



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	March 29, 2021
COUNCIL MEETING DATE:	April 6, 2021
AGENDA TITLE:	PC-2020-18, PRELIMINARY SUBDIVISION, South Forest Edge, 17.97 acres, 21 single-family lots, 4 Leaf Development LLC, Owner, Bayer Becker, Agent
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 4-2-21</i>

Proposal Summary:

On behalf of 4 Leaf Development, Etta Reed of Bayer Becker Engineers, is requesting a Preliminary Subdivision Plat approval, for 21 single-family residential lots, in a new subdivision called South Forest Edge. The area to be subdivided is 17.97 Acres of the 174 Acres originally planned in 2004. The subject property is zoned R-2A, which permits single and two family buildings for sale or rent. The proposal is to create sellable lots for 21 single-family homes, connected to the recently opened Lake Forest Drive. A new looping street and all necessary utilities will be constructed and dedicated for public use. On February 9 and March 9, Planning Commission reviewed the case, held a virtual hearing and with a vote of 7-0-0, found that the proposal complied with the City of Oxford Codified Ordinances with two waivers of code requirements and 11 conditions of approval.

1. Street lights shall be installed along all public streets in accordance with the Subdivision Regulations, including along the Lake Forest Drive frontage as determined necessary by staff.
2. A 10-foot wide multi-use path shall be constructed along the Lake Forest Drive frontage in-lieu of a sidewalk to the discretion of City staff.
3. Documentation related to stormwater management to ensure the funding of future maintenance/upkeep by all residents of the subdivision, including but not limited to easements, covenants and/or deed restrictions, shall be reviewed and approved by the Service Department and Law Director prior to being recorded on or with the Record Plat. Enforcement of said easements, covenants or restrictions shall not be the responsibility of the City.



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4. Street trees shall be planted along the Lake Forest Drive frontage in accordance with City specs.
5. Additional right-of-way shall be dedicated, and a flanking 10-foot utility easement established, along the US 27 frontage consistent with the Oxford Thoroughfare Plan, per City staff's discretion.
6. The Building Permit submission for each lot shall include a Tree Survey, and demonstrate adherence to all other requirements of the City's Tree Ordinance (Oxford Zoning Code Chapter 1148). Furthermore, a 40-foot wide conservation area shall be delineated and established along the eastern and southern boundaries of Lots 2-15 and shown on the record plat with corresponding restriction language to ensure the preservation of existing mature vegetation. No structures or development of any kind shall be permitted within the conservation area.
7. An 80-foot wide conservation area restriction shall also be established along the northern boundary of Lots 1 and 2, observing steeper slopes in this area. No structures or development of any kind shall be permitted within the conservation area.
8. Adequate vehicular and pedestrian accessibility to/from the public street shall be provided for any USPS cluster mailboxes installed for the subdivision, to the discretion of City staff.
9. All utilities, including but not limited to electric and telephone, shall be located underground.
10. Private residential driveways for Lots 1-21, with the exception of Lot 16, are prohibited from accessing US 27 or Lake Forest Drive. Lot 16 shall have its driveway access from Lake Forest Drive, and shall at staff's discretion, align with the cul-de-sac street planned in the Lake Forest Phase 1 Condos project to the north. Furthermore, to provide sufficient spacing from the intersection, the front yard (building) setback shall be positioned such that 100 feet of distance is provided from the centerlines of both US 27 and Lake Forest Drive to the front (building) setback line. Additional screening vegetation shall also be provided along US 27 to shield view of the dwelling.
11. A note alerting builders to high water tables in the area shall be included on the Record Plat.
12. A waiver is hereby granted to Section 1101.4(404)(D) to decrease the minimum connectivity index from 1.2 to 0.5, on condition that accessibility/connectivity of some kind be explored and an adequate solution reached between the applicant, City staff, and the Law Director.
13. A waiver is hereby granted to Section 1101.4(403) to allow the new public street to be 28 feet wide as opposed to 35 feet wide per the Typical Section in Attachment H, on condition that parking be allowed only on one side of the new street.

ORDINANCE NO.

AN ORDINANCE ACCEPTING THE RECOMMENDATION OF THE PLANNING COMMISSION AND APPROVING THE PRELIMINARY SUBDIVISION APPLICATION FOR SOUTH FOREST EDGE (LAKE FOREST DRIVE) WITH CONDITIONS.

WHEREAS, Council hereby finds the Planning Commission held public hearings on February 9, 2021 and on March 9, 2021 in accordance with Chapter 1101 of the Codified Ordinances of the City of Oxford, on the application of 4 Leaf Development, LLC for a Preliminary Subdivision for South Forest Edge (Lake Forest Drive) consisting of 17.97 acres with 21 proposed lots; and

WHEREAS, the Planning Commission, after due deliberation found the application satisfied the basic code requirements in Chapter 1101 of the Codified Ordinances of the City of Oxford, and recommended approval of the Preliminary Subdivision application for South Forest Edge (Lake Forest Drive) with two waivers of code requirements and eleven conditions for approval.

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

SECTION 1: Council hereby accepts the recommendation of the Planning Commission and further approves the Preliminary Subdivision application for South Forest Edge (Lake Forest Drive) with the following waivers and conditions:

1. Street lights shall be installed along all public streets in accordance with the Subdivision Regulations, including along the Lake Forest Drive frontage as determined necessary by staff.
2. A 10-foot wide multi-use path shall be constructed along the Lake Forest Drive frontage in-lieu of a sidewalk to the discretion of City Staff.
3. Documentation related to storm water management to ensure the funding of future maintenance/upkeep by all residents of the subdivision, including but not limited to easements, covenants and/or deed restrictions, shall be reviewed and approved by the Service Department and the Law Director prior to being recorded on or with the Record Plat. Enforcement of said easements, covenants or restrictions shall not be the responsibility of the City.
4. Street trees shall be planted along the Lake Forest Drive frontage in accordance with City specifications.
5. Additional right-of-way shall be dedicated, and a flanking 10-foot utility easement established along the US 27 frontage consistent with the Oxford Thoroughfare Plan, per City staff's discretion.
6. The Building Permit submission for each lot shall include a Tree Survey, and demonstrate adherence to all other requirements of the City's Tree Ordinance (Oxford Zoning Chapter 1148). Furthermore, a 40-foot wide conservation area shall be delineated and established along the eastern and southern boundaries of Lots 2-15 and shown on the record plat with corresponding restriction language to ensure the preservation of existing mature vegetation. No structures or development of any kind shall be permitted within the conservation area.

7. An 80-foot wide conservation area restriction shall also be established along the northern boundary of Lots 1 and 2, observing steeper slopes in this area. No structures or developments of any kind shall be permitted within the conservation area.
8. Adequate vehicular and pedestrian accessibility to/from the public street shall be provided for any USPS cluster mailboxes installed for the subdivision, to the discretion of City staff.
9. All utilities, including but not limited to electric and telephone, shall be located underground.
10. Private residential driveways for Lots 1-21, with the exception of Lot 16, are prohibited from accessing US 27 or Lake Forest Drive. Lot 16 shall have its driveway access from Lake Forest Drive, and shall at staff's discretion, align with the cul-de-sac street planned in the Lake Forest Phase 1 condominium project to the north. Furthermore, to provide sufficient spacing from the intersection, the front yard (building) setback shall be positioned such that 100 feet of distance is provided from the centerlines of both US 27 and Lake Forest Drive to the front (building) setback line. Additional screening vegetation shall also be provided along US 27 to shield view of the dwelling.
11. A note alerting builders to high water tables in the area shall be included on the Record Plat.
12. A waiver is hereby granted to Section 1101.4(404)(D) to decrease the minimum connectivity index from 1.2 to 0.5, on condition that accessibility/connectivity of some kind be explored and an adequate solution is reached between the applicant, City staff and the Law Director.
13. A wavier is hereby granted to Section 1101.4(403) to allow the new public street to be 28 feet wide as opposed to 35 feet wide per the Typical Section in Attachment H, on condition that parking be allowed only on one side of the new street.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



MEMORANDUM
Community Development Department
513-524-5204

TO: Oxford Planning Commission

FROM: Zachary Moore, AICP
Planner

DATE: March 4, 2021

RE: **PC-2020-18 – Preliminary Subdivision (South Forest Edge)**, 1983 Lake Forest Drive, 17.97 acres, 21 single family lots, **4 Leaf Development LLC Applicant**

BACKGROUND

The Planning Commission first discussed Case No. PC-2020-18 at its meeting on February 9, 2021. The Commission heard from City staff, the applicant, and two nearby property owners located in Oxford Township to the east. The duration of presentations, comments, and discussion lasted a little over 2 hours, after which point a motion was passed to table the case to the next Planning Commission meeting, to give City staff and the applicant a chance to work through some of the concerns.

Since February 9, staff and the applicant had a chance to connect over the phone on February 24 and again on March 3. Staff shared a variety of potential solutions in the interest of reaching appropriate compromises on issues previously discussed in the staff report and by the Planning Commission. Staff believes five (5) distinct topics/subjects have emerged: (1) potential provision of a stub street to the east; (2) buffering considerations along the eastern property line while observing the City's recently adopted Tree Ordinance; (3) buffering along Lake Forest Drive on Lots 20 and 21 to provide additional screening for units located along Arbor Edge Trail; (4) suitability of the proposed Lot 16 building pad location; and (5) ensuring an adequate funding stream so that the two stormwater retention ponds may be commonly accounted for and maintained. These five topics are discussed individually below.

POTENTIAL STUB STREET

The Commission previously heard from Mr. Jacob Schulte and Ms. Sandra Burger, who are both nearby property owners to the east. Both Mr. Schulte and Ms. Burger are not in favor of a stub street being provided. The applicant has also voiced that they are not in favor of providing one, citing the adjacent agricultural land as lacking sewer and being located outside the City's corporate limits. The Commission had discussed the pros of cons of providing an additional access point.

In staff's initial recommendation from the February staff report, Condition #13 had addressed the issue of connectivity inclusive of a potential public street stub. Below are options the Commission may entertain for including and/or revising this condition based on the desired outcome, arranged from most preferred to least preferred.

- A. Staff's Preferred Option – Partial Stub and Paper Street:** Staff recommends that the southern elbow/knuckle be turned into a T-intersection, but building only a smaller segment of street for the sake

of accessing lots to the south. The end of the street should provide a temporary turnaround per the City's specs so emergency and other larger vehicles may be able to make a 180-degree turn in a forward motion. However, right-of-way would be dedicated all the way to the eastern property line, ensuring there is at least the opportunity for a direct connection in the future. Although the chances of additional development to the east may appear to be slim now, right now is the City's only opportunity to account for a potential "plug-in" to the existing system of public streets. If the Commission favors this option, Condition #13 could be worded as follows:

13. A waiver is hereby granted to **Section 1101.4(404)(D)** to decrease the minimum connectivity index from 1.2 to 1, on condition that the southern elbow/knuckle be made into a T-intersection, with a stub street leading off to the east but only built far enough to provide sufficient driveway access for private lots, leaving at least a 60 foot wide gap between the street and the property line in which existing trees may be preserved. The stub shall include full dedication of right-of-way to the eastern property line, as well as sidewalks, a temporary turnaround and appropriate easements as determined necessary by City staff.

B. Paper Street Only: In staff's view, the next best option is provision for a "paper street" – which essentially amounts to public right-of-way dedication, absent the construction of street-related infrastructure. An appropriate location for a paper street is roughly around the location of Lots 5 and 6. If the Commission favors this option, Condition #13 could be worded as follows:

13. A waiver is hereby granted to **Section 1101.4(404)(D)** to decrease the minimum connectivity index from 1.2 to 1, on condition that at least one paper street right-of-way within the vicinity of Lots 5 and 6, and meeting normal City specifications, be provided between Arbor Edge Trail and the site's eastern property line so as to allow for potential vehicular and pedestrian mobility in the future.

C. No Stub or Paper Street: The Commission may also decide that this subdivision should constitute an edge to the City's development pattern, and thus decide that no stub street, paper street, or connectivity of any kind should be provided to the east. If the Commission favors this option, Condition #13 could be worded as follows:

13. A waiver is hereby granted to **Section 1101.4(404)(D)** to decrease the minimum connectivity index from 1.2 to 0.5.

BUFFER ALONG EASTERN EDGE

In February, the Commission discussed at length a potential preservation buffer along the eastern property line in conjunction with finding an adequate solution to effectively comply with the City's newest Tree Ordinance provisions. A large majority of the new provisions fall within Zoning Code Chapter 1148 (Landscaping and Tree Preservation), though the Tree Ordinance process also entailed a number of other Code amendments, including some to the Subdivision Regulations. The Commission may also consider potential tree removal in a more subjective manner as now provided in Section 400 (General Statement), which states that a *development shall be laid out ... to minimize ... unnecessary impervious cover; and ... the complete removal of mature trees.*

The February staff report laid out four potential options to achieve compliance with Chapter 1148. The applicant agreed to the option of deferring tree surveys to the Building Permit stage, when individual lots are developed after being platted. However, this option did not solve the concern about private homeowners potentially removing mature vegetation in the rear portions of their lots following construction of their units, thus reducing the natural screening effect already in place.

Section 1148.05(b)(2)(D) of the Zoning Code currently offers developers an option to provide *a set of covenants and restrictions corresponding to a conservation area clearly delineated on the record plat, or delineated and described*

through means of a separate legal instrument. This essentially amounts to a private deed restriction. A similar mechanism was agreed to as part of the recent approval of South Farm Section IV, where restrictions were placed upon common open space parcels. Staff believes a similar mechanism could work in this situation, with a 40-foot wide conservation area situated to the rear of Lots 1-15. Language on the record plat could specify that certain activities, such as removal of invasive species or dead/diseased trees, are permitted. A copy of the exact language from the South Farm Section IV plat is provided in Exhibit A, attached to this memo. It should be noted that the rear yard setback in R-2A is 30 feet; however, staff feels a 40 foot distance would more effectively capture existing mature vegetation based upon the submitted Tree Survey for Lot 9. The applicant has noted in conversation they could agree to a 30 feet distance, but not 40 feet.

If the Commission favors the option as proposed by staff, it is further recommended that Condition #7 and #8 be worded as follows:

7. The Building Permit submission for each lot shall include a Tree Survey, and demonstrate adherence to all other requirements of the City's Tree Ordinance (Oxford Zoning Code Chapter 1148). Furthermore, a 40-foot wide conservation area shall be delineated and established along the eastern and southern boundaries of Lots 2-15 and shown on the record plat with corresponding restriction language to ensure the preservation of existing mature vegetation. No structures or development of any kind shall be permitted within the conservation area.
8. An 80-foot wide conservation area restriction shall also be established along the northern boundary of Lots 1 and 2, observing steeper slopes in this area. No structures or development of any kind shall be permitted within the conservation area.

BUFFER ALONG LAKE FOREST DRIVE (LOTS 20 & 21)

The applicant had previously objected to installing a buffer screen along the south side of Lake Forest Drive on Lots 20 and 21. The purpose of this buffer, as had been recommended by staff, was to screen view of the rear facades and back yard uses associated with Lots 17 thru 21 due to the proposed arrangement and relationship to Lake Forest Drive. **Section 410(B)** of the Subdivision Regulations allows the Commission to require buffering when *there is a need to shield ... from negative impacts of adjacent uses such as streets or railroads.*

Since the applicant desires not to establish a Homeowners Association (HOA) for the purpose of maintaining common amenities or features such as additional landscaping, this would leave any additional plantings to be inherited by the eventual private homeowners of Lots 20 and 21. In consideration of this position, staff recommends only plantings be provided (no mounding or fencing), and Condition #1 be worded as follows:

1. Lots 20 and 21 shall have driveway access from the new public street, and additional evergreen landscaping (arborvitae, shrubs, trees etc.) shall be provided along the Lake Forest Drive frontage. Such details shall be reviewed as part of the Construction Drawings and be bonded as necessary to ensure completion of the improvements. Such additional landscaping is to be initially installed by the developer but may upon completion eventually become a private homeowner maintenance responsibility.

LOT 16 BUILDING PAD LOCATION

Staff was previously concerned with the position of Lot 16's building pad in proximity to the intersection of Lake Forest Drive and US 27, a viewpoint also shared by at least some Commission members. As currently proposed, a new residential structure could be situated as close as 30 feet to either right-of-way line along the two thoroughfares. The Commission had previously reviewed a proposal for the opposite side of the intersection (Lake Forest Phase 1 Condos), which included a dwelling unit in similar proximity to the intersection, but buffered with mounding and landscaping.

Staff had previously suggested moving the building pad for Lot 16 behind that of Lot 15, effectively creating a panhandle-style lot arrangement, and then converting the original Lot 16 location into additional green space. That solution may not be as practical if an HOA is not established, as it would be an odd encumbrance for the future owner of Lot 16 to also be responsible for mowing/maintaining what will effectively be the gateway into a new residential area of the city. Furthermore, the applicant later indicated they would be willing to install additional vegetation along US 27 to help shield view of a future residence. Therefore, staff proposes the following options dependent upon the establishment of an HOA:

A. Maintain Original Lot 16 Location with Increased Setback & Landscaping, no HOA: The applicant has already agreed to dedicate additional right-of-way along US 27 consistent with the Oxford Thoroughfare Plan, thus this will already result in a greater setback distance by default (60 feet from centerline) for any future structure being built. To put the situation into perspective, existing residences along the west side of US 27 (3849 & 3841 Oxford Millville Rd) are approximately 100 feet from the US 27 centerline. To maintain the same setback envelope along the eastern side, staff recommends the front setback line along US 27 be increased from 30 feet to 40 feet, thus matching the western side (60 feet of right-of-way + 40 feet of setback = 100 feet total distance). This same distance should apply respectively to Lake Forest Drive as well. If the Commission favors this option, Condition #11 may be worded as follows:

11. Private residential driveways for Lots 1-21, with the exception of Lot 16, are prohibited from accessing US 27 or Lake Forest Drive. Lot 16 shall have its driveway access from Lake Forest Drive, and shall at staff's discretion, align with the cul-de-sac street planned in the Lake Forest Phase 1 Condos project to the north. Furthermore, to provide sufficient spacing from the intersection, the front yard (building) setback shall be positioned such that 100 feet of distance is provided from the centerlines of both US 27 and Lake Forest Drive to the front (building) setback line. Additional screening vegetation shall also be provided along US 27 to shield view of the dwelling.

B. HOA with Relocated Lot 16: So long as appropriate responsibility for maintaining the open ground near the intersection of Lake Forest and US 27 can be determined, whether by an HOA or other means, staff recommends Lot 16 be re-located as a panhandle lot behind Lot 15, with its driveway access off Arbor Edge Trail. If the Commission and applicant can agree to this option, Condition #11 may be worded as follows:

11. Private residential driveways for Lots 1-21 are prohibited from accessing US 27 or Lake Forest Drive; a note to this effect shall be included on the Record Plat. In addition, the Lot 16 building site shall be located to the rear of Lot 15 as presented by City staff, with the original building site location near the Lake Forest/27 intersection designated as green/open space. The applicant shall demonstrate appropriate provisions are put in place for future maintenance of the open space area prior to signing/recording of the Record Plat.

MAINTENANCE OF RETENTION PONDS

While largely not discussed during the February meeting, staff feels the topic of stormwater retention pond maintenance warrants some review by the Commission. Staff had previously recommended a condition (#4) requiring the applicant to work with the City's Service Department and Law Director to determine an adequate solution for funding of future maintenance/upkeep of the ponds. This condition was intended as a helpful reminder echoing Code requirements specified in **Section 411** of the Subdivision Regulations as follows:

Whenever any subdivision contains park areas, sewage treatment plants, water systems, drainage facilities or any other improvements to be used in common by persons living in the subdivision and which improvements cannot be maintained or are not maintained by an existing public agency, the deed restrictions applicable to the subdivision shall contain provisions establishing trusteeships and assessment procedures that will enable adequate care and maintenance to be provided for such improvements at the cost of persons residing in the subdivision.

The applicant has stated a desire for all retention pond maintenance responsibilities to reside with the private homeowners of Lots 16 and 20. This is not agreeable to City staff, as it is not consistent with our Code nor is it good planning practice to expect these homeowners to take on what should be a financial responsibility shared by all future homeowners within the subdivision. Staff acknowledges an exact solution may not be determined at the Planning Commission review stage, but slightly modified wording in Condition #4 will help to ensure proper steps are taken later down the road:

4. Documentation related to stormwater management to ensure the funding of future maintenance/upkeep by all residents of the subdivision, including but not limited to easements, covenants and/or deed restrictions, shall be reviewed and approved by the Service Department and Law Director prior to being recorded on or with the Record Plat. Enforcement of said easements, covenants or restrictions shall not be the responsibility of the City.

ORIGINAL CONDITIONS

For reference purposes, below is a list of the original 14 recommended conditions from the February 9 staff report. Conditions that are in **bold** are those the Commission may entertain revising per commentary in this memo.

1. **Lots 20 and 21 shall have driveway access from the new public street, and a buffer screen at least 20 feet wide shall be provided on these lots to shield view of rear yards from Lake Forest Drive. The buffer must include a combination of landscaping, mounding, fencing, and/or walls to the satisfaction of City staff. Such details shall be reviewed as part of the Construction Drawings and be bonded as necessary to ensure completion of the improvements.**
2. Street lights shall be installed along all public streets in accordance with the Subdivision Regulations, including along the Lake Forest Drive frontage as determined necessary by staff.
3. A 10-foot wide multi-use path shall be constructed along the Lake Forest Drive frontage in-lieu of a sidewalk to the discretion of City staff.
4. **Documentation related to stormwater management, including but not limited to easements, covenants and/or deed restrictions to ensure the funding of future maintenance/upkeep, shall be reviewed and approved by the Service Department and Law Director prior to being recorded on or with the Record Plat. Enforcement of said easements, covenants or restrictions shall not be the responsibility of the City.**
5. Street trees shall be planted along the Lake Forest Drive frontage in accordance with City specs.
6. Additional right-of-way shall be dedicated, and a flanking 10-foot utility easement established, along the US 27 frontage consistent with the Oxford Thoroughfare Plan, per City staff's discretion.
7. **The Building Permit submission for each lot shall include a Tree Survey, and demonstrate adherence to all other requirements of the City's Tree Ordinance (Oxford Zoning Code Chapter 1148).**
8. **Steep slopes on Lots 1 & 2 shall be preserved and protected by means of increased rear yard setbacks agreed to by City staff.**
9. Adequate vehicular and pedestrian accessibility to/from the public street shall be provided for any USPS cluster mailboxes installed for the subdivision, to the discretion of City staff.
10. All utilities, including but not limited to electric and telephone, shall be located underground.

11. **Private residential driveways for Lots 1-21 are prohibited from accessing US 27 or Lake Forest Drive. A note to this effect shall be included on the Record Plat.**
12. A note alerting builders to high water tables in the area shall be included on the Record Plat.
13. **A waiver is hereby granted to Section 1101.4(404)(D) to decrease the minimum connectivity index from 1.2 to 1, on condition that at least one public street stub is built to the site's eastern property line. The stub shall include a temporary turnaround and appropriate easements if determined necessary by City staff.**
14. A waiver is hereby granted to Section 1101.4(403) to allow the new public street to be 28 feet wide as opposed to 35 feet wide per the Typical Section in Attachment H, on condition that parking be allowed only on one side of the new street.

EXHIBIT A

SAMPLE CONSERVATION AREA RESTRICTION LANGUAGE

(From South Farm Section IV Final Plat)

CONSERVATION AREA

THE CONSERVATION AREA AS DELINEATED ON LOTS #3987, #3988 AND #3989 IS TO BE MAINTAINED BY THE OWNER AS PERPETUAL OPEN SPACE FOR PROTECTION AND PRESERVATION OF NATURAL FEATURES, INCLUSIVE OF TOPOGRAPHY, VEGETATION, AND WATER RESOURCES. USE AND MAINTENANCE OF THE AREA IS SUBJECT TO THE FOLLOWING PROVISIONS AND RESTRICTIONS:

1. NO GRADING, CLEARING, EXCAVATION OR DEVELOPMENT IS ALLOWED, INCLUDING BUT NOT LIMITED TO: DWELLINGS, STORAGE BUILDINGS, FENCING, DRIVEWAYS, PATIOS AND OTHER PAVED AREAS, POOLS, TILE FIELDS, SEPTIC SYSTEMS, WELLS, AND OTHER STRUCTURES OR IMPROVEMENTS OF ANY KIND.
2. TRIMMING OF TREES AND SHRUBS TO PREVENT OVERGROWTH IS ALLOWED, BUT THE TOTAL CLEARING OF EXISTING VEGETATION IS PROHIBITED.
3. ERADICATION OF INVASIVE SPECIES OF PLANT VEGETATION, INCLUSIVE OF NOXIOUS WEEDS, IS ALLOWED.
4. WILD FLOWERS, PERENNIAL BEDS, SHRUBS, GROUND COVER AND/OR OTHER COMPARABLE VEGETATION NOT CONSIDERED A NOXIOUS WEED OR INVASIVE SPECIES MAY BE REPLACED.
5. REMOVAL OF DEAD OR FALLEN TREES IS ALLOWED, INCLUDING REMOVAL OF DISEASED TREES OR ANY FOUND INFESTED WITH INSECTS DETERMINED BY APPLICABLE STATE OR FEDERAL AUTHORITIES AS TOO THREATENING AND DETRIMENTAL TO REMAIN.
6. WASTE, GARBAGE AND UNSIGHTLY OR OFFENSIVE MATERIALS ARE NOT PERMITTED AND MAY NOT BE ACCUMULATED WITHIN THE CONSERVATION AREA.

Case No:
PC-2020-18



Meeting Date:
February 9, 2021

STAFF REPORT

Community Development | Planning Commission

APPLICATION DETAILS

Applicant/Owner	4 Leaf Development LLC
Location	Lake Forest Drive (east side) – Parcel ID H4100143000006
Engineer	Bayer Becker c/o Etta Reed, PE
Action Request	Preliminary Subdivision
Current Use	Vacant Land
Current Zoning	R-2A Single- and Two-Family Residential District
Site Area	17.97 acres
Surrounding Land Uses	Vacant land to north and west; Agricultural land to east; Church to the south
Staff Recommendation	Approve , subject to recommended conditions

PROPOSAL SUMMARY

The property owner, 4 Leaf Development LLC, has submitted a Preliminary Subdivision application for a roughly 18-acre site located to the south and east of Lake Forest Drive. The subject site is on the very outer edge of the City's corporate limits, bordering Oxford Township to the south and east. The applicant proposes to subdivide the property into 21 individual single-family lots, resulting in a gross density of a little over 1 dwelling unit per acre. Two of the lots are proposed to contain retention ponds, to comply with the City's stormwater management regulations. The smallest lot size is 20,000 square feet, which equates to a little under half an acre. Some of the lots are much larger, particularly those at the corners of the site, with the largest totaling 2.17 acres. A new public street is to be constructed and will intersect twice with Lake Forest Drive, aligning with intersections planned for the Lake Forest Condominiums project recently heard by the Commission at the January meeting.

This type of application is what many in the profession would call a "straight" subdivision process, relying primarily on the design specifications in the City's Subdivision Regulations. Unlike a Planned Development, the submission adheres to the dimensional standards under the base zoning district as well as the normal density limits which are controlled by minimum lot size and lot width. Building architecture, amenities, and amount of open space are not traditionally considered negotiable as part of a straight subdivision submittal; rather, the controlling aspects such as maximum building height, maximum coverage, and minimum setbacks are derived from base codes. The focus of a subdivision review is more on the design and function of the proposed public and private infrastructure, as well as on natural resource preservation.

PUBLIC COMMENTS

Public notices were mailed to surrounding property owners and a sign was posted at the front of the property. The notice specifically addressed possible changes to the date, location and format of the meeting due to the COVID-19 pandemic, including the possibility of a video conference and/or teleconference format. As of the writing of this report, no written public comments have been received, and staff received one phone call from the Board President of Hopedale Unitarian Universality Community, a church located directly to the south of the subject property.

