CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Finance Department
Originating Department

Council Meeting Of: April 2, 2019

Joe Newlin
Prepared By

Account Code No. #: **Various**

Budgeted Amount: **$173,500**

March 20, 2019
Date Prepared

Agenda Title: 2019 Property and Casualty Insurance

Recommendation: Approve

Discussion:

Staff is requesting Council to approve the property and casualty insurance renewal of up to $173,500 for 2019. This represents an approximate 2.4% increase ($4,041) over last year's cost of $169,459. The primary increase is due to an increase in value of automobile replacement coverage over last year, and an increase in property values. Insurance premiums will be paid on a semiannual basis.

Approved By:

	Initial	Date
Department Head:		3/20/19
City Manager:	DRE	3/29/19

RESOLUTION NO.

A RESOLUTION ACCEPTING THE INSURANCE BID OF INSURANCE SPECIALIST GROUP, INC., DBA LOVE INSURANCE PARTNERS FOR THE CITY'S PROPERTY AND CASUALTY INSURANCE COVERAGE FOR 2019.

WHEREAS, Insurance Specialist Group, Inc., dba Love Insurance Partners (hereinafter 'Love Insurance Partners') submitted an insurance bid not to exceed $173,500.00 for the City's property and casualty insurance coverage for 2019; and

WHEREAS, the City Manager and the Finance Director recommend Council accept the insurance bid of Love Insurance Partners not to exceed $173,500.00 for the City's property and casualty insurance coverage for 2019.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Finance Director and accepts the insurance bid of Love Insurance Partners not to exceed $173,500.00 for the City's property and casualty insurance coverage for 2019.

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

_____
MAYOR

ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

Memo

CITY OF OXFORD
HOME OF MIAMI UNIVERSITY

To: City Council

From: Sam Perry, Community Development

Date: 3/25/2019

Re: Short-Term Rentals Registration Program

DRF

Under direction from the City Manager, the Community Development Department has developed a set of proposed regulations for a short-term rental registration program within the City of Oxford. Planning Commission previously recommended approval of amendments to the Zoning Code dealing with short-term rentals in September 2018. However, staff recommends holding off on adopting land use regulations at this time until the situation is better understood through means of a registration program.

Community Development staff proposes a new chapter in Part Seven (Business Regulation Code) of the Oxford Codified Ordinances. This new Chapter 743 includes provisions for applicable definitions, minimum requirements, and enforcement. There is also a blanket provision which requires adherence to all other applicable federal, state, and local regulations, including laws on nondiscrimination, zoning, building, health and safety. The proposed language borrows heavily from Chapter 115 of the Louisville/Jefferson County Metro Government's Business Regulations, though it has been tailored in many respects to appropriately fit Oxford's context.

The purpose of the proposed registration program is for the City administration to gather more significant data on short-term rentals, in order to gain a broader understanding of the present level and nature of such activities within the City, including the geographic spread and concentration of short-term rental locations. Acquiring this data will enable staff to make better informed recommendations based on information beyond minimal anecdotal knowledge, and may in turn lead to new land use regulations in the City's Zoning Code in the near future. The Planning and Zoning Code (Part Eleven) is not being amended as part of this Ordinance.

Minimum registration information is set forth in the proposed regulations, including the name and contact information for the individual "hosting" the short-term rental, the actual physical address of the rental, and a designated emergency contact should the host not reside within a reasonable distance from Oxford. Latitude is given to the Community Development Director to further develop content for the registration form; some of the additional questions likely to be included are: (1) specifying the rental's host platform (e.g., AirBnB, VRBO, etc.); (2) expressing the number of average days per month that the unit is rented; and (3) whether the unit is the host's primary residence. The form would be administered online on the City website, though a hard-copy version would also be made available for hosts to complete in-person or by mail. The department would rely on its existing communication resources (i.e., email, flyers, and possibly selective postal mail), as well as notices in utility bills (email and postal mail), to effectively inform property owners and managers within the community about the registration requirement and where to access the online form.

A grace period of six (6) months following the effective date is provided for existing short-term rentals to comply by registering with the Community Development. Following this period, the regulation allows for enforcement action to be taken should any active rentals fail to register. It is the department's intention to be as customer friendly as possible in providing notice to hosts of the registration requirement, and only in rare cases of neglect may enforcement action be exercised. Rentals which are newly established following the grace period would be required to register prior to renting to guests.

ORDINANCE NO.

ORDINANCE ENACTING NEW CHAPTER 743 OF THE OXFORD CODIFIED ORDINANCES ENTITLED SHORT TERM RENTALS.

WHEREAS, localities across the United States have implemented, or are implementing, regulations and standards for short-term rentals; and

WHEREAS, the State of Ohio currently has no regulations on short-term rentals; and

WHEREAS, the City of Oxford may consider short-term rental regulations to address the health, safety and welfare concerns of renters and residential property owners; and

WHEREAS, prior to regulating short-term rentals, City Council and City staff require further information regarding the prevalence of short-term rentals within the City; and

WHEREAS, the City of Oxford, in order to gather relevant information regarding the use of short-term rentals within the City, finds it necessary to enact a registration procedure for short-term rentals; and

WHEREAS, upon the effective date of this ordinance, hosts shall have a grace period of six (6) months to comply by registering existing short-term rentals with the City's Community Development Department. Following the six (6) month grace period, all short-term rentals shall be registered prior to renting to transient users.

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

SECTION I: Council hereby finds that it is necessary to enact new Chapter 743 of the Oxford Codified Ordinances entitled Short Term Rentals to require registration of short-term rentals operating within the City of Oxford.

SECTION II: Council hereby adopts new Oxford Codified Ordinance Chapter 743 entitled Short Term Rentals as follows:

PART SEVEN – BUSINESS REGULATION CODE
CHAPTER 743 – SHORT TERM RENTALS.

743.01 DEFINITIONS

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

(a) "Director" means the Director of the City of Oxford Community Development Department or his/her designee.

(b) "Host" means any person who is the owner of record of residential real property, or any person who is a lessee of residential real property pursuant to a written agreement for the lease of such real property, who offers a dwelling unit, or portion thereof, for short term rental.

(c) "Hosting Platform" means an internet-based platform that generally allows an owner or tenant to advertise the dwelling unit through a website and provides a means for potential transient users to arrange short term rental and payment through the hosting platform.

(d) "Short Term Rental" means a dwelling unit that is rented, leased or otherwise assigned for tenancy of less than 14 consecutive days duration, where no meals are served.

(e) "Transient User" means a person who exercises occupancy or is entitled to occupancy by reason of concession, permit, right of access, license or other agreement for a period of less than 14 consecutive days duration.

743.02 ANNUAL REGISTRATION REQUIRED.

No person, firm, or corporation shall own or operate a short term rental on any premises within the City of Oxford unless the short term rental has been registered annually with the Community Development Department.

743.03 ANNUAL REGISTRATION.

Each annual registration for a short-term rental shall be per the procedure prescribed by the Director, and shall be available for paperless, online registration upon the effective date of this chapter. The registration form, at a minimum, shall include the following:

(a) The name, address, phone number, and email address of the host and of a person residing or located within Butler County or any other county bordering Butler County who shall be responsible for addressing any maintenance or safety concerns; and

(b) The location of the short-term rental.

743.04 COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS.

Each separate short term rental shall be in compliance with any currently applicable laws and regulations of the federal, state, or local governments, as may be amended from time to time including but not limited to, laws or regulations on nondiscrimination, zoning, building, safety, property maintenance, health and sanitation, fire, electrical, plumbing, mechanical, and other applicable laws.

743.99 ENFORCEMENT AND PENALTY.

Failure to comply with any section or provision of this chapter shall be deemed a violation. Enforcement of any of the provisions of the chapter may be by civil action and/or criminal prosecution. Whoever violates Section 743.02 is guilty of a minor misdemeanor.

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

_____
MAYOR

ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: April 2, 2019

Zachary Moore
Prepared By:

Account Code No. #: N/A

Budgeted Amount: N/A

March 21, 2019
Date Prepared:

Agenda Title: A Resolution retroactively approving the assignment of a License Agreement to allow alley right-of-way usage for a previously constructed driveway associated with property located at 338 North Locust Street, Oxford, Ohio

Recommendation: Approve

Discussion:

The proposed Resolution would authorize the City Manager to take all steps necessary to retroactively approve assignment of a License Agreement to the current owners of the property located at 338 N. Locust Street, Chantel L Raghu & Christopher Reagh. The agreement was initially authorized by Resolution No. 4428 in April 2009 and entered into in August 2009 between the City of Oxford and Oxford Community Foundation. Council most recently approved assignment of the agreement to the preceding owner Janie Spires fka Janie Robinson, by Resolution No. 4899 in March 2015. The property was transferred to the current owners in October 2017, though the City had not approved the assignment at that time, as was required under the terms of the initial agreement. The purpose of this Resolution is only to retroactively assign the agreement to the current owners; the terms remain the same as were approved by Council for the preceding owner in March 2015. Approval would allow a driveway in the alley right-of-way to continue being used as off-street parking for 338 N. Locust.

Approved By:

	Initial	Date
Department Head:		3-29-19
City Manager:	DRE	3/29/19

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPROVE THE ASSIGNMENT OF A LICENSE AGREEMENT FOR PROPERTY LOCATED AT 338 NORTH LOCUST STREET OXFORD, OHIO.

WHEREAS, in April 2009 the City entered into a License Agreement with the Oxford Community Foundation to allow a driveway in the alley right-of-way to be used as off-street parking for 338 N. Locust; and

WHEREAS, the License Agreement requires City approval to transfer to subsequent property owners; and

WHEREAS, in March 2015 the property was transferred from the Oxford Community Foundation to Janie Spires aka Janie Robinson and City Council approved the assignment of the License Agreement by Resolution 4899; and

WHEREAS, the property at 338 N. Locust has transferred again to Chantel L. Raghu and Christopher Reagh and City Council must authorize the assignment of the License Agreement.

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

SECTION 1: The City Manager recommends Council authorize him to approve the assignment of the License Agreement for the property located at 338 N. Locust Street, Oxford, Ohio from Janie Spires aka Robinson to Chantel L. Raghu and Christopher Reagh.

SECTION 2: Council hereby accepts the recommendation of the City Manager and further authorizes the City Manager to take all steps necessary to approve the assignment of the License Agreement to the new owner for the property located at 338 N. Locust Street.

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

_____
MAYOR

ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

City Manager
Originating Department

Council Meeting Of: April 2, 2019

Mary Ann Eaton
Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

March 26, 2019
Date Prepared

Agenda Title: A Resolution of Oxford City Council opposing Ohio House Bill 27 and urging Senator Coley and Representative Keller to oppose Ohio House Bill 27.

Recommendation: Adoption

Discussion:

As requested by Councilor Dana.

Approved By:

	Initial	Date
Department Head:		
City Manager:	DRE	3/19/19

RESOLUTION NO.

A RESOLUTION OF OXFORD CITY COUNCIL OPPOSING OHIO HOUSE BILL 27 AND URGING SENATOR COLEY AND REPRESENTATIVE KELLER TO OPPOSE OHIO HOUSE BILL 27.

WHEREAS, Ohio House Bill 27 would virtually eliminate sovereign immunity for emergency responders in the event of an accidental motor vehicle collision involving any emergency vehicle responding to an emergency; and

WHEREAS, this bill would include police, fire and emergency medical services; and

WHEREAS, this bill as drafted, would only grant sovereign immunity in the event of a police chase, where the police officer operating the emergency vehicle collided with a vehicle operated by someone attempting to flee from law enforcement; and

WHEREAS, this substantially narrower provision for liability defense would impede the ability of first responders to safely, quickly and efficiently execute their duties; and

WHEREAS, the constant threat of lawsuits for negligence creates barriers preventing immediate action in response to an emergency; and

WHEREAS, removing liability defense for first responders will substantially increase litigation costs for each city and village; and

WHEREAS, local taxpayers would be responsible for paying for the cost of litigation, as well as claims paid by the municipality.

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

SECTION 1: Council having reviewed Ohio House Bill 27 hereby opposes the same and further urges Senator Coley and Representative Keller to oppose Ohio House Bill 27.

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

_____
MAYOR

ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: STEVE DANA

PREPARED BY: LAW (STAFF)

BILL TO ELIMINATE SOVEREIGN IMMUNITY RECEIVES OPPONENT TESTIMONY

This week, representatives from local government entities across the state testified in opposition to HB 27. The bill, sponsored by Rep. Ingram (D - Cincinnati), would modify political subdivision liability for an employee's negligent operation of a motor vehicle. The bill as written would virtually eliminate sovereign immunity for political subdivisions except in the instance of a motor vehicle collisions that occurs during a police car chase.

Witnesses objecting to the legislation included Rod Davidson, Obetz Village Administrator who testified on behalf of the League. Davidson spoke of his personal experiences to confirm that the bill would negatively impact emergency response times. Also testifying on behalf of the League was Ashley Brewster, OML Director of Communications and Garry Hunter, the League's general counsel submitted written testimony. Others who provided testimony include Andrew Miler, assistant city attorney for Columbus, OTA Executive Director Matt DeTemple and Pleasant Valley Joint Fire District Chief Mark Kidd on behalf of the Ohio Fire Chiefs Association. You can read all of the March 19, 2019 the testimonies **HERE**.

HB 27 would open municipalities up to copious amounts of frivolous lawsuits on the grounds of negligence. The witnesses during Tuesday's hearing outlined how current statue already fulfills the core intent of the bill by holding municipalities accountable for paying damages when the driver of the emergency vehicle acts in a "willful or wanton" manner. The law as written protects first responders while holding local governments accountable without opening municipalities up to large numbers of lawsuits for negligence.

If political subdivisions lost sovereign immunity, the lives of Ohioans would be endangered as response times would substantially increase. It would also increase the financial burden on many already struggling municipalities, particularly smaller villages. Taxpayers would bear the burden of paying municipal court costs or damages. Taxpayers would also suffer as municipal insurance premiums would rise, forcing many municipalities to increase local taxes to help make ends meet.

OHIO LEGISLATIVE SERVICE COMMISSION

www.lsc.ohio.gov

Office of Research and Drafting

Legislative Budget Office

H.B. 27
133rd General Assembly

Fiscal Note & Local Impact Statement

Click here for H.B. 27's Bill Analysis

Version: As Introduced

Primary Sponsor: Rep. Ingram

Local Impact Statement Procedure Required: Yes

Tom Wert, Budget Analyst

Highlights

- Repealing political subdivisions' immunity against liability claims involving the negligent operation of an emergency vehicle responding to an emergency could result in significant new costs to pay liability claims resulting from these types of accidents.
- The bill specifies that compensatory damages against a political subdivision in these cases be reduced by the percentage of contributory fault attributable to the plaintiff or any other parties. This could reduce the amount paid by a political subdivision to settle these claims.

Detailed Analysis

Current law makes a political subdivision generally liable for injury, death, or loss caused by the negligent operation of any motor vehicle by an employee when engaged within the scope of employment. However, current law provides full defenses to that liability if the motor vehicle was being operated by municipal corporation police or fire departments or emergency medical services agencies owned or operated by a political subdivision responding to an emergency call so long as its operation did not constitute willful or wanton misconduct. The bill repeals these full defenses, thereby exposing political subdivisions to liability for death, injury, or loss resulting from negligent operation of emergency motor vehicles. However, a political subdivision would not be liable in these situations if the plaintiff was attempting to flee from a law enforcement officer so as to avoid apprehension for a criminal offense.

Liability claims

Liability claims against political subdivisions for the negligent operation of emergency motor vehicles could be significant, particularly so if a claim involves injury or death. As a result, political subdivisions would likely incur significant new costs to pay claims when found to be liable in these cases. However, the bill also specifies that compensatory damages recoverable

against a political subdivision for an employee's negligent operation of a motor vehicle must be reduced by the percentage of contributory fault attributable to the plaintiff or other parties. Under the bill, the reduction of compensatory damages in this manner would apply to negligent operation of a motor vehicle claims involving any motor vehicle, including nonemergency motor vehicles, operated by any employee in the scope of their employment. Although this may reduce costs for liability claims, it is difficult to determine how significantly they might be reduced, as liability claims vary greatly depending on the nature of death, injury, or loss.

