



Agenda

Oxford City Council

Court House

TUESDAY, APRIL 19, 2022

EXECUTIVE SESSION

None.

TUESDAY, APRIL 19, 2022

1. Roll Call. William Snavelly, Mayor Chantel Raghu, Vice-Mayor Amber Franklin
Jason Bracken Alex French Glenn Ellerbe David Prytherch

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

REGULAR MEETING

7:30 P.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

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

in advance so that reasonable accommodations can be made.

3. Public Participation.

A. Proclamation - "Days of Remembrance" pg 5



"Days of Remembrance"

B. Proclamation - "Arbor Day" pg 6



"Arbor Day"

C. 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 April 5, 2022 City Council Meeting (Heather Barbour, Clerk of Council) pg 7



4.5.22 Action Minutes, Presentation Slides, and Full Transcription

5. Resolutions.

1. A Resolution Opposing the Adoption of House Bill 563, currently being considered by a committee of the Ohio House of Representatives, Which proposes to limit local regulation of short-term rental property. (Doug Elliott, City Manager) pg 30



Resolution Opposing House Bill 563

2. A Resolution Approving the Paid Parental Leave Policy Memorandum of Understanding between the Non-Commissioned Police Division Employees Union and the City of Oxford and Authorizing the City Manager to sign the Memorandum of Understanding on behalf of the City. (Doug Elliott, City Manager) pg 33



Resolution Approving the Paid Parental Leave Policy Non-Commissioned Police Division Employees

3. A Resolution Approving the Paid Parental Leave Policy Memorandum of Understanding between the Oxford Police Officers, FOP Lodge 38 and the City of Oxford and Authorizing the City Manager to sign the Memorandum of Understanding on behalf of the City. (Doug Elliott, City Manager) pg 40



Resolution Approving the Paid Parental Leave Policy Oxford Police Officers FOP Lodge 38

4. A Resolution Approving the Paid Parental Leave Policy Memorandum of Understanding between the Police Sergeants and Lieutenants, FOP Lodge 38 and the

City of Oxford and Authorizing the City Manager to sign the Memorandum of Understanding on behalf of the City. (Doug Elliott, City Manager) pg 47



Resolution Approving the Paid Parental Leave Policy Police Sergeants and Lieutenants FOP Lodge 38

6. Ordinances.

A. First Reading: None

B. Second 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 54



Ordinance Approving a Conditional Use Permit Application

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

THUR – Apr 21 Climate Action Steering Committee Meeting 8:30 a.m.

MON – Apr 25 Personnel Appeals Board Meeting 4:00 p.m. Municipal Building

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

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

TUES – May 10 Public Arts Commission of Oxford Meeting 4:30 p.m. OCAC

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

WED-May 11 Historic & Architectural Preservation Commission Meeting 6:15 p.m.

THUR- May 12 Oxford Recreation Board Meeting 11:30 a.m. Municipal Building

MON – May 16 Housing Advisory Commission Meeting 3:30 p.m. LCNB Community Room

TUES – May 17 City Council Meeting 7:30 p.m.

TUES – May 24 Board of Zoning Appeals Meeting 6:30 p.m.

MON - May 30 Holiday – City Offices Closed

8. Adjourn.

Office of the Mayor

Proclamation

Whereas: in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than one million trees in Nebraska; and

WHEREAS, trees can produce oxygen, provide habitat for wildlife, reduce the erosion of our precious top-soil by wind and water, cut heating and cooling costs, moderate the temperatures, clean the air, and help to absorb rainwater and slow the velocity of storm water runoff; and

WHEREAS, trees are a resource providing us with wood for our homes, fuel for our fires, paper, and countless other wood products, and

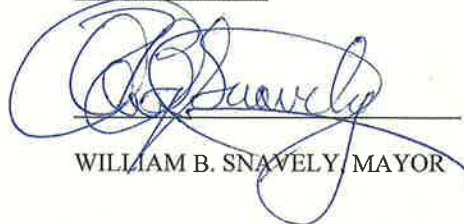
WHEREAS, associated with the management of the some 3,510 street, park, and public trees in the community, the City of Oxford has fulfilled the national Arbor Day Foundation's requirements for "Tree City USA" for twenty six consecutive years.

NOW, THEREFORE, I, William B. Snavely, Mayor of the City of Oxford, Ohio, Tree City USA, do hereby proclaim that on April 29, 2022, the last Friday of the month, the City of Oxford will recognize and participate in the national and international celebration of:

"ARBOR DAY"

I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of Oxford to be affixed this 19th day of April, 2022.


WILLIAM B. SNAVELY, MAYOR



Office of the Mayor

Proclamation

Whereas:

the Holocaust was the state-sponsored, systematic persecution and annihilation of European Jewry by Nazi Germany and its collaborators between 1933 and 1945—six million were murdered; Roma (Gypsies), people with disabilities, and Poles were also targeted for destruction or decimation for racial, ethnic, or national reasons; and millions more, including homosexuals, Jehovah's Witnesses, Soviet prisoners of war, and political dissidents, also suffered grievous oppression and death under Nazi tyranny; and

Whereas, the history of the Holocaust offers an opportunity to reflect on the moral responsibilities of individuals, societies, and governments; and

Whereas, we the people of the City of Oxford should always remember the terrible events of the Holocaust and remain vigilant against hatred, persecution, and tyranny; and

Whereas, we the people of the City of Oxford should actively rededicate ourselves to the principles of individual freedom in a just society; and

Whereas, the Days of Remembrance have been set aside for the people of the City of Oxford to remember the victims of the Holocaust as well as to reflect on the need for respect of all peoples; and

Whereas, pursuant to an Act of Congress (Public Law 96-388, October 7, 1980), the United States Holocaust Memorial Council designates the Days of Remembrance of the Victims of the Holocaust to be Sunday, April 24, through Sunday, May 1, 2022, including the Day of Remembrance known as Yom Hashoah, April 28, 2022;

NOW, THEREFORE, I William B. Snively, Mayor of Oxford, Ohio do hereby proclaim the week of Sunday, April 24, through Sunday, May 1, 2022, as Days of Remembrance in memory of the victims of the Holocaust. "DAYS OF REMEMBRANCE"

In honor of the survivors as well as the rescuers and liberators, and further proclaim that we, as citizens of the City of Oxford, should work to promote human dignity and confront hate whenever and wherever it occurs.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of Oxford to be affixed this 19th day of April, 2022.


WILLIAM B. SNAVELY, MAYOR





OXFORD CITY COUNCIL Meeting Minutes

Tuesday, April 5, 2022
[Link for website video here](#)
Full transcript available online

Roll Call **TIME** 00:00

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

Motion – Enter Executive Session at 7:00 p.m. R.C. 121.22(G)(4) For the purpose of collective bargaining.

(Roll Call) 1st Ms. Raghu 2nd Mr. Bracken

AYE # 6

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

NAY # 0

ABS # 0

Motion – To return from Executive Session at 7:30 p.m. R.C. 121.22(G)(4) For the purpose of collective bargaining.

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

AYE # 7

NAY # 0

ABS # 0

A regular meeting of the Oxford City Council was called to order by Mayor William Snively on Tuesday, April 5, 2022 at 7:30 p.m. Members in attendance were Alex French, Glenn Ellerbe, Chantel Raghu, Jason Bracken, David Prytherch, and Amber Franklin arrived at 7:10pm

Staff Members in Attendance

Mr. Doug Elliott, City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. John Jones, Police Chief; 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; and Ms. Heather Barbour, Clerk of Council.

Approval of the Agenda [TIME 00:26](#)

Motion – To remove the “Sister City Day” Proclamation and otherwise approve the Agenda.

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

AYE #7

NAY #0

ABS #0

Public Participation [TIME 01:00](#)

Proclamation– “Sister City Day” Page 5 of the Agenda Packet Removed due to travel issues the Differdange delegation faced this week.

Proclamation– “Education Sharing Day” Page 6 of the Agenda Packet Rabbi Yossi Greenberg gratefully accepted.

Proclamation – “Earth Day” Page 7 of the Agenda Packet Mike Dreisbach accepted on behalf of the Environmental Commission.

Presentation– Deer impacts and management in Miami University Natural Areas, by David Gorchov, Chair, Miami University Natural Areas Committee. Slides can be found in minutes.

Public Comments

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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.

Resident Name Address Resident Comment / Request

Consent Agenda [TIME 27:37](#)

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 11, 2022 City Council Retreat Work Session (Heather Barbour, Clerk of Council) **Page 8 of the Agenda Packet**
- B. Minutes of the, March 15, 2022 City Council Meeting (Heather Barbour, Clerk of Council) **Page 10 of the Agenda Packet**
- C. Report regarding the March 8, 2022 Planning Commission Meeting (Sam Perry, Community Development Director) **Page 26 of the Agenda Packet**

Motion – To Adopt

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

AYE # 7
NAY #0
ABS #0

Resolutions

Resolution No. 7387 [TIME 28:05](#)

Page 27 of the Agenda Packet

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)

Comments from the Public – None

Motion – To Adopt Resolution No. 7387

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

AYE # 7

NAY # 0

ABS # 0

Resolution No. 7388 [TIME 32:43](#)

Page 30 of the Agenda Packet

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)

Comments from the Public – None

Motion – To Adopt Resolution No. 7388

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

AYE # 7

NAY # 0

ABS # 0

Resolution No. 7389 [TIME 35:27](#)

Page 36 of the Agenda Packet

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)

Comments from the Public – None

Motion – To Adopt Resolution No. 7389

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

AYE # 7

NAY # 0

ABS # 0

Resolution No. 7390 [TIME 37:22](#)

Page 38 of the Agenda Packet

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)

Comments from the Public – None

Motion – To Adopt Resolution No. 7390

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

AYE # 7

NAY # 0

ABS # 0

Resolution No. 7391 [TIME 42:02](#)

Page 42 of the Agenda Packet

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)

Comments from the Public – None

Motion – To Adopt Resolution No. 7391

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

AYE # 7

NAY # 0

ABS # 0

Resolution No. 7392 [TIME 46:34](#)

Page 44 of the Agenda Packet

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

Comments from the Public –

Amy Shaiman 11 Heather Ridge Court– Ms. Shaiman expressed appreciation for the efforts being taken to have an accessible city. Ms. Shaiman asked where diversity, equity and inclusion (DEI) falls in the Council's Vision & Values.

Ann Fuehrer 1345 Dana Drive– Ms. Fuehrer asked if the information from the comprehensive plan will be used to create goals for this year.

Motion – To Adopt Resolution No. 7392

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

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

Ordinance No. 3676 [TIME 01:04:33](#)

Page 64 of the Agenda Packet

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)

Comments from the Public – Scott Webb, architect- Mr. Webb spoke on behalf of the Kappa Sigma Fraternity. Mr. Webb noted the Kappa Sigma have been on campus since the '60s, and are looking forward to returning to their original home.

Second Reading - None

Announcements & Communications

Remarks from City Council and City Staff [TIME 01:11:21](#)

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 8:58 p.m. [TIME 01:26:52](#)

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

AYE # 7

NAY # 0

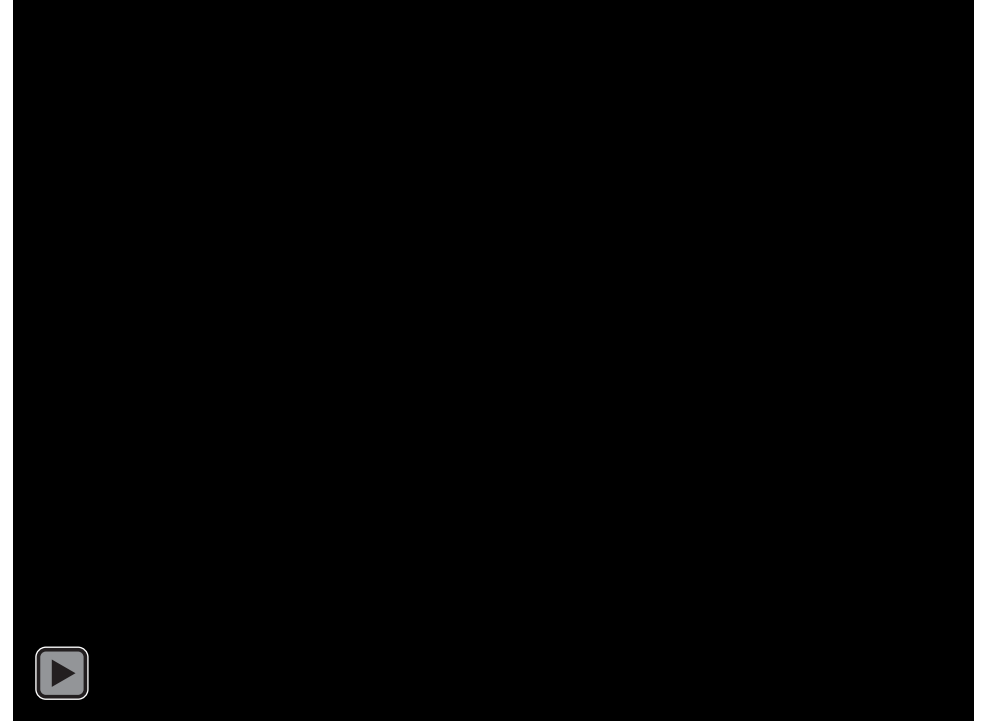
ABS # 0

Deer impacts & management in Miami University Natural Areas

Dave Gorchov

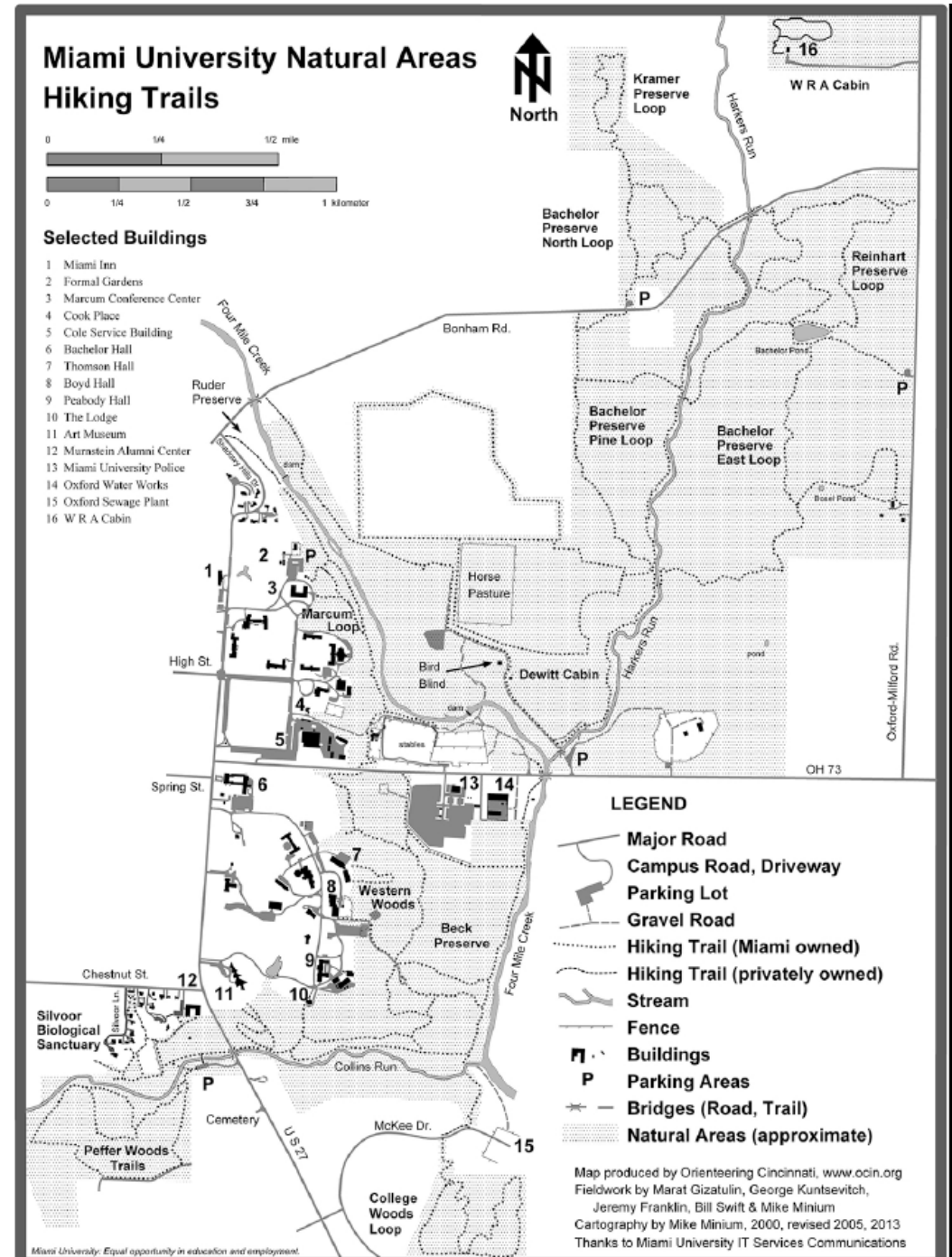
Professor, Dept of Biology

Chair, Miami U Natural Areas Committee



Miami U Natural Areas

> 1000 acres





White-tailed Deer

Large increase in density in North America since mid 1800's

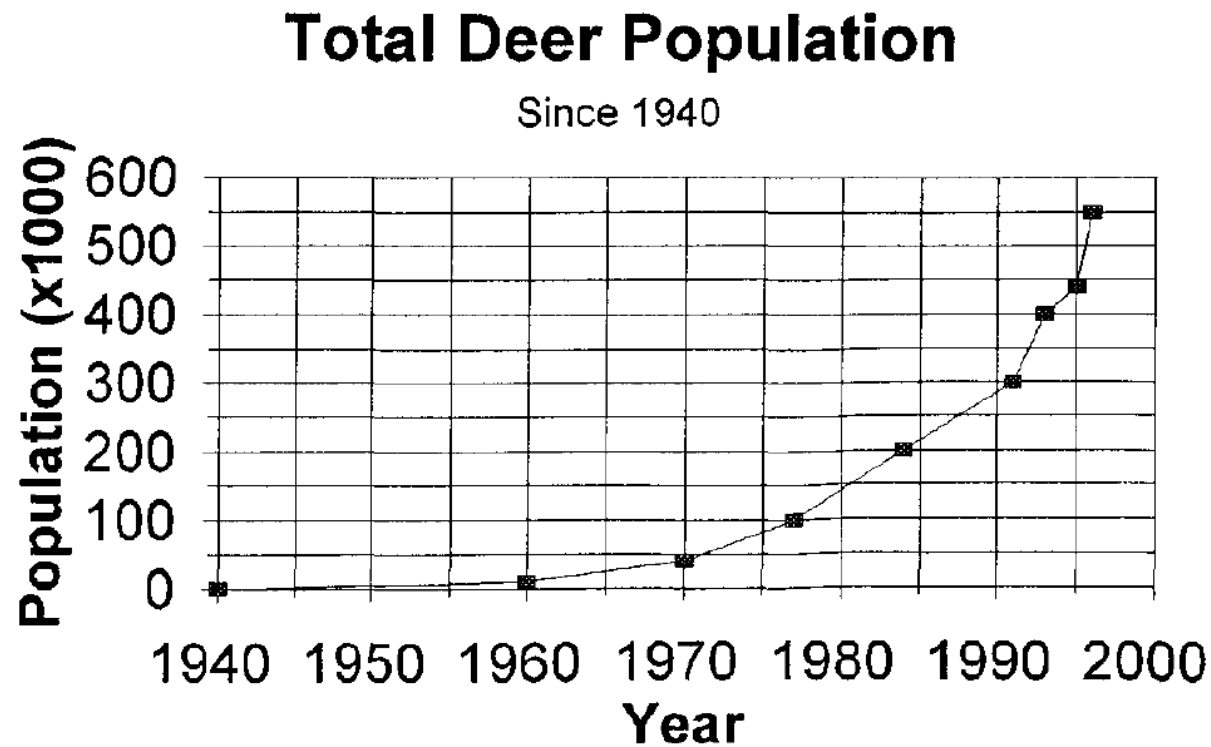


FIGURE 1. Estimated trends in deer populations in Ohio, 1940-1996.

