



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Assistant City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	2/8/2021
COUNCIL MEETING DATE:	2/16/2021
AGENDA TITLE:	Grant Application to Clean Ohio for the Oxford Area Trail
BUDGETED AMOUNT:	\$500,000 (20% local match required)
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 2-12-21</i>

DISCUSSION:

We seek to apply for funding for Ohio Department of Natural Resources Clean Ohio Fund for \$500,000 as a matching grant to the OKI funding received for phase 3 and 4 for the Oxford Area Trail. These segments will be built concurrently in 2022.

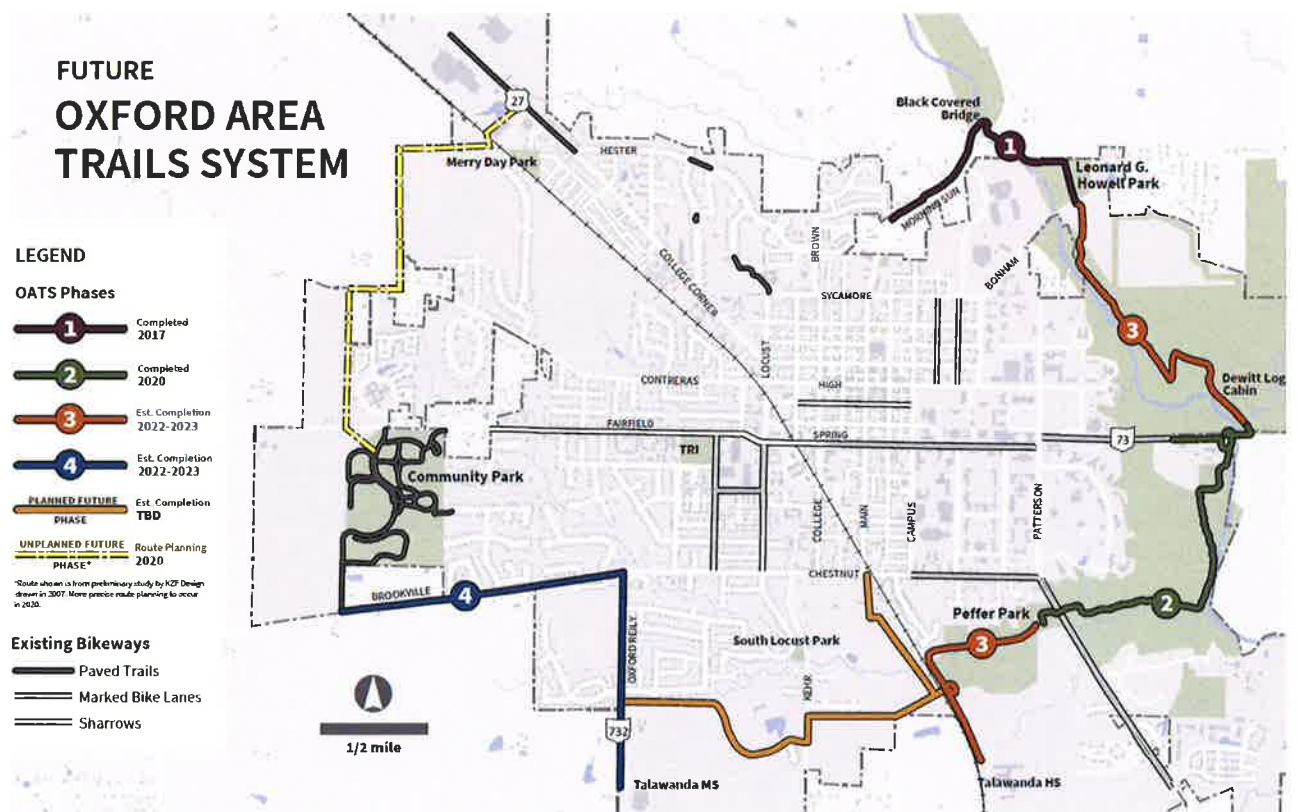
The OKI grants, CMAQ \$1,168,931 and TA \$750,000, require a heavy use of our tax levy and in order to stretch our levy as far as possible for our trail project, we need to explore additional grant sources. Using Clean Ohio as a match to OKI funding is an allowable action. Our connection to parks with both phases is also a strong scoring feature for this grant program.

Here is a summary of the costs and grants for phases 3 & 4 of the Oxford Area Trail:

Phases	Construction Cost	Grant Received	Levy Usage - Engineering & Design - Construction Match
Phase 3: Paved crushed stone from Bonham Rd. to SR 73 and Peffer to THS	\$1,558,575	\$1,168,931	\$678,933
Phase 4: TMS to OCP	\$2,731,539	\$750,000	\$2,381,280
Total	\$4,290,114	\$1,918,931	\$3,060,213

With the required local cost of engineering and design, and the current grant support for these segments, our local levy match is \$3,060,213 or 71% of the total project cost. By offsetting our local match with another grant, of \$500,000, we will bring our local match down to \$2,560,213 or 60% of the total project cost. Allowing more of our levy to be used for future segments.

This map shows the phases 3 & 4 proposed for this grant application:



The grant application is due March 15, 2021 and notifications of award will be made in fall 2021, and funds must be utilized in 2022.

RESOLUTION NO.

A RESOLUTION OF COUNCIL AUTHORIZING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION TO THE OHIO DEPARTMENT OF NATURAL RESOURCES REQUESTING FUNDING IN THE AMOUNT OF \$500,000.00 FROM THE CLEAN OHIO TRAILS FUND AS A MATCHING GRANT TO THE OKI FUNDING RECEIVED FOR PHASE III AND IV OF THE OXFORD AREA TRAIL AND AUTHORIZING THE CITY MANAGER TO UTILIZE FUNDS RAISED BY THE OATS PROPERTY TAX LEVY TO FUND A 20% LOCAL MATCH FOR THIS GRANT IF AWARDED.

WHEREAS, the citizens of Oxford approved a property tax levy that will generate funds over the next eight years to allow for the engineering, design and construction of the Oxford Area Trail System (OATS); and

WHEREAS, the Ohio Department of Natural Resources has a grant funding cycle through the Clean Ohio Trails Fund with an application deadline of March 15, 2021; and

WHEREAS, Oxford city staff seeks Council approval to apply for a grant as a matching grant to the OKI funding received for Phase III and IV of the Oxford Area Trail; and

WHEREAS, the City Manager and the Assistant City Manager recommend the City Manager be authorized to submit a grant application to the Ohio Department of Natural Resources requesting funding in the amount of \$500,000.00 from the Clean Ohio Trails Fund as a matching grant to the OKI funding received for Phase III and IV of the Oxford Area Trail; and

WHEREAS, the City Manager and the Assistant City Manager further recommend the City Manager be authorized to utilize funds raised by the OATS property tax levy to fund a 20% local match for this grant if awarded.

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

SECTION 1: Council supports applying for grant funds as a matching grant to the OKI funding received for Phase III and IV of the Oxford Area Trail.

SECTION 2: Should the grant be awarded to the City of Oxford, Oxford City Council agrees to obligate 20% of local matching funds raised by the OATS property tax levy.

SECTION 3: Council hereby accepts the recommendation of the City Manager and the Assistant City Manager and further authorizes the City Manager to submit a grant application to the Ohio Department of Natural Resources requesting funding in the amount of \$500,000.00 from the Clean Ohio Trails Fund as a matching grant to the OKI funding received for Phase III and IV of the Oxford Area Trail.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: MICHAEL SMITH
PREPARED BY: LAW (STAFF)



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STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Joe Newlin
DATE PREPARED:	2/11/2021
COUNCIL MEETING DATE:	2/16/2021
AGENDA TITLE:	Supplemental Budget Ordinance
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 2-12-21 / R 2/11/21

DISCUSSION:

Issue 1

To make adjustment to budget appropriations for the purchase of road salt

Action Needed:

Revenue Side

Expense Side

Street Fund (122)	75,000.00
Net Effect on Fund Balance/(s) Increase/(Decrease)	(75,000.00)
Total Net Effect on Fund Balance/(s) Increase/(Decrease)	(75,000.00)
Breakdown by Fund	

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO.3600 SUPPLEMENTAL BUDGET ORDINANCE NUMBER 2 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2021.

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

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

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

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

Street Fund 122	75,000.00
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SECTION 3: In all other respects, Ordinance No. 3600 shall remain in full force and effect.

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)



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STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	David Treleaven, Environmental Specialist
DATE PREPARED:	February 4, 2021
COUNCIL MEETING DATE:	February 16, 2021
AGENDA TITLE:	February 3, 2021 Environmental Commission (Virtual) Meeting Summary
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>MR 2-12-21</i> <i>MD 2/4/21</i>

This meeting was conducted virtually utilizing Zoom in accordance with Ohio House Bill 404 and the guidelines set forth by the Ohio Department of Health.

Environmental Commission members in attendance for the Wednesday, February 3, 2021 virtual meeting were: Chair, Mr. Jon Ralinovsky; Vice-Chair and City Council Representative, Ms. Chantel Raghu; Planning Commission Representative, Mr. Jason Bracken, Mr. Steven Elliott, and Mr. Justin Fain. A quorum was present. Also present for the virtual meeting were City of Oxford resident Mr. Ross Olson, and City of Hamilton resident, Mr. Alfred Hall.

Mr. Elliott moved for approval of the minutes from the January 6, 2021 Commission meeting; Mr. Bracken seconded. The minutes were unanimously approved as presented.

Mr. Bracken introduced the Environmental Commission's most recent member, Mr. Fain, to the Commissioners.

Discussion: Mr. Olsen and Mr. Hall provided an update for the potential development of a community garden and pollinator garden as an alternative use for a portion of Merry Day Park. City Council had instructed the Oxford Recreation Board (ORB) to consider the proposed development of the gardens. Mr. Olson is to make a presentation to the ORB



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during their next meeting, scheduled for Thursday, February 11th. Related to the potential gardens development, it was announced that Ms. Patricia Platt intended to step down as the lead coordinator for investigating Oxford's potential participation in Bee City USA (BCUSA). Mr. Fain and Mr. Olson have joined Mr. Bracken and Mr. Kiss in the evaluation of the BCUSA requirements, compiling a list of citizens and groups to contact to assist in meeting these requirements, and the determining potential for Oxford's participation in the BCUSA program.

The Earth Day Proclamation for 2021 was unanimously approved as presented. Staff informed the Commissioners that this year's Earth Day observation ("EarthFest") was scheduled for Saturday, April 24, 2021 in the Uptown Memorial Park (if public gatherings have been permitted by the State by that date). Staff has reserved a spot for the Environmental Commission at the Uptown event to distribute literature, take requests for changes in recycling services, and be present to answer questions from the public. Regardless if the COVID restrictions are still in place, the organizers of EarthFest (Miami University's chapter of the National Association for Environmental Professionals) are intending to incorporate a virtual component to EarthFest. The Arbor Day Proclamation for 2021 was unanimously approved as presented. Arbor Day is the last Friday in April, (the 23rd this year). Oxford typically plants a celebratory tree in recognition of the event. For the last two years, the planting has been a Burr Oak at the Oxford Community Park. Staff was instructed to forward both the Earth and Arbor Day Proclamations to City Council for their consideration.

Ms. Raghu informed the Commission that between the Cities of Silverton and Oxford, approximately 40 residents, one business and one fire house had contacted PRO Lighting and Solar LLC (PRO Lighting) for a cost estimate to install roof-mounted solar panels. Ms. Raghu indicated that Oxford locations made up approximately a quarter of that total. Ms. Raghu stated that the cost estimate for the installation of roof-mounted solar panels and the associated equipment for her residence totaled approximately \$11,000. The initial installations are tentatively planned to start in early March, and there is still the opportunity to participate. It is envisioned that there will be additional opportunities for the foreseeable future to have PRO Lighting provide a cost estimates and conduct subsequent installations.

Ms. Raghu reported that at a recent City Council meeting, the proposed South Forest Edge residential development (located east of Lake Forest Drive) was presented. Ms. Raghu noted that the tree preservation and protection legislation that the Commission had worked on last year was applicable to this project. Ms. Raghu was pleased the Commission's effort was resulting in replacement trees being planted for trees that were removed during development activities.



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The Miami University Institute for the Environment and Sustainability graduate student team undertaking a Professional Service Project (PSP) regarding Oxford's greenhouse gas (GHG) inventory had presented a preliminary status report at a meeting earlier in the day. The GHG inventory for Oxford's local government operations (LGO) had largely been completed. However, there were several pieces of data that require additional clarification to determine the final values that will be used in the inventory. The estimated LGO GHG emissions, utilizing 2019 values, was approximately 8,180 metric tonnes (MT) of carbon dioxide equivalent (CO₂e). The previous LGO GHG inventory (using 2018 values) had a total value of approximately 13,345 MT CO₂e. The difference in the total CO₂e values were largely due to the solid waste calculations. The volume of trash and fuel usage provided for the 2018 GHG inventory was for the entire City of Oxford; in the 2019 GHG inventory, only the trash and the associated transportation fuel for the collection and disposal of trash generated by City facilities were included. Also, in the earlier LGO GHG inventory, the emissions from Oxford's closed sanitary landfill were determined by a model from the USEPA. For the 2019 GHG inventory, the closed landfill's emissions estimate was based upon the monthly monitoring conducted by City Staff at the landfill's 23 passive gas vents. Based upon the most recent GHG inventory, it appears that the operation of both the water and waste water treatment plants account for approximately half of Oxford's 8,180 MT CO₂e, with the solid waste component contributing approximately a quarter of the total CO₂e amount. The PSP team intends to continue to review the requirements for a community-scale GHG inventory, and evaluate available data and/or methods to collect this data. The PSP team is to provide an update of their findings and recommendations for the community-scale data acquisition in a meeting in early March with Oxford's Climate Action Steering Committee. The Commissioners requested that Staff forward a copy of the PSP team's PowerPoint slide presentation from the preliminary status report meeting.

Staff informed the Commission that due to the forecasted emergence of the 17-year cicada during the upcoming spring-summer, Oxford intended to limit the planting of any new or replacement public trees during this spring's season. Typically, Oxford plants most of the new and replacement public trees during the fall planting season, so the anticipated reduction in spring plantings is not envisioned to affect the relative total number of public trees planted this year.

