



Agenda

Oxford City Council

Court House

TUESDAY, MARCH 4, 2014

EXECUTIVE SESSION

7:00 p.m.

1. Roll Call. Kevin McKeehan, Mayor; Kate Rousmaniere, Vice-Mayor; Mike Smith; Bob Blackburn; Steve Snyder; Richard Keebler; 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. 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.

Minutes of the February 18, 2014 City Council Meeting. (Donna Heck, Acting, Clerk of Council)



Minutes

Report regarding the February 11, 2014 Planning Commission Meeting. (Jung-Han Chen, Community Development Director)



Report

Report regarding the February 12, 2014 Historic and Architectural Preservation Commission Meeting. (Jung-Han Chen, Community Development Director)



Report

5. Resolutions.

1. A Resolution of City Council accepting the Planning Commission's recommendation and approving the implementation of the Oxford Bike and Pedestrian Safety Improvement Plan and incorporating the same into the Transportation Chapter of the Oxford Comprehensive Plan. (Jung-Han Chen, Community Development Director)



Staff Report/Resolution

6. Ordinances.

A. First Reading.

1. An Ordinance To Amend Ordinance No. 3147 Regulating The Rates And Charges To Be Charged And Collected And The Services To Be Rendered By Glenwood Energy Of Oxford, Inc., Its Successors And Assigns, For Gas And Gas Service Furnished To All Of Its Customers Within The Corporate Limits Of The City Of Oxford During The Period Ending April 30, 2019 By Authorizing Glenwood Energy Of Oxford, Inc. To Implement A Rider To Recover The Costs Of Moving A Pipeline Associated With The U.S. 27 South Improvement project. (Mike Dreisbach, Service Director)



Staff Report/Ordinance

2. 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 29 Parcels Located On Contreras Road, James Road, Dick Drive, And Joseph Drive, In The City Of Oxford, Ohio. (Jung-Han Chen, Community Development Director)



Staff Report/Ordinance

- B. Second Reading - None.
7. A. Announcements & Communications.
1. Discussion - Municipal Aggregation for Electricity. 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.
 2. Remarks from City Council and City Staff.
- B. Future Meetings. (Note: Meetings will be held at the Court House unless otherwise indicated.)
- WED - Mar 5 Historic and Architectural Preservation Commission Meeting 6:00 p.m.
- WED - Mar 5 Environmental Commission Meeting 7:00 p.m. Lane Library
- THUR - Mar 6 Community Relations Commission Meeting 4:00 p.m. Municipal Building
- THUR - Mar 6 Civil Service Commission Special Meeting 5:15 p.m. Municipal Building.
- TUES - Mar 11 Planning Commission Meeting 7:30 p.m.
- THUR - Mar 13 Student Community Relations Commission Meeting 4:00 p.m. LCNB
- MON - Mar 17 Housing Advisory Commission Meeting 7:00 p.m. Municipal Building
- TUES - Mar 18 City Council Meeting 7:30 p.m.
- WED - Mar 19 Board of Zoning Appeals Meeting 7:30 p.m.
- WED - Mar 26 Civil Service Commission Meeting 7:00 p.m.
- FRI - Mar 28 Community Improvement Corporation Meeting 12:00 p.m. LCNB
8. Adjourn.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: March 4 & 18, 2014

Account Code #: Not Applicable

Budgeted Amount: \$ Not Applicable

Service Department

Originating Department

Michael Dreisbach, Service Director

Prepared By

February 24, 2014

Date Prepared

Agenda Title: An Ordinance Amending Ordinance No. 3147 Granting a Franchise to Glenwood Energy of Oxford, Inc.

Recommendation: Approval

Discussion:

On April 19, 2011, the Oxford City Council adopted Ordinance No. 3147 granting Glenwood Energy of Oxford, Inc. (Glenwood Energy) a franchise to provide natural gas service and regulating rates and charges for the utility.

Since the adoption of the Ordinance, the City and Ohio Department of Transportation have initiated plans for the widening and improvement of US27 from Chestnut St. to Southpointe Crossing. As a result of the reconstruction of the roadway, Glenwood Energy shall be required to replace and relocate their gas main infrastructure within the project scope of the road construction.

Glenwood Energy has proposed recouping their costs through the approval of a Pipeline Relocation Rider. This additional cost to the General Service Rate will add approximately 24 cents to the cost of each Mcf (1,000 cubic feet of natural gas); this increase is approximately 4.1% above the current rate of \$5.77 per Mcf. The rider will be authorized through April 30, 2019 or until the company's costs have been captured (whichever occurs first).

The revenue from this rider shall be the only revenue Glenwood Energy is entitled to collect for the project. Glenwood Energy is specifically prohibited from including the improvement costs into the company's capital base. Because of this, long term General Service Rates will be lower as the construction costs will be excluded from future rate allowances.

It is Staff's recommendation that the City Council amend Ordinance No. 3147 and authorize the Pipeline Relocation Rider allowing Glenwood Energy to recover costs associated with the improvement of US27 south of Chestnut Street.

Approved By:

Department Head:

Initial MD Date 2/24/14

City Manager:

DRE 3/26/14

ORDINANCE NO.

AN ORDINANCE TO AMEND ORDINANCE NO. 3147 REGULATING THE RATES AND CHARGES TO BE CHARGED AND COLLECTED AND THE SERVICES TO BE RENDERED BY GLENWOOD ENERGY OF OXFORD, INC., ITS SUCCESSORS AND ASSIGNS, FOR GAS AND GAS SERVICE FURNISHED TO ALL OF ITS CUSTOMERS WITHIN THE CORPORATE LIMITS OF THE CITY OF OXFORD DURING THE PERIOD ENDING APRIL 30, 2019 BY AUTHORIZING GLENWOOD ENERGY OF OXFORD, INC. TO IMPLEMENT A RIDER TO RECOVER THE COSTS OF MOVING A PIPELINE ASSOCIATED WITH THE U.S. 27 SOUTH IMPROVEMENT PROJECT.

- SECTION I: On April 19, 2011, Council of the City of Oxford adopted Ordinance No. 3147 regulating the rates and charges to be charged and collected by Glenwood Energy of Oxford, Inc. (the "Company") for natural gas service furnished to customers within the City of Oxford ("City") for the period ending May 31, 2014.
- SECTION II: On October 4, 2011, Council for the City of Oxford adopted Ordinance No 3157 amending Ordinance 3147 by adding Paragraph 9.i of Section 1 of said ordinance authorizing the Company to impose a fee for pressure testing required by the Minimum Gas Service Standards of the Public Utilities Commission of Ohio ("PUCO") set forth in Chapter 4901:1-13, Ohio Administrative Code ("OAC") and providing in Section VIII thereof, that said amendment would have no effect on any other provisions of Ordinance No. 3147.
- SECTION III: As a result of the U.S. 27 South Improvement project the Company will be required to move a natural gas pipeline and will incur significant construction and installation costs (the "Project Costs") to comply with this mandate.
- SECTION IV: The Company has proposed that it be authorized to recover the Project Costs, including carrying costs, over a five-year period by implementing a separate rider on the rates established by Ordinance No. 3147, rather than including these costs in the revenue requirement used to determine the General Service Rate to be charged and collected after Ordinance 3147 is superseded or replaced by a new ordinance or as otherwise provided in Section 2, Paragraph 13 of said ordinance.
- SECTION V: Although the recovery of the Project Costs over five years through a separate rider will result in customers paying more in the near term than if the Project Costs were recovered through the General Service Rate over the life of the facilities, the overall cost to customers will ultimately be lower because the five-year recovery will enable the Company to secure financing on more favorable terms and because the return on the investment will be based solely on the interest rate on the loan rather than on the Company's overall cost of

capital, as would be the case if the property were included in the revenue requirement upon which future General Service Rates are based.

SECTION VI: Section 2 of Ordinance No. 3147 shall be amended by inserting the following provision as Paragraph 8A:

Pipeline Relocation Rider. In addition to all other rates and charges set forth in this section, the Company shall be entitled to implement a Pipeline Relocation Rider of \$0.2406 per Mcf of gas delivered to recover the actual costs, including the actual carrying costs, associated with moving its natural gas pipeline to accommodate the U.S. 27 South improvement project. The Pipeline Relocation Rider shall be effective with bills rendered on or after May 1, 2014 through the bills for the monthly service period ending April 30, 2019 or until the costs are fully recovered, whichever first occurs. This Pipeline Relocation Rider shall be the exclusive mechanism for recovery of the costs associated with moving the natural gas pipeline, and the Company shall not be entitled to include said costs in the revenue requirement used to determine rates and charges in any subsequent City rate ordinance or in any proceeding before the PUCO. Commencing in 2014, the reduction in annual pro forma tax expense resulting from the investment associated with moving the pipeline that would otherwise be recognized in determining the General Service Rate revenue requirement shall be quantified by the Company and shall be credited to customers through an adjustment to the Pipeline Relocation Rider rate, such adjustment to be effective with the bills for the monthly service period ending May 31 of the year following the tax year. The Company shall provide documentation to the City Manager showing the calculation of the credit no later than fifteen days prior to the date of the annual adjustment.

SECTION VII: The amendment adopted by this ordinance shall have no effect on any other provision of Ordinance No. 3147, as amended by Ordinance No. 3157, all of which shall remain in force and effect.

SECTION VIII: If the Company accepts this ordinance, the Company shall file a written acceptance of this ordinance with the Clerk of the City within thirty (30) days after its passage by Council and this ordinance shall constitute a contract between the City and the Company. If the Company does not accept this ordinance, the Company shall file a complaint and appeal from this ordinance with the PUCO pursuant to Section 4909.34, ORC, within (30) days after its passage. If the Company does not file a written acceptance of this ordinance with the Clerk of the City within thirty (30) days after its passage and does not file a complaint and appeal from this ordinance with the PUCO within (30) days after its passage by Council, the Company shall be deemed to have accepted this ordinance and shall be bound by its terms as if it had filed a written acceptance.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY : KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: March 4, 2014

Jung-Han Chen
Prepared By:

Account Code No. #:

Budgeted Amount:

February 25, 2014
Date Prepared:

PC-2014-01 ZONING MAP AMENDMENT - To establish a Neighborhood Conservation Overlay District in a R-1A Single-Family Low Density Residential District, for 29 parcels in the vicinity of Contreras Road, James Road, Dick Drive and Joseph Drive, City of Oxford, Applicant.

Recommendation: Approval

Discussion:

The proposed map amendment is to establish a Neighborhood Conservation Overlay District in a R1-A Single Family District. The enabling legislation for this was adopted by City Council in 2012. The legislation would allow a neighborhood to generate a petition to create an overlay district subject to meeting certain standards and public hearing process.

The petition to establish a neighborhood conservation overlay district was filed on November 8, 2013 with the Clerk of City Council. A resolution was adopted by the City Council accepting the petition and forwarding this request to the Planning Commission on December 3, 2013. The Planning Commission reviewed the request on February 11. Several residents of the area spoke in favor of the overlay district citing issues such as property maintenance and limited on-street parking due to street width. The staff and commission found that the application met the five decision criteria, which were cited in the PC staff report.

