



Agenda

Oxford City Council

Court House

TUESDAY, APRIL 5, 2022

EXECUTIVE SESSION

7:00

TUESDAY, APRIL 5, 2022

R.C. 121.22(G)(4) For the purpose of collective bargaining.

1. Roll Call. William Snavelly, Mayor Chantel Raghu, Vice-Mayor Amber Franklin
Jason Bracken Alex French Glenn Ellerbe David Prytherch
2. Approval of Agenda.
3. Public Participation.

A.Proclamation - "Sister City Day" pg 5



Proclamation- "Sister City Day"

B.Proclamation – "Education Sharing Day" pg 6



Proclamation- "Education Sharing Day"

C.Proclamation - "Earth Day" pg 7



Proclamation- "Earth Day"

D.Presentation – Deer impacts and management in Miami University Natural Areas –
David Gorchov, Chair, Miami University Natural Areas Committee

E. Public Comments.

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

4. Consent Agenda.

A.Minutes of the, March 11, 2022 City Council Retreat Work Session. (Heather Barbour, Clerk of Council) pg 8



[3.11.22 Council Retreat Work Session Minutes](#)

B.Minutes of the, March 15, 2022 City Council Meeting (Heather Barbour, Clerk of Council) pg 10



[3.15.22 City Council Meeting Minutes](#)

C.Report regarding the March 8,2022 Planning Commission Meeting (Sam Perry, Community Development Director) pg 26



[Planning Commission Report](#)

5. Resolutions.

1.A Resolution Accepting the Bid and Authorizing the City Manager to Enter into a Contract with Jackson Construction Co. for the Construction and Replacement of Designated Curb, Gutter, and Sidewalk Per Project Specifications at a Cost of \$125,271.00 Plus a Contingency in the Amount of \$24,729.00 for a Total not to Exceed \$150,000.00. (Mike Dreisbach, Service Director).pg 27



[Accepting Bid and Contract with Jackson Construction Co. for CGS](#)

2.A Resolution Accepting the Bid and Authorizing the City Manager to Enter into a Contract with Jackson Construction Co. for the Installation of Handicap Ramps with Tactile Dome Mats as set forth on Exhibit “A” and “B” Attached hereto at a Cost of \$105,880.80 Plus a Contingency in the Amount of \$2,791.20 for a Total Cost not to Exceed \$108,672.00. (Mike Dreisbach, Service Director) pg 30



[Accepting Bid and Contract with Jackson Construction Co. for Handicap Ramps](#)

3.A Resolution of Council Directing Staff to Advertise A Request for Bids to Complete the Installation of Sidewalk Ramps throughout the City Using American Rescue Plan Funds. (Mike Dreisbach, Service Director) pg 36



[Directing Staff to Advertise a Request for Bids](#)

4.A Resolution Accepting the Bid and Authorizing the City Manager to Enter into an Agreement with Barrett Paving Materials, Inc. For the 2022 Street Resurfacing and Maintenance work at a Cost of \$422,263.50 Plus a Contingency in the Amount of \$12,736.50 for a Total Cost not to Exceed \$435,000.00. (Mike Dreisbach, Service Director) pg 38



Accepting Bid and Contract with Barrett Paving Materials, Inc. for Street Resurfacing

5.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 2022. (Joe Newlin, Finance Director) pg 42



Accepting Bid and Contract with Insurance Specialist Group, Inc. DBA Love Insurance Partners

6.A Resolution Accepting the Priorities, Vision & Values, and 2022 Measurable Goals. (Jessica Greene, Assistant City Manager) pg 44



Accepting the Priorities, Vision & Values, and 2022 Measurable Goals

6. Ordinances.

A.First Reading.

1.An Ordinance Approving a Conditional Use Permit Application to allow for the Re-Establishment of a Fraternity use located at 406 East Withrow Street, Oxford, Ohio 45056 With Conditions. (Sam Perry, Community Development Director) pg 64



Conditional Use Permit to Re-Establishment of a Fraternity

B.Second Reading – None.

7. A. Announcements & Communications.

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

2.Future Meetings.

WED - Apr 6 Environmental Commission Meeting 7:00 p.m. Municipal Building

THUR- Apr 7 Oxford Tomorrow Steering Committee Meeting 4:30 p.m.

MON – Apr 11 Parking & Transportation Advisory Board Meeting 9:30a.m Municipal Building

TUES- Apr 12 Public Arts Commission Meeting 4:30 p.m. Oxford Community Arts Center

TUES – Apr 12 Planning Commission Work Session 6:00 p.m. LCNB Community Room

WED - Apr 13 Historic & Architectural Preservation Commission Meeting 6:15 p.m.

THUR- Apr 14 Oxford Recreation Board 11:30 a.m. Municipal Building

MON – Apr 18 Housing Advisory Commission Meeting 3:30 p.m. LCNB Community Room

MON – Apr 18 Oxford Tomorrow – Public Input Session 2 6:00 p.m. Oxford Bible Fellowship

TUES – Apr 19 Records Commission Meeting 5:00 p.m. Municipal Building

TUES – Apr 19 City Council Meeting 7:30 p.m.

WED – Apr 20 Building Board of Appeals Meeting 6:00 p.m.

TUES – Apr 26 Board of Zoning Appeals Meeting 6:30 p.m.

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

WED – May 4 Environmental Commission Meeting 7:00 p.m. Municipal Building

8. Adjourn.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	March 25, 2022
COUNCIL MEETING DATE:	April 5, 2022
AGENDA TITLE:	Contract for CDBG Handicap Ramp Improvements – (HUD program year 2021)
BUDGETED AMOUNT:	\$ 108,672
ACCOUNT CODE:	126.370.60016
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE</i> 3.30.22

Discussion: The City's 2022 capital improvement budget includes \$108,617 in the Community Development Block Grant (CDBG) fund for the construction of handicap ramps with tactile dome mats. Staff advertised using CDBG guidelines for improvements specified on the attached Exhibit "A" and "B".

Total estimated linear feet of curb / gutter replacements: **965 feet**

Total estimated square feet of sidewalk / ramp replacements: **3,600 sq. ft.**

Total new handicap ramps with tactile detection mats: **31**

The City advertised for bids in the *Hamilton Journal-News* on March 11 and March 18, 2022. Four sealed bids were opened and publicly read on March 25, 2022 with the following results:

Jackson Construction	\$ 88,352.00	w/ alternates	\$ 105,880.80
Hendy, Inc.	109,485.00		130,854.00
W. G. Stang	134,175.00		163,712.00
Prus Construction	147,950.00		192,014.00

The lowest and best bid, including alternates, for handicap ramp improvements was provided by Jackson Construction, Inc. in the amount of \$105,880.80. Jackson Construction, Inc. has completed several contracts with the City of Oxford, all with good results.

It is Staff's recommendation that City Council authorize the City Manager to enter into an agreement with Jackson Construction, Inc. for the improvements per project specifications at a cost of \$105,880.80. Staff is requesting a contingency in the amount of \$2,791.20, therefore the contract not to exceed amount requested is **\$108,672.00**. This is the full allotment from HUD for construction expenses in the 2021 CDBG program year (City FY22).

Exhibit A

2022 CDBG Sidewalks and Handicap Ramp Improvements

3/1/2022

Location 2022 PROJECT 2021 CDBG FUNDING		Lin Ft.Curb Removal & Replacement	Sq ft Sidewalk / Ramp Removal & Replacement	# of Detectable Warning Mats on each Sidewalk Ramp	NOTES
Kelly & Brown					
	NE	12	90	1	
	SE	12	90	1	
Kelly & Jeffrey Cir					
	NE	22	99	1	
	NW	30	99	1	
	SW	20	25	1	
Kelly & Christopher					
	NE	26	135	1	
	NW	57	175	1	
	SW	15			
Jeffrey Dr & Christopher					
	NE	26	115	1	
	SE	22	120	1	
Jeffrey Dr & Jeffrey Cir					
	SE	19	99	1	
	SW	22	108	1	
Jeffrey Dr & Brown Rd					
	NE	12	90	1	
	SE	12	85	1	
Northridge & Brown					
	NW	18	115	1	
	SW	14	99	1	
Northridge & Miami Trail					
	SE	38	110	1	
	SW	38	130	1	
Northridge & Red Cedar					
	SE	38	108	1	
	SW	25	136	1	
Northridge & Honor					
	NE	0	70	1	
	NW	11	150	1	
Jacob & Dufour					
	NE (@ asphalt Bike Trail)	17	150	1	
Hester & Jacob					
	NE	19	90	1	
	SE	38	220	1	
McGuffey & Fairfield		2022 Resurfacing			
	NE	12	117	1	
	SE	0	175	1	
	SW	0	90	1	
McGuffey & Tollgate		2022 Resurfacing			
	NE	10	90	1	
	NW	320	230	2	
	SE	16			
	SW	44	189	1	
TOTALS OF EACH		965	3599	31	

Estimated Quantities as Marked UPDATED 3/1/2022

2022 CDBG Sidewalks and Handicap Ramp Improvements (CONTINUED)

Location		Lin Ft.Curb Removal & Replacement	Sq ft Sidewalk / Ramp Removal & Replacement	# of Detectable Warning Mats on each Sidewalk Ramp	NOTES
2022 POSSIBLE ALTERNATES 2021 CDBG FUNDING					
ALTERNATE #1					
Contreras & Jaqueline					
	NE	0	102	1	
	NW	0	140	1	
ALTERNATE #2					
Jaqueline & Vicki Anda					
	NE	14	78	1	
	SE	21	45	1	
ALTERNATE #3					
Jaqueline & Marti					
	SE	19	120	1	
	NW	65	120	1	
ALTERNATE #4					
Jaqueline & Meadow					
	SE	20	75	1	
	NW	24	102	1	
TOTALS OF EACH		44	177	2	

Estimated Quantities as Marked UPDATED 3/1/2022

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH JACKSON CONSTRUCTION CO. FOR THE INSTALLATION OF HANDICAP RAMPS WITH TACTILE DOME MATS AS SET FORTH ON EXHIBIT "A" AND "B" ATTACHED HERETO AT A COST OF \$105,880.80 PLUS A CONTINGENCY IN THE AMOUNT OF AMOUNT OF \$2,791.20 FOR A TOTAL COST NOT TO EXCEED \$108,672.00.

WHEREAS, the City advertised for bids in the *Journal News* on March 11, 2022 and on March 18, 2022. Four sealed bids were opened and publicly read on March 25, 2022. The lowest and best bid was submitted by Jackson Construction Co. in the amount of \$105,880.80; and

WHEREAS, the City Manager and the Service Director recommend Council accept the bid of Jackson Construction Co. as the lowest and best bid for the installation of handicap ramps with tactile dome mats as set forth on Exhibit "A" and "B" attached hereto at a cost of \$105,880.80; and

WHEREAS, the City Manager and the Service Director further recommend Council authorize the City Manager to enter into a contract with Jackson Construction Co. for the installation of handicap ramps with tactile dome mats as set forth in Exhibit "A" and "B" attached hereto at a cost of \$105,880.80 plus a contingency in the amount of \$2,791.20 for a total cost not to exceed \$108,672.00.

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 Jackson Construction Co. and further authorizes the City Manager to enter into a contract with Jackson Construction Co. for the installation of handicap ramps with tactile dome mats as set forth on Exhibit "A" and "B" attached hereto at a cost of \$105,880.80 plus a contingency in the amount of \$2,791.20 for a total cost not to exceed \$108,672.00.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

Exhibit A

2022 CDBG Sidewalks and Handicap Ramp Improvements

3/1/2022

Location 2022 PROJECT 2021 CDBG FUNDING	Lin Ft.Curb Removal & Replacement	Sq ft Sidewalk / Ramp Removal & Replacement	# of Detectable Warning Mats on each Sidewalk Ramp	NOTES
Kelly & Brown				
NE	12	90	1	
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Kelly & Jeffrey Cir				
NE	22	99	1	
NW	30	99	1	
SW	20	25	1	
Kelly & Christopher				
NE	26	135	1	
NW	57	175	1	
SW	15			
Jeffrey Dr & Christopher				
NE	26	115	1	
SE	22	120	1	
Jeffrey Dr & Jeffrey Cir				
SE	19	99	1	
SW	22	108	1	
Jeffrey Dr & Brown Rd				
NE	12	90	1	
SE	12	85	1	
Northridge & Brown				
NW	18	115	1	
SW	14	99	1	
Northridge & Miami Trail				
SE	38	110	1	
SW	38	130	1	
Northridge & Red Cedar				
SE	38	108	1	
SW	25	136	1	
Northridge & Honor				
NE	0	70	1	
NW	11	150	1	
Jacob & Dufour				
NE (@ asphalt Bike Trail)	17	150	1	
Hester & Jacob				
NE	19	90	1	
SE	38	220	1	
McGuffey & Fairfield	2022 Resurfacing			
NE	12	117	1	
SE	0	175	1	
SW	0	90	1	
McGuffey & Tollgate	2022 Resurfacing			
NE	10	90	1	
NW	320	230	2	
SE	16			
SW	44	189	1	
TOTALS OF EACH	965	3599	31	

Estimated Quantities as Marked UPDATED 3/1/2022

Exhibit B

2022 CDBG Sidewalks and Handicap Ramp Improvements (CONTINUED)

Location 2022 POSSIBLE ALTERNATES 2021 CDBG FUNDING	Lin Ft.Curb Removal & Replacement	Sq ft Sidewalk / Ramp Removal & Replacement	# of Detectable Warning Mats on each Sidewalk Ramp	NOTES
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ALTERNATE #1

Contreras & Jaqueline				
NE	0	102	1	
NW	0	140	1	

ALTERNATE #2

Jaqueline & Vicki Anda				
NE	14	78	1	
SE	21	45	1	

ALTERNATE #3

Jaqueline & Marti				
SE	19	120	1	
NW	65	120	1	

ALTERNATE #4

Jaqueline & Meadow				
SE	20	75	1	
NW	24	102	1	
TOTALS OF EACH	44	177	2	

Estimated Quantities as Marked UPDATED 3/1/2022



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	March 25, 2022
COUNCIL MEETING DATE:	April 5, 2022
AGENDA TITLE:	Contract for 2022 Curb, Gutter & Sidewalk Special Assessment Program
BUDGETED AMOUNT:	\$ 150,000
ACCOUNT CODE:	417.750.52340
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE</i> 3.30.22

Discussion: The 2022 capital improvement plan includes \$150,000 in funding for the repair of defective curb, gutter, and sidewalk in advance of street pavement resurfacing. On Feb. 15, 2022, the City Council approved **Resolution No. 7376** authorizing Staff to move forward with a special assessment project to repair defective curb, gutter, and sidewalk as defined in Exhibit "A" in the Resolution.

Staff prepared and filed plans with the City Clerk as required by ORC 729.03 and the Clerk served notice to the properties involved. The City advertised this project for bids on March 11 and 18, 2022 in the *Journal News* as well as multiple plan clearinghouses. Bids were opened on March 25, 2022, with two bidders submitting the following results:

Jackson Construction Co.	\$ 125,271.00
Prus Construction Co.	231,095.00

The City has worked with Jackson Construction on numerous contracts in the past; all with good results. It is important that this work, particularly the curb & gutter, be completed prior to street resurfacing operations in July.

Once work has been completed by the contractor, Staff will request that Council authorize an Ordinance assessing improvement costs in accordance with Ohio Revised Code. Owners will have the opportunity to pay for the improvements in cash within 30 days of the assessing Ordinance. Should an owner choose not to pay in cash, levied amounts will be paid in five annual installments with an interest rate on deferred payments at 5% (final rate to be determined by the City Council with passage of the special assessment Ordinance).



The City of Oxford
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Oxford, OH 45056

Staff recommends the City Council authorize the City Manager to enter into an agreement with Jackson Construction Co. for the construction and replacement of designated curb, gutter, and sidewalk per project specifications at a cost of \$125,271.00. Staff is also requesting a 19.7% contingency in the amount of \$24,729, therefore the contract amount not to exceed shall be **\$150,000.00**. Contingency funds will maximize the use of this line item to correct additional deficiencies not being addressed by property owners using this favorable bid pricing.

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH JACKSON CONSTRUCTION CO. FOR THE CONSTRUCTION AND REPLACEMENT OF DESIGNATED CURB, GUTTER, AND SIDEWALK PER PROJECT SPECIFICATIONS AT A COST OF \$125,271.00 PLUS A CONTINGENCY IN THE AMOUNT OF \$24,729.00 FOR A TOTAL COST NOT TO EXCEED \$150,000.00.

WHEREAS: the City advertised for bids in the *Journal News* and with multiple plan clearinghouses on March 11, 2022 and on March 18, 2022. Bids were opened and read on March 25, 2022. The lowest and best bid was provided by Jackson Construction Co. in the amount of \$125,271.00; and

WHEREAS: the City Manager and the Service Director recommend Council accept the bid of Jackson Construction Co. for the construction and replacement of designated curb, gutter, and sidewalk per project specifications at a cost of \$125,271.00 plus a contingency in the amount of \$24,729.00 for a total cost not to exceed \$150,000.00.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and accepts the bid of Jackson Construction, Co. for the construction and replacement of designated curb, gutter, and sidewalk per project specifications at a cost of \$125,271.00 plus a contingency in the amount of \$24,729.00 for a total cost not to exceed \$150,000.00.

SECTION 2: Council further authorizes the City Manager to enter into a contract with Jackson Construction Co. for the construction and replacement of designated curb, gutter, and sidewalk per project specifications at a cost of \$125,271.00 plus a contingency in the amount of \$24,729.00 for a total cost not to exceed \$150,000.00.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	March 31, 2022
COUNCIL MEETING DATE:	April 5, 2022
AGENDA TITLE:	March 8, 2022 Planning Commission Summary
CITY MANAGER/DEPT HEAD APPROVAL:	<i>Sam Perry</i> <i>DRC</i>

All Planning Commission members were in attendance.

Appointments and Updates

Updates were provided by Environmental, Community Improvement, Housing, Historic and Transportation representatives.

New Business

5301 University Park Blvd, MINOR AMENDMENT TO CONDITIONAL USE, new bus garage, The Board of Education of the Talawanda City School District, Applicant

This was a request to amend the 2009 Conditional use for the high school to allow a new bus garage facility due to the Chestnut Street facility being redeveloped. The Commission discussed the potential impacts of the bus facility at length, using the decision standards. Concerns such as procedure and environmental impact were raised. The Commission recommended to staff and the chair by a 3-4 vote to require a full new application rather than an amendment.

406 E Withrow Street, CONDITIONAL USE, re-establish Fraternity use, Scott Webb, Applicant/Agent

This was a request to re-establish the previous fraternity use after what was temporarily leased to a church in recent years. The Commission discussed the history of the building and the potential impacts of re-establishment using the decision standards. As noted in the case summary, the bulk of the discussion was on parking requirements and sign size. The Commission recommended to Council by a 6-1 vote to approve with conditions.

There were no prior administrative decisions reported at this meeting.

There were no cases planned for the April 12 meeting, therefore it would be a work session only, to meet at 6:00 p.m. More details to follow.

The meeting adjourned at 8:59 p.m.



OXFORD CITY COUNCIL Meeting Minutes

Tuesday, March 15, 2022
[Link for website video here](#)
Full Transcript available online

Roll Call TIME [00:23](#)

William Snavelly Mayor	Chantel Raghu Vice Mayor
Jason Bracken	Amber Franklin
Alex French	Glenn Ellerbe
David Prytherch	

Motion – Enter Executive Session at 7:15 p.m. R.C. 121.22(E)(1) To Consider Appointments to Boards and Commissions

(Roll Call) 1st Ms. Raghu 2nd Ms. Franklin

AYE # 7

Mrs. Franklin, Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Ellerbe, Mayor Snavelly

NAY # 0

ABS # 0

Motion – To return from Executive Session at 7:30 p.m. R.C. 121.22(E)(1) To Consider Appointments to Boards and Commissions

(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin

AYE # 7

NAY # 0

ABS # 0

A regular meeting of the Oxford City Council was called to order by Mayor William Snively on Tuesday, March 15, 2022 at 7:30 p.m. Members in attendance were Jason Bracken, Amber Franklin, Glenn Ellerbe, David Prytherch, Alex French, and Chantel Raghu.

Staff Members in Attendance

Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Mike Dreisbach, Service Director; Mr. John Jones, Police Chief; Mr. Sam Perry, Community Development Director; Mr. Casey Wooddell, Parks and Recreation Director; Mr. Joe Newlin, Finance Director; Mr. John Detherage, Fire Chief; Mr. Ben Mazer, Law Director, and Ms. Heather Barbour, Clerk of Council.

Approval of the Agenda [TIME 00:53](#)

Motion – To Adopt

(Voice Vote) 1st Ms. Raghu 2nd Ms. French

AYE # 7

NAY # 0

ABS # 0

Public Participation [TIME 1:18](#)

Appointments to Boards and Commissions-

Motion – To nominate the following to the Board of Building Appeals; Dan Haizman, David DeWitt, Paul Allen, and Tim Meloy.

(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin

AYE # 7

NAY # 0

ABS # 0

Motion – To nominate Todd Stuart to the Public Arts Commission of Oxford

(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin

AYE # 7

NAY # 0

ABS # 0

Presentation – Kim Daggy with Enjoy Oxford Year-End Report – Ms. Daggy gave the Council a summary of events for the past year. Slides can be found in minutes.

Public Comments

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

Prue Dana 131 West Collins Street/ Resident Comment – Spoke on behalf of the League of Women Voters about the annual Government Services Directory booklet. You can find copies at the Municipal building and various places around Oxford.

Consent Agenda [TIME 14:12](#)

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

- A. Minutes of the March 1, 2022 City Council Meeting (Heather Barbour, Clerk of Council)
Page 5 of the Agenda Packet
- B. Report regarding the March 2, 2022 Environmental Commission Meeting (Mike Dreisbach, Service Director) **Page 27 of the Agenda Packet**
- C. A Resolution Declaring Certain City Property no Longer Needed for any Municipal Purpose as Surplus and Authorizing the Donation of Surplus Property to a Local Non-Profit Agency. (Casey Wooddell, Parks and Recreation Director) **Page 30 of the Agenda Packet**
- D. A Resolution Authorizing the City Manager to Waive the Fees Adopted in the Fee Ordinance for the Street Closures for the Visitors Bureau (Enjoy Oxford) for the 2022 Annual Summer Music Festival. (Jessica Greene, Assistant City Manager) **Page 32 of the Agenda Packet**

Motion – To Adopt

(Voice Vote) 1st Ms. Raghu 2nd Mr. Ellerbe

AYE # 7

NAY # 0

ABS # 0

Resolutions

Resolution No. 7385 [TIME 14:48](#)

Page 40 of the Agenda Packet

1. A Resolution Authorizing a Public Arts Partnership Program Memorandum of Understanding Between the Oxford Community Arts Center and the City of Oxford and Authorizing the City Manager to sign the Memorandum of Understanding on Behalf of the City. (Jessica Greene, Assistant City Manager)

Comments from the Public – None

Motion – To Adopt Resolution No. 7385

(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin

AYE # 7

NAY # 0

ABS # 0

Resolution No. 7386 [TIME 21:15](#)

Page 47 of the Agenda Packet

1. A Resolution Accepting the bid and Authorizing the City Manager to Enter Into a Contract with Prus Construction Co. For Reconstruction of Main Street (SR732) Between High Street and Park Place for a total not to exceed \$393,178.00 (Mike Dreisbach, Service Director)

Comments from the Public – None

Motion – To Adopt Resolution No. 7386

(Voice Vote) 1st Ms. Raghu 2nd Ms. French

AYE # 7

NAY # 0

ABS # 0

Ordinances

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

First Reading None

Comments from the Public – None

Second Reading

Ordinance No. 3672 [TIME 26:01](#)

Page 49 of the Agenda Packet

An Ordinance Approving the Final Subdivision Application and Plat for South Forest Edge
Section 2 With Conditions. (Sam Perry, Community Development Director)

Comments from the Public – None.

Motion – To Adopt Resolution No. 3672

(Roll Call Vote) 1st Ms. Raghu 2nd Ms. Franklin

AYE # 7

Mr. Prytherch, Ms. Raghu, Mr. Bracken, Mr. Ellerbe, Ms. Franklin, Ms. French, Mayor Snively

NAY # 0

Names Here

ABS # 0

Names Here

Ordinance No. 3673 [TIME 28:08](#)

Page 116 of the Agenda Packet

An Ordinance Accepting the Recommendation of the Planning Commission and Approving the Final Planned Development Application to Allow for Further Commercial Development of an 11.28 Acre Site Incorporating the MayDay Gun Range to Contain a New Business Incubator and Storage Facility with Conditions. (Sam Perry, Community Development Director)

Scott Webb, Architect. – Mr. Webb mentioned working with Staff to compromise on the sidewalk. Mr. Webb has asked that the Ordinance be amended to say pedestrian connectivity has been met. So that marketing of future sites can begin.

Comments from the Public – None.

Mr. Ellerbe motioned the proposed amendment to strike the specifics of the bridge. Ms. French seconded. Mr. Prytherch proposed a friendly amendment to end condition No. 5 after Phase of the business park development. (See pages 121 and 122 of Council's packet).

Motion – To Amend Ordinance No. 3673

(Voice Vote) 1st Mr. Ellerbe 2nd Ms. French and Mr. Prytherch

AYE # 7

NAY # 0

ABS # 0

Motion – To Adopt Resolution No. 3673

(Roll Call Vote) 1st Ms. Raghu 2nd Ms. French

AYE # 7

Ms. Raghu, Mr. Bracken, Mr. Ellerbe, Ms. Franklin, Ms. French, Mr. Prytherch, Mayor Snavelly

NAY # 0

Names Here

ABS # 0

Names Here

Ordinance No. 3674 [TIME 45:36](#)

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An Emergency Ordinance Accepting Easements Necessary for the Construction of Phase IV of the Oxford Area Trail System. (Mike Dreisbach, Services Director)

Comments from the Public – None.

Motion – To Adopt Resolution No. 3674

(Roll Call Vote) 1st Ms. Raghu 2nd Ms. French

AYE # 7

Mr. Bracken, Mr. Ellerbe, Ms. Franklin, Ms. French, Mr. Prytherch, Ms. Raghu, Mayor Snively

NAY # 0

Names Here

ABS # 0

Names Here

Ordinance No. 3675 [TIME 47.78](#)

Page 186 of the Agenda Packet

An Ordinance Amending Ordinance No. 3654 Supplemental Budget Ordinance Number 3 to Make Supplemental Appropriations for Fiscal Year 2022. (Joe Newlin, Finance Director)

Comments from the Public – None.