Iverson and Iverson. 1999. Ohio. J. Sci. 99



Deer reduce tree seedlings, which impairs forest regeneration & causes 'trophic ricochet'



Top-down effects on forest vegetation

Mammalian predators/
Population management

Ungulate
herbivores

Tree communities
(regeneration) → (forest canopy)

Bottom-up effects of altered forest vegetation

Avian
predators

Insect
herbivores

Trophic level

Secondary consumers/
Primary carnivores

Primary consumers

Primary producers

Nuttle, Yerger, Stoleson, & Ristau
(2011) Ecosphere

Browsed buckeye seedling, Bachelor Reserve

Estimated deer density in Miami U Natural Areas (MU) & Hueston Woods (HW) in 2017 (T. Peterson MS thesis)

Site	Site Location	Spring Estimated Density (deer km ⁻²)	Summer Estimated Density (deer km ⁻²)
1	Kramer Preserve (MU)	6.0	4.2
2	Reinhart Preserve (MU)	7.9	7.8
3	Bachelor Preserve (MU)	18.2	9.5
4	Western Woods (MU)	13.6	8.8
5	College Woods (MU)	8.0	5.0
6	Cemetery (HW)	4.8	3.3
7	Horse Trail (HW)	7.0	6.4
8	Big Woods (HW)	0	0



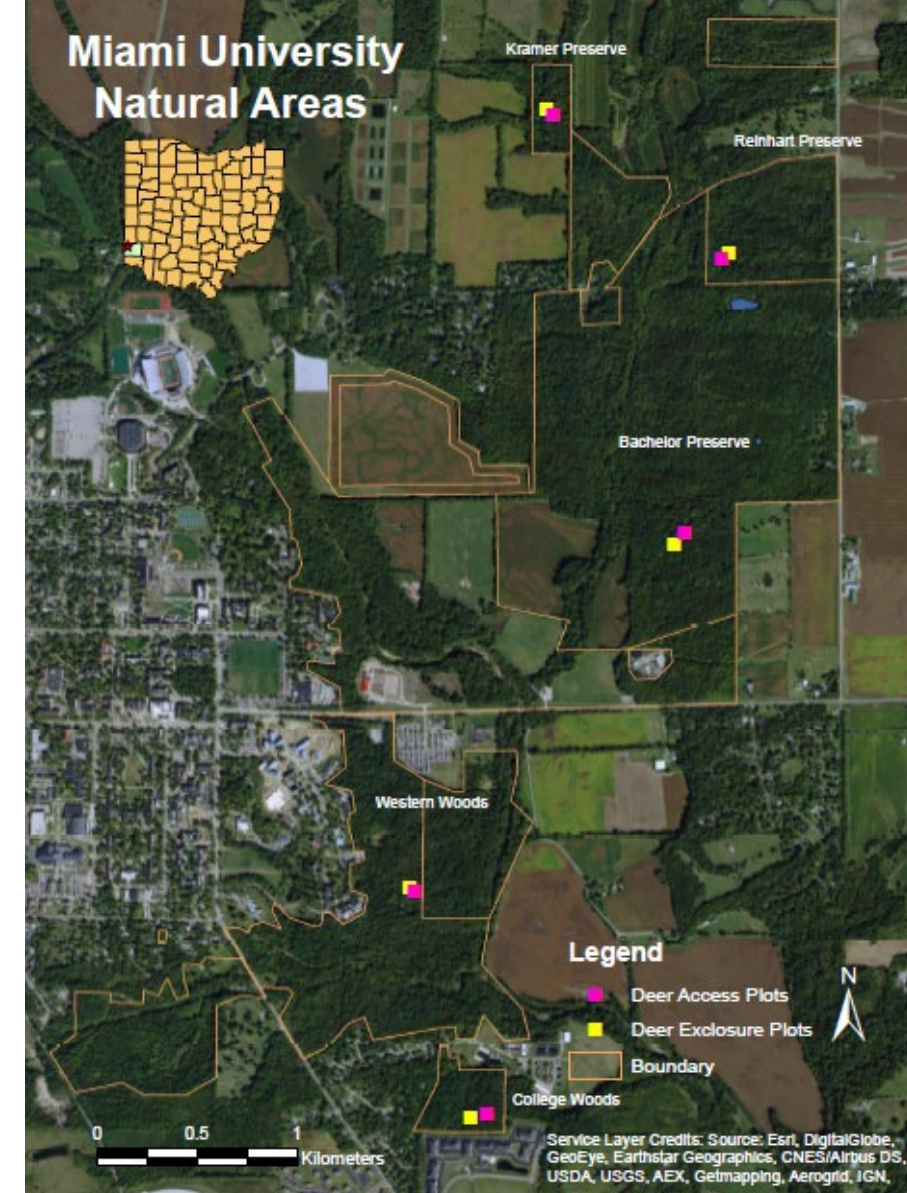
5 deer exclosures, MU Natural Areas

2010

20 x 20 meters

Paired w deer access plots

Honeysuckle removed from half of ea plot

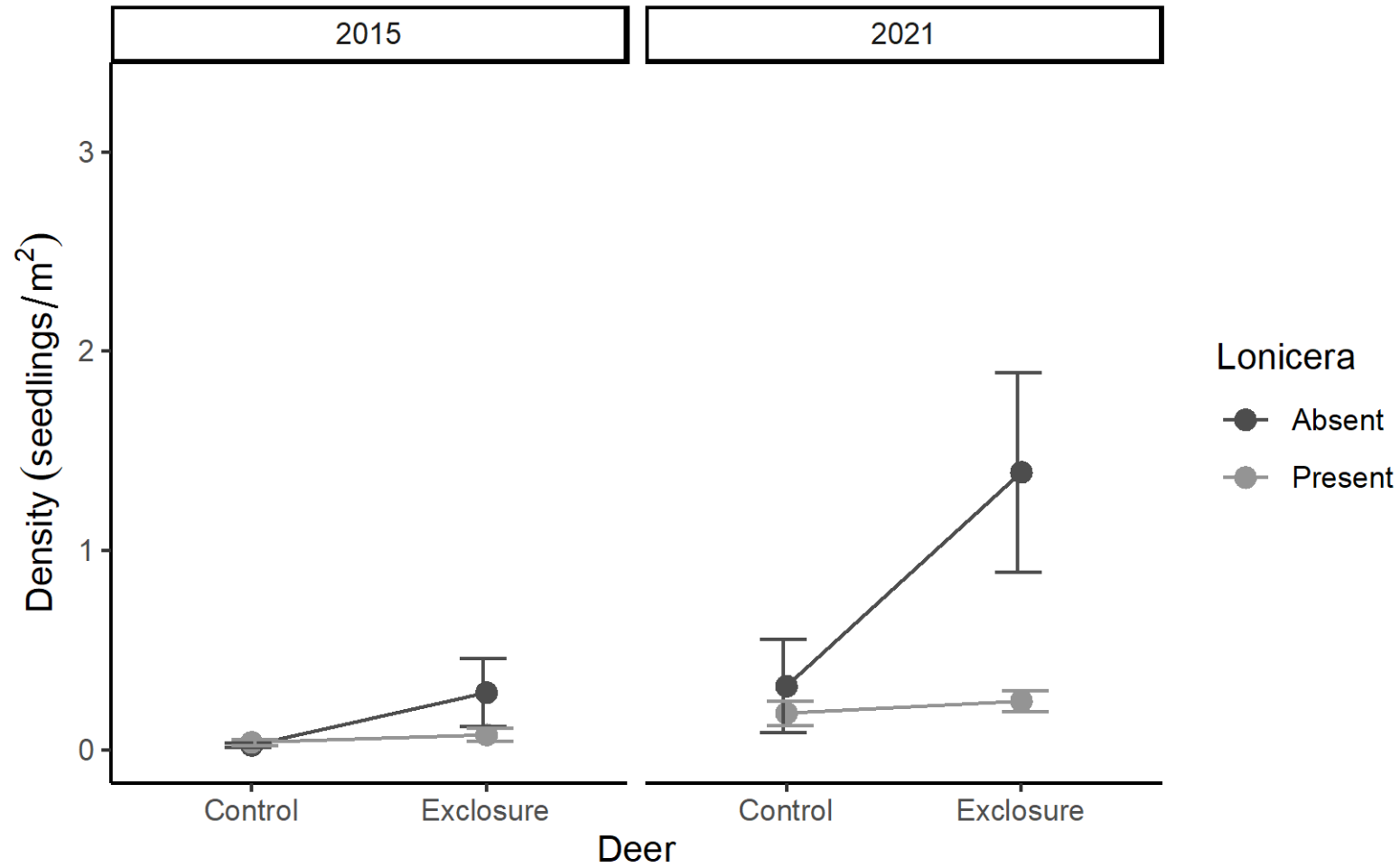


Density of tree seedlings very low except where deer excluded

0.3 – 2 m tall

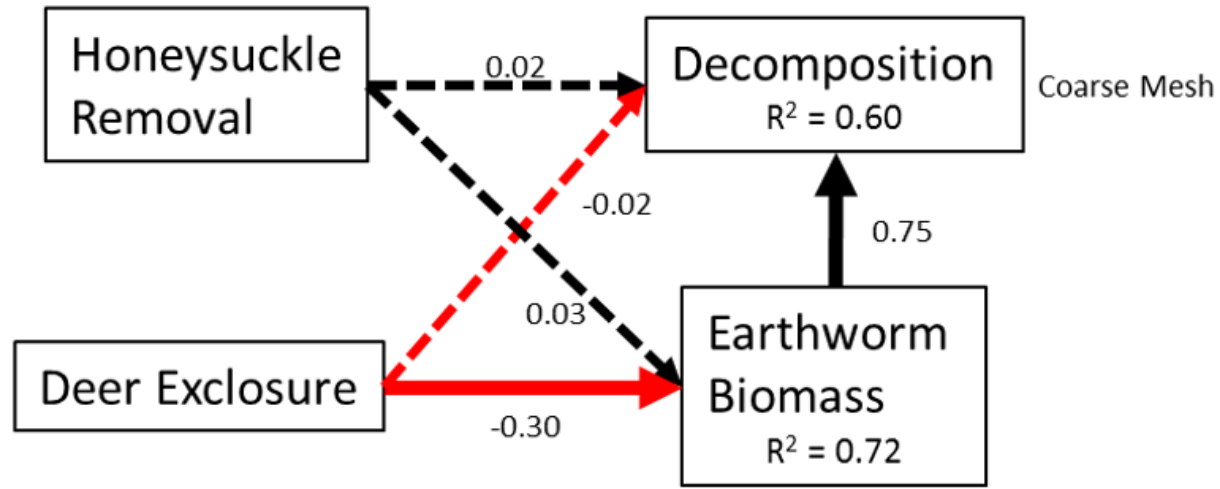


Christina Haffey

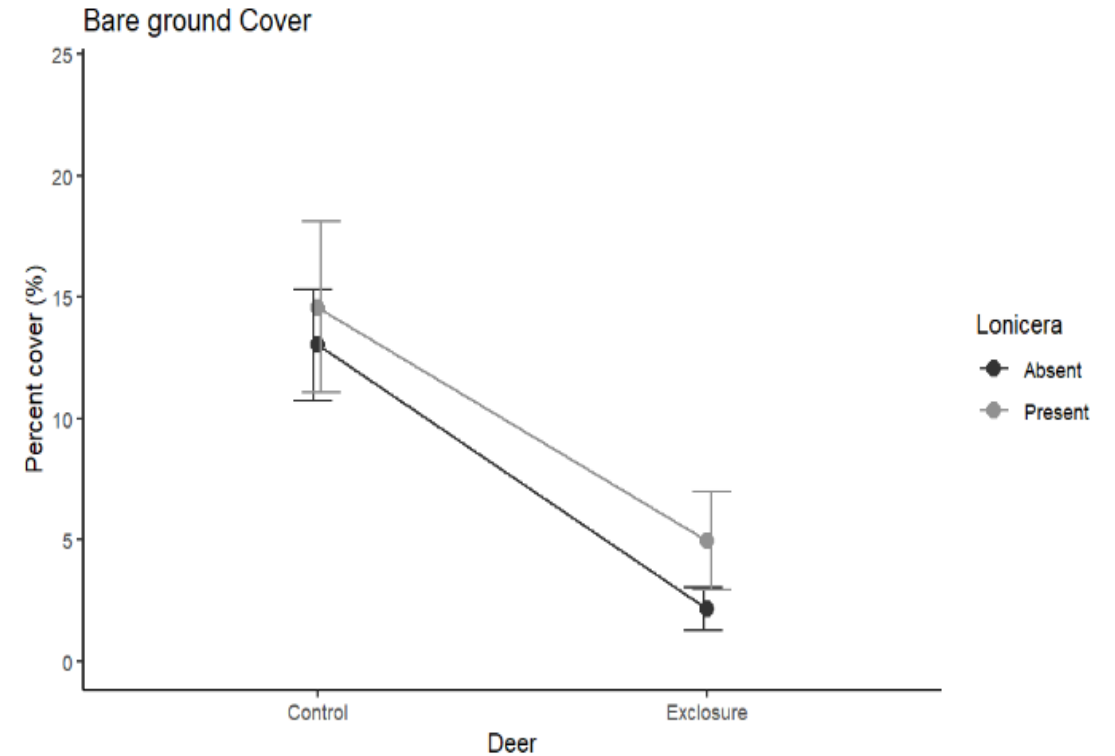


Marco Donoso

Deer promote invasive earthworms, bare ground, & invasive annual & biennial plants



Mahon et al. (2020)



Hanna Leonard

City of Oxford deer mgt

- 2009-present
- Bow hunting
- 133 deer harvested

The Miami Student

Established 1826 — Oldest College Newspaper West of the Alleghenies

NEWS • CULTURE • OPINION • SPORTS • MORE • MAGAZINE • MULTIMEDIA • ABOUT US • ADVERTISE • STORY IDEA?

NEWS

Deer me! Oxford hunters feed the hungry



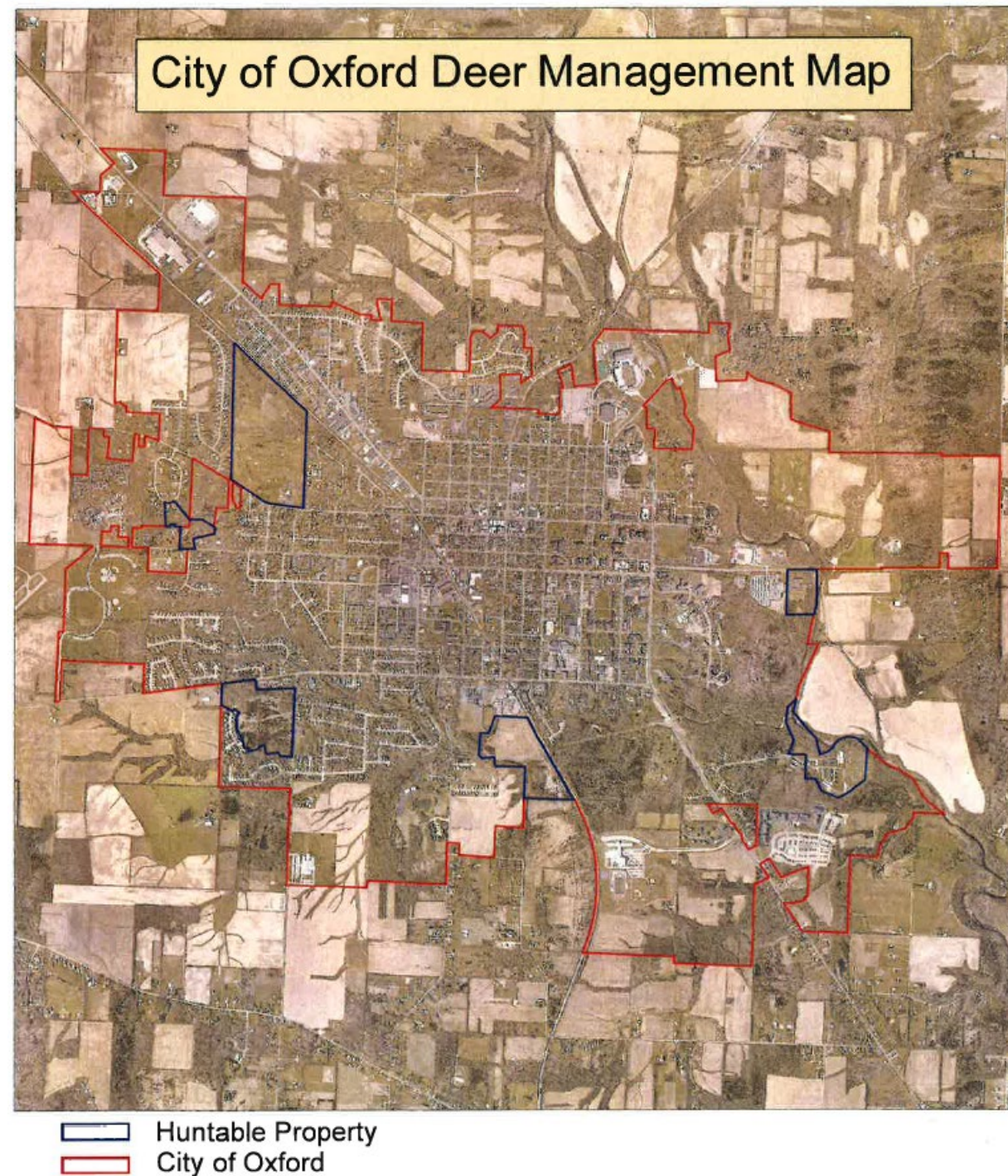
Trending

Miami student charges

By Rachel Berry | 10/

ASG senator is Islamophobic

By Erin Glynn | 10/22

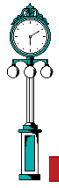


Miami University Natural Areas Committee

- Drafting a deer management plan for MU Natural Areas
 - Bow hunting
 - winter
- Coordinate with City of Oxford, Oxford Township, adjacent property owners
- Seek input & feedback from Oxford & Miami U communities
 - May 5, 7 pm Zoom meeting

naturalareas@miamioh.edu





City of
Oxford OHIO

HOME OF MIAMI UNIVERSITY

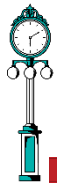
2022 City Council Retreat

Recommitted to top 3 Priority Areas

Climate Sustainability

Economic Development

Housing for Everyone



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

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
- Diversity, Equity and Inclusion
- Housing
- Public Safety
- Recreation
- Transportation

Stewardship:

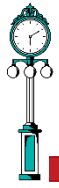
Efforts to build an Oxford for future generations.

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

Service Excellence:

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

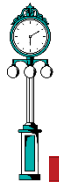
- Infrastructure:
 - Water
 - Waste Water
 - Streets and Maintenance
 - City Grounds
- Communications and Public Access efforts
- Human Resources



City of
Oxford OHIO

HOME OF MIAMI UNIVERSITY

2022 Measureable Goals



City of
Oxford OHIO

HOME OF MIAMI UNIVERSITY

2023 Goals & Objectives

0:00:00.0 Mayor Snavelly: Motion to adjourn from executive session.

0:00:02.6 Ms. Raghu: So moved.

0:00:03.2 Mayor Snavelly: It's been moved and seconded to adjourn from executive session at 7:30 PM.

0:00:09.8 Ms. French: Second.

0:00:10.8 Mayor Snavelly: All those in favor please say "Aye".

0:00:14.3 Group: Aye.

0:00:15.3 Mayor Snavelly: All those opposed? Thank you. Next is the approval of the agenda and I think.

0:00:21.5 Ms. Raghu: I would move to remove item A for the proclamation for the Sister City Day.

0:00:28.2 Mayor Snavelly: Okay and otherwise approve the agenda?

0:00:30.6 Ms. Raghu: I move to remove item A, and otherwise approve the agenda.

0:00:33.4 Ms. Franklin: Second.

0:00:33.9 Mayor Snavelly: It's moved and seconded. We're taking off the first proclamation since our since our sister city delegation was unable to make it here thanks to JFK Airport. All those in favor of approving the agenda as amended indicate by saying "Aye".

0:00:53.0 Group: Aye.

0:00:54.0 Mayor Snavelly: All opposed? So we'll move to proclamations. First one; 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 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 are the basis any peaceful, civilized society.

0:01:57.8 Mayor Snavelly: And whereas the United States Congress has established Education and Sharing Day USA as an annual national day to commemorate the Rebbe's achievements and the lessons and the vision he set forth, are relevant to us all today. Now therefore I, William B Snavelly, Mayor of the city of Oxford, Ohio, do hereby proclaim Tuesday, April 12th, 2022 as Education and Sharing Day in the city of 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. And I would

invite the Rabbi to come and accept this and maybe you may say a few words if you would like.

0:02:52.0 Rabbi Yossi Greenberg: Thank you. I'm Yossi Greenberg I'm the local Rabbi in town and I wanna thank the Mayor, I want to thank the Council, I want to thank Heather. It's an honor and privilege to come here every year around this time for the Education Day and for the Education Day Proclamation. I had a meeting today with the superintendent and I'm happy to share that we are in talks to actually bring this theme past just the Chabad in the Jewish Community here in town but to implement and get some ideas going for our youth here in the community, so we're excited about that. I wanna start because it's Education and Sharing Day with a pushke, a charity box, I brought from my house and start with an act of goodness. I want to take just one minute of your time and talk about the Rebbe. This year we're celebrating 120 years.

0:03:47.9 Rabbi Yossi Greenberg: The Rebbe was born 120 years ago, in a city called Nykolaiv in Ukraine. They changed the N to the M and that's the name hearing on the media, you're hearing on the news. It's called Mykolaiv today. The Rebbe eventually moved to a city called Dnipro, your hearing that name in the news as well. In 1941, the Rebbe came to America and established his court and Chabad headquarters in New York and the rest is history. There's Chabad centers all over the world, including right here in Oxford. And myself and my family and the community, we are happy to be here for the last 9 years, and we're very thankful to the Oxford Community, so welcoming to us, Chabad and the Jewish Community here, and I really appreciate it. Thank you so much.

0:04:34.3 Mayor Snavelly: Thank you. Okay, our next proclamation. Whereas on April 22, 1970, United States Senator Gaylord Nelson of Wisconsin and Denis Hayes organized the first nationwide 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 worldwide in some 180 countries with the participation of over 4000 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. Snavelly, Mayor of the city of Oxford, Ohio, do hereby proclaim that on Thursday, April 22, 2022, 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 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 Earth Day. And I don't believe anyone from the Environmental Commission is here accept this so Mr. Dreisbach will do so.

0:06:17.7 Mr. Dreisbach: Thank you sir, I do appreciate it.

0:06:27.8 Mr. Prytherch: Can I just say one little word on that.

0:06:29.4 Mayor Snavelly: Please.

0:06:29.4 Mr. Prytherch: Just that later we'll be talking about our council priorities, and I think it's notable that one of our top three is climate and sustainability. I think more than proclamations we were really serious about it, and a recent New York Times headline was stopping climate change is doable, but time is short. So I believe we are as serious as we can hope to be so yeah we have a proclamation and we're doing more.

0:06:55.7 Mayor Snavelly: We are doing more. And I was going to mention that, and I've also appreciated the number of people who have stopped me recently in our neighborhood to say, "Hey, how are those solar panels working on your house? I see those solar panels. I went to get to got my bill today from Duke Energy and it was \$17.

0:07:17.6 Mr. Prytherch: You're kicking butt this sunny spring weather.

0:07:20.8 Mayor Snavelly: So that that's great. Next, we have a presentation on deer impact with by David Gorchov chair of the Miami university Natural Areas committee. Welcome.

0:07:40.0 Mr. Dave Gorchov: Thank you. Thank you Mayor, and thank you Council for giving me this opportunity. My name is Dave Gorchov. I know a lot of you, I'm a 30-year resident of Oxford. And today, I'm coming to you as the chair of the Miami University Natural Areas Committee, and I just wanna introduce the idea of the University has of managing the deer population on University's natural areas. We have about 1000 acres of natural areas on the Miami campus. A lot of paved trails that are used by city residents as well as Miami students, the recently paved Oxford area trail that goes from Peffer Park through Western Woods and is connecting on the other side of route 73 past the DeWitt Cabin to Bottom road. Virtually all of that is Miami university natural areas, and the extension that'll go from Peffer Park up to the high school, almost all of that is Miami natural area, so it's a resource for the city as well as for the university. Whitetail deer are native throughout much of North America, but they have been increasing a great deal.

0:09:12.3 Mr. Dave Gorchov: This is sort of a reconstructed population estimate for the State of Ohio, where they were virtually extinct in the middle of the 20th century, they've continued to become more abundant since the years on this particular graph, I show this picture to show a browse line, that the deer in a lot of areas are so abundant, they are just sort of eating everything they can, and the vegetation that's left is what is not edible to them or not reachable. So a lot of reasons we're concerned about this in the natural areas is the main one that I'm gonna focus on is the effect of deer eating the seedlings of trees, the fewer the seedlings are, the fewer that can potentially replace large trees when they eventually fall. And that's when where forest generation is impaired, and in some cases, this can even cause what's called a trophic ricochet. So the idea is, we've lost the natural predators of the deer, of so the deer are here as ungulate herbivores, they become abundant, we lose the tree seedlings, which means there's gonna be fewer larger trees, we have fewer herbivores like insects, and that can affect insect eating birds, and so this has been documented elsewhere, we haven't documented this part in the Miami natural areas, but we're concerned about it.