The intent is to be a grass-roots effort which only alters one aspect of the permitted land uses (residential occupancy). Therefore the base zoning district regulations are retained. Without the overlay, a single dwelling unit can have up to four unrelated persons. With the overlay, a single dwelling unit is limited to no more than two unrelated persons. Existing dwellings with more than two unrelated persons would be allowed to continue as legal conforming.

Six members of the Planning Commission attended the February 11th meeting. However, three were recused due to residency inside or within 200 feet of the subject area. This left a balance of four members able to vote on the case. With one of the four absent, three members remained. After citizen testimony and commission discussion, the three members voted unanimously to forward a recommendation of approval to City Council. Legal counsel confirmed that the three voting members was a proper procedure.

Approved By:

Department Head:
City Attorney:
City Manager:

JHC / 2/26/14
DRE / 2/28/14

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 29 PARCELS LOCATED ON CONTRERAS ROAD, JAMES ROAD, DICK DRIVE, AND JOSEPH DRIVE, IN THE CITY OF OXFORD, OHIO.

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

SECTION 1: Council finds in accordance with Section 1125.01 of the Codified Ordinances of the City of Oxford, the Oxford Planning Commission held a public hearing on February 11, 2014 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 29 parcels located on Contreras Road, James Road, Dick Drive, and Joseph Drive in the City of Oxford, Ohio, a map of which is attached hereto and incorporated herein as Exhibit "A".

SECTION 2: 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.

SECTION 3: 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 29 parcels located on Contreras Road, James Road, Dick Drive, and Joseph Drive in the City of Oxford, Ohio, a map of which is attached hereto and incorporated herein as Exhibit "A".

SECTION 4: 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 5: This Ordinance shall take effect at the earliest time allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

Wespeiser Place Neighborhood Conservation Overlay District Petition Boundaries

106
Jacqueline

100
Hilltop

198
Hilltop

6090
Contreras

6086
Contreras

6072
Contreras

6060
Contreras

6050
Contreras

6030
Contreras

6000
Contreras

5990
Contreras

Jacqueline Dr

Contreras Rd

4903
James

James Rd

4892
James

6102
Joseph

6101
Contreras

6095
Contreras

6083
Contreras

6073
Contreras

6061
Contreras

6051
Contreras

Dick Dr

4890
Dick

5999
Contreras

5991
Contreras

4891
James

4893
James

6090
Joseph

6080
Joseph

6068
Joseph

6060
Joseph

6052
Joseph

4884
Dick

6020
Joseph

6010
Joseph

6000
Joseph

6115
Joseph

6107
Joseph

6097
Joseph

6089
Joseph

6081
Joseph

6071
Joseph

6061
Joseph

6051
Joseph

6041
Joseph

6033
Joseph

6025
Joseph

6015
Joseph

6005
Joseph

Joseph Dr

Legend

• Address Point



Signer Parcels



Petition Area



Non Signer Parcels



Parcels

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.

Vereker Dr

6042
Vereker

6036
Vereker

6032
Vereker

6026
Vereker

6022
Vereker

6016
Vereker

6012
Vereker

6006
Vereker

6002
Vereker

5996
Vereker

5992
Vereker

6043
Vereker

6037
Vereker

6033
Vereker

6027
Vereker

6023
Vereker

6017
Vereker

6013
Vereker

6007
Vereker

6003
Vereker

6001
Vereker

5997
Vereker

5993
Vereker

1 inch = 125 feet



Exhibit "A"

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

<u>Report Date</u>	February 25, 2014
<u>Case Number</u>	PC-01-2014
<u>Applicant Information</u>	City of Oxford
<u>Requested Action</u>	Zoning Map Amendment
<u>Summary of Request</u>	PC-01-2014 Zoning Map Amendment , to establish a Neighborhood Conservation Overlay District in a R-1A Single-Family Low Density residential District, for 29 parcels in the vicinity of Contreras Road, James Road, Dick Drive and Joseph Drive.
<u>Public Hearing Information</u>	On February 11, 2014 a Public Hearing took place at 118 W. High Street. A Public Hearing notice was published in the Oxford Press on January 10, 2014. Public Hearing notices were mailed out to surrounding properties on January 13, 2014.
<u>Commission Action</u>	The Planning Commission voted 3-0-3 recommending approval to City Council.
<u>Commission Findings and Conclusions</u>	The Planning Commission recommended this Zoning Map Amendment having met the Decision Standards of Chapter 1146, and at least one decision standards of Chapter 1135
<u>Exhibits Submitted to the Commission</u>	1. Staff Report Dated February 5, 2014 2. Proposed Boundary map 3. Interoffice Reviews 4. Planning Commission Review and Comment Form 5. Property Notifications 6. Zoning Map Amendment Application Dated December 27, 2013 7. Ordinance No 3187 Enabling Legislation Creating Oxford Zoning Code Chapter 1146 Neighborhood Conservation Overlay District 8. Petition for Residential Conservation Overlay District

City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-1-2014

Date – February 11, 2014

APPLICATION

Applicant:	City of Oxford
Action Request:	ZONING MAP AMENDMENT to establish a Neighborhood Conservation Overlay District in a R-1A Single-Family Low Density Residential District, in the vicinity of Contreras, City of Oxford, Applicant

DESCRIPTION

The proposed map amendment is to establish a Neighborhood Conservation Overlay District in a R1-A Single Family District.

A petition to establish a neighborhood conservation overlay district was filed on November 8, 2013 to the Clerk of City Council. A resolution was adopted by the City Council accepting the petition and forwarding this request to the Planning Commission on December 3, 2013.

ZONING CODE

The Oxford Zoning Ordinance Chapter 1146 governs the establishment of the Neighborhood Conversation 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 with no comment

Fire:	Received with no comment
Engineering:	Received with no comment
Econ. Dev.	Received with no comment

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 being turned into rental properties and to maintain the traditional owner-occupied character. The Planning Commission went through extensive discussion about this overlay district in 2012. It was designed to provide mechanisms to the neighborhood to initiate a grass roots movement to get all the neighbors together and to petition City Council for the consideration of placing more restrictions on the underlying district.

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 the historic area. Others are used for specific design standards to promote some uniformity in certain specific subset areas.

The conversion of a single family residential dwelling from owner-occupied to rental property in a neighborhood creates a negative impact to the neighborhood in a variety of forms, including property deterioration, congestion, noise and traffic. It also set the pace for more properties in the neighborhood to be more susceptible to turning into rental properties.

A petition was filed by a group of neighbors in the neighborhood, generally bordered by Contreras Road, James Road, Dick Road and Joseph Drive for a total of 29 parcels of tracts of land, to be considered a Neighborhood Conservation Overlay District on November 8, 2013 with the Clerk of the Oxford City Council. The petition also showed that there were 21 signatures obtained and the date of those signatures. A map of the proposed district was attached illustrating the area for consideration.

Based on the Neighborhood Conversation Overlay District requirements, the City Council accepted the petition on December 3, 2013 and forwarded this petition to the Planning Commission for Zoning Map Amendment consideration.

In considering the overlay district, there are specific decision standards that the Planning Commission shall reference and the decision standards are also attached for reference. The Planning Commission also shall consider the purpose and objectives of such overlay district are to achieve the privacy of residents and to minimum noise, congestion and nuisance impact by rental properties 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 the minimum two-thirds requirements of owner signatures within the proposed boundary. Additionally, the dates of those signatures were also within six months prior to the time the petition was filed with the City Clerk.

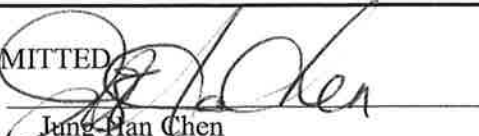
Please note that this process is a neighborhood driven process beginning with a petition to the City Council and followed with a public hearing before the Planning Commission for a Map Amendment recommendation. The City Council may waive certain requirements after a positive recommendation from the Planning Commission. This process is far more lengthy than normal map amendment process and has additional decision standard thresholds to meet. It is a process that the neighborhood had taken seriously and the neighbors have demonstrated their commitment to preserve their neighborhood and to maintain their neighborhood characters by going through an extra step to initiate.

RECOMMENDATION

Staff recommends that the Planning Commission approval of this amendment and forward this request to City Council for legislative action.

SUBMITTED

BY:


Jung-Man Chen
Community Development Director

DATE: February 5, 2014

ATTACHMENT

Chapter 1135 Zoning Map Amendment procedures and decision standards

(c) Planning Commission and Council Review. The Planning Commission shall base its recommendation on a proposed Zoning Code amendment upon the complete application, upon any staff report, and upon any relevant and credible public comment presented during the public hearing. Council shall base its decision on the same materials and shall also consider the Planning Commission recommendation.

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

- (1) Decision standards. 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.

Map Amendments

- 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.

Planning Commission must utilize the Chapter 1146 Specific Decision Standards to consider the Neighborhood Conservation Overlay District and they are as follows:

1146.03(2) b Decision Stands for Considering Overlay District:

1. The proposed Overlay District meets the boundary criteria.
2. The proposed Overlay District will preserve and enhance the neighborhood character.
3. The proposed Overlay District will promote the public health, safety and general welfare of the people of the neighborhood.
4. The proposed Overlay District will promote and implement the intent of the Comprehensive Plan.
5. The proposed Overlay District will satisfy a legitimate need.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: January 8, 2014

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

PC-2014-01 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in a R-1A Single-Family Low Density Residential District, for 29 parcels in the vicinity of Contreras Road, James Road, Dick Drive and Joseph Drive, City of Oxford, Applicant

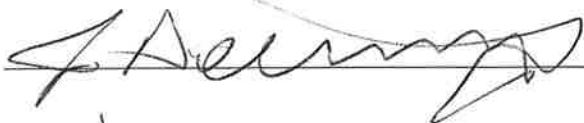
 X Review Revisions Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **1/31/14** 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:



Date: 1/3/14

John Detherage
PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: January 8, 2014

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

PC-2014-01 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in a R-1A Single-Family Low Density Residential District, for 29 parcels in the vicinity of Contreras Road, James Road, Dick Drive and Joseph Drive, City of Oxford, Applicant

 X Review Revisions Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **1/31/14** 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: B.B. [Signature]

Date: 1/11/2014

 ROBERT B HOLZWORTH
PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: January 8, 2014

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

PC-2014-01 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in a R-1A Single-Family Low Density Residential District, for 29 parcels in the vicinity of Contreras Road, James Road, Dick Drive and Joseph Drive, City of Oxford, Applicant

☒ Review ☐ Revisions ☐ Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **1/31/14** 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:



Date: 1-13-14

G. ALAN KYGER
PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: January 8, 2014

To: Fire Department Engineering Division Police Department Economic Development

From: Community Development

PC-2014-01 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in a R-1A Single-Family Low Density Residential District, for 29 parcels in the vicinity of Contreras Road, James Road, Dick Drive and Joseph Drive, City of Oxford, Applicant

 X Review Revisions Other

Comments or status update requested by: Lynn Taylor

Please return no later than: **1/31/14** Note: If no comments are received, we will assume the project meets your department's standards.