Motion – To Adopt Resolution No. 3675

(Roll Call Vote) 1st Ms. Raghu 2nd Ms. Franklin

AYE # 7

Mr. Ellerbe, Ms. Franklin, Ms. French, Mr. Prytherch, Ms. Raghu, Mr. Bracken, Mayor Snively

NAY # 0

Names Here

ABS # 0

Names Here

Announcements & Communications

Remarks from City Council and City Staff [TIME 52.22](#)

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

Adjournment

Motion to Adjourn Meeting at 8:36 p.m. [TIME 01:07:07](#)

(Voice Vote) 1st Ms. Raghu 2nd Ms. French

AYE # 7

NAY # 0

ABS # 0



2021
RECOVERY



START



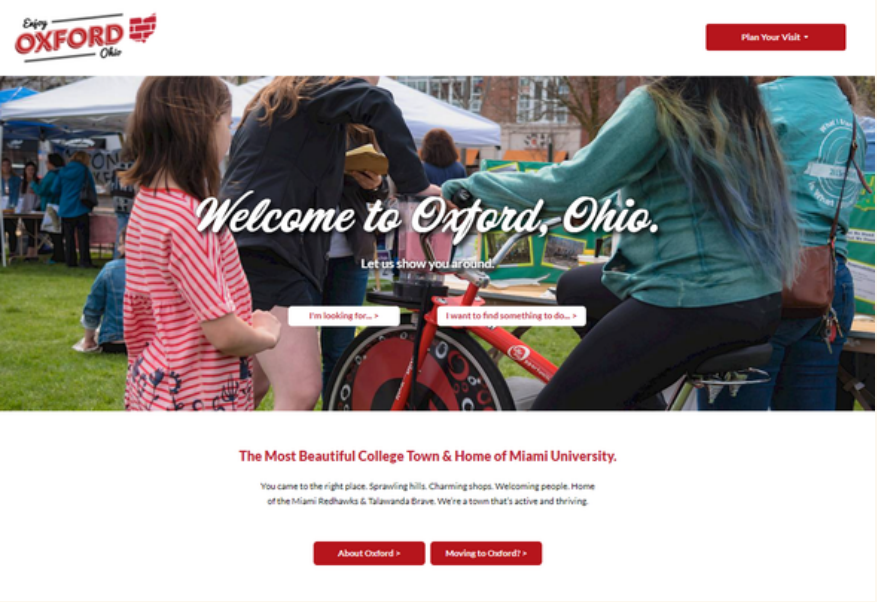
- Planned Budget Adjustment-reduced by \$150K
- Supplement w/savings, Shared Work Ohio & PPP
- Deferred Sponsorship from Music & Porsche
- FT Staff vacancy
- Maintained online content (social, web, outreach)
- Outdoor resources, Oxford=driveable location
- Unknowns (informal travel)
- Summer restart (cicadas, RBF, 5 concerts, DORA)
- Strong Partnerships
- Reassess

FINISH



- By Year-End=Exceeded Budget 63% (\$108K)
- Progressed w/Events & Goals
- EPIC Soccer, 10 Concerts, Red Brick Fridays, Porsche w/174 registrants, Shakespeare
- Summer & Winter Event Sign
- In-person Welcome Week, Wine Festival, Uptown Trick or Treat, Fall in Love w/Ox Campaign, Holiday Festival & Winter Passport Campaign
- Kiosk Map- dog friendly, patios, restrooms
- Recovering

ONLINE



5K TO 9.8K
USERS/MONTH
NEW
ITINERARY/CONFERENCING



4.7K CONTACTS W/NEWSLETTER
36%OPEN/7% CLICK RATE



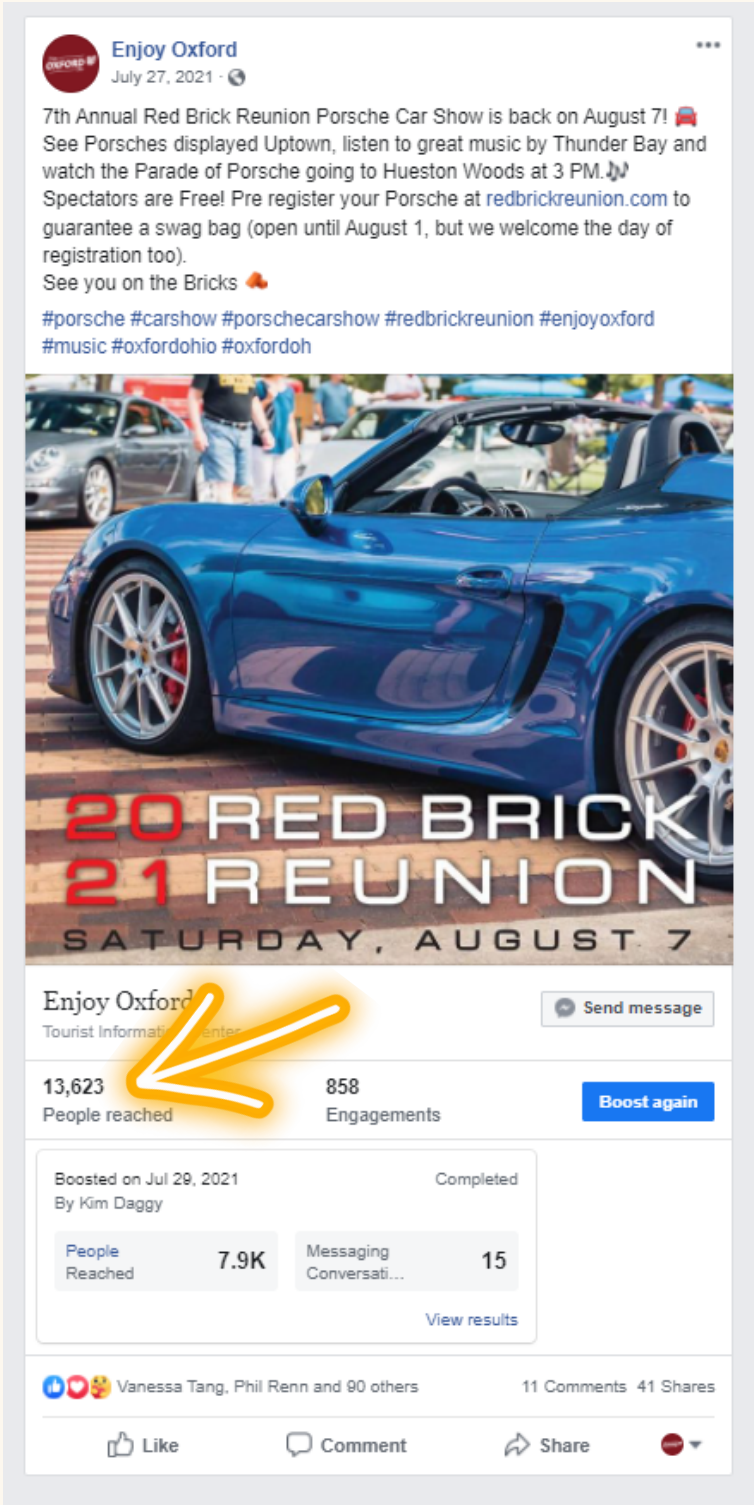
8.8K



3.8K



2K

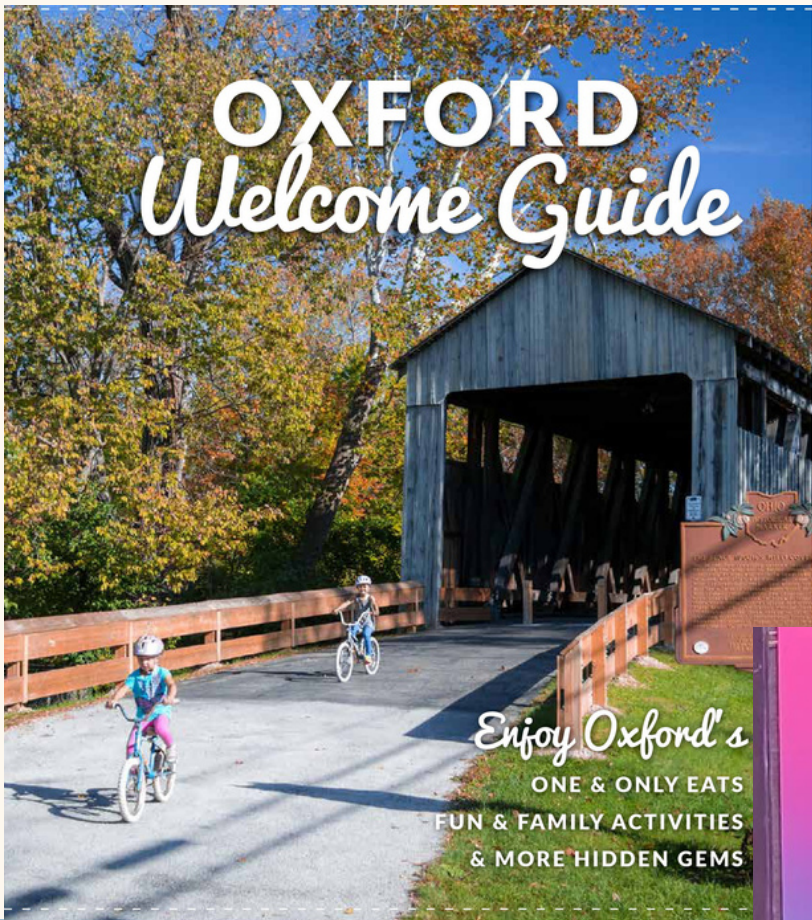


2022 RECOVERING



- Permanent Event Sign year-round
- Print Welcome Guide added Hotel Page
- Add to the Black History Tour & Reprint
- Hired intern & summer event help
- DORA, Public WiFi
- Dog pamphlet
- Marketing strategy-
Imagine/TikTok/Guest blogs &
social takeovers
- Tools for Hospitately partners





Oxford
102 W. HIGH ST. | OXFORD, OH 45056
WWW.OXFORDCHAMBER.ORG

14 W. PARK PLACE | OXFORD, OH
WWW.ENJOYOXFORD.ORG

Photo Journal

ENJOY
Summer
IN OXFORD

OUTDOOR REFRESHMENT AREA
DAILY THROUGH AUGUST 15
11AM-11PM | Uptown High St. Area

YOGA IN THE PARK
SATURDAYS
9-10AM | Uptown Parks

JUNE
24 LEE'S JUNCTION
BIG BAND CONCERT
7-9:30PM | Uptown Parks

JULY
1 LISA BIALES &
BELLE OF THE BLUES
CONCERT
7:30-9:30PM | Uptown Parks
3 FREEDOM FESTIVAL
5-10:30PM | Oxford Community Park
8 MIAMI UNIVERSITY
STEEL BAND CONCERT
7-9:30PM | Uptown Parks
9 RED BRICK FRIDAY
5-10PM | Uptown High St.
9 OCAC SECOND FRIDAY
6-9PM | 10 S. College Ave.
15 ANNA & THE
DEEPER WELL
CONCERT
7-9:30PM | Uptown Parks



Oxford
WINTER SURVIVAL
Guide

DINING, EVENTS & RETAIL
passport

THE MORE OXFORD LOCATIONS YOU VISIT,
THE BIGGER PRIZE YOU'RE ELIGIBLE TO WIN!

Step by participating locations, place a checkmark next to the name,
and get a sticker to fill up the placeholders. Turn in your passport to
the Enjoy Oxford office (14 W. Park Place, Suite C) or take a photo
and email it to: info@enjoyoxford.org

Deadline is February 28, 2022

#OXFWINTERSURVIVAL



ENJOY
Winter
IN OXFORD

FARMERS MARKET
SATURDAYS
9AM-12PM | Church St. & Main St.
No Market 12/25 and 1/1

BLACK HISTORY TOUR
Anytime (self-guided driving tour)
Download guide: enjoyoxford.org/blackhistory

WINTER SURVIVAL GUIDE: DINING, EVENTS & RETAIL PASSPORT
DEC 1-JAN 28
Pick up a copy at 14 W. Park Pl. Ste. C, or
download at enjoyoxford.org/winter-passport

DORA
DEC 17-JAN 23
11AM-11PM | Uptown Oxford
View map at enjoyoxford.org/dora

PUB RUNS
WEDNESDAYS
5:30PM | Meet in the alley near LFT

PUBLIC ICE SKATING
FRIDAYS 12-1PM and 8:15-9:15PM
SATURDAYS & SUNDAYS 3-5PM
Groggin Ice Center
Pricing info available at this.cc/groggin-public-ice
Groggin Ice Center is closed 12/24-26, 12/31, and 1/1

DECEMBER
1 CEREMONY OF CAROLS
7PM & 9PM | Kummer Chapel
\$10 adults, \$5 students/youth
3 SYMPHONY ORCHESTRA
7:30PM | Hall Auditorium
3 FRIDAY NIGHT LIGHTS:
"THE MONUMENTS MEN"
7PM | OCAC Theatre
4 HOLIDAY FESTIVAL
9AM-4PM | OCAC
4 HOLIDAY FESTIVAL
5-9PM | Uptown Parks
4 HEFNER MUSEUM OF
NATURAL HISTORY
SATURDAY HOURS
10AM-2PM | 100 Upham Hall
7 ANNUAL CHRISTMAS
HOLIDAY MUSIC
PROGRAM
3PM | Miami University Art Museum
10 SECOND FRIDAY: READING
OF "A CHRISTMAS CAROL"
6PM-8PM | OCAC
11 HEFNER MUSEUM OF
NATURAL HISTORY
SATURDAY HOURS
10AM-2PM | 100 Upham Hall
11 ART MUSEUM SELECT
SATURDAYS: FINAL
EXHIBITION VIEWING DAY
12-5PM | Miami University Art Museum
22-23 HOLIDAY ICE SKATING
27-30 3-5PM | Groggin Ice Center
\$1.50 with free skate rental

JANUARY
3-6 NEW
MUSIC
Free m
7 FRID
"CH
7PM |
15 CHO
1-7PM
17 MLK
3-5PM
\$7.50 m
21 CINC
THE
ABLY
7PM |
\$7 adult

FEBRUARY
4 FRID
"STR
7PM |
11 SECO
MELP
6PM-9P
11 BOW
12 VALE
3-5PM
\$7.50 ad
12 OXFO
SERIE
7:30PM
\$15 adult
18-20 INDE
SERIE
Time TBD

CONTACT US

QUESTIONS?

INFO@ENJOYOXFORD.ORG

KIM DAGGY

EXECUTIVE DIRECTOR

REBECCA LOCKHART

OPERATIONS MANAGER



Request has been sucessfully updated.

Public Comment to Council Form

Print

Submitted by: Liz Phipps

Status: Acknowledged

Priority: Normal

Assigned To: Heather Barbour

Due Date: Open

Public Comment To Council



Please note: Comments must be received by 2:00 pm the day of the council meeting to be shared with City Council members. Comments will be included in the minutes under the public comment section.

* **First Name**

Liz

Enter your First Name

* **Last Name**

Phipps

Enter your Last Name

* **Address**

83 Michelle Dr

* **City**

Oxford

* **State**

OH

* **Email**

lizp@rivervalleymhp.com

Phone

513-523-5609

* **I am a...**

- ☐ Visitor
- ☐ Resident
- ☒ Business Manager
- ☐ Business Owner
- ☐ Employee in Oxford
- ☐ Student
- ☐ Other

* **Comment(s)**

The homeless situation around the Railroad tracks and the Golf Course. The homeless are coming into the Mobile Home Park and terrorizing my tenants. They are breaking into our units and "living" there and vandalizing the unit. There is garbage along the RR tracks and on the Golf Course. Oxford is a beautiful College Town and we as business managers and owners want our city to be a place for our citizens to feel safe and know that when they leave their homes they will not get robbed or worse and that their homes are safe from thieves and hoodlums. Please feel free to contact me to further discuss this situation so we can find a good and permanent solution.

Make a public comment for review by City Council

0:00:00.2 Mayor Snavelly: Before we start up again, I wanted to thank all of you for coming. We appreciate seeing you. Some of you are regulars, and we like that. That's awesome. I think we're close enough. I'm going to call us back and ask for a motion to adjourn from executive session at 7:30 PM.

0:00:24.9 Vice-Mayor Raghu: So moved.

0:00:26.6 Mayor Snavelly: It's been moved? It's been moved by Counselor Raghu and seconded by...

0:00:38.5 Ms. Franklin: Second.

0:00:48.8 Mayor Snavelly: Counselor Franklin. May we have a voice vote. All those in favor indicate by saying aye.

0:00:48.9 Group: Aye.

0:00:49.0 Mayor Snavelly: Opposed. Thank you. Next, I would entertain a motion to approve the agenda for this evening.

0:00:55.2 Vice-Mayor Raghu: So move.

0:00:55.5 Mayor Snavelly: It's been moved.

0:00:57.2 Ms. French: Second.

0:00:58.8 Mayor Snavelly: And seconded. Are there any changes, additions or subtractions to the agenda? Hearing none, all those in favor of the agenda, please indicate by saying, aye.

0:01:14.1 Group: Aye.

0:01:15.9 Mayor Snavelly: Opposed? Thank you. At this time we will move to public participation and the first item of public participation is appointments to boards and commissions and I would ask for a motion to appoint applicants, first of all, to the board of housing appeals.

0:01:32.6 Vice-Mayor Raghu: I would like to make a motion to nominate for the board appeal, Dan Haseman, David DeWitt, Paul Allen and Timothy Malloy.

0:01:42.1 Ms. Franklin: I'll second.

0:01:45.2 Mayor Snavelly: It's been moved and seconded. Are there any other nominations? Hearing none. All those in favor indicate by saying, aye.

0:01:49.3 Group: Aye.

0:01:51.5 Mayor Snavelly: Opposed? Thank you. And now for the Arts Commission.

0:01:55.9 Vice-Mayor Raghu: I'd like nominate Todd Steward.

0:01:58.3 Ms. Franklin: I'll second that.

0:02:00.6 Mayor Snavelly: It's been moved and seconded. Are there any other nominations? Hearing none. All those in favor, indicate by saying aye.

0:02:07.9 Group: Aye.

0:02:09.0 Mayor Snavelly: Opposed, thank you and thank you to those citizens for volunteering to serve their community. Second, we have a presentation by Kim Daggy from Enjoy Oxford, give us the year-end report. Welcome, Kim.

0:02:25.5 Ms. Daggy: Thank you. Good evening everyone, thank you for having me tonight. I'm Kim Daggy.

0:02:29.5 Mayor Snavelly: Remember to speak right up to... I'm gonna say this to everybody who may speak, remember to speak right up to the microphone and admonition for this meeting that some of us were not doing a great job.

0:02:43.1 Ms. Daggy: I do have a quiet voice, so thank you for the reminder.

0:02:46.9 Mayor Snavelly: You're Welcome.

0:02:50.1 Ms. Daggy: It's Kim Daggy, Enjoy Oxford. Thank you for having me tonight. And I wanted to give Council a summary of our 2021 and also looking into the year 2022. We do have a handful of slides. We do try and make them fun, so that's a little bit on the entertaining side as well. We deemed 2021 as a recovery year, and as you know, through Council, we are funded partly by lodging tax, and we did come back and receive more than what was budgeted so that was very exciting news to start seeing recovery so quickly into 2021. As you know, we started '21 with three staff members, and knowing we were coming out of the pandemic or still within the throws of the pandemic, we did do a significant budget cut, planned of \$150,000 to be responsible. We did furlough staff by 20%. We did know that we were having a full-time staff member leave some point in the near future, and that was planned.

0:03:14.8 Ms. Daggy: We did have some deferred funds from Music Festival in the previous Porsche Car Show, so we knew we had some start-up if events were returning, so we could plan about five concerts and somewhat of a beginning of a Porsche Car Show in August. We focused on maintaining our online content, social media, our blog writing, things like that, keeping Oxford out there in the minds of everyone. We were positioned greatly with the Oxford area trail system. We have a lot of great outdoor amenities, especially with the new Aquatic Center, and it was safe and everybody wanted to hike and do things outdoors. We did have some informal travel going on, nothing... Highly organized because of the pandemic and things like that. We did have the Epic Soccer Tournament, which we help to support, and then we did receive news we could start up with mass gathering so we could put on the concert series and things like that. So we were really excited. We did have to start with the cicadas though, so that was kind of fun.

0:05:14.6 Mayor Snavelly: Extra music.

0:05:16.8 Ms. Daggy: But people came out anyway. Extra music, exactly, but we did develop a lot of strong partnerships and we would be re-assessing throughout the year on how things progressed. By the end of the year, we have two staff members, myself and Rebecca, but we exceeded our budget that was planned, we did have some resources with the PPP loan, but we were excited to go through with events and return to some sort of regular programming. We went from five concerts very quickly to 10 with some additional community support, so I don't know how it all came together to be honest, they plan very quickly. They magically fell into place and went seamlessly. So that was a wonderful thing to do. The Porsche event ended up having the highest registration that we had to date at 174 in the sunshine, and perfect weather had some help in drawing a lot of attention to that event, and we did turn the music festival sign, that's usually by the farmers market by lot 52 into full event during the summer sign and then we progressed that to the winter as well. There's a lot of things going on in our town, let alone just music, and we wanted to bring attention to that. So those were some new things that we had done, we also did some in-person with Welcome Week, which was great to see the students the first photo on the beginning of the slide was the Rubric Friday during Welcome Week, which was a huge success.

0:06:50.9 Ms. Daggy: We had, before, done the community picnic in conjunction with a concert, but this was by far, and plus people wanted to be out, so it was great and we should continue with that. We did do the Winter Passport Campaign, if you saw this out and about, but we changed a little bit this year and add event attendance, so to draw people more into doing things that you can enjoy in town, not necessarily just going inside your restaurants and our shops and things like that, just all the wonderful things that we have. We did update the kiosk map, put some dog-friendly places on there, some public restroom areas, businesses that allow the public to use their facilities, and updated that and we're still recovering, so we're doing alright. Here's some of our fun stats, our online presence with our website, we have somewhere between around 6000 to almost 10,000 visitors to our website a month, in the summer it does swell to that 9.8 thousand. We did add an itinerary conference to our home page for conferencing, we hope to have more meetings return to our community and things like that.

0:08:04.2 Ms. Daggy: As far as constant contact and newsletters, these are people who have actually given permission to sign up for our newsletters, we have a pretty nice 36% open rate, which is about 5% higher than the industry standard, as well as the click rate is higher than the industry standard. On our social media, we had a milestone of going over 8000 followers on Facebook, our Instagram and Twitter have remained about the same, we're working on that. And I pull two posts here, I know it's kind of difficult to see, but this is organic reach, and we had almost 21,000 in reach for the post random of our beautiful flowers uptown, and thank you to the service department for keeping those. I think they hit the ground from where they hung, they were just amazing last summer and every summer, but just that beautiful post of our uptown living room beauty reached almost 21,000. And then the Porsche Car Show that we have in August, had a reach of over 13,000, which was pretty amazing. So those are some fun digital stats, but we're still recovering, so we hope to do some milestones this year and doing a permanent event sign that can be used year-round, as you can see the summer one here.

0:09:29.6 Ms. Daggy: We're going to print the welcome guide this year, we only had it as a PDF format in '21, we've added a hotel page just with the short-term rentals and transient guest lodging, just giving more information about how to stay, where to stay, and we have all those amenities like the largest cities, we're gonna add some content to the Black History Tour and reprint that. We have

hired an intern, she's wonderful, she did a weekend take over on our Instagram account, so we're looking forward to working with Skyler Booth some more, and also planning to hire some of that staff, so it's just not Becca and I doing the concerts all summer long, and if anyone would like to volunteer let me know. In our marketing strategy, we're investigating things like TikTok for tourism, doing some guest blogs, and I guess add social takeovers and things like that. Today I had the opportunity to take a gentleman around town from Imagine, it's out of DC, it's a marketing DMO-type company for us that I got to show around Oxford, he did his immersion visit today, so I got to show him some attractions, neat things, I had Casey help me with that as well, and hopefully some guidance on an outsider's point of view on what to attract to town during the summer, and analytics and things like that, and he fell in love with Oxford, he's going to come back, so I was very proud to show off our town today.

0:11:00.6 Ms. Daggy: And then we also with our hospitality partners work with them in helping and assistance as we can. This is just a fun little pictorial photo journal for you, our welcome guide that was the PDF format. As you can see, I stuck in the cicada there, 'cause you couldn't quite see him under the giant Jenga. We did put the... We moved Shakespeare in the park to the Community Art Center, which was a wonderful venue, it was just beautiful if you didn't attend. It was very helpful, uptown we have trucks, we always been here so we've had farm equipment come through during the Shakespeare performance, so it was just very quaint and beautiful back there and served well with the arts. And then you can see the winter version of the large sign there as well. And then just if you had any questions, we're looking forward to recovering more in '22, doing some more exciting things, but we're always available and here in helping to promote our town that we love so much.

0:12:03.7 Mayor Snavelly: Thank you Kim, you do a great job, may I say and we really appreciate it. Does anyone on Council have any questions for Kim? I know we all appreciate you.

0:12:14.7 Mr. Bracken: I have a question about... Hopefully, as the budget and the lodging tax comes back up, do you anticipate getting back up to kind of a full strength staff like you have and 'cause it's been a struggle probably to keep everything going with reduced staffing, so do you anticipate some getting back up to full compliment?

0:12:35.1 Ms. Daggy: We will.

0:12:35.6 Mr. Bracken: Okay, good.

0:12:37.3 Ms. Daggy: Baby steps. [chuckle] Thank you.

0:12:40.7 Mayor Snavelly: Thank you, Kim.

0:12:41.2 Mr. Bracken: Thank you.

0:12:41.7 Ms. Daggy: Thank you everyone.

0:12:44.8 Mayor Snavelly: Okay. Now we will move to other public comments, if anyone would like to address Council about items that are not on the agenda or the consent agenda, please come forward at this time and state your name and address for the record. Welcome Prue Dana.

0:13:01.2 Ms. Dana: Thank you.

0:13:01.6 Mayor Snavelly: I did half your job for you.

0:13:04.8 Ms. Dana: And I'm here with legal women voters of Oxford, and I pass down to you our 2022 government services directory. It's finally updated. We didn't update it last year because things were still in a sort of a confusing state, but we have it this year and you'll just see these around town and call me if you don't see them around town, you can use it, if you open it up...

0:13:36.9 Ms. Dana: You can see tab on the school District administrative staff, I wanna thank the city for their, with Heather, their ability to help us update things. And so this is for you to use, keep it by the telephone. [chuckle] Thank you.

0:13:56.8 Mayor Snavelly: Very helpful, thank you. Would anyone else like to address Council? Not seeing any. We will move on to the consent agenda. May we have a motion to approve the consent agenda.

0:14:11.9 Vice-Mayor Raghu: So moved.

0:14:13.1 Mayor Snavelly: It's been moved by Councillor Raghu. Is there a second?

0:14:18.4 Mr. Ellerbe: Second.

0:14:19.6 Mayor Snavelly: Seconded by Councillor Ellerbe. All those... First of all, are there any items to be removed? Seeing none. All those in favor of approving the consent agenda signify by saying, "Aye."

0:14:33.0 Group: Aye.

0:14:33.6 Mayor Snavelly: Opposed? Thank you. Alright, we'll now move to resolutions. You may read the first.

0:14:46.4 Clerk: A resolution authorizing a public arts partnership program, memorandum of understanding between the Oxford Community Art Center and the City of Oxford and authorizing the city manager to sign the memorandum of understanding on behalf of the city.

0:15:03.8 Mayor Snavelly: Is there a motion to adopt this resolution?

0:15:05.4 Vice-Mayor Raghu: So moved.

0:15:06.8 Mayor Snavelly: It's been moved.

0:15:08.9 Ms. Franklin: Second.

0:15:09.7 Mayor Snavelly: And seconded. And we will hear from our assistant city manager, Jessica Greene.

0:15:18.2 Ms. Greene: Good evening. This is a joint project between the City of Oxford and the

Oxford Community Art Center and the Public Arts Commission of Oxford. The work on this project actually began way back in 2020 when we were drafting the call for art and a partnership and an MOU, and we were really getting ready to release this, and then COVID hit, and we just put it back on the shelf for a few years. We kind of felt like this past fall that maybe it was time to dust it off a little and clean it up and get it ready to try again. So, in January, I presented a final draft to PACO for a review and to the Oxford Community Art Center, and they both approved it, but the premise is that we will... The city will use up to \$1000 of PACO, the PACO fund in the general budget to purchase a railing system that will hang along the ceiling and display public art in the city building. We will have a joint juried committee that will select the art, so the jury will be made up of PACO members, an OCAC member and a city staff member, and we will jointly put out the call for art and then this jury will select the art and we'll hang it in the city building for a period of six months.

0:16:35.6 Ms. Greene: The insurance on the art will be covered by OCAC, so their insurance is going to cover it. So basically, we're an extension of their gallery into our building, but they're still the operator of the insurance clause. And then if an item would be sold, it would stay on display, and then at the end of its time period, it could be sold and a portion of the sale would go to the Oxford Community Art Center. So this is our first attempt at an organized public art display such as this, and we wanted to bring it to Council, not because of the budget or anything like that, but you let you know about this partnership, to seek your permission to enter into this MOU with OCAC and to kind of let our public know that a call for art would be going out soon, if you would authorize it, so...

0:17:20.3 Mayor Snavelly: Super.

0:17:20.8 Ms. Greene: Thanks.

0:17:21.3 Mayor Snavelly: Thank you very much. Is there anyone from the public who would like to comment on this resolution? Seeing none...

0:17:29.3 Ms. Franklin: I just want to say... Sorry, to... Thank you, Jessica, for putting this together, I'm the liaison on PACO, and I'm looking forward to seeing beautiful public art indoors and eventually outdoors as well.

0:17:40.9 Mayor Snavelly: Anyone else?

0:17:42.5 Mr. Prytherch: Since we're on the topic of public art, the mural on the Municipal building, what's the status on that?

[laughter]

0:17:47.9 Mayor Snavelly: That's what I ask...

0:17:49.4 Mr. Prytherch: Okay.

0:17:49.5 Mayor Snavelly: Every time I have a [chuckle] meeting with the city manager.

0:17:52.2 Ms. Greene: So we have also been in contact with the artist to see when we can get that

hung up, and we've even offered to help pay to hang that up, and get a contractor, but it's being touched up by the artist and then it's in a storage barn right now. So when the artist is done touching it up, we'll get it ready, when they contact us, we are ready to then hang it up, so that's where we are in that process and kind of in the waiting game. But with her being away...

0:18:18.8 Mayor Snavelly: We have a contractor who has agreed to put it up for us.

0:18:24.0 Mr. Elliott: Well, actually, I misinformed you.

0:18:27.2 Mayor Snavelly: Oh, okay.

0:18:28.2 Mr. Elliott: We have one in mind, but we have not contacted him because we needed to locate the art piece, and then we found out there needed to be some touch-ups...

0:18:36.1 Mayor Snavelly: But we have a plan.

0:18:36.3 Mr. Elliott: We have a plan.

0:18:36.4 Jessica Greene: We have a plan.

0:18:38.3 Mayor Snavelly: It's good to have a plan.

0:18:39.6 Ms. Greene: So the young lady who's in charge of it is away at school, so there's a little bit of a delay sometimes, but we know that the artist is actively working on it and when it's finished, we'll contact the contractor and can get it hung up.

0:18:51.4 Mayor Snavelly: Okay.

0:18:51.8 Mr. Elliott: Thank you.

0:18:53.0 Mr. Prytherch: Well, just on this topic, yeah, this is going to be really exciting. I know that in constructing the Municipal building, a great care was taken to get everything just right, so I know this will be displayed in a way that merges kind of that desire for our facility to be beautiful and also interesting and artistic, so, I'm looking forward to this, thanks.