Crashes involving emergency vehicles

Although data detailing the number of crashes involving the negligent operation of emergency motor vehicles is not readily available, summary data for the overall number of crashes involving emergency equipment is available from the Ohio Department of Public Safety. Between CY 2012 and CY 2016, the most recent years for which data are available, there was an average of 2,967 crashes involving emergency vehicles (ambulance, police, and fire) each year. On average, these crashes resulted in approximately eight fatalities and 603 injuries each year. Property loss crashes involving emergency equipment over this time period averaged 2,356 per year. The table below shows the total number of fatal, injury, and property loss crashes by vehicle type for each year for those years.

Crashes Involving Emergency Vehicles (CY 2012-CY 2016)					
Year	Vehicle Type	Fatal	Injury	Property Loss	Total
2012	Ambulance	5	83	374	462
	Fire	1	37	251	289
	Police	2	351	1,213	1,566
Subtotal 2012		8	471	1,838	2,317
2013	Ambulance	2	97	368	467
	Fire	1	75	420	496
	Police	2	429	1,523	1,954
Subtotal 2013		5	601	2,311	2,917
2014	Ambulance	2	103	403	508
	Fire	2	102	467	571
	Police	5	441	1,707	2,153
Subtotal 2014		9	646	2,577	3,232

Crashes Involving Emergency Vehicles (CY 2012-CY 2016)					
Year	Vehicle Type	Fatal	Injury	Property Loss	Total
2015	Ambulance	3	103	453	559
	Fire	0	97	432	529
	Police	7	446	1,759	2,212
Subtotal 2015		10	646	2,644	3,300
2016	Ambulance	3	113	398	514
	Fire	1	63	359	423
	Police	3	477	1,652	2,132
Subtotal 2016		7	653	2,409	3.069
	TOTAL	**39**	**3,017**	**11,779**	**14,835**

Source: Ohio Department of Public Safety *Ohio Traffic Crash Facts: All Counties* for years 2012-2016

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: April 2, 2019

Account Code #: 126.370.60014

Budgeted Amount: $119,000.00

Service Department
Originating Department

Michael B. Dreisbach, Service Director
Prepared By

March 14, 2019
Date Prepared

Agenda Title: Program year 2018 CDBG Handicap Ramp Improvements Contract

Recommendation: Approve

Discussion: The City's 2019 capital improvement budget includes $119,000 in the Community Development Block Grant (CDBG) fund for the construction of handicap ramps with tactile dome mats. $96,321 is available for construction; the balance is used to offset costs to administer the program. Staff advertised using CDBG guidelines for improvements specified on the attached Exhibit "A".

Total estimated linear feet of curb / gutter replacements: **858 feet**
Total estimated square feet of sidewalk / ramp replacements: **4,410 sq. ft.**
Total new handicap ramps with tactile detection mats: **61**

The City advertised for bids in the *Hamilton Journal-News* on Feb. 22 & Mar. 1, 2019. Six sealed bids were opened and publicly read on March 8, 2019 with the following results:

Bearcat Construction	$89,645.00
Jackson Construction	93,140.60
R.A. Miller Const.	95,165.00
Hendy, Inc.	104,587.50
Adleta Construction	105,480.00
W.G. Stang	138,520.00

The lowest and best bid for concrete improvements was provided by Bearcat Construction, Inc. in the amount of $89,645.00. The City does not have direct experience with this contractor, but reference checks were acceptable including the Hamilton County Park District.

It is Staff's recommendation that Council authorize the City Manager to enter into an agreement with Bearcat Construction, Inc. for the installation of improvements per project specifications at a cost of $89,645.00. Staff is requesting a contingency in the amount of $6,676.00, therefore the contract not to exceed amount requested is **$96,321.00**. This is the full allotment from HUD for construction expenses in the 2018 CDBG program year.

Approved By:

	Initial	Date
Department Head:	MBD	3/14/19
City Manager:	DRE	3/21/19

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH BEARCAT CONSTRUCTION, INC. FOR THE INSTALLATION OF HANDICAP RAMPS WITH TACTILE DOME MATS AS SET FORTH ON EXHIBIT "A" ATTACHED HERETO AT A COST OF $89,645.00 PLUS A CONTINGENCY IN THE AMOUNT OF AMOUNT OF $6,676.00 FOR A TOTAL COST NOT TO EXCEED $96,321.00.

WHEREAS, the City advertised for bids in the *Journal News* on February 22, 2019 and March 1, 2019. Six (6) sealed bids were opened and publicly read on March 8, 2019. The lowest and best bid was submitted by Bearcat Construction, Inc. in the amount of $89,645.00; and

WHEREAS, the City Manager and the Service Director recommend Council accept the bid of Bearcat Construction, Inc. as the lowest and best bid for the installation of handicap ramps with tactile dome mats as set forth on Exhibit "A" attached hereto at a cost of $89,645.00 plus a contingency in the amount of $6,676.00 for a total cost not to exceed $96,321.00; and

WHEREAS, the City Manager and the Service Director further recommend Council authorize the City Manager to enter into a contract with Bearcat Construction, Inc. for the installation of handicap ramps with tactile dome mats as set forth on Exhibit "A" attached hereto at a cost of $89,645.00 plus a contingency in the amount of $6,676.00 for a total cost not to exceed $96,321.00.

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

SECTION 1: City Council accepts the recommendation of the City Manager and the Service Director and hereby accepts the bid of Bearcat Construction, Inc. and further authorizes the City Manager to enter into a contract with Bearcat Construction, Inc. for the installation of handicap ramps with tactile dome mats as set forth on Exhibit "A" attached hereto at a cost of $89,645.00 plus a contingency in the amount of $6,676.00 for a total cost not to exceed $96,321.00.

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

_____
MAYOR

ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

2019 CDBG Sidewalks and Handicap Ramp Improvements

(2018 Funds)

2/15/2019

Exhibit A

Location	Lin Ft.Curb Removal & Replacement	Sq ft Sidewalk / Ramp Removal & Replacement	# of Detectable Warning Mats on each Sidewalk Ramp
Church & University			
NE	38	100	2
NW	38	162	2
SE	0	100	2
SW	10	200	2
Withrow & University			
NE	37	156	2
NW	40	140	2
SE	32	168	2
SW	30	120	2
Church & Bishop			
NE	0	133	2
NW	13	98	2
SE	0	28	1
Withrow & Bishop			
NE	35	138	2
NW	32	150	2
SE	28	96	2
SW	32	130	2
Church & Tallawanda			
NW	0	56	1
Withrow & Tallawanda			
NW	30	150	2
SW	21	100	1
Fairfield Rd & Kay Rench Dr			
NW	20	144	1
NE	20	168	1
SE	20	120	1
Campus & Collins			
NW	22	0	0
Campus & Ardmore			
SW	31	0	0
Withrow & Main			
SE	20	60	1
Withrow & Beech			
NE	28	150	2
NW	28	88	2
SE	19	125	2
SW	30	150	2
Withrow & College			
NE	25	125	2
NW	28	125	2
SE	26	180	2
SW	30	150	2
Withrow & Elm			
NE	31	144	2
NW	29	144	2
SE	35	132	2
SW	0	180	2
Totals of each	858	4410	61

Alternates to:
2019 CDBG Sidewalks and Handicap Ramp Improvements

(2018 Funds) 2/15/2019

Alternate # 1			
Oxford Community Park	Alternate # 1		
	72		
	Lin Ft.Curb Removal & Replacement	**Sq ft Sidewalk / Ramp Removal & Replacement**	**# of Detectable Warning Mats on each Sidewalk Ramp**
	72	0	0

Alternate # 2			
Vine & College			
NE	21	198	2
NW	29	120	2
SE	35	205	2
SW	0	108	2
	Lin Ft.Curb Removal & Replacement	**Sq ft Sidewalk / Ramp Removal & Replacement**	**# of Detectable Warning Mats on each Sidewalk Ramp**
	85	631	8

Alternate # 3			
Vine & Elm			
NE	32	190	2
NW	32	100	2
SE	35	190	2
SW	70	90	2
	Lin Ft.Curb Removal & Replacement	**Sq ft Sidewalk / Ramp Removal & Replacement**	**# of Detectable Warning Mats on each Sidewalk Ramp**
	169	570	8

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: April 2, 2019

Account Code #: 141.720.51000/63181

Budgeted Amount: $449,743

Service Department
Originating Department

Michael B. Dreisbach
Prepared By

March 14, 2019
Date Prepared

Agenda Title: 2019 Street Resurfacing and Maintenance Program

Recommendation: Approval

Discussion:

The 2019 Capital Improvement budget includes $449,743 for street resurfacing and maintenance. Staff has evaluated the surface condition of City streets in order to provide data for the compilation of the 2019 Street Resurfacing Program. Several factors were considered in recommending a street for resurfacing including traffic volume, road base condition (or lack of a proper base), curb and gutter condition, drainage conditions, past street and utility cuts, proposed underground work scheduled, and current surface condition. Additionally, staff reviewed and updated the City Infrastructure Inventory which includes data on street, water, wastewater, and stormwater systems.

The list of streets proposed for resurfacing is detailed on the attached Exhibit "A".

A request for bids was published in the Hamilton Journal on Feb. 22 and Mar. 1, 2019. Sealed proposals were opened and read aloud on March 8, 2019. Three firms submitted bids with the following results:

Barrett Paving Materials, Inc.	**$ 419,969.50**
John R. Jurgensen Co.	$ 454,205.20
Rack & Ballauer Co.	$ 469,237.00

(Continued)

Approved By:

	Initial	Date
Department Head:	MBD	3/14/19
City Manager:	DRE	3/29/19

Bids submitted included the following line item cost breakdowns:

- Asphalt milling
- Asphalt placing and compacting
- Traffic control
- Pavement / traffic marking replacements
- Thermoplastic street markings
- Blue reflective armored markers to indicate fire hydrant locations
- Yellow / white markers to enhance lane marking safety

In addition to this street maintenance project, City Staff also evaluated if any facets of the *Corridor Safety Improvement Plan* could be implemented in association with this capital project. Sharrow road markings will be installed on Walnut St. per the plan from Campus Ave. to College Ave. At this time, a widened multi-use path along Campus Ave. has not been funded, but this could be installed in the future without disturbing new asphalt placement on Campus Ave. The City will be installing at least two sets of rectangular rapid flash beacons at marked pedestrian crossing located at SR732 & Dana Dr. as well as Fairfield Rd. at the entrance to the Oxford Community Park and Aquatic Center. Staff will be introducing a Resolution of Necessity requiring specified property owners to repair defective curb, gutter, and sidewalk segments on their property. Staff recommendations in this regard will be by separate Resolutions for Council's consideration and contract authorization.

The lowest and best bid for the 2019 Street Maintenance Program was provided by Barrett Paving Materials, Inc. with a bid of $419,969.50. Staff is requesting a contingency amount of $29,800 for this contract (approximately 7.0%). It is Staff's recommendation that Council authorize the City Manager to enter into an agreement with Barrett Paving Co. for a total amount not to exceed **$449,769.50.**

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH BARRETT PAVING MATERIALS, INC. FOR THE 2019 STREET RESURFACING AND MAINTENANCE WORK AT A COST OF $419,969.50 PLUS A CONTINGENCY AMOUNT OF $29,800.00 FOR A TOTAL COST NOT TO EXCEED $449,769.50.

WHEREAS, a request for bids was published in the *Journal News* on February 22, 2019 and on March 1, 2019. Sealed proposals were opened and read aloud on March 8, 2019 with three firms submitting bids; and

WHEREAS, the City Manager and the Service Director recommend Council accept the bid and authorize the City Manager to enter into an agreement with Barrett Paving Materials, Inc. for the 2019 street resurfacing and maintenance work at a cost of $419,969.50 plus a contingency amount of $29,800.00 for a total cost not to exceed $449,769.50

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

SECTION 1: Council finds Barrett Paving Materials, Inc. to be the lowest and best bidder and accepts the bid of $419,969.50 for the 2019 street resurfacing and maintenance work as described in Exhibit "A" attached hereto and incorporated herein.

SECTION 2: The City Manager is hereby authorized to enter into an agreement with Barrett Paving Materials, Inc. at a cost of $419,969.50 plus a contingency amount of $29,800.00 for a total cost not to exceed $449,769.50 for the 2019 street resurfacing and maintenance work as described in Exhibit "A" attached hereto and incorporated herein.

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

_____
MAYOR

ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

Exhibit A

2019 City of Oxford Street Resurfacing

Street Name	From	To	cond	width	length
Campus Ave. A (Base Repairs)	Chestnut St.	Ardmore St.	2	TBD	TBD
Campus Ave. B (Base Repairs)	Ardmore	Plum St.	3	TBD	TBD
Campus Ave. C (Base Repairs)	Plum St.	Central Ave.	2	TBD	TBD
Campus Ave. D (Base Repairs)	Central Ave.	Rose Ave.	2	TBD	TBD
Campus Ave. E (Base Repairs)	Rose Ave.	Bern St.	3	TBD	TBD
Campus Ave. F (Base Repairs)	Bern St.	Spring St.	3	TBD	TBD
Campus Ave. G (Base Repairs)	Spring St.	Collins St.	3	TBD	TBD
Campus Ave. H (Base Repairs)	Collins St.	Walnut St.	3	TBD	TBD
Campus Ave. I (Base Repairs)	Walnut St.	High St.	3	TBD	TBD
Campus Ave. A (Surface)	Chestnut St.	Ardmore St.	2	35	144
Campus Ave. B (Surface)	Ardmore	Plum St.	3	35	216
Campus Ave. C (Surface)	Plum St.	Central Ave.	2	35	264
Campus Ave. D (Surface)	Central Ave.	Rose Ave.	2	35	290
Campus Ave. E (Surface)	Rose Ave.	Bern St.	3	35	576
	MU Parking Area		4	10	137
Campus Ave. F (Surface)	Bern St.	Spring St.	3	35	819
Campus Ave. G (Surface)	Spring St.	Collins St.	3	36	364
Campus Ave. H (Surface)	Collins St.	Walnut St.	3	36	381
Campus Ave. I (Surface)	Walnut St.	High St.	3	36	323
Walnut St. E	Main St.	Poplar St.	3	36	407
Walnut St. F	Poplar St.	Campus St.	3	36	413
Vine St. E	Beech St.	Main St.	2	27	408
Vine St. F	Main St.	Poplar St.	3	26	406
Vine St. G	Poplar St.	Campus Ave.	3	26	416
Vine St. H	Campus Ave.	University Ave	3	26	419
E/W Alley btw High & Church	College Ave	Beech St	2	19	365
N/S Alley btw Beech & College	High St	Church St	2	14	298
Poplar St. H	Spring St.	Collins St.	3	35	379
Poplar St. I	Collins St.	Walnut St.	3	37	382
Poplar St, (101 East High St)	OPD Parking Area / Alley		3	14	300
Poplar St. J	Walnut St.	High St.	3	35	378

ALTERNATE # 1

Merry Day Dr.	S. Terminus	College Corner	3	30	468

ALTERNATE # 2

Contreras Rd. L	W. Corp Line	County Maint. Sign	4	21	2928

Office of the Mayor

Proclamation

Whereas: Miami University will host the Annual Conference of the Ohio Association of Gerontology and Education (OAGE), on April 4 and 5, 2019 on the Oxford Campus; and

WHEREAS, the purposes of the organization are to promote gerontological education, support Ohio's Department of Aging and the aging services network, serve as a resource for research and practice, and provide professional development for students, faculty and professionals; and

WHEREAS, Miami University's Scripps Gerontology Center, the Ohio Department of Aging, the Ohio Association of Gerontology and Education 2019 Conference, and the AARP Network of Livable Cities and Communities are supportive of the Age-Friendly Oxford Initiative; and

WHEREAS, the conference theme is "The Faces of Aging, Growth and Opportunity" and Oxford area community members have been invited to participate in conference events.

NOW, THEREFORE, I, Kate Rousmaniere, Mayor of the City of Oxford, Ohio, do hereby proclaim Friday, April 5, 2019 as:

"OHIO ASSOCIATION FOR GERONTOLOGY AND EDUCATION AND OXFORD-FOR-ALL-AGES DAY"

and urge Oxford area community members of ALL ages to attend the opening session on "Ending Ageism or How Not to Shoot Old People" and the reception that follows to be held on Thursday, April 4, 2019, at 7:00 p.m. at Miami University's Shriver Center, in the Dolibois Room.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 2nd day of April 2019.

