

AGENDA

OXFORD CITY COUNCIL

COURT HOUSE

TUESDAY, FEBRUARY 5, 2008

EXECUTIVE SESSION

7:15 P.M.

1. Roll Call.

Ken Bogard, Vice-Mayor
Kate Currie
Richard Keebler

Prudence Z. Dana, Mayor

Doug Ross
Alysia Fischer
Greig Rutherford

MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items not on the Agenda, and Consent Agenda items, will be heard under Public Comments – and (2) Comments on all Resolutions and Ordinances will be heard during Council consideration of said item. Please wait until you are recognized by the Mayor, proceed to the podium, state your name and address so that your comments may be properly recorded and limit your remarks to a period of five minutes or less.

REGULAR MEETING

7:30 P.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

This facility is wheelchair accessible. If you plan to attend this meeting and you have a disability that requires special arrangements, please notify the City Manager's office 48 hours in advance so that reasonable accommodations can be made.
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3. Public Participation.

A. Public Comments.

The purpose of the Public Comments Section is for members of the Public to speak to the City Council on any subject not scheduled on the Agenda, except Consent Agenda items. Although City Council values your comments, presentations are not to be in the form of public debate, personal attacks on Council, City staff or other members of the public and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

B. Proclamation – ‘Freedom Fund Banquet’ pg.5

C. Notice to Legislative Authority – Transfer from Midstates Restaurants Inc. DBA Pedros 1st Floor 40-44 E. Park Place Oxford, Ohio 45056 to Bella Investments LLC 1st Floor 40-44 E. Park Place Oxford, Ohio 45056. pg.6

4. Consent Agenda.

All matters under the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion. Any City Council member may, however, remove an item from consent by request. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

A. Minutes of the January 9, 2008 City Council Special Meeting. (Mary Ann Eaton, Deputy Clerk of Council) pg.12

B. Minutes of the January 15, 2008 City Council Meeting. (Mary Ann Eaton, Deputy Clerk of Council and Janice Grill) pg.13

C. Report regarding the January 8, 2008 Planning Commission Meeting. (Jung-Han Chen, Community Development Director) pg.30

D. Report regarding the January 16, 2008 Board of Zoning Appeals Meeting. (Jung-Han Chen, Community Development Director) pg.36

E. Report regarding the January 16, 2008 Civil Service Commission Special Meeting. (Donna Heck, Human Resources Director) pg.37

F. Report regarding the January 23, 2008 Civil Service Commission Meeting. (Donna Heck, Human Resources Director) pg.39

G. A Resolution approving the creation of a new fund for the 2008 operating budget to provide for affordable housing. (Harlita Robinson, Finance Director) pg.41

5. Resolutions.

- A. A Resolution supporting Miami University's leased space initiative and encouraging and requesting Miami University to locate the center within the City of Oxford. (Jung-Han Chen, Community Development Director)
- B. A Resolution authorizing the City Manager to permit the Oxford Chamber of Commerce to hold a Wine Tasting Event on June 27th and 28th, 2008 in the Uptown Parks. (Doug Elliott, City Manager)

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

A. First Reading.

- 1. An Ordinance Amending Salary Ordinance No. 2984, Section 1. Full-Time Positions. (Steve Schwein, Police Chief)

B. Second Reading.

- 1. An Ordinance Accepting The Recommendation Of The Planning Commission To Deny The Conditional Use Permit To Allow For A New Drive-Through Banking Facility In The General Business District Located At 10 North Locust Street. (Jung-Han Chen, Community Development Director)

7. Announcements and Communications.

The comments expressed by individual members of Council or City staff during the 'Announcements' portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.

A. Announcements.

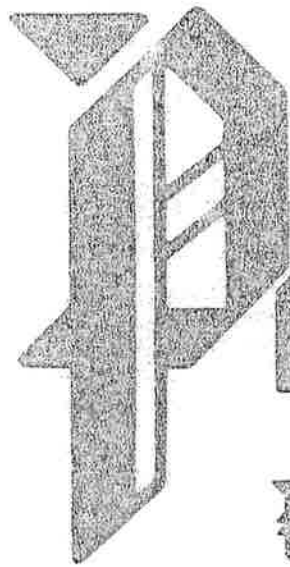
1. Remarks from City Council and City staff.

B. Future Meetings

(Note: Meetings will be held at the Court House unless otherwise indicated.)

Wed	Feb	6	Historic and Architectural Preservation Commission Meeting 7:30 p.m.
Thurs	Feb	7	Finance Commission Meeting 5:30 p.m. Municipal Building 2 nd Floor Conference Room
Mon	Feb	11	Housing Advisory Commission Meeting 7:00 p.m. Municipal Building 2 nd Floor Conference Room
Tues	Feb	12	Planning Commission Meeting 7:30 p.m.
Thur	Feb	14	Police Advisory Board 7:00 p.m. Senior Citizens Center
Fri	Feb	15	Community Improvement Corporation 12:00 p.m. LCNB 2 nd Floor Meeting Room
Mon	Feb	18	Holiday – City Offices Closed
Tues	Feb	19	City Council Meeting 7:30 p.m.
Wed	Feb	20	Civil Service Commission Meeting 7:00 p.m. LCNB 2 nd Floor Community Room
Wed	Feb	20	Board of Zoning Appeals 7:30 p.m.
Wed	Feb	27	Environmental Commission 7:00 p.m. Municipal Building 2 nd Floor Conference Room

8. Adjourn



Office of the Mayor

Proclamation

Whereas:

the Oxford Unit of the NAACP will host the Annual Freedom Fund Banquet at the Miami University Shriver Center Multi-Purpose Room and the theme is 'The Lady Sings Jazz'; and

WHEREAS, the Banquet has grown over the years to become one of the most highly attended functions in the Oxford community; and

WHEREAS, the attendees of the Banquet represent all walks of life in the greater Oxford community; and

WHEREAS, since 1909 the NAACP's efforts have proved successful in historic legislative victories, and progressive changes that have affected our entire nation; and

WHEREAS, the NAACP focuses on challenging issues that are foremost in our changing society; and

WHEREAS, the Oxford Unit of the NAACP raises funds during this event to award scholarships to graduates of Talawanda High School; and

WHEREAS, the NAACP will present the 2008 Diversity Educator of the Year Award to an employee of the Talawanda School District; and

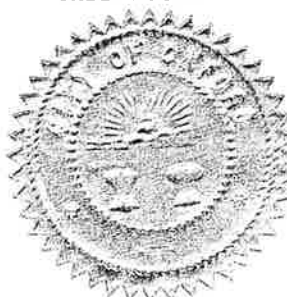
WHEREAS, this event will take place Monday, February 18, 2008 at 6:30 P.M. and the Keynote Speaker will be Kathy Wade, Jazz Artist.

NOW, THEREFORE, I, Prudence Z. Dana, Mayor of the City of Oxford, Ohio, do hereby proclaim February 18th through the 22nd as:

'FREEDOM FUND BANQUET WEEK'

and encourage all citizens to strive toward making positive changes in the community, especially during this week.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 1st day of February, 2008.



PRUDENCE Z. DANA, MAYOR

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Clerk of Council

Originating Department

Council Meeting Of: February 5, 2008

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

January 29, 2008

Date Prepared

Agenda Title: Legislative Authority Notice - transfer permit from Midstates Restaurants Inc DBA Pedros 1st Floor 40-44 E Park Pl P.O. Box 591 Oxford Ohio 45056-0591 to Bella Investments LLC 1st Floor 40-44 E Park Pl Oxford Ohio 45056-0591.

Recommendation:

Discussion: This is a Permit Transfer as indicated above.

The permit is for:

D5 - Spirituous liquor for on premises consumption only, beer and wine for on premises, or off premises in original sealed containers, until 2:30 a.m.

D6 - Sale of intoxicating liquor on Sunday between the hours of 1:00 p.m. and midnight.

This permit will go through the normal process with all required inspections being conducted by the Ohio Liquor commission. Chief Schwein will be in attendance to answer any questions.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

djh / MAE \ 1/29/08

DRE \ 2/01/08

NOTICE TO LEGISLATIVE
AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL
6608 TUSSING ROAD
P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005

TO

0597188		TRFO		BELLA INVESTMENTS LLC	
PERMIT NUMBER		TYPE		1ST FL	
06	01	2006		40-44 E PARK PL	
ISSUE DATE				OXFORD OHIO 45056-0591	
01	03	2008			
FILING DATE					
D5 D6		PERMIT CLASSES			
09	088	A	F97667		
TAX DISTRICT		RECEIPT NO.			

FROM 01/07/2008

59278530005				MIDSTATES RESTAURANTS INC	
PERMIT NUMBER		TYPE		DBA PEDROS	
06	01	2006		1ST FL	
ISSUE DATE				40-44 E PARK PL	
01	03	2008		P O BOX 591	
FILING DATE				OXFORD OHIO 45056-0591	
D5 D6		PERMIT CLASSES			
09	088				
TAX DISTRICT		RECEIPT NO.			

RECEIVED

JAN 09 2008

City of Oxford



MAILED 01/07/2008

RESPONSES MUST BE POSTMARKED NO LATER THAN. 02/07/2008

IMPORTANT NOTICE

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

REFER TO THIS NUMBER IN ALL INQUIRIES **A TRFO 0597188**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

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

WE DO NOT REQUEST A HEARING. ☐

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

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

(Signature)

(Title)- ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

CLERK OF OXFORD MUNICIPAL COUNCIL
101 E HIGH ST
OXFORD OHIO 45056

OHIO DEPARTMENT OF COMMERCE - DIVISION OF LIQUOR CONTROL

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

Telephone: (614) 644-2431 - http://www.com.state.oh.us

LIMITED LIABILITY COMPANY DISCLOSURE FORM

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

FOR OFFICE USE ONLY

NEW

TRANSFER

PERMIT # 0597188

SECTION A.

Name of Limited Liability Company BELLA INVESTMENTS LLC	DBA Name	
Permit Premises Address 40-44 EAST PARK PLACE	City, State OXFORD OH	Zip Code 45056
Township, if in Unincorporated Area	Tax Identification No. (TIN) 20-2904309	
Limited Liability Company ("LLC") - Chapter 1705 Ohio Revised Code. Indicate below the managing members, LLC Officers, and all persons With a 5% or greater membership or voting interest, and attach a copy of the Articles of Organization filed with the Ohio Secretary of State.		
Please be advised that any social security numbers provided to the Division of Liquor Control in this application may be released to the Ohio Department of Public Safety, the Ohio Department of Taxation, the Ohio Attorney General, or to any other state or local law enforcement agency if the agency requests the social security number to conduct an investigation, implement an enforcement action, or collect taxes.		

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

→ EACH OFFICER LISTED BELOW MUST SUBMIT A CIVILIAN IDENTIFICATION CARD & PERSONAL HISTORY BACKGROUND FORM

NAME OF OFFICER	SOCIAL SECURITY NUMBER	DATE OF BIRTH
1) CEO Ned C. Hoelzer		1-29-39
2) President Ned C. Hoelzer		1-29-39
2) Vice-President Thomas A. Kacachos		2-14-71
3) Secretary Heather H. Kacachos		10-26-72
4) Treasurer/CFO None		

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

→ ALL INDIVIDUALS LISTED BELOW MUST SUBMIT A CIVILIAN IDENTIFICATION CARD & PERSONAL HISTORY BACKGROUND FORM

1) Name Ned C. Hoelzer	Social Security No. (if individual)	☒ Managing Member ☐ 5% or greater voting interest ☐ 5% or greater membership interest
Residence Address 3088 Millville-Oxford Road	Federal Tax No. (if Corporation)	
City and State Oxford, Ohio	Zip Code 45056	
Telephone Number (513) 523-8217	Date of Birth 1-29-39	
2) Name Thomas A. Kacachos	Social Security No. (if individual)	☐ Managing Member ☒ 5% or greater voting interest ☐ 5% or greater membership interest
Residence Address 3401 Lanes Mill Road	Federal Tax No. (if Corporation)	
City and State Oxford, Ohio	Zip Code 45056	
Telephone Number (513) 523-2288	Date of Birth 2-14-71	

See Next Page

(PLEASE SEE REVERSE SIDE SHOULD YOU NEED ADDITIONAL SPACE TO LIST STOCKHOLDERS)

STATE OF OHIO, Butler COUNTY ss,

I, Ned C. Hoelzer being first duly sworn, according to law, deposes and says that he/she is (Title) CEO & President of the Bella Investments, LLC a business duly authorized by law to do business in the State of Ohio, and that the statements made in the foregoing affidavit are true.

(Signature) Ned C. Hoelzer (Print Name and Corporate Title) Ned C. Hoelzer, CEO & PresidentSworn to and subscribed in my presence this 26 day of December 2007

JACK F. GROVE

(Notary Public)

(Notary Expiration)

DLC 4032

ELECTRONIC SERVICE PROVIDER

Notary Public, State of Ohio

My Commission has no Expiration Date
Ohio Revised Code Section 147.03

FOR TTY USERS DIAL 1-800-750-0750

REV. 8-30-04

OHIO DEPARTMENT OF COMMERCE - DIVISION OF LIQUOR CONTROL

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

Telephone: (614) 644-2431 - http://www.com.state.oh.us

LIMITED LIABILITY COMPANY DISCLOSURE FORM

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

FOR OFFICE USE ONLY

NEW TRANSFER

PERMIT #

SECTION A.

Name of Limited Liability Company BELLA INVESTMENTS LLC	DBA Name	
Permit Premises Address 40-44 EAST PARK PLACE	City, State OXFORD OH	Zip Code 45056
Township, if in Unincorporated Area	Tax Identification No. (TIN)	

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

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

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

→ EACH OFFICER LISTED BELOW MUST SUBMIT A CIVILIAN IDENTIFICATION CARD & PERSONAL HISTORY BACKGROUND FORM

NAME OF OFFICER	SOCIAL SECURITY NUMBER	DATE OF BIRTH
1) CEO		
2) President		
2) Vice-President		
3) Secretary		
4) Treasurer/CFO		

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

→ ALL INDIVIDUALS LISTED BELOW MUST SUBMIT A CIVILIAN IDENTIFICATION CARD & PERSONAL HISTORY BACKGROUND FORM

1) Name Heather H. Kacachos		Social Security No. (if individual)	☐ Managing Member ☒ 5% or greater voting interest ☐ 5% or greater membership interest
Residence Address 3401 Lanes Mill Road	Federal Tax No. (if Corporation)		
City and State Oxford, Ohio	Zip Code 45056		
Telephone Number (513) 523-2288	Date of Birth 10-26-72		
2) Name		Social Security No. (if individual)	☐ Managing Member ☐ 5% or greater voting interest ☐ 5% or greater membership interest
Residence Address	Federal Tax No. (if Corporation)		
City and State	Zip Code		
Telephone Number	Date of Birth		

(PLEASE SEE REVERSE SIDE SHOULD YOU NEED ADDITIONAL SPACE TO LIST STOCKHOLDERS)

STATE OF OHIO, Buckeye COUNTY ss,I/We Neil C. Hoelzer being first duly sworn, according to law, deposes and says that he/she is (Title) CEO, Pres. of the Bella Investments LLC a business duly authorized by law to do business in the State of Ohio, and that the statements made in the foregoing affidavit are true.(Signature) Neil C. Hoelzer (Print Name and Corporate Title) CEO, Pres.Sworn to and subscribed in my presence this 26th day of December, 2007

JACK F. GROVE
 Notary Public, State of Ohio
 EOE/ADA SERVICE PROVIDER
 Ohio Revised Code Section 147.01

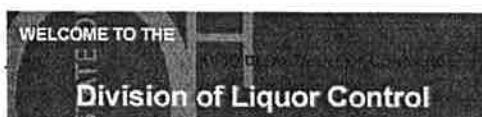
(Notary Public)

(Notary Expiration)

DLC 4032

FOR TTY USERS DIAL 1-800-750-0750

REV. 8-30-04



Types Of Permits

PERMIT CLASSES & FEE

MANUFACTURER

A1	\$ 3,906	ORC 4303.02 Manufacturer of beer, ale, stout and other malt liquors
A1A	\$ 3,906	ORC 4303.021 Beer, and any intoxicating liquor by the glass or container on A-1 or A-2 permit premises only until 2:30am.
A2	\$ 76	ORC 4303.03 Manufacturer of wine
A3	\$ 3,906	ORC 4303.04 Manufacture, import and sell alcohol and spirituous liquor
A4	\$ 3,906	ORC 4303.05 Manufacture and sell certain prepared and bottled drinks, import for blended purposes
B2A	\$ 25	ORC 4303.07 Sale of wine to retail permit holder.
S	\$ 25	ORC 4303.232 Sale of wine to personal consumer via mail order.
W	\$ 1,563	ORC 4303.231 To operate a warehouse for the storage of beer or intoxicating liquor within the state and to sell such products from the warehouse to a B permit holder with Consent to Import on file or to other customers outside this state

DISTRIBUTOR

B1	\$ 3,125	ORC 4303.06 Distributor of beer, ale, stout, other malt liquor
B2	\$ 500	ORC 4303.07 Distributor of bottled wine
B3	\$ 124	ORC 4303.08 Distributor of sacramental wine
B4	\$ 500	ORC 4303.09 Distributor of mixed beverages
B5	\$ 1,563	ORC 4303.10 Distributor and importer and bottler of wine

RETAIL STORE CARRYOUT

C1	\$ 252	ORC 4303.11 Beer only in original sealed container for carry out only
C2	\$ 376	ORC 4303.12 Wine and certain prepackaged mixed drinks in sealed containers for carry out
C2X	\$ 252	ORC 4303.121 Beer in original sealed containers for carry out
D8	\$ 500	ORC 4303.184 Sale of tasting samples of beer, wine, and mixed beverages, but not spirituous liquor, at retail, for consumption on premises.