0:19:11.8 Mayor Snavelly: Super.

0:19:12.0 Mr. Ellerbe: I have a question for city staff.

0:19:15.3 Mayor Snavelly: Yes, Glenn.

0:19:15.7 Mr. Ellerbe: I remember us having a discussion regarding... And I'm not going to say antiquated, but an older ordinance that's on the books regarding signage that we were going to look into adjusting because it hampered murals and other things like that uptown. It was a couple of years ago, and I don't think we ever got to it, I'm just wondering if that is a relatively easy thing to show up so that we can start doing more initiatives like this, or at least have some of the public start adding into the fold of then having more murals or having more public art on the sides of buildings, because I thought that that ran afoul the way that the wording was written in the current ordinance.

0:20:00.3 Mr. Elliott: Well Glenn I thought, I think... Sam can correct me, but I don't believe our sign regulations are... Come into play unless someone puts a mural up that's advertising their business or their hours, or something like that. But if it's just an artistic piece of work that doesn't identify the business or, you know, is a form of advertising, I don't believe it's... It runs afoul of our sign ordinance.

0:20:30.6 Mr. Ellerbe: The ordinance that I was talking about was in regards to hold... The house sizes, students have like that... That sort of the way the ordinance was written, had an unintended overreach. And I was just wondering if we could like adjust that so that we can get more...

0:20:49.2 Mayor Snavelly: Could staff just look into that?

0:20:53.4 Mr. Ellerbe: Yeah.

0:20:53.7 Mayor Snavelly: Then get back to us. Thank you, Glenn, for bringing that... Bringing that up. Any other discussion? Are you ready to vote? All those in favor of the resolution indicate by saying aye.

0:21:06.8 Group: Aye.

0:21:07.7 Mayor Snavelly: Opposed? Thank you. The resolution is adopted. And we can move to the next resolution.

0:21:15.8 Clerk: A resolution accepting the bid and authorizing the city manager to enter into a contract with Prus Construction Company for reconstruction of Main Street, between High Street and Park Place for a total not to exceed \$393,178.

0:21:34.9 Mayor Snavelly: Can I have a motion to adopt this resolution?

0:21:38.0 Vice-Mayor Raghu: So moved.

0:21:39.6 Mayor Snavelly: It's been moved and...

0:21:39.8 Ms. French: Second.

0:21:40.3 Mayor Snavelly: Seconded by Councilor French. Thank you. Mike, welcome.

0:21:46.5 Mr. Dreisbach: Good evening, Your Honor, Councilors. Thank you. This project is for the total reconstruction of Main Street between South 23, US27 and Park Place. So that will be all new curb and gutter, new sidewalks, new water hydrants that will be accessible for special events on both sides of the park. There's some tripping hazards around the flagpole. These three lights will be removed and repaved with brick. And we'll have aerial LED lighting on the flagpole. And there'll be some additional conduits that connect underground, the East and the West parks for future use. So hopefully there will be no need to touch the street for many decades in the future. The city was successful in getting a grant from the Ohio Public Works Commission for \$276,500. So we're recommending Council award this contract with the alternate for a total of \$393,178. And with our grant from Public Works Commission, the net cost to the city will be approximately \$116,000. I'm

sure you're concerned that we only have one bidder for the project.

0:23:12.6 Mr. Dreisbach: And this is a sign of the times with stimulus money. Many contractors are very busy. And we're feeling the sting of inflation as well. And prices are exceeding our estimates. And I'm hearing the same thing from our colleagues at my end. So something that we're noting and/or we will account for in the future. So I'd be glad to answer any questions.

0:23:40.7 Mayor Snavelly: Maybe you do feel confident with the qualifications of the contractor?

0:23:45.5 Mr. Dreisbach: Yes. Prus is an outstanding contractor. They have already done a couple blocks on High Street and College Avenue and very pleased that they bid the project.

0:23:56.3 Mayor Snavelly: Okay. Thank you. Is there anyone from the public who would like to address this item? Okay, will turn it to council. And let me just ask one question, which I have heard the answer to but I think my colleagues would like to hear the answer to it. How will this impact the Summer Concert Series?

0:24:19.1 Mr. Dreisbach: So we will do our best to hold the contractor off until after the Oxford one festival. Forgive me if I don't have the correct name for that. But the work will be done through the summer. Contractually, it needs to be completed by August 12th, I believe. But we've talked with the contractor, they're aware of the importance of Thursday nights. The main street construction area will have orange fencing around it, but it should not be of great impact to patrons on the West Park. And we will do our best to keep crosswalks... At least one crosswalk open at all times to the north or the south of the project.

0:25:03.3 Mayor Snavelly: Super. Thank you. Other questions? Did we ask the public? Yeah, I think we did. Any councillors have questions?

0:25:14.2 Ms. French: Similar question for the farmers market. So because I know that that's a little bit removed from where the construction will be, but the access to parking and all that will still be intact.

0:25:24.1 Mr. Dreisbach : Yeah, that's not impacted. So the work limits of the project stopped at the north end of Park Place.

0:25:30.6 Ms. French: Great.

0:25:31.2 Mayor Snavelly: Super. Any other questions or comments? Are you ready to vote? All those in favor of the resolution indicate by saying aye.

0:25:40.8 Group: Aye.

0:25:41.6 Mayor Snavelly: Opposed. Thank you. The resolution is adopted.

0:25:45.3 Mike: Thank you.

0:25:46.3 Mayor Snavelly: We move on to ordinances. We have no first readings this evening but we do have second readings and I will ask the clerk to read the first of them.

0:26:00.1 Clerk: An ordinance approving the final subdivision application and plat for South Forest edge, section two with conditions.

0:26:09.1 Mayor Snavelly: Okay. Is there a motion?

0:26:11.1 Vice-Mayor Raghu: So moved.

0:26:11.4 Mayor Snavelly: It's been moved to approve this ordinance. Is there a second?

0:26:17.1 Ms. Franklin: Second.

0:26:18.6 Mayor Snavelly: It's been seconded. Hello, Sam. Welcome.

0:26:22.7 Mr. Perry: Good evening, Mayor, Council members...

0:26:25.1 Mayor Snavelly: Talk to us.

0:26:25.8 Mr. Perry: I'd be glad to. So no changes since the first reading. This is the 54 acre parcel that 17 acres being split off or create a new public street called Arbor Ridge Trail and create 21 Lots. So, if this is approved, this will allow the developer to report the plat and move forward with the project. They do have other things to do besides reporting this plat. It's utilities but this will allow them to move forward.

0:26:47.1 Mayor Snavelly: Okay. No changes. If there's anyone in the public who would like to address this ordinance?

0:26:57.0 Mayor Snavelly: Seeing none, council, any comments, questions or issues?

0:27:03.0 Mr. Prytherch: And this is just me again, trying to understand 'cause this... I think in the past, we would've seen a final that might have had engineering drawings, the lighting and landscaping plans. Is that just gonna handled administratively? I mean, we approved the final subdivision and any of that stuff would just be handled administratively. It just seems like, it seems... It's like a departure from the way we've done things in the past. And I'm just trying to understand what's changed.

0:27:28.5 Mr. Perry: Those details were in the South Forest Edge, preliminary, yes.

0:27:35.0 Mayor Snavelly: Okay. So they're not changed.

0:27:37.8 Mr. Perry: There's no change to this.

0:27:39.6 Mr. Prytherch: Okay. Thank you.

0:27:41.2 Mayor Snavelly: Any other questions or comments? Heather, could you please call the roll?

0:27:48.7 Clerk: Mr. Prytherch.

0:27:49.0 Mr. Prytherch: Yes.

0:27:50.7 Clerk: Ms. Raghu.

0:27:51.6 Vice-Mayor Raghu: Yes.

0:27:52.6 Clerk: Mr. Bracken.

0:27:53.6 Mr. Bracken: Yes.

0:27:55.8 Clerk: Mr. Ellerbe.

0:27:56.4 Mr. Ellerbe: Yes.

0:27:57.1 Clerk: Ms. Franklin.

0:28:00.0 Ms. Franklin: Yes.

0:27:58.9 Clerk: Ms. French.

0:28:00.0 Ms. French: Yes.

0:28:00.5 Clerk: Mayor Snavelly.

0:28:00.6 Mayor Snavelly: Yes. This ordinance is adopted. When you're ready, read the second ordinance.

0:28:07.7 Clerk: An ordinance accepting the recommendation of the planning commission and approving the final plan development application to allow for further commercial development of an 11.28 acre site incorporating the Mayday Gun Range to contain a new business incubator and storage facility with conditions.

0:28:28.5 Mayor Snavelly: Okay. Is there a motion to adopt this ordinance?

0:28:32.2 Vice-Mayor Raghu: So moved.

0:28:32.6 Mayor Snavelly: It's been moved. Is there a second please?

0:28:34.5 Ms. French: Second.

0:28:35.6 Mayor Snavelly: It's been seconded, council Frank and we see Sam is back... Came back.

0:28:43.5 Mr. Perry: So I added a memo to the front of the same information you had last time, just illustrating the updates. We're not far enough alone to really make a recommendation that has detailed language, but I just wanted to illustrate the progress we did make with calculating what the proportional cost may be. And they have asked us, Mr. Webb and on behalf of the owner has asked us to expand that a little bit farther to properties that are surrounding. So just as a recap, this is a

plan development for a business park and the majority of the discussion centered around the improvements that would support that based on the planning commission recommendation.

0:29:28.6 Mr. Perry: So, whether you wanna table that now, or have further discussion is really up to you. As far as the actual ordinance and... I know there was a lot of discussion about whether how to calculate that and whether it's appropriate or not. So, it's... I think it's really your call whether you wanna go through the slides again and look at that detail. I know that Mr. Webb would probably like to speak as well and share their perspectives. So happy to answer any questions after all of that kind of transpires. And I've got a few slides too, if you do have questions.

0:30:02.6 Mayor Snavelly: Okay. Thank you. Mr. Webb, would you like to represent the petitioner or anyone else?

0:30:11.2 Mr. Webb: Sure. We're gonna through the slides or... No, not necessarily I guess.

0:30:20.7 Mayor Snavelly: I did see the slides. I watched the entire...

0:30:24.5 Mr. Webb: Okay.

0:30:24.6 Mayor Snavelly: First meeting.

0:30:25.9 Mr. Webb: So, thank you to Sam and to City Council for having us back here this evening. We have made a lot of progress since our last meeting over the last couple of weeks. We have gone back and forth over the nature of what would a proportionate impact actually look like with regard to putting the sidewalk. If you recall the issue is there's currently no sidewalk along the path to the gun range north from Ringwood Road to US27. Planning Commission asked that we participate in that, because that's in phase one that would expedite the construction of the pedestrian connectivity. Last time we were here, we had questions about what that proportion of impact would be. Staff has calculated that and we've gone back and forth. I think we're certainly making progress on that.

0:31:15.4 Mr. Webb: Our ask then back to staff was that if council considers this phase one sidewalk so important, perhaps instead of having us just write a check that you guys, you as City Council might commit to your portion of the sidewalk, the same time we commit to our portion of the sidewalk. So in principle we've agreed to that. So I think that's also a great move. Lastly, and I'll just say it one more time, just for the fun of it I guess. We had asked staff to say that, you know, because of this participation of my clients and the city in order to create a new pedestrian access that we change the ordinance, rather than to say that you may still have to build a bridge in phase two to simply say that all of this participation suffices to say that we've met the pedestrian connectivity.

0:32:09.0 Mr. Webb: The reason that I'm concerned about that on my client's behalf is, you know, they would like to start marketing this project for these future sites. If we simply don't know what the cost of development of these future sites would be, there's really no way for them to price this property or be able to really sell. So sort of our last attempt at saying we believe that with our participation with the city, we have met the intent of the code by creating a pedestrian access to this property. We'd ask to not have to be sort of on the hook to do it twice, especially in a really expensive way down the road. So appreciate your consideration.

0:32:49.2 Mayor Snavelly: Thank you very much. Is there anyone from the public who would like to address this ordinance? Seeing then I would turn it to council and I think one of the things we need to discuss is the bridge obviously, and whether you're prepared to go forward. So I'm gonna leave it to you.

0:33:08.8 Mr. Prytherch: I just personally wanna compliment. I think that the idea to determine the proportional cost, I think it's proven it can be handled administratively. And I think the assumption was proportional being the city would contribute its reasonable share, and I think that... So I'm happy to hear that they can solve that. And so I think that's really good news as for phase two, again, it's so hard to know what the uses would be. Some might have... Might be an employment center. They would generate more traffic or less. And so I think at this point, if it's gonna be a phase project, I think the current language just doesn't preclude us from having a conversation later, but doesn't require that anything particular happens. So I think the current language is fine, and I don't think... I'm approving a bridge or disproving a bridge. I'm just saying that a future pedestrian connection may be considered as part of phase two, when we see what phase two looks like, so.

0:34:11.1 Mayor Snavelly: Anyone else have a comment? Glenn?

0:34:15.4 Mr. Ellerbe: A question and then a comment, but did we make an amendment in the first reading to remove the specificity of the specifics of that bridge... To that bridged language, it's still in there?

0:34:29.7 Mayor Snavelly: It's still in there if you look on page 120, is it 121? It's still there at the bottom of page 121 and the top of 122, I have it highlighted for myself because...

0:34:46.0 Mr. Ellerbe: I would like to make an amendment to strike the specifics of the bridge.

0:34:49.8 Mayor Snavelly: Thank you. But let's do that. We've got a motion to strike everything after west side of US27, is there a second? So that is; This condition does not preclude the possibility of the city requiring strict compliance, and it goes all the way to feasible at the time of review. Okay, is that your motion?

0:35:16.2 Mr. Ellerbe: Correct. The reasoning behind... Well I'll just see...

0:35:19.6 Mayor Snavelly: Let's see if we get a second and we can certainly modify it if someone would second it.

0:35:24.7 Ms. French: Second.

0:35:25.8 Mayor Snavelly: Thank you, it's been seconded. Glenn?

0:35:27.4 Mr. Ellerbe: All right. So the reasoning, why I would like to modify this language is, the petitioner has made the accommodation for the 40 feet of right of way in order to build that street. And we've already passed the complete streets. So in the case of a connector, there will be a sidewalk there due to the language and the complete streets. It would seem awfully redundant and a very large burden on our petitioner here currently in a phase one to build a bridge in which if the

road gets put there, another sidewalk would be next to it. That just seems odd for us to have something like that. But I still want to have the language that says "pedestrian access". But not necessarily specifying in any particular way.

0:36:15.1 **Mr. Prytherch:** Guess so. I would second, but I think you've exercised more of a language than I think we were talking about. I think we were still talking about a connection to the southeastern side of the property, the nature of which we didn't determine. What you phrased is you just leaving with a direct sidewalk connection, which the petitioner can say they currently met and they're done. So I would second it, but again, not in the language of... What I understood we were talking about in our conversation was that not deleting it after the west side of 27, but deleting... And we could just say an additional walkway in the northeastern corner and just deleting the word Bridge. That's a way I understood it, that we... There may still be need for direct connection to 27, given the type of development that comes. And we're just not saying it has to be a bridge, we're just saying it's a pedestrian connection. So that was my understanding.

0:37:15.0 **Mr. Webb:** I don't like to... Again, back to that whole, I don't want us to dictate how something is done unless there's a specific reason for it. But if the spirit is we wanna have some sort of connection over there in the language? Okay.

0:37:28.8 **Mr. Prytherch:** So that's... I'm seconding, but I'm... What I understood that to be was not excising everything after the west side of 27th, but just for... We could delete the word... Add the word "bridge". It's an additional walkway be constructed.

0:37:45.3 **Mayor Snavelly:** Let me just ask a question, and you all had discussion of this issue at our last meeting. If a roadway were put in where there is space for one to go in, would not the complete streets policy dictate sidewalks? And don't our ordinances dictate a sidewalk? And if a sidewalk were built, wouldn't that solve our problem?

0:38:16.3 **Mr. Prytherch:** And you are talking about the right of way that's along the side?

0:38:20.0 **Mayor Snavelly:** Yeah.

0:38:20.7 **Mr. Prytherch:** Yeah. As with the condition of just maintaining a direct connection here. But the complete streets policy is, it should, but we don't always...

0:38:31.5 **Mayor Snavelly:** Well, there's an ordinance that complies sidewalks on streets. I do think that telling them, "Because of the topography of the land, that they're gonna have to make a connection there just doesn't..." I think that's onerous, personally. And I think that's the spirit of Glenn's amendment. So even if we're not saying that there's a bridge, there's no other way to get there. But...

0:39:00.8 **Mr. Prytherch:** I also agree that if there were to be a road developed there, then a sidewalk... That's the most logical place. I would grade it with roadway, but if we exercise everything after the west side of... Along the west side of 27, then, yeah, the developer may not at that point have any responsibility to construct it as a part of that. Yeah. I just think that we're making clear that we want a connection that goes to 27 directly. We're not dictating exactly how it could be in that right of way.

0:39:32.5 Mr. Ellerbe: So the other reasoning behind this, is this is a phase one project that has nothing to do with that area right now. And if a phase two project did come across the council docket, they can address that as a part of the conditions that show up. And that we'll probably also go through planning commission and they will also address that same thing. So right here we're discussing again a redundancy that I think, they don't need right now. And that language locking them into a specific thing, I believe, is unnecessary.

0:40:10.7 Ms. Franklin: So I took some time to go out to the site over the weekend just to kinda look at the topography and think about it after our discussion, and so I think what I wanna know is what is the concern in terms of a loophole that could be created if we took "bridge" out.

0:40:29.2 Mr. Prytherch: All I'm saying if I were a lawyer, I would say that we wanna protect our ability to enforce the code, and all this is saying here is that, and we're not saying that we will enforce the code, we're saying that approving this does not preclude the application of our street code, period, we could at that time of phase two say, "No, this makes no sense." I guess the lawyer makes sense, you don't. You don't dictate that we won't enforce our code in the future is what I'm saying.

0:40:57.5 Mayor Snavelly: What I guess I would ask our Law director whether he thinks this is necessary to protect any rights that the city may have when a whole new phase two comes before us. Wouldn't we still then have the right to talk about sidewalks and everything else with a phase two?

0:41:19.5 Mr. Mazer: Yes, Mr. Mayor, I do think that you would still have the opportunity to discuss conditions in phase two, in particular, I believe when it goes back to Planning Commission, if there is a phase two, however, I do see that there is some benefit as well to indicating that condition five does not preclude the city from enforcing the city's requirements as it relates to connectivity. So, I think you could go either way with it. I don't know if there's a right or wrong answer there, but certainly the language that does exist after west side of US27 that is beneficial at indicating that the city does have the right to subsequently enforce its connectivity requirements without waiving that subject to condition five.

0:42:07.1 Mayor Snavelly: So, yes or no.

0:42:08.8 Mr. Prytherch: Yes yes and no.

0:42:10.3 Ms. French: That was my understanding from our conversation is that we would strike the word "bridge" but not necessarily more than that. And I don't think redundancy is gonna... If we say it's gonna happen anyway, I don't understand the problem of redundancy.

0:42:23.9 Ms. Franklin: So in looking at it, could we leave "This condition does not preclude the possibility of the city to restrict or requiring restricting clients with the Oxford zoning codes pedestrian connectivity requirements as part of a future phase of the business park development." Period.

0:42:40.3 Mr. Prytherch: Period I second that. Yeah, I think that's...

0:42:43.4 Mayor Snavelly: Okay, we have. Unless it's friendly.

0:42:46.7 Mr. Ellerbe: I'm open to there being a friendly amendment.

0:42:48.7 Mayor Snavelly: Okay, thank you. I was prepared, but I appreciate it. So there would be a period at the end of development.

0:42:56.9 Ms. French: Yes.

0:42:58.3 Mayor Snavelly: Okay, I would then ask for a vote on the amendment, which is to strike the language in Section 5 from "This condition does not" to "Business park development." Everybody understand the motion? All those in favor of the amendment indicate by saying "Aye."

0:43:22.4 Group: Aye.

0:43:22.8 Mayor Snavelly: Opposed? Thank you. Okay, are we ready? Do we have any other discussion or are we ready to vote on the main motion.

0:43:30.2 Mr. Prytherch: Well we got into the detail, but I wanna thank the applicant, I mean this has been a piece of property that has a lot of potential, we don't have a lot of OI, and I appreciate in advance the investment, and I hope that the uses that you envision there in terms of some of the incubator people started contracting being to start things. Self-Storage is good, but I think those other things really could help people start businesses in Oxford and I hope that it goes and that if you were able to expand the business park, and I hope we can talk about phasing and what to do about it because through Park succeeds. And again, I don't think anyone here is looking to be onerous we're just precluding our rights, and we want to... Protecting your rights, as you would protecting yours and we can have that conversation later so thank you.

0:44:18.1 Mr. Ellerbe: I'd like to say thank you for providing additional economic development opportunities in town that already been in town for a long time, you're very well established here and well respected, so I don't wanna try to get in the way of development in this town so that you're creating jobs, and you're actually helping the city by creating jobs and giving us income tax to continue to do good things here, but like Mr. Prytherch said, we do have to protect our own interest, I believe that what we did now as a compromise to be able to do that, so you guys can move forward. I'll definitely be up here making sure that any developer that wants to come in and try to do things can do it with minimum hassle possible from the city, while remaining or while protecting our interest. I thought I should put that on the record.

0:45:07.9 Mayor Snavelly: Thank you, Glenn. Anyone else? Are we ready to vote? Please call the roll.

0:45:13.8 Clerk: Ms. Raghu?

0:45:15.0 Vice-Mayor Raghu: Yes.

0:45:15.1 Clerk: Mr. Bracken?

0:45:16.3 Mr. Bracken: Yes.

0:45:17.1 Clerk: Mr. Ellerbe?

0:45:18.0 Mr. Ellerbe: Yes.

0:45:18.8 Clerk: Ms. Franklin?

0:45:19.7 Ms. Franklin: Yes.

0:45:20.8 Clerk: Ms. French?

0:45:21.6 Ms. French: Yes.

0:45:22.3 Clerk: Mr. Prytherch?

0:45:25.0 Mr. Prytherch: Yes.

0:45:24.9 Clerk: Mayor Snavelly?

0:45:25.0 Mayor Snavelly: Yes. Ordinance is adopted congratulations and good luck with the project I hope it goes well. Okay, we have a third ordinance, when you're ready?

0:45:37.2 Clerk: An emergency ordinance accepting easements necessary for the construction of Phase Four of the Oxford Area Trail System.

0:45:45.2 Mayor Snavelly: Is there a motion to adopt?

0:45:47.3 Vice-Mayor Raghu: So moved.

0:45:48.2 Mayor Snavelly: There's a motion is there a second?

0:45:50.0 Ms. French: Second.

0:45:51.0 Mayor Snavelly: Thank you, councilor French. And we will listen to Mike, we're glad to have you back.

0:45:57.4 Mr. Dreisbach: Good evening again. Thank you. This easements are again required for the construction of the future Oxford trail through this area. The law director's office has been working with the property owner, and so we just need your approval tonight as an emergency so that the easements can be accepted immediately, and we will get those recorded with the county recorder's office, and we'll be able to certify all of the land and right away necessary for phase three and phase four, the Oxford trail and move that project along, so no other changes from first reading.

0:46:39.2 Mayor Snavelly: Okay, is there anyone from the public who would like to address this ordinance? Okay. I would turn it to council. If you have any discussions, we're all on board. I would just comment that we are very fortunate that we have a cooperative developer who is doing exactly what we would hope would happen and put that trail right through the middle of that future development.

0:47:04.6 **Mr. Prytherch:** We can't take land owner cooperation for granted.

0:47:07.9 **Mayor Snavelly:** We cannot. We cannot take it for granted.

0:47:09.7 **Mr. Prytherch:** And just a reminder for the public hearing, what's the anticipated construction and completion of this phase? When?

0:47:18.6 **Mr. Dreisbach:** Well, I'm not prepared to answer that. Those ODOT reviews have to be finalized and we're at their mercy, so I'll keep you apprised as we can move that along.

0:47:31.6 **Mayor Snavelly:** Okay. Thank you. Ready to vote? Call the roll.

0:47:36.8 **Clerk:** Mr. Bracken.

0:47:37.7 **Mr. Bracken:** Yes.

0:47:38.6 **Clerk:** Mr. Ellerbe.

0:47:39.5 **Mr. Ellerbe:** Yes.

0:47:40.0 **Clerk:** Ms. Franklin.

0:47:41.5 **Ms. Franklin:** Yes.

0:47:42.0 **Clerk:** Ms. French.

0:47:43.3 **Ms. French:** Yes.

0:47:43.7 **Clerk:** Mr. Prytherch.

0:47:45.8 **Mr. Prytherch:** Yes.

0:47:45.9 **Clerk:** Ms. Raghu.

0:47:46.0 **Vice-Mayor Raghu:** Yes.

0:47:46.3 **Clerk:** Mayor Snavelly.

0:47:47.7 **Mayor Snavelly:** Yes. Your Ordinance is adopted.

0:47:50.4 **Mr. Dreisbach:** Thank you.

0:47:51.6 **Mayor Snavelly:** It's an emergency, so it takes effect immediately. Would you please read the Fourth Ordinance?

0:47:58.0 **Clerk:** An ordinance amending Ordinance Number 3654, Supplemental Budget Ordinance Number Three, to make supplemental appropriations for fiscal year 2022.

0:48:09.8 Mayor Snavelly: Okay. Is there a motion to adopt this?

0:48:15.2 Vice-Mayor Raghu: So moved.

0:48:15.3 Ms. Franklin: Second.

0:48:15.7 Mayor Snavelly: It's been moved and seconded by my right and my left. And we welcome Joe.

0:48:20.8 Mr. Newlin: Thank you. This ordinance is... I added three different things and just, or actually four, it just tells you how fast things can change. The first one was a... Jessica had applied for a grant through the Butler County Department of Development for \$200,000 for their CARES Funding. And that was for a small business recovery program. And that would be administered by the chamber of commerce as we did with one of our funding's for businesses during our CARES Funding expenditures. And this is... It still going to have to go to HUD, so we're not sure when will get it, but since we got the information, I just wanted to get it in the budget. So when we get the money, we'll have a place to put it and we'll be having to in an expenditure that we can spend it. And we'll right away go ahead, Jessica's already been in touch with the chamber and then we'll forward them the money and they'll run that program for us. The next one came the day after the meeting, the first one came the Friday when the agenda was due or when you received your packet last time, the next one came the day right after our council meeting. And we were informed by the office of budget management that we were receiving an extra \$4,832.17 of the American Rescue Plan Funding.

0:50:02.7 Mr. Newlin: And what happened is some of the districts or cities decided not to accept the funding. So it all went back into pot and then the state just split it up the same way they did our original funding. So that's an increase in revenue and then also an increase in expenditure. So it's a little bit extra money that we can do some good things with. The next one is there was a recovery from an accident that Mike's department was able to secure for us for \$32,475.26, and that's to repair a fire hydrant that was damaged. So this is showing the money going in. And on the expenditure side, we got \$32,475.26 to make the repairs. And finally with the receipt of our main street improvement project, as Mike had mentioned that we had one bid and it came in more than we had anticipated. So we needed an extra \$43,200 that will be appropriated for the capital improvement fund. And that just comes from fund balance and not last... Or was it last year? The year before we had transferred quite a bit of money at the end of the year to the Capital Improvement Fund because we had a fairly good year in the General Fund. And so this is just taking some of that money and putting it to use. And doing this we'll be able to wrap the contract and have it done by the time the kids get back next year.

0:51:47.9 Mayor Snavelly: Okay. Thank you, Joe. Anyone from the public like to address this ordinance before council? Seeing none councilors, discussion, comments or concerns, seeing none, please call it.

0:52:02.7 Clerk: Mr. Ellerbe.

0:52:03.6 Mr. Ellerbe: Yes.

0:52:04.3 Clerk: Ms. Franklin.

0:52:05.1 **Ms. Franklin:** Yes.

0:52:05.4 **Clerk:** Ms. French.

0:52:06.6 **Ms. French:** Yes.

0:52:07.3 **Clerk:** Mr. Prytherch.

0:52:10.7 **Mr. Prytherch:** Yes.

0:52:10.8 **Clerk:** Ms. Raghu.

0:52:10.9 **Vice-Mayor Raghu:** Yes.

0:52:11.0 **Clerk:** Mr. Bracken.

0:52:11.2 **Mr. Bracken:** Yes.

0:52:11.6 **Clerk:** Mayor Snavelly.

0:52:13.0 **Mayor Snavelly:** Yes. This ordinance is also adopted.

0:52:16.0 **Mr. Newlin:** Thank you.

0:52:16.7 **Mayor Snavelly:** Thank you. And we will move now to announcements and communications. Doug Elliot. You are first.

0:52:22.8 **Mr. Elliott:** All right. Thank you, your honor. A couple of things I just wanted to share with council and the public. As you know, I reported that our ban on expanded polystyrene, which we adopted in 2020 was scheduled to go back into effect January 15th, 2022. However, the Ohio legislature included in the 2438 page bi-annum budget bill, a permanent preemption on the city's ability to ban expanded polystyrene. Therefore the city's ban will no longer be in effect. And regardless of the state's permanent preemption of this ban, we encourage our businesses to explore other environmentally friendly containers. And we thank the many businesses that have already made this change. I'm reminded of that quote, there are two things you don't want to see being made, one is sausages and the other one is laws. But you know, the problem with that quote is that you can't see this law getting made because they stuck it in the Budget Bill. And basically, I feel that the legislature has been attacking local government preemption as you know.