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

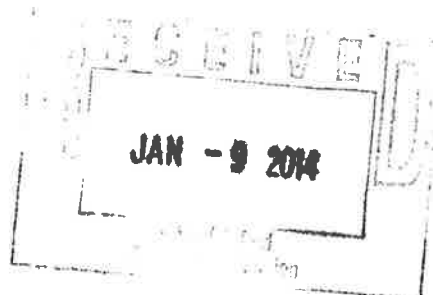
Drawings reviewed by:

A. Popescu

Date: 1-9-14

VICTOR POPESCU

PRINTED NAME





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

CASE NO.: PC-2014-01 **DATE OF HEARING:** February 11, 2014

PC-2014-01 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in a R-1A Single-Family Low Density Residential District, for 29 parcels in the vicinity of Contreras Road, James Road, Dick Drive and Joseph Drive, City of Oxford, Applicant.

If you cannot attend the public hearing on this Map Amendment being held before the City of Oxford Planning Commission, but would like to comment on this matter, please complete this form and return it by February 3, 2014 to Lynn Taylor, 101 East High Street, Oxford, OH 45056.

Name: Martha Kyger

Address: 6164 Contreras Ra
Oxford

Telephone: Home: 523-1453 Work: 529-1712

COMMENTS: Support the amendment

Martha Kyger
Signature

1/21/2014
Date



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

CASE NO.: PC-2014-01

DATE OF HEARING:

February 11, 2014

PC-2014-01 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in a R-1A Single-Family Low Density Residential District, for 29 parcels in the vicinity of Contreras Road, James Road, Dick Drive and Joseph Drive, City of Oxford, Applicant.

If you cannot attend the public hearing on this Map Amendment being held before the City of Oxford Planning Commission, but would like to comment on this matter, please complete this form and return it by February 3, 2014 to Lynn Taylor, 101 East High Street, Oxford, OH 45056.

Name: M.T. Barickman

Address: Joseph Dr., Oxford OH 45056

Telephone: Home: _____ Work: _____

COMMENTS:

We support this measure as it will help preserve the family nature of our neighborhood and maintain the character that we desire. Any efforts by citizens to continue single-family, owner-occupied homes in and out of the Mile Square to prevent student sprawl and deterioration of properties should be supported and endorsed by city staff, Council, boards and commissions.

Michael T. Barickman
Signature

1-29-14
Date



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

CASE NO.: PC-2014-01

DATE OF HEARING: February 11, 2014

PC-2014-01 ZONING MAP AMENDMENT, to establish a Neighborhood Conservation Overlay District in a R-1A Single-Family Low Density Residential District, for 29 parcels in the vicinity of Contreras Road, James Road, Dick Drive and Joseph Drive, City of Oxford, Applicant.

If you cannot attend the public hearing on this Map Amendment being held before the City of Oxford Planning Commission, but would like to comment on this matter, please complete this form and return it by February 3, 2014 to Lynn Taylor, 101 East High Street, Oxford, OH 45056.

Name: Amy Clay

Address: 6061 Contreras Rd
Oxford OH 45056

Telephone: Home: 513.319.7145 Work: _____

COMMENTS: I believe it to be vitally important to preserve Oxford's family neighborhoods. One of the reasons I love where I live is that close-knit neighborhood feel, ~~please~~ I am strongly in favor of this amendment.

Signature 

1.15.14
Date

Map

Legend

- | | |
|--|--------------------------|
|  | Subject Area |
|  | 200 Ft. Buffer |
|  | Oxford Corporation Limit |
|  | Parcel |
|  | 16.5' Vacated ROW |
|  | Building Footprint |
|  | Paved Roadway |

1 inch = 200 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.



Zoning Map Amendment Application
City of Oxford, Ohio

REQUIRED INFORMATION

Name of Applicant:

City of Oxford
(Attach a Letter of Agency if the applicant is not the property owner.)

Mailing Address:

101 E. High St

Telephone Number(s)

422-8092 Email Address _____

Location of Property:

(Indicate address if there is an existing structure or subdivision name and lot number if subdivided.)

Legal Description:

Total Area:

_____ Acres / Square Feet (circle one)

Existing Use of Property:

Current Zoning:

Proposed Zone(s):

Proposed Use:

overlay district

SUBMISSION REQUIREMENTS

Please submit a vicinity map, at scale and a metes and bounds description of the property, the statement described below and the required fee of **\$150.00 plus actual postage**, made payable to the City of Oxford. The entire submission must be prepared in accordance with Chapter 1135, Zoning Code Amendments, of the City of Oxford Zoning Code.

On a separate sheet of paper, provide the names and addresses of all adjoining property owners within 200 feet of the site, including those across streets, roads, alleys and highways. NOTE: The Butler County website (www.butlercountyohio.org/auditor) is very helpful when searching for the mailing address of adjoining property owners. Once the site is up, click on online searches, then click on real estate. It will allow you to search by owner, address or parcel number. *Property Owner names will not be provided in the agenda packet.

Attach a statement which responds to the following questions:

- What is the relationship of the proposed zone change to the City of Oxford's Comprehensive Plan?
- How will the zone change affect the neighborhood in which the property is located? Briefly describe any impacts of the change as proposed.
- How will the zone change affect public facilities such as sewer and water service, drainage, schools and roads, if applicable?
- What mitigating actions might be suggested to offset problems resulting from adverse impacts on private property and public facilities (e.g., landscape screening, drainage improvements, changes in traffic signalization, provision of additional turn lanes).
- Why is the current zoning classification of the property no longer appropriate?

All materials and application fee must be delivered to the office of Community Development, Municipal Building, 101 East High Street, Oxford, Ohio 45056. Any questions should be directed to the Community Development Department at (513) 524-5204. Submit materials 45 days prior to the proposed meeting date.

NOTE: Incomplete applications will not be processed. City Staff will erect a public hearing sign on the subject property. It is the Applicant's responsibility to remove the signage once the hearing(s) are completed.

SIGNATURE OF APPLICANT:

Date: 12/27/13

PRINTED NAME:

FEE / RECEIPT

\$150 Fee plus Actual Postage Paid / Receipt Number: NA

RESOLUTION NO. 4798

RESOLUTION OF COUNCIL ACCEPTING THE PETITION TO ESTABLISH A NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT AS SET FORTH ON EXHIBIT "A" ATTACHED HERETO AND REFERRING THE PETITION TO THE OXFORD PLANNING COMMISSION FOR RECOMMENDATIONS TO CITY COUNCIL.

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

SECTION 1: The Clerk of Council and the Community Development Director have determined that the Petition to establish a Neighbor Conservation Overlay District as set forth on Exhibit "A" attached hereto conforms with the petition requirements and recommends that the petition be referred to the Oxford Planning Commission to make recommendations to City Council.

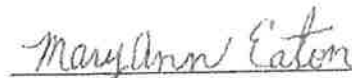
SECTION 2: City Council accepts the recommendation of the Clerk of Council and the Community Development Director and further refers the petition to establish a Neighborhood Conservation Overlay District as set forth on Exhibit "A" attached hereto to the Oxford Planning Commission to make recommendations to City Council.

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


MAYOR

ADOPTED: December 3, 2013

ATTEST:


CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: December 3, 2013

Jung-Han Chen

Account Code No. #:

Prepared By

Budgeted Amount:

November 20, 2013
Date Prepared

Agenda Title:	Resolution Accepting a Petition to Establish a Neighborhood Conservation Overlay District and Referring the Petition to the Planning Commission for Recommendation
----------------------	---

Recommendation:	Approval
------------------------	-----------------

Discussion:

The Residential Conservation Overlay District legislation was adopted by the City Council in 2012 to protect residential neighborhoods, maintain an attractive community appearance, and to provide a desirable living environment by restricting residential properties to be rented to more than two unrelated individuals. The process to establish an overlay district begins with a petition with signatures of more than two-thirds of property owners within the proposed district. This petition goes before the City Council for acceptance and the petition is then referred to the Planning Commission for recommendation.

This petition was filed by residents of the area in the vicinity of Contreras Road, James Road, Dick Road and Joseph Drive. There are a total of twenty-nine parcels contained in this petition. The petition showed that there were 21 signatures obtained and the date when the owners signed the petition. A map of the proposed area is attached illustrating the area for consideration.

The City Clerk received the petition and worked with the Community Development Department to go through the ownership information and validate the signatures of all the petitioners. The signatures in this petition exceeded the two-third requirement of the parcel owners of this petitioned area. Additionally, the boundary of the proposed overlay district also satisfies the general boundary requirements of the overlay district.

This is the first step in creating a conservation overlay district and requires City Council to formally accept the petition and forward this petition to the Planning Commission for recommendation. Staff recommends approval of this resolution.

Approved By:

Department Head:
City Attorney:
City Manager:

Initial	Date
JHC	11/21/13

ORDINANCE NO. 3187

AN ORDINANCE ADOPTING OXFORD CODE OF ORDINANCES CHAPTER 1146, NEIGHBORHOOD CONSERVATION OVERLAY DISTRICT.

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

SECTION 1: Council hereby finds that the City of Oxford Planning Commission held a public hearing on August 14, 2012, and following the public hearing, did deliberate. As result of that deliberation, the Planning Commission recommended adopting Oxford Code of Ordinances Chapter 1146, Neighborhood Conservation Overlay District.

SECTION 2: Council hereby adopts Oxford Code of Ordinances Chapter 1146, Neighborhood Conservation Overlay District as follows:

1146.01 PURPOSE AND OBJECTIVES.

The Neighborhood Conservation Overlay District (hereinafter referred to as "Overlay District"), R1A(O), R1B(O), R2A(O), R1MS(O), R2MS(O), R3MS (O) and MU(O) is a zoning classification that permits owners of properties within R1A, R1B, R2A, R1MS, R2MS, R3MS, and MU residential zoning districts to petition City Council to establish an Overlay District and district use regulations in their residential neighborhood in order to restrict rental use of one-family dwellings. The Overlay District establishes restrictions intended to preserve the attractiveness, desirability and privacy of residential neighborhoods by precluding all or certain types of rental properties, thereby precluding the deleterious effect rental properties can have on a neighborhood such as property deterioration, increased density, congestion, and noise and traffic levels leading to the reduction of property values. The goals of the Overlay District are to allow owners of properties within residential neighborhoods to control occupancy by unrelated persons in one-family dwellings within their neighborhood. It is also the purpose of the Overlay District to achieve the following objectives:

- (1) To protect the privacy of residents and to minimize noise, congestion and nuisance impacts by regulating the types of rental properties, particularly high-occupancy properties, occupied by unrelated persons.
- (2) To maintain an attractive community appearance and provide a desirable living environment for residents by preserving the owner-occupied character of the neighborhood.
- (3) To prevent excessive traffic and parking problems in the neighborhoods.