Staff updated the Commission on the January monthly emission monitoring of the landfill's 23 passive gas vents. This monitoring event continued to obtain measurements from both the top and the side of the vents. This will likely be the last time both locations are monitored. Evaluation of four months of data could not identify a correlating ratio between the two measured values for each vent. The only consistent trend was that the CO₂e emission values obtained from the side-mounted sample ports were greater than those from the top-of-



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casings. January's monitoring values were the highest observed to date. The average side-port monitoring values over the last four months is approximately 193.3 MT CO₂e per month. At this rate, the annual CO₂e emissions would be 2,320 MT CO₂e. This estimated annual emission volume is still less than the USEPA's model estimate of approximately 4,700 MT CO₂e

Staff provided a summary of the on-going residential food scraps drop-off program. Since the program started in April 2019 and through the end of January (96 weeks), approximately 66,460 pounds (33.2 tons) of food scraps have been collected for composting. This is approximately 692 pounds per week on average, with the program's expense coming to \$0.33 per pound. In January 2021, a total of approximately 2,800 pounds were collected, with a weekly average of approximately 700 pounds, and a program's expense of \$0.33 per pound.

Commissioners concluded discussions at 7:40 p.m. The next regularly scheduled monthly Commission meeting is to be a virtual meeting starting at 7:00 p.m. on March 3, 2021.



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STAFF REPORT

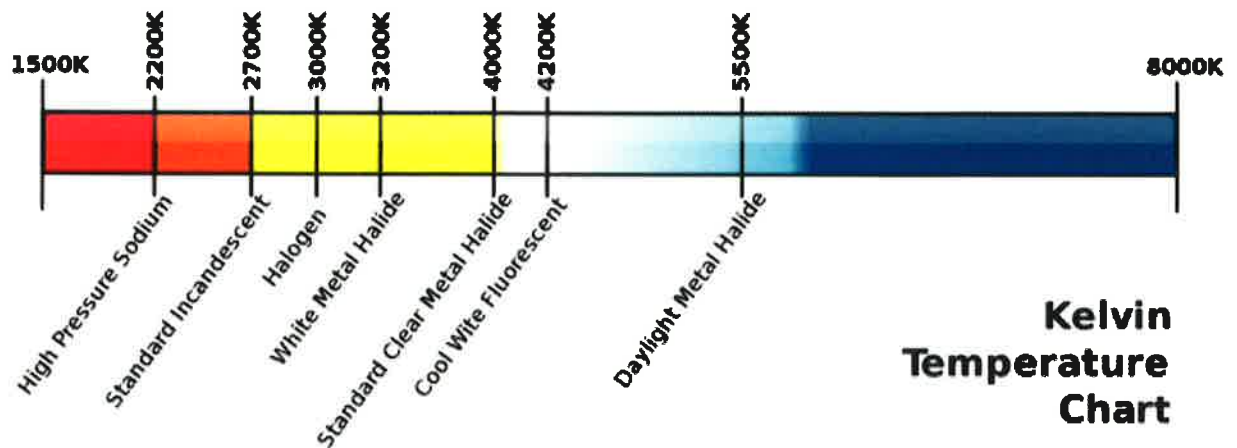
ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	February 4, 2021
COUNCIL MEETING DATE:	February 16, 2021
AGENDA TITLE:	Conversion of City Streetlighting to Light Emitting Diode (LED) Technology
BUDGETED AMOUNT:	\$350,000
ACCOUNT CODE:	141.720.63191
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 2-12-21</i> <i>MEB 2/11/21</i>

Discussion:

The 2021 Capital Improvement Budget includes an appropriation of \$350,000 for the conversion of street lighting fixtures from mercury vapor / metal halide technology to light emitting diode (LED) technology. Conversion to LED lighting offers the opportunity for significant energy savings, up to 75%, compared to conventional lighting. The City has been transitioning to LED lighting on all building renovation projects, parking lot projects, park lighting, and select building interiors. Significant projects have already been completed with LED lighting including Kay Rench Dr., Oxford Community Park parking lots, Uptown Parks lighting, and the Municipal Building's exterior lighting.

City Staff reviewed available lighting options in developing specifications for this project including the temperature (or warmth) of the lighting, lighting color impact on the environment including perceived light pollution and "dark-sky" issues, and the ability for shielding to be installed if necessary. Best management practices recommend a color temperature for lighting at 3,000 Kelvin (K) or lower (aka "warm white"). By comparison, bright white (aka "cool white") lighting is typically at 4,000 – 4,200 Kelvin. The chart below, Exhibit "A", shows the spectrum of light and associated Kelvin temperature (this chart should be viewed in color). City lighting projects have installed LED fixtures emitting light in the range of 2,700K to 3,000K.

Exhibit “A”



Duke Energy of Ohio is the service provider for electricity for the vast majority of the City of Oxford. Minor fringe areas of the City are served by Butler Rural Electric Cooperative. The City currently operates 607 street lighting fixtures maintained by Duke Energy. The City has obtained pricing from Duke Energy for the replacement of all 607 street lighting fixtures and converting them to LED lighting. The estimated cost for this conversion is \$324,450. The City would work to balance lighting demands with minimizing the potential for light pollution. Residents will notice a uniform color to lighting throughout the City (excluding lighting operated by Miami University) and a similar number of lumens from the fixtures.

Duke Energy is the owner of the utility poles from which street lights are attached. The rates offered by Duke Energy are regulated rates approved by the Public Utilities Commission of Ohio, therefore the City is not bidding this project. Staff did inquire if there are options to include some form of WiFi internet access with new LED light heads, but that option is not available.

The City may expect monthly energy savings of approximately 70-75% with LED modules vs. conventional lighting. Based on current estimates with all capital costs paid initially, the City may expect savings of \$8 per month per fixture. This project offers a relatively fast pay back of capital costs in only ~ **seven years** and will substantially reduce the carbon footprint of energy used for street lighting purposes. It is noted that the City's street lighting rate will still be subject to applicable taxes and rate riders as approved by Public Utilities Commission of Ohio.



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Once a project is approved by the City Council, it will take a few months for Duke Energy to conduct a thorough field audit of existing devices and complete the necessary design work for the new lighting's installation. Installation of devices will take approximately two months to complete.

It is Staff's recommendation that the City Council authorize the City Manager to enter into an agreement with Duke Energy of Ohio for the conversion of street lighting to LED technology at a cost not to exceed \$324,450.17. Staff is requesting a contingency in the amount of \$25,549.83 (7.3%), therefore the total amount not to exceed for this project is **\$350,000.00**.



RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH DUKE ENERGY OF OHIO FOR THE CONVERSION OF STREET LIGHTING TO LED TECHNOLOGY AT A COST OF \$324,450.17 PLUS A CONTINGENCY IN THE AMOUNT OF \$25,549.83 FOR A TOTAL COST NOT TO EXCEED \$350,000.00.

WHEREAS, the 2021 Capital Improvement Budget includes an appropriation of \$350,000.00 for the conversion of street lighting from mercury vapor / metal halide technology to light emitting diode (LED) technology; and

WHEREAS, the conversion to LED lighting offers the opportunity for significant energy savings (up to 75%) compared to conventional lighting; and

WHEREAS, capital costs will be paid back in approximately seven (7) years and this conversion will substantially reduce the carbon footprint of energy used for street lighting purposes; and

WHEREAS, the City Manager and the Service Director recommend Council authorize the City Manager to enter into an agreement with Duke Energy of Ohio for the conversion of street lighting to LED technology at a cost of \$324,450.17 plus a contingency in the amount of \$25,549.83 for a total cost not to exceed \$350,000.00.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and further authorizes the City Manager to enter into an agreement with Duke Energy of Ohio for the conversion of street lighting to LED technology at a cost of \$324,450.17 plus a contingency in the amount of \$25,549.83 for a total cost not to exceed \$350,000.00.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



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STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	February 8, 2021
COUNCIL MEETING DATE:	February 16, 2021
AGENDA TITLE:	Notice to Property Owners Declaring the Necessity to Improve Curbs, Gutters, & Sidewalks
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	DRE 2-12-21  2/8/21

Discussion:

As part of the City's capital improvement program for street resurfacing, Staff has identified properties with defective, missing, or sub-standard curb, gutter, sidewalks, and/or driveway aprons. Many of these deficiencies were identified as trip hazards and areas that contribute to lowering the expected lifespan of street improvements. Staff has already sent notices to property owners and informed them of the project and the need to repair defective sections of concrete. Staff also informed the owners that if the deficiencies were not corrected, the City would proceed to have the work done and charge the cost against the property. The City will follow the assessment process as defined in Ohio Revised Code Section 729. Staff has added 3 additional properties outside of the project limits to the listing based on public complaints or reports of persons injured while tripping over defective concrete areas.

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

Project	Total Est. Project Cost (Public)	Total Est. Costs to Property Owners
Street and Sidewalk Improvements	\$ 565,000	\$ 482,701



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By addressing the repairs at this time, the public investment in street resurfacing may be expected to retain its value for several additional years, eliminate significant hazards to pedestrians and cyclists, and improve the aesthetics of the community. It is Staff's recommendation that the City Council approve this Resolution so that the process to complete necessary repairs and improvements may begin. The City will serve notice to all property owners involved and they will have 30 days to make repairs from the date of service. Should a deadline extension be necessary, the City may extend the deadline to May 3, 2021. Should a property owner disagree with the City's order, they may appeal to the City Manager for a hearing on their property and the required improvements. A Resolution will then be required for the City to contract for the improvements. Once work is completed, a Resolution will need to be approved stating the total actual cost to each parcel owner, followed by an Ordinance levying special assessments to the parcels for the improvements.

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

RESOLUTION NO.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MAYOR

ADOPTED:

ATTEST

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

Curb, Gutter, Sidewalk, for 2021 Resurfacing

Address	Direct ion	Street Name	Property Owner	Parcel #	Lineal Ft Curb	Square Feet Sidewalk	Square Feet Sidewalk thru driveway	Square Ft Drive Apron	Square Ft Apron Remove Only	Estimated Cost
820		Melissa	Robert J & Jan K Doan	H4100121000025	60	0	0	60	0	\$ 3,480.00
816		Melissa	Claire Investments LLC	H4100121000024	100	0	0	36	0	\$ 4,968.00
814		Melissa	John Shih Hsiung Tung Revocable Trust	H4100121000023	100	0	0	50	0	\$ 5,150.00
810		Melissa	Teddy W Wong Jr	H4100121000022	95	0	0	24	0	\$ 4,587.00
806		Melissa	Bertha I Wespiser	H4100121000021	59	0	0	54	0	\$ 3,357.00
802		Melissa	Glenn M & Susan A Fleisher	H4100121000020	63	0	0	52	0	\$ 3,511.00
730		Melissa	Carl E Trusty TR Under Carl E Trusty Living TR	H4100121000019	95	0	0	66	0	\$ 5,133.00
724		Melissa	Mina J Trelek TR	H4100121000018	25	0	0	0	0	\$ 1,125.00
718		Melissa	Sandra & Sean Leventon	H4100121000017	65	0	0	75	0	\$ 3,900.00
714		Melissa	Brad D Reitz & Emily P Liechty	H4100121000016	55	0	0	86	0	\$ 3,593.00
710		Melissa	Helen M Griffin	H4100121000015	43	0	0	0	0	\$ 1,935.00
706		Melissa	Barbara W Reed	H4100121000014	44	0	0	0	0	\$ 1,980.00
702		Melissa	Margaret A Lewis	H4100121000013	20	0	0	80	0	\$ 1,940.00
614		Melissa	Christopher B & Janelle Rainey	H4100121000012	19	0	0	82	0	\$ 1,921.00
610		Melissa	Matthew Joseph & Hannah Elizabeth Morgan	H4100121000011	42	0	0	0	0	\$ 1,890.00
606		Melissa	James A & Dale L Robinson	H4100121000010	30	0	0	42	0	\$ 1,896.00
602		Melissa	Geraldine R Carleton TR	H4100121000009	38	0	0	0	0	\$ 1,710.00
558		Melissa	Martin Henry H Stevens	H4100118000105	51	0	0	86	0	\$ 3,413.00
554		Melissa	Pauline E & Charles R Zody	H4100118000104	25	92.5	30	0	0	\$ 2,410.00
550		Melissa	Mary E Dowler TR of the Mary E Dowler TR Rev Grantor TR	H4100118000042	20	25	0	0	0	\$ 1,150.00
546		Melissa	James L Brown	H4100118000041	30	50	0	0	0	\$ 1,850.00
542		Melissa	Jeffrey D Douglass	H4100118000040	35	0	15	62	0	\$ 2,561.00
538		Melissa	Rosemary M Pennington & Timothy R Bolda	H4100118000039	38	50	25	70	0	\$ 3,420.00
534		Melissa	Jooml Chung	H4100118000037	52	0	100	74	0	\$ 4,502.00
530		Melissa	Hobart M & Margaret L Smith	H4100118000036	32	0	0	0	0	\$ 1,440.00
414		Maxine	Robert W Becks	H4100118000035	61	25	0	0	0	\$ 2,995.00
501		Melissa	Karen L Shearer	H4100118000014	54	25	0	38	0	\$ 3,174.00
541		Melissa	Donald A & Lori A Gloeckner	H4100118000013	53	75	0	70	0	\$ 4,045.00
545		Melissa	Connie J Kramer	H4100118000012	31	60	105	0	0	\$ 3,255.00
549		Melissa	Langford C Hargraves	H4100118000011	40	0	25	74	0	\$ 3,062.00
553		Melissa	Herbert & Ellen A Jaeger	H4100118000010	15	325	0	68	0	\$ 4,809.00
557		Melissa	Jayne E Brownell	H4100118000009	15	25	90	40	0	\$ 2,525.00
561		Melissa	Daniel C Darkow	H4100118000008	38	100	125	83	0	\$ 5,289.00
603		Melissa	Jennifer L McLaughlin	H4100121000065	5	25	0	0	0	\$ 475.00
1200		Dana	Angela Curl & Dana Black	H4100121000037	42	0	0	0	0	\$ 1,890.00
613		Melissa	Vicky A Trostel TR UA June 30 2008	H4100121000036	18	25	20	0	0	\$ 1,300.00
699		Melissa	Morrison Rentals Oxford LLC	H4100121000035	46	100	75	96	0	\$ 5,218.00
705		Melissa	Charlotte Ruffin TR of the Charlotte Ruffin TR AG DTD11/1/08	H4100121000034	33	0	0	55	0	\$ 2,200.00
709		Melissa	James R Snyder	H4100121000033	55	125	25	0	0	\$ 4,025.00
713		Melissa	Darrell D & Janet R Hedric	H4100121000032	41	75	0	45	0	\$ 3,180.00
717		Melissa	Daniel Fred & Samantha Ann Diebel	H4100121000031	46	50	50	0	0	\$ 3,170.00
721		Melissa	Daniel & Elizabeth A Baker	H4100121000030	37	50	55	46	0	\$ 3,423.00
725		Melissa	Mark G & Venus Scholfield	H4100121000029	65	30	25	0	0	\$ 3,525.00
729		Melissa	Benjamin Paul & Lynne D Mattox	H4100121000028	74	75	0	0	0	\$ 4,080.00
803		Melissa	James J & Carolyn L Buckley	H4100121000027	71	25	0	0	0	\$ 3,445.00
813		Melissa	Ford Homes INC	H4100121000082	60	0	0	0	0	\$ 2,700.00
819		Melissa	Donald T Fernedling	H4100121000081	39	0	0	0	0	\$ 1,755.00

