



Agenda

Oxford City Council

Court House

TUESDAY, MAY 7, 2019

EXECUTIVE SESSION

7:15 p.m.

1. Roll Call. Kate Rousmaniere, Mayor; Steve Dana, Vice-Mayor; Chantel Raghu; Glenn Ellerbe; Mike Smith; David Prytherch; Edna Southard

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

REGULAR MEETING

5:00 A.M.

PLEDGE OF ALLEGIANCE

2. Approval of Agenda.

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

3. Public Participation.

- A. Presentation – Student Community Relations Commission – Charles Kennick.
- B. Proclamation – “National Association of Letter Carriers Food Drive Day”.



Proclamation

- C. Presentation – ITGA Award – Kate Rousmaniere.
- D. Notice to Legislative Authority – New permit for Fridge & Pantry Inc. dba Fridge & Pantry Uptown Market 35 E. Church Street Oxford, Ohio 45056. (Alan Kyger, Economic Development Director)



Notice

- E. Public Comments.

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

4. Consent Agenda.

- A. Minutes of the April 16, 2019 City Council Meeting. (Mary Ann Eaton, Clerk of Council)



Minutes

- B. Report regarding the April 9, 2019 Planning Commission Meeting. (Sam Perry, Community Development Director)



Report

- C. Report regarding the April 10, 2019 Historic and Architectural Preservation Commission Meeting. (Sam Perry, Community Development Director)



Report

- D. Report regarding the April 17, 2019 Board of Zoning Appeals Meeting. (Sam Perry, Community Development Director)



Report

- E. A Resolution accepting the bid of Cargill, Inc. and authorizing the City Manager to enter into an agreement with Cargill, Inc. for the purchase of road de-icing materials at a cost not to exceed \$95,000.00. (Mike Dreisbach, Service Director)



Staff Report/Resolution

- F. A Resolution authorizing the Oxford Division of Police to retain for use by the municipality certain unclaimed property in its possession. (John Jones, Police Chief)



Staff Report/Resolution

- G. A Resolution declaring certain property in the Police Division's possession as surplus and not needed for any municipal purpose and authorizing its advertisement and sale to the highest bidder at public auction or internet auction. (John Jones, Police Chief)



Staff Report/Resolution

- H. A Resolution authorizing the City Manager to enter into a contract with Lebanon Ford for the purchase of three (3) Ford Interceptor Utility Vehicles with specified options at State Contract pricing at a cost not to exceed \$95,319.00. (John Jones, Police Chief)



Staff Report/Resolution

- I. A Resolution authorizing the City Manager to enter into a contract with Camp Safety Equipment, Inc. for the purchase of specified equipment to outfit three (3) Ford Interceptor Utility Vehicles for the Police Division at a cost not to exceed \$35,071.00. (John Jones, Police Chief)



Staff Reprt/Resolution

- J. A Resolution declaring a 1991 International/Sutphen tanker to be surplus and no longer needed for any municipal purpose by the City of Oxford and authorizing the sale of said apparatus to the West College Corner, Indiana Fire Department for \$10,000.00. (John Detherage, Fire Chief)



Staff Report/Resolution

5. Resolutions.

- 1. A Resolution strongly urging the Ohio Governor and members of the Ohio General Assembly to restore the Local Government Fund to pre-recession levels. (Councilor, Steve Dana)



Staff Report/Resolution

- 2. A Resolution authorizing the School Resource Officer Program agreement between the Talawanda City School District and the City of Oxford and authorizing the City Manager to sign the agreement on behalf of the City. (John Jones, Police Chief)



Staff Report/Resolution

- 3. A Resolution accepting the annexation petition to the City of Oxford, Ohio of certain territory proposed to be annexed to the City of Oxford, Ohio pursuant to a petition filed with the Board of County Commissioners of Butler County, Ohio by Douglas R. Elliott, Jr., agent for the petitioner, as provided by Ohio Revised Code Section 709.023. (Doug Elliott, City Manager)



Staff Report/Resolution

4. A Resolution adopting a statement indicating the services the City of Oxford, Ohio will provide to the territory proposed to be annexed to the City of Oxford, Ohio pursuant to a petition filed with the Board of County Commissioners of Butler County, Ohio by Douglas R. Elliott, Jr., agent for the petitioner, as provided by Ohio Revised Code Section 709.023. (Doug Elliott, City Manager)



Staff Report/Resolution

5. A Resolution regarding zoning buffers in a proposed annexation of property containing 148.258 acres from Oxford Township, Butler County, Ohio to the City of Oxford, Butler County, Ohio pursuant to the requirement of Section 709.023 C Of The Ohio Revised Code. (Doug Elliott, City Manager)



Staff Report/Resolution

6. A Resolution authorizing the City Manager to enter into an agreement with BCI Water Resources Group, Inc. (aka Building Crafts) for the rehabilitation of Production Well #2 at a cost of \$189,843.00 plus a contingency in the amount of \$10,157.00 for a total cost not to exceed \$200,000.00. (Mike Dreisbach, Service Director)



Staff Report/Resolution

7. A Resolution of Council authorizing City staff to sell, donate and/or dispose of excess yard waste compost generated by the City of Oxford. (Mike Dreisbach, Service Director)



Staff Report/Resolution

8. A Resolution declaring that it is necessary to improve those portions of certain properties as shown on Exhibit "A" attached hereto in the City of Oxford, Ohio, by repaving, re-curbng, and repairing the sidewalks, curbs, and gutters. (Mike Dreisbach, Service Director)



Staff Report/Resolution

6. Ordinances.

A. First Reading.

1. An Ordinance Approving A Conditional Use Permit To Allow For The Commercial Development Of Property Located On Southpointe Parkway To Include A Gasoline Station, Convenience Store With A Drive Up Window And An Additional Commercial Use Building In The GB (General Business) District With Conditions. (Sam Perry, Community development Director)



Staff Report/Ordinance

2. An Ordinance Approving A Conditional Use Permit To Allow The Construction Of A Social Services Agency Within A City Owned Public Park Located On College Corner Pike (Lot# 1728) Oxford Ohio 45056 in the GB (General Business) District With Conditions. (Sam Perry, Community Development Director)



Staff Report/Ordinance

3. An Ordinance Adopting Oxford Codified Ordinance Chapter 1111 Entitled Tree Preservation And Protection. (Doug Elliott, City Manager) (Tabled until 5/21/19)

B. Second Reading.

1. An Ordinance Amending Ordinance No. 3493. Supplemental Budget Ordinance Number 4 To Make Supplemental Appropriations For Fiscal Year 2019. (Joe Newlin, Finance Director)



Staff Report/Ordinance

2. An Ordinance Approving The Creation Of A Special Revenue Fund #426 As Opposed To A Fiduciary Fund For The 2019 Operating Budget To Provide For Fire Loss Claims And Repealing Ordinance No. 3508 Adopted January 15, 2019. (Joe Newlin, Finance Director)



Staff Reprt/Ordinance

7. A. Announcements & Communications.

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

B. Future Meetings. (Note: Meetings will be held at the Court House unless otherwise indicated.)

WED - May 8 Historic and Architectural Preservation Commission Meeting 6:00 p.m.

THUR – May 9 Police Community Relations and Review Commission Meeting 7:00 p.m.

TUES – May 14 Public Arts Commission of Oxford Meeting 4:30 p.m. Municipal Building

TUES – May 14 Planning Commission Meeting 7:00 p.m.

WED - May 15 Board of Zoning Appeals Meeting 6:30 p.m.

MON - May 20 Housing Advisory Commission Meeting 1:30 p.m. Municipal Building

TUES – May 21 City Council Meeting 7:30 p.m.

MON - May 27 Holiday – City Offices Closed

8. Adjourn.



Office of the Mayor

Proclamation

Whereas:

the National Association of Letter Carriers have designated the day of May 11, 2019 as the twenty-seventh annual "Stamp Out Hunger Food Drive" day; and

WHEREAS, the NALC Food Drive collected 28,395 pounds of food in Butler County in 2018 and over 1.3 million pounds since 1995; serving thousands of families who need this nourishing food through Shared Harvest Foodbank's network of food pantries; and

WHEREAS, the AFL-CIO, Shared Harvest Foodbank, Feeding America and countless community volunteers will lend assistance to this charitable endeavor with the United States Postal Service supporting this drive.

NOW, THEREFORE, I, Kate Rousmaniere, Mayor of the City of Oxford, Ohio, to assist public awareness of this nationwide endeavor to care for our own, do hereby proclaim Saturday, May 11, 2019 as:

**"THE NATIONAL ASSOCIATION OF LETTER CARRIERS
FOOD DRIVE DAY"**

on behalf of all Municipal Officials and Administration, do request all citizens of our community to support the efforts of this national annual drive by placing non perishable food by their mailboxes on May 11, 2019 to help meet the needs of our neighbors locally.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 7th day of May, 2019.


KATE ROUSMANIERE, MAYOR



CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Clerk of Council

Originating Department

Council Meeting Of: May 7, 2019

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

April 22, 2019

Date Prepared

Agenda Title: Notice to Legislative Authority - New Permit for Fridge & Pantry Inc. DBA Fridge & Pantry Uptown Market 35 E. Church Street Oxford, Ohio 45056.

Recommendation: n/a

Discussion: This is a new permit for Fridge & Pantry Uptown Market 35 E. Church Street Oxford, Ohio 45056.

