amy Sweitzer

300 Miami Trail

Oxford, OH 45056

Telephone:

Home: 513-255-9006

Cell: 937-733-6294 (M)
Work: 858-229-2742 (A)

COMMENT:

We are 100% in support of this overlay.

WE ARE ALREADY SEEING MULTIPLE NON-RELATED FAMILIES LIVING TOGETHER (I.E. RENTALS) TAKING UP PARKING ON MAIN ROADS AND ALSO NOT TAKING CARE OF THEIR YARDS (MOWING AND TRASH). FINALLY MANY OF THE "RENTALS" LEAVE THEIR CARS AND THOSE OF OTHERS PARKED ON THE STREET OVER SUMMER & WINTER BREAKS WHILE ARE OUT OF TOWN.

Amy Sweitzer
Signature

Jan. 6, 2020
Date



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

CASE NO.: PC-2020-01

DATE OF HEARING: January 14, 2020, 7:00 p.m.

ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District for 90 parcels located within the boundaries of the North Ridge Subdivision, on Miami Trail, Northridge Drive, Red Cedar Circle, Dufour Lane, Honor Lane and Jacob Drive, **City of Oxford, Applicant**

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

Name: Carl Coured
(Print)
Address: 5226 Westgate

Telephone: Home: 523 2959 Work: _____

COMMENT:

Repland
Carl Coured

Signature

Date

4/3/20



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

CASE NO.: PC-2020-01

DATE OF HEARING: January 14, 2020, 7:00 p.m.

ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District for 90 parcels located within the boundaries of the North Ridge Subdivision, on Miami Trail, Northridge Drive, Red Cedar Circle, Dufour Lane, Honor Lane and Jacob Drive, **City of Oxford, Applicant**

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Name:

(Print)

Address:

Dave + Amanda Meyer

819 Dufour Ln

Telephone:

Cell

Home:

419-265-2067

Work:

COMMENT:

We approve this zoning map amendment.

A. Meyer

Signature

1/16/2020

Date



Internal Use Only:	
Case No.	PC- 2020-01
Date Filed	11/30/19

Zoning Map Amendment Application

Applicant Information

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

Name *	City of Oxford
Mailing Address *	15 S Campus ^{College} Avenue
City, State & Zip Code *	Oxford, OH 45056
Telephone Number(s) *	513-524-5204
Email Address	sperry@cityofoxford.org

Location and Lot Information

Location *	Northridge Subdivision
General Description of Proposed Amendment *	Northridge Neighborhood Conservation Overlay District
Current Zoning *	R1A
Proposed Zone(s) *	Neighborhood Conservation Overlay District

Submission Requirements and Documentation

From Section 1135.02 Procedure¹.

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

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

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

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

Surrounding Property Owners

On a separate sheet, provide the parcel numbers, names, and mailing addresses of all property owners within 200 feet of all boundaries of the property in question. The Butler County Auditor Real Estate Search² is helpful when searching for the mailing address of adjoining property owners. It allows you to search by owner, address, or parcel number. *Property Owner names will not be provided in the agenda packet.*

Decision Process

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

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

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

Fees & Receipt

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

Sign and Date

Applicant Signature *



Date *

11/30/2019

Submit Application, Submission Requirements and Documentation, and Fees

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

Send or drop off this application with required documentation as attachments and a check for fee and postage charge made payable to **City of Oxford**, to Community Development Director, 15 South College Avenue, Oxford, OH 45056.

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

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

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

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



North Ridge Conservation Overlay District Petition Boundaries

Legend

-  Petition Area
-  Petition Parcel: Signed
-  Petition Parcel: Not Signed
-  Oxford Corporation Limit