\$ 142,362.00

817	Melinda	Victoria M Agee TR	H4100121000083	80	0	0	0	0	\$ 3,600.00
815	Melinda	Brian S & Elissa A Martin	H4100121000084	51	0	0	190	0	\$ 4,765.00
813	Melinda	Michael J & Mary J Wenzel	H4100121000085	47	0	0	150	0	\$ 4,065.00
811	Melinda	Nora Ellen & William J Bowers	H4100121000052	37	0	0	0	0	\$ 1,665.00
809	Melinda	George S III Vascik & Charlene C York	H4100121000053	30	0	0	70	0	\$ 2,260.00
807	Melinda	Edna Carter Southard TR	H4100121000054	0	0	0	0	0	\$ -
803	Melinda	Stephen George & Heather Marie Hudak	H4100121000054	35	0	0	0	0	\$ 1,575.00
727	Melinda	Joshua & Laura Birkenhauer	H4100121000055	85	0	0	55	0	\$ 4,540.00
721	Melinda	Richard G Bruder	H4100121000056	80	0	0	56	0	\$ 4,328.00
717	Melinda	Maria H Garnett	H4100121000057	50	0	0	0	0	\$ 2,250.00
713	Melinda	Judith P Schiller	H4100121000058	0	0	0	0	0	\$ -
709	Melinda	Hobart Bolton	H4100121000059	38	0	0	0	0	\$ 1,710.00
705	Melinda	Lisa Elaine Armitage	H4100121000060	48	0	0	52	0	\$ 2,836.00
701	Melinda	Ian A & Kristin R Mansfield	H4100121000061	40	0	0	0	0	\$ 1,800.00
615	Melinda	Matthew S & Analicia J Wagers	H4100121000062	69	0	0	68	0	\$ 3,989.00
611	Melinda	Ann M Walmscott	H4100121000063	35	0	0	47	0	\$ 2,186.00
609	Melinda	James Thomas Pater	H4100121000064	22	0	0	0	0	\$ 990.00
608	Melinda	Violet M Suit	H4100121000038	55	25	0	110	0	\$ 4,155.00
610	Melinda	Ashley Keeton	H4100121000039	42	60	60	57	0	\$ 3,951.00
614	Melinda	Steven P Hricko	H4100121000040	12	0	0	0	0	\$ 540.00
704	Melinda	Jacob David Harrison & Christina L Schrodt	H4100121000041	0	50	0	0	0	\$ 500.00
708	Melinda	Phyllis N Mendenhall	H4100121000042	52	25	0	0	0	\$ 2,590.00
712	Melinda	William G Slover TR	H4100121000043	28	0	0	0	0	\$ 1,260.00
716	Melinda	Kenneth H Jr & Joanne C Bogard	H4100121000044	43	50	50	0	0	\$ 3,035.00
720	Melinda	Matthew D & Dolores A Franke	H4100121000045	100	110	125	92	0	\$ 8,296.00
724	Melinda	Jeffrey P Kimball CO-TR & Linda A Musmed Kimball CO-TR	H4100121000046	52	0	0	42	0	\$ 2,886.00
728	Melinda	Susan Thrasher	H4100121000047	66	0	0	48	0	\$ 3,594.00
804	Melinda	Joseph C & Deann E Wegwert	H4100121000048	17	0	0	0	0	\$ 765.00
808	Melinda	Barry J Zaslow	H4100121000049	151	150	0	65	0	\$ 9,140.00
818	Melinda	Judith A & Michael A Theodore	H4100121000026	110	25	0	58	0	\$ 5,954.00

\$ 89,225.00

100	W	High	Michael Simonds A TR of the Michael Simonds Rev Trust	H4100004000143	21	674	0	0	\$ 7,685.00
10	N	Beech	Rodbro Myers Wood LLC	H4100004000198	0	0	0	0	\$ -
101	W	Church	Terry & Katherine S Dudley	H4000008000264	64	298	0	100	\$ 7,560.00
29	N	Beech	Dan E Huss & Martha E TR	H4100007000026	15	50	0	0	\$ 1,175.00
15	N	Beech	Todd M & Monika L Spohn	H4100007000030	20	25	0	0	\$ 1,150.00
38	W	High	Myers Cameron LLC	H4000003000251	0	0	0	0	\$ -
100	W	Church	Clawson & Clawson Rentals LLC	H4100008000241	33	75	100	100	\$ 4,735.00
110	N	Beech	Clawson & Clawson Rentals LLC	H4100008000234	35	75	0	0	\$ 2,325.00
	N	Beech	GTE North INC	H4100008000233	11	155	0	0	\$ 2,045.00
120	N	Beech	William Phillips A TR ETAL	H4100008000232	5	165	0	0	\$ 1,875.00
123	N	Beech	D & B Family LTD PRT	H4100007000020	10	0	0	0	\$ 450.00
115	N	Beech	Dollar Investments LLC	H4100007000021	0	0	0	0	\$ -

32	W	Church	Sous Le Ciel Investments LLC	H400007000022 & H400007000025	21	0	0	0	57	\$	1,230.00
200	N	Beech	GSH Properties LLC	H4100008000227	25	275	25	90	0	\$	5,345.00
210	N	Beech	MPR II LLC	H4100008000226	0	325	0	0	0	\$	3,250.00
214	N	Beech	Gold Dust Properties LLC	H4000080000225	14	20	0	0	0	\$	830.00
216	N	Beech	OBW LLC	H4100008000224	56	225	0	0	90	\$	5,220.00
21	W	Vine	Rodbro and Myers Investments LLC	H4100007000013	0	0	0	0	0	\$	-
215	N	Beech	T H INC	H4100007000014	0	0	0	0	0	\$	-
211	N	Beech	T H INC	H4100007000015	15	0	0	0	0	\$	675.00
32	W	Withrow	GSH Properties LLC	H4100007000016	15	225	0	0	0	\$	2,925.00
100	W	Vine	Rodbro and Myers Investments LLC	H4000080000219	60	250	0	0	0	\$	5,200.00
304	N	Beech	CSE Leasing LLC	H4100008000218	35	145	0	0	0	\$	3,025.00
308	N	Beech	College Street Properties INC	H4000080000215	35	170	0	0	0	\$	3,275.00
310	N	Beech	Joan L Green	H4000080000214	30	200	0	0	0	\$	3,350.00
312	N	Beech	Kenneth A & Dorothy E Thacker	H4100008000213	51	211	0	0	0	\$	4,405.00
318	N	Beech	Joshua T Neiman TR ETAL	H4100008000212	55	0	0	186	0	\$	4,893.00
105	W	Sycamore	Oxford Miami Properties LLC	H4100008000251	55	150	0	0	0	\$	3,975.00
323	N	Beech	Rodbro and Myers Investments LLC	H4100007000001	0	0	0	0	0	\$	-
321	N	Beech	College Street Properties INC	H4100007000003	29	0	0	124	0	\$	2,917.00
317	N	Beech	Rangali Capital LLC & Tenet MSG I LLC	H4000070000004	48	177	0	84	0	\$	5,022.00
311	N	Beech	Mark Schlichter	H4100007000005	20	25	0	0	0	\$	1,150.00
309	N	Beech	Phinn Properties LP	H4100007000006	50	0	0	90	0	\$	3,420.00
307	N	Beech	Kaufman Miller Rentals LLC	H4000070000007	60	0	0	90	0	\$	3,870.00
32	W	Vine	10K Properties LLC	H4100007000008	50	25	25	92	0	\$	3,996.00

\$ 96,973.00

719	\$	Locust	Annabelle H Wiseman	H4100105000003	40	0	0	0	0	\$	1,800.00
324		Brookview	Heidi E Mallaley	H4100105000004	54	0	0	0	0	\$	2,430.00
318		Brookview	Roy E & Beverly A Curtis TRS	H4100105000005	30	0	0	0	0	\$	1,350.00
312		Brookview	Cory J Keeton	H4100105000006	42	0	0	0	0	\$	1,890.00
308		Brookview	Gayle L McCafferty of the Gayle L McCafferty Trust 3 7 94	H4100105000007	20	0	0	51	0	\$	1,563.00
300		Brookview	TRR Real Estate LLC	H4100105000008	0	0	0	0	0	\$	-
307		Brookview	Christopher Curtis & Lisa A Hendricks	H4100105000010	38	0	0	56	0	\$	2,438.00
311		Brookview	Myo T San & El P Lwin	H4100105000011	31	0	0	104	0	\$	2,747.00
317		Brookview	Community First Properties LLC	H4100105000012	30	0	0	94	0	\$	2,572.00
323		Brookview	David Ray Jones	H4100105000013	40	0	0	66	0	\$	2,658.00
805	\$	Locust	Joanne H Harper	H4100105000014	0	0	0	0	0	\$	-
718	\$	Locust	Morrison Rentals Oxford LLC	H4100122000046	0	0	0	0	0	\$	-
410		Brookview	Randall S & Julia J Wiseman	H4100122000047	13	0	25	0	0	\$	885.00
414		Brookview	Dennis L Brock	H4100122000048	0	0	25	0	0	\$	300.00
418		Brookview	Dale R & Deborah J Lacey CO-TRS	H4100122000049	5	50	0	0	0	\$	725.00
422		Brookview	Deborah S Baker	H4100122000050	25	0	100	46	0	\$	2,923.00
506		Brookview	Zishuo & Sun Na Cheng	H4100122000051	42	0	25	116	0	\$	3,698.00
512		Brookview	Morrison Rentals Oxford LLC	H4100122000052	10	0	0	42	0	\$	996.00
518		Brookview	Callista Enterprises LLC	H4100122000053	30	0	0	92	0	\$	2,546.00
717		McGuffey	Morrison Rentals Oxford LLC	H4100122000054	12	0	0	0	0	\$	540.00
600		Brookview	Beulah Mae Terry	H4100122000067	80	100	0	0	0	\$	4,600.00
604		Brookview	Garry & Sandra D Lawson	H4100122000068	70	100	0	72	0	\$	5,086.00
608		Brookview	Morrison Rentals Oxford LLC	H4100122000069	30	0	0	0	0	\$	1,350.00
612		Brookview	Stacey Renee Winn	H4100122000070	25	0	0	0	0	\$	1,125.00
616		Brookview	David Stork	H4100122000071	20	25	0	0	0	\$	1,150.00
620		Brookview	Sara L Christman	H4100122000072	18	25	0	0	0	\$	1,060.00
624		Brookview	Kelsey Leigh Snyder & John Michael Snyder Jorgenson	H4100122000073	51	50	25	46	0	\$	3,693.00
628		Brookview	Heine M Worthy	H4100122000074	60	0	0	46	0	\$	3,298.00
629		Brookview	Bethel A M E Church of Oxford	H4100122000075	24	75	0	0	0	\$	1,830.00
625		Brookview	Jerome U Conley	H4100122000076	56	0	25	70	0	\$	3,730.00
621		Brookview	Casey L Keen	H4100122000077	37	25	0	76	0	\$	2,903.00
617		Brookview	Steven R Frey	H4100122000078	27	75	0	0	0	\$	1,965.00
613		Brookview	Michael D & Leisa M Douglass	H4100122000079	30	75	50	75	0	\$	3,675.00
609		Brookview	James I Bowie ETAL	H4100122000080	26	0	0	0	0	\$	1,170.00
605		Brookview	Lynn Bradford Alan Stafford	H4100122000081	80	0	25	40	0	\$	4,420.00
601		Brookview	Angela L Renninger	H4100122000082	10	0	0	0	0	\$	450.00
801		McGuffey	TRR Real Estate LLC	H4100122000037	59	30	35	42	0	\$	3,921.00
517		Brookview	Tim Myers Rentals LLC	H4000122000038	50	50	0	48	0	\$	3,374.00
513		Brookview	Errol A & Nancy Gundler TR	H4100122000039	17	20	0	0	0	\$	965.00
505		Brookview	James R & Heather M Barger	H4100122000040	49	110	0	0	0	\$	3,305.00
423		Brookview	Redskin LTD	H4100122000041	79	0	50	114	0	\$	5,637.00
419		Brookview	Daniel Lee & Denise L Zimmerman	H4000122000042	40	0	85	54	0	\$	3,522.00
415		Brookview	Carl B & Andrea P Benson	H4000122000043	17	0	0	30	0	\$	1,155.00
411		Brookview	Kathleen E Morrill	H4100122000044	36	50	25	96	0	\$	3,668.00
802	\$	Locust	TRR Real Estate LLC	H4100122000045	10	45	0	0	0	\$	900.00