DEPARTMENT COMMENTS

Below are comments from City departments:

Department	Respondent	Response
Economic Development	Jessica Greene, Assistant City Manager Seth Copenbaker, Assistant to the City Manager	Returned with Comments
<i>We support this proposed project as it represents the goals of the Council and the CIC to attract homeowners and members of our local workforce to the City of Oxford</i>		
<i>Relevant metrics taken from the Housing Study that support this opinion</i>		
• These units represent housing for a population that is expected to grow in Oxford over the next five years • Projected increase of 135 households earning over \$100,000 annually • High need in homes in the over \$260K price range		
Engineering	Scott Otto, City Engineer	Returned with Comments
• Further review of detailed construction plans may require revisions to proposed water and sanitary sewer main locations. • Lake Forest Drive has an extra 5' of right-of-way adjacent to this development, therefore it is recommended to construct a 10' wide asphalt path instead of the proposed 5' wide sidewalk along Lake Forest Drive. A 10' wide path has been shown in this location since concept planning of Lake Forest Drive. It is also recommended to connect this path to the existing asphalt path at Southpointe Parkway. • Plats and deed covenants should include identification of easements and responsibilities for maintenance & inspection of the storm water facilities within the development including the retention ponds. • A Public Improvement Bond will be required for infrastructure improvements.		
Fire	John Detherage, Fire Chief	Returned without Comments
Police	John Jones, Police Chief	Returned with Comments
<i>This subdivision will sit on the very southern edge of the City so security and lighting is a concern for me. Patrols could be more infrequent unless police resources are increased and response times could be longer. So any crime prevention through environmental design that can be accomplished by the applicant would be encouraged.</i>		

SITE HISTORY

The site has been involved in numerous past applications and approvals by entities including the City of Oxford, as well as Butler County prior to annexation. A summary of relevant case history is provided below:

- **16 Dec 2004, Preliminary PUD Approval:** Butler County Commissioners approve application from 4-Leaf Development LLC to rezone approximately 174 acres of land from A-1 to B-PUD & R-PUD, by Res. 04-12-3188. A few notable requirements included a boulevard connector road, density cap of 12 du/ac, screening/mounding to block view of the PUD from US 27 and adjoining properties, and a minimum 50-foot wide perimeter buffer. Originally the area was planned as a combination of residential and office “tech park” uses.
- **23 May 2006, Development Agreement:** City of Oxford enters into a Development Agreement with 4-Leaf Development LLC and OXO1 Ltd. The agreement provided that the property would be zoned consistent with the prior-approved PUD.
- **7 Aug 2007, Annexation & Zoning Map Amendment:** City Council accepts annexation petition by Ord. No. 2965 and rezones PUD property to Oxford zoning classifications OI, R3, R1A, and R2A by Ord. No. 2966. These zoning classifications were found to most closely align with the PUD previously approved by the County. The Planning Commission minutes and staff report at the time reflected staff’s position that all areas rezoned to City zoning classifications should have a PUD overlay; however, the official adopted Ordinance did not give any mention to a PUD being retained.

COMMENTARY

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

- **Density:** With 21 single-family lots proposed, the resulting gross density is 1.18 du/ac ($21 \div 17.79$ acres). The underlying R-2A zone has a minimum single-family lot size of 6,000 sq ft, which equates to 7.26 du/ac ($43,560 \text{ sq ft} \div 6,000 \text{ sq ft}$). Because all of the lots exceed 20,000 sq ft in size, the resulting density is much lower than what would be allowed by-right under the R-2A zoning restrictions. If the applicant were to maximize density by creating lots closer to the minimum size, the site could accommodate approximately 109 dwelling units when accounting for some area (15%) devoted to infrastructure. With this mind, the applicant is choosing to utilize approximately a fifth of their density rights. It is worth mentioning that the Butler County Preliminary PUD had identified this area as being developed with “½ acre lots (2 – 4 units/ac.),” so this proposal is remaining true to the original vision.
- **Dwellings:** Individual single-family dwellings built upon the planned lots will be controlled by the normal R-2A zoning parameters, including a 35-foot maximum building height, 30-foot front yard setback, 7.5-foot side yard setback, and a 30-foot rear yard setback. Dwelling unit size, layout and architecture is typically not considered as part of a straight subdivision application.
- **Landscaping/Screening:** As laid out, the back yards of Lots 17-21 will be visible from Lake Forest Drive. Lot 20 is technically a double frontage lot, fronting on both Lake Forest Drive and Arbor Edge Trail. Because these lots are located within the “field” area of the site, very little mature vegetation currently exists that could be preserved to help shield the homes from Lake Forest Drive, which in staff’s view will function as a collector roadway. Uses such as decks, pools, trampolines, sheds, patios, and the like could be visible to motorists and pedestrians traveling along Lake Forest Drive, and likewise lead to reduced privacy for future owners. *Sections 1101.4(409)(I) and 1101.4(410)(B)* of the Subdivision Regulations permit the Commission to require a 20-foot wide buffer to ensure adequate screening and privacy for dwellings in situations such as this. The buffer may consist of landscaping, fences, berms, etc. to achieve the desired screening outcome, and in this particular case could mirror the mounding and plantings planned for the condominium project on the west side of

Lake Forest. Staff recommends a landscaped buffer be installed per a recommended condition (#1). For all other locations within the subdivision, the presence of existing vegetation coupled with the Tree Ordinance provisions should help to effectively screen the rest of the dwelling units.

- **Lighting:** Street light information is not currently shown. **Section 1101.4(406)(F)** requires lights to be installed within 50 feet of every intersection as well as along street corridors at intervals not exceeding 400 feet. Staff recommends a condition (#2) to this effect, pertaining to both the new internal public street(s) and Lake Forest Drive, as may be necessary.
- **Lot Coverage:** The maximum coverages affecting each lot will be controlled by the R-2A district standards, which include a lot coverage max of 35%, front yard coverage max of 25%, and a building coverage max of 25%. These percentages will be checked as part of the Zoning review for each individual Building Permit.
- **Natural Resources and Tree Preservation:** Approximately 79 percent of the site is currently wooded, much of which is mature growth. Chapter 1148 of the Oxford Zoning Code (known locally as the “Tree Ordinance”) was adopted in May 2020 to ensure new developments are as harmonious as possible with existing natural resources and vegetation. The Chapter provides both tree planting and tree preservation requirements in **Sections 1148.04** and **Section 1148.05** respectively. The latter section requires all existing trees with a diameter at breast height (DBH) greater than 10 inches to either be preserved or replanted at a rate of one inch caliper for every 2 inches caliper removed. To facilitate enforcement of these standards, a tree survey is required for all new major subdivisions. Surveys need not account for exempted areas (i.e. development features such as streets, buildings, utility connections, etc.), and estimations can be accepted for sites over one acre in size. In addition, the Code offers developers the ability to avoid surveying altogether by reserving non-exempted areas for permanent preservation/protection, through means such as a conservation easement or set of legal covenants/restrictions. The applicant has submitted surveys for two of the planned lots (Lots 9 and 18), to offer a sampling of existing tree growth. Below are four options staff believes are available to the developer to satisfy the Tree Ordinance’s requirements:
 - a. Allocate a certain width of area behind Lots 1-15 as a separate parcel owned by the HOA, with conservation restrictions put in place on the Record Plat similar to what was done for South Farm Section IV. By having land behind lots held in common and not under individual ownership, this should help prevent disturbance for the sake of constructing accessory uses such as pools, detached garages, etc. An appropriate width would need to be agreed to by the Planning Commission and Council.
 - b. Pay an in-lieu fee up-front for the potential loss of trees to avoid placing an easement or other type of restriction. Allowing for a 115-ft exemption depth on Lots 1-15, this amounts to 5.13 acres of non-exempt area. The exhibit for Lot 9 shows 23 trees on 20,028 sq ft, equating to an estimated rate (density) of 50 trees per acre. $50 \times 5.13 = 256.5$, rounded down to 256. The 2021 Fee Ordinance specifies a per tree cost of \$458. $458 \times 256 = \$117,248$. This fee would go into the City’s tree planting program. The resulting fee could be further negotiated based on the exempt depth on lots, or the anticipated degree of tree removal.
 - c. Provide a conservation easement on Lots 1-15 and reach an agreement with a conservation-oriented third party entity acceptable to the City (e.g. Three Valley Conservation Trust) to hold and enforce the easement. City staff would review the easement agreement/language prior to being recorded along with the Record Plat. The easement could stipulate that certain forms of development (such as pools, etc.) may be allowed, so long as trees removed are compensated. Planning Commission and Council would need to agree to an appropriate width for the easement.

- d. Defer tree surveying and compensation requirements to the individual builders (at the Building Permit stage). A complete tree survey of non-exempt areas (back yards) would be required for each Permit, with any corresponding tree removal fees applied at the time. The applicant has indicated this is their preferred option, and staff recommends accepting it as a condition (#7).
- **Non-Vehicular Mobility:** The applicant proposes to construct sidewalks on both sides of the new public street, as well as along the east side of Lake Forest Drive. At the time the right-of-way was dedicated for Lake Forest Drive in October 2020, a larger amount of width was positioned to the eastern side to provide ample room for a bike path, with a lesser amount on the western side to accommodate a normal sidewalk. The idea is that a bike path should be built along Lake Forest and eventually connect to the path currently built along the south side of Southpointe Parkway. Staff recommends a condition (#3) to this effect.
 - **Open Space / Stormwater Retention:** There is no minimum open space requirement for straight subdivisions. However, spaces serving a common function are indeed planned, mainly to accommodate stormwater retention. An existing pond toward the south is proposed to be expanded, with a brand new retention pond also installed on the north end of the site. These ponds are proposed to be located on private lots (Lots 16 and 20) with private stormwater/drainage easements established. *Section 1101.4(411)-(412)* requires deed restrictions or other applicable provisions to be put in place to ensure adequate care and maintenance of the improvements at future residents' cost. One way to achieve such legal restrictions is through an established Homeowners Association (HOA); however, the developer has expressed a desire not to create a HOA for this development, with all maintenance responsibilities resting with the individual lot owners. An opportunity may exist for the Condominium Association being created for the west side of Lake Forest Drive to assume responsibility, and receive dues/fees from South Forest Edge homeowners.
 - **Signage:** No gateway-type signage details have been submitted at this time. *Section 1151.05(d)(2)* allows for 1 freestanding sign per street intersection at the boundaries of a subdivision, with a maximum sign face area of 48 square feet, maximum sign/structure height of 6 feet, maximum sign/structure width of 12 feet, and minimum setback from the right-of-way at least the height of the sign with indirect illumination only. If signs are to be located on private lots with common maintenance, it will be important to establish any necessary easements at the Final Plat stage.
 - **Stormwater & Environmental Management:** The City contracts with Butler County Soil & Water Conservation District to perform environmental reviews of major development projects. Their agency comments are not regulatory in manner, but rather provide valuable feedback to City decision makers so that any environmental concerns are properly addressed. Comments provided by Water Resources Specialist Dr. Sean Hudson are summarized by topic below:
 - **High Water Table & Shrink-Swell Potential:** The Soil Survey for the area shows apparent high water tables on-site, as well as the potential for shrink-swell. Plat notes are recommended to make builders aware that foundations must be designed and constructed with these risks in mind.
 - **Steep Slopes on Lots 1 & 2:** Steeper slopes (greater than 15%) are located along the northern edge of the site, on Lots 1 & 2. Due to the presence of slip prone soil, Butler S&W recommends these areas be set aside as undisturbed open space and also act as a buffer for the Lick Run stream corridor just north of the subdivision boundary. The developer has agreed to increase the rear yard setback on these lots in order to preserve these areas.

- **Stormwater Management:** Butler S&W notes that the proposed retention basin is located in an area with water erosion prone soils, thus the basin may require lining. Staff has recommended a condition (#4) that broadly addresses stormwater management design and maintenance.
- **Native Species for Street Trees:** Upon examination of the applicant's Landscape Plan, Butler S&W notes that only 3 of the deciduous species are native, and recommends inclusion of more North American native species to provide habitat for local wildlife. In response, species shown and listed on the Landscape Plan were verified to be in conformance with the City's Tree List, so staff does not believe species changes are necessary. However, staff does recommend a condition (#5) that trees meeting the City's specs be planted along the Lake Forest Drive frontage, which the applicant has verbally agreed to.
- **Streets & Traffic Circulation:** Various topics are discussed below.
 - **Internal Street Details:** The City's Typical Section in Attachment H of the Subdivision Regulations offers two options for a new local public street: (1) 50-foot wide right-of-way with a 30-foot wide street; and (2) 60-foot wide right-of-way with a 35-foot wide street. The Thoroughfare Plan also provides a local street section with a 60-foot wide right-of-way and a 36-foot wide street. In slight contrast to the City's standards, the applicant proposes (as a waiver) a 60-foot right-of-way and a 28-foot wide public street, matching the width of Lake Forest Drive. The City Engineer has expressed acceptance of this arrangement. On-street parking is to be limited to one side of the street due to the reduced width. The applicant proposes to name the new public street "Arbor's Edge Trail." This name may prove to be problematic with USPS due to the apostrophe. Per staff's recommendation, the developer has voiced support for changing to *Arbor* Edge Trail.
 - **Lake Forest Drive & US 27 Details:** The right-of-way along Lake Forest Drive measures 60 feet, with 28 feet of pavement width. Water mains and storm sewers are already in place on this new street. Additional right-of-way should be dedicated along US 27, to match a 60-foot width from edge to centerline shown in the Thoroughfare Plan's typical section for principal arterials (see condition #6).
 - **Connectivity:** The proposed plan shows a new public street with two "elbows," forming a loop off Lake Forest Drive. The two intersections are planned to connect with the private streets planned in the Lake Forest condominium development, forming a total of two 4-way intersections. **Section 1101.4(404)(D)** specifies that any new residential development must achieve a connectivity index of 1.2 or greater. The index is calculated by dividing the number of street "nodes" by the number of street "links." The applicant requests (via a waiver) the index be reduced from 1.2 to 0.5, thus allowing for the single loop (1 link ÷ 2 nodes = 0.5). Staff recommends a street stub be provided to the east to allow for potential connection in the future, per recommended condition #14. This would bring the resulting index up to 1 (3 links ÷ 3 nodes). A temporary turnaround could be installed per the City's specs at the end of the stub as a way to allow large vehicles, particularly emergency vehicles, to turn around. As of the writing of this report, the applicant is not in favor of providing a stub, noting that land in the Township to the east is unsewered. Other large-scale subdivision developments in Oxford, including most recently Heritage Vineyard and South Farm, have provided one or more stubs. Providing a stub could help to ensure a more connected system of streets, if property to the east was ever developed at a future point in time, even if development consisted of larger lots on private septic tanks. Despite this potential, staff also recognizes the counter-argument in favor of less sprawl and maintaining a defined edge to the city.

- **Driveways:** Driveway access (curb cuts) for most lots will be off the new public street (Arbor Edge Trail). As of the writing of this report, driveway access is undetermined for Lots 1, 16, 20 and 21. **Section 1101.4(407)(D)** prohibits new driveway curb cuts off Arterials and Major Collectors, thus staff recommends driveways for these lots not be installed on either US 27 or Lake Forest Drive. Ideally Lot 16 should not be a buildable site for a residential dwelling, and reserved only for drainage and open space functions. The Commission may want to consider a panhandle-style lot arrangement in the vicinity of Lot 15 so as to allow for the same number of dwelling units (21) within the subdivision. If the Commission is open to having a building pad on Lot 16 (which is located at the corner of US 27 & Lake Forest Drive), staff recommends the driveway be situated off Lake Forest Drive and aligned directly across from the new cul-de-sac intersection to be constructed for the Lake Forest Condominium development.
- **Utilities:** Comments on individual utility services are provided below.
 - **Sanitary Sewer:** The subject site currently lacks sanitary sewer service. In order for this site (as well as the area on the opposite eastern side of Lake Forest Drive) to be serviced, a sanitary sewer extension will be necessary. While the sanitary sewer extension plans are not part of the subject application, it is understood conceptually that a new 8-inch main will need to be routed from the wastewater treatment plant (located approx. 1/3rd of a mile to the north), along Four Mile Creek and Lick Run, and joining up with Lake Forest Drive. This sewer extension would also serve the Lake Forest Condominiums project to the west.
 - **Water:** Water line extensions were included as part of the City's construction of Lake Forest Drive, therefore making water service immediately available to the development. The applicant's plans show 8-inch water mains to be installed within the right-of-way of the new public street.
 - **Electric/Telephone:** Information on electric utility connections is not shown at this time. A greater degree of detail is typically shown on Construction Drawings submitted after Preliminary Subdivision approval. **Section 1101.4(400)(E)** provides that *every effort shall be made to have all [electric & telephone] utilities provided underground*. The applicant has indicated all utilities are to be underground.
 - **Garbage Collection:** No details on garbage collection are provided at this time. However, it is presumed that individual single-family dwellings will each have their own waste wheeler totes, which will be serviced on the street as is typical in a residential subdivision.
 - **Gas:** No information on gas line connections is shown at this time. A greater degree of detail is typically shown on Construction Drawings submitted after Preliminary Subdivision approval.
 - **Mail Delivery:** The current USPS policy is for mail collection/delivery to be combined, serving cluster box units (CBUs) as opposed to individual mailboxes. The applicant proposes to locate a CBU on the southeast side of the northern retention pond, adjacent to Arbor Edge Trail. Although shown on a concrete pad, there is no direct connection/ramp from the street to the box. A pull-off lane would be a nice feature for residents to more easily and safely retrieve mail. Condition #9 addresses mail delivery.

STAFF RECOMMENDATION

There are no decision criteria for a Preliminary Subdivision application, as the review is based on meeting the spirit of the design standards in Section 1101.4 of the Subdivision Regulations. Section 1101.4(400) provides some general statements for the Commission to consider in review of a subdivision (see Appendix A). Staff recommends **approval** of the Preliminary Subdivision application subject to the following conditions:

1. Lots 20 and 21 shall have driveway access from the new public street, and a buffer screen at least 20 feet wide shall be provided on these lots to shield view of rear yards from Lake Forest Drive. The buffer must include a combination of landscaping, mounding, fencing, and/or walls to the satisfaction of City staff. Such details shall be reviewed as part of the Construction Drawings and be bonded as necessary to ensure completion of the improvements.
2. Street lights shall be installed along all public streets in accordance with the Subdivision Regulations, including along the Lake Forest Drive frontage as determined necessary by staff.
3. A 10-foot wide multi-use path shall be constructed along the Lake Forest Drive frontage in-lieu of a sidewalk to the discretion of City staff.
4. Documentation related to stormwater management, including but not limited to easements, covenants and/or deed restrictions to ensure the funding of future maintenance/upkeep, shall be reviewed and approved by the Service Department and Law Director prior to being recorded on or with the Record Plat. Enforcement of said easements, covenants or restrictions shall not be the responsibility of the City.
5. Street trees shall be planted along the Lake Forest Drive frontage in accordance with City specs.
6. Additional right-of-way shall be dedicated, and a flanking 10-foot utility easement established, along the US 27 frontage consistent with the Oxford Thoroughfare Plan, per City staff's discretion.
7. The Building Permit submission for each lot shall include a Tree Survey, and demonstrate adherence to all other requirements of the City's Tree Ordinance (Oxford Zoning Code Chapter 1148).
8. Steep slopes on Lots 1 & 2 shall be preserved and protected by means of increased rear yard setbacks agreed to by City staff.
9. Adequate vehicular and pedestrian accessibility to/from the public street shall be provided for any USPS cluster mailboxes installed for the subdivision, to the discretion of City staff.
10. All utilities, including but not limited to electric and telephone, shall be located underground.
11. Private residential driveways for Lots 1-21 are prohibited from accessing US 27 or Lake Forest Drive. A note to this effect shall be included on the Record Plat.
12. A note alerting builders to high water tables in the area shall be included on the Record Plat.
13. A waiver is hereby granted to **Section 1101.4(404)(D)** to decrease the minimum connectivity index from 1.2 to 1, on condition that at least one public street stub is built to the site's eastern property line. The stub shall include a temporary turnaround and appropriate easements if determined necessary by City staff.



14. A waiver is hereby granted to **Section 1101.4(403)** to allow the new public street to be 28 feet wide as opposed to 35 feet wide per the Typical Section in Attachment H, on condition that parking be allowed only on one side of the new street.

SUBMITTED BY:



Zachary Moore, AICP
Planner

DATE: February 2, 2021

APPENDIX A

RELEVANT ZONING CODE PROVISIONS

Within the Oxford Zoning Code, **Section 1143.04** provides the base zoning standards for the R-2A district. **Section 1101.4** in the Subdivision Regulations sets forth design and construction standards for subdivisions.

1143.04 – R-2A Single- and Two-Family Residential District.

- (a) Purpose.
This district is designed to provide and preserve neighborhoods of smaller single-family residences within and adjacent to areas of similar development. This district also provides for a limited number of two-family residences.
- (b) Uses.
- (1) Permitted uses.
- A. Single-family dwellings.
 - B. Two-family dwellings.
 - C. Accessory buildings and uses incidental to the principal use as provided in Chapter 1141.
 - D. Day Care Home Type B family.
- (2) Conditional uses.
The following Conditional Uses are subject to review and regulation in accordance with Chapter 1147.
- 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 and breakfast homes.
 - E. Private and publicly owned commercial and noncommercial recreational areas, uses and facilities of an open space nature, such as golf courses, tennis courts, parks, forests, wildlife preserves, etc.
 - 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. Places of worship.
- (c) Site Development Regulations. (Unless superseded by Conditional Use Requirements)
- | | <u>1-family</u> | <u>2-family</u> |
|---|-----------------|-----------------|
| (1) <u>Lot requirements.</u> | | |
| A. Minimum lot area | 6,000 sq. ft | 7,500 sq. ft. |
| B. Minimum lot width | 60 feet | 75 feet |
| (2) <u>Yard requirements.</u> | | |
| A. Minimum front yard depth | 30 feet | 30 feet |
| B. Minimum rear yard depth | 30 feet | 30 feet |
| C. Minimum side yard width | 7.5 feet | 7.5 feet |
| (3) <u>Structural requirements.</u> | | |
| A. Maximum building height | 35 feet | 35 feet |
| (4) <u>Lot coverage.</u> | | |
| A. Lots with vehicular access from a public street | | |
| 1. Lot total – 35 percent | | |
| 2. All enclosed buildings – 25 percent of lot | | |
| 3. Front yard – 25 percent of front yard | | |
| B. Lots with vehicular access from a rear or side alley, and no access from a public street | | |

1. Lot total – 40 percent
2. All enclosed buildings – 25 percent of lot
3. Front yard – 5 percent of front yard

1101.4 – Design standards and construction standards.

400 – General Statement

- (A) In laying out a subdivision, the subdivider shall comply with the following design standards and requirements. The regulations contained herein, the Zoning Ordinance, Comprehensive Plan, Stormwater Drainage Plan, Water System Master Plan, and the City of Oxford Thoroughfare Plan shall control the manner in which streets, lots, and other elements of a subdivision are arranged on the land. These design controls shall help ensure:
 - (1) Convenient and safe streets;
 - (2) Creation of useable lots;
 - (3) Provision of space for public utilities;
 - (4) Reservation of land for recreation uses;
 - (5) To minimize the impact on natural resources and the environment, and
 - (6) To ensure that planning of attractive, connected and functional neighborhoods shall be promoted, minimizing the undesirable features of unplanned, unconnected, undirected, haphazard growth.
- (B) The Planning Commission has the responsibility for reviewing the layout of each future subdivision early in its design development. The development shall be laid out
 - (1) To minimize
 - (a) The effect on ground water and aquifer recharge;
 - (b) Excavation and embankment;
 - (c) Unnecessary impervious cover; and
 - (d) The complete removal of mature trees.
 - (2) To provide adequate access to lots and sites; and
 - (3) To mitigate adverse effects of noise, odor, traffic, drainage, utilities and increased storm water runoff on neighboring properties.

401 – Suitability of Land

If the Planning Commission finds that land proposed to be subdivided is unsuitable for subdivision development due to poor drainage, flood hazard, topography, inadequate water or sewer supply, slippage potential, unstable subsurface conditions due to poor soils or other reasons and other such conditions which may endanger health, life, safety, or property and, if by any public agencies concerned it is determined that in the best interest of the public the land should not be developed for the purpose proposed, the Planning Commission shall not approve the subdivision unless adequate methods for solving the problems are advanced by the subdivider. For major subdivisions a written statement may be required by the Planning Commission describing characteristics of the development site, such as bedrock geology and soils, topography, flood prone areas, existing vegetation, structures and road networks, visual features, and past and present use of the site.

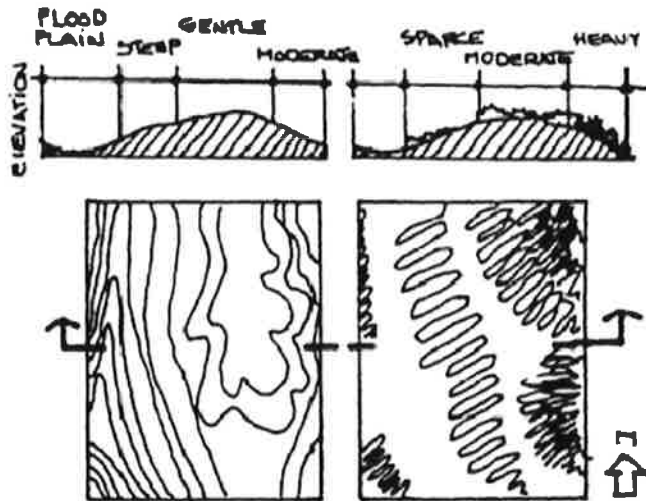
402 – Sensitive Development Areas

- (A) A Sensitive Development Area is defined as any land(s) or soil(s) proposed to be subdivided that, if subjected to improper use or management, is otherwise determined to be incapable or unsuitable of urban use. Sensitive Development Areas can also be considered those lands that pose special hazards to development or the environment, consisting of lands or soils of such sensitive character that they may require special use, design and engineering restrictions.
- (B) For the Preliminary Subdivision Plat, the applicant must create an inventory of sensitive areas identified in Section 402 (d) 1-8 from publicly available resources such as OEPA, ODNr, HAPC, FEMA, USFWS, OHPO, OKI, Butler County Soil and Water Conservation District, and other public entities. This information shall be provided with the preliminary application. Design of the subdivision shall be based on a site analysis provided by the applicant.
- (C) After the approval of the Preliminary Subdivision Plat, the applicant must develop a detailed site analysis of sensitive environmental areas on the site, conducted by firm(s) specialized

in the areas, at a minimum: Ecological Survey, and Environmental Site Assessment. Other documentation may be required based on the site and the discretion of the Planning Commission, including, but not limited to: Stream and Wetland Mitigation, Water Way Permits, Archaeological Inventory, Historic Architecture Inventory. The applicant must also provide report of the analyses following current professional norms for the discipline. It will be the Planning Commission's role to review information submitted by the applicant on each discipline to make the recommendations to City Council

- (D) Design of the subdivision shall be based on the site analysis provided by the applicant. To the maximum extent practicable, development shall be located to preserve the natural features of the site, to avoid areas of environmental sensitivity, and to minimize negative impacts and alterations of natural features. The following specific areas shall be preserved as undeveloped open space, and in accordance with the U.S. and Ohio Constitutions and state or federal regulations:
- (1) Unique and/or fragile areas, including wetlands, as may be defined in Section 404, Federal Clean Water Act, as amended; and in Ohio Environmental Protection Agency standards.
 - (2) Land in the floodway as identified and mapped using the Federal Emergency Management Agency's Flood Hazard Boundary Maps. Federal Emergency Management Agency in scientific and engineering reports entitled 'Flood Insurance Study for Butler County, Ohio and Incorporated Areas' effective 12/17/2010, with accompanying Flood Insurance Rate Maps for Butler County, Ohio and Incorporated Areas effective 12/17/2010 and any revisions thereto are hereby adopted by reference and declared to be part of this chapter.
 - (3) Steep slopes fifteen (15%) percent or more, unless appropriate engineering measures concerning slope stability, erosion, and resident safety are taken into account.
 - (4) Habitats of endangered wildlife, as identified on federal and state lists.
 - (5) Historically and culturally significant structures and sites, as listed on, but not limited to, the National Register of Historical Places or on the local inventory of historic places maintained by the City of Oxford's Historic Architectural Preservation Commission.
 - (6) Aquifers and tributary drainage systems.
 - (7) Tree growth areas or urban forested areas containing native mature trees.
 - (8) Any area as identified on Map 3.3 of the Comprehensive Plan.
- (E) The development shall be laid out to avoid adversely affecting groundwater and aquifer recharge; to reduce excavation and embankment; to avoid unnecessary impervious cover; to prevent flooding; to provide adequate access to lots and sites; and, to mitigate adverse effects of noise, odor, traffic, drainage, and utilities on neighboring properties. The placement of buildings shall take into consideration topography, building height, orientation and drainage. Storm Water Best Management Practices and Low Impact Development Designs are desirable and encouraged. City guidelines for these practices and designs can be found in the City of Oxford Storm Water Management Design Manual.
- (F) If the Planning Commission, or its designated representative, may require the applicant to submit a statement in order to demonstrate that satisfactory efforts have been made to mitigate any special hazards posed to the site if these sensitive lands are subjected to improper use or management. The statement, if required, shall be submitted in one or more of the following forms:
- (1) The statement shall describe in detail the extent of encroachment on any Sensitive Development Area, the extent and nature of the proposed alteration, the environmental impacts resulting from the proposed alteration, and the proposed methods of mitigation.