Address Point

Parcel

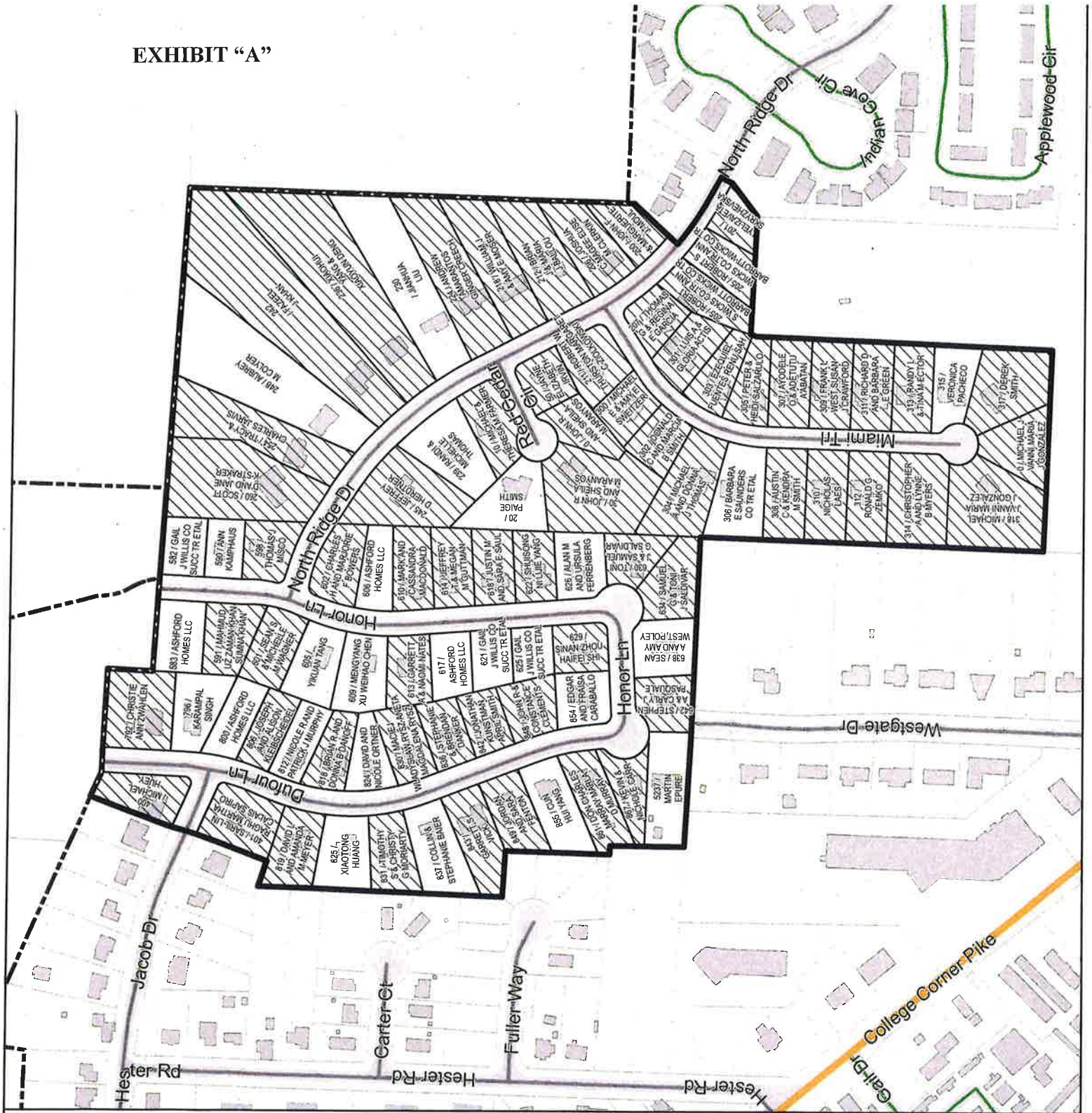
Building Footprint

Paved Roadway



1 inch = 325 feet

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



RESOLUTION NO. 7131

RESOLUTION OF COUNCIL ACCEPTING THE PETITION AS REQUIRED BY OXFORD CODIFIED ORDINANCE §1146.03 TO ESTABLISH A NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT FOR PARCELS LOCATED ON MIAMI TRAIL, NORTHRIDGE DRIVE, RED CEDAR CIRCLE, DUFOUR LANE, HONOR LANE, AND JACOB DRIVE AS SET FORTH ON EXHIBIT "A" ATTACHED HERETO AND REFERRING THE PETITION TO THE OXFORD PLANNING COMMISSION FOR RECOMMENDATIONS TO CITY COUNCIL.

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

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

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

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


MAYOR

ADOPTED: November 19, 2019

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: November 19, 2019

Account Code No. #:

Sam Perry
Prepared By

Budgeted Amount:

November 12, 2019
Date Prepared

Agenda Title: Resolution Accepting a Petition to Create a Neighborhood Conservation Overlay District for 90 parcels in North Ridge Subdivision: Dufour, Honor, Red Cedar, Miami Trail and portions of Jacob and North Ridge.

Recommendation: Approval

Discussion:

The legislation for creating Neighborhood Conservation Overlay Districts was adopted by City Council in 2012. The goal was to protect residential neighborhoods, maintain an attractive community appearance, and to provide a desirable living environment. The ordinance restricts residential properties to be rented to no more than two unrelated individuals. Without the overlay, properties can be rented for up to four unrelated occupants. Families are not limited in number. The process to establish an overlay district begins by a petition with signatures of at least two-thirds of parcel owners within the proposed district. The petition goes before City Council for acceptance and referral to the Planning Commission as a zoning map amendment. There have been eighteen (18) petitions that have come before the City Council since 2014.

The petition was organized by residents Elise Clerkin, April Smith and Margi Moul. There are a total of 90 parcels contained in the proposed overlay. The petitioners collected 71% of the parcel owner signatures, which exceeds the minimum requirement. This overlay does not abut any other existing overlays.

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

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

Approved by:

Department Head: SP / 11-13-19

City Manager: DJE / 11/25/19

OXFORD ZONING PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT

THE PETITION IS SUBMITTED PURSUANT TO OXFORD ZONING CODE CHAPTER 1146 TO REQUEST CITY COUNCIL TO INTRODUCE AN ORDINANCE ACCEPTING A PETITION WHICH WOULD ALLOW THE INITIATION OF A ZONING MAP AMENDMENT TO CREATE A DISTRICT WITHIN THE DESCRIBED BOUNDARIES WHICH WOULD RESTRICT THE ABILITY OF PROPERTY OWNERS TO RENT THEIR PROPERTY TO MORE THAN TWO UNRELATED INDIVIDUALS.

THIS PETITION, IF ADOPTED, WOULD ALLOW THE PETITIONER TO INITIATE A ZONING MAP AMENDMENT TO RESTRICT ANY PROPERTY WITHIN THE DISTRICT TO BE RENTED TO NO MORE THAN TWO UNRELATED INDIVIDUALS. THIS PETITION WILL NOT AFFECT PROPERTIES ALREADY LICENSED.

PLEASE SEE THE ATTACHED MAP FOR EXACT BOUNDARIES:

EAST BOUNDARY: 200 and 201 North Ridge Drive and rear lot lines of North Ridge and Miami Trail lots

NORTH BOUNDARY: Rear lot lines of Dufour, Honor and North Ridge lots

WEST BOUNDARY: 400 and 401 Jacob and rear lot lines of Dufour lots

SOUTH BOUNDARY: Rear lot lines of 5237 Westgate and Honor, Dufour and Miami Trail lots

CIRCULATOR'S FULL NAME: Elise M. Cernin

CIRCULATOR'S ADDRESS: 206 Northridge Dr

CIRCULATOR'S SIGNATURE: Elise M. Cernin 9-20-2019

DATE SUBMITTED: 7-2019

(THE PETITION MUST CONTAIN THE SIGNATURE OF AN OWNER OR RECORD OF AT LEAST TWO-THIRDS OF THE PARCELS WITHIN THE PROPOSED DISTRICT.)