RESTAURANT / NIGHT CLUB

D1	\$ 376	ORC 4303.13 Beer only for on premises consumption or in sealed containers for carry out
D2	\$ 564	ORC 4303.14 Wine and certain prepackaged drinks for on premises consumption or in sealed containers for carry out
D2X	\$ 376	ORC 4303.141 Beer only for on premises consumption or in sealed containers
D3	\$ 750	ORC 4303.15 Spirituous liquor for on premises consumption only until 1:00am.
D3X	\$ 300	ORC 4303.151 Wine only for on premises consumption only until 1:00am.
D3A	\$ 938	ORC 4303.16 Extend issued permit privileges until 2:30am.
D5	\$ 2,344	ORC 4303.18 Spirituous liquor for on premises consumption only, beer and wine for on premises, or off premises in original sealed containers, until 2:30am.
D5I	\$ 2,344	ORC 4303.181 Beer and intoxicating liquor by the glass or container for on premises consumption only until 2:30am. (restaurants meeting certain criteria)

January 11, 2008

09 BUTLER	088 OXFORD			POPULATION	22,394
CLASS	RATIO	PERMIT QUOTA	PERMITS ISSUED	PERMITS AVAILABLE	APPLICATIONS ON FILE
C1	1,000	23	16	7	2
C2	1,000	23	18	5	2
D1	2,000	12	12	0	0
D2	2,000	12	12	0	2
D3	2,000	12	11	1	0
D3A	0	0	8	6	0
D4	2,000	12	1	11	0
D5	2,000	12	12	0	2

A special meeting of the Oxford City Council was called to order by Mayor Prue Dana on Wednesday, January 9, 2008 at 4:00 p.m. Those members present were Ken Bogard, Alysia Fischer, Kate Currie, and Richard Keebler. Doug Ross and Greig Rutherford were excused.

Staff members present: Mr. Doug Elliott, City Manager.

**ADJOURN TO
EXECUTIVE SESSION**

Mr. Bogard moved to adjourn to Executive Session at 4:04 p.m. in accordance with Ohio Revised Code section 121.22 (G) for the purpose of discussing (1) The appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. Ms. Fischer seconded. The motion passed by the following roll call:

AYE: Ms. Currie, Ms. Fischer, Mr. Keebler, Mr. Bogard, Ms. Dana (5)

NAY: None (0)

ABS: None (0)

**RETURN FROM
EXECUTIVE SESSION**

Ms. Fischer moved to return from Executive Session at 4:47 p.m. Ms. Currie seconded. The motion passed by the following roll call:

AYE: Ms. Dana, Ms. Fischer, Mr. Keebler, Ms. Currie, Mr. Bogard (5)

NAY: None (0)

ABS: None (0)

ADJOURN

Mr. Bogard moved to adjourn and 4:48 p.m. Ms. Fischer seconded. The motion passed 5-0-0.

A regular meeting of the Oxford City Council was called to order by Mayor Prue Dana on Tuesday, January 15, 2008 at 7:30 p.m. Those members present were Ken Bogard, Alysia Fischer, Kate Currie, Richard Keebler and Greig Rutherford. Doug Ross was excused.

Staff members present: Mr. Doug Elliott, City Manager; Mr. Mike Dreisbach, Service Director; Mr. Steve Schwein, Police Chief; Mr. Jung-Han Chen, Community Development Director; Ms. Harlita Robinson, Finance Director; Mr. Steve McHugh, Law Director and Ms. Mary Ann Eaton, Deputy Clerk of Council.

**ADJOURN TO
EXECUTIVE SESSION**

Mr. Bogard moved to adjourn to Executive Session at 7:15 p.m. in accordance with Ohio Revised Code section 121.22 (G) for the purpose of discussing (1) employment of a public employee and (3) imminent court action. Ms. Fischer seconded. The motion passed by the following roll call:

AYE: Ms. Currie, Ms. Fischer, Mr. Keebler, Mr. Bogard, Ms. Dana, Mr. Rutherford (6)

NAY: None (0)

ABS: None (0)

**RETURN FROM
EXECUTIVE SESSION**

Ms. Fischer moved to return from Executive Session at 7:36 p.m. Ms. Currie seconded. The motion passed by the following roll call:

AYE: Ms. Dana, Ms. Fischer, Mr. Rutherford, Mr. Keebler, Ms. Currie, Mr. Bogard (6)

NAY: None (0)

ABS: None (0)

Mayor Dana requested the 'Pledge of Allegiance'

APPROVAL OF AGENDA

Ms. Fischer moved to approve the agenda. Mr. Bogard seconded. The motion passed 6-0-0.

PUBLIC COMMENTS

Ms. Heather Ratlif, Students for Staff, noted she was both a lifelong resident of Oxford and a Miami graduate. Ms. Ratlif explained Students for Staff was working toward the goal of a living wage for all of Miami University's full-time staff.

Ms. Christine Miller, Students for Staff, provided a brief history and background of the Students for Staff. Ms. Miller noted public meetings had been held in support of a living wage. Ms. Miller explained according to data received from the Human Resources Department in May of 2007, there were 32 workers potentially living under the poverty line with 112 workers possibly eligible for food stamps and 449 workers classified as low income individuals. Ms. Miller noted the formation of the Living Wage Committee consisted of students, staff and faculty.

Ms. Ratlif noted the web site as www.musfs.org.

Mr. Scott Webb, Contreras Road, advised he met with Planning staff earlier in the day and discussed several issues including projections into the public right-of-way. Mr. Webb noted for over 100 years, projections into the right-of-way of the UP District have not only been allowed, but also encouraged by the Historic and Architectural Preservation Commission. Mr. Webb noted several new buildings and remodeling projects where either continued or new projections over the City right-of-way had been allowed. Mr. Webb stated that based on his conversation with Planning staff, these projections would no longer be allowed. Mr. Webb noted his concern that legislation had not changed, only interpretation. Mr. Webb advised the Ohio Building Code contains an entire chapter dedicated to encroachments into the public right-of-way. Mr. Webb provided a detailed definition of public right-of-way. Mr. Webb outlined the various ways remedies might be sought for relief. Mr. Webb requested Council direct staff to reevaluate its recent opinion and to allow good design to continue with HAPC continuing to do its work.

Ms. Jen House, 209 Homestead, noted next Tuesday, January 22 at seven p.m., at Millett Hall, Colin Powell would be speaking, and encouraged people to attend. Ms. House advised she would provide the list of student body candidates at the next meeting. Ms. House noted the State of the Student Body Address would be held on January 29 at six p.m. in 322 McGuffey Hall. Ms. House referred to a letter she received from Mayor Dana regarding the recycling contest with Fairfield, and asked about dates.

Mayor Dana noted it was still being coordinated with Butler County Solid Waste and she would contact Ms. House as soon as it was determined.

Ms. Betty Quantz, 322 West Vine, asked if the new tower was up and in operation or would be soon.

Ms. Dana advised that would be discussed later in the meeting.

Ms. Quantz noted as she drove down Chestnut Street earlier, it appeared the asphalt was creeping away and creating a hole. Ms. Quantz stated that while she enjoys having Locust Street open, there was ongoing concern regarding the railroad crossing where the road was very narrow. Ms. Quantz requested an update on the Parking Committee, and asked who was serving on the committee.

Mr. Rob Abowitz, announced the Oxford Idol Event was once again taking place. Mr. Abowitz noted last year was the first year for the event and it was a great success. Mr. Abowitz stated the event was scheduled for Sunday, January 27 at two p.m. in Hall auditorium and tickets were available at the Shriver box office or the Kramer Elementary School office. Mr. Abowitz noted auditions would be held Sunday, January 20 at five p.m. at the Oxford Community Arts Center to fill the remaining show slots.

Ms. Connie Elliott, 5201 College Corner Pike, provided copies of the official sign up sheet for the Smokey and Tornado Project to Council. Ms. Elliott noted the first kit would be distributed within the next couple of weeks.

PROCLAMATION
'DR. MARTIN LUTHER KING DAY

Mayor Dana read the Proclamation and presented it to Ms. Juanita Tate.

PROCLAMATION
'AFRICAN AMERICAN
READ-IN CHAIN DAY'

Mayor Dana read the Proclamation and presented it to Ms. Carol Klumb.

PRESENTATION
OXFORD FARMER'S MARKET

Mr. Larry Slocum, presented a musical rendition regarding the Oxford Farmer's Market. Mr. Slocum presented a check in the amount of \$225 to the City for the use of Lot 52. Mr. Slocum thanked everyone for their support of the Oxford Farmer's Market.

SWEARING-IN

Chief Schwein explained the Oxford Police Department first had an opening for Sergeant approximately two years ago. Chief Schwein noted following an extensive testing and interview process, Dennis Colyer was chosen. Chief Schwein congratulated Sergeant Colyer.

Mr. McHugh performed the Swearing-In of Police Sergeant, Dennis J. Colyer.

CONSENT AGENDA

Mr. Bogard requested removal of item E. Resolution.

MINUTES

Minutes of the December 18, 2007 City Council Meeting. (Mary Ann Eaton, Deputy Clerk of Council and Janice Grill)

REPORTS

Report regarding the December 11, 2007 Planning Commission Meeting. (Jung-Han Chen, Community Development Director)

Report regarding the December 19, 2007 Board of Zoning Appeals Meeting. (Jung-Han Chen, Community Development Director)

Report regarding the January 2, 2008 Historic and Architectural Preservation Commission Meeting. (Jung-Han Chen, Community Development Director)

RESOLUTIONS

RESOLUTION **APPOINTMENT** **TO THE SELF BOARD**

A Resolution No. 4319 appointing Prudence Z. Dana as Council Representative to the Self Board. (Doug Elliott, City Manager)

Mr. Bogard moved to approve the consent agenda. Ms. Fischer seconded. The motion passed 6-0-0.

RESOLUTION **CONTRACT WITH** **STATEWIDE FORD LINCOLN MERCURY**

A Resolution No. 4318 authorizing the City Manager to enter into a contract with Statewide Ford Lincoln Mercury, Inc. for the purchase of four new 2008 Ford Crown Victoria Police Interceptors at State contract pricing at a cost not to exceed \$88,000.00 (Steve Schwein, Police Chief)

Mr. Bogard noted historically requests for the purchase of new vehicles have been three, and this request was for four. Mr. Bogard inquired if there was an explanation for the change.

Chief Schwein explained there were four vehicles purchased in 1999. Chief Schwein noted the cars last eight years for regular first line duty cars. Chief Schwein advised this purchase would replace one 1999 vehicle and three 2000 vehicles.

Mr. Bogard moved to adopt Resolution No. 4318. Ms. Fischer seconded. The Resolution was adopted by the following roll call:

AYE: Ms. Dana, Mr. Bogard, Ms. Fischer, Mr. Keebler, Ms. Currie, Mr. Rutherford (6)

NAY: None (0)

ABS: None (0)

RESOLUTION

RESOLUTION **CONTRACTS WITH** **ODOT**

A Resolution No. 4320 authorizing the City Manager to sign final legislation and other contracts with the Ohio Department of Transportation in connection with resurfacing portions of State Routes 73 and 732. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised this resolution would allow the City to partner with ODOT for two major road projects involving not simply resurfacing, but milling of the pavement as well.

Mr. Dreisbach noted the two roads were all of State Route 73 in the City and the southern portion of 732 from the corporate limits to Brookville Road. Mr. Dreisbach explained this was an 80/20 split with ODOT covering 80 percent of the costs. Mr. Dreisbach advised the City had estimated approximately \$90,000 with \$100,000 budgeted for the project.

Ms. Fischer asked about the time line for when the work would be performed.

Mr. Dreisbach noted he felt the work could be done during the summer while Miami was out of session.

Mr. Rutherford asked if both projects would occur simultaneously.

Mr. Dreisbach advised there would likely be one contractor who would complete one job and go directly to the next. Mr. Dreisbach noted the construction would be very quick on these, and should only take a few days on each road.

Mr. Keebler moved to adopt Resolution No. 4320. Ms. Currie seconded. The Resolution was adopted by the following roll call:

AYE: Ms. Fischer, Mr. Keebler, Ms. Currie, Mr. Rutherford, Ms. Dana, Mr. Bogard (6)

NAY: None (0)

ABS: None (0)

RESOLUTION
CONTRACTS WITH
ODOT

Resolution No. 4321 authorizing the City Manager to sign preliminary legislation and other contracts with the Ohio Department of Transportation in connection with the rehabilitation of a portion of High Street (US 27) from Main Street to Beech Street. (Mike Dreisbach, Service Director)

Mr. Dreisbach noted this was a project that had not been previously discussed, or addressed in the budget. Mr. Dreisbach advised this would utilize unspent monies from the 2005 federal earmark for the Butler Northwest Transportation Committee Study. Mr. Dreisbach noted the funds would have to be returned to the Federal Government if they were not properly used by September 30, 2008. Mr. Dreisbach stated following discussion, staff felt this was an appropriate use for those federal funds. Mr. Dreisbach noted the base on High Street was failing quickly, with this block being one of the worst areas. Mr. Dreisbach advised this would be a major reconstruction of the block managed by ODOT. Mr. Dreisbach noted all the old bricks would be removed. Mr. Dreisbach noted the old base would be removed and replaced by new gravel and a concrete road base. Mr. Dreisbach stated the old bricks would be reinstalled. Mr. Dreisbach advised, at City expense, while the bricks are removed, City staff would install a new water main in the street for future use as well as a duct bank. Mr. Dreisbach noted this was preliminary legislation and if it should be approved, more detailed estimates and drawings would be produced with final legislation.

Ms. Betty Quantz, referred to the contract which states the City would assume and bear 100 percent of the preliminary engineering and right-of-way phases, and asked how much that would cost. Ms. Quantz asked for clarification on funding. Ms. Quantz asked Mr. Dreisbach to address storm sewers that might be installed. Ms. Quantz asked when the work might be done.

Mr. Dreisbach noted the City was responsible for right-of-way costs and engineering. Mr. Dreisbach advised there should be no costs associated with either of those as the City already owned the right-of-way and City staff would perform the engineering duties. Mr. Dreisbach noted ODOT would be paying for the project. Mr. Dreisbach advised typically on a project like this, the local match would be 20 percent, but ODOT was allowing the City to use Toll Revenue Credit for the local match. Mr. Dreisbach advised there would be new under drains placed below the curb as part of the project.

Ms. Connie Elliott, 5201 College Corner Pike, asked for an explanation regarding the Toll Revenue Credit.

Mr. Dreisbach explained toll revenues came from tolls generated in northern Ohio from the Ohio Turnpike.

Mr. Dreisbach noted ODOT would be selling the project and would not sell until July 1st. Mr. Dreisbach advised it would have a serious and high impact on the affected block for the length of construction. Mr. Dreisbach explained the different road closing scenarios.

Mr. Bogard advised at the most recent OKI meeting, ODOT placed this project on the Transportation Improvement Program. Mr. Bogard noted the project was scheduled for the first quarter of fiscal 2009.

Mr. Dreisbach noted there was a stockpile of bricks at the City garage, which would be cleaned; however, more antique bricks may be needed to complete the project.

Mr. Bogard noted the bricks were placed on High Street in 1916.

Mr. Rutherford asked for further clarification on the road closing scenarios and the costs involved.

Mr. Dreisbach explained the bids would be lower if the contractor has free run of the block. Mr. Dreisbach noted it would be more cost effective to perform all the removal at once, all base placement at once, and the entire concrete placement without being interrupted or having to maintain traffic.

Mr. Rutherford asked if the water main would be used for future use or replacement of an existing water main.

Mr. Dreisbach advised there was an existing ten-inch cast line, and a 12-inch ductile iron main would be installed.

Mr. Rutherford asked if the duct bank would be a centerline bank or parallel banks.

Mr. Dreisbach noted they would most likely be parallel banks at the curb.

Ms. Fischer asked if the Uptown merchants had been notified of the possibility of this project and what impact it might have on businesses.

