



Agenda

Oxford City Council

Court House

TUESDAY, FEBRUARY 18, 2020

EXECUTIVE SESSION

None.

1. Roll Call. Mike Smith, Mayor; William Snavelly, Vice-Mayor; David Prytherch; Jason Bracken; Chantel Raghu; Glenn Ellerbe; Edna Southard

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

REGULAR MEETING

7:30 P.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

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

3. Public Participation.

- A. Presentation - Enjoy Oxford – Kim Daggy.
- B. Presentation – Share-Fest Report – Carol Michael.
- C. Presentation - #Take3Oxford – Carla Blackmar.
- D. Public Comments.

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

4. Consent Agenda.

- A. Minutes of the February 4, 2020 City Council Meeting. (Mary Ann Eaton, Clerk of Council)



Minutes

- B. Report regarding the February 5, 2020 Environmental Commission Meeting. (Mike Dreisbach, service Director)



Report

- C. A Resolution authorizing the City Manager to waive the fees adopted in the Fee Ordinance for the street closures for Enjoy Oxford for the 2020 annual Summer Music Festival. (Doug Elliott, City Manager)



Staff Report/Resolution

5. Resolutions.

- 1. A Resolution authorizing the City Manager to permit the Oxford Farmers Market Association to allow a Farmers Market vendor to sell tasting samples of wine for consumption on premises, and wine in sealed containers for consumption off the premises of the Oxford Farmers Market with conditions. (Alan Kyger, Economic Development Director)



Staff Report/Resolution

- 2. A Resolution by Oxford City Council authorizing the continued placement of 67.3760 acres of land owned by EVR Investments, L.L.C. in an agricultural tax district, said property address being 4160 Oxford Reily Road Oxford, Ohio 45056 (Parcel No. H4100-132-000-001) in accordance with Ohio Revised Code Chapter 929 and with The Farmland Preservation Act. (Doug Elliott, City Manager).



Staff Report/Resolution

6. Ordinances.

A. First Reading.

1. An Ordinance Amending Ordinance No. 3538. Supplemental Budget Ordinance Number 2 To Make Supplemental Appropriations For Fiscal Year 2020. (Joe Newlin, Finance Director)



Staff Report/Ordinance

2. An Ordinance Repealing Oxford Codified Ordinance Section 507.3 Entitled Fire Civil Citations And Adopting New Oxford Codified Ordinance Section 507.3 Entitled Fire Civil Citations. (John Detherage, Fire Chief)



Staff Report/Ordinance

B. Second Reading.

1. An Ordinance Accepting The Planning Commission's Recommendation And Granting A Zoning Map Amendment To Establish A Neighborhood Conservation Overlay District In A R-1A (Single Family Low Density Residential) District For 90 Parcels Located On Miami Trail, Northridge Drive, Red Cedar Circle, Dufour Lane, Honor Lane And Jacob Drive In The City Of Oxford. (Sam Perry, Community Development Director)



Staff Report/Ordinance

7. A. Announcements & Communications.

1. Remarks from City Council and City Staff. The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.

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

WED - Feb 19 Board of Zoning Appeals Meeting 6:30 p.m. Cancelled

FRI - Feb 28 Student Community Relations Commission Meeting 3:00 p.m. LCNB

TUES – Mar 3 City Council Meeting 7:30 p.m.

WED - Mar 4 Environmental Commission Meeting 7:00 p.m. Municipal Building

TUES – Mar 10 Oxford Parking and Transportation Advisory Board Meeting 9:30 a.m. Municipal

TUES – Mar 10 Public Arts Commission of Oxford Meeting 4:30 p.m. Municipal Building

TUES – Mar 10 Planning Commission Meeting 7:00 p.m.

WED - Mar 11 Historic and Architectural Preservation Commission Meeting 6:00 p.m.

THUR –Mar 12 Recreation Board Meeting 11:30 a.m. Municipal Building

THUR –Mar 12 Civil Rights Commission Meeting 4:00 p.m. Municipal Building

FRI - Mar 13 Student Community Relations Commission Meeting 3:00 p.m. LCNB

MON – Mar 16 Housing Advisory Commission Meeting 1:30 p.m. Municipal Building

TUES – Mar17 City Council Meeting 7:30 p.m.

WED - Mar 18 Board of Zoning Appeals Meeting 6:30 p.m.

8. Adjourn.

A regular meeting of the Oxford City Council was called to order by Mayor Mike Smith on Tuesday, February 4, 2020 at 7:15 p.m. Those members present were Glenn Ellerbe, David Prytherch, Chantel Raghu, William Snavelly and Edna Southard. Jason Bracken arrived at 7:17 p.m.

Staff members present: Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Mike Dreisbach, Service Director; Mr. John Jones, Police Chief; Mr. Joe Newlin, Finance Director; Mr. Sam Perry, Community Development Director; Mr. Alan Kyger, Economic Development Director; Mr. John Detherage, Fire Chief; Mr. Chris Conard, Law Director and Ms. Mary Ann Eaton, Clerk of Council.

ADJOURN TO EXECUTIVE SESSION

Mr. Snavelly moved to adjourn to Executive Session immediately in accordance with Ohio Revised Code Section 121.22 G (1) for the purpose of discussing appointments to Boards and Commissions. Ms. Southard seconded. The motion passed by the following roll call:

AYE: Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavelly, Ms. Southard, Mayor Smith (6)

NAY: None (0)

ABS: None (0)

ADJOURN FROM EXECUTIVE SESSION

Ms. Southard moved to adjourn from Executive Session at 7:30 p.m. Mr. Ellerbe seconded. The motion passed 7-0-0.

PLEDGE OF ALLEGIANCE

Mayor Smith requested the Pledge of Allegiance.

APPROVAL OF AGENDA

Ms. Southard moved to approve the agenda. Mr. Snavelly seconded. The motion passed 7-0-0.

PUBLIC PARTICIPATION

PROCLAMATION

LOWV 100TH ANNIVERSARY

Mayor Smith read the Proclamation and presented it to members of the Oxford League of Women Voters who encouraged everyone to register to vote.

PRESENTATION
CENSUS 2020

Mr. Andrew Devedjian, advised he was in attendance with his fellow ambassador Reena Murphy representing the Andrew Goodman Foundation at Miami University along with the student voice regarding the 2020 Census. Mr. Devedjian noted he and Ms. Murphy wanted to inform everyone what students were doing in terms of Census education and what initiatives they have been working on the past 5 months. Mr. Devedjian advised the Andrew Goodman Foundation was founded in 1966 two years after the deaths of Andrew Goodman, James Chaney and Michael Schwerner, the 3 civil rights activists who were murdered during the 1964 Freedom Summer. Mr. Devedjian noted the non-partisan, non-profit was established by Andrew Goodman's parents in order to carry out the legacy of their son, his work in the civil rights movement and his commitment to non-partisan civic engagement which is being realized with the work being done at Miami University regarding non-partisan voter registration. Mr. Devedjian advised the Andrew Goodman Foundation also does programming for civic engagement which falls within what exactly the 2020 Census is prepping the students for. Mr. Devedjian noted the foundation has been creating a broad coalition between the Miami administration, the Oxford Complete Count Committee and other campus partners in order to ensure there is a complete count within the Oxford community. Mr. Devedjian advised the cornerstone of their plan and in all of the education they were doing is to make sure the students at Miami are aware of not only the civic duty they have in terms of redistricting of all 435 House of Representative seats or the 675 billion dollars of federal funding but also that they understand there is a community interest. Mr. Devedjian noted students were part of the Oxford community and the students have to be aware that the Census directly affects the community.

Ms. Reena Murphy, advised the Andrew Goodman Foundation's focus is on student education noting they were students themselves and do not speak for the university. Ms. Murphy advised they speak for themselves in how they are carrying out Andrew Goodman's legacy through civic engagement with the 2020 Census. Ms. Murphy noted the foundation has done a lot to engage students and get information accessible to them by reaching out to student organizations. Ms. Murphy advised a group was created called Red Hawks Count in which students can sign up to be a representative and present to other student organizations about the Census or voter registration. Ms. Murphy noted they currently had 6 people signed up and they are also training members of the Associated Student Government which is a minimum of 51 other students. Ms. Murphy advised these representatives will go to student organizations who will receive a general presentation about why the Census is important, how to fill it out and all of the impacts it has on the Oxford community, stressing that students are part of the Oxford community. Ms. Murphy detailed several other initiatives the Andrew Goodman Foundation was working on to educate students regarding the importance of getting a complete count for the 2020 Census.

Mayor Smith and members of Council commended Mr. Devedjian and Ms. Murphy for their efforts.

APPOINTMENTS TO BOARDS & COMMISSIONS

Mr. Snavely moved to nominate Hueston Kyger to serve on the HAPC, Philip Russo to serve on the Personnel Appeals Board, and moved to confirm Jason Bracken as the Planning Commission's representative on the Environmental Commission. Ms. Southard seconded. The motions passed 7-0-0.

PUBLIC COMMENTS

Mr. Tim Carlin, advised he has been covering City Council for the Oxford Observer for the past year and informed everyone he would be moving on from that position. Mr. Carlin introduced the new City Council Beat Reporter, Abby Bammerlin.

Mr. David Brown, Butler County Auditor's Office, advised for new Council members that he was the representative from the Auditor's Office for their Outreach to Local Governments program noting Auditor Reynolds implemented the program approximately 10 years ago. Mr. Brown advised the purpose behind the program is for those representing individual local governments to become familiar with someone from the Auditor's Office. Mr. Brown noted if Oxford constituents needed assistance from the Auditor's Office they could contact him.

Mr. Brown noted his office works with the Treasurer's Office and reminded everyone the tax bills are due February 25. Mr. Brown advised part of what his office does is distribute those funds collected by the Treasurer's Office to local governments.

Mr. Brown updated everyone on the Auditor's Fuel Quality Testing program noting co-sponsors were sought for legislation and advised the primary sponsors for the bipartisan legislation that will allow auditors to test fuel for quality and octane level are Representative Lane from West Chester and Representative Kelly from Cincinnati. Mr. Brown noted Representative Sara Carruthers from Butler County signed onto that initiative as a co-sponsor and advised 4 other representatives have signed on as co-sponsors making it a robust bipartisan group.

Mr. Brown advised if someone experiences property damage such as a fire, state law allows the auditor to lower the value of the property depending on when the damage occurred and if proper paperwork is completed. Mr. Brown noted his office tries to be proactive in getting those forms out in front of people so they know if they can qualify for tax savings. Mr. Brown advised Chief Detherage has been a great resource for this initiative in his role with the Butler County Fire Chief's Association.

CONSENT AGENDA

MINUTES

Minutes of the January 21, 2020 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

REPORTS

Report regarding the January 14, 2020 Planning Commission Meeting. (Sam Perry, Community Development Director)

Report regarding the January 16, 2020 Joint TRI Board and Recreation Board Meeting. (Casey Wooddell, Parks and Recreation Director)

Report regarding the January 23, 2020 Environmental Commission Special Meeting. (Mike Dreisbach, Service Director)

Mr. Snavelly moved to approve the consent agenda. Ms. Southard seconded. The motion passed 7-0-0.

RESOLUTIONS

RESOLUTION

FUNDING REQUESTS

A Resolution No. 7155 authorizing the City Manager to apply for state and federal funding for the Technology, Entrepreneurship, Creativity Hub Project. (Doug Elliott, City Manager)

Mr. Elliott advised at the Council Work Session of November 18, 2019 President Crawford and Vice President Creamer discussed several initiatives with City Council. Mr. Elliott noted one initiative was the Elm Street innovation building project and advised the project has been further developed by the City and by Miami University. Mr. Elliott advised the project concept includes an incubator, recruiting an anchor company as tenant and multiple campus/community possibilities for economic development. Mr. Elliott noted the first step was to apply for capital funding for building renovations from the state's biennial capital budget and advised an application was submitted on January 10, 2020. Mr. Elliott noted additional funding will be identified and sought at both the state and federal level. Mr. Elliott advised the Resolution on the agenda tonight is in support of this economic development project and authorizes the City Manager to apply for additional funding. Mr. Elliott noted he and City staff are excited about this economic development project and the partnership with Miami University and advised support will be sought from the CIC and the OCAC as well. Mr. Elliott noted this project will create jobs in the community and could serve as a model in the region for rural economic development using a combination of arts and technology. Mr. Elliott advised the actual name of the project is the Northwest Butler County College at Elm and the subtitle is Technology, Entrepreneurship, Creativity Hub Quarter in Oxford Ohio. Mr. Elliott encouraged Council to adopt the Resolution to further the project.

Mayor Smith inquired if there were any comments from the public and there were none.

Ms. Southard noted she felt it was a wonderful project and advised she was excited it would move forward.

Mayor Smith advised this project has the attention of Governor DeWine who is very much in favor of this program. Mayor Smith noted he felt there was a very good chance the project would move forward.

Mr. Prytherch referred to the former food service building on Elm Street and advised it has been vacant for a number of years. Mr. Prytherch advised at one point Miami University was interested in selling the building and commended Miami for seeing a more long range vision for how the site could be developed.

Ms. Southard moved to adopt Resolution No. 7155. Mr. Ellerbe seconded. The motion passed 7-0-0.

RESOLUTION
AGREEMENT WITH
ENVIRONMENTAL DESIGN GROUP, LLC

A Resolution No. 7156 authorizing the City Manager to enter into an agreement with Environmental Design Group, LLC for the design of OATS Trail Phases III and IV a cost of \$598,898.00 plus an environmental right-of-way allowance of \$25,000.00 and a contingency in the amount of 10% of the agreement price or \$59,889.80 for a total cost not to exceed \$683,787.80. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised in 2016 the City contracted with Environmental Design Group to create a master plan for the Oxford Area Trail system which identified targets that the trail should reach and a general consensus of the alignment of the trail. Mr. Dreisbach noted since that time Mr. Perry and his staff were responsible for construction of Phase I from S.R. 732 to Bonham Road. Mr. Dreisbach advised Phase II construction has begun noting bridge foundations would be poured soon for the bicycle/pedestrian bridge that will cross Four Mike Creek and work was also being done next to U.S. 27 S. at the other end of the trail. Mr. Dreisbach noted Phase II would be completed later this autumn connecting S.R. 73 and U.S. 27. Mr. Dreisbach advised the next step in this process is to get detailed engineering and design drawings completed for Phase III and IV and provided digital maps of the areas in question. Mr. Dreisbach advised the City developed specifications for a Request for Proposal and received two qualified responses from ODOT pre-qualified firms. Mr. Dreisbach noted a committee which included himself, the Assistant City Manager, the Community Development Director and the City Engineer reviewed the proposals independently and then met and accumulated their scores together and upon doing so Environmental Design Group LLC was determined to be the preferred vendor for this contract. Mr. Dreisbach encouraged Council to approve the design contract noting the City had \$770,000 appropriated in this year's budget and thanked Ms. Greene and her team for obtaining \$2 million in grant funding for Phases III & IV construction.