The permit is for:

D2 - Wine and mixed beverages for on premises consumption or in original sealed containers for carry out only until 1:00 a.m.

Approved By:

Department Head:

Initial Date

City Manager:

_____ \

DRE

5/1/19

NOTICE TO LEGISLATIVE
AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

29484280005		N	FRIDGE & PANTRY INC DBA FRIDGE & PANTRY UPTOWN MARKET 35 E CHURCH ST OXFORD OH 45056
PERMIT NUMBER		TYPE	
ISSUE DATE			
04 17 2019			
FILING DATE			
D2			RECEIVED 4-22-19
PERMIT CLASSES			
09	088	A	
TAX DISTRICT		C29258	RECEIPT NO.

FROM 04/19/2019

PERMIT NUMBER		TYPE	City of Oxford
ISSUE DATE			
FILING DATE			
PERMIT CLASSES			
TAX DISTRICT		RECEIPT NO.	



MAILED 04/19/2019

RESPONSES MUST BE POSTMARKED NO LATER THAN. 05/20/2019

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL

WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES

A N 2948428-0005

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD ☐ IN OUR COUNTY SEAT. ☐ IN COLUMBUS.

WE DO NOT REQUEST A HEARING. ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

CLERK OF OXFORD CITY COUNCIL
101 E HIGH ST
OXFORD OHIO 45056

FOR OFFICE USE ONLY

☒ NEW ☐ TRANSFER ☐ REN

PERMIT # 29484280005

OHIO DEPARTMENT OF COMMERCE
DIVISION OF LIQUOR CONTROL
 6606 Tussing Rd., P.O. Box 4005, Reynoldsburg, Ohio 43068-9005
 Telephone: (614) 644-2360 <http://www.com.ohio.gov/liqr>



OFFICER/ SHAREHOLDER ENCLOSURE FORM

SECTION A. (This form must accompany all applications of a corporate business entity)

Name of Corporation <u>Fridge & Pantry Inc.</u>	DBA Name <u>Fridge & Pantry Uptown Market</u>	
Permit Premises Address <u>35 E. Church St.</u>	City, State <u>Oxford, OH</u>	Zip Code <u>45056</u>
Township, if in Unincorporated Area	Tax Identification No. (TIN)	
Email Address:		

SECTION B.

1. Is stock publicly traded? ☐ YES ☒ NO
 If "YES", indicate exchange _____ & Do NOT complete SECTION D.

2. Does any stockholder own 5% or more shares? If YES, complete SECTION D. ☒ YES ☐ NO

3. Total Number of shares issued 10,000

Please be advised that any social security numbers provided to the Division of Liquor Control in this application may be released to the Ohio Department of Public Safety, the Ohio Department of Taxation, the Ohio Attorney General, or to any other state or local law enforcement agency if the agency requests the social security number to conduct an investigation, implement enforcement action, or collect taxes.

SECTION C. List the top five (5) officers of the captioned corporation. If an office is NOT held please indicate by writing NONE.

THE INDIVIDUALS LISTED BELOW MUST HAVE A BACKGROUND CHECK PERFORMED BY BCI&I AND SUBMIT A PERSONAL HISTORY BACKGROUND FORM. PLEASE READ "BACKGROUND CHECK INFORMATION" DLC4191

NAME OF OFFICER	SOCIAL SECURITY NUMBER	DATE OF BIRTH
1) CEO <u>Mark Weisman</u>		
2) President <u>Cody Costanzo</u>		
3) Vice-President <u>David Ortner</u>		
4) Secretary <u>Nicole Ortner</u>		
5) Treasurer <u>NONE</u>		

SECTION D. Stockholders holding 5% or more outstanding shares. Note: If you answered Question 1 YES, do not complete this section

THE INDIVIDUALS LISTED BELOW MUST HAVE A BACKGROUND CHECK PERFORMED BY BCI&I AND SUBMIT A PERSONAL HISTORY BACKGROUND FORM. PLEASE READ "BACKGROUND CHECK INFORMATION" DLC4191. If none, please indicate by writing "NONE".

1) Stockholder's Name <u>Mark Weisman</u>	Social Security No. (if Individual)	NUMBER OF SHARES HELD (NOT PERCENTAGE)
Residence Address	Tax Identification No. (if applicable)	
City and State	Telephone No.	
Zip Code	Date of Birth	
2) Stockholder's Name <u>Larry Kolinski</u>	Social Security No. (if Individual)	NUMBER OF SHARES HELD (NOT PERCENTAGE)
Residence Address	Tax Identification No. (if applicable)	
City and State	Telephone No.	
Zip Code	Date of Birth	

(PLEASE SEE REVERSE SIDE SHOULD YOU NEED ADDITIONAL SPACE TO LIST STOCKHOLDERS)

STATE OF OHIO, Butler COUNTYss

I, MARK WEISMAN being first duly sworn, according to law, deposes and says that he is (Title) OWNER

of the FRIDGE + PANTRY LLC, a corporation duly authorized by law to do business in the State of Ohio, and that the statements made in the foregoing affidavit are true.

(Signature) [Signature] (Print Name and Corporate Title) MARK WEISMAN / stockholder / CEO

Signed and subscribed in my presence this September day of 2018

[Signature] 9/12/2023

FOR THE STATE OF OHIO (Notary Public) (Notary Expiration)

DLC4030

My Commission Expires September 12, 2023

FOR TTY USERS DIAL 1-800-750-0750

Rev. 08/2015

Note: If you answered Question 1 "YES", do not complete this section

DLÇ 4030 (OFFICER / SHAREHOLDERS DISCLOSURE FORM)

SECTION D.

(CONTINUED)

OHIO DIV. LIQUOR CONTROL
FRONT DESK-1

List Stockholders holding 5% or more outstanding shares. If none, please indicate by writing "NONE".

THE INDIVIDUALS LISTED BELOW MUST HAVE A BACKGROUND CHECK PERFORMED BY BCIAI AND SUBMIT AN "OFFICIAL HISTORY BACKGROUND FORM. PLEASE READ "BACKGROUND CHECK INFORMATION" DLC4191.

2018 SEP 25 AM 11:43

3) Stockholder's Name David Ortner	Social Security No. (if Individual)	NUMBER OF SHARES HELD (NOT PERCENTAGE)
Residence Address	Tax Identification No. (if applicable)	
City and State	Telephone No.	
Zip Code	Date of Birth	
4) Stockholder's Name Nicole Ortner	Social Security No. (if Individual)	NUMBER OF SHARES HELD (NOT PERCENTAGE)
Residence Address	Tax Identification No. (if applicable)	
City and State	Telephone No.	
Zip Code	Date of Birth	
5) Stockholder's Name William Weisman	Social Security No. (if Individual)	NUMBER OF SHARES HELD (NOT PERCENTAGE)
Residence Address	Tax Identification No. (if applicable)	
City and State	Telephone No.	
Zip Code	Date of Birth	
6) Stockholder's Name Cody Costanzo	Social Security No. (if Individual)	NUMBER OF SHARES HELD (NOT PERCENTAGE)
Residence Address	Tax Identification No. (if applicable)	
City and State	Telephone No.	
Zip Code	Date of Birth	
7) Stockholder's Name	Social Security No. (if Individual)	NUMBER OF SHARES HELD (NOT PERCENTAGE)
Residence Address	Tax Identification No. (if applicable)	
City and State	Telephone No.	
Zip Code	Date of Birth	
8) Stockholder's Name	Social Security No. (if Individual)	NUMBER OF SHARES HELD (NOT PERCENTAGE)
Residence Address	Tax Identification No. (if applicable)	
City and State	Telephone No.	
Zip Code	Date of Birth	
9) Stockholder's Name	Social Security No. (if Individual)	NUMBER OF SHARES HELD (NOT PERCENTAGE)
Residence Address	Tax Identification No. (if applicable)	
City and State	Telephone No.	
Zip Code	Date of Birth	
10) Stockholder's Name	Social Security No. (if Individual)	NUMBER OF SHARES HELD (NOT PERCENTAGE)
Residence Address	Tax Identification No. (if applicable)	
City and State	Telephone No.	
Zip Code	Date of Birth	

A regular meeting of the Oxford City Council was called to order by Mayor, Kate Rousmaniere on Tuesday, April 16, 2019 at 7:30 p.m. Those members present were Steve Dana, Glenn Ellerbe, David Prytherch, Chantel Raghu, Mike Smith and Edna Southard.

Staff members present: Mr. Doug Elliott, City Manager; Mr. John Jones, Police Chief; Mr. Joe Newlin, Finance Director; Mr. Sam Perry, Community Development Director; Mr. John Detherage, Fire Chief; Mr. Alan Kyger, Economic Development Director; Mr. Casey Wooddell, Parks and Recreation Director; Ms. Amy Blankenship, City Attorney and Ms. Mary Ann Eaton, Clerk of Council.

PLEDGE OF ALLEGIANCE

Students from Mrs. Pearson's third grade class at Kramer Elementary School led everyone in the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor Rousmaniere asked for a motion to amend the agenda to add the Proclamation for "A Day of Remembrance".

Mr. Dana moved to amend the agenda to add the Proclamation for "A Day of Remembrance".
Mr. Smith seconded. The motion passed 7-0-0.

Mr. Ellerbe moved to approve the agenda as amended. Mr. Dana seconded. The motion passed 7-0-0.