- (2) A Geotechnical Report and/or a Wetlands Assessment/Delineation, prepared by a professional engineer, licensed in the State of Ohio, or by a specialist in Streams and Wetland. This report can be in lieu of a development narrative.



403 – Typical Sections

Subdivisions shall be designed and constructed to conform to the Typical Sections incorporated by reference herein as Attachment H. The Typical Sections adopted as the standards for construction and design in the City are the following:

- (A) Principal Arterial street typical section;
- (B) Minor Arterial street typical section;
- (C) Major Collector street typical section;
- (D) Minor Collector street typical section;
- (E) Local street typical section;
- (F) Alley typical section;
- (G) Typical cul-de-sac details;
- (H) Temporary turn around;
- (I) Dead End/ Stub Street typical section (Hammerheads);
- (J) Multi-Use Path typical section;
- (K) Utility typical section; Utility locations;
- (L) Tree Protection Detail
- (M) Tree Survey
- (N) Typical Lot Consolidation/Split;
- (O) Standard Plat of Survey;
- (P) Record Plats
- W.1: Standard Record Plat Title Sheet;
- W.2: Standard Record Plat.

404 – Streets

The purpose of a street network is to connect spatially separated places and to enable movement from one place to another. More specifically, the street network provides continuous and direct routes; provides greater emergency vehicle access; provides convenience and safety to drivers and pedestrians and to provide access to residents for goods and services.

Although the Planning Commission has established general street guidelines, many of the specific technical standards governing the Public Streets are regulated by the City of Oxford's Engineering Division.

- (A) Relation to Adjoining Street System
 - (1) The arrangement of streets in new subdivisions shall make provisions for the continuation of the principal existing streets in adjoining areas, or their proper

projection where adjoining land is not subdivided, unless prevented by topography or other physical conditions, or unless, in the opinion of the Commission, such extension is not necessary or desirable for the coordination of the layout of the subdivision with the possible future development of adjacent tracts. The Planning Commission reserves the right to disapprove any street plan which does not represent good design or does not ensure continuity of the existing street system.

- (2) Offset streets shall be avoided within a proposed subdivision and adjacent to an existing subdivision.
- (3) The street and alley arrangement(s) shall be such, so as not to cause a hardship to owners of adjoining property when they plat their own land and seek to provide for convenient access to it.
- (4) Streets obviously in alignment with existing streets shall bear the names of the existing streets. All proposed street names shall be checked against duplication or near duplication of other street names.
- (5) Wherever the tract to be subdivided abuts a dedicated or platted half-width street or alley, the other half-width of such street or alley falling within the proposed subdivision shall be platted.
- (6) Any subdivision with its main entrance onto an Arterial or Collector street shall provide a 25% wider opening at the entrance to the subdivision than the rest of the subdivision street width, unless otherwise determined by the Planning Commission.

(B) Street Classifications

- (1) The classification of all proposed streets shall be determined by the Planning Commission and shall conform to the Official City Thoroughfare Plan. The proposed use of the street, type of traffic and future traffic volume shall also be considered in determining the classification of a street.

Street Classifications:

- (a) Principal Arterial
- (b) Minor Arterial
- (c) Major Collector
- (d) Minor Collector
- (e) Local streets
- (f) Alleys

(C) Street Improvements

- (1) All public streets in residential subdivisions shall be the minimum width necessary to safely and adequately accommodate the vehicular traffic needs specific to the proposed subdivision, while balancing the needs of safe alternative modes of transportation. In all instances, street widths shall be measured from back-to-back of the installed curb. Minimum street width requirements are contained in Attachment H.
- (2) The City Engineer shall determine the need for a traffic impact study, based upon the level of impact of this development upon surrounding traffic flow and safety.
- (3) All street and public ways shall be constructed to their full specified width and to the appropriate grade and shall be surfaced in accordance with applicable standard specifications of the City. Such construction shall be subject to inspection by the City Engineer prior to release of the performance bond by Council. It is the duty of the subdivider to give proper notification to the City Engineer:
 - (a) Before the commencement of the work;
 - (b) Twenty-four hours prior to seeking an inspection; and
 - (c) At the end of the one-year maintenance improvements.
- (4) Proposed streets shall intersect one another and existing street(s) at right angles as topography and other limiting factors allow.
- (5) Street grade shall be designed to the Ohio Department of Transportation Highway Design Manual and acceptable to the City Engineer.
- (6) Where a tract of land is of such size, location or contour, preventing a lot arrangement directly related to a normal street design, there may be established

one or more, dead-end/stub streets or other arrangements, provided that proper access shall be given to all lots from a dedicated street.

- (7) A cul-de-sac, dead-end/stub street or loop street shall not exceed 500 feet in length unless otherwise approved by the Planning Commission due to topography or unusual circumstances. (See also Section 405(B)(4))
- (8) All subdivisions shall have at least two (2) entrances to an existing street system unless otherwise determined by the Planning Commission. The spacing of the entrances shall be separated and in accordance with traffic engineering standards.

(D) Street Connectivity

The purpose of this section is to support the creation of a highly connected transportation system within the City in order to enhance traffic circulation efficiency for drivers, pedestrians, and bicyclists; promote various modes of transportation; connect neighborhoods to each other and to local destinations such as schools and parks; reduce emergency response times; reduce vehicle miles of travel and travel time; increase effectiveness of municipal services delivery.

- (1) The following standard shall be met in all new residential development in order to increase connectivity.

- (a) Any residential development shall be required to achieve a connectivity index of 1.2 or greater unless the Planning Commission determines that this requirement is impractical due to topography, existing development, and/or natural features. A connectivity index is a ratio of the number of street links (road sections between intersections and cul-de-sacs) divided by the number of street nodes (intersections and cul-de-sac heads).

The following illustration provides an example of how to calculate the index. Street links on existing adjacent streets that are not part of the proposed subdivision are not included in the connectivity index calculation. The measure of connectivity is the number of street links divided by the number of nodes. Nodes exist at street intersections as well as cul-de-sac heads. Links are the stretches of road that connect nodes. Stub outs shall also be considered as links. In this example, there are five (5) links (circles) and four (4) nodes (stars); therefore, the connectivity index is 1.25.



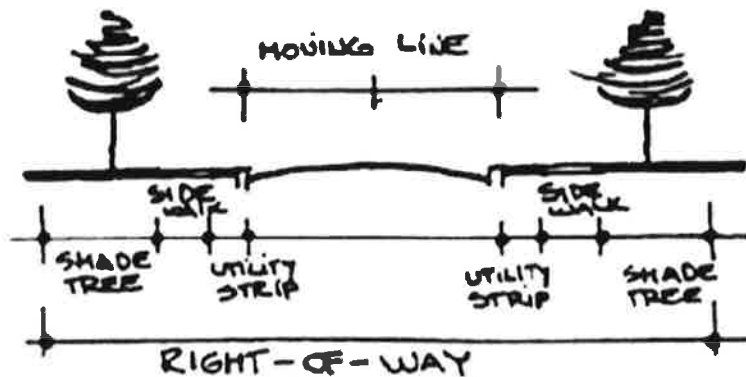
(E) Private Streets

- (1) No primary access into a subdivision shall be a private road.

- (2) Private streets shall conform to the minimum street standards, including construction materials, unless otherwise approved by the Planning Commission upon the City Engineer's recommendation.
 - (a) Sidewalks are required along a private street as required on public streets.
- (3) Any proposed private street shall serve a minimum of six (6) lots in order to be platted and recorded as a private street.
- (4) All lots utilizing a private street for access shall be provided with an access easement and maintenance agreement, to be noted on the Record Plat and to be outlined with the appropriate covenants and restrictions as to ensure that the private street is appropriately maintained. Such maintenance agreement shall be acceptable to the Planning Commission and Law Director.
- (5) The Planning Commission may require passing lanes, turnarounds, and overhead and width clearances as necessary to accommodate, public utility and fire and emergency vehicles.

(F) Rights-of-Way

Defined as a general term identifying land or property, usually in the configuration of a strip, acquired for or devoted to transportation purposes. When used in this context, right-of-way shall include the roadway, shoulders or berm, ditch, and slopes extending to the right-of-way limits under the control of the state or local authority. The usage of the term "right-of-way" for land platting purposes shall mean that every right-of-way hereafter established and shown on a final Record Plat is to be separate and distinct from the lots or parcels adjoining such rights-of-way and not included within the dimensions or areas of such lots or parcels, provided the size of the lot for zoning purposes shall be determined by the applicable zoning resolution.



- (1) The right-of-way width required shall reflect future development as indicated by the Thoroughfare Plan and the Typical Section Drawings in Attachment H herein.
- (2) When a road is not referenced in the City of Oxford Thoroughfare Plan, or the Typical Section Drawings in Attachment H, the right-of-way width shall be established per the recommendation of the City of Oxford Engineer, and shall be approved by the Planning Commission.
- (3) The right-of-way shall be measured from lot line to lot line and shall be sufficiently wide to contain the roadway, curbs, sidewalks, utilities, graded areas and shade trees.
- (4) The right-of-way of a new street that is a continuation of an existing street shall in no case be continued at a width less than that of the existing street unless otherwise approved by the City Engineer and Planning Commission.

(G) Street Signage

Street signs, regulation signage, and warning signs shall be erected by the subdivider before building permits for homes are obtained. The subdivider shall maintain such signage until such time when the City accepts the streets for public use. All regulatory and warning signs

shall meet the Ohio Manual of Uniform Traffic Control Devices. All signage shall be regulated by the City of Oxford Engineering Division.

(H) Parking

- (1) Off-street parking lots shall follow the Vehicle Management Chapter 1149 of the Zoning Code including landscaping, screening and lighting.

405 – Pedestrian/Multi-Use Paths

(A) Sidewalks

- (1) Concrete sidewalks, not less than five feet in width, shall be constructed along both sides of all streets, both private and public, and shall be in accordance with the City of Oxford's Curb, Gutter & Sidewalk Specifications Manual unless otherwise determined by the Planning Commission.
- (2) Sidewalks shall be required as a continuation of any existing sidewalk adjoining the lands to be subdivided.
- (3) It shall be the responsibility of the subdivider, prior to the release of the performance bond, to install any missing sidewalk segment on any undeveloped lots and in accordance with Section 106.

(B) Bike Paths/ Walking Trails

- (1) All bike paths or walking trails shall be elevated and/or distinguished from driving surfaces through the use of durable, low maintenance, hard surface materials such as asphalt, concrete, or other material approved by the City Engineer, to enhance pedestrian safety and comfort, as well as the attractiveness of the walkways.
- (2) Bike paths shall be installed in accordance with these regulations, the City of Oxford Comprehensive Plan, Thoroughfare Plan and Typical Section Drawings in Attachment H.
- (3) All proper easements, dedication and maintenance shall be recorded on the Record Plat.
- (4) Cul-de-sacs that exceed 300 feet in length shall provide a multi-use path and easement at the end of such cul-de-sac. The purpose of this is to provide connectivity to neighboring subdivisions as well as emergency access.

406 – Infrastructure

(A) Water Lines

An approved public water supply shall be provided for each lot within the subdivision areas and shall be in accordance with the City of Oxford Water and Sanitary Sewer Improvement Specifications Manual. Fire hydrants shall be installed in all subdivisions wherever required by the City Engineer and the Fire Chief in accordance with Ohio Fire Code and NFPA standards.

(B) Sanitary Sewers

The subdivider shall install sanitary sewer lines to serve each lot. All such sewer lines shall be constructed in accordance with regulations and requirements the City of Oxford Water and Sanitary Sewer Improvement Specifications Manual, the Sanitary Sewer Pump Station Requirements and under the inspection of the City Engineer.

(C) Storm Drainage

All necessary facilities, either underground pipe or drainage ditches, shall be installed to provide adequate disposal of surface water, groundwater and the waters of any natural watercourse and shall be in accordance with the City of Oxford Storm Water Management Design Manual.

(D) Detention/Retention

All necessary detention or retention facilities shall be installed in accordance with the City of Oxford Storm Water Management Design Manual.

(E) Utilities

Items of work which pertain to underground utilities, such as gas mains, electric lines and telephone cables, shall be constructed according to the standards and specifications of the utility company involved. Every effort shall be made to have all utilities provided underground.

(F) Street Lights

- (1) One street light shall be installed in conformance with the Ohio Department of Transportation specifications within 50 feet of every intersection created by the subdivision, at the end of a cul-de-sac or dead end/stub street, and at intervals not exceeding 400 feet. A street light shall have a fixture of at least 9,500 lumens. The City Engineer may vary from the spacing standards where the City Engineer determines that public safety or professional engineering design practice makes it necessary to vary the spacing standards.
 - (2) Streetlights shall be designed, with appropriate lamps and reflectors, to minimize light pollution.
 - (3) Light poles shall be consistent with the overall architectural theme and scale of the site.
 - (4) Streetlights along the sidewalks shall not exceed 16' in height in accordance with Chapter 1149 of the Planning and Zoning Code. Streetlights for the purpose of illuminating an intersection, parking facility or roadway for safety purposes shall not exceed 32' in height.
- (G) Sedimentation and Erosion Control
The subdivider shall comply with all requirements of Ohio's Standards for Stormwater Management Land Development and Urban Stream Protection, City of Oxford Storm Water Management Design Manual and subsequent amendments or revisions, as hereby incorporated into these regulations. In the development of a subdivision, the subdivider shall not cause or allow earth-disturbing activities that can pollute a public or private surface ditch, subsurface drainage, stream, river or lake. The subdivider shall also, to the greatest extent possible, take steps so that sediment will not be deposited onto an adjoining property or public right-of-way. Adequate control of soil erosion and sedimentation, through the use of best management practices with both temporary and permanent measures, shall be used during all phases of clearing, grading, and construction to conserve soil resources and to maintain existing water quality. The Engineering Division will continuously monitor site development and efforts of sedimentation and erosion control.

407 – Driveways

- (A) Minimizing driveway access points or curb cuts by using access roads, shared entrances and access management best practices shall be encouraged.
- (B) All lots using common driveways shall provide a driveway easement and maintenance agreement noted on the Record Plat.
- (C) Driveways shall have a maximum grade of eight (8%) percent.
- (D) Residential driveway access shall not be permitted onto Principal and Minor Arterials or Major Collector streets. Subdivisions shall be designed to encourage residential driveway access by using, but not limited to, alleys, access roads or common driveways.
- (E) Shared driveways shall serve a maximum of three (3) lots and shall not exceed three hundred (300') feet unless otherwise determined by the Planning Commission.
- (F) Driveways shall be in accordance with Chapter 1149 of the Planning and Zoning Code and the Curb, Gutter, Sidewalk Manual.

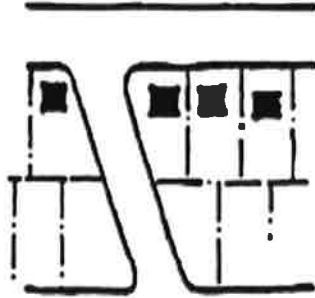
408 – Blocks

Blocks shall be arranged to accommodate lots and building sites of the size and character required by these Regulations and the applicable zoning district, to provide for adequate community facilities, and with regard of the limitations and opportunities of topography. Irregularly shaped blocks, blocks intended for dead end/stub and loop streets, and blocks containing interior parks and playgrounds may be approved by the Planning Commission if properly designed and located.

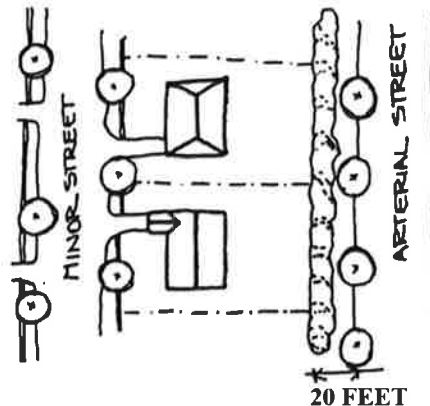
- (A) The maximum block length shall be 800 feet.
- (B) Where blocks are over 600 feet in length, a public walkway which traverses the block may be required to be dedicated and installed by the subdivider.
- (C) In platting residential lots, the depth of the block should not exceed 350 feet.
- (D) Blocks in the traditional gridiron pattern should consist of two tiers of lots and an alley right-of-way easement may be required to separate them where appropriate to continue an existing alleyway.

409 – Lots

- (A) The lot arrangement and design shall be such that all lots will provide satisfactory and desirable building sites, properly related to topography and the character of surrounding development. Consideration should be given to natural features and sites of historical significance.



- (B) All side lines of lots shall be at right angles to straight street lines and radial to curved street lines except where a variation to this rule will provide a better street and lot layout.
- (C) Through lots (extending from one parallel street to the other) are discouraged to avoid problems between adjoining owners, creating double frontage lots and to reduce the number of streets.
- (D) No lot shall have an area or width less than that required by applicable sections of the Zoning Code except those pursuant to the Open Space Residential Development Regulations.
- (E) Where corner lots back upon lots facing the side street, the corner lots shall have extra width sufficient to permit the establishment of front building lines on both the front and side of the lots adjoining the streets.
- (F) All utility easements on individual lots shall be in accordance with the Record Plat and Street Standards of Attachment H herein.
- (G) Each lot shall front (abut) on an approved street.
- (H) Lots may not be created in a new, proposed subdivision, by dividing land at the end of stub streets in adjacent, existing subdivision(s), such stub streets being intended to promote continuity of street systems in adjoining subdivisions, unless otherwise determined by the Planning Commission.



- (I) Twenty (20') feet minimum, of additional lot depth or a buffer strip, in accordance with the landscape standards of Chapter 1149 of the Zoning Code, Chapter 935 of the Codified Ordinance and Section 410 below, may be required where a residential lot in a subdivision backs up to a railroad right-of-way, a high pressure gasoline or natural gas line, open drainage ditch, an arterial street or highway, an industrial area or other existing land use which may have a detrimental effect on the residential use of the property.

- (J) Lands abutting State or Federal highways, collector streets, or arterials should be platted with the view of making the lots, if for residential use, desirable for such use by cushioning the impact of heavy traffic on such trafficways; and with the view also to minimizing interference with traffic on such trafficways as well as the accident hazard.
- (K) Panhandle or flag lots are specifically prohibited.
- (L) All lot numbers shall be assigned by the Butler County Auditor's office and addresses will be provided by the City of Oxford Community Development Department.

410 – Landscape Plan

- (A) A landscape plan shall be submitted with each plat application for proposed developments in accordance with Chapter 1149 of the Zoning Code and Chapter 935 of the City of Oxford Codified Ordinance, unless an exception is granted by the Planning Commission pursuant to these Regulations.
 - (1) The landscape plan shall identify existing and proposed trees, shrubs, and ground covers; natural features such as rock outcroppings; and other landscaping elements.
 - (2) Where existing plants are to be retained, the applicant shall include in the plans proposed methods of protecting them during construction such as but not limited to the Tree Protection Detail.
 - (3) The landscape plan shall demonstrate compliance with the requirements of Chapter 1148.
- (B) Buffering

Buffering is the provision of an area between different land uses that attempts to minimize negative environmental impacts from one to the other. Buffers shall provide a year-round visual screen in order to minimize adverse impacts. They may consist of fencing, evergreens, berms, rocks, boulders, mounds, or combinations thereof to achieve the same objectives. Multi-use paths are permitted in the buffer area. Every subdivider shall provide sufficient buffering or additional lot depth when topographical or other barriers do not provide reasonable screening and when the Planning Commission determines that there is a need to shield;

 - (1) Neighboring properties from any adverse external effects of a development; or
 - (2) The development from negative impacts of adjacent uses such as streets or railroads.
 - (3) Requirements
 - (a) Plant materials shall be sufficiently large and planted in such a fashion that a year-round screen at least eight (8) feet in height shall be produced within three (3) growing seasons.
 - (b) All plantings shall be installed according to accepted horticultural standards.
 - (c) A five (5') foot minimum buffer width from parking lots, garbage collection, utility areas, and loading and unloading areas shall be provided.
 - (d) Twenty (20') foot width minimum from all other land uses.
 - (i) When adjoining undeveloped, vacant or agricultural land, such buffer width may be reduced to ten (10') feet.

In high-density developments, when building design and siting do not provide privacy, the Planning Commission may require landscaping, fences, or walls to screen dwelling units for privacy. Buffers shall be measured from the property line.

411 – Maintenance of Improvements

Whenever any subdivision contains park areas, sewage treatment plants, water systems, drainage facilities or any other improvements to be used in common by persons living in the subdivision and which improvements cannot be maintained or are not maintained by an existing public agency, the deed restrictions applicable to the subdivision shall contain provisions establishing trusteeships and assessment procedures that will enable adequate care and maintenance to be provided for such improvements at the cost of persons residing in the subdivision.

412 – Deed Restrictions and Covenants

Deed restrictions or covenants running with the land may be included to provide for the creation of a Home Owner's Association, Condominium Association, or Board of Trustees in which individual

owners share common responsibilities for the cost and upkeep of common open space, private driveways or streets, park areas, sewage treatment plants, water systems, drainage facilities or other facilities and the enforcement of the covenants and restrictions relating to the development. Any restrictions or easements; declaration of covenants, bylaws of a Home Owner's Association and its incorporation; Declaration of Condominium Ownership or other covenants, if any, shall be reviewed and approved by the City of Oxford Law Director and shall be recorded with the Record Plat. Enforcement of said Restrictions and Covenants is not the responsibility of the City.





Memo
Service Department
Engineering Division
513/524-5208

TO: Community Development Department

FROM: Scott Otto, P.E.
City Engineer

RE: Application #PPC-2020-18
1983 Lake Forest Drive South Forest Edge – Preliminary Planned
Development

DATE: January 22, 2021

The Engineering Division offers the following comments:

- Further review of detailed construction plans may require revisions to proposed water and sanitary sewer main locations.
- Lake Forest Drive has an extra 5' of right-of-way adjacent to this development, therefore it is recommended to construct a 10' wide asphalt path instead of the proposed 5' wide sidewalk along Lake Forest Drive. A 10' wide path has been shown in this location since concept planning of Lake Forest Drive. It is also recommended to connect this path to the existing asphalt path at Southpointe Parkway.
- Plats and deed covenants should include identification of easements and responsibilities for maintenance & inspection of the storm water facilities within the development including the retention ponds.
- A Public Improvement Bond will be required for infrastructure improvements.



Butler Soil and Water Conservation District
1802 Princeton Road Suite 300
Hamilton, Ohio 45011
Telephone: (513) 887-3720
Fax: (513) 785-6668
www.butlerswcd.org

1/7/2021
15 South College Ave
Oxford, OH 45056

RE: Heron Pond and South Forest Edge Planned Development Applications

Dear Zachary Moore,

This letter is to provide you a summation of the Natural Resources Review conducted by Butler Soil and Water Conservation District for the planned development applications Heron Pond, located on Kehr Road, and South Forest Edge, located on Lake Forest Drive.

Heron Pond:

The NRCS Soil Survey rates soils in this area as having shrink swell potential and foundation slabs in this development may require additional engineering to resist damage. Additionally, there is a high water table in the area where units 1-7 are planned, thus we request a note to be added to the plat to the effect of:

Note: High water tables are apparent in this area. If basements are constructed, it is the responsibility of the builder to take special precaution to ensure the basements stay dry.

Although basements are not in the construction drawing, the preexisting hydrologic condition may cause issues to homeowners in the future and thus it should be recorded on the plat.

Finally, looking at the plant schedule, only 3 of the deciduous trees are native species, the developer should consider utilizing more North American native species to provide habitat for local wildlife.

South Forests Edge:

Soils in the area have shrink swell potential and high water tables, we request a note be made on the plat to the following affect:

Note: High water tables are apparent in this area. If basements are constructed, it is the responsibility of the builder to take special precaution to ensure the basements stay dry.

Lots 1 and 2 have sloped portions in the North end of the lots are on a slip prone soil, consider adding these areas as undisturbed open space, which will also act as a buffer for Lick's Run.

The proposed retention basin off Arbor's Edge Trail is located in an area with water erosion prone soils, this will need to be taken into account when a stormwater management plan is designed, as the retention basin may require lining.

As above, looking at the plant schedule, only 3 of the deciduous trees are native species, the developer should consider utilizing more North American native species to provide habitat for local wildlife.

Please do not hesitate to contact our office if you have any additional questions,

Sincerely

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line extending to the right.

Sean Hudson, PhD.
Water Resources Specialist
Butler SWCD



PC-2020-18 Surrounding Property Owners Notifications Map

Legend

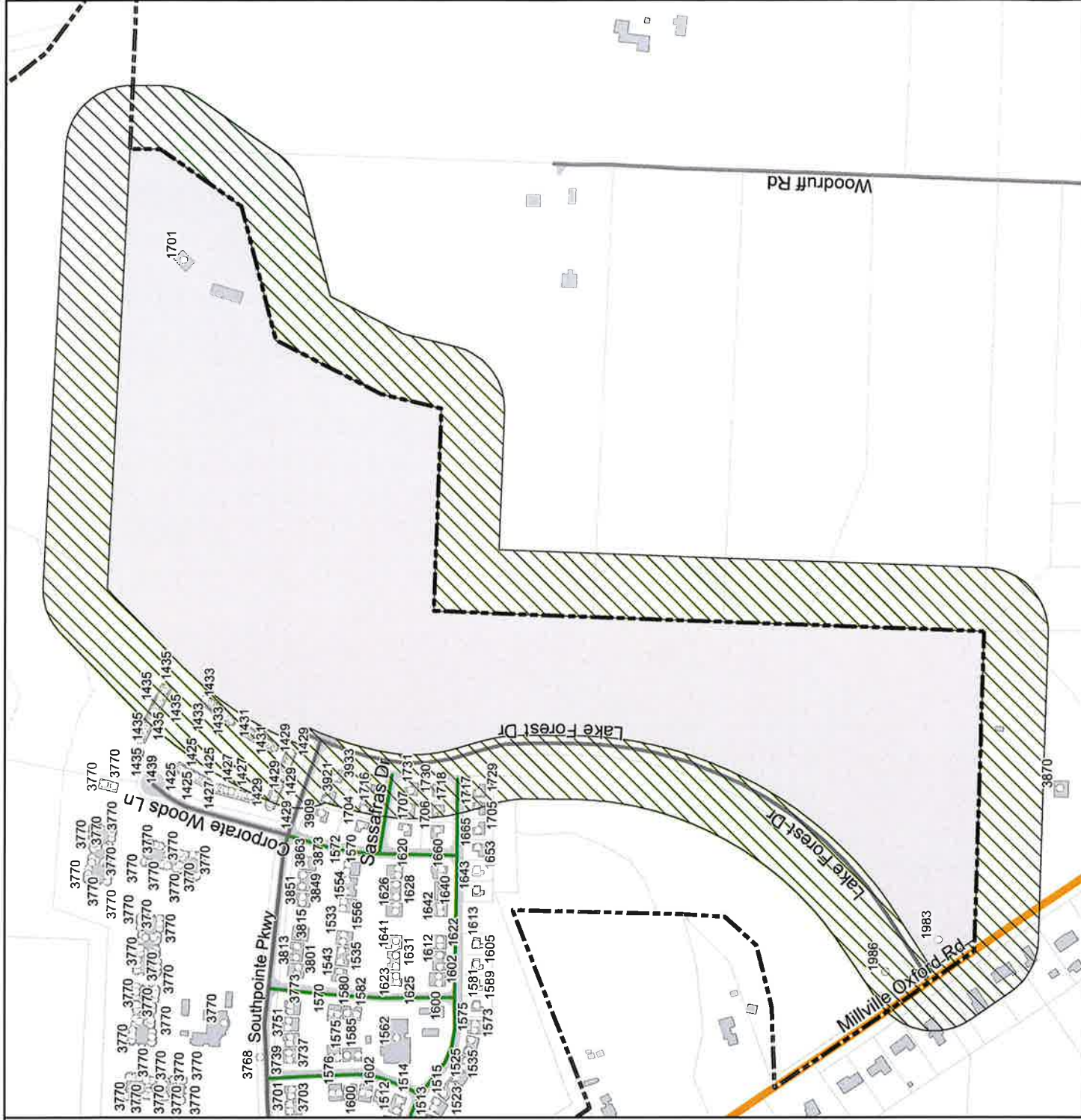
- Subject Area
- 200 Ft. Buffer
- Oxford Corp. Limit
- Address Point
- Parcel
- 16.5' Vacated ROW
- Building Footprint
- Paved Roadway



1 inch = 425 feet

Prepared on Thursday, January 21, 2021

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



**Internal Use Only:**

Case No. _____

Date Filed _____

Preliminary Subdivision Application

Applicant Information

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

Name * 4 Leaf Development LLC

Mailing Address * 125 West Spring Street

City, State & Zip Code * Oxford, Ohio 45056

Telephone Number(s) * 513-524-9500

Email Address Pam@hoteldevelopment.net

Engineer/Surveyor Information

Name * Bayer Becker

Mailing Address * 110 South College Avenue

City, State & Zip Code * Oxford, Ohio 45056

Telephone Number(s) * 513-523-4270

Email Address EttaReed@bayerbecker.com

Location and Lot Information

Location of Property * 1983 Lake Forest Drive

Legal Description * Parcel H4100-143-000-006

Zoning District * R-2A Proposed Lots * 21 Total Area * 17.97 Acres

Requirements and Documentation

Plat

Twenty (20) copies of the plat on bond. Drawing size must be at least 17x22" and should never exceed 24x36." The plat must be prepared in accordance with Chapter 1101, Subdivision Regulations and Chapters 1121-1137, Zoning Code of the City of Oxford¹. Scale should not exceed 1" = 100.¹ Plats containing less than three lots are exempted from the provisions of this section. The preliminary plat shall show:

No.	Required Item Description
1	20 sets (17" x 22" minimum)
2	Electronic version of all documentation submitted (PDF preferred)
3	Digital copy in Auto CAD format submitted on a CD. Shall utilize the NAD-83 Ohio South State Plane Coordinate System for horizontal control and the NAVD-1988 for vertical control. All subdivision boundary corners shall also be tied to the NAD-83 Ohio South State Plane Coordinate System and labeled with a northing and easting, as well as centerline intersections, temporary turn-around center points and easement centerline that does not follow a lot line.
4	The name, mailing address, and telephone number of the applicant and owner.
5	Letter of Agency. (A statement from the owner that the applicant is entitled to apply on his or her behalf.)