Mayor Smith inquired if there were any comments from the public and there were none.

Mr. Prytherch noted his support for the proposed Resolution.

Ms. Southard advised she was excited to see this moving forward noting the trail is used by so many people every day.

Mr. Prytherch reminded everyone the proposed Resolution was for the design of Phases III & IV of the trail not the construction noting the City and the electors made a big investment in this infrastructure.

Mr. Snavelly moved to adopt Resolution No. 7156. Mr. Ellerbe seconded. The motion passed 7-0-0.

RESOLUTION
AGREEMENT WITH
DYNEGY ENERGY SERVICE, LLC

A Resolution No. 7157 authorizing the City Manager to enter into agreements with Dynegy Energy Services, LLC for the procurement of renewable electricity generation services for the City's consumption for a period of sixty months. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised in 2011 the City had the opportunity to start choosing the vendor that generates electricity for the City's needs noting the proposed Resolution addresses the generation of electricity. Mr. Dreisbach advised Dynegy Energy was a profit group that split off from the former Cincinnati Gas and Electric/Duke Energy Company. Mr. Dreisbach noted the City has contracted with Dynegy since 2011 and advised every contract the City has had with Dynegy has come with a lower kilowatt per hour rate. Mr. Dreisbach advised the proposed agreement was for renewable energy and encouraged Council to adopt the proposed Resolution for the procurement of renewable electricity generation services for a 60 month period beginning in April of 2020.

Mayor Smith inquired if there were any comments from the public and there were none.

Ms. Raghu inquired if the City was purchasing renewable energy certificates and Mr. Elliott advised Dynegy would and the City was purchasing power from them. Mr. Dreisbach noted Dynegy would certify to the City that the electricity they are committing to the City from generation is coming from renewable sources and specifically Texas Wind Farms. Ms. Raghu noted her concern that a lot of people will think the City is using renewable energy when the City is actually subsidizing a Wind Farm in Texas to allow their production to go on. Mr. Dreisbach advised it was his understanding that the renewable and the fossil fuel plants are co-mingled on the grid so the City does not know exactly where the electrons are coming from. Ms. Raghu noted she felt this was a great first step.

Mr. Prytherch noted the City's dollars are not supporting a coal fired power plant and advised the switch to renewable energy credits for residential customers is a huge step for the City and commended staff for looking at how to accomplish that. Mr. Prytherch referred to Mr. Dreisbach's staff report and advised the City was also saving approximately \$20,650 annually.

Ms. Southard advised the efforts of the League of Women Voters should also be recognized noting some years ago they worked towards electric aggregation for the community and advocated for it in 2013 or 2014. Ms. Southard advised it has been a very successful program.

Mr. Ellerbe noted he appreciated Mr. Dreisbach and his staff for considering the goals of Council in their negotiation for the energy product and at an amazing price.

Mr. Bracken concurred with the rest of Council. Mr. Bracken noted it would not preclude if the City makes energy itself in the future. Mr. Bracken advised it was his understanding that renewable energy certificates do not technically offset. Mr. Bracken noted if the City has a contract that specifically says the City is purchasing directly as opposed to just additional subsidization which is often what happens with renewable energy certifications then the City was doing beyond what renewable energy certificates normally do. Mr. Bracken advised no matter where the specific electrons come from the City is still reducing the overall use of fossil fuels.

Mr. Snavelly moved to adopt Resolution No. 7157. Ms. Southard seconded. The motion passed 7-0-0.

RESOLUTION **CURB, GUTTER & SIDEWALK REPAIR**

A Resolution No. 7158 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 repaving, re-curb, and repairing the sidewalks, curbs, and gutters. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised this was the first piece of legislation required for the City's special assessment program noting the City has used this process for many years. Mr. Dreisbach noted the City needed to get defective curb, gutter and sidewalk repaired prior to the street resurfacing program. Mr. Dreisbach advised property owners were notified of the repairs that need to be made in October to try to give them as much lead time as possible. Mr. Dreisbach noted this was the formal notice that is required by the Ohio Revised Code. Mr. Dreisbach advised the next step will be for the City to enter into a contract with a concrete contractor to perform the work. Mr. Dreisbach noted after the work is complete a Resolution will be presented notifying property owners what the actual costs were to make the repairs. Mr. Dreisbach advised finally an Ordinance would be presented levying the assessments to the properties so the City can recover its costs for making the repairs.

Mr. Snavelly inquired why almost all communities assess homeowners for curb, gutter and sidewalks but not for streets. Mr. Snavelly inquired if there was some history as to why it is done that way, noting a lot of people are on fixed incomes and then they get a significant assessment. Mr. Dreisbach advised for the last 20 years in Oxford it was a decision of Council by Ordinance to make property owners responsible for curb, gutter and sidewalk maintenance. Mr. Dreisbach noted it would be easy for the City to take over those expenses if money was no object. Mr. Dreisbach advised the General Fund was limited and that would be a drastic change to the General Fund operation.

Mr. Prytherch advised the Ohio Revised Code makes the sidewalk the responsibility of the property owner and inquired if curb and gutter was mentioned in the Ohio Revised Code. Mr. Conard advised under ORC 729 Assessments, construction repair of sidewalks, curbs and gutters is the expense of the owners. Mr. Conard noted the statute has been in effect since 1962 and advised he felt it was in recognition that there is limited monies available. Mr. Conard noted when grant or other opportunities are available that burden does not always have to fall on the property owner.

Mr. Prytherch advised he felt the perception of this program to homeowners was not optimal noting he felt the communication could be improved. Mr. Dreisbach advised staff would endeavor to improve communication with the unpleasant news of a pending assessment. Mr. Dreisbach noted ideally property owners would maintain their property and not force the City to initiate this process.

Mr. Elliott advised if the City makes the repairs property owners can have the costs assessed to their property tax over a 5 year period at 5% interest. Mr. Bracken inquired what percentage of property owners choose to have the City make the repairs and Mr. Dreisbach advised it was usually approximately 50%.

Mayor Smith inquired if there were any comments from the public and there were none.

Ms. Southard moved to adopt Resolution No. 7158. Mr. Ellerbe seconded. The motion passed 7-0-0.

ORDINANCE
FIRST READING

ORDINANCE
ZONING MAP
AMENDMENT

An Ordinance Accepting The Planning Commission's Recommendation And Granting A Zoning Map Amendment To Establish A Neighborhood Conservation Overlay District In A R-1A (Single Family Low Density Residential) District For 90 Parcels Located on Miami Trail, Northridge Drive, Red Cedar Circle, Dufour Lane, Honor Lane And Jacob Drive In The City Of Oxford. (Sam Perry, Community Development Director)

Mr. Perry advised the proposed Ordinance was a recommendation from the Planning Commission noting it was the 20th Neighborhood Conservation Overlay District application to come before Council. Mr. Perry advised this was an idea brought forth by the Housing Advisory Commission in 2011-2012. Mr. Perry noted if approved the number of occupants for a rental property would be reduced from 4 to 2 unrelated persons. Mr. Perry advised this would not prevent any permitted rentals from continuing. Mr. Perry advised Ms. April Smith was in attendance on behalf of the neighborhood.

Mayor Smith inquired if there were any comments from the public and there were none.

Mr. Snavelly advised on behalf of the Planning Commission that one written comment was received objecting to the petition noting the person misunderstood the overlay boundary. Mr. Snavelly noted members of the neighborhood who spoke before the Planning Commission were very clear in their support for the overlay.

Ms. Southard noted this was democracy at work as people want to protect their neighborhoods and advised she felt Council should move forward with the approval.

Mr. Prytherch advised it was no small job for the petitioners noting it takes a lot of leg work.

ORDINANCES
SECOND READING

ORDINANCE
SUPPLEMENTAL BUDGET

An Ordinance No. 3550 Amending Ordinance No. 3538. Supplemental Budget Ordinance Number 1 To Make Supplemental Appropriations For Fiscal Year 2020. (Joe Newlin, Finance Director)

Mr. Newlin addressed his staff report as presented on page 95 of Council's packet and offered to answer any questions.

Mayor Smith inquired if there were any comments from the public or from Council and there were none.

Mr. Snavelly moved to adopt Ordinance No. 3550. Ms. Southard seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Bracken, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Snavelly, Ms. Southard
Mayor Smith (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
NEW SECTION 521.14

An Ordinance No. 3551 Amending The Codified Ordinances Of The City Of Oxford, Ohio, By Adding New Section 521.14 Entitled Expanded Polystyrene Ban To Chapter 521 Entitled Health, Safety And Sanitation. (Doug Elliott, City Manager) **Tabled.**

Mr. Snavelly moved to remove the proposed Ordinance from the table. Ms. Raghu seconded. The motion passed 7-0-0.

Mr. Elliott advised he had nothing to add since the first reading of the proposed Ordinance. Mr. Elliott referred to page 101 of Council's packet and noted the paragraph defining "Organization" was stricken per Council's amendment during the first reading of the proposed Ordinance.

Ms. Raghu advised the Environmental Commission reviewed the proposed Ordinance at their Special Meeting last week noting the overall vote was 5-0 with one abstention to recommend approval by Council.

Mr. Bracken advised the Environmental Commission was mostly in favor of the proposed legislation noting there was some reservation as some members agreed with Mr. Ellerbe's position that it was a little rushed. Mr. Bracken advised most of the commission was comfortable with it and talked through various issues regarding it.

Mayor Smith inquired if there were any comments from the public and there were none.

Mayor Smith advised he attended the Environmental Commission's Special Meeting and listened to their discussion. Mayor Smith noted he hoped members of the public would attend the meeting and advised none were there. Mayor Smith noted he felt the Environmental Commission had a very good discussion and advised if Council approved the legislation they would still have 2 years to do more community engagement. Mayor Smith noted he felt Council has come a long way in the six-eight weeks this topic was first discussed. Mayor Smith advised there was concern with major stakeholders such as the school board, hospital and Chamber of Commerce although he felt the school board and hospital were already moving in the direction of phasing out polystyrene.

Mr. Prytherch inquired if the stakeholders know what product Council wants them to use and why if polystyrene is banned. Mr. Bracken advised the Environmental Commission discussed that issue noting it was complicated because expanded polystyrene is not a new substance, it is a different form of it that is more detrimental. Mr. Bracken advised there were competing interests between health, carbon footprint, waste reduction and deforestation noting they often compete against each other especially the health part. Mr. Bracken noted as a good first step he likes where Council is now and advised he would like to go further. Mr. Bracken noted in his opinion he felt it was a good idea to go with biodegradable products and move away from plastics noting even that can get tricky. Mr. Prytherch advised he would like to get at the structural problem because none of the disposables were good. Mr. Prytherch noted he felt banning polystyrene was a good place to start noting it can not be done without partnership with the regulated parties. Mr. Prytherch advised he was willing to go this direction if Council follows quickly with a bigger picture conversation of where Council really wants to go and how disposables will be implemented. Mr. Bracken noted a lot of what Mr. Prytherch said works in parallel it does not fight with what Council was trying to do. Mr. Prytherch advised he would love to do all of these things together and if it were up to him he would say let's hold off and initiate a zero waste program of which this is part of.

Mr. Ellerbe advised when stakeholders were not involved or allowed to come up with their own solutions and at least given the courtesy of opening a dialog and saying this is where we want to go how can we help you help us to get there you are going to incite certain reactions that you are not ready for. Mr. Ellerbe noted when things are banned there can be unintended consequences. Mr. Ellerbe advised he would rather have the conversation and the culture change ahead of time and then legislate the time, place and manner as was done with the unsolicited printed materials.

Ms. Raghu advised she felt there had been plenty of time for public input noting no members of the public attended the Environmental Commission's Special Meeting last week when they reviewed the proposed legislation after Council tabled it in January.

Ms. Southard noted she felt having a goal and not liking polystyrene or any product is one thing and it should be separated from consideration of this Ordinance. Ms. Southard advised Council could look at this Ordinance separately from the goal Council is trying to reach. Ms. Southard noted education and getting people involved is the first way to do things and implementing a ban is the last resort. Ms. Southard advised she has not heard an argument for why Council should adopt this legislation to solve this particular problem. Ms. Southard noted she sees the problem and hears the arguments such as we have to start somewhere but she believes it is more logical to think in a broader systemic way as Councilor Prytherch suggested. Ms. Southard advised she would like to hear what the hospital has to say and what the school district has to say. Ms. Southard noted she was worried about not getting the stakeholders involved and advised she does not favor this method of solving this problem.

Ms. Raghu inquired what the point of tabling the proposed Ordinance was and asking the Environmental Commission to review it. Mr. Prytherch advised he wanted change although he wanted it to be as deliberative and as consensual as possible. Mr. Prytherch noted he felt Council should set a policy goal so a particular board can look at a variety of options. Mr. Prytherch advised additional time to not hear objections builds his confidence and noted he felt it was time worth spending.

Mr. Bracken inquired if some Councilor's positions against this would change if the legislation was sent to additional boards or commissions for review. Mr. Ellerbe advised if the Chamber of Commerce and all of the stakeholders were involved and had a response to the goal and how to reach it he would have more confidence. Ms. Raghu advised the Chamber of Commerce was a membership organization and not every business is a member of the Chamber of Commerce. Ms. Raghu referred to the efforts of Ms. Greene who reached out to everyone who would be minimally touched by this and advised they did not respond.

Mr. Prytherch asked for staff input. Mr. Elliott advised he was not in favor of the proposal although he was asked to draft legislation and bring it forward. Mr. Elliott advised staff contacted the business community and did not receive any responses. Mr. Elliott noted he felt the proposed Ordinance has some benefits and advised he felt it was a partial solution. Mr. Elliott noted staff would make it work if a majority of Council decides to adopt it.

Mr. Prytherch and Mr. Bracken reiterated the issue of educating people during the two year phase-in of the ban with regard to alternative products.

Mr. Snavelly moved to adopt Ordinance No. 3551. Ms. Raghu seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Prytherch, Ms. Raghu, Mr. Snavelly, Mr. Bracken, Mayor Smith (5)

NAY: Mr. Ellerbe, Ms. Southard (2)

ABS: None (0)

ANNOUNCEMENTS

Mr. Elliott advised he received a call from Cox Media on January 24 and was told they intend to follow the City's new Unsolicited Written Material Ordinance. Mr. Elliott reminded everyone that the Ordinance does not outlaw the circulars, it specifies where they can be placed at a residence.