To: Northridge neighborhood property owners
Re: Petition for "Neighborhood Conservation Overlay District"
Date: June 1, 2019

Proposed:

A zoning change that will limit the number of persons in a rented residence within the Northridge neighborhood to no more than **two** unrelated individuals. This would still allow ownership or rental of a property to a large family, a couple, or to one person.

Purpose:

As outlined in Oxford City Ordinances:

- 1) To maintain an attractive community and a desirable living environment for residents by preserving the **owner-occupied character** of the neighborhood.
- 2) To protect the **privacy** of residents.
- 3) To **minimize** traffic and parking congestion as well as **noise and nuisance** impact.
- 4) To ensure the **safety** of all residents currently residing here, including the safety of children.

Petition Process:

To become a **Neighborhood Conservation Overlay District**, we must:

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

Information Packet:

- 1) This cover letter, including committee member contact information.
- 2) Boundary description and map.
- 3) Signature page (to be retained by committee members and forwarded to City Council).

For more details, please contact any of us. Thank you!

Elise Clerkin
206 Northridge Drive
eliseclerkin@gmail.com
614-483-1004

Margi Moul
200 Northridge Drive
margimoul@gmail.com
513-292-1760

April Smith
842 Dufour Ln
lirpatex@gmail.com
850-766-5844

Elise M. Clerkin

Margi Moul

April Smith

North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Elise Clerkin, 206 North Ridge Drive

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

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

Please see attached map for boundaries.

Date	Address	Name(s)	Signature	Notes
8/13/19	792 DUFOUR LN/ H4100020000083	CHRISTIE ANNE ZWAHLER Christie Zwaehler	Christie Zwaehler	recently sold
	796 DUFOUR LN/ H4100020000084	MEGAN M DUFFY Karin Kallusich	Karin Kallusich	re-signed w/ date
	800 DUFOUR LN/ H4100020000085	ASHFORD HOMES LLC		vacant lot
8/11/19	806 DUFOUR LN/ H4100020000086	JOSEPH AND ALISON KLEIBSCHEIDEL	J Kleibschudel	8/10 lot at home plan to sign.
	812 DUFOUR LN/ H4100020000087	NICOLE R AND PATRICK J MURPHY		
8/5/19	818 DUFOUR LN/ H4100020000088	BRIAN R AND DONNA B DANOFF	Brian Danoff	
	819 DUFOUR LN/ H4100020000076	DAVID L AND AMANDA M MEYER	✓ electronic	signed electronically
	824 DUFOUR LN/ H4100020000089	DAVID AND NICOLE ORTNER	David Ortner	
	825 DUFOUR LN/ H4100020000075	XIAOTONG HUANG		stopped 9/10 stopped 9/15
	830 DUFOUR LN/ H4100020000090	MACIEJ WLADYSLAW RYSZ ANETA MAGDALENA RYSZ	Maciej Rysz and Aneta Rysz	re-signed w/ date

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10-7-19	796 DUFOUR LN/ H4100020000084	MEGAN M DUFFY	Karin Kalluor	
	800 DUFOUR LN/ H4100020000085	ASHFORD HOMES LLC		
	806 DUFOUR LN/ H4100020000086	JOSEPH AND ALISON KLEIBSCHEIDEL		
	812 DUFOUR LN/ H4100020000087	NICOLE R AND PATRICK J MURPHY		
	818 DUFOUR LN/ H4100020000088	BRIAN R AND DONNA B DANOFF		
	819 DUFOUR LN/ H4100020000076	DAVID L AND AMANDA M MEYER		
	824 DUFOUR LN/ H4100020000089	DAVID AND NICOLE ORTNER		
	825 DUFOUR LN/ H4100020000075	XIAOTONG HUANG		
10/7/2019	830 DUFOUR LN/ H4100020000090	MACIEJ WLADYSLAW RYSZ ANETA MAGDALENA RYSZ	Anda Rysz	

[Back](#)

signatures.pdf



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	796 DUFOUR LN/ H4100020000084	MEGAN M DUFFY		
	800 DUFOUR LN/ H4100020000085	ASHFORD HOMES LLC		
	806 DUFOUR LN/ H4100020000086	JOSEPH AND ALISON KLEIBSCHEIDEL		
	812 DUFOUR LN/ H4100020000087	NICOLE R AND PATRICK J MURPHY		
	818 DUFOUR LN/ H4100020000088	BRIAN R AND DONNA B DANOFF		
3/31/19	819 DUFOUR LN/ H4100020000076	DAVID L AND AMANDA M MEYER	<i>Amanda Meyer</i>	
	824 DUFOUR LN/ H4100020000089	DAVID AND NICOLE ORTNER		
	825 DUFOUR LN/ H4100020000075	XIAOTONG HUANG		
	830 DUFOUR LN/ H4100020000090	MACIEJ WLADYSLAW RYSZ ANETA MAGDALENA RYSZ		

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8-13-19	831 DUFOR LN/ H4100020000074	TIMOTHY S & CHRISTY G MORIARTY		8/11 stopped by
8/10/19	836 DUFOR LN/ H4100020000091	STEPHANIE & BRENDAN DANKER		
	837 DUFOR LN/ H4100020000073	COLLIN & STEPHANIE BAIER		8/11 stopped by emailed info
7/31/19	842 DUFOR LN/ H4100020000092	JONATHAN KUNSTMAN APRIL SMITH		
	843 DUFOR LN/ H4100020000072	GARRETT S VICK		8/11 stopped by re-signed w/ date
	848 DUFOR LN/ H4100020000093	JOHN R & CONSTANCE CLEMENTS		re-signed w/ date
8/4/19	849 DUFOR LN/ H4100020000071	JORDAN AND SARA FENTON		
	854 DUFOR LN/ H4100020000094	EDGAR AND FRAISA CARABALLO		
	855 DUFOR LN/ H4100020000070	CUN HUI YANG		8/10 gave info
8/12/19	861 DUFOR LN/ H4100020000069	DON CHARLES MARRAY MARLA D MURRAY		8/10 gave info