No.	Required Item Description
6	Attach a written, detailed description of the request.
7	Metes and bounds description of the property (Legal Description).
8	Vicinity Map
9	The zoning district in which the site is located.
10	Required Fee.
11	Number of proposed lots.
12	Preliminary Plat shall show the following:
12	A. The location of present property and section lines, streets, buildings, lakes and watercourses.
12	B. Boundary lines, size and tract of whole site and each individual lot in square feet and/or acres.
12	C. Any existing water mains, culverts, sewer lines, railroads, easements, parks, permanent buildings, power poles, other underground structures and streets within the tract or immediately adjacent thereto, including the location, dimension and size of the nearest water main and sewer line.
12	D. The proposed location and width of streets, alleys, lots, parking areas, pedestrian walks, ingress/egress, setback lines and easements.
12	E. The title under which the proposed subdivision is to be recorded and the name of the subdivider and owner if other than the subdivider platting the tract.
12	F. The names and boundaries of all adjoining subdivisions and the names of recorded owners of adjoining parcels including mailing addresses and parcel numbers within 200 feet of the site.
12	G. North point, scale and date.
12	H. Existing contours with intervals of five feet or less referred to U.S.G.S. datum and obtained from a field survey.
12	I. The seal, registry number and signature of the registered surveyor and professional engineer who prepared the plat.
12	J. The plan should evaluate existing watercourses, channels, storm sewers, culverts and proposed improvements pertaining to drainage and flood control in regard to their ability to handle the anticipated greater volume of run-off and peak flows.
12	K. Any existing building(s) to remain or to be razed.
12	L. Location of any wooded areas, topographic and natural features that are within and adjacent to the proposed project area to be preserved.
12	M. If and how the proposed subdivision will be subdivided in Phases.
12	N. Site Analysis as stipulated in Section 402(b).
12	O. Landscaping Plan
12	P. Building Concepts, as applicable.
12	R. Any other information that may be necessary as determined by Staff.

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 [Buller 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.

Fees & Receipt

The required fee for preliminary plan is \$470.00 plus \$10.00 per lot, plus \$10.00 postage charge.

Sign and Date

Applicant Signature *

Date *


12-23-2020

Submit Application, Plans and Documentation, and Fees

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

Send or drop off this application with required copies of the preliminary plans containing all required information as attachments and a check for the fee and postage charge made payable to City of Oxford, to Community Development Director, 15 South College Avenue, Oxford, OH 45056.

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

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

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

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

4-Leaf Development, LLC
125 West Spring Street --- Oxford, OH 45056
(513) 524-9500 / FAX (513) 523-9415

LETTER OF AGENCY

January 14, 2021

To Whom It May Concern:

Please be advised that Scott Webb, Architect, and Etta Reed, of Bayer Becker, have permission to represent our interest with the City of Oxford and act on our behalf for the Planning Commission and City Council meetings regarding Lake Forest Drive (South Forest Edge) at Southpointe Crossing.

Thank-you,

Signed: _____

James M. Clawson
4-Leaf Development LLC



1/14/2021
Date: _____

December 28, 2020

Mr. Zach Moore
Planner
City of Oxford
15 South College Avenue
Oxford, Ohio 45056

Re: 1983 Lake Forest Drive
South Forest Edge
Preliminary Subdivision Application

Dear Mr. Moore:

Enclosed please find the following items in support of 4 Leaf Development LLC's Application for Preliminary Subdivision approval for South Forest Edge to be located at on the east side of Lake Forest Drive:

- 1) A check in the amount of \$690.00 made payable to the City of Oxford for the application fee.
- 2) Two (2) copies of each of the following:
 - a. Executed Preliminary Subdivision Application.
 - b. List of property owners within 200 feet of the site.
 - c. Legal description of the property.
 - d. Preliminary Plat.
 - e. Site Analysis.
 - f. Preliminary Landscape Plan.
 - g. Tree Preservation Exhibit.
 - h. Autoturn Analysis.

Formal application, along with all the supporting documentation, has been made on the City's website.

The subject property is zoned R-2A Single and Two- Family Residential District, with a Planned Unit Development Overlay. Under separate cover, 4 Leaf Development LLC has requested that City Council remove the Planned Unit Development Overlay from this property.

South Forest Edge is a residential subdivision consisting of 21 single family lots along a public street, Arbor's Edge Trail. While the minimum lot size for R-2A is 6,000 Sq. Ft., 4 Leaf Development LLC is proposing a minimum lot size of 20,000 Sq. Ft., with 30 ft. minimum front and rear yards, and 7.5 ft. minimum side yards. Driveway access for all lots, except Lot 16, shall be located off Arbor's Edge Trail.

5 foot wide sidewalks will be constructed along both sides of Arbor's Edge Trail, as well as on the east side of Lake Forest Drive, along the development's frontage.

The development will be served by City of Oxford utilities. An 8" water main and storm sewer is located within Lake Forest Drive and an 8" sanitary main will be constructed from the existing treatment plant to the site. Retention and water quality will be provided via expansion of the existing retention basin and construction of an additional retention basin. Maintenance of the retention basins will be the responsibility of the individual property owners.

In addition to the request for approval of the Preliminary Subdivision Plat, 4 Leaf Development LLC requests that the following waivers be granted:

- 1) Section 1101.404(D)(1)(a) of the Subdivision Regulations states *"Any residential development shall be required to achieve a connectivity index of 1.2 or greater unless the Planning Commission determines that this requirement is impractical due to topography, existing development or natural features."*... The proposed development consists of 1 link and 2 nodes, which results in a connectivity index of 0.5.

Section 1101.404(D) of the Subdivision Regulations indicates that *"The purpose of this section is to support the creation of a highly connected transportation system within the City in order to enhance traffic circulation efficiency for drivers, pedestrians and bicyclists; promote various modes of transportation, connect neighborhoods to each other...reduce emergency response time..."* Lake Forest Drive was constructed to serve as a collector roadway connecting the various neighborhoods/developments within the Southpointe Crossings development and distributing the vehicular, pedestrian and bicycle traffic to US 27. South Forest Edge is a proposed neighborhood to be served by Lake Forest Drive. Sidewalk is to be constructed along both sides of Arbor's Edge Trail, as well as on the east side of Lake Forest Drive. With the construction of the remaining neighborhoods/developments along Lake Forest Drive, the remainder of the walk north to Southpointe Parkway will be constructed. Thereby creating a highly connected transportation system of public roadways and sidewalks.

Additionally, Arbor's Edge Trail is considered a "loop road" and provides 2 access points to the residential lots, thus improving the emergency response time, as the lots can be served from 2 different directions.

4 Leaf Development LLC requests that the connectivity index requirement be waived, as South Forest Edge is a neighborhood within a much larger development, Southpointe Crossings, which upon full build out will be a highly connected transportation system.

- 2) Per the City's Subdivision Regulations, all subdivisions shall be designed and constructed to conform to the Typical Sections incorporated in the Subdivision Regulations. The City of Oxford's Local Street Typical Section requires either a 30 ft. wide (back of curb to back of curb) street within a 50 ft right of way or a 35 ft. wide street (back of curb to back of curb) within a 60' right of way. 4 Leaf Development LLC requests approval to construct Arbor's Edge Trail as 28 ft. wide back of curb to back of curb within a 60 ft. right of way. The 28 ft. width is proposed as it matches the width of all the streets which will be utilized to serve the development – Lake Forest Drive and Southpointe Parkway. On-street parking is proposed to be restricted to only one side of Arbor's Edge Trail. Per the attached Autoturn analysis, the proposed roadway can accommodate the needs of the fire department.

Please place this item on the February 9th Planning Commission Meeting agenda.

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

Sincerely,

Etta M. Reed, PE

Enclosures

Cc: 4 Leaf Development LLC

Date: December 28, 2020

Description: Pt. Lot #3716
17.9654 Acres

Location: City of Oxford
Butler County, Ohio



Situated in the State of Ohio, Congress Lands West of the Miami River, Section 36, Town 5, Range 1, City of Oxford, Butler County and being 17.9654 acres of land in part of Lot #3716 of the lands of 4-Leaf Development, LLC as recorded in Official Record 7669, Page 950 of the Butler County, Ohio Recorder's Office and being further described as follows:

Beginning at the Southeast corner of said Lot #3716 and being the **True Point of Beginning**;

thence, North 88° 21' 42" West, 335.61 feet;

thence, North 87° 13' 42" West, 621.61 feet to the easterly right of way of Millville Oxford Road (U.S.#27);

thence, with the easterly right of way of said Millville Oxford Road (U.S. #27), North 33° 55' 03" West, 131.76 feet to the southerly right of way of Lake Forest Drive;

thence, leaving said easterly right of way of said Millville Oxford Road (U.S. #27) and with the southerly right of way of said Lake Forest Drive for the following four (4) courses and distances:

1. with a curve to the right, having a central angle of 90° 17' 08", a radius of 15.00 feet, an arc length of 23.64 feet, and a chord bearing North 11° 07' 31" East, 21.27 feet;
2. North 56° 16' 05" East, 206.66 feet;
3. with a curve to the left, having a central angle of 55° 47' 35", a radius of 1232.50 feet, an arc length of 1200.17 feet, and a chord bearing and distance of North 28° 22' 18" East, 1153.31 feet;
4. North 00° 28' 30" East, 33.69 feet;

thence, leaving the easterly right of way of said Lake Forest Drive, South 86° 21' 37" East, 366.51 feet to the easterly boundary of said Lot #3716;

thence, with the easterly boundary of said Lot #3716. South 02° 39' 50" West, 679.95 feet;

thence, South 02° 35' 43" West, 631.26 feet to the **True Point of Beginning** containing 782,573 square feet or 17.9654 acres of land, more or less and being subject to all easements, legal highways, restrictions and agreements of record.

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

110 South College Ave, Suite 101
Oxford, OH 45056
513-523-4270

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

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

<http://www.bayerbecker.com>

Property owners within 200 feet:

H4100143000006
H4100109000011
4 LEAF DEV LLC
125 W SPRING ST
OXFORD OH 45056 1768

H3620054000004
LANCE D RILE & DENISE R ARRINGTON
3819 OXFORD MILLVILLE RD
OXFORD OH 45056 9045

H3520054000003
CHELSEA ELAINE & RONNY THOMPSON
3825 MILLVILLE OXFORD RD
OXFORD OH 45056 9045

H3620054000002
BESSIE J MILLER
3833 MILLVILLE OXFORD RD
OXFORD OH 45056

H3620054000001
RAY & CAROLYN A GRILLIOT
3841 MILLVILLE OXFORD RD
OXFORD OH 45056

H3520053000005
RESHEM S BASSI & LACHHMAN KAUR
6045 GLENNSHIRE CT
WEST CHESTER OH 45069 4934

H3620053000004
SANDRA G MOHR
3849 MILLVILLE OXFORD RD
OXFORD OH 45056 9045

H3620053000003
PATRICK C BROWN
3857 MILLVILLE OXFORD RD
OXFORD OH 45056 9045

H3610039000022
JAMES R & BRIENNE A BURNS
4720 WALLACE RD
OXFORD OH 45056 9048

H3510039000021
HOPEDALE UNITARIAN
UNIVERSALIST COMMUNITY
PO BOX 625
OXFORD OH 45056 0740

H4100146000001
H4100146000010
H4100146000012
H4100146000013
H4100146000016
H4100146000017
H4100146000018
H4100146000019
H4100146000020
H4100146000021
H4100146000022
H4100146000023
H4100143000010
OH MU HOLDINGS LLC
201 MAIN ST STE 1000
LAFAYETTE IN 47901

H3510039000081
SCOTT R SCHULTE ETAL
3907 WOODRUFF RD
OXFORD OH 45056 9036

H3610039000040
RAMS HOLDINGS LTD
676 MUREX DR
NAPLES FL 34102

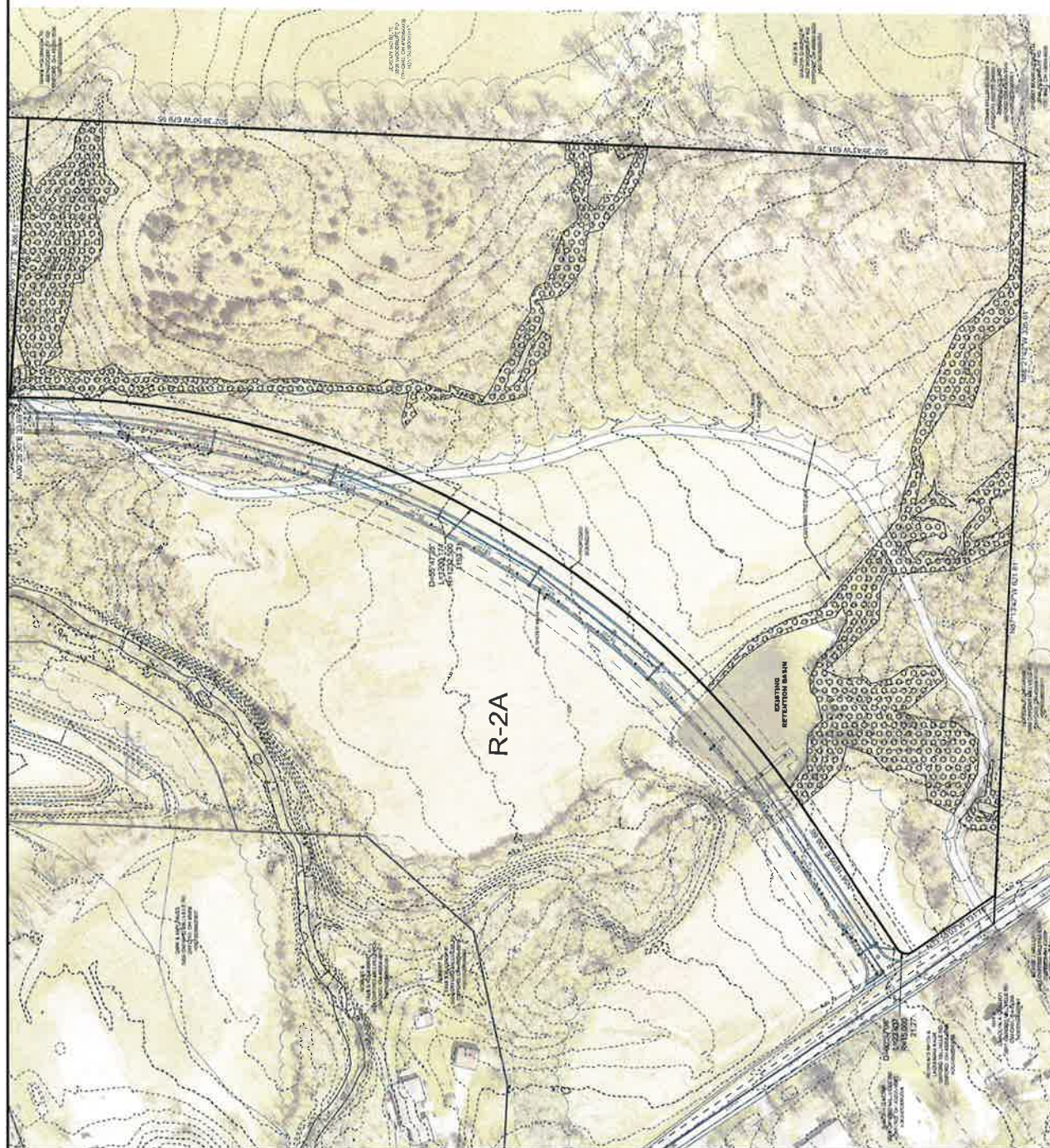
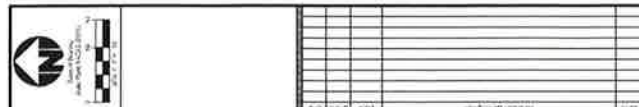
H3510039000081
JEREMY SCHULTE
3898 WOODRUFF RD
OXFORD OH 45056 9036

H3510039000003
STACY HOERNSCHEMEYER
3844 MALAER DR
CINCINNATI OH 45241 2619

H3510039000054
DALE R & SANDRA D BURGER
3907 WOODRUFF RD
OXFORD OH 45056 9036

H3510039000060
SHERRY BOURQUEIN ETAL
3845 WOODRUFF RD
OXFORD OH 45056 9036

H3510039000061
CONNI WILLIAMS &
GREGORY SCOTT SHAW
4800 WALLACE RD
OXFORD OH 45056 9548



SITE ANALYSIS

[illegible]

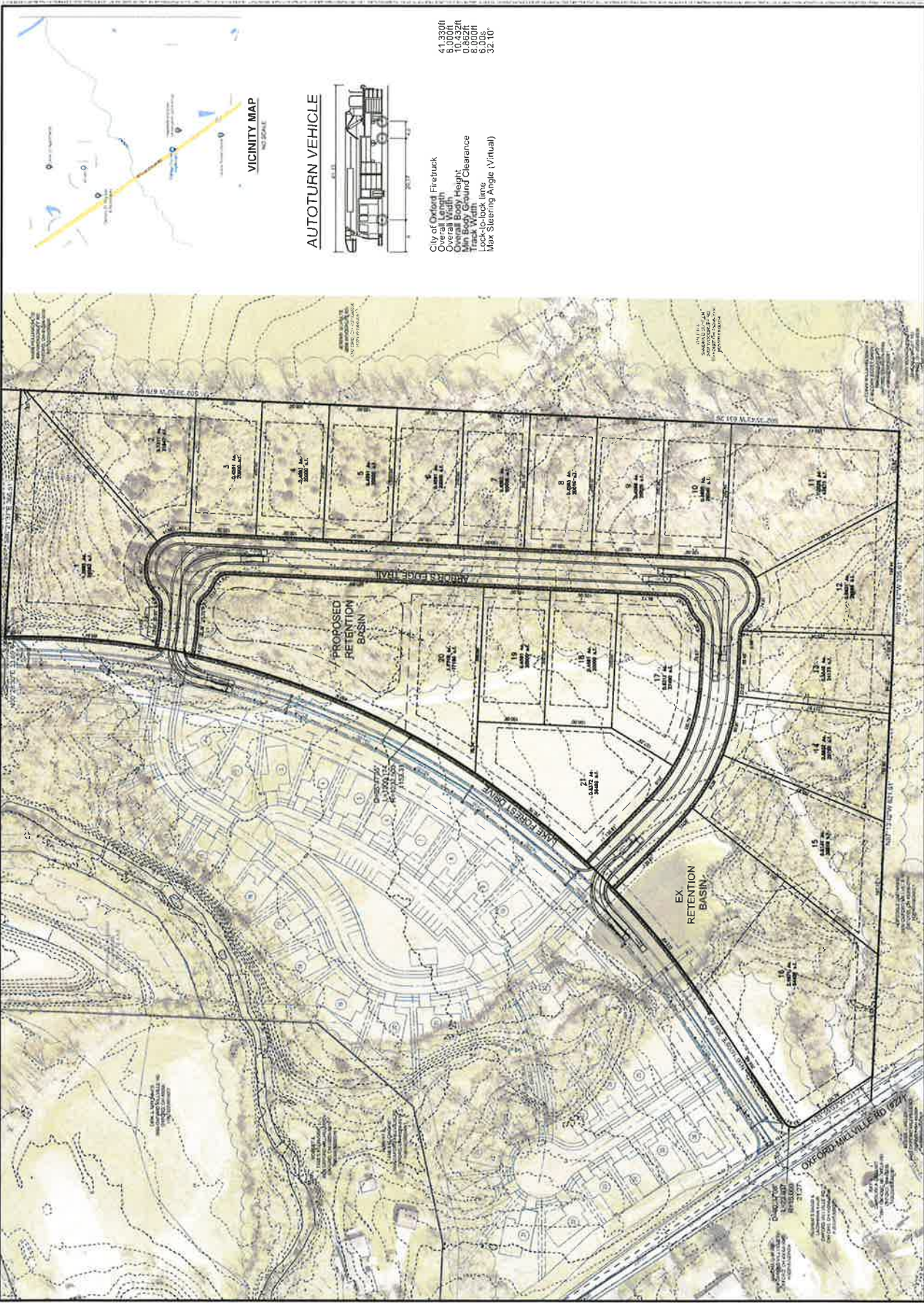
LEGEND

Slope Category	Percentage
SLOPES > 15%	10%
10% to 15%	40%
5% to 10%	50%

VICINITY MAP

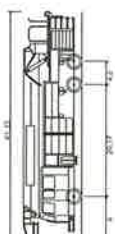
3176 JIN ET AL.





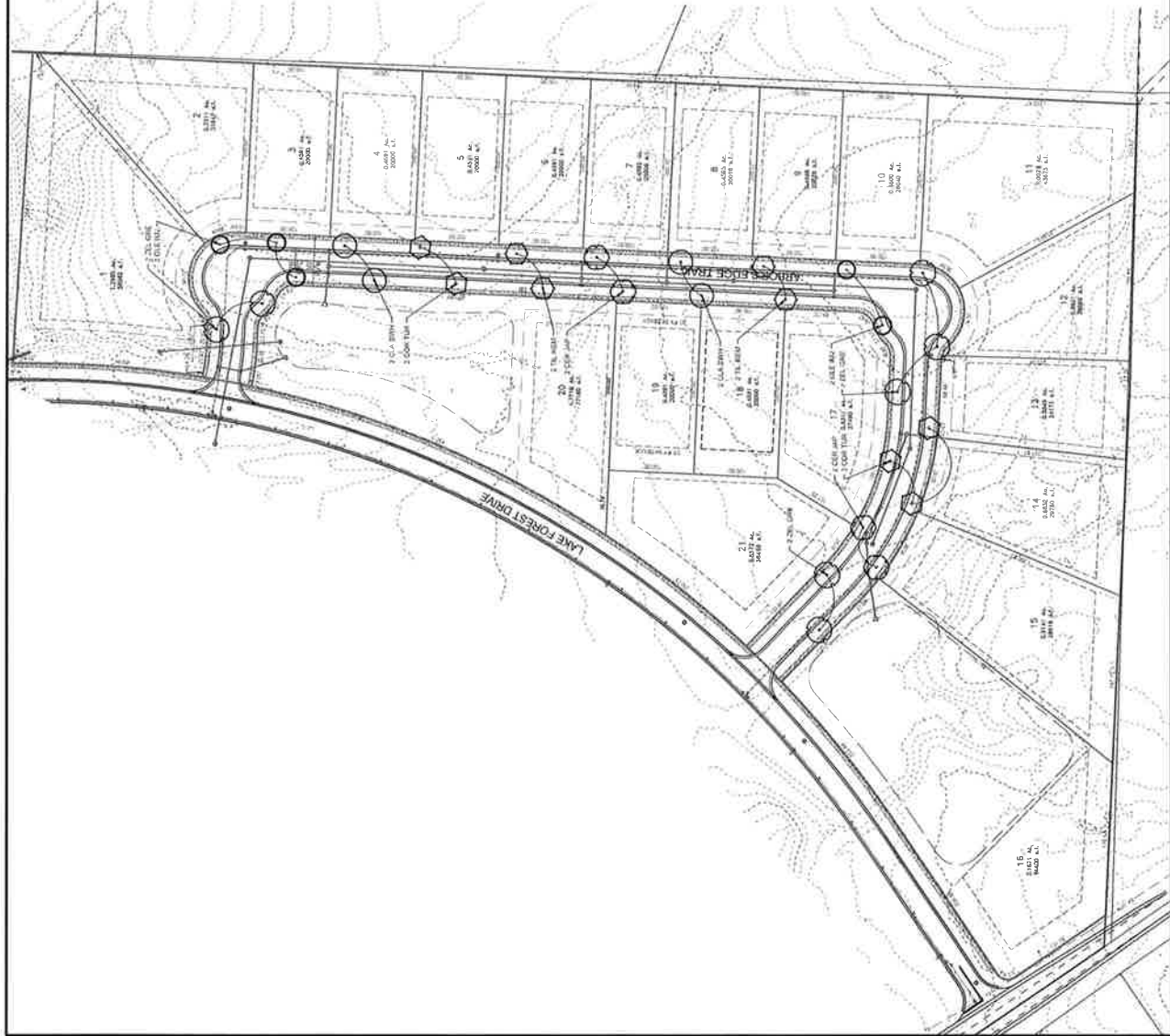
Capacity of Oxford Firetruck	41,330ft
Overall Length	8,000ft
Overall Width	10,432ft
Overall Body Height	0.862ft
Min Body Ground Clearance	8,000ft
Track Width	6,00s
Lock-to-lock time	32.10°
Max Steering Angle (Virtual)	

AUTOTURN VEHICLE



VICINITY MAP





CITY OF OXFORD ZONING REQUIREMENTS

SECTION 1148.03 STREET TREE REQUIREMENTS:

TREES SHALL BE PLANTED IN THE TREE LAWN OR OTHER APPROPRIATE AREAS IN THE STREET RIGHTS-OF-WAY AS REQUIRED IN CHAPTER 935.

CHAPTER 935.05 STREET TREE SPECIES TO BE PLANTED

- THE TREE PLAN CONTAINS A LIST OF OFFICIAL STREET TREE SPECIES FOR THE CITY OF OXFORD
- PLANTED AT 2' DBH

CHAPTER 935.06 SPACING

- MIN. SPACING: SMALL TREES: 30FT, MEDIUM TREES: 40FT, LARGE TREES: 50FT
- ALL NEWLY PLANTED STREET TREES SHALL BE PLANTED EQUAL DISTANCE BETWEEN THE SIDEWALK AND THE CURB.