PUBLIC PARTICIPATION

REPORT TO CITY COUNCIL **MCCULLOUGH-HYDE MEMORIAL** **HOSPITAL/ TRIHEALTH**

Ms. Pam Collins, Chief Patient Services Officer, McCullough-Hyde Memorial Hospital/Tri Health, advised McCullough-Hyde Memorial Hospital opened its doors for the first time 62 years ago this spring. Ms. Collins advised everyday the staff at McCullough-Hyde is thankful for patients coming to them to become educated and partners in the care and treatment that leads to a plan to improve their health status. Ms. Collins noted in the past year, through affiliation with TriHealth and the promise to expand clinical care services locally, the hospital has had a year of solid growth, renovation of the physical facilities including a new ED, Operating Rooms and Infusion Center and continued improvement in the quality of care the hospital provides. Ms. Collins continued by discussing the hospital's mission and vision and noted they were committed to living their values which were discussed on a daily basis and brought to life through the team member's actions and behaviors. Ms. Collins discussed the hospital's key accomplishments over the past year, their community partnerships, Volunteer Services and Auxiliary and the McCullough-Hyde Foundation. Ms. Collins closed by noting the hospital's future was bright when one considers the many accomplishments and improvements in 2018 coupled with the knowledge that they are part of a major health system in Greater Cincinnati.

Mayor Rousmaniere thanked Ms. Collins for addressing Council and noted the community was fortunate to have McCullough-Hyde Memorial Hospital/TriHealth in Oxford.

PROCLAMATION
“A DAY OF REMEMBRANCE”

Councilor Southard read the Proclamation and presented it to Avi Dave from Hillel at Miami University noting he organized the events for Holocaust Awareness Month.

Councilor Southard noted one person can make a difference and referred to Raphael Lemkin the Polish Jewish lawyer who was best known for coining the word “Genocide” and initiating the Geneva Convention. Councilor Southard advised Mr. Lemkin died penniless in 1959 at the age of 59 and noted he accomplished making genocide a word that is now recognized as a crime against humanity. Ms. Southard noted Miami students have organized a number of events this year and advised on April 23 from 7 to 9 a panel would convene in Armstrong Room 1066 including a Holocaust survivor, a Bosnian Genocide survivor and China and Ruanda Academics will share their stories, research and advise on what can be done as a community in response to baseless hatred. Councilor Southard noted on May 1 the film Lesson Plan would be screened with discussion afterwards from 6:15 to 9:00 p.m. in Upham Room 1. Councilor Southard advised on May 2 a gathering would take place from 8:00 a.m. to 5:00 p.m. as the names of those who perished in the Holocaust are read by students, staff, faculty and community members.

Mr. Avi Dave, thanked Councilor Southard and members of Council for the Proclamation and noted if anyone wished to participate in the reading of names they could email him at daveaj@miamioh.edu .

PROCLAMATION
“EARTH DAY”

Mayor Rousmaniere read the Proclamation and presented it to Mr. Dreisbach for Mr. Treleven, the City’s Environmental Specialist.

PROCLAMATION
“ARBOR DAY”

Mayor Rousmaniere read the Proclamation and presented it to Mr. Dreisbach for Mr. Treleven, the City’s Environmental Specialist.

PUBLIC COMMENTS

Ms. Stephanie Pearson, noted her third grade students from Kramer Elementary School were in attendance this evening and advised the students created their own curriculum through problem based learning. Ms. Pearson noted the students name problems that they want to take action to solve. Ms. Pearson advised Mayor Rousmaniere graciously agreed to visit their classroom as an expert this year for the students to interview regarding their named problems as they relate to the City of Oxford. Ms. Pearson noted the students would speak this evening about what they have learned and how their topic relates to the community.

Henry, from the Stop Poaching Group noted when Mayor Rousmaniere came to their class he liked hearing about Deer Hunting laws and giving the meat to the food pantry. Henry advised a problem he saw was how college kids drop off animals in the streets when they move away and he would like the City to consider solutions to this problem.

Sofia, from the Stop Homelessness Group advised she liked to hear updates about Oxford looking for land to build tiny houses on to create affordable housing in Oxford.

Stella, from the Stop Homelessness Group noted she reads about the drug issue in Butler County and how it may cause more homelessness.

Milo, from the Stop Racism Group noted he was passionate about foreign exchange programs and diversity in education as it can help us understand people from other countries and open up our arms to people from all around the world.

Cici, from the Stop Racism Group invited everyone to the Kramer Cultural Night on May 2, 2019 noting festivals were great ways Oxford brings people from different countries together to celebrate diversity and stop racism.

Mayor Rousmaniere thanked the students for their comments and noted Sofia made a great bag of supplies for the homeless which Mayor Rousmaniere will deliver to the Family Resource Center tomorrow. Mayor Rousmaniere excused the children and their parents from the Council Chambers and noted she would see them for Cultural Night at Kramer Elementary School.

Ms. Starlene Rumpler and Ms. Mandy Isaacs, 330 Mill Street Somerville, advised on March 29, 2019 Paramedics from Oxford responded to her home as mutual assistance for Milford Township at which time her son in law had a fatal medical emergency. Ms. Rumpler and Ms. Isaacs recounted an extremely unpleasant encounter they had with an Oxford Paramedic in their home. Mayor Rousmaniere noted she was very sorry about this situation noting Council would follow up with Ms. Rumpler and Ms. Isaacs the best way they could.

CONSENT AGENDA

MINUTES

Minutes of the April 2, 2019 City Council Meeting (Mary Ann Eaton, Clerk of Council)

REPORTS

Report regarding the March 28, 2019 Recreation Board Meeting. (Casey Wooddell, Parks and Recreation Director)

Report regarding the April 3, 2019 Environmental Commission Meeting. (Mike Dreisbach, Service Director)

Mr. Dana moved to approve the Consent Agenda. Mr. Smith seconded. The motion passed 7-0-0.

RESOLUTIONS

RESOLUTION **LEASE AGREEMENT**

A Resolution No. 7060 authorizing the City Manager to approve the lease and assurance of maintenance amendment and the right of way agreement amendment to allow for the City of Oxford to replace the Oxford Museum Association in a lease agreement with the Board of County Commissioners of Butler County and releasing Oxford Museum Association from the right-of-way agreement. (Doug Elliott, City Manager)

Mr. Elliott advised the Black Covered Bridge was an integral part of the Oxford Area Trail system and noted the proposed Resolution will allow the City of Oxford to replace the Oxford Museum Association in the lease agreement with the Board of County Commissioners of Butler County to assume the use, possession and maintenance of the Black Covered Bridge on Four Mile Creek Road. Mr. Elliott advised the proposed agreement also releases the Oxford Museum Association from the right-of-way agreement with the City.

Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Ms. Southard inquired if the area would be annexed into the City and Mr. Elliott advised no as it was not contiguous to City property.

Mr. Coe Potter, advised he lived in that area of town noting he was disheartened for the first time to see graffiti on the bridge and inquired how from a multijurisdictional standpoint there might be additional surveillance between the Oxford Police Department and the Township Police Department. Mr. Prytherch advised the bridge had motion sensor lights but no cameras and noted he felt the City should look into additional surveillance. Mr. Elliott advised he would discuss the issue with staff noting he felt it was a good idea.

Mr. Dana advised the Museum Association was very glad the City was taking over the maintenance of the bridge noting it was a long time coming.

Mr. Smith moved to adopt Resolution No. 7060. Mr. Dana seconded. The motion passed 7-0-0.

RESOLUTION **CONTRACT WITH** **MIDDLETOWN FORD**

A Resolution No. 7061 authorizing the City Manager to enter into a contract with Middletown Ford for the purchase of two (2) Ford F-250 pickup trucks with specified options at State Contract pricing at a cost not to exceed \$60,333.08. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised Council discussed these 2 vehicle purchases last year during the CIP meetings noting the City was replacing a Dodge Durango and a 16 year old pick-up truck. Mr. Dreisbach noted instead of purchasing another SUV the City opted to purchase a pick-up truck that can do more functional work for the City.

Mr. Dreisbach advised both new vehicles were under state contract pricing and offered to answer any questions.

Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Mr. Dreisbach addressed questions from Mr. Ellerbe regarding the selection of new vehicles and the difference in price.

Mr. Dana moved to adopt Resolution No. 7061. Mr. Ellerbe seconded. The motion passed 7-0-0.

RESOLUTION
CONTRACT WITH
JACK DOHENY COMPANIES

A Resolution No. 7062 authorizing the City Manager to enter into a contract with Jack Doheny Companies for the purchase of an Elgin Crosswinds 1 street sweeper with specified options at State Contract pricing at a cost not to exceed \$265,543.00. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised the City tried to keep the street sweeper on a 10 year replacement cycle noting the City has had the current machine for 12 years largely due to the expertise of the City Mechanic. Mr. Dreisbach noted the City demoed several different models looking for one with a vacuum hose to clean out catch basins, a larger hopper capacity size, a stainless steel option to reduce rust and better fuel economy. Mr. Dreisbach noted the Elgin Crosswinds model was the machine staff was recommending and asked for Council's approval of the Resolution.

Mayor Rousmaniere inquired if there were any comments from the public or from Council and there were none.

Mr. Smith moved to adopt Resolution No. 7062. Mr. Dana seconded. The motion passed 7-0-0.

RESOLUTION
SURPLUS PROPERTY

A Resolution No. 7063 declaring certain City property no longer needed for any municipal purpose as surplus and authorizing its advertisement and sale to the highest bidder by internet auction. (Mike Dreisbach, Service Director)

Mr. Dreisbach advised the proposed Resolution would allow for the disposal of the three vehicles being replaced.