1146.02 USES PERMITTED.

Uses permitted in the R1A(O), R1B(O), R2A(O), R1MS (O), R2MS(O) R3MS(O) and MU(O) Overlay District are as follows:

- (1) Single family dwellings, except there shall not be more than two unrelated persons residing in a dwelling unit, or where there are more than two persons residing in a dwelling unit, persons classified as constituting a family shall be limited to relations by blood, marriage or adoption, including minor children in the lawful custody of an adult member.

- (2) Anyone seeking the rights and privileges afforded a member of a family by this code shall have the burden of proof by clear and convincing evidence of their family relationship.
- (3) Any other permitted and/or conditional uses of the underlying district.

1146.03 PROCEDURES.

The following procedures must be complied with in order to establish an Overlay District.

- (1) A petition requesting an Overlay District must be submitted to the City Clerk on forms provided by the City Clerk. The petition requirements are as follows:
 - a. The petition must clearly describe the specific boundary where the Overlay District is to be located.
 - b. Each petition must be circulated by a person who owns property within the proposed district and be signed by the circulator.
 - c. The petition must contain the signatures and addresses of two-thirds of parcel owners within the proper boundary of the Overlay District, exclusive of public property. Jointly-owned parcels will be considered owned by a single person for purposes of petitioning, and any co-owner may sign a petition for such parcel. Only one owner of each parcel will count towards the two-thirds requirement. If a person owns more than one parcel of property within the proposed district, that person may sign the petition for each parcel he or she owns.
 - d. Each person signing the petition must also enter on the petition, adjacent to their signature, the date the person signed the petition.
 - e. The petition must accurately advise the signer of the restrictions that would be imposed on the property if the Overlay District is established.
 - f. The proposed boundary may not overlay a boundary of an existing Overlay Districts or the boundary of an Overlay District that is already the subject of an introduced ordinance pursuant to this section.
 - g. When submitted, no signature dated earlier than six months prior to the time the petition is filed with the City Clerk shall be counted in determining the validity of the petition.
 - h. A minimum of ten adjacent parcels must be included in the proposed Overlay District, clearly bounded in a geographically logical way (for example two adjacent block faces, an entire block, a cul-de-sac) that does not cross any physical barrier in a single parcel extension fashion. In no instance shall the proposed boundary create an island surrounded by the proposed district. City Council may waive this minimum number of parcels/structure requirement, but only after a positive recommendation from the Planning Commission.

(2) Upon presentation to the City Clerk for review, the Clerk shall verify the signatures on the petition. If an insufficient number of signatures are presented, the Clerk shall return the petition to the person filing the petition and identify the valid and invalid signatures. If sufficient valid signatures are presented, the Clerk shall refer the petition to the Community Development Department, which shall within fifteen (15) days, determine whether the petition is in conformity with the remaining conditions of this section.

- a. If the petition is determined to be in conformity with the requirements of this section, the Clerk shall place this petition before the City Council for acceptance by adopting a Resolution to refer this petition to the Planning Commission for recommendations.

Upon receipt of a petition to establish an Overlay District, the Zoning Administrator shall then place this matter before the Planning Commission at the earliest possible meeting date, in accordance with the zoning map amendment procedures set forth in Chapter 1135, Zoning Code Amendment. All procedure set forth in Chapter 1135 shall be followed.

b. Decision Standards for considering Overlay District:

1. The proposed Overlay District meets the boundary criteria.
2. The proposed Overlay District will preserve and enhance the neighborhood character.
3. The proposed Overlay District will promote the public health, safety and general welfare of the people of the neighborhood.
4. The proposed Overlay District will promote and implement the intent of the Comprehensive Plan.
5. The proposed Overlay District will satisfy a legitimate need.

c. If the petition is not in conformity with the requirement of this section, the Zoning Administrator shall reject the petition and return it to the Clerk with a written explanation as to why the petition does not meet the requirements of this section. The Clerk shall then forward the petition and the explanation to the person who filed the petition.

d. If the petition is rejected for failure to comply with the boundary requirements, it may be resubmitted with the corrected property boundary lines and accompanied by certification that a copy of the petition and written notice explaining the correction of the nonconformity was mailed to each property owner affected by the change, notifying them their property was either added or deleted from the petition and whether the correction to the boundary line means the petition still meets all other requirements of the Code.

e. If the petition is rejected for an insufficient number of valid signatures, it may be resubmitted with the additional signatures necessary for compliance as long as the other signatures remain valid.

f. Any resubmission after the initial petition has been rejected by the City must be filed within 60 days from the date of receipt of the rejection letter from the Clerk. Failure to meet this deadline shall constitute the petition being denied.

(3) Subsequent to the petition to establish an Overlay District, the circulator(s) of the petition for the proposed Overlay District or a majority of those persons who signed the petition for an Overlay District may file a written request with the City to table consideration of further proceedings toward the adoption of the Overlay District for 60 days in order to allow the submission of an alternate petition for a different boundary for the Overlay District. After the public hearing, the Planning Commission shall make its recommendations to City Council for legislative action.

1146.04 EFFECT OF OVERLAY DISTRICT.

a. Upon the passage of an ordinance by City Council establishing an Overlay District, no initial rental unit license shall be issued to an owner of property in the Overlay District that is inconsistent with the restrictions of the Overlay District, and it shall be unlawful to use or allow any property to be used except in conformity with requirements of the underlying zoning district and Overlay District.

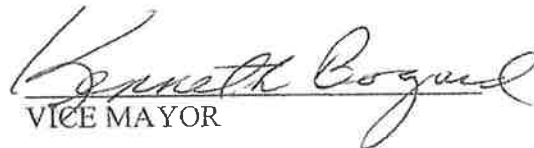
Any property in the Overlay District that has an existing rental housing permit shall be allowed to continue its use and occupancy in accordance with the law existing prior to the date of the adoption of the Overlay District. If an owner surrenders an existing license or allows, either intentionally or unintentionally, a license to remain expired for more than one year, any subsequent use of the property shall be subject to the restrictions imposed by the Overlay District.

- b. Except as set forth in Section 1146.03(3), if a petition pursuant to this section is denied, a subsequent petition for an Overlay District that includes the same parcels may not be filed for one year following the denial of the previous petition.
- c. Any Overlay District petition not adopted within six months of its filing shall be deemed denied unless the petition was tabled or otherwise delayed pursuant to Section 1146.03(3).

1146.05 AMENDMENTS TO AN EXISTING OVERLAY DISTRICT.

- a. Adding parcels to an existing Overlay District – Any number of properties that are adjacent to an existing Overlay District may be added to the district, and those property owners may file a petition and follow the procedure as described in Section 1146.03. Those petitioned parcels will generally conform to the boundary criteria as described in Section 1146.03(1)(h). The number of signatures required is based upon the total parcels, including the existing Overlay District. The process is outlined in Section 1146.03.
- b. Removing parcels from an existing Overlay District – Any property owner of an existing Overlay District may petition to be removed from the Overlay District. The number of signatures required is also based on the total parcels, including the existing Overlay District. Those remaining parcels will generally conform to the boundary criteria as described in Section 1146.03(1)(h). The petition process is outlined in Section 1146.03.

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


VICE MAYOR

ADOPTED: September 18, 2012

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: RICHARD KEEBLER

PREPARED BY: LAW (STAFF)

RECEIVED

NOV 08 2013

PAGE 1

PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT FOR
WESPEISER PLACE, OXFORD, OHIO

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

THIS PETITION, IF ADOPTED, WOULD ALLOW THE PETITIONERS TO INITIATE A ZONING MAP AMENDMENT PURSUANT TO CHAPTER 1146 OF THE CITY'S ZONING CODE TO RESTRICT ANY PROPERTY WITHIN THE DISTRICT TO BE RENTED TO NO MORE THAN TWO UNRELATED INDIVIDUALS. THIS PETITION WILL NOT AFFECT PROPERTIES ALREADY LICENSED.

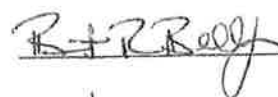
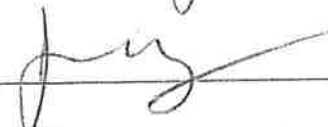
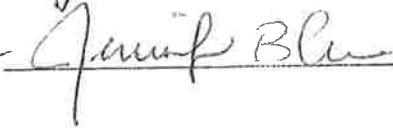
PLEASE SEE THE ATTACHED MAP FOR EXACT BOUNDARIES:

EAST BOUNDARY: THE EAST PROPERTY LINES OF THE TWO PROPERTIES AT THE EAST END OF JOSEPH DRIVE.

NORTH BOUNDARY: THE PROPERTY LINES OF THOSE HOUSES ON THE NORTH SIDE OF JOSEPH DRIVE, THE CONTRERAS ROAD BOUNDARIES OF 4890 DICK DRIVE, AND OF THE CONTRERAS ROAD BOUNDARY OF 4892 JAMES ROAD AND 4903 JAMES ROAD.

WEST BOUNDARY: THE WEST PROPERTY LINES OF THE WEST PROPERTIES ON JAMES ROAD.

SOUTH BOUNDARY: THE SOUTH PROPERTY LINES OF THE SOUTH PROPERTIES ON JOSEPH DRIVE.

DATE	NAME	SIGNATURE	ADDRESS
Oct. 19, 2013	William Fisher		4883 James Rd.
10/19/13	Vincent Cirrito		4903 James Rd.
10/19/13	Dennis Cheatham		4891 James Rd.
10/19/13	Robert Bell		6115 Joseph Dr.
10/19/13	Jerome Rosenberg		6107 Joseph Dr.
10/19/13	Jennifer Blue		6089 Joseph Dr.

PETITION FOR RESIDENTIAL CONSERVATION OVERLAY DISTRICT FOR WESPEISER PLACE,
OXFORD, OHIO

DATE	NAME	SIGNATURE	ADDRESS
10-19-31	LORRAINE C DONNEL	<i>Loraine C Donnell</i>	6090 Joseph Dr.
10/19/13	Jacob Tanski	<i>Jacob Tanski</i>	6080 Joseph Dr.
10/19/13	Howell C Lloyd	<i>Howell Lloyd</i>	6097 Joseph Dr.
10/19/13	Pam Termeer	<i>Pam Termeer</i>	6052 Joseph Dr.
10/19/13	Lynette Hudiburg	<i>Lynette Hudiburg</i>	6000 Joseph Dr.
10/19/13	Clark Ginapp	<i>Clark Ginapp</i>	6005 Joseph Dr.
10/19/13	DONALD NELSON	<i>Donald Nelson</i>	6020 Joseph Dr.
10/19/13	E. M. Bergman	<i>E. M. Bergman</i>	6025 Joseph Dr.
10/19/13	Darline Haynie	<i>Darline Haynie</i>	6041 Joseph Dr.
10/19/13	Deborah Pitts	<i>Deborah Pitts</i>	4892 James Rd.
10/21/13	PATRICIA S. BARNER	<i>Pat S. Barner</i>	6066 Joseph Dr.
10/21/13	Joseph Schroer	<i>Joseph Schroer</i>	6081 Joseph Dr.
10/25/13	Wm. Welke	<i>Wm. C. Welke</i>	6033 Joseph Dr.