SECTION 1148.04 TREE PLANTING REQUIREMENTS:

(b) (1) RESIDENTIAL SINGLE-, TWO-, & THREE-FAMILY STANDARDS:

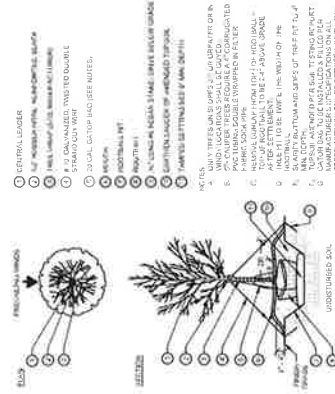
- ON SINGLE-FAMILY LOTS, A MINIMUM OF ONE (1) TREE FOR EACH UNIT SHALL BE PLANTED WITHIN THE CORRESPONDING REQUIRED FRONT YARD AREA.
- (g) EACH REQUIRED TREE SHALL BE A MINIMUM TWO (2) INCH CALIPER AND MUST BE A SPECIES THAT APPEARS ON THE CITY'S TREE LIST

SECTION 1148.05 TREE PRESERVATION REQUIREMENTS:

(a) TREE REPLANTING

- (1) ALL EXISTING TREES TEN (10) INCHES DBH OR GREATER IN SIZE SHALL BE REPLACED AT A RATE OF 1" CALIPER FOR EVERY 2" CALIPER REMOVED, EXCEPT AS PROVIDED IN SUBSECTION (2) BELOW.
- (2) FOLLOWING TREES SHALL BE EXEMPTED FROM REQUIRED PLANTING:
 - TREES WITHIN FUTURE PUBLIC RIGHTS-OF-WAY OR PRIVATE ACCESS WAYS
 - TREES WITHIN THE BUILDING FOOTPRINT OF PROPOSED STRUCTURES OR WITHIN 15 FEET FROM THE PERIMETER OF SUCH STRUCTURES
 - TREES THAT ARE DAMAGED, DISEASED, OVERMATURE, INTERFERE WITH UTILITY LINES, OR ARE AN INAPPROPRIATE OR UNDESIRABLE SPECIES FOR THAT SPECIFIC LOCATION.
 - TREES REMOVED FOR A STORMWATER RETENTION POND OR DETENTION
 - TREES WITHIN FIVE (5) FEET OF A HARD-SURFACED PARKING AREAS, DRIVEWAYS OR WALKWAYS.
 - TREES REMOVED FOR NECESSARY UTILITY INSTALLATIONS OR WITHIN UTILITY EASEMENTS
 - FOR INDIVIDUAL SINGLE-FAMILY LOTS, ALL TREES WITHIN THE FRONT AND SIDE YARDS.

PLANT SCHEDULE			
PLANT	HEIGHT	SPACING	NOTES
1. 1" DBH	10' - 12'	10' x 10'	1. 1" DBH
2. 2" DBH	12' - 15'	12' x 12'	2. 2" DBH
3. 3" DBH	15' - 20'	15' x 15'	3. 3" DBH
4. 4" DBH	20' - 25'	20' x 20'	4. 4" DBH
5. 5" DBH	25' - 30'	25' x 25'	5. 5" DBH
6. 6" DBH	30' - 35'	30' x 30'	6. 6" DBH
7. 7" DBH	35' - 40'	35' x 35'	7. 7" DBH
8. 8" DBH	40' - 45'	40' x 40'	8. 8" DBH
9. 9" DBH	45' - 50'	45' x 45'	9. 9" DBH
10. 10" DBH	50' - 55'	50' x 50'	10. 10" DBH



TREE PLANTING

1. NOT TO SCALE

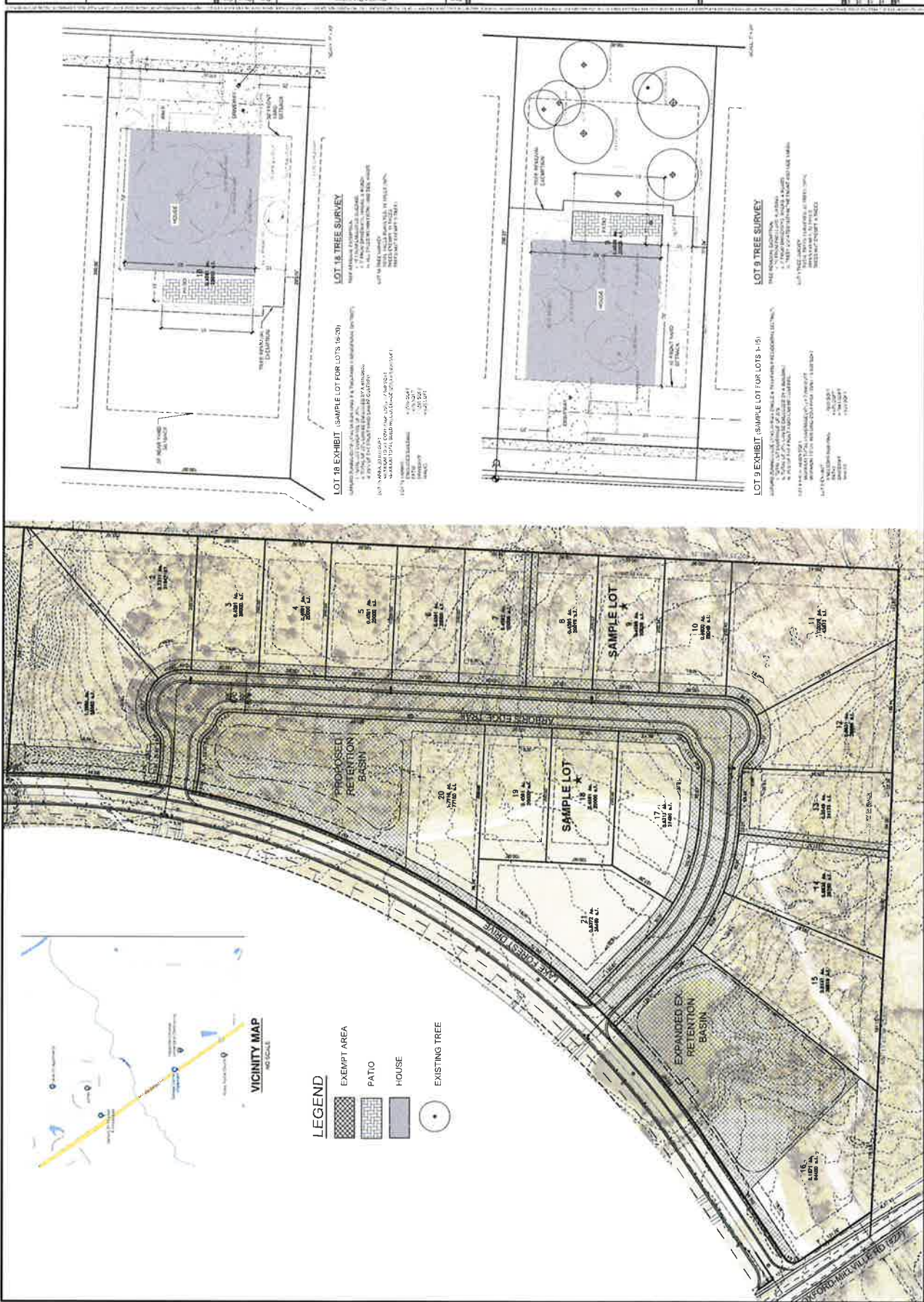
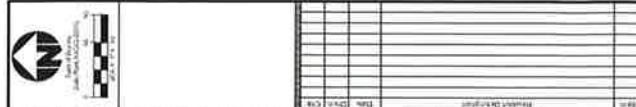
30' 30' 30'



SOUTH FOREST EDGE
LAKELAND DRIVE
BUTLER COUNTY, OHIO



L1.0





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

STAFF REPORT

ORIGINATING DEPARTMENT:	Police
PREPARED BY:	John A. Jones, Chief of Police
DATE PREPARED:	March 29, 2021
COUNCIL MEETING DATE:	April 6, 2021
AGENDA TITLE:	Ordinance amending Section 353.03 Parking Meter Zones to change the hours of parking meter operations to 9:00am to 8:00pm
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 4-2-21</i>

DISCUSSION:

Currently, on-street parking meters operate between the hours of 9:00am and 6:00pm on Mondays through Saturdays with the exception of legal holidays. The primary purpose of these meters in the uptown area is to create turnover for parking customers and to encourage citizens to visit our businesses. It is widely recognized that after 6pm, demand for parking spaces is high. Enforcement staff often encounters yellow zone, alley, and handicap violations in the evening due to the lack of open spaces versus the demand for spaces. An occupancy study conducted during October 2020 supports the extension of parking meter hours into the evening. Uptown parking is highest at 7pm and 7 out of 10 of the most occupied areas are more occupied in the evening hours.

Staff recommends that City Council amend the Codified Ordinance Section 353.03 Parking Meter Zones by changing the hours from 9:00am - 6:00pm to 9:00am to 8:00pm.

ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTION 353.03 ENTITLED PARKING METER ZONES; HOURS OF OPERATION AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 353.03 ENTITLED PARKING METER ZONES; HOURS OF OPERATION.

WHEREAS, on street parking meters currently operate between the hours of 9:00 a.m. and 6:00 p.m. Monday through Saturday with the exception of legal holidays; and

WHEREAS, the primary purpose of the parking meters in the Uptown area is to create turnover for parking customers and to encourage citizens and visitors to patronize Oxford businesses; and

WHEREAS, it is widely recognized that after 6:00 p.m. the demand for parking spaces is high and an occupancy study recently conducted supports the extension of parking meter hours into later in the evening; and

WHEREAS, the City Manager and the Police Chief recommend repealing Oxford Codified Ordinance Section 353.03 entitled Parking Meter Zones; Hours of Operation and adopting new Oxford Codified Ordinance Section 353.03 entitled Parking Meter Zones; Hours of Operation to extend meter operations until 8:00 p.m. Monday through Saturday with the exception of legal holidays.

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

SECTION I: Council hereby accepts the recommendation of the City Manager and the Police Chief and repeals Oxford Codified Ordinance Section 353.03 entitled Parking Meter Zones; Hours of Operation and adopts new Oxford Codified Ordinance Section 353.03 entitled Parking Meter Zones; Hours of Operation to extend meter operations until 8:00 p.m. Monday through Saturday with the exception of legal holidays as follows:

353.03 PARKING METER ZONES; HOURS OF OPERATION.

- (a) No owner or operator of any motor or other vehicle shall park such vehicle in a parking meter zone between the hours of 9:00 a.m. and ~~6:00~~ **8:00** p.m. on Mondays through Saturdays, legal holidays excepted, for more than two hours or for such other periods of time so designated on the meters or on appropriate signs.
- (b) Parking meter zones shall be designated on report and recommendation from the Chief of Police to the City Manager, by written order of the City Manager. Modification of the parking meter zones shall be by subsequent written order of the City Manager. All City Manager orders designating parking meter zones shall be kept on file with the Clerk of Council.
- (c) Municipal Off-Street Parking.

(1) At the Municipal parking garage at Main and Walnut, the hours and days of operation, period of time allowed for parking, as well as lease terms, agreements and fees shall be determined by written order of the City Manager on report and recommendation from the Chief of Police.

(2) At the Municipal off-street parking lot at Main and Church, the number of multi-space meter spaces, hours and days of operation and the period of time allowed for parking in those spaces shall be determined by written order of the City Manager on report and recommendation from the Chief of Police.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

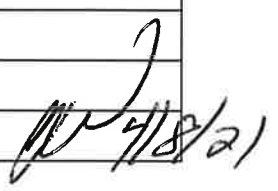
INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Joe Newlin
DATE PREPARED:	4/7/2021
COUNCIL MEETING DATE:	4/13/2021
AGENDA TITLE:	Supplemental Budget Ordinance
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	

DISCUSSION:

Issue 1

To make adjustment to budget appropriations for the repair of a City traffic light pole from the unencumbered balance

Action Needed:

Revenue Side

Capital Equipment Fund (140)	30,000.00
------------------------------	-----------

Expense Side

Capital Equipment Fund (140)	30,000.00
------------------------------	-----------

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

Issue 2

To make adjustment to budget appropriations for the repair of the TRI Tennis courts and the reimbursement from the TRI for 1/2 of the projects cost



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

Action Needed:

Revenue Side

Capital Improvement Fund (141)	38,500.00
---------------------------------------	------------------

Expense Side

Capital Improvement Fund (141)	77,000.00
---------------------------------------	------------------

Net Effect on Fund Balance/(s) Increase/(Decrease)	(38,500.00)
---	--------------------

Total Net Effect on Fund Balance/(s) Increase/(Decrease)	(38,500.00)
---	--------------------

Breakdown by Fund

Capital Equipment Fund (140)	-
Capital Improvement Fund (141)	(38,500.00)

Net Effect on Fund Balance/(s) Increase/(Decrease)	(38,500.00)
---	--------------------



ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO.3600 SUPPLEMENTAL BUDGET ORDINANCE NUMBER 3 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2021.

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

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

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

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

Capital Equipment Fund 140	30,000.00
Capital Improvement Fund 141	38,500.00

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

Capital Equipment Fund 140	30,000.00
Capital Improvement Fund 141	77,000.00

SECTION 4: In all other respects, Ordinance No. 3600 shall remain in full force and effect.

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager's Office
PREPARED BY:	Mary Ann Eaton
DATE PREPARED:	April 12, 2021
COUNCIL MEETING DATE:	April 20, 2021
AGENDA TITLE:	Approving use of Uptown Park for "Yoga in the Park" event.
RECOMMENDATION:	N/A
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 4-16-21</i>

DISCUSSION:

McCullough-Hyde Memorial Hospital/Coalition for a Healthy Community wished to use the Oxford Memorial Park pavilion and lawn area each Saturday, June through September, of 2021 from 8:30 a.m. until 10:00 a.m. for their "Yoga in the Park" event.

The period of use for the Uptown Park may not exceed 2 days without City Council approval. Council has approved this request every year since 2015.

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



REQUEST FOR PUBLIC PARK PERMIT



REQUEST FOR PUBLIC RIGHT-OF-WAY PERMIT

Date(s) of Event: 06 / 05 / 21 through 09 / 25 / 21 From: 08:30 AM To: 10:05 AMToday's Date: 04 / 07 / 2021 ☐ Emergency Utility Repair (check box, if applicable)**--- Applicant shall allow a minimum of 3 business days for processing ---**

Responsible Adult:

(18 years of age or older)*

Address:

Telephone:

Cellular:

Fax:

Email:

Sharon Klein

110 North Poplar Street

Oxford, Ohio

513-524-5421

513-839-0296

513-524-5391

sharon_klein@trihealth.com

Organization: MHMH/Coalition for a Healthy Community - C

Advisor: same

Address:

Telephone: same

Cellular:

Fax:

Email:

Non-Profit: ☒ Yes ☐ No

* Person in charge - Primary contact

PARK REQUESTED

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

TITLE OF EVENT (be specific and include projected attendance)

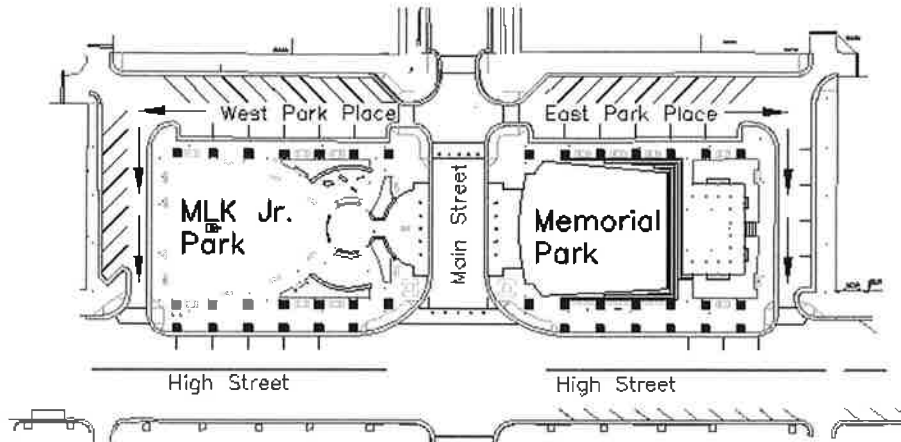
Yoga in the Park

Projected Attendance: up to 90 Has this event been held previously? ☒ Yes ☐ No If "YES", when? yearly x 7 yrsWill food, goods, services or merchandise be sold at the event? ☐ Yes ☒ No

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

Note: If you or your organization are handing out information on the public sidewalk, no permit is required.**DESCRIPTION OF EVENT**Place a description of the event, along with additional requests, on the appropriate attachment. If request is **only** for use of a right-of-way, use the attachment labeled City of Oxford / Right-of-Way Request Details.Applicant's Signature: Sharon Klein Date: 04 / 07 / 2021

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



OXFORD MEMORIAL PARK & MARTIN LUTHER KING JR. PARK

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

This event is for each Saturday. We work with Enjoy Oxford for conflicts and arrange other space at Miami on those days.

Additional Requests:
(Include details in narrative)

- ☒ Pavilion
- ☐ Extra trash cans*
- ☐ Special power requirements (explain in narrative)**
- ☐ Street Closure**
- ☒ Other: Lawn area for social distancing

Time Details

	Start	End
Setup	<u>8:30 am</u>	<u>9:00 am</u>
Event	<u>9:00 am</u>	<u>10:00 am</u>
Breakdown	<u>10:00 am</u>	<u>10:05 am</u>

*See fee sheet

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

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



Stipulations and Fees

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

RIGHT-OF-WAY

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

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

USE OF PARKS (ALL THOSE ABOVE, PLUS)

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

FEE INFORMATION

No Parking Signs	\$1.00/ea.
Metered Parking	\$10.00/ea
Trash Boxes	\$5.00/ea.

Personnel

Police Officer(s)	Contact OPD
Street Dept. Personnel	\$25.00/hr
Electrician	\$100.00
Park & Rec Personnel	Contact OPRD

Road Closures

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

****Includes labor**

Sports Fields/Gazebo

Contact OPRD – 523-6314

APPLICANT'S ASSURANCE

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

Applicant's Signature

Date: ____ / ____ / ____

CITY USE ONLY

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

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

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

Reviewer(s): _____

APPROVAL SECTION (with conditions)

Police Chief: ☐ Approved ☐ Not Approved _____ / _____

Fire Chief: ☐ Approved ☐ Not Approved _____ / _____

Service Director: ☐ Approved ☐ Not Approved _____ / _____

Recreation Director: ☐ Approved ☐ Not Approved _____ / _____

City Manager: ☐ Approved ☐ Not Approved

City Manager's Signature

Date: _____

Reason(s) event not approved:



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Oxford, OH 45056

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	4/12/2021
COUNCIL MEETING DATE:	4/20/2021
AGENDA TITLE:	CARES Act Distribution
BUDGETED AMOUNT:	\$35,000
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 4-16-21</i>

DISCUSSION:

There is \$34,958.74 remaining in City CARES act funds and \$11,550 that is set aside for COVID testing that will likely not be fully utilized. For this reason, we are recommending that the City donate an additional \$35,000 to the Family Resource Center (FRC) to assist with our community COVID response. FRC proposes to use the funds in the following way:

- \$12,000 Childcare services
- \$10,000 Transportation and Auto Repair Assistance
- \$7,000 Emergency Financial Assistance
- \$6,000 Eviction Reparations

This will leave \$11,508.74 for COVID testing, which if not utilized we can re-allocate later in this year. The Family Resource Center has been a tremendous community partner in assisting our residents and helping them overcome the economic hardship that has occurred due to COVID-19. It is



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recommended that they be awarded these funds and also that FRC be allowed to transfer funds within the above-defined areas, as needed, without the need to return to Council for approval.

They will submit a final report documenting their use of funds by November 19, 2021.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE DONATION OF THIRTY FIVE THOUSAND DOLLARS (\$35,000.00) TO THE FAMILY RESOURCE CENTER AS A SUB-RECIPIENT OF FEDERAL CARES ACT FUNDS WHICH SHALL BE USED FOR CHILDCARE AND EDUCATIONAL SERVICES, TRANSPORTATION AND AUTO REPAIR ASSISTANCE, EMERGENCY FINANCIAL ASSISTANCE AND EVICTION REPARATION SERVICES FOR THOSE IN NEED WITHIN THE OXFORD/TALAWANDA SCHOOL DISTRICT COMMUNITY.

WHEREAS, the Federal CARES Act provided the City of Oxford funding in 2020 to use toward the City's Coronavirus response; and

WHEREAS, these funds are to be used in the areas of Basic Needs, Educational Supports, Public Health and Economic Sustainability; and

WHEREAS, approximately \$35,000.00 of CARES Act funds are still available to award to community partners; and

WHEREAS, the City Manager recommends City Council authorize the donation of thirty five thousand dollars (\$35,000.00) to the Family Resource Center as a sub-recipient of Federal CARES Act funds, which shall be used for Childcare and Educational Services, Transportation and Auto Repair Assistance, Emergency Financial Assistance and Eviction Reparation Services as set forth on Exhibit "A" attached hereto for those in need within the Oxford/Talawanda School District.

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

SECTION 1: Council accepts the recommendation of the City Manager and hereby authorizes the donation of thirty five thousand dollars (\$35,000.00) to the Family Resource Center as a sub-recipient of Federal CARES Act funds, which shall be used for Childcare and Educational Services, Transportation and Auto Repair Assistance, Emergency Financial Assistance and Eviction Reparation Services as set forth on Exhibit "A" attached hereto for those in need within the Oxford/Talawanda School District community.

SECTION 2: Council further authorizes the Family Resource Center to transfer funds within the four (4) identified categories set forth on Exhibit "A" as needed until the funds are fully expended.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



5445 College Corner Pike
Oxford OH 45056
513 523-5859
frcoxford.org

March 30, 2021

Request for \$34,000 CARES Act Funding

Family Resource Center has been contacted about how we can help serve the Oxford Community with \$35,000 in remaining CARES act funds. Here is our proposed use of additional funding:

1. **Child Care and Educational Services** - We used funding last year to help families who were in desperate need of child care as well as those that needed help with different things required from Talawanda Schools. I would suggest \$12,000. We spent over \$11,000 in the last quarter of 2020 assisting families with their child care and educational assistance needs.
2. **Transportation and Auto Repair** - We used funding to help with car repairs that would allow clients to have access to their employment or education. I would suggest 10,000 for this program. We spent just over \$8,000 in a three month time period at the end of 2020.
3. **Emergency Financial Assistance** - I would suggest \$7,000 for this program. We are partnering with SELF right now in cases of assistance involving COVID-19. We also have Salvation Army funds that we can use for utility assistance. I would use this \$7,000 particularly with housing situations.
4. **Eviction Reparations** - I would suggest \$5,000 for this program. Last year we helped with two cases to clear the record for clients so that they would be able to find permanent housing. Eviction history is a big hurdle for housing for many of our clients.

We are requesting flexibility asking for the ability to transfer funds within these 4 identified areas as needed until the funds are expended by December 2021.

We will submit a final report by November 19, 2021 of our usage of funds with a tracking report of all expenditures and receipts.

Request Submitted By:

Brad Hoblitzell
Director
Oxford Family Resource Center



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	4/12/2021
COUNCIL MEETING DATE:	4/20/2021
AGENDA TITLE:	Duke Energy Workforce Development Grant
BUDGETED AMOUNT:	\$50,000
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 4-16-21</i>

DISCUSSION:

Duke Energy has invited the City of Oxford to apply for their Workforce Development Grants as a part of our College@Elm Workforce Development and Innovation Center. We are seeking approval to apply for this grant.

This grant, if awarded, can be up to \$50,000 and will go toward the planning and implementation of workforce development programs in Oxford, Ohio.

According to their website, the Duke Energy Workforce Development grants support the following:

- Workforce development programs that address the most pressing skills gaps in communities that we serve.
- Programs cultivating the energy sector's future workforce will be given priority in this grant cycle.

If awarded, we propose that this grant will go toward the staff time to allow the research and planning of workforce development models that will be successful in our community. After a 1 year planning



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period, a proposed model(s) will be shared with the College@Elm team and City Council, to then seek future funding sources for implementation.

RESOLUTION NO.

A RESOLUTION OF COUNCIL AUTHORIZING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION TO THE DUKE ENERGY FOUNDATION REQUESTING FUNDING FROM THEIR POWERFUL COMMUNITIES: WORKFORCE GRANT IN THE AMOUNT OF \$50,000.00 TO BE UTILIZED FOR THE PLANNING AND IMPLEMENTATION OF WORKFORCE DEVELOPMENT PROGRAMS IN OXFORD, OHIO, SPECIFICALLY RELATED TO THE COLLEGE@ELM WORKFORCE DEVELOPMENT AND INNOVATION CENTER PROJECT.

WHEREAS, the Duke Energy Foundation has invited the City of Oxford to apply for their Powerful Communities: Workforce Grant as part of the City's College@Elm Workforce Development and Innovation Center project; and

WHEREAS, this grant, if awarded, will be utilized for the planning and implementation of Workforce Development programs in Oxford, Ohio, specifically related to the College@Elm Workforce Development and Innovation Center project; and

WHEREAS, the City Manager and the Assistant City Manager recommend the City Manager be authorized to submit a grant application requesting funding through the Duke Energy Foundation's Powerful Communities: Workforce Grant in the amount of \$50,000.00 to be utilized for the planning and implementation of Workforce Development programs in Oxford, Ohio, specifically related to the College@Elm WorkForce Development and Innovation Center project.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Assistant City Manager and further authorizes the City Manager to submit a grant application requesting funding through the Duke Energy Foundation's Powerful Communities: Workforce Grant in the amount of \$50,000.00 to be utilized for the planning and implementation of Workforce Development programs in Oxford, Ohio, specifically related to the College@Elm WorkForce Development and Innovation Center project.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

Powerful Communities

Duke Energy Foundation Funding Priorities

Creating Powerful Communities means powering the lives of customers and the vitality of communities with over \$30 million in charitable grants each year. The Duke Energy Foundation giving is focused on the strategic areas described below. Application information is available at duke-energy.com/foundation.

Powerful Communities: K-12 Education*

Application open Nov. 1 – Jan. 31; Grant decisions by March 30

- Programs to address the summer reading loss (“summer slide”) experienced by rising kindergartners through rising third graders.
- Programs that advance energy, engineering and environmental education through student programming or teacher professional development.
- Programs that extend into out-of-school time will be given preference in this grant cycle.

Powerful Communities: Workforce*

Application open Feb. 1 – April 30; Grant decisions by June 30

- Workforce development programs that address the most demanding skills gaps in communities that we serve.
- Programs cultivating the energy-sector’s future workforce will be given priority.

Powerful Communities: Nature

Application open May 1 – July 31; Grant decisions by Sept. 30

- Programs supporting:
 - Water quality, quantity, conservation and access
 - Habitat restoration, forestry and conservation
 - Species conservation

Powerful Communities: State Strategic Impact

Grant decisions by Nov. 30

- Priority defined annually at the state-level to respond to the unique needs of individual states.



- Each's state's priority and grantmaking process will be announced annually by June 30, and posted on duke-energy.com/foundation.

Powerful Communities: Local Impact

Application ongoing; Grants \$10,000 or less.

- Grants supporting the four defined priorities <\$10,000
- Power For Students <\$5,000
 - Out-of-school extra-curricular opportunities for students from low-income communities
- Grants that support a local strategic impact opportunity <\$5,000

* Programs serving under-represented, low-income or diverse audiences, including women and minorities, will be given preference in the K-12 Education and Workforce grant cycles.

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Parks and Recreation

Originating Department

Council Meeting Of: April 20, 2021

Account Code No. #: _____

Prepared By: Casey D. Wooddell

Budgeted Amount: \$36,455

Date Prepared: April 11, 2021

Agenda Title:	Resolution to Approve Tennis & Pickleball Court Contract
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Recommendation:	Approve
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Discussion:

The City's 2021 Budget includes up to \$50,000 to repair and replace the tennis courts located at the TRI Community Center. The cost of this project is being split 50/50 between the City and Talawanda Recreation, Inc. (TRI). The TRI owns the property, but the City utilizes the property via a lease agreement to run the operations of the Parks and Recreation Department.

City staff developed standards and specifications for this recreation facility project. This resolution is approving a contract for Phase I (of two phases) of this project. This phase is primarily focused on the repair of existing pavement, and addition of new pavement. This will prepare the surface for Phase II of the project, which will be publicly advertised at a later date.