0:10:43.5 Mr. Dave Gorchov: This picture is a seedling of a Buckeye tree with a blue notebook behind it, and it's just really stunted it's been browsed so many times it keeps re-sprouting and branching and getting browsed back. It's probably a pretty old tree, but it's very small, so this is an example of this, sort of high deer pressure, my colleague Tom Chris is now the chair of the Biology Department, has supervised some graduate students that have done estimates of the abundance of deer in different natural areas. These are five of our different natural areas, compared them to the three parts of Hueston Woods State Park. The method actually involves counting deer fecal pellet piles and doing some calculations from those... So there's a lot of numbers here.

0:11:35.7 Mr. Dave Gorchov: The number we're comparing to is eight deer per square kilometer,

which is 20 deer per square mile, above that is generally considered a problem too many deer that are causing negative effects, and in a lot of other natural areas it's above that, and in our biggest natural area, Bachelor Preserve, it's well above that. So this makes us think that deer are too abundant. Back in 2010 Tom and I set up a series of deer exclosures, These are fenced areas, some of them, actually all of them are visible from Miami University Natural Areas trails, there are 20 meters on the side, about 65 ft field on the side and each one is paired with a plot that started out being very, very similar in location and vegetation but we have not fenced, so that's our deer access plot. And so the yellow dots here are the locations and the natural areas, here's Western Woods, here's the Bachelor preserve.

0:12:38.5 Mr. Dave Gorchov: The yellow are deer exclosure locations and the purple are deer access plots. We're also interested in effect of Bush Honeysuckle, so in half of each plot we removed Honeysuckle, we've gotten a lot of scientific papers out looking at the effects, I'm just gonna show you a couple of things. This is a graph of tree seedlings, and by tree seedlings, we're talking about trees that are between 0.3 and 2 meters tall, so between about 1 foot and about six and half feet tall. And I don't have data from 2010 when we set this up, but in 2015, Christina Haffey an honor student census them, and we started to see more seedlings where deer were excluded and we'd removed the honeysuckle, but it was still quite low overall, and my masters student Marco Donoso last summer, we censused all of these, and the numbers of tree seedlings is recovering wherever we've excluded deer, particularly where we've also removed Honeysuckle. And it's still very low where the deer still have access.

0:13:51.6 Mr. Dave Gorchov: Deer affects lots of other things. I'm only gonna show you one other effect 'cause it's kind of a cascading effect. Deer, it turns out promote non-native earthworms and most of our earthworms here are Eurasian earthworms and they're good for gardens, but in the forests, they create this bare ground, they eat the fallen leaves and the ground is bare early in the summer, and this makes it easy for garlic, mustard, and other invasive annuals and biennials to germinate and grow. And my current honor student Hannah Leonard has documented that where deer have access, you have a lot more bare ground, than where the deer are excluded. So there's other effects, but this is just to show you why we're concerned, these natural areas we are trying to keep them relatively useful, functioning ecological system, and the deer are greatly impairing that.

0:14:53.4 Mr. Dave Gorchov: As I imagine all of you know, City of Oxford has had a very successful Deer Management Program since 2009, using bow hunting in designated areas, and David Treleaven, who's been monitoring that, managing that, he's been on an ad hoc committee at the Natural Areas, has had to look into what we can do on campus, and he's been very helpful, and a lot of what we're thinking of doing is modeled on what the City of Oxford is doing. So the Natural Areas Committee at this point, we're drafting a deer management plan for the natural areas. We wanna include bow hunting for the same reason the city has used bow hunting. We would do this in the winter, the archery season is actually late September to early February. We're thinking late November to early February, there's not much use of the trails at that time. We would obviously coordinate with the city, and my being here today is the first step in that. We would need to coordinate with Oxford Township, 'cause it turns out some of our natural areas are actually in Oxford Township, so that's on my agenda.

0:16:11.0 Mr. Dave Gorchov: We're gonna reach out to the property owners who border the natural areas and let them know what we're doing, and give them an opportunity to give us feedback. And we're gonna have public meetings, we're gonna have one scheduled for May 5th,

that's a Thursday evening. We'll do it online through Zoom. We will be inviting members of the Oxford City Community, and I guess Oxford Township, and so I may talk to Jessica about ways to reach out to city residents, as well as Miami students and staff and faculty members, on how the meeting will represent our management ideas and get input that we will consider before we finalize any plan. This email will come to me and come to Nancy Feakes, who's standing over here, she's the manager for the Miami Natural Areas. So if anyone has questions about the natural areas geo-related or not, they can just email that and we will both see that, so I'm glad to answer any questions you have at this time. And to let you know, we will be reaching out to the citizens of Oxford and Oxford Township about this. Thank you.

0:17:32.1 Mayor Snavelly: Anyone here have questions? Jason.

0:17:34.5 Mr. Bracken: Not sure if I understood, did you mention whether we know whether they're stable populations growing currently?

0:17:40.9 Mr. Dave Gorchov: Did you ask whether the deer population is stable currently?

0:17:48.0 Mr. Bracken: Yes.

0:17:49.6 Mr. Dave Gorchov: We have estimates from 2014 and from 2017. There the only two estimates, and they're pretty similar, so it's probably over that period and currently it's pretty stable. I think it's much more than it was 30 years ago when I came and much more than it was probably 15 years ago, but we don't have hard data on that.

0:18:14.4 Mr. Bracken: Thanks.

0:18:14.4 Mr. Prytherch: Yeah, I wanna thank you. I know that I've been really grateful that the city has been doing this, and I think it has made a big difference. I was recently shown a video of a herd of deer in Amber's neighborhood they were probably 16 deer, or 18 deer, so I think it's good. I wonder whether we're doing enough because I love the deer, but I really worry for our forests, so I think this is a great first step. I hope we can coordinate, have you looked at other options other than the model of bow hunting other communities use other professional management. So is this the last strategy you're looking at right now, or there are other things you would potentially consider?

0:18:52.4 Mr. Dave Gorchov: Yeah. I mean there's a lot of park systems and so on that have dealt with this problem, we've looked very carefully at Hamilton County Parks plan. The City of Cincinnati park system, they do deer management, they both do bow hunting... There's a few other college campuses, we've got their plans, Binghamton is the one who comes to mind, they do bow hunting...

0:19:22.4 Mr. Dave Gorchov: Sharpshooters have been used in some cases. The Hamilton County Parks, if I recall correctly, initially started with that and quickly switched to bow hunting. Any kind of gun hunting, whether it's sharpshooters or individual hunters raises concerns about gunshots in the city limits, and people are concerned. Bow hunting is a lot safer, a bow does not travel as far as a stray bullet. We probably will have the hunters in fixed locations and stands, so if they miss, the arrows go into the ground, so it's very safe. One thing that the city of Cincinnati is doing in a couple of the very small, very urban parks is a sterilization program, which is extremely expensive. It's very tricky. You need to capture and euthanize the deer, you need veterinarians, you need

surgical setup, and then those deer wander out and other non-sterilized those wander in. So we did some thought about other management at this point, we're focused on bow hunting.

0:20:48.0 Ms. Raghu: NPR recently covered this... Covered deer population, and in terms of life-saving measures because of the amount of car accidents that happen. And they were looking at places that were national parks like Yellowstone and what they did compared to a populated place like the state of Wisconsin, and they had estimated in Wisconsin, what they were doing was allowing wolves to come back in, this is harder in a campus-type situation. [laughter] But it was really fascinating, 'cause they were talking about how the different policies the different states and their estimation of how many lives it saves, that we can reduce the amount of accidents that happen and state saving about \$11 million a year. So I think it's really interesting, and there was a friend who taught me about permaculture and that there's never too much of anything, if anything, there's too little of something else. So because... And I know I'm preaching to the choir here, [chuckle] but because we have gotten rid of all their natural predators, we now have this problem, so much of it is self-manifested that, you know, how can we try to return to a more natural balance? And the story also covered that the average age of hunters is they're middle age, so there's a dynamic that could be changing as generations go by.

0:22:07.9 Mr. Dave Gorchov: Yeah, those are really good points. The Wisconsin situation is interesting, because wolves had been moving on their own from Canada into Minnesota and Wisconsin and are expanding on their own without any sort of active promotion by any wildlife agencies, and there's a lot of researchers kinda following what's happening to the ecosystems as the wolves re-establish. But you're right, not only have we eradicated the natural predators here, we provide corn and soy beans, ad lib, and the deer are in a lot of places are major crop pests, and so in late summer and early fall...

0:22:49.6 Mayor Snavelly: In my yard. [chuckle]

0:22:50.5 Dave Gorchov: They have a lot of food. We plant our gardens and they have food from...

0:22:54.3 Mayor Snavelly: It's like a buffet.

0:22:57.7 Mr. Dave Gorchov: We have a lot of edge habitat and deer thrive with edge habitat. So we've enhanced the food supply. And then the issue of hunters in addition to the demographic point you made, in general, there's, you know, no hunting in city limits, there's no hunting in residential areas, so there's a lot of areas, even if they were interested hunters, where deer have sanctuary and aren't hunted. So one of the things that we're looking at, because a lot of our natural areas are adjacent to some of these areas the city has already designated as hunting areas, so sort of coordinating selecting our specific hunting spots wisely, so that they reinforce what the city is attempting to do. And we'll be monitoring... So we'll be not only counting how many deer are taken but are we seeing better survival of tree seedlings, are we seeing fewer deer fecal pellet piles and so on to see if we're having an effect?

0:24:00.6 Mayor Snavelly: Will there be signage and...

0:24:03.0 Mr. Dave Gorchov: Yes.

0:24:03.4 Mayor Snavely: To warn people off that this is a hunting season?

0:24:06.8 Mr. Dave Gorchov: There will be signage of some sort. We may or may not want to close trails, that's one thing to be decided, we may or may not wanna say, "This week there is a hunter on this trail." That may be in the end undesirable to do that. So there will be a general signage up during these states, "There is hunting but..." The other thing is we would make sure there was no... That the stands were not close to the trails, and we already are telling people to stay on the trails, so that'll help.

0:24:48.3 Mayor Snavely: We do that with Western Knowles, for example, the tree stands are pointing away from the residential areas for that very reason. I also, maybe two years ago, I read an article, a research article, about that was done on Yellowstone and reintroduction of the wolves in Yellowstone and amazing kinds of impacts that they didn't anticipate, but as it folds down effect over effect over effect and the entire ecosystem was enhanced by that. And I was turned on to that by a former Oxford resident who now lives in Montana, who follows the wolves in Yellowstone, so I don't think we're gonna reintroduce wolves in Oxford, although I heard a rumor there was a bear... I don't know about that. But I do think that these kinds of programs are very important. And so I think you have councils.

0:25:48.1 Mr. Prytherch: And I would ask that we continue to collaborate. I think you're already doing so.

0:25:53.6 Mayor Snavely: Collaboration is important.

0:25:58.1 Mr. Prytherch: I would love to see increased harvest rates within the city. I think... I don't know what the number that we aim at is for a healthy deer population. But I think we can collaborate and aim towards that number together. And whatever it takes in terms of hunter recruitment I think we can do more in the city. And I hope we do that way.

0:26:12.4 Ms. Raghu: From a policy perspective, maybe not reintroducing wolves per say, but thinking about ways to educate people that maybe wolves aren't such a bad thing. Or if we had different policies that may be like in Arizona, they pay people to have wolves if they have proof of wolves on their property, so they can change the way they manage their land. And if you need veterinarians, if you do go into the sterilization, I know some people...

[laughter]

0:26:40.6 Ms. Raghu: That have tranquilizers, so I think we can make that happen.

0:26:46.9 Mayor Snavely: Do coyotes?

0:26:48.9 Mr. Prytherch: We also have coywolves.

0:26:50.0 Mayor Snavely: They don't take they don't take them down. That's too bad 'cause we have coyotes. All right, thank you very much Dave.

0:26:56.4 Mr. Dave Gorchov: Okay. Thank you very much.

0:26:57.3 Ms. Franklin: Thank you.

0:27:06.3 Mayor Snavelly: Okay, at this time, we will entertain public comments. So anyone wishing to address council about items not on the agenda, or on the Consent Agenda, please come forward now and state your name and address for the record. And we'll give you up to 15... Up to five minutes.

[laughter]

0:27:22.8 Mayor Snavelly: Almost said 15. I was giving him 15. I will give you up to five minutes to talk our ears off. Seeing no takers. We will move to the consent agenda. Can we have a motion to approve the Consent Agenda?

0:27:37.8 Ms. Raghu: So moved.

0:27:39.1 Mayor Snavelly: It's been moved by vice Mayor Chantel Rhagu.

0:27:40.3 Ms. French: Second.

0:27:40.5 Mayor Snavelly: And seconded by Councilor French. Are there any items to be removed? Okay, all those in favor of approving the consent agenda as presented indicate by saying Aye.

0:27:57.1 Group: Aye.

0:28:00.1 Mayor Snavelly: Opposed? Thank you. I will move into resolutions. And you may read the first one.

0:28:06.7 Ms. Barbour: A resolution accepting the bid and authorizing the city manager to enter into a contract with Jackson Construction Company for the construction and replacement of designated curb, gutter, and sidewalk pre-project specifications at a cost of \$125,271 plus a contingency in the amount of \$24,729 for a total not to exceed \$150,000.

0:28:38.9 Mayor Snavelly: May we have a motion to adopt the resolution?

0:28:41.1 Ms. Raghu: So moved.

0:28:41.6 Ms. French: Second.

0:28:43.1 Mayor Snavelly: It's been moved and seconded. And Mike, we're happy to have you back.

0:28:50.1 Mr. Dreisbach: Good evening. Thank you. This is the second of four pieces of legislation that is required for this curb gutter sidewalk assessment program so in February council approved a resolution of necessity which allowed us to send certified letters to property owners to have work completed. And this resolution is for a construction contract to get the work done. The work will be completed hopefully by July. So we need to get this done in advance of our road resurfacing program. So this resolution is somewhat similar to the next one as they both involve the

lowest and best bid by Jackson Construction. And they both involve concrete curb, gutter and sidewalk, and handicap ramps. So we've worked with Jackson Construction before on several contracts and they do a good job for us. And they gave us a very good pricing. You'll see we only received two bids while normally we would expect five, six, seven, or eight bids for this type of work. So contractors are busy. Some of the good ones other than Jackson may not be able to meet our deadline. They're already committed on other jobs. So the market is tight for this type of work. We recommend approval of this contract and be I would be glad to answer any questions.

0:30:19.8 Mayor Snavelly: Thank you, Mike. Is there anyone from the public who would like to address this resolution? Seeing none, council discussion.

0:30:29.8 Ms. Franklin: I had a few questions, so just curious when you see such a big difference between two bids what accounts for that? Why the difference.

0:30:39.4 Mr. Dreisbach: I can speculate if you'd like my personal opinion.

0:30:44.2 Ms. Franklin: Yeah.

0:30:44.3 Mr. Dreisbach: As far as speaking for Prus, they're a wonderful contractor. They're very large, they're very busy. They are the contractor for the main street reconstruction project that will be going on this summer. And I suspect that they put in this bid hoping maybe that there weren't any others. And they would have a very, very profitable contract while they're already in town. So I believe that's why that price might be higher.

0:31:14.7 Ms. Franklin: Okay.

0:31:15.5 Mr. Dreisbach: Our bid tabs for that company are typically lower, our unit pricing is lower than what was submitted for this one.

0:31:22.2 Ms. Franklin: Okay. And then the other question I had is that the contingency is 19.7%. And then when I looked at the contingencies for the other resolutions we have coming up, they're much lower, how do you decide what the contingency is gonna be project by project?

0:31:37.0 Mr. Dreisbach: So typically, we asked for 10% for unforeseen conditions in a job, especially when there's underground work involved. In this case, we're asking for the full budget line item amount, so that we can improve not only the property owners for the street paving program but also go after our complaint file where property owners with dangerous sidewalk sections have not improved their work. And so this extra money will be used to repair those areas, and assess the property owners for the charges.

0:32:15.9 Ms. Franklin: Thank you.

0:32:20.6 Mayor Snavelly: Good question. Anyone else? Hearing none, all those in favor of the resolution indicate by saying aye.

0:32:29.8 Group: Aye.

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0:32:30.5 Mayor Snavelly: Opposed. Resolution is adopted. And we can have the second one read when you're ready.

0:32:38.9 Ms. Barbour: A resolution accepting the bid and authorizing the city manager to enter into a contract with Jackson construction company for the installation of handicap ramps with tactile dome mats set forth on exhibit A and B attached hereto at a cost of \$105,880.80 plus a contingency amount of \$2791.20 for a total cost not to exceed \$108,672.

0:33:11.3 Mayor Snavelly: Is there a motion to adopt this resolution?

0:33:16.5 Ms. Raghu: So moved.

0:33:16.9 Mayor Snavelly: It's been moved by the Vice Mayor. Second?

0:33:20.8 Ms. French: Second.

0:33:21.2 Mayor Snavelly: Seconded by Councilor French.

0:33:24.9 Mr. Dreisbach: So over a year ago, the City Council authorized us to apply for this community development block grant, and this is for 2021 program dollars from housing and urban development, so this for HUD to approve this money generally comes later in the year, and that's why we're following up in the following calendar year with a project. So this is for 2021 dollars. We've been doing this program for over a decade now, improving handicap ramps where there were none in the city sidewalk system. This particular contract will get us almost 1000 feet of new curb gutter, 3600 feet of new sidewalk square feet and 31 new dome mats with the new handicap ramps. So again, this is the lowest and best bid from Jackson construction, and in this case, the bid almost met the line item amount, so we only have a better 2% contingency with this contract, but we wanna spend every HUD dollar that's available. So that's why we're asking for the full amount in this case.

0:34:43.0 Mayor Snavelly: And how close are we to completing the handicap program, I mean, ramp program?

0:34:48.4 Mr. Dreisbach: So there will be another agenda item tonight, and with about \$200,000, we can finish the rest of the ramps in the city.

0:35:00.6 Mayor Snavelly: Thank you.

0:35:00.7 Mr. Dreisbach: So we'll be asking your approval for that later this evening.

0:35:02.9 Mayor Snavelly: Thank you. Is there anyone from the public who would like to address this item? Seeing none. Council any discussion. Okay. All those in favor indicate by saying Aye.

0:35:17.9 Group: Aye.

0:35:19.2 Mayor Snavelly: Opposed. This resolution is adopted. You may read the third.

0:35:25.3 Ms. Barbour: A resolution of council directing staff to advertise a request for bids to

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complete the installation of sidewalk ramps throughout the city using American rescue plan funds.

0:35:39.3 Mr. Dreisbach: So council has authorized...

0:35:39.4 Mayor Snavelly: I need a motion... Just, I need a motion to adopt.

0:35:40.4 Mr. Dreisbach: Thank you.

0:35:41.6 Ms. Raghu: So moved.

0:35:42.6 Ms. French: Second.

0:35:43.4 Mayor Snavelly: It's been moved and seconded.

0:35:46.5 Mr. Dreisbach: Thank you.

0:35:48.0 Mayor Snavelly: Now, to you. Yeah.

0:35:48.2 Mr. Dreisbach: The city council approve staff to apply for 2022 CDBG dollars and the target project for that is the College@Elm project, so that application has been submitted, we're still waiting to hear back to get the approval for that, but I'm sure that's forthcoming. At the time when we decided to do that application, it was discussed using the American rescue plan Act funds available to the city to complete the entire city network and get all of the improvements done in one project, we would likely get better unit pricing for that because it'll be a larger contract, but really, this resolution is to affirm that council desires to use those funds in this manner, and if so, we will develop the final spec package and get that out to bid, hopefully that work would be done during the summer period when there's a lot less traffic and students in town.

0:36:58.7 Mayor Snavelly: Good idea.

0:37:00.0 Mr. Dreisbach: I'm glad to answer any questions.

0:37:01.1 Mayor Snavelly: Okay, is there anyone from public who would like to address this? There isn't. So anyone from council? Seeing none. All those in favor indicate by saying aye.

0:37:13.4 Group: Aye.

0:37:14.8 Mayor Snavelly: Opposed? Resolution is adopted. Move to resolution four.

0:37:20.9 Ms. Barbour: A resolution accepting the bid and authorizing the city manager to enter into an agreement with Barrett paving Materials Incorporated for the 2022 Street resurfacing and maintenance work at a cost of \$422,263.50 plus contingency in the amount of \$12736.50 for a total cost not to exceed \$435,000.

0:37:52.4 Mayor Snavelly: Is there a motion to adopt the resolution?

0:37:57.0 Ms. Raghu: So moved.

0:37:57.2 Mayor Snavelly: It's been moved and...

0:37:58.2 Ms. French: Second.

0:37:58.7 Mayor Snavelly: Seconded by councilor French. Mike?

0:38:05.5 Mr. Dreisbach: This is our annual street maintenance project that includes Street re-surfacing maintenance bike and pedestrian safety and new traffic control markings throughout the city. We advertised for bids, and I received three bids for this project with Barrett being the low bidder we've worked with Barrett on numerous contracts in the past, they're an excellent contractor and very pleased to have them submit the low bid... We did look at the streets that we're paving to see if any could be improved to be more compliant with our complete streets policy, and we will be installing permanent thermoplastic markings on McGuffey Avenue which are already painted for bike lanes, but we will be installing permanent thermoplastic markings on that street. We were disappointed with the unit cost on the contract, with the price of oil, paving is very dependent on oil for asphalt and transportation, and we saw prices rise 32% just over last year's unit pricing. So in this case, we're able to do all of our streets listed on exhibit A, but we are not able to do the alternates just as a matter of limited funding.

0:39:37.0 Mr. Dreisbach: In this case we do ask for a small contingency, there's about 3% left in the budget line item after the base contract. So we ask for your approval for this contract with Barrett Paving.

0:39:51.4 Mayor Snavelly: Thank you very much. Is there anyone from the public who would like to address this resolution? Seeing none, councilors?

0:40:00.4 Mr. Prytherch: Just one question for you, Mike. You're gonna finish up that section of Contreras that there was the... A lot of work has happened on that Contreras road Lynn to Locust. How long do you anticipate there'll be a closure there? We're sensitive to... Because we only have so many of those...

0:40:18.5 Mr. Dreisbach: I'm not sure. We'll do our best to maintain traffic on that, so I don't know that there'll be a closure. If there is it will be brief.