\$ 100,013.00

650		McGuffey	JY Homes LLC	H4000122000106	32	200	0	0	0	\$	3,440.00
606		Brill	D & B Family LTD PRT	H4100122000107	55	50	50	72	0	\$	4,511.00
616		Brill	UGM LLC	H4000122000108	66	75	0	34	0	\$	4,162.00
620		Brill	UGM LLC	H4100122000109	68	75	0	16	0	\$	4,018.00
626		Brill	D & B Family LTD PRT	H4100122000110	76	25	25	0	0	\$	3,970.00
649		Erin	D & B Family LTD PRT	H4100122000111	66	50	0	0	0	\$	3,470.00
631		Brill	Shelley Ratliff TR of Marcum Keystone ING TR	H4100122000112	50	25	0	0	0	\$	2,500.00
627		Brill	Juanita Franklin	H4000122000113	70	75	50	52	0	\$	5,176.00
625		Brill	Alan R & Rachel C Mehl	H4100122000114	70	50	0	0	0	\$	3,650.00
623		Brill	Juaneta J Stout TR UA DTD 1 6 11	H4100122000115	0	0	0	0	0	\$	-
619		Brill	Lucas J Hankins ETAL	H4100122000116	48	25	0	0	0	\$	2,410.00
615		Brill	David J & Susan M Stiles	H4100122000117	46	0	0	0	0	\$	2,070.00
611		Brill	Perkins Realty LLC	H4100122000118	60	0	50	62	0	\$	4,106.00
607		Brill	Roy E & Beverly A Curtis TRS	H4100122000119	34	0	0	0	0	\$	1,530.00
700		McGuffey	Matthew D & Dolores A Franke	H4100122000120	20	25	0	0	0	\$	1,150.00

\$ 46,163.00

\$ 482,701.00

Address	Direct ion	Street Name	Property Owner	Parcel #	Linear Ft Curb	Square Feet Sidewalk	Square Feet Sidewalk thru Alley	Square Ft Alley Apron	Square Ft Apron Remove Only	Estimated Cost
610		Melissa	Curb at Catch Basin		8	0	0	0	0	\$ 360.00
820		Melissa	Curb at ADA Handicap Ramp		8	0	0	0	0	\$ 360.00
411		Brookview	Curb at Catch Basin		12	0	0	0	0	\$ 540.00
110	N	Beech	Alley Apron		17	0	75	0	0	\$ 1,665.00
115	N	Beech	Alley Apron		20	0	75	60	0	\$ 2,580.00
215	N	Beech	Alley Apron		21	0	80	140	0	\$ 3,725.00
308	N	Beech	Alley Apron		22	0	50	144	0	\$ 3,462.00
										\$ 12,692.00

COMPLAINT PROPERTIES

Address	Direct ion	Street Name	Property Owner	Parcel #	Linear Ft Curb	Square Feet Sidewalk	Square Feet Sidewalk thru Alley	Square Ft Alley Apron	Square Ft Apron Remove Only	Estimated Cost
321	N	Elm	Quin or Erika Fulton (Also sent to resident: Merle Arnold)	H4100008000133	31	50	0	0	0	\$ 1,895.00
214	W	Church	Mile Square Preservation LLC	H4100008000263	30	0	0	0	0	\$ 1,350.00
216	W	Church	Redhawk Rental Properties LLC	H4000008000103	0	175	0	0	0	\$ 1,750.00
										\$ 4,995.00
TOTALS:					7158	7672.5	2100	5786	227	\$ 500,388.00

CRITERIA FOR REPAIRING SIDEWALK, CURBING, AND DRIVEWAY APRONS

The objectives for the repair of sidewalks, curb, gutter and driveway aprons are as follows: pedestrian safety, proper drainage, coordination with other City of Oxford street projects, and maintaining property values.

The following three sections indicate the check-list for the determination of replacement for sidewalks, curb, gutter and driveway aprons.

Sidewalks

1. Any block having a crack or cracks in it more than one quarter (1/4) inch wide.
2. Adjoining blocks or portions thereof whose edges differ vertically by more than one quarter (1/4) of an inch.
3. Blocks that have holes in them one (1) inch or more in diameter or are cracked or broken in such a manner that pieces of concrete are missing or loose.
4. Blocks having depressions, reverse cross slope (sloping away from the street), or below back of curb grade causing the collection of mud or water.
5. Sidewalk that has a twenty-five (25) percent or larger area that is generally deteriorated as evident by spalling, raveling, or irregular surfaces.
6. Blocks which cause an abrupt change in the slope of the sidewalk.
7. Sidewalks that have settled due to utility installation or replacement.

Curb and Gutter

1. Any section that has horizontal cracks or cracks causing spalling or breaking away of the curb section.
2. Any section having vertical cracks.
3. Adjoining sections or portions whose edges differ vertically by more than one half (1/2) inch.
4. Any section in which the concrete has deteriorated leaving aggregate exposed.
5. Sections where the gutter collects water.
6. Any section having material (asphalt, concrete, mortar, etc.) added to the gutter so as to impede normal flow.
7. Sections that cause an abrupt change in slope.

Driveway Aprons

1. Driveway apron sections having cracks in it more than one half (1/2) inch wide.

2. Driveway apron sections that differ vertically by more than one half (1/2) inch above or below the sidewalk.
3. Driveway apron sections that are cracked or broken in such a manner that pieces of concrete are missing or loose.
4. Driveway aprons that are dipped across the sidewalk in such a manner that creates an abrupt change of grade in the sidewalk.
5. Abandoned driveway aprons shall be removed and replaced with curb, gutter and sidewalk.
6. Contractors shall be responsible to obtain all necessary permits.
7. All work in the ROW will require a preliminary and final inspection by City staff.

Permits

The following permits must be obtained prior to starting construction on any segment of curb, gutter, or sidewalk:

- Curb, Gutter , and Sidewalk Permit
- Street Cut Permit
- Right of Way Permit, if applicable

Permits are issued by the Community Development Department. A fee may apply.

Workmanship

All work shall be performed in accordance with this CGS Specification Manual. Work that does not conform to the Manual is considered defective and must be removed and replaced.

Inspections

The Contractor must call the Community Development Department, Division of Building and Housing, at 513/524-5209 to schedule an inspection. Inspections include, but are not limited to, forms prior to pouring concrete, placed concrete, and site restoration.



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENTS:	Community Development & Service (Staff Report #2)
PREPARED BY:	Sam Perry and Michael B. Dreisbach
DATE PREPARED:	February 11, 2021
COUNCIL MEETING DATE:	February 16, 2021
AGENDA TITLE:	PC-2020-16, PRELIMINARY PLANNED DEVELOPMENT, 1986 Lake Forest Drive, 12.63 acres, in an R-2A District, for a residential planned development, 36 detached single-family condominiums, Scott Webb Architect, Applicant, Agent
CITY MANAGER/DEPT HEADS RECOMMENDATION: TABLE FOR 6 MONTHS	<i>DRE 2-12-21</i>

Summary:

Following the February 2, 2021 City Council discussion, Staff researched the history of the traffic study that authorized the Lake Forest Drive / U.S. 27 intersection. Staff is recommending that City Council table (for a maximum of 6 months) the January 12, 2021 Planning Commission recommendation based upon the following excerpts from Oxford Zoning Code Planned Development General Decision Standards, Code Section 1145.06(b):

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

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

A determination on the status of the above criteria cannot be determined at this time. There is insufficient information at this time for City Council to make an informed decision serving the public interest. Any additional information received from the applicant after the writing of this report will require staff review prior to Council decision.

Background:

- 2017: Ohio Department of Transportation Traffic Study approved
 - Developer showed 206 dwelling units within the overall land area
 - No phasing plan was shown
- 2020: Intersection built and road accepted





The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

- November 30, 2020: Lake Forest Condos submitted for review
 - Developer chose to start the phasing of the development adjacent to the new intersection
- January 12, 2021: Planning Commission review/recommendation of Lake Forest Condos with conditions
- February 2, 2021: City Council review of recommendation
 - Question of potential for intersection improvements raised
- February 3-10, 2021: Staff follow-up
 - City Engineer review
 - 36 dwelling units on current proposal
 - 21 dwelling units on secondary proposal (not yet reviewed by Council)
 - 149 additional dwelling units allowed in land area until new traffic study required
 - Community Development Director correspondence with developer via applicant
 - Owner unwilling/unable to provide additional information requested regarding future phases of build-out:
 - Potential impact on intersection capacity or future necessary improvements
 - Potential impact of intersection changes on submitted design for Lake Forest Condos
 - Unwilling/unable to self-restrict remaining land to 149 dwelling units
 - Requests action by City Council



Memo

Service Department
Engineering Division
513/524-5208

TO: Douglas R. Elliott, Jr.
City Manager

FROM: Scott Otto, P.E.
City Engineer *SAO*

RE: Lake Forest Drive Residential Development
Traffic Impact Study

DATE: February 9, 2021

A Traffic Impact Study (TIS) for Southpointe Residential Development was completed in December 2017 for the new roadway that is now known as Lake Forest Drive. The location of the intersection of the proposed roadway with US 27 is located partially outside of City of Oxford corporation limits therefore the consultant who completed the study, Bayer Becker, coordinated with the Ohio Department of Transportation (ODOT) to establish the parameters of the study. The TIS included peak hour traffic counts of the existing conditions at the time of the study and analysis of the projected build out of the land served by the proposed roadway, including projected traffic in the year 2039. The TIS was based on a projected development of 116 Single Family Dwelling Units (DU's) and 90 Senior Adult Housing DU's for a total of 206 DU's. Per the requirements of ODOT, a Level Of Service (LOS) analysis of the proposed intersection with US 27 was performed for the peak hour existing and build out conditions.

Based on the analysis contained in the TIS, the recommended and now constructed road improvements to accommodate the year 2039 build out were as follows:

- Construct the proposed roadway
- Provide a 175' southbound left-turn storage lane on US 27
- Provide one (1) eastbound lane for ingressing traffic
- Provide one (1) westbound lane for egressing traffic
- Install a stop sign traffic control device in the westbound new roadway approach to the intersection

The two recently proposed developments off Lake Forest Drive will have a total of 57 DU's, well below the projected full build out of 206 DU's. The road improvements already constructed are sufficient to accommodate these two developments according to this TIS. Any future development after what has already been presented can have up to at least 149 DU's and remain at or under the 206 DU's used for the TIS. If proposed development of over 149 DU's is presented in the future, an additional TIS should be considered.

ORDINANCE NO.

AN ORDINANCE ACCEPTING THE RECOMMENDATION OF THE PLANNING COMMISSION AND APPROVING THE PRELIMINARY PLANNED DEVELOPMENT APPLICATION FOR LAKE FOREST PHASE ONE (US 27 & LAKE FOREST DRIVE) WITH CONDITIONS.

WHEREAS, Council hereby finds the Planning Commission held a public hearing on January 12, 2021 in accordance with Chapter 1145 of the Codified Ordinances of the City of Oxford, on the application of Scott Webb, Architect, for a Preliminary Planned Development for Lake Forest Phase One (US 27 & Lake Forest Drive) consisting of 12.63 acres with 36 detached dwelling units; and

WHEREAS, the Planning Commission, after due deliberation found the application satisfied the basic code requirements in Chapter 1145 of the Codified Ordinances of the City of Oxford, and recommended approval of the Preliminary Planned Development application for Lake Forest Phase One (US 27 & Lake Forest Drive) with conditions.

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

SECTION 1: Council hereby accepts the recommendation of the Planning Commission and further approves the Preliminary Planned Development application for Lake Forest Phase One (US 27 & Lake Forest Drive) with the following conditions:

1. The building height shall be regulated per the underlying zoning district.
2. A variety of dwelling unit types/sizes, to include varying numbers of bedrooms per unit, shall be accommodated.
3. A Landscaping Plan which includes details on tree species, size/caliper inches and locations, as well as berm/mounding heights, shall be reviewed and approved as part of the Final Planned Development. Street trees shall be provided along Lake Forest Drive.
4. Appropriate lighting shall be provided along all proposed private streets, as well as along the Lake Forest Drive frontage including at the intersection with US 27. Lighting details shall be reviewed and approved as part of the Final Planned Development.
5. Sidewalks or bike paths shall be constructed the entire length of frontages along Lake Forest Drive, and shall also result in an uninterrupted pedestrian connection to The Annex development located to the north. The US 27 stretch shall be accompanied by additional right-of-way dedication consistent with the Oxford Thoroughfare Plan, per staff's discretion.
6. An active recreational amenity and additional landscaping shall be provided in the central green space, the details of which shall be reviewed and approved as part of the Final Planned Development.
7. A professionally qualified geotechnical engineer shall perform on-site investigation(s) as deemed necessary by staff to determine the suitability of existing soil and ground conditions for proposed water quality and/or storage functions. If conditions are found unsuitable, additional measures or management practices shall be outlined by the engineer and followed by the developer to mitigate the conditions.

8. Financial security/bonding of improvements shall be determined during or after the Final Planned Development review. The Final Planned Development shall be reviewed and approved prior to approval of construction drawings, bonds, or the signing of an Easement Plat.
9. Building architecture shall generally conform to the style depicted in Rendering A-1 (dated November 30, 2020). Architectural aspects may be further considered and refined as part of the Final Planned Development, including a design for the proposed caretakers shed.
10. The Planning Commission may review utility details (such as those for electric, gas, mail delivery, garbage collection, etc.) as part of the Final Planned Development, including proposed accommodations, accessibility, screening, or other characteristics as may be applicable.
11. The HOA agreement shall be reviewed by City staff and the City Law Director.
12. Right-of-way shall be dedicated for the triangular sliver of land between Lake Forest Drive and Magnolia Drive for potential future transportation connectivity.

SECTION 2: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

Case No:
PC-2020-16



Meeting Date:
January 12, 2021

STAFF REPORT

Community Development | Planning Commission

APPLICATION DETAILS

Applicant	Scott Webb Architect
Location	Lake Forest Drive (west side) – Parcel ID H4100143000006
Owner	4 Leaf Development LLC
Action Request	Preliminary Planned Development (PD)
Current Use	Vacant Land
Current Zoning	R-2A Single- and Two-Family Residential District
Lot Size	11.92 acres
Surrounding Land Uses	Single-Family Residential to the north and across US 27 to west; Vacant land across Lake Forest Drive to south and east
Staff Recommendation	Table, pending additional details and design alterations

PROPOSAL SUMMARY

On behalf of the property owner, Scott Webb Architect is requesting a Preliminary Planned Development (PD) on a 12-acre site located to the north and west of Lake Forest Drive, a new street recently constructed by the City with TIF funds. The subject site is also bound by US 27 to the west and Lick Run to the north. Lake Forest Drive currently connects US 27 to Southpointe Parkway, thus linking up with The Annex and Level27 student housing developments and forming a loop back to US 27.