ADDRESS

4884 Dick Rd.

6060 Joseph Dr.

6015 Joseph Dr.

A Regular meeting of the Oxford City Council was called to order by Mayor Kevin McKeehan on Tuesday, February 18, 2014 at 7:15 p.m. Those members present were Bob Blackburn, Richard Keebler, Kate Rousmaniere, Mike Smith, Steve Snyder and Edna Southard.

Staff members present: Mr. Doug Elliott, City Manager; Mr. Mike Dreisbach, Service Director; Mr. Joe Newlin, Finance Director; Mr. Bob Holzworth, Police Chief; Mr. Jung-Han Chen, Community Development Director; Mr. Steve McHugh, Law Director, and Ms. Donna Heck, Acting Clerk.

ADJOURN TO EXECUTIVE SESSION

Mr. Blackburn moved to adjourn to Executive Session immediately in accordance with Ohio Revised Code Section 121.22 (G) (2) for the purpose of discussing pending litigation. Ms. Rousmaniere seconded. The motion passed by the following roll call:

AYE: Mr. Blackburn, Mr. Keebler, Ms. Rousmaniere, Mr. Smith, Ms. Southard, Mr. Snyder, Mayor McKeehan (7)

NAY: None (0)

ABS: None (0)

RETURN FROM EXECUTIVE SESSION

Mr. Snyder moved to adjourn from Executive Session at 7:32 p.m. Mr. Blackburn seconded. The motion passed 7-0-0.

PLEDGE OF ALLEGIANCE

Mayor McKeehan requested the Pledge of Allegiance.

APPROVAL OF AGENDA

Mr. Snyder moved to approve the agenda. Mr. Blackburn seconded. The motion passed 7-0-0.

PUBLIC PARTICIPATION

PUBLIC COMMENTS

None.

CONSENT AGENDA

MINUTES

Minutes of the February 4, 2014 City Council Meeting. (Mary Ann Eaton, Clerk of Council)

REPORTS

Report regarding the February 5, 2014 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

Mr. Keebler moved to approve the consent agenda. Mr. Snyder seconded. The motion passed 7-0-0.

RESOLUTIONS

RESOLUTION

CONTRACT WITH WINELCO, INC.

A Resolution No. 4814 accepting the bid submitted by Winelco, Inc. and authorizing the City Manager to enter into a contract with Winelco, Inc. for the removal and replacement of filter media and filter air scouring equipment at the City's Water Treatment Plant at a cost of \$286,900.00 plus a contingency amount of ten percent (10%) of the contract price or \$28,690.00 for a total cost not to exceed \$315,590.00. (Mike Dreisbach, Service Director)

Mr. Dreisbach noted this was the continuation of a project that was started last year when we replaced two of six filters at the plant and this year we will replace the remaining four. Mr. Dreisbach advised we advertised and had three responses and noted we will be asking to reject the lowest bidder as they did not comply with our request for bids. Mr. Dreisbach explained they had advised us they would select the type of equipment to be installed at the plant not the City. Mr. Dreisbach noted staff was recommending Winelco, Inc., who was second lowest bidder. Mr. Dreisbach advised we have worked with Winelco before and we have no hesitation at all recommending them.

Ms. Rousmaniere inquired if the lowest bidder had been informed they did not meet the requirements and Mr. Dreisbach advised we have talked to them.

Ms. Southard requested an explanation of the 10% contingency and what it is used for. Mr. Dreisbach explained this is to cover any unforeseen conditions that may come up during the project which would require additional funds. Mr. Dreisbach advised this allows us to move forward without holding up the project by having approval in advance.

Mr. Snyder moved to adopt Resolution No. 4814. Mr. Keebler seconded. The motion passed 7-0-0.

ORDINANCE

FIRST READING

An Ordinance No. 3266 Amending Ordinance No. 3249. Supplemental Budget Ordinance Number 2 To Make Supplemental Appropriations For Fiscal Year 2014.

Mr. Keebler noted due to the nature of the Ordinance and the need to move forward on this, I would suggest we waive a second reading so this ordinance will take effect immediately on passage tonight.

Ms. Rousmaniere requested an explanation of why we were waiving a second reading. Mr. Elliott referenced Page 16 in the Council Agenda and advised we had issued checks last year related to the right-of-way purchases for US 27 South. Mr. Elliott noted there were issues with titles at the bank and this came to our attention when IRS forms were distributed that these checks had been cancelled. Mr. Elliott noted we had to come up with additional amounts of money for the US 27 project. Mr. Elliott noted our Charter allows us to suspend the rules and waive the second reading on a second night in order to move forward quickly. Mr. Elliott advised since this is a budget ordinance it would take effect immediately. Ms. Rousmaniere noted this was for the South 27 reconstruction and Mr. Elliott advised yes.

Mr. Keebler moved to waive a second reading on a second night. Mr. Snyder seconded. The motion passed by the following roll call:

AYE: Mr. Keebler, Ms. Rousmaniere, Mr. Smith, Ms. Southard, Mr. Snyder, Mr. Blackburn, Mayor McKeehan (7)

NAY: None (0)

ABS: None (0)

Mr. Newlin explained this has to do with the US 27 South project and advised when doing the budget we had projected an ending cash balance of about six million and that came in at 6.8 million. Mr. Newlin advised in order to help finance these appropriations in the Improvement Fund, we will transfer \$670,327 from the General Fund to help fund the total appropriations which would be both right-of-way and any change orders that should come along of the \$700,000. Mr. Newlin noted we are projecting about a 1.6 million fund balance in the Improvement Fund and if we were to take the 700,000 out of that, it would go down under 1 million. Mr. Newlin explained this is just to keep it in good financial shape and advised there would still be close to 60% of our expenditures and transfers available in the General Fund which is a very healthy General Fund. Mr. Newlin noted there would be \$166,000 in checks returned and we would appropriate the \$166,000 to reissue checks all appropriations in the General Fund to transfer to the Capital Improvement Fund

Mr. Keebler moved to adopt Ordinance No. 3266. Mr. Snyder seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Rousmaniere, Mr. Smith, Ms. Southard, Mr. Snyder, Mr. Blackburn, Mr. Keebler, Mayor McKeehan (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
SECOND READING

None.

ANNOUNCEMENTS

Mr. Elliott provided an update on the US 27 South project noting ODOT received seven bids and noted Eagle Bridge was the low bidder at \$7.6 million. Mr. Elliott noted we had to come up with some additional funds of \$139,000 which we agreed to and gave ODOT the go ahead to award that project and it was awarded today to Eagle Bridge. Mr. Elliott advised the project is to start the first of March and we will be getting in touch with ODOT and the contractor to set up some pre-construction meetings with some important stakeholders such as Miami University and the School District. Mr. Elliott noted the project is on schedule and will be moving forward this Spring.

Mayor McKeehan requested a quick refresher on the City portion for the project beyond the \$139,000. Mr. Elliott advised we were meeting the local match with toll revenue credits and advised the \$139,000 is the total amount we would have in this project. Mr. Eliot explained we were allowed to use some of the funds from the first earmark on two other projects, US 27 North and the High Street Brick Restoration. Mr. Elliott noted the amount on both of those totaled \$964,000. Mr. Elliott advised we would not have had to add any more to the pot had we not utilized that on the other two projects, however we needed to do that in order to not lose the earmark funding which had an expiration date.

Ms. Rousmaniere noted she wanted to recognize two individuals in the audience, who are the best Miami students around: Anne Gardner, who is a public administration major, planning to go into local government and has spent a lot of time here; and Ari Frum, Secretary Off Campus Affairs and Chair of the Student Community Relations Commission. Mr. Rousmaniere noted Mr. Frum had been attending almost every Council meeting this academic year and noted it was good to have him here. Ms. Rousmaniere advised this was an excellent example of student engagement and Town Gown relations.

Ms. Southard noted some very interesting things going on around town, memorial events and noted the Freedom Summer which was happening this coming week and some very interesting concerts which were open to the public.

Mr. Blackburn noted our City crews have been doing a great job maintaining our streets and advised we are fortunate to have such good caring people.

Mr. Snyder noted Council had previously passed a resolution to extend the Farmers Market Uptown to go year round. Mr. Snyder advised he was uptown this past Saturday and the sun was out but it was still very cold and there were eight vendors selling things.

Mayor McKeehan advised he was pleased to perform his first wedding on Valentine's day and wanted to say congratulations to Tyler and Kimberly. Mayor McKeehan advised it was performed in the evening outdoors and was cold but still fun and quiet beauty which the snow brought.

ADJOURN

Mr. Keebler moved to adjourn at 7:52 p.m. Mr. Snyder seconded. The motion passed 7-0-0.

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: March 4, 2014

Account Code No. #:

Jung-Han Chen
Prepared By

Budgeted Amount:

February 20, 2014
Date Prepared

PLANNING COMMISSION MEETING REPORT – February 11, 2014

Oxford Bike and Pedestrian Safety Improvement Plan Presentation and Adoption

Staff made the report regarding the bike and pedestrian safety initiative that has been on the Commission's work item list since 2012 as a result of Miami University's Circulation Master Plan and "Shifting Gears" to comprehensively review the bike and pedestrian network and safety improvements.

The Planning Commission Subcommittee also played an integral part of developing the phased plan as far as the implementation schedule. This plan is being developed as a planning document that can serve as a guiding reference for the City to move forward with the Complete Street design. A complete street is a street that will accommodate pedestrian, bicyclists, motorists and public transit riders and is for all users regardless of their ages or physical conditions. An outreach meeting also took place in January 11, 2014 to gather public comments for consideration. The recommendations included the adoption of the accumulative plan with a phased improvement schedule.

The Planning Commission after the public comments voted 6-0-0 to accept this plan as part of the Transportation Chapter of the Oxford Comprehensive Plan and to ask Council for concurrence with the implementation of the plan.

Public Hearing:

PC-2014-01 Zoning Map Amendment, to establish a Neighborhood Conservation Overlay District in a R-1A Single Family Low Density residential District, for 29 parcels in the vicinity of Contreras Road, James Road, Dick Drive, and Joseph Drive, City of Oxford, **Agent**.

The application is to establish a Neighborhood Conservation Overlay District in this area. The City Council adopted the process under the Oxford Zoning Code Chapter 1146 to create this overlay district. A petition was filed on November 8, 2013 with the Clerk of City Council. A resolution was adopted by the City Council accepting the petition and forwarding it to the Planning Commission for recommendations on December 3, 2013.

Many neighbors from this area came before the Commission asking for a positive recommendation. After the public hearing, the Commission, in a vote of 3-0-0, recommended approval to City Council for legislative action.