0:40:28.1 Mr. Prytherch: Okay. And then just to follow up on that, I know what the parking transportation advisory board will recognize that for alternative modes, those few crossings are also important, and it was limited in the right of way, but I think that... I can't remember what the exact recommendation was, that some form of at least shared road signage or markings on the streets, so to indicate... Do you have an idea of how you might be able to accommodate the alternative modes in that segment there?

0:40:51.8 Mr. Dreisbach: I think, typically, we'll do that later in the year when we see how our budget lands and what funds are available, and we'll re-stock on marking paint and signage, and I know we have one pair of rapid flash beacons in stock, we will evaluate where we can most impactfully place those devices.

0:41:15.8 Mr. Prytherch: Okay, so those are budgeted separately as opposed to, for example, like the thermoplastic from McGuffey is coming out of the paving budget versus the alternative, or does

it come, where is...

0:41:25.3 Mr. Dreisbach: So we're using three line items to complete this contract. The street resurfacing line, bike and pedestrian safety and crack sealing for pavement maintenance.

0:41:37.0 Mr. Prytherch: Okay. I think whatever happens on completing it would most probably be like a shared use, if some signage, but I just didn't know where the money would come from...

0:41:45.1 Mr. Dreisbach: I'm sure we can do that, yes.

0:41:47.8 Mr. Prytherch: Okay. Thank you.

0:41:50.2 Mayor Snavelly: Any other discussion? All those in favor indicate by saying aye.

0:41:57.0 Group: Aye.

0:41:58.1 Mayor Snavelly: Opposed? Okay. The resolution is adopted. We'll move to number five.

0:42:03.9 Ms. Barbour: A resolution accepting the insurance bid of Insurance Specialist Group Incorporated, DBA Love Insurance Partners for the city's Property and Casualty Insurance coverage for 2022.

0:42:14.8 Mayor Snavelly: Okay, is there a motion to adopt?

0:42:17.4 Ms. Raghu: So moved.

0:42:20.3 Mayor Snavelly: It's been moved.

0:42:20.4 Ms. Franklin: Second.

0:42:20.8 Mayor Snavelly: And seconded by Councilor Franklin. Joe, welcome.

0:42:25.8 Mr. Newlin: Thank you. This is our annual renewal for Property and Casualty Insurance, and the renewal came in at \$190,043 and this is an increase of \$21,647 over last year's cost of \$168,396 and two years ago, we signed up with Assetworks and they do... They visit, revisit our property listing every year, and they'll adjust it for inflation, and as you know, last year, the cost of building materials went sky high, so it's \$15,000 to the \$21,000 increase, which is about 69.7%, this has to do with the appraisal cost. And again, we signed up for a five-year, they'll do a reappraisal or a snapshot of the reappraisal for five years going. So if prices do go down, then that will be represented in years coming. And just to give you an idea, in 2017, we didn't have a rate increase, we had a 1% in 2018, a 3% premium decrease in 2019, in 2021 there was no increase at all, and in 2020 there was no increase at all, in 2021 it actually went down \$5,116. So if you back out the amount that the \$15,090 from the total of it went up, remainder is \$6,557, which is a 3.9% increase, which is, for the inflation rate, that's pretty good, but when you compare it to 2020, since we had a decrease in 2021, it's only \$1,441 more than it was in '19... Or 2020, excuse me. So inflation is affecting everything, and insurance is one of the culprits that's gonna be affected by inflation of these times.

0:44:57.0 Mayor Snavelly: Thank you, Joe. Would anyone from the public like to address this resolution? Seeing none, Councilors, any questions?

0:45:10.0 Mr. Prytherch: This is just unrelated exactly to insurance, but thinking about... We're looking at a number of things that are getting more expensive rapidly. Yet, the city is primarily... Our financial foundation is on income taxes and incomes have not gone up, or not going up as fast, so this means we're gonna be making some tough choices in order... This is just one evidence on it, but the paving contracts, everything. Yeah.

0:45:40.4 Mr. Newlin: Yeah, until things get straightened out and nothing... Since I've been doing this since 2001, we used to have ebb and flows in the spring, and now nothing is normal, so it's really hard to say. Especially after COVID, it's hard to say what's going on anymore, I don't... Even our investment income probably won't... It'll never probably see... At least as long as I work, what it was coming in at in the early 2000s, it was like 4% or 5% you could get on Return on Investment. So you can't even depend on that anymore.

0:46:17.1 Mr. Prytherch: Thank you.

0:46:19.3 Mayor Snavelly: Thank you, Joe. Anyone else? Okay, all those in favor indicate by saying aye.

0:46:25.1 Group: Aye.

0:46:26.2 Mayor Snavelly: Opposed? The resolution is adopted and we finally get to Number 6.

0:46:33.2 Ms. Barbour: A resolution accepting the priorities, vision and values of the 2022 measurable goals.

0:46:41.2 Mayor Snavelly: Is there a motion to adopt this resolution?

0:46:44.2 Ms. Raghu: So moved.

0:46:44.9 Mayor Snavelly: It's been moved. Is there a second?

0:46:46.4 Mr. Bracken: Second.

0:46:49.3 Mayor Snavelly: Thank you. And Jessica, we welcome you.

0:46:55.7 Ms. Greene: Good evening. My computer is taking a minute to wake up and I have a small presentation, I hope. Good evening. I wanted to follow up after our council retreat for the public to be aware of what we spoke about and also kinda just formally adopt some of our decisions during that council retreat. So I'm gonna do this pretty quickly, and then after tonight, I will post all of this as an article online for our public, but I wanted to do this in this format first.

0:47:47.1 Ms. Greene: So at the Council Retreat, Council indicated that they wanted to re-commit to their top three priority areas of climate sustainability, economic development, and housing for everyone. We also then spoke about a re-draft of visions and values because we as department staff realized that some of the things we work on didn't really have a place to live as a goal, and we

wanted to share our progress, what we were working on, but needed a kind of a reporting structure for that, things like, where do the Amtrak live, where did the trail live, you know, projects like that. So we came up with some new suggestions, one is sense of place. Oxford is proud of what makes us unique and engages in the community to celebrate and expand our strengths, and the goal areas under that would be creative place making, historic preservation and public art. We add to quality of life. Oxford is a safe and welcoming, attractive place to live, that strives to provide equal access to high quality city programs and services. This includes education, housing, public safety, recreation and transportation goals. Stewardship are efforts to build an Oxford for future generations. And under here you have categories of climate sustainability, economic development, fiscal responsibility, health and equity, and town and gun relationships.

0:49:47.2 Ms. Greene: Finally we have the category of service excellence, that the city hires professional staff, values transparency in our processes, and it provides high quality core services. And this includes infrastructure, communications and public access efforts and human resources. Then what we as staff did is we took all of the things that we work on and created measurable goals, and these were the things that we want to share with Council, and we will keep track of them quarterly. And what we did is then ask council, "What's missing, what do we need to add to this?" And there were a few items that Council kind of indicated during that retreat that they really wanted to see added to this list. So I'm gonna take a minute and show you the highlights reel, not the whole thing, 'cause it's really long. Give me just a minute to pull that up.

0:50:08.7 Ms. Greene: So this would be available to the public. And it is all of the measurable goals that we have created, and you could see here that they're structured by this new vision and value category, and then the goal area, the department which is responsible, we have the objective like, what are you trying to do? How are you going to do it? And what does success look like, and by when, and then our goal is to then report this to you each quarter. What I did is I... There's a lot here, and if you really... If you're like me and you get geeky, you could have this in front of you on your desk, it is so fun to look at, but what I did is I took the top three priority areas, and I showed what staff are going to be doing this year to try to really work toward those top priorities.

0:51:08.7 Ms. Greene: Under climate, you can see that we have these goals established, which is to create a climate action plan in line with the Global Covenant of Mayors. We will look at an EPA grant for electric vehicle charging stations. We're going to look at solar powered flare installation for passive methane at the closed landfill. We're going to look to identify initiatives to reduce our own carbon footprint in our own departments. We're going to look at some water production improvements and then continue on the design of the solar facility.

0:51:48.2 Ms. Greene: Under economic development, we have quite a few here, but we have things... I won't go through all of them, but we have things like encourage revolving loan fund use, explore workforce housing program, work to develop creative place-making activities. And these ones with the red stars below are the three that council asked us, I called it the pivot and squeeze. And so what we did as staff is we reviewed these and we felt, "Yeah, let's just go ahead and add these in". And so we have added these in, and I wanna make it clear, this doesn't mean these things are going to actually happen. What it means is that we're going to explore it and bring forward legislation for council to respond to and then see if it's actually what will work out.

0:52:31.5 Ms. Greene: Then under housing, we have objectives such as, continue to work on that community land trust, research and develop a partnership with a non-profit housing, excuse me, a

non-profit that works on housing, work with the community cottage project. And then, the one here we have that council wanted us to add in was to explore building height to encourage affordable housing, and so you'll see this year we're gonna really... That's a large project, but in this year, we feel that we can review public infrastructure feasibility to talk about, "Okay, if we wanted to go higher, what would it take?" So, those are just the top priority area goals, but if anyone's like me and really likes to look, the big long list will be made available to the public.

0:53:21.1 Ms. Greene: And then finally, just what... City Council talked about a lot of other things during that retreat. I have a whole summary here that I'll put on the website, but I didn't, there's a lot, so I didn't put it on this presentation tonight, but I wanted the public to be aware that what we're doing with those other ideas is we're in a state of research right now, and we will bring those forward for the budget season saying, "Okay, here's the ideas we heard from you, here's what we think the budget implication will be and then as we develop that budget process this summer, we'll build those ideas that you shared with us into that process." So coming soon summer 2022 will be those things that we talked about at your March retreat. I'm happy to answer any questions.

0:54:06.7 Mayor Snavelly: Okay, is there anyone from the public who would like to address this? And you have five minutes, please give us your name and address for the record, and we welcome you. Amy, you're first.

0:54:21.0 Ms. Amy Shaman: Thank you. Amy Shaiman, 11 Heather Ridge Court. I wanna say that I very much appreciate the efforts that are being taken to have an accessible community and sidewalks that are travelable for everybody, and it does make a difference. I wanted to comment on the goals, I very much appreciate them and I think that they are great goals. I especially appreciate the focus on the housing for everyone, climate, sustainability and economic development. However, I was really surprised as I read through the materials that I saw on the website that the goals do not mention... The vision, excuse me, does not mention that we strive to have a diverse, equitable community where all can feel like they belong. Diversity, equity, inclusion, and belonging are critical for our community. I think we have seen this over the past number of years in a whole variety of ways, and I understand that that's something that is a bit hard to measure because we aren't 100% in control of who our population is in terms of who we are, however, I think that there... I invite council to convince the city to invite it, to consider adding it to the value statement. So that we can say who we are and that we really do look to have a community that's inclusive for everyone. Thank you.

0:55:39.4 Mayor Snavelly: Thank you, Amy. Welcome, Ann.

0:55:42.3 Ms. Ann Fuehrer: Ann Fuehrer, 1345 Dana Drive. I think my question probably reflects a lack of attention on my part to the process that you're going through now and the process involved with comprehensive planning, Oxford Tomorrow. But I'm interested in how the process that you're using now, for instance, the retreat and the discussion, the visioning, the goals, is gonna look similar to a process in the future. Is the process that you've gone through now, reflecting the previous comprehensive plan? Where is this kind of retreat and goal-setting and opportunity for public input in the process that you imagine for Oxford Tomorrow? Because there's been a wonderful laying out of the process over the last couple of years in putting Oxford Tomorrow together, but then to see what Jessica just reported and how it reflects a retreat. Where is that component of your planning in the future comprehensive plan and will there be an opportunity for public input in the same kind of way in that future comprehensive plan as it turns into the kinds of goals and the budgeting that

you're talking about?

0:57:11.2 Mayor Snavelly: Thank you.

0:57:12.4 Ms. Ann Fuehrer: Thanks.

0:57:14.8 Mayor Snavelly: Would anyone else like to address Council? Jessica, do you wanna respond to some of those?

0:57:24.1 Ms. Greene: Those are good questions and I wanna clarify first to Ms. Shaiman that I remember typing in "equity and inclusion" under Quality of Life and I don't know where it's at in this version, so my apologies.

0:57:37.6 Mayor Snavelly: We did.

0:57:37.9 Ms. Greene: We discussed that.

0:57:38.7 Mayor Snavelly: We did discuss that.

0:57:39.6 Ms. Greene: I did, we did talk about it, right? Okay, so my mistake, I'll make that edit.

0:57:43.1 Mr. Prytherch: I think equity was under stewardship also, so...

0:57:46.7 Ms. Greene: I will go back but I will find it.

0:57:48.5 Mayor Snavelly: You'll find it.

0:57:49.8 Ms. Greene: But I remember typing it. And then second, to Ms. Fuehrer's questions, I think the retreat was a little later this year because of COVID and so normally we would do a little bit more community input and council input before developing the goals. But by it being already in March, department heads were like, in the budget was already passed we are like, "You know what, this is what we're going to be proposing for this year." And then to kind of hopefully speed up their process a little bit, how it will fit into the comprehensive plan is, we will continue to have retreats and updates each year with council and staff to be like, what are our focus areas for like, right now? And then yes, the goal is, once we have this comprehensive plan is that everything then goes up to that larger comprehensive plan, which is a long range planning document.

0:58:41.8 Ms. Greene: So once that's created, we can almost see that each year, we would pull out that comprehensive plan and say, "These are the big goals, how are we taking these incremental steps to get there?" And then start to build these yearly action steps based on those long term big goals, that's how I envision it happening, we're just a little lopsided while we go through the Comprehensive Plan process.

0:59:04.5 Mayor Snavelly: Okay. Thank you. Okay. Is there any other discussion by council?

0:59:10.8 Ms. French: Yes. Oh, I was gonna say, Jessica, do you wanna put in a plug for the public participation for the comprehensive plan as well?

0:59:18.7 Ms. Greene: Well, yes I would, on April 18th, at 6:00 PM, all are invited to come to our second public input session and really respond to some draft goals and objectives that our consultant has created based on public input. And so this is a great opportunity to be like, yeah, I really agree with these, and let's take these steps or "Whoo, you got it wrong, you need to fix this." And so that's really that opportunity. Don't worry, if you can't make an in-person, we will have additional opportunities for you to respond to that content.

0:59:50.1 Ms. Franklin: And that's at Oxford Bible Fellowship?

0:59:52.0 Ms. Greene: It will be at the Oxford Bible Fellowship. Yes, thank you...

0:59:55.6 Mayor Snavelly: And you'll see publication and reminders, before we get there too...

1:00:01.7 Ms. Raghu: Just a few things to add on to what you had said, I think that where the public comment comes in is that I can guarantee every single one of the ideas Council put up there came from the public, from one way or another. So it was definitely things that all was that was kind of distillation of what we're hearing from the community as far as from the retreat part. And this retreat was the best retreat I've had so far being on council. So I feel like Jessica got the spotlight for that. I'm sure a lot of other people helped you. So thank you for a really, really great one that I really felt like we were heard.

1:00:36.4 Ms. Raghu: And then two, just detail things. I had a conversation with someone from the county this morning about childcare, and how we can have... Because I think childcare is in need across all socio-economic statuses, it doesn't matter who you are, you cannot get childcare. It's very limited. And so from the county perspective, they're saying there is a really big black hole in Oxford. Now for some reason, they're not really... The city is not... Not the city, but the people in Oxford is not reaching out to the county to get help and starting up, like a household family run daycares. So she was kind of surprised, like, how can we kind of open this gap? Or bridge that gap?

1:01:16.9 Ms. Raghu: And for startup costs because I asked her, "Where are the barriers?" She said, "A lot of this is a startup costs." And I asked her, "Well, what is that?" And I was shocked that it was only \$2,500. And that would be for a house to have up to 12 children. And so she was saying, if Oxford could have 12 of those daycares that would be a huge help. So just kind of thinking about that. And if this is something that we do end up doing grants or subsidies for, I would hope that we would make it a requirement that they have to accept vouchers, because this is not just to serve higher end families, but for everybody. And then that is also something that helps small businesses too, that what a great incubator, to have more daycares.

1:02:04.3 Ms. Raghu: And then the last thing is, I got... I am sure all of us have, have gotten calls and texts about buying our homes from local investors. And so the one that called me this past week got an earful. And I told him, "You are part of the reason why housing prices are going up and looking into what other communities are doing to add an extra hurdle so that you cannot have corporate investors coming in and buying up single family homes. There are models out there that other companies are doing. And so I would love to explore legislation here, so that we can try to protect the housing stock we currently have.

1:02:41.8 Mayor Snavelly: Maybe the housing Advisory Commission can look into that... Okay...

1:02:46.6 Mr. Prytherch: So can I...

1:02:47.7 Mayor Snavelly: Thank you

1:02:48.6 Mr. Prytherch: So yeah, I just wanted to thank Jessica and everybody who contributed to this and to Ms. Fuehrer... Just, I mean, I think we're... Kind of strategic planning is a thing, but it's also a process and this is a relatively new one for us. So at least in the time that I've been on council and so developing the procedures and the models is something we're kind of working our way into. Yeah, it's my hope in the long term that the comprehensive plan is really authored by the people. And that every year, we come back and we say, "What does the comprehensive plan say we should be working on this year?" And that we, as elected officials are channeling the vibe of what we're hearing around us and then maybe focus on objectives in a year and staff has its own kind of ideas. And so I'm hoping...

1:03:32.0 Mr. Prytherch: I mean, A, that people participate in the comprehensive plan, because while we will update it, I think over time, like now's the time to really shape the vision. But I hope that we can work into a process where like, I mean, if we have these kind of goals, how can the public chime in other than just like chatting with us, that we can have some kind of transparent process on an annual basis. But we're working at it and so I'm super glad of the progress that we're making, not only in doing things, we've always done things, but having this kind of model that's accountable and transparent because really, it's worth the time so that the public can see what we're doing and why...

1:04:10.8 Mayor Snavelly: Interesting, yeah. Anyone else? Are you ready to vote? All those in favor of the resolution, please indicate by saying aye.

1:04:23.8 Group: Aye.

1:04:24.2 Mayor Snavelly: Opposed? Resolution six is adopted and we will now go to ordinances first reading and we have one.

1:04:30.3 Ms. Barbour: An ordinance approving a conditional use permit application to allow for the reestablishment of a fraternity use located at 406 East Withrow Street, Oxford, Ohio 45056 with conditions.

1:04:47.9 Mayor Snavelly: Okay, thank you, Sam.

1:04:50.1 Mr. Perry: Good evening, mayor and council members. Good evening. I'm bringing a planning commission recommendation to you tonight. Actually it's a vacant building. That's been vacant for a couple years. 406, East Withrow Street. You may or may not remember the crossroads church that utilized the building when the fraternity no longer was using it. They were in there until the pandemic and then vacated the building. And so the fraternity wants to come back into the building and use their building like they originally were and because of that change of use, they're required to go through a process as if it's brand new, even though the building was built as a fraternity. So architect Scott Webb carried that application forward on their behalf and went through the process. Planning commission didn't actually focus that much on the details of the fraternity because it was an existing building but did focus on some of the smaller items, parking, which is not a small item to some people obviously.

1:05:49.7 Mr. Perry: And also signage. We don't have really detailed signage standards for fraternities. So that was discussed a fair bit based on their previous signage that they did have in the building, which that right was lost with the vacation of the building. And also the parking, there would be eight parking spaces required if it was a brand new building. Based on the number of occupants it was waived to be reduced to what's there now for the two the single wide drive with the condition that there will be a barrier put in to prevent the encroachment onto the lawn kinda keeping with the character, the mile square. So the other conditions were carried through as staff recommendation as the street trees and then the standard permitting items. So that's really the summary of it. And Scott is here tonight as well. So happy to answer any questions.

1:06:39.9 Mayor Snavelly: Super. Well, we have Scott and then we'll go to questions. Welcome Mr. Webb.

1:06:47.3 Mr. Scott Webb: Good evening, Mr. Mayor and members of the council. I would just like to thank staff and planning commission. We feel like we kinda hammered out the details there. I'm here representing the Kappa Sigma fraternity who has been at this university since the 60s, and is really looking forward to coming back into their original home. As we said, we appreciate the plannings, understanding the parking. If you're familiar with the building at all, the only place to put the parking would be in the front yard, which nobody really wanted to do. Of course my clients would like a little bit bigger sign. Staff, wanted a little bit smaller sign. I think we kinda met in the middle and so we're happy to proceed and would appreciate your recommendation and approval.

1:07:29.7 Mayor Snavelly: Super. Thank you. Any questions for either of our presenters staff or the... I think it's pretty straightforward.

1:07:41.3 Ms. Franklin: I do. I have a couple of questions actually. So that you've moved the occupancy from 38 to 18 individuals in that space, how is that monitored sort of policed to make sure that's maintained?

1:08:00.8 Mr. Perry: My understanding is that, that was the requested occupancy for the fraternity.

1:08:04.8 Ms. Franklin: Okay.

1:08:04.9 Mr. Perry: So once that is set, there could be a higher occupancy that would be allowed by code. So the monitoring of that actually in fraternities is done on a lot more regular basis than a typical off campus housing. And still city staff are in there three to five times a year when it's vacant and when it's occupied. So if there is a code standard, if it happens to be 18 as the maximum it would be much more likely that city staff would be able to monitor that than it would a non-fraternity building. But I'm sure that Scott could probably answer the actual code as to whether that's something that is under the new code that wasn't in effect at the time, or if that's just a preference of the of the fraternity.

1:08:45.6 Ms. Franklin: Okay.

1:08:46.1 Mayor Snavelly: Scott.

1:08:48.0 Scott Webb: So, thank you. It's a combination of the two. Fraternities are dealing with

the same thing that the rest of the university population is dealing with and the people don't really like to share bedrooms anymore. That house built in the sixties may at one time have had bunk beds and all these relatively small fraternity rooms. Those are really not... Don't really qualify as doubles under the modern code. So a combination of things. Some of the rooms have been removed in favor of fewer sleeping rooms and a couple more common spaces. So that reduced the occupancy, the code has reduced the occupancy, and then just simply the way that the fraternity expects these kids to live. So it was voluntary on all across the board.

1:09:33.9 Ms. Franklin: Thank you.

1:09:36.5 Mayor Snavelly: You may as well go...

1:09:40.3 Ms. Franklin: Okay. So what the question I have it's related to when it was used by crossroads actually before. So I know that churches don't pay property taxes, but when there's a combination of a residential and a house of worship, how does this tax structure work?