The developer proposes to construct 36 detached single-family condominium units, resulting in a gross density of a little over 3 dwelling units per acre. Although the submitted site plan shows individual lot lines, the applicant specifies these are to be “virtual” – thus residents will own the individual units, but the space around them will be held in common and maintained by a homeowners association (HOA). As such, this application is being processed as a Planned Development and not as a Subdivision. It is likely this development will be set up in a manner similar to Vereker Farms, a condominium unit community located in town on Fairfield Road, which the applicant references in his letter.

PUBLIC COMMENTS

Public notices were mailed to surrounding property owners and a sign was posted at the front of the property. The notice specifically addressed possible changes to the date, location and format of the meeting due to the COVID-19 pandemic, including the possibility of a video conference and/or teleconference format. No public comments have been received as of the writing of this report.

DEPARTMENT COMMENTS

Below are comments from City departments:

Department	Respondent	Response
Economic Development	Jessica Greene, Assistant City Manager	Returned with Comments
<i>The growth of single family residential housing and resident attraction is an economic development goal for the City of Oxford. Their proposed target audience of empty nesters, first time home buyer and faculty, is what we are trying to attract. I support this project as presented and have no major concerns at this time.</i>		
Engineering	Scott Otto, City Engineer	Returned with Comments
• <i>The proposed development has no sidewalk shown along Oxford-Millville Rd. or Lake Forest Drive. As shown, pedestrians are provided sidewalks within the development but no pedestrian facilities are provided for connection to other areas of the city.</i> • <i>The distance between Oxford-Millville Rd. and the first proposed stub street should be maximized in order to allow for sight distance and potential intersection improvements required with increased development of Lake Forest Drive.</i> • <i>Proximity to existing creek, slope steepness/stability, and drainage concerns for proposed buildings 12 thru 18, 22, 26, 27, 28.</i> • <i>In order for the proposed development to have sanitary sewer, a new sanitary sewer trunk line will need to be installed from the development to the Wastewater Treatment Plant.</i>		
Fire	John Detherage, Fire Chief	Returned without Comments
Police	John Jones, Police Chief	Returned with Comments
<i>Is street lighting required or do they show it in their proposal? I'm not able to tell. I just want to make sure it's provided. Since it is on the very edge of the city, our patrols may not be as frequent and the surrounding areas will be dark. I would just advocate for lighting for safety and security reasons. The city continues to grow on the edges which stretches our resources more than infill would. However our resources remain the same. Thus the more crime prevention by environmental design the better.</i>		

SITE HISTORY

The site has been involved in numerous past applications and approvals by entities including the City of Oxford, as well as Butler County prior to annexation. A summary of relevant case history is provided below:

- **16 Dec 2004, Preliminary PUD Approval:** Butler County Commissioners approve application from 4-Leaf Development LLC to rezone approximately 174 acres of land from A-1 to B-PUD & R-PUD, by Res. 04-12-3188. A few notable requirements included a boulevard connector road, density cap of 12 du/ac, screening/mounding to block view of the PUD from US 27 and adjoining properties, and a minimum 50-foot wide perimeter buffer. Originally the area was planned as a combination of residential and office "tech park" uses.
- **23 May 2006, Development Agreement:** City of Oxford enters into a Development Agreement with 4-Leaf Development LLC and OXOI Ltd. The agreement provided that the property would be zoned consistent with the prior-approved PUD.
- **7 Aug 2007, Annexation & Zoning Map Amendment:** City Council accepts annexation petition by Ord. No. 2965 and rezones PUD property to Oxford zoning classifications OI, R3,

R1A, and R2A by Ord. No. 2966. These zoning classifications were found to most closely align with the PUD previously approved by the County. The Planning Commission minutes and staff report at the time reflected staff's position that all areas rezoned to City zoning classifications should have a PUD overlay; however, the official adopted Ordinance did not give any mention to a PUD being retained.

COMMENTARY

Staff comments on site conditions and a number of key development aspects are provided below:

- **Density:** With **36** total units proposed, the resulting gross density is **3.02 du/ac** ($36 \div 11.92$ acres). The underlying R-2A zone has a minimum single-family lot size of 6,000 sq ft, which equates to **7.26 du/ac** ($43,560 \text{ sq ft} \div 6,000 \text{ sq ft}$). If the site were developed as a single-family subdivision under the normal by-right density restrictions, it is estimated the site could accommodate approximately **73** dwelling units, when accounting for some area (15%) devoted to infrastructure. The Planned Development process allows for a density bonus of up to 10% above the underlying zone, which would bring the maximum possible total to around **80** units. With this particular proposal, the applicant has chosen to utilize approximately half of their density rights.
- **Dwellings:** The applicant has submitted a rendering showcasing the character of housing products anticipated for this development. Building footprints shown on the plan are only conceptual, since exact layouts still have yet to be determined. Units are proposed to be 1 to 1 ½ stories tall, 2-3 bedrooms, and each having a 2-car front-loaded garage. The underlying R-2A zone has a maximum height restriction of 35 feet – the housing products displayed would likely easily comply with this restriction. To ensure proper administration of zoning standards at the time of Building Permit review, staff recommends a condition (#1) specifying that building height shall be regulated per the underlying zoning district. Furthermore, *Section 1145.01(a)(1)(C)* specifies one of the goals of a Planned Development is to facilitate the construction of a variety of dwelling types in fulfilling the broader community goal for more affordable and diverse housing. While no floor plans have been submitted at this point, based on the information available it appears the resulting unit character will be somewhat homogenous. Staff recommends a condition (#2) that the development accommodate a variety of dwelling unit layouts/sizes based on number of bedrooms.
- **Landscaping/Screening:** The private streets internal to the development are shown to have street trees, which should enhance the atmosphere for residents and visitors. The applicant also proposes a landscaped berm/mound against the back sides of units facing Lake Forest Drive and US 27, to help screen/shield the units from the roadway. In both locations, the berms are proposed to fall within the minimum 25-foot perimeter setback required for a Planned Development. Details are not yet known on the numbers and species of trees to be planted (i.e. a detailed Landscaping Plan). In addition, no street trees are currently proposed along Lake Forest Drive, though staff believes such should be provided. Along US 27, a landscaped buffer is likely sufficient (no street trees). Staff's opinion is that precise landscaping details can be considered for approval during the Final Planned Development stage, and recommends a condition (#3) to this effect.
- **Lighting:** Street lighting details are not yet provided at this stage. The applicant has expressed that street lights are anticipated. A residential subdivision would normally require a street light to be installed every 400 feet, as well as within 50 feet of every intersection and at the end of every dead-end or cul-de-sac. While this proposal isn't technically a subdivision, the resulting development character is reminiscent of one, thus staff believes lighting should be provided along all streets and recommends a condition (#4) to this effect. Exact details may be reviewed as part of the Final Planned Development.

- **Lot Coverage:** The Planned Development Code mandates that lot coverage be regulated according to the underlying zoning district, though for any residential portion it shall not exceed **40%**. The normal maximum lot coverage in the R-2A district is **35%**. Since this development will not be regulated as a subdivision (observing coverage on a per lot basis), the coverage must be found compliant upfront when reviewing the plan as a whole. The applicant indicates the resulting coverage is **31.4%** for the entire site; staff finds this to be accurate after performing a quality check on the footprints shown. If coverage was observed by individual “virtual” lot, the resulting percentage is typically around **45 – 50%** when accounting for a footprint approx. 2,600 sq ft in size and double-wide driveway. Seeing as how this development is being reviewed as one large Planned Development and not on an individual lot basis, staff believes it is acceptable to observe coverage compliance as a percentage of the entire site. However, buildable areas need to be better defined so that resulting coverages do not exceed what is shown conceptually at this stage.
- **Natural Resources and Tree Preservation:** Following the adoption of the City’s new Tree Ordinance (Zoning Code Chapter 1148) in May 2020, staff has been working to determine the exact implementation of the new regulations. The new Chapter requires any large trees removed (10-in. DBH or greater) to be replaced at a rate of 1 inch caliper for every 2 inches caliper, but offers certain exemptions for areas that are being developed. The spirit of the Ordinance is to reduce unnecessary tree removal as much as possible, offering the ability for a subdivision developer to place an easement or other legal restriction on certain areas of the site to be preserved/conserved and thus avoiding the tree survey requirement altogether. As of the writing of this report, the applicant has not submitted a tree survey nor have conservation restriction boundaries been proposed. Staff believes additional details are needed in order to verify compliance with Chapter 1148. From a design standpoint, many of the building footprints do cut into the tree lines on either side of the drainageway, which isn’t necessarily unacceptable, since trees enveloping or “nestling” units could lead to a cozying effect and become a great amenity for homebuyers.
- **Non-Vehicular Mobility:** Sidewalks are shown on both sides of all new streets internal to the development, inclusive of a pedestrian bridge linking the two phases. However, if constructed as proposed, no pedestrian connection would be available linking this development to other developed portions of the city nearby. The City Engineer also makes note that no such external pedestrian connectivity is presently shown. Enough right-of-way is presently dedicated along Lake Forest Drive to accommodate construction of a sidewalk along the western side. At the time Lake Forest Drive right-of-way was dedicated in October 2020, a larger amount of width was positioned to the eastern side to provide ample room for a bike path, with a lesser amount on the western side to accommodate a normal sidewalk. A sidewalk improvement, together with additional right-of-way dedication per the Thoroughfare Plan (60 feet from centerline), should also be located along the US 27 frontage. Many recent subdivisions built within the last two decades which border existing arterial or collector roads have included sidewalk improvements along such frontages. Therefore, staff is recommending by condition (#5) the same be provided for this proposal.
- **Open Space:** There is a 20% minimum open space requirement for Planned Developments, per **Section 1145.12(f)(1)**, which cannot include any area less than 50 feet by 50 feet nor can it include the required 25-foot perimeter setback. Stormwater management devices can be included, per Code support in the Subdivision Regulations. As of the writing of this report, the exact delineated areas to be counted as open space have not been provided. More information is needed in order to verify compliance with this standard, which could logically go hand-in-hand with the conservation area requirements associated with the Tree Ordinance. From a design standpoint, the applicant has made a good attempt to create meaningful open spaces by providing a pedestrian bridge to link the two phases of the development, as well as a central green in the eastern phase. A caretaker’s shed is shown inside the central green, which will be used to store maintenance equipment. It should be noted that one of the goals for open space in a Planned Development, as stated in **Section**

1145.01(a)(3) is to “retain or create active and passive open spaces that serve the recreation needs of the development or the City generally.” It is staff’s opinion that the central green space lacks an active element at its center, such as a fountain, gazebo, or playground, along with additional landscaping to further enhance its usability and appeal for residents – a condition (#6) is recommended to this effect.

- **Signage:** No signage details have been submitted at this time. Such details may be reviewed as part of the Final Planned Development application. If no waiver requests are submitted, the Commission may choose to apply the standards of **Section 1151.05(d)(2)** which allows for 1 freestanding sign per street intersection at the boundaries of a subdivision, with a maximum sign face of 48 square feet, maximum sign/structure height of 6 feet, maximum sign/structure width of 12 feet, and set back from the right-of-way at least the height of the sign with indirect illumination only.
- **Stormwater & Environmental Management:** The City contracts with Butler County Soil & Water Conservation District to perform environmental reviews of major development projects. Their agency comments are not regulatory in manner, but rather provide valuable feedback to City decision makers so that any environmental concerns are properly addressed. Comments provided Water Resources Specialist Dr. Sean Hudson are summarized by topic below:
 - **High Water Table & Shrink-Swell Potential:** The Soil Survey for the area shows apparent high water tables on-site, as well as the potential for shrink-swell in the cul-de-sac area. Plat notes are recommended to make builders aware that foundations must be designed and constructed with these risks in mind.
 - **Geotechnical Investigations:** Findings from the Soil Survey indicate that the soils present at the northern water quality basin and southern retention pond may not be suitable for their planned purposes, due to poor drainage and seepage/piping potential respectively. Butler Soil & Water recommends geotechnical investigations be performed to verify soil conditions actually present and their suitability for the planned functions. City staff proposes a condition of approval (#7) that would require studies to be completed and the necessary best management practices be accomplished to mitigate unsuitable conditions that may be present.
 - **Stream Setback:** A 75 foot setback from Lick Run is recommended to ensure preservation of the riparian zone and to help prevent property damage to homeowners due to stream channel migration. Sedimentation from excavation and grading work to create the foundations for Lots 11-15 & 18 may have the effect of disturbing Lick Run. The City Engineer also makes note of Lots 22, 26, 27, and 28 along the drainageway bisecting the site. By situating units further away from streams, the risk of erosion and flooding is reduced.
- **Streets & Traffic Circulation:** Various topics are discussed below:
 - **Internal Street Details:** Since streets are proposed to be private, no additional right-of-way is to be dedicated internal to the site. Access easements would eventually need to be established, likely as part of an Easement Plat, to provide for ingress and egress to the units. The proposed width for all internal streets is 24 feet, with 5-foot sidewalks and 5-foot tree lawns on either side, resulting in a possible total easement width of 44 feet.
 - **Lake Forest Drive Details:** The right-of-way along Lake Forest Drive measures 60 feet, with 28 feet of pavement width. Water mains and storm sewers are already in place on this new street.

- **Access Spacing:** Community Development staff and the City Engineer share a concern regarding the spacing of the cul-de-sac in proximity to the existing T-intersection between Lake Forest Drive and US 27. Only about 133 feet of space is currently depicted between intersections (measured corner to corner). By comparison, one of the smallest blocks in Oxford (Campus Ave between Ardmore and E Chestnut) measures a little over 200 feet in depth. More typical block depths are usually around 230 to 250 feet. Given that Lake Forest Drive is destined to become a main artery serving numerous potential new dwelling units, staff believes the spacing should be revised to include as much additional distance as possible to allow for future vehicle stacking and/or additional improvements that may be necessary.
- **Utilities:** Comments on individual utility services are provided below.
 - **Sanitary Sewer:** The subject site currently lacks sanitary sewer service. In order for this site (as well as the area on the opposite eastern side of Lake Forest Drive) to be serviced, a sanitary sewer extension will be necessary. While the sanitary sewer extension plans are not part of the subject application, it is understood conceptually that a new main will need to be routed from the wastewater treatment plant (located approx. 1/3rd of a mile to the north), along Four Mile Creek and Lick Run, and joining up with Lake Forest Drive.
 - **Water:** Water line extensions were included as part of the City's construction of Lake Forest Drive, therefore making water service immediately available to the development.
 - **Electric:** Information on electric utility connections is not shown at this time. The preference is for such utilities to be located underground, as was done in the developments to the north. Screening of utility boxes and/or disturbance to environmental areas may be considered at the Final Planned Development stage, once engineering-level details are determined.
 - **Garbage Collection:** Seeing as how this development is laid out like a subdivision, the assumption is that individual units will be serviced by curbside garbage pickup (cans). If garbage collection will be done collectively (i.e. refuse container enclosures), these details can be refined and reviewed as part of the Final Planned Development.
 - **Gas:** No information on gas line connections is shown at this time. Any such information may be considered as part of the Final Planned Development.
 - **Mail Delivery:** The current USPS policy is for mail collection/delivery to be combined, serving cluster box units (CBUs) as opposed to individual mailboxes. The location of CBUs has not yet been determined.