Approved by:

	Initial	Date
Department Head:	_____	_____
City Attorney:	_____	_____
City Manager:	<u>DHC</u>	<u>2/26/14</u>

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: March 4, 2014

Sam Perry
Prepared By

Account Code No. #:

February 25, 2014
Date Prepared

Budgeted Amount:

HAPC MEETING REPORT – FEBRUARY 12, 2014

Requests for Review (Certificate of Appropriateness):

HAPC-2014-02 14 N Poplar Street, reconfigured parking area and new canopy structure, Oxford Methodist Church, **Scott Webb, Applicant, Agent**

This was a request to modify the Methodist Church's private parking and also build a freestanding canopy structure for drop-offs. Mr. Webb described how the church has difficulty preserving its private parking for its own use. Therefore, the plans are to relocate the play area and create a boundary around the parking. Eventually there would be a covered drop off as part of the pull-through parking area. The HAPC voted unanimously to approve the request as presented but to come back with the material and color details of the canopy prior to proceeding with canopy construction.

HAPC-2014-03 24 West High Street, window replacement for 2nd and 3rd floor apartments above Chase bank, **Greig Rutherford, Applicant, Agent**

This was a request for approval of window replacements associated with renovating the existing vacant 2nd and 3rd floors above Chase bank for two new apartments. Prior HAPC reviews and approvals had been granted for windows on the 2nd and 3rd floors. Mile Square Preservation now owns all of the 2nd floor, which allows a more complete window project. All of the 2nd/3rd floor wood framed windows would be removed with this project. Additionally, the half-round opaque panels on the High Street side, second floor windows, would be replaced with glass. Mr. Rutherford had submitted detailed drawings for double-hung clad windows with a separated half round transom unit. Mr. Rutherford submitted a revised drawing with narrower horizontal transom bars. HAPC members requested consideration of a full height, round-topped window on the High Street side, for consistency with the original historic design. This would be a revision to only four of the windows slated for replacement. The HAPC voted unanimously to approve the COA with the revisions discussed.

Discussion Items

The 2014 HAPC Goals were discussed and finalized.

Upcoming Dates

Month of May – National Historic Preservation Month

-- Walking Tours

September – International Preservation Trades Conference

Department Head:

City Attorney:

City Manager:

____/____
____/____
[Signature] 2-28-14

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: March 4, 2014

Jung-Han Chen

Account Code No. #:

Prepared By:

Budgeted Amount:

February 26, 2014

Date Prepared:

Bike and Pedestrian Safety Improvements Plan Adoption and Implementation

Recommendation: Approval

Discussion:

The Bike and Pedestrian Safety Improvement Plan was a culmination of staff collaboration with the Planning Commission and its subcommittee on Alternative Transportation to specifically review and make recommendations to the safety enhancements related to bicyclists and pedestrians. This plan was in response to Miami University's Campus Circulation Master Plan and a graduate study titled "Shifting Gear", by Anna Dragovich, to allow a close working relationship between the City and Miami.

Promoting different modes of alternative transportation was one of the Planning Commission identified work items with City Council. The Commission spent an extraordinary amount of time going over the issues affecting alternative transportation, specifically infrastructure issues. Advancing bike and pedestrian safety improvement efforts further expanded to collaborate with the Safe Route to School (SRTS) initiative and Oxford Area Trail System (OATS) to collectively address bike and pedestrian connection issues.

Additionally, staff has continued to collaborate with Miami University on the upcoming resurfacing project on Spring St, and the signalization at Patterson Ave and SR 73. Miami is moving forward with the dedicated on-street bike lanes on Spring St. This project is slated for improvements during the summer of 2014.

This is a planning document that began with specific goals and objectives presented to Council in 2012 and following with plan development and analysis and a subsequent public comment session to solicit public input of the proposed plan. The public comment took place on January 11, 2014 at the LCNB Community Room. Many positive comments about the effort to create a bike and pedestrian network with emphasis on safety impediments to bicyclists and pedestrians were also provide by the public. Additionally, the comment form was posted on the City's website for additional input.

Being a planning document, it enables the City to update progress and serves as a guide to move forward with the Complete Street concept. A complete street is a street is a street that will accommodate pedestrians, bicyclists, motorists, and public transit riders and is for all users regardless of their ages or physical conditions. It has been adopted by the DOT's and FHA to incorporate the complete street into design consideration. Being a planning document, this plan could be part of the Comprehensive Plan as part of the transportation element, since that particular chapter deals with all modes of transportation and this plan specifically focuses on biking and walking.

In the last few weeks, several milestone efforts have materialized to advance the safety and convenience of bicyclists and pedestrians: application for the 1st phase of OATS submitted to ODNR (Ohio Department of Natural Resources); Talawanda School District had approved the School Travel Plan for Kramer Elementary School as well as the Middle School.

The plan consists of a total of four illustrations to the Planning Commission: 3 maps of development based on the time horizon and one spreadsheet with all the improvements under different time horizons. Highlights of some recommendations for each phase are as following:

Near Term: (0-2 years)

- Dedicated bike lanes and share-the-road pavement markings and signage on Spring St. from Campus Ave to McGuffey Ave.
- Sycamore St and N. Locust are designated as a Safe Route to School
- SR732 is designated as SRTS, from Middle School to Chestnut Street.
- More bike parking in Uptown area
- Ongoing education and enforcement of existing laws.

Medium Term (3-5 years)

- Share-the-road pavement markings and signage on Church St.
- Share-the-road pavement markings and signage on Walnut St.
- Ongoing education and enforcement of existing laws

Long Term (6-10+ years)

- Chestnut Street reconfigured to be a complete street
- Provide bike/pedestrian connection from Locust to Kehr Road
- Ongoing education and enforcement of existing laws.

The Planning Commission recommends that Council adopt the composite map (Cumulative 0-10+ year) to be an attachment of the Comprehensive Plan as part of the Transportation Chapter. Additionally, the Planning Commission is also asking for Council's concurrence on the implementation of the proposed plan as shown on the attached spreadsheet.

Approved By:

Department Head:

City Attorney:

City Manager:

JHC / 2/26/14

17/29/14

RESOLUTION NO. 4

A RESOLUTION OF CITY COUNCIL ACCEPTING THE PLANNING COMMISSION'S RECOMMENDATION AND APPROVING THE IMPLEMENTATION OF THE OXFORD BIKE AND PEDESTRIAN SAFETY IMPROVEMENT PLAN AND INCORPORATING THE SAME INTO THE TRANSPORTATION CHAPTER OF THE OXFORD COMPREHENSIVE PLAN.

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

SECTION 1: Council finds in accordance with Section 1125.01 of the Codified Ordinances of the City of Oxford, the Oxford Planning Commission held a public hearing on February 11, 2014 regarding the adoption of the Oxford Bike and Pedestrian Safety Improvement Plan.

SECTION 2: The Oxford Planning Commission, after public hearing and deliberation, recommended approval of the Oxford Bike and Pedestrian Safety Improvement Plan attached hereto and incorporated herein as Exhibit "A" and that it be incorporated as an attachment to the Transportation Chapter of the Oxford Comprehensive Plan.

SECTION 3: City Council hereby accepts the recommendation of the Oxford Planning Commission, and after deliberation, approves the implementation of the Oxford Bike and Pedestrian Safety Improvement Plan attached hereto and incorporated herein as exhibit "A" and further directs that the same shall be incorporated into the Transportation Chapter of the Oxford Comprehensive Plan.

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

MAYOR

ADOPTED: March 4, 2014

ATTEST:

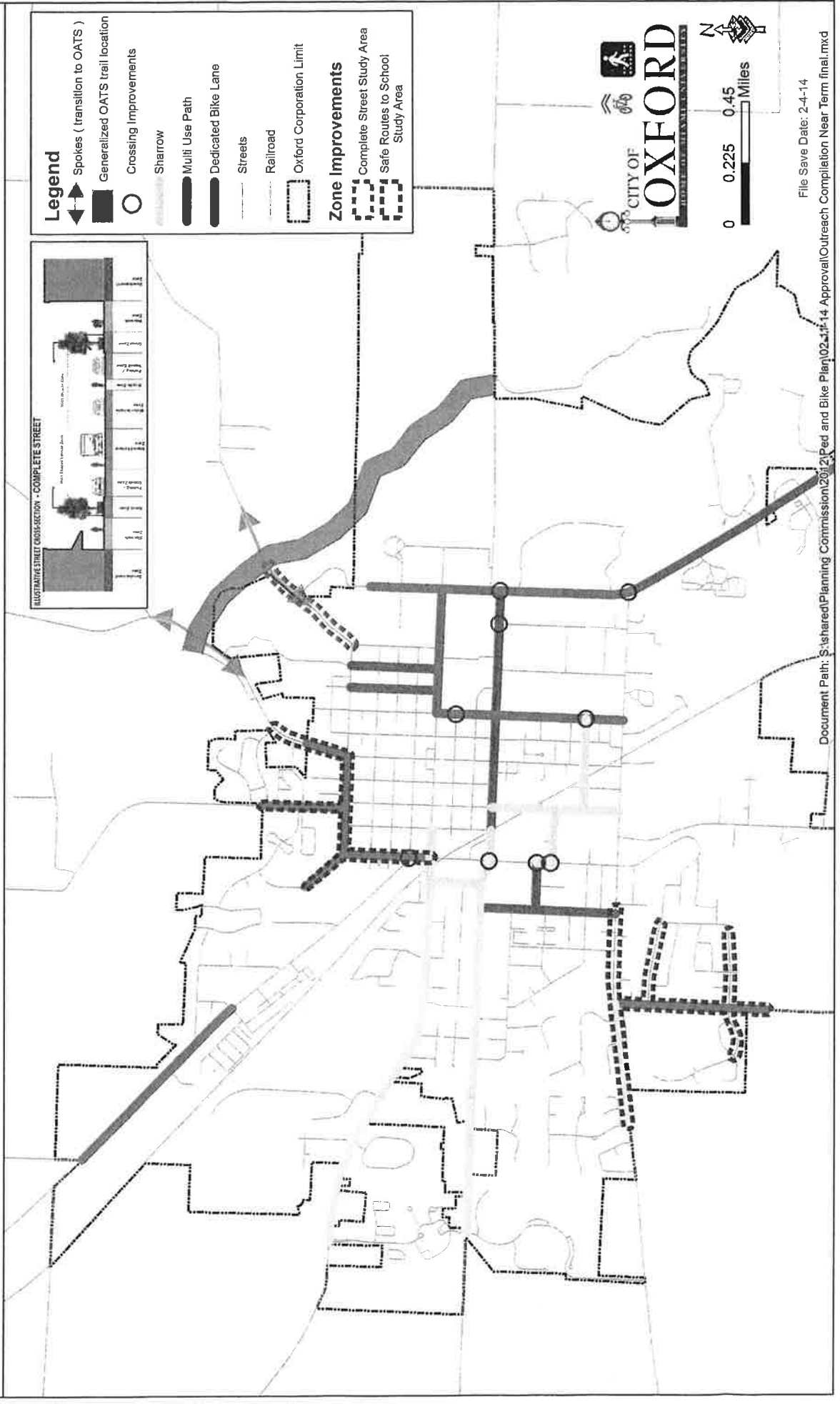
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KEVIN MCKEEHAN