Mr. Elliott noted he was happy to hear the Miami University students talk about their Red Hawks Count. Mr. Elliott noted he, Ms. Greene and Mr. Perry attended a Complete Count Committee meeting on January 22 at Roudebush Hall. Mr. Elliott advised members of the committee include representatives of Miami University (including student organizations), Lane Library, Family Resource Center, Oxford Township and the Oxford League of Women Voters. Mr. Elliott noted each group provided an update and advised there was much discussion about how to achieve a complete count of the student population both on and off campus. Mr. Elliott reminded everyone the census information was confidential.

Mr. Perry advised the ShareFest Oxford event would be held May 13-19 noting he has been involved with the board in planning the event. Mr. Perry noted this has been a great event for redistributing items that would otherwise go to the landfill.

Mr. Perry thanked Councilors for allowing a facilitator to be utilized during last evening's Council Retreat noting he thought it went well.

Mr. Perry advised he looked forward to the Bows and Bowties dance noting he and his daughter attend every year.

Ms. Raghu referred to the coronavirus noting it was definitely a scare. Ms. Raghu noted it was a health scare and it incited phobias and racism against Asian people. Ms. Raghu advised she felt it highlighted the discord between the people we say we are very welcoming to and we need as high tuition paying individuals living and participating in the community. Ms. Raghu noted she feels for those individuals and noted her hope we could do better.

Ms. Southard referred to the Government Services Directory noting the League of Women Voters just updated it for 2020. Ms. Southard advised the LOWV publishes this directory every year noting it was very useful for Oxford citizens.

Mr. Bracken concurred with Ms. Raghu noting he felt Asian students and Asian residents in Oxford contribute a lot to the community. Mr. Bracken advised even if they did not the discrimination he has seen is not good regardless.

Mr. Prytherch advised a few weeks ago Council voted to create a Climate Action Steering Committee noting information was available on the City's website. Mr. Prytherch encouraged interested members of the public to apply for a position on the committee noting it would be made up of a diverse group of individuals.

Mayor Smith advised one of the quarantined students was in the class he was currently teaching noting he met the student for the first time today.

Mayor Smith advised the student was almost apologetic for what happened. Mayor Smith noted the students were told they did everything right by going to the health center and being voluntarily quarantined for a period of time. Mayor Smith noted 7 students will probably not make it back this semester because they are not permitted to leave China at this point. Mayor Smith stated “if you see something – say something” noting he will not tolerate any backlash over this in Oxford.

ADJOURN

Mr. Snavelly moved to adjourn at 8:58 p.m. Ms. Southard seconded. The motion passed 7-0-0.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: February 18, 2020

Service Department
Originating Department

Account Code #: N/A

David Treleven
Prepared By

Budgeted Amount: N/A

February 7, 2020
Date Prepared

Agenda Title: Environmental Commission Meeting of February 5, 2020

Recommendation: For Review and Consideration

Discussion:

Environmental Commission members present at the Wednesday, February 5, 2020 meeting were: Chair, Mr. Wright Gwyn; Vice-Chair, Ms. Madeline Maurer; City Council Representative, Ms. Chantel Raghu; Planning Commission Representative, Mr. Jason Bracken; Mr. Jon Ralinovsky, and Mr. Andor Kiss. A quorum was present. Mr. Steven Elliott had previously notified the Commission that he would be unable to attend this meeting. Also in attendance were graduate students from the Miami University (MU) Institute for the Environment and Sustainability Department (IES) Ms. Olivia Herron and Mr. Noah Miller.

The minutes from the January 8, 2020 monthly Commission meeting, and the January 23, 2020 special meeting of the Commission were unanimously approved as presented.

Ms. Herron and Mr. Miller are members of the IES Professional Service Project (PSP) graduate student team working on the greenhouse gas (GHG) inventory for the City of Oxford. Ms. Herron and Mr. Miller made a presentation to the Commission summarizing the entire PSP team's formal presentation of January 24, 2020. GHG sources are broken into three sectors: Sector 1 include GHG emissions from sources that are owned or operated by Oxford; Sector 2 are GHG emissions associated with energy generation for Oxford's local government operations (LGO) activities, and Sector 3 are from sources outside of Oxford's control that are necessary and related to its LGO activities. Oxford's LGO Sector 1 GHG emissions appear to have the largest percentage (44.5%) of the three, but this is not necessarily bad. The Sector 1 GHG emissions are those that Oxford's actions can most directly impact. Emissions from the closed landfill and Oxford's current solid waste generation (includes Rumpke's fuel for trash and recycling collection, transport, and the disposal or processing of the trash and recyclable materials) appear to account for approximately 61% of Oxford's emissions, and are the largest contributors to Sector 1 and 3 GHG emissions. Oxford's Water Treatment and Waste Water Treatment Plant operations account for the largest percentage of Sector 2 emission due to their electrical demands. Commissioners offered constructive advice to improve the clarity of the information provided for the LGO GHG presentation. Commissioners also inquired how the closed landfill's GHG emissions were determined. Staff stated that the value was obtained from the USEPA's e-GGRT (electronic GHG reporting tool), which utilized details about the landfill (such as the duration of use and when closed, volume of wastes entombed, the

(Continued)

Approved By:

Department Head:
City Manager:

Initial Date
MBD \ 2/10/20
DRE \ 2/19/20

maximum depth of wastes, etc.) and provides an estimate of the landfill's carbon dioxide equivalent emissions. Commissioners pondered whether an actual measurement of the volume of emissions from the closed landfill's passive venting system may be appropriate, given the apparent impact of the landfill emissions to Oxford's total LGO GHG emissions. Commissioners also inquired as to the biogases associated with the Waste Water Treatment Plant's operations. Ms. Herron had previously participated in a MU Capstone project looking into the Plant's biogas generation, uses, and potential uses, which included installation of a micro-turbine to generate electricity from the biogases. It was requested that Ms. Herron provide a copy of the Capstone report to the Commission. The LGO GHG inventory is largely completed. Ms. Herron and Mr. Miller indicated that the majority of the upcoming semester's work by the PSP team would research and develop suggested procedures to assist Oxford in conducting a community-wide GHG inventory. Both the LGO and community-wide GHG inventories are required for Oxford's participation and compliance with the Global Covenant of Mayors for Climate and Energy.

Ms. Raghu informed the Commission that City Council had enacted legislation banning expanded polystyrene foam food containers. The ban will be effective as of December 31, 2021, and will include the hospital and the Talawanda schools in town. The Talawanda elementary school student who had presented to City Council regarding the volume of polystyrene food-related materials they encountered daily at school is scheduled to present at the Talawanda School Board meeting. Ms. Raghu suggested it would be good to have members of the Environmental Commission present at the School Board meeting in support of the student. Oxford's municipal contract for electricity will be from all renewable sources at a lesser expense than the previous contracted rate for electricity from non-renewable sources. Commissioners suggested that perhaps it would be beneficial to have Oxford's energy broker make a presentation to City Council regarding the electrical aggregation program and associated intricacies. The following Motion was made by Mr. Gwyn, and seconded by Mr. Ralinovsky:

Motion:

The Environmental Commission would like an electrical aggregation presentation at an upcoming City Council meeting by a representative of Oxford's energy broker.

The Motion passed unanimously. Ms. Raghu indicated she would prepare the request to the City Manager.

The Planning Commission had considered the draft tree preservation and protection legislation at their January 14, 2020 meeting. Mr. Gwyn was in attendance, and reported that the Planning Commissioners had a thorough discussion regarding the proposed legislation. Mr. Gwyn indicated that the Planning Commission seemed to have largely agreed with the Environmental Commission's concerns with the draft text as prepared by the Community Development Department. The Planning Commission requested that Community Development Department staff revise the existing draft tree protection legislative text to incorporate (as best they could) requirements such as a minimum replacement ratio for any tree of ten inches diameter at breast height (DBH) or greater that was removed anywhere on the site during development, stipulating a minimum survival period for newly planted trees, inclusion of a site survey of trees 10 inches or greater DBH, inclusion of a tree fund option, etc. Mr. Gwyn reminded the Commissioners that the tree ordinance was to be discussed further at the next Planning Commission meeting during the evening on Tuesday, February 11, 2020 at the Courthouse.

In an email dated January 22, 2020, on behalf of the City Council, Councilor David Prytherch requested that the Environmental Commission consider a Zero Waste Resolution during the January 23, 2020 special meeting the Commission had to consider the ban on expanded polystyrene foam (EPF) food containers. Given the relatively short notice, the decision was made to postpone consideration of a proposed Zero Waste Resolution until the Commission's February 5, 2020 regularly scheduled meeting. During discussion of the proposed Zero Waste Resolution, Commissioners expressed concern that it appeared the proposed Resolution had not been sent to the Commission by the City Council for consideration and action, but by a Councilor. The Commission tabled the Resolution with no action taken, with the suggestion that perhaps this was a topic the Climate Action Task Force may wish to consider.

The Earth Day Proclamation for 2020 was unanimously approved as presented. Staff informed the Commissioners that this year's Earth Day observation ("EarthFest") would occur on Saturday, April 18, 2020 in the Uptown Memorial Park. Staff has reserved a spot for the Environmental Commission at the event and intends to be present to distribute literature, take requests for changes in recycling services, and be present to answer questions from the public.

The Arbor Day Proclamation for 2020 was unanimously approved as presented. Arbor Day is the last Friday in April, (the 24th this year). Oxford intends to plant a celebratory tree (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.

The Commissioners held Officer Elections. Mr. Jon Ralinovsky was elected as Chair, and Mr. Wright Gwyn was elected as Vice-Chair. Both elections were unanimous.

The community action group #Take3Oxford has informed the Oxford that #Take3Oxford had selected the City as its winner of this year's #Take3Oxford "Oscar" for "Best Trash Pickup / Prevention Group Effort" for the its recent and on-going efforts as evidenced by the City's food scrap composting program, innovations like the water re-fill station at the community picnic, the use of compostable materials at the community picnic, and the provision of compost collectors at local school and community events. A brief recognition ceremony is scheduled at approximately 12:45 p.m. on Saturday, February 8, at the MOON Co-Op Chili Lunch, held at the Holy Trinity Episcopal Church (25 East Walnut Street). Ms. Raghu indicated she would attend the ceremony on behalf of the Environmental Commission.

Oxford Assistant City Manager, Ms. Jessica Greene, had requested that the Commission appoint a representative to the Climate Action Task Force. The Task Force is tentatively scheduled to meet quarterly, starting at the end of March 2020. Commissioners inquired if the time of day for the meetings had been established, and requested Staff find out when the meetings would be scheduled (if it had been determined yet).

Commissioners concluded discussions at 8:25 p.m. The next regularly scheduled monthly Commission meeting is scheduled for 7:00 p.m. on March 4, 2020 in the Municipal Building's First Floor Conference Room.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: February 18, 2020

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

February 4, 2020

Date Prepared

Agenda Title: Resolution authorizing the City Manager to waive the fees adopted in the Fee Ordinance for the street closures for Enjoy Oxford for the 2020 annual Summer Music Festival.

Recommendation: n/a

Discussion:

Council has approved this request every year since 2005. The fee for each street closure is \$135.00.

Approved By:

Department Head: _____

Initial Date

City Manager: _____

DRE

\ 2-14-20

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO WAIVE THE FEES
ADOPTED IN THE FEE ORDINANCE FOR THE STREET CLOSURES FOR THE VISITORS
BUREAU (ENJOY OXFORD) FOR THE 2020 ANNUAL SUMMER MUSIC FESTIVAL.

WHEREAS, Enjoy Oxford has requested Council to consider waiving the fees for the
street closures for the 2020 Annual Summer Music Festival; and

WHEREAS, Oxford City Council has approved this request every year since 2005. The
fee for each street closure is \$135.00.

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

SECTION 1: Council having considered the request determined that the Summer Music
Festival is a benefit to the entire community and that waiving the fees for the street closures is in
the best interest of the community, hereby authorizes the City Manager to waive the fees for the
street closures for the 2020 Annual Summer Music Festival.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

RECEIVED

2-10-20

Rev. 1/19



REQUEST FOR PUBLIC PARK PERMIT



REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Date(s) of Event: 6 / 4 / 20 through 8 / 27 / 20 From: 06:00 PM To: 10:00 PM

Today's Date: 2 / 10 / 20 ☐ Emergency Utility Repair (check box, if applicable)

--- Applicant shall allow a minimum of 3 business days for processing ---

Responsible Adult:
(18 years of age or older)*

Kim Daggy

Organization: Oxford Visitors Bureau dba Enjoy Oxford

Address:

14 W. Park Place, Suite C

Advisor:

Address:

same

Telephone:

513-523-8687

Telephone:

same

Cellular:

574-360-3384

Cellular:

Fax:

Fax:

Email:

kimdaggy@enjoyoxford.org

Email:

info@enjoyoxford.org

* Person in charge - Primary contact

Non-Profit:

☒ Yes ☐ No

PARK REQUESTED

- ☐ Merry Day Park (adjacent to the Miami Mobile Home Park, Reagh Way Drive)
☐ Leonard Howell Park (Bonham Road)
☐ Oxford Community Park (Fairfield Road) - Contact 523-6314 to confirm date(s)
☒ Memorial Park (E. Park Place & N. Main Street - has pavilion)
☒ Martin Luther King Jr. Park (W. Park Place & N. Main Street - animal sculptures & fountain)
☐ Other: _____

TITLE OF EVENT (be specific and include projected attendance)

2020 Uptown Music Concert Series

Projected Attendance: 300-3000 Has this event been held previously? ☒ Yes ☐ No If "YES", when? Annually

Will food, goods, services or merchandise be sold at the event? ☒ Yes ☐ No

If "YES", please see Section 729.05, Sales on Certain Municipal Property Prohibited (attached to last page of application.)

Note: If you or your organization are handing out information on the public sidewalk, no permit is required.

DESCRIPTION OF EVENT

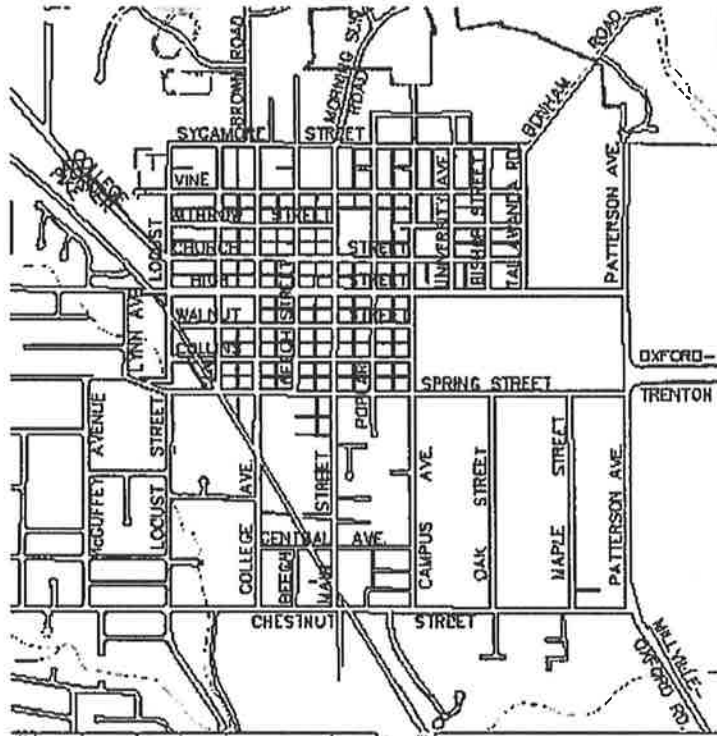
Place a description of the event, along with additional requests, on the appropriate attachment. If request is only for use of a right-of-way, use the attachment labeled City of Oxford / Right-of-Way Request Details.