Mr. Dana congratulated the Service Department for getting so much use out of the vehicles noting it spoke to the efficiency with which the persons are doing their jobs in maintaining them.

Mr. Ellerbe inquired if Mr. Dreisbach had chosen a platform on which to sell the vehicles and Mr. Dreisbach advised most likely GovDeals noting the City had been very satisfied with them.

Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Ms. Southard moved to adopt Resolution No. 7063. Mr. Smith seconded. The motion passed 7-0-0.

RESOLUTION
CONTRACT WITH
MOTOROLA SOLUTIONS

A Resolution No. 7064 authorizing the City Manager to enter into a contract with Motorola Solutions for the purchase of eighteen (18) Motorola APX6000XE radios and associated accessories at State Contract pricing at a cost not to exceed \$74,980.00. (John Jones, Police Chief)

Chief Jones advised the proposed Resolution would allow the Police Division to replace some of the portable radios that Police Officers carry noting the current radios had reached the end of their serviceable life. Chief Jones advised as software upgrades happen newer radios are needed and noted the City had a phased approach in the Capital Improvement Plan for the purchase of radios. Chief Jones reiterated the proposed Resolution would allow the purchase of 18 radios to be issued to sworn officers along with some accessories.

Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Mayor Rousmaniere inquired if more radios would be needed in addition to the 18. Chief Jones advised the plan calls for \$75,000 this year and next year and \$50,000 for the next 2 years. Chief Jones noted the sworn officer's radios would be replaced first, then Public Safety Assistant's radios.

Mr. Smith inquired what the approximate life span was for the new radios. Chief Jones noted his hope it would be 10-15 years.

Mr. Ellerbe inquired if the radios were app enabled noting he was fairly certain Motorola has an interface app that allows a cell phone to be a walkie-talkie. Chief Jones advised he was not sure.

Mr. Dana moved to adopt Resolution No. 7064. Ms. Southard seconded. The motion passed 7-0-0.

RESOLUTION
CONTRACT WITH OBERSON'S
NURSERY

A Resolution No. 7065 accepting the bid and authorizing the City Manager to enter into a contract with Oberson's Nursery and Landscape, Inc. for the demolition and removal of the former municipal swimming pool located at 6035 Fairfield Road at a cost of \$47,299.00 plus a contingency amount of ten percent (10%) of the contract price or \$4,729.00 for a total cost not to exceed \$52,028.00. (Casey Wooddell, Parks & Recreation Director)

Mr. Wooddell advised the City received 5 bids for this project with Oberson's Nursery and Landscape, Inc. providing the lowest bid. Mr. Wooddell noted references were checked and staff was pleased with them and prepared to move forward with the proposed contract.

Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Ms. Southard inquired if the dirt at the new aquatic center site could be used as fill for the former pool and Mr. Wooddell advised most of it would be used for the new aquatic Center. Mr. Wooddell advised if there was any left over dirt it would be up to Oberson's to decide if they wanted to use it.

Mayor Rousmaniere noted the process was that the base of the pool and all of the mechanics get dug up, broken apart and taken away and then the hole gets filled in. Mr. Wooddell agreed and noted the former pool would be compact filled so it can be built on if the TRI Foundation chooses to at a time in the future. Mayor Rousmaniere reminded everyone that the land belongs to the TRI Foundation and the City has been renting the land for the pool. Mr. Wooddell advised the City purchased the land from the TRI Foundation with the understanding that when it is no longer a City pool the possession reverts back to the TRI Foundation. Mayor Rousmaniere inquired what the timeline was for the demo project and Mr. Wooddell advised the deadline was June 30, 2019.

Mr. Dana moved to adopt Resolution No. 7065. Ms. Southard seconded. The motion passed 7-0-0.

RESOLUTION **SETTLE THREE COURT CASES**

A Resolution No.7066 authorizing the settlement of Butler County Common Pleas Case Numbers CV 2016 01 0668 and CV 2016 01 0229 and Twelfth District Court of Appeals Case Number CA 2018 10 0196 with Hoelzer/Hoelzer Rentals Inc. and authorizing the City Manager to take all steps necessary to resolve this matter. (Doug Elliott, City Manager)

Mr. Elliott advised Hoelzer/Hoelzer Rentals Inc. filed 2 civil cases in 2016 in the Butler County Common Pleas Court against the City and various City defendants. Mr. Elliott noted the City filed case number CA 2018 10 1096 in the Twelfth District Court of Appeals and the parties have reached a global settlement agreement in this matter. Mr. Elliott advised he and the Law Director recommend City Council authorize the settlement agreement as detailed on pages 56-62 of Council's packet.

Mayor Rousmaniere inquired if there were any comments from the public and there were none.

Mr. Dana inquired how the settlement number was decided. Ms. Blankenship advised it was decided through the mediation process noting she, Mr. Perry and Mr. Elliott mediated the case with the parties on the other side noting all of the other details were hammered out first. Ms. Blankenship advised \$50,000 was arrived at from the very nature of the way numbers come back and forth between rooms when a case is being mediated and also looking at what costs the City might incur if the case were to go back to the trial court.

Mr. Dana moved to adopt Resolution No. 7066. Mr. Smith seconded. The motion passed 7-0-0.

ORDINANCES
FIRST READING

ORDINANCE
SUPPLEMENTAL BUDGET

An Ordinance Amending Ordinance No. 3493. Supplemental Budget Ordinance Number 4 To Make Supplemental Appropriations For Fiscal Year 2019. (Joe Newlin, Finance Director)

Mr. Newlin discussed the proposed Supplemental Budget as detailed on pages 64-65 of Council's packet noting these were bookkeeping matters that needed addressed to keep the budget in line. Mr. Newlin answered questions regarding the Southpointe TIF District Funds.

ORDINANCE
NEW FUND

An Ordinance Approving The Creation Of A Special Revenue Fund #426 As Opposed To A Fiduciary Fund For The 2019 Operating Budget To Provide For Fire Loss Claims And Repealing Ordinance No. 3508 Adopted January 15, 2019. (Joe Newlin, Finance Director)

Mr. Newlin advised the Fire Loss Claims Fund was created in January as a Fiduciary Fund and according to the newer GASB rules it should have been a Special Revenue Fund. Mr. Newlin noted the proposed Ordinance will correct the matter.

Mayor Rousmaniere inquired if there were any comments from the public on this item or on the former item and there were none.

Mayor Rousmaniere advised the new fund was created as a result of the recent fire loss on Beech Street.

ORDINANCE
NEW CHAPTER 1111

An Ordinance Adopting Oxford Codified Ordinance Chapter 1111 Entitled Tree Preservation And Protection. (Doug Elliott, City Manager) **(Tabled until 4/16/19)**

Mayor Rousmaniere advised the Environmental Commission has asked Council to re-table the Tree Preservation and Protection Ordinance until May 21, 2019 so they have additional time to review the revised language.

Mr. Dana moved to re-table the proposed Ordinance until May 21, 2019. Mr. Ellerbe seconded. The motion passed 7-0-0.

ORDINANCES
SECOND READING

ORDINANCE
CONDITIONAL USE

An Ordinance No. 3522 Approving A Conditional Use Permit To Allow For The Expansion Of A Place Of Worship In The MU (Miami University) District at 800 Maple Street With Conditions. (Sam Perry, Community Development Director)

Mr. Perry advised Oxford Bible Fellowship submitted plans for an expansion of their facility which was recommended for approval at the Planning Commission's March meeting. Mr. Perry reminded everyone the purpose of a Conditional Use Permit is to mitigate any adverse impacts for the surrounding properties. Mr. Perry noted some conditions and waivers were also recommended as outlined on page 72 of Council's packet. Mr. Perry advised Etta Reed from Bayer Becker was in attendance as well as the Pastor.

Mr. Bill Snavely, Planning Commission Chair, advised this was a far better proposal than the previous one that was approved but never built. Mr. Snavely noted he thought the neighbors appreciated the adjustments that were made and urged Council to approve the proposed Ordinance.

Mayor Rousmaniere thanked the Pastor, Bayer Becker, and the community for reworking this proposal so well.

Mr. Prytherch noted he felt the City was lucky to have institutions like churches within the Mile Square noting that sometimes requires flexibility on things like lot coverage. Mr. Prytherch advised Council valued having this church in a walkable location. Mr. Prytherch noted he appreciated it when applicants work with Council and with the process in order to build and reinvest in the Mile Square.

Mr. Dana noted he felt the proposal was done very sensitively and referred to the mature trees that will be protected during the construction.

Ms. Southard noted Council appreciated the church working with the community and their neighbors to cooperate and make adjustments in parking and other issues.

Ms. Southard moved to adopt Ordinance No. 3522. Mr. Dana seconded. The Ordinance was adopted by the following roll call:

AYE: Ms. Southard, Mr. Dana, Mr. Ellerbe, Mr. Prytherch, Ms. Raghu, Mr. Smith
Mayor Rousmaniere (7)

NAY: None (0)

ABS: None (0)

ORDINANCE
NEW CHAPTER 743

An Ordinance No. 3523 Enacting New Chapter 743 Of The Oxford Codified Ordinances Entitled Short Term Rentals. (Sam Perry, Community Development Director)

Mr. Dana and Mr. Prytherch recused themselves.