Staff advertised a request for proposals on March 5 and March 12, 2021 in the *Journal News*. Proposals were to be returned no later than 3:00pm on March 26, 2021. The following proposals were provided:

<u>Contractor</u>	<u>Proposal Price</u>
Hoskins Paving	\$31,700
Westside Paving	\$32,870
Wagner Paving	\$39,958

This resolution will authorize the City Manager to enter into an agreement with Hoskins Paving to complete this phase of the TRI Pickleball & Tennis Court Replacement Project at a cost of \$31,700. Staff is requesting a 15% contingency in the amount of \$4,755 bringing the total contract amount not to exceed to **\$36,455**.

The TRI will reimburse the City 50% of the total cost of this phase of the project upon completion.

Approved By:

Initial Date

Department Head: CDW \ 4/11/2021

City Manager: DRE \ 4-16-21

RESOLUTION NO.

A RESOLUTION ACCEPTING THE PROPOSAL AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH HOSKINS PAVING TO COMPLETE PHASE I OF THE TRI PICKLEBALL & TENNIS COURT REPLACEMENT PROJECT AT A COST OF \$31,700.00 PLUS A CONTINGENCY IN THE AMOUNT OF \$4,755.00 FOR A TOTAL COST NOT TO EXCEED \$36,455.00.

WHEREAS, the 2021 budget includes up to \$50,000.00 to repair and replace the tennis court located at the TRI Community Center, and

WHEREAS, a request for proposals was published in the *Journal News* on March 5, 2021 and on March 12, 2021. Sealed proposals were opened and read aloud on March 26, 2021 with three firms submitting proposals; and

WHEREAS, the City Manager and the Parks and Recreation Director recommend Council accept the proposal and authorize the City Manager to enter into an agreement with Hoskins Paving to complete Phase I of the TRI Pickleball & Tennis Court replacement project at a cost of \$31,700.00 plus a contingency in the amount of \$4,755.00 for a total cost not to exceed \$36,455.00.

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

SECTION 1: Council finds Hoskins Paving to be the lowest and best proposal and accepts the proposal of \$31,700.00 to complete Phase I of the TRI Pickleball & Tennis Court replacement project at a cost of \$31,700.00 plus a contingency in the amount of \$4,755.00 for a total cost not to exceed \$36,455.00.

SECTION 2: The City Manager is hereby authorized to enter into an agreement with Hoskins Paving to complete Phase I of the TRI Pickleball & Tennis Court replacement project at a cost of \$31,700.00 plus a contingency in the amount of \$4,755.00 for a total cost not to exceed \$36,455.00.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	David Treleaven, Environmental Specialist
DATE PREPARED:	April 8, 2021
COUNCIL MEETING DATE:	April 20, 2021
AGENDA TITLE:	April 7, 2021 Environmental Commission (Virtual) Meeting Summary
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 4-16-21</i> <i>MBD 4/9/21</i>

This meeting was conducted virtually utilizing Zoom in accordance with Ohio House Bill 404 and the guidelines set forth by the Ohio Department of Health.

Environmental Commission members in attendance for the Wednesday, April 7, 2021 virtual meeting were: Chair, Mr. Jon Ralinovsky; Vice-Chair and City Council Representative, Ms. Chantel Raghu; Planning Commission Representative, Mr. Jason Bracken, Mr. Andor Kiss, Mr. Steven Elliott, and Mr. Justin Fain. A quorum was present. Also in attendance were Mr. Ross Olson and Ms. Ann Fuehrer.

Mr. Elliott moved for approval of the minutes from the March 3, 2021 Commission meeting; Mr. Bracken seconded. The minutes were unanimously approved as presented.

Discussion:

Mr. Olson made a presentation regarding a proposed pilot demonstration project in the northeastern corner of the Merry Day Park. The property line between Merry Day Park and the property to the north where the Family Resource Center (FRC) and Talawanda Oxford Pantry and Social Services (TOPSS) are situated, is overgrown with invasive honeysuckle, and is also accumulating trash and litter. Mr. Olson wishes to clean up the property line, and suppress and/or remove the honeysuckle as part of a public involvement and public education pilot project with the intent of assisting the interested public and/or clients and customers of the FRC and TOPSS in gaining experience with addressing honeysuckle removal or



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suppression. The idea is that with this experience, individuals may be inclined to undertake clearing honeysuckle and other unwanted brush from other properties, potentially opening space for food gardens. Ms. Fuehrer, the Director of TOPSS, supports the pilot project. One of TOPSS intentions is to work with its clients to address food insecurity, either by gardening or by education. Ms. Fuehrer sees the pilot project as an educational program to help the public learn methodologies to control or remove honeysuckle on their properties, potentially making room for their own gardens. The following Motion was proposed by Mr. Elliott; Mr. Fain seconded:

Motion:

The Environmental Commission formally endorses a honeysuckle suppression pilot project for creation of a food farm area. The project is in the northeastern portion of Merry Day Park along the property line with the Family Resource Center - Talawanda Oxford Pantry and Social Services property.

The Motion was unanimously accepted. Mr. Olson is scheduled to present this pilot project to Oxford's Recreation Board at their April 15, 2021 meeting.

Mr. Ralinovsky informed the Commission that the City of Oxford was beginning the process of updating its Comprehensive Plan (last revised in 2008). Oxford is requesting that Boards and Commissions select a representative to a Steering Committee, prepare a Comprehensive Plan Input Report, and coordinate public input sessions. Ms. Raghu volunteered to represent the Commission on the Steering Committee. Mr. Ralinovsky proposed the following Motion; Mr. Bracken seconded:

Motion:

The Environmental Commission nominated Ms. Chantel Raghu as its representative to the City of Oxford's Comprehensive Plan Steering Committee.

The Motion was unanimously accepted. The Comprehensive Plan Input Report is due by June 30, 2021. City Staff has located a descriptive list of the Commission's accomplishments from 2012 to early 2017, and is to update the list. The Commissioners intend to utilize Oxford's Codified Ordinance Chapter 135.01 and 135.02 as guides to assist the preparation of the Report's descriptions of the Commission's duties and responsibilities. It was suggested that the public input session(s) should be both in-person and virtual, occurring over the summer.

Several of the Commissioners indicated they did not recall receiving an email from Staff containing a link to the City of Oxford's Stormwater Management Manual. Staff was requested to re-send the March 5, 2021 email regarding the Stormwater Management Manual and background details regarding its development.

Ms. Raghu informed the Commission that a total of nine homes and one church in Oxford had contracted with PRO Lighting and Solar LLC (PRO Lighting) for the installation of roof-mounted solar panels. Ms. Raghu stated that PRO Lighting intends to do the installation in May 2021. Mr. Bracken suggested that perhaps Oxford should review its potential solar projects with an eye towards potential funding being available through the federal COVID relief bill and the pending infrastructure improvements legislation. Mr. Kiss indicated he would investigate the potential of incorporation of solar and other sustainability features for the potential Amtrak rail platform, and would contact US Senator Sherrod Brown's office regarding potential funding.

Ms. Raghu informed the Commission that at the April 6th City Council meeting, a developer had requested a variance to the tree protection and preservation legislation that the Environmental Commission had developed and was adopted in 2020 (Oxford's Codified Ordinance Chapter 1148, "Landscaping and Tree Preservation"). City Council had declined to grant the variance.

Staff updated Commissioners on developments with the Miami University Institute for the Environment and Sustainability (IES) graduate student team undertaking a Professional Service Project (PSP) regarding Oxford's greenhouse gas (GHG) inventory. The final presentation of the GHG Inventory PSP is to be virtual, and is tentatively scheduled for Wednesday, April 28, 2021 at 8:45 AM. Commissioners requested that Staff contact the IES Department and have all of the Commissioners included on the invitation list for the final project. Staff had participated in a virtual workshop for a second PSP, which is investing climate change resiliency for Oxford and Miami University. While the Environmental Commission has not been involved in the development of this PSP, Staff suggested that it could be beneficial for the Commissioners to attend that PSP's virtual final presentation as well. The Commissioners instructed Staff to request that the IES Department include the Commissioners on the invitation list for that presentation as well.

Staff updated the Commission on the monthly emission monitoring event for March of the landfill's 23 passive gas vents. For the second consecutive month, monitoring event yielded the lowest estimated carbon dioxide equivalent (CO₂e) monthly value to date. At 23.6 metric tonnes (MT) for the entire landfill, this monthly value was dramatically lower than the previous month,s (approximately 92 MT), and more than ten times lower than the maximum



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CO₂e measurement (approximately 292 MT), recorded in January 2021. These fluctuations in the CO₂e values suggest that the landfill emissions are not particularly steady over time, and that continued monitoring will likely be necessary to determine an accurate estimate of the landfill's CO₂e emissions. Mr. Bracken requested copies of the tabular summaries of the emission monitoring events. The USEPA District 5 office has indicated they would assist him in determining feasibility of installing flares to burn-off the emission's methane content, and determine potential combustion by-products.

Staff provided a summary of the on-going residential food scraps drop-off program. Since the program started in April 2019 and through April 5, 2021 (105 weeks), approximately 73,900 pounds (36.95 tons) of food scraps have been collected for composting. This is approximately 700 pounds per week on average, with the program's expense coming to \$0.32 per pound. For 2021, a total of just over 10,250 pounds has been collected in 13 weeks, with a weekly average of just under 790 pounds, and a program's expense of \$0.29 per pound.

Staff informed the Commission that Miami University's National Association for Environmental Professions (NAEP) had likely ruled out in person gatherings for this year's Earth Day observance ("EarthFest") in Uptown Oxford. NAEP was reportedly still investigating the potential for scattered display tables across Miami University's Oxford campus, with a decision anticipated by April 9th if the April 24, 2021 EarthFest event would be in-person, conducted virtually, or be a mixture of the two.

Commissioners concluded discussions at 7:55 p.m. The next regularly scheduled monthly Commission meeting is to be a virtual meeting starting at 7:00 p.m. on May 5, 2021.





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 approximately 3,500 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-five consecutive years.

NOW, THEREFORE, I, Michael Smith, Mayor of the City of Oxford, Ohio, Tree City USA, do hereby proclaim that on April 30, 2021, 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 the City of Oxford to be affixed this 20th day of April, 2021.


MICHAEL SMITH, MAYOR





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

STAFF REPORT

ORIGINATING DEPARTMENT:	Police
PREPARED BY:	John A. Jones, Chief of Police
DATE PREPARED:	March 29, 2021
COUNCIL MEETING DATE:	April 6, 2021
AGENDA TITLE:	Ordinance amending Section 353.05 of the Oxford Codified Ordinances entitled Payment; Amounts and Time Limitation
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 4-2-21</i>

DISCUSSION:

Currently, Section 353.05 specifies specific rates for single space meters and multi-space meters based on the maximum parking time. High density parking areas as defined by the City Manager and Police Chief, are set at a rate of \$.50 per hour and other metered areas are set at a rate of \$.25 per hour. This section also contains language concerning the rate at short term meters, which are not currently used in Oxford.

The proposed changes and eliminations in the language of this section, will allow parking rates to be set per the annually updated Fee Ordinance. This existing ordinance language requires changes be made in both the Fee Ordinance and Section 353.05 which is cumbersome. New smartmeter technology that staff is proposing to purchase and install, will allow greater flexibility in rates, time limits, and short term meter spots that can be programmed rather easily. We believe it is appropriate to designate these rates in the Fee Ordinance that City Council will review each year.

Currently, the Fee Ordinance sets parking meter rates as follows:

Short Term Meters 0.25 per 30 minutes
High Density Parking Areas 0.50 per hour
South Campus Avenue 0.50 per hour
Side street 2 hour meters 0.25 per hour
Side Street 10 hour meters 0.25 per hour
Parking garage meters 0.50 per hour
Smart Meter/pay station rate up to 1.00 per hour

ORDINANCE NO.

AN ORDINANCE REPEALING OXFORD CODIFIED ORDINANCE SECTION 353.05 ENTITLED PAYMENT; AMOUNTS AND TIME LIMITATIONS AND ADOPTING NEW OXFORD CODIFIED ORDINANCE SECTION 353.05 ENTITLED PAYMENT; AMOUNTS AND TIME LIMITATIONS.

WHEREAS, the proposed additions and deletions to Section 353.05 of the Oxford Codified Ordinances entitled Payment; Amounts and Time Limitations will allow parking meter fees to be set per the annually updated Fee Ordinance and not duplicated in Section 353.05 of the Oxford Codified Ordinances; and

WHEREAS, the City Manager and the Police Chief recommend repealing Oxford Codified Ordinance Section 353.05 entitled Payment; Amounts and Time Limitations and adopting new Oxford Codified Ordinance Section 353.05 entitled Payment; Amounts and Time Limitations to allow parking meter fees to be set per the annually updated Fee Ordinance and not duplicated in Section 353.05 of the Oxford Codified Ordinances.

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

SECTION I: Council hereby accepts the recommendation of the City Manager and the Police Chief and repeals Oxford Codified Ordinance Section 353.05 entitled Payment; Amounts and Time Limitations and adopts new Oxford Codified Ordinance Section 353.05 entitled Payment; Amounts and Time Limitations to allow parking meter fees to be set per the annually updated Fee Ordinance and not duplicated in Section 353.05 of the Oxford Codified Ordinances as follows (additions are bolded and deletions are struck through):

353.05 PAYMENT; AMOUNTS AND TIME LIMITATIONS.

(a) The owner or operator of a vehicle, upon entering a single-space meter space, **or a multi-space meter space, garage, or lot** during the hours of operation as provided in Section 353.03(a), shall immediately deposit, **or cause to be deposited in the appropriate meter or multi-space meter, the required fee in coins or cash (where allowed) of the United States, or by token, credit card, parking card or other methods as approved by the Chief of Police.** ~~a coin or combination of coins of the United States in the parking meter situated at the side or front of the parking space and operate said meter according to the instructions thereon.~~ Failure to do so shall constitute a violation of this section. Upon deposit of the appropriate **funds and required** ~~coin or coins and placing the meter in operation,~~ the parking space may be lawfully occupied by such vehicle during the period of parking time prescribed for the particular amount deposited.

(b) If any vehicle is left parked in a single-space meter space for such length of time that the single-space meter indicates by a proper signal that the lawful parking period has expired, such vehicle shall be parked overtime in violation of this section and the parking of such vehicle overtime shall be unlawful. Parking a vehicle during any unexpired time remaining on a meter and left by a prior user of the meter shall not be considered a violation of this section or of subsection (a).

~~—(e) The owner or operator of a vehicle shall, upon entering a multi-space meter space during the hours of operation as provide in Section 353.03(a), shall immediately deposit, or cause to be deposited in the appropriate multi-space meter, the required fee in coins or cash (where allowed) of the United States, or by token, credit card, parking card or by other methods as approved by the Chief of Police. Payment shall be made in the manner and amount as indicated on said multi-space meter, and, if so required, owner or operator must return to the vehicle and place purchased receipt, face up and conspicuously upon the driver's side dashboard of the parked vehicle. Upon appropriate deposit, the parking space may be lawfully occupied by such vehicle during the period of parking time prescribed for the particular amount deposited.~~

(d) (c) If a multi-space meter is out of order or unable to accept payment or issue a receipt, payment shall be made at the next available multi-space meter. In no case shall parking in a multi-space meter area be allowed without payment, except as otherwise described. If any vehicle is left parked in a multi-space meter space for such length of time in excess of the parking time prescribed for the particular amount deposited, such vehicle shall be parked overtime in violation of this section and the parking of such vehicle overtime shall be unlawful.

(d) Rates for single-space and multi-space meters shall be set by the Fee Ordinance.

~~(e) Single-space and multi-space meters with a maximum parking time of thirty (30) minutes shall be adjusted so as to provide thirty (30) minutes of parking time upon the deposit of twenty-five (25¢) cents.~~

~~—(f) Single-space and multi-space meters with a maximum parking time of two hours shall be adjusted so as to provide one hour of parking time upon the deposit of twenty-five cents (25¢); however, single-space and multi-space meters located in high-density parking areas (as defined by the City Manager on report and recommendation from the Chief of Police) with a maximum parking time of two hours shall be adjusted so as to provide one hour of parking time upon the deposit of fifty cents (50¢).~~

~~—(g) Single-space and multi-space meters with a maximum parking time of ten (10) hours shall be adjusted so as to provide one hour of parking time upon the deposit of twenty-five cents (25¢) however, single-space and multi-space meters located in high-density parking areas (as defined by the City Manager on report and recommendation from the Chief of Police) with a maximum parking time of ten hours shall be adjusted so as to provide one hour of parking time upon the deposit of fifty cents (50¢).~~

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	April 8, 2021
COUNCIL MEETING DATE:	April 20, 2021
AGENDA TITLE:	Contract for Architectural and Engineering Services for a Railroad Platform and Shelter
BUDGETED AMOUNT:	\$ 250,000
ACCOUNT CODE:	PY Encumbrance – PO2400
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 4-16-21 MBD 4/13/21</i>

Discussion: On January 3, 2017, the Oxford City Council approved Resolution No. 5037 pledging support in the amount of \$350,000 towards the construction of a passenger rail platform and shelter on the CSX RR line in Oxford. On January 4, 2017, Miami University provided a letter of support for the project with a matching contribution commitment of \$350,000 as well. The University funds would be available for the project upon the execution of a memorandum of understanding between the City and the National Railroad Passenger Corporation (Amtrak). Talawanda School District has also committed support for the project in the form of access to the rail line in the vicinity of the District's South Main St. property (aka Collins Run).

Also in the spring of 2017, a student team from Miami University's Department of Geology (Urban Planning and Sustainability) provided the City with an Area Master Plan (*The Oxford-Miami Community Gateway*) as possible guidance for a future project. The Plan reviewed historical events with passenger rail traffic in Oxford, goals, the planning process, and site planning. Important criteria in the Plan included connecting the site to existing and anticipated transportation networks, reflecting the look and feel of the community, and catalyzing future multi-use development.

As the Butler County Regional Transit Authority (BCRTA) began providing service to Miami University and the City, we began to have discussions as to the need for a Multi-model Station and Shared Facilities in the City. BCRTA has secured funding and is proceeding with design for their new facility to be located at the Chestnut Fields site at the intersection of Beech St. / Main St. with Chestnut St. This facility will provide indoor storage for buses, maintenance bays, truck/bus wash bays, fueling islands, offices, customer waiting areas, and restrooms. Accommodations will also be made for bicycle storage and connections to other transportation hubs.



The City of Oxford
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In late 2020, the City and BCRTA issued a joint Request for Proposals (RFP) for architecture and engineering services. The RFP was designed to allow for economies of scale by using the same design professionals for both the BCRTA multi-model facility and the City's Amtrak rail platform and shelter. The RFP was designed so that each Owner could separate from each other and issue their own contracts based on the skills and abilities of the responding consultants. In total, seven responses were received from consulting firms. These proposals were reviewed and scored by BCRTA's team as well as a City team consisting of the Assistant City Manager, Community Development Director, and Service Director. Following a review of the scoring, it became very evident that the BCRTA and City would need to go in separate directions. BCRTA needed a firm specializing in bus facilities and have selected Richard L. Bowen + Associates, Inc. The City needed a firm with defined experience in working with Amtrak and railroad companies (track owners).

Of the seven proposals received for this **Amtrak Category 4 Shelter Station**, City staff rated them in the following order:

- | | |
|------------|------------|
| 1. AECOM | 261 points |
| 2. Wendell | 257 points |
| 3. HDR | 231 points |
| 4. Bowen | 225 points |
| 5. MSA | 210 points |
| 6. HWH | 188 points |
| 7. IBI | 123 points |

While pricing was not a consideration in rating the qualifications of the responding firms, it is noted that AECOM submitted the second lowest price for the project while scoring the highest rating. The lowest price was submitted by IBI who scored the least amount of points of any submittal. Pricing for the project was as high as \$606,800 with an average cost of \$334,092.00.

The Scope of Work for the project is noted in Attachment A to this report. It details the project description and scope, coordination with CSX and Amtrak, surveying and controls, preliminary engineering, basis of design report, environmental documentation, benefit – cost analysis, and construction phase services. Based on the work being provided, it is anticipated that the City will be able to apply and compete for Federal funds for future construction; grant programs will require a benefit – cost analysis report as a part of any application for federal funding.

Should the City receive notice from AMTRK or CSX that they are no longer supporting a stop in Oxford, separation points will be written into the contract with AECOM to halt design work. A logical separation point would be at the end of Preliminary Engineering including Tasks 1-4. Total costs at this point would be \$130,505.00. AECOM has also provided a cost estimate for Alternatives Analysis should the City decide to investigate project expansion with neighboring properties.

It should be noted and emphasized that Amtrak and CSX will NOT pay for any part of this project. The City will be responsible for all costs associated with this project. Amtrak will require an agreement whereas the City will be responsible for all costs required for the project including design & engineering, all construction costs, construction management by an independent third party, all costs associated with the Federal Rail Administration, and all CSX railroad costs (including design review costs, easements, ROW safety, flaggers, inspectors, etc...). **The current appropriation will only pay for AECOM contract costs – all additional costs associated with project development will require supplemental appropriations.**



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Oxford, OH 45056

It is Staff's recommendation that the City Council authorize the City Manager to enter into an agreement with AECOM Technical Service, Inc. for the services described in Attachments A & B at a cost of \$224,986.00. Staff is also requesting a contingency in the amount of \$25,014.00, therefore the total cost not to exceed for this agreement would be \$250,000.00

RESOLUTION NO.

A RESOLUTION ACCEPTING THE PROPOSAL AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH AECOM TECHNICAL SERVICE, INC. FOR THE ARCHITECTURAL AND ENGINEERING SERVICES DESCRIBED IN EXHIBITS A & B ATTACHED HERETO FOR A RAILROAD PLATFORM AND SHELTER AT A COST OF \$224,986.00 PLUS A CONTINGENCY IN THE AMOUNT OF \$25,014.00 FOR A TOTAL COST NOT TO EXCEED \$250,000.00.

WHEREAS, on January 3, 2017, the Oxford City Council adopted Resolution No. 5037 pledging support in the amount of \$350,000.00 towards the construction of a passenger rail platform and shelter on the CSX Railroad line in Oxford; and

WHEREAS, on January 4, 2017, Miami University provided a letter of support for the project with a matching contribution commitment contingent upon the execution of a memorandum of understanding between the City and the National Railroad Passenger Corporation (Amtrak); and

WHEREAS, the Talawanda School District has also committed support for the project in the form of access to the rail line in the vicinity of the district's South Main Street property; and

WHEREAS, the Butler County Regional Transit Authority (BCRTA) has secured funding and is proceeding with the design for their new facility to be located in the same vicinity at the Chestnut Fields site; and

WHEREAS, in late 2020, the City and the BCRTA issued a joint Request for Proposals (RFP) for architectural and engineering services designed to allow economies of scale by using the same design professionals for both the BCRTA facility and the City's Amtrak rail platform and shelter; and

WHEREAS, seven responses were received from consulting firms and following a review and scoring of the seven proposals by BCRTA's team as well as a City team, it became very evident that the BCRTA and City of Oxford would need to go in separate directions to achieve the best outcome for each entity; and

WHEREAS, the City Manager and the Service Director recommend the City Manager be authorized to enter into an agreement with AECOM Technical Service, Inc. for the architectural and engineering services described in Exhibits A & B attached hereto for a railroad platform and shelter at a cost of \$224,986.00 plus a contingency in the amount of \$25,014.00 for a total cost not to exceed \$250,000.00.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Service Director and accepts the proposal of AECOM Technical Service, Inc. for the architectural and engineering services described in Exhibits A & B attached hereto for a railroad platform and shelter at a cost of \$224,986.00 plus a contingency in the amount of \$25,014.00 for a total cost not to exceed \$250,000.00.

SECTION 2: Council further authorizes the City Manager to enter into an agreement with AECOM Technical Service, Inc. for the architectural and engineering services described in Exhibits A & B attached hereto for a railroad platform and shelter at a cost of \$224,986.00 plus a contingency in the amount of \$25,014.00 for a total cost not to exceed \$250,000.00.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



AECOM
525 Vine Street, Suite 1800
Cincinnati, Ohio 45202

513 651 3440 tel
877 660 7727 fax

www.aecom.com

April 13, 2021

Michael B. Dreisbach
Director of Public Services
15 South College Ave.
Oxford, OH 45056
513.524.5206
Cincinnati, Ohio 45202

Re: AECOM Amended Scope and Fee Proposal
City of Oxford Passenger Rail Platform

Dear Mr. Dreisbach,

Please find the attached scope and fee proposal to provide planning, engineering, surveying and environmental services for the proposed City of Oxford Passenger Rail Platform and associated site improvements at the Chestnut Fields site. The project is adjacent to the CSX Railroad south and east of the intersection of Chestnut and Main Streets.

The attached scope and fee proposal replaces the AECOM proposal for RFP 2020-014 dated October 19, 2020 for the joint scope of services for the BCRTA Chestnut Files Shared Services Center. The scope of work is generally consistent with the original proposal, however additional scope has been added to evaluate alternatives for the use of adjacent parcels on the site. Our subconsultants for surveying and geotechnical services have changed to utilize the same consultants (Bayer Becker and Terracon) providing these services for the BCRTA project on the site to improve efficiency and sooth collaboration between the two projects at the site. Per your direction, it is our understanding that there are no DBE/EDGE requirements for the design services for the current scope of work for the platform.

Given that the scope and timeline for Final Design, Cost Benefit Analysis and Construction Phase Services are predicated on the outcome of the Preliminary Engineering Phase as well as ageeements between Amtrak CSX and the City we recommend those tasks be authorized individually. An optional Alternatives Analysis for the potential re-use of abutting property has been included at your request for separate authorization if desired.

We look forward to serving the City of Oxford to bring rail passenger service to the City and Miami University.

Please feel free to contact David Wormald at 513 419-3497 with any questions or comments.

Sincerely,

David Wormald, PE, AICP
Senior Project Engineer

Zack Deems, PE
Ohio Transportation Business Line Leader

Exhibit A: Scope of Work

This work scope is based upon the joint RFP 2020-14 by the Butler County Regional Transit Authority (BCRTA) and the City of Oxford, subsequent guidance provided via email and virtual meetings by City staff during March 2021. The scope of work and associated fees are based on general assumptions for the "base case" site development. An optional task to conduct an alternatives analysis for potential acquisition and re-use of the abutting properties is included for separate authorization if desired. The scope of services for Final Design and Construction phase services may vary depending on the results of the preliminary engineering and coordination with Amtrak and CSX. AECOM reserves the right to renegotiate the , schedule, and fee for these tasks following completion of Preliminary Engineering.

AECOM's professional services will be furnished on a Time and Materials (including reimbursable expenses with a Not-to-Exceed ("NTE") amount as shown in Exhibit B, in accordance with a mutually acceptable consultant agreement executed by AECOM Technical Services Inc. and the City of Oxford in conformance with the terms included in RFP 2020-14.

Introduction

To better serve the out-of-state student population's transportation and mobility needs, the City of Oxford, in conjunction with Miami University, intends to develop a passenger rail station facility to serve the Amtrak Cardinal® long-distance passenger train service. The Cardinal's current schedule between New York City, Washington DC, Cincinnati, Indianapolis, and Chicago would serve the station during late night / early morning hours with bi-directional service three days per week (Sunday, Wednesday, and Friday). Planning and design will be performed in conjunction with a proposed multimodal Shared Services Facility developed by the Butler County Regional Transit Authority (BCRTA) located west of and adjacent to, the site. Amtrak patrons will use the transit facility for parking as well an indoor waiting area during overnight hours. A lighted pedestrian connection will be provided between the transit facility and the Amtrak platform.

Ridership projections for the new Amtrak service have not been confirmed at this time but are anticipated to be less than 10,000 annually. Amtrak had previously consulted with Cardinal corridor stakeholders to explore an expansion to daily service. The Biden administration plans to provide funding for the growth of passenger rail and transit which may be a potential source of funding for enhanced Amtrak services in Ohio; however, there are no definitive plans to increase the frequency of Cardinal service to daily departures at this time.

The City and Miami University have initiated coordination with Amtrak to proceed with planning and preliminary design for the new passenger rail station stop. The City and University have committed \$700,000 in local funding towards the Amtrak facility at this time. The project sponsors intend to minimize costs to the extent possible; however, additional funds could be

needed depending on the final design and property needs. The project will follow FRA project development procedures to allow for potential Federal funding applications to assist with construction if necessary.