Mr. Dreisbach noted two of the major properties in the immediate area were vacant; the First National Bank and the old Wendy's building, and impact should be minimal. Mr. Dreisbach stated individual property owners had not been contacted. Mr. Dreisbach noted if Council granted the preliminary legislation, informative information would be given to the property owners.

Ms. Fischer stated local businesses should have a voice in this to minimize impact. Ms. Fischer voiced concern with the length of time the project might take.

Mr. Dreisbach stated he could not provide an estimated length of time for the project because the design was not complete.

Mayor Dana asked if the sidewalks would be affected.

Mr. Dreisbach stated curb, gutters and sidewalks would not be affected. Mr. Dreisbach noted defective curb and gutter would be replaced.

Ms. Currie suggested asking the merchants which road-closing scenario they would prefer; the whole road for a shorter period of time or half the road at a time for a longer period of time.

Mr. Bogard noted there would be some necessary inconvenience.

Mr. Rutherford asked if the City ever does alternates for items such as the two scheduling scenarios.

Mr. Dreisbach noted they requested ODOT to write alternates in, and ODOT declined to include that in the scope.

Mr. Dreisbach noted the City was very fortunate to have the earmark available. Mr. Dreisbach advised the capital improvement fund had benefited over one million dollars from the earmark between right-of-way acquisition money and this project.

Ms. Betty Quantz, 322 West Vine, suggested offering the merchants in that block tokens to be used in the parking meters in the garage for their customers to park free during that time.

Mayor Dana noted there was a person in a position dealing with parking, referring to Ms. Quantz' earlier inquiry, who would be able to address those suggestions.

Mr. Bogard moved to adopt Resolution No. 4321. Ms. Fischer seconded. The Resolution was adopted by the following roll call:

AYE: Mr. Bogard, Ms. Fischer, Mr. Keebler, Ms. Currie, Mr. Rutherford, Ms. Dana (6)

NAY: None (0)

ABS: None (0)

RESOLUTION
LEASE, UTILITY AND
ACCESS EASEMENT AGREEMENT

Resolution No. 4322 authorizing the City Manager to enter into a Lease, Utility, and Access Easement Agreement with the Board of County Commissioners of Butler County for the location and operation of a communication tower. (Mike Dreisbach, Service Director)

Mr. Dreisbach noted several months ago, the City was notified by Miami University that they were going to decommission Williams Hall tower, which housed the City's public safety communication and dispatch equipment. Mr. Dreisbach advised staff evaluated alternatives and locations for tower operation within the City, which culminated in the City garage site. Mr. Dreisbach noted the required variances were obtained from the Board of Zoning Appeals and Council granted a conditional use permit. Mr. Dreisbach stated the City partnered with Butler County who was looking at a regional network for all county communications, and Butler County fronted all funds necessary for the construction of the tower and the equipment associated with it. Mr. Dreisbach noted the tower was built and ready for operation. Mr. Dreisbach noted while the tower was on City property, the County assumed all costs for construction and maintenance. Mr. Dreisbach stated when the tower was no longer of use, the County was obligated to remove the tower or the City could accept the tower at no charge. Mr. Dreisbach noted because of the tower's size and location, it would reduce the need for additional towers on the periphery of the City.

Mr. Keebler noted the City would be utilizing the Butler County network as its primary emergency communications in the future, but the City could put separate communications on the tower at no cost. Mr. Keebler noted he is in favor of this.

Mayor Dana noted she was in favor. Mayor Dana asked for clarification regarding Mr. Dreisbach's comment referring to the need for additional towers on the periphery of the City.

Mr. Dreisbach noted the excellent location and elevation of the tower along with its capability to get into the buildings would be very attractive features.

Mr. Bogard moved to adopt Resolution No. 4322. Ms. Fischer seconded. The Resolution was adopted by the following roll call:

AYE: Mr. Keebler, Ms. Currie, Mr. Rutherford, Ms. Dana, Mr. Bogard, Ms. Fischer (6)

NAY: None (0)

ABS: None (0)

ORDINANCE
FIRST READING

ORDINANCE
DENY A CONDITIONAL
USE APPLICATION

An Ordinance Accepting The Recommendation Of The Planning Commission To Deny The Conditional Use Permit To Allow For A New Drive-Through Banking Facility In The General Business District Located At 10 North Locust Street. (Jung-Han Chen, Community Development Director)

Mr. Chen noted this was a conditional use application to allow a banking facility with a drive-through. Mr. Chen advised the drive-through was the issue requiring the conditional use permit. Mr. Chen noted the location of the site was the southwest corner of Locust and 27 North where there was currently a medical building. Mr. Chen explained the case was first presented to the Planning Commission in October. Mr. Chen noted the Planning Commission had some concerns regarding the size of the site, traffic generation, and the orientation of the building as well as pedestrian connectivity. Mr. Chen explained the Planning Commission asked the applicant to reconsider those concerns and perhaps redesign the layout. Mr. Chen stated the application ultimately was not changed. Mr. Chen advised the Planning Commission felt this application did not meet the decision standards. Mr. Chen noted the case also went to the Board of Zoning Appeals due to the need for several variances. Mr. Chen advised the case was denied as far as obtaining variances. Mr. Chen offered to answer any questions.

Mr. Scott Webb, Applicant and Architect, noted that while the Planning Commission was to decide conditional use of the drive-through, they spent a lot of time discussing the orientation of the building as well as other issues. Mr. Webb noted the project was soundly defeated at the Planning Commission after three appearances. Mr. Webb stated during the first appearance, he respectfully asked for a vote, and the Chairman of the Planning Commission tabled the case. Mr. Webb stated when he returned to the Planning Commission the following month, without a design revision, he was tabled again to await a decision from the Board of Zoning Appeals. Mr. Webb noted the Board of Zoning Appeals meeting was cancelled that following month. Mr. Webb stated he went back to the Planning Commission for the third time, and the Planning Commission proceeded to hear the case. Mr. Webb stated he felt the Planning Commission made a lot of their decisions, in his opinion, based on issues that were in the realm of the Board of Zoning Appeals. Mr. Webb stated that nevertheless when he did go before the Board of Zoning Appeals, the case was denied unanimously.

Mr. Keebler stated that while he was only there for one meeting, the Planning Commission felt there were major issues with the project as presented. Mr. Keebler noted there were things the Planning Commission didn't feel were in their purview to approve.

Ms. Fischer referred to the list of decision standards that were not met. Ms. Fischer noted that while some decision standards may not have related to the conditional use, she felt both decision standard "f" and "k" were very germane to the conditional use as a drive-through. Ms. Fischer stated she was not there for the vote, but did feel both "f" and "k" were appropriate standards to deny the conditional use.

Mr. Rutherford noted this was a demonstration of the lack of a process. Mr. Rutherford noted the confusion on whether a case should go to Board of Zoning Appeals or the Planning Commission first. Mr. Rutherford remarked on the fact that Mr. Webb requested a vote and the case was then tabled.

Mr. Rutherford noted the lack of statistics regarding the volume of traffic expected at the proposed drive-through facility resulting in decisions being made on conjecture and opinion. Mr. Rutherford suggested the use of objective criteria in making decisions.

Ms. Fischer noted part of the concern was how traffic would enter and exit in light of the new right-turn only lane at that location. Ms. Fischer concurred with Mr. Rutherford's suggestion for statistical data.

Mr. Keebler explained the complicated nature of the project regarding which body should hear the case first.

Mr. Rutherford agreed the Board of Zoning Appeals should have reviewed the case first before going to the Planning Commission.

Mr. McHugh advised the Planning Commission addressed the decision standards one by one. Mr. McHugh stated the matter was scheduled before the Planning Commission where it was tabled, and the Planning Commission suggested the design be reviewed and possibly changed. Mr. McHugh noted the case came back to the Planning Commission with no changes. Mr. McHugh stated it was his recommendation at that point that it go before the Board of Zoning Appeals first. Mr. McHugh noted the Board of Zoning Appeals did not have a quorum and cancelled their meeting. Mr. McHugh advised the case then returned to the Planning Commission at which point a review was made and decision rendered.

Ms. Betty Quantz, 322 West Vine, noted she was concerned with the comments by Mr. Rutherford since he was not in attendance at the Planning Commission meetings. Ms. Quantz noted the decision standards listed in the ordinance. Ms. Quantz advised Mr. Webb misspoke when he noted the Chair of the Planning Commission tabled the project. Ms. Quantz noted the Chair is one vote on the Planning Commission and the Chair makes no motion. Ms. Quantz stated therefore, the Planning Commission as a whole tabled the project. Ms. Quantz referred to design standards "j" and "k." Ms. Quantz stated the project was designed so the back of the building was presented to the traffic coming into the City. Ms. Quantz noted it was an impossibility to turn left out of the property on to Route 27. Ms. Quantz reminded Council this property was part of the Square Mile Subarea and pedestrian traffic needed to be taken into consideration. Ms. Quantz referred to decision standard "l," and stated she felt the placement of the building on the property would adversely affect the scenic nature.

ORDINANCE **SECOND READING**

ORDINANCE **ANNEXATION**

An Ordinance No. 2993 Accepting The Annexation Petition From Jack Thacker, Donna Thacker, and Ned Hoelzer For 1.7 Acres Of Land In The Township Of Oxford, Ohio And Accepting Said Territory To Be Annexed. (Jung-Han Chen, Community Development Director)

Mr. Chen noted he had no additional information since the first reading.

Ms. Fischer noted this was requested at Planning Commission to allow a second egress in a proposed subdivision for safety reasons.

Mr. Bogard moved to adopt Ordinance No. 2993. Ms. Fischer seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Currie, Mr. Rutherford, Mr. Keebler, Ms. Fischer, Mr. Bogard, Ms. Dana (6)

NAY: None (0)

ABS: None (0)

ANNOUNCEMENTS

Mayor Dana announced receipt of the letter of resignation from Ms. Harlita Robinson, Finance Director, and read the letter into the record as follows:

‘January 11, 2008

Mrs. Prudence Dana & Oxford City Council
City of Oxford
101 East High Street
Oxford, Ohio 45056

RE: Official Notification of Resignation

Dear Mayor and Councilors:

I am writing to inform you that I will be leaving the City of Oxford on February 18, 2008 to accept another position.

I have thoroughly enjoyed working with you over the past year and a half, and deeply appreciate your support. I have learned a great deal about myself and the wonderful City of Oxford. I want to thank you for providing me the opportunity to work here. It has been a very positive professional experience.

In accordance with my contract of employment I am providing the required forty-five day notification in writing of my intent to resign my position. Best wishes.

Respectfully,

Harlita H. Robinson, CPA, CPFA, CPFIM’

Mr. Bogard stated Ms. Robinson had brought the City's finance department as well as its Ordinances and regulations into beautiful shape. Mr. Bogard wished Ms. Robinson well along with lots of success.

Ms. Fischer concurred with Mr. Bogard's comments. Ms. Fischer stated Ms. Robinson exceeded all expectations of what she might accomplish while she was here and would be missed.

Ms. Currie noted Ms. Robinson made finance issues more fun, and she would be missed.

Mr. Rutherford noted his agreement with previous comments and thanked Ms. Robinson.

Mayor Dana echoed all the comments and thanked Ms. Robinson for setting the standard.

Mr. Bogard moved to accept the letter of resignation of Ms. Harlita Robinson, Director of Finance. Mr. Rutherford seconded. The motion passed 6-0-0.

Ms. Robinson stated every taxpayer that was on the register who was transferred from Hamilton into RITA received the best tax form that RITA could provide. Ms. Robinson explained that RITA had customized forms to assist in categorizing taxpayers. Ms. Robinson discussed the breakdown of various categories. Ms. Robinson noted because the categories did not currently exist, RITA sent out W-2 only tax returns to the entire taxpayer base. Ms. Robinson stated anyone who had any income other than W-2 had to either call the City, call RITA or communicate in some way that they need the additional forms. Ms. Robinson noted this was an unfortunate event for one year only, and upon filing, each taxpayer would be categorized properly and would receive the proper returns in the future.

Ms. Robinson advised notification regarding universal filing would be going out this week.

Ms. Fischer asked if local tax preparers had been notified regarding the tax form issue.

Ms. Robinson noted she had received several calls as well as email communications. Ms. Robinson advised most people have either contacted RITA directly or downloaded the appropriate form from the web site.

Mr. Keebler asked if a person who had all three types of income would have to file three separate returns.

Ms. Robinson noted there were additional forms that add to the base. Ms. Robinson stated there are instructions to follow if there are alternate forms of income.

Mr. Keebler asked how taxpayers are located if the City had no knowledge of them.

Ms. Robinson noted every resident was being contacted by utilizing the utility system. Ms. Robinson noted that everyone who received a utility bill would receive a mailing from the finance department providing notification that filing was required effective for the year 2007 filed in 2008 in accordance with the Ordinance. Ms. Robinson stated RITA did a cross match with state and federal filings.

Mayor Dana referred to Section 404, the Property Maintenance Code, and occupancy limitations, bedroom size. Mayor Dana noted the memo from Mr. Chen along with the possible recommended approaches. Mayor Dana stated the first approach was rescinding the adopted legislation while reintroducing the previously repealed legislation. Mayor Dana noted the concern with that particular approach was the density Uptown would increase significantly. Mayor Dana advised the second possibility was enforcing the adopted legislation throughout the City. Mayor Dana noted the third approach would be limiting the legislation to the Uptown area. Mayor Dana advised the fourth approach was to limit the adoption of the legislation to the Uptown area while adopting another set of standards for other parts of the City. Ms. Dana noted the fifth option would be appointing a study group consisting of local architects, rental agents, property owners and an attorney to review adopted legislation and provide recommendations to Council.

Mr. Bogard suggested Mayor Dana read the last paragraph of Mr. Chen's memo.

Mayor Dana read as follows, "given the concerns raised by some citizens, and the reservations made by some City Council members, it would seem to be a safe approach to convene a study group appointed by City Council to study this issue. The charge of this group would be (1) to review the objectives of this legislation based on City Council's goals (2) to review the impact of this legislation to the City, and (3) review whether the size as adopted is reasonable. The results from the study group should be a recommendation to City Council whether this legislation should be upheld or revised."

Ms. Fischer noted this was for new construction; new rental permits, and did not affect current rental permits. Ms. Fischer stated she was not in favor of a study group for several reasons, and voiced concern with the make up of the group that was suggested. Ms. Fischer stated she would like to see this adopted for the entire City, and review whether the bedroom size needed to be changed slightly.

Mr. Keebler stated he felt a study group would be appropriate. Mr. Keebler noted the Property Management Code affected so many different bodies. Mr. Keebler suggested the group meet once or twice to outline the major problems.

Ms. Currie noted it was her understanding the legislation currently applied to the entire City. Ms. Currie stated there was some discussion at HAC regarding the intentions when it was originally passed. Ms. Currie encouraged the formation of a study group.

Mr. Rutherford suggested a clear definition of what was trying to be accomplished followed by simple clear legislation. Mr. Rutherford noted the legislation in its present state created numerous nonconforming structures, which would have to be dealt with by the City in the future. Mr. Rutherford stated if the goal was to regulate density, the subject of density should be discussed. Mr. Rutherford concurred a committee should be formed to study the subject.

Mr. Bogard noted when the legislation was initially passed, Council was aware more facts were needed. Mr. Bogard suggested the formation of the study group with a limited amount of time to return recommendations.

Mr. Keebler asked who would determine the initial concerns to be discussed by the study group.

Mayor Dana stated the group would make the determination, although it would be a public meeting and input would be welcome.

Mr. Bogard noted staff should be able to add concerns that have been previously brought forth.

Mr. McHugh reminded Council as with all codes of this nature, the fundamental basis was health, safety and welfare.

Mr. Rutherford suggested the study group seek input from the Chief Building Officer.

Mr. Elliott offered to confer with staff and bring forth a charge for the committee as well as a draft list of possible committee members.

Mayor Dana requested the City Manager propose a charge and possible make up of a study committee regarding the issue.

Mayor Dana stated she has been in contact with Fairfield Councilman Tim Meyers regarding the recycling contest. Mayor Dana noted the Butler County Solid Waste staff was currently setting the parameters for the contest.

Ms. Fischer moved that Council enter into a discussion with Fairfield City Council to propose a recycling contest between the two cities. Ms. Currie seconded. The motion passed 6-0-0.

Mayor Dana invited comments regarding the Grants Committee.

Mr. Elliott suggested targeting a few projects or areas for funding.

Ms. Currie noted her original idea was to utilize the comprehensive plan as an outline, and then allow different people within the commission to focus on various projects based on their area of expertise. Ms. Currie advised a discussion needed to take place regarding the steps needed to form the commission.

Mr. Elliott and Mr. McHugh concurred that legislation could be prepared.