Mr. Perry noted Council had before them the proposed Short Term Rental Registration Form. Mr. Perry advised the proposed Ordinance was amended by Council at the last meeting reducing the grace period to register existing short term rentals from 6 months to 3 months. Mr. Perry noted the Short Term Rental registration could be done online or in a paper form. Mr. Perry advised the intent was to get as much information as possible so staff can develop as much consensus as possible among City Council and the community on how best to handle short term rentals to balance tourism, economic development and neighborhood concerns. Mr. Perry noted this was a step back from what the Planning Commission recommended and advised the proposed Ordinance was not a land use regulation it was a mandatory registration requirement. Mr. Perry advised the Community Development Department would enforce this regulation and educate property owners through various low cost methods.

Mr. Brian Streng 812 Erin Drive, noted he felt questions and information should be made publically available before Council votes on the proposed Ordinance. Mr. Streng advised he did not feel this was being done in good faith noting people who host told him they were glad they did not step up to speak to Council at previous meetings and noted they felt they had a bullseye on them. Mr. Streng advised he wanted to know what information he gives to the City would be made public.

Mayor Rousmaniere provided Mr. Streng with the Short Term Rental Registration Form. Mayor Rousmaniere noted this was a change from the original Planning Commission recommendation. Mayor Rousmaniere advised in her opinion this was slowing down the process to collect data and share it so Council knows what they are dealing with in the City in terms of Short Term Rentals.

Mr. Perry advised the mandatory registration information will be name, address, phone number and email address. Mr. Perry noted there were additional questions on the form that would be helpful to have answered but not mandatory.

Mr. David Prytherch, 6195 Contreras Road, noted Council has in the past interpreted stand alone Airbnb's as conditional uses under the Bed and Breakfast regulation. Mr. Prytherch advised he wanted to understand where Council stood on that. Mr. Prytherch noted Council may want to use Airbnb as a way to understand in addition to self reporting what is in the City.

Mr. Perry advised during the period of data collection staff did not intend to go after stand alone or accessory use owners by requiring a conditional use permit. Mr. Perry noted if someone applied for one of those uses staff would make it an agenda item. Mr. Perry advised the intent was to collect data for a future land use policy. Mr. Perry noted staff felt there was community support for having a higher level of requirements for stand alone or short term rentals that are operating like a business.

Mayor Rousmaniere advised the point of this Ordinance is to require registration of anyone who is operating a short term rental in the City.

Mr. Ellerbe reiterated the proposed Ordinance was just establishing a registration system for people who are doing short term rentals and noted it provided a penalty for those who do not do so.

Ms. Raghu advised she mentioned at the last meeting the compromises other cities have done noting the registration protects people who are already operating Airbnb's. Ms. Raghu noted in Austin by a certain time people are grandfathered in and people who had not registered were not. Ms. Raghu reiterated the proposed Ordinance would allow data to be gathered and noted she did not want anyone to feel they were being targeted as that was not the intention.

Ms. Southard noted Council had been discussing this issue for a very long time and advised she felt it was a good move to simply get the information so Council can move forward.

Mr. Smith moved to adopt Ordinance No. 3523. Mr. Ellerbe seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Ellerbe, Ms. Raghu, Mr. Smith, Ms. Southard, Mayor Rousmaniere (5)

NAY: None (0)

ABD: None (0)

Mayor Rousmaniere noted the Ordinance would become effective in 30 days.

Mr. Dana and Mr. Prytherch returned to the dais.

ORDINANCE **SUPPLEMENTAL BUDGET**

An Ordinance No. 3524 Amending Ordinance No. 3493. Supplemental Budget Ordinance Number 3 To Make Supplemental Appropriations for fiscal year 2019. (Joe Newlin, Finance Director)

Mr. Newlin advised there were no changes since the first reading of the Ordinance and offered to answer any questions.

Mayor Rousmaniere inquired if there were any comments from the public or from Council and there were none.

Mr. Dana moved to adopt Ordinance No. 3524. Mr. Smith seconded. The Ordinance was adopted by the following roll call:

AYE: Mr. Prytherch, Ms. Raghu, Mr. Smith, Ms. Southard, Mr. Dana, Mr. Ellerbe
Mayor Rousmaniere (7)

NAY: None (0)

ABS: None (0)

ANNOUNCEMENTS

Mr. Elliott advised the Oxford Municipal Records Commission met Tuesday April 2 at the Municipal Building noting the Records Commission is required by State law to meet at least every six months. Mr. Elliott noted the composition of the Records Commission is outlined in the Ohio Revised Code consisting of the City Manager, Law Director, Finance Director, a private citizen appointed by the City Manager and an ex-officio member. Mr. Elliott advised the Clerk of Council serves as Secretary. Mr. Elliott noted at that meeting the commission approved several Certificate of Records Disposals for departments and amended three Retention Schedules.

Mr. Elliott advised the Civil Rights Commission met Thursday, May 11 at the Municipal Building noting Police Officer Matt Wagers was the guest speaker as one of the City's School Resource Officers.

Mr. Elliott noted he and Chief Jones also participated in the Institute for Learning in Retirement at Miami University.

Mr. Wooddell outlined the egg hunt festivities that will take place at the Community Park and at the TRI Community Center noting 10,000 eggs will be hunted.

Mr. Kyger advised Newgate Arena was a gaming center that opened at 35 W. High Street, Millions of Milk Tea opened at Bishop Square and Dunkin' opened at Bishop Square as well. Mr. Kyger noted a student contacted him who wanted to write an article on all of the business closings and advised he sent the student the last 4 years of business openings and closings. Mr. Kyger advised there had been 42 openings and 21 closings.

Mr. Kyger noted Bird contacted him to let him know they are not bringing e-scooters back to Oxford for the Pilot Program and advised staff raised the limit for Lime so they could bring more e-scooters to Oxford.

Ms. Raghu noted she saw so many tangents in the different comments made by Ms. Rumpler and her daughter this evening and advised she felt so bad for them. Ms. Raghu noted there were probably many different stories involved in that incident.

Ms. Raghu advised she felt the kids from Mrs. Pearson's class were so inspiring this evening noting they brought up really good ideas and she felt Mrs. Pearson was a fearless leader.

Ms. Raghu noted she felt Council had the capacity to do something with regard to the topics raised by the third graders especially when it comes to tax dollars going towards a center that is supposed to be helping problems such as homelessness.

Mr. Ellerbe referred to the third graders report and the public comments Council heard this evening and encouraged everyone to be excellent to each other. Mr. Ellerbe praised the City of Oxford noting during the recount of Ms. Rumppler's experience at no time did she say anything negative to the City of Oxford staff.

Mr. Dana advised the reason he recused himself from the Short Term Rental discussion was because he and his wife periodically accommodate people during high pressure weekends. Mr. Dana noted the Law Director has advised him he does not have to state the reason for recusal although he felt it was helpful for the public to know.

Mr. Dana discussed the ShareFest event noting it was a great community event coming up May 15-21.

Mr. Dana advised he was shocked at the appearance of White Nationalism signs in Oxford and noted his hope everyone can be vigilant when the correct opportunities arise to speak out against these expressions of hate.

Mr. Dana referred to the tulip plantings in the Uptown areas noting they were wonderful and advised he felt that was the spirit that we would like to see endure in this community.

Mayor Rousmaniere advised sharefestoxford.org is where people can sign up to volunteer from May 15 through May 21.

Mr. Smith noted he wanted to re-plug Kramer Cultural Night on Thursday May 2 from 5:30-8:00 p.m. Mr. Smith advised the kids made wonderful hand-outs on their topics which he intended to read through as he felt it was a good accomplishment to make something so nice at that age in the third grade.

Ms. Southard advised Sam Perry will be the next speaker at the Learning in Retirement class on Friday noting it had been a very successful program. Ms. Southard advised she was grateful to Chief Jones and Mr. Elliott for speaking noting it was a great way to reach the community.

Ms. Southard advised the Public Arts Commission of Oxford (PACO) has been working with Casey Wooddell on a public arts proposal for bike racks at the Oxford Aquatic Center noting it was online (cityofoxford.org) and artists have been informed about it. Ms. Southard noted PACO was not limiting the submissions to any location although they encourage local art. Ms. Southard advised the deadline for submissions is May 4th.

Ms. Southard noted the HAPC, she and Councilor Smith have been involved for many years with the Oxford Area Guided Walking Tours and advised the first one this year was May 4th at 10:30 a.m. Ms. Southard noted Steve Gordon will lead that tour through Glen Acres beginning at 311 W. Chestnut Street. Ms. Southard advised May 11 was a tour of Wespiser Place 6101 Contreras Road which she will lead.

Ms. Southard noted May 18 Councilor Smith will start at 230 W. High Street to tour the N. Elm Street area and advised May 25 Valerie Elliott will provide a tour of W. Vine Street beginning at 301 N. Poplar Street. Ms. Southard noted the tours are sponsored by the Historic and Architectural Preservation Commission, the Smith Library of Regional History and the McGuffey House & Museum.

Ms. Southard advised not all communities support awareness about genocide and the Holocaust noting she thought it was wonderful and she was grateful to the City and to Miami University for doing so. Ms. Southard noted it was especially relevant now because of recent events in our City including vandalism and graffiti. Ms. Southard advised Council needed community input in helping the police and helping find problems throughout the City. Ms. Southard noted the community had to be engaged and urged people to report any hateful graffiti they might see as she did. Ms. Southard advised if it was on Miami University property people could call 529-2222 or if it is on City property call 523-5240. Ms. Southard advised the number for Parking Violations and Animal Control was 524-5240 and the number for Hueston Woods was 523-6347. Ms. Southard noted for vandalism and for watching out for each other these are the numbers people could use. Ms. Southard encouraged everyone to sign up for Nixle at Nixle.com to learn about weather emergencies, traffic problems or other problems within Oxford's zip code or other zip codes.