0:53:28.4 **Mr. Elliott:** And if you were to do something like that and stick it in the budget, our budget, well, our citizens wouldn't stand for it. We do have, within our constitution, I believe, it states something to the effect that there should only be single subjects and bills, but that's not the case here. So it's very disappointing that they slipped this in the budget bill, the 2438 page budget bill, and really getting in the way of us trying to do what we think is right for our community and maybe providing a model for other communities to follow. So I just wanted to make that comment. The other thing that I wanted to share with the council is that this morning, Jessica, Casey and I met with Kate Rousmaniere, who I believe is the president of the Oxford Seniors Board, to discuss this

concept of a new combined recreation and senior center facility or a community center. And as you know, the TRI board has been discussing and exploring a new facility at the current site of the existing facility.

0:54:31.7 Mr. Elliott: The city leases the current building from the TRI board, and of course, the current facility is outdated with space limitations that affect the program offerings. The city owns the senior center which was built in 1980, and of course, it too is outdated. So the proposed concept includes a new facility which would house the offices and operations of both current facilities with separate and combined spaces. This community center concept would provide opportunities for older adults to interact with younger residents, which I believe and I think you would agree, benefit both age groups. So the TRI Board, as I understand it will be engaging a consultant to provide floor plans based on space needs of both groups and building cost estimates, and this information of course, will be utilized for community capital fundraising. So the Senior Center Board will need to make a decision on whether or not to support this community center concept. And of course, as you know, they've also expressed interest in purchasing or having donated some land that we own in Western Knolls. So they'll need to come to some agreement as to which pathway they wanna take, but I think it is exciting to discuss this community center concept. And that's all I have this evening, your honor.

0:55:46.0 Mayor Snavelly: Thank you.

0:55:46.0 Mr. Elliott: Thank you.

0:55:47.1 Mayor Snavelly: Mike?

0:55:47.9 Mr. Dreisbach: Nothing tonight. Thank you.

0:55:50.8 Mayor Snavelly: JJ?

0:55:51.2 Chief Jones: Nothing tonight. Thank you.

0:55:53.8 Mayor Snavelly: Joe?

0:55:54.2 Mr. Newlin: Nothing. Thank you.

0:55:56.0 Mayor Snavelly: Chief John?

0:55:57.0 Chief Detherage: Nothing. Thank you.

0:55:58.8 Mayor Snavelly: Casey?

0:55:58.8 Mr. Wooddell: Ditto everything City Manager Elliott said [laughter]

0:56:00.5 Mr. Elliott: Thanks

0:56:00.6 Mayor Snavelly: Will the TRI be moving as quickly as they can to get this moving?

[laughter]

0:56:09.8 Mr. Wooddell: I'll come and get it.

0:56:11.3 Mayor Snavelly: That's good. I wanted to give you an opportunity.

0:56:12.6 Mr. Wooddell: I didn't know we would talk about this tonight, but this is exciting. So thank you, Doug. I don't know that I can say that we moving as quickly as possible. I think they would tell you, if they had all the money in their pocket right now, they might choose not to build just yet based on construction costs. So this will take time, and we're talking two, three, five, six years of time depending on how fundraising goes and the concept plans and the Senior Center. So it's a longer term project, but we've gotta start somewhere, and this has been a discussion for many years, kind of like the new pool was. We talk about it, we talk about it, we talk about it. It finally picks up some of momentum and they're really moving forward. So it's just really exciting to think about getting out of our 1970 TRI building and into something a little more modern.

0:56:58.3 Mayor Snavelly: Super.

0:57:00.0 Mr. Wooddell: Thank you.

0:57:00.6 Mayor Snavelly: Thank you, Casey. Sam?

0:57:05.2 Mr. Perry: I just wanted to thank all those that serve on boards and commissions. We have 19 boards and commissions, and I know you appointed five tonight. And the demand on them ebbs and flows with the different policies and projects that are going on. So they don't often get much appreciation, but I just wanted to give a shout out for those that are gonna be serving. So thank you.

0:57:23.6 Mayor Snavelly: Do you also wanna give a shout out to Oxford Tomorrow and their upcoming...

0:57:27.9 Mr. Perry: Sure. Yeah. And I did notice in your agenda packet too the location has been determined now for the April 18th meeting, but anyone can go on oxfordtomorrow.org and fill out a survey, submit their ideas, just kind of read what's happened so far. This comprehensive plan update will kinda set the course for the future of Oxford for the next 10-20 years. So it's important that people contribute to that. April 18th, 6:00 o'clock. It's a Monday evening will be the next event that's in-person at Oxford Bible Fellowship, and they'll be more coming about that. Thank you.

0:58:02.6 Mayor Snavelly: Thank you. Jessica Greene, assistant city manager, welcome.

0:58:09.5 Ms. Greene: Good evening again. I wanted to let you know the next steps with the Council Retreat. So thank you for your time on Friday. I've spent the past couple of days when I had a little bit of time in between things, typing up all the post-it notes. And so I've typed them all up, and I'm kind of writing the summary of what we did that day, and I'm gonna send that to you to make sure that I've shared... I've captured the sentiment on your post-it note correctly. And then if there's no major edits from you, I plan to then bring that forward at the next council meeting in April for adoption via resolution. So then we will do an article on the website and send out a press release and those kind of things. So that's our next step with the Council Retreat. And then I also wanna let you know, we are still doing an annual report this year. I have a rough draft, but just a

reminder, our office was hit big time this winter with staffing struggles. So I have a draft now. I just need to get it edited and back out for print and publication, but it's coming. It will just be a little later this year than we wanted, but it's coming. Thanks.

0:59:13.8 Mayor Snavelly: Thank you, Jessica. Heather?

0:59:16.8 Clerk.: Nothing. Thank you.

0:59:18.8 Mr. Mazer: Nothing, your honor. Thank you.

0:59:20.5 Mayor Snavelly: Okay.

0:59:20.8 Mr. Ellerbe: Nothing. Thank you.

0:59:22.4 Mayor Snavelly: Thank you, Glenn.

0:59:23.7 **Ms. French:** Mayor Snavelly sent Sam up to talk about what I was gonna talk about, which is to go to oxfordtomorrow.org and fill out the survey. The last day to fill that survey out is March 25th, and hopefully we'll see you on April 18th.

0:59:36.2 Mayor Snavelly: Thank you.

0:59:37.4 Mayor Snavelly: Vice mayor.

0:59:39.2 Vice-Mayor Raghu: Thanks for your comments and I was gonna talk about that. And I think to follow up on what I said in the last meeting with the invasion of Ukraine. To look at kindness, but still retaining joy and I think over the past couple of weeks, I really wanna dig my heels in and really protect democracy and our state legislature is not behaving in a way of transparency. We all know the sunshine laws affect all of us, right? You don't talk to developers, if it's not something on the agenda. You don't talk to more than three councillors on any given topic and we all abide by that very closely, but it doesn't involve the state legislature, they can do whatever they want without any transparency. So I'm looking forward to helping them understand that there could be a better way and that maybe corrupted energy bills that increase our electricity bills might not happen in the future.

1:00:28.5 Mayor Snavelly: Thank you very much.

1:00:31.0 **Ms. Franklin:** Two things, reminder that the Maurice Rocco statue is going to be put up on Saturday at 2 o'clock right in the Woodside Cemetery, is that correct?

1:00:41.6 Mayor Snavelly: Yes.

1:00:46.2 **Mr. Dreisbach:** It's a Historical marker.

1:00:46.3 **Ms. Franklin:** Historical marker, my apologies. But as you talked about updating the black history information, that's one area, so I look forward to being there, and I hope some of you can join us as well. I also wanna talk a little bit about housing in our community, it continues to be a struggle, we're looking to develop more affordable housing, but we're also, in many ways, losing

some affordable housing with some developments being taken over, there are private developments, people can purchase them and do what they want, but there is a lot of need and hurt in our community, and I've been in communication with a few community members who are struggling for where to go next and what to do, so we need to put our heads together and continue to work on that issue. Thank you.

1:01:27.1 Mayor Snavelly: Jason?

1:01:27.7 Mr. Bracken: Nothing from me tonight, everything has been said.

1:01:29.6 Mayor Snavelly: Thank you. David?

1:01:30.9 Mr. Prytherch: So on the subject of boards and commissions, we were talking in our retreat about the role of boards and commissions in achieving our goals, and I think we agree that boards can't do a lot by themselves separately from staff, but I think at the same time, they're a incredible resource, we have a lot of them, and people who are on them are there because they really wanna help our community make a difference, and so I'm hoping we can think about how we can engage them in this process. In part because when I first came on the... Start serving on boards we were on plan... We had no direction in council at all, we just kind of did what we wanted and we set our own agendas, and I think that bottom-up energy is good. I think council and staff saying these are the big priorities and a little bit of top-down energy is also a good thing, ideally, I think a top-down and a bottom-up, because I think our boards and commissions can have good ideas on how we can achieve our goals. So I'm wondering whether... It would be really nice if different boards could meet and set their own agendas for the upcoming year in relation to our goals, and so I don't know whether staff or us as liaison, or we as liaison can share the Council goals with our various boards and say hey, this is what Council and staff thinks are the big goals. What do you think and how do we get there?

1:02:48.2 Mr. Prytherch: Because I do think when I think of... Clearly, a lot of things don't happen without staff, but most of the zoning codes revisions we've done in recent years were a lot of people putting their heads together to figure out how to solve the problem. So I hope we can tap into that resource, and I don't know what that means, we wait till April for that full resolution and then we bring it to people at that point, it's like half of a year or it is gone or whether we informally communicate that with our boards and just kind of verbally communicate, but I just... I guess, Mr. Mayor, where there... Whether it might be wise to ask for some agenda time on our upcoming time on the boards we sit on to just kinda share with them what council's thinking and engage them in setting an agenda for the years. I think a lot of our boards would like to be proactive and figure out how to do that, so that's just kind of a question on how to handle it.

1:03:38.7 Mayor Snavelly: Sure. I think, Jessica, when you get your document ready, let's make sure that it's sent to each of our boards and commissions.

1:03:46.4 Ms. Greene: Before April?

1:03:47.5 Mayor Snavelly: I think you can send it before April to let them know that it's going to be on the agenda, and that would give liaisons... And for those who don't have liaisons, they would have the opportunity to see what's going on. I believe in transparency, and I think it also is a good idea to have everybody coalescing around the same thing.

1:04:09.2 Mr. Prytherch: And I think some agenda time on some of these boards up to like what are our goals, what do we best spend our time on... I think, again, those proactive boards might like to... Might have ideas on how they can best utilize their time. Alright, thank you.

1:04:22.0 Mayor Snavelly: Thank you, Dave. Alright, a couple of things. First, I wanna thank staff who took the time to go out to our retreat and contributed really effectively, and I want you to know that my colleagues and I on council really appreciate you and appreciate you taking the time to do that. So we are lucky to have an outstanding staff top to bottom, and we appreciate you.

1:04:51.0 Mr. Prytherch: We couldn't do it without them. [Chuckle]

1:04:54.0 Mayor Snavelly: Right. That was taken care of by someone else. Two other things, I would like to say that I think I reflect the views of most members of council that we stand with Ukraine. This is a horrible situation. It only seems to be getting worse. In any way that you can... That you have the ability to do so, legitimately, I hope that you stand with the people of Ukraine. Lastly, and less importantly, but still of some importance. I hold in my hand the magic tickets to Pancake Day. Pancake Day is operated and run by the Kiwanis club of Oxford, it is their number one fundraising event of the year, and they support children in the community, that is their primary focus.

1:05:51.0 Mayor Snavelly: And Pancake Day has over time become one of the main community events where we all get together, and there are Kiwanians throughout our community who would be happy to sell you one of these, and they're cheaper if you buy them in advance, a dollar cheaper if you buy them in advance, I have them for those who want to buy a ticket and I hope that you will not only buy a ticket, but you will go and engage in the fellowship with your fellow citizens of all stripes who will show up on April 23rd between 7:00 AM and 1:00 PM at Talawanda High School, and it is an in-person event and everybody on Kiwanis is very excited to get back to doing the in-person event, and I hope that you will all support this community event, like we do a lot of things that our service clubs do for us, like the Lions Club and their Christmas trees, and all of the groups in town trying to help get things done. So I wanna shout out to all of our service clubs, but today, Pancake Day, alright. You'll note on your agenda future meetings, I would entertain a motion to adjourn this one.

1:07:09.4 Vice-Mayor Raghu: So moved.

1:07:10.0 Mayor Snavelly: It has been moved by the vice mayor and, seconded.

1:07:14.4 Ms. French: Second.

1:07:15.0 Mayor Snavelly: By Councilor French. All those in favors say aye.

1:07:18.4 Group: Aye.

1:07:19.4 Mayor Snavelly: Opposed? Thank you.



OXFORD CITY COUNCIL Meeting Minutes

Friday, March 11, 2022

Roll Call TIME 00:00

William Snavelly Mayor	Chantel Raghu Vice Mayor
Jason Bracken	Amber Franklin
Alex French	Glenn Ellerbe
David Prytherch	

A work session meeting of the Oxford City Council was called to order by Mayor William Snavelly on Friday, March 11, 2022 at 12:00 p.m. The Retreat/ Work Session was held at the Hueston Woods Lodge. Members in attendance were Jason Bracken, David Prytherch, Amber Franklin, Alex French, Glenn Ellerbe, and Chantel Raghu.

Staff Members in Attendance

Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Mike Dreisbach, Service Director; Mr. Sam Perry, Community Development Director; Mr. Casey Wooddell, Parks and Recreation Director; Mr. Chris Conard, Law Director; Mr. Joe Newlin, Finance Director; Mr. John Detherage, Fire Chief.

Approval of the Agenda TIME 00:00

Motion – To Adopt

(Voice Vote) 1st Mr. Ellerbe 2nd Mr. Prytherch

AYE # 7

NAY # 0

ABS # 0

Discussion- Council discussed 2022 Goals. Ms. Greene will compile the results and prepare a Staff Report and Resolution in April 2022.

Adjournment

Motion to Adjourn Meeting at 3:15 p.m. TIME 00:00

(Voice Vote) 1st Ms. Raghu 2nd Ms. Franklin

AYE # 7

NAY # 0

ABS # 0

Office of the Mayor

Proclamation

Whereas:

on April 22, 1970, United States Senator Gaylord Nelson of Wisconsin and Denis Hayes organized the first nation-wide day devoted to environmental awareness and education that was celebrated by an estimated 20 million Americans; and

WHEREAS, this day of environmental awareness and education is celebrated world-wide in some 180 countries, with the participation of over 4,000 separate organizations; and

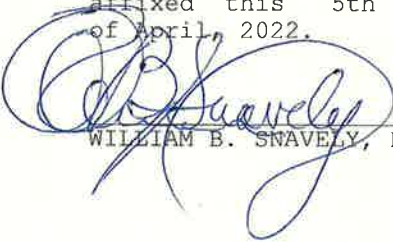
WHEREAS, individuals and institutions have a mutual responsibility to seek ecological, economical and ethical choices that enable the world, as well as our individual communities, to establish and maintain sustainable societies.

NOW, THEREFORE, I, William B. Snavely, Mayor of the City of Oxford, Ohio, do hereby proclaim that on Thursday, April 22, 2021 the City of Oxford will recognize and participate in the national and international celebration of:

'EARTH DAY'

I urge all citizens to celebrate Earth Day and to remind each person of their right and responsibility to the wise use of this global home, to heal, preserve and improve the Earth and the quality of life for this and future generations, and to approach every day as an Earth Day.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 5th day of April, 2022.


WILLIAM B. SNAVELY, 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 achievement's; and the lessons and the vision he set forth are relevant to us all today.

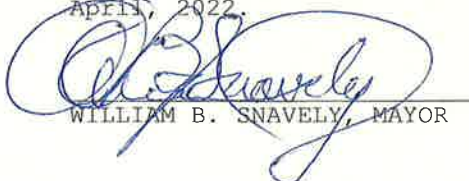
NOW, THEREFORE, I, William B. Snavely, Mayor of the City of Oxford, Ohio, do hereby proclaim Tuesday, April 12, 2022 as,

"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 12th day of April, 2022.




WILLIAM B. SNAVELY, MAYOR

Office of the Mayor

Proclamation

Whereas:

friendship among people of different countries and cultures is a great force in creating peace, tranquility, harmony and understanding; and

WHEREAS, the Sister City Program was launched at a White House conference in 1956 when President Dwight D. Eisenhower called for massive exchanges between Americans and the people of other lands; and

WHEREAS, the City of Oxford, through its Council, in its establishment of the Differdange Sister City Program in February 2017, has established a lasting friendship promoting meaningful exchanges between the people of the City of Oxford and Differdange, Luxembourg; and

WHEREAS, both Cities have coordinated numerous exchanges and engagement events for representatives of the City of Oxford and Differdange such as, walking tours, cultural festival invitations and delegation visits; and

WHEREAS, a delegation from Differdange has travelled to Oxford to celebrate our long standing friendship; and

WHEREAS, the City of Oxford looks forward to continuing to develop the Sister City relationship and collaborating on future exchanges between the two cities.

NOW, THEREFORE, I, William B. Snavely, Mayor of the City of Oxford, Ohio, do hereby proclaim that on April 5, 2022 the City of Oxford will recognize celebration of:

“SISTER CITY DAY”

I urge all citizens to continue their friendship with Differdange and encourage all citizens to join in this special recognition.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of Oxford to be affixed this 5th day of April, 2022.


WILLIAM B. SNAVELY, MAYOR





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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	March 31, 2022
COUNCIL MEETING DATE:	April 5, 2022
AGENDA TITLE:	Resolution Directing Staff to Advertise for Bids to Complete the Installation of Sidewalk Handicap Ramps throughout the City using American Rescue Plan Act Funding.
BUDGETED AMOUNT:	\$ 1,210,399
ACCOUNT CODE:	429.420.52462
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE</i> 3.31.22

Discussion:

The City has bid, and anticipates awarding a contract on April 5, 2022, to use **2021** Community Development Block Grant (CDBG) funds for the installation of additional handicap ramps in the City's sidewalk system. The City has submitted its 2022 CDBG application to Butler County and the U.S. Dept. of Housing and Urban Development for the College @ Elm project in conjunction with Miami University.

In order to complete the retrofit installation of handicap ramps throughout the City's existing sidewalk network, approximately \$200,000 will be required for the project. During preliminary discussions with the City Council, it was suggested to use 2022 CDBG funds for the College @ Elm project and the City would use American Rescue Plan Act (ARPA) funding to complete the handicap ramp project.

It is Staff's recommendation that the City Council direct Staff to prepare project drawings and specifications for completion of the installation of handicap ramps throughout the City's existing sidewalk network. Once the project has been bid, another Resolution from the City Council will be required for execution of a contract for construction.

RESOLUTION NO.

A RESOLUTION OF COUNCIL DIRECTING STAFF TO ADVERTISE A REQUEST FOR BIDS TO COMPLETE THE INSTALLATION OF SIDEWALK RAMPS THROUGHOUT THE CITY USING AMERICAN RESCUE PLAN FUNDS.

WHEREAS, the City has bid, and anticipates awarding a contract on April 5, 2022 to use 2021 Community Development Block Grant (CDBG) funds for instillation of additional handicap ramps in the City's sidewalk system; and

WHEREAS, the City has submitted its 2022 CDBG application to Butler County and the U.S. Dept. of Housing and Urban Development for the College @ Elm project in conjunction with Miami University; and

WHEREAS, the retrofit installation of handicap ramps throughout the City's existing sidewalk network, approximately \$200,000 will be required for the project; and

WHEREAS, City Council previously discussed using 2022 CDBG funds for the College @ Elm project and the City would use American Rescue Plan Act (ARPA) funds to complete the handicap ramp project; and

WHEREAS, the City Manager and the Service Director recommend that the City Council direct Staff to prepare project drawings and specifications for completion of the installation of handicap ramps throughout the City's existing sidewalk network.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and hereby directs that Staff prepare project drawings and specifications for completion of the installation of handicap ramps throughout the City's existing sidewalk network.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	March 25, 2022
COUNCIL MEETING DATE:	April 5, 2022
AGENDA TITLE:	Contract for 2022 Street Resurfacing Program
BUDGETED AMOUNT:	\$ 435,000
ACCOUNT CODE:	141.720.63133 141.720.63181 141.720.63180
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DR</i> 3.30.22 MBD 3/28/22

Discussion:

The 2022 Capital Improvement budget includes \$435,000 for street resurfacing, maintenance, bike & pedestrian safety, and new traffic control markings. Staff has evaluated the surface condition of City streets in order to provide data for the compilation of the 2022 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 and multiple plan clearinghouses on March 11 and March 18, 2022. Sealed proposals were opened and read aloud on March 25, 2022. Three firms submitted bids with the following results:

Barrett Paving Materials, Inc.	\$ 422,263.50
Mt. Pleasant Blacktopping	\$ 456,482.50
John R. Jurgensen Co.	\$ 605,080.00

(Continued)



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

Bids submitted included the following line item cost breakdowns:

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

Related to this project, City Staff and the Oxford Parking & Transportation Advisory Board reviewed improvements to verify if any facets of the *Corridor Safety Improvement Plan* and *Complete Streets Policy* could be implemented in association with this capital project. Permanent bike lane markings (thermoplastic) will be installed on McGuffey Ave.

As anticipated, the City is seeing a significant increase in costs for labor, transportation, and materials for this contract. Since this type of project was last bid 12 months ago, prices have risen 32% (for the lowest bid). Because of these costs, the City will not be able to improve streets listed as alternates in the program.

The lowest and best bid for the 2022 Street Resurfacing & Maintenance Program was provided by Barrett Paving Materials, Inc. with a bid of \$422,263.50. Staff is requesting a contingency amount of \$12,736.50 for this contract (approximately 2.9%). 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 **\$435,000.00**.

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH BARRETT PAVING MATERIALS, INC. FOR THE 2022 STREET RESURFACING AND MAINTENANCE WORK AT A COST OF \$422,263.50 PLUS A CONTINGENCY IN THE AMOUNT OF \$12,736.50 FOR A TOTAL COST NOT TO EXCEED \$435,000.00.

WHEREAS, a request for bids was published in the *Journal News* and with multiple plan clearinghouses on March 11, 2022 and on March 18, 2022. Sealed proposals were opened and read aloud on March 25, 2022 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 2022 street resurfacing and maintenance work at a cost of \$422,263.50 plus a contingency in the amount of \$12,736.50 for a total cost not to exceed \$435,000.00.

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 \$422,263.50 for the 2022 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 \$422,263.50 plus a contingency in the amount of \$12,736.50 for a total cost not to exceed \$435,000.00 for the 2022 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: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

2022 City of Oxford Resurfacing

2/18/2022

Street Name	From	To	cond	width	length	sq feet Incl.	cul-de-sac radius	cul-de-sac sq ft
Patterson Ave. E	Withrow Ln	N. Corp Limits	1	28	920	25760		0
Contreras Rd. L	Lynn St.	Locust St.	3	33	540	17820		0
McGuffey Ave.	Chestnut St.	Edgehill Dr.	3	35	285	9975		0
McGuffey Ave.	Edgehill Dr.	Brookview Ct.	3	35	284	9940		0
McGuffey Ave.	Brookview Ct.	Brill Dr.	3	35	310	10850		0
McGuffey Ave.	Brill Dr.	Wells Mill Dr.	3	35	665	23275		0
McGuffey Ave.	Wells Mill Dr.	Tollgate Dr.	3	35	450	15750		0
McGuffey Ave.	Tollgate Dr.	Fairfield Rd.	4	35	605	21175		0
Albert Circle	Tollgate Drive	Cul-de-sac	2	25	335	12444	36	4069.4
Robin Ct.	S. Terminus	Tollgate Dr.	3	25	273	11359	38	4534.2
Bull Run Drive	S. Terminus	Bull Run West	3	25	355	13409	38	4534.2
Bull Run Drive	Bull Run West Dr	Tollgate Dr.	3	25	650	16250		0
Bull Run West	W. Terminus	Bull Run Dr.	3	25	490	16784	38	4534.2
Glos Dr.	Emerald Woods Dr	French Dr.	3	26	370	9620		0
Glos Dr.	French Dr.	Erin Dr.	3	25	360	9000		0
French Dr.	Glos Dr.	Tollgate Dr.	4	25	600	15000		0

ALTERNATE #1

Erickson Dr.	Tollgate	Fairfield Rd.	4	25	629	15725		0
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ALTERNATE #2

Stone Hedge Cr	W. Terminus	Emerald Woods	3	25	243	11614	42	5539
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ALTERNATE #3

Walnut St. A	Locust St.	Elm St.	1	36	260	9360		0
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The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Joe Newlin
DATE PREPARED:	3/29/2022
COUNCIL MEETING DATE:	4/5/2022
AGENDA TITLE:	Insurance Renewal Resolution
BUDGETED AMOUNT:	\$190,043
ACCOUNT CODE:	Various
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	JN 3/29/2022 <i>DRC</i> 3.30.22

DISCUSSION:

Staff is requesting Council to approve the property and casualty insurance renewal of up to \$190,043 for 2022. This represents a \$21,647 increase over last year's cost of \$168,396. The primary increase is due to market conditions as well as updated appraisal values (\$15,090 or 69.7%). Insurance premiums will be paid on a semiannual basis. Tokio Marine – HCC Public Risk Ohio will be the carrier again this year. They have been our carrier since our April 1, 2009 policy year.

HCC offers our \$10 million umbrella over six areas: General Liability which includes fire department EMT liability and sexual abuse and molestation, Law Enforcement Professional Liability, Auto Liability, Public Officials Errors and Omissions, Employment Practices Liability and Employee Benefits Errors and Omissions each with \$10 million in excess coverage. Most other carriers would offer \$10 million in excess in total.

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 2022.

WHEREAS, Insurance Specialist Group, Inc., dba Love Insurance Partners (hereinafter 'Love Insurance Partners') submitted an insurance bid not to exceed \$190,043.00 for the City's property and casualty insurance coverage for 2022, a \$21,647 increase over last year's cost of \$168,396.00; and

WHEREAS, the City Manager and the Finance Director recommend Council accept the insurance bid of Love Insurance Partners not to exceed \$190,043.00 for the City's property and casualty insurance coverage for 2022.

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 \$190,043.00 for the City's property and casualty insurance coverage for 2022.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLAM SNAVELY

PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	3/28/2022
COUNCIL MEETING DATE:	4/5/2022
AGENDA TITLE:	Adoption of vision and values and 2022 measurable goals.
BUDGETED AMOUNT:	NA
ACCOUNT CODE:	NA
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRC</i> 3.30.22

DISCUSSION:

On March 11, 2022, the Oxford City Council met to establish their priorities and goals for this year.

Council re-committed to the top 3 priorities of:

- Housing for Everyone
- Climate Sustainability
- Economic Development

Staff shared the measurable action steps they plan to take this year regarding these priority areas. Council then made suggestions on additional items they'd like included in our 2022 action items. Staff updated the measureable goals worksheet with this input from City Council and it is attached to this staff report.

Council and staff then reviewed a shift in the language that Council uses when discussing goals to better incorporate the work of all city departments and our boards and commissions. New language was suggested that we believe provides space for all of the work of the City and Boards and Commissions.



The City of Oxford
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Here is a chart of the new Visions and Values and the goal categories under each topic area.



Vision and Values

Sense of Place:

Oxford is proud of what makes us unique and engages the community to celebrate and expand our strengths.

- Creative Placemaking
- Historic Preservation
- Public Art

Stewardship:

Efforts to build an Oxford for future generations.

- Climate Sustainability
- Economic Development
- Fiscal Responsibility
- Health and Equity
- Town and Gown Relationships

Quality of Life:

The City of Oxford is a safe, welcoming, and attractive place to live; and strives to provide equal access to high-quality city programs and services.

- Education
- Housing
- Public Safety
- Recreation
- Transportation

Service Excellence:

The City hires professional staff, values transparency in its processes, and provides high-quality core services.

- Infrastructure:
 - Water
 - Waste Water
 - Streets and Maintenance
 - City Grounds
- Communications and Public Access efforts
- Human Resources

Council then spent time discussing future goals that they want staff to address in the next budget cycle. A list of goals was developed and staff will bring implementation ideas and budget implications forward during the 2023 budget creation period. This will occur in the summer of 2022.

The summary of the entire retreat including the goal areas to be brought forward in 2023 is attached.



The City of Oxford
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Oxford, OH 45056

We are seeking formal adoption of the following:

- The indenfiticaion of the top 3 prioririties in 2022 as:
 - Housing For All
 - Climate Sustainability
 - Economic Development,
- Adoption of the proposed new language regarding the City's Vision, Values and Goal areas
- 2022 measureable goals and action steps
 - We will report to City Council quarterly on our progress toward our action steps for each goal.
 - If new action items or goals are introduced throughout the year, one of these indenfitied goals may need to be postponed.

RESOLUTION NO.