Applicant's Signature: _____

Date: 2 / 10 / 20

I have read and understand the rules, guidelines and conditions. Furthermore, I understand that acceptance of them is a condition of approval; and, if approval is granted, it is only for the event specified above. I also understand that the request will be reviewed by various City of Oxford officials and additional conditions may be required before final approval is granted. If additional conditions are required, I agree to meet with the appropriate officials.

Note
If your event is outside the boundaries of this map, either attach a separate map or contact the City for assistance.



CITY OF OXFORD / RIGHT-OF-WAY REQUEST DETAILS

Instructions for Applicant: Please clearly denote the parade route, streets and/or sidewalk areas being requested. Place a concise narrative explanation on the following lines. Attach additional pages if necessary. **Note:** Any work in the public right of way requires the submittal of a maintenance of traffic plan.

Close Main St between MLK & Memorial Park due to high pedestrian traffic

Thursday, July 2 Concert will follow the Parks & Rec Freedom Festival Parade

Thursday, Aug 27 Concert will coordinate with the Community Picnic

Reserve parking in East Park for Band, Sound Tech and Sponsors as needed

Unused parking spots will be opened up to the general public once event support is in place

Use of sidewalk areas around Park for sponsor tents and Enjoy Oxford Information Bike Cart

Additional Requests:

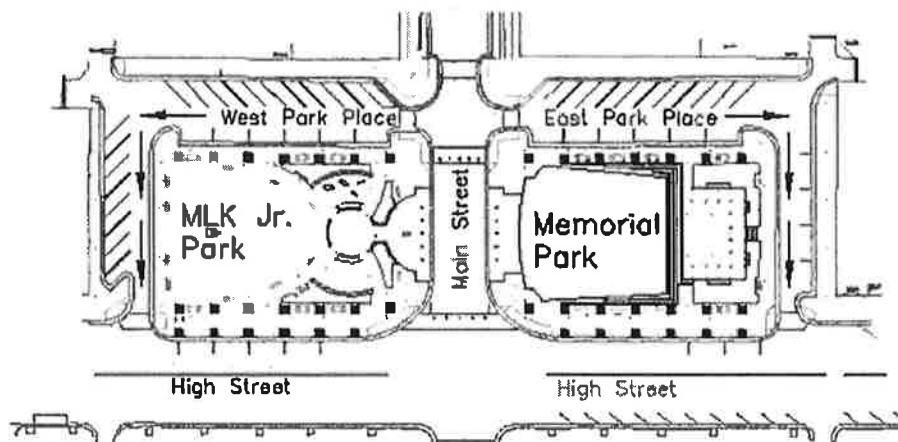
(Include details in narrative)

- ☐ No Parking Signs*
- ☐ Detour(s)
- ☐ Police Assistance

Time Details

	Start	End
Setup	6:00 pm	7:00 pm
Event	7:00 pm	9:30 pm
Breakdown	9:30 pm	10:00 pm

*Generally the responsibility of the applicant.



OXFORD MEMORIAL PARK & MARTIN LUTHER KING JR. PARK

Instructions for Applicant: Please clearly denote (1) the sections of the parks that you are requesting, (2) parking spots needed and (3) proposed street closures. Place a concise narrative explanation on the following lines. Attach additional pages if necessary.

Use of Pavilion and Lighting system

Use of Memorial Park & MLK Park for Community attendance

Power on at trees

Potential for sponsors to sell their products

Additional Requests:

(Include details in narrative)



Pavilion



Extra trash cans*



Special power requirements (explain in narrative)**



Street Closure**



Other: Enjoy Oxford will print and post all No Parking Signs and remove each evening

Time Details

	Start	End
Setup	6:00 pm	7:00 pm
Event	7:00 pm	9:30 pm
Breakdown	9:30 pm	10:00 pm

*See fee sheet

**** Contact the Streets & Maintenance Division 3 days prior to the event at 513-523-8412**

NOTE: Street closures will be at the discretion of the Oxford Police Department



Stipulations and Fees

Note: FULL PAYMENT REQUIRED BEFORE THE EVENT

RIGHT-OF-WAY

Applicants should allow a minimum of **three (3) business days** for the request to be processed from the time it is submitted to city officials. *(Please provide the City with as much lead time as possible. Events requiring road closures and staffing will require additional processing time. Large event requests shall be submitted no less than fourteen (14) days in advance of the event.)*

1. Applicant shall manage all work zones in the Right-of-Way in compliance with the Ohio Manual of Uniform Traffic Control.
2. Large events (estimated at over 500 people, including all concerts and performances, will require a pre-event meeting with the Police (524-5247) and Service Department (524-5206) prior to approval. *Note: Requests **WILL NOT** be approved prior to the pre-event meeting.*
3. The period of use may not exceed two (2) days without city council approval.
4. At least one legally responsible adult must sign the request.
5. The usage may not discriminate for or against a given class of people.
6. All ordinances that regulate noise shall be observed.
7. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within the public right-of-way.
8. The applicant is responsible for cleanup. Failure to clean up may result in subsequent requests being denied or a deposit being required. In addition, a cleaning charge may be assessed.
9. Safety staffing levels will be determined by the Oxford Police Department and the applicant may be required to hire police officers.
10. All special conditions specified by department heads must be complied with. Fees may be assessed for special services – see below.
11. NO markings may be made on streets or sidewalks within the public right-of-way.

USE OF PARKS (ALL THOSE ABOVE, PLUS)

1. No motor vehicles may be parked within the area of the park or on any sidewalk.
2. Banners are only permitted on the stage area during the function and must be removed immediately after the event. Tying is the only acceptable way of affixing a banner to the stage area.
3. No signs are permitted.
4. The applicant is responsible for damage to grass, shrubs or trees as a result of the event and agrees to compensate the City of Oxford the cost of repairs and/or replacement.
5. No structure shall be defaced and no structure shall be erected within four (4) feet of the base of a tree or shrub.
6. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within any park.
7. The applicant will be required to provide the City with a certificate of insurance naming the City as an additional insured for events with live animals or inflated play structures with a minimum of \$1M coverage. Insurance for other events may be required and reviewed on a case by case basis.

FEE INFORMATION

No Parking Signs	\$1.00/ea.
Metered Parking	\$10.00/ea
Trash Boxes	\$5.00/ea.
<u>Personnel</u>	
Police Officer(s)	Contact OPD
Street Dept. Personnel	\$25.00/hr
Electrician	\$100.00
Park & Rec Personnel	Contact OPRD

Road Closures

Main Street	\$135.00**
US 27 Detour	\$135.00**

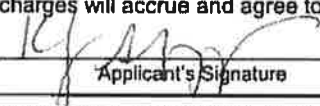
****Includes labor**

Sports Fields/Gazebo

Contact OPRD – 523-6314

APPLICANT'S ASSURANCE

I have reviewed the estimated cost for the event and agree to compensate the City for services rendered as specified above. If the event runs past the stated end time, I understand that additional charges will accrue and agree to compensate the City accordingly.


Applicant's Signature

Date: 2 / 10 / 20

CITY USE ONLY

	Service	Hours	Rate	Estimate	Final
1			\$	\$	\$
2			\$	\$	\$
3			\$	\$	\$
4			\$	\$	\$
5			\$	\$	\$
	Total		\$	\$	\$

	Applicant's Initials	Review Date
Police Department		
1		
2		
3		
4		
Fire Department		
1		
2		
3		
4		
Service Department		
1		
2		
3		
4		
Recreation Department (if applicable)		
1		
2		
3		
4		
City Manager		
1		
2		
3		
4		

Pre-Meeting (if applicable): Reviewed with _____ on _____.

Reviewer(s): _____

APPROVAL SECTION (with conditions)

Police Chief:	☐ Approved	☐ Not Approved	_____/____
Fire Chief:	☐ Approved	☐ Not Approved	_____/____
Service Director:	☐ Approved	☐ Not Approved	_____/____
Recreation Director:	☐ Approved	☐ Not Approved	_____/____
City Manager:	☐ Approved	☐ Not Approved	

City Manager's Signature

Date: _____

Reason(s) event not approved:

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Clerk of Council
Originating Department

Council Meeting Of: February 18, 2020

Doug Elliott

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

February 7, 2020

Date Prepared

Agenda Title: A Resolution by Oxford City Council authorizing the continued placement of 67.3760 acres of land owned by EVR Investments, L.L.C. in an agricultural tax district, said property address being 4160 Oxford Reily Rd., Oxford Ohio 45056 (Parcel No. H4100-132-000-001) in accordance with O.R.C. Chapter 929, The Farmland Preservation Act.

Recommendation: Adopt the Resolution

Discussion:

An agricultural district provides protection against nuisance suits over farm operations, deferment of tax assessments on land to build sewer and water lines, and allows for additional review if land is taken by eminent domain for a public purpose.

Applications for placing land in an agricultural district are available from each county auditor's office. Landowners with farms located within municipalities must file with the county auditor and also with the clerk of the municipality. The legislative body of the municipality must then have a public hearing on the application within 30 days. The municipal legislative body may approve, approve with modifications, or reject the application. If the legislative body modifies or rejects an application they must be able to demonstrate that having the land placed in an agricultural district would create a substantial adverse effect on:

1. The provision of municipal services within the municipal Corporation;
2. Efficient use of land within the municipal corporation;
3. The orderly growth and development of the municipal Corporation;
4. The public health, safety or welfare (ORC 929.02 [B])

If an applicant has been denied a request for being in an agriculture district or has had an application modified, the decision of the legislative body and the county auditor may be appealed to the court of common pleas (ORC 929.02[A][2] and [B]).

Approved By:

Initial Date

Department Head:

City Manager:

DRE \ 2-14-20

RESOLUTION NO.

A RESOLUTION BY OXFORD CITY COUNCIL AUTHORIZING THE CONTINUED PLACEMENT OF 67.3760 ACRES OF LAND OWNED BY EVR INVESTMENTS, L.L.C. IN AN AGRICULTURAL TAX DISTRICT, SAID PROPERTY ADDRESS BEING 4160 OXFORD REILY RD., OXFORD, OH 45056 (PARCEL NO. H4100-132-000-001) IN ACCORDANCE WITH O.R.C. CHAPTER 929 AND WITH THE FARMLAND PRESERVATION ACT.

WHEREAS, the Farmland Preservation Act, approved by the Ohio General Assembly in 1982, provides that farmland may be placed in an agricultural tax district, in accordance with O.R.C. Chapter 929; and

WHEREAS, the City of Oxford has received a renewal application from EVR Investments, L.L.C. for continued placement of the property consisting of 67.3760 acres, in such agricultural tax district; and

WHEREAS, the Council for the City of Oxford held this date a public hearing on said application as provided by law.

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

SECTION 1. City Council hereby approves the renewal application for continued placement of the property owned by EVR Investments, L.L.C., 67.3760 acres as described in the application filed with the City, in accordance with the Farmland Preservation Act which provides a farm owner the following:

- (1) Deferment of water, sewer and electrical assessments.
- (2) Limited protection for lawsuits alleging nuisance.
- (3) Limited protection from eminent domain proceedings.

SECTION 2. The placement of real property in an agricultural tax district does not change the current zoning of the property.

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

MAYOR

ADOPTED:
ATTEST:

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

**ROGER
REYNOLDS**
BUTLER COUNTY AUDITOR CPA

Office Phone: 513-887-3154
130 High Street
Hamilton, Ohio 45011
www.butlercountyauditor.org



January 16, 2020

RECEIVED

1-22-20

City of Oxford

Mary Ann Eaton
Clerk of Oxford City Council
15 S College Ave
Oxford OH 45056

Dear Ms. Eaton:

Please find enclosed a renewal application for the Placement of Farmland in an Agricultural District (ODA-Ag. Adm. Form 11). Please see the fact sheet(enclosed) and the back of the application for instructions. Your most recent resolution on this matter was Resolution No. 4513 adopted February 16, 2010. Please refer to part "B" on page 4 of the application for time frames.

I would appreciate your attention to this matter. If you have any questions, you can contact me 513-887-3146. Thank you.

Sincerely,

Roger Reynolds
Butler County Auditor

Harold Baxter

By: Harold Baxter
CAUV Administrator
Butler County Auditor's Office

most recent Res
is 4893
adopted 2-17-15

APPLICATION FOR PLACEMENT OF
FARMLAND IN AN AGRICULTURAL DISTRICT
(O.R.C. Section 929.02)

New Application _____
Renewal Application ☒

(See page 4 for General Information regarding this Application)

INSTRUCTIONS FOR COMPLETING APPLICATION

Print or type all entries.

- o List description of land as shown on the most recent tax statement or statements. Show total number of acres.
- o Describe location of property by roads, etc., and taxing district where located.
- o State whether any portion of land lies within a municipal corporation.
Note: See "Where to File" on page 4 to be sure that a copy of this Application is also filed with the Clerk of the municipal legislative body as well as the County Auditor.
- o A renewal application must be submitted after the first Monday in January and prior to the first Monday in March of the year in which the agricultural district terminates for the land to be continued in this program.
- o If the acreage totals 10 acres or more, do not complete Part D.
- o If the acreage totals less than 10 acres, complete either D (1) or (2).
- o Do not complete page 3. This space to be completed by the County Auditor and/or Clerk of the municipal legislative body.

A. Owner's Name: EVR Investments LLC

Owner's Address: 325 W. Spring St. P.O. Box 30
OXFORD OHIO 45056

Description of Land as Shown on Property Tax Statement:
1-5-34 PT LOT 5 & 6
1-5-34 PT LOT 5
2664 ENT

Location of Property: OXFORD RILEY DR. OXFORD, OHIO
Street or Road-
County- BUTLER

TAX DISTRICT(S)	PARCEL NUMBER(S)	# of Acres
	<u>H3610 - 037 - 000 - 011</u>	<u>52.1240</u>
	<u>H3610 - 037 - 000 - 012</u>	<u>62.8210</u>
	<u>H4100 - 132 - 000 - 001</u>	<u>67.3760</u>
Total Number of Acres		<u>182.321</u>

B. Does any of the land lie within a municipal corporation limit or subject to pending annexation?
Yes _____ No ☒

If YES, REMEMBER a copy of this application must be submitted to the Clerk of the municipal legislative body.