DECISION CRITERIA

All Planned Developments shall satisfy the General Decision Standards provided in *Section 1145.06(b)*. The standards found within this section are below with staff analysis provided for each:

1. **The proposed planned development is in fact permitted in the zoning districts in which it is proposed.**
 The underlying R-2A zoning district allows single-family and two-family principal uses by-right. However, when undergoing a Planned Development process, any residential land use is potentially permissible so long as the resulting density is at or below what would be allowed under the straight zone. This proposal is technically multi-family residential, given that multiple principal buildings will be constructed on a single site, even though each building will have an appearance and function

akin to a single-family unit. The proposed development satisfies this criterion, due to the planned density of 3.02 du/ac being lower than the district density of 7.26 du/ac.

2. **If the application is for the same site where a planned development application has been denied within one year, the plan is substantially different from the application so denied.**
This criterion does not apply to the subject application, since this is the first detailed Planned Development proposed for this site.
3. **The uses and site plan will satisfy the general intent of this Zoning Code.**
The purpose of the R-2A zoning district is to “provide and preserve neighborhoods of smaller single-family residences within and adjacent to areas of similar development.” By providing a condominium housing development embodying the character of a single-family neighborhood, staff believes the general intent of the Zoning Code is satisfied. However, the Code does also specify housing variety as a goal for Planned Developments, something that could be improved upon with this submittal.
4. **The uses and site plan will be compatible with the general intent of the Comprehensive Plan.**
The Oxford Comprehensive Plan designates this site and areas to the north and east of it (within the corporate limits) as being in a “Neighborhood General 3” character area, defined as areas of newer development where curvilinear street patterns and cul-de-sacs may be found. Map 3.6 (Conservation and Development Map) establishes preferred land uses for undeveloped sites within the City limits. Map 3.6 designates the site for “Traditional Neighborhood Development,” which calls for residential development to have a distinct center and edge, open spaces, well designed streets and public spaces, and multiple housing options. Staff believes this development proposal does embody some of these principles. TNDs are often characterized by walkable streets, front porches, and rear-loaded garages, presenting the feel and function of a traditional urban setting. The front-loaded garage aspect currently proposed for all 36 units is probably the aspect that contradicts the most with the TND concept.
5. **The size and shape of the site are sufficient for the proposed planned development.**
The “horn” shape of this site is fairly unique, since development sites usually tend to be more rectangular, especially in agricultural areas. The curved routing of Lake Forest Drive, installed as per the original Butler County PUD plans (circa 2004), has been a key factor influencing the site’s shape. Even though the zoning density rights for single-family are more substantial than the density currently proposed, it appears that geometric as well as environmental constraints hinder the ability to fully maximize the density. The applicant’s effort to maximize the number of units on this site seems to have moderately compromised the degree to which sensitive and natural areas are preserved. An alternative may exist to orient the front of units toward Lake Forest Drive without the City imposing the perimeter setback, thus improving and beautifying the public realm along this existing corridor, and in turn freeing up more room for units in the interior portions of the site. In other words, the character could be more reminiscent of what currently exists along Southpointe Parkway, with front doors facing the street.
6. **The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.**
The subject site is largely isolated from other nearby developed pockets of the city. Those most directly impacted will likely be the residents currently residing along US 27, especially those immediately west. The proposed mounding and landscaping along the perimeter should help to screen the new units from those already located along the corridor. Additional stormwater runoff and traffic will be natural results of developing additional residential housing.

7. **The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.**
This criterion is generally not applicable to a residential proposal, as these concepts generally refer to activities or processes associated with commercial or industrial businesses. However, it should be noted that the adequacy of intersection spacing on Lake Forest Drive between the cul-de-sac street and US 27 is a chief concern.
8. **Accessory uses will be directly related to the operation of the principal uses and will not be operated independent of the principal uses.**
The only accessory use known at this time is the proposed caretaker's shed located in the central green space. The architectural details of this building may be reviewed later as part of the Final Planned Development. Any other accessory uses or additions that are customarily associated with condominium style residential units, such as decks or screened porches, would normally rely upon applicable standards of the underlying zoning district. The case may be different in this development, since the HOA would have control of land surrounding the units plus the lack of individual lot lines. Buildable areas need to be established in order to potentially accommodate future accessory uses.
9. **The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, and adequate provisions will be made to provide the same services privately.**
The developer will need to extend the sewer utility from the Wastewater Treatment Plant to the site in order to service the new units. The developer will need to coordinate with the appropriate parties in the City's Service Department so that provisions for a sanitary sewer extension can be properly executed. Water service is already available to the site. Stormwater management is a concern, primarily due to comments received from the Butler County Soil & Water Conservation District. The provision of street lighting should address the Police Chief's comments. Appropriate provisions for refuse disposal and mail delivery will also need to be considered.
10. **Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.**
It is the Community Development Department's understanding that the developer will be responsible for the entire cost of extending sanitary sewer service to the site. All other infrastructure improvements will also be at the developer's cost. The City Engineer has not asked for a Traffic Impact Study at this time, which can sometimes reveal whether additional off-site roadway improvements are necessary. The recent construction of Lake Forest Drive had included a left turn lane for southbound motorists.
11. **The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.**
The site is currently vacant/undeveloped, so this proposal will in effect be establishing a new character for the area. Staff believes the intended neighborhood character and marketing to empty nester, first time buyers, families and faculty would be a welcomed addition for the city. The low-rise, arts and crafts style of housing depicted in the submitted rendering is in keeping with the residential zoning district and should serve to enhance neighborhood quality.
12. **The site is designed so that on-site traffic and traffic accessing the site will not adversely impact the movement or safety of all modes of traffic on adjacent public streets.**

The proposed internal connectivity is superb, with respect to having sidewalks on both sides of all streets as well as a pedestrian bridge to link the two phases. However, external connectivity falls short. The lack of sidewalks or a bike trail along the frontages of Lake Forest Drive and US 27 is a concern, as this will impair pedestrian mobility to and from the development. These facilities should at least be provided to connect to existing facilities in The Annex development, so that residents may have further access to bicycle and pedestrian networks which connect to the rest of the city. The new gas station & convenience store being built at US 27 & Southpointe Parkway should also be accessible on-foot or by bicycle for future Lake Forest residents. Furthermore, as previously mentioned staff has concern for potential negative impacts on vehicular traffic movement due to the close proximity of the proposed cul-de-sac intersection to Lake Forest Drive & US 27.

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

Many of the proposed building footprints are in very close proximity to existing drainageways and steep slopes, which may pose a risk to future homebuyers due to the potential for erosion and/or stream migration. Increased buffering from streams should help to preserve more of the existing trees and ensure stabilizing vegetation remains.

14. Proposed construction will not result in the complete elimination of existing mature tree canopy. Effort shall be made to direct disturbance and construction around or away from existing mature tree canopy without completely taking away use of the site or connectivity to existing infrastructure.

Though the applicant's proposed street network does attempt to adhere to existing natural tree lines, the end result of the present proposal could be the loss of much of the existing vegetation on the site to make way for building sites. Not enough information is known at this point to verify compliance with the City's recently adopted Tree Ordinance, or minimum Open Space requirements (20%) for a Planned Development. A clear distinction must be made between buildable areas for homes and areas devoted to open space.

STAFF RECOMMENDATION

Based upon a review of the Decision Standards, staff recommends the Preliminary Planned Development request be **tabled** so that the applicant may have a chance to make revisions to the application, namely: (1) moving the cul-de-sac intersection further back from US 27, or exploring a re-design which eliminates the intersection altogether; (2) incorporating wider stream setbacks and moving building footprints off steeper slopes; and (3) providing additional information on buildable areas, open space calculation and Tree Ordinance compliance.

If however the Planning Commission is inclined to recommend approval of the application to City Council, staff suggests the following conditions:

1. Building height shall be regulated per the underlying zoning district.
2. A variety of dwelling unit types/sizes, to include varying numbers of bedrooms per unit, shall be accommodated.
3. A Landscaping Plan which includes details on tree species, size/caliper inches and locations, as well as berm/mounding heights, shall be reviewed and approved as part of the Final Planned Development. Street trees shall be provided along Lake Forest Drive.
4. Appropriate lighting shall be provided along all proposed private streets, as well as along the Lake Forest Drive frontage including at the intersection with US 27. Lighting details shall be reviewed and approved as part of the Final Planned Development.

5. Sidewalks or bike paths shall be constructed the entire length of frontages along Lake Forest Drive and US 27, and shall also result in an uninterrupted pedestrian connection to The Annex development located to the north. The US 27 stretch shall be accompanied by additional right-of-way dedication consistent with the Oxford Thoroughfare Plan, per staff's discretion.
6. An active recreational amenity and additional landscaping shall be provided in the central green space, the details of which shall be reviewed and approved as part of the Final Planned Development.
7. A professionally qualified geotechnical engineer shall perform on-site investigation(s) as deemed necessary by staff to determine the suitability of existing soil & ground conditions for proposed water quality and/or storage functions. If conditions are found unsuitable, additional measures or management practices must be outlined by the engineer and followed by the developer to mitigate the conditions.
8. Financial security/bonding of improvements shall be determined during or after the Final Planned Development review. The Final Planned Development shall be reviewed and approved prior to approval of construction drawings, bonds, or the signing of an Easement Plat.
9. Building architecture shall generally conform to the style depicted in Rendering A-1 (dated November 30, 2020). Architectural aspects may be further considered and refined as part of the Final Planned Development, including a design for the proposed caretakers shed.
10. The Planning Commission may review utility details (such as those for electric, gas, mail delivery, garbage collection, etc.) as part of the Final Planned Development, including proposed accommodations, accessibility, screening, or other characteristics as may be applicable.

SUBMITTED BY:



Zachary Moore, AICP
Planner

DATE: January 6, 2021

EXHIBIT A

RELEVANT ZONING CODE PROVISIONS

Within the Oxford Zoning Code, **Section 1143.04** provides the base zoning standards for the R-2A district and **Chapter 1145** governs Planned Development applications.

1143.04 – R-2A Single- and Two-Family Residential District.

- (a) Purpose.
This district is designed to provide and preserve neighborhoods of smaller single-family residences within and adjacent to areas of similar development. This district also provides for a limited number of two-family residences.
- (b) Uses.
- (1) Permitted uses.
- A. Single-family dwellings.
 - B. Two-family dwellings.
 - C. Accessory buildings and uses incidental to the principal use as provided in Chapter 1141.
 - D. Day Care Home Type B family.
- (2) Conditional uses.
The following Conditional Uses are subject to review and regulation in accordance with Chapter 1147.
- A. Community-Oriented Residential Social Service Facilities (CORSSF's).
 - B. Shared Housing and Congregate Housing for the elderly.
 - C. Government owned and/or operated parks and recreation facilities.
 - D. Bed and breakfast homes.
 - E. Private and publicly owned commercial and noncommercial recreational areas, uses and facilities of an open space nature, such as golf courses, tennis courts, parks, forests, wildlife preserves, etc.
 - F. Day care facilities, including Child Day Care, Child Day Care Center, and Day Care Home Type A family.
 - G. Schools: primary, intermediate, and secondary, both public and private.
 - H. Places of worship.
- (c) Site Development Regulations. (Unless superseded by Conditional Use Requirements)
- | | | <u>1-family</u> | <u>2-family</u> |
|-----|--|-----------------|-----------------|
| (1) | <u>Lot requirements.</u> | | |
| A. | Minimum lot area | 6,000 sq. ft | 7,500 sq. ft. |
| B. | Minimum lot width | 60 feet | 75 feet |
| (2) | <u>Yard requirements.</u> | | |
| A. | Minimum front yard depth | 30 feet | 30 feet |
| B. | Minimum rear yard depth | 30 feet | 30 feet |
| C. | Minimum side yard width | 7.5 feet | 7.5 feet |
| (3) | <u>Structural requirements.</u> | | |
| A. | Maximum building height | 35 feet | 35 feet |
| (4) | <u>Lot coverage.</u> | | |
| A. | Lots with vehicular access from a public street | | |
| 1. | Lot total – 35 percent | | |
| 2. | All enclosed buildings – 25 percent of lot | | |
| 3. | Front yard – 25 percent of front yard | | |
| B. | Lots with vehicular access from a rear or side alley, and no access from a public street | | |

1. Lot total – 40 percent
2. All enclosed buildings – 25 percent of lot
3. Front yard – 5 percent of front yard

1145.06 Planning Commission and Council review.

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

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

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

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

(a) **Burden of Proof.**

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

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

(b) **General Decision Standards.**

All planned developments shall satisfy these general decision standards:

- (1) The proposed planned development is in fact permitted in the zoning districts in which it is proposed
- (2) If the application is for the same site where a planned development application has been denied within one year, the plan is substantially different from the application so denied.
- (3) The uses and site plan will satisfy the general intent of this Zoning Code.
- (4) The uses and site plan will be compatible with the general intent of the Comprehensive Plan.
- (5) The size and shape of the site are sufficient for the proposed planned development.
- (6) The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
- (7) The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
- (8) Accessory uses will be directly related to the operation of the principal uses and will not be operated independent of the principal uses.

- (9) The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.
- (10) Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
- (11) The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
- (12) The site is designed so that on-site traffic and traffic accessing the site will not adversely impact the movement or safety of all modes of traffic on adjacent public streets.
- (13) Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.