A RESOLUTION ACCEPTING THE PRIORITIES, VISION & VALUES, AND 2022 MEASURABLE GOALS.

WHEREAS, The Oxford City Council and City Staff met to establish their Priorities, Vision & Values, and Measurable Goals for this year; and

WHEREAS, The Council identified and re-committed to the top three priorities of: Housing for Everyone, Climate Sustainability, and Economic Development; and

WHEREAS, City Staff updated the 2022 Action Steps and Measureable Goals ,with the input from City Council as set forth in Exhibit “A” and attached hereto; and

WHEREAS, The Council and City Staff discussed new language to better incorporate the work of all City Departments and our Boards and Commissions; and

WHEREAS, City Staff will report to City Council quarterly on progress toward action steps for each goal. If new action items or goals are introduced throughout the year, one of these identified goals may need to be postponed.

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

SECTION 1: The City Manager recommends accepting the Priorities, Vision & Values, and 2022 Measurable Goals.

SECTION 3: Council having reviewed the City Manager’s Recommendation hereby authorizes the Priorities, Vision & Values and 2022 Measurable Goals.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW(STAFF)

Council Retreat Summary: Friday, March 11, 2022

The Oxford City Council met on Friday, March 11, 2022, to establish goals and action steps for 2022 and to prepare ideas to bring forward for the 2023 budget planning process, which occurs in the summer.

Council re-committed to their top priority areas for the year 2022 as:

- HousingFor Everyone
- ClimateSustainability
- EconomicDevelopment

There was then a discussion around the original language of the five goals areas that were established in 2020 and if they incorporated all of the work of city departments and our boards and commissions. The original goals categories established in 2020 were as follows:



5 Goals Established in 2020

Economic Development

- The economy is viable year-round.
- Economic development is interpreted broadly to include quality of life, business attraction and retention, and workforce attraction and retention

Service Excellence

- Hire and maintain employees that provide effective and efficient core functions: public safety, water, wastewater, streets.

Environmental Sustainability

- Strive toward being a carbon net neutral community.

Town & Gown Relations

- A strong working relationship with Miami University

Housing for Everyone

- Affordable housing and attractive housing options for all income groups. Prioritizing those most in need

2022 Rephrase of goals to visions and values:

Council decided to rephrase their 2020 goals and establish new Vision and Values categories to allow a place for a more comprehensive list of goal topic areas under each one. This enables all

city staff and boards/commissions work to have a place in the City goals structure. The following are the new vision and value categories.



2022 Vision and Values

Sense of Place:

Oxford is proud of what makes us unique and engages the community to celebrate and expand our strengths.

- Creative Placemaking
- Historic Preservation
- Public Art

Stewardship:

Efforts to build an Oxford for future generations.

- Climate Sustainability
- Economic Development
- Fiscal Responsibility
- Health and Equity
- Town and Gown Relationships

Quality of Life:

The City of Oxford is a safe, welcoming, and attractive place to live; and strives to provide equal access to high-quality city programs and services.

- Education
- Housing
- Public Safety
- Recreation
- Transportation

Service Excellence:

The City hires professional staff, values transparency in its processes, and provides high-quality core services.

- Infrastructure:
 - Water
 - Waste Water
 - Streets and Maintenance
 - City Grounds
- Communications and Public Access efforts
- Human Resources

Exhibit "A"

2022 Action Steps and Measurable Goals:

Staff presented measurable goals that they will be working toward in 2022. This is a broad cross-section of goals across many of the Vision and Values areas. Progress toward these goals will be shared quarterly with City Council. *See full goal list report in separate attachment.*

Top Priority Measureable Goals:

Below is a table of the measurable actions and tasks that staff will work toward achieving Council Priorities this year.

HOUSING FOR EVERYONE

Department	Department Objective	Department Strategies & Tasks	Department Measure Of Success
Assistant City Manager	Development of a community land trust (CLT) or deed restricted area to support affordable housing projects.	Hire a professional service to assist with the establishment of this model. Will be completed after the Master Plan for city owned land is complete.	CLT or Deed Restriction in place by Dec. 2022
Assistant City Manager	Research and develop partnership with nonprofit to increase availability of affordable housing.	Issue RFP for housing proposals to be funded by ARPA	RFP issued, reviewed and awarded by October 2022.
Community Development	Complete Western Knolls Master Plan	Create scope of services/RFP. Council approves scope. Advertise. Contract. Invite. Implement.	Master Plan adopted by City Council by November 15, 2022.
Community Development	Cottage Community construction start	Identify gaps or obstacles from application to review to implementation.	Cottage Community Preliminary Planned Development plans approved by City Council by November 15, 2022.

CLIMATE SUSTAINABILITY:

Department	Department Objective	Department Strategies & Tasks	Department Measure Of Success
Assistant City Manager	Work toward carbon neutrality	Develop plan in line with Global Covenant of Mayors for Climate and Energy	Creation and adoption of Climate Mitigation Plan by October 2022.
Service	Continue design of Amtrak rail platform and identify funding sources for future construction.	Work with ACM, BCRTA and TSD to acquire Nelson Morrow building if possible; continue design in conjunction with BCRTA facility and Amtrak guidelines	Complete design and identify funding sources.
Service	Application for OEPA grant for fast charging electric vehicle charging stations at Uptown Parks.	Identification of costs and design of improvements; completion of grant application documents	Decision from OEPA on funding source with completion by Dec. 31, 2022
Service	Solar powered flare installation on passive methane vents at closed sanitary landfill.	Identify vents with serviceable amounts of methane to warrant flare installation	Installation of hardware to flare excess methane with completion by Dec. 31, 2022
Service	Identify initiatives to reduce carbon footprint of Department operations	Analyze operational procedures and facilities for savings opportunities	Identify opportunities to implement solar technology; reduce energy consumption; and modernize pumps, motors, and variable speed drives with completion by Dec. 31, 2022
Service	Redevelop vertical turbine water production well	Complete pump tests on wells to identify wells requiring improvements in production	Design and bid project; complete well rehabilitation; certify well with OEPA and restore production by Dec. 31, 2022
Service	Continue design of 5 MW solar facility	Continue to work with partners to design solar array while incorporating improvements for an OATS spur and continuing operations at our OEPA Class IV composting facility	Continue design and work with partners to transmit solar generated electricity to the Duke power grid.

ECONOMIC DEVELOPMENT:

Department	Department Objective	Department Strategies & Tasks	Department Measure Of Success
Assistant City Manager	Explore infrastructure grant with Miami University	Review infrastructure needs including electricity, water, sewer. Identify project.	If viable project found, apply together with MU by December 2022.
Assistant City Manager	Encourage Revolving Loan Fund program to be used.	Create and implement a promotions strategy using website and other outreach materials.	3 applications have been submitted for one of the RLF programs by December 2022.
Assistant City Manager	Develop incentive program to encourage job creation.	Explore ways to offset business costs in exchange for high quality job creation and enable the city have a positive ROI.	Incentive program model is developed by October 2022.
Assistant City Manager	Explore creation of workforce training center in partnership with Talawanda School District	Develop committee to establish budget needs, program models and identify sustainable funding sources.	Program and funding model developed by October 2022
Assistant City Manager	Develop workforce housing program	Work with area employers and rental complexes to explore partnership and research workforce housing models	If viable model is found, present concept by December 2022.
Assistant City Manager	Develop creative placemaking strategies	Meet with partners:, OPRD, OCAC, Miami, Enjoy Oxford, and Chamber to create a programming schedule	Implement 3 creative placemaking events that attract 1K people to a business district by October 2022

Looking to the future:

Council then reviewed goals and ideas for both 2022 that they did not see reflected in the staff presented goals, and for 2023 to be researched and brought forward for the 2023 budget process. The 2023 budget process begins in summer 2022.

2022 Squeeze and Pivot

These ideas are either smaller projects that can be completed quickly or items that Council wants to be considered in 2022, even if that means something else on the 2022 goals list is tabled.

Items with 2+ “stickers”

- Pilot a year round DORA/host year round Red Brick Fridays during the school year.(4)
- Implement a Business Improvement District or Special Assessment District (3)
- Address codes around housing and building height to help encourage more affordable housing (2)
- Review mobile vending ordinance (consider allowing food trucks or other mobile vending carts/stores outside of special events) (2)

Parking lot ideas

- Curbside composting program and a new location for food compost drop off
- More bike racks uptown
- Fix zoning enforcement code
- Legal aid: rental rights education workshop for locals

2023 Ideas:

Items to be researched by staff to be brought forward with possible implementation strategy and budget impact for the 2023 budget cycle, which starts in summer 2022.

Vision & Value-Service Excellence:

The City values transparency in its processes and provides high-quality core services.

Goal Area-Human Resources

Items with 2+ “stickers”

- Find nonmonetary ways to better recognize city staff members (2)

Parking lot ideas:

- Find ways to build community trust through facilitated dialog. “Living Room Conversations”

Vision & Value-Stewardship:

Efforts to build an Oxford for future generations.

Goal Area- Climate

Items with 2+ “stickers”

- Work toward carbon net zero buildings (4)
 - Pass legislation that requires electrification of buildings
 - Explore the possibility of geo thermal neighborhoods and how to encourage/require them.
- Develop a recycling program for apartments and commercial housing. (3)
- Plan for solar installation on all city facilities. (2)

Parking lot ideas:

- Develop a business recycling program
- Determine infrastructure needs to manage the risk of increased flooding
- Explore incentives for de-lawning. Encourage wildflower gardens with native plants.
- Explore ways to electrify vehicle fleets with BCRTA and Talawanda.

Goal Area-Economic Development

Items with 2+ “stickers”

- Create a small business incubator (3)
- Investigate a city ownership model for Uptown commercial spaces to help address high vacancy. Either through purchase or donation. (2)

Parking lot ideas:

- Develop an economic sustainability fund. Provide matching grants for businesses making sustainable choices.
- Find way to stabilize rent for commercial space uptown

Goal Area-Fiscal Responsibility

Items with 2+ “stickers”

- Explore separating from the township to increase city operating funds. (2)

Goal Area-Town and Gown

Maintain a good working relationship with Miami University.

Parking lot ideas:

- Start relationships with students early at their tours and orientation.
- Quarterly town halls with Wilks Institute on Campus.
- Publicize renters rights for students to help with lapsed landlords
- Partner with Miami Center for school based mental health programs and resources for the community.
- Collaborate with Miami Social Work Department to build an Oxford service requirement for their degree.

Vision & Value-Quality of Life

The City of Oxford is a safe, welcoming, and attractive place to live; and strives to provide equal access to high-quality city programs and services.

Goal Area-Education

Items with 2+ “stickers”

- Explore ways to expand access to childcare and preschool education through subsidies. (3)
- Offer GED classes in the community (2)

Parking lot ideas:

- Develop early literacy program for summer and after school with local library.
- Develop classes across divides for shared learning opportunities (for example: urban/rural differences)

Goal Area-Housing:

Items with 2+ “stickers”

- Develop affordable housing set aside ordinance.(2)

Goal Area-Public Safety

Parking lot ideas:

- Explore levy for fire and police services to assist general fund.

Goal Area-Transportation:

Parking lot ideas:

- Update transportation plan and include multi modal planning
- Identify local funding source to expand BCRTA operations.

Vision & Value-Sense of Place:

Oxford is proud of what makes us unique and engages the community to celebrate and expand our strengths.

Goal Area-Creative Placemaking

Items with 2+ “stickers”

- Embrace our historic connection to modern bee keeping and have a bee event/festival.(2)

Parking lot ideas:

- Oktoberfest in Uptown in September
- Outdoor film series with OCAC
- No chain restaurants in the historic district
- Stream Cincinnati sporting events uptown (reds, bengals etc)
- Half marathon
- October Cemetery Tours.

Goal Area-Historic Preservation

Parking lot ideas:

- Expand historic district around OCAC

Goal Area-Public Art

Items with 2+ “stickers”

- Explore 1% for art funding model (2)
- Encourage public art, such as murals, especially in the uptown area (2)

Parking lot ideas:

- Encourage art teachers to submit class ideas for murals on our trail underpasses.
- Paint uptown bike bikes/hitching posts with mini-murals. Engage local students (Talawanda and MU) to do this.

Next Steps:

Staff will review the items listed on the 2022 list immediately and will bring suggested implementation strategies to Council in the near future.

For items to be reviewed for the 2023 budget process, staff will begin researching items with 2+ stickers and will bring forward possible implementation strategies and budget impacts reports to Council. These reports will present the possible impact on the budget and will inform Council if financial cuts in other areas are necessary so that a new idea can proceed.

Council will then inform the City Manager what projects they want included in the 2023 budget for implementation.

City of Oxford Measureable Goals 2022

Vision & Value Area	City Council Goal	Department	Department Objective	Department Strategies & Tasks	Department Measure Of Success
Quality of Life	Climate Sustainability	Assistant City Manager	Work toward carbon neutrality	Develop plan in line with Global Covenant of Mayors for Climate and Energy	Creation and adoption of Climate Mitigation Plan by October 2022.
Quality of Life	Climate Sustainability	Service	Continue design of Amtrak rail platform and identify funding sources for future construction	Work with ACM, BCRTA and TSD to acquire Nelson Morrow building if possible; continue design in conjunction with BCRTA facility and Amtrak guidelines	Progress to complete design and identify funding sources. This is a multi year project that will not be completed in 2022.
Quality of Life	Climate Sustainability	Service	Application for OEPA grant for fast charging electric vehicle charging stations at Uptown Parks	Identification of costs and design of improvements; completion of grant application documents	Decision from OEPA on funding source with completion by Dec. 31, 2022
Quality of Life	Climate Sustainability	Service	Solar powered flare installation on passive methane vents at closed sanitary landfill	Identify vents with serviceable amounts of methane to warrant flare installation	Installation of hardware to flare excess methane with completion by Dec. 31, 2022
Quality of Life	Climate Sustainability	Service	Identify initiatives to reduce carbon footprint of Department operations	Analyze operational procedures and facilities for savings opportunities	Identify opportunities to implement solar technology; reduce energy consumption; and modernize pumps, motors, and variable speed drives with completion by Dec. 31, 2022
Quality of Life	Climate Sustainability	Service	Redevelop vertical turbine water production well	Complete pump tests on wells to identify wells requiring improvements in production	Design and bid project; complete well rehabilitation; certify well with OEPA and restore production by Dec. 31, 2022
Quality of Life	Climate Sustainability	Service	Continue design of 5 MW solar facility	Continue to work with partners to design solar array while incorporating improvements for an OATS spur and continuing operations at our OEPA Class IV composting facility	Continue design and work with partners to transmit solar generated electricity to the Duke power grid. This is a multi year project that will not be completed in 2022.
Quality of Life	Communications and Public Access	Assistant City Manager	Increase efficiency and transparency of public documents	Select cloud storage vendor. Scan and tag old paper documents for easier searching.	Scanning and tagging has begun by June 2022.
Quality of Life	Communications and Public Access	Assistant City Manager	Improve minutes, video and agenda creation and storage	Review models for agenda, video and minutes creation and storage.	Implement new minutes, agenda and video creation and storage model by July 2022.

City of Oxford Measureable Goals 2022

Vision & Value Area	City Council Goal	Department	Department Objective	Department Strategies & Tasks	Department Measure Of Success
Quality of Life	Communications and Public Access	Community Development	Complete update of Oxford Tomorrow Comprehensive Plan	Complete public input outreach, steering committee meetings and tech committee meetings	Comprehensive Plan adopted by City Council by Oct 4, 2022. Identification of code and policy changes that are needed and sub-plans that are needed.
Quality of Life	Communications and Public Access	Community Development	Embed Miami University long range plans into Comp Plan	Hold stakeholder meetings with Miami. Miami partly fund Comp Plan	Comprehensive Plan section adopted by Miami Campus Planning or Board of Trustees by October 14, 2022.
Quality of Life	Economic Development	Assistant City Manager	Explore infrastructure grant with Miami University	Review infrastructure needs including electricity, water, sewer. Identify project.	If viable project found, apply together with MU by December 2022.
Quality of Life	Economic Development	Assistant City Manager	Encourage Revolving Loan Fund program to be used.	Create and implement a promotions strategy using website and other outreach materials.	3 applications have been submitted for one of the RLF programs by December 2022.
Quality of Life	Economic Development	Assistant City Manager	Develop incentive program to encourage job creation.	Explore ways to offset business costs in exchange for high quality job creation and enable the city have a positive ROI.	Incentive program model is developed by October 2022.
Quality of Life	Economic Development	Assistant City Manager	Explore creation of workforce training center in partnership with Talawanda School District	Develop committee to establish budget needs, program models and identify sustainable funding sources.	Program and funding model developed by October 2022
Quality of Life	Economic Development	Assistant City Manager	Develop workforce housing program	Work with area employers and rental complexes to explore partnership and research workforce housing models	If viable model is found, present concept by December 2022.
Quality of Life	Economic Development	Assistant City Manager	Develop creative placemaking strategies	Meet with partners:, OPRD, OCAC, Miami, Enjoy Oxford, and Chamber to create a programming schedule	Implement 3 creative placemaking events that attract 1K people to a business district by October 2022
Sense of Place	Economic Development	Assistant City Manager	Pilot a year round DORA and expand Red Brick Fridays into the school year.	Apply for expanded DORA area and develop year round pilot program. Host more Red Brick Friday events	Application for expanded DORA is submitted by May 2022. Pilot for year roudn DORA is implemented by August 2022 and plan for at least 5 Red Brick Friday events.
Service Excellence	Economic Development	Assistant City Manager	Implement a special assessment district for snow and litter removal	Develop assessment area and budget for snow and litter removal. Draft assessment costs to share with property owners.	Special Assessment District legislation is brought to Council by August 2022.

City of Oxford Measureable Goals 2022

Vision & Value Area	City Council Goal	Department	Department Objective	Department Strategies & Tasks	Department Measure Of Success
Service Excellence	Economic Development	Assistant City Manager	Review mobile vending ordinance and explore allowing food trucks or other mobile vending outside of special events.	Solicity input from area businesses, Chamber of Commerce, Enjoy Oxford and CIC and develop a mobile vending program model to be reviewed by Council.	Council reviews proposed mobile vending model by July 2022.
Service Excellence	Fiscal Responsibility	Finance	Implement STR tax	Work with GovOS to set up new software in order to be a one stop shop for STR registrations and tax remittance	Two quarters of collections of STR tax by December 2022
Service Excellence	Fiscal Responsibility	Finance	Provide transparency and service excellence with public tax dollars	Complete the compilation and audit of the City's 2021 Comprehensive Annual Fiscal Report and submit the report to the Government Finance Officers Association for the "Certificate of Achievement for Excellence in Financial Reporting" Award	Award presented to the City of Oxford
Service Excellence	Fiscal Responsibility	Finance	Provide transparency and service excellence with public tax dollars	Complete the compilation and audit of the City's 2021 Comprehensive Annual Fiscal Report and prepare Popular Annual Financial Report and submit the report to the Government Finance Officers Association for the "Award for Outstanding Popular Annual Financial Reporting"	Award presented to the City of Oxford
Service Excellence	Fiscal Responsibility	Finance	Provide transparency and service excellence with public tax dollars	Complete the budgeting process and have Council pass the 2023 Budget and submit the report to the Government Finance Officers Association for the "Distinguished Budget Presentation" Award	Award presented to the City of Oxford
Service Excellence	Historic Preservation	Community Development	Complete Historic District Design Guidelines update	Advertise scope of services and retain intern for fieldwork. Engage owners and community members in process.	Design Guidelines adopted by HAPC and City Council by November 1, 2022.
Service Excellence	Housing	Assistant City Manager	Development of a community land trust or deed restricted area to support affordable housing projects	Hire a professional service to assist with the establishment of this model. Will be completed after the Master Plan for city owned land is complete.	CLT or Deed Restriction in place by Dec. 2022
Service Excellence	Housing	Assistant City Manager	Research and develop partnership with nonprofit to increase availability of affordable housing	Issue RFP for housing proposals to be funded by ARPA	RFP issued, reviewed and awarded by October 2022.

City of Oxford Measureable Goals 2022

Vision & Value Area	City Council Goal	Department	Department Objective	Department Strategies & Tasks	Department Measure Of Success
Service Excellence	Housing	Community Development	Complete Western Knolls Master Plan	Create scope of services/RFP. Council approves scope. Advertise. Contract. Invite. Implement.	Master Plan adopted by City Council by November 15, 2022.
Service Excellence	Housing	Community Development	Cottage Community construction start	Identify gaps or obstacles from application to review to implementation.	Cottage Community Preliminary Planned Development plans approved by City Council by November 15, 2022.
Service Excellence	Housing	Community Development	Code Compliant residential rental properties (interior and exterior)	Extended inspection time per property. Evaluation of changes between inspections. Citations rather than extensions. Software training and QC.	By end of 2022: Litter-free Mile Square front yards. Trained part-time staff for redundancy. Two Board of Appeals hearings held.
Service Excellence	Housing	Community Development	Address codes around housing and building height to help encourage more affordable housing.	Review public infrastructure feasibility of increasing building heights. Incorporate building height discussion into the comprehensive plan process.	An outline of public infrastructure needs to allow for increased building height will be developed by December 2022.
Service Excellence	Human Resources	Assistant City Manager	Update contract with 2 bargaining units: Police and Sergeants & Lieutenants.	Work together with bargaining units to develop new contract language.	Contract negotiations started by October 22 and completed by December 2022.
Stewardship	Human Resources	Finance	Implement Paylocity payroll software program	Work with Paylocity to set up new software in order to have an all encompassing HR and payroll system streamlining processing and eliminating double inputting of data	Full use of the system in the second quarter of 2022 including tax and pension reporting
Stewardship	Human Resources	Fire	Create and implement funding plan for increased staffing	Work with City Manager and Asst. City Manager to meet with Miami to create funding partnership strategy including annual contribution and/or student fee.	Success in obtaining additional funding for added full time staffing to begin in 2023
Stewardship	Human Resources	Fire	Create and implement funding plan for increased staffing	Work with City Manager and Asst. City Manager to create a ballot issue for November 2022.	Success in obtaining additional funding for added full time staffing to begin in 2023
Stewardship	Infrastructure (Water, Wastewater, Streets, Grounds)	Service	Advance process for water softening at the Utility level	Work session with City Council to select technology; award a contract for engineering consultant to begin design and OEPA permitting process	Technology selected; contract award with completion by Dec. 31, 2022

City of Oxford Measureable Goals 2022

Vision & Value Area	City Council Goal	Department	Department Objective	Department Strategies & Tasks	Department Measure Of Success
Stewardship	Infrastructure (Water, Wastewater, Streets, Grounds)	Service	Apply interior and exterior coatings to 0.5 MG elevated storage tank	Award contract; manage applications of new coatings	Completion of installation of coating systems with completion by September, 2022
Stewardship	Infrastructure (Water, Wastewater, Streets, Grounds)	Service	Completion of handicap ramp improvements to City sidewalk system	Confirm Council approval of ARP funds; spec / bid improvements; manage construction project	Completion of the ramp installations with completion by Dec. 31, 2022
Stewardship	Infrastructure (Water, Wastewater, Streets, Grounds)	Service	Resurfacing of designated City streets	Spec/Bid project and receive Council approval; complete lead water service line investigations; manager construction	Completion of designated improvements with completion by August, 2022
Stewardship	Infrastructure (Water, Wastewater, Streets, Grounds)	Service	Walnut St. extension and parking lot improvements for the College @ Elm project with Miami U.	Work with MU on design. Manage timelines based on funding source availability as CDBG funds may not be available until Q3or Q4	Design completion; implementation of construction as funding allows. Depending on funding and construction phasing, this project may carryover into 2023.
Stewardship	Infrastructure (Water, Wastewater, Streets, Grounds)	Service	Completion of Advanced Metering Infrastructure for Water Utility	Identify meters requiring upgrade; procure necessary hardware and install AMI features	Installation of new AMI meters to appropriate service lines with completion by Dec. 31, 2022
Stewardship	Public Safety	Fire	Take delivery of new rescue/engine and complete training on vehicle and new equipment.	Complete equipment mounting project with dealer, train driver/operators on operation of new vehicle, complete training on water rescue and other equipment purchased for this vehicle.	Have operators trained and vehicle inservice by July 2022. Complete training on misc. equipment by December 2022.
Stewardship	Public Safety	Fire	Continue Lexipol Policy implementation	Continue to revise and implement policy and procedures.	Complete 40% of the policy manual by December 2022.
Stewardship	Public Safety	Police	Implement new Central Square RMS System with Butler County	Identify staff to be trained as trainers and use that team to set-up the software, forms, business processes. Train rest of staff to be end users.	Successful go live implementation in by April 2022. Build out of reporting tools that improve functionality of system complete by July 2022.
Stewardship	Public Safety	Police	Hire a Social Services Liaison and integrate the role into OPD response	Recruit and hire a qualified individual who can perform social service/case management tasks while working with police on response to community issues.	Improved connections to social service agencies by establishing a resource and contact list for each community partner by December 2022.

City of Oxford Measureable Goals 2022

Vision & Value Area	City Council Goal	Department	Department Objective	Department Strategies & Tasks	Department Measure Of Success
Stewardship	Public Safety	Police	Implementation of Lexipol policy management system	Lexipol committee to review and update policies while working with our assigned project manager	Replace our current General Orders and Procedural Orders with a new Lexipol system and begin daily trainings by the December 2022.
Stewardship	Public Safety	Police	Evaluate staffing needs and continue recruitment efforts for a diverse workforce	Recruitment team to focus on the police officer hiring process for a current vacancy but also continue long-term approach	Have one highly qualified police officer hired by July 2022 from a diverse pool of applicants
Stewardship	Public Safety	Police	Negotiate contracts with Police Officers bargaining unit and the Sergeants and Lieutenants bargaining unit	Management team to work with Labor Management Teams to develop new contracts	2 Labor Contracts signed by the end of the year
Stewardship	Recreation	Parks & Recreation	Install ADA inclusive playground amenities at Oxford Community Park	Apply for P&G grant by 2/28. Obtain matching grant funds by 6/1. Complete project renovations by 12/1/2022.	Install 1 ADA whirl. Install new safety surfacing on entire playground. Install 3 music features and 3 activity panels.
Quality of Life	Recreation	Parks & Recreation	Continue renovations of ball fields at Oxford Community Park. Progress on Fields 5 and 6.	Obtain local grant funding to match CIP dollars. Install new infield dirt. Install new dugout fencing. Install new home run fencing.	Have 2 new dugouts installed by 5/1/22 to allow for spring game play. Have homerun field installed by 6/1/22 or sooner if possible. Have infield dirt installed in 2022.
Stewardship	Recreation	Parks & Recreation	Dirt Track for Bikes Designed and (funding obtained) Constructed	Partner with Miami Design & Engineering class. Analyze site locations, design options, and cost estimates. Obtain necessary funding for construction. If funding obtained, construct the track in 2022.	Partner with Miami class by 1/1/2022. Final design agreed upon by 5/15/22. Obtain necessary funding for construction by 9/1/2022. Construct course by 12/1/2022.
Stewardship	Recreation	Parks & Recreation	Indoor Recreation Center (Research & Design)	Coordinate with TRI Board about future facility. Create sub-committees for research, design and funding needs. Meet monthly (or more) to discuss progress, objectives and strategies.	Preliminary design / concept completed by 8/1/2022. Kickoff fundraising campaign by 9/1/2022.
Stewardship	Transportation	Service	Complete tasks necessary to begin construction of next OATS phases	Complete ROW acquisition, environmental requirements, complete plans for ODOT certification, and bid project for construction for OATS Phases III & IV	Contract award for construction



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Zachary Moore
DATE PREPARED:	March 18, 2022
COUNCIL MEETING DATE:	April 5, 2022
AGENDA TITLE:	PC-2021-40, 406 E Withrow, CONDITIONAL USE , to re-establish Fraternity use, Scott Webb, Architect, Applicant/Agent
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRC</i> 3.30.22

Proposal Summary:

The applicant is requesting Conditional Use approval to allow a Fraternity use to occupy an existing three-story building located at 406 E Withrow, adjacent to Tallawanda Road and the Miami University campus. The building was previously occupied for a number of years by a local chapter of the Kappa Sigma fraternity. During this time, the building had a valid Rental Permit – recognized as a Fraternity House – for a maximum of 38 occupants. Should the Conditional Use request be successful, the applicant will need to obtain Building Permit approval to officially change the use back to a Fraternity, and also re-apply for a Rental Permit as a Fraternity House. As part of the request, the applicant proposes an overall occupancy of 18 maximum, down from the previous total of 38. No significant modifications to the building or site were contemplated by the applicant as part of the submission; the primary reason for the Conditional Use request is to acknowledge and approve a change in how the property is used.

Background:

The previous Fraternity use was considered grandfathered, having never gone through an official approval procedure with Planning Commission and Council as is now normally required by the Zoning Code. Following the departure of the local Kappa Sigma chapter from the premises, in 2017 the property received Conditional Use approval to be re-designated as a place of worship for a new tenant, Crossroads Church. The Church occupied all three floors and made a few cosmetic changes to the building, including the installation of a new patio and canopy. Staff believes the Church likely vacated the building sometime in 2020. The property owner now wishes for the building to be re-occupied by the Kappa Sigma fraternity, a chapter which is recognized by Miami University.