Mr. Prytherch noted when Council met in January to talk about strategic priorities sustainability and climate action was one of the top ones. Mr. Prytherch noted the Senior Center had a program last week about reducing your carbon footprint which was well attended. Mr. Prytherch advised on Wednesday the League of Women Voters conducted a Climate Summit and a number of Councilors were there and participated. Mr. Prytherch noted with the breadth of concern in the community and focus on climate action he felt a lot of people were looking to the City of Oxford as a way of galvanizing and pulling those efforts together. Mr. Prytherch noted a set of people were appointed to the Steering Committee for the Community Climate Action Task Force and advised he and Ms. Raghu would serve on the Steering Committee with Mr. Dreisbach and Mr. Perry assisting them. Mr. Prytherch noted other Steering Committee members were Sandy Woy Hazelton, Mattie Maurer, Prue Dana and Carla Blackmar. Mr. Prytherch advised the circle needed to be widened out to engage people noting the group had a scope of work they were going to focus on to lead to some conclusions about climate action in the City.

Mr. Prytherch referred to Council's strategic priorities and noted he was curious about the process of how to translate some of them that may have budgeting implications. Mr. Prytherch noted some of the strategic priorities may involve work on the part of the Planning Commission or Environmental Commission and inquired how that was going to be communicated.

Mr. Prytherch referred to the Planning Commission's recommendation to Council regarding Short Term Rentals which Council was not adopting at this time and inquired procedurally if that recommendation should be formally voted down by Council.

Mr. Perry advised it was staff's intention to ask Council to deny the Planning Commission's recommendation by Ordinance.

Mayor Rousmaniere advised a Work Session would take place prior to the next Council meeting on May 7 at 6:30 p.m. to discuss with staff City Council's strategic plan ideas from their Retreat in January. Mayor Rousmaniere noted she felt during the Work Session Council and staff could zero in on what the agendas are with regard to the strategic plan.

Mayor Rousmaniere advised she was glad the Community Climate Action Steering Committee has been appointed.

Mayor Rousmaniere noted appointments and reappointments to Boards and Commissions was coming up in June and advised there were a number of openings. Mayor Rousmaniere encouraged people who were interested in City government but did not necessarily want to run for Council to apply to serve on a City Board or Commission. Mayor Rousmaniere advised there would be openings on the Board of Appeals (Building & Housing), Board of Zoning Appeals, Civil Rights Commission, Environmental Commission, Housing Advisory Commission, Historic and Architectural Preservation Commission, Personnel Appeals Board, Police Community Relations and Review Commission, Recreation Board, and the Student Community Relations Commission. Mayor Rousmaniere noted a lot of people may be reappointed although there would still be a number of openings to fill.

ADJOURN

Mr. Dana moved to adjourn at 9:30 p.m. Mr. Smith seconded. The motion passed 7-0-0.

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: May 7, 2019

Sam Perry
Prepared By

Account Code No. #:

Budgeted Amount: N/A

May 2, 2019
Date Prepared

Agenda Title: Planning Commission Meeting Report- April 9, 2019
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Staff and Commission members provided updates from various boards and recent meetings.

PC-2019-07, ZONING MAP AMENDMENT, 7.9735 acres located on Millville-Oxford Road, between Indian Trace and Spartan Drives, from R-1A District to R-2A District, **Justin Ferris, Spectra Student Living, Applicant, Agent (Tabled 3/12/2019)** – This item was left tabled at the emailed request of Mr. Ferris.

PC-2019-08, CONDITIONAL USE, Southpointe Parkway and US 27, to allow for the commercial development of property including a gas station and drive up window, **Scott Webb, Applicant, Agent (Tabled 3/12/2019)**

Architect Scott Webb requested a conditional use permit to construct a new automobile service station, inclusive of a convenience store and additional commercial use building, on a vacant 2.4-acre site located at 3600 Southpointe Parkway – the intersection with US 27 South. A similar conditional use application for a service station was approved by Council in 2008, but never executed and thus expired.

The Commission held a hearing and voted 6-0-0 to recommend approval of the proposed conditional use to Council subject to the conditions and waivers listed in the staff report.

PC-2019-10, CONDITIONAL USE, 55 Reagh's Way, to allow for the construction of Talawanda Oxford Pantry and Social Services Facility (TOPSS), **Norman Butt, The Architectural Group, Applicant**

Architect Norman Butt requested a conditional use permit for a new 5,600 square feet building and supporting parking area. TOPSS was formerly known as Oxford Community Choice Pantry which is currently housed on North Locust Street. The General Business District allows for a range of conditional uses, the closest fitting of which is "Government Owned Park and Recreation."

The Commission held a hearing and voted 6-0-0 to recommend approval subject to conditions and waivers listed in the staff report.

The meeting adjourned at 9:28 p.m.

Approved By:

Department Head:

SP 1 5-3-19

City Manager:

DRE 1 5-3-19

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Council Meeting Of: May 7, 2019

Account Code No. #:

Budgeted Amount: N/A

Community Development
Originating Department

Sam Perry
Prepared By

May 3, 2019
Date Prepared

HAPC MEETING REPORT – APRIL 10, 2019

HAPC-2019-07, 22 S Beech Street, Pre-Application Discussion: demolition of an existing structure and the construction of a new mixed-use building, **Scott Webb, Applicant, Agent**

The Commission held a pre-application discussion with Architect Scott Webb regarding the proposed demolition of Mesler Auto Service and replacement with a new 4 story mixed use building. A conditional use for the ground floor hotel and expanded commercial floor area was previously approved by Planning and City Council. The design included sub-grade parking for 12 cars, 12 ground floor hotel rooms, a lobby/service area, and two floors of apartments. A portion of the fourth floor would be restaurant with open air dining surrounded by a glass railing. The materials and design mimic the Elms Hotel, as this will be considered an annex of it. The Commission members provided questions and comments about some of the details: windows, accessibility, church next door. No vote was taken due to the preliminary review.

20 West High Street: An administrative approval for new air conditioning louvers for Chase Bank was reported. The louvers will be located along West Park Place due to the need for new A/C between the floors. Access is no longer permitted to the roof due to the separated ownership. Although not required, Chase has agreed to remove the rooftop unit as part of the scope of work, per request by the city.

New Code Chapter 1152 can now move forward after a closer legal review. Performance bonding of new construction is not recommended, so it will be removed. However, performance bonding of minimal safety requirements such as filling and levelling a site after demolition is likely. Staff to make the requested changes and place on the soonest available City Council agenda. A vote of 4-1-0 was taken to move forward as discussed.

There was discussion of adding a public comments process to the by-laws. There was also discussion of re-starting a building paint colors sub-committee to assist property owners with knowing the process of considering new or different paint colors when re-painting buildings in the historic district.

The meeting adjourned at 7:12 p.m.

Department Head:	<u>SP</u> 1 5-3-19
City Manager:	<u>DRE</u> 1.5-3-19

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: May 7, 2019

Sam Perry
Prepared By

Account Code No. #:

May 2, 2019
Date Prepared

Budgeted Amount: N/A

Agenda Title:	Board of Zoning Appeals Meeting Report – April 17, 2019
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This was the first meeting of 2019 due to no cases since October 2018. The members were sworn in by City Attorney Amy Blankenship for 2019 service. The same slate of officers as 2018 were voted in by the members – Paul Brady as Chair and Michael Schnipper as Vice-Chair.

Adjudication Hearings

BZA-2019-01, 117 E. Walnut Street, variances to Section 1143.09(c)(1)A, B, minimum lot width and lot area for a two family dwelling, **Scott Webb, Appellant**

Oxford Zoning Code requires that the minimum lot width for a two-family dwelling in the RO district be 75 feet and that the minimum lot area for a two-family dwelling in the RO district be 3,750 square feet per unit. The lot is 51.6 feet wide versus 75 feet required and is 4,257 square feet lot area versus 7,500 square feet required. The ground floor was most recently used as a professional (dentist) office while the second floor was used as a residence (approved rental unit). The plan was to convert the former office to a ground floor dwelling unit, which was a permitted use other than the dimensional requirements of the lot. Parking is provided behind the building (not beside). The BZA held a hearing and found that there was sufficient evidence to warrant the granting of the variances. The finding was that two of the seven criteria were met for both variances: The variances were not substantial and would not negatively affect the essential character of the neighborhood. Approved by vote of 5-0-0.

BZA-2019-02, 106 Olde Farm Road, variance to Section 1141.03(h)(1)A, requiring additions to be constructed of similar material, in similar proportions, to the façade that is being extended or altered, **Scott Webb, Appellant**

Oxford Zoning Code requires that additions have similar materials, which in the case of brick buildings, the addition is specifically required to also be brick. The proposed rear addition to this home was horizontal cement board siding, which was not permitted. The BZA held a hearing and found that there was sufficient evidence to warrant the granting of the variance for cement board siding. The finding was that two of the seven criteria were met: The variance was not substantial and would not negatively affect the essential character of the neighborhood. Approved by vote of 5-0-0.