C. Is the land presently being taxed at its current agricultural use valuation under Section 5713.31 of the Ohio Revised Code? Yes ☒ No ☐

If NO, complete the following showing how the land was used the past three years:

	ACRES		
	LAST YEAR	TWO YEARS AGO	THREE YEARS AGO
Cropland			
Permanent Pasture used for animal husbandry			
Woodland devoted to commercial timber and nursery stock			
Land Retirement or Conservation Program pursuant to an agreement with a federal agency			
Building areas devoted to agricultural production			
Roads, building areas, and all other areas not used for agricultural production			
Total Acres			

D. Does the land for which the application is being made total 10 acres or more devoted exclusively to agricultural production or devoted to and qualified for payments or other compensation under a land retirement or conservation program under an agreement with an agency of the federal government?

Yes ☒ No ☐

If NO, complete the following:

1. Attach evidence of the gross income for each of the past 3 years, if the average yearly income from agricultural production was at least twenty-five hundred (\$2,500.00) dollars or more, or
2. If the owner anticipates that the land will produce an annual gross income of twenty-five hundred (\$2,500.00) dollars or more, evidence must be attached showing the anticipated gross income.

Authorization and Declaration

By signing this application I authorize the county auditor or his duly appointed agent to inspect the property described above to verify the accuracy of this application. I declare this application (including accompanying exhibits) has been examined by me and to the best of my knowledge and belief is a true, accurate and correct application. I understand that land removed from this program before the 5-year enrollment period is subject to penalty, in accordance with Section 929.02(D) of the Ohio Revised Code.

Ever Investments LLC by
John Smith Managing member Date: 1/11/2020
 Signature of Owner

DO NOT COMPLETE FOR OFFICIAL USE ONLY

CAUV Application No. 984

Action of County Auditor

Application Approved ☒ Rejected ☐ *

Date Application Filed with County Auditor JAN 16 2020

Date Filed (if required) with Clerk of Municipal Corporation _____

County Auditor's Signature Harold Bayler Date JAN 16 2020

Date Decision Mailed to Applicant _____ Certified Mail No. _____

Action of Legislative Body of Municipal Corporation

Application Approved ☐ Approved with Modifications ☐ * Rejected ☐ *

Date Application Filed with Clerk _____

Date of Public Hearing _____

Date of Legislative Action _____

Clerk's Signature _____ Date _____

Date Decision Mailed to Applicant _____ Certified Mail No. _____

* IF MODIFIED OR REJECTED, ATTACH SPECIFIC REASONS FOR MODIFICATION OR REJECTION

INFORMATION FOR PLACEMENT OF FARMLAND IN AN AGRICULTURAL DISTRICT

A. WHO MAY FILE?

Any owner of land used for agricultural production may file an application to have the land placed in an agricultural district.

B. WHERE TO FILE

The completed application must be filed with the auditor of the county where the land is located. The applicant will be notified of action taken by the county auditor within 30 days of the filing of the application if the land is not within a municipal corporation or an annexation petition has not been filed. If the land for which an application has been made lies within a municipal corporation limit or if an annexation petition that includes the land has been filed with the Board of County Commissioners under Section 709.02 of the Ohio Revised Code, a copy of the application must also be filed with the Clerk of the legislative body of the municipal corporation. The legislative body is required to conduct a public hearing on the application within 30 days after the application has been filed with the Clerk. Within 30 days of the hearing, the legislative body may approve the application, modify and approve the application as modified, or reject the application.

C. WHEN TO FILE AND RENEWAL

The original application may be filed at any time for placement of land in an agricultural district for a five-year period. If at the end of five years, the owner decides to keep some or all of his or her land in a district, he or she shall submit a renewal application and must meet the same land requirements and use the same application process as the original application. The renewal application may be filed at any time after the first Monday in January and prior to the first Monday in March of the year during which an agricultural district terminates, for a period of time ending on the first Monday in April of the fifth year following the renewal application.

D. WHAT IS "LAND USED FOR AGRICULTURAL PRODUCTION?"

In accordance with Section 929.01(A) of the Revised Code, land is devoted to "agricultural production" when it is used for commercial aquaculture, apiculture, animal husbandry, poultry husbandry; the production for a commercial purpose of field crops, tobacco, fruits, vegetables, timber, nursery stock, ornamental shrubs, ornamental trees; flowers or sod; the growth of timber for a noncommercial purpose if the land on which the timber is grown is contiguous to or part of a parcel of land under common ownership that is otherwise devoted exclusively to agricultural use; or any combination of such husbandry, production, or growth; and includes the processing, drying, storage and marketing of agricultural products when those activities are conducted in conjunction with such husbandry, production, or growth.

"Agricultural production" includes conservation practices provided that the tracts, lots, or parcels of the land or portions thereof that are used for conservation practices comprise not more than twenty-five percent of tracts, lots, or parcels of land that are otherwise devoted exclusively to agricultural use and for which an application is filed.

"Conservation practices" are practices used to abate soil erosion as required in the management of the farming operation, and include, but are not limited to, the installation, construction, development, planting, or use of grass waterways, terraces, diversions, filter strips, field borders, windbreaks, riparian buffers, wetlands, ponds, and cover crops for that purpose.

E. WHAT DOES "TRACTS, LOTS, OR PARCELS OF LAND" MEAN?

Tracts, lots, or parcels mean distinct portions of pieces of land (not necessarily contiguous) where the title is held by one owner, as listed on the tax list and duplicate of the county, is in agricultural production and conforms with the requirements of either D1, D2, or D3 below.

F. ARE THERE ANY OTHER REQUIREMENTS?

1. The land for which the application is made must have been used exclusively for agricultural production or devoted to and qualified for payments or other compensation under a land retirement or conservation program under an agreement with a federal agency for the three consecutive calendar years prior to the year in which application is made. Evidence must be shown on the application. If the land contains timber which is not being grown for commercial purposes the land on which the timber is growing must be contiguous to or part of a parcel under common ownership that is otherwise devoted exclusively to agricultural use.
2. If the total amount of land for which application is made is less than 10 acres, there is an additional requirement that the applicant submit evidence with his application that the activities conducted on the land have produced an average yearly gross income of at least twenty-five hundred dollars over the three years immediately preceding the year in which application is made or that the land will produce an anticipated annual gross income of that amount.
3. Evidence of annual gross income may be satisfied by attaching to the application form a short statement stating the number of animals by species and anticipated market value, number of acres of crops to be grown, their expected yield and price per bushel or similar specific information.

G. IS THERE A PENALTY FOR EARLY WITHDRAWAL?

Land removed from this program before the 5-year enrollment period is subject to penalty, per Section 929.02(D) of the Ohio Revised Code. See County Auditor's Office for details on how the amount of the withdrawal penalty is determined.

H. APPEAL OF APPLICATION

The applicant may appeal the denial of the application to the court of common pleas of the county in which the application was filed within thirty days of the receipt of the notice denying the application. When the land lies within a municipality the applicant may also appeal a decision to modify or reject an application to the court of common pleas of the county in which the application was filed within thirty days of the receipt of the notice of modification or rejection. In addition, the applicant may withdraw an application modified by a legislative body if he or she disapproves of the modifications.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: February 18, 2020

Alan Kyger

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

February 4, 2020

Date Prepared

Agenda Title: A Resolution authorizing the City Manager to permit the Oxford Farmers Market Association to allow a Farmer's Market vendor to sell tasting samples of wine for consumption on premises, and wine in sealed containers for consumption off the premises of the Oxford Farmers Market with conditions.

Recommendation: n/a

Discussion:

The Oxford Farmers Market Association (OFMA) is requesting permission to permit the Hanover Winery to provide tasting samples and sell wine by the bottle at the Oxford Farmers Market. The OFMA has obtained a F-10 State of Ohio liquor permit. This is a specific permit which allows a farmers market vendor to sell tasting samples and bottles of wine at a farmers market. Since the farmers market is on City property (Lot 52), it also requires the approval of City Council. The wine will be tasted and sold under a tent which will be roped off. The vendor will be required to check identification to make certain that wine is sold to or tasted by individuals 21 years of age or older. This arrangement is different than the Oxford Wine Festival since consumption of wine will be confined to the Hanover Winery tent.

Approved By:

Department Head:

City Manager:

Initial Date

AK 12-13-2020
DRE 12-14-20

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO PERMIT THE OXFORD FARMERS MARKET ASSOCIATION TO ALLOW A FARMER'S MARKET VENDOR TO SELL TASTING SAMPLES OF WINE FOR CONSUMPTION ON PREMISES, AND WINE IN SEALED CONTAINERS FOR CONSUMPTION OFF THE PREMISES OF THE OXFORD FARMERS MARKET WITH CONDITIONS.

WHEREAS, the Oxford Farmers Market is open year round in Oxford's scenic Uptown area; and

WHEREAS, with over 40 vendors, the Oxford Farmers Market is one of the region's largest markets; and

WHEREAS, the Oxford Farmers Market Association wishes to allow the Hanover Winery to sell tasting samples of wine for consumption on premises, and wine in sealed containers for consumption off the premises of the Oxford Farmers Market.

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

SECTION 1: Council having considered the request finds it would be beneficial for the Oxford Farmers Market and its customers to allow the sale of wine at the Oxford Farmers Market with three conditions:

1. The Oxford Farmers Market Association shall obtain a F-10 State of Ohio Liquor Permit, which will allow the Oxford Farmers Market Association's vendor to sell wine at the Oxford Farmers Market.
2. The winery wishing to sell tasting samples of wine at the Oxford Farmers Market shall carry a one million dollar liability insurance policy.
3. The winery tent shall be roped off and each person entering the roped off area shall be at least 21 years of age to purchase wine.

SECTION 2: The City Manager is hereby authorized to take all steps necessary to permit the Oxford Farmers Market Association to allow a Farmer's Market vendor to sell tasting samples of wine for consumption on premises, and wine in sealed containers for consumption off the premises of the Oxford Farmers Market pursuant to the conditions set forth above.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to City Manager

Council Meeting Of : 2/18/2020

Account Code No. : see below

Budgeted Amount :

Finance
Originating Department

Joe Newlin
Prepared By

2/12/2020
Date Prepared

Agenda Title:	2020 Supplemental Budget #2
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Recommendation:	Approve
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Issue 1

To make adjustment to budget for receipt of EMS Grant and subsequent purchases, from unencumbered balance
Although this was on the Staff Report it failed to make it to the ordinance, my bad.

Action Needed:

Revenue Side

Life Squad Gift (210) 3,637.00 Grant Receipt

Expense Side

Life Squad Gift (210) 3,637.00 Expenditures for EMS purchases

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

Issue 2

To make adjustment to budget for posting of health insurance internals for the month's of September \$5,992.50, October \$5,992.50
November \$5,992.50 and December \$6,120.00 of 2019. Internal posting error posting Parking employee's health insurance to the Street Fund and
posting Street employee's health insurance to the Parking Fund. The issue has been resolved and posting is corrected for 2020.

Action Needed:

Revenue Side

Parking Fund (130) 24,097.50 Transfer from Street Fund

Expense Side

Street Fund (122) 24,097.50 Transfer to Parking Fund

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

Issue 3

To make adjustment to budget for income tax refund to the Ohio Department of Taxation not enough revenue collected to offset
refund on net profit tax collected by the State from unencumbered balances

Action Needed:

Revenue Side

N/A

Expense Side

General Fund (110) 58,673.89 Payment to Ohio Department of Taxaation
Fire & EMS Fund (418) 8,381.98 Payment to Ohio Department of Taxaation

Net Effect on Fund Balance/(s)
Increase/(Decrease) (67,055.87)

Total Net Effect on Fund Balance/(s)
Increase/(Decrease) (67,055.87)

Breakdown by Fund

General Fund (110) (58,673.89)

Parking Fund (130)	24,097.50
Street Fund (122)	(24,097.50)
Life Squad Gift (210)	-
Fire & EMS Fund (418)	(8,381.98)
Net Effect on Fund Balance/(s) Increase/(Decrease)	(67,055.87)

Approved By:

Department Head:

City Manager:

Initials	Date
<u>DW</u>	<u>2/12/20</u>
<u>DRE</u>	<u>2-14-20</u>

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO. 3538. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 2 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2020.

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

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

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

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

Life Squad Gift Fund 210	3,637.00
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SECTION 3: The following increase/(decrease) in appropriations from unencumbered balances be made:

General Fund 110	58,673.89
Life Squad Gift Fund 210	3,637.00
Street Fund 122	24,097.50
Fire & EMS Fund 418	8,381.98

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

Transfer from:	
Street Fund 122	24,097.50

Transfer to:	
Parking Fund 130	24,097.50

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

Parking Fund 130	24,097.50
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SECTION 6: In all other respects, Ordinance No. 3493 shall remain in full force and effect.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott, Jr.

Fire

Originating Department

Council Meeting Of: February 18, 2020

John Detherage

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

02-06-2020

Date Prepared

Agenda Title: Update and addition to Chapter 507, Police and Fire Civil Citations.

Recommendation: Adopt the Ordinance.

Discussion: In 2009 Ordinance 507.3 was adopted to allow for civil citations to be issued on first time offenses for several Ohio Fire Code violations. In the years since, referenced fire code section numbers have changed and the need for additional sections has come about. To address these issues the following changes are being submitted:

1. Add chapter 1511 of the Oxford Community Code to address open burning.
2. Add 308.1.6.3 to address Sky Lanterns
3. Change OFC 308.3.8 to 308.4.1
4. Add OFC 315.3.2 Means of Egress
5. Change OFC 1028.2 to 1031.2
6. Change OFC Rule 33 to 56

(iii) 308.1.6.3 Sky lanterns. A person shall not release or cause to be released an untethered sky lantern.

(b) 315.3.2 Means of egress. Combustible materials shall not be stored in exits or enclosures for stairways and ramps.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

JD 12-6-20

DRE 12-14-20

ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTION 507.3 ENTITLED FIRE CIVIL CITATIONS AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 507.3 ENTITLED FIRE CIVIL CITATIONS.

WHEREAS, in 2009 Oxford Codified Ordinance Section 507.3 was adopted to allow civil citations to be issued for first time offenses for several Ohio Fire Code violations; and

WHEREAS, since 2009 referenced Ohio Fire Code section numbers have been updated and the need for additional sections is required. Additionally, open burning needs to be addressed.