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Planning Commission Recommendation:

On March 8, the Oxford Planning Commission held a public hearing and reviewed the proposal and the decision standards. City staff recommended approval of the application subject to 5 conditions. The Commission heard from both staff and the applicant, and also heard from Wes Bren who represents the ownership interest in the property. There were no comments from the public.

One of the primary issues discussed by the Planning Commission was parking. It is the desire of the applicant to make no changes to the existing parking configuration on-site, which presently only consists of a 9-foot wide service drive accessed from Tallawanda Road. Staff generally concurred with the applicant on this subject, and recommended off-street parking be waived on condition that if problems arose within a 1-year time period, the construction of some on-site parking spaces could be mandated. The Commission was split on whether parking requirements should be completely eliminated, but ultimately voted in favor of the waiver. However, the wording of the condition was adjusted to remove the potential for any off-street parking to be required as the result of any problems encountered in the future. Instead, new language was added to require a barrier along the south side of the drive to help prevent the parking of vehicles in the lawn area.

The other main topic of the evening was signage. The applicant had requested a waiver to allow for a 70 square foot wall sign to showcase the Kappa Sigma logo, arguing it would be the same size as a sign that previously existed on the east façade of the building. Both staff and the applicant showcased previous iterations of the Kappa Sigma logo sign which had existed in the upper left-hand corner of the east façade. Staff estimated that the most recent Kappa Sigma sign (circa 2013) measured around 50 square feet in size, but had instead recommended a 12 square foot wall sign combined with additional lettering on the canopy structure in front. After much discussion, the Commission recommended the sign area be limited to 50 square feet.

The Planning Commission ultimately voted 6-1-0 to recommend **approval** of the application subject to the following conditions:

1. The property owner or owner's agent shall obtain Building Permit approval to authorize a change of use to a fraternity. All applicable inspections must pass and a Certificate of Occupancy issued before the building is occupied.



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2. The property owner or owner's agent shall also obtain a new Rental Permit prior to occupancy. The rental occupancy shall be capped at no more than 18 unrelated individuals.
3. As part of the Building Permit for the change of use, the applicant shall provide street trees in the tree lawn along E Withrow Street and Tallawanda Road per Service Department specifications, in accordance with the requirements of Chapter 935 of the Oxford Codified Ordinances.
4. A waiver is hereby granted to Section 1149.05 to eliminate the off-street parking requirement for this developed property on condition that a suitable barrier be installed to help prevent vehicles from parking on the lawn area.
5. A waiver to Section 1151.05(b) is hereby granted to allow the residential fraternity use to install one (1) naturally illuminated wall sign per the design reflected in the record in the upper left hand corner of the building's eastern façade which does not exceed fifty (50) square feet in area.

ORDINANCE NO.

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT APPLICATION TO ALLOW FOR THE RE-ESTABLISHMENT OF A FRATERNITY USE LOCATED AT 406 E WITHROW STREET, OXFORD, OHIO 45056 WITH CONDITIONS.

WHEREAS, the Planning Commission met pursuant to Oxford Codified Ordinance Section 1147.02 on March 8, 2022 for the purpose of considering the request of Scott Webb, Architect, Applicant/Agent, for a Conditional Use permit to allow for the re-establishment of a fraternity use at 406 E Withrow Street, Oxford, Ohio 45056; and

WHEREAS: the Planning Commission, after a public hearing and discussion, voted and approved a motion recommending approval of the Conditional Use permit application to allow a fraternity use to be re-established at 406 E Withrow Street, Oxford, Ohio 45056 with the following conditions:

- a) The property owner or owner's agent shall obtain Building Permit approval to authorize a change of use to a fraternity. All applicable inspections must pass and a Certificate of Occupancy issued before the building is occupied.
- b) The property owner or owner's agent shall also obtain a new Rental Permit prior to occupancy. The rental occupancy shall be capped at no more than 18 unrelated individuals.
- c) As part of the Building Permit for the change of use, the applicant shall provide street trees in the tree lawn along E Withrow Street and Tallawanda Road per Service Department specifications, in accordance with the requirements of Chapter 935 of the Oxford Codified Ordinances.
- d) A waiver is hereby granted to Section 1149.05 to eliminate the off-street parking requirement for this developed property on condition that a suitable barrier be installed to help prevent vehicles from parking on the lawn area.
- e) A waiver to Section 1151.05(b) is hereby granted to allow the residential fraternity use to install one (1) naturally illuminated wall sign per the design reflected in the record in the upper left hand corner of the building's eastern façade which does not exceed fifty (50) square feet in area.

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

SECTION 1: Council hereby accepts the action 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 a fraternity use to be re-established at 406 E Withrow Street, Oxford, Ohio 45056 with the following conditions:

- a) The property owner or owner's agent shall obtain Building Permit approval to authorize a change of use to a fraternity. All applicable inspections must pass and a Certificate of Occupancy issued before the building is occupied.
- b) The property owner or owner's agent shall also obtain a new Rental Permit prior to occupancy. The rental occupancy shall be capped at no more than 18 unrelated individuals.
- c) As part of the Building Permit for the change of use, the applicant shall provide street trees in the tree lawn along E Withrow Street and Tallawanda Road per Service Department specifications, in accordance with the requirements of Chapter 935 of the Oxford Codified Ordinances.

- d) A waiver is hereby granted to Section 1149.05 to eliminate the off-street parking requirement for this developed property on condition that a suitable barrier be installed to help prevent vehicles from parking on the lawn area.
- e) A waiver to Section 1151.05(b) is hereby granted to allow the residential fraternity use to install one (1) naturally illuminated wall sign per the design reflected in the record in the upper left hand corner of the building's eastern façade which does not exceed fifty (50) square feet in area.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: WILLIAM SNAVELY

PREPARED BY: LAW (STAFF)

STAFF REPORT

Community Development | Planning Commission

APPLICATION DETAILS

Location	406 E Withrow Street – Parcel ID H4000006000155
Applicant/Agent	Scott Webb, Architect
Property Owner	Theta Upsilon Housing Co Inc. c/o John Schoger
Action Request	Conditional Use to re-establish Fraternity Use with 18 occupants
Current Use	City of Oxford: Single-Family Dwelling Auditor: Religious Institution
Current Zoning	R3MS Single-, Two-, and Three-Family Mile-Square Residential District
Floor Area	Approx. 5,241 sq ft (3 floors; approx. 1,747 sq ft per floor)
Site Area	0.27 acres
Surrounding Land Uses	Two-family dwellings to west and south; Lodging Houses to north and south; University campus to east
Staff Recommendation	Approve , subject to recommended conditions

PROPOSAL SUMMARY

The applicant is requesting Conditional Use approval to allow for a Fraternity use to occupy an existing three-story building located at 406 E Withrow, adjacent to the Miami University campus on Tallawanda Road. The property is zoned R3MS, which designates “fraternity and sorority houses” as a Conditional Use. The Zoning Code further defines a “fraternity/sorority house” as *a building that is occupied by a group of enrolled Miami University students who are active members of a fraternal organization recognized by Miami University. These organizations shall be limited to fraternities, sororities, and like groups approved by Miami University for communal off-campus living on that site. Occupancy exception: may include employees or agents of the organization not to exceed three (3) persons.* The City received a letter of support from Miami Student Life in November 2021 documenting that Kappa Sigma is again recognized by the University.

The building was previously occupied for a number of years by a local chapter of the Kappa Sigma fraternity. The building had a valid Rental Permit – recognized as a Fraternity House – for a maximum of 38 occupants. The fraternity use at this time was considered an approved Conditional Use due to its grandfathered status, despite never going through an actual approval procedure with Planning Commission and Council as is normally required by the Zoning Code. Following the departure of the local Kappa Sigma chapter from the premises, in 2017 a church organization (Crossroads) applied for and was granted a Conditional Use to

operate on all three floors of the building. A few years later, the Church vacated the building. The property owner now wishes to reestablish the fraternity use so the Kappa Sigma fraternity may reoccupy the building, but with a reduced occupancy of 18 maximum. No substantial exterior changes to the building or to the site are anticipated by the applicant as part of this application.

PUBLIC COMMENTS

Public notices were mailed to surrounding property owners and a sign was posted at the front of the property. One written comment was returned expressing support for the requested Conditional Use.

DEPARTMENT COMMENTS

Below are comments from City departments:

Department	Respondent	Response
Economic Development	Seth Cropsenbaker, Assistant to the City Manager	Returned with Comments
• <i>The proposal for this site is to return a previous conditional use status for the building as a multi-unit residence, or "fraternity house".</i> • <i>This use is in keeping with many of the surrounding structures in this neighborhood, located in what is informally known as "fraternity row" and would not present any additional nuisance to the immediate area.</i> • <i>More recently the site has been used by Crossroads Community Church, the proposed conditional use, re-establishing this site as a "fraternity house" does not represent any significant impact on the economy of Oxford.</i> • <i>The Economic Development staff have no concerns or reservations regarding this application for conditional use at this time.</i>		
Engineering	Scott Otto, City Engineer	Returned without Comments
Fire	John Detherage, Fire Chief	Returned with Comments
<i>Per the Building Official, a sprinkler system will be required due to the change of use.</i>		
Police	John Jones, Police Chief	Not Returned

CASE HISTORY

Below is a summary of past board & commission cases pertaining to the subject property:

Case No.	Application	Decision
PC-2017-22	Conditional Use	Council approved September 19, 2017 by Ord No. 3424
According to the property owner, 406 E Withrow has been a fraternity house since its construction in 1967 and had housed the local Kappa Sigma chapter beginning in 1982. In 2015, the Kappa Sigma National Headquarters revoked the local Theta Upsilon Chapter due to member behavior violating standards. Kappa Sigma and Miami agreed to remain dormant until those students being disciplined graduated. To fill the void following Kappa Sigma's vacation of the property, the property owner (Theta Upsilon Housing Corporation) arranged a 4-year lease with Crossroads Church of Cincinnati to take up occupancy in the building. Crossroads applied for Conditional Use approval on June 23, 2017. At the time, the previous fraternity use had a grandfathered maximum occupancy of 38 per City records. Crossroads proposed converting the first and second floors into activity and meeting spaces, while retaining the third floor bedroom arrangement for student members. A new patio feature in front was also proposed, which encroached slightly into the front yard setback. The Conditional Use was approved subject to four conditions: (1) no more than 3 Church members were to reside on the third floor; (2) five off-street parking spaces were sufficient for the use [though it does not appear any modifications were later made along these lines]; (3) setback and coverage standards were waived to make way for the new patio; and (4) no additional waivers for signage unless approved by the BZA.		
BZA-2018-15	Variance	BZA voted 4-0-0 on August 15, 2018 to deny request
Atlantic Signs, c/o Tommy Reed, requested a Variance to the Code's maximum sign size and number for the new Crossroads Church tenant. The Code standards, which are still the same today, specify that a nonresidential land use in a residential zoning district be allowed no more than one (1) wall or freestanding sign, and that such sign be limited to no more than 12 square feet in area. The applicant first received Permit approval for a Code-compliant ground sign, and then attempted Variances for an additional 28 sq ft wall sign and 12 sq ft hanging sign. The applicant later revised their submission to reduce the wall sign down to 18 sq ft. Based on the available record, it appeared the hanging sign was dropped completely from consideration. For the revised application, the BZA denied the requested Variances by a 4-0-0 vote. It is evident that the applicant later submitted a new Permit to proceed with installation of a compliant wall sign and forego the ground sign entirely.		
PC-2019-11	Conditional Use Minor Amendment	Administratively approved on March 1, 2019
Crossroads Church later requested a Minor Amendment in 2019 in order to convert usage of the third floor from residential to office use to accommodate support for their ministry. The request did not involve substantial interior alteration that would have required a Permit; as their application states, only minor cosmetic updates such as painting and carpeting were anticipated. The Community Development Director and Planning Commission Chair approved the request administratively. Due to the use change making the entirety of the building non-residential, the last Rental inspection performed for the property occurred on February 1, 2018. The Rental Permit permitting up to 3 occupants on the third floor, which had been classified as a Single-Family (SF) use sharing the building with an institutional use (Crossroads) on the first and second floors, has since expired. Staff is under the impression the Church vacated the property sometime in 2020.		

COMMENTARY

Staff finds the location to be suitable and appropriate for reactivation of a fraternity use. Oxford has two major “fraternity rows,” one along Tallawanda Road and the other along S Campus Avenue; the subject site is located along the former and is directly across the street from Withrow Hall on Miami University’s campus. Seeing as how the existing building and much of the overall site is to be retained in its current form, not much additional commentary is warranted within the scope of a Zoning review.

The Zoning Code lists Potential Concerns and Requirements for fraternity houses in **Section 1147.03(b)(19)**, and is provided in Appendix A. Many of the listed items do not appear to pose a concern to staff, given the developed condition of the property as well as utility, stormwater, and waste management systems already in place. In staff’s view, the key provisions which deserve special consideration within the scope of the Conditional Use review are: (1) Parking; and (2) Signage.

- **Parking:** The original Conditional Use approval from September 2017 included a condition (#2) indicating that *five (5) off-street parking spaces are sufficient for the proposed gathering/study of the church*. However, these spaces were never shown on any site plan related to the church use and no additional changes/paving was ever made to the site as a follow-up to the approval. The existing single-wide driveway accessed from Tallawanda Road appears to have been installed as part of the Crossroads Church project.

Section 1147.03(b)(19)(B)(6) states that *parking shall meet [the] requirements of Zoning Code Chapter 1149 and shall be properly designed, screened and maintained*. Since this is a Conditional Use review for a *new* use, not an existing use (albeit one that previously existed), the project is either obligated to fulfill current Code requirements or request waivers be granted. **Table 1149.05-1** requires a minimum of 2 parking spaces for every 5 beds permitted by a valid City of Oxford Rental Permit. With an intended occupancy of 18, this would require a minimum of eight (8) parking spaces. The existing driveway, in its current configuration, suffices for a total of two (2) parking spaces (double-stacked). Staff believes there is enough lawn space in front of the building to install at maximum up to six (6) parking spaces without disturbing a mature tree located at the corner of the lot. The current lot coverage is estimated to be around 34.4%. With the additional surface parking (6 spaces), this would bring the coverage up to about 43.7%. Maximum lot coverage in the R3MS District is 45%.

The Planning Commission may want to consider waiving part, or even all, of this requirement in order to preserve green space and also encourage future fraternity member residents to walk, bike or take transit as a primary means of transportation. Apart from on-street parking on City streets as well as permit parking along Tallawanda, it is also possible for members to obtain long-term remote parking passes for either the Millett West Lot or Ditmer Lot on Miami’s campus. The Millett West Lot is especially close and within walking distance of the property. Staff’s main recommendation is to eliminate the parking requirement entirely, though leaving the door open for provision of on-site parking spaces should issues arise within a one year period.

- **Signage:** Crossroads Church had previously installed a vertical cabinet sign on the east façade of the building. Though the sign copy has been removed, the cabinet still remains to this day. This prior sign had been installed in accordance with the standards of **Section 1151.05(b) Nonresidential Land Use Signs in Residential Zoning Districts**, which allows for a single sign measuring up to 12 square feet in area. By switching from a non-residential (institutional/church) use to a residential use, the signage allowance is reduced by half, as the only sign type allowed by-right is a “building identification sign” measuring no greater than 6 square feet in area.

The applicant has submitted an elevation depicting a wall sign containing the Kappa Sigma emblem measuring approximately 70 square feet in size. The applicant’s request is to allow for the

installation of a wall sign resembling the size and location of the original sign. Staff has determined there have been at least two past versions of the Kappa Sigma sign, with the original version estimated at around 60 square feet in size and the latest being around 50 square feet. Staff is of the opinion that a 50 square foot sign, let alone one that is 70 square feet, would be excessive in comparison to other existing fraternity wall signs in the area. Staff recommends the new fraternity adhere to the same standards as a non-residential use in a residential zoning district, which typically allow for a wall or freestanding sign (but not both) not exceeding twelve (12) square feet in sign area. Staff also believes it would be reasonable to allow additional sign content (e.g., lettering spelling out “Kappa Sigma”) on the edge of the patio canopy as had been the case when Crossroads Church occupied the building.

DECISION CRITERIA

- A. **The proposed use is in fact a Conditional Use appropriate in the zoning district in which it is proposed.**
Yes, *fraternity and sorority houses* are listed in the Oxford Zoning Code as a Conditional Use in the R3MS District.
- B. **The use and site will satisfy the general intent of the Zoning Code.**
Section 1143.07(a) describes the purpose of the R3MS District as being to *preserve and encourage a mix of single-family, two-family, and three-family dwellings in an urban environment while maintaining the urban form of development within the Mile-Square District. Furthermore, it is the intent of this district to be located in areas that are in close proximity to commercial services, public institutions, and adequate infrastructure to serve the residents within this district.* Returning this property to a fraternity use is in keeping with the purpose of the District and is in a location where higher density of residential use is expected and encouraged. Though no other fraternity houses are directly adjacent to the subject property, there are many located nearby on Tallawanda Road, E Vine Street, and E Church Street.
- C. **The use and site will be compatible with the general intent of the Comprehensive Plan.**
The Comprehensive Plan identifies this property as falling within the “Neighborhood General 1” Character Area, which is the densest of the three “Neighborhood General” classifications. The Plan describes this Area as being *typified by traditional urban development consisting of detached single-family homes on smaller lots, (...) [but] may also include some multi-family and mixed-use type development. Typified by a block pattern and alley use.* Staff believes the establishment of a fraternity house use at this property would not be contradictory to the current Comprehensive Plan’s vision.
- D. **The use and shape of the site are sufficient for the proposed use.**
It is evident the shape and size of the site are sufficient since the building already exists and is essentially being reactivated. However, the site’s size is probably not sufficient for meeting the Code’s minimum parking requirements.
- E. **The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.**
Surrounding property owners were notified of the requested Conditional Use. It is not expected that the impacts generated by reuse of the property as a fraternity will differ in any other substantial way as compared to other fraternity 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.**

This criterion is most applicable to commercial or industrial uses which due to the nature of their operations produce a lot of external effects that may negatively impact neighbors. Staff does not believe the requested fraternity use falls into such a category.

- 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.**
There are no accessory uses present or proposed.
- 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.**
All utility connections are currently in place.
- I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.**
No public expenditures are anticipated. The Fire Chief has commented that due to the change of use, a sprinkler system will need to be installed in the building to bring it up to current building safety standards. The cost of installing such a system will be the responsibility of the property owner, not the City.
- 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 approval of this Conditional Use will ensure the existing neighborhood character is maintained.
- 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.**
A curb cut for the existing driveway already exists off of Tallawanda Road. If additional off-street parking was required to be installed, it is not expected this will impede the movement on adjacent public streets in a significant way.
- L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.**
No additional construction is proposed. The building, while not historic or part of a historic district, would be preserved and contributes to the varied mix of ages found in Oxford's housing stock.
- M. Proposed construction will not result in the complete elimination of existing mature trees on the site. Effort shall be made to direct disturbance and construction around or away from the existing mature trees without completely taking away use of the site or connectivity to existing infrastructure.**
Reducing the minimum parking requirement would result in greater preservation of green space and help avoid potential disturbance to the existing mature tree at the property corner. There is a lack of street trees along both public streets, where the property could be brought up to current standards.
- N. 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.**
Should the Conditional Use be approved by City Council, the owner/applicant will then need to obtain Building Permit approval in order to authorize the change of use back to a fraternity. It is expected the Building Department review will dictate certain improvements be made to bring the building up to current standards. A new Rental Permit will also need to be obtained, and an

inspection performed by the City's Code Enforcement Officer to check for compliance with the Property Maintenance Code. The Code Enforcement Officer has performed a courtesy review of the provided floor plans and has determined the proposed occupancy (18) is correctly calculated based on the number and size of bedrooms.

STAFF RECOMMENDATION

In consideration of the Decision Criteria, staff recommends **approval** of the Conditional Use application subject to the following conditions:

1. The property owner or owner's agent shall obtain Building Permit approval to authorize a change of use to a fraternity. All applicable inspections must pass and a Certificate of Occupancy issued before the building is occupied.
2. The property owner or owner's agent shall also obtain a new Rental Permit prior to occupancy. The rental occupancy shall be capped at no more than 18 unrelated individuals.
3. As part of the Building Permit for the change of use, the applicant shall provide street trees in the tree lawns along E Withrow Street and Tallawanda Road per Service Department specifications, in accordance with the requirements of Chapter 935 of the Oxford Codified Ordinances.
4. A waiver is hereby granted to **Section 1149.05** to eliminate the off-street parking requirement for this developed property. However, should any problems be reported by surrounding neighbors or City departments concerning the parking situation, staff may require the property owner to install additional parking spaces on-site in a manner and number staff deems appropriate. The situation may be evaluated anytime within one (1) year of occupancy and no more than six (6) off-street parking spaces shall be required by staff. The potential for staff requiring additional off-street parking shall expire after the one year period.
5. A waiver to **Section 1151.05(b)** is hereby granted to allow the residential fraternity use to install one (1) naturally illuminated wall sign in the upper left hand corner of the building's eastern façade which does not exceed twelve (12) square feet in area. It shall also be permissible to install additional naturally illuminated sign content (e.g., lettering spelling out "Kappa Sigma") on the edge of the existing patio canopy facing E Withrow Street not extending above or below the band.

SUBMITTED BY:



Zachary Moore, AICP
Planner

DATE: March 2, 2022

APPENDIX A

RELEVANT ZONING CODE PROVISIONS

Within the Oxford Zoning Code, **Section 1143.07** provides the base zoning standards for the R3MS District. **Section 1147.02(c)-(d)** governs the Planning Commission's decision making process on Conditional Uses. **Section 1147.03(b)(19)** provides Conditional Use provisions specific to schools.

1143.07 – R3MS Single, Two and Three-Family Mile-Square Residential District

- (a) Purpose.
The purpose of this district is to preserve and encourage a mix of single-family, two-family, and three-family dwellings in an urban environment while maintaining the urban form of development within the Mile-Square District. Furthermore, it is the intent of this district to be located in areas that are in close proximity to commercial services, public institutions, and adequate infrastructure to serve the residents within this district.
- (b) Uses.
- (1) Permitted uses.
 - A. Single-family dwellings
 - B. Two-family dwellings
 - C. Three-family dwellings
 - D. Accessory buildings and uses incidental to the principal use as provided in Chapter 1141.
 - E. Day Care Home Type B family.
 - (2) Conditional uses.
The following Conditional Uses are subject to review and regulation in accordance with Chapter 1141.
 - A. Community-Oriented Residential Social Service Facilities (CORSSF's).
 - B. Shared Housing and Congregate Housing for the elderly.
 - C. Government owned and/or operated parks and recreation facilities.
 - D. Bed & Breakfasts.
 - E. Publicly owned and operated neighborhood recreation centers.
 - F. Day care facilities, including Child Day Care, Child Day Care Center, and Day Care Home Type A family.
 - G. Schools: primary, intermediate, and secondary, both public and private.
 - H. Fraternity and sorority houses.
 - I. Places of worship.
 - J. Parking lots.
 - K. Accessory dwelling units
- (c) Site Development Regulations. (Unless superseded by Conditional Use Requirements)
Any parcel, property or structure that is within the Historic District Overlay shall also consult the current design guidelines of the Historical Architectural Preservation Commission and Chapter 1331 of the Oxford Codified Ordinances and shall follow the procedures for approval contained therein.

	Single-Family Dwellings	Two-Family Dwellings	Three-Family Dwellings
Lot Requirements			
Minimum Lot Area (Square Feet)	4,000	6,000	8,000
Minimum Lot Width (Feet)	40	50	60
Minimum Lot Frontage (Feet)	40	50	60

Yard Requirements	
Minimum Front Yard	15 feet
Maximum Front Yard Depth	25 feet
Minimum Rear Yard Depth	35 feet
Minimum Side Yard Width	5 feet
Structural Requirements	
Maximum Building Height	35 feet
Lot Coverage for Lots with Vehicular Access from a Public Street	
Lot Total	45 percent of lot
Front Yard	35 percent of front yard
Lot Coverage for Lots with Vehicular Access from a Rear or Side Alley with No Access from a Public Street	
Lot Total Maximum	45 percent of lot
Front Yard Maximum	15 percent of front yard

(d) Mile Square Design Standards.

(1) Purpose and Applicability.

- A. The purpose of the Mile Square Design Standards is to establish design standards for all new, expanded, or renovated buildings so they are part of the urban form and character of the Mile Square District. These standards are not intended to dictate any specific architectural style or design but rather are intended to allow imaginative design that is respectful to surrounding properties and the overall district.. The Mile Square Design Standards are intended to provide predictable requirements while also allowing for flexibility in design.
- B. The design of all new construction and exterior alteration or renovation in the R3-MS District shall conform to the following requirements.

(2) Front Façade.

- A. All development shall be located parallel to the associated public street with the main entry door designed to face onto the associated public street unless an alternative orientation is consistent with the majority of homes along the same block face.

(3) Foundations.

- A. Any new construction, including expansions, shall not include exposed concrete block or poured concrete foundations of more than two (2) feet in height, unless parged or covered by a historically appropriate facing treatment (e.g. stucco).

(4) Siding.

- A. Brick, stone, authentic stucco, or material replicating stone Veneer are permitted building materials in all residential districts.
- B. Decorative, wood shingles are an acceptable treatment for the residential structures in the Mile Square Residential Districts.
- C. The use of cementitious siding materials (e.g., Hardiplank) or engineered wood

- that resembles wood siding treatments is permitted.
- D. The use of aluminum or vinyl siding for residential structures within the Mile Square is strongly discouraged.
 - E. Plank siding treatments shall be horizontally oriented. Vertical planking may be allowed in a 90 degree board and batten treatment.
 - F. Brick or masonry that has not previously been painted shall not be painted unless the painting of brick or masonry is consistent with the architectural style or era of the building.
 - G. All wood siding materials shall be painted.
 - H. Any additions or expansions of an existing building shall also comply with Section 1141.03(h) (Residential Building Additions).
- (5) Roofs.
- A. Flat roofs are prohibited for residential buildings except for small areas on a rear roof that are used and sized for the placement of roof-mounted mechanical systems.
 - B. Roof pitches for residential structures must be steep. A minimum pitch ratio of 6 to 12 is required with the exception of porch roofs that should have a minimum pitch ratio of 4 to 12.
 - C. Decorative cornices and parapets are encouraged.
 - D. The addition of antennae, satellite dishes, and skylights should be placed on the rear of the building, roof, or on a non-visible accessory building to the maximum extent feasible
- (6) Doors.
- A. Doors shall be made of wood or "wood appearing" types of material.
 - B. All doors shall be constructed to be exterior doors. The use of an indoor door on the exterior of the building is prohibited.
- (7) Windows.
- A. Windows must be proportionally vertical where practical. Examples of instances where windows are not required to be vertical include kitchens and basements. For purposes of applying this provision, the vertical proportion is required only for each individual window frame; a horizontal row of vertical windows is acceptable.
 - B. Reflective glass (such as blue or gold tinted glass) is prohibited.
 - C. Skylights can be added to increase the availability of natural light. These must generally be flat and unobtrusive (especially from any public ways). They shall not be located on the front side of the roof slope facing the street.
- (8) Porches, Stoops and Decks.
- A. New residential structures are encouraged to include porches and stoops as design elements, which serve to enhance the physical and social components of the neighborhood.
 - B. All porches, stoops and decks shall comply with the provisions set forth in Chapter 1141.
 - C. Porches and stoops are permitted in any yard, however stoops may not exceed twenty five (25) square feet in front yards.
 - D. Decks shall only be permitted rear yards, with the exception of corner lots having frontage on two public streets, in which case a deck may be installed in the side yard so long as it is set back at least 10 feet from the front façade of the building.
 - E. The use of treated or untreated lumber that is not painted shall be prohibited for use on the front or side façades.
 - F. The table below outlines the standards defining the differences and distinctions between porches, stoops and decks consistent with definitions as provided in Chapter 1159. The standards in this table shall not preclude any other applicable provisions of this Zoning Code which are more restrictive in terms of location, size, material, etc.

Standards	Porch	Stoop	Deck
Allowable Yards	Any	Any	Only Rear Yards, except per (D) above
Maximum Size	No max	No max, except in front yards max is 25 sq ft	No max
Roof	Roof required	Roof allowed	Roof not allowed
Material	Any	Any, though typically concrete or masonry	Any, though typically wood

(9) Garages & Accessory buildings.

- A. Street facing garages shall not comprise more than 50 percent of the ground floor building frontage. Any garage with more than two (2) car parking capacity should not directly face onto any street. The garage with more than two parking bays should have the side wall facing the street (i.e., side loading garage). All garage doors shall be compatible with the dwelling style and colors.
- B. The front façade of any garage facing on to the street shall be set back a distance equal to or more than the front façade of the remainder of the principal building.
- C. To the maximum extent feasible, a detached garage shall be accessed from the alley if alleys are available for vehicular traffic.
- D. The architectural style and materials of any accessory building generally shall be compatible with the principal building as should the roof type and roof slope. Roofs for any accessory building shall be subject to the same standards as for principal structures pursuant to Subsection (5) above.

(10) Fences & Gates.