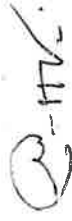
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	837 DUFOUR LN/ H4100020000073	COLLIN & STEPHANIE BAIER		
	842 DUFOUR LN/ H4100020000092	JONATHAN KUNSTMAN APRIL SMITH		
10/7/19	843 DUFOUR LN/ H4100020000072	GARRETT S VICK		
10/7/19	848 DUFOUR LN/ H4100020000093	JOHN R & CONSTANCE CLEMENTS	Constance Clements	to
	849 DUFOUR LN/ H4100020000071	JORDAN AND SARA FENTON		
	854 DUFOUR LN/ H4100020000094	EDGAR AND FRAISA CARABALLO		
	855 DUFOUR LN/ H4100020000070	CUN HUI YANG		
	861 DUFOUR LN/ H4100020000069	DON CHARLES MARRAY MARLA D MURRAY		

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Date	Address	Name(s)	Signature	Notes
	867 DUFOUR LN/ H410002000068	KEVIN & NICHOLE CARR		
	582 HONOR LN/ H4100013000069	GAIL J WILLIS CO SUCC TR ETAL		
	583 HONOR LN/ H4100013000068	ASHFORD HOMES LLC		
	590 HONOR LN/ H4100013000070	ANN KAMPHAUS		
	591 HONOR LN/ H4100013000067	MAHMUD UZ ZAMAN KHAN SUMNA KHAN		
9/16/19	598 HONOR LN/ H4100013000071	THOMAS J MISCO		
	601 HONOR LN/ H4100013000066	ASHFORD HOMES LLC		
	602 HONOR LN/ H4100013000049	CHARLES H AND MARJORIE F BOWERS		
	605 HONOR LN/ H4100013000065	YIKUAN TANG		
	606 HONOR LN/ H4100013000050	ASHFORD HOMES LLC		

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8/5/19	867 DUFOUR LN/ H4100020000068	KEVIN & NICHOLE CARR	<i>Kevin Carr</i>	
	582 HONOR LN/ H4100013000069	GAIL J WILLIS CO SUCC TR ETAL		emailed x2 called x2 LOT
	583 HONOR LN/ H4100013000068	ASHFORD HOMES LLC ? home being built, says "so Pd"		
	590 HONOR LN/ H4100013000070	ANN KAMPHAUS	<i>Anna Kamphaus</i>	8/10 stopped by 8/11/19
8/10/19	591 HONOR LN/ H4100013000067	MAHMUD UZ ZAMAN KHAN SUMNA KHAN	<i>Sumna Sharmen Khan</i>	
	598 HONOR LN/ H4100013000071	THOMAS J MISCO	<i>Signed electronically</i>	8/10 stopped by 8/11 stopped by 8/15 stopped by stopped by 9/15 10/08
	601 HONOR LN/ H4100013000066	ASHFORD HOMES LLC New home		
	602 HONOR LN/ H4100013000049	CHARLES H AND MARJORIE F BOWERS	<i>Signed electronically</i>	LOT
	605 HONOR LN/ H4100013000065	YIKUAN TANG		stopped by 8/10
	606 HONOR LN/ H4100013000050	ASHFORD HOMES LLC New home		stopped by gave info new home

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	583 HONOR LN/ H4100013000068	ASHFORD HOMES LLC		
	590 HONOR LN/ H4100013000070	ANN KAMPHAUS		
	591 HONOR LN/ H4100013000067	MAHMUD UZ ZAMAN KHAN SUMNA KHAN		
	598 HONOR LN/ H4100013000071	THOMAS J MISCO		
10.12.19	601 HONOR LN/ H4100013000066	ASHFORD HOMES LLC/Sean Wagner	Michelle Wagner	
	602 HONOR LN/ H4100013000049	CHARLES H AND MARJORIE F BOWERS		
	605 HONOR LN/ H4100013000065	YIKUAN TANG		
	606 HONOR LN/ H4100013000050	ASHFORD HOMES LLC Liao Mingchao		

1. What is the purpose of the study?

The authors of *Assessing* would also like the reader to be aware of a few things that are important for you to know. First, the book is not intended to be a textbook. It is intended to be a guide to the literature of the field. The book is not intended to be a reference work. It is intended to be a guide to the literature of the field. The book is not intended to be a reference work. It is intended to be a guide to the literature of the field.

[illegible]

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	609 HONOR LN/ H4100013000064	MENGYANG XU WEIHAO CHEN		stopped by 8/10 stopped 9/15
8-10-19	610 HONOR LN/ H4100013000051	MARK AND CASSANDRA MACDONALD	Cassandra Macdonald	
8-11-19	613 HONOR LN/ H4100013000063	GARRETT A & NAOMI NATES	Naomi Nates	have info
	614 HONOR LN/ H4100013000052	JEFFREY T & MEGAN M GUTTMAN	Texted signature	have info
	617 HONOR LN/ H4100013000062	ASHFORD HOMES LLC		# LOT
8-5-2019	618 HONOR LN/ H4100013000053	JUSTIN M AND SARA E SAUL	Sara E. Saul & Justin M. Saul	
	621 HONOR LN/ H4100013000061	GAIL J WILLIS CO SUCC TR ETAL		LOT
8-10-19	622 HONOR LN/ H4100013000054	SHUISONG NI LIJIE YANG	Shuisong Ni	
	625 HONOR LN/ H4100013000060	GAIL J WILLIS CO SUCC TR ETAL		LOT
	626 HONOR LN/ H4100013000055	ALAN M AND URSULA FERRENBERG		8/10 stopped by 8/11 stopped by 8/15 gave info.