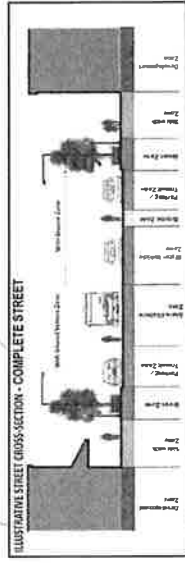
PREPARED BY: LAW (STAFF)

"A"

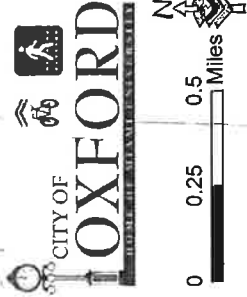
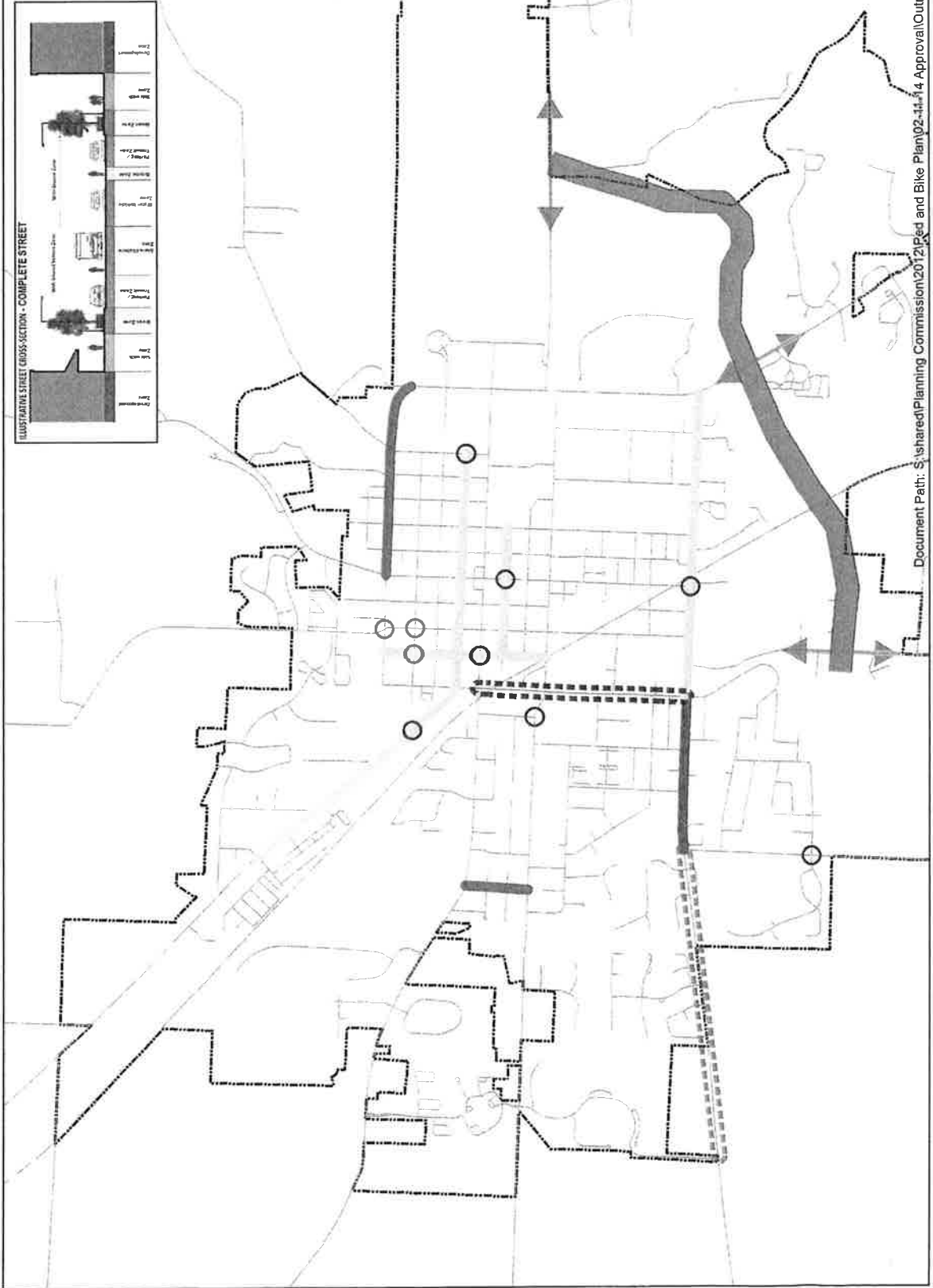
Complete Street Corridor Safety Improvement Plan - Near Term (0-2 Years)



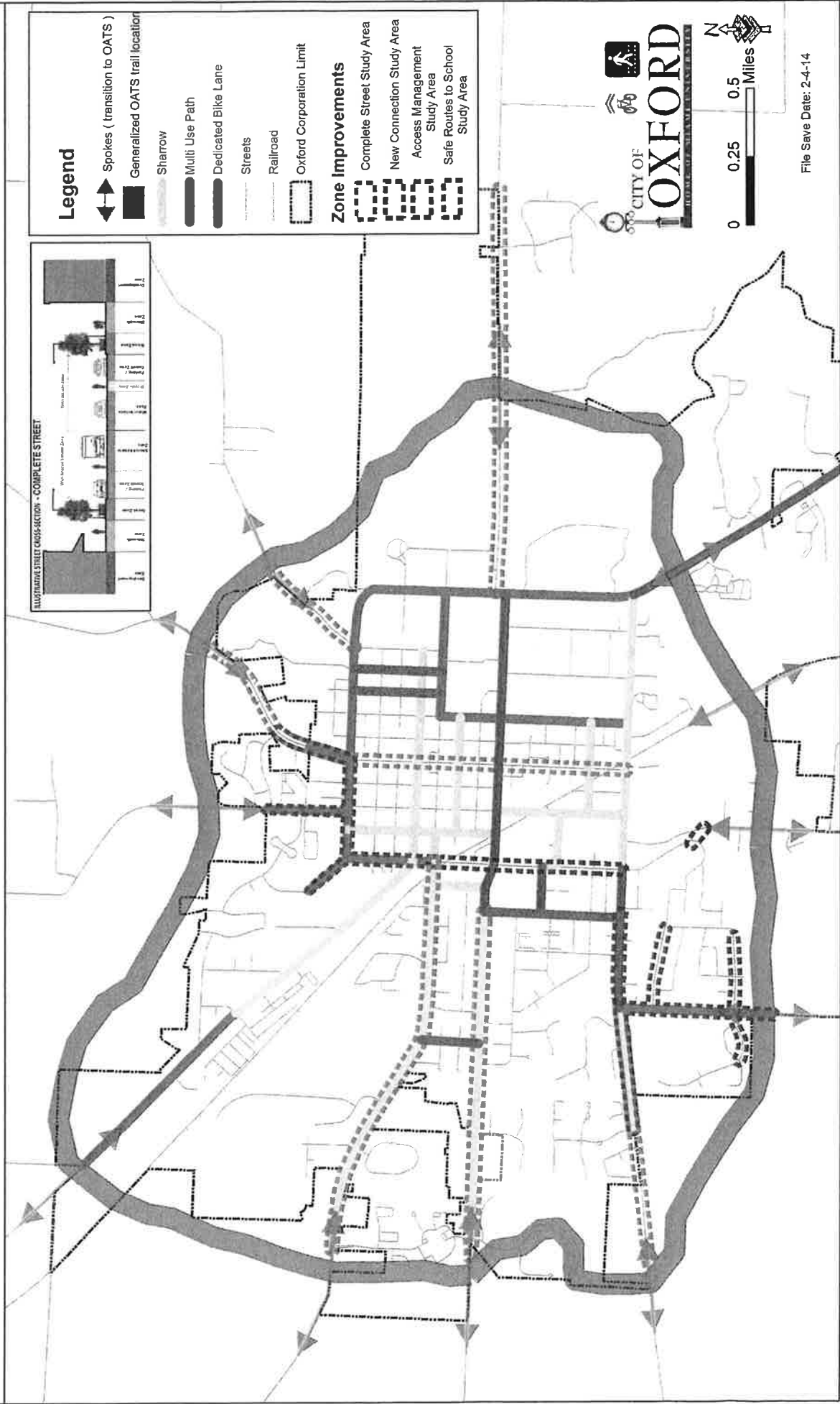
Complete Street Corridor Safety Improvement Plan - Medium Term (3-5 Years)



- Legend**
- Spokes (transition to OATS)
 - Generalized OATS trail location
 - Crossing Improvements
 - Sharrow
 - Multi Use Path
 - Dedicated Bike Lane
 - Streets
 - Railroad
 - Oxford Corporation Limit
- Zone Improvements**
- Complete Street Study Area
 - Access Management Study Area



Complete Street Corridor Safety Improvement Plan - Cumulative (0-10+ Years)



Bike and Pedestrian Safety Improvement Plan

Ped/Bike	Near Term (0-2 years)	Med Term (3-5 years)	Long Term (6-10+ years)
B	Dedicated bike lane and/or transition on Spring St. to connect to McGuffey Ave		
B	Dedicated bike lanes on McGuffey		
B	Dedicated bike lanes on Wells Mill		
B	SRTS route-Sycamore from SR 732 to N. Locust, Locust from Sycamore to US 27	Sycamore St., from SR 732 to Talawanda, reconfigured to a complete street	
B	Sign and/or Sharrow Bike Corridors (Fairfield and Contreras)	Sign and Sharrow bike corridor on Brookville Rd to Winding Brook Dr.	Brookville Road, from SR 732 to City Limit, to be a complete street
B	Bike Parking Uptown (+/-25 bikes) (use N/S ROW)		Fairfield and Contreras reconfigured to be complete streets
B	Year-Round Bike Parking at city garage		
B	On-shoulder bike lanes on 27 South [B]		
B	Sharrow on S. Locust, Foxfire, Central Ave. Crossing Improvement at Central/Campus		
B	Shared-Use path on west side of Patterson [versus on-street bike lanes] [C]		
B	SRTS connection from Kramer to Miami Trail		
B	SRTS route- SR 732 from Middle School to Chestnut St.		
B	Bonham Bridge replacement with multi-path		Main St, from Chestnut to Sycamore, reconfigured to be complete street
B	Multi-path (OATIS) on SR 732 from Sycamore to the City limit		
B		Sharrow on Church St	
B		Sharrow on Walnut St.	
B		Sharrow on Elm St.	
B		Dedicated bike lane on Chestnut from SR 732 to Main St.	Chestnut Street, reconfigured to be a complete street
B	Sharrow on Lynn Ave.		
B		Dedicated bike lane on Fieldcrest	
B			
B/P	Streetscape/access management analysis on Locust St.	Implementation of access management analysis on Locust St	Implementation of access management analysis on Locust St.
B/P	Upgrade Ramps at intersections north and south of High Street [D]		Connecting Locust St to Kehr Road
B/P	Education and Enforcement of existing laws	Education and enforcement of existing laws	Education and enforcement of existing laws
B/P	Convert CCP multi-use path signage to positive tone [E]		
general	Increased length of yellow zone areas		
general	Paint approx seven Walnut St crosswalks	All-way stop at Main/Walnut [F]	
P	2 New crosswalks at McGuffey/Wells Mill [already done 2013]		
P	New crosswalk on S. Locust connecting Foxfire to Oxford West Apt.		
P	Multi-path signage to OCP, Westgate and Northridge		
P		Mid-block crossing on US27 North	
P	Signal modification at Locust/Church/CCP to eliminate conflicting signal		
P		Crosswalk improvement at Vine/Elm and Vine/College	
P		Crossing improvement at Main/Chestnut and Patterson/Chestnut	
P	Crossing Improvement at Campus/Walnut	Bike/Pedestrian crossing at Church/Talawanda	
P	Crossing Improvement at Locust/Spring	Crosswalk improvement, signalization at Sycamore/Brown	
general			
	POLICY ISSUES		
	Pavement width		
	Right of way width		
	Right of way users' rights		