KATE ROUSMANIERE, MAYOR

Office of the Mayor

Proclamation

Whereas: excellence in education is vital to the success of our city; and in Oxford we seek to instill each child and adolescent with a good education; and

WHEREAS, by preparing our students for the responsibilities and opportunities of the future, education develops the intellect through lessons on literacy, math and science; and

WHEREAS, the Rebbe, Rabbi Menachem Schneerson, dedicated his life to the betterment of mankind and tirelessly advocated for a better education for all Americans; and

WHEREAS, the Rebbe taught that education should not be limited to the acquisition of knowledge and preparation for a career, but also on character building, with emphasis on the universal moral and ethical values that are the basis of any peaceful civilized society; and

WHEREAS, the United States Congress has established "Education & Sharing Day USA" as an annual national day to commemorate the Rebbe's achievements; and the lessons and the vision he set forth are relevant to us all today.

NOW, THEREFORE, I, Kate Rousmaniere, Mayor of the City of Oxford, Ohio, do hereby proclaim Tuesday, April 16, 2019 as,

"EDUCATION & SHARING DAY OXFORD"

and call upon educators, volunteers and citizens, to reach out to young people and work to create a better, brighter, and more hopeful future for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 2nd day of April 2019.

KATE ROUSMANIERE, MAYOR

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to City Manager

Finance
Originating Department

Council Meeting Of : 4/2/2019

Account Code No. : see below

Joe Newlin
Prepared By

Budgeted Amount :

3/26/2019
Date Prepared

Agenda Title: **2019 Supplemental Budget #3**

Recommendation: **Approve**

Issue 1
To make adjustment to budget for reimbursements and medical expenses from unencumbered balance, reimbursements for claims exceeding stop loss levels

Action Needed:

Revenue Side

Employee Benefits (230)	1,200,000.00	Reimbursements

Expense Side

Employee Benefits (230)	1,200,000.00	Expenditures for medical expenses
Net Effect on Fund Balance/(s) Increase/(Decrease)	-	

Issue 2
To make adjustment to budget for an insurance claim for damages canopy at OCP, replacement and installation from unencumbered balance

Action Needed:

Revenue Side

Capital Equipment (140)	2,024.00	Reimbursements

Expense Side

Capital Equipment (140)	2,024.00	Expenditures for proposed settlement agreement
Net Effect on Fund Balance/(s) Increase/(Decrease)	-	

Issue 3
To make adjustment to budget for a receipt of Fire Loss Claims for South Beech St. building and subsequent release after City Manager receives proof of compliance unencumbered balance

Action Needed:

Revenue Side

Fire Loss Claims (426)	75,000.00

Expense Side

Fire Loss Claims (426)	75,000.00
Net Effect on Fund Balance/(s) Increase/(Decrease)	-
Total Net Effect on Fund Balance/(s) Increase/(Decrease)	-
Breakdown by Fund	
Employee Benefits (230)	-
Capital Equipment (140)	-
Fire Loss Claims (426)	-

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

Approved By:		Initials	Date
	Department Head:		3/26/19
	City Manager:	DRE	3/29/19

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO.3493. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 3 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2019.

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

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

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

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

Employee Benefits Fund 230	1,200,000.00
Capital Equipment Fund 140	2,024.00
Fire Loss Claims Fund 426	75,000.00

SECTION 3: The following increase/(decrease)in appropriations from unencumbered balances be made:

Employee Benefits Fund 230	1,200,000.00
Capital Equipment Fund 140	2,024.00
Fire Loss Claims Fund 426	75,000.00

SECTION 4: In all other respects, Ordinance No. 3493 shall remain in full force and effect.

SECTION 5: This ordinance shall take effect immediately upon its adoption.

_____
MAYOR

ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

Office of the Mayor

Proclamation

Whereas:

the Oxford Unit of the NAACP will host the Annual Freedom Fund Banquet at the Miami University Shriver Center Dolibois Room and the theme is "All In For Justice And Civil Rights Now"; and

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

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

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

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

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

WHEREAS, this event will take place Sunday, April 7, 2019 at 5:00 P.M. and the Keynote Speaker will be David Singleton, Esq. who is the Executive Director of the Ohio Justice and Policy Center.

NOW, THEREFORE, I, Kate Rousmaniere, Mayor of the City of Oxford, Ohio, do hereby recognize the NAACP and the:

'ANNUAL FREEDOM FUND BANQUET'

and urge all citizens of all ethnic groups to support this event.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 2nd day of April, 2019.

KATE ROUSMANIERE, MAYOR

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott

Police
Originating Department

Council Meeting Of: April 2, 2019

Account Code No. #: N/A

John A. Jones
Prepared By

Budgeted Amount: N/A

March 15, 2019
Date Prepared

Agenda Title: **Authorization to Dispose of Surplus Property**

Recommendation: **Approve**

Discussion: The following vehicle has reached the end of its useful service to the Police Division. Staff requests authorization to declare the following vehicle as surplus so it may be taken out of service. Vehicles shall be auctioned to the highest bidder.

#8645 2008 Ford Crown Victoria marked police K9 vehicle

This Resolution will authorize the City Manager to dispose of the above referenced vehicle by public auction, including Internet electronic auction, at the earliest convenience of the City.

Approved By:

	Initial	Date
Department Head:	JAJ	3-15-19
City Attorney:		
City Manager:	DRE	3-30-19

RESOLUTION NO.

A RESOLUTION DECLARING CERTAIN CITY PROPERTY NO LONGER NEEDED FOR ANY MUNICIPAL PURPOSE AS SURPLUS AND AUTHORIZING ITS ADVERTISEMENT AND SALE TO THE HIGHEST BIDDER AT PUBLIC AUCTION OR INTERNET AUCTION.

WHEREAS, vehicle # 8645 a 2008 Ford Crown Victoria is no longer needed for Police Division operations; and

WHEREAS, the City Manager and the Police Chief recommend vehicle # 8645 be declared surplus and that the same be advertised and sold to the highest bidder at public auction or internet auction at the earliest convenience of the City.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Police Chief and hereby declares vehicle # 8645 as surplus.

SECTION 2: Council further authorizes the advertisement and sale of vehicle # 8645 to the highest bidder at public auction or internet auction with proceeds thereof deposited in the General Fund.

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

_____
MAYOR

ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott

Police
Originating Department

Council Meeting Of: March 19, 2019

Account Code No. #: N/A

John A. Jones
Prepared By

Budgeted Amount: N/A

March 12, 2019
Date Prepared

Agenda Title: ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTION 303.08 ENTITLED IMPOUNDING AND BOOTING OF VEHICLES; REDEMPTION, AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 303.08 ENTITLED IMPOUNDING AND BOOTING OF VEHICLES; REDEMPTION

Recommendation: Approve

Discussion: Passage of this ordinance would give Public Safety Assistants (PSAs) the expressed authority to impound or immobilize a vehicle pursuant to this section without requiring a police officer to issue the final authorization. In 2016, this ordinance was amended to give PSAs authority to impound or immobilize a vehicle. PSAs had performed these duties for several years as an agent of the Police Chief, but a review by the Law Director determined that an amendment to this section giving a PSA the expressed authority under this section was prudent.

Since that language change, PSAs have had to wait for police officer approval over the radio before actually placing a boot on a vehicle or impounding the car. This proposed ordinance would remove the language that requires a police officer to issue the final authorization before a vehicle is impounded or immobilized. This would allow for a more streamlined protocol where a PSA is authorized to take action for certain violations and under certain conditions. Situations outside of those conditions would still require approval by a police supervisor.

Approved By:

	Initial	Date
Department Head:	JAJ	3/12/19
City Attorney:		
City Manager:	DRE	3/15/19

ORDINANCE NO.

ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTION 303.08 ENTITLED IMPOUNDING AND BOOTING OF VEHICLES; REDEMPTION, AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 303.08 ENTITLED IMPOUNDING AND BOOTING OF VEHICLES; REDEMPTION.

WHEREAS, per the recommendation of the Chief of Police, it is necessary to revise Oxford Codified Ordinance Section 303.08 entitled Impounding and Booting of Vehicles; Redemption, in order to clarify the authority of Public Safety Assistants to impound and boot vehicles.

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

SECTION I: Council hereby accepts the recommendation of the Chief of Police and finds that it is necessary to repeal Oxford Codified Ordinance Section 303.08 entitled Impounding and Booting of Vehicles; Redemption, and adopting new Oxford Codified Ordinance Section 303.08 entitled Impounding and Booting of Vehicles; Redemption to clarify the authority of Public Safety Assistants to impound and boot vehicles.

SECTION II: Council hereby repeals Oxford Codified Ordinance Section 303.08 entitled Impounding and Booting of Vehicles; Redemption, and adopts new Oxford Codified Ordinance Section 303.08 entitled Impounding and Booting of Vehicles; Redemption as follows (additions are bolded and deletions are struck through):

303.08 IMPOUNDING AND BOOTING OF VEHICLES; REDEMPTION.

(a) Police officers are authorized to provide for the removal and impounding of a vehicle or the booting of a vehicle, on a public street or other property open to the public for purposes of vehicular travel or parking, or upon the right of way of any road or highway or upon private residential property under the following circumstances

(1) When any vehicle is left unattended upon any street, bridge or causeway and is so illegally parked so as to constitute a hazard or obstruction to the normal movement of traffic, or so as to unreasonably interfere with street cleaning or snow removal operations, or firefighters or workers in any other calamity.

(2) When any vehicle has been stolen or operated without the consent of the owner.

(3) When any vehicle displays illegal license plates or fails to display the current lawfully required license plates.

(4) When any vehicle has been used in or connection with the commission of a felony.

(5) When any vehicle has been damaged or wrecked so as to be inoperable or violates equipment provisions of this Traffic Code whereby its continued operation would constitute a condition hazardous to life, limb or property.

(6) When any vehicle is left unattended due to the removal of an ill, injured or arrested operator.

(7) When any vehicle has been operated by any person who has failed to stop in case of an accident or collision.

(8) When any vehicle has been operated by any person who is driving without a lawful vehicle license or while his license has been suspended or revoked.

(9) When any vehicle is found for which two or more citation tags for violations of this traffic code have been issued and the owner or operator therefore has failed to respond to such citation tags as lawfully required.

(10) When any unattended vehicle is parked so as to be in violation of Traffic Code Section 351.03.

(11) When any unattended vehicle is parked during a snow emergency violation of Section 351.16.

(12) When any unattended vehicle is parked in violation of Section 351.17.

(13) When any unattended vehicle is parked in violation of Section 351.03(r).

(14) When any unattended vehicle is parked so as to be in violation of Oxford Code Section 351.18.

(15) When any unattended vehicle is parked in violation of Section 351.19.

(16) When vehicle is parked in violation of Section 353.03(a) upon the fourth or subsequent offense within twenty-four months.

(17) When any vehicle is parked in violation of Section 351.06.

(18) When any vehicle is parked in violation of Section 351.13.

(b) Police officers are further authorized to provide for the removal and impounding or the booting of any motor vehicle when so authorized pursuant to the provisions of the Ohio Revised Code.

(c) The Police Department shall forthwith notify the registered vehicle owner of the fact of such removal and impounding, reasons therefore and the place of storage, or if the vehicle is immobilized by a boot, a notice of the booting shall be placed on the windshield that explains the reason for booting and the release procedure. Any person desiring to redeem an impounded or booted vehicle shall appear at the Police Department to furnish satisfactory evidence of identity and ownership or right to possession. Prior to issuance of a release form, the claimant, owner or operator shall either pay the amount due for any fines for violations on account of which such vehicle was impounded or booted or, as the court may require, post a bond in an amount set by the court, to appear to answer to such violations. The pound operator shall release such vehicle upon the receipt of the release form and payment of all towage and storage charges, or a police officer may remove the boot after all applicable fines and fees are paid.

(d) Public Safety Assistants are also authorized to provide for the removal and impounding of a vehicle or the booting of a vehicle pursuant to this Section. ~~A police officer must issue final authorization before a vehicle is removed and impounded or booted under this Section pursuant to an order by a Public Safety Assistant.~~

(e) No owner or operator shall remove a boot or an impounded vehicle from the place of storage without complying with the above procedure. Possession of a vehicle which has been booted or impounded and unlawfully taken from the place of storage, by the owner or operator, shall constitute prima facie evidence that it was so removed by the owner or operator. Whoever violates this section is guilty of obstructing justice pursuant to Section 525.08.

(f) Impound Fees: Fees for impounded vehicles shall be those fees adopted in the City of Oxford Fee Ordinance. These fees as set forth in the Fee Ordinance shall be paid prior to release of any vehicle from the impound lot.

(g) Towing Charges: The City of Oxford will pay towing charges for vehicles towed to the City impound lot at the request of the Oxford Police Department. The fee for the towing charges are set forth in the Oxford Fee Ordinance. Additional charges at the prevailing rate may be paid

for services requiring specialized equipment or extra personnel. These charges will be reimbursed to the City prior to the release of any vehicle from the impound lot.

(h) No vehicle which has been immobilized by the Oxford Police Department, by use of a boot, may be released unless and until each and everyone of the following conditions are satisfied:

(1) Sufficient proof is presented to the Police Department showing that all outstanding fines for violations or a bond as ordered by the Court, issued for that vehicle, have been paid in full, including any court costs.

(2) Payment is made to the Police Department for an immobilization removal fee in the amount as set forth and established by the Oxford Fee Ordinance.

(i) Refund: Any person found not guilty or having the charge nulled when such charges authorized and directly resulted in towing and impounding or booting, shall thereupon be refunded by the City and towing and impound fees or booting fees so paid.

(j) Courtesy Notice: Whenever a police officer or Public Safety Assistant chalks a tire or by any other manner commences to observe a vehicle suspected of violating the 72-hour parking prohibition, such police officer or Public Safety Assistant shall place under the windshield wiper of such vehicle, or other convenient place, a written notification to the effect that said vehicle is subject to towing and impoundment if it remains parked for more than 72 hours. This notice is intended as a courtesy and is not jurisdictional and proof of such notification is not required in determining guilt or innocence of a defendant.

(k) Towing Requirements:

(1) Eligibility: Any wrecker service located in the City of Oxford shall be eligible to receive calls from the Police Division for wrecker service provided such person or company agrees to provide wrecker service 24 hours per day, seven days a week, and submits proof of liability insurance as well as proof of ability to perform to the Police Division. In addition, to be placed on such eligibility list, such person or company shall sign a statement provided by the Police Division to the effect that they have received a copy of subsections (f) and (j) hereof and do agree to be bound by all terms and conditions therein contained as well as administrative rules or regulations promulgated by the Chief of Police relative to towing procedure

(2) Rotation List: The Police Division shall maintain an eligibility list of wrecker operators complying with subsections (f) and (j) hereof and the police dispatcher shall call such operators in rotation. The Chief of Police may remove the name of any wrecker service operator failing to comply with subsections (f) and (j) hereof.

(3) Owner/Operator Responsibility: Wrecker service and towing charges for any vehicle not taken to the City impound lot shall be the sole responsibility of the owner or operator of such vehicle and said charges will not be paid or collected by the City except as hereinafter provided.

(4) Emergency City Responsibility: In any emergency situation, such as street repair, water main break and snow accumulation, the Chief of Police may authorize vehicles to be moved and not taken to the impound lot. When so authorized by the Chief of Police, wrecker charges will be paid by the City at an hourly rate agreed upon and established in advance by the Chief of Police and the wrecker service.

(5) When so authorized by the Chief of Police and whenever multiple vehicles need to be towed, wrecker charges will be paid by the City at an hourly rate agreed upon and established in advance by the Chief of Police and the wrecker service.

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

_____
MAYOR

ADOPTED:

ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: April 2, 2019

Zachary Moore
Prepared By:

Account Code No. #:

Budgeted Amount:

March 22, 2019
Date Prepared:

PC-2019-06, CONDITIONAL USE, 800 Maple Street, to allow for the addition to an existing structure, **Oxford Bible Fellowship, Applicant**

Recommendation: Approval with conditions

Proposal Summary:
On behalf of Oxford Bible Fellowship (OBF), Etta Reed, PE of Bayer Becker is requesting a conditional use permit to construct a 3,328 square foot addition to OBF's existing building located at 880 S Maple Street, south of the Miami University campus. The church is housed on a 2-acre lot situated at the northwest corner of Maple Street and E. Chestnut Street. The addition is to be located in the northeast corner of the property and would add a total of 9,021 square feet of floor area. The conditional use process is intended to address the appropriateness of the expanded use in the given location, as well as address the mitigation of any potential adverse impacts to the neighborhood resulting from the use.