1145.07 Action by Planning Commission

- (a) The Planning Commission shall recommend to Council approval, approval with conditions, or denial of an application as presented and shall clearly state the findings upon which its recommendation is based.
- (b) The Planning Commission shall base its recommendation and Council its decision upon how well the application satisfies the Decision Standards. Planning Commission, in its recommendation, and Council in its decision may waive or modify dimensional regulations of the Zoning Code, or impose more strict regulations and any additional conditions, guarantees, and safeguards it deems necessary to satisfy the purposes of this Zoning Code. Dwelling unit density cannot be waived.
- (c) Council may require the developer to file performance bonds with the City to guarantee completion of any public utilities associated with the planned development and any elements of the plan that are necessary to its success, if abandoned by the developer.

1145.12 Design.

- (a) Arrangement.
The physical arrangement of a planned development is not subject to the specific dimensional regulations that apply in the underlying zoning district, except as specifically noted in this Chapter. Land uses may be distributed throughout the site and throughout individual buildings in whatever manner is best suited to a particular planned development. Structures, vehicle management areas, open spaces, landscaping, and other elements may be distributed throughout the site in whatever manner is best suited to a particular planned development and the surrounding area.
- (b) Land Area.
A planned development shall be a minimum of 1 (one) contiguous acre or more.
- (c) Land Use.
 - (1) The following land uses are permitted in proportion to those portions of a planned development that overlay an existing residential zoning district:
 - A. Any land use permitted in any residential zoning district in this Code, except Mobile Homes.
 - B. Institutional, public, and semi-public land uses that serve the planned development or the general public.
 - C. Commercial land uses, if the total land area of the planned development is greater than 10 acres and if the commercial land use is intended to serve

the planned development only. Such commercial land uses shall be limited as follows:

1. No signs that are visible from outside of the development.
 2. No direct vehicular access to a public thoroughfare.
 3. No less than 95 percent of the total land area shall be devoted to residential land uses.
 4. No separate structure intended to be used, in whole or part, for commercial land uses shall be constructed prior to the construction of not less than 50 percent of the dwelling units.
- (2) The following land uses are permitted in proportion to those portions of a planned development that overlay an existing commercial zoning district:
- A. Any land use permitted in the underlying zoning district.
 - B. Any land use permitted in any residential zoning district in this Code, except Mobile Homes.
- (3) The following land uses are permitted only in the portions of a planned development that overlay an existing industrial zoning district:
- A. Any land use permitted in the underlying zoning district.
- (4) The land uses permitted in a planned development may be distributed as follows:
- A. If a single planned development overlays more than one zoning district, then the land uses permitted according to this Section may be distributed throughout the entire planned development site.
 - B. If a planned development includes land uses permitted only in an industrial zoning district, then those land uses may only be located in that portion of the planned development that overlays the industrially zoned land.
- (d) **Residential Density.**
Residential density shall not exceed 110 percent of the density permitted in the underlying zoning district. Residential land uses in a planned development that overlays a commercial zoning district shall not exceed the density of the R1B Single-Family Medium-Density Residential Zoning District. Area devoted entirely to non-residential land uses, including buildings, vehicle management areas, and other associated land use elements shall be excluded from the area used to calculate residential density.
- (e) **Dimensional Regulations.**
- (1) Building Heights shall be limited as in the underlying zoning district, regardless of land use.
 - (2) Front setbacks shall be limited as in the underlying zoning district.
 - (3) All buildings and vehicle management areas shall be setback from the perimeter of a planned development no less than:
 - A. Residential zoning district - 25 feet.
 - B. Commercial zoning district - 25 feet.
 - C. Industrial zoning district - 50 feet.
- (f) **Open Space.**
- (1) No planned development shall have less than 20 percent open space, which includes any area not less than 50 by 50 feet, not including the required setbacks, and includes nothing other than natural area.
 - (2) Lot coverage shall be regulated according to the underlying zoning district, except that lot coverage for the residential portion of any planned development shall not exceed 40 percent.
- (g) **Sensitive Development Area.**
- A. A Sensitive Development Area is defined as any land(s) or soil(s) proposed to be developed that, if subjected to improper use or management, is otherwise determined to be incapable or unsuitable of urban use. Sensitive Development Areas can also be considered those lands that pose special hazards to development or the environment, consisting of lands or soils of such sensitive character that they may require special use, design and engineering restrictions.

- B. For the Preliminary Planned Development, the applicant must create an inventory of sensitive environmental area identified in subsection (g)D.(1) to (8) from publicly available resources such as Butler County Soil and Conservation District, OKI, OEPA, ODNR, HAPC, FEMA, USFWS, OHPO and other public entities. This information shall be provided with the preliminary application. Design of the site shall be based on site information obtained from those public entities. An existing landscape plan shall be submitted with each application. The landscape plan shall identify existing trees, natural features and other landscaping elements.
- C. After the approval of the Preliminary Planned Development, the applicant must develop a detailed site analysis of sensitive environmental areas on the site, conducted by firm(s) specialized in the areas, at a minimum: Ecological Survey, and Environmental Site Assessment. Other documentation may be required based on the site and the discretion of the Planning Commission, including, but not limited to: Stream and Wetland Mitigation, Water Way Permits, Archaeological Inventory, Historic Architecture Inventory. The applicant must also provide reports of the analyses following current professional norms for the discipline. It will be the Planning Commission's role to review information submitted by the applicant on each discipline to make the recommendations to City Council.
- D. Design of the proposed Planned Development site shall be based on the site information obtained from those public entities. To the maximum extent practicable, development shall be located to preserve the natural features of the site, to avoid areas of environmental sensitivity, and to minimize negative impacts and alterations of natural features. The following specific areas shall be preserved as undeveloped open space, and in accordance with the U.S. and Ohio Constitutions and state or federal regulations:
- (1) Unique and/or fragile areas, including wetlands, as may be defined in Section 404, Federal Clean Water Act, as amended; and in Ohio Environmental Protection Agency standards.
 - (2) Land in the floodway as identified and mapped using the Federal Emergency Management Agency's Flood Hazard Boundary Maps. Federal Emergency Management Agency in scientific and engineering reports entitled 'Flood Insurance Study for Butler County, Ohio and Incorporated Areas' effective 12/17/2010, with accompanying Flood Insurance Rate Maps for Butler County, Ohio and Incorporated Areas effective 12/17/2010 and any revisions thereto are hereby adopted by reference and declared to be part of this chapter.
 - a. 100 foot natural buffer shall be maintained adjacent to all permanent and natural surface waters, springs, and wetlands. Development of this area is regulated as follows:
 1. Natural vegetation shall be maintained.
 2. No structures shall be built or improvements made, except as follows:
 - (a). Walking paths, bicycling paths, and the like, including infrastructure necessary to facilitate their development are permitted anywhere within the buffer.
 - (b). Roads and associated infrastructure are permitted in the buffer to facilitate crossing such water elements.
 - (c). Any improvements approved in a final plan.
 - (d). Any public safety or public utility improvements not associated with the planned development, but deemed necessary by the Service Director, Police Chief or Fire Chief.

- (3) Steep slopes fifteen (15%) percent or more, unless appropriate engineering measures concerning slope stability, erosion, and resident safety are taken into account.
 - (4) Habitats of endangered wildlife, as identified on federal and state lists.
 - (5) Historically and culturally significant structures and sites, as listed on, but not limited to, the National Register of Historical Places or on the local inventory of historic places maintained by the City of Oxford's Historic Architectural Preservation Commission.
 - (6) Aquifers and tributary drainage systems.
 - (7) Tree growth areas or urban forested areas as defined in Chapter 935, of the Codified Ordinances of Oxford.
 - (8) Any area as identified on Map 3.3 of the Comprehensive Plan.
- E. The development shall be laid out to avoid adversely affecting groundwater and aquifer recharge; to reduce excavation and embankment; to avoid unnecessary impervious cover; to prevent flooding; to provide adequate access to lots and sites; and, to mitigate adverse effects of noise, odor, traffic, drainage, and utilities on neighboring properties. The placement of buildings shall take into consideration topography, building height, orientation and drainage. Storm water Best Management Practices in Low Impact Development Designs are desirable and encouraged. City guidelines for these practices and designs can be found in the City of Oxford Storm Water Management Design Manual
- F. If the Planning Commission, or its designated representative, may require the applicant to submit a statement in order to demonstrate that satisfactory efforts have been made to mitigate any special hazards posed to the site if these sensitive lands are subjected to improper use or management. The statement, if required, shall be submitted in one or more of the following forms:
 - (1) The statement shall describe in detail the extent of encroachment on any Sensitive Development Area, the extent and nature of the proposed alteration, the environmental impacts resulting from the proposed alteration, and the proposed methods of mitigation.
 - (2) A Geotechnical Report and/or a Wetlands Assessment/Delineation, prepared by a professional engineer, licensed in the State of Ohio, or by a specialist in Streams and Wetland. This report can be in lieu of a development narrative.
- (h) Landscaping and Screening.
 - (1) A planned development shall satisfy all landscaping elements required by other sections of this Code.
 - (2) The required perimeter setback area shall be retained in natural woods or suitably landscaped with grass, ground cover, shrubs, trees, or earthen mound.
 - (3) A planned development that overlays a commercial or industrial zoning district that is adjacent to a residential zoning district shall be screened from the residential zoning district by a dense evergreen hedge a minimum of 8 feet tall and 10 feet wide at planting and that will maintain at least 90 percent opacity over time.
- (i) Access and Mobility.
 - (1) At residential densities greater than would be permitted in the R-1A District, have direct and principal access from a collector or arterial road.
 - (2) Bicycle rack spaces shall be provided at all planned developments that overlay a commercial zoning district at a rate of 3 per acre.
 - (3) Adequate pedestrian connectivity shall be provided to and through a planned development.
- (j) Utilities and Infrastructure.
Electric and telephone facilities, street light wiring, and other wiring conduits and similar facilities shall be located underground.
- (k) Plan-Specific.
Any other design elements deemed necessary by Planning Commission and Council to ensure that a planned development satisfies the decision criteria of this Chapter.



PC-2020-16

Surrounding Property Owners Notifications Map

Legend

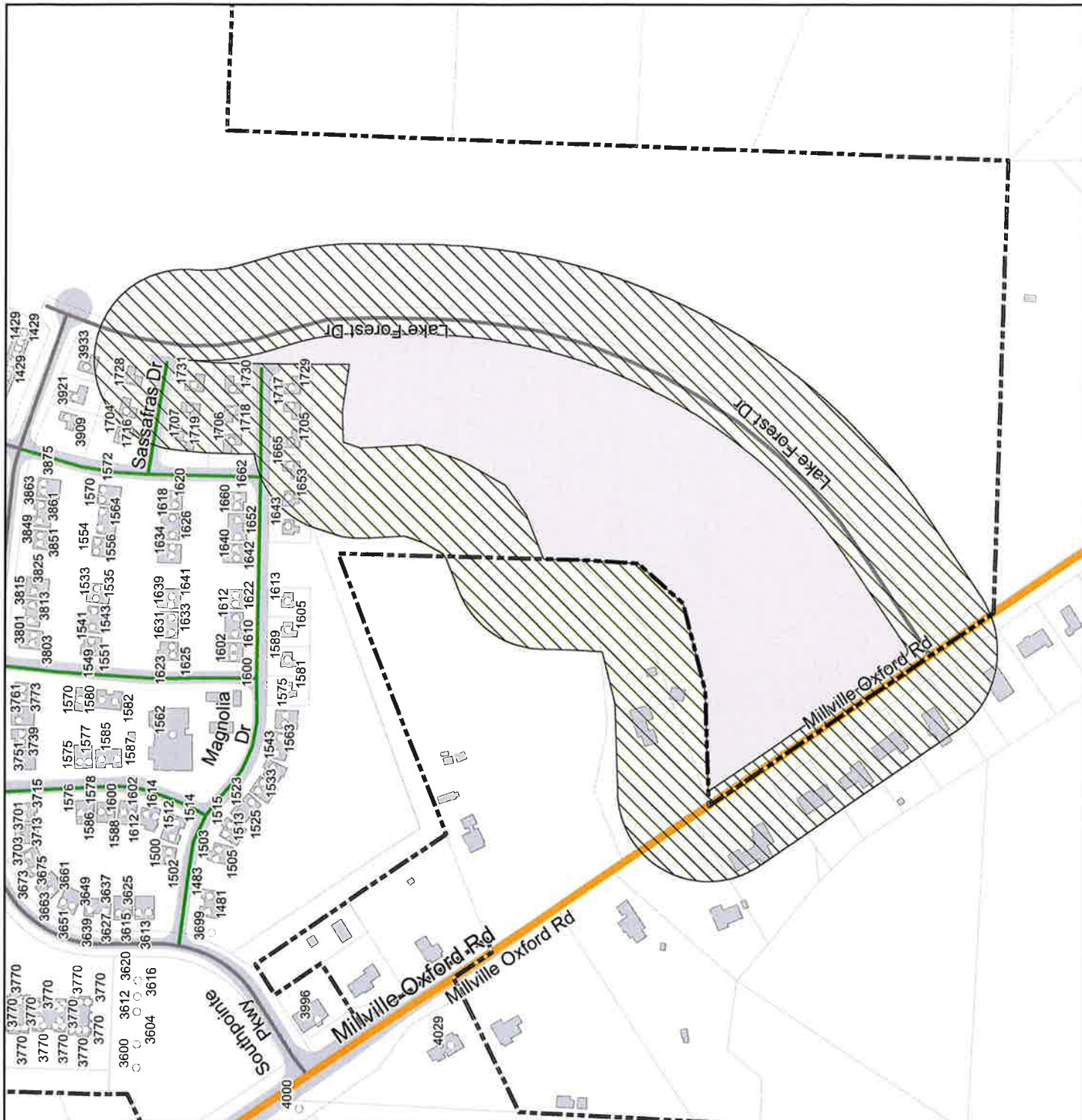
- Subject Area
- 200 Ft. Buffer
- Oxford Corp. Limit
- Address Point
- Parcel
- 16.5' Vacated ROW
- Building Footprint
- Paved Roadway



1 inch = 300 feet

Prepared on Tuesday, December 29, 2020

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





Internal Use Only:

Case No.