THIS STATUS REPORT DOES NOT REFLECT ANY FUNDING LIMITATION

- A** From Campus Ave to Elm St.
- B** After the DOT widening project is completed, the city will allow the paved shoulders to be painted for bike use
- C** After the Shifting Gears plan was completed Miami decided to convert the existing sidewalk on the west side of Patterson to a 14' multi-use path. Additionally, Miami is planning to guide all pedestrian crossings from Western Campus to the Spring Street Intersection
- D** The City is planning to use CDBG funds for this. Walnut and Church streets will be done the first year and then Withrow and Collins streets the second year.
- E** Currently the signage reads "NO MOTOR VEHICLES." The signs could be modified slightly to encourage bike use, such as "Bikes allowed "
- F** North/southbound stop signs have been studied in recent years at this intersection and found not to be warranted.

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

<u>Report Date</u>	February 25, 2014
<u>Case Number</u>	
<u>Applicant Information</u>	City of Oxford
<u>Requested Action</u>	Plan Adoption
<u>Summary of Request</u>	Bike and Pedestrian Safety Improvement Plan adoption and implementation
<u>Public Hearing Information</u>	On February 11, 2014 a Public Hearing took place at 118 W. High Street. A Public outreach took place on January 11, 2014 at the LCNB Community Room. A notice was published on the Oxford Press
<u>Commission Action</u>	The Planning Commission voted 3-0-3 recommending approval to City Council.
<u>Commission Findings and Conclusions</u>	The Planning Commission recommended this plan to be incorporated as an attachment to the Transportation Chapter of the Oxford Comprehensive Plan. The Planning Commission also recommended the implementation of this plan as an attachment of the Transportation Chapter of the Oxford Comprehensive Plan.
<u>Exhibits Submitted to the Commission</u>	1. Staff Report Dated February 5, 2014 2. Exhibit "A" –a. Complete Street Corridor Safety Improvement Plan-Cumulative (0-10+ years) and; b. A spreadsheet titled " Bike and Pedestrian Safety Improvement Plan".

City of Oxford
Community Development Department
STAFF REPORT

Planning Commission

Subject: Oxford Bike and Pedestrian Safety Improvement Plan

BACKGROUND INFORMATION:

In October, 2012, staff prepared a concept plan as a result of an initiative from Miami University to comprehensively review and make recommendations to the on-campus circulation matter and an IES graduate student, Anna Dragovich, study titled “Shifting Gears – A Bicycle and Pedestrian Plan for Oxford”. This report focused on major corridors level for safety improvements purposes. The City Council, based on the positive recommendations from the Planning Commission, directed staff to undergo technical analysis to develop a specific improvement plan for bikes and pedestrians for future consideration.

Staff from the Community Development, Police and Service Departments met in subsequent months to go over the recommendations from “Shifting Gears” and the Bike and Pedestrian Safety Improvement Concept Plan to make changes based upon technical data and professional expertise. The outcome of the analysis was presented to the Planning Commission at their October 2013 meeting.

The draft plan went through technical analysis by staff and was presented to the Planning Commission at its meeting in November, 2013. At the conclusion of the presentation, staff recommended the draft plan to go before the Planning Commission Subcommittee on Alternative Transportation to further develop the phased improvement schedule and to prepare a public input session at the beginning of 2014 to solicit public comments for consideration.

COMPREHENSIVE PLAN:

Key Public inputs in *Transportation* issue

Enhance opportunities for walking and bicycling in Oxford

Many residents are interested in expanding options for walking and bicycling in the community. Comments were made in relation to creating walkable neighborhoods and a cohesive bicycle network.

Goals and Objectives:

Objective 2: Promote alternative modes of transportation

- T 2.1 Investigate the feasibility of citywide bus service available to all residents.
- T 2.2 Promote the Oxford Area Trails plan as identified in the Transportation or Thoroughfare Plan.
- T 2.3 Create standards and require all new and existing commercial and public facilities to provide bike facilities (racks, shelters).
- T 2.4 Create connection between subdivision and destination to improve mobility, promoting a wider pedestrian and bicycle network throughout Oxford.
- T 2.5 Investigate commuter transit connection from Cincinnati, Hamilton and other regional hubs.

Objective 4: Improve the design and function of existing intersections

- T 4.2 Enforce existing traffic laws relative to intersections for both cars and bicycles.

Objective 8: Improve the pedestrian infrastructure

- T 8.1 Construct new sidewalks where none exist in and between existing developments.
- T 8.2 Repair existing sidewalks that are in poor conditions.
- T 8.3 Enforce existing city codes relative to sidewalk repair.
- T 8.4 Consider timed “Walk” indicators in Uptown to help decrease pedestrian crossings out of turn.

Key public inputs in *University and Community*

Encourage the continued development and enhancement of the town/gown relationship

Objective 4: coordinate transportation issues

UC 4.1 Integrate busing and transportation for students and year-round residents.

US 4.2 Develop strategies to solve safety and traffic problems.

COLLABORATION

The effort of promoting bicyclists and pedestrian has expanded and collaborated with other efforts that also deal with bike and pedestrian issues: Safe Route to School (SRTS) Initiative and Oxford Area Trail System (OATS) recreational trail. This collaboration and coordination makes sense since the proposed improvements to address bike and pedestrian safety issues have a very direct connection to the goal of SRTS in promoting walking and bicycling to elementary and middle schools. The bike safety issue is also directly tied to all recreational trails that can be used for commuting purposes as well. Therefore, the implementation of the bike and pedestrian safety plan has very close correlation with SRTS and OATS.

This draft Plan identifies numerous improvements that are designed to enhance and improve the safety of pedestrians and bicyclists in those major identified corridors. Additionally, the draft Plan also outlines a basic network for the safety and convenience of residents. Several other initiatives were also evolving during the time of this Plan study/analysis that the integration of all the transportation initiatives must be meshed and work together collaboratively to address the interconnection between these initiatives. Those initiatives include Safe Routes to School and OATS Trail. The draft Plan anticipates certain improvements from those initiatives and those improvements are shown on the overall network system.

Additionally, staff continued to collaborate with Miami University on the upcoming resurfacing project on Spring St, from Patterson Ave to Campus Ave. The University is moving forward with dedicated on-street bike lanes on Spring St and signage improvements at SR 73 and US 27 and Spring St. This project is slated for improvement during the summer of 2014.

PLANNING PROCESS

From the beginning of this process, it was developed as a planning document that would guide the discussion, formation and public engagement of all components of the plan. The process started with the specific goals and objectives that were presented to Council in 2012. The goals are to improve the safety and convenience of all modes of transportation, promote a safe, integrated bicycle and pedestrian network; to create a City of Oxford Bicycle and Pedestrian plan that works collaboratively and concurrently with the Miami University Circulation Master Plan; to develop a safe, comprehensive and convenient bicycle network for bicyclists to travel from places where they live, work, shop and to create and integrate that network with surrounding areas.

Based on those goals and objectives, staff analyzed the relevant adopted policy/plans with the City and the similar plans/documents from the University and other generally available resources to be used as reference documents. Using the findings and recommendations from “Shifting Gears”, staff further analyzed the recommendations based on technical reasoning and developed another set of recommendations.

The Alternative Transportation Subcommittee of the Planning Commission then went to prioritize these recommendations to develop a phased improvement plan. A public outreach and input session took place on January 11, 2014 at the LCNB Community Room from 4:30 to 6:30 pm to unveil the plan and solicit comments.

Many positive comments about the effort to create bike and pedestrian network and emphasis on safety impediments to bicyclists and pedestrians were provided by the public and are on file with the document that are available for public review. Additionally, the comment form was also posted on the City's website for additional input.

Being a planning document, it enables the Commission and staff to update progress and monitor the implementation status. Furthermore, it serves as a guiding reference for the City to move forward with the Complete Street concept. A complete street is a street that will accommodate pedestrians, bicyclists, motorists and public transit riders and is for all users regardless of their ages or physical conditions. It has been adopted by the DOTs and FHA to incorporate the complete street into design consideration.

Being a planning document, this plan could be part of the Comprehensive plan as part of the transportation element. As mentioned earlier, the transportation plan encompasses all modes of transportation and this plan specifically deals with biking and walking.

RECOMMENDATIONS:

There are numerous recommendations provided to promote alternative modes of transportation and improve the safety and convenience of bicyclist and pedestrians. These are the highlights of those recommendations for each phase. A detailed list of phased improvements is attached with this report. Additionally, maps of those improvements are also attached for illustration purpose as well.

Near term (0-2 years)

- Dedicated bike lanes and shared-use path on Spring Street from Campus Ave to McGuffey Ave.
- Dedicated bike lane on McGuffey Avenue
- Dedicated bike lane on Wells Mill Drive
- Sycamore St and N. Locust are designated as a Safe Route to School
- SR 732 is designated as SRTS from Middle School to Chestnut Street
- Streetscape and access management analysis on Locust St
- More bike parking in Uptown
- Bike parking at City Garage.
- Ongoing education and enforcement of existing laws

Medium term (3-5 years)

- Share-the-road pavement markings and signage on Church St.
- Share-the-road pavement markings and signage on Walnut St.
- Dedicated bike lane on Chestnut from SR 732 to Locust St
- Share-the-road pavement markings and signage on Brookville Road to Winding Brook Dr.
- Ongoing education and enforcement of existing laws
- Continue monitoring bike and pedestrian travel patterns

Long Term (6-10+ years)

- Chestnut Street reconfigured to be a complete street
- Provide bike/pedestrian connection from Locust St to Kehr Rd.
- Share-the-road pavement markings and signage on Lynn Avenue
- Ongoing education and enforcement of existing laws
- Continue monitoring bike and pedestrian travel patterns

Staff recommends that the Planning Commission approve the proposed Oxford Bike and Pedestrian Safety Improvements and recommends that it be an attachment of the Comprehensive Plan as part of the Transportation Chapter. Additionally, staff is asking Planning Commission's to seek Council concurrence on the implementation of the proposed plan.

SUBMITTED

BY:


Jung-Han Chen,
Community Development Director

DATE: February 5, 2014