The meeting adjourned at 7:20 p.m.

Approved By:

Department Head:

City Manager:

Initial

Date

SP 1 5-3-19

DRE 1 5-3-19

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: May 7, 2019

Account Code #: 122.720.52450 & 123.730.52450

Budgeted Amount: \$70,750 / \$15,200

Service Department
Originating Department

Michael B. Dreisbach
Prepared By

April 18, 2019
Date Prepared

Agenda Title: Purchase of Road De-icing Salt in Conjunction with Butler County Engineer's Office Purchasing Contract

Recommendation: Approval

Discussion: The City of Oxford expects to purchase approximately 1,000 tons, more or less, of road de-icing materials in the balance of 2019 and during calendar year 2020.

The Streets & Maintenance Division has been working with the Butler Co. Engineer's Office to provide the City with the opportunity to piggyback onto Butler County's procurement bid for road de-icing salt. By pooling our purchasing power with several jurisdictions, the City receives more favorable pricing for our deicing material purchases.

Butler County has awarded a contract to **Cargill, Inc.** at the following rates:

	Salted dumped at our facility	Salt stacked inside our dome
Cargill, Inc.	\$73.21 per ton	No bid

This price represents an increase of 16.2% over prices from 2018-9 and reflects extraordinary price increases in this commodity due to relatively limited supply and very high demand the past two seasons. The new price is still lower than the price we were paying for salt in 2015.

It is Staff's recommendation that Council approve a Resolution accepting the bid of Cargill, Inc. (piggybacking on the BCEO competitive bid) and authorize the City Manager to enter into an agreement with Cargill, Inc. for the purchase of road de-icing materials for an amount not to exceed \$95,000.

NOTE: While the budgeted amount is not sufficient to purchase the maximum quantity authorized by this Resolution, staff is requesting POSSIBLE additional purchasing capacity should an extreme winter warrant the purchase with additional funds authorized by Council through a supplemental appropriation.

Approved By:

Department Head: Initial Date
MBD \ 4/18/19

City Manager: DRE \ 5/1/19

RESOLUTION NO.

A RESOLUTION ACCEPTING THE BID OF CARGILL, INC. AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH CARGILL, INC. FOR THE PURCHASE OF ROAD DE-ICING MATERIALS AT A COST NOT TO EXCEED \$95,000.00.

WHEREAS: Council hereby finds the lowest and best bid submitted for bulk de-icing materials for snow and ice control purposes to be that certain bid submitted by Cargill, Inc. to the Butler County Engineer's Office.

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

SECTION 1: Council hereby accepts the bid and authorizes the City Manager to enter into a contract with Cargill, Inc. for the purchase of road de-icing materials at a cost not to exceed \$95,000.00.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager: Douglas R. Elliott, Jr.

Police

Originating Department

Council Meeting Of: May 7, 2019

John A. Jones

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

April 18, 2019

Date Prepared

Agenda Title: Resolution authorizing the Police Division of the City of Oxford to retain for its use certain unclaimed property in its possession.

Recommendation: Approve

Discussion: Certain items currently in the possession of the Division of Police are of use to the City of Oxford. These items have no evidentiary use and have been forfeited by the owner per court order, are unclaimed by the owner, or have no known owner. Therefore, it is the request of the Chief of Police that these items be released to the City of Oxford for use in general business.

A list of the items being recommended for City use is attached.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

JAJ \ 4-18-19
DRE \ 5-1-19

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE OXFORD DIVISION OF POLICE TO RETAIN FOR USE BY THE MUNICIPALITY CERTAIN UNCLAIMED PROPERTY IN ITS POSSESSION.

WHEREAS, pursuant to Oxford Codified Ordinances Section 127.11, the Division of Police having possession of certain unclaimed property set forth in Exhibit 'A', attached hereto and incorporated herein, requests the retention and use of said items for municipal purposes.

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

SECTION 1: Council, having reviewed the items listed, finds it would be beneficial to the City to retain this unclaimed property and authorizes the City's retention and use of said items.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

DISPOSED PROPERTY FOR USE BY CITY OF OXFORD POLICE OR OTHER DIVISIONS

Tag	Description	Report #	Officer	Storage Location	Name	Court	Case #	Court Disposition	Recommended Disposition of Property
17-p-05120001	Glock 19 Gen3 9 mm semi-auto pistol, one magazine	17-1374	Butler	gun locker	Staton, Jacob	Area 1	CRB1701123	closed	LEA--court forfeiture
17-p-05120004	Smith & Wesson bodyguard 380 semi-auto pistol	17-1374	Butler	gun locker	Staton, Jacob	Area 1	CRB1701123	closed	LEA--court forfeiture
17-p-05120005	Beretta 92 FS Centurion 9 mm semi-auto pistol, three magazines	17-1374	Butler	gun locker	Staton, Jacob	Area 1	CRB1701123	closed	LEA--court forfeiture
16-p-01850001	Ruger LC 9 mm semi-auto pistol, LH holster	16-1314	Hayes	gun locker	Williams, Marques	Area 1	CRB1600848	closed	LEA--court forfeiture
16-p-00930001	Two rubber hoses, spray nozzle, tow/ratchet straps	16-1114	Harfield	D-4	Case closed, no leads/suspects	n/a	n/a	n/a	Street Department
16-p-06380009	Axe w/ red fiberglass handle	16-2255	Gilbert	NC-5	Mahlerwein, Benjamin	Area 1	1700006	closed	Street Department--unclaimed by owner
16-p-06380010	40-foot hemp rope	16-2255	Gilbert	NC-5	Mahlerwein, Benjamin	Area 1	1700006	closed	Street Department--unclaimed by owner
18-p-03840011	Two outdoor electrical cords	18-1141	Blauvelt	Impound	Gadd, James	Common Pleas	2018091440	closed	Street Department--unclaimed by owner
17-p-04100024	Map Pro premium torch fuel canister, torch handle	17-1107	S. Sikora	D-1	Turner, Toby	Common Pleas	2017071219	closed	Street Dept.
572	Expandable baton and belt sheath	14-1433	Price	V-4	T. Brock, J. Roffes, J. Fox (juveniles)	BC Juvenile	sealed	adjudicated	transfer to Parking Services

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager: Douglas R. Elliott, Jr.

Police

Originating Department

Council Meeting Of: May 7, 2019

John A. Jones

Account Code No. #:

Prepared By

Budgeted Amount:

April 18, 2019

Date Prepared

Agenda Title: Resolution authorizing certain property held by the Division of Police to be sold at public auction.

Recommendation: Approve

Discussion: The items on the attached spreadsheet are in the possession of the Police Division. These items were either found property or they were seized during a criminal investigation. Reasonable efforts have been made to identify owners and notify owners to claim their property. These items have gone unclaimed and are not of use to the Police Division. It is the recommendation of the Police Chief that these items be sold at public auction, to include internet auction, to the highest bidder for cash. The proceeds from the auction will be placed in the general fund of the City. In accordance with OCC Section 127.11, an ad will be placed in the local newspaper describing the nature of the property and inviting persons to claim the property.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

JG 4/18/19

DRE 5-1-19

RESOLUTION NO.

A RESOLUTION DECLARING CERTAIN PROPERTY IN THE POLICE DIVISION'S POSSESSION AS SURPLUS AND NOT NEEDED FOR ANY MUNICIPAL PURPOSE AND AUTHORIZING ITS ADVERTISEMENT AND SALE TO THE HIGHEST BIDDER AT PUBLIC AUCTION OR INTERNET AUCTION.

WHEREAS, the City Manager and the Police Chief recommend certain property in the Police Division's possession be sold to the highest bidder at public auction or internet auction.

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

SECTION 1: Pursuant to Oxford Codified Ordinance Section 127.11, the items set forth in Exhibit 'A' attached hereto and incorporated herein, are hereby declared surplus for City purposes and not needed for any municipal purpose, and the same may be sold at auction.

SECTION 2: Council hereby authorizes such sale of said items to the highest bidder at public auction or internet auction with the proceeds thereof deposited into the general fund.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

Memo

To: John A. Jones, Chief of Police
From: Perry M. Gordon, Properties Custodian 
Subject: Auction of Unclaimed Property by City of Oxford
Date: 16 April 2019

The items on the attached spreadsheet are in the possession of the Oxford Police Division. There are no known owners and no one has come forward to claim them. I recommend through a resolution of Oxford City Council that they be sold at public auction and the proceeds be collected by the City.

So that I may expedite the required three-week advertisement/public notice of this auction, would you please advise when this recommendation will be placed on the Council's agenda?

Thank you.