Ms. Robinson advised some formality was needed, especially if the grantsmanship project should lead to dollars in excess of 300,000 at which point it would become auditable and liable to the City.

Mr. McHugh noted some grants had a matching portion required by the City.

Mr. Elliott advised there was an Ordinance that any grant over \$50,000 required Council approval.

Mr. Rutherford asked for further clarification regarding the difference between a board, committee and commission and Mr. McHugh advised they were all public bodies.

Mr. Rutherford noted the possibility of the requirement of either staff time or internal City money for these projects.

Mr. Elliott thanked Ms. Robinson for her service and wished her the best. Mr. Elliott noted he would be working with staff to begin the search process to fill the position vacated by Ms. Robinson.

Mr. Elliott advised the agreement with Granicus had been signed. Mr. Elliott noted a project launch schedule had been established with the kick-off conference call taking place today. Mr. Elliott noted the goal was to have an internet presence by April 1.

Mr. Elliott advised he would be providing a draft report from the strategic planning session held last week.

Mr. Dreisbach thanked Ms. Robinson.

Mr. Chen echoed the comments regarding Ms. Robinson and noted she would be missed.

Chief Schwein concurred with previous comments regarding Ms. Robinson.

Mr. McHugh noted Ms. Robinson would be missed.

Mr. Rutherford noted Mr. Webb had brought forth an issue earlier in the meeting that needed to be discussed.

Mayor Dana deferred to Mr. Chen and Mr. Elliott on how to look into the issue of projections into the public right-of-way.

Mr. Chen suggested staff review the issue and report back to Council.

Ms. Fischer suggested staff take into consideration the role of HAPC as they study the issue.

Mr. Keebler advised he would like to know what brought forth the change in interpretation as part of the response.

Mr. Rutherford noted the importance of reviewing this issue and referred to the codified ordinances, Chapter 1331. Mr. Rutherford concurred with Mr. Keebler in wanting to know what brought forth the change in light of 100 years of precedent.

Ms. Fischer suggested entertaining the idea of not making people wait until the end of the Council meeting for an answer to their inquiries.

Mr. Rutherford referred to the Board of Zoning Appeals report, which was provided, regarding an accessory structure located in the front yard, 900 feet from the street. Mr. Rutherford stated that while he had not read the minutes, it was his understanding that legal counsel for the City advised the Board of Zoning Appeals that a denial of this variance would place the City in some jeopardy. Mr. Rutherford asked if such advice was provided.

Mr. McHugh noted a discussion between Mr. Liberman and the Board of Zoning Appeals concerning the interpretation of the standard. Mr. McHugh noted legal counsel did have some concern.

Mr. Rutherford asked what action should be taken when advice such as this was given.

Mr. McHugh noted there was a more appropriate forum for discussion surrounding these issues.

Mayor Dana asked for direction from either Mr. McHugh or Mr. Elliott regarding the issue.

Mr. Elliott noted he would have to discuss the matter further with Mr. McHugh.

Ms. Fischer suggested Executive Session might be a better forum.

Mr. Bogard advised the election of officers was held at the last OKI meeting, and he would continue to represent cities in southwest Ohio under 40,000 on the Executive Committee.

Ms. Fischer noted she enjoyed the presentation by Mr. Slocum.

Ms. Currie returned to the issue of grantsmanship and encouraged participation. Ms. Currie referred to the '98 Comprehensive Plan and noted the desire for a city position of grantsmanship.

Mayor Dana noted the formation of a bus committee under parking and transportation. Mayor Dana advised she would supply the minutes of the parking meetings.

ADJOURN

Mr. Bogard moved to adjourn at 10:13 p.m. Ms. Fischer seconded. The motion passed 6-0-0.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: January 15, 2008

Kathryn A. Dale

Account Code No. #:

Prepared By

Budgeted Amount:

January 10, 2008

Date Prepared

Agenda Title: Planning Commission Meeting Report – January 8, 2008

Recommendation: N/A

DISCUSSION:

Election of Officers & Appointments to Boards & Commissions

Mr. Bill Brewer - Chair

Ms. Susan Kay – Vice-Chair & HAPC Representative

Mr. Marvin Hurston – Secretary & Environmental Commission Representative

Mr. David Prytherch – CIC Representative

Items Related to Platting

Mr. Brady shared that while he was still Chairman of the Planning Commission that he administratively approved a lot consolidation at 317 N. Campus Avenue.

Public Hearing

PC-01-2008 ZONING CODE AMENDMENT – Chapter 1143.10(c), Uptown District; Site Development Regulations City of Oxford, Applicant

Staff shared that City Council requested the Planning Commission review concerns raised regarding the Floor Area Ratio (FAR) at the time City Council adopted the regulation for the Uptown District. Concerns raised by the public were that the 100% lot coverage for commercial activity on the first floor is not realistic because egress and interior circulation areas as well as required gas meters, electrical meters, dumpster requirements and loading space requirements are not taken into consideration and could potentially penalize a property owner by forcing them to place remnant commercial space on the second story. Staff shared questions from the general public since the adoption of the regulations have been made to the Community Development Department and asked the Planning Commission to further discuss the following items:

1. If outdoor eating areas associated with the first floor occupant counts towards satisfying the 1:1 ratio;
2. If amenities to the structure for residential use such as outdoor patios, decks, balconies should be included into the 2:1 ratio;
3. Parking on-site shall not count towards satisfying the FAR ratio for residential or commercial component;
4. Usage of basement. The basement area may be used, however should not be computed into the FAR if an exception for required infrastructure and utilities is provided in the text.

Staff provided draft language clarifying each of these points for the Planning Commission to discuss. Planning Commission voted 6-0 to recommend approval for language clarifying these items to City Council.

Items Related to the Comprehensive Plan

Ms. Dale reminded and encouraged all Planning Commissioners to attend the work session with City Council for updates regarding the Comprehensive Plan process and the next steps to be completed in that process on January 22, 2008 starting at 6:00p.m. at the Courthouse.

The next regular meeting is scheduled for February 12, 2007.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

hca 1/10/08

208 2/6/08

1143.10 UPTOWN DISTRICT.

(a) Purpose. The purpose of this district is to preserve and encourage the continued vitality of the City's historic central business and civic activity area. Selected uses and regulatory standards are provided to guide development so as to achieve a mixture of appropriate uses in a functional, aesthetic and pedestrian compatible manner.

(b) Uses.

(1) Permitted uses.

- A. Single-Family, Two-Family, and Three-Family Dwellings on the second floor or higher.
- B. Retail services shall not exceed 10,000 square feet of floor area on any given floor.
 - 1. Apparel and jewelry.
 - 2. Bars and establishments serving alcohol.
 - 3. Books, stationery, newspapers, magazines, office equipment and office supply stores.
 - 4. Drugs and pharmaceuticals.
 - 5. Food products, including groceries, meat, fish, baked goods, confectionary, and beverages.
 - 6. Flowers, potted plants, and garden supplies.
 - 7. Hardware, paint, home furnishings, and other home improvements products.
 - 8. Optical aids.
 - 9. Photography, bicycles, gifts and toys, pets, music, sporting goods, and other hobby and craft supplies.
 - 10. Restaurants, not including drive-in.
 - 11. Other similar establishments engaged in retail trade except those included as Conditional Uses in subsection (b)(2) hereof.
- C. Personal and professional services shall not exceed 10,000 square feet of floor area on any given floor.
 - 1. Accounting, advertising, architectural, auditing, bookkeeping, legal, and medical offices, and offices for other similar professional service providers.
 - 2. Banks, credit agencies, investment firms, real estate, insurance offices, and other similar establishments engaged primarily in financial services.
 - 3. Barber and beauty shops.
 - 4. Cleaners, including dry cleaning and laundromats.
 - 5. Home improvement services, including carpentry, electrical, heating, plumbing, and decorating.
 - 6. Offices for nonprofit, charitable, labor, and other service organizations.
 - 7. Repair establishments for bicycles, household appliances, locksmiths, shoes, and motor vehicles (if no gasoline is sold).
 - 8. Theaters, not including drive-ins.
 - 9. Other similar personal and professional services, such as employment agencies, travel bureaus, and ticket offices.

- D. Residential uses.
 - 1. Single-family dwelling, two-family dwellings, and three family dwellings. Residential uses shall be on the second floor or above.
- E. Accessory buildings incidental to the principal use.

(2) Conditional uses. The following Conditional Uses are subject to review and regulation in accordance with Chapter 1147.

- A. Retail services: ~~That exceed 10,000 sq. ft. on the first floor any given floor.~~
 - 1. **Any permitted retail use that exceeds 10,000 sq. ft. on any given floor.**
 - 2. Banks with drive-through facilities.
 - 3. Building supplies, garden supplies.
 - 4. Temporary or outdoor sales of plants and garden supplies.
- B. Personal and public services: ~~That exceed 10,000 sq. ft. on the first floor any given floor.~~
 - 1. **Any permitted personal or public service that exceeds 10,000 sq. ft. on any given floor.**
 - 2. Cultural institutions, including libraries, art galleries and museums.
 - 3. Hotels and motels.
 - 4. Places of worship.
 - 5. Funeral homes.
 - 6. Night clubs, discotheques, and other entertainment facilities.
- C. Other uses.
 - 1. Single-Family, Two-Family, and Three-Family Dwellings on the first floor or basement.
 - 2. Community-Oriented Residential Social Service Facilities (CORSSF's).
 - 3. Shared Housing and Congregate Housing for the elderly.
 - 4. Government owned and/or operated parks and recreation facilities.
 - 5. Bed and breakfast homes.
 - 6. Publicly owned and operated neighborhood recreation centers.
 - 7. Day care facilities, including Day Care for child, Day Care Center for child, Day Care Home Type A family, and Day Care Home Type B family.
 - 8. Schools: primary, intermediate, and secondary, both public and private.
- D. Sidewalk uses.
 - 1. This section is intended to provide for active use of private and public property in the Uptown district for outdoor cafes and retail sales. A sidewalk use requires a permit, shall be operated according to the provisions of this section, and is

valid for one year and only for the location, design, and use approved.

2. A sidewalk use may include outdoor activity on both private and public property as follows:
 - a. Private property in the front setback area or any courtyard or other partially enclosed area adjacent to a right-of-way may be utilized only for commercial activity related to the principal use on the first floor of the principal structure.
 - b. The public sidewalk and other paved portions of the right-of-way that are designed and constructed to accommodate pedestrians may be utilized only for commercial activity related to the principal use on the first floor of an immediately adjacent principal structure.
3. A sidewalk use permit application shall include a fee of \$50, a scaled site plan, and other information sufficient to determine compliance with all of the following provisions:
 - a. The use may not extend more than five feet into the right-of-way
 - b. The use may not result in less than five feet of unimpeded sidewalk adjacent to the sidewalk use (street trees, parking meters, street sign poles, and the like are impediments)
 - c. The adjacent property owner and the operator of the use have a liability insurance policy that covers accidents and injuries on the public right-of-way for a minimum of one hundred thousand dollars (\$100,000) per person and three hundred thousand dollars (\$300,000) per accident, premiums are fully paid for the calendar year of the permit, and the City of Oxford is a named insured upon such liability policy
 - d. The use shall employ only displays, counters, tables, chairs, umbrellas, and planters that are moveable
 - e. Nothing related to the operation of the use shall be permanently installed on public or private property except anchors that do not protrude above the adjacent sidewalk surface and do not otherwise create a trip hazard
 - f. All materials shall be lightweight and easily removable
 - g. All roofs shall be made of a flame-resistant (per Ohio Basic Building Code and Ohio Fire Code), nonstructural material such as treated canvas or vinyl fabric

- h. All illumination shall be confined within the perimeter of the use
- i. All partitions shall be transparent 3 feet above the adjacent sidewalk surface
- 4. The City Manager or designee shall require removal of anything or correction of any condition associated with a sidewalk use that threatens the public health, safety, or general welfare and shall revoke an approved permit if its holder fails to comply with any such order in a timely manner.
- 5. The City Manager shall reinstate a revoked permit if the holder removes the immediate threat and provides sufficient proof that the threat will not recur.
- 6. If a sidewalk use permit is revoked more than once during the year that the permit is valid, the permit shall not be reinstated and a new permit shall not be issued until after the original expiration date of the revoked permit.

(c) Site Development Regulations. (Unless superseded by Conditional Use Requirements)

(1) Lot requirements.

A. Minimum Lot Area:

- 1. Lots in the Uptown District shall be a minimum of three thousand (3,000) square feet.

B. Minimum Lot Area per dwelling unit:

- 1. Efficiency: 300 sq. ft. lot area per unit
- 2. One-Bedroom: 400 sq. ft. lot area per unit.
- 3. Two-Bedroom 500 sq. ft. lot area per unit
- 4. Three-Bedroom 600 sq. ft. lot area per unit
- 5. Four-Bedroom 700 sq. ft. lot area per unit

(2) Yard requirements.

Front Yard

16.5 feet minimum *except*

* On High Street – at least 70 percent of building must meet the right-of-way line

Rear Yard

none *except*

* Adjacent to a residential district – 10 minimum.

Side Yard

none *except*

* Adjacent to a residential district – 6 feet minimum

(3) Structural requirements.

A. Building height:

Minimum – 23 feet and a minimum of 2 stories above street grade

Maximum – 45 feet and 4 stories maximum above street grade.

B. Gross Floor Area Ratio (FAR):

1. The maximum permitted gross floor area ratio of a structure in the Uptown District shall be 3. (Lot area x 3 = total bldg. sq. ft.)
 - a. Commercial space shall provide a minimum ratio of 1:1 of the lot area.
 - i. **The basement of a structure may be used for commercial space but shall not be computed into the minimum 1:1 ratio.**
 - ii. **Areas for public infrastructure, public access and public utility purposes (i.e. meters, trash collection, loading spaces) shall be computed into the minimum 1:1 ratio.**
 - iii. **Outdoor eating areas associated with the first floor occupant, located on the property and not on the public sidewalk, shall be computed into the minimum 1:1 ratio.**
 - b. Residential space shall provide a maximum ratio of 2:1 of the lot area.
 - i. **Outdoor patios, decks and balconies for residential use shall be computed into the maximum 2:1 ratio.**
2. **Parking on-site shall not be computed into the FAR for the residential or commercial component.**
- ~~2. Retail/Commercial/Professional Services shall not exceed 10,000 sq. ft. of floor on any given floor.~~

C. Minimum Floor Area per dwelling unit.

1. Efficiency: 600 sq. ft.
2. One-Bedroom 800 sq. ft.
3. Two-Bedroom 1,000 sq. ft.
4. Three-Bedroom 1,200 sq. ft.
5. Four-Bedroom 1,400 sq. ft.

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: February 5, 2008

Kathryn A. Dale

Account Code No. #:

Prepared By

Budgeted Amount:

January 24, 2008

Date Prepared

Agenda Title:	Board of Zoning Appeals- January 16, 2008 Meeting Report
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Recommendation:	N/A
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Discussion:

ELECTION OF OFFICERS

At the January 16, 2008 BZA meeting, the Board elected the following officers:

Mr. Hollenbaugh as Chair
Mr. Meyer as Vice-Chair
Mr. Prentice as Executive Secretary

NEW BUSINESS

Ms. Dale distributed the BZA Annual Report and the BZA Rules and Procedures. Ms. Dale asked the Board to review the documents and present any changes at the next BZA meeting. Mr. Prentice stated he attended a commissioners training and really enjoyed it and suggested everyone get the opportunity to attend. Mr. Prentice also shared that he hoped in the future that the Board stayed consistent in their decision making and continued to follow the Decision Standards set forth in the Code.

The next regular meeting is scheduled for February 20, 2008. No items are on the agenda.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

JHC 1/24/08

[Signature] 2/6/08

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: February 5, 2008

Donna Heck

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

January 28, 2008

Date Prepared

Agenda Title: Report regarding the January 16, 2008 Civil Service Commission Special meeting.

Recommendation:

Discussion: The Civil Service Commission held a special meeting on Wednesday, January 16, 2008. Those members present were: Phil Russo, Chair; Susan Cross Lipnickey; Charles Crain and Fred Russell. Sue Morris was excused. Donna Heck, Human Resources Director; Mary Ann Eaton, Recording Secretary; Lt. Robert Holzworth and Gail Brahier, Parks and Recreation Director, were in attendance for the City.

Lt. Holzworth notified the Commission of another opening for Sergeant and requested the Commission's approval in using the existing Eligibility List for a second promotion. The Commission approved the request.

Lt. Holzworth requested the Commission approve the removal of four candidates from the Police Officer Eligibility List noting said candidates had accepted other employment and no longer wanted to be considered. The Commission approved the request.

The Commission tabled the recommendation regarding Part-Time service Credit since Ms. Morris was excused and had expressed interest in the recommendation.

The Commission also tabled Talawanda Schools request for approval of the Lunchroom Worker Eligibility List and the Assistant Secretary Eligibility List to the next meeting when Don Gabbard, Talawanda representative could be present.