1:09:58.9 Mr. Perry: The ownership did not change. So the fraternity maintained the ownership. So from a property tax standpoint, I don't think there would've been any difference that would've been experienced by the public. Good question though.

1:10:09.6 Ms. Franklin: Okay. Thank you.

1:10:10.5 Mr. Perry: Mm-hmm.

1:10:13.4 Mr. Prytherch: I just wanna put a shout out to the fraternity, which is just the fraternity organization national voluntarily disbanded this unit because of behavioral issues. And as a result, they lost whatever was grandfathered in the size of the sign because they discontinued views voluntarily, and I think the planning commission saw that and this was historically a fraternity, they historically had a sign of a certain kind, and so the fact that the organization would self-police, even if it meant they had to come through all this process again, what was... I think we thought was kinda commendable and I think that are happy to see that structure occupied again, as it was intended. And so I appreciate the way staff and the way our process worked, I think produced a good compromise outcome.

1:11:02.1 Mayor Snavelly: Thanks, David. Any other comments or question? Okay, this will come back at our next meeting for a second reading and at that time, we'll have the motions and voting on it. There are no second readings, so we'll move to announcements and communications and will begin with city manager, Doug Elliot.

1:11:21.5 Doug Elliot: Thank you, your honor. I just have a few items I wanna share with you. The mayor and I requested that council pull the, reclamation the proclamation, excuse me, for our sister city. Because as we all know, our guests were unable to make it, as it was stated earlier, they were stranded at JFK airport Friday evening and were not able to secure a flight out. They look to try to rent a van, a large van, because they were six of them coming to Oxford with luggage and were unable to do that. So we were all disappointed with that. We wanted to celebrate the fact that we signed a sister city agreement with them in 2017, and to show the mayor, who has not been to Oxford, our community, for the first time. I'm not sure how well she's enjoyed her trip, since she spend it in the New York City, it's a beautiful city but there...

1:12:14.7 Mayor Snavelly: She's seen JFK. [chuckle]

1:12:16.2 Doug Elliot: Yeah, that's right. Yeah, so anyway, and as I think everyone knows, the mayor and I have been invited to visit them in June for their Twin City celebration, and we plan to do that. So we'll make up for the fact that they were not able to come to Oxford, so that was unfortunate. Also, I wanted to let the city council know and the public that as was stated earlier during our retreat, one of the items that came up was to look at expanding the boundary for our DORA and making it year-round, and so Jessica, JJ, Seth and I met Thursday, excuse me, Tuesday, a week ago, to discuss our designated outdoor refreshment area. So basically, we talked about extending the DORA boundary. If you remember, the DORA boundary stops at Elm Street and or, excuse me, we wanted to look at extending it to Elm Street. And that would include not only Phan Shin, the Community Art Center, but also looking to include the Caroline Harrison building, so we're looking at that. And then we also discussed making it year-round.

1:13:36.7 Doug Elliot: In reviewing the statute and the rules, this would require us to submit... Would require the city manager to submit a new application to the city, like we did when we establish the first DORA because of the boundary change. So we talked about doing that this summer, which means then we would have to advertise, have a public hearing, and then we would present legislation to council to adopt the amended DORA. So we'll do that probably at the end of the summer. And the last thing that I wanted to share with city council is, I did talk to Mike Everett with the hospital today regarding COVID cases, and he said basically, they currently have one COVID patient and one possible one, neither one is from the Oxford zip code, 45056. Both were over 60 years old. He also stated that looking back to the past 14 days in our zip code, they provided 40 tests to community members, and they've had zero positive. So things are looking good for the hospital, as you know, 'cause I'm sure we all track that, maybe not so much as we did a month ago, but cases continue to go down in Ohio.

1:14:55.6 Doug Elliot: We now have, as of yesterday, 443 average new cases per day, and it was as high as I think 26,000 cases over nine, 10 weeks ago. So good news for us. And I also wanted to share with you that the hospital will be offering boosters for folks that are over 50 years old and have had their last booster at least four months ago. So the dates are April 12th from 8:00 AM to 11:45 AM, April 15th from 8:00 AM to 3:45 PM, April 19th from 8:00 AM to 3:45 PM, April 21st from 7:30 AM to 2:30 PM. So you need to contact the hospital if you're interested to book a booster. Obviously, we all feel strongly, I believe, that that's the best way to avoid getting COVID, is to get a booster shot. So that's all I have this evening, unless you have some questions for me.

1:15:55.8 Ms. Raghu: Yeah, I do. I know CDC's guidance for people under the age of 50, who receive Johnson & Johnson, is also recommended to get a booster. Are they giving boosters to those people, too?

1:16:07.1 Doug Elliot: They're giving both Moderna and Pfizer at the hospital.

1:16:11.3 Ms. Raghu: That's it, to the Johnson & Johnson people?

1:16:12.5 Mayor Snavelly: To anybody.

1:16:13.1 Ms. Raghu: Yeah.

1:16:13.9 Doug Elliot: Yes, yes.

1:16:17.3 Mayor Snavelly: You can find that online.

1:16:19.4 Doug Elliot: Yes, I believe so.

1:16:20.3 Doug Elliot: And you can... Also CVS any other pharmacies are also participating.

1:16:24.7 Mr. Bracken: Walmart and other places, there's no fee for that.

1:16:27.3 Doug Elliot: Yeah. I believe.

1:16:29.0 Mayor Snavelly: Okay, thank you. Mike?

1:16:38.6 Mr. Dreisbach: Nothing tonight, thank you.

1:16:39.5 Mayor Snavelly: Chief?

1:16:39.6 Chief Jones: Nothing, thank you.

1:16:39.7 Mayor Snavelly: Joe.

1:16:39.8 Mr. Newlin: Nothing tonight, thank you.

1:16:39.9 Mayor Snavelly: Chief Detherage?

1:16:40.6 Chief Detherage: Nothing...

1:16:40.9 Mayor Snavelly: Casey?

1:16:41.6 Mr. Wooddell: I'll follow suit.

[chuckle]

1:16:43.3 Mayor Snavelly: We appreciate it. Jessica?

1:16:46.3 Ms. Greene: Nothing, thank you.

1:16:46.4 Mayor Snavelly: Sam. I finally got a taker.

[chuckle]

1:16:52.7 Mr. Perry: I just wanted to thank you for appointing the Building Board of Appeals members. We had our first training tonight. The board hasn't met in 10 years, so getting the rust shaken off and getting our procedures and everything set up, so we have our first hearing April 20th. Another item I wanted to respond to Vice Mayor Rhagu's comments about childcare. A couple data points, we do have in the zoning code a threshold of when there's more than six being cared

4.5.22 Oxford City Council Meeting

for, there's a special process for that. So the six and under, there would not be a separate process, just for general information. And also another data point, I do recall there was a childcare that was in operation up to the pandemic and then they actually closed, and what they informed city staff of, was they had trouble getting qualified staff. And so that's just kind of a general thing that we see in a smaller city, that's just an ongoing issue. And so that's just part of the long-range planning that we are continuously thinking about, is how to make sure there's qualified staff for every field that's in the area. So just thought I'd share that in response. Thanks.

1:18:02.0 Mayor Snavelly: Thank you. Heather?

1:18:04.6 Ms. Barbour: Nothing, thank you.

1:18:05.0 Mayor Snavelly: Okay, Chris?

1:18:07.0 Mr. Conard: Well, our legislature is back at it on this... Not today's issue, but on the Airbnb. Many of you've probably seen that the state wants to try and take over more home rule power by saying that municipalities cannot legislate or control Airbnb. There has been a request through the Ohio Municipal Attorneys Association to have councils who are troubled by that legislation to pass something or adopt some measure to send to State House. So I guess my question to you is, would you like me to do that and bring it to the next meeting for your review and approval?

1:18:50.2 Mayor Snavelly: Yes. I have communicated with our local representative, I doubt that it had as much impact as a resolution might have, which is minimal, but let's do it anyway.

1:19:00.9 Mr. Conard: Well, the one thing I would say is that unlike some measures, that this one is so clearly violative of home rule powers because of the Supreme Court's decision in the early '30s that said, "Local municipalities have the right to zone, if it's a rational basis understanding," and if Airbnb doesn't relate to local zoning, I don't know what does.

1:19:20.6 Mayor Snavelly: And it creates an unequal playing field. All of our hotels and motels in this town play by that same set of rules, so we were not creating anything that was onerous by comparison to that, we were putting them on the same field, and I think we should have the right to do that. That's Bill's editorial for the day.

[chuckle]

1:19:42.7 Mr. Bracken: I was just gonna say, in addition, these are in residential areas where hotels are usually not, and so they have additional burdens.

1:19:49.7 Mr. Conard: Right.

1:19:50.1 Mayor Snavelly: Thank you, appreciate that.

1:19:52.1 Mr. Conard: Not my pleasure.

[chuckle]

1:19:52.6 Mayor Snavelly: Councilor Ellerbe?

1:19:53.6 Mr. Ellerbe: Nothing, thank you.

1:19:55.8 Mayor Snavelly: Councilor French?

1:19:58.1 Ms. French: Yeah, just a quick note. It was great to see... As unfortunate as it was to not be able to go to dinner with the Differdange delegation last night, it did mean that I was able to watch Sean Astin virtually. Shout out to Rudy or Samwise Gamgee or The Goonies, wherever you know him from. But I was really moved by his talk about being open with mental illness struggles and what he's experienced over time, and that coalesces with a recent loss of a member of the Miami University Community who was also very outspoken and very bravely so about her issues and her trauma and her struggles with mental health. So this is just kind of my plug; again, if you or anybody you know is struggling, please be brave, follow those examples of others who are open and vulnerable, talk about them, don't keep it to yourself. Ask questions and get help if you need help, there is zero shame in that. And spring can be a tough time of year, if you're a student, you're cruising towards finals, and if you're not a student, the weather being 70 degrees one day and 30 and snowing the next day is tough. So yeah, just be open, get help if you need it, again, no shame in that. Otherwise, that's all I got.

1:21:07.8 Mayor Snavelly: Thank you. Vice Mayor?

1:21:09.0 Ms. Raghu: A couple things. Thank you for bringing that up, Sam, 'cause I had a question if our zoning was maybe restricting daycares and certainly, so I would... Thank you, I would like to explore that further. And I spent the day in Columbus talking with state senators and meeting foreign AAPI, Asian American Pacific Islander Advocacy Day. And one of the ask was, to Ms. Shaiman's point, was to ask to teach world history in K-12. And one of the senators' response was, "Yeah, you know, I grew up here, I was taught US history and European history." He's like, "But if we give one group a unit, then we're gonna have to give everyone a unit" and it just blew my mind that that was the response. So let that sit in. If we are teaching our children about Europe and the US and nobody else, what a sad, incomplete picture of our world. So if anyone wants to write to their representatives to teach world history to K-12 students that would be great.

1:22:16.8 Mayor Snavelly: Thank you.

1:22:19.8 Ms. Franklin: I just wanna say how much I enjoyed the marker dedication to Maurice Rocco at the Woodside cemetery a couple of weekends ago, I wanna thank staff for installing it, and it's another wonderful spot on the Enjoy Oxford Black History Tour. So if you have some time when the weather is better, 'cause it was freezing that day... [chuckle]

1:22:39.5 Mayor Snavelly: It was so cold.

1:22:40.0 Ms. Franklin: It was so miserably cold. Go and visit it. It's worth visiting.

1:22:46.6 Mr. Bracken: I just wanted to lend support for Councilor French's comments on mental illness and also Councilor Raghu's concern over child care, which is also one of my priorities. So I'm just glad that's been brought up and talked about, and hopefully we can move forward on some of that.

1:22:58.4 Mayor Snavelly: Councilor Prytherch?

1:22:58.7 Ms. Prytherch: So not really anything tonight, but since you brought up Airbnb... Since I'm on the Miami Parents page, there's a very robust economy in short-term rentals in Oxford, and I'm just kind of curious, we spent a lot of time thinking about our ordinance, but I think that economy continues to grow, and I continue to see properties converted and people going into that business in contravention to our code. And so I'm not sure what our stance is going to be on that, I think that to be... It's tough, but yeah, I think given how tough the affordability is and how incredible money that's in that market, we may... What our enforcement stance is and then maybe make some unpopular decisions locally, but when it's the appropriate time to talk about it, whether we wanna lend our support to them. I'm sure it's not anything Sam's super anxious to tackle, but I think it's really important that we figure out how to make sure our code is being applied...

1:24:00.6 Mayor Snavelly: The Ohio Municipal League has also brought attention to this issue with their legislature, so there are a lot of people in the state talking about it. Couple of things; a number of people in town have been asking about, "Hey, did we forget about Amtrak?" No, we did not forget about Amtrak, and I wanted to let you know that we're working through the issues, we've got plans that have been laid, there's as yet, no major obstruction that we're aware of. We're getting a lot of cooperation. I want to give a shout out to Jessica for leading that effort and doing a really good job of it. So, we continue to meet with the powers that be and we hope that that will come to fruition. Secondly, I wanna remind people of a couple of community events, one of them is Kiwanis Pancake Day, and this is something, it's like a major opportunity to get together as a community and do something for Oxford's children. So if you know a member of the Kiwanis Club, you can get a ticket to Pancake Day, and it's a dollar cheaper than if you just show up on the day.

1:25:33.7 Mayor Snavelly: I wanna recognize the many corporate business, small business sponsors that we have in this community who have stepped up and supported this event. And so find a Kiwanis member, someone like me who has tickets, buy a ticket, go and meet your fellow Kiwani... Fellow Oxford citizens. And that is on April 23rd. So, that's coming right up. And something to mark on your calendars in May is, May 21st is the Wine and Craft Beer Festival is coming to town. So, that is coming back. And another it's opportunity to get together with people uptown. Finally, I was... I spent time listening to President Zelenskyy address the United Nations Security Council, and I've seen the footage as many and hopefully most of you have. What is going on in Ukraine could happen here. They had stable lives, they had everything going smoothly as we do here, and now it's all in ruin. And I just think that we need to say an extra prayer for the people of Ukraine, and I stand with Ukraine and I hope that my colleagues and fellow citizens do as well. With that sad note, I would ask for a motion to adjourn.

1:26:52.1 Ms. Raghu: So moved.

1:26:56.3 Mayor Snavelly: It's been moved.

1:26:56.4 Mr. Ellerbe: Second.

1:26:56.5 Mayor Snavelly: And seconded. All those in favor, indicate by saying, "Aye."

1:27:00.3 Group: Aye.

1:27:00.6 Mayor Snavelly: Thank you.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Doug Elliott
DATE PREPARED:	4.13.22
COUNCIL MEETING DATE:	4.19.22
AGENDA TITLE:	A Resolution Opposing the Adoption of House Bill 563.
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE</i>

DISCUSSION:

HB 563 would preempt local governments from regulating or prohibiting the use of short-term rental (STR) properties. The City of Oxford has adopted reasonable and common sense regulations of STR's to protect and preserve the quiet enjoyment of our residential neighborhoods. The City of Oxford requires STR's to register by completing an application and a property inspection. The maximum number of days a structure may be rented as a STR is 90 per year. STR's are also required to pay the City's hotel and lodging tax at 6% total. This is a clear assault on the Home Rule authority granted by the Ohio Constitution. On the legislative agenda is a resolution in opposition to HB 563. I urge council to adopt this resolution.

**A RESOLUTION
OPPOSING THE ADOPTION OF HOUSE BILL 563,
CURRENTLY BEING CONSIDERED BY A COMMITTEE
OF THE OHIO HOUSE OF REPRESENTATIVES, WHICH
PROPOSES TO LIMIT LOCAL REGULATION OF SHORT-
TERM RENTAL PROPERTY**

WHEREAS, the City Council have been advised of a bill introduced into the Ohio House of Representatives, known as House Bill 563 (“HB563”) which purports to deny municipalities the ability to prohibit short-term rental properties or to regulate the number, duration or frequency of rental periods for short-term rental properties; and

WHEREAS the City Council strongly oppose proposed HB563 which will have a significant and detrimental effect on the City and its residents who bear the burden, by preempting the City by regulating or prohibiting short-term rental properties; and

WHEREAS, HB563 would attempt to unconstitutionally interfere with the Home Rule Powers of the municipal corporations in the State of Ohio and short-term rentals are, by their very nature, matters that should be subject to local control and should not be subjugated to state control and the preemption of the exercise of the police powers of the City; and

WHEREAS, HB563 would hinder development and Home Rule economic wellbeing to the City and its neighboring communities.

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

SECTION 1: The Ohio General Assembly and all of its applicable committees should immediately take action to oppose the referral of HB563 out of committee and to deny passage of HB563 for all the reasons set forth in the Whereas provisions of this Resolution, as well as statements of position presented by other communities.

SECTION 2: The Clerk of Council is hereby directed to forward a certified copy of this Resolution to the Speaker of the House, the Honorable Robert Cupp, and Representative Thomas Hall.

SECTION 3: This this Resolution shall take effect and be in full force after the earliest period 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:	City Manager
PREPARED BY:	Doug Elliott
DATE PREPARED:	4.13.22
COUNCIL MEETING DATE:	4.19.22
AGENDA TITLE:	Approving the Paid Parental Leave Policy Memorandum of Understanding between the Non-Commissioned Police Division Employees Union and the City of Oxford.
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE</i>

DISCUSSION:

The City included a provision for paid parental leave in the Employee Handbook and Wage/Salary ordinance last year. The provision allows for eight weeks of paid parental leave that does not require the city employee to use their accrued leave and after eight weeks of paid parental leave the employee may use and additional four weeks of unpaid parental leave during which an employee may substitute the unpaid parental leave with available accrued vacation and or paid sick leave. This provision did not extend to the three police unions. All three police contracts currently have a maternity provision which allows the employee to use vacation, sick leave, or unpaid leave. Two of the unions (Sergeants/Lieutenants and Patrol) currently have a provision for paternity leave. The City is recommending the substitution of the parental leave language in the Employee Handbook language for the current contract language in the labor agreements

RESOLUTION NO.

A RESOLUTION APPROVING THE PAID PARENTAL LEAVE POLICY MEMORANDUM OF UNDERSTANDING BETWEEN THE NON-COMMISSIONED POLICE DIVISION EMPLOYEES UNION AND THE CITY OF OXFORD AND AUTHORIZING THE CITY MANAGER TO SIGN THE MEMORANDUM OF UNDERSTANDING ON BEHALF OF THE CITY.

WHEREAS, the City and the Union are parties to a collective bargaining agreement (“Current CBA”) effective from January 1, 2022 to December 31, 2024; and

WHEREAS, the City added a Paid Parental Leave Policy (the “Paid Parental Leave Policy”) in the 2022 City of Oxford Employee Handbook, Section 3.15, Leaves of Absence, Paragraph D that allows for eight (8) weeks of Paid Parental Leave that does not require the City employee to use their accrued leave and after eight (8) weeks of Paid Parental Leave the employee may use an additional four (4) weeks of Unpaid Parental Leave during which an employee may substitute the Unpaid Parental Leave with available accrued vacation and/or paid sick leave; and

WHEREAS, the City and Union’s approval of this MOU shall result in the City’s Paid Parental Leave Policy superseding and replacing the Maternity Leave policy set forth in the Current CBA, Article IX, Paragraph 3; and

WHEREAS, the City Manager and the Police Chief recommend Council authorize the City Manager to sign on behalf of the City, the proposed Memorandum of Understanding attached hereto as Exhibit “A” with the Non-Commissioned Police Division Employees Union.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Police Chief to provide Paid Parental Leave for the Non-Commissioned Police Division Employees Union and authorizes the City Manager to sign the Memorandum of Understanding on behalf of the City.

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)

MEMORANDUM OF UNDERSTANDING
Between City of Oxford, Ohio and Non-Commissioned Police Division Employees

This Memorandum of Understanding (“MOU”) is entered into this ____ day of April, 2022 (“Effective Date”) by and between City of Oxford, Ohio (“City”) and Non-Commissioned Police Division Employees (“Union”)(collectively, the “Parties”).

WHEREAS, the City and the Union are parties to a collective bargaining agreement (“Current CBA”) effective from January 1, 2022 to December 31, 2024; and

WHEREAS, the City added a Paid Parental Leave Policy (the “Paid Parental Leave Policy”) in the 2022 City of Oxford Employee Handbook, Section 3.15, Leaves of Absence, Paragraph D that allows for eight (8) weeks of Paid Parental Leave that does not require the City employee to use their accrued leave and after eight (8) weeks of Paid Parental Leave the employee may use an additional four (4) weeks of Unpaid Parental Leave during which an employee may substitute the Unpaid Parental Leave with available accrued vacation and/or paid sick leave; and

WHEREAS, the Current CBA, Article IX, Paragraph 3, provides Maternity Leave but not Parental Leave and reads as follows: “Maternity leave shall consist of sick leave and/or vacation time, with pay, and/or leave of absence without pay. After the employee utilizes, for maternity purposes, all of her accrued sick leave and vacation leave, she will be placed on leave of absence without pay for a period not to exceed six (6) months. During such leave of absence the City will continue the employee's group health insurance at the expense of the employee if the employee requests unless such leave without pay is mutually designated as Family Medical Leave time where health insurance will be provided as required by law. Additional leave of absence without pay may be granted by the City Manager upon request, for good cause upon showing of unusual circumstances. If the City Manager has reason to believe that an employee is unable to fulfill her usual duties by reason of pregnancy, the City Manager may request in writing that the employee begin sick leave, vacation leave or leave of absence without pay at a date earlier than that selected by the employee. Benefits other than health insurance do not accrue during the period of leave of absence without pay;” and

WHEREAS, the purpose of this MOU is to extend the City’s Paid Parental Leave Policy to the Union; and

WHEREAS, the City and Union’s approval of this MOU shall result in the City’s Paid Parental Leave Policy superseding and replacing the Maternity Leave policy set forth in the Current CBA, Article IX, Paragraph 3.

NOW THEREFORE BE IT RESOLVED THAT the City and the Union agree as follows:

1. This Memorandum of Understanding (“MOU”) is intended by the City and Union to amend the Current CBA only as to Article IX, Paragraph 3, Maternity Leave;
2. The City and Union agree the Current CBA language in Article IX, Paragraph 3, shall be superseded and replaced with the Paid Parental Leave Policy set forth in the 2022 City of

Oxford Employee Handbook, Section 3.15, Leaves of Absence, Paragraph D, attached as Exhibit A hereto;

3. The City and Union agree that this MOU will go into effect for this calendar year on the Effective Date set forth herein;
4. The City and Union agree that this MOU and the Paid Parental Policy will not have retroactive application and will only affect requests for Paid Parental Leave after the Effective Date set forth herein;
5. The City and Union agree that this MOU shall not be used as precedent by either party now or in the future;
6. This MOU constitutes the full and complete understanding of the City and the Union concerning this subject matter, and any amendments or modifications must be in writing signed by the Parties.