EXHIBIT 'A'

TAG	Description	Report #	Officer	Storage Location	Name (defendant unless noted)	Court	Case #	Court Disposition	Recommended Disposition of Property
18-P-02330005	Small black metal flashlight	18-0695	Blaumatt	S-3	Hall, Dallas	Common Pleas	120180507/6	closed	auction
18-P-02830005	Keys to metal gun safe	18-0851	Hayes	NC-2	Hixon, William	Area 1	180155/7	closed	auction
18-P-02830006	Stock-on metal gun safe	18-0851	Hayes	NC-2	Hixon, William	Area 1	180155/7	closed	auction
18-P-003830004	Digital receiver cable box/cords, router box/cords, wireless controller	n/a	Harlin	IS	Unknown owner	n/a	n/a	closed	auction
18-P-06840001	Evidence bag, 24 charged cords, battery pack, various electronics	17-1859	Mathis	J-4	Grubb, Brian	Common Pleas	2017122069	closed	auction/destroy as appropriate
18-P-06840003	Evidence bag, cosmetics, sunglasses, beavertan's clippers	17-1859	Mathis	J-4	Grubb, Brian	Common Pleas	2017122069	closed	auction/destroy as appropriate
18-P-06840005	Black carrying case, basketball/football trading cards, laptop/bottle	17-1859	Mathis	J-4	Grubb, Brian	Common Pleas	2017122069	closed	auction/destroy as appropriate
18-P-00760005	Cardboard box containing miscellaneous items, hardware, notebooks	18-0275	Lundher	Q-3	Oehler, Paul	Area 1	1800210	closed	auction/destroy as appropriate
18-P-02440007	White dawning bag containing assorted electronics, cell phones	18-0705	S. Sikora	S-3	Thomas, Mike	Area 1	180065/4	closed	auction/destroy as appropriate
18-P-05480001	Red tote bag containing miscellaneous items	n/a	n/a	RA-1	Unknown suspect/owner	n/a	n/a	closed	auction/destroy as appropriate
1102	Two Budweiser beer commemorative beer bottles	15-0138	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
982	Michael Kors iPad case	15-0132	Price	S-5	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1086	Monster Beats headphones	15-0132	Terrill	S-5	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1120	Power cord, RCA jacks	15-0134	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1154	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1258	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1259	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1262	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1272	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1276	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1282	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1285	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1286	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1287	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1289	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1290	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1291	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1293	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1298	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1299	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1306	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1309	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1313	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1314	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1315	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1316	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1322	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1333	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1335	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1336	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1337	Jewelry	15-0183	Terrill	W-3	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1325	Optical mouse for laptop	15-0208	S. Sikora	W-4	Grubb, Clark (owner, not charged)	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1326	Home infro desktop speaker	15-0208	S. Sikora	W-4	Grubb, Clark (owner, not charged)	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
16-P-00910001	"On Stage Sound" speaker stands in carrier bag	15-0208	S. Sikora	W-4	Grubb, Clark (owner, not charged)	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
16-P-00920001	Two large nylon banners w/ ground spikes in carrier bag	16-1114	Harfield	D-4	unclaimed by owners	n/a	n/a	closed	auction—unclaimed by owner
16-P-06180005	Two knives	16-1114	Harfield	D-4	unclaimed by owners	n/a	n/a	closed	auction—unclaimed by owner
16-P-06180006	Lutz 357 razor/knife/sheath	16-1255	Gilbert	NC-5	Mahleweh, Benjamin	Area 1	1700006	closed	auction—unclaimed by owner
16-P-06180011	Easton Hammer Aluminum bat	16-1255	Gilbert	NC-5	Mahleweh, Benjamin	Area 1	1700006	closed	auction—unclaimed by owner
17-P-03350001	Pocket knife	16-1255	Gilbert	NC-5	Mahleweh, Benjamin	Area 1	1700006	closed	auction—unclaimed by owner
17-P-04520002	Black Kate Spade purse	17-0451	Burlier	P-3	King, Terrence	Common Pleas	20170107/1	closed	auction—unclaimed by owner
17-P-055370001	Vector 700-watt DC to AC power inverter	17-1199	Morgan	Impound	Essex, Julian	Area 1	1701439	closed	auction—unclaimed by owner
17-P-06160001	Two folding knives	17-1485	Huff	I-2	Hill, Thomas (owner)	n/a	n/a	closed	auction—unclaimed by owner
18-P-01320002	Kershaw pocket knife	17-1727	Lundher	Gun locker	Calwell, Jonathan (owner, defendant)	Area 1	1701367	closed	auction—unclaimed by owner
18-P-03590001	Folding knife in leather belt case	18-0447	Burlier	C-2	Loos, Evan	Area 1	1800371	closed	auction—unclaimed by owner
543	Nikon Bt-69n adaptor	18-0997	Lundher	P-3	Lakes, Dale	Area 1	1800777	closed	auction—unclaimed by owner
563	Two USB auxiliary cords	18-1433	Price	V-4	T. Brock, J. Rolley, J. Fox (juveniles)	Area 1	2015020187/0188	closed	auction—unclaimed by owner
565	Free pairs of sunglasses	18-1433	Price	V-4	T. Brock, J. Rolley, J. Fox (juveniles)	Area 1	2015020187/0188	closed	auction—unclaimed by owner
568	One pair red/grey DSU fuzzy dice for automotive decoration	18-1433	Price	V-4	T. Brock, J. Rolley, J. Fox (juveniles)	Area 1	2015020187/0188	closed	auction—unclaimed by owner
989	Video equipment	15-0090	Terrill	V-5	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
990	Nikon Coolpix 8700 camera	15-0090	Terrill	V-5	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
992	Jewelry box	15-0090	Terrill	V-5	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
994	Teen music CDs	15-0090	Terrill	V-5	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1007	Firemax \$3500 digital camera	15-0090	Terrill	V-5	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1090	Microsoft X-box controller	15-0090	Terrill	V-5	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1094	Netgear router w/ cable	15-0090	Terrill	V-5	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
942	Asar flashlight 2 video game controller	15-0094	Terrill	S-5	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
962	Ray-Ban sunglasses	15-0132	Price	S-5	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
985	Monster Beats headphones	15-0132	Price	S-5	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1000	Ray-Ban Aviator sunglasses	15-0132	Price	S-5	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1033	Gaso 6-shock digital watch	15-0132	Price	S-5	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner
1036	Monster Beats headphones	15-0132	Price	S-5	Hagedorn, Forrest; Briscoe, Sierra	Common Pleas	2015020187/0188	closed	auction—unclaimed by owner

18-p-0070001	Computer power supply/cord	18-0279	Lindner	R-3	Oehler, Paul	Area 1	1800210	closed	auction-unknown owner
18-p-0070002	Home portable speaker	18-0301	Lindner	D-1	unknown owner	n/a	n/a	n/a	auction-unknown owner
18-p-0070004	Shen Zhen DHS industries portable charging unit	18-0301	Lindner	D-1	unknown owner	n/a	n/a	n/a	auction-unknown owner
18-p-0150001	Makita drill case, 2-speed drill, battery, drill bits, pin punch	18-0460	Huff	D-2	unknown suspect/owner	n/a	n/a	n/a	auction-unknown owner
18-p-0240006	Ray-Ban sunglasses and case	18-0705	S. Sierra	S-3	Thomas, Mike	Area 3	1800554	closed	auction-unknown owner
18-p-0370001	Trek Martin 4 bicycle	18-1115	Wagers	Impound	Scardino, James (warrant arrest)	n/a	n/a	n/a	auction-unknown owner
18-p-0370007	Next mountain bike, 18-speed	18-1128	Wagers	Impound	Richardson, Ramondo (suspect)	n/a	n/a	n/a	auction-unknown owner
18-p-0380002	Black & Decker folding work bench	18-1141	Blauvelt	Impound	Gadd, James	Common Pleas	2018081440	closed	auction-unknown owner
18-p-0380005	Metal tool chest containing miscellaneous tools, socket sets	18-1141	Blauvelt	Impound	Gadd, James	Common Pleas	2018081440	closed	auction-unknown owner
18-p-0380006	Metal tool chest w/ misc. tools, patcher sets	18-1141	Blauvelt	Impound	Gadd, James	Common Pleas	2018081440	closed	auction-unknown owner
18-p-0390002	Pink MongOOSE Ledger 2.1 bicycle, 21-speed	18-1209	Morgan	Impound	Moster, Stephen	Common Pleas	2018081468	closed	auction-unknown owner
18-p-04210001	LA Police Gear backpack and miscellaneous contents	18-1234	S. Sierra	J-4	Smith, Dustin	Area 1	1800882	closed	auction-unknown owner
997	Ray-Ban sunglasses	n/a	Plea		Haggeford, Forrest; Britcoe, Sierra	Common Pleas	2015020187/0188	closed	auction-unknown owner
18-p-0150001	Folding knife w/ 3" blade	n/a	Jones	B-3	unknown owner	n/a	n/a	n/a	auction-unknown owner
18-p-0380001	James Citizen 1 bicycle (unknown owner)	n/a	Wagers	Impound	Creager, Randall (suspect/warrant arrest)	n/a	n/a	n/a	auction-unknown owner
18-p-05210001	Bentley safe	n/a	Harlin	Impound	unknown owner	n/a	n/a	n/a	auction-unknown owner

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager: Douglas R. Elliott, Jr.

Police

Originating Department

Council Meeting Of: May 7, 2019

John A. Jones

Account Code #: 140.110.61104
410.110.52520

Prepared By

Budgeted Amount: \$120,316

April 30, 2019
Date Prepared

Agenda Title: Purchase for three 2020 Ford Interceptor Utility Vehicles

Recommendation: Approve

The 2019 Capital Improvement budget includes \$60,158 in the Capital Equipment Fund and \$60,158 in the Law Enforcement Trust Fund for the purchase of police vehicles and equipment necessary to maintain the operating integrity of the Police Department. The State Contract price per vehicle is \$31,773.

This resolution will authorize the City Manager to enter into a contract with Lebanon Ford for the purchase of three (3) Ford Interceptor Utility Vehicles with specified manufacturer installed options at State Contract pricing for an amount not to exceed \$95,319.

State Contract: RS901214-GC050

Approved By:

Department Head