North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

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	613 HONOR LN/ H4100013000063	GARRETT A & NAOMI NATES		
8/13/19	614 HONOR LN/ H4100013000052	JEFFREY T & MEGAN M GUTTMAN		
	617 HONOR LN/ H4100013000062	ASHFORD HOMES LLC		
	618 HONOR LN/ H4100013000053	JUSTIN M AND SARA E SAUL		
	621 HONOR LN/ H4100013000061	GAIL J WILLIS CO SUCC TR ETAL		
	622 HONOR LN/ H4100013000054	SHUISONG NI LIJIE YANG		
	625 HONOR LN/ H4100013000060	GAIL J WILLIS CO SUCC TR ETAL		
	626 HONOR LN/ H4100013000055	ALAN M AND URSULA FERRENBURG		

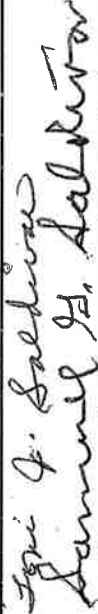
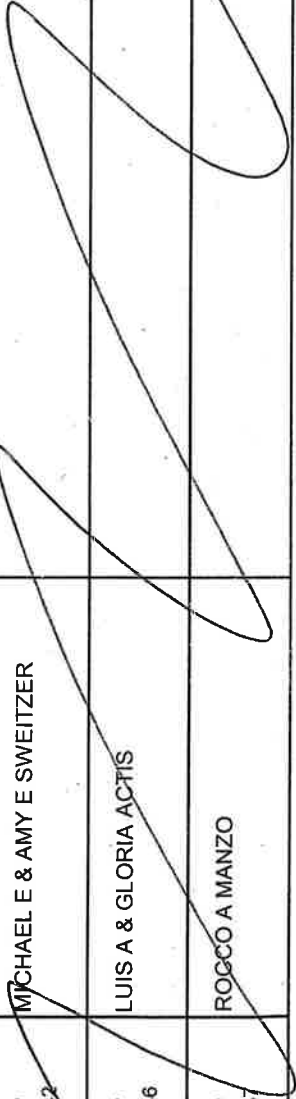
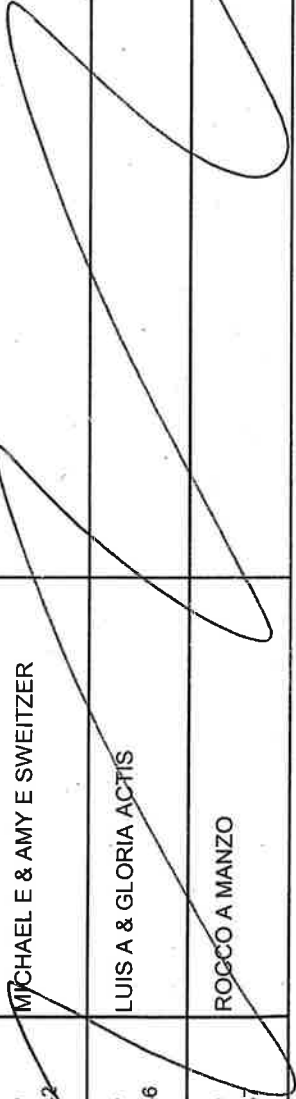
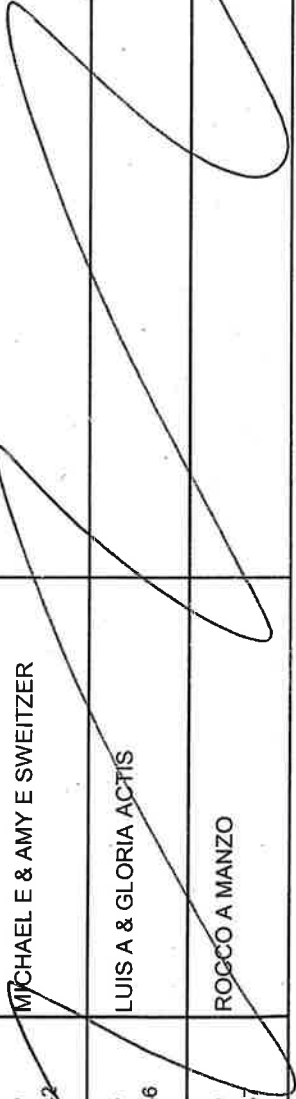
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8/10/201	629 HONOR LN/ H4100013000059	SINAN ZHOU HAIFEI SHI		
8/9/2019	630 HONOR LN/ H4100013000056	TONI J & SAMUEL G SALDIVAR		
8/9/2019	634 HONOR LN/ H4100013000057	SAMUEL G & TONI J SALDIVAR		
	638 HONOR LN/ H4100013000058	SEAN A AND AMY WEST POLEY		8/10 stopped by 8/11 stopped by 8/15 stopped by 8/10 stopped by
8-15-19	642 HONOR LN/ H4100020000122	STEPHEN A & CARLY J PASQUALE		
8-13-19	400 JACOB DR/ H4100020000082	MICHAEL HUEY		8/10 stopped by 8/11 stopped by
8/10/19	401 JACOB DR/ H4100020000077	SARIL LIN RAGHU MARTHA CALAIS SAPIRO		
	300 MIAMI TRL/ H4100013000042	MICHAEL E & AMY E SWEITZER		
	301 MIAMI TRL/ H4100013000046	LUIS A & GLORIA ACTIS		
	302 MIAMI TRL/ H4100013000047	ROCCO A MANZO		

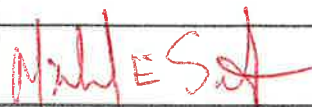
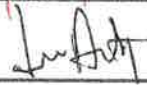
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	634 HONOR LN/ H4100013000057	SAMUEL G & TONI J SALDIVAR		
	638 HONOR LN/ H4100013000058	SEAN A AND AMY WEST POLEY		
	642 HONOR LN/ H4100020000122	STEPHEN A & CARLY J PASQUALE		
	400 JACOB DR/ H4100020000082	MICHAEL HUEY		
	401 JACOB DR/ H4100020000077	SARIL LIN RAGHU MARTHA CALAIS SAPIRO		
6/23/19	300 MIAMI TRL/ H4100013000042	MICHAEL E & AMY E SWEITZER		
6/23/19	301 MIAMI TRL/ H4100013000046	LUIS A & GLORIA ACTIS		
	302 MIAMI TRL/ H4100013000047	ROCCO A MANZO		more