For the City:

For the Union:

Douglas R. Elliott
City Manager

Date

Date

Paid Parental Leave

The City of Oxford will provide eligible employees up to twelve (12) weeks of leave after the birth or adoption of his or her child. Of the twelve weeks, eight (8) weeks is Paid Parental Leave paid by the City without the employee having to use her/his accrued vacation and paid sick leave followed by four (4) weeks of Unpaid Parental Leave during which an employee may substitute the unpaid leave with accrued vacation and paid sick leave. Paid and Unpaid Parental Leave can be used as continuous or intermittent leave. The combination of Paid and Unpaid Parental Leave may not exceed twelve (12) weeks.

1. Paid Parental Leave will be paid in the same manner as an employee's biweekly paycheck (direct deposit into a bank account) and will include normal deductions.
2. If a recognized holiday occurs while the employee is on Paid Parental Leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total Paid Parental Leave entitlement.
3. City of Oxford will maintain all employer paid benefits for which employees would otherwise be eligible during the Paid Parental Leave period. For example, employees will continue to accrue vacation and paid sick leave while on Paid Parental Leave. Employees will remain responsible for any employee premiums, contributions or other normally required costs.
4. An employee who qualifies for Paid Parental Leave but has exhausted all or part of the FMLA leave for their rolling period will be afforded the same level of job protection for the period of time that the employee is on Paid Parental Leave as if the employee were on FMLA-qualifying leave.
5. Paid Parental Leave may be used in cases of stillbirth. In such an event, a maximum of eight (8) weeks of Paid Parental Leave may be used that includes the three (3) days provided in the bereavement section of the employee handbook for the death of a member of the employee's immediate family.

Eligibility for Paid Parental Leave

An employee must meet both criteria below to be considered eligible for parental leave:

6. Full-time (defined as one who is regularly scheduled in active pay status at least thirty two (32) hours per week and benefits eligible); and
7. Continuously employed with the City of Oxford for twelve (12) months, working 1,250 hours or more during that period.

If both parents work for the City of Oxford, the parental leave will be shared between the two employees.

Paid Parental Leave, Parental Leave and Family Medical Leave Act (FMLA) Leave Paid Parental Leave and Unpaid Parental Leave will run concurrently with FMLA leave, decreasing, in whole or in part, the amount of FMLA leave available to an employee.

Employees must inform the Human Resources Department at or before the start of Paid Parental Leave.

Rules Concerning the Use of Paid Parental Leave

The following limitations apply to the use of Paid Parental Leave:

8. An eligible employee may receive the eight-week Paid Parental Leave a maximum of two (2) times during their employment at the City of Oxford, regardless of any breaks in service. However, certain circumstances resulting in an employee gaining unexpected custody of a child under the age of 18 and approved by the Human Resources Department may qualify for Paid Parental Leave or additional Paid Parental Leave beyond the two- time limit.
9. Multiple births or adoptions that occur at the same time (for example, the birth of twins or concurrent adoption of two children) does not increase the length of Paid Parental Leave provided.
10. In the case of adoption, the following rules apply:
 - a. The child must be under the age of 18. However, if medical documentation is submitted to the Human Resources Department stating that the child or adoptee is incapable of self-care because of a mental or physical disability, the age limit of 18 may be waived.
 - b. For adoption purposes, Paid Parental Leave begins from the point a final decree of adoption or the legal equivalent is issued.
11. Employees serving as surrogate mothers and sperm donors are not eligible for Parental Leave including Paid Parental Leave.
12. Employees experiencing pre-natal complications requiring time off must use accrued leave (paid sick leave and/or vacation or unpaid FMLA, if eligible) for these absences.
13. An employee who adopts a spouse's child(ren) is not eligible for Paid or Unpaid Parental Leave.
14. Paid and Unpaid Parental Leave do not apply with regard to the placement of foster children.
15. All Paid Parental Leave must be taken within six (6) months after the birth or adoption. Any Paid Parental Leave remaining at the end of the 6 months period is not banked for later use or paid out, and cannot be combined with any future Paid Parental Leave.
16. Employees on continuous or intermittent Unpaid Parental Leave shall use accrued paid sick leave or vacation.

Required Documentation for Paid Parental Leave

Employees on Paid Parental Leave are required to provide the Human Resources Department, within 30 days, following the birth or adoption:

17. For the birth of a child – appropriate birth documentation, such as a birth certificate or hospital birth confirmation.
18. For the adoption of a child – appropriate adoption documentation, such as an adoption order.

Employee:

1. An employee is encouraged to provide his/her department at least 30 days advance notice before the birth or adoption if the need for leave is foreseeable. If the leave is not foreseeable, notice must be given as soon as possible.
2. The employee must contact the Human Resources Department to initiate a request for Parental Leave.
3. An employee approved for Paid Parental Leave is required to notify the Human Resources Department when the leave begins and ends in order to make sure the entry of time for payroll purposes is accurate and that her/his employee status is correct and accurate.

Department:

4. Notify the Human Resources Department when an approved employee begins parental leave, to make sure the entry of time for payroll purposes is accurate.
5. Notify Human Resources Department when an employee, off on parental leave, returns from leave, to make sure employee status is correct and accurate.
6. Supervisors must ensure that all relevant conversations with the employee are kept confidential, and all documentation received from the employee is promptly forwarded to the Human Resources Department where it is maintained in a confidential file, separate from personnel records. Under no circumstances may a department maintain any employee medical information (originals and/or copies) or court documents in the case of adoption.

Human Resources:

7. Human Resources will determine if the employee is eligible for parental leave.
8. The employee will be required to provide various documentation such as doctor statements or court documents to substantiate leave. Such information will be held confidentially by the Human Resources Department.
9. Employees will be notified in writing of their approval or denial of Paid Parental Leave with a copy to the employee's supervisor.

Return to Work:

10. The Human Resources Department and/or the department may require an employee to report periodically on her/his status and intent to return to work.
11. An employee needs to notify the Human Resources Department in writing of his/her return to work date at least three (3) business days in advance but does not need to provide a note from a health care provider.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Doug Elliott
DATE PREPARED:	4.13.22
COUNCIL MEETING DATE:	4.19.22
AGENDA TITLE:	Approving the Paid Parental Leave Policy Memorandum of Understanding between the Oxford Police Officers, FOP Lodge 38 and the City of Oxford.
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE</i>

DISCUSSION:

The City included a provision for paid parental leave in the Employee Handbook and Wage/Salary ordinance last year. The provision allows for eight weeks of paid parental leave that does not require the city employee to use their accrued leave and after eight weeks of paid parental leave the employee may use and additional four weeks of unpaid parental leave during which an employee may substitute the unpaid parental leave with available accrued vacation and or paid sick leave. This provision did not extend to the three police unions. All three police contracts currently have a maternity provision which allows the employee to use vacation, sick leave, or unpaid leave. Two of the unions (Sergeants/Lieutenants and Patrol) currently have a provision for paternity leave. The City is recommending the substitution of the parental leave language in the Employee Handbook language for the current contract language in the labor agreements

RESOLUTION NO.

A RESOLUTION APPROVING THE PAID PARENTAL LEAVE POLICY MEMORANDUM OF UNDERSTANDING BETWEEN THE OXFORD POLICE OFFICERS, FOP LODGE 38 AND THE CITY OF OXFORD AND AUTHORIZING THE CITY MANAGER TO SIGN THE MEMORANDUM OF UNDERSTANDING ON BEHALF OF THE CITY.

WHEREAS, the City and the Union are parties to a collective bargaining agreement (“Current CBA”) effective from January 1, 2020 to December 31, 2022; and

WHEREAS, the City added a Paid Parental Leave Policy (the “Paid Parental Leave Policy”) in the 2022 City of Oxford Employee Handbook, Section 3.15, Leaves of Absence, Paragraph D that allows for eight (8) weeks of Paid Parental Leave that does not require the City employee to use their accrued leave and after eight (8) weeks of Paid Parental Leave the employee may use an additional four (4) weeks of Unpaid Parental Leave during which an employee may substitute the Unpaid Parental Leave with available accrued vacation and/or paid sick leave; and

WHEREAS, the City and Union’s approval of this MOU shall result in the City’s Paid Parental Leave Policy superseding and replacing the Maternity Leave policy set forth in the Current CBA, Article IX, Paragraph 3 and the Paternity Leave policy contained within Article X 1(A); and

WHEREAS, the City Manager and the Police Chief recommend Council authorize the City Manager to sign on behalf of the City, the proposed Memorandum of Understanding attached hereto as Exhibit “A” with the Oxford Police Officers, FOP Lodge 38.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Police Chief to provide Paid Parental Leave for the Oxford Police Officers, FOP Lodge 38, and authorizes the City Manager to sign the Memorandum of Understanding on behalf of the City.

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)

MEMORANDUM OF UNDERSTANDING
Between City of Oxford, Ohio and the Oxford Police Officers, FOP Lodge 38

This Memorandum of Understanding (“MOU”) is entered into this ____ day of April, 2022 (“Effective Date”) by and between City of Oxford, Ohio (“City”) and the Oxford Police Officers, FOP Lodge 38 (“Union”)(collectively, the “Parties”).

WHEREAS, the City and the Union are parties to a collective bargaining agreement (“Current CBA”) effective from January 1, 2020 to December 31, 2022; and

WHEREAS, the City added a Paid Parental Leave Policy (the “Paid Parental Leave Policy”) in the 2022 City of Oxford Employee Handbook, Section 3.15, Leaves of Absence, Paragraph D that allows for eight (8) weeks of Paid Parental Leave that does not require the City employee to use their accrued leave and after eight (8) weeks of Paid Parental Leave the employee may use an additional four (4) weeks of Unpaid Parental Leave during which an employee may substitute the Unpaid Parental Leave with available accrued vacation and/or paid sick leave; and

WHEREAS, the Current CBA, Article IX, Paragraph 3, provides Maternity Leave and reads as follows: “Maternity leave shall consist of sick leave and/or vacation time, with pay, and/or leave of absence without pay. After the employee utilizes, for maternity purposes, all of her accrued sick leave and vacation leave, she will be placed on leave of absence without pay for a period not to exceed six (6) months. During such leave of absence the City will continue the employee's group health insurance at the expense of the employee if the employee requests unless such leave without pay is mutually designated as Family Medical Leave time where health insurance will be provided as required by law. Additional leave of absence without pay may be granted by the City Manager upon request, for good cause upon showing of unusual circumstances. If the City Manager has reason to believe that an employee is unable to fulfill her usual duties by reason of pregnancy, the City Manager may request in writing that the employee begin sick leave, vacation leave or leave of absence without pay at a date earlier than that selected by the employee. Benefits other than health insurance do not accrue during the period of leave of absence without pay;” and

WHEREAS, the Current CBA, Article X, Paragraph 1(A) allows up to ten percent (10%) of accumulated sick leave balance (as of January 1st each year) to be used for paternity leave arising from the birth of a child to his/her spouse; and

WHEREAS, the purpose of this MOU is to extend the City’s Paid Parental Leave Policy to the Union; and

WHEREAS, the City and Union’s approval of this MOU shall result in the City’s Paid Parental Leave Policy superseding and replacing the Maternity Leave policy set forth in the Current CBA, Article IX, Paragraph 3 and the Paternity Leave policy contained within Article X 1(A); and

WHEREAS, the Parties agree that the remainder of Article X 1(A), Sick Leave and Recuperative Leave, shall remain unchanged and in effect, allowing the Union to continue to use

up to ten percent (10%) of accumulated sick leave balance (as of January 1st each year) for sickness in the immediate family requiring the employee's absence from work during the calendar year.

NOW THEREFORE BE IT RESOLVED THAT the City and the Union agree as follows:

1. This Memorandum of Understanding ("MOU") is intended by the City and Union to amend the Current CBA only as to Article IX, Paragraph 3, Maternity Leave, and Article X, Paragraph 1(A), only as to paternity leave;
2. The City and Union agree the Current CBA language in Article IX, Paragraph 3 and Article X, Paragraph 1(A), concerning the use of accumulated sick leave each year for paternity leave, shall be superseded and replaced with the Paid Parental Leave Policy set forth in the 2022 City of Oxford Employee Handbook, Section 3.15, Leaves of Absence, Paragraph D, attached as Exhibit A hereto;
3. The City and the Union agree that this MOU will not replace or supersede the remaining language contained within Article X, Paragraph 1(A) of the Current CBA, allowing the Union to use up to ten percent (10%) of accumulated sick leave balance (as of January 1st each year) for sickness in the immediate family requiring the employee's absence from work during the calendar year;
4. The City and Union agree that this MOU will go into effect for this calendar year on the Effective Date set forth herein;
5. The City and Union agree that this MOU and the Paid Parental Policy will not have retroactive application and will only affect requests for Paid Parental Leave after the Effective Date set forth herein;
6. The City and Union agree that this MOU shall not be used as precedent by either party now or in the future;
7. This MOU constitutes the full and complete understanding of the City and the Union concerning this subject matter, and any amendments or modifications must be in writing signed by the Parties.

For the City:

For the Union:

Douglas R. Elliott
City Manager

Date

Date

Paid Parental Leave

The City of Oxford will provide eligible employees up to twelve (12) weeks of leave after the birth or adoption of his or her child. Of the twelve weeks, eight (8) weeks is Paid Parental Leave paid by the City without the employee having to use her/his accrued vacation and paid sick leave followed by four (4) weeks of Unpaid Parental Leave during which an employee may substitute the unpaid leave with accrued vacation and paid sick leave. Paid and Unpaid Parental Leave can be used as continuous or intermittent leave. The combination of Paid and Unpaid Parental Leave may not exceed twelve (12) weeks.

1. Paid Parental Leave will be paid in the same manner as an employee's biweekly paycheck (direct deposit into a bank account) and will include normal deductions.
2. If a recognized holiday occurs while the employee is on Paid Parental Leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total Paid Parental Leave entitlement.
3. City of Oxford will maintain all employer paid benefits for which employees would otherwise be eligible during the Paid Parental Leave period. For example, employees will continue to accrue vacation and paid sick leave while on Paid Parental Leave. Employees will remain responsible for any employee premiums, contributions or other normally required costs.
4. An employee who qualifies for Paid Parental Leave but has exhausted all or part of the FMLA leave for their rolling period will be afforded the same level of job protection for the period of time that the employee is on Paid Parental Leave as if the employee were on FMLA-qualifying leave.
5. Paid Parental Leave may be used in cases of stillbirth. In such an event, a maximum of eight (8) weeks of Paid Parental Leave may be used that includes the three (3) days provided in the bereavement section of the employee handbook for the death of a member of the employee's immediate family.

Eligibility for Paid Parental Leave

An employee must meet both criteria below to be considered eligible for parental leave:

6. Full-time (defined as one who is regularly scheduled in active pay status at least thirty two (32) hours per week and benefits eligible); and
7. Continuously employed with the City of Oxford for twelve (12) months, working 1,250 hours or more during that period.

If both parents work for the City of Oxford, the parental leave will be shared between the two employees.

Paid Parental Leave, Parental Leave and Family Medical Leave Act (FMLA) Leave Paid Parental Leave and Unpaid Parental Leave will run concurrently with FMLA leave, decreasing, in whole or in part, the amount of FMLA leave available to an employee.

Employees must inform the Human Resources Department at or before the start of Paid Parental Leave.

Rules Concerning the Use of Paid Parental Leave

The following limitations apply to the use of Paid Parental Leave:

8. An eligible employee may receive the eight-week Paid Parental Leave a maximum of two (2) times during their employment at the City of Oxford, regardless of any breaks in service. However, certain circumstances resulting in an employee gaining unexpected custody of a child under the age of 18 and approved by the Human Resources Department may qualify for Paid Parental Leave or additional Paid Parental Leave beyond the two- time limit.
9. Multiple births or adoptions that occur at the same time (for example, the birth of twins or concurrent adoption of two children) does not increase the length of Paid Parental Leave provided.
10. In the case of adoption, the following rules apply:
 - a. The child must be under the age of 18. However, if medical documentation is submitted to the Human Resources Department stating that the child or adoptee is incapable of self-care because of a mental or physical disability, the age limit of 18 may be waived.
 - b. For adoption purposes, Paid Parental Leave begins from the point a final decree of adoption or the legal equivalent is issued.
11. Employees serving as surrogate mothers and sperm donors are not eligible for Parental Leave including Paid Parental Leave.
12. Employees experiencing pre-natal complications requiring time off must use accrued leave (paid sick leave and/or vacation or unpaid FMLA, if eligible) for these absences.
13. An employee who adopts a spouse's child(ren) is not eligible for Paid or Unpaid Parental Leave.
14. Paid and Unpaid Parental Leave do not apply with regard to the placement of foster children.
15. All Paid Parental Leave must be taken within six (6) months after the birth or adoption. Any Paid Parental Leave remaining at the end of the 6 months period is not banked for later use or paid out, and cannot be combined with any future Paid Parental Leave.
16. Employees on continuous or intermittent Unpaid Parental Leave shall use accrued paid sick leave or vacation.

Required Documentation for Paid Parental Leave

Employees on Paid Parental Leave are required to provide the Human Resources Department, within 30 days, following the birth or adoption:

17. For the birth of a child – appropriate birth documentation, such as a birth certificate or hospital birth confirmation.
18. For the adoption of a child – appropriate adoption documentation, such as an adoption order.

Employee:

1. An employee is encouraged to provide his/her department at least 30 days advance notice before the birth or adoption if the need for leave is foreseeable. If the leave is not foreseeable, notice must be given as soon as possible.
2. The employee must contact the Human Resources Department to initiate a request for Parental Leave.
3. An employee approved for Paid Parental Leave is required to notify the Human Resources Department when the leave begins and ends in order to make sure the entry of time for payroll purposes is accurate and that her/his employee status is correct and accurate.

Department:

4. Notify the Human Resources Department when an approved employee begins parental leave, to make sure the entry of time for payroll purposes is accurate.
5. Notify Human Resources Department when an employee, off on parental leave, returns from leave, to make sure employee status is correct and accurate.
6. Supervisors must ensure that all relevant conversations with the employee are kept confidential, and all documentation received from the employee is promptly forwarded to the Human Resources Department where it is maintained in a confidential file, separate from personnel records. Under no circumstances may a department maintain any employee medical information (originals and/or copies) or court documents in the case of adoption.

Human Resources:

7. Human Resources will determine if the employee is eligible for parental leave.
8. The employee will be required to provide various documentation such as doctor statements or court documents to substantiate leave. Such information will be held confidentially by the Human Resources Department.
9. Employees will be notified in writing of their approval or denial of Paid Parental Leave with a copy to the employee's supervisor.

Return to Work:

10. The Human Resources Department and/or the department may require an employee to report periodically on her/his status and intent to return to work.
11. An employee needs to notify the Human Resources Department in writing of his/her return to work date at least three (3) business days in advance but does not need to provide a note from a health care provider.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Doug Elliott
DATE PREPARED:	4.13.22
COUNCIL MEETING DATE:	4.19.22
AGENDA TITLE:	Approving the Paid Parental Leave Policy Memorandum of Understanding between the Police Sergeants and Lieutenants, FOP Lodge 38 and the City of Oxford.
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE</i>

DISCUSSION:

The City included a provision for paid parental leave in the Employee Handbook and Wage/Salary ordinance last year. The provision allows for eight weeks of paid parental leave that does not require the city employee to use their accrued leave and after eight weeks of paid parental leave the employee may use and additional four weeks of unpaid parental leave during which an employee may substitute the unpaid parental leave with available accrued vacation and or paid sick leave. This provision did not extend to the three police unions. All three police contracts currently have a maternity provision which allows the employee to use vacation, sick leave, or unpaid leave. Two of the unions (Sergeants/Lieutenants and Patrol) currently have a provision for paternity leave. The City is recommending the substitution of the parental leave language in the Employee Handbook language for the current contract language in the labor agreements

RESOLUTION NO.

A RESOLUTION APPROVING THE PAID PARENTAL LEAVE POLICY MEMORANDUM OF UNDERSTANDING BETWEEN THE POLICE SERGEANTS AND LIEUTENANTS, FOP LODGE 38 AND THE CITY OF OXFORD AND AUTHORIZING THE CITY MANAGER TO SIGN THE MEMORANDUM OF UNDERSTANDING ON BEHALF OF THE CITY.

WHEREAS, the City and the Union are parties to a collective bargaining agreement (“Current CBA”) effective from January 1, 2020 to December 31, 2022; and

WHEREAS, the City added a Paid Parental Leave Policy (the “Paid Parental Leave Policy”) in the 2022 City of Oxford Employee Handbook, Section 3.15, Leaves of Absence, Paragraph D that allows for eight (8) weeks of Paid Parental Leave that does not require the City employee to use their accrued leave and after eight (8) weeks of Paid Parental Leave the employee may use an additional four (4) weeks of Unpaid Parental Leave during which an employee may substitute the Unpaid Parental Leave with available accrued vacation and/or paid sick leave; and

WHEREAS, the City and Union’s approval of this MOU shall result in the City’s Paid Parental Leave Policy superseding and replacing the Maternity Leave policy set forth in the Current CBA, Article IX, Paragraph 3 and the Paternity Leave policy contained within Article X 1(A); and

WHEREAS, the City Manager and the Police Chief recommend Council authorize the City Manager to sign on behalf of the City, the proposed Memorandum of Understanding attached hereto as Exhibit “A” with the Police Sergeants and Lieutenants, FOP Lodge 38.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Police Chief to provide Paid Parental Leave for the Police Sergeants and Lieutenants, FOP Lodge 38, and authorizes the City Manager to sign the Memorandum of Understanding on behalf of the City.

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)

MEMORANDUM OF UNDERSTANDING

Between City of Oxford, Ohio and the Oxford Police Sergeants and Lieutenants, FOP Lodge 38

This Memorandum of Understanding (“MOU”) is entered into this ____ day of April, 2022 (“Effective Date”) by and between City of Oxford, Ohio (“City”) and the Oxford Police Sergeants and Lieutenants, FOP Lodge 38 (“Union”)(collectively, the “Parties”).