AECOM will develop cost estimates allowing project stakeholders to determine if they wish to proceed with local funding or seek potential external funding. There are advantages and disadvantages to securing federal funding, which could impact the project schedule and costs. If authorized, we will develop Benefit-Cost Analysis documentation to support federal funding applications by the City.

Project Description

The Passenger Rail Platform project will consist of a new side platform located along the southwest side of the CSX railroad south of Chestnut Street (CSX MP BD-038.8). The passenger platform's dimensions must be confirmed with Amtrak, which will affect its location relative to Chestnut Street and the adjacent shared services facility. In addition to the passenger platform, the project is assumed to include: minor site grading, stormwater collection, and drainage along the railroad right-of-way; a shelter; sidewalks; signage; landscaping; lighting; perimeter fencing; and communication/cameras. The "base case" project will be partially located on CSX right of way and property currently owned by the Talawanda School District.

An optional alternatives analysis will evaluate the potential acquisition and re-use of the School District Parcel and an adjacent privately owned parcel at 7 East Chestnut Street currently occupied by the SDS Pizza Restaurant if authorized. The proposed scope and fee estimate assume the "base case" scenario for final design. The platform itself would be constructed partially within CSX right-of-way. Modifications to existing railroad facilities (track and wayside equipment) are not anticipated at this time. CSX will confirm this assumption during Preliminary Engineering.

With an expected ridership of fewer than 10,000 annual passengers, the proposed facility is categorized by Amtrak as a Category 4 Shelter Station and is not required to be staffed or provide restrooms but will be operated in conjunction with the BCRTA Shared Services Facility to provide these amenities. It is currently anticipated that station parking and a passenger drop-off/pick-up area will be provided at the adjacent BCRTA Shared Service Facility. The project includes providing Americans with Disabilities Act (ADA)-compliant public access between the BCRTA facility, platform, adjacent streets, loading area, and station parking. Parking and pedestrian access (new sidewalks) will be provided to the proposed station platform, as well as lighting and security provisions. Provision for integration of Amtrak's Passenger Information Display System remain to be determined.

Meetings

We anticipate that there will be a need for a minimum of monthly coordination meetings with the City and stakeholder staff during preliminary engineering phase and coordination of approvals among Amtrak, CSX, and other stakeholders. Some meetings can be integrated with the overall BCRTA Shared Services Facility program. See Exhibit B. However, the critical decision points, stakeholders, and regulatory framework for the Amtrak station stop will be distinct from the BCRTA project and include the key stakeholders for the platform project only.

It is anticipated that the project will include three formal project review meetings with Amtrak and CSX staff. AECOM will prepare a written agenda and summary minutes. Our project manager and key technical staff will participate in meetings as appropriate to the topic.

The work scope does not include facilitation, documentation, or hosting in-person or virtual public meetings for the project. It is assumed that City representatives or others will lead any public engagement. AECOM may attend public meetings and provide information as requested by the City in the context of the tasks included in this proposal. All meetings are assumed to be local or virtual.

Schedule

While the initial phases of planning and design for the Amtrak Passenger Rail Platform and BCRTA Shared Services Facility will generally be in sync, they may diverge as each project moves towards construction. The overall timeline for introducing a new Amtrak station stop in Oxford and Passenger Rail Platform construction will be dependent on the decision-making process between the City of Oxford, Amtrak, and CSX.

It is assumed that the City will execute a preliminary engineering agreement with CSX to reimbursement of the railroad's review costs soon after this project's initiation. The Preliminary Engineering Task and development of the Basis of Design Report duration is approximately six months from notice to proceed. Decision-making by Amtrak and CSX may require additional time; however, it is anticipated that City and University will have sufficient information necessary to plan for fiscal 2023 project funding.

This timeline is for the requested planning, design, and engineering services only and does not include delays associated with obtaining construction funding or interagency reviews and approvals. The overall construction schedule will also be predicated on the availability of construction funding if it exceeds the local contribution currently in place. Federal construction funding could take additional time before it is available depending on the program. A six-month duration following authorization will be required to develop construction documents and specifications under the current project assumptions.

Scope of Services

Task 1 Amtrak and CSX Coordination

The success and schedule for the development and implementation of the Cardinal passenger platform at Oxford are dependent on the participation and coordination between the local sponsors, Amtrak, and CSX as the host railroad. The City has indicated that Amtrak will coordinate with CSX regarding approvals for the Cardinal stop in Oxford. The City will need to coordinate with CSX directly regarding the facility's engineering and construction located on or affecting railroad property. The task includes engagement with Amtrak and CSX to confirm communication protocols, responsibilities, and roles. AECOM will provide the technical leadership to meet the project's needs; however, the approvals and agreements necessary for design reviews, construction and implementation of the Cardinal Service will rest with the stakeholders. AECOM has established working relationships with Amtrak and CSX and understands both entities' policies, standards, and procedures. It will be necessary for the City to directly execute Preliminary Engineering and Construction Agreements with CSX to review the design and construction. Exhibit B includes allowances for AECOM staff to assist the City with railroad coordination activities throughout the duration of the project that are not directly associated with the following engineering or construction services. These costs do not include direct expenses associated with agreements executed between CSX and the City.

Task 2: Topographic/Property Survey/Utilities and Control

As part of the overall combined program for the BCRTA Shared Services Center and Passenger Rail Platform, our surveying subconsultant, Bayer Becker, will perform a topographic and property survey of the site. The survey area for the Amtrak station stop is less than 1 acre of the overall 6-acre site.

Bayer Becker will establish project control, benchmarks, and reference points for use by the BCRTA and the City's projects for consistency. Project control points will be established outside of the anticipated limits of construction and railroad right of way.

The survey will include planimetric features and marked utilities within the limits of the project, including:

- A digital terrain model with contours at 1-foot intervals
- Buildings, pavements, sidewalks, walls, fencing, and parking areas
- Poles, manholes, inlets, culverts, or other surface and marked subsurface utilities
- Invert and sizes of all storm/sanitary sewers at each manhole, inlets, etc.
- The centerline of all stormwater ditches
- Existing rails including top of rail at 50 ft intervals, signal poles, rail lubricator, or any other railroad facilities

- Existing signs, pavement markings, signal heads, strain poles, and traffic controller devices

It is anticipated that four parcels (including CSX right of way) may be affected by the platform and related construction at this time. Bayer Becker will provide a property survey to verify the property boundaries of these parcels. Property owner notification is required at least 48 hours in advance. The City of Oxford will furnish the property owner notification to AECOM before entry on private property. The AECOM team will secure a right of entry agreement with CSX to perform the survey on CSX right of way. Property surveys will be completed per O.A.C. 4733. Long-term leases, easements, or fee simple acquisition for the passenger platform will be required if Federal funds are used in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. The scope does not include title research or preparation of conveyance instruments for property acquisitions at this time; however, AECOM can perform these activities subject to a contract modification and authorization.

Task 3: Preliminary Engineering/Alternatives Analysis

During the Preliminary Engineering task, AECOM will develop preliminary engineering (site plans, typical sections) for the passenger platform at a 50% level of design. This task also includes developing preliminary cost estimates for construction and property acquisition as needed and associated construction schedule. Preliminary construction limits will be used to identify temporary and permanent right of way needs and the area of potential effect (APE) for NEPA documentation. Task xx Environmental Documentation will be performed concurrently with this task.

Platform

Upon completing the survey and identifying the anticipated Cardinal boarding parameters from Amtrak and CSX, AECOM will identify the location, size, and overall configuration of the station platform in relation to the CSX track and abutting properties. The platform is anticipated to be a side platform located west of the existing CSX track. The platform is likely to infringe on an existing trackside drainage ditch that will need to be enclosed under the platform or relocated. Drainage from the site will not be diverted, directed toward the CSX trackbed, or increased without approval and agreement with CSX.

AECOM currently anticipates that the proposed platform will not include full-length level-boarding but will be a low-level platform (8 inches above the top of the rail) to maintain existing track clearances without modifications to CSX facilities. If so, the top of platform elevation will be lower than the abutting properties to the west and require some grading and ramps to comply with ADA requirements. The platform will provide a minimum useable width of 12 feet perpendicular to the rail and abide by Amtrak and CSX standard clearance and off-set distances. The platform length will depend on the Amtrak Cardinal Service's equipment and is assumed to be a minimum of 550 ft. The long-term impacts of COVID-19 or additional federal

funding on Amtrak's service models remain to be determined. Specific provisions to meet ADA requirements are to be confirmed by Amtrak. It is assumed that alternatives to level boarding such as car-borne lifts, platform-based lifts, or mini-high platforms will be discussed with Amtrak and CSX. Where level-entry boarding cannot be provided due to freight-clearance requirements or mixed equipment,

The platform will slope away from the track to prevent wheelchairs, strollers, baggage carts, and other items from rolling towards the track. AECOM will investigate the use of pre-cast or cast-in-place platform designs and make recommendations on a preferred structure type.

Shelter

The platform will incorporate provisions for a prefabricated or site-built shelter on or adjacent to the platform. The shelter will protect patrons from precipitation and wind, although it will not be fully enclosed or conditioned. The shelter's architectural details will be confirmed, but it is assumed that they will be consistent with the materials palette and aesthetic of the BCRTA Shared Services Facility. The proposed shelter's size, location, and features in relation to the platform and surrounding project area will be identified during preliminary engineering.

Geotechnical Investigation and Design

Site-specific samples or soil borings have not been obtained at this time. Subconsultant Terracon will provide a geotechnical investigation report with recommendations for the platform foundations, retaining walls, and associated site improvements. It is anticipated that 3 soil borings will be required based on the station platform's assumed construction limits. The geotechnical investigation will be coordinated with the BCRTA shared services center to minimize mobilization costs. Terracon will execute the Right of Entry Agreements for field investigation work on CSX right of way.

Pedestrian Access

Pedestrian access to the station will be via an accessible pathway from the public right of way on Main Street/Colins Run Road to the proposed platform.

The pathway from Colins Run Road is anticipated to be generally located parallel to the southern parcel line of the Nelson Morrow Building owned by the Talawanda Board of Education and provides a direct link to the BCRTA shared services center and parking.

AECOM will evaluate the pathway's geometry and impacts to the existing pavement/loading dock and parking, fencing, and stormwater drainage to identify the limits of temporary or permanent easements/right of way. Long-term plans may include eventual reuse of this parcel will not preclude the site's reconfiguration other potential supporting uses in the future.

An optional alternatives analysis for the use of the Talawanda Nelson Morrow Building and S.D.S. Pizza parcels will consider direct pedestrian connections through these parcels to the BCRTA shared services facility and Chestnut Street if authorized.

New at-grade pedestrian or vehicular crossings over the CSX railroad will not be permitted. Railroad crossings will be limited to the existing signalized crossing at Chestnut Street (DOT 154079C). It is assumed that the existing sidewalks across the at-grade crossing on Chestnut Street will be reconstructed as part of the proposed passenger platform improvements. AECOM will identify potential impacts to the operation of the existing warning devices at the crossing due to the Amtrak stop during preliminary engineering. Amtrak equipment will likely activate Chestnut Street and East Main Street gates while stopped at the platform. CSX will perform modifications to the existing crossing signals, if needed, under a force account charged to the project. Potential design related to modifications of the CSX train detection circuits and highway-rail grade crossing signals are not included in AECOM's scope of work.

Signage

The Amtrak Graphic Signage Standards Manual guides platform signage and naming. Signs located on the station's curbside or street side provide wayfinding to and from the station, station identification, vehicular direction, and curbside information.

AECOM will develop a preliminary sign plan to identify sign locations required per Oxford and Amtrak standards, including the following:

- City identification signage at the platform
- Station identification signage
- Vehicular wayfinding signage
- Accessible parking (part of BCRTA Shared Services Center)
- Accessible pathway directional signage (in conjunction with BCRTA Shared Services Center)

Details for sign locations, sizes, content, and structural/architectural elements will be confirmed as part of Task 5

Electrical/Lighting

Platform and pathway lighting is an important safety and security concern. Lighting levels must meet the values outlined in Amtrak Engineering Stations Standard Design Practices along with any City of Oxford code requirements. AECOM will identify the number, location, and configuration of pedestrian lighting, including provisions for power to lights and cameras/communications on the platform. The poles, fixtures, and controls will be coordinated with the BCRTA shared services enter. The lighting will be actively controlled to provide full illumination only when necessary, during operating hours. Detailed lighting and electrical design will be performed during Task 5

Communications/Data

It is assumed that at least one security camera will be provided at the platform area. AECOM will confirm the location and configuration of security cameras and provisions for data/communications with the City of Oxford and BCRTA. Specific scope and design details for security/communications will be performed during Task 5. • AECOM's scope does not include design for integration of Amtrak's electronic Passenger Information Display System (PIDS) at this time but could be provided pending guidance from Amtrak on the system configuration and operating parameters for this stop subject to a contract modification.

Landscaping

The proposed work scope includes provisions for landscaping in the platform area outside of the railroad right of way. Depending on the optional alternative's analysis for the adjacent parcels' reuse, more extensive landscaping could be authorized for detailed design in Task 5. At this time, the requirements for permanent stormwater best management practices (BMPs) remain to be determined. Any BMPs will be developed following local requirements and the current edition of the Ohio Department of Natural Resources (ODNR) Rainwater and Land Development Manual. Landscaping will be coordinated with the City of Oxford, BCRTA, and other stakeholders to provide a consistent, sustainable site for transit/Amtrak patrons. Detailed plans for landscaping or stormwater BMPs will be developed during Task 5.

Task 4 Environmental Documentation

The City of Oxford may utilize Federal funding for future project development phases for the Amtrak Passenger Rail Platform. Specific funding sources and agency oversight responsibilities beyond the locally-contributed funding have not been identified at this time. If Federal funding is utilized, the project will require investigation and documentation of environmental analysis required under the National Environmental Policy Act (NEPA).

Based on the current proposed project location (a highly disturbed urban area) and scope of work, this project is not anticipated to have a significant effect individually or cumulatively on the human or natural environment. There are no known cultural or ecological resources that will be adversely affected within the project area based on available information the project will not require the preparation of either an environmental impact statement (EIS) or an environmental assessment (EA). It is assumed that the project will be cleared under a FRA Categorical Exclusion (CE) at this time..

Tasks 4 includes identifying the project area of potential effect (APE), preparation of a project level Federal Railroad Administration (FRA) Categorical Exclusion (CE) Worksheet as well as supplemental screening or investigations necessary for its completion. Subconsultant Stone Environmental will provide an ESA screening of project site. And a level Ecological survey for the platform APE. The scope does not include Phase 1 or Phase 2 ESA investigations or any field archeological investigations.

Task 5: Basis of Design Report/Final Design (If Authorized)

Prior to the development of Construction Documents and Specifications, AECOM will prepare a Basis of Design Report documenting project assumptions and design criteria based on the preferred layout after Preliminary Engineering in Task 3. This report will summarize information for use by the City of Oxford, Amtrak, and CSX, presenting conclusions from previous tasks in narrative, tabular, and graphical/illustrative formats. The report is expected to include the following information :

- Description and interpretation of observations from site surveys, geotechnical reports, and other investigations, etc.
- Description, analysis, evaluation, and recommendations concerning the results of planning-level environmental reviews
- Description and comparison of alternatives for platform components pedestrian connections, vehicular access, and parking and integration with the BCRTA shared services facility.
- Confirmations that modifications to track, wayside equipment or grade crossing are not required
- Key planning assumptions, constraints, parameters, and decision-making during the Preliminary Engineering tasks.
- Analyses of relevant Ohio and City of Oxford building codes and zoning regulations, with references
- Narrative of technical and community requirements and how they will be incorporated into the construction documents.
- Drawings and/or other figures prepared in previous tasks.

Following verification of the basis of design, funding, and schedule, AECOM will proceed with the final design and development of construction documents in this task. Construction documents will be prepared using Autodesk Autocad Civil 3D software. Final bidding documents will be provided in PDF format. AECOM will confirm the format of bidding forms with the City. It is assumed that the City will administer public procurement documents and advertising.

Construction Documents

Construction documents are expected to include the following

- Title Sheet
- Schematic plan
- General Notes
- Summary of construction quantities
- Demolition Plan
- Site Plan
- Platform Plan, Cross Sections, and Details

- Shelter Details
- Drainage Plans Culvert or Storm Sewer Profiles, (does not include onsite detention)
- Intersection Details Chestnut Street and CSX At-Grade Crossing
- Sidewalk/Pavement Marking Plans
- Signing Plans
- Utility Plan (does not include Amtrak PIDS)
- Electrical Site Plan/Lighting Details
- Site details (ramps, fence, etc.)
- Landscaping Plan
- Property Acquisition Plats (if authorized)

Design Criteria

Construction documents will be completed per applicable requirements in Amtrak's Station Standard Design Practices ("EP4000"), Platform and any other railroad-related work shall be in accordance with applicable CSX Standards. Improvements located outside of the platform area will be developed per City of Oxford Standards.

Estimate of Construction Cost

AECOM will prepare an updated estimate of probable construction costs based on historical bids for similar types of projects. The estimate will consider special conditions that may have significant impacts on the cost of construction and include contingency factor. AECOM's scope of work does not include real-estate appraisals, acquisition, or negotiations.

Task 6 Benefit-Cost Analysis (BCA) (If Authorized)

The AECOM Team includes economic and financial experts who are skilled in preparing transportation Benefit-Cost Analyses comparing the monetized benefits accruing from an infrastructure project and the costs to develop it, suitable for review and use by a variety of project stakeholders. This task includes preparing a report with narrative and tabular data per USDOT and FRA guidelines for BCA if the project participants intend to move forward with Federal funding applications. This task does not include funding grant applications administration or report documentation following a potential award. If the City does not intend to move forward with a Federal funding application, the preparation of a BCA is unnecessary.

Task 7- Construction Phase Services (If Authorized)

The following scope and fee estimate for Task 7 described below and shown on Exhibit B are based on the anticipate project elements and duration and are subject to revision following completion of the construction documents in Task 5.

Construction Schedule

AECOM will develop a projected construction schedule from the contractor Notice to Proceed through the end of the construction phase and consider applicable lead times for specific materials and equipment. It is assumed the construction would require approximately six months and be done in a single phase of work. The work schedule will need to be coordinated with operating schedules for CSX and, at this time, do not appear to be a significant constraint. It should be noted that the overall schedule for construction will also be predicated on the availability of construction funding if it exceeds the local contribution currently in place. Federal construction funding could take additional time before it is available. The construction timeline for the platform and related services is anticipated to take approximately six to nine months from notice to proceed. To the extent possible, the construction schedule will be coordinated with the adjacent BCRTA shared services facility; however, as noted previously, the timeline is dependent on funding and agreement by the project stakeholders, including Amtrak, CSX, and the City.

Bidding Services

AECOM will provide bidding and construction phase services for the passenger rail platform and associated construction. The following scope assumptions and associated fee estimate will be confirmed following completion of the bid documents and receipt of the contractor's proposed schedule, and confirmation of other construction phase documentation required by outside funding agencies. CSX will furnish flagging and Inspection services for work on their right of way. AECOM's scope does not include material sampling or testing.

AECOM will furnish a pdf version of the bidding documents and assist the City with the project's bid opening. Our design team will work with the City and Amtrak to answer requests for information questions from prospective bidders and produce any needed addenda during the bidding.

Our team will review contractors' bids for conformity with the design intent and comparison with the estimated costs. AECOM will subsequently provide recommendations to the City for the contract award. We use the same team members who participated in the design to perform these bid phase services.

Construction Observation

The construction will generally be conventional civil site construction of stormwater improvements, sidewalks, slab on grade concrete construction with lighting, signage, a shelter. Security and landscaping. Our fee estimate in Exhibit B does not include onsite construction observation, however AECOM can provide part time onsite observation to supplement City staff as needed during the construction phase of work subject to a contract modification. . The budget and duration of construction observation will be confirmed following the project bidding phase. Project design staff will review contractor submittals RFIs and coordinate progress meetings with City staff.

Ideally, the timeline for construction will coincide with the proposed BCRTA shared services facility; however, it will be dependent on the funding sources used and the progress of the respective projects. It is assumed that the two projects will be bid separately.

It is anticipated that most construction can occur without the need to maintain traffic on Chestnut Street or Main Street/Collins Road. Impacts on existing pedestrian circulation or railroad operations should be minimal; however, railroad protection will be necessary during site work and platform construction adjacent to the tracks. Work on CSX right of way will be subject to the railroad's construction and safety standards and flagging requirements. The contractor/s will be required to furnish railroad protective liability insurance along with having the necessary CSX mandated roadway worker safety training and eRAILSAFE certifications.

Alternatives Analysis -909 S Main St and 7 East Chesnut Street (If Authorized)

The City of Oxford may consider the acquisition and redevelopment of two abutting parcels located west of the CSX right of way and rail passenger platform. The two parcels are 909 S Main St (Talawanda School District Nelson Murrow Building) and 7 East Chesnut Street (SDS Pizza Restaurant). If authorized, AECOM will conduct an alternatives analysis for potential acquisition and re-use of these parcels to support the passenger rail platform, including additional pedestrian connectivity, parking, landscaping, or other supportive uses. AECOM will prepare preliminary site plans for the two parcels illustrating vehicular, bike, and pedestrian circulation, drainage, signage, and landscaping, as well as conceptual cost right of way and construction estimates. The scope does not include site plans or market studies for mixed-use residential or commercial development if authorized; AECOM will perform this task concurrently with Preliminary Engineering and NEPA Documentation Tasks 3/4. If the City elects to incorporate one or both parcels into the rail passenger platform project following this task, AECOM will modify its scope and fee for Tasks 5-7 accordingly.

Exhibit B Cost Proposal

City of Oxford Passenger Rail Platform 2020-014

Firm Name: AECOM Technical Service Inc.
 Firm Address: 525 Vine Street, Suite 1800, Cincinnati, OH 45202
 Proposal Contact Name: David Wormald
 Proposal Contact Email: Dave.Wormald@aecom.com

TASKS	Person Hours or Quantity	Rate	Extended
Task 1: Amtrak Planning Committee and CSX Coordination			
Project Manager	68	\$ 60.00	\$4,080
Senior Engineer	30	\$ 50.00	\$1,500
Project Engineer	0	\$ 40.00	\$0
Technician/Admin	8	\$ 35.00	\$280
Travel, sustenance and lodging	0	\$ 50.00	\$0
Reproduction costs for all deliverables and presentation materials	1	\$ 25.00	\$25
Mailing and delivery costs	1	\$ 10.00	\$10
Other Direct Costs [please specify in detail]	0	\$ 1.00	\$0
Overhead	131.94%		\$7,732
Profit	11%		\$1,495
Task Subtotal	106		\$15,122

Task 2: Topographic/Property Survey/Utilities and Control			
Project Manager	24	\$ 60.00	\$1,440
Senior Engineer	8	\$ 50.00	\$400
Project Engineer	20	\$ 40.00	\$800
Technician/Admin	36	\$ 35.00	\$1,260
Travel, sustenance and lodging	1	\$ 50.00	\$50
Reproduction costs for all deliverables and presentation materials	1	\$ -	\$0
Mailing and delivery costs	1	\$ 25.00	\$25
Other Direct Costs (Surveying Subconsultant Bayer Becker)	1	\$ 11,100.00	\$11,100
Other Direct Costs CSX Right of Entry (Survey only)	1	\$ 1,500.00	\$1,500
Overhead	131.94%		\$5,146
Profit	11%		\$995
Task Subtotal	88		\$22,716

Exhibit B Cost Proposal

City of Oxford Passenger Rail Platform 2020-014

Task 3: Preliminary Engineering

Project Manager	82	\$	60.00	\$4,920
Senior Engineer	72	\$	50.00	\$3,600
Project Engineer	92	\$	40.00	\$3,680
Technician/Admin	116	\$	35.00	\$4,060
Travel, sustenance and lodging	2	\$	50.00	\$100
Reproduction costs for all deliverables and presentation materials	1	\$	50.00	\$50
Mailing and delivery costs	1	\$	25.00	\$25
Other Direct Costs (Geotech Sub Terracon)	1	\$	15,380.00	\$15,380
Overhead	131.94%			\$21,453
Profit	11%			\$4,148
Task Subtotal	362			\$57,417

Task 4: Environmental Documentation (NEPA) *

Project Manager	30	\$	60.00	\$1,800
Senior Engineer/Env Scientist	44	\$	55.00	\$2,420
Project Engineer/scientist	20	\$	40.00	\$800
Technician/Admin	32	\$	35.00	\$1,120
Travel, sustenance and lodging	2	\$	50.00	\$100
Reproduction costs for all deliverables and presentation materials	1	\$	40.00	\$40
Mailing and delivery costs	1	\$	25.00	\$25
Other Direct Costs (NEPA Sub Stone Environmental)	1	\$	8,000.00	\$8,000
Overhead	131.94%			\$8,101
Profit	11%			\$1,567
Task Subtotal	126			\$23,973

Project Management (Preliminary Engineering Phase)

Principal	3	\$	100.00	\$300
Project Manager	20	\$	60.00	\$1,200
Project Admin	18	\$	30.00	\$540
Project client Meetings (assume 8)	24	\$	55.00	\$1,320
QA/QC	20	\$	60.00	\$1,200
Travel, sustenance and lodging	0	\$	50.00	\$0
Reproduction costs for all deliverables and presentation materials	0	\$	40.00	\$0
Mailing and delivery costs	1	\$	10.00	\$10
Other Direct Costs [please specify in detail]	0	\$	1.00	\$0
Overhead	131.94%			\$5,621
Profit	11%			\$1,087
Task Subtotal	82			\$11,278

Total Preliminary Engineering Phase	764			\$130,505
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Exhibit B Cost Proposal

City of Oxford Passenger Rail Platform 2020-014

Task 5: Basis of Design Report/Construction Documents *

Project Manager	96	\$	60.00	\$5,760
Senior Engineer	104	\$	50.00	\$5,200
Project Engineer	124	\$	40.00	\$4,960
Technician/Admin	154	\$	35.00	\$5,390
Travel, sustenance and lodging	2	\$	50.00	\$100
Reproduction costs for all deliverables and presentation materials	1	\$	100.00	\$100
Mailing and delivery costs	1	\$	25.00	\$25
Other Direct Costs [please specify in detail]	0	\$	1.00	\$0
Overhead	131.94%			\$28,116
Profit	11%			\$5,437
Task Subtotal	478			\$55,088

Task 6: Benefit Cost Analysis *

				\$0
Project Manager	25	\$	60.00	\$1,500
Principal	8	\$	100.00	\$800
Senior Economist	54	\$	55.00	\$2,970
Project Economist	20	\$	40.00	\$800
Technician/Admin	40	\$	35.00	\$1,400
Travel, sustenance and lodging		\$	-	\$0
Reproduction costs for all deliverables and presentation materials	1	\$	40.00	\$40
Mailing and delivery costs	0	\$	25.00	\$0
Other Direct Costs [please specify in detail]	0	\$	1.00	\$0
Overhead	131.94%			\$9,856
Profit	11%			\$1,906
Task Subtotal	147			\$19,272

Exhibit B Cost Proposal

City of Oxford Passenger Rail Platform 2020-014

Task 7: Bidding Phase Services *			\$0
Project Manager	40	\$ 60.00	\$2,400
Senior Engineer	20	\$ 48.00	\$960
Junior Engineer	8	\$ 38.00	\$304
Technician/Admin/Inspector	16	\$ 30.00	\$480
Travel, sustenance and lodging	1	\$ 50.00	\$50
Reproduction costs for all deliverables and presentation materials	1	\$ 40.00	\$40
Mailing and delivery costs	0	\$ 25.00	\$0
Other Direct Costs [please specify in detail]	0	\$ 1.00	\$0
Overhead	131.94%		\$5,468
Profit	11%		\$1,057
Task Subtotal	84		\$10,759

Project Management Final Design Phase			
Principal	3	\$ 100.00	\$300
Project Manager	18	\$ 60.00	\$1,080
Project Admin	12	\$ 30.00	\$360
Project client Meetings (assume 6)	16	\$ 55.00	\$880
QA/QC	20	\$ 60.00	\$1,200
Travel, sustenance and lodging	0	\$ 50.00	\$0
Reproduction costs for all deliverables and presentation materials	0	\$ 40.00	\$0
Mailing and delivery costs	0	\$ 25.00	\$0
Other Direct Costs [please specify in detail]	0	\$ 1.00	\$0
Overhead	131.94%		\$4,644
Profit	11%		\$898
Task Subtotal	66		\$9,362