- A. Chain link fences are prohibited.
- B. When fencing is to be used, traditional fence forms, such as picket fences and plain board fences, shall be utilized and shall comply with the fencing height restrictions of Section 1141.01.
- C. Fencing shall only be constructed of wood, wrought iron, decorative metal fencing, or fencing material that resembles wood materials

(11) Chimneys.

- A. Where a building is designed with chimneys or where a chimney is to be added to an existing structure, brick or stone are the preferred materials. Other siding may be allowed if the entire building is sided in similar materials.

(12) Shutters.

- A. Shutters do not have to be operable. However, when present they must appear to be functional and they must be proportionally equal to the adjacent window opening



The shutters on the left window are appropriately shaped and sized for the related window even if they are not operable. The replacement shutters on the right are not appropriate due to the length and shape that do not correlate to the related window.

(13) Driveways & Parking Lots.

- A. Individual curb cuts for driveways are strongly discouraged. No curb cuts are allowed if an alley is present. Alleys must be utilized as much as possible to provide automobile access.

(14) Landscaping.

- A. Landscaping of the site shall comply with the requirements of Chapter 1148.

(15) Architectural Features for Three-Family Dwellings

- A. At least three of the following design features shall be provided on the front façade of each dwelling unit with frontage on a public street.
1. One or more dormer windows or cupolas;
 2. A recessed entrance;
 3. A covered porch or balcony;
 4. Pillars, posts, or pilasters;
 5. One or more bay windows with a minimum of 12 inch projection from the façade plane;
 6. A parapet wall with an articulated design, which entails design variation rather than a simple rectilinear form; or
 7. Multiple windows with a minimum of four inch wide trim.
- B. To the maximum extent practicable, all roof vents, pipes, antennas, satellite dishes, and other roof penetrations and equipment (except chimneys) shall be located on the rear elevations or configured to have a minimal visual impact as seen from the street.



Illustrative example of acceptable architectural design for multi-family dwellings



Illustrative example of unacceptable architectural design for multi-family dwellings

(16) Accessory Dwelling Units

In addition to the standards applicable to all conditional use reviews, any new accessory dwelling unit shall be subject to the following standards:

- A. An accessory dwelling unit may be in a stand-alone structure or may be located above a garage.
- B. In no case shall there be more than three dwelling units on any single lot, including any approved accessory dwelling unit.
- C. Accessory dwelling units shall only be allowed on lots with a area of 5,000 square feet.
- D. The maximum square footage of an accessory dwelling unit shall not exceed 1000 square feet or 50% of the footprint of the principal structure whichever is smaller, unless approved by the Planning Commission and City Council.
- E. The accessory dwelling unit shall be located in the rear yard.
- F. The accessory dwelling unit shall be designed to be smaller in mass, height, and square footage than the principal dwelling.
- G. The accessory dwelling unit structure shall be subject to the accessory building design guidelines of this section.

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

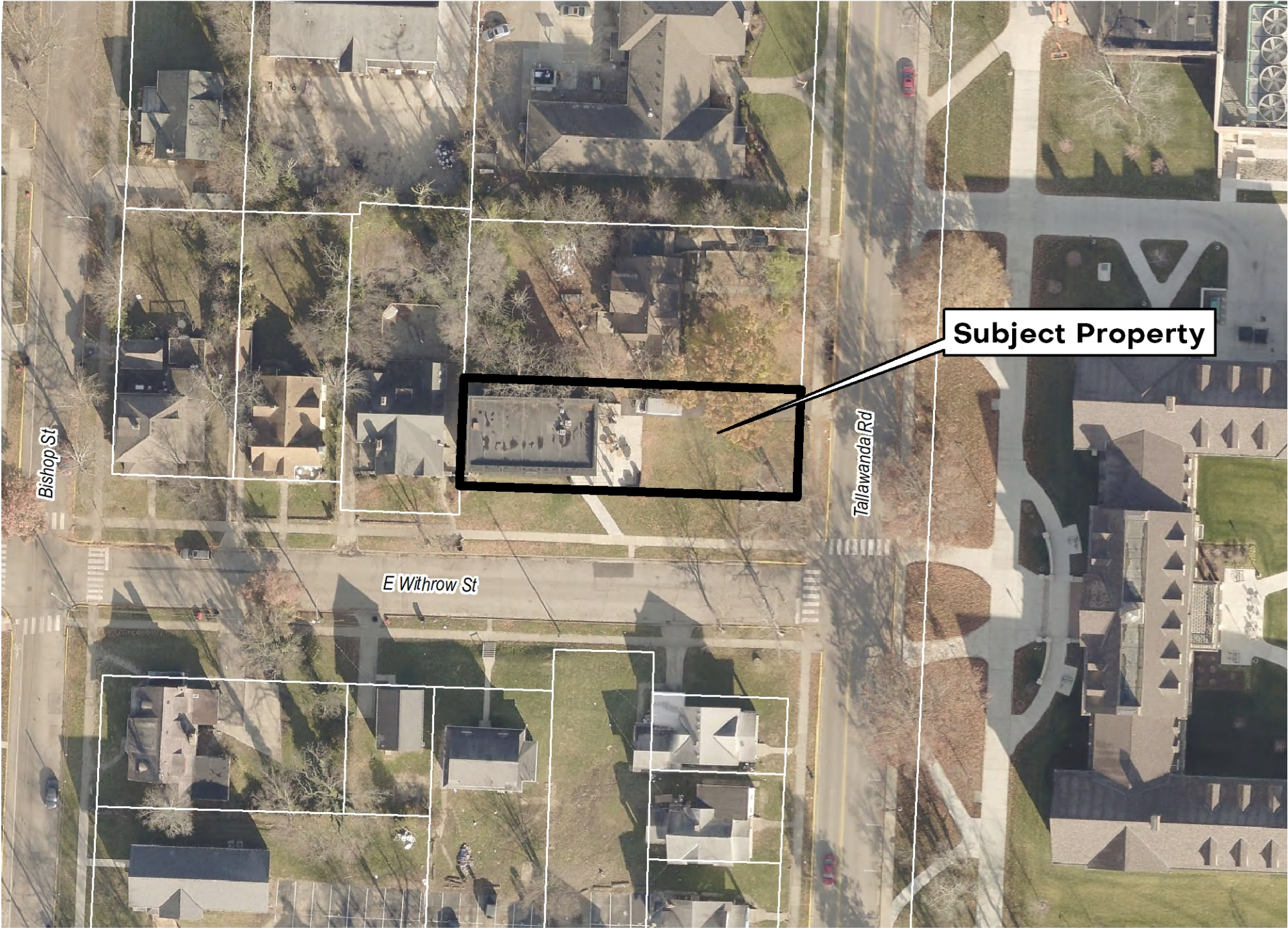
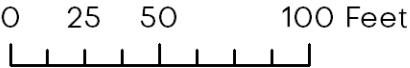
- (1) The Planning Commission shall recommend to Council approval, approval with conditions, or denial of an application as presented and shall clearly state the findings upon which its recommendation is based.
- (2) The Planning Commission shall base its recommendation to Council upon how well the application 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)(19) – Fraternity and Sorority Houses.

- (19) Fraternity and Sorority Houses.
 - A. Potential Concerns.
 - 1. Aesthetic Concerns:
 - a. Historical characteristics of existing structures.
 - b. Residential scale and character.
 - c. Yards and landscaping.
 - d. Walls and fences.
 - 2. Activities Areas:
 - a. Porches and patios.
 - b. Locations of recreational areas and courts.
 - c. Locations of accessory structures.
 - 3. Vehicle Management:
 - a. Site access.
 - b. Required parking.
 - c. Emergency access.
 - d. Deliveries.
 - e. Occasional and excess parking management.
 - 4. Adequate Public Utilities:
 - a. Water.
 - b. Sewer.
 - c. Storm water management.
 - d. Other services.
 - 5. Nuisance:
 - a. Waste/trash management.
 - b. Noise and off-site impact.

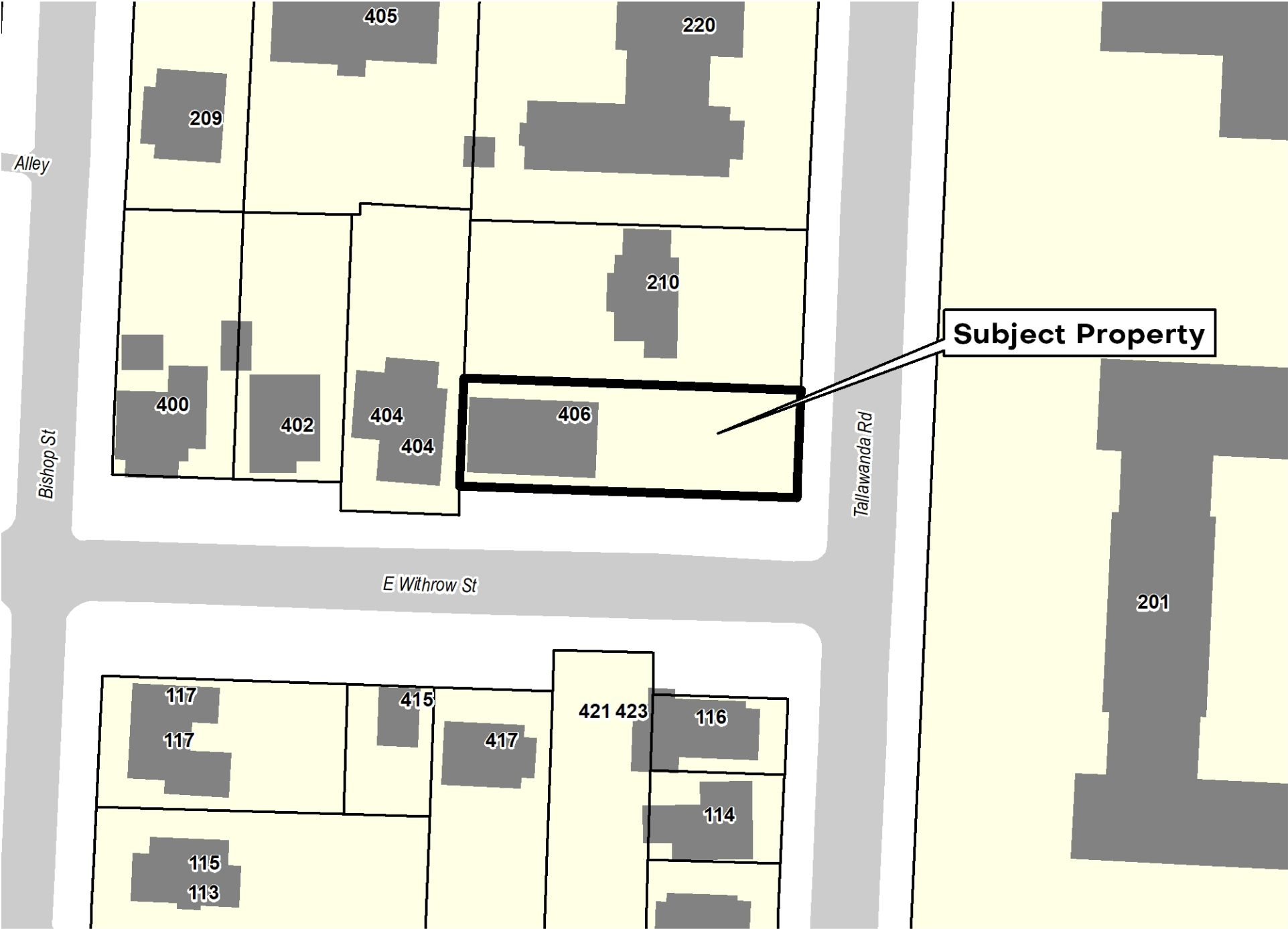
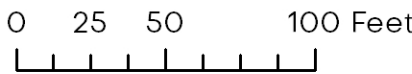
- c. Lighting and off-site impact.
- B. Requirements:
 - 1. New Structures: Building shall be of a size and scale that approximates neighboring structures.
 - 2. Existing Structures: Exterior renovation and improvements shall be maintained to protect existing architectural details, materials and ornamentation.
 - 3. Addition: Building expansions shall be sympathetic to the architectural scale and style of the existing building.
 - 4. Outdoor Areas: Activity areas shall be designed and located to contain noise and light within the property. Activity areas shall be appropriately screened from adjacent properties.
 - 5. Waste facilities: Trash and recycling containers and material shall be stored in a fully enclosed area and properly screened. The waste enclosure shall be adequate for the occupancy and accessible to service vehicles.
 - 6. Parking and Transportation Demand Management: Parking shall meet requirements of Zoning Code Chapter 1149 and shall be properly designed, screened and maintained.

Location Map

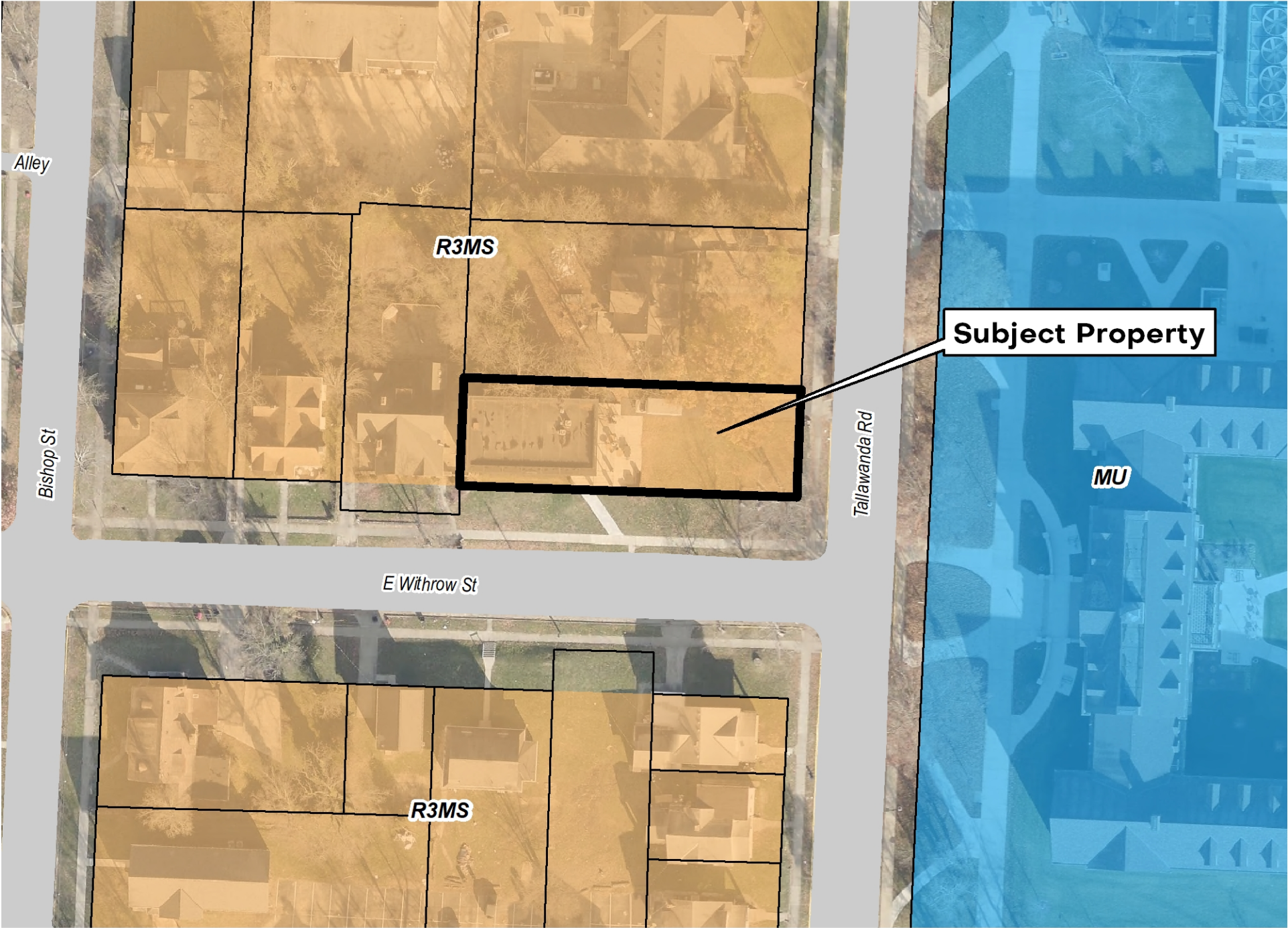
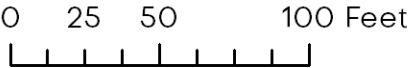


Location Map

 Site



Location Map





STUDENT LIFE
*Center for Student Engagement,
Activities, and Leadership*

November 12, 2021

Dear Mr. Moore,

This letter serves to document that Kappa Sigma Fraternity is recognized by the Cliff Alexander Office of Fraternity and Sorority Life. Chapter leadership and Advisors are in regular communication with our office and have access to the programs and resources we facilitate for the fraternity community. The chapter is rebuilding after a period of dormancy and our office is supportive of this effort. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads 'Kimberly M. Vance'.

Kimberly M. Vance, Ed.D

Director, Center for Student Engagement, Activities, and Leadership

Cliff Alexander Office of Fraternity and Sorority Life

vancekm@miamioh.edu 513-529-1462



Community Development Department
Zoning Information
513-524-5204

December 17, 2021

Wes Bren
Kappa Sigma Fraternity

VIA EMAIL:
wes.bren@oracle.com

RE: 406 East Withrow Street Building Usage

Dear Mr. Bren:

Per our recent conversation you have informed the City of Oxford that Kappa Sigma wishes to re-occupy the above premises. We have reviewed the file and determined that is not permissible due to the 2017 Conditional Use approval by City Council Ordinance #3424. The 2017 approval was for a place of worship (church) called Crossroads Church. A place of worship and a fraternity are defined differently in Oxford Zoning Code Chapter 1159 and have different conditional use review criteria within Chapter 1147. The 2017 approval changed the allowable zoning usage.

In order for Kappa Sigma (or any fraternity) to occupy the building, even on a non-residential basis, would require the approval of a new conditional use from Planning Commission and City Council. I have provided you those dates and deadlines. Our staff look forward to working with you to assist in the processing and presentation of your application to the Planning Commission and City Council.

If you wish to appeal our decision, you may do so using the form that I have previously sent, per Oxford Code Chapter 1129.11. If you choose to do that, please be sure to include the pertinent section of code that is being incorrectly applied as well as the desired correct application of the code.

Please contact our office, including Planner Zachary Moore or myself and we will be happy to assist you or anyone in your organization with either of these processes.

Sincerely,

Sam Perry, AICP
Community Development Director
sperry@cityofoxford.org



Courtesy Notice
Community Development Department
Review & Comment Form
513-524-5204

You are receiving this notice because your property is located within 200 feet of a site set for consideration by the Oxford Planning Commission and City Council for future development that requires special approval.

CASE NO.: PC-2021-40

CASE TITLES: 406 E Withrow, CONDITIONAL USE, re-establish Fraternity use, Scott Webb, Applicant/Agent

HEARING DATE: March 8, 2022, 7:00pm

LOCATION: Oxford Courthouse, 118 West High Street, Oxford OH 45056

DESCRIPTION: The applicant is requesting approval of a Conditional Use application in order to re-establish a fraternity use at 406 E Withrow Street. The site is located at the northwestern corner of Tallawanda Road and E Withrow Street. The building was originally constructed in 1967 and occupied for many years by the Kappa Sigma fraternity. The property owner arranged for a new tenant, Crossroads Church, to occupy the building in 2017. The Church went through the Conditional Use process around that time and received approval by the City to occupy all three floors of the building. As a result of the Church approval, the allowance for a fraternity was lost. The property owner is now looking to re-establish fraternity usage with a maximum of 18 occupants.

You are welcome to attend the scheduled City of Oxford Planning Commission hearing as noted above. If you cannot attend, but would like to comment on this matter, please complete this form and return it at your earliest convenience to **Planner Zachary Moore, 15 S. College Avenue, Oxford, OH 45056**. You may also email any comments or questions to zmoore@cityofoxford.org.

You can view the most up to date meeting information and agenda at any time by going to cityofoxford.org and scrolling to the bottom of the homepage to view the **City Meetings & Events** calendar

NAME (PRINT):

BOB CARMEAN, DELTA TAU DELTA

ADDRESS:

220 TALLAWANDA

Home: 149 STONE CREEK
OXFORD

TELEPHONE:

Home 513-523-2691 Cell 513-255-0062 Work NA

COMMENT (You may attach a separate note or letter if more space is needed):

AS TREASURER OF GAMMA UPSILON HOUSE ASSOCIATION WE HAVE HAD GOOD RELATIONS WITH KAPPA SIGMA HOUSE CORP. I HAVE WORKED CLOSELY WITH THE ALUMNI TEAM OF KΣ ON A PROJECT AND FIND THEM EXCELLENT PARTNERS. AS A NEIGHBOR I LOOK FORWARD THEIR RETURN AND CONDITIONAL USE APPROVAL.

Bob Carmean



Internal Use Only:

Case No.

PC-2021-40

Date Filed

12/27/2021

Conditional Use Permit Application

Applicant Information

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

Name * Scott Webb, Architect

Mailing Address * 103 West Walnut Street

City, State & Zip Code * Oxford, Ohio 45056

Telephone Number(s) * 513-523-3838

Email Address scott@scottwebbarchitect.com

Owner Information

Name * Theta Upsilon Housing Co Inc

Mailing Address * 3007 Jamestown Ct.

City, State & Zip Code * Woodbridge, VA 22192

Telephone Number(s) * 614.354.3062

Email Address johnschoger@gmail.com

Location and Lot Information

Location of Property * 406 East Withrow

Legal Description * Parcel # H4000006000186

Zoning District * R-3MS

Total Area * .2697 → Check One * Acres ☒ Square Feet ☐

Existing Use Description * Vacant - Last used by Crossroads Community Church

Proposed Use Description * Fraternity Chapter House

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.

4. A description of the existing uses of the site.
 5. The zoning district in which the site is located.
 6. A description of the proposed use.
 - a. A description of operations, including type of goods sold, services performed, and expected number of customer, clientele, delivery, and service vehicles.
 - b. The hours of operation.
 7. 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.
 - b. How any existing structures, proposed structures, and the site design relate to adjacent structures and sites.
 - c. If the use will involve any operations that create potential nuisances such as excessive noise, lighting, odor, fumes, vibration, or emissions.
 - d. How any potential negative effects on adjacent land will be mitigated.
 8. A statement about why the location proposed is more appropriate for the use than other locations.
 9. A statement of the necessity or desirability of the proposed use to the neighborhood or community.
 10. Separate, detailed statements that individually address each of the items listed as potential concerns for the proposed use.
 11. A list of the names and mailing addresses of all land owners within 200 feet of the site (see [next section](#)).
 12. Such other information regarding the proposed use, site, or surrounding area as may be pertinent to the application or required by Planning Commission.
- C. Site Plan. A scaled site plan shall include the following information in detail. The required information may be submitted on multiple site plans if inclusion of all information on a single plan makes it illegible or difficult to understand.
1. North arrow.
 2. Scale.
 3. Vicinity map.
 4. All existing and proposed lot lines within the site.
 5. Dimensions of all lots and of the entire site and any adjacent rights-of-way.
 6. Location, height, and use of all proposed and existing structures.
 7. Location and design of all proposed vehicle management areas.
 8. Location, size, and type of all proposed signs.
 9. Location, height, and type of all proposed screening and landscaping.
 10. Distances to residential zoning districts if within 1,000 feet.
 11. The use of land and location of structures on adjacent property and across adjacent rights-of-way.
 12. Other information as required by the Planning Commission.
- D. Elevations of proposed structures, or typical elevations if structures are not yet designed, shall be required by the Zoning Administrator if the proposed location, height, or bulk of the structure is such that it may negatively affect an adjacent use.
- E. Other. Photographs of the existing use and its surroundings.

See Chapter 1147, Conditional Uses, for the full text, particularly 1147.03 for use-specific regulations¹.

Surrounding Property Owners

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

Planning Commission Review

From Section 1147.02(c)¹.

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.

From Section 1147.02(c)(2) General Decision Standards¹. All Conditional Uses shall satisfy these General Decision Standards.

- 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 \$500.00 plus \$10.00 for postage. You may write a \$510.00 check payable to **City of Oxford**. You may also pay in-person using Visa, MasterCard, and Discover.

Sign and Date

Applicant Signature *

Date *


12/27/21

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 *

Receipt Number *

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/>

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that Scott Webb, Architect has permission to represent our interest with the City of Oxford's Planning Commission & City Council regarding a Conditional Use for a Fraternity at 406 East Withrow Street.

Thank you,

Signed:



President

Date:

12/27/2021

Notice of Legal Representation

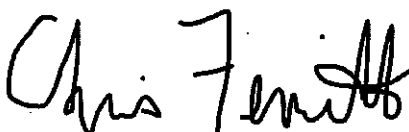
Re: Application for conditional use permit - Kappa Sigma Fraternity House
406 East Withrow Street

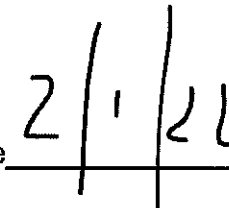
To the City of Oxford:

Please be advised that Jack F Grove Attorney-at-Law, Ohio Supreme Court registration number 0012508 has authority to represent the owner concerning the administrative process including hearings before Oxford City Planning Commission and Oxford City Council. Mr. Grove's representation is in addition to representation by Scott Webb, Architect with respect to the pending application dated December 27, 2021.

Thank you for your attention.

Theta Upsilon Housing Co., Inc.

by 
Chris Ferritto, President

Date 

cc: Sam Perry, Community Development Director

Sam Perry
Community Development Director
City of Oxford
Municipal Building
15 South College Ave.
Oxford, Ohio 45056



SCOTT
WEBB

ARCHITECT

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

www.scottwebbarchitect.com

Re: Application for Conditional Use
Kappa Sigma Fraternity Chapter House
406 East Withrow

December 27, 2021

Dear Mr. Perry,

Please accept this letter as a formal request for a review hearing by the City of Oxford Planning Commission and Oxford City Council for a Conditional Use to reestablish a Fraternity use in their purpose-built Chapter House.

In response to the items listed in 1147.02, we offer the following:

A. *A description of the proposed use.*

B. *Description of Use and Site*

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

1. *Description of Use and Site*

The name, mailing address, and telephone number of the applicant and the property owner.

Property Owners:

Theta Upsilon Housing Co Inc
3007 Jamestown Ct.
Woodbridge Virginia 22192

Architect:

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

2. *A statement from the owner that the applicant is entitled to apply on his or her behalf.*

A letter of Agency has been provided from the property owners.

3. *A legal description of the site, including all separate lots.*

Parcel # H4000006000186 is unchanged from its original platting.

4. *A description of the existing uses of the site.*

The site and building were developed as a fraternity house in 1967. In 2017 the building was leased for temporary occupancy to Crossroads Community Church. The Fraternity has since reorganized and are planning to reoccupy the building.

5. *The zoning district in which the site is located.*

The site is zoned R-3MS – Single, Two and Three-Family Mile-Square Residential district, adjacent to other fraternities and directly across from Miami University's Campus

6. *A description of the proposed use.*

a. *A description of operations, including type of goods sold, services performed, and expected number of customer, clientele, delivery & service vehicles*

The proposal at hand is to reestablish the expired Conditional Use for the Fraternity to return their original Chapter House.

This would be a typical fraternity use, including food service, meeting space, study rooms, & sleeping quarters for fraternity members.

b. *Hours of operation*

As a residential fraternity use, it will be occupied as a residence.

7. *A narrative statement that evaluates the compatibility of the proposed use with the general vicinity and adjacent properties;*

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

The site and building were designed for a fraternity use, on "Fraternity Row" along Tallawanda Road, among a variety of fraternities and multi-family student housing facing campus. As such, the proposed return of the fraternity appropriately located and is similar to adjacent uses.

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

The site was designed & constructed in 1967. No new construction is proposed with the return to a fraternity use.

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

The proposed return of the use of the site to a fraternity house is not expected to create potential nuisances, with no additional lighting proposed, and no production of odor, fumes, vibrations, or emissions.

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

Specific concerns for the individual Conditional Uses are addressed in following sections.

8. *A statement about why the location proposed is more appropriate for use than other locations;*

The issue at hand is not the construction of a new fraternity house, but simply a return to the previous use of the site. Located along "Fraternity Row" among other fraternities and student housing is the most appropriate location for this use.

9. *A statement of the necessity or desirability of the proposed use to the neighborhood or community.*

As a University Community, Greek Life is a major component. In the original Plat of the City and decades of subsequent zoning has determined this location as ideal for this use..

10. *Separate detailed statements that individually address each of the items listed as potential concerns for the proposed use.*

1147.03 (19) Fraternity and Sorority Houses

A. Potential Concerns:

1. Aesthetic Concerns:

a. Historical characteristics of existing structures

The building at hand was designed for a fraternity use and remains unchanged. No new construction is proposed

b. Residential scale and character

The existing building was designed for a fraternity use and remains unchanged. No new construction is proposed

c. Yards and Landscaping

As a corner lot, the building is located to the rear and west of the site, providing expansive yard areas at the street corner.

d. Walls and fences

No new walls or fences are proposed. The existing brick wall screening the trash area will remain.