Lt. Holzworth presented a change to the Lateral Entry Process for the Commission's consideration to allow continual consideration of lateral entry applicants when positions were available. The Commission reiterated their preference to have positions advertised.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

dlh 1/29/08

DNE 2/6/08

The Commission reviewed the job descriptions for two new full-time positions in the Parks and Recreation Department; Recreation Programs Coordinator and Sports Coordinator and approved the request pending Ms. Heck updating the job descriptions to meet current requirements for ADA and EEO.

The Commission reviewed and approved the recommendation to appoint Simon Solomon to the Sports Activities Supervisor position.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Human Resources

Originating Department

Council Meeting Of: February 5, 2008

Donna Heck

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

January 28, 2008

Date Prepared

Agenda Title: Report regarding the January 23, 2008 Civil Service Commission meeting.

Recommendation:

Discussion: The Civil Service Commission held their regular meeting on Wednesday, January 23, 2008. Those members present were: Phil Russo, Chair; Susan Cross Lipnickey; Charles Crain and Sue Morris. Fred Russell was excused. Donna Heck, Human Resources Director; Mary Ann Eaton, Recording Secretary; Lt. Robert Holzworth, Police Department; Gail Brahier, Parks and Recreation Director, were in attendance for the City and Mr. Don Gabbard was in attendance for Talawanda Schools.

The Commission approved the election of officers with Mr. Phil Russo continuing to serve as Chair and Ms. Susan Lipnickey continuing as Vice Chair.

The Commission approved the eligibility lists for Lunchroom Worker and Assistant Secretary for Talawanda Schools.

Staff introduced Mr. Craig King and Chief Mike Dickey from the Fairfield Police Department who presented a proposal regarding the Police Lieutenant Promotion utilizing the Ohio Association of Chiefs of Police (OACP) Assessment Process. The Commission was very impressed with the process and directed Human Resources and the Division of Police to develop an Assessment Center protocol to be approved by the Commission.

The Commission reviewed the Recreation Program Coordinator Examination and the Sports Coordinator Examination for the Parks and Recreation Department and moved to table both examinations pending recommended changes to the next meeting.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

DGH

1/28/08

DAB

2/1/08

The Commission acknowledged receipt of a memo from Chief Schwein, which was included in their packet, requesting their consideration to utilize the existing Police Sergeant Eligibility List for a third promotion. The Commission expressed reservations about utilizing the existing list noting concerns that others within the patrol unit might be interested in the promotion and had not taken the previous examination. The Commission suggested staff look into utilizing the Assessment Center for the additional Sergeant promotion and to work with the OACP to minimize the costs.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: February 5, 2008

Jung-Han Chen

Account Code No. #:

Prepared By

Budgeted Amount:

January 15, 2008

Date Prepared

Agenda Title:	A Resolution to Establish the Oxford Community Housing Trust Fund
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Recommendation:	Approval
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Discussion:

Following the September 2007 City Council endorsement for the concept of a housing trust fund, City Council directed staff to prepare legislation to establish the fund account within the City's budget. This is also a requirement from the Auditor of State for an approval for the creation of funds beyond the statute stipulated in Ohio Rev. Code Section 5705.09.

This effort is a culmination of a series of research and discussions on different topics that HAC has undertaken to implement the 20-point action plan that addresses affordable housing issues in the community. By taking one small step at a time, HAC has received City Council's support to waive the zoning permit fee associated with affordable housing development projects. Additionally, City Council has also endorsed public/private partnerships and developer-sponsored affordable housing.

City Council's commitment to set up this fund account will provide a means to attract private donations toward the education and promotion of the awareness of affordable housing. The account will become a placeholder for affordable housing-related transactions. Staff has also attached the requisite form for approval from the State Auditor's office for your information.

Staff is recommending the approval of this resolution.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

JHC 1/15/08

DH 2/1/08

RESOLUTION NO.

A RESOLUTION APPROVING THE CREATION OF A NEW FUND FOR THE 2008 OPERATING BUDGET TO PROVIDE FOR AFFORDABLE HOUSING.

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

SECTION 1: The City Council hereby approves and authorizes the Finance Director to create a Special Revenue Fund #212 Housing Trust Fund for the purpose of collecting donations toward the education and promotion of the awareness of affordable housing in accordance with guidelines set by Ohio Revised Code section 5709.09:

SECTION 2: The City Manager and Finance Director hereby recommend that the Housing Advisory Commission have oversight over the activities within the Housing Trust Fund and it be used to provide financial assistance to provide affordable housing units and to maintain affordability within the proposed developments in the City of Oxford. The Housing Advisory Commission is also charged with the development of revenue generation activities to fund this endeavor.

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: PRUDENCE DANA

PREPARED BY: LAW (STAFF)



JIM PETRO
AUDITOR OF STATE
STATE OF OHIO

Date: April 6, 1999
Bulletin 99-006

AUDITOR OF STATE BULLETIN

To request the creation of a new fund, complete the attached form. Send the form and a copy of the resolution or ordinance of the legislative authority authorizing the fund to:

Auditor of State's Office
Local Government Services Division
88 East Broad Street
P.O. Box 1140
Columbus, Ohio 43216-1140

The request can be deemed approved if you do not receive a letter disapproving the request from the Auditor of State's local government services division within 30 days from the date of submission.

Questions concerning this bulletin should be addressed to the Local Government Services Division of the State Auditors Office at (800) 345-2519.



JIM PETRO
AUDITOR OF STATE
STATE OF OHIO

Date: April 6, 1999
Bulletin 99-006

AUDITOR OF STATE BULLETIN

(B) Sinking fund whenever the subdivision has outstanding bonds other than serial bonds;

(C) Bond retirement fund, for the retirement of serial bonds, notes, or certificates of indebtedness;

(D) A special fund for each special levy;

(E) A special bond fund for each bond issue;

(F) A special fund for each class of revenues derived from a source other than the general property tax, which the law requires to be used for a particular purpose;

(G) A special fund for each public utility operated by a subdivision;

(H) A trust fund for any amount received by a subdivision in trust.

Based on this statute, it is unnecessary to continue to request permission from the Auditor of State to establish a new fund when the purpose of the fund will be to record and expend the proceeds of debt, to account for a new grant whose use is restricted to a particular purpose or to account for money received in trust.

When Requests are Necessary

It is necessary to continue to submit requests to the Auditor of State when the creation of the fund is not specifically authorized by statute or when the purpose of the fund is not identified in Ohio Rev. Code §5705.09 (A) - (H). Situations in which it would be appropriate to continue to submit requests include: 1) when management wishes to **create a new fund in order to capture** additional financial information about a specific source of revenue or a specific activity; 2) when the fund will be used to account for restricted gifts or bequests that will not be held in trust; and 3) when management wants to impose internal restrictions on the use of otherwise unrestricted resources

Management often asks to create a new fund to determine how much revenue a specific source generates or how money from a specific source is being spent. In circumstances where the desired financial information can be obtained by creating additional accounts within an existing fund, the creation of a separate fund is generally considered unnecessary. An exception to this policy is made for requests for the creation of proprietary funds.



JIM PETRO
AUDITOR OF STATE
STATE OF OHIO

Date: April 6, 1999
Bulletin 99-006

AUDITOR OF STATE BULLETIN

AUDITOR OF STATE REQUEST FOR FUND APPROVAL

Entity: City of Oxford

Fiscal Officer: Harlita Robinson

Phone No.: (513) 524-5228

Request Date: February 5, 2008

Fund Requested: Housing Trust Fund

Purpose of Fund: To provide a means to attract private
donations toward the education and promotion of the awareness
of affordable housing.

Sources of Revenues: Contributions; donations; gifts; transfers

Anticipated Expenditures: Affordable housing assistance
(Types)

NOTE: Please attach a copy of the resolution requesting approval to establish the fund.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: February 5, 2008

Jung-Han Chen

Account Code No. #:

Prepared By

Budgeted Amount:

January 30, 2008
Date Prepared

Agenda Title:	Resolution supporting Miami University Leased Space Initiative and Encouragement and Requesting Miami University locate the Center within the City of Oxford
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Recommendation:	Approval
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Discussion:

Miami University is seeking proposals to lease space to house an information technology data center, electron microscope center and associated office space.

It is critical to support Miami University of this initiative to utilize the knowledge-based technology and infrastructure already in place. It is equally important to promote such facility to be in the City to enhance the City's ability to attract similar type of projects to be located within the City.

Staff recommends approval of this resolution.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

JHC | *11/30/08*

[Signature] | *2/1/09*

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO PERMIT THE OXFORD CHAMBER OF COMMERCE TO HOLD A WINE TASTING EVENT ON JUNE 27TH AND 28TH 2008 IN THE UPTOWN PARKS.

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

SECTION 1: The Oxford Chamber of Commerce and the Ohio Wine Producers Association wish to sponsor a wine tasting event which will promote local businesses and give people the opportunity to learn about the area's rich wine history while enjoying fine arts, entertainment and music.

SECTION 2: The Oxford Chamber of Commerce will obtain an F-4 State of Ohio Liquor Permit, which will allow the Oxford Chamber of Commerce to (1) furnish at no charge, 2oz. samples of wine, (2) to sell wine by the glass for on premises consumption, and to (3) sell wine by the bottle for consumption off the premises.

SECTION 3: The Ohio Wine Producers Association will be required to carry a liability insurance policy and an additional liquor liability policy.

SECTION 4: Each winery that wishes to participate in the Wine Tasting Event will be required to carry a one million dollar (\$1,000,000.00) liability policy.

SECTION 5: The Uptown Park area will be roped off and each attendee wishing to enter the roped off area will be required to be a least 21 years of age, to purchase an entrance ticket and to wear a wrist band.

SECTION 6: The City Manager is hereby authorized to take all steps necessary to permit the Oxford Chamber of Commerce to hold a Wine Tasting Event on June 27th and 28th 2008 in the Uptown Parks.

SECTION 7: This Resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED: _____
ATTEST:

DEPUTY CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: PRUE DANA

PREPARED BY: LAW(STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager: Doug Elliott

Police
Originating Department

Council Meeting Of: February 5, 2008

Account Code No. #: N/A

Steve Schwein
Prepared By

Budgeted Amount: N/A

January 29, 2008
Date Prepared

Agenda Title: An Ordinance Amending Salary Ordinance No. 2984, Section 1. Full-Time Positions.

Recommendation: Adopt the Ordinance.

Discussion: The 2008 Police Budget anticipated the beginning of the Oxford Police Division's succession planning by including a budgeted provision for Supervisors who announce their retirements fifteen (15) months in advance. Also included was a temporary bump in authorized sworn strength for Lieutenants from two (2) to three (3). However, a temporary increase in authorized strength for Sergeants was NOT included in the salary ordinance wording, nor was the increase included in the budget. It is not anticipated that any additional monies will be needed to allow for a temporary six (6) month increase in the Sergeant's sworn strength, however, the Salary Ordinance does need to reflect the temporary change.

Approved By:

Department Head:
City Attorney:
City Manager:

Initial Date
SDS 1/12/08
DAE 1/16/08
[Signature]

ORDINANCE NO. _____

AN ORDINANCE AMENDING SALARY ORDINANCE NO. 2984, SECTION 1. FULL-TIME POSITIONS.

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

SECTION 1: The City Manager and Chief of Police recommend Council amend the Salary Ordinance to temporarily increase the number of Police Sergeant positions from six (6) to seven (7) for a period of three (3) months to provide a period of overlap pending the retirement of one of the current six (6) Sergeants.

SECTION 2: Council hereby accepts the recommendation of the City Manager and Chief of Police and amends Section 1 of the Salary Ordinance to increase the number of Police Sergeant positions from six (6) to seven (7) for a period of three (3) months. Following the said three (3) month period the Salary Ordinance will automatically revert back to the current maximum allowed total of six (6) Sergeant positions.

SECTION 3: In all other respects Ordinance No. 2984, except as herein amended, shall remain in full force and effect.

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

MAYOR

ADOPTED: _____

ATTEST:

DEPUTY CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: PRUE DANA

PREPARED BY: LAW(STAFF)

SECTION 1: The following full-time positions are hereby established with respect to position title, authorized number and pay range:

<i>POSITION TITLE</i>	<i>AUTHORIZATION</i>		
	<u>TYPE</u>	<u># OF EMPLOYEES</u>	<u>PAY BAND</u>
<i>OFFICE OF THE CITY MANAGER</i>			
City Manager	(NC)	(1)	By Contract
Assistant to the City Manager	(NC)	(1)	5
Human Resources Director/CLERK Of Council	(NC)	(1)	7
Deputy Clerk of Council	(NC)	(1)	3
<i>ECONOMIC DEVELOPMENT DEPARTMENT</i>			
Economic Development Director	(NC)	(1)	7
<i>FINANCE DEPARTMENT</i>			
Finance Director	(NC)	(1)	By Contract
Accounting Manager	(C)	(1)	6
Utility Billing and Collections Supervisor	(C)	(1)	6
Payroll and Benefits Specialist	(C)	(1)	5
Utility Collections Specialist II	(C)	(1)	4
Utility Collection Spec. I.	(C)	(1)	2
Accounting Specialist	(C)	(1)	4
Accounting Assistant	(C)	(2)	2
<i>LAW DEPARTMENT</i>			
Law Director	(NC)	(1)	By Contract
<i>PARKS & RECREATION DEPARTMENT</i>			
Parks & Recreation Director	(NC)	(1)	7
Recreation Programs Supervisor	(C)	(1)	5
Sports Activities Supervisor	(C)	(1)	5
Office Manager	(NC)	(1)	5
Receptionist	(C)	(1)	1
Custodian	(NC)	(1)	1
Recreation Programs Coordinator	(C)	(1)	3
Sports Coordinator	(C)	(1)	3
<i>COMMUNITY DEVELOPMENT DEPARTMENT</i>			
Community Development Director	(NC)	(1)	7
Planner	(C)	(1)	6
Admin. Asst. to Director (Tech)	(NC)	(1)	5
Administrative Assistant II	(NC)	(2)	3

SAFETY DEPARTMENT - FIRE DIVISION

Fire Chief/Inspector	(NC)	(1)	7
Assistant Chief/Inspector	(NC)	(1)	6
Administrative Assistant II	(NC)	(1)	3

SAFETY DEPARTMENT - POLICE DIVISION

Police Chief	(NC)	(1)	7
Police Lieutenant	(C)	(3) *	By Contract
Police Sergeant	(C)	(7) *	By Contract
Police Officer	(C)	(19)	By Contract
Public Safety Assistant	(C)	(3)	By Contract
Police Records Specialist	(C)	(1)	By Contract
Public Safety Communications Officer	(C)	(9)	By Contract
Office Manager	(NC)	(1)	5
Assistant to the Chief (Tech)	(NC)	(1)	5
Properties Custodian	(C)	(1)	1
Parking Clerk	(NC)	(1)	1

SERVICE DEPARTMENT

Service Director	(NC)	(1)	7
Deputy Director	(C)	(1)	6
Environmental Specialist	(C)	(1)	5
Administrative Assistant III	(NC)	(1)	4
Custodian	(NC)	(1)	1

ENGINEERING Division

City Engineer	(C)	(1)	6
Engineer	(C)	(1) *	6
*authorized - not budgeted			
Engineer-in-training (EIT)	(C)	(1)	5
Engineering Aide	(C)	(1)	4

STREETS AND MAINTENANCE DIVISION

Streets and Maintenance Manager	(C)	(1)	6
Equipment Mechanic	(C)	(2) *	5
*authorized for two-budgeted for one			
Parks Maintenance Supervisor	(C)	(1)	5
Administrative Assistant I	(C)	(1)	3
Service Workers	(C/NC)	(10)	

WASTEWATER DIVISION

Collection

Wastewater Collection Manager	(C)	(1)	6
Service Workers	(C/NC)	(4)	

Plant

Wastewater Plant Manager	(C)	(1)	6
WWTP Laboratory Technician	(C)	(1)	3
Plant Mechanic II	(C)	(1)	4
Plant Mechanic I	(C)	(1)	3
Service Worker I	(NC)	(1)	1
WWTP Operators	(C)	(3)	

WATER DIVISION

Distribution

Water Distribution Manager	(C)	(1)	6
Service Workers	(C)	(4)	

Plant

Water Plant Manager	(C)	(1)	6
Utility Maintenance Technician	(C)	(1)	2
Utility Meter Reader	(NC)	(1)	1
Water Plant Operators	(C)	(2)	

TOTAL Full-Time Authorized Strength: 122

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Community Development Department
Originating Department

Council Meeting Of: January 15, 2008

Jung-Han Chen

Account Code No. #:

Prepared By

Budgeted Amount:

December 20, 2007

Date Prepared

Agenda Title:	Conditional Use Permit - to Allow for a New Drive-Through Banking Facility in the General Business District Located at 10 North Locust Street, Scott Webb, Architect, Applicant.
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Recommendation:	Denial
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Discussion:

The Applicant has been seeking approval to build a drive-through banking facility at 10 N. Locust Street. The application was first presented to the Planning Commission during its October 9, 2007 meeting. After the presentation, the Planning Commission raised numerous concerns regarding the proposal, specifically, the size of the site, the potential traffic generated from the drive-through, and the orientation of the proposed building. The Planning Commission advised the Applicant to revise the design for additional review and tabled the case.