Total Final Engineering Phase	775		94,481
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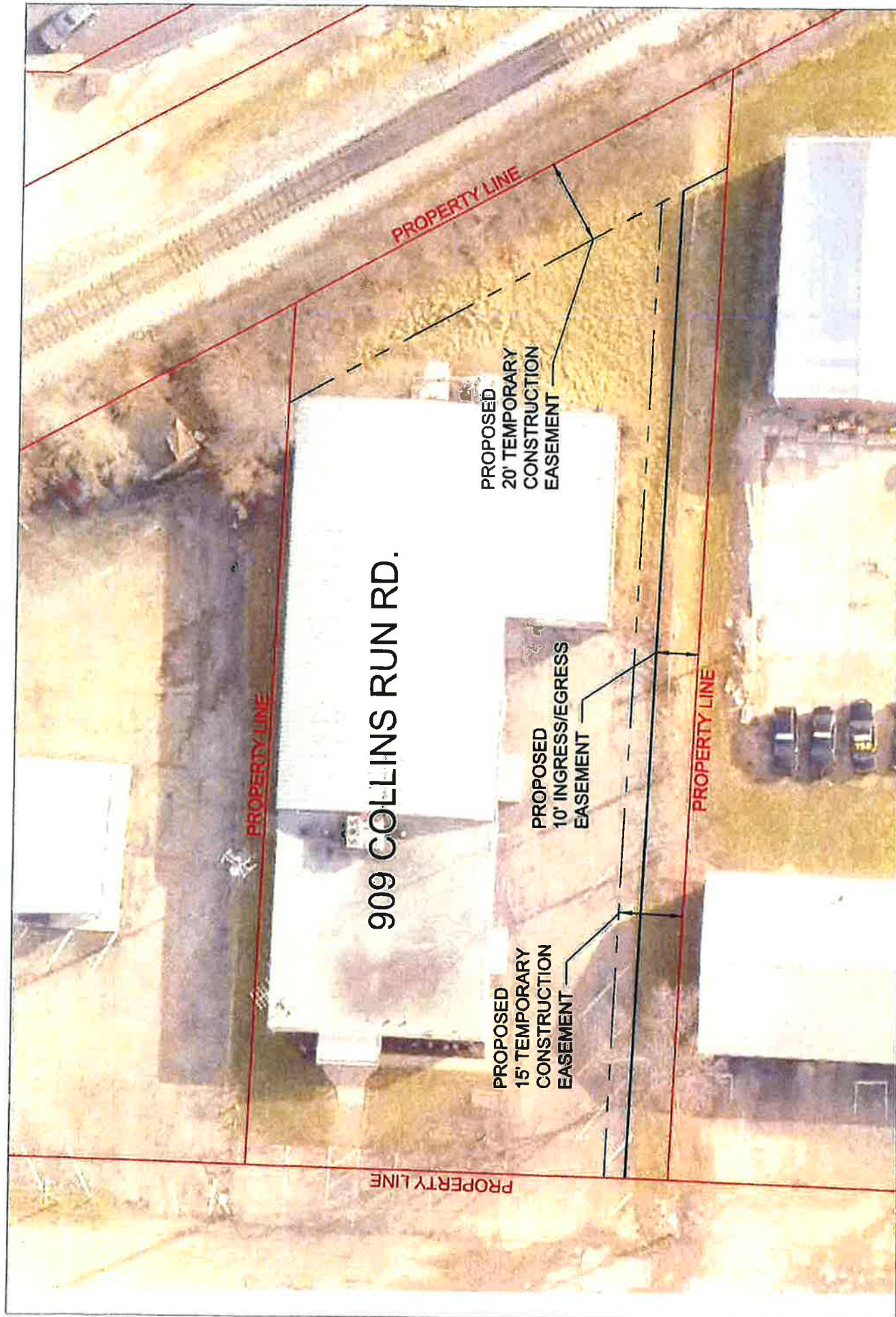
Exhibit B Cost Proposal

City of Oxford Passenger Rail Platform 2020-014

Total Professional Labor		\$68,604
Total Overhead		\$90,516
Total Profit		\$17,503
Total Direct Expenses		\$35,285
Total Excluding Alternatives Analysis	1,539	224,986

Alternatives Analysis -909 S Main St and 7 East Chesnut Street (If Authorized)

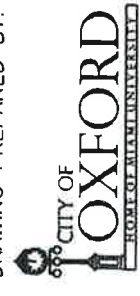
Project Manager	40	\$	60.00	\$2,400
Senior Engineer	24	\$	48.00	\$1,152
Junior Engineer	80	\$	38.00	\$3,040
Technician/Admin/Inspector	84	\$	30.00	\$2,520
Travel, sustenance and lodging	0	\$	50.00	\$0
Reproduction costs for all deliverables and presentation materials	1	\$	40.00	\$40
Mailing and delivery costs	0	\$	25.00	\$0
Other Direct Costs [please specify in detail]	0	\$	1.00	\$0
Overhead	131.94%			\$12,022
Profit	11%			\$2,325
Task Subtotal	228			\$23,499



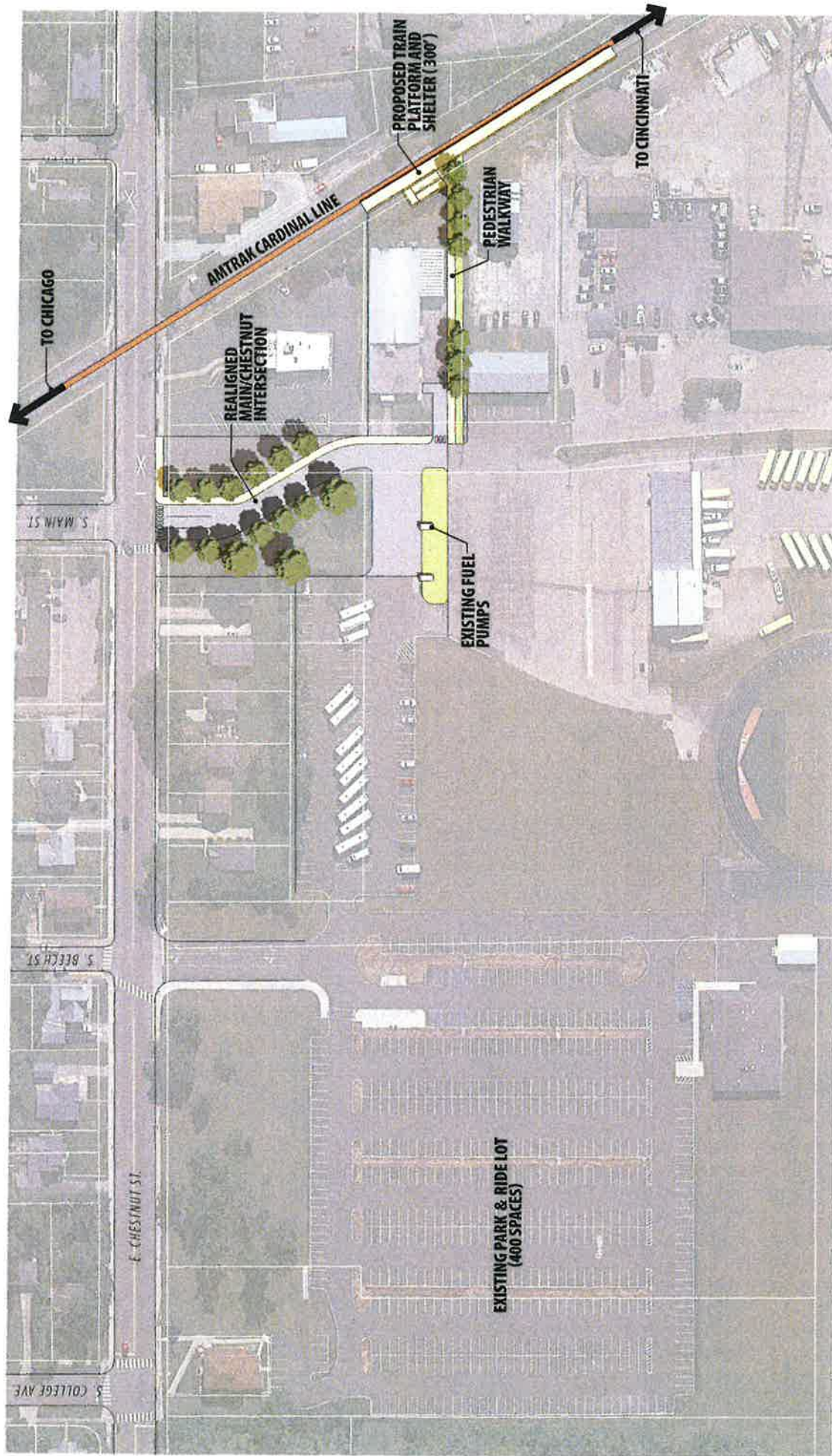
EXISTING PROPERTY LINE LOCATIONS ARE FROM THE BUTLER COUNTY AUDITOR'S OFFICE AND ARE APPROXIMATE ONLY. THIS DRAWING DOES NOT REPRESENT AN OFFICIAL SURVEY.



DRAWING PREPARED BY:



ENGINEERING DIVISION
101 East High Street
Oxford, Ohio 45056-1887
(513)524-5208



ALTERNATIVE A

01/13/17



ALTERNATIVE B

01/13/17

RESOLUTION NO. 5037

A RESOLUTION SUPPORTING AN AMTRAK STATION IN THE CITY OF OXFORD AND PLEDGING FINANCIAL SUPPORT IN THE AMOUNT OF THREE HUNDRED FIFTY THOUSAND DOLLARS (\$350,000.00) TOWARDS THE CONSTRUCTION OF AN AMTRAK PLATFORM AND SHELTER IN THE CITY OXFORD, OHIO.

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

SECTION 1: Council hereby finds that the City of Oxford is committed to being an active participant in the development of an Amtrak station and further finds that an Amtrak Station will enhance the local economy and promote the health, safety and welfare of its citizens.

SECTION 2: Council having determined that the development of an Amtrak Station in Oxford is in the best interest of the City and citizens of Oxford, hereby pledges financial support in the amount of three hundred fifty thousand dollars (\$350,000.00) towards the construction of an Amtrak platform and shelter in the City of Oxford, Ohio.

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


MAYOR

ADOPTED: January 3, 2017

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)



ROUDEBUSH HALL ROOM 218
OXFORD, OH 45056-3653
(513) 529-4226

January 4, 2017

The Honorable Kate Rousmaniere
Mayor, City of Oxford
City of Oxford Municipal Building
101 E. High Street
Oxford, Ohio 45056

Dear Mayor Rousmaniere:

This letter is written to inform the City of Oxford of Miami University's financial commitment in the amount of \$350,000 towards the development of an Amtrak stop at Chestnut Fields. The funds will be made available to the project upon execution of a final memorandum of understanding between the City of Oxford and the National Railroad Passenger Corporation (Amtrak). Miami University looks forward to working with the City and the community in developing an Oxford/Butler County Amtrak stop.

Should you have any questions, please do not hesitate to contact me at (513) 529-4266.

Sincerely,

A handwritten signature in black ink that reads 'David K. Creamer'.

David K. Creamer



Talawanda City School District Board of Education

131 W. Chestnut Street, Oxford, Ohio 45056
Phone: (513) 273-3100 Fax: (513) 273-3113
www.talawanda.org

MARK L. BUTTERFIELD
President

MIKE DAVIS, CPA
CFO/Board Secretary

Dr. MICHAEL W. CROWDER
Vice-President

March 30, 2017

Mr. G. Alan Kyger
Economic Development Director
City of Oxford
101 E. High Street
Oxford, OH 45056

Re: ***Board of Education Support for Amtrak Stop***

Dear Mr. Kyger:

Please accept this letter of support from the Board of Education of the Talawanda City School District. The Board of Education is supportive of the efforts to bring an Amtrak stop to Oxford and is willing to work with the City and Miami University to consider ways that access to the stop might be provided over the Board of Education's Collins Run property.

If you have any questions, please do not hesitate to contact myself or the Board of Education's Treasurer, Michael Davis.

Respectfully,

TALAWANDA CITY SCHOOL DISTRICT

By:

Mark Butterfield, Board President

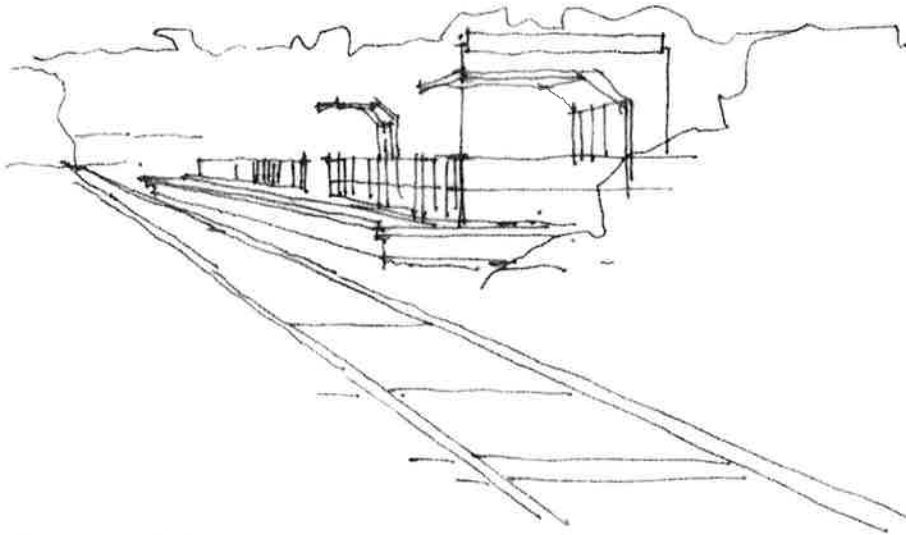
cc: Michael Davis, Treasurer
Kelly Spivey, Superintendent
Mike Crowder, Board Vice President
Chris Otto, Board Member
Mary J. Roberts, Board Member
Lois Vollmer, Board Member

4. Station Categories

Shelter Stations

4% of Amtrak ridership

Town/suburb/rural



4.7 Category 4 Shelter Stations

Category 4 Shelter Stations serve smaller communities located on either Long Distance or State Corridor routes. Where located on corridor routes with higher service frequencies, this station often consists of a side platform configuration, requiring an overhead or tunnel connection across two or more tracks. This category of station is not staffed and does not offer restrooms or a conditioned waiting space, but provides passengers with protection from the elements by a canopy and/or small shelter, train information, and self-service Quik-Trak ticketing.

Amtrak has developed a prototype shelter station that has been constructed at several locations throughout the country and is a model for category 4 stations. For locations with very low annual ridership (typically Long Distance routes), Amtrak may serve a facility with only a platform, providing Amtrak signage, lighting and train information. A full length platform may not be required. However, Amtrak encourages the inclusion of a small bus-type shelter or short canopy at these minimal facilities.

Annual Amtrak Passengers	Fewer than 20,000
Train Frequency (weekly)	6 to over 200
High Speed Rail Served by Acela or Designated HSR	1%
State Corridor Service	56%
Long Distance Service	50%
Multi-Modal Commuter Rail, Subway, Metro or Light Rail	17% with commuter rail, streetcar, or subway service Over 60% with local or regional bus service
Mixed Use	None
Amtrak Program	Sheltered, unconditioned waiting area with seating
Checked Baggage	None



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Service Department
PREPARED BY:	Michael Dreisbach
DATE PREPARED:	April 14, 2021
COUNCIL MEETING DATE:	April 20, 2021
AGENDA TITLE:	Contract for 2022 Chevrolet Bolt EUV on Sourcewell Joint Procurement Contract
BUDGETED AMOUNT:	\$ 30,000
ACCOUNT CODE:	Multiple
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	PRE 4-16-21 MBD 4/14/21

Discussion: The 2021 capital improvement plan includes \$30,000 for the replacement of a 2007 Honda Civic fleet vehicle. The current hybrid vehicle is 14 years old and would require significant investment to keep in service for a longer term.

The Sourcewell Joint Procurement Contract # 120716-NAF offers an ALL ELECTRIC vehicle for the **2022** model year. It is a Chevrolet Bolt Electric Utility Vehicle that is equipped with a driver's safety package including lane change alert, blind zone alert, rear cross traffic alert, and rear park assist. There is no engine on this vehicle; it will rely solely on electric battery supply for energy.

This vehicle is typically used by staff in the Community Development Department, but is also used by other employees in the Municipal Building and other Departments. The vehicle will be housed at the Municipal Building where a two port electric charging station is planned for installation in the future (Staff anticipates applying for the next round of OEPA VW mitigation grants).

Staff recommends the City Council authorize the City Manager to enter into an agreement with National Auto Fleet Group for the purchase of a 2022 model year Chevrolet Bolt EUV at a cost not to exceed \$32,864.90. As the purchase price is higher than the budgeted amount, funds will be transferred from another budgeted line item in the equipment funds to account for the shortfall (\$2,864.90).

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH NATIONAL AUTO FLEET GROUP FOR THE PURCHASE OF A 2022 CHEVROLET BOLT EUV (ELECTRIC UTILITY VEHICLE) AT A COST NOT TO EXCEED \$32,864.90.

WHEREAS, the 2021 Capital Improvement Plan includes \$30,000.00 for the replacement of a 2007 Honda Civic fleet vehicle, the current hybrid vehicle is 14 years old and would require significant investment to keep in service for a longer term; and

WHEREAS, the Sourcewell Joint Procurement Contract # 120716-NAF offers an all electric vehicle for the 2022 model year, a Chevrolet Bolt Electric Utility Vehicle that is equipped with a driver's safety package at a cost of \$32,864.90; and

WHEREAS, the City Manager and the Service Director recommend City Council authorize the City Manager to enter into an agreement with National Auto Fleet Group for the purchase of a 2022 Chevrolet Bolt EUV (Electric Utility Vehicle) at a cost not to exceed \$32,864.90; and

WHEREAS, the purchase price is higher than the budgeted amount and staff further recommends the transfer of funds from another budgeted line item in the equipment funds to account for the shortfall (2,864.90).

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

SECTION 1: Council accepts the recommendation of the City Manager and the Service Director and accepts the pricing through the Sourcewell Joint Procurement Contract # 120716-NAF for the purchase of a 2022 Chevrolet Bolt EUV (Electric Utility Vehicle) at a cost not to exceed \$32,864.90.

SECTION 2: Council hereby authorizes the City Manager to enter into an agreement with National Auto Fleet Group for the purchase of a 2022 Chevrolet Bolt EUV (Electric Utility Vehicle) at a cost not to exceed \$32,864.90, and further authorizes the transfer of funds in the amount of \$2,864.90 from another budgeted line item in the equipment funds to account for the shortfall in the budgeted amount for the purchase of this vehicle.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



National Auto Fleet Group

A Division of Chevrolet of Watsonville
480 Auto Center Drive, Watsonville, CA 95076
(855) 289-6572 • (831) 480-8497 Fax
Fleet@NationalAutoFleetGroup.com

4/9/2021

Quote ID: **16479**

Order Cut Off Date: **TBA**

Ms LeAnn Hendricks
City of Oxford

15 S. College Ave.

Oxford, Ohio, 45056

Dear LeAnn Hendricks,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2022 Chevrolet Bolt EUV (1FF48) FWD 4dr LT, Factory Order) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$34,740.00	\$32,864.90	5.398 %	\$1,875.10
Factory Order		\$0.00		
Tax (0.0000 %)		\$0.00		
Tire fee		\$0.00		
Total		\$32,864.90		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell (Formerly Known as NJPA) Contract 120716-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497

Quoting Department
Account Manager
Fleet@NationalAutoFleetGroup.com
(855) 289-6572



GMC

Purchase Order Instructions & Resources

In order to finalize your purchase please submit this purchase packet to your governing body for a purchase order approval and submit your purchase order in the following way:

Email: Fleet@NationalAutoFleetGroup.com

Fax: (831) 480-8497

Mail: National Auto Fleet Group

490 Auto Center Drive

Watsonville, CA 95076

We will send a courtesy confirmation for your order and a W-9 if needed.

Additional Resources

Learn how to track your vehicle: www.NAFGETA.com

Use the upfitter of your choice: www.NAFGpartner.com

Vehicle Status: ETA@NationalAutoFleetGroup.com

General Inquiries: Fleet@NationalAutoFleetGroup.com

For general questions or assistance please contact our main office at:

1-855-289-6572

Vehicle Configuration Options

EMISSIONS

Code	Description
FE9	EMISSIONS, FEDERAL REQUIREMENTS

ENGINE

Code	Description
EN0	ENGINE, NONE

TRANSMISSION

Code	Description
MMF	ELECTRIC DRIVE UNIT, (200 HP [150 KW] 266 LB-FT OF TORQUE [360 N-M]), (STD)

PREFERRED EQUIPMENT GROUP

Code	Description
2LT	LT PREFERRED EQUIPMENT GROUP, includes standard equipment

WHEELS

Code	Description
RSB	WHEELS, 17" (43.2 CM) PAINTED ALUMINUM, (STD)

PAINT

Code	Description
GAZ	SUMMIT WHITE

PAINT SCHEME

Code	Description
---	STANDARD PAINT

SEAT TYPE

Code	Description
AR7	SEATS, FRONT BUCKET

SEAT TRIM

Code	Description
H1N	JET BLACK, CLOTH SEAT TRIM, (STD)

RADIO

Code	Description
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IOS	AUDIO SYSTEM, CHEVROLET INFOTAINMENT 3 PLUS SYSTEM, 10.2" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, Apple CarPlay and Android Auto capable, enhanced voice recognition, in-vehicle apps, cloud connected personalization for select infotainment and vehicle settings. Subscription required for enhanced and connected services after trial period. (STD)
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ADDITIONAL EQUIPMENT

Code	Description
WPA	DRIVER CONFIDENCE PACKAGE, includes (UKC) Lane Change Alert with Side Blind Zone Alert, (UD7) Rear Park Assist and (UFG) Rear Cross Traffic Alert
PDH	LPO, INTERIOR PROTECTION PACKAGE, includes (VAV) all-weather floor mats, LPO and (VLI) all-weather cargo mat, LPO
VAV	LPO, ALL-WEATHER FLOOR MATS, FRONT AND REAR
VLI	LPO, ALL-WEATHER CARGO MAT
UD7	REAR PARKING ASSIST
UFG	REAR CROSS-TRAFFIC ALERT
UKC	LANE CHANGE ALERT WITH SIDE BLIND ZONE ALERT

2022 Fleet/Non-Retail Chevrolet Bolt EUV FWD 4dr LT

WINDOW STICKER

2022 Chevrolet Bolt EUV FWD 4dr LT

CODE	MODEL	MSRP
1FF48	2022 Chevrolet Bolt EUV FWD 4dr LT	\$33,000.00
OPTIONS		
FE9	EMISSIONS, FEDERAL REQUIREMENTS	\$0.00
EN0	ENGINE, NONE	\$0.00
MMF	ELECTRIC DRIVE UNIT, (200 HP [150 KW] 266 LB-FT OF TORQUE [360 N-M]), (STD)	\$0.00
2LT	LT PREFERRED EQUIPMENT GROUP, includes standard equipment	\$0.00
RSB	WHEELS, 17" (43.2 CM) PAINTED ALUMINUM, (STD)	\$0.00
GAZ	SUMMIT WHITE	\$0.00
—	STANDARD PAINT	\$0.00
AR7	SEATS, FRONT BUCKET	\$0.00
H1N	JET BLACK, CLOTH SEAT TRIM, (STD)	\$0.00
IOS	AUDIO SYSTEM, CHEVROLET INFOTAINMENT 3 PLUS SYSTEM, 10.2" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, Apple CarPlay and Android Auto capable, enhanced voice recognition, in-vehicle apps, cloud connected personalization for select infotainment and vehicle settings. Subscription required for enhanced and connected services after trial period. (STD)	\$0.00
WPA	DRIVER CONFIDENCE PACKAGE, includes (UKC) Lane Change Alert with Side Blind Zone Alert, (UD7) Rear Park Assist and (UFG) Rear Cross Traffic Alert	\$495.00
PDH	LPO, INTERIOR PROTECTION PACKAGE, includes (VAV) all-weather floor mats, LPO and (VLI) all-weather cargo mat, LPO	\$250.00
VAV	LPO, ALL-WEATHER FLOOR MATS, FRONT AND REAR	INC
VLI	LPO, ALL-WEATHER CARGO MAT	INC
UD7	REAR PARKING ASSIST	INC
UFG	REAR CROSS-TRAFFIC ALERT	INC
UKC	LANE CHANGE ALERT WITH SIDE BLIND ZONE ALERT	INC

Please note selected options override standard equipment

SUBTOTAL	\$33,745.00
Advert/ Adjustments	\$0.00
Manufacturer Destination Charge	\$995.00
TOTAL PRICE	\$34,740.00
Est City: N/A MPG	
Est Highway: N/A MPG	
Est Highway Cruising Range: N/A mi	

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	4/15/2021
COUNCIL MEETING DATE:	5/4/2021
AGENDA TITLE:	Comprehensive Plan Steering Committee
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 4-16-21</i>

DISCUSSION:

As part of the development of a new Comprehensive Plan a Comprehensive Plan Steering Committee needs to be established.

The goal membership for this committee is 25-30 community members who will meet every other month during 2021 and 2022 to help us create a new Comprehensive Plan. This committee will provide important feedback and provide a communication channel between boards, commissions, community organizations, and citizens at large. In addition to this steering committee, there will be multiple opportunities throughout the year when we will be seeking broad citizen input. This steering committee will help us spread the word, engage a broad citizen base, and also assist with processing and formulating draft plans.

Each Board and Commission Chair, and leaders of community organizations, were asked to serve on the steering committee or to nominate another representative. We recommend that City Council accept these Board and Commissions and Community Organization nominations as committee members.



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There are also three (3) openings for citizens at large and three (3) openings for youth representatives (age 16-20). There are two (2) committee spots for City Councilors as well. These can be served by a Board or Chair representative or by a direct Council appointment.

There is a desire to ensure that all voices are represented on this steering committee so we ask Council members to consider the diversity of candidates including race, ethnicity, age, gender, and sexual orientation, etc. when making their appointments. We are seeking a committee that believes in the future of Oxford and has a desire to help formulate and drive what our community will become for the next generation.

The proposed timeline for this committee is from May 2021 to December 2022. It is understood that some of the youth representatives may have to step out of the committee in 2022, but their initial assistance in feedback and outreach in 2021 is extremely important.

Starting late May, this committee will meet every other month for approximately 1 to 1.5 hours. We have developed a draft timeline for the creation of the new comprehensive plan over the next several months.

Where We Are:

May to July 2021.

- An exercise in understanding our current conditions and developing a community-wide survey and a process for public input.

What We Heard

Phase 1: July to October 2021

- During these months we will be focusing on public input sessions and the community survey.

Phase 2: November-December 2021

- During this period, we will be compiling what we heard and begin initial drafts of our plan.

Where We are Going

Phase 1: January to March 2022



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- Review of data collected and public input. Then the creation of preliminary goals and objectives.

Phase 2: April-June 2022

- Complete draft chapters and draft plan.
- Share drafts on City Website

Phase 3: June-September 2022

- Host community workshops to share the draft vision and plan to understand if the committee interpreted the data and feedback correctly. Solicit additional feedback.

Phase 4: October-December 2022

- Refinement based on feedback and final drafts created for Council review and approval.

RESOLUTION NO.

**A RESOLUTION CREATING THE CITY OF OXFORD'S COMPREHENSIVE PLAN
STEERING COMMITTEE AND ESTABLISHING ITS PURPOSE AND MEMBERSHIP.**

WHEREAS, the City of Oxford is in the process of updating its Comprehensive Plan; and

WHEREAS, a Comprehensive Plan Steering Committee is needed to provide important feedback and serve as a communication channel between boards, commissions, community organizations, and citizens at large; and

WHEREAS, the steering committee shall support City Council and staff by spreading the word about the Comprehensive Plan update, by engaging a broad citizen base, and by assisting with the processing and formulation of draft plans.

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

SECTION 1: The Council of the City of Oxford hereby establishes the Comprehensive Plan Steering Committee and shall accept nominations and make appointments to the committee to include members of various City of Oxford Boards and Commissions, community organizations, citizens at large and youth representatives from the Talawanda School District.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)