Discussion and Recommended Conditions:
The Planning Commission felt that the proposed plan & building design were significantly better than previous proposals. The requested waivers were also deemed acceptable – including a lot coverage adjustment from 35% to 57%, since the current lot coverage is at 56%. There was no resident opposition voiced at the meeting. The Commission voted 7-0 to recommend approval of the church expansion plans to City Council subject to the following 4 conditions:

1. The following waivers to zoning provisions shall be granted:
    a. The maximum lot coverage shall be adjusted from 35% to 57%.
    b. The minimum number of loading spaces shall be adjusted from 2 to 0.
    c. The maximum number of parking spaces shall be adjusted from 53 to 102.
2. Materials/items present behind the shed in the northwestern corner of the site shall be moved to an enclosed location on-site or moved off-site to another appropriate location, no later than the time of Building/Zoning Permit approval.
3. A fire hydrant and Fire Department Connection (FDC) shall be provided in a location along Maple Street found satisfactory to the Fire Chief.
4. Two (2) mature trees near the northern property line shall be protected during construction.

Approved By:

Department Head: 3-29-19
City Manager: 3/29/19

ORDINANCE NO.

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT TO ALLOW FOR THE EXPANSION OF A PLACE OF WORSHIP IN THE MU (MIAMI UNIVERSITY) DISTRICT AT 800 MAPLE STREET, OXFORD, OHIO 45056 WITH CONDITIONS.

WHEREAS: the Planning Commission held a public hearing on March 12, 2019 in accordance with Section 1147.02 of the Codified Ordinances of the City of Oxford, on the application of Oxford Bible Fellowship, c/o Etta Reed, PE, Bayer Becker, for a conditional use permit to allow for the expansion of a place of worship in the MU (Miami University) District at 800 Maple Street Oxford, Ohio 45056; and

WHEREAS, the Planning Commission, after a public hearing and discussion, voted to approve a motion recommending approval of the conditional use permit application to allow for the expansion of a place of worship in the MU (Miami University) District at 800 Maple Street, Oxford, Ohio 45056 with conditions.

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

SECTION 1: Council hereby accepts the recommendation of the Planning Commission and accepts the recommendation report submitted by the Planning Commission and incorporates the same herein and further grants the conditional use permit application to allow for the expansion of a place of worship in the MU (Miami University) District at 800 Maple Street, Oxford, Ohio 45056 in accordance with the following conditions:

1. The following waivers to zoning provisions shall be granted:
    a. The maximum lot coverage shall be adjusted from 35% to 57%.
    b. The minimum number of loading spaces shall be adjusted from 2 to 0.
    c. The maximum number of parking spaces shall be adjusted from 53 to 102.
2. Materials/items present behind the shed in the northwestern corner of the site shall be moved to an appropriate enclosed location no later than the time of Building/Zoning Permit approval.
3. A fire hydrant and Fire Department Connection (FDC) shall be provided in a location along Maple Street found satisfactory by the Fire Chief.
4. Two (2) mature trees near the northern property line shall be protected during construction.

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

_____
MAYOR

ADOPTED:
ATTEST:

_____
CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2019-06 **Date – March 12, 2019**

GENERAL INFORMATION

Applicant:	Oxford Bible Fellowship, c/o Etta Reed, PE, Bayer Becker
Location:	800 S Maple Street
Owner:	Oxford Bible Fellowship
Action Request:	Conditional Use Permit Application for expansion of an existing Place of Worship
Current Use:	Place of Worship
Lot Size:	2.001 acres
Zoning:	MU (University) District
Surrounding Land Uses:	Institutional, Residential Single-Family

PROPOSAL SUMMARY

On behalf of Oxford Bible Fellowship (OBF), Etta Reed, PE of Bayer Becker is requesting a conditional use permit to construct a 3,328 square foot addition to OBF's existing building located at 880 S Maple Street, south of the Miami University campus. The church is housed on a 2.001-acre lot situated at the northwest corner of Maple Street and E Chestnut Street. The addition is to be located in the northeast corner of the property and would add a total of 9,021 square feet of floor area to the existing structure; this floor area is divided between 3,428 square feet at the basement level, 3,328 square feet on the main level, and 2,265 square feet on a mezzanine level. Inclusion of the basement is dependent upon church fundraising and may not become a part of the final build; if built, a majority of it would be unfinished at the time of initial construction. The conditional use process is intended to address the appropriateness of the expanded use in the given location, as well as address the mitigation of any potential adverse impacts to the neighborhood resulting from the use.

AGENCY REVIEWS

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

Police:	Returned without comments
Fire:	Returned without comments
Engineering:	Returned without comments
Econ. Dev.:	No comments returned

PUBLIC COMMENTS

Public notices were mailed to surrounding property owners and a sign was posted at the front of the property. No public comments have been received as of this report.

STAFF RECOMMENDATION

Staff recommends **approval** of the conditional use application subject to the following conditions:

1) The following waivers to zoning provisions shall be granted:
   a) The maximum lot coverage shall be adjusted from 35% to 57%.
   b) The minimum number of loading spaces shall be adjusted from 2 to 0.
   c) The maximum number of parking spaces shall be adjusted from 53 to 102.
2) Materials/items present behind the shed in the northwestern corner of the site shall be moved to an enclosed location on-site or moved off-site to another appropriate location, no later than the time of Building/Zoning Permit approval.

3) A hydrant and FDC shall be provided in a location along Maple Street found satisfactory to the Fire Department.
4) Two (2) mature trees near the northern property line shall be protected during construction.

WAIVER REQUESTS

The applicant has requested the following waivers as part of the conditional use application (language below adapted from applicant cover letter):

1) **Section 1143.11(c)(3)C.1 – Lot Coverage – maximum is 35% total**
The existing site contains 56% lot coverage. OBF requests a waiver in order to construct the building addition and increase the lot coverage by 638 square feet to 57% lot coverage.

2) **Section 1149.05(e)(2) – 2 loading spaces are required**
OBF does not receive deliveries from vehicles larger than a UPS truck, therefore they do not have the need for loading spaces.

3) **Section 1149.03(d)(h) – maximum number of parking spaces is limited to no more than 150% of the minimum unless approved by Conditional Use Permit**
Based upon a 275 seat sanctuary, the site is to have a minimum of 35 and a maximum of 53 parking spaces. The site currently contains 103 parking spaces. With the proposed building addition, 1 parking space will be lost, reducing the total number of parking to 102 spaces. OBF requests a waiver to retain their 102 parking spaces to accommodate future growth in programs at the Church.

STAFF ANALYSIS

History

The existing church was built in the early 1980s and has undergone multiple site changes and revisions throughout its history. A summary of recent case history is provided below:

- **PC-2017-24, Conditional Use: Withdrawn by the applicant at the September 12, 2017 Planning Commission meeting.** This proposal sought the construction of a new 18,000 square foot building, containing a new sanctuary for the church. The new building would have been directly south of the existing building which was to be converted into an annex. The proposal also involved relocation of the playground facility to replace parking in the northeast corner of the site, as well as removal of the easternmost access point from Chestnut Street. An examination of the September 2017 meeting minutes revealed that several members of the Commission felt the proposed building was too large in scale, with an insufficient setback from the public right-of-way and possessing an architectural style uncharacteristic of the surrounding neighborhood.

- **PC-2017-34, Conditional Use: Approved by City Council on January 16, 2018 by Ord No. 3460.** This proposal sought to demolish the existing 8,500 square foot building and to build a new building with a footprint of approximately 12,000 square feet in the northwest corner of the lot. The proposed building was 2 stories tall with an outdoor courtyard. The period of validity for this approval has lapsed, since a construction permit was not filed within 1 year of the approval date. Nonetheless, the current application contains enough substantial deviations from the prior approval to require a new decision to be rendered by the City.

- **PC-2018-18-ADM, Minor Amendment to a Conditional Use: Approved by Staff and Planning Commission Vice Chair on June 18, 2018 (Reported at July 10, 2018 Planning Commission meeting).** To move the new structure 2 ½ feet east to accommodate the sub-grade emergency exits, courtyard, stairwell, and retaining wall on the west side of the building.

Commentary

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

- **Building Addition:** The existing building consists of 2 levels: (1) the main level, containing the worship center and fellowship space; and (2) a lower level, containing meeting/office spaces, mechanical, etc. The addition will add a maximum of 3,428 square feet of space to the basement level, though only 478 square feet will be finished as part of the final build. The inclusion of the remaining "unfinished" basement space will depend on church funds available for construction. On the main level, 3,328 square feet of added space will support Sunday school classrooms and a family lobby, coupled with remodeling of the fellowship space to serve as a "hub" gathering space with a café counter, restrooms, kitchen, and nursery. The café and kitchen are not new additions, and are only being relocated as part of the renovation. A 2,265 square foot mezzanine level is proposed to be constructed as part of the addition, to house youth/multi-purpose space and a common seating area. A new elevator is proposed to connect the addition's 3 levels, along with an emergency egress staircase descending from the mezzanine level's western exterior down to parking lot level. To enable pedestrian connectivity to the addition's main level, a retaining wall roughly 25 feet in length is also planned in the front yard. The addition meets district setback requirements and utilizes materials intentionally selected to match the existing building's walls and roof.

- **Fencing:** There is an existing chain-link fence along the northern property line, as well as a wooden privacy fence along the western property line to screen the site from the adjoining heating/cooling plant for Miami University. Approximately half of the chain-link fence row (on the eastern side) is visibly rusty and missing segments, though the fence is actually on University property.

- **Landscaping:** Complementary landscaping is planned along both the new and old facades, with 4 new medium trees, ornamental shrubs, large shrubs, and "tall evergreen" arborvitae. Pursuant to Section 1149.05(e)(6)(D), an applicant may submit an "alternate design plan" for landscaping as part of a Conditional Use Permit application.

- **Lighting:** No modifications are proposed to the existing site lighting fixtures.

- **Loading:** Per Section 1149.05(e)(2), 2 loading spaces are required for the use due to redevelopment of the site. Staff supports the requested waiver for this requirement as outlined earlier in this report.

- **Parking and Circulation:** The applicant proposes eliminating the entrance lane and curb cut off Maple Street to make room for the building expansion. The lane currently provides access to 4 angled parking spaces, which will be removed along with the lane itself; however, 3 additional parking spaces will be tucked into the northeast corner of the lot, resulting in a net loss of only 1 parking space. The proposed plan contains approximately 37,000 square feet of drivable surface area, of which approximately 28,300 square feet (76.4%) currently consists of pervious pavers, with the remaining portion surfaced with concrete material. With removal of the Maple Street curb cut, the only points of access will be the 2 separated ingress and egress points off Chestnut Street and the cross-access between the church property and Miami University's heating and cooling plant to the west.

- **Pedestrian Access:** A sidewalk connection to Chestnut Street had been a requirement of the previously approved conditional use. According to the applicant, the thinking was to extend the sidewalk which runs behind the wooden privacy fence approximately 62 feet further south to reach the main sidewalk on the north side of Chestnut Street. However, the survey of the property reveals that this sidewalk is located on University property. On another note, pedestrian connectivity between the front of the church and Maple Street, as well as between the church building and the playground facility, is maintained as part of the site plan.

- **Playground Facility:** The existing playground is currently enclosed with a fence, and is to remain untouched at the south end of the property.

- **Signage:** An existing freestanding sign is located near the corner of Chestnut Street and Maple Street. The applicant has not expressed any plans to remove, replace, or alter the existing sign.

- **Storage Shed:** A shed approximately 200 square feet in size is located in the northwest corner of the site, and is planned to remain unaffected by the proposed construction. Some excess materials, including a wheel barrow, baby pool, ladder, and wooden supports are stored in the open behind the shed. These need to be moved into an enclosed structure to comply with Section 1141.04(h)(1), which specifies *outdoor storage, including, but not limited to junk, trash, salvage, building material, or parts thereof...shall be prohibited anywhere within the City of Oxford except in an authorized junk yard or scrap processing facility*. A conditional of approval (#2) is recommended requiring these materials to be removed and stored in another enclosed location in order for a Building/Zoning Permit to be approved.

- **Trash Collection:** Trash and recycled materials are currently collected through use of a wheeled rear-loading dumpster and a wheeler tote, respectively. These containers are located within a striped area of the parking lot in the northwestern corner of the site. Section 1141.04(j)(2) requires properties to *have adequately sized, conveniently located, accessible, trash and recycling facilities, to accommodate the specific needs of the proposed use(s) on the site*. Additional standards requiring, among other things, masonry enclosures with gates for trash/recycling collection facilities apply only to *commercial or multiple-dwelling structures* according to Section 1141.04(j)(3). The applicant has expressed there will not be a larger volume of trash generated by the new facility, since the café and kitchen are not new features for the facility.

General Decision Standards

All Conditional Uses shall satisfy the General Decision Standards provided in Section 1147.02(c)(2). The standards found within this section are below with staff analysis provided for each:

A. **The proposed use is in fact a Conditional Use appropriate in the zoning district in which it is proposed.**
Yes, the use can be allowed as a conditional use. It is specifically listed.

B. **The use and site will satisfy the general intent of the Zoning Code.**
Yes, the proposed use can be satisfied by allowing an expansion to the church as long as the changes are not negative to the surroundings.

C. **The use and site will be compatible with the general intent of the Comprehensive Plan.**
The site falls within the "University District" character area, which is appropriate for "civic" uses. The expansion will take place on an existing developed site within the Mile Square, and provide a service accessible by foot and by car to members of the community including youth and college students.

D. **The size and shape of the site are sufficient for the proposed use.**
The property currently supports the Oxford Bible Fellowship Church. The lot size is adequate to permit the proposed building addition.

E. **The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.**
Staff finds the expansion is appropriately situated on the site so as to cause the least perceptible impact to surrounding single-family residential properties, and will be compatible in comparison to the University structures/uses in proximity.

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

The main purpose of the addition is to provide adequate circulation and activity space for young children and elementary, middle, and high school students who are members of the church, with some oversizing to accommodate future growth of around 2-3 kids per classroom. Therefore, not much additional traffic impact is anticipated, and the size of the existing sanctuary space will be unaffected by the expansion project.

G. **The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.**
Existing accessory uses include the playground facility on the south side of the site and storage shed in the northwest corner of the site. These facilities will remain in place, and are incidental to the principal use of the site as a Place of Worship.

H. **The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.**
Opportunity for comment was provided to Fire, Police and Service Departments. Though no formal comments were received from Fire, email correspondence did address siting of a future hydrant and FDC.

I. **Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.**
Opportunity for comment was provided to Fire, Police and Service Departments.

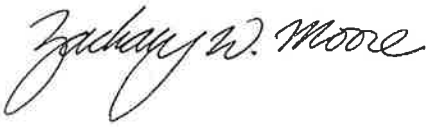
J. **The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.**
The proposed addition is planned to be sided with Hardie lap and panel siding, along with red brick to match the existing structure and a split face concrete block base. Staff finds the architectural styling to be compatible with the existing style and character of the existing building, and fitting into the general character of the surrounding neighborhood.

K. **The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.**
The redesign of the site involves the elimination of a single ingress-only curb cut off Maple Street. Staff believes this serves as an overall improvement to the site design by reducing the automotive presence on the Maple Street side of the property, and any negative impacts to the public street system in terms of reduced access to/from the site will be minimal, to none.

L. **Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.**
There are a couple mature trees located along the northern property line that should be protected as much as possible from the construction activity to commence on the site. A condition of approval (#4) is recommended to this effect.

M. **All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.**
Staff is not aware of any obstacles for the applicant or owner to obtain additional licensing or permits. A building permit will be required before the construction commences.

SUBMITTED BY:



Zachary Moore, AICP
Planner

DATE: March 1, 2019

APPENDIX

RELEVANT ZONING CODE PROVISIONS

Chapter 1147 governs the Conditional Use application and outlines the potential concerns and use regulations for each permissible Conditional Use.

1147.02(c) Planning Commission Review

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

(1) Burden of Proof.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1147.02(d) Action by Planning Commission

(1) The Planning Commission shall recommend to Council approval, approval with conditions, or denial of an application as presented and shall clearly state the findings upon which its recommendation is based.