At the December 11, 2007 meeting, realizing the Applicant had not made any changes to address the concerns raised by the Planning Commission earlier, the Planning Commission voted 0-6-0 recommending City Council deny the conditional use permit application.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

JHC 12/20/07

[Signature] 1/11/08

ORDINANCE NO. _____

ORDINANCE ACCEPTING THE RECOMMENDATION OF THE PLANNING COMMISSION TO DENY THE CONDITIONAL USE PERMIT TO ALLOW FOR A NEW DRIVE-THROUGH BANKING FACILITY IN THE GENERAL BUSINESS DISTRICT LOCATED AT 10 NORTH LOCUST STREET.

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

SECTION I: Council hereby finds in accordance with Section 1147 of the Codified Ordinances of the City of Oxford, the City of Oxford Planning Commission held a public hearing on December 11, 2007 and that following the public hearing did deliberate and as a result of that deliberation, the Planning Commission recommended to deny the Conditional Use Permit application submitted by Scott Webb, Architect, to allow a new drive-through banking facility in the General Business District located at 10 North Locust Street.

SECTION II: During the public hearing held on December 11, 2007 the City of Oxford Planning Commission applied each of the General Decision Standards set forth in Section 1147.02(c)(2) of the City of Oxford's Planning and Zoning Code to the Conditional Use Permit application submitted by Scott Webb. The Planning Commission members determined that the Conditional Use Permit application did not meet the following General Decision Standards set forth in Section 1147.02(c)(2) finding that:

- B. The use and site does not satisfy the general intent of this Zoning Code.
- D. The size and shape of the site are not sufficient for the proposed use.
- E. The use will be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
- F. The use will involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
- J. The site will be designed, constructed, and maintained in a character that is not harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will change the essential character of the same area.
- K. The site is designed so that on-site traffic and traffic accessing the site will inappropriately impact the movement of traffic on adjacent public streets.
- M. All necessary permits and licenses for the Conditional Use and its operation have not been or cannot be obtained for the use at the proposed location.

Based on the fact that the Conditional Use Permit application did not satisfy each of the General Decision Standards as is required by Section 1147.02(c)(2) of the City of Oxford's Planning and Zoning Code, the City of Oxford Planning Commission denied the application submitted by Scott Webb, Architect, for a Conditional Use Permit to allow for a new drive-through banking facility located at 10 North Locust Street.

SECTION III: Council hereby accepts the recommendation of the Planning Commission and the reports submitted by the Planning Commission and incorporates the same herein and further denies the application submitted by Scott Webb, Architect, for a Conditional Use Permit to allow for a new drive-through banking facility located at 10 North Locust Street.

SECTION IV: This ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED: _____

ATTEST:

DEPUTY CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

**Certification of Action
Oxford Planning Commission
Recommendation to City Council**

<u>Report Date</u>	December 11, 2007
<u>Case Number</u>	PC-23-2007
<u>Applicant Information</u>	Scott Webb, Architect, Applicant Beth Swailes, Owner
<u>Requested Action</u>	Conditional Use Permit
<u>Summary of Request</u>	Request for a Conditional Use Permit to allow for a new drive-through banking facility in the General Business District located at 10 N. Locust Street.
<u>Public Hearing Information</u>	On October 9, 2007, a public hearing was held at 118 West High Street. A legal notice of the hearing was published in the Oxford Press on September 12, 2007. Courtesy notices were mailed to adjacent property owners and public hearing signage was posted at the property.
<u>Commission Action</u>	During the October Planning Commission meeting, the Planning Commission heard the Applicant and raised concerns regarding the proposed conditional use permit. The Planning Commission suggested the case be tabled until further review by the Applicant and Owner. The Planning Commission, at the December 11, 2007 meeting, voted 0-6-0 denying the conditional use permit application.
<u>Commission Findings and Conclusions</u>	After public hearings and discussions, and review of the Decision Standards for a Conditional Use, the Planning Commission determined the Decision Standards had not been met therefore denying the permit.
<u>Exhibits Submitted to the Commission</u>	1. Community Development Staff Report dated September 24, 2007 2. Inter-Office Review Transmittal Sheets dated September 10, 2007 3. Conditional Use Permit Application dated August 24, 2007 4. Letter of Agency 5. Letter to BZA from Applicant dated October 23, 2007 6. Formal letter of request and Decision Standards statement dated August 24, 2007 7. Site plan 8. Bank drawings

City of Oxford
Community Development Department
STAFF REPORT

Planning Commission

Case # PC-23-2007

Date – September 24, 2007

APPLICATION

Applicant:	Scott Webb, Architect
Location:	10 North Locust Street
Owner:	Beth Swailes
Action Request:	Approval of a Conditional Use for a New Drive-Through Banking Facility in the GB District
Current Use:	Medical building
Current Zoning	GB-General Business
Surrounding Existing Land Uses:	Medical office, cemetery, construction office, single residence

GENERAL DESCRIPTION

The applicant requests approval of a Conditional Use Permit to allow for a new drive-through banking facility at the above location. The applicant is proposing to build an approximately 1,300 square feet of bank building with two drive-through windows.

The site of the banking facility will be located on the grassy area if the request is approved. The new bank would share an ingress/egress with the existing medical office onto U.S. 27 north and on Locust St. According to the applicant, the property was intended for a branch bank. The improvement to the intersection of College Corner Pike, US 27 has reduced the overall property area of the intended out lot. The building and its associated traffic circulation has been designed for the remaining lot.

SURROUNDING NEIGHBORHOOD

There is a variety of businesses along the west side of U.S. 27. A cemetery is on the east of U.S. 27 and Locust. Residential structures are across from Locust from the subject property. A railroad track is located to the west of the property.

ZONING CODE REGULATIONS

Conditional Use

The purpose of Conditional Use regulations is at Section 1147.01(a):

*"**Purpose.** Conditional Uses are land uses that are potentially appropriate in many zoning districts but that are likely to have characteristics that could be detrimental to the public health, safety, or general welfare if not located appropriately, operated appropriately, or mitigated with good design."*

§1143.12(b)(2) GB District Conditional Uses:

STAFF FINDINGS: Bank with drive-through facilities are listed specifically as a Conditional Use in the GB District.

§1143.12(d)(2) Supplementary Regulations for the GB District:

- A. Provision shall be made for undulating earthen mounds that extend along 50% of the linear frontage of a site adjacent to a public right-of-way and any adjacent residential zoning district boundary line.
- B. A combination of trees, bushes, and shrubs shall be planted on the mounds to provide additional screening and help stabilize the soil.
- C. A minimum of 1 tree for every 50 linear feet of frontage shall be required in addition to any other required site landscaping.
- D. Each earthen mound shall be a minimum 10 feet high from the average surrounding grade for property 5 acres or more in size and a minimum of 5 feet in height for properties less than 5 acres in size.

STAFF FINDINGS: Staff does not recommend mounding along the frontage of the property because of the potential sight obstruction the mounding may cause on both street sides of the lot. However, staff does recommend that the frontage of the lot along U.S. 27 North and Locust St. to be landscaped as proposed by the applicant due to the egress /ingress on Locust St.

§1143.12(d)(6) Supplementary Regulations for the GB District:

The front façade of the principal structure shall be finished, utilizing at least 50% natural materials including brick, stone, masonry, glass, or wood. No aluminum or vinyl siding shall be used in finishing or utilized on the front façade of the building.

STAFF FINDINGS: Based on the orientation of the building and the site being a corner lot, this requirement shall include all sides of the building

§1143.12(d)(7) Supplementary Regulation for the GB District:

- A. All refuse collection and recycling containers must be enclosed or screened so as not to be visible from a right-of-way or other publicly accessible area. The structure surrounding the container(s) must be enclosed on all sides, one of which includes a gate or door that can be secured. The enclosure may consist of wood or masonry walls. Containers shall not be located in any front yard. The exterior perimeter of the enclosure(s) must be landscaped, excluding the access point.

§1147.02(a)(1)(C)(6) & (8) Site Plan Requirements for a Conditional Use:

- 6. Location, ***height***, dimensions, and use ***of all proposed*** and existing structures.
- 8. Location, size, and type of all proposed signs.

STAFF FINDINGS: The applicant has not provided any building elevations or signage with the application. The applicant will be limited to two wall signs, with a max. height of 3 feet and the maximum total sign area for all signs on the development site shall not exceed 360 sq. ft. per §1151.05(a)(3).

§ 1149.05(e)(2) Loading Spaces

- A. One loading space shall be required for all non-residential uses and for residential uses with greater than three dwelling units.

STAFF FINDINGS: The applicant has not provided or indicated on the drawing as to where the loading space would be on site. An approval is required from the Board of Zoning Appeals.

§1149.05(e)(3)(D) & (E) Non-residential Regulations for Queue and exit spaces:

- D. Queuing spaces shall not be located in the required front setback.
- E. The following uses require queue and exit spaces:

Use	Queue Spaces	Exit Spaces
Drive-up banking	three per bay	one per bay

STAFF FINDINGS: Per the applicant's drawing, both requirements are not satisfied. Relief of the stacking spaces will require approval from the Board of Zoning Appeals.

§1149.05(d) Screening and Landscaping

Off-street parking areas of more than four spaces must meet the landscaping requirements set forth in this chapter.

§1149(05 (e)(5) Screening and Landscaping

B.(1) A parking area shall have two trees per parking facility plus one tree for every five parking spaces or fraction thereof generally distributed throughout the parking area..

STAFF FINDINGS: The proposal only indicates one two trees to be planted. The code requires a minimum of three trees to be distributed throughout the parking area.

OTHER FINDINGS: It would appear that the applicant is proposing an ATM on the side of the proposed building, on the same approach to the drive-through facility. This would affect the circulation of the drive-through pattern with delays. This issue needs to be considered.

COMPREHENSIVE PLAN

The subject property is located in an area in which it abuts two different sections of the Land Use Chapter in the Comprehensive Plan; U.S. 27 North and the Locust Street Commercial Subarea. The U.S. 27 North Commercial strategies are particularly relevant to the subject site:

U.S. 27 Commercial Subarea

A. Concerns

The City's major employment base outside Miami University is located on US 27 North in the City's northwest quadrant. This corridor is also one of the City's major industrial and commercial areas, with a host of auto-oriented businesses. In addition, the corridor contains Oxford's major mobile home community as well as a host of other residential uses.

The corridor is important from several perspectives. It is vitally important to the City's long-term economic growth and should provide Oxford with the ability to attract additional manufacturing and light industrial facilities similar to Square D. A large amount of vacant industrially zoned land is located in the corridor.

Commercial uses are expected to continue in the corridor as well, given the current land use pattern. Of concern, however, is the aesthetic impact of such development if stronger development standards are not enacted including the potential impact on traffic flow resulting from additional curb cuts.

US 27 North is not conducive to a residential neighborhood along the road frontage in its current form, despite the amount of housing in the corridor. If housing is to continue, particularly on the north side of US 27, then improvements should be instituted to support existing and new development. These might include additional active parkland to serve individual neighborhoods, sidewalks and pedestrian connections along US 27 and enhancements to US 27 that slow traffic.

B. Strategies

1. Continuing to promote US 27 North for light industrial, light manufacturing, research and development, office and flex-office space.
2. Maintaining and enhancing rail access.

3. Encouraging truck traffic to bypass Uptown.
4. Discouraging additional residential development adjacent to industrial sites, but rather buffer with office, flex-office, light commercial uses, or parkland.
5. Directing single-family residential to the northeast of US 27.
6. Discouraging single-family residential to the southwest of US 27.
7. Enhancing US 27 with sidewalks, curbing and gutters and street trees.
8. Consolidating signage.
9. Including roadway enhancements to slow traffic flow along US 27 North, such as additional traffic control devices and enhanced enforcement.

See Economic Development, Transportation and Urban Design elements.

Locust Street Commercial Subarea

A. Concerns

The Locust Street Commercial Subarea is one of Oxford's major business districts. It has attracted a variety of new investment in the area, the majority of which has been retail oriented. This is expected to continue in the Subarea, however, infill development, reinvestment and redevelopment should be emphasized over expansion.

The Subarea is surrounded by residential neighborhoods. These should be insulated from existing commercial activity and the integrity of neighborhoods should not be compromised by commercial expansion. Traffic flow and circulation are a concern and should be addressed to improve reinvestment potential, as well as to improve conditions for residents in the adjacent neighborhoods. The physical boundaries of the Subarea should be clearly defined by the City through a study of property boundaries and adopted as a land use policy by City Council. The zoning code should be strengthened to ensure that commercial-residential separation is effective, as discussed earlier in this chapter. Infill development should be encouraged in the Subarea, perhaps so far as to provide a 10 percent to 20 percent reduction in off-street parking requirements as an incentive. Concurrently, the City should require the installation of street trees in off-street parking areas, as well as interior perimeter landscaping (e.g. three-foot continuous evergreen hedge).

B. Strategies

1. Continuing the Locust Street Subarea as a commercial business district.
2. Focusing future efforts on infill development and redevelopment of existing sites and not physical expansion.
3. Focusing future uses on community-oriented businesses and not those geared towards a regional market.
4. Delineating clearly the boundaries of the Subarea and discouraging the conversion of adjacent residential areas to nonresidential areas.
5. Enhancing the Zoning Code to provide for increased buffering between commercial and residential uses including screening, noise restrictions, lighting restrictions and trash receptacle screening.
6. Emphasizing commercial development standards, addressed in the Land Use element, in the Subarea.
7. Developing additional pedestrian and safe bicycle linkages to better integrate the Subarea with adjacent neighborhoods.
8. Traffic circulation problems should be analyzed and alternatives considered.

AGENCY COMMENTS

Comments from the Engineering Division are attached for your information. Police and Fire did not provide any comments on this project.

PUBLIC COMMENT FORMS

No comments have been received to date.

DECISION CRITERIA

A copy of the Zoning Code Conditional Use decision standards is attached.

STAFF ANALYSIS

The site is transitioning from the Locust Street subarea to U.S. 27 North commercial subarea. The emphasis of land use is also shifted from redeployment and/or infill project while discouraging expansion to industrial/commercial growth in the U.S. 27 corridor. It is the corner piece of the transition and is critical to ease the transition between these two subareas. One important element that must be established is an aesthetic continuity of commercial development standards.

Staff identified the issues that need to be addressed by the applicant based on the code requirements. There are other concerns that are not covered by the code would also need to be considered, such as additional traffic generated from this new development that could impact the continuous right-turn lane from U.S. 27 to Locust St. . These issues are outlined below. Staff suggests that the Commission consider the following items prior to approving the proposed project.

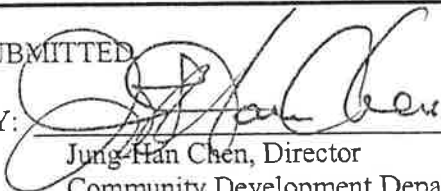
1. That, no earthen mound will be required, and the frontage of the site on U.S. 27 North and Locust St shall be landscaped as proposed by the applicant.
2. That, the façades of the building shall be finished, utilizing at least 50% natural materials including brick, stone, masonry, glass, or wood. No aluminum or vinyl siding shall be used in finishing or utilized on the front façade of the building, per §1143.12(d)(6).
3. That, a refuse collection and recycling container must be enclosed or screened so as not to be visible from the right-of-way or other publicly accessible area. The enclosure may consist of wood or masonry walls. Containers shall not be located in any front yard. The exterior perimeter of the enclosure(s) must be landscaped, excluding the access point, per §1143.12(e) (7) (b)
4. That, a maximum of 2 wall signs shall be permitted with a maximum height of 3 feet and the maximum total sign area for all signs on the entire site shall not exceed 360 sq. ft. per §1151.05(a)(3).
5. That, there shall be a 10 feet by 25 feet load space for the proposed use, per §1149.05(e)(2)
6. That, queuing spaces shall not be located in the required front setback, per §1149.05(e)(3)(D).
7. That, all other zoning requirements are satisfied, especially in regards to the height and lighting of the proposed building.
8. That, all appropriate BZA approvals are obtained prior to filing for a demolition permit.

RECOMMENDATION

Not Applicable

SUBMITTED

BY:


Jung-Han Chen, Director
Community Development Department

DATE:

9/25/07

ATTACHMENT

(c) Planning Commission Review. The Planning Commission shall base its review of a proposed Conditional Use upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. If the Planning Commission finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

(1) Burden of proof.