2. Activities areas:

a. Porches and patios

No new porches or patios are proposed. The existing building provides a patio at the southeast entrance, partially covered with a pergola

b. Locations of recreational areas and courts

No other recreational areas or courts are provided

c. Locations of accessory structures

There are no accessory structures

3. Vehicle Management:

a. Site Access

The site provides a single lane driveway from Tallawanda Road for short term parking.

b. Required Parking

Required parking is not provided. As a corner lot with (2) front yards, no space is available on the site to provide the (8) required parking spaces, as parking in the front yard is limited to a single parking space. No rear or side yards are available.

c. Emergency Access

As a corner lot, the building is accessible to emergency services from multiple locations.

d. Deliveries

The existing driveway is intended for deliveries.

e. Occasional and excess parking management

No area on the site is available for additional parking.

4. Adequate Public Utilities

a. Water

Adequate water service is provided to the existing building

b. Sewer

The building is currently connected to the public sanitary sewer

c. Storm water Management

No new storm water management is required.

d. Other services

Electric, cable, and broadband is currently in use on the site

5. Nuisance:

a. Waste/trash management

In its previous use as a fraternity and subsequent use as a community church, trash is collected in waste-wheelers and brought to the curb. No dumpster has ever been provided on site

b. Noise and off-site impact

As a small fraternity, noise and off-site impact should be minimal

c. Lighting and off-site impact

All lighting is existing to remain and does not cause a nuisance.

B. Requirements:

1. New Structures: Building shall be of a size and scale that approximates neighboring structures

The building has existed in its current configuration since its construction in 1967

2. Existing Structures: Exterior renovation & improvements shall be maintained to protect existing architectural details, materials, and ornamentation.

No change to the exterior of the building is proposed in this application

3. Addition: Building expansions shall be sympathetic to the architectural style of the existing building

No addition to the building is proposed in this application.

4. *Outdoor Areas: Activity areas shall be designed and located to contain noise and light within the property. Activity areas shall be appropriately screened from adjacent properties.*

The existing site does not provide outdoor activity areas, other than lawn space in the (2) front yards.

5. *Waste facilities: Trash and recycling containers and material shall be stored in a fully enclosed area and properly screened. The waste enclosure shall be adequate for the occupancy and accessible to service vehicles*

The existing trash area accommodates waste-wheelers for trash and recycling, located along the northeast corner of the building and is provided with a screen wall.

6. *Parking and transportation Demand Management: Parking shall meet requirements of Zoning Code Chapter 1149 and shall be properly designed, screened and maintained.*

As described above, no new parking is proposed.

11. *A list of the names and mailing addresses of all land owners within 200 feet of the site.*

List of adjacent property owners is attached.

12. *Such other information regarding the proposed use, site, or surrounding area as may be pertinent to the application or required by Planning Commission.*

The application at hand represents the reestablishment of an expired Conditional Use for a building that was purpose built for a fraternity. The City and the fraternity allowed Crossroads Community Church to occupy the building temporarily. The fraternity would like to return to campus in their original chapter house.

C. Site Plan

A Site Plan with the required information is included with this application.

- D. Elevations of proposed structures, or typical elevations if structures are not yet designed, shall be required by the Zoning Administrator if the proposed location, height, or bulk of the structure is such that it may negatively affect an adjacent use.**

Photos of the existing building have been provided.

- E. Other. Photographs of the existing use and its surroundings**

Photos are included with this application.

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

Respectfully,

A handwritten signature in dark ink, appearing to read 'Scott Webb', is written over a light blue rectangular background.

Scott Webb, Architect

Sam Perry
Community Development Director
City of Oxford
Municipal Building
101 E. High Street
Oxford, Ohio 45056



SCOTT
WEBB

A R C H I T E C T

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

www.scottwebbarchitect.com

Re: Application for Conditional Use
Kappa Sigma Fraternity Chapter House
406 East Withrow

December 27, 2021

Dear Mr. Perry,

Please accept the following description of how the proposed Conditional Use meets the decision standards of 1147.2(c) as a supplement to the application requirements of 1147.2(a).

In response to the decision standards outlined in 1147.2(c), we offer the following:

- A. *The proposed use is in fact a Conditional Use appropriate for the Zoning District in which it is proposed;*

1143.07(b)(2)H. allows Fraternity & Sorority Houses as a Conditional Use

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

The Zoning Code allows fraternities and sororities in the R-3MS District. The proposed location along Tallawanda Road in particular, is the appropriate location for this use.

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

The Comprehensive Plan addresses the relationship between the City, its residents, and the University. As Greek life is an integral part of college life, accommodations for fraternities is necessary for the town & gown relationship.

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

The existing building and site were designed in 1967 specifically for a fraternity use.

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

The return to a fraternity use in this location should not be hazardous or disturbing to other nearby fraternities and multi-family student rentals.

- 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 proposed return to a fraternity does not involve activities, processes, equipment, etc. that will be detrimental to persons, property, or the general welfare.

- 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.*

No accessory uses are proposed.

- 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.*

All utilities are existing at this location. No special provisions are required.

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

No public expense is anticipated by this project.

- 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*

No new construction is proposed with the existing, purpose-built structure remaining.

- 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 site has never provided on-site parking. The service drive is existing to remain.

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

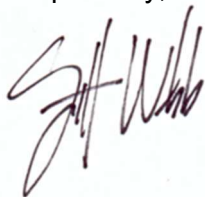
There are no scenic or natural resources in this area

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

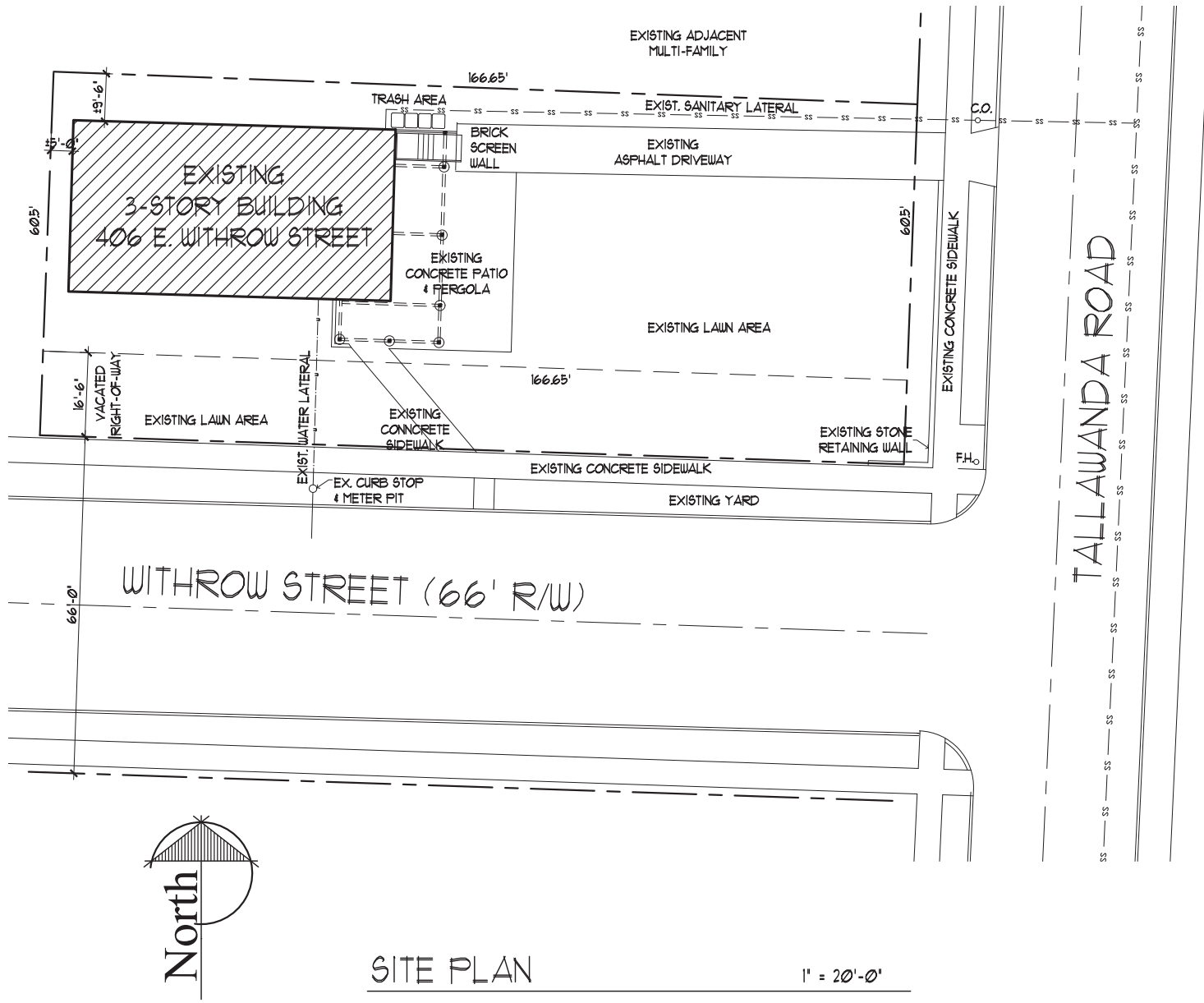
All permits will be secured for the construction of this building.

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

Respectfully,

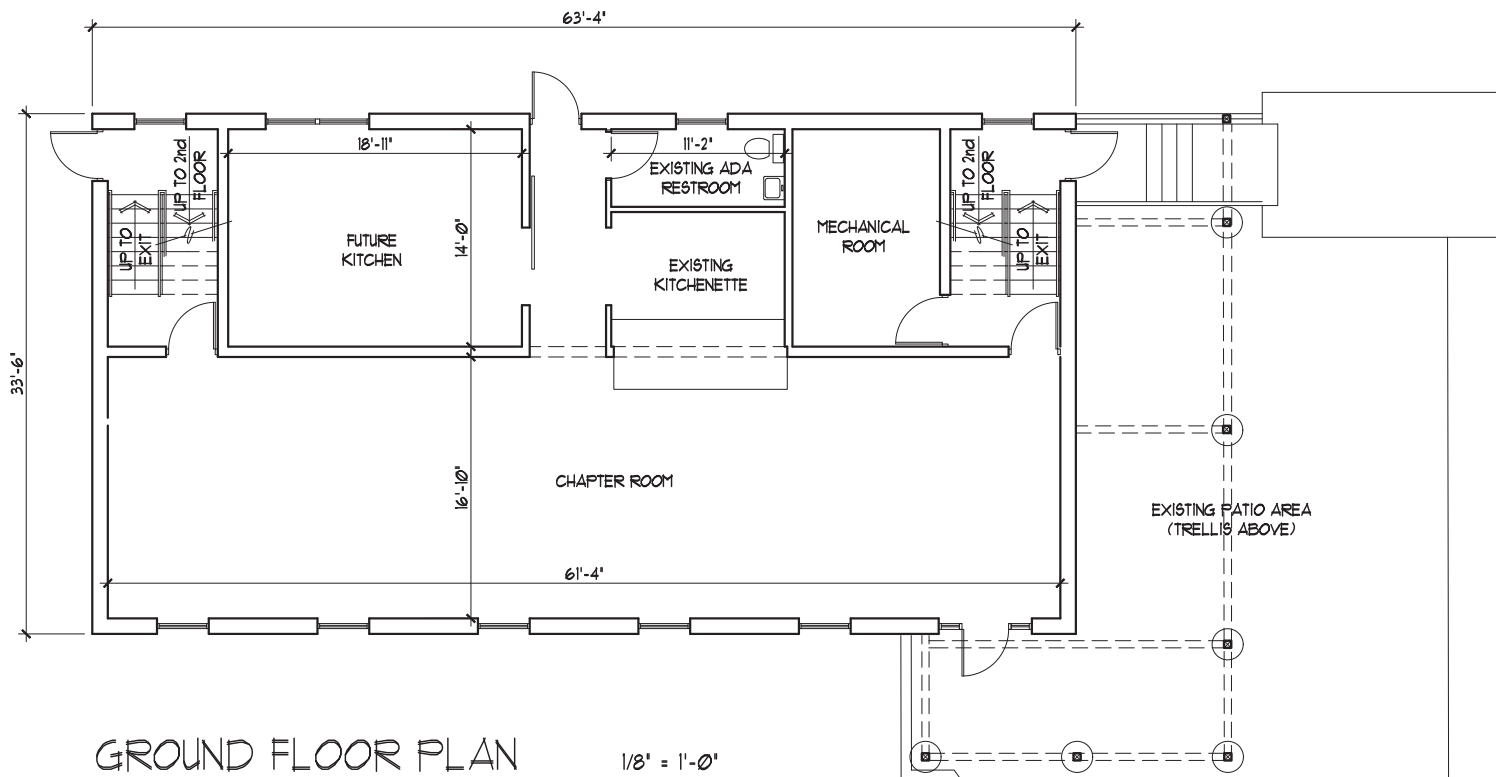
A handwritten signature in dark ink, appearing to read "Scott Webb", is written over a light blue rectangular background.

Scott Webb, Architect



DATE	
December 21, 2021	
REVISIONS	





GROUND FLOOR PLAN

1/8" = 1'-0"



SCOTT WEBB
ARCHITECT
103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3838
www.scottwebbarchitect.com

PROPOSED CONDITIONAL USE
Kappa Sigma Fraternity
406 EAST WITHROW STREET
OXFORD, OHIO 45056

DATE	
December 21, 2021	
REVISIONS	

A-2

RESIDENTIAL OCCUPANCY THIRD FLOOR

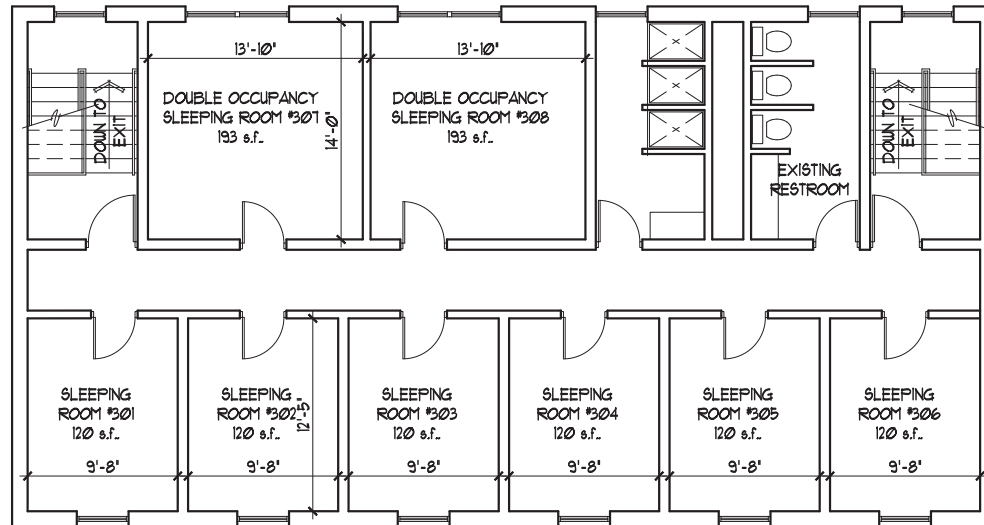
SLEEPING ROOM #301 (SINGLE OCCUPANCY)	1 OCCUPANT
SLEEPING ROOM #302 (SINGLE OCCUPANCY)	1 OCCUPANT
SLEEPING ROOM #303 (SINGLE OCCUPANCY)	1 OCCUPANT
SLEEPING ROOM #304 (SINGLE OCCUPANCY)	1 OCCUPANT
SLEEPING ROOM #305 (SINGLE OCCUPANCY)	1 OCCUPANT
SLEEPING ROOM #306 (SINGLE OCCUPANCY)	1 OCCUPANT
SLEEPING ROOM #307 (DOUBLE OCCUPANCY)	2 OCCUPANTS
SLEEPING ROOM #308 (DOUBLE OCCUPANCY)	2 OCCUPANTS

TOTAL 3RD FLOOR OCCUPANCY: 10 OCCUPANTS

SECOND FLOOR

SLEEPING ROOM #201 (SINGLE OCCUPANCY)	1 OCCUPANT
SLEEPING ROOM #202 (SINGLE OCCUPANCY)	1 OCCUPANT
SLEEPING ROOM #203 (DOUBLE OCCUPANCY)	2 OCCUPANTS
SLEEPING ROOM #204 (DOUBLE OCCUPANCY)	2 OCCUPANTS
SLEEPING ROOM #205 (DOUBLE OCCUPANCY)	2 OCCUPANTS

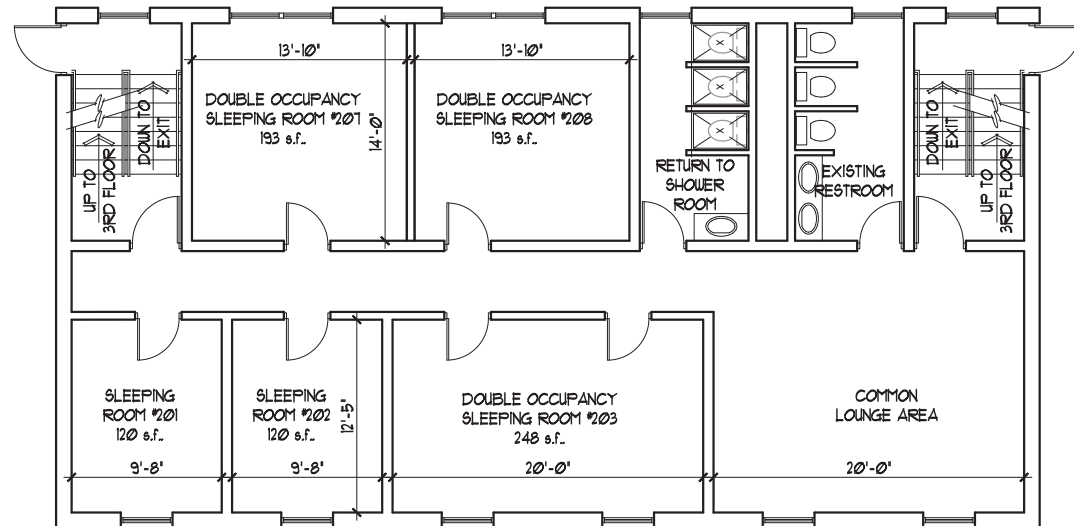
TOTAL 2ND FLOOR OCCUPANCY: 8 OCCUPANTS



THIRD FLOOR PLAN

1/8" = 1'-0"

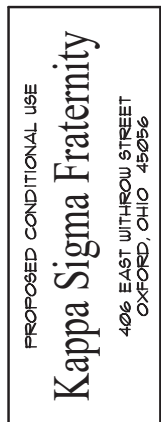
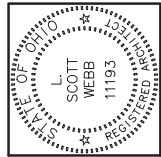
RESIDENTIAL OCCUPANCY



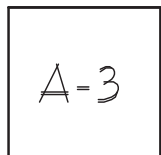
SECOND FLOOR PLAN

1/8" = 1'-0"

RESIDENTIAL OCCUPANCY

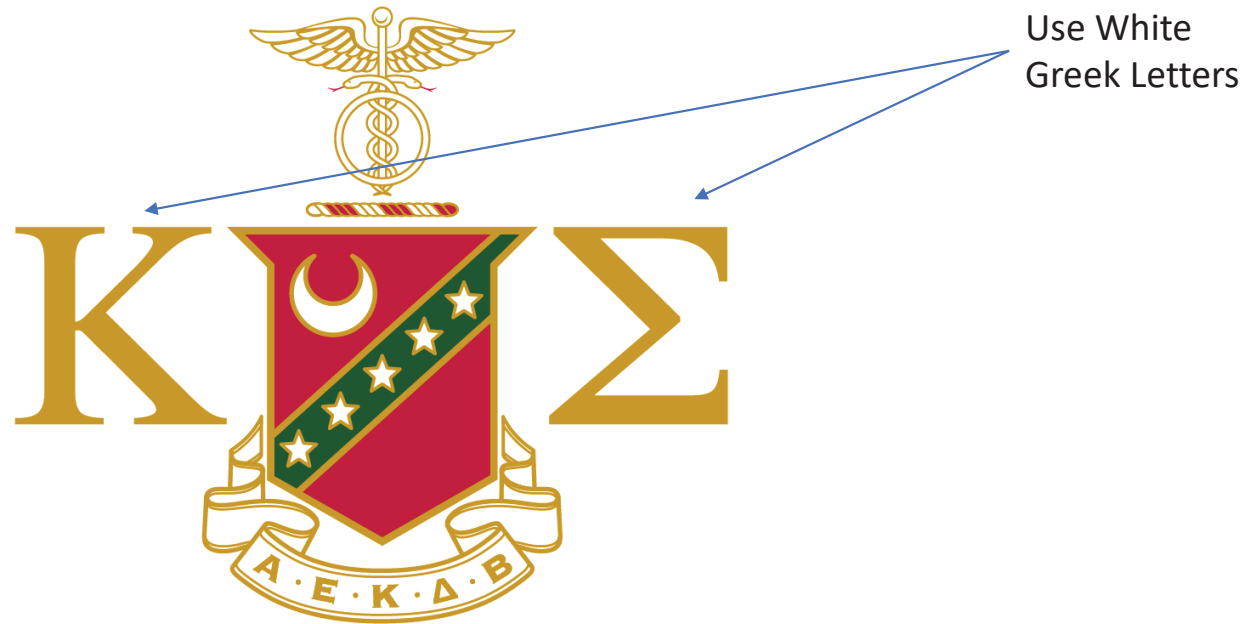


DATE
December 21, 2021
REVISIONS





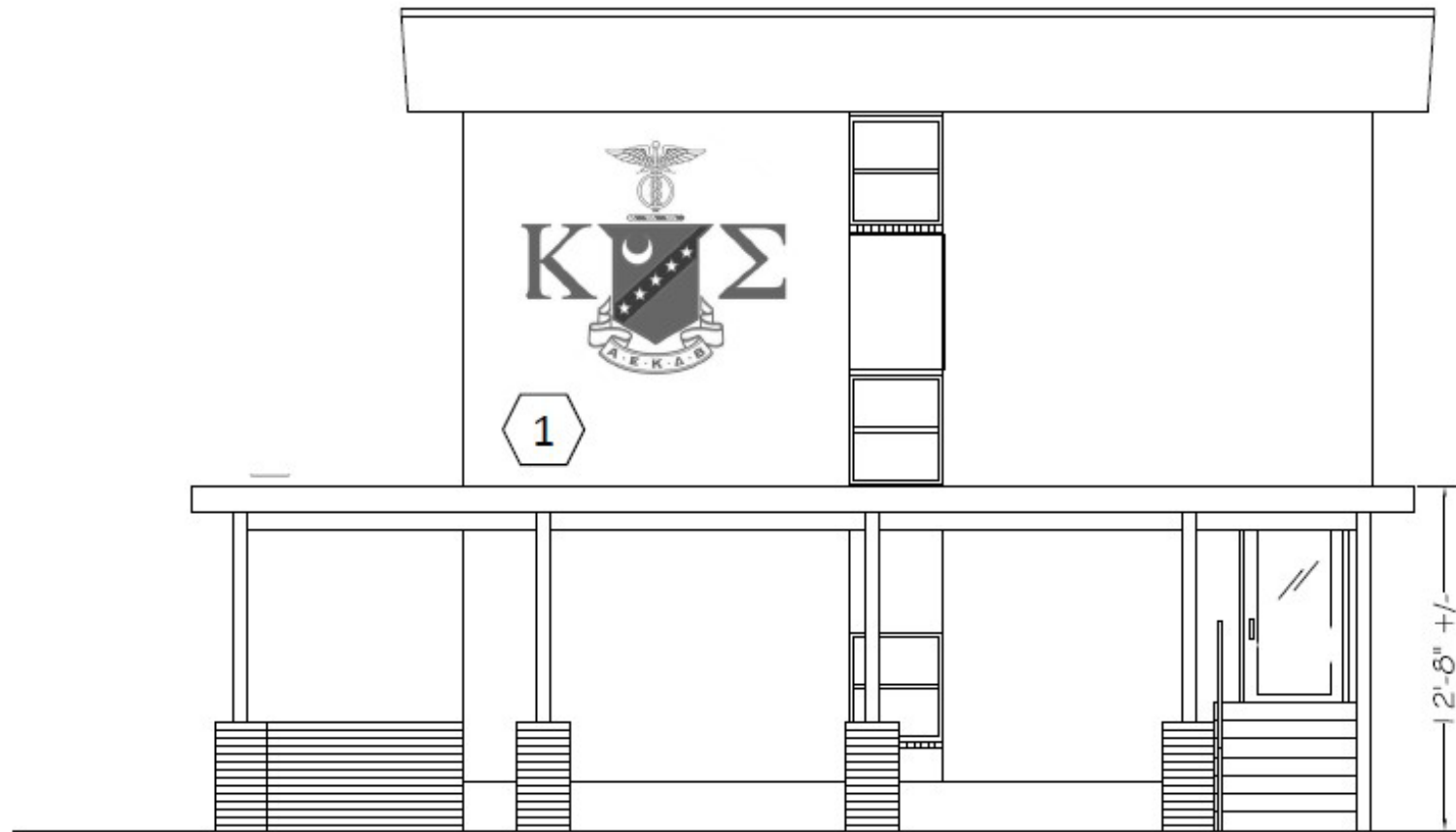
Use White
Greek Letters
Would prefer
brick to show
through within
circle on
caduceus and
from shield to
ribbon



Source file:

https://www.dropbox.com/sh/imkulef2afnleji/AABBQFTaTlnnb0RvV5Wkrom1a/ks_crest_circle_logo.eps?dl=0

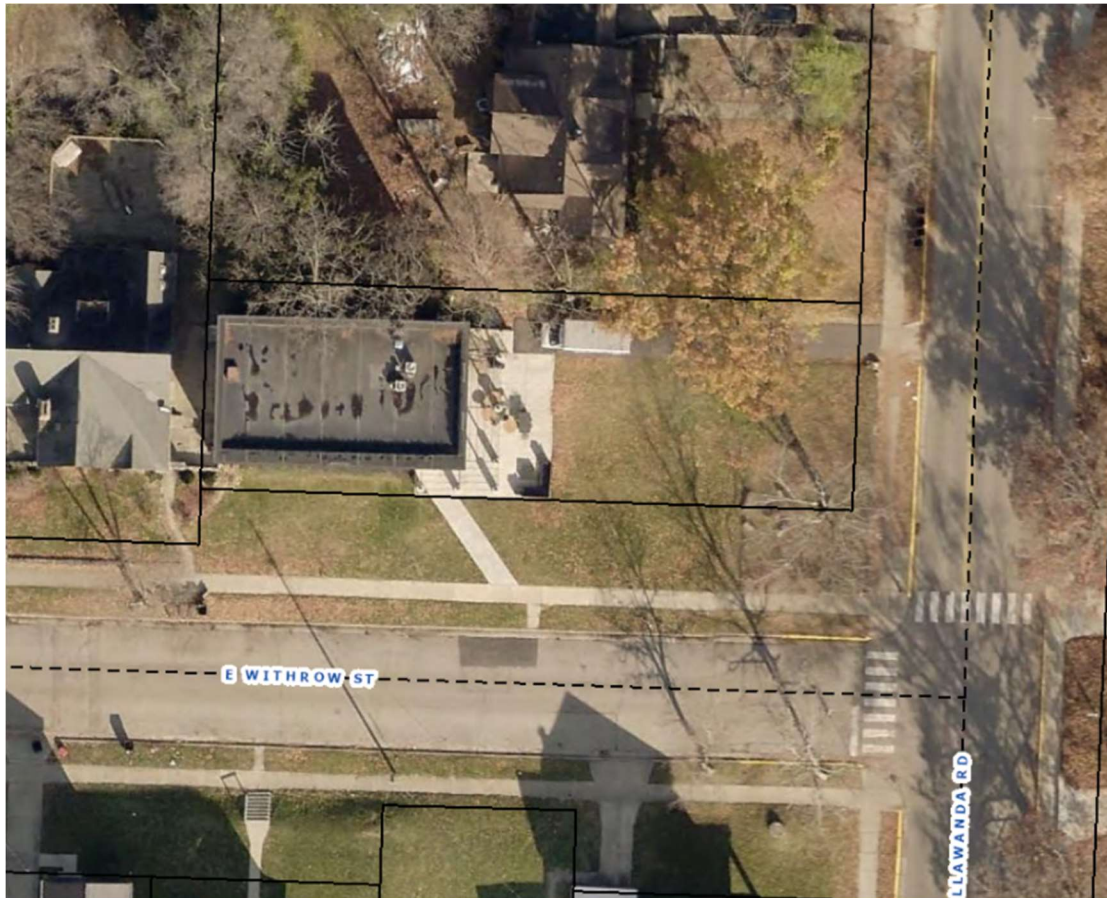
Please let me know if the Pantone colors are not specified.



Construction Notes:

- 1) Install Kappa Sigma sign at original size and location

East Elevation
Scale: 1/8" = 1'-0"



Aerial View of Site



View from Intersection of Withrow & Tallawanda



View from Tallawanda showing



Existing Trash Area