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10/01/2010	313 MIAMI TRL/ H4100014000031	RANDY L & TINA M ECTOR	Tina Ector Tina Ector	not home 7/6
✓	314 MIAMI TRL/ H4100014000037	CHRISTOPHER A AND LYNNE B MYERS	Electronic loose sig page	not home 7/6 out of town
	315 MIAMI TRL/ H4100014000030	VERONICA PACHECO	loose sig page	not home 7/6
	317 MIAMI TRL/ H4100014000029	DEREK SMITH		not home 7/6
6/22	318 MIAMI TRL/ H4100014000038	MICHAEL J VANNI MARIA J GONZALEZ		
6/22	MIAMI TRL/ H4100014000028	MICHAEL J VANNI MARIA J GONZALEZ		
—	200 NORTH RIDGE DR/ H4100013000036	JOHN F & MARGUERITE J. MOUL	see MM ✓ loose sig page	
6/24	201 NORTH RIDGE DR/ H4100013000004	YELIZAVETA SKRYZHEVSKA	✓ loose sig page	electronic
—	205 NORTH RIDGE DR/ H4100013000005	ROBERT S WICKS CO TR ANN BARROTT WICKS CO TR	see MM ✓ loose sig page	
—	205 NORTH RIDGE DR/ H4100013000006	ROBERT S WICKS CO TR ANN BARROTT WICKS CO TR	see MM ✓ loose sig page	

North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

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6/22/19	206 NORTH RIDGE DR/ H4100013000035	JOSHUA C MAGEE ELISE M CLERKIN	Elise M. Clerkin	
6/23/19	207 NORTH RIDGE DR/ H4100013000027	THOMAS G & REGINA E GARCIA		
6/23 ✓	211 NORTH RIDGE DR/ H4100013000028	ROBERT W THURSTON MARGARET C ZIOLKOWSKI	Elise M. Clerkin loose sis page	✓ E. desk
✓	212 NORTH RIDGE DR/ H4100013000034	BRIAN J & MARIA J BALLOU	see MM ✓ loose sis page	
✓	218 NORTH RIDGE DR/ H4100013000033	WILLIAM J & AMY E MOSER	see MM ✓ loose sis page	
✓ 7/18	224 NORTH RIDGE DR/ H4100013000032	ANDREW AMARANTOS GINGER CREECH	see MM loose sis page	not home 7/6
✓	230 NORTH RIDGE DR/ H4100013000031	JIANHUA LIU		judicial occupied
✓ 6/24	236 NORTH RIDGE DR/ H4100013000030	XIAOHUI YANG & XIAOYUN DENG	see electronic sis loose sis page	E. desk
	239 NORTH RIDGE DR/ H4100013000014	RANDI & MICHELLE THOMAS		not home 7/6
6/22/2019	242 NORTH RIDGE DR/ H4100013000029	FAZEEL J KHAN	Taped Room	

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Date	Address	Name(s)	Signature	Notes
10-1-2019	303 MIAMI TRL/ H4100013000045	SAMUEL RENTAL Egervier Fuentes	Valerianib@4720@hotmail.com Egervier Fuentes	Elise
✓	304 MIAMI TRL/ H4100013000044	MICHAEL A AND DONNA J THOMAS	✓ 100 se sis page	Elise hus (don)
7/6/19	305 MIAMI TRL/ H4100014000035	PETER & HEIDI SALZARULO	OK	
	306 MIAMI TRL/ H4100014000021	BARBARA E SAUNDERS CO TR ETAL		moved
6/25/19	307 MIAMI TRL/ H4100014000034	AYODELE O & ADETUTU A ABATAN	<i>Adetutu</i>	
6/23/19	308 MIAMI TRL/ H4100014000036	AUSTIN C & KENDRA M SMITH	Austin Smith	
6/25/19	309 MIAMI TRL/ H4100014000033	FRANK L WEST SUSAN J CRAWFORD	Frank West	
6/25/19	310 MIAMI TRL/ H4100014000023	NICHOLAS LAES	<i>Nicholas</i>	
6/25/19	311 MIAMI TRL/ H4100014000032	RICHARD D AND BARBARA E GREEN	Richard + Barbara Green	
6/25/19	312 MIAMI TRL/ H4100014000024	RONALD G ZEMKO	Donald D. Zenko	

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Date	Address	Name(s)	Signature	Notes
	629 HONOR LN/ H4100013000059	SINAN ZHOU HAIFEI SHI		
	630 HONOR LN/ H4100013000056	TONI J & SAMUEL G SALDIVAR		
	634 HONOR LN/ H4100013000057	SAMUEL G & TONI J SALDIVAR		
	638 HONOR LN/ H4100013000058	SEAN A AND AMY WEST POLEY		
	642 HONOR LN/ H4100020000122	STEPHEN A & CARLY J PASQUALE		
	400 JACOB DR/ H4100020000082	MICHAEL HUEY		
	401 JACOB DR/ H4100020000077	SARIL LIN RAGHU MARTHA CALAIS SAPIRO		
✓	300 MIAMI TRL/ H4100013000042	MICHAEL E & AMY E SWEITZER	Elise has loose ss page	(direct)
✓	301 MIAMI TRL/ H4100013000046	LUIS A & GLORIA ACTIS	✓ loose ss page	Elise has (check)
✓ 16/01/19	302 MIAMI TRL/ H4100013000047	FRANCESCO MANZO Donald E Marcia Smith	<i>[Signature]</i>	-moving. not interested