WHEREAS, the City and the Union are parties to a collective bargaining agreement (“Current CBA”) effective from January 1, 2020 to December 31, 2022; and

WHEREAS, the City added a Paid Parental Leave Policy (the “Paid Parental Leave Policy”) in the 2022 City of Oxford Employee Handbook, Section 3.15, Leaves of Absence, Paragraph D that allows for eight (8) weeks of Paid Parental Leave that does not require the City employee to use their accrued leave and after eight (8) weeks of Paid Parental Leave the employee may use an additional four (4) weeks of Unpaid Parental Leave during which an employee may substitute the Unpaid Parental Leave with available accrued vacation and/or paid sick leave; and

WHEREAS, the Current CBA, Article IX, Paragraph 3, provides Maternity Leave and reads as follows: “Maternity leave shall consist of sick leave and/or vacation time, with pay, and/or leave of absence without pay. After the employee utilizes, for maternity purposes, all of her accrued sick leave and vacation leave, she will be placed on leave of absence without pay for a period not to exceed six (6) months. During such leave of absence the City will continue the employee's group health insurance at the expense of the employee if the employee requests unless such leave without pay is mutually designated as Family Medical Leave time where health insurance will be provided as required by law. Additional leave of absence without pay may be granted by the City Manager upon request, for good cause upon showing of unusual circumstances. If the City Manager has reason to believe that an employee is unable to fulfill her usual duties by reason of pregnancy, the City Manager may request in writing that the employee begin sick leave, vacation leave or leave of absence without pay at a date earlier than that selected by the employee. Benefits other than health insurance do not accrue during the period of leave of absence without pay;” and

WHEREAS, the Current CBA, Article X, Paragraph 1(A) allows up to ten percent (10%) of accumulated sick leave balance (as of January 1st each year) to be used for paternity leave arising from the birth of a child to his/her spouse; and

WHEREAS, the purpose of this MOU is to extend the City’s Paid Parental Leave Policy to the Union; and

WHEREAS, the City and Union’s approval of this MOU shall result in the City’s Paid Parental Leave Policy superseding and replacing the Maternity Leave policy set forth in the Current CBA, Article IX, Paragraph 3 and the Paternity Leave policy contained within Article X 1(A); and

WHEREAS, the Parties agree that the remainder of Article X 1(A), Sick Leave and Recuperative Leave, shall remain unchanged and in effect, allowing the Union to continue to use

up to ten percent (10%) of accumulated sick leave balance (as of January 1st each year) for sickness in the immediate family requiring the employee's absence from work during the calendar year.

NOW THEREFORE BE IT RESOLVED THAT the City and the Union agree as follows:

1. This Memorandum of Understanding ("MOU") is intended by the City and Union to amend the Current CBA only as to Article IX, Paragraph 3, Maternity Leave, and Article X, Paragraph 1(A), only as to paternity leave;
2. The City and Union agree the Current CBA language in Article IX, Paragraph 3 and Article X, Paragraph 1(A), concerning the use of accumulated sick leave each year for paternity leave, shall be superseded and replaced with the Paid Parental Leave Policy set forth in the 2022 City of Oxford Employee Handbook, Section 3.15, Leaves of Absence, Paragraph D, attached as Exhibit A hereto;
3. The City and the Union agree that this MOU will not replace or supersede the remaining language contained within Article X, Paragraph 1(A) of the Current CBA, allowing the Union to use up to ten percent (10%) of accumulated sick leave balance (as of January 1st each year) for sickness in the immediate family requiring the employee's absence from work during the calendar year;
4. The City and Union agree that this MOU will go into effect for this calendar year on the Effective Date set forth herein;
5. The City and Union agree that this MOU and the Paid Parental Policy will not have retroactive application and will only affect requests for Paid Parental Leave after the Effective Date set forth herein;
6. The City and Union agree that this MOU shall not be used as precedent by either party now or in the future;
7. This MOU constitutes the full and complete understanding of the City and the Union concerning this subject matter, and any amendments or modifications must be in writing signed by the Parties.

For the City:

For the Union:

Douglas R. Elliott
City Manager

Date

Date

Paid Parental Leave

The City of Oxford will provide eligible employees up to twelve (12) weeks of leave after the birth or adoption of his or her child. Of the twelve weeks, eight (8) weeks is Paid Parental Leave paid by the City without the employee having to use her/his accrued vacation and paid sick leave followed by four (4) weeks of Unpaid Parental Leave during which an employee may substitute the unpaid leave with accrued vacation and paid sick leave. Paid and Unpaid Parental Leave can be used as continuous or intermittent leave. The combination of Paid and Unpaid Parental Leave may not exceed twelve (12) weeks.

1. Paid Parental Leave will be paid in the same manner as an employee's biweekly paycheck (direct deposit into a bank account) and will include normal deductions.
2. If a recognized holiday occurs while the employee is on Paid Parental Leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total Paid Parental Leave entitlement.
3. City of Oxford will maintain all employer paid benefits for which employees would otherwise be eligible during the Paid Parental Leave period. For example, employees will continue to accrue vacation and paid sick leave while on Paid Parental Leave. Employees will remain responsible for any employee premiums, contributions or other normally required costs.
4. An employee who qualifies for Paid Parental Leave but has exhausted all or part of the FMLA leave for their rolling period will be afforded the same level of job protection for the period of time that the employee is on Paid Parental Leave as if the employee were on FMLA-qualifying leave.
5. Paid Parental Leave may be used in cases of stillbirth. In such an event, a maximum of eight (8) weeks of Paid Parental Leave may be used that includes the three (3) days provided in the bereavement section of the employee handbook for the death of a member of the employee's immediate family.

Eligibility for Paid Parental Leave

An employee must meet both criteria below to be considered eligible for parental leave:

6. Full-time (defined as one who is regularly scheduled in active pay status at least thirty two (32) hours per week and benefits eligible); and
7. Continuously employed with the City of Oxford for twelve (12) months, working 1,250 hours or more during that period.

If both parents work for the City of Oxford, the parental leave will be shared between the two employees.

Paid Parental Leave, Parental Leave and Family Medical Leave Act (FMLA) Leave Paid Parental Leave and Unpaid Parental Leave will run concurrently with FMLA leave, decreasing, in whole or in part, the amount of FMLA leave available to an employee.

Employees must inform the Human Resources Department at or before the start of Paid Parental Leave.

Rules Concerning the Use of Paid Parental Leave

The following limitations apply to the use of Paid Parental Leave:

8. An eligible employee may receive the eight-week Paid Parental Leave a maximum of two (2) times during their employment at the City of Oxford, regardless of any breaks in service. However, certain circumstances resulting in an employee gaining unexpected custody of a child under the age of 18 and approved by the Human Resources Department may qualify for Paid Parental Leave or additional Paid Parental Leave beyond the two- time limit.
9. Multiple births or adoptions that occur at the same time (for example, the birth of twins or concurrent adoption of two children) does not increase the length of Paid Parental Leave provided.
10. In the case of adoption, the following rules apply:
 - a. The child must be under the age of 18. However, if medical documentation is submitted to the Human Resources Department stating that the child or adoptee is incapable of self-care because of a mental or physical disability, the age limit of 18 may be waived.
 - b. For adoption purposes, Paid Parental Leave begins from the point a final decree of adoption or the legal equivalent is issued.
11. Employees serving as surrogate mothers and sperm donors are not eligible for Parental Leave including Paid Parental Leave.
12. Employees experiencing pre-natal complications requiring time off must use accrued leave (paid sick leave and/or vacation or unpaid FMLA, if eligible) for these absences.
13. An employee who adopts a spouse's child(ren) is not eligible for Paid or Unpaid Parental Leave.
14. Paid and Unpaid Parental Leave do not apply with regard to the placement of foster children.
15. All Paid Parental Leave must be taken within six (6) months after the birth or adoption. Any Paid Parental Leave remaining at the end of the 6 months period is not banked for later use or paid out, and cannot be combined with any future Paid Parental Leave.
16. Employees on continuous or intermittent Unpaid Parental Leave shall use accrued paid sick leave or vacation.

Required Documentation for Paid Parental Leave

Employees on Paid Parental Leave are required to provide the Human Resources Department, within 30 days, following the birth or adoption:

17. For the birth of a child – appropriate birth documentation, such as a birth certificate or hospital birth confirmation.
18. For the adoption of a child – appropriate adoption documentation, such as an adoption order.

Employee:

1. An employee is encouraged to provide his/her department at least 30 days advance notice before the birth or adoption if the need for leave is foreseeable. If the leave is not foreseeable, notice must be given as soon as possible.
2. The employee must contact the Human Resources Department to initiate a request for Parental Leave.
3. An employee approved for Paid Parental Leave is required to notify the Human Resources Department when the leave begins and ends in order to make sure the entry of time for payroll purposes is accurate and that her/his employee status is correct and accurate.

Department:

4. Notify the Human Resources Department when an approved employee begins parental leave, to make sure the entry of time for payroll purposes is accurate.
5. Notify Human Resources Department when an employee, off on parental leave, returns from leave, to make sure employee status is correct and accurate.
6. Supervisors must ensure that all relevant conversations with the employee are kept confidential, and all documentation received from the employee is promptly forwarded to the Human Resources Department where it is maintained in a confidential file, separate from personnel records. Under no circumstances may a department maintain any employee medical information (originals and/or copies) or court documents in the case of adoption.

Human Resources:

7. Human Resources will determine if the employee is eligible for parental leave.
8. The employee will be required to provide various documentation such as doctor statements or court documents to substantiate leave. Such information will be held confidentially by the Human Resources Department.
9. Employees will be notified in writing of their approval or denial of Paid Parental Leave with a copy to the employee's supervisor.

Return to Work:

10. The Human Resources Department and/or the department may require an employee to report periodically on her/his status and intent to return to work.
11. An employee needs to notify the Human Resources Department in writing of his/her return to work date at least three (3) business days in advance but does not need to provide a note from a health care provider.



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.

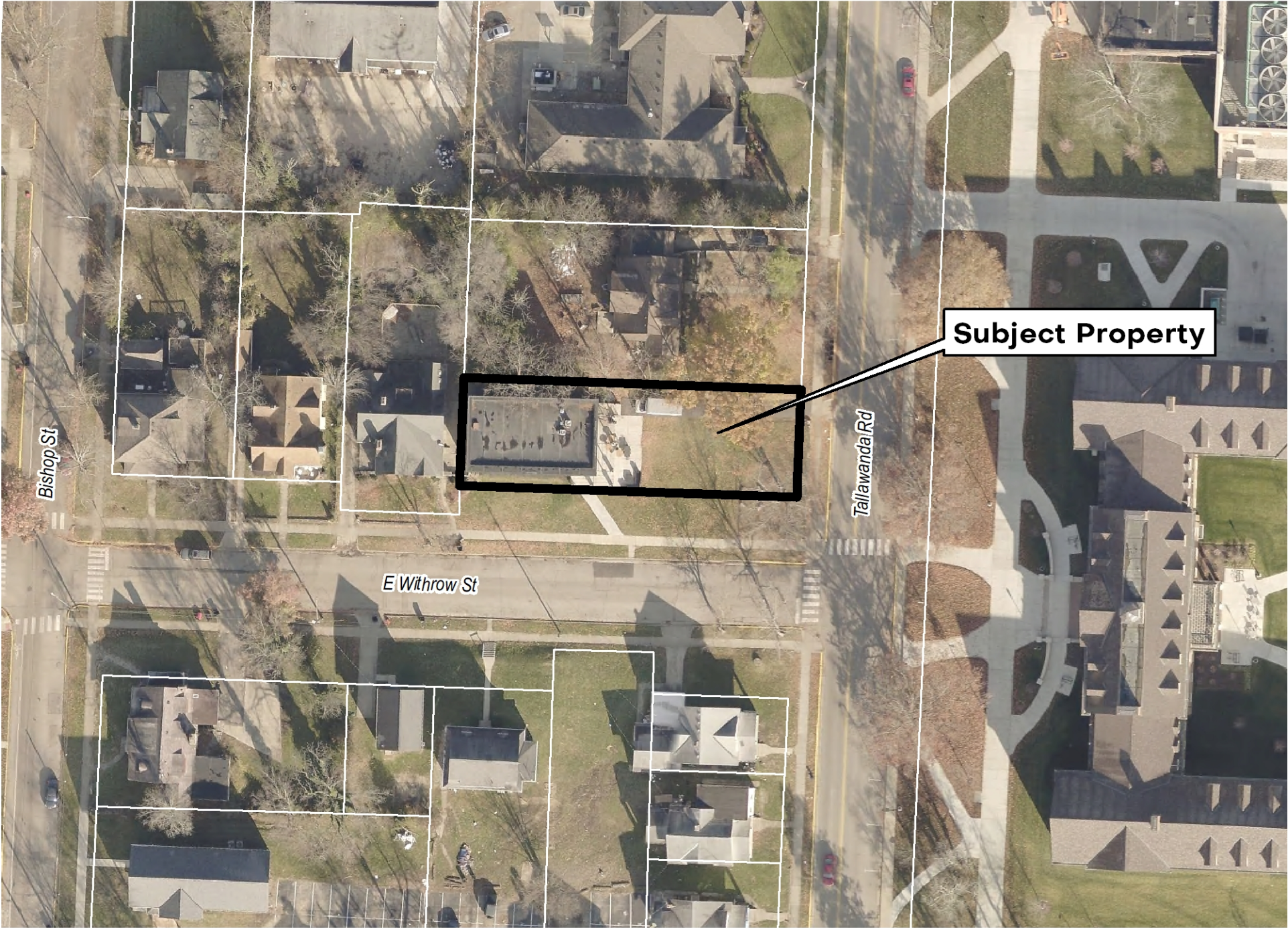
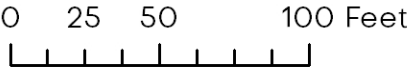
- (1) The Planning Commission shall recommend to Council approval, approval with conditions, or denial of an application as presented and shall clearly state the findings upon which its recommendation is based.
- (2) The Planning Commission shall base its recommendation to Council upon how well the application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



Subject Property

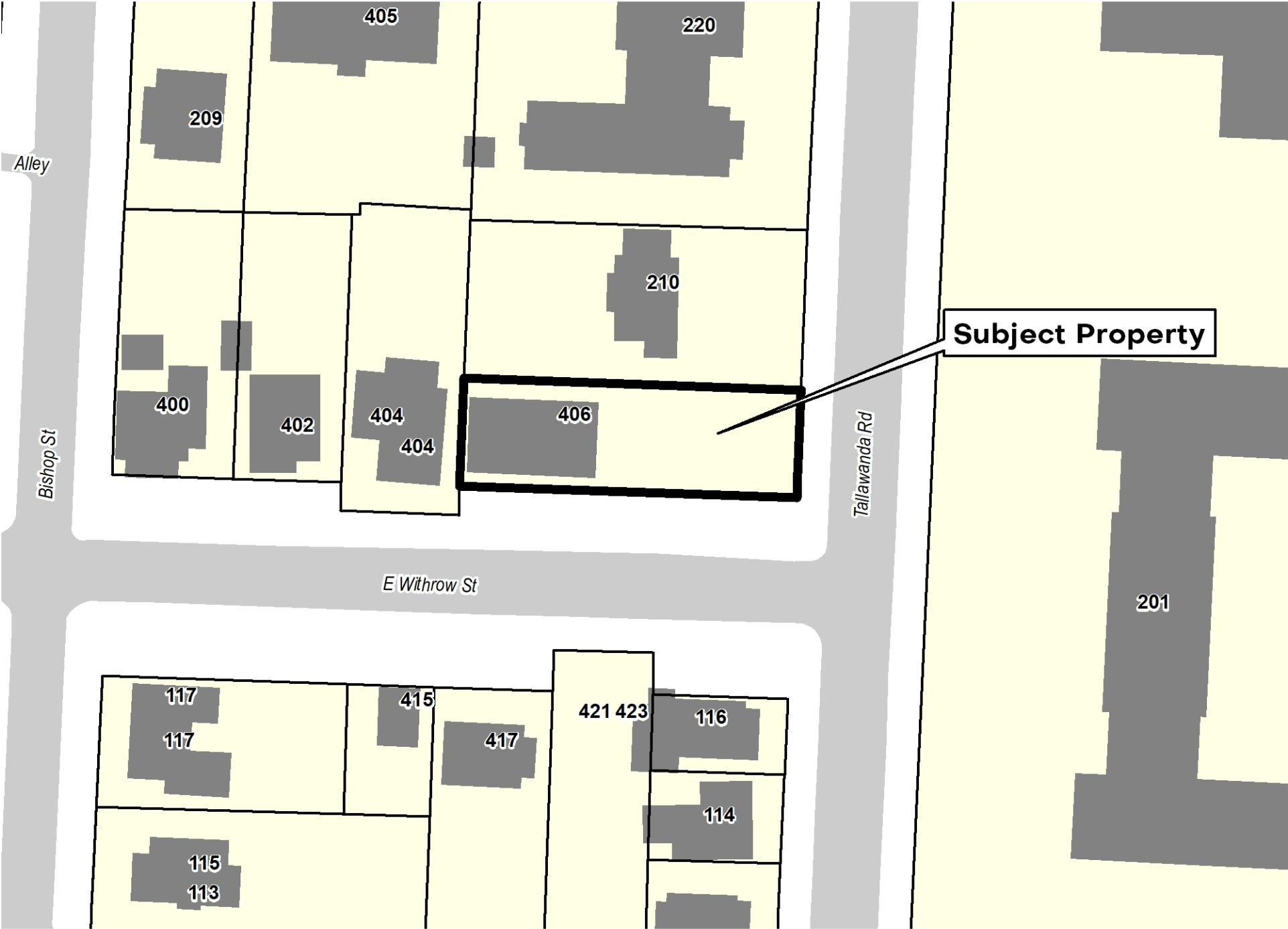
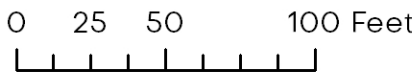
Bishop St

E Withrow St

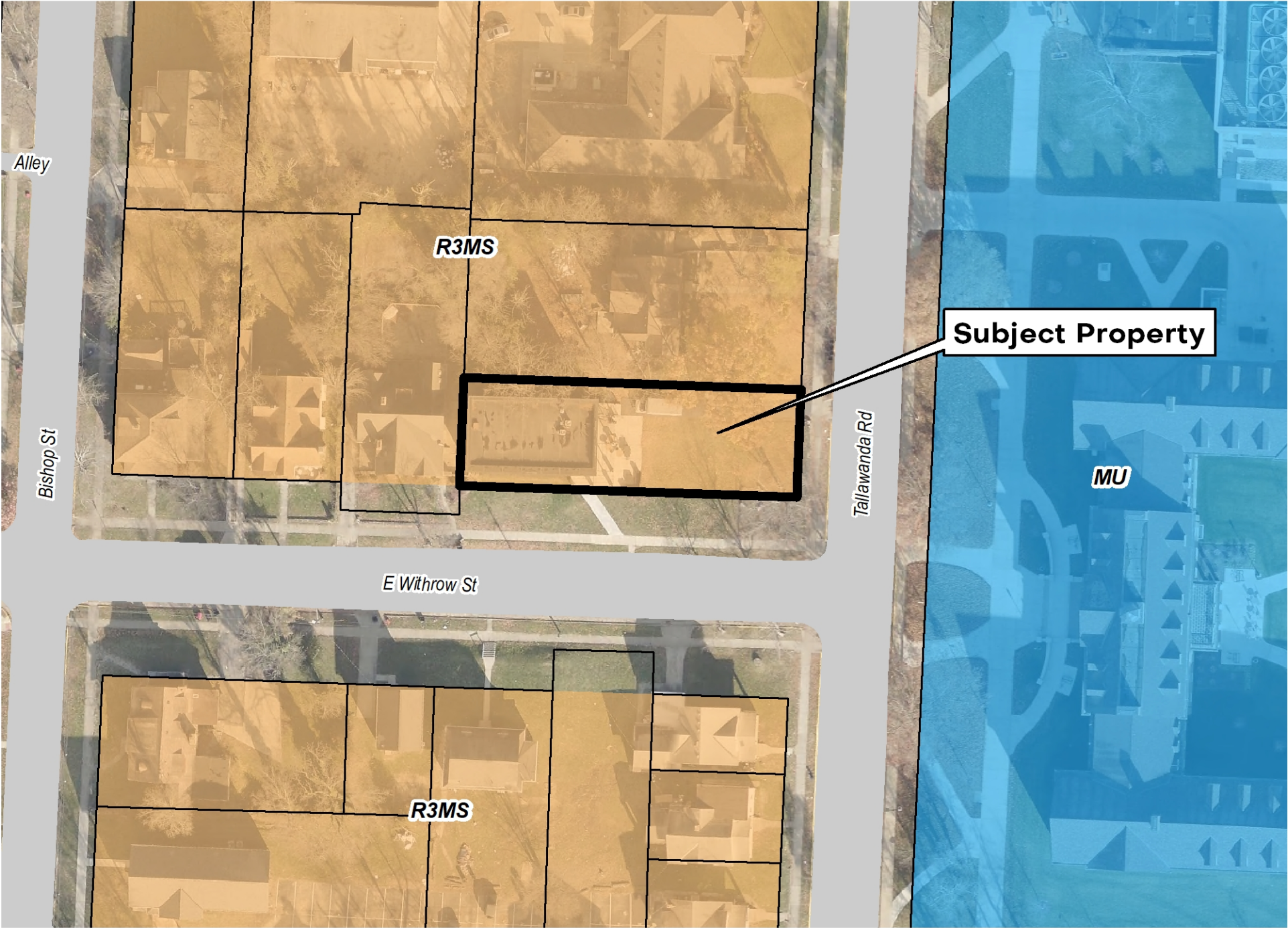
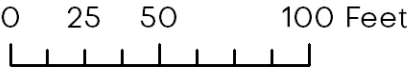
Tallawanda Rd

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.