(2) The Planning Commission shall base its recommendation to Council upon how well the

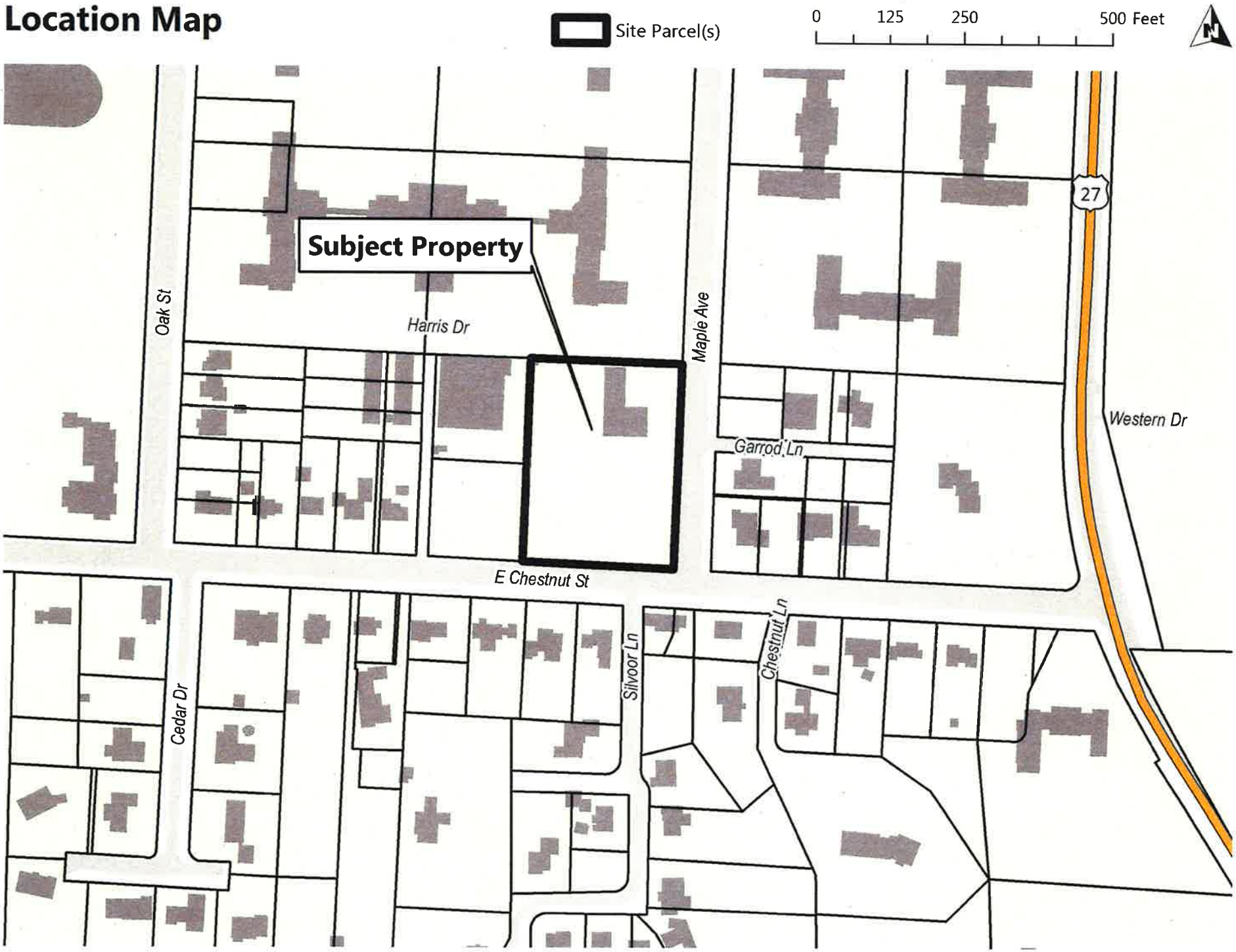
application satisfies the General Decision Standards and the Decision Standards for the proposed use. **In its recommendation, Planning Commission may waive or modify dimensional regulations of the Zoning Code, or impose more strict regulations and any additional conditions, guarantees, and safeguards it deems necessary to satisfy the purposes of this Zoning Code.**

1147.03(b)(15) Churches, Libraries, Community and Recreation Centers

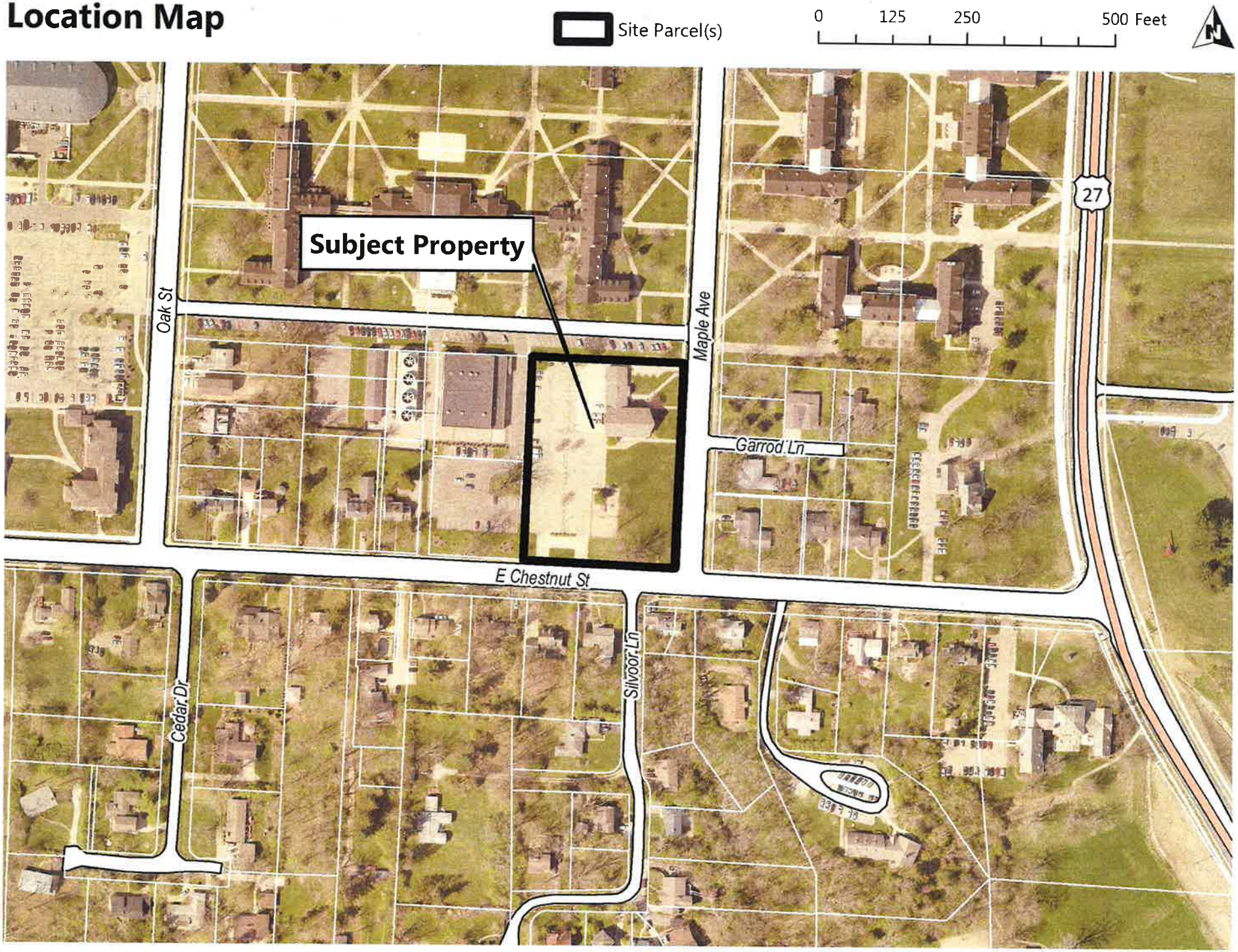
A. Potential Concerns
   1. Adequate lot size to permit future expansion.
   2. Location and screening of outdoor recreation areas.
   3. Bus or van storage.
   4. Lighting.
   5. Parking and traffic impact.

B. Regulations.
   1. None.

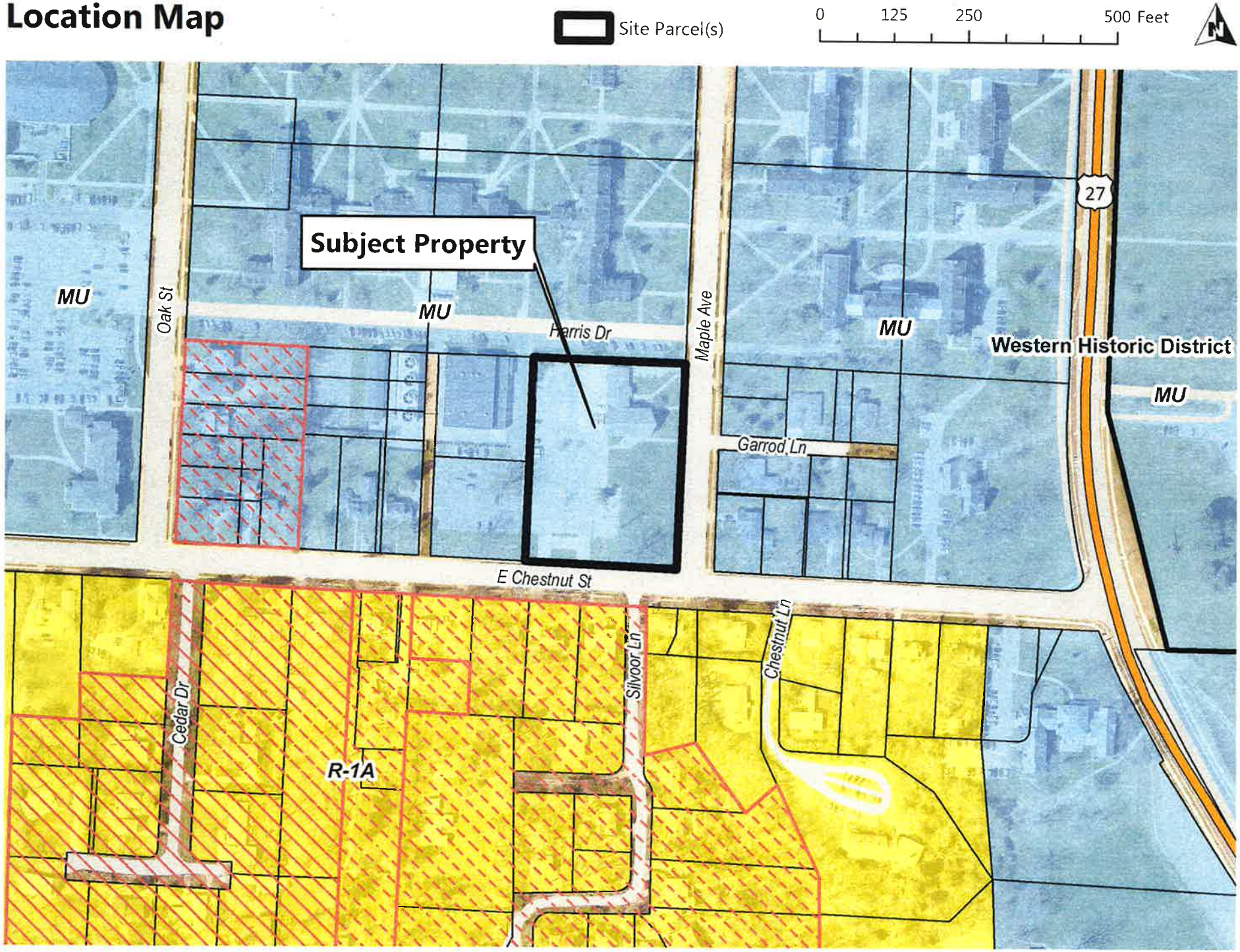
Location Map



Location Map



Location Map



RECEIVED JAN 2 8 2019

City of Oxford
Inter-Office Review Transmittal Sheet

Date: January 31, 2019

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2019-06, CONDITIONAL USE – Addition to an existing Structure – 800 Maple Street – Oxford Bible Fellowship, Applicant

____X_____ Review _____ Revisions _____Other

Please return no later than: **February 14, 2019** 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: 2-11-19

PRINTED NAME

RECEIVED JAN 2 8 2019

City of Oxford
Inter-Office Review Transmittal Sheet

Date: January 31, 2019

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2019-06, CONDITIONAL USE – Addition to an existing Structure – 800 Maple Street – Oxford Bible Fellowship, Applicant

____X_____ Review _____ Revisions _____Other

Please return no later than: **February 14, 2019** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

Drawings reviewed by: Scott Otto Date: 2/11/19

Scott Otto
PRINTED NAME

RECEIVED JAN 2 8 2019

City of Oxford
Inter-Office Review Transmittal Sheet

Date: January 31, 2019

To: Fire Department Engineering Division Police Department Econ Dev Department

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PC-2019-06, CONDITIONAL USE – Addition to an existing Structure – 800 Maple Street – Oxford Bible Fellowship, Applicant

____X_____ Review _____ Revisions _____Other

Please return no later than: **February 14, 2019** 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: 2/4/19

John A. Jones
PRINTED NAME

CITY OF OXFORD
HOME OF MIAMI UNIVERSITY

PC-2019-06
Surrounding Property Owners Notifications Map

Legend

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

1 inch = 150 feet

Prepared on Friday, February 22, 2019

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

CITY OF OXFORD
HOME OF MIAMI UNIVERSITY

Internal Use Only:	
Case No.	PC-2019-06
Date Filed	1/28/19

Conditional Use Permit Application

Applicant Information

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

Name *	Oxford Bible Fellowship
Mailing Address *	800 S. Maple Street
City, State & Zip Code *	Oxford, OH 45056
Telephone Number(s) *	513-523-5300
Email Address	gnates@obf.org

Owner Information

Name *	Oxford Bible Fellowship
Mailing Address *	800 S. Maple Street
City, State & Zip Code *	Oxford, Ohio 45056
Telephone Number(s) *	513-523-5300
Email Address	gnates@obf.org

Location and Lot Information

Location of Property *	800 S. Maple Street
Legal Description *	Lot 3393 - Parcel #H4100-108-000-038
Zoning District *	MU - University District
Total Area *	2.001 → *Check One* * Acres ☑ Square Feet ☐
Existing Use Description *	Church
Proposed Use Description *	Church

Submission Requirements and Documentation

From Section 1147.02(a)[1].

(1) Contents of application for conditional use permit. Thirteen complete sets of all information shall be submitted with an application. The Zoning Administrator may modify this requirement based upon the type of materials included. Please contact the Zoning Administrator prior to submitting an application to discuss the submission requirement. If any information is submitted in color or on non-standard paper, more copies may be required.

A. Application Fee.

B. Description of Use and Site.

A written, detailed description shall include the following information. A separate response is required for each subsection.

1. The name, mailing address, and telephone number of the applicant and the property owner.
2. If the applicant is not the owner, a statement from the owner that the applicant is entitled to apply on his or her behalf.
3. A legal description of the site, including all separate lots.

A. The proposed use is in fact a Conditional Use appropriate for the zoning district in which it is proposed.
B. The use and site will satisfy the general intent of this Zoning Code.
C. The use and site will be compatible with the general intent of the Comprehensive Plan.
D. The size and shape of the site are sufficient for the proposed use.
E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.
H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.
I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.
L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
M. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

Fees & Receipt

The required fees are $400.00 plus $10.00 for postage. You may write a $410.00 check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

Sign and Date

Applicant Signature *

Date * 1/21/19

Submit Application, Submission Requirements and Documentation, and Fees

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

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

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

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

For Staff Use Only

Fee Paid Date * 1/28/19 Receipt Number * 239147

[1] City of Oxford Codified Ordinances: http://www.cityofoxford.org/fees-ordinances-and-charter/
[2] Butler County Auditor Real Estate Search: http://www.butlercountyauditor.org/

January 25, 2019

Mr. Sam Perry
Community Development Director
City of Oxford
101 East High Street
Oxford, Ohio 45056

Re: Oxford Bible Fellowship Church
Conditional Use Submittal

Dear Mr. Perry:

Enclosed please find the following items in support of Oxford Bible Fellowship's Application for Conditional Use approval of the construction of a 3,328 SF main level building addition on the property located at 800 South Maple Street. There is a basement of 3,428 SF and a mezzanine level of 2,265 SF for a total SF addition of 9,021 SF.