WHEREAS, the City Manager and the Fire Chief recommend repealing Oxford Codified Ordinance Section 507.3 entitled Fire Civil Citations and adopting new Oxford Codified Ordinance Section 507.3 entitled Fire Civil Citations in accordance with updates to the Ohio Fire Code and to address open burning.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Fire Chief and hereby repeals Oxford Codified Ordinance Section 507.3 entitled Fire Civil Citations and adopts new Oxford Codified Ordinance Section 507.3 entitled Fire Civil Citations in accordance with updates to the Ohio Fire Code and to address open burning as follows: (Additions are bolded deletions are struck through)

507.03 FIRE CIVIL CITATIONS.

(a) A person who violates a standard of conduct set forth in a section or chapter of the Ohio Fire Code listed below **or Chapter 1511 of the Oxford Codified Ordinances entitled Open Burning** is liable for the civil fine specified in Section 507.04.

- * 107.6 Overcrowding
- * 110 Unsafe Buildings
- * **308.1.6.3 Sky Lanterns**
- * ~~308.3.8~~ **.4.1** Open Flame in Group R-2 Dormitories
- * **315.3.2 Means of Egress**
- * 901.8 Removal of or tampering with equipment
- * ~~1028~~**31.2** Reliability of required exits
- * ~~Rule 33~~**56** Explosives and fireworks

(b) A City officer or employee of the Oxford Fire Department charged with the enforcement of the Oxford Codified Ordinances may as authorized issue a civil citation or a misdemeanor citation for a violation of any section listed in this Section.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

the *Administrative Code* secured from the fire code official.

Exception: Use within inhabited premises or designated campsites that are not less than 30 feet (9144 mm) from grass-, grain-, brush- or forest-covered areas.

(i) **308.1.6.1 Signals and markers.** Flame-employing devices, such as lanterns or kerosene road flares, shall not be operated or used as a signal or marker in or upon wildfire risk areas.

Exception: The proper use of fusees at the scenes of emergencies or as required by standard railroad operating procedures.

(ii) **308.1.6.2 Portable fueled open-flame devices.** Portable open-flame devices fueled by flammable or combustible gases or liquids shall be enclosed or installed in such a manner as to prevent the flame from contacting combustible material.

Exceptions:

1. LP-gas-fueled devices used for sweating pipe joints or removing paint in accordance with *rule 1301:7-7-61 of the Administrative Code*.
2. Cutting and welding operations in accordance with *rule 1301:7-7-35 of the Administrative Code*.
3. Torches or flame-producing devices in accordance with *paragraph (H)(4)(308.4) of this rule*.
4. Candles and open-flame decorative devices in accordance with *paragraph (H)(3)(308.3) of this rule*.

(iii) **308.1.6.3 Sky lanterns.** A person shall not release or cause to be released an untethered sky lantern.

(g) **308.1.7 Religious ceremonies.** When, in the opinion of the fire code official, adequate safeguards have been taken, participants in religious ceremonies are allowed to carry hand-held candles. Hand-held candles shall not be passed from one person to another while lighted.

(i) **308.1.7.1 Aisles and exits.** Candles shall be prohibited in areas where occupants stand, or in an aisle or exit.

(h) **308.1.8 Flaming food and beverage preparation.** The preparation of flaming foods or beverages in places of assembly and drinking or dining establishments shall be in accordance with *paragraphs (H)(1)(h)(i)(308.1.8.1) to (H)(1)(h)(v)(308.1.8.5) of this rule*.

(i) **308.1.8.1 Dispensing.** Flammable or combustible liquids used in the preparation of flaming foods or beverages shall be dispensed from one of the following:

- (a) A 1-ounce (29.6 ml) container.
- (b) A container not exceeding 1-quart (946.5 ml) capacity with a controlled pouring device that will limit the flow to a 1-ounce (29.6 ml) serving.

(ii) **308.1.8.2 Containers not in use.** Containers shall be secured to prevent spillage when not in use.

(iii) **308.1.8.3 Serving of flaming food.** The serving of flaming foods or beverages shall be done in a safe manner and shall not create high flames. The pouring, ladling or spooning of liquids is restricted to a maximum height of 8 inches (203 mm) above the receiving receptacle.

(iv) **308.1.8.4 Location.** Flaming foods or beverages shall be prepared only in the immediate vicinity of the table being serviced. They shall not be transported or carried while burning.

(v) **308.1.8.5 Fire protection.** The person preparing the flaming foods or beverages shall have a wet cloth towel immediately available for use in smothering the flames in the event of an emergency.

(2) **308.2 Permits required.** Permits shall be obtained from the fire code official in accordance with *rule 1301:7-7-01 of the Administrative Code* prior to engaging in the following activities involving open flame, fire and burning:

- (a) Use of a torch or flame-producing device to remove paint from a structure.
- (b) Use of open flame, fire or burning in connection with Group A or E occupancies.
- (c) Use or operation of torches and other devices, machines or processes liable to start or cause fire in or upon wildfire risk areas.

(3) **308.3 Group A occupancies.** Open-flame devices shall not be used in a Group A occupancy.

Exceptions:

1. Open-flame devices are allowed to be used in the following situations, provided approved precautions are taken to prevent ignition of a combustible material or injury to occupants:

- 1.1. Where necessary for ceremonial or religious purposes in accordance with *paragraph (H)(1)(g)(308.1.7) of this rule*.
- 1.2. On stages and platforms as a necessary part of a performance in accordance with *paragraph (H)(3)(b)(308.3.2) of this rule*.
- 1.3. Where candles on tables are securely supported on substantial noncombustible bases and the candle flames are protected.

2. Heat-producing equipment complying with *rule 1301:7-7-06 of the Administrative Code* and the *mechanical code as listed in rule 1301:7-7-80 of the Administrative Code*.

3. Gas lights are allowed to be used provided adequate precautions satisfactory to the fire code official are taken to prevent ignition of combustible materials.

(a) **308.3.1 Open-flame decorative devices.** Open-flame decorative devices shall comply with all of the following restrictions:

- (i) Class I and Class II liquids and LP-gas shall not be used.

(2) **314.2 Fixtures and displays.** Fixtures and displays of goods for sale to the public shall be arranged so as to maintain free, immediate and unobstructed access to exits as required by *rule 1301:7-7-10 of the Administrative Code*.

(3) **314.3 Highly combustible goods.** The display of highly combustible goods, including but not limited to flammable or combustible liquids, liquefied flammable gases, oxidizing materials, pyroxylin plastics and agricultural goods, in main exit access aisles, corridors, covered and open malls, or within 5 feet (1524 mm) of entrances to exits and exterior exit doors is prohibited when a fire involving such goods would rapidly prevent or obstruct egress.

(a) **314.3.1 Display of fireworks for retail sale.** The display of fireworks for retail sale shall be in accordance with *rule 1301:7-7-56 of the Administrative Code*.

(4) **314.4 Vehicles.** Liquid- or gas-fueled vehicles, boats or other motorcraft shall not be located indoors except as follows:

- (a) Batteries are disconnected.
- (b) Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19 L) (whichever is least).
- (c) Fuel tanks and fill openings are closed and sealed to prevent tampering.
- (d) Vehicles, boats or other motorcraft equipment are not fueled or defueled within the building.

(O) SECTION 315 GENERAL STORAGE

(1) **315.1 General.** Storage shall be in accordance with paragraphs (O)(2)(315.2) to (O)(5)(315.5) of this rule.

(2) **315.2 Permit required.** A permit for miscellaneous combustible storage shall be required as set forth in *rule 1301:7-7-01 of the Administrative Code*.

(3) **315.3 Storage in buildings.** Storage of materials in buildings shall be orderly and stacks shall be stable. Storage of combustible materials shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur.

(a) **315.3.1 Ceiling clearance.** Storage shall be maintained 2 feet (610 mm) or more below the ceiling in non-sprinklered areas of buildings or not less than 18 inches (457 mm) below sprinkler head deflectors in sprinklered areas of buildings.

(b) **315.3.2 Means of egress.** Combustible materials shall not be stored in exits or enclosures for stairways and ramps.

(c) **315.3.3 Equipment rooms.** Combustible material shall not be stored in boiler rooms, mechanical rooms, electrical equipment rooms or in fire command centers as specified in paragraph (G)(1)(e)(508.1.5) of *rule 1301:7-7-05 of the Administrative Code*.

(d) **315.3.4 Attic, under-floor and concealed spaces.** Attic, under-floor and concealed spaces used for storage of combustible materials shall be protected on the storage

side as required for 1-hour fire-resistance-rated construction. Openings shall be protected by assemblies that are self-closing and are of noncombustible construction or solid wood core not less than 1³/₄ inches (44.5 mm) in thickness. Storage shall not be placed on exposed joists.

Exceptions:

- 1. Areas protected by approved automatic sprinkler systems.
- 2. Group R-3 and Group U occupancies.

(4) **315.4 Outside storage.** Outside storage of combustible materials shall not be located within 10 feet (3048 mm) of a property line.

Exceptions:

- 1. The separation distance is allowed to be reduced to 3 feet (914 mm) for storage not exceeding 6 feet (1829 mm) in height.
- 2. The separation distance is allowed to be reduced where the fire code official determines that no hazard to the adjoining property exists.

(a) **315.4.1 Storage beneath overhead projections from buildings.** Where buildings are protected by automatic sprinklers, the outdoor storage, display and handling of combustible materials under eaves, canopies or other projections or overhangs are prohibited except where automatic sprinklers are installed under such eaves, canopies or other projections or overhangs.

(b) **315.4.2 Height.** Storage in the open shall not exceed 20 feet (6096 mm) in height.

(5) **315.5 Storage underneath high-voltage transmission lines.** Storage located underneath high-voltage transmission lines shall be in accordance with paragraph (P)(6)(b)(316.6.2) of this rule.

(6) **315.6 Storage in plenums.** Storage shall not be permitted in plenums. Abandoned material in plenums shall be deemed to be storage and shall be removed. Where located in plenums, the accessible portion of abandoned cables that are not identified for future use with a tag shall be deemed storage and shall be removed.

(P) SECTION 316 HAZARDS TO FIRE FIGHTERS

(1) **316.1 Trapdoors to be closed.** Trapdoors and scuttle covers, other than those that are within a dwelling unit or automatically operated, shall be kept closed at all times except when in use.

(2) **316.2 Shaftway markings.** Vertical shafts shall be identified as required by this paragraph.

(a) **316.2.1 Exterior access to shaftways.** Outside openings accessible to the fire department and that open directly on a hoistway or shaftway communicating between two or more floors in a building shall be plainly marked with the word "SHAFTWAY" in red letters not less than 6 inches (152 mm) high on a white background.

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: February 4, 2020

Account Code No. #: N/A

Sam Perry
Prepared By

Budgeted Amount: N/A

January 28, 2020
Date Prepared

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

Recommendation: Approval

Discussion:

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

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

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

Approved by:

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

City Manager: DRE / 1-31-20

ORDINANCE NO.

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

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

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

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

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

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

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)

City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2020-01

Date – January 14, 2020

APPLICATION

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

DESCRIPTION

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

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

RECOMMENDATION

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

ZONING CODE

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

COMPREHENSIVE PLAN

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

Objective Expand Housing options

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

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

Objective: Expand homeownership opportunities

H5.1 Encourage local employers to provide homeownership incentives.

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

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

H5.4 Develop a revolving loan fund.

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

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

AGENCY REVIEWS

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

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

PUBLIC NOTICE

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

DECISION CRITERIA

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

ANALYSIS

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

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

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

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

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

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

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

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

SUBMITTED

BY:

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

Sam Perry, AICP
Community Development Director

City of Oxford
Inter-Office Review Transmittal Sheet

Date: December 13, 2019

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

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

 X Review Revisions Other

Please return no later than: **January 6, 2020** Note: If no comments are received, we will assume the project meets your department's standards.

.....

Drawings are returned: w/comments without/comments

Drawings reviewed by:


John Detherage, Fire Chief

PRINTED NAME

Date: 12-13-19

City of Oxford
Inter-Office Review Transmittal Sheet

Date: December 13, 2019

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

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

 X Review Revisions Other

Please return no later than: **January 6, 2020** Note: If no comments are received, we will assume the project meets your department's standards.

.....

Drawings are returned: w/comments without/comments

Drawings reviewed by:

Scott Otto

Date: 12/20/19

Scott Otto

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: December 13, 2019

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

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 X Review Revisions Other

Please return no later than: **January 6, 2020** Note: If no comments are received, we will assume the project meets your department's standards.

.....
Drawings are returned: w/comments without/comments

Drawings reviewed by: _____



John A. Jones
PRINTED NAME

Date: _____

12/27/19



PC-2020-01 Surrounding Property Owners Notifications Map

Legend

Subject Area

200 Ft. Buffer

Oxford Corp. Limit

Address Point

Parcel

16.5' Vacated ROW

Building Footprint

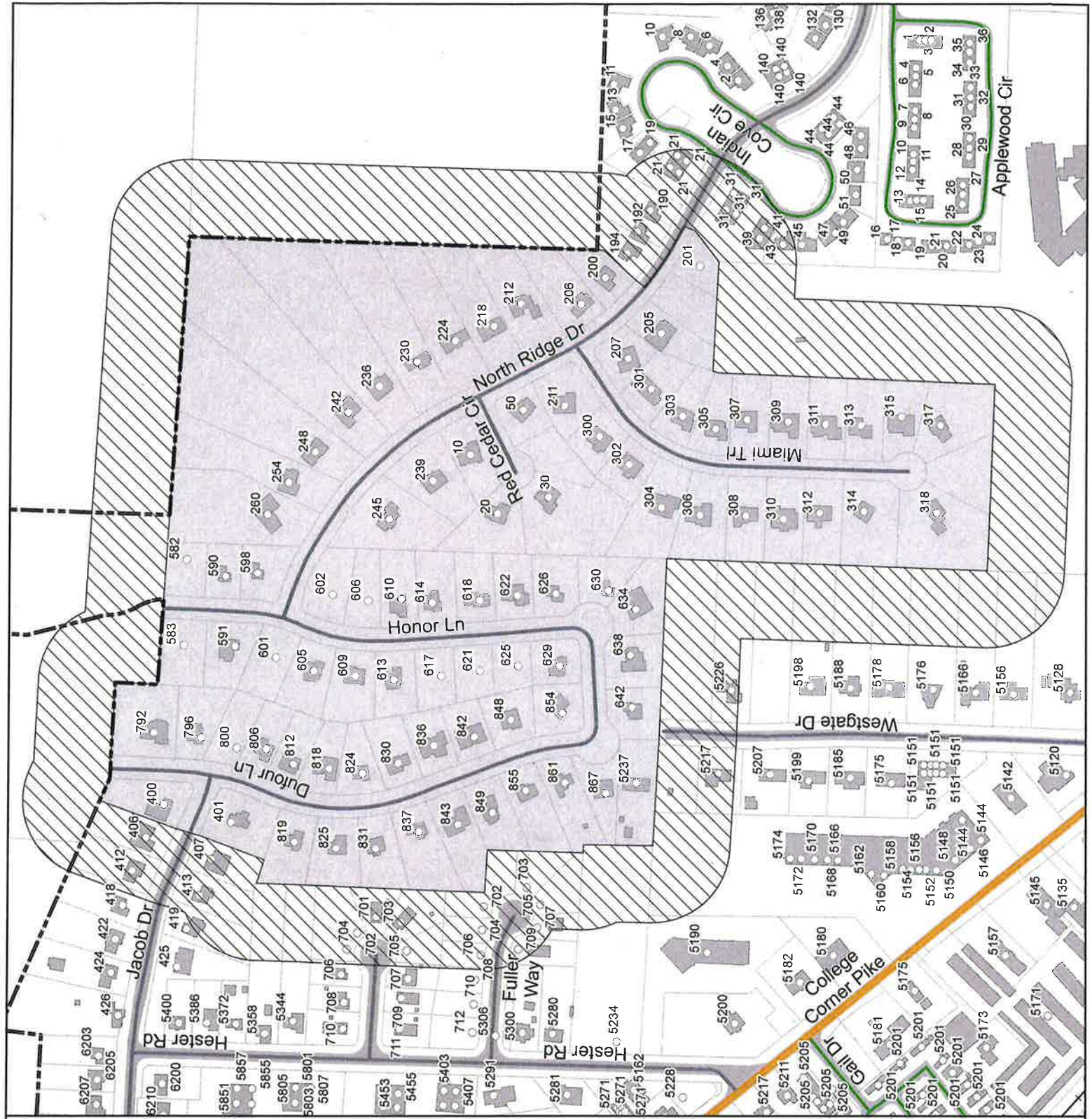
Paved Roadway



1 inch = 350 feet

Prepared on Monday, December 30, 2019

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





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

CASE NO.: PC-2020-01

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

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

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

Name:

(Print)

Address:

Stephen Pasquale (Carly Pasquale)

642 Honor Lane

Oxford, OH 45056

Telephone: Home: 513-805-5577

Work: _____

COMMENT:

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

**RECEIVED
City of Oxford**

JAN 15 2020

Community Development

Signature

Stephen Pasquale
Carly Ryn

Date

1/12/20
1/12/20



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

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Name:

(Print)

Address:

Connie Clements

848 Dufour Lane

Oxford, OH 45056

Telephone:

Cell

Home: 513-255-2974

Work: _____

COMMENT:

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

Connie Clements

Signature

1-6-2020

Date



**CITY OF OXFORD
PLANNING COMMISSION
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Name:

(Print)

Address:

Qianqian Wang

194 Northridge Dr

Telephone:

Home: 408-506-9380

Work: _____

COMMENT: Objection!

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

Signature

Date

1/6/2020

property
owners.



**CITY OF OXFORD
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Name:

(Print)

Address:

Michael S. Huey

400 Jacob Drive

Oxford, OH 45056

Telephone:

Home:

937-380-2287

Work:

—

COMMENT:

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

Signature

Michael S. Huey

Date

1-6-2020



**CITY OF OXFORD
PLANNING COMMISSION
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Name:

(Print)

Address:

Joe + Alison Kleibschedel

8006 Dufour Lane

Oxford, OH 45056

Telephone:

Home:

419-656-1941

Work:

COMMENT:

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

A. Kleibschedel

Signature

Date

1/16/2020



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

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Name:

(Print)

Address:

John + Marguerite Moul
200 Northridge Dr
Oxford OH

Telephone: Home: 513-292-1760

Work: 419-733-0330

COMMENT:

We are in favor of the overlay


Signature

1/14/2020
Date



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

CASE NO.: PC-2020-01

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

Name:

(Print)

Address:

Maria and Brian Ballou

212 Northridge Dr.

Oxford OH 45056

Telephone:

Home: 513-405-5585

Work:

COMMENT:

Maria
513-593-0366
Brian

Signature

Maria and Brian Ballou

Date

Jan 5, 2020



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

CASE NO.: PC-2020-01

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

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

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

Name:

(Print)

Address:

Michael & Amy Sweitzer

300 Miami Trail

Oxford, OH 45056

Telephone:

Home: 513-255-9006

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

COMMENT:

We are 100% in support of this overlay.

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

Amy Sweitzer
Signature

Jan. 6, 2020
Date



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

CASE NO.: PC-2020-01

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

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Name:

(Print)

Address:

Cal Couard
5226 Westgate

Telephone:

Home: 523 2959

Work:

COMMENT:

Repland
Cal Couard

Signature

Date

4/3/20



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

CASE NO.: PC-2020-01

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Name:

(Print)

Address:

Dave + Amanda Meyer

819 Dufour Ln

Telephone:

Cell

Home:

419-265-2067

Work:

COMMENT:

We approve this zoning map amendment.

A. Meyer

Signature

1/16/2020

Date



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

Zoning Map Amendment Application

Applicant Information

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

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

Location and Lot Information

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

Submission Requirements and Documentation

From Section 1135.02 Procedure¹.

- (a) Initiation. A map amendment may be initiated by adoption of a motion by Planning Commission, by adoption of a motion by Council, or by application to Planning Commission by at least one owner of the property within the area proposed to be rezoned.
- (b) Application. If Planning Commission or Council initiates an amendment, then the Zoning Administrator shall provide information as necessary for proper consideration of the motion. The information provided shall be substantially similar to that required of an application for amendment.
An application for amendment shall be filed with the Zoning Administrator. An application shall be complete prior to being scheduled for a public hearing. An application will be considered complete only if the Zoning Administrator is satisfied that all of the materials required by this chapter are included and are sufficient in their content to satisfy the intent of the application requirements.
- (1) Contents of application. The applicant shall contact the Zoning Administrator prior to submitting an application to discuss the submission requirement, which includes the following information. A written, detailed description, where applicable, is required for each subsection.
 - A. Application Fee.
 - B. The name, mailing address, and telephone number of the applicant.
 - C. A general description of the proposed amendment.
 - D. A narrative statement that describes how the proposed amendment relates to the Comprehensive Plan.
 - E. A statement that identifies potential negative consequences of the proposed amendment.
 - F. Such other information regarding the proposed amendment as may be pertinent to the application or required by Planning Commission or Council.
 - G. A legal description of the area to be rezoned.
 - H. The proposed zoning of the area.
 - I. The current zoning of the area.
 - J. A description of existing uses in the area.

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

Surrounding Property Owners

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

Decision Process

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

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

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

Fees & Receipt

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

Sign and Date

Applicant Signature *



Date *

11/30/2019

Submit Application, Submission Requirements and Documentation, and Fees

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

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

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

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

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

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



North Ridge Conservation Overlay District Petition Boundaries

Legend

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

Address Point

Parcel

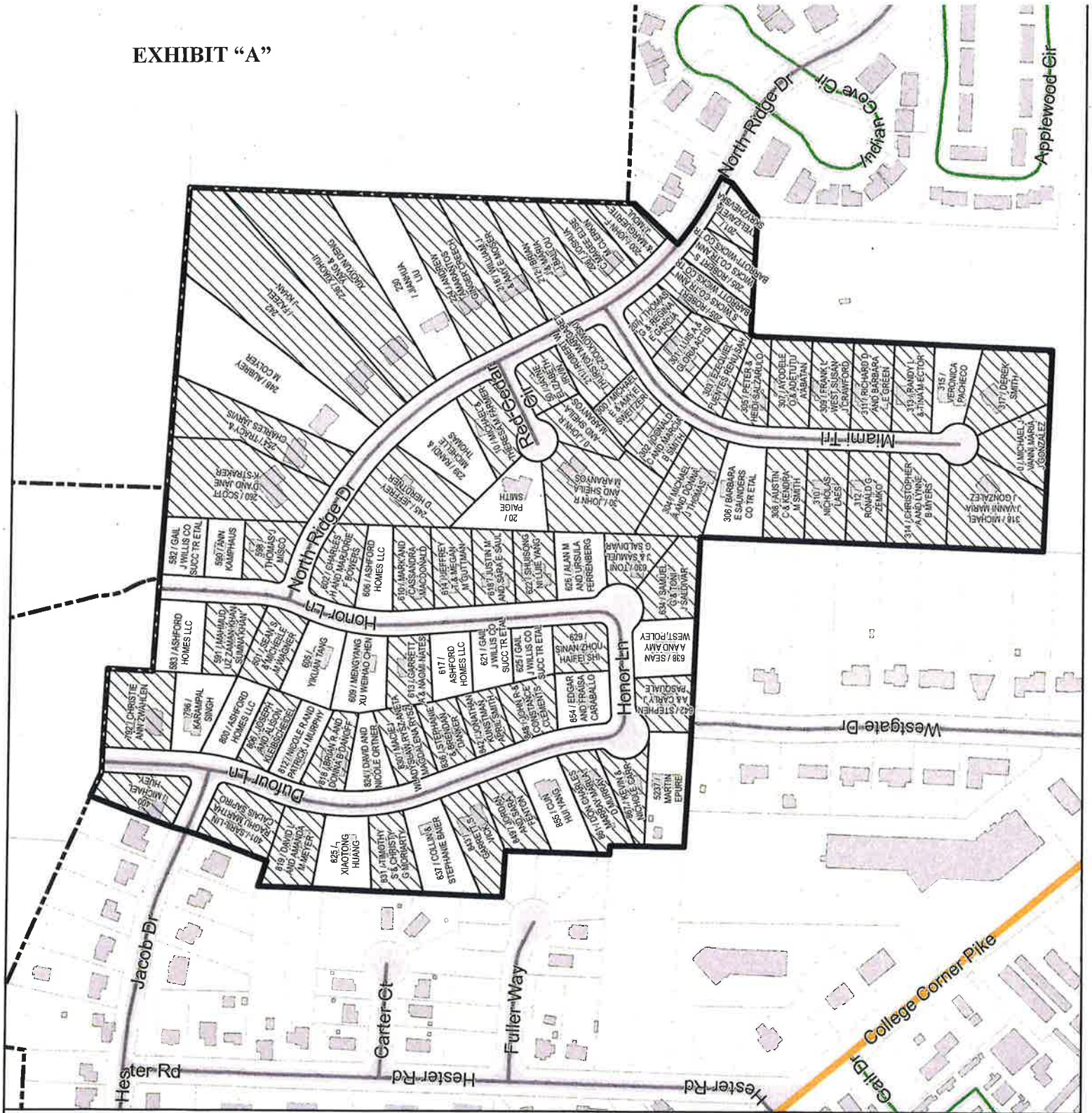
Building Footprint

Paved Roadway



1 inch = 325 feet

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



RESOLUTION NO. 7131

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

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

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

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

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


MAYOR

ADOPTED: November 19, 2019

ATTEST:


CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: November 19, 2019

Account Code No. #:

Sam Perry
Prepared By

Budgeted Amount:

November 12, 2019
Date Prepared

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

Recommendation: **Approval**

Discussion:

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

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

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

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

Approved by:

Department Head: Initial Date
 SP 11-13-19

City Manager: DJE 11/25/19

OXFORD ZONING PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT

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

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

PLEASE SEE THE ATTACHED MAP FOR EXACT BOUNDARIES:

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

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

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

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

CIRCULATOR'S FULL NAME: Elise M. Cernin

CIRCULATOR'S ADDRESS: 206 Northridge Dr

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

DATE SUBMITTED: 7-2019

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

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

Proposed:

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

Purpose:

As outlined in Oxford City Ordinances:

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

Petition Process:

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

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

Information Packet:

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

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

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

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

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

Elise M. Clerkin

Margi Moul

April Smith

North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

Petition Initiator: Elise Clerkin, 206 North Ridge Drive

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

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Please see attached map for boundaries.

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

North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

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

[Back](#)

signatures.pdf



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

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

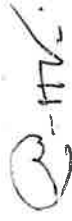
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	837 DUFOUR LN/ H4100020000073	COLLIN & STEPHANIE BAIER		
	842 DUFOUR LN/ H4100020000092	JONATHAN KUNSTMAN APRIL SMITH		
10/7/19	843 DUFOUR LN/ H4100020000072	GARRETT S VICK		
10/7/19	848 DUFOUR LN/ H4100020000093	JOHN R & CONSTANCE CLEMENTS	Constance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

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

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

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

Health, Safety & Environmental Management - Building, Quality, Safety, Compliance

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The purpose of this document is to provide a summary of the current status of the project and to identify the key risks and issues that need to be addressed. The document will be updated as the project progresses and new information becomes available.