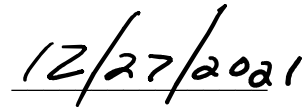
Thank you,

Signed:



President

Date:



12/27/2021

Notice of Legal Representation

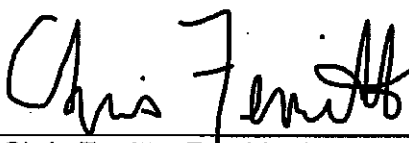
Re: Application for conditional use permit - Kappa Sigma Fraternity House
406 East Withrow Street

To the City of Oxford:

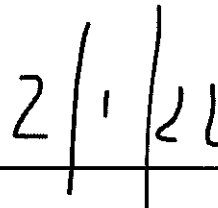
Please be advised that Jack F Grove Attorney-at-Law, Ohio Supreme Court registration number 0012508 has authority to represent the owner concerning the administrative process including hearings before Oxford City Planning Commission and Oxford City Council. Mr. Grove's representation is in addition to 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

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 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.*

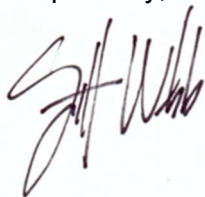
There are no scenic or natural resources in this area

- 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.*

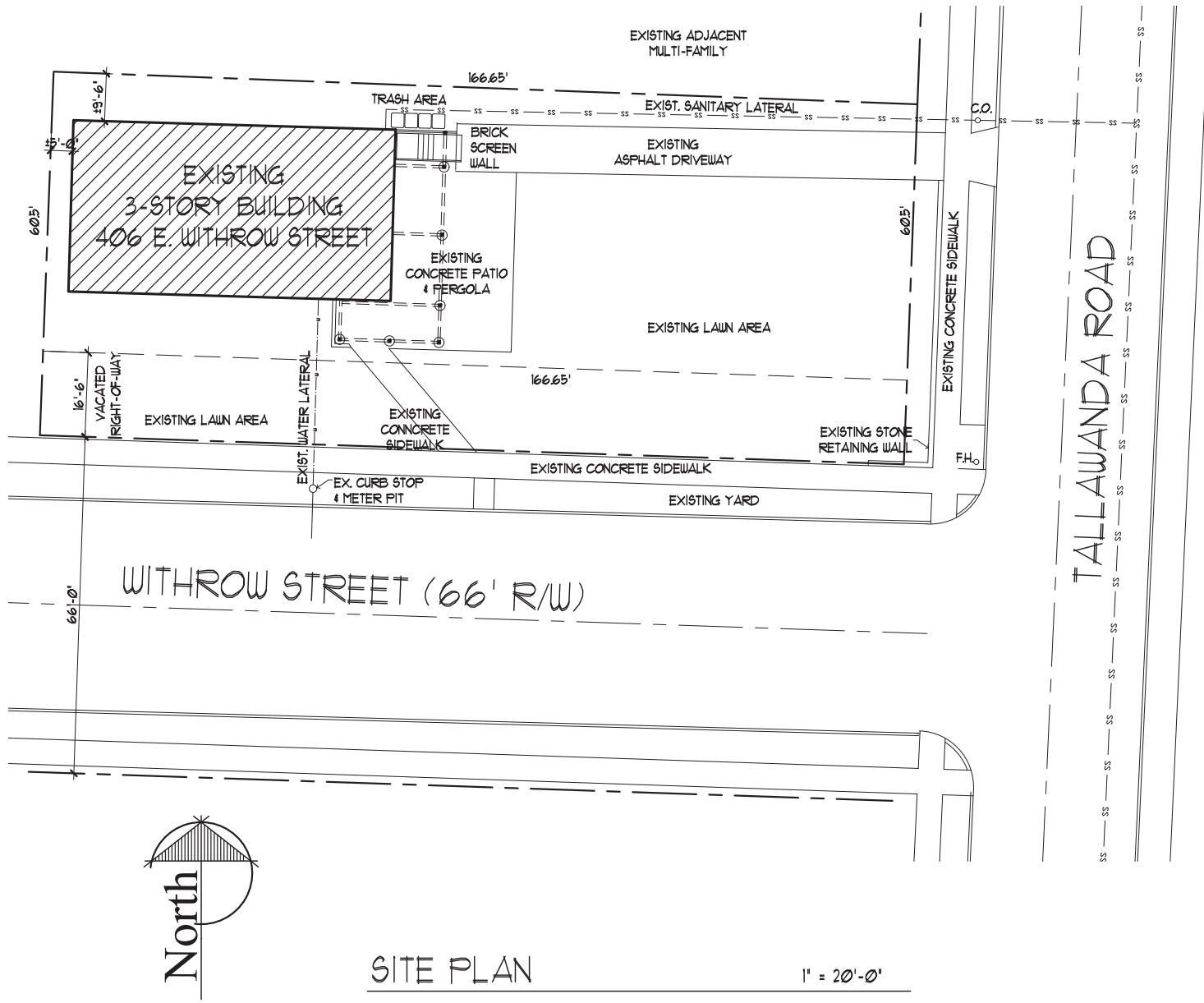
All permits will be secured for the construction of this building.

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

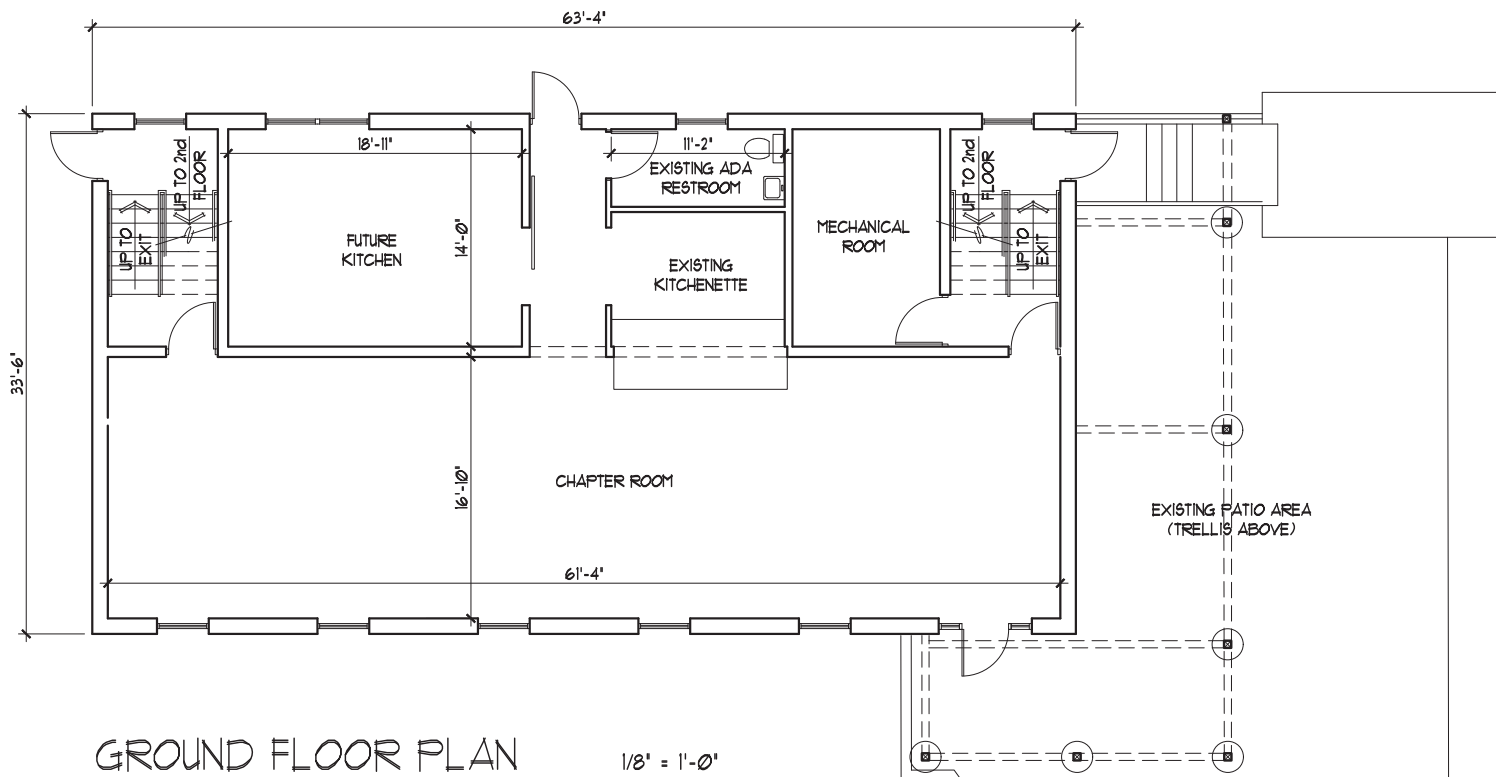


SCOTT WEBB ARCHITECT
 103 West Walnut Street
 Oxford, Ohio 45056
 (513) 523-3838
 www.scottwebbarchitect.com

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

DATE	
December 21, 2021	
REVISIONS	

A-1



GROUND FLOOR PLAN

1/8" = 1'-0"



PROPOSED CONDITIONAL USE

Kappa Sigma Fraternity

406 EAST WITHROW STREET
OXFORD, OHIO 45056

DATE	
December 21, 2021	
REVISIONS	

A-2

RESIDENTIAL OCCUPANCY THIRD FLOOR

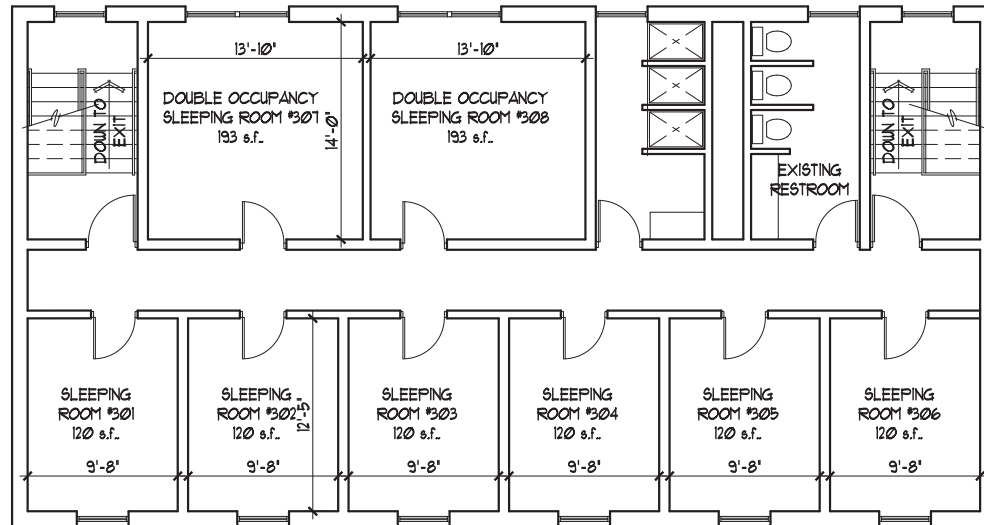
SLEEPING ROOM #301 (SINGLE OCCUPANCY)	1 OCCUPANT
SLEEPING ROOM #302 (SINGLE OCCUPANCY)	1 OCCUPANT
SLEEPING ROOM #303 (SINGLE OCCUPANCY)	1 OCCUPANT
SLEEPING ROOM #304 (SINGLE OCCUPANCY)	1 OCCUPANT
SLEEPING ROOM #305 (SINGLE OCCUPANCY)	1 OCCUPANT
SLEEPING ROOM #306 (SINGLE OCCUPANCY)	1 OCCUPANT
SLEEPING 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

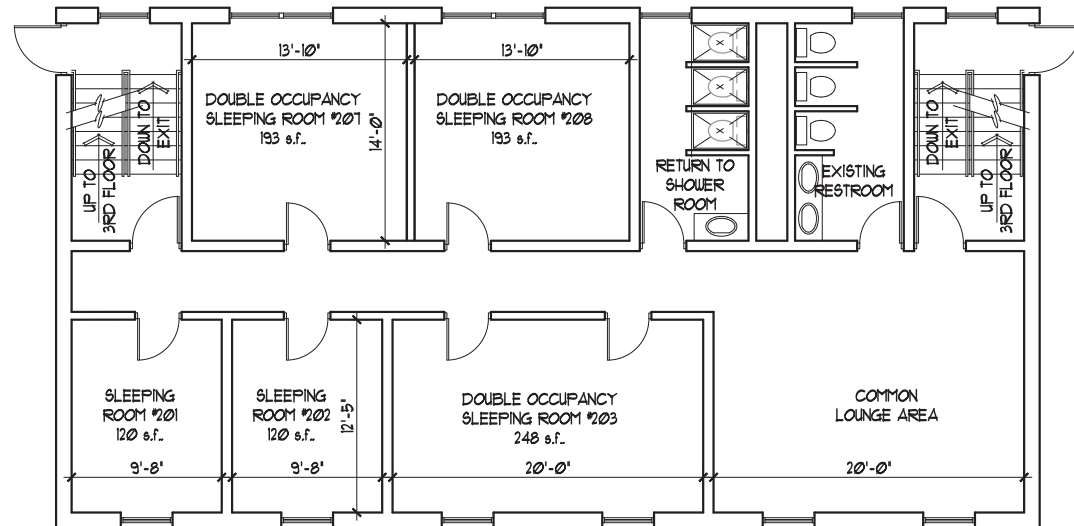
TOTAL 2ND FLOOR OCCUPANCY: 8 OCCUPANTS



THIRD FLOOR PLAN

1/8" = 1'-0"

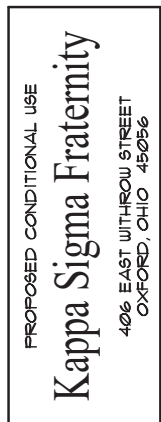
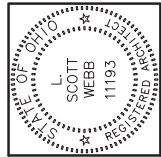
RESIDENTIAL OCCUPANCY



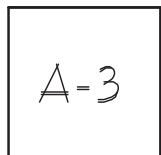
SECOND FLOOR PLAN

1/8" = 1'-0"

RESIDENTIAL OCCUPANCY

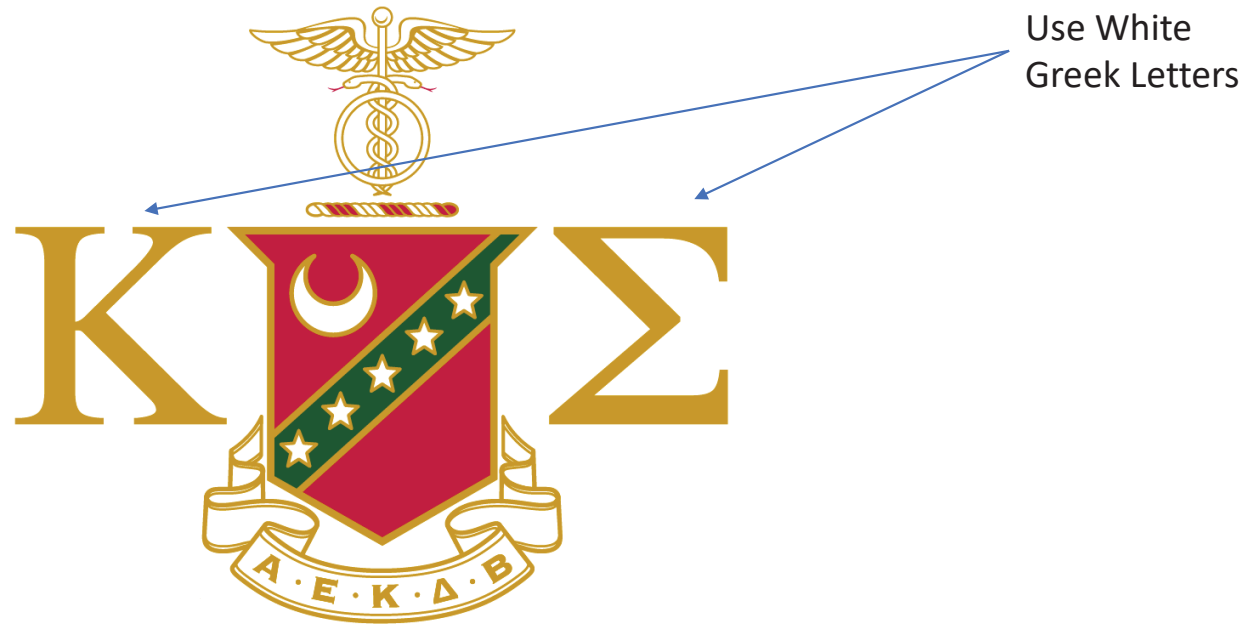


DATE
December 21, 2021
REVISIONS





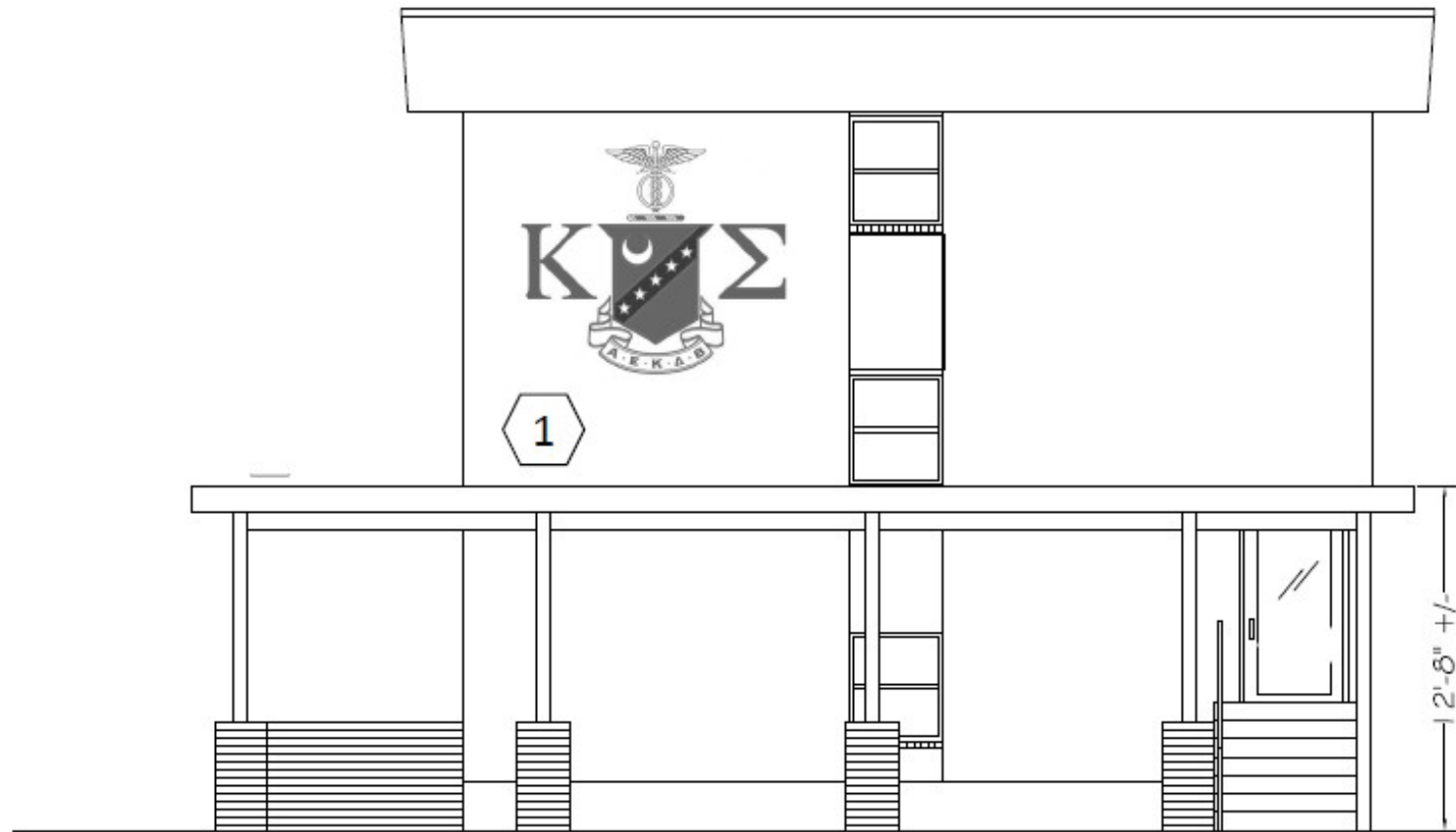
Use White
Greek Letters
Would prefer
brick to show
through within
circle on
caduceus and
from shield to
ribbon



Source file:

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

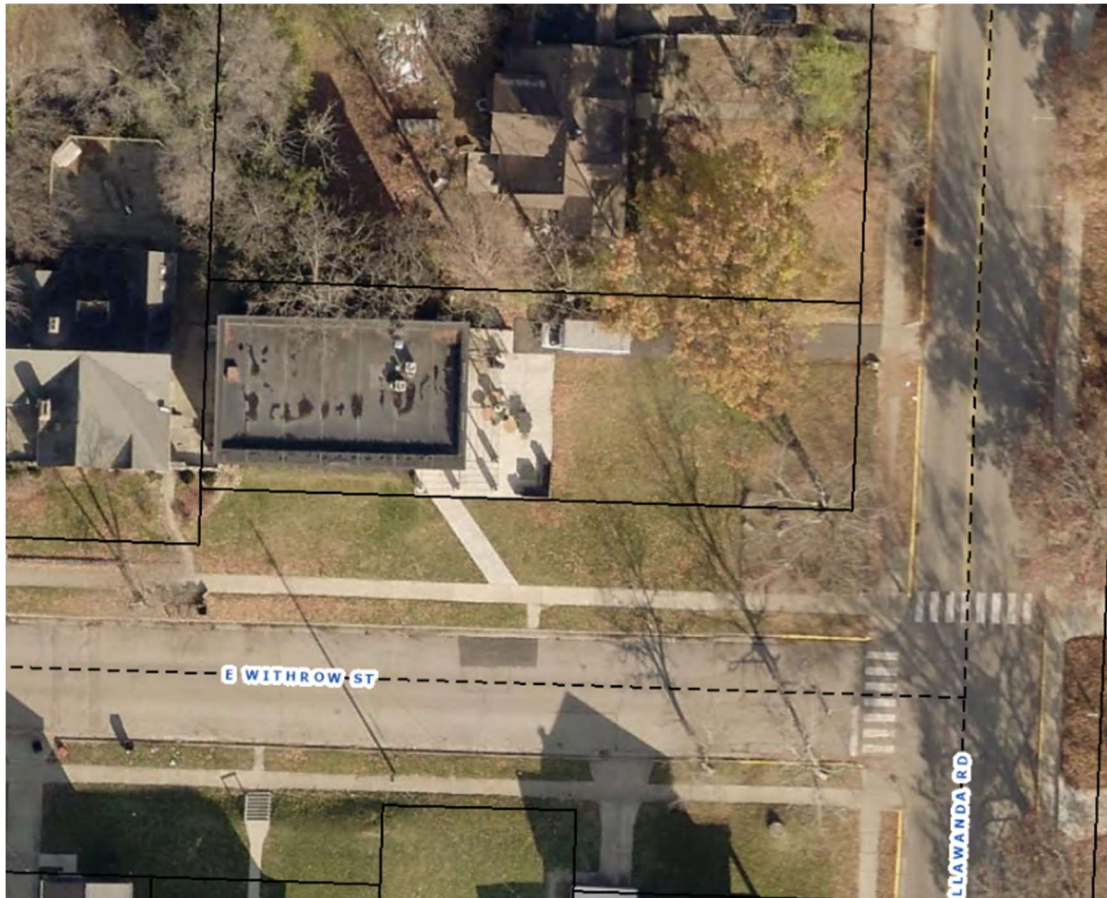
Please let me know if the Pantone colors are not specified.



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