1) Executed Conditional Use Permit Application.
2) Check in the amount of $410.00 made payable to the City of Oxford for the application fee.
3) CD containing a pdf of all the submitted documents.
4) Thirteen individual packets containing one (1) copy of each of the following:
    a. Planned Development Application.
    b. List of property owners within 200 feet of the site.
    c. Legal description of the property.
    d. Site plan.
    e. Landscape plan.
    f. Preliminary Building Elevations and Floor Plans.
    g. Color Building Rendering.
    h. Photos of the subject site and surrounding area.
5) Applicant and Property Owner:
    Oxford Bible Fellowship
    800 South Maple Street
    Oxford, Ohio 45056
    513-523-5300
6) Design Professionals:
    a. Architect:
    Aspen Group
    90 Executive Drive, Suite C
    Carmel, IN 46302
    317-582-5100

b. Engineer & Surveyor:
Bayer Becker
110 S. College Ave., Suite 101
Oxford, OH 45056
513-336-6600

7) A legal description of the boundary of the property is enclosed.

8) The property currently contains the Oxford Bible Fellowship Church, along with a playground, shed and associated parking.

9) The property is zoned MU – University District.

10) Description of proposed use:

a) A description of operations, including types of goods sold, services performed, and expected number of customers, clientele, delivery, and service vehicles.

The proposed building addition will consist of classrooms and gathering spaces. The existing main level lobby and classrooms will be remodeled and two new ADA restrooms and elevator added. The sanctuary will not be modified with the proposed construction. The current occupancy of the sanctuary is 275 people.

b) Hours of operation.

Normal business hours during the week are Monday thru Friday 9:00 a.m. to 4:00 p.m. However, the building is open on Sunday mornings for worship services and numerous times in the evenings during the week for meetings and other events.

11) A narrative statement that evaluates the compatibility of the proposed use with the general vicinity and adjacent properties.

a) How the use is similar to or different from existing area uses and if there will be any interaction between the proposed use and existing uses.

The proposed building addition will be located in the northeast corner of the property. Individuals will be able to access the Church from the existing parking lot to the west, and sidewalk will be constructed so individuals can access the building from Maple Street. The existing connection to the Miami University parking lot to the west will remain.

b) How any existing structures, proposed structures, and the site design relate to adjacent structures and sites.

The proposed building addition will be located in the northeast corner of the property, adjacent to the institutional uses and distant from the residential land uses on and near Chestnut Street. The two-story building addition with a basement and mezzanine will be constructed of brick, split face concrete masonry units, and siding (James Hardie, LP or similar products) with large windows, which will complement the surrounding buildings located on the Miami University Campus. Additionally, the site will be beautifully landscaped providing an aesthetically pleasing view for all passing by.

c) If the use will involve any operations that create potential nuisances such as excessive noise, lighting, odor, fumes, vibrations or emissions.

The proposed building addition will not involve any operations that create potential nuisances.

d) How any potential negative effects on adjacent land will be mitigated.

The building addition will not have a negative effect on adjacent land, as the use of the property will remain the same. Construction of the building addition will require the elimination of the existing

vehicular access point on Maple Street, which will improve safety along Maple Street. Furthermore, landscaping will be installed throughout the site.

12) A statement about why the location proposed is more appropriate for the use than other locations.

The proposed site is an ideal location for the expansion of the church facility for the following reasons:

a) *The use will remain the same. Currently, the property contains a church with associated parking.*
b) *Due to the close proximity to the Miami University campus and within the Mile Square, it is an ideal and convenient location for students and residents to worship.*
c) *The existing green space at the south east corner of the site will remain.*
d) *The infrastructure is currently in place to support the expansion.*

13) A statement of the necessity or desirability of the proposed use to the neighborhood or community.

Due to recent and projected growth, the Oxford Bible Fellowship Church is in need of additional facilities. The proposed building addition will allow the Church to expand to meet the growing needs and interests of their members. The addition and remodel will also be an asset to the community and college students with the commons area and meeting spaces both indoors and outdoors.

14) Separate, detailed statements that individually address each of the items listed as potential concerns for the proposed use.

a) Adequate lot size to permit future expansion.

The property currently contains the Oxford Bible Fellowship Church. The lot size is adequate to permit the proposed building addition. The possibility for future expansion on the property would be minimal.

b) Location and screening of outdoor recreation areas.

The existing playground will remain untouched at the south end of the property. The playground is currently enclosed with a fence, and does not include screening.

c) Bus or van storage.

The Oxford Bible Fellowship Church does not own any vans or buses which must be parked on site. They do however allow The Bridge, which is a church in Oxford that does not have a permanent facility, park a van and mini bus on their property.

d) Lighting.

The existing site lighting will remain.

e) Parking and traffic impact.

With the construction of the building addition, the vehicular access point on Maple Street will eliminated, thus improving the safety of Maple Street.

Per the Zoning Code, 35 parking spaces are required for the site. The site currently contains 102 parking spaces. With the construction of the building addition 3 of the 4 parking spaces that were located in front of the building will be relocated to the rear of the building. The Church has a verbal agreement with Miami University which allows them to park in the parking lots to the north and west of the site. Additionally, on street parking is available on Maple Street. So, while parking on the site has been reduced, the Church does have additional parking available off site.

Oxford Bible Fellowship would like to request the following waivers from the City of Oxford Zoning Code:

1) Section 1143.11(c)(3)C.1 - Lot Coverage – 35% total
The existing site contains 56% lot coverage. Oxford Bible Fellowship Church requests a waiver in order to construct the building addition and increase the lot coverage by 638 SF to 57% lot coverage.

2) Section 1149.05(e)(2) - 2 loading spaces are required.
The Oxford Bible Fellowship Church does not receive deliveries from vehicles larger than an UPS truck, therefore they do not have the need for loading spaces.

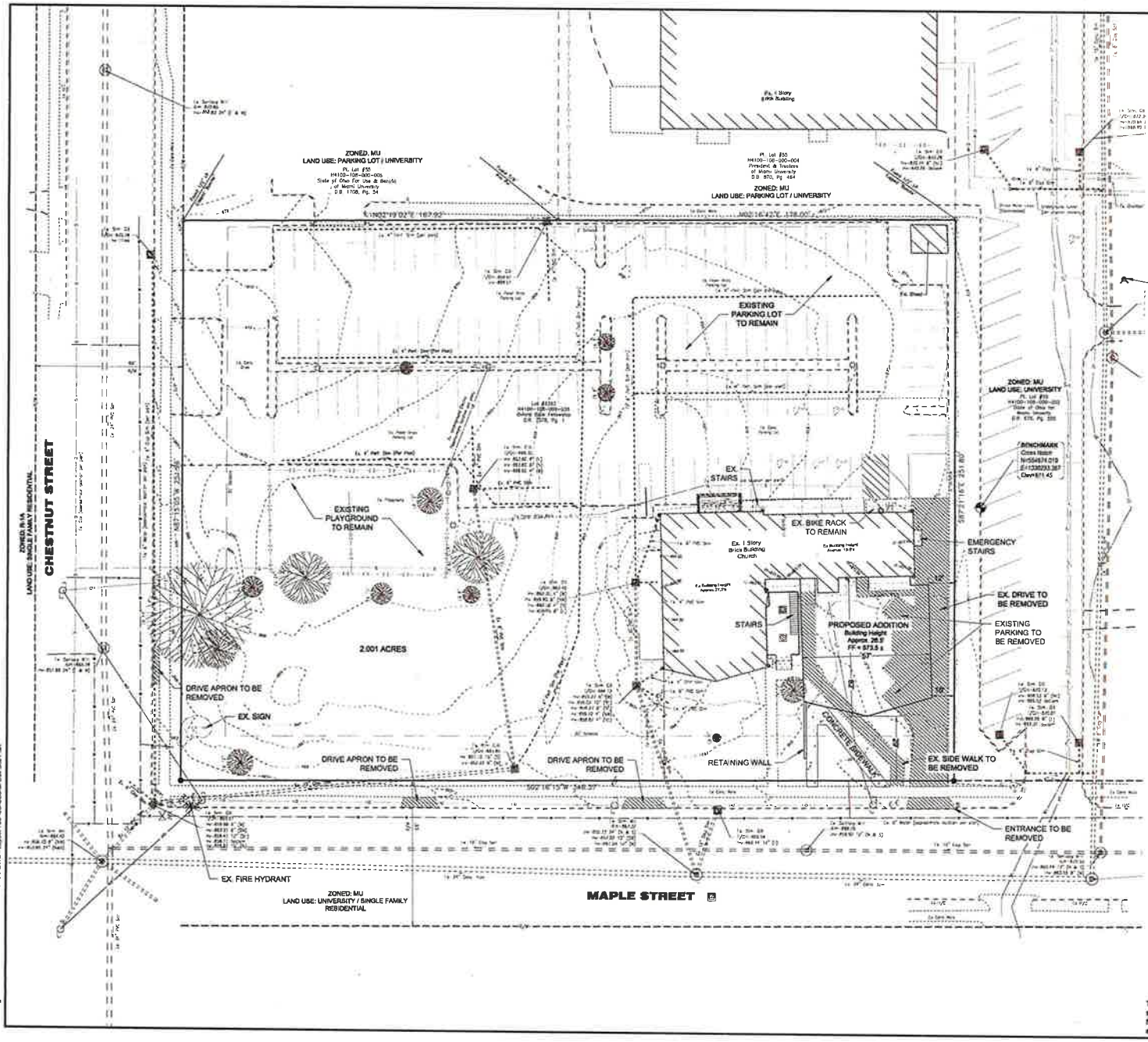
3) Section 1149.03(d)(h) – The maximum number of parking spaces is limited to no more than 150% of the minimum unless approved by Conditional Use Permit.
Based upon a 275 seat sanctuary, the site is to have a minimum of 35 and maximum of 53 parking spaces. The site currently contains 102 parking spaces. With the proposed building addition, 1 parking space will be lost, reducing the total number of parking to 101 spaces. Oxford Bible Fellowship Church requests a waiver to retain their 101 parking spaces to accommodate future growth in programs at the Church.

Please place this item on the March 12th Planning Commission Meeting agenda.

Should you have any questions, or need any additional information, please do not hesitate to contact us.

Sincerely,

Etta M. Reed, PE



VICINITY MAP
NOT TO SCALE

811
Know what's below.
Call before you dig.

OWNER/DEVELOPER:
Oxford Bible Fellowship
800 Maple Street
Oxford, OH 45056

SITE STATISTICS

CURRENT ZONING: MU - University

EXISTING USE: Church

PROPOSED USE: Church

TOTAL SITE AREA = 2.001 Acres± = 87,164 sf±

IMPERVIOUS SURFACE RATIO:

Existing:	
Building Footprint	5,586 sf ±
Parking & Drive Areas	11,546 sf ±
Sidewalks	1,859 sf ±
Total Impervious Surfaces	18,991 sf ±

Existing Impervious Surface Ratio = 18,991 sf / 87,164 sf = .22 (with pavers as pervious)

Proposed:	
Building Footprint	8,914 sf ±
Parking & Drive Areas	8,997 sf ±
Sidewalks	1,718 sf ±
Total Impervious Surfaces	19,629 sf ±

Proposed Impervious Surface Ratio = 19,629 sf / 87,164 sf = .23 (with pavers as pervious)

LOT COVERAGE (35% MAX ALLOWABLE):

Existing:	
Impervious Surfaces	18,991 sf ±
Pervious Pavers	30,148 sf ±
Total with Pavers	49,139 sf ±

Existing Lot Coverage = 49,139 sf / 87,164 sf = 56%

Proposed:	
Impervious Surfaces	19,629 sf ±
Pervious Pavers	30,148 sf ±
Total Impervious Surfaces	49,777 sf ±

Proposed Lot Coverage = 49,777 sf / 87,164 sf =57%

PARKING SUMMARY:

Existing Parking:	102 Spaces
Proposed Parking:	101 Spaces
Required Parking:	275 Seats / 8 Seats / 1 Space = 35 Spaces
Maximum Parking:	35 Spaces * 150% = 53 Spaces

LEGEND

PROPOSED CONCRETE

CONCRETE TO BE REMOVED

The locations of underground utilities as shown hereon are based on aboveground structures and record drawings. Locations of underground utilities/structures may vary from locations shown hereon. Additional buried utilities/structures may be encountered.

NORTH
SCALE: 1" = 20'

Item	Revision Description	Date	Drawn	Chk

OXFORD BIBLE FELLOWSHIP
PROPOSED EXPANSION
LOT #393
CITY OF OXFORD
BUTLER COUNTY, OHIO
CONDITIONAL USE - SITE PLAN

bayer becker
www.bayerbecker.com
316 S. College Avenue
Oxford, OH 45056 513-523-4270

Drawing	17-0141.CC
Drawn By	AMB
Checked By	JAB
Issue Date	1-28-19
Sheet	1

Plot time: Jan 24, 2019 - 1:02pm
Drawing name: J:\2017\17-0141\CWDM\17-0141 CC.DWG - Layout Tab: Conditional Use Site Plan

Date: July 12, 2017

Description: Lot #3393

Location: City of Oxford
Butler County

Situated in City of Oxford, Butler County, Ohio, being entire Lot #3393 of said City of Oxford and being the lands of Oxford Bible Fellowship as recorded in Official Record 7578, Page 1 of the Butler County Ohio Recorder's Office and being further described as follows:

Beginning at the southeast corner of said Lot #3393, being the intersection of the northerly right of way of Chestnut Street and the westerly right of way of Maple Street and being the **True Point of Beginning**;

thence, leaving said southeast corner of said Lot #3393 and with said northerly right of way of Chestnut Street, North 87° 15' 05" West, 251.96 feet to the southwest corner of said Lot #3393;

thence, leaving said northerly right of way of Chestnut Street and with the westerly boundary of said Lot #3393, North 02° 19' 02" East, 167.92 feet;

thence, continuing with the westerly boundary of said Lot #3393, North 02° 16' 42" East, 178.00 feet to the northwest corner of said Lot #3393;

thence, leaving said westerly boundary of Lot #3393 and with the northerly boundary of said Lot #3393, South 87° 21' 16" East, 251.80 feet to the westerly right of way of a said Maple Street and being the northeast corner of said Lot #3393;

thence, leaving said northerly boundary of Lot #3393 and with the westerly right of way of said Maple Street, South 02° 16' 15" West, 346.37 feet to the **True Point of Beginning,** containing 2.001 acres of land, more or less and being subject to all legal highways, easements, restrictions and agreements of record.