A. Planning Commission has no obligation to recommend approval and City Council has no obligation to approve a Conditional Use. This Zoning Code assumes that the uses listed in this section are not appropriate unless an applicant proves that the use will not be detrimental to the public health, safety, or general welfare of the City or the neighborhood in which it is proposed.

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

(2) General decision standards. All Conditional Uses shall satisfy these General Decision Standards:

A. The proposed use is in fact a Conditional Use in the zoning district in which it is proposed.

B. The use and site will satisfy the general intent of this Zoning Code.

C. The use and site will be compatible with the general intent of the Comprehensive Plan.

D. The size and shape of the site are sufficient for the proposed use.

E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.

F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.

G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.

H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.

I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.

J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.

K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.

L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.

M. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: 9/10/2007

To: Fire Department Engineering Division Police Department

From: Community Development

Drawings are being submitted to you for the following:

Case #: PC-23-2007

Description:

PC 23-2007 **CONDITIONAL USE PERMIT** – to allow for a new drive-through banking facility in the General Business District located at 10 North Locust Street. **Scott Webb, Applicant, Architect.**

 X Review Revisions Other

☐ Comments or status update requested by: Lynn Taylor

Please return no later than: **9/28/2007** 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: Len Enchess, Fire Chief

City of Oxford
Inter-Office Review Transmittal Sheet

Date: 9/10/2007

To: Fire Department

Engineering Division

Police Department

From: Community Development

Drawings are being submitted to you for the following:

Case #: PC-23-2007

Description:

PC 23-2007

CONDITIONAL USE PERMIT – to allow for a new drive-through banking facility in the General Business District located at 10 North Locust Street. **Scott Webb, Applicant, Architect.**

☒ Review

☐ Revisions

☐ Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **9/28/2007** Note: If no comments are received, we will assume the project meets your department's standards.

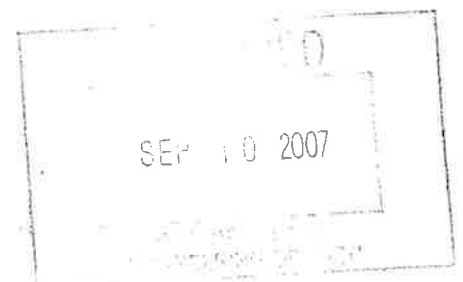
.....

Drawings are returned: ☒ w/comments ☐ without/comments

SEE MEMO DATED 9-26-07

Drawings reviewed by:

VICTOR POPESCU





Memo

Service Department
Engineering Division

513/524-5208 fax 513/524-5267

TO: Community Development Department

FROM: Victor Popescu
City Engineer

RE: Case # PC-23-2007
Conditional Use Permit - 10 N. Locust St.

DATE: September 26, 2007

We have reviewed the material presented, and offer the following comments:

- Concern is expressed regarding the utilities that are needed for the proposed bank. Construction is underway on the improvements for USR 27 and Locust Street. The improvement includes new or rehabilitated pavement, sidewalks, curb and gutter, and a tree lawn. The installation of the required utilities (water, sanitary sewer, and natural gas) will require the open cutting of the roadway, shortly after its completion. Not a very good public relation move.
- It is strongly recommended that, if the building of this proposed bank will be approved by the Planning Commission, the utilities laterals be installed prior to the laying of the asphalt surface course.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: 9/10/2007

To: Fire Department Engineering Division Police Department

From: Community Development

Drawings are being submitted to you for the following:

Case #: PC-23-2007

Description:

PC 23-2007 CONDITIONAL USE PERMIT – to allow for a new drive-through banking facility in the General Business District located at 10 North Locust Street. **Scott Webb, Applicant, Architect.**

 X Review Revisions Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **9/28/2007** 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: S. Schaefer

Conditional Use Permit Application
City of Oxford, Ohio

REQUIRED INFORMATION (print clearly)

Name of Applicant: Scott Webb, Architect, Beth Swales
(Attach a letter of agency if the applicant is not the property owner.)
Mailing Address: 103 W. Walnut St. 443 Emerald Woods dr.
Oxford, OH 45056 Oxford Ohio 45056
Telephone Number(s): 523-3838 523-7222
Location of Property: Lot 1, 10 N. Locust Street
Legal Description: _____
Zoning District: COP
Total Area: .30 Acres / Square Feet (circle one)
Existing Use: VACANT
Proposed Use: BRANCH BANK

SUBMISSION REQUIREMENTS

The required fee of \$100.00, made payable to the City of Oxford, must accompany the application. The entire submission must be prepared in accordance with Chapter 1147, Conditional Uses, of the Zoning Code of the City of Oxford.

Attach thirteen (13) copies of a site plan indicating the following:

1. North arrow
2. Scale
3. Vicinity Map
4. All existing and proposed lot lines within the site
5. Dimensions of all lots and of the entire site and any adjacent rights-of-way
6. Location, height, and use of all proposed and existing structures
7. Location and design of all proposed vehicle management areas
8. Location, size, and type of all proposed signs
9. Location, height, and type of all proposed screening and landscaping
10. Distances to residential zoning districts if within 1,000 feet
11. The use of land and location of structures on adjacent property and across adjacent rights-of-way
12. Elevations of proposed structure, or typical elevations if structures are not yet designed, shall be required by the Zoning Administrator if the proposed location, height, or bulk of the structure is such that it may negatively affect an adjacent use
13. Photographs of the existing use and its surroundings.
14. Other information as required by the Planning Commission

Attach a statement describing how the proposed Conditional Use meets the following decision standards of the zoning district in which it is to be located:

1. The proposed use is in fact a Conditional Use in the zoning district in which it is proposed.
2. The use and site will satisfy the general intent of this Zoning Code.
3. The use and site will be compatible with the general intent of the Comprehensive Plan.
4. The size and shape of the site are sufficient for the proposed use.
5. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.

6. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
7. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.
8. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.
9. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
10. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
11. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.
12. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
13. All necessary permits and licenses for the Conditional Uses and its operation have been or can be obtained for the use at the proposed location.

On a separate sheet of paper, provide the names and addresses of all adjoining property owners within 200 feet of the site, including those across streets, roads, alleys and highways.

NOTE: The Butler County website (www.butlercountyohio.org/auditor) is very helpful when searching for the mailing address of adjoining property owners. Once the site is up, click on online searches, then click on real estate. It will allow you to search by owner, address or parcel number.

All materials must be delivered to the office of the Community Development Director, City of Oxford, 101 East High Street, Oxford, Ohio 45056. Any questions should be directed to the Community Development Department at (513) 524-5204. The issue will be placed on the next possible agenda.

NOTE: Incomplete applications will not be processed.

NOTE: Notification and publication requirements must be adhered to. Submit materials 45 days prior to the proposed meeting date.


Signature of Applicant

Scott Webb
Printed Name

Date: Aug 24, 2007

FEE / RECEIPT

\$100 Fee Paid / Receipt Number: #100 / 13165

10 North
Medical Building
443 Emerald Woods Drive
Oxford, Ohio 45056
513-523-7282

Jung Han Chen, Community Development Director
City of Oxford
101 East High Street

Dear Mr. Chen,

Scott Webb, as my architect, will be acting as my agent in the application to Planning Commission and City Council for the Conditional Use Application for the proposed Branch Bank and drive-through on my property at 10 North Locust Street.

Respectfully,



Elizabeth M. Swailes
property owner
10 North Locust St.
Oxford, Ohio 45056

Board of Zoning Appeals
City of Oxford
101 East High Street
Oxford, Ohio 45056



SCOTT
WEBB

ARCHITECT

103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838

www.scottwebbarchitect.com

Re: Proposed Branch Bank
10 North Locust Street

October 23, 2007

Board Members,

Please accept this letter as an amendment to the formal petition for a Board of Zoning Appeals. Based on the issues raised at the October 17 review hearing, the application has been amended to include the variance to the requirement of a building's front entrance to face the right-of-way, the location of the drive through lanes in the required front setback and subsequently the location of the queuing spaces in the front setback area.

The Zoning Code Sections are as follows:

Section 1143.12(d)(3) Supplemental Regulations

(3) Every principal structure shall have a principal front entrance that is oriented toward and within 45 degrees of parallel to the adjacent facing right-of-way.

Section 1149.05(e)(3)(D) Non-residential Regulations for Queue and exit spaces

(D) Queuing spaces shall not be located in the required front setback

Application has been made to Planning Commission as required for a Conditional Use.

As the attached drawing & Survey shows, the modification of the intersection and the widening of the existing Right-of-Way for the US 27 improvements has had a significant effect on this lot. This is compounded by the location of ingress and egress from the connected site and the inherent requirement for this building to have four public sides.

There is not enough depth to the remaining lot to accommodate a building, its required parking, and all necessary access lanes. The building, as shown in the attached drawing, uses the drive of the existing parking lot to eliminate the necessity of providing this drive and parking lanes on the site itself. However in doing so, the building faces inward, toward the existing professional office building.

In response to the decision standards outlined in the application, we offer the following:

- a) *The variance would not permit or result in a use that is not permitted in the zoning district;*

A bank that includes a drive-through is a Conditional Use in the GB Zoning District. The Conditional Use application has been filed with Planning Commission.

- b) *Conditions of the land, site, structure, or element for which the application is submitted are substantially different from other site in the same zoning district because of physical characteristics of the land including dimensions, elevation, topographical variations, soil conditions, or other extraordinary situations, and the difference support the application;*

The existing lot is very small, and has been made smaller still by the US 27 improvements and the modification of the intersection.

- c) *The conditions upon which the application is based are not the result of actions by the applicant;*

The size and shape of the lot, and its irregular relationship with the new street Right-of-Ways are the result of the road improvements, and not of the applicant.

- d) *The variance would not confer a special privilege to the applicant, but would relieve a hardship;*

A building and its required parking will only fit on this site if entrances and parking drives are shared. Additional curb cuts for this lot would not be prudent with regard to the new traffic pattern. In doing so, the building is forced to face inward, rather than toward the public right-of-way.

The location of the proposed drive-through lanes in the front yard setback would relieve a hardship, and allow the site to be developed as intended before the intersection improvements.

- e) *The literal interpretation of this Zoning Code would deprive the applicant of the ability to develop a site or use the land as a conforming permitted use in that district;*

The improvements to the intersection have made it difficult to develop this site for any use allowed in the zoning district.

- f) *The variance will be minimum variance necessary to permit reasonable use of the land, site, structure, or element for which the variance is sought;*

The variance to allow the building to face inward is necessary to allow the shared entrances and parking drives with the adjacent building is the minimum necessary to permit reasonable use of the land.

The variance to the location of the drive-through lanes and queuing spaces are the only variances sought and is the minimum necessary the development of this lot for its intended use as a bank.

- g) *The situation permitted by the variance will be in harmony with the general vicinity, will not be detrimental to the public health, safety, or general welfare, and will satisfy the general intent of this Zoning Code;*

The proposed branch bank, as the corner lot for this professional office building site, will be in harmony with the general vicinity. While the rear of the building faces the public right-of-way, this façade and the drive-through lanes will be partially hidden by the mounding, grading, and landscaping. The attached site plan shows no new curb cuts, and uses existing ingress and egress points for the existing professional building.

Thank you for your consideration of this application. If you have any questions or need any additional information, please call.

Respectfully,

Scott Webb, Architect

Jung-Han Chen
Community Development Director
City of Oxford
Municipal Building
101 E. High Street
Oxford, Ohio 45056



SCOTT
WEBB

A R C H I T E C T

103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838

www.scottwebbarchitect.com

Re: Application for Conditional Use
Out Lot @ 10 North Locust Street

August 24, 2007

Dear Mr. Chen,

Please accept this letter as a formal request for a review hearing by the City of Oxford Planning Commission and Oxford City Council for a Conditional Use for a new drive-through banking facility in the General Business Zoning District.

The attached proposal has been prepared for and with the help of the following:

Property Owners:

Beth Swailes
443 Emerald Woods Drive
Oxford, Ohio 45056

Architect:

Scott Webb, Architect
103 West Walnut Street
Oxford, Ohio 45056

Surveyor:

DDS Surveying Inc.
318 South College Avenue
Oxford, Ohio 45056

Statement describing how the proposed Conditional Use meets the following decision standards of the zoning district in which it is located.

In response to the decision standards outlined in the application, we offer the following:

1. *The proposed use is in fact a Conditional Use in the Zoning District in which it is proposed;*

Banks with drive-through facilities are specifically listed as a conditional use in the GB district.

2. *The use and site will satisfy the general intent of the Zoning Code;*

Banks are listed as permitted uses in the GB zoning district. The drive-through facility requires the conditional use approval for site plan review

3. *The use and site will be compatible with general intent of the Comprehensive Plan;*

The Comprehensive Plan call for infill development over expansion in this Subarea. This has never been more true, as the City expands westward with the new Wal-Mart.

4. *The size and shape of the site are sufficient for the proposed use.*

The property at hand was intended for a branch bank. The improvements to the intersection of College Corner Pike, US 27, reduced the overall property area of the intended out lot. The building and its associated traffic circulation has been designed for the remaining lot, though application for relief from the Board of Zoning Appeals will be required for the location of the drive-through lanes.

5. *The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.*

The proposed bank will not be hazardous to its neighbors.

6. *The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.*

The operation of the proposed branch bank will not be detrimental to any person, property or the general welfare.

7. *The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.*

There is only one proposed use of the property. No incidental uses are proposed nor anticipated.

8. *The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal or adequate provisions will be made to provide the same services privately.*

All utilities are available at the proposed location. No special provisions are required.

9. *Development of the site and operation of the use will not require substantial public expenditure for infrastructure or services.*

No public expense is anticipated by this project.

10. *The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district*

The site and building is designed to reflect the materials and construction of the existing professional office building on the other portion of the site.

11. *The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.*

The site is designed to accommodate the traffic and potential stacking spaces.

12. *Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.*

There are no scenic or natural resources in this area

13. *All Necessary permits and licenses for the Conditional Use and its operation have been obtained or can be obtained for the use at the proposed location.*

All permits will be secured for the construction of this building.

Thank you for your consideration of this proposal. If you have any questions or need any additional information, please call.

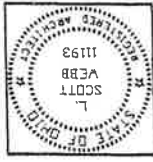
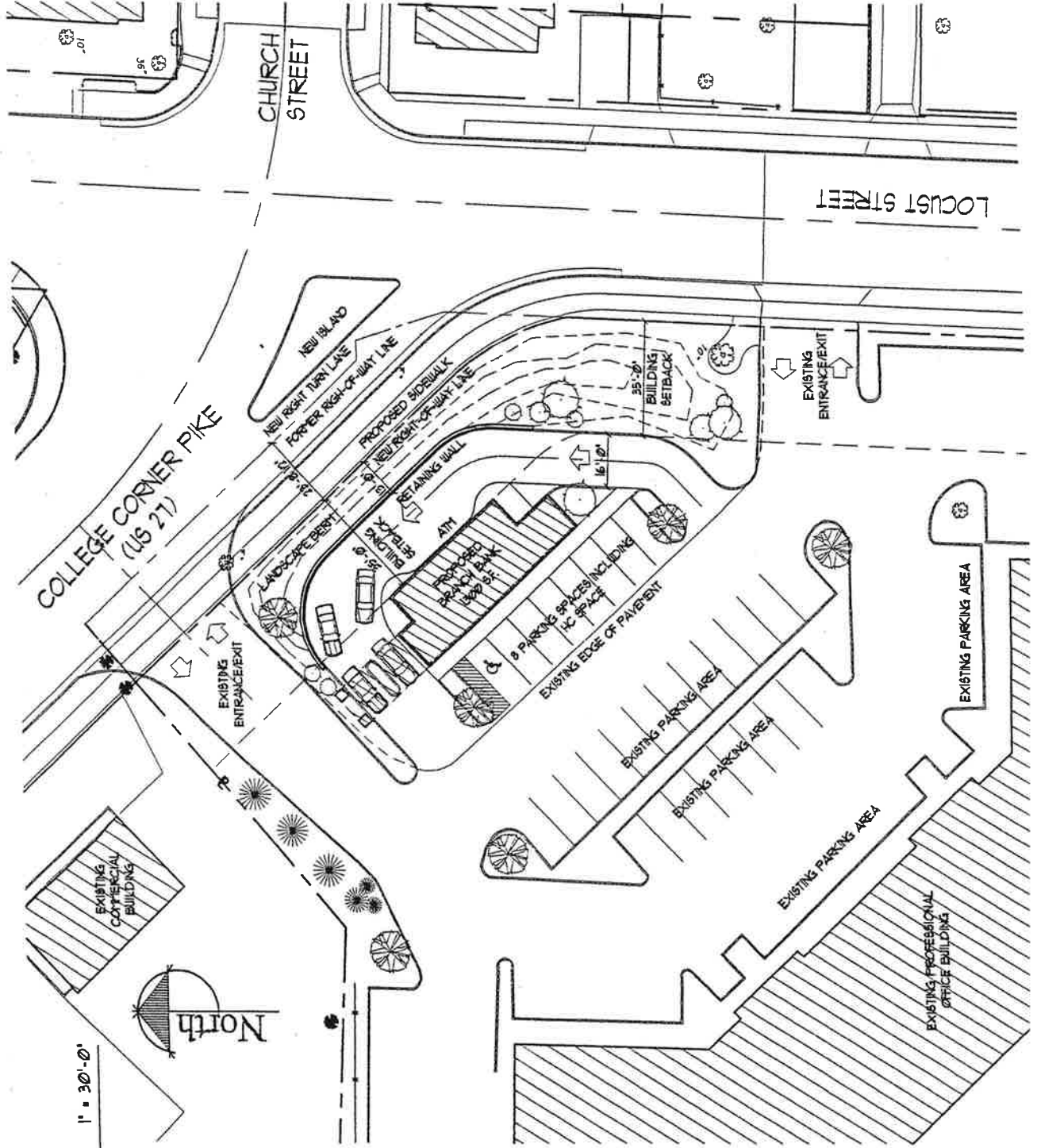
Respectfully,

A handwritten signature in black ink, appearing to read 'Scott Webb', is written over the word 'Respectfully'.