Chuan, ch. edu

5 of 9

2/1

North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

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	314 MIAMI TRL/ H4100014000037	CHRISTOPHER A AND LYNNE B MYERS		
	315 MIAMI TRL/ H4100014000030	VERONICA PACHECO		
10/11/19	317 MIAMI TRL/ H4100014000029	DEREK SMITH Sherry	<i>Derek Smith</i> <i>Sherry</i>	
	318 MIAMI TRL/ H4100014000038	MICHAEL J VANNI MARIA J GONZALEZ		
	MIAMI TRL/ H4100014000028	MICHAEL J VANNI MARIA J GONZALEZ		
6/21/19	200 NORTH RIDGE DR/ H4100013000036	JOHN F & MARGUERITE J. MOUL	<i>Marguerite J. Moul</i>	
	201 NORTH RIDGE DR/ H4100013000004	YELIZAVETA SKRYZHEVSKA		
10-1-19	205 NORTH RIDGE DR/ H4100013000005	ROBERT S WICKS CO TR ANN BARROTT WICKS CO TR	<i>Ann Barrett Wicks</i> <i>Ann Barrett Wicks</i>	
10-1-19	205 NORTH RIDGE DR/ H4100013000006	ROBERT S WICKS CO TR ANN BARROTT WICKS CO TR	<i>Ann Barrett Wicks</i>	

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6-23-19	304 MIAMI TRL/ H4100013000044	MICHAEL A AND DONNA J THOMAS	Michael A Thomas	
	305 MIAMI TRL/ H4100014000035	PETER & HEIDI SALZARULO		
	306 MIAMI TRL/ H4100014000021	BARBARA E SAUNDERS CO TR ETAL		
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6/23/19	211 NORTH RIDGE DR/ H4100013000028	ROBERT W THURSTON MARGARET C ZIOLKOWSKI	Robert W. Thurston	
	212 NORTH RIDGE DR/ H4100013000034	BRIAN J & MARIA J BALLOU		
	218 NORTH RIDGE DR/ H4100013000033	WILLIAM J & AMY E MOSER		
	224 NORTH RIDGE DR/ H4100013000032	ANDREW AMARANTOS GINGER CREECH		
	230 NORTH RIDGE DR/ H4100013000031	JIANHUA LIU		
	236 NORTH RIDGE DR/ H4100013000030	XIAOHUI YANG & XIAOYUN DENG		
	239 NORTH RIDGE DR/ H4100013000014	RANDI & MICHELLE THOMAS		
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	212 NORTH RIDGE DR/ H4100013000034	BRIAN J & MARIA J BALLOU		
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	224 NORTH RIDGE DR/ H4100013000032	ANDREW AMARANTOS GINGER CREECH		
	230 NORTH RIDGE DR/ H4100013000031	JIANHUA LIU		
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7/18/19	224 NORTH RIDGE DR/ H4100013000032	ANDREW AMARANTOS GINGER CREECH	<i>Sign Amarantos</i>	
	230 NORTH RIDGE DR/ H4100013000031	JIANHUA LIU		
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6/24/2019	236 NORTH RIDGE DR/ H4100013000030	XIAOHUI YANG & XIAOYUN DENG	<i>Xiaoyun Deng</i>	
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	248 NORTH RIDGE DR/ H4100013000018	AUBREY M COLYER		
	254 NORTH RIDGE DR/ H4100013000041	TRACY & CHARLES JARVIS		
	260 NORTH RIDGE DR/ H4100013000040	SCOTT D AND JANE K STRAKER		
10-1-19	10 RED CEDAR CIR/ H4100013000013	MICHAEL & THERESA M FARMER	<i>Michael Farmer</i>	
	20 RED CEDAR CIR/ H4100013000012	PAIGE SMITH		
	30 RED CEDAR CIR/ H4100013000048	JOHN R AND SHEILA M ARANYOS		
	RED CEDAR CIR/ H4100013000010	JOHN R AND SHEILA M ARANYOS		
	50 RED CEDAR CIR/ H4100013000009	JAYNE ELIZABETH IRVIN		
	5237 WESTGATE DR/ H4000020000034	MARTIN EPURE		