17-0141 2.001 Acres.doc

6900 Tylersville Road, Suite A
Mason, Ohio 45040
513-336-6600

209 Grandview Drive
Fort Mitchell, Kentucky 41017
859-261-1113

110 South College Avenue, Suite 101
Oxford, Ohio 45056
513-523-4270

1404 Race Street, Suite 204
Cincinnati, OH 45202
513-834-6151

Engineering – Surveying – Landscape Architecture – Planning
www.bayerbecker.com

1 LOWER LEVEL FLOOR PLAN

N

OXFORD BIBLE FELLOWSHIP
real change is possible

CONDITIONAL USE SUBMITTAL 1/25/19

GENERAL ARCHITECTURAL NOTES

- PATCH, REPAIR AND PREP. EXIST. CONCRETE FLOOR FOR NEW FLOOR FINISH. CLEAN OUT CONTROL JOINTS AND CRACKS AS REQUIRED
- PATCH & SEAL OPENINGS AT PIPE PENETRATE MAINTAIN FIRE RATINGS
- FRAME ALL OPENINGS FOR MECHANICAL DUCTS, TRANSFER GRILLS OR EQUIPMENT. INSTALL DWS AND SEAL. COORDINATE WITH MECH. CONTRACTOR MAINTAIN FIRE RATINGS
- HVAC WALL PENETRATIONS: ALL WALL PENETRATIONS TO BE COORDINATED WITH HVAC CONTRACTOR. SEE MECHANICALS FOR LOCATION OF OPENINGS AND QUANTITIES
- REFER TO DIMENSION PLANS FOR PARTITION DETAILS
- REFER TO INTERIOR SHEETS FOR FINISHES AND INTERIOR ELEVATIONS
- REFER TO RAILING PLAN SHEET FOR FURTHER

ASPEN GROUP
90 Executive Dr., Suite C, Carmel, IN 46032

Oxford Bible Fellowship - Oxford, OH
800 S. Maple Avenue, Oxford, OH 46056

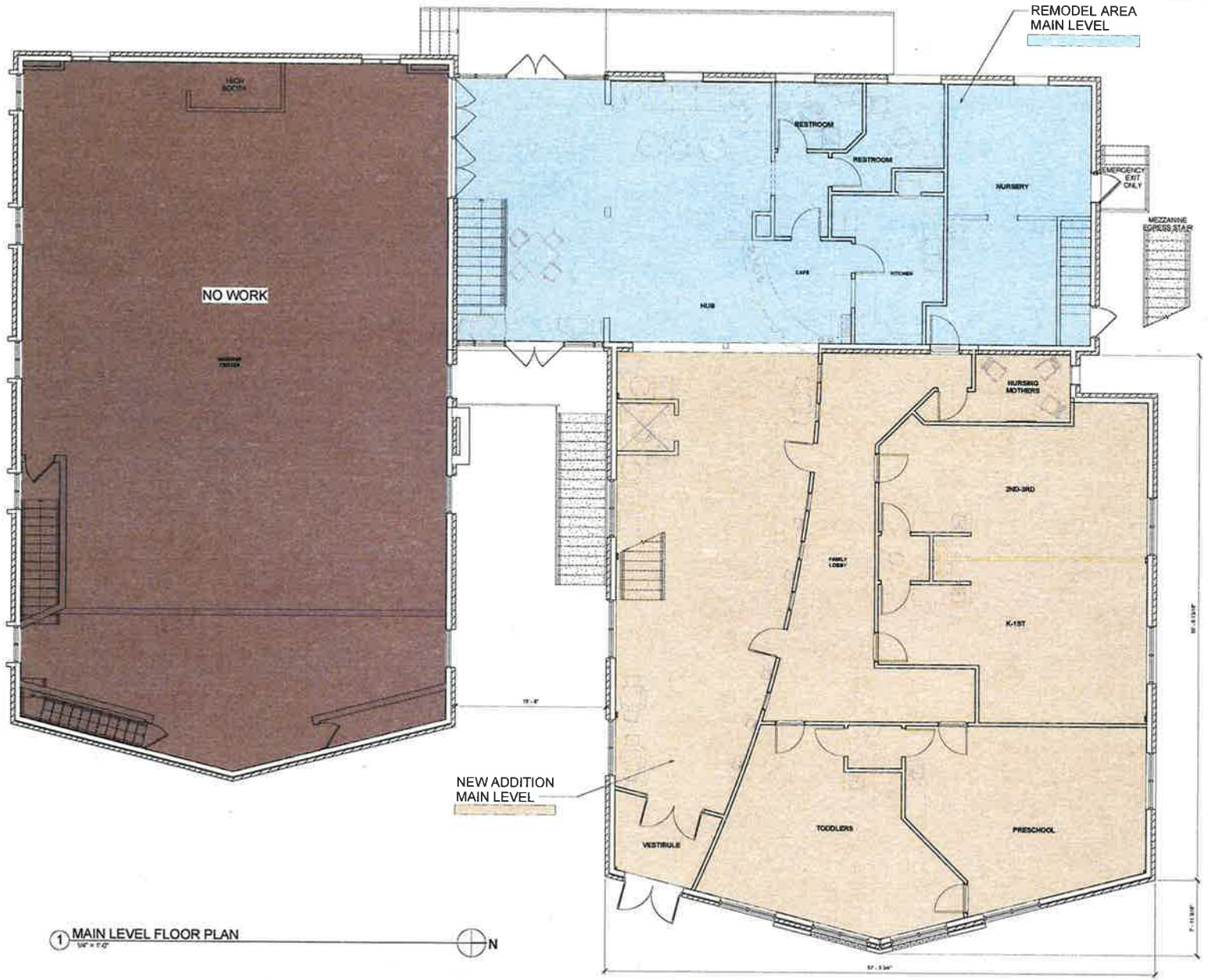
ALIGNMENT SET

REVISIONS

No.	Date	By	Description

LOWER LEVEL FLOOR PLAN

A.100



1 MAIN LEVEL FLOOR PLAN

OXFORD BIBLE FELLOWSHIP

CONDITIONAL USE SUBMITTAL 1/25/19

GENERAL ARCHITECTURAL NOTES

- PATCH, REPAIR AND PREP. EXIST. CONCRETE FLOOR FOR NEW FLOOR FINISH. CLEAN OUT CONTROL JOINTS AND CRACKS AS REQUIRED.
- PATCH & SEAL OPENINGS AT PIPE PENETRATIO MAINTAIN FIRE RATINGS.
- FRAME ALL OPENINGS FOR MECHANICAL DUCTS, TRANSFER GRILLS OR EQUIPMENT. INSTALL GWB AND SEAL. COORDINATE WITH MECH. CONTRACTOR MAINTAIN FIRE RATINGS.
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ASPEN GROUP
90 Executive Dr. Suite C Carmel, IN 46032

Oxford Bible Fellowship - Oxford, OH
800 S. Maple Avenue, Oxford, OH 46056

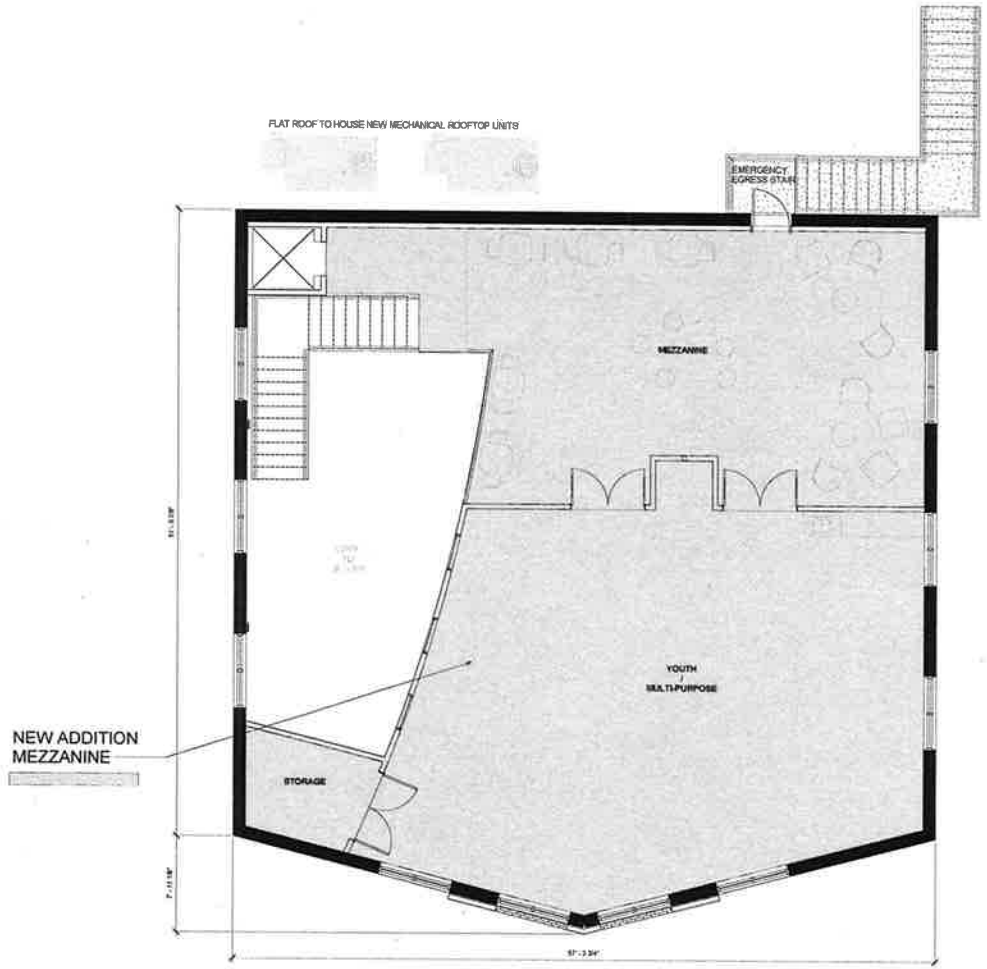
ALIGNMENT SET

REVISIONS

No.	Date	By	Description

MAIN LEVEL FLOOR PLAN

A.101



1 MEZZANINE LEVEL
1/4" = 1'-0"

N

OXFORD BIBLE FELLOWSHIP
real change is possible

CONDITIONAL USE SUBMITTAL 1/25/19

ASPEN GROUP
90 Executive Dr. Suite C Carmel, IN 46032

Oxford Bible Fellowship - Oxford, OH
800 S. Maple Avenue, Oxford, OH 46056

M.N.

DRWG:

ALIGNMENT SET

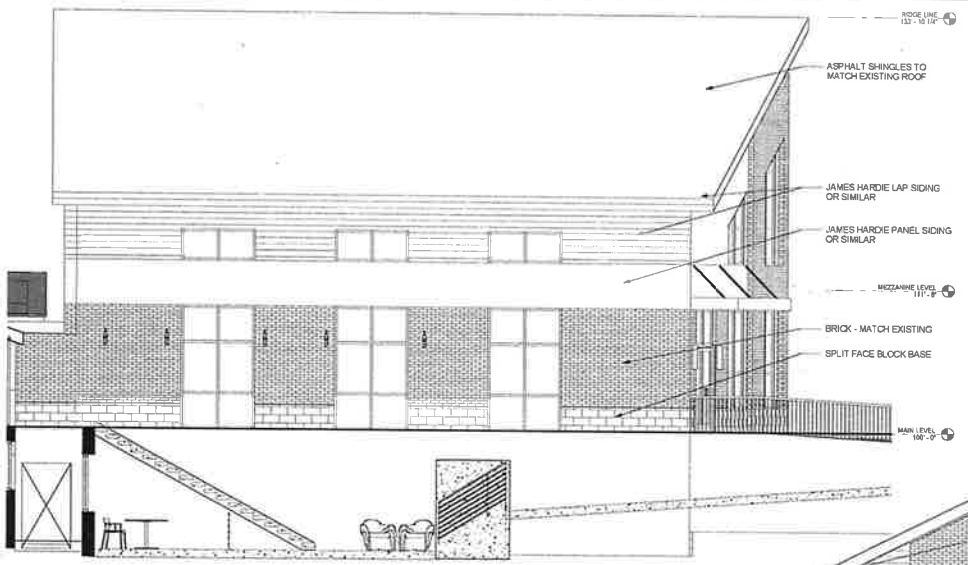
REVISIONS

No.	Date	By	Description

MEZZANINE LEVEL FLOOR PLAN

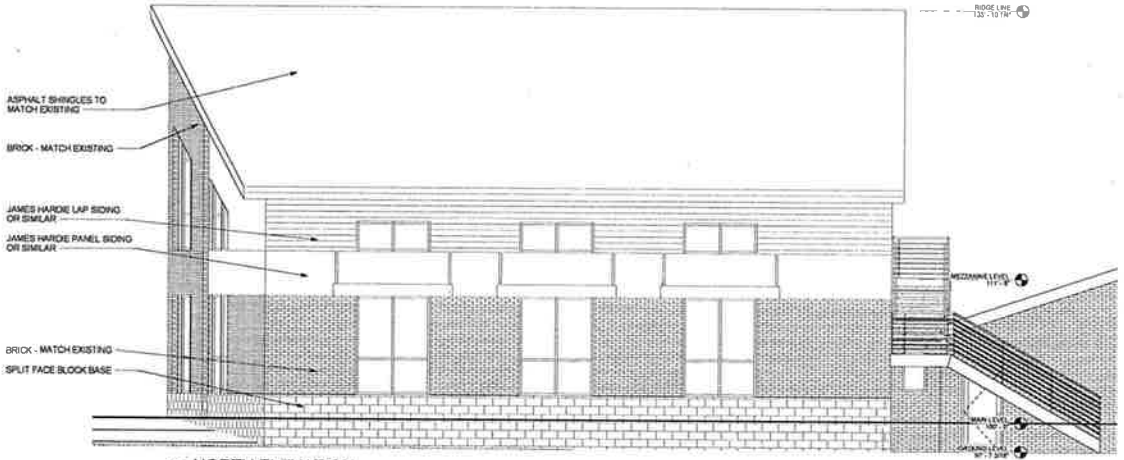
A.102

ASPEN PROJECT # 07-0178



1 SOUTH ELEVATION
1/4" = 1'-0"

2 EAST ELEVATION
1/4" = 1'-0"



3 NORTH ELEVATION
1/4" = 1'-0"

OXFORD BIBLE FELLOWSHIP

CONDITIONAL USE SUBMITTAL 1/25/19

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90 Executive Dr. Suite C Carmel, IN 46032

Oxford Bible Fellowship - Oxford, OH
800 S. Maple Avenue, Oxford, OH 46056

ALIGNMENT SET

REVISIONS

No.	Date	By	Description

EXTERIOR ELEVATIONS

A.200

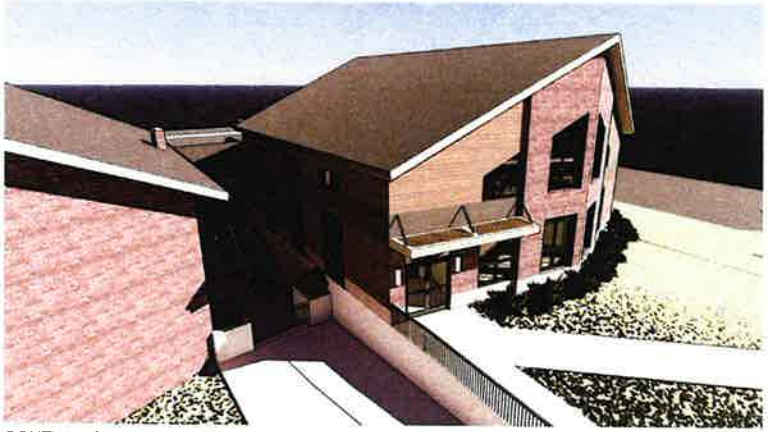
EAST ELEVATION LOOKING FROM MAPLE STREET

NORTH EAST ELEVATION

NORTH WEST ELEVATION

EAST ELEVATION

SOUTH EAST ELEVATION



SOUTH EAST ELEVATION

OXFORD BIBLE FELLOWSHIP

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EXTERIOR RENDERINGS

CONDITIONAL USE SUBMITTAL 1/25/19

ASPEN GROUP

90 Executive Dr. Suite C Carmel, IN 46032

Oxford Bible Fellowship - Oxford, OH

800 S. Maple Avenue, Oxford, OH 46056

SCALE:

DRAWN:

ALIGNMENT SET

REVISIONS

No.	Date	By	Description

EXTERIOR RENDERINGS

A.201

ASPEN PROJECT # 17-15-14

1 SITE PLAN
1" = 20'-0"

N

KEY PLAN

OXFORD
BIBLE FELLOWSHIP
real change is possible

ASPEN GROUP
9645 Lincoln-Way Lane Suite 201 Frankfort, IL 60423

Oxford Bible Fellowship -
Oxford, OH
800 S. Maple Avenue, Oxford, OH 46056

SEAL:

DATE:

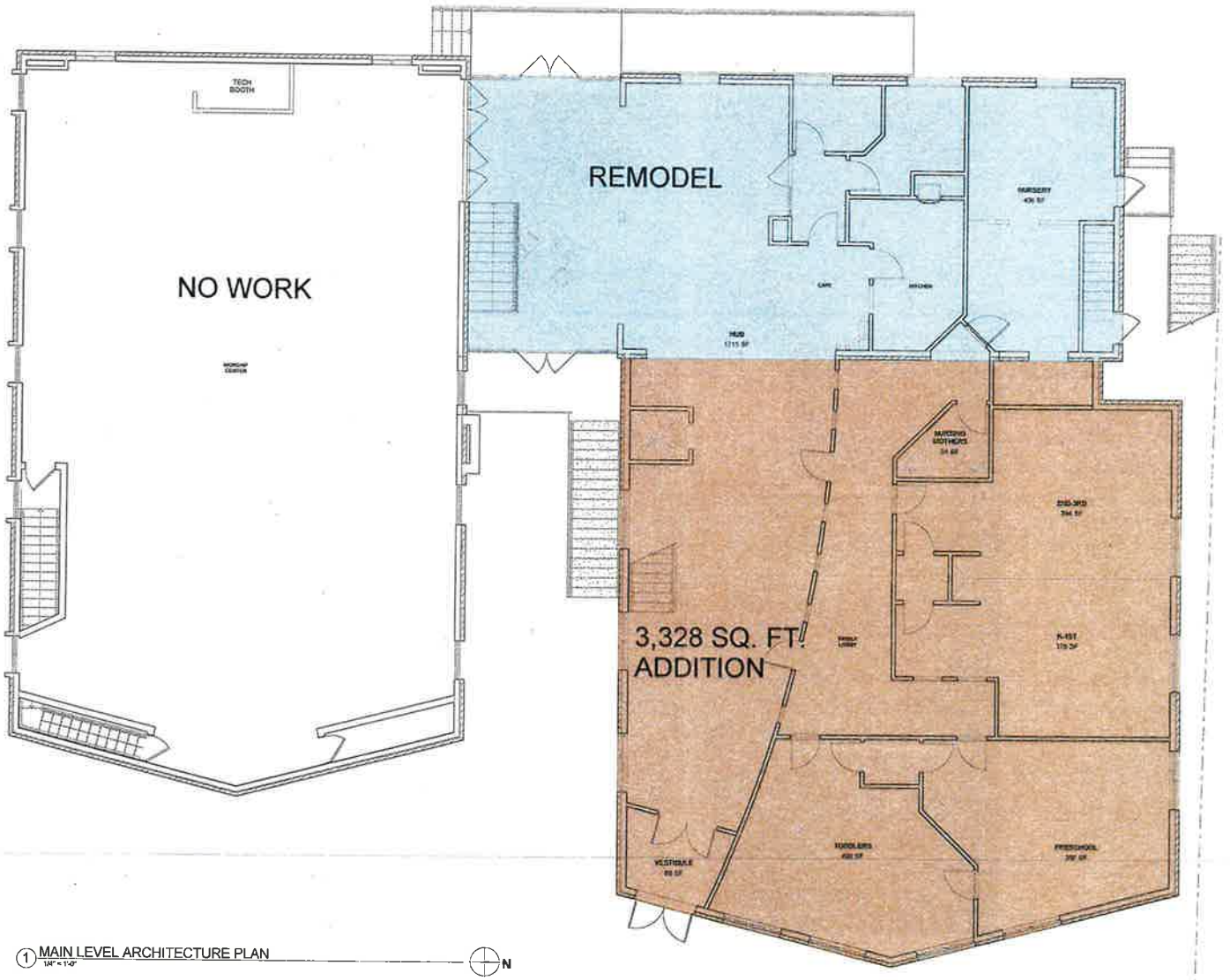
ALIGNMENT SET

REVISIONS

No.	Date	By	Description

SITE PLAN

C.100



1 MAIN LEVEL ARCHITECTURE PLAN
1/4" = 1'-0"

N

OXFORD BIBLE FELLOWSHIP
and change is possible

02 ARCHITECTURE PLAN NOTES

DIVISION 02 - EXISTING CONDITIONS
02.01 MAKE SURE KEY NOTE HAS CORRESPONDING "TYPE SCOPE" FILLED

GENERAL ARCHITECTURAL NOTES

- PATCH, REPAIR AND PREP EXIST. CONCRETE FLOOR FOR NEW FLOOR FINISH. CLEAN OUT CONTROL JOINTS AND CRACKS AS REQUIRED
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ASPEN GROUP
9545 Lincoln-Way Lane Suite 201 Frankfort, IL 60423

Oxford Bible Fellowship - Oxford, OH
800 S. Maple Avenue, Oxford, OH 45056

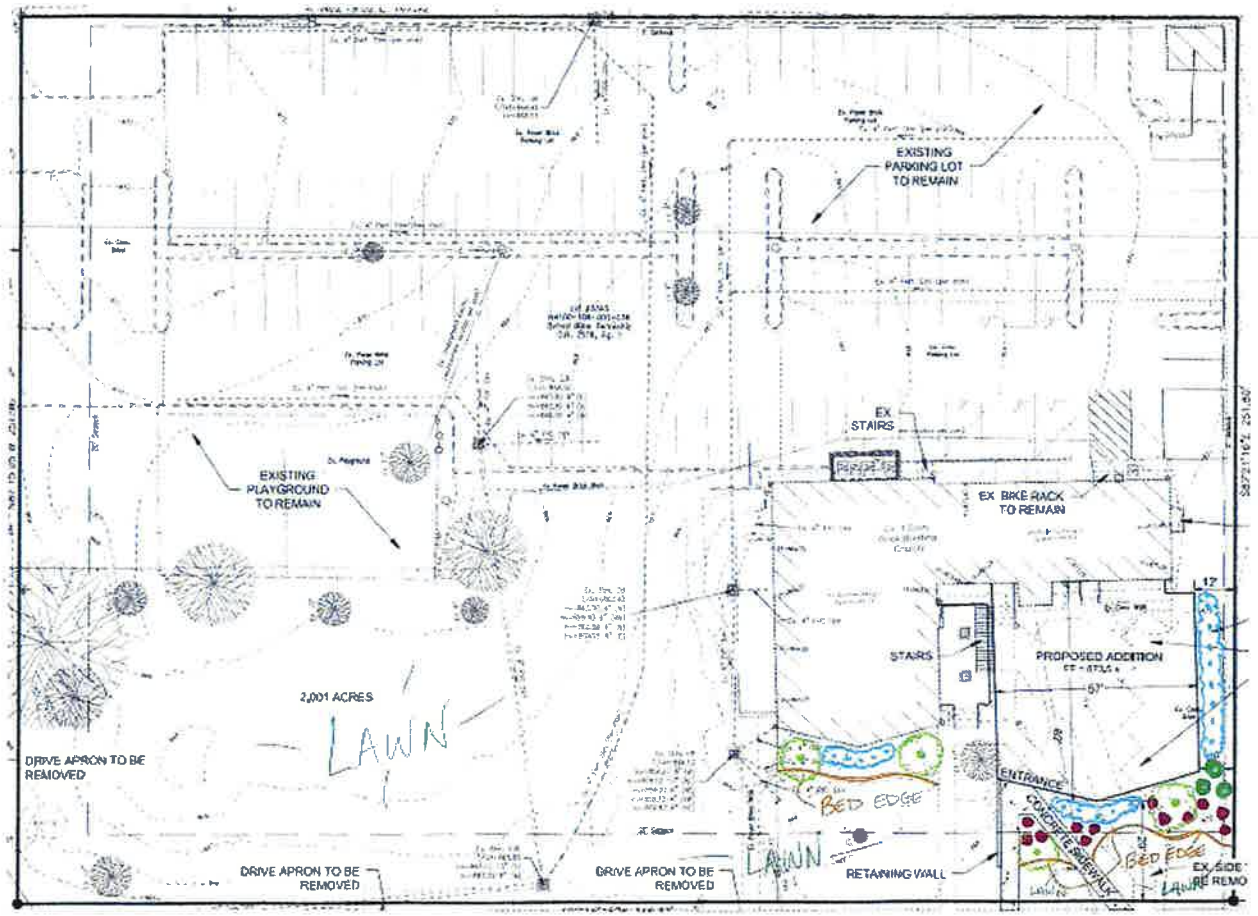
ALIGNMENT SET

REVISIONS

No.	Date	By	Description

MAIN LEVEL FLOOR PLAN

A.100



Plant Key:

Medium Tree

Ornamental Shrub

Large Shrub

SHADEMAKERS
NURSERY & LANDSCAPE
7525 FAIRFIELD RD.
OXFORD, OH 45056

Oxford Bible Fellowship
Re: Doug Drake 01/23/2019

RECEIVED JAN 23 2019

1)View from the southeast property corner facing west along E. Chestnut St.

2)View from the southeast property corner facing northwest.

3) View from the southeast property corner facing north along Maple St.

4)View from the east property line along Maple St. facing west.

5) View from the east property line along Maple St. facing west.

6)View from the northeast property corner facing south along Maple St.

7) View from the northeast property corner facing southwest.

8) View from the northeast property corner facing west along Harris Dr.

9) View from the northeast property along Harris Dr. facing south.

10)View from the northwest property corner facing east along Harris Dr.

11) View from the northwest property corner facing southeast.

12) View from the northwest property corner facing south along the west property line.

13)View from the west property line facing east.

14) View from the west property line facing east.

15)View from the southwest property corner facing north along the west property line.

16) View from the southwest property corner facing northeast.

17) View from the southwest property corner facing east along E. Chestnut St.

18)View from the south property line along E. Chestnut St. facing North.

CITY OF OXFORD
STAFF SUMMARY REPORT

Report to the City Manager

Clerk of Council
Originating Department

Council Meeting Of: April 2, 2019

Mary Ann Eaton
Prepared By

Account Code No. #: N/A

Budgeted Amount: N/A

March 6, 2019
Date Prepared

Agenda Title: Request for use of Uptown Park.

Recommendation: N/A

Discussion:

The Coalition for a Healthy Community (Obesity Prevention Workgroup) wishes to use the Oxford Memorial Park pavilion each Saturday, June through September, of 2019 from 8:45 until 10:00 a.m. for their "Yoga in the Park" event.

The period of use may not exceed 2 days without City Council approval. Council has approved this request since 2015.

If other events are taking place in the Memorial Park the yoga group will move to a Miami University property.

Approved By:

	Initial	Date
Department Head:	3/29	
City Manager:	DRF	3/29/19

RECEIVED
3-6-19

Rev. 6/16

CITY OF OXFORD
HOME OF MIAMI UNIVERSITY

■ REQUEST FOR PUBLIC PARK PERMIT
City of Oxford
☐ REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Date(s) of Event: 06 / 8 / 2019 through 09 / 28 / 2018 **From:** 9 AM **To:** 10 AM

Today's Date: 03 / 06 / 19 ☐ Emergency Utility Repair *(check box, if applicable)*

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

Responsible Adult:
(18 years of age or older)* Sharon Klein
Address: 110 North Poplar Street
Oxford, Ohio 45056
Telephone: 513-524-5421
Cellular: 513-839-0296
Fax: 513-524-5424
Email: sharon_klein@MHMH.trihealth.com

Organization: Coalition for a Healthy Community- Oxford Area
Advisor:
Address:
Telephone:
Cellular:
Fax:
Email:
Non-Profit: ☑ Yes ☐ No

** Person in charge - Primary contact*

PARK REQUESTED

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

TITLE OF EVENT (be specific and include projected attendance)

Yoga in the Park- Held weekly on Saturday AMs

Projected Attendance: 50-75 weekly Has this event been held previously? ☑ Yes ☐ No If "YES", when? 2015-2017

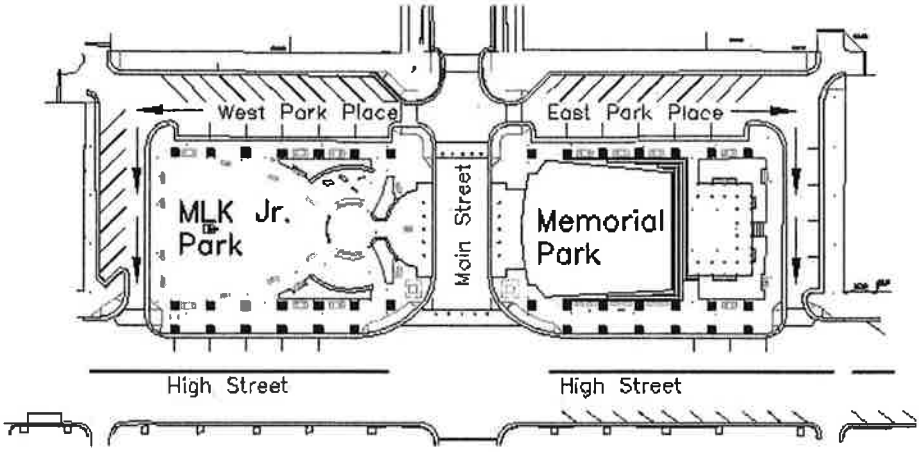
Will food, goods, services or merchandise be sold at the event? ☐ Yes ☐ No
If "YES", please see Section 729.05, Sales on Certain Municipal Property Prohibited (attached to last page of application.)
Note: If you or your organization are handing out information on the public sidewalk, no permit is required.

DESCRIPTION OF EVENT

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

Applicant's Signature: Sharon Klein Date: 03 / 06 / 19

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



OXFORD MEMORIAL PARK & MARTIN LUTHER KING JR. PARK

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

We are asking for Memorial Park for Yoga in the Park every Saturday am from 0900-1000, for the months of June, July, August and September. We will coordinate with Jessica Greene for dates we will need to move our program to accommodate other programs (currently just dog days and porcshe show). We have an alternative site (MU President Crawford's home Lewis Place). Last year we averaged around 50 people each session, but we have grown each year. Attendance is free, but we will ask for donations for our Thriving Oxford matching grant funding.

Only set up is people setting out their yoga mats. They usually arrive between 0845-0900. We are gone by 10am.

Additional Requests:
(Include details in narrative)

- [x] Pavilion
- [ ] Extra trash cans*
- [ ] Sound system (with operator)**
- [ ] Stage lighting*
- [ ] Special power requirements (explain in narrative)**
- [ ] Street Closure**
- [ ] Other: _____

See fee sheet

Time Details	Start	End
Setup	0845	
Event	0900	1000
Breakdown		

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

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

CITY OF OXFORD
HOME OF MIAMI UNIVERSITY

Stipulations and Fees

Note: FULL PAYMENT REQUIRED **BEFORE** THE EVENT

RIGHT-OF-WAY

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

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

USE OF PARKS (ALL THOSE ABOVE, PLUS)

1. No motor vehicles may be parked within the area of the park or on any sidewalk.
2. Banners are only permitted on the stage area during the function and must be removed immediately after the event. Tying is the only acceptable way of affixing a banner to the stage area.
3. No signs are permitted.
4. The requestor is responsible for damage to grass, shrubs or trees as a result of the event and agrees to compensate the City of Oxford the cost of repairs and/or replacement.
5. No structure shall be defaced and no structure shall be erected within four (4) feet of the base of a tree or shrub.
6. NO nails, spikes, tacks or adhesive material may be driven into or affixed to trees or into the ground within the public right-of-way.

FEE INFORMATION

No Parking Signs	$.35 ea.
Metered Parking	$10.00/ea
Trash Boxes	$5.00/ea.
Personnel	
Police Officer(s)	Contact OPD
Sound Technician	$25.00/hr
Street Dept. Personnel	$25.00/hr
Electrician	$100.00
Park & Rec Personnel	Contact OPRD
Road Closures	
Main Street	$135.00**
US 27 Detour	$135.00**

***Includes labor*

Sports Fields/Gazebo
Contact OPRD – 523-6314

APPLICANT'S ASSURANCE

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

_____ Date: ___/___/___
Applicant's Signature

CITY USE ONLY

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

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

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

Reviewer(s): _____ _____

APPROVAL SECTION (with conditions)

Police Chief: ☐ Approved ☐ Not Approved _____/_____

Fire Chief: ☐ Approved ☐ Not Approved _____/_____

Service Director: ☐ Approved ☐ Not Approved _____/_____

Recreation Director: ☐ Approved ☐ Not Approved _____/_____

City Manager: ☐ Approved ☐ Not Approved

_____ Date: _____

City Manager's Signature

Reason(s) event not approved:

729.05 SALES ON CERTAIN MUNICIPAL PROPERTY PROHIBITED.

No person shall sell, offer to sell or solicit orders for goods, wares or merchandise for immediate or future delivery, or services to be furnished, performed or provided in the present or in the future, within parking meter zones or upon any municipally-owned or controlled property other than streets. This law shall not be applicable to nonprofit or charitable community organizations operating with the express consent of the Office of the City Manager and shall not apply to the lawful use of sidewalk space where such use is expressly authorized by the Codified Ordinances of Oxford, nor shall this section be applicable to the selling at a Farmers' Market of farm produce when such produce has been raised and grown by the vendors and provided that such selling has been specifically authorized and regulated by the Council. Any sale or use of alcohol upon any municipally-owned or controlled property shall be approved by City Council.

(Ord. 3211. Passed 3-19-13.)