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Project and planning team for the project

Item	Activity	Priority	Assignee	Status
1	Project Kick-off Meeting	High	John Doe	Completed
2	Project Charter Development	High	John Doe	In Progress
3	Project Scope Definition	High	John Doe	In Progress
4	Project Risk Assessment	Medium	John Doe	Not Started
5	Project Communication Plan	Medium	John Doe	Not Started
6	Project Resource Allocation	Medium	John Doe	Not Started
7	Project Budget Development	Medium	John Doe	Not Started
8	Project Quality Management	Medium	John Doe	Not Started
9	Project Safety Management	Medium	John Doe	Not Started
10	Project Environmental Management	Medium	John Doe	Not Started
11	Project Compliance Management	Medium	John Doe	Not Started
12	Project Reporting	Medium	John Doe	Not Started
13	Project Review	Medium	John Doe	Not Started
14	Project Closeout	Medium	John Doe	Not Started

9/15/19

John Doe

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

North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

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

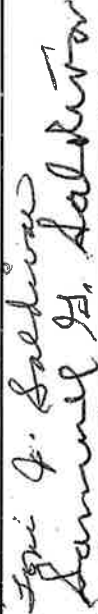
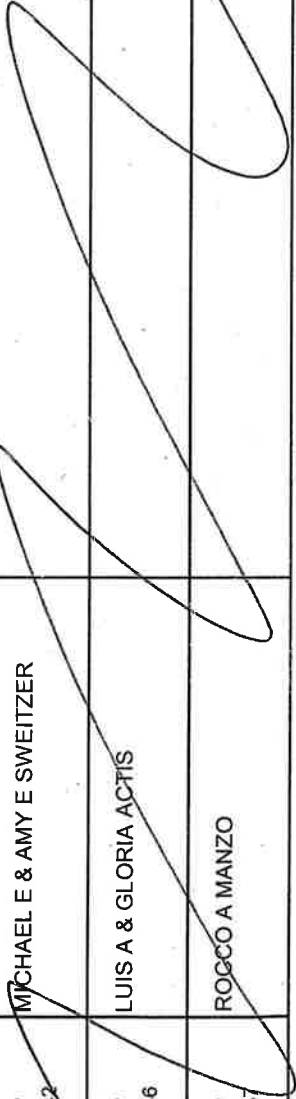
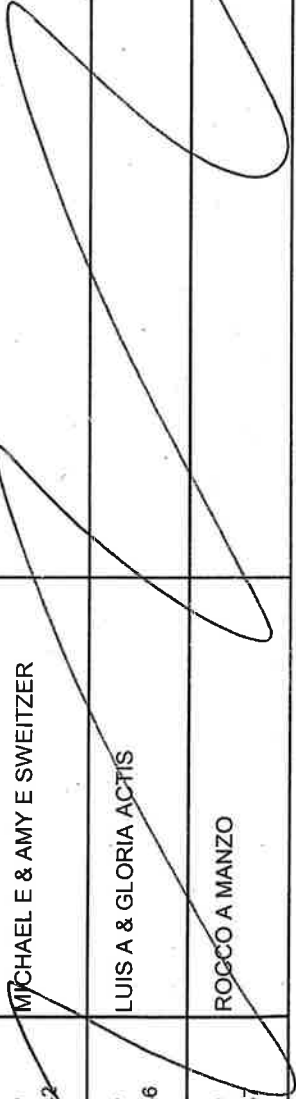
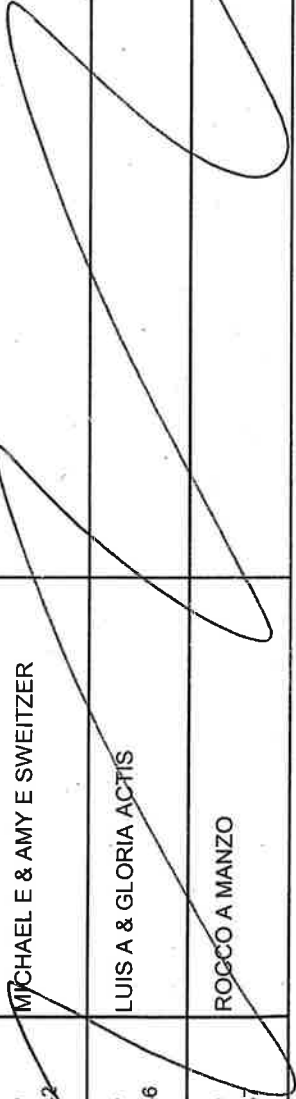
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8/10/201	629 HONOR LN/ H4100013000059	SINAN ZHOU HAIFEI SHI		
8/9/2019	630 HONOR LN/ H4100013000056	TONI J & SAMUEL G SALDIVAR		
8/9/2019	634 HONOR LN/ H4100013000057	SAMUEL G & TONI J SALDIVAR		
	638 HONOR LN/ H4100013000058	SEAN A AND AMY WEST POLEY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

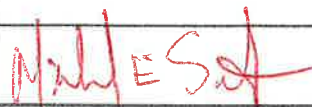
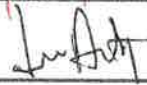
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	401 JACOB DR/ H4100020000077	SARIL LIN RAGHU MARTHA CALAIS SAPIRO		
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6/23/19	301 MIAMI TRL/ H4100013000046	LUIS A & GLORIA ACTIS		
	302 MIAMI TRL/ H4100013000047	ROCCO A MANZO		more

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

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Date	Address	Name(s)	Signature	Notes
6/22/19	206 NORTH RIDGE DR/ H4100013000035	JOSHUA C MAGEE ELISE M CLERKIN	Elise M. Clerkin	
6/23/19	207 NORTH RIDGE DR/ H4100013000027	THOMAS G & REGINA E GARCIA		
6/23 ✓	211 NORTH RIDGE DR/ H4100013000028	ROBERT W THURSTON MARGARET C ZIOLKOWSKI	Elise M. Clerkin loose sis page	✓ E. desk
✓	212 NORTH RIDGE DR/ H4100013000034	BRIAN J & MARIA J BALLOU	see MM ✓ loose sis page	
✓	218 NORTH RIDGE DR/ H4100013000033	WILLIAM J & AMY E MOSER	see MM ✓ loose sis page	
✓ 7/18	224 NORTH RIDGE DR/ H4100013000032	ANDREW AMARANTOS GINGER CREECH	see MM loose sis page	not home 7/16
✓	230 NORTH RIDGE DR/ H4100013000031	JIANHUA LIU		judicial occupied
✓ 6/24	236 NORTH RIDGE DR/ H4100013000030	XIAOHUI YANG & XIAOYUN DENG	see electronic sis loose sis page	E. desk
	239 NORTH RIDGE DR/ H4100013000014	RANDI & MICHELLE THOMAS		not home 7/16
6/22/2019	242 NORTH RIDGE DR/ H4100013000029	FAZEEL J KHAN	Taped Room	

North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

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

North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

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Date	Address	Name(s)	Signature	Notes
	629 HONOR LN/ H4100013000059	SINAN ZHOU HAIFEI SHI		
	630 HONOR LN/ H4100013000056	TONI J & SAMUEL G SALDIVAR		
	634 HONOR LN/ H4100013000057	SAMUEL G & TONI J SALDIVAR		
	638 HONOR LN/ H4100013000058	SEAN A AND AMY WEST POLEY		
	642 HONOR LN/ H4100020000122	STEPHEN A & CARLY J PASQUALE		
	400 JACOB DR/ H4100020000082	MICHAEL HUEY		
	401 JACOB DR/ H4100020000077	SARIL LIN RAGHU MARTHA CALAIS SAPIRO		
✓	300 MIAMI TRL/ H4100013000042	MICHAEL E & AMY E SWEITZER	Elise has 100% ss page	(direct)
✓	301 MIAMI TRL/ H4100013000046	LUIS A & GLORIA ACTIS	✓ 100% ss page	Elise has (check)
✓ 16/01/19	302 MIAMI TRL/ H4100013000047	FRANCIS MANEZO Donald E Marcia Smith	<i>[Signature]</i>	-moving. not interested

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North Ridge Neighborhood Conservation Overlay District, Oxford, Ohio

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	313 MIAMI TRL/ H4100014000031	RANDY L & TINA M ECTOR		
	314 MIAMI TRL/ H4100014000037	CHRISTOPHER A AND LYNNE B MYERS		
	315 MIAMI TRL/ H4100014000030	VERONICA PACHECO		
10/11/19	317 MIAMI TRL/ H4100014000029	DEREK SMITH Shary	<i>Derek Smith</i> <i>Shary</i>	
	318 MIAMI TRL/ H4100014000038	MICHAEL J VANNI MARIA J GONZALEZ		
	MIAMI TRL/ H4100014000028	MICHAEL J VANNI MARIA J GONZALEZ		
6/21/19	200 NORTH RIDGE DR/ H4100013000036	JOHN F & MARGUERITE J. MOUL	<i>Marguerite J. Moul</i>	
	201 NORTH RIDGE DR/ H4100013000004	YELIZAVETA SKRYZHEVSKA		
10-1-19	205 NORTH RIDGE DR/ H4100013000005	ROBERT S WICKS CO TR ANN BARROTT WICKS CO TR	<i>Ann Barrett Wicks</i> <i>Ann Barrett Wicks</i>	
10-1-19	205 NORTH RIDGE DR/ H4100013000006	ROBERT S WICKS CO TR ANN BARROTT WICKS CO TR	<i>Ann Barrett Wicks</i>	

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	315 MIAMI TRL/ H4100014000030	VERONICA PACHECO		
	317 MIAMI TRL/ H4100014000029	DEREK SMITH		
	318 MIAMI TRL/ H4100014000038	MICHAEL J VANNI MARIA J GONZALEZ		
	MIAMI TRL/ H4100014000028	MICHAEL J VANNI MARIA J GONZALEZ		
	200 NORTH RIDGE DR/ H4100013000036	JOHN F & MARGUERITE J. MOUL		
	201 NORTH RIDGE DR/ H4100013000004	YELIZAVETA SKRYZHEVSKA		
	205 NORTH RIDGE DR/ H4100013000005	ROBERT S WICKS CO TR ANN BARROTT WICKS CO TR		
	205 NORTH RIDGE DR/ H4100013000006	ROBERT S WICKS CO TR ANN BARROTT WICKS CO TR		

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5/24/19	201 NORTH RIDGE DR/ H4100013000004	YELIZAVETA SKRYZHEVSKA		
	205 NORTH RIDGE DR/ H4100013000005	ROBERT S WICKS CO TR ANN BARROTT WICKS CO TR		
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6-23-19	304 MIAMI TRL/ H4100013000044	MICHAEL A AND DONNA J THOMAS	Michael A Thomas	
	305 MIAMI TRL/ H4100014000035	PETER & HEIDI SALZARULO		
	306 MIAMI TRL/ H4100014000021	BARBARA E SAUNDERS CO TR ETAL		
	307 MIAMI TRL/ H4100014000034	AYODELE O & ADETUTU A ABATAN		
	308 MIAMI TRL/ H4100014000036	AUSTIN C & KENDRA M SMITH		
	309 MIAMI TRL/ H4100014000033	FRANK L WEST SUSAN J CRAWFORD		
	310 MIAMI TRL/ H4100014000023	NICHOLAS LAES		
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	312 MIAMI TRL/ H4100014000024	RONALD G ZEMKO		

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	207 NORTH RIDGE DR/ H4100013000027	THOMAS G & REGINA E GARCIA		
6/23/19	211 NORTH RIDGE DR/ H4100013000028	ROBERT W THURSTON MARGARET C ZIOLKOWSKI	Robert W. Thurston	
	212 NORTH RIDGE DR/ H4100013000034	BRIAN J & MARIA J BALLOU		
	218 NORTH RIDGE DR/ H4100013000033	WILLIAM J & AMY E MOSER		
	224 NORTH RIDGE DR/ H4100013000032	ANDREW AMARANTOS GINGER CREECH		
	230 NORTH RIDGE DR/ H4100013000031	JIANHUA LIU		
	236 NORTH RIDGE DR/ H4100013000030	XIAOHUI YANG & XIAOYUN DENG		
	239 NORTH RIDGE DR/ H4100013000014	RANDI & MICHELLE THOMAS		
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	212 NORTH RIDGE DR/ H4100013000034	BRIAN J & MARIA J BALLOU		
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	224 NORTH RIDGE DR/ H4100013000032	ANDREW AMARANTOS GINGER CREECH		
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	218 NORTH RIDGE DR/ H4100013000033	WILLIAM J & AMY E MOSER		
7/18/19	224 NORTH RIDGE DR/ H4100013000032	ANDREW AMARANTOS GINGER CREECH	<i>Sign Amarantos</i>	
	230 NORTH RIDGE DR/ H4100013000031	JIANHUA LIU		
	236 NORTH RIDGE DR/ H4100013000030	XIAOHUI YANG & XIAOYUN DENG		
	239 NORTH RIDGE DR/ H4100013000014	RANDI & MICHELLE THOMAS		
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	230 NORTH RIDGE DR/ H4100013000031	JIANHUA LIU		
6/24/2019	236 NORTH RIDGE DR/ H4100013000030	XIAOHUI YANG & XIAOYUN DENG	<i>Xiaoyun Deng</i>	
	239 NORTH RIDGE DR/ H4100013000014	RANDI & MICHELLE THOMAS		
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	248 NORTH RIDGE DR/ H4100013000018	AUBREY M COLYER		
	254 NORTH RIDGE DR/ H4100013000041	TRACY & CHARLES JARVIS		
	260 NORTH RIDGE DR/ H4100013000040	SCOTT D AND JANE K STRAKER		
10-1-19	10 RED CEDAR CIR/ H4100013000013	MICHAEL & THERESA M FARMER	<i>Michael Farmer</i>	
	20 RED CEDAR CIR/ H4100013000012	PAIGE SMITH		
	30 RED CEDAR CIR/ H4100013000048	JOHN R AND SHEILA M ARANYOS		
	RED CEDAR CIR/ H4100013000010	JOHN R AND SHEILA M ARANYOS		
	50 RED CEDAR CIR/ H4100013000009	JAYNE ELIZABETH IRVIN		
	5237 WESTGATE DR/ H4000020000034	MARTIN EPURE		

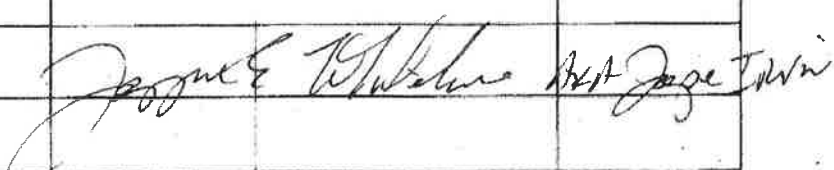
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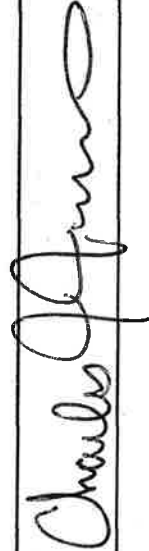
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	248 NORTH RIDGE DR/ H4100013000018	AUBREY M COLYER		
7/18/19	254 NORTH RIDGE DR/ H4100013000041	TRACY & CHARLES JARVIS		
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	10 RED CEDAR CIR/ H4100013000013	MICHAEL & THERESA M FARMER		
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	30 RED CEDAR CIR/ H4100013000048	JOHN R AND SHEILA M ARANYOS		
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	248 NORTH RIDGE DR/ H4100013000018	AUBREY M COLYER		7/6 - not home (page three)
6/23/19	254 NORTH RIDGE DR/ H4100013000041	TRACY & CHARLES JARVIS	Tracy Jarvis	
7-2-19	260 NORTH RIDGE DR/ H4100013000040	SCOTT D AND JANE K STRAKER	Scott & Jane Straker	
	10 RED CEDAR CIR/ H4100013000013	MICHAEL & THERESA M FARMER	See NAM loose sig page	
	20 RED CEDAR CIR/ H4100013000012	PAIGE SMITH		7/6 - not home
6/24/19	30 RED CEDAR CIR/ H4100013000048	JOHN R AND SHEILA M ARANYOS	John R Aranyos	
6/24/19	RED CEDAR CIR/ H4100013000010	JOHN R AND SHEILA M ARANYOS	John R Aranyos	
✓	50 RED CEDAR CIR/ H4100013000009	JAYNE ELIZABETH IRVIN	See electronic sig. loose sig page	E Clerkin Dusk
	5237 WESTGATE DR/ H4000020000034	MARTIN EPURE		

Neighborhood Conservation Overlay District Status

Wednesday, February 20, 2019

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