Scott Webb, Architect

SITE PLAN

1" = 30'-0"



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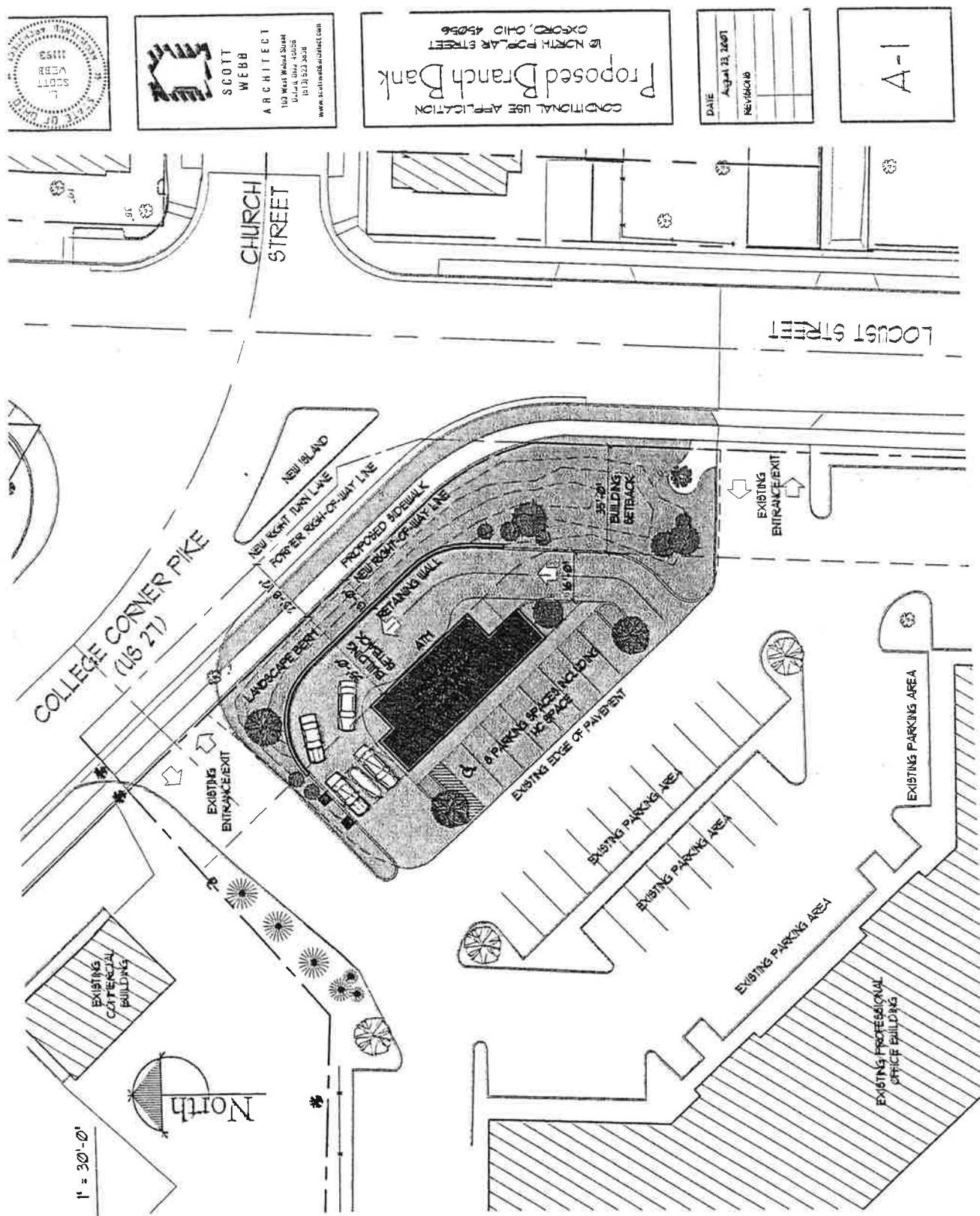
Proposed Branch Bank
 CONDITIONAL USE APPLICATION
 NORTH POPLAR STREET
 OXFORD, OHIO 45056

DATE	August 23, 2007
REVISIONS	

A-1

SITE PLAN

1" = 30'-0"

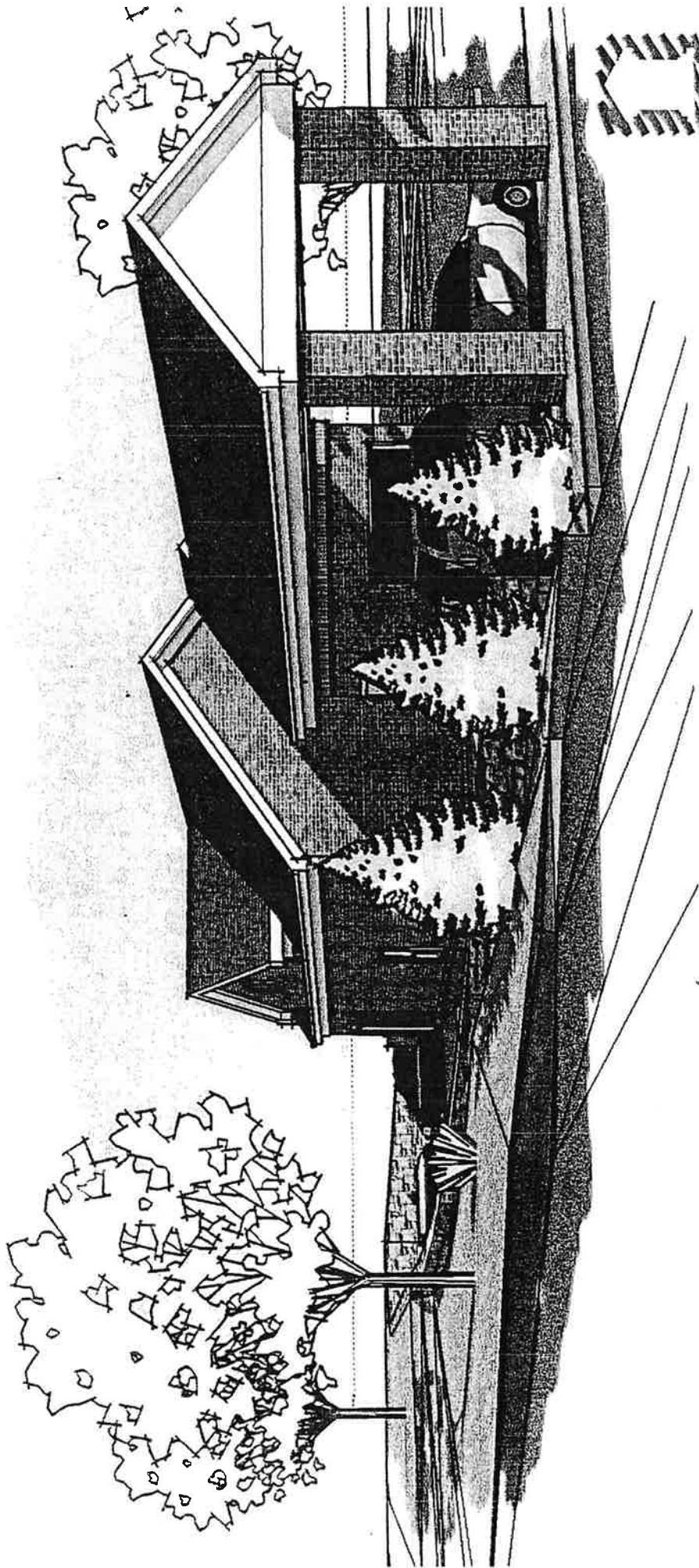


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Proposed Branch Bank
 CONDITIONAL USE APPLICATION
 12 NORTH POPULAR STREET
 OXFORD, OHIO 45056

DATE August 23, 2007
 REVISION

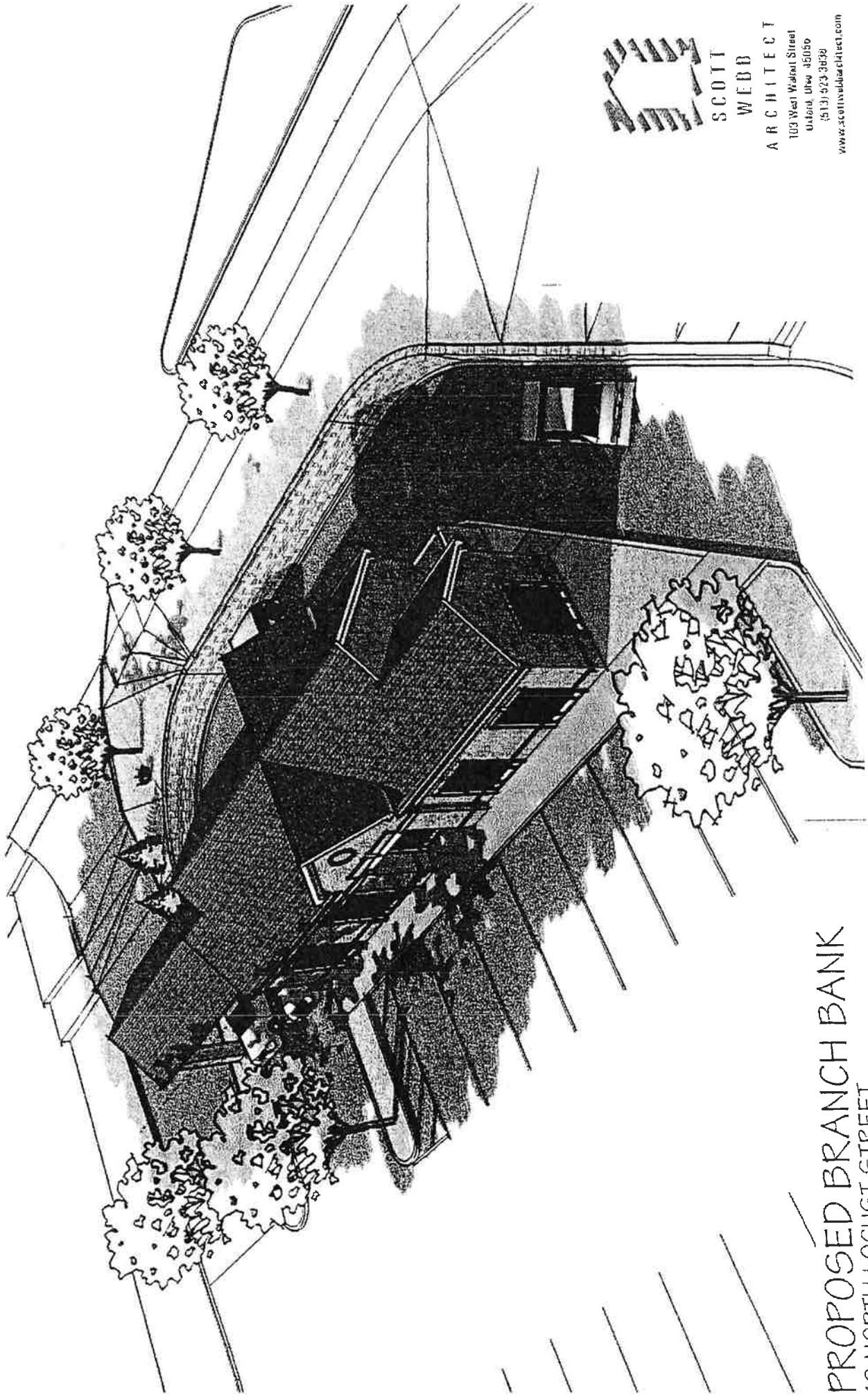
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PROPOSED BRANCH BANK
10 NORTH LOCUST STREET



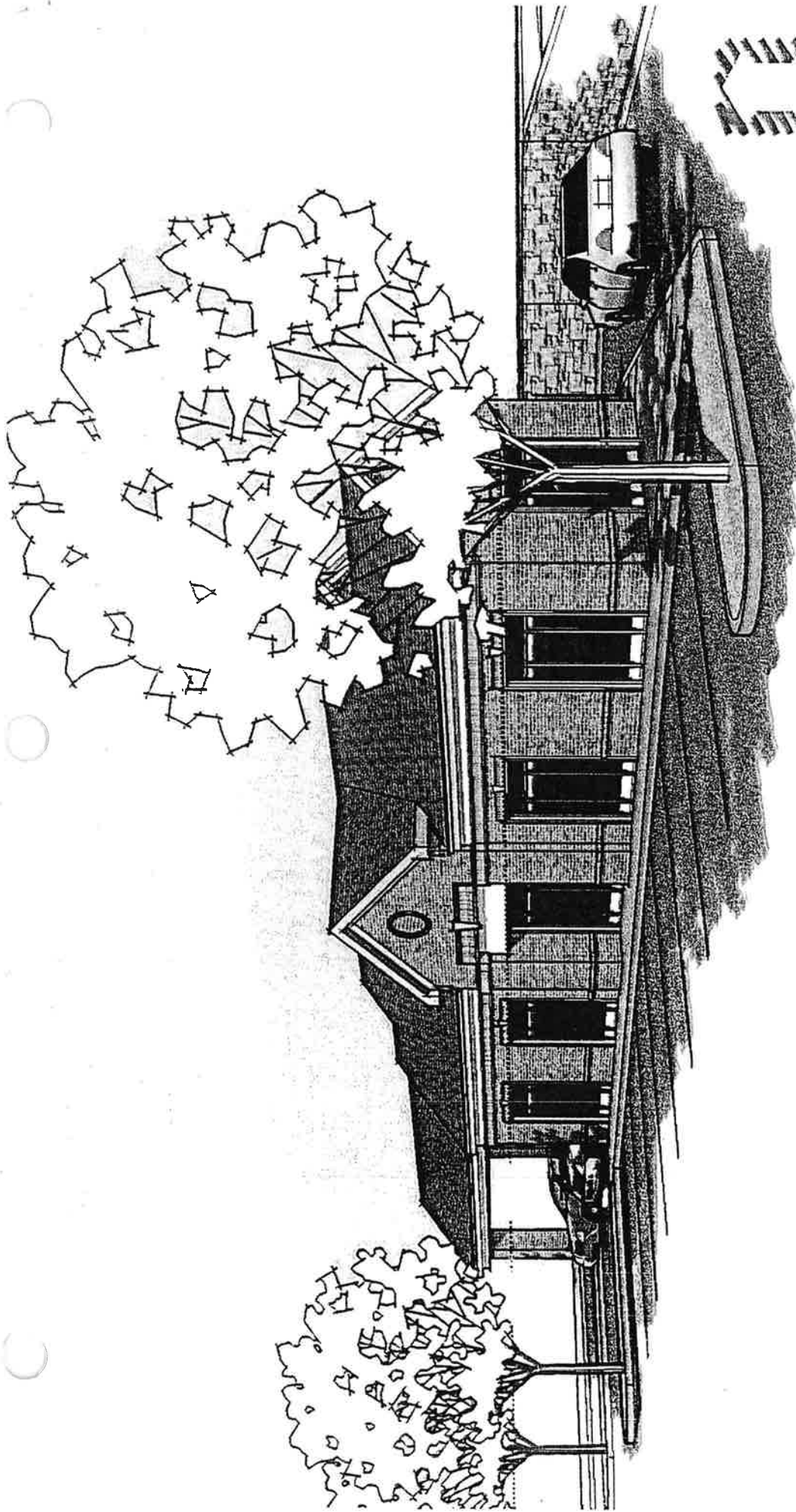
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PROPOSED BRANCH BANK
10 NORTH LOCUST STREET



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NORTH LOCUST STREET



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