PC-2020-16

Date Filed

11/30/20

Planned Development Application

Application Type

Choose One



Preliminary



Final



Preliminary & Final

Applicant Information

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

Name *

Scott Webb, Architect

Mailing Address *

103 West Walnut Street

City, State & Zip Code *

Oxford, Ohio 45056

Telephone Number *

523-3838

Email Address

scott@scottwebbarchitect.com

Owner Information

Name *

4 Leaf Development LLC

Mailing Address *

125 West Spring Street

City, State & Zip Code *

Oxford, Ohio 45056

Telephone Number *

524-9500

Email Address

jim@hoteldevelopment.net

Engineer/Surveyor Information

Name *

Bayer Becker

Mailing Address *

110 South College Avenue

City, State & Zip Code *

Oxford, Ohio 45056

Telephone Number *

523-4270

Email Address

ettsreed@bayerbecker.com

Location and Lot Information

Name of Subdivision *

Southpointe Crossings

Location of Property *

Millville-Oxford Road (US 27) & Lake Forest Drive

Legal Description *

Parcel # H4100143000006 - Survey Included

Zoning District *

R2-A

Total Area *

12.63

Acres

Submission Requirements and Documentation

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

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

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

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

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

(b) Final Plan.

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

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

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

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

Surrounding Property Owners

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

Decision Process

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

Fees & Receipt

The fees for a Preliminary, Final, or combined Preliminary and Final Planned Development application are \$470.00 plus \$100.00 per acre, plus \$10.00 postage charge.

Sign and Date

Applicant Signature *

Date *


11/30/2020

Submit Application, Submission Requirements and Documentation, and Fees

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

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

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

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

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

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

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that Scott Webb, Architect has permission to represent our interest with the City of Oxford's Planning Commission & City Council regarding a new Residential Planned Development on Lake Forest Drive.

Thank you,

Signed:


Jim Clawson, 4 Leaf Development LLC

11-30-20

Date:

Sam Perry
Community Development director
City of Oxford
Municipal Building
15 South College Avenue
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 Residential Planned Development
Lake Forest Condominiums
Lake Forest Drive @ US 27
Oxford Ohio

November 30, 2020

Sam Perry,

Please accept this letter as a formal request for a Preliminary Plan review hearing by the City of Oxford Planning Commission and Oxford City Council for a Residential Planned Development in Southpointe Crossings at the new Lake Forest Drive entrance of Millville Oxford Road (US 27).

The project as presented represents a 12.63 acre Residential Planned Development of (36) 1,700-2,400 s.f. detached single-family condominiums in the R2A Zoning District.

As shown on the attached drawings, the portion of land under consideration with this application lies to the Northwest of Lake Forest Drive and includes a portion of Lick Run and its associated 100 year flood limits. Subsequently, the density is significantly less than what is allowed by right, proposing just (36) dwelling units where as many as (100) would be allowed on this site.

The project is currently envisioned in (2) phases, each with their own entrances off Lake Forest Drive and connected by a pedestrian bridge over a small feeder creek.

Based on the reduced density, Site Design Regulations, including setbacks, parking, and lot coverage are well within prescribed limits. Likewise, since the development is proposed in existing grassland and protects the trees along the creek lines, the newly approved Landscaping & Tree Ordinance is also respected.

Also included are preliminary Site Plans, renderings, & details describing the proposed project.

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

Property Owners:

4 Leaf Development LLC.
125 West Spring Street
Oxford, Ohio 45056

Surveyor:

Bayer Becker Inc.
110 South College Avenue
Oxford, Ohio 45056

Architect:

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

The following is the written, detailed description of the proposal as required by 1145.05 & the Planning Application:

(5) Description of Use and Site 1145.05 (7)

- A. Legal Description/Deeds/Surveys of the Property are on file with the City and included with this submittal
- B. The Site is currently undeveloped with no active uses.
- C. The property is currently zoned R2-A, Single & Two-Family Residential.
- D. Description of the Proposed Planned Development.

- 1. The Proposed Residential Planned Development is designed to address what we feel is an underserved housing type in the City of Oxford, providing small, primarily single story detached condominium residences, similar to Vereker Farms.

The development is proposed as 2-3 bedroom 1 – 1½ Story units with 2-car garages and full basements. With a total of (36) units proposed, the eastern (24) are intended as the first phase, with (12) additional units on the cul-de-sac to the west.

- 2. No commercial development is proposed in this Planned Development.
 - 3. Hours of operation are not relevant, as only residential uses are proposed.
 - 4. The project is intended to be built in two phases as described above. Timing will be based on the rate of sales, with both phases projected to be complete within 2-3 years.
- E. Narrative statement evaluating the compatibility of the proposed Planned Development with the general vicinity and adjacent properties.
 - 1. When Southpointe Crossings was annexed into the City of Oxford, this section was zoned R2-A, allowing higher density through smaller lots and 2-family residences. The proposed development respects those guidelines, providing smaller residences on smaller (virtual) lots. This area is separated from existing student housing by the grade and vegetation of Lick Run creek, providing a housing type we feel is underrepresented in the market.
 - 2. There are no existing structures on the site. Future single-family residential development is anticipated along Like Forest Drive.
 - 3. Noise, lighting, & nuisances will be typical for a residential neighborhood.
 - 4. The development is designed to provide or exceed the perimeter setback and represents an internally focused, stand-alone development with lower density than anticipated by the zoning designation.
 - F. The Planned Development in this location serves the goals of the planned development purpose statement, and provides the opportunity for a private development, managed and controlled by a Home Owners Association (HOA). While a subdivision, by contrast, would likely provide similar density, it would not provide for comprehensive planning of the site and buildings, being governed solely by zoning restrictions with public streets and utilities.
 - G. The Planned Development is necessary and desirable for the community, providing options that are currently underserved. The long-term viability, stability, and success of Vereker Farms is evidence of the desirability of this type of development.

- H. As addressed above, we feel the proposed development provides a type of housing underrepresented in Oxford; small, accessible single story homes with exterior maintenance provided by a Home Owner's Association. This development will provide new housing alternatives for a variety of families, including first time home buyers, "empty nesters", and faculty, and has convenient access to areas south of the City via US 27 for commuters.
- I. Public utilities are not currently on site, but have been anticipated by the overall development plan, the development agreement and annexation of Southpointe Crossings, and the construction of Lake Forest Drive.
- J. The traffic impact would not be significant and has been accounted for in the construction of the turn lanes of US 27.
- K. A Home Owners Association (HOA) will be created for common area maintenance and easements, and will provide restrictions on rentals, etc..
- L. Mailing addresses of adjacent property owners are attached.
- M. Other pertinent information:

The area is addressed by Oxford's Comprehensive Plan as "potential growth area, 2010 and beyond". The proposed development is entirely residential, as planned for the southern entrance to the City of Oxford.

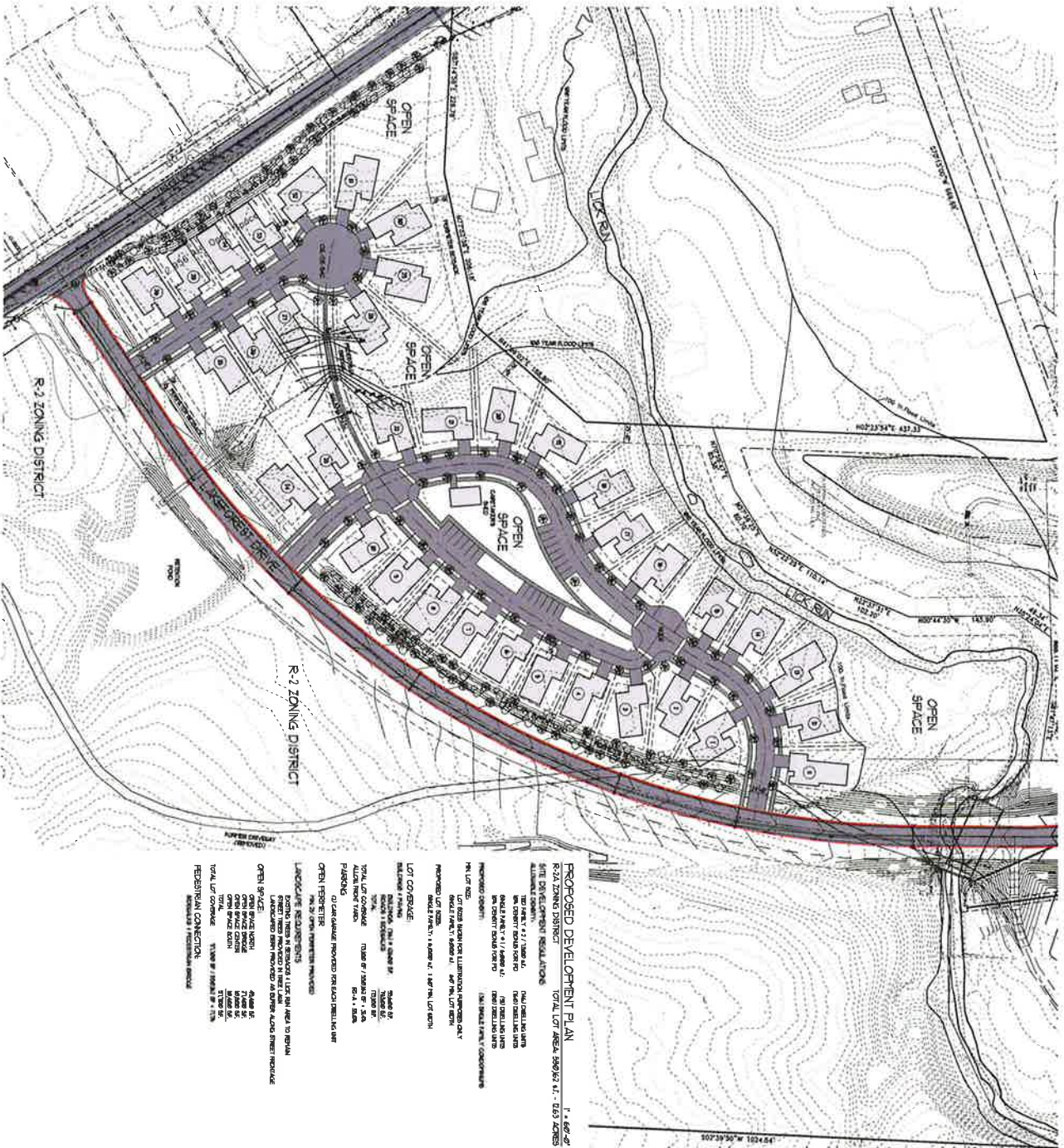
According to our Comprehensive Plan, "The City should encourage a broad mix of housing opportunities in Oxford. This mix should include all market types and price ranges"

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

Respectfully,

A handwritten signature in black ink, appearing to read "Scott Webb", written in a cursive style.

Scott Webb, Architect



A-2

November 30, 2020

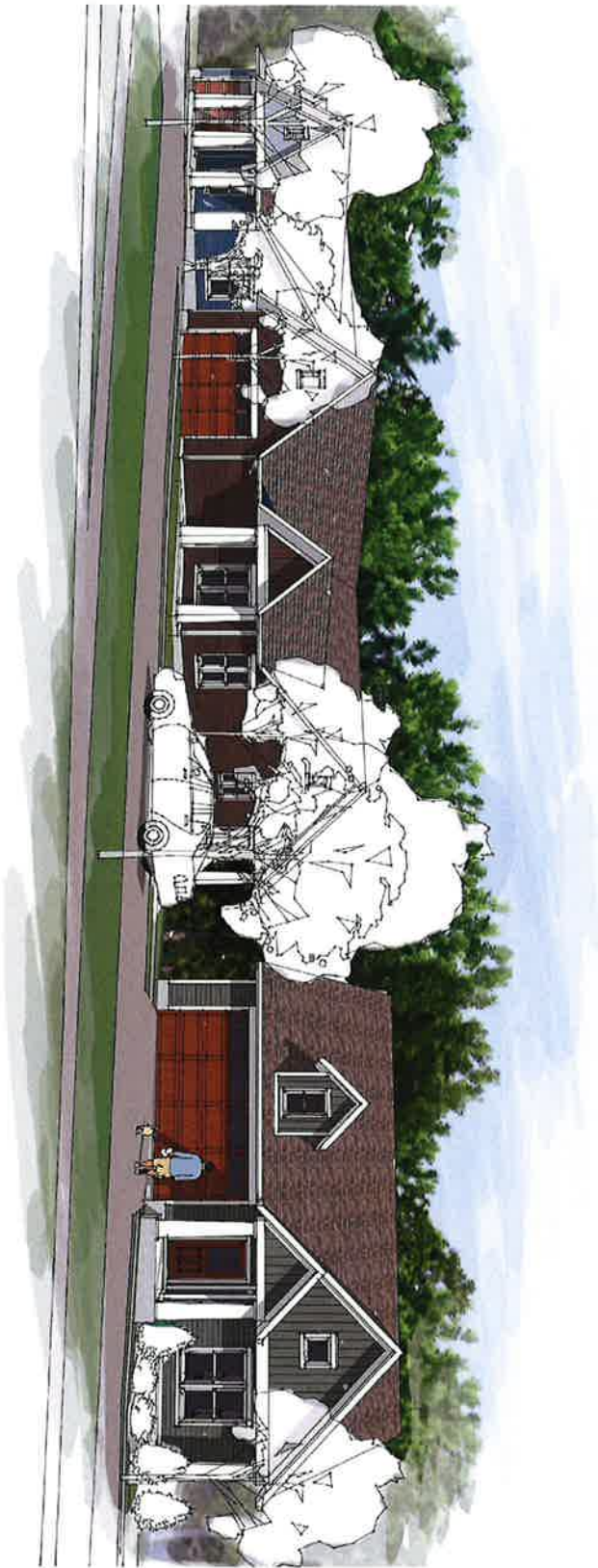
OVERALL DEVELOPMENT PLAN
 Lake Forest Phase 1
 OXFORD, OHIO 43056

REVISIONS

SCOTT
 WEBB
 ARCHITECT
 100 East Main Street
 Oxford, Ohio 43056
 614.451.1111
 WWW.SCOTTWEBBARCHITECT.COM



PRELIMINARY BUILDING TYPES _____





**SCOTT
WEBB**
 ARCHITECT
 103 West Main Street
 Oxford, Ohio 45056
 (513) 523-5088
www.scottwebbarchitect.com

OVERALL DEVELOPMENT PLAN

Lake Forest Phase 1

OXFORD, OHIO 45056

DATE	November 30, 2020
REVISIONS	