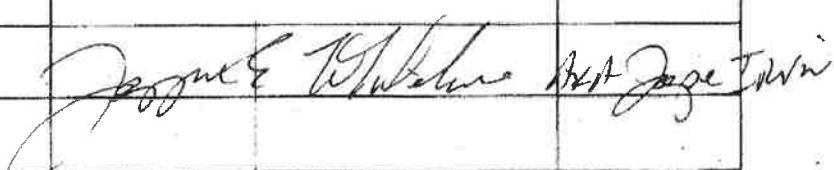
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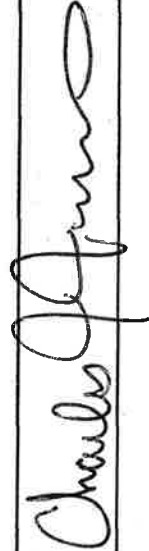
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7/18/19	254 NORTH RIDGE DR/ H4100013000041	TRACY & CHARLES JARVIS		
	260 NORTH RIDGE DR/ H4100013000040	SCOTT D AND JANE K STRAKER		
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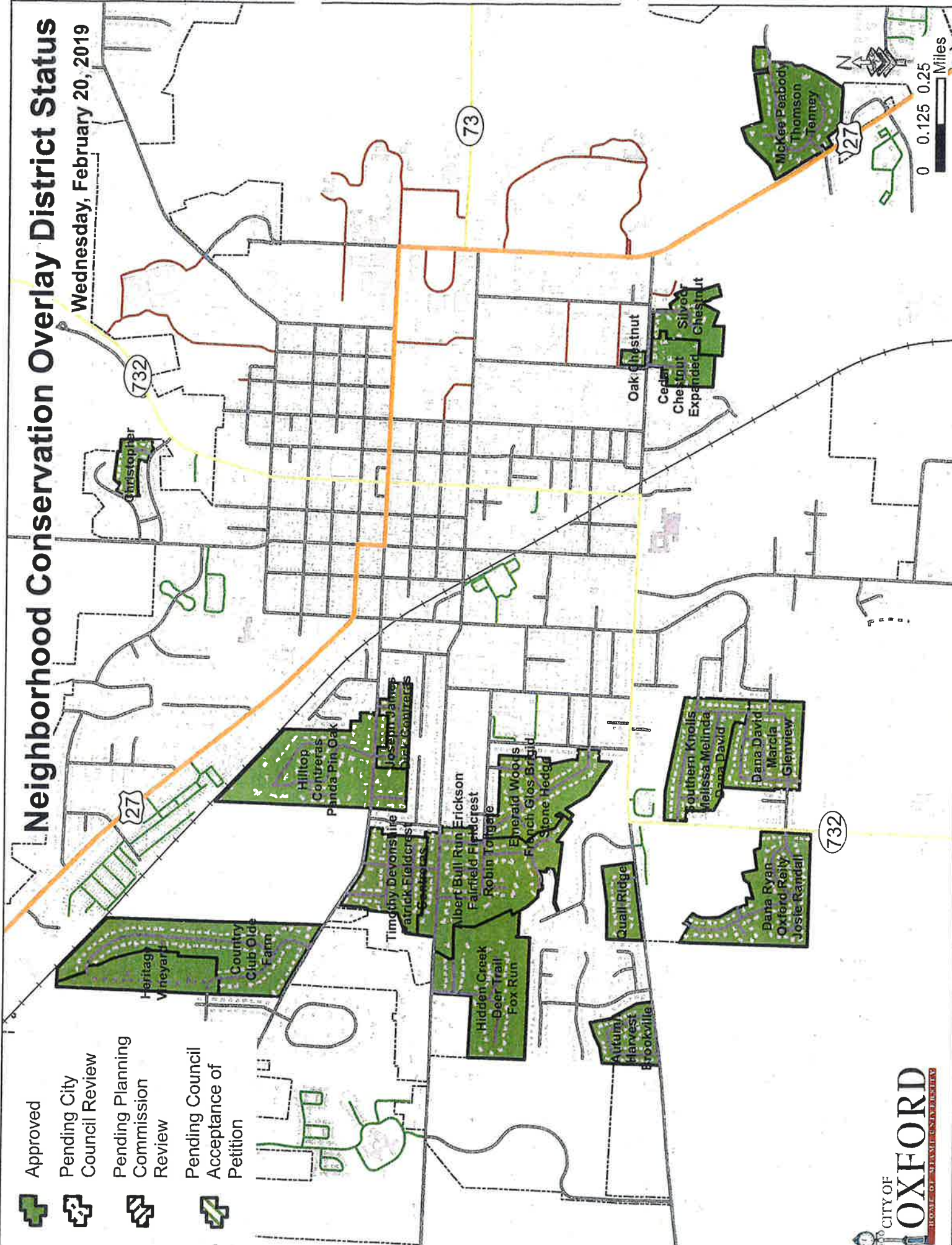
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7/8	245 NORTH RIDGE DR/ H4100013000015	JEFFREY D HERDTNER	See NAM loose sig page	7/6 - not home
	248 NORTH RIDGE DR/ H4100013000018	AUBREY M COLYER		7/6 - not home (page three)
6/23/19	254 NORTH RIDGE DR/ H4100013000041	TRACY & CHARLES JARVIS	Tracy Jarvis	
7-2-19	260 NORTH RIDGE DR/ H4100013000040	SCOTT D AND JANE K STRAKER	Scott & Jane Straker	
	10 RED CEDAR CIR/ H4100013000013	MICHAEL & THERESA M FARMER	See NAM loose sig page	
	20 RED CEDAR CIR/ H4100013000012	PAIGE SMITH		7/6 - not home
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6/24/19	RED CEDAR CIR/ H4100013000010	JOHN R AND SHEILA M ARANYOS	John R Aranyos	
✓	50 RED CEDAR CIR/ H4100013000009	JAYNE ELIZABETH IRVIN	See electronic sig. loose sig page	El Clerk in desk
	5237 WESTGATE DR/ H4000020000034	MARTIN EPURE		

7/6

Neighborhood Conservation Overlay District Status

Wednesday, February 20, 2019

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



**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: February 4, 2020

Sam Perry
Prepared By

Account Code No. #:

Budgeted Amount: N/A

January 29, 2020
Date Prepared

Agenda Title: Planning Commission Meeting Report- January 14, 2020

The Commission adjourned to executive session to discuss officer roles. Corey Watt was elected as Vice-Chair. Bill Snavelly to continue as Chair.

Updates from Boards, Committees, and Staff were provided. Census 2020 awareness is underway.

PC-2020-01 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District for 90 parcels located within the boundaries of the North Ridge Subdivision, on Miami Trail, Northridge Drive, Red Cedar Circle, Dufour Lane, Honor Lane and Jacob Drive, **City of Oxford**,
Applicant

The petition was led by Elise Clerkin. Staff presented the request. The amendment would reduce the allowable rental occupancy from four unrelated to two unrelated for any new rental permits. The signatures exceeded the two-thirds requirement at 71%. The boundary met the block requirements and exceeded the minimum land parcel number of 10 parcels. This is the only such overlay in this part of Oxford. The Planning Commission held a hearing and determined that the proposed overlay met the standards of Section 1135 (map amendments) as well as 1146 (neighborhood overlays). Neighborhood residents spoke at the hearing about nearby rental properties on North Ridge Drive. The Commission voted 6-0 to recommend approval to City Council.

Tree Ordinance: Staff presented background on the steps that led up to the previous tree preservation and protection ordinance. A new version was presented which was intended to maintain the same goals as desired by the Environmental Commission without the complexity of enforcement and additional staff resource demand. The new version was comprehensive in connecting all landscaping and tree requirements throughout Zoning Code. The ordinance would apply to non-residential development, planned developments, major subdivisions and conditional uses. Wright Gwyn, Environmental Commission Chair, provided comments on the draft and asked for revisions. Commission members also provided comments for staff to consider prior to a potential vote at the February meeting.

Approved By:	Department Head: _____ / _____
	City Manager: <u>DRE</u> / <u>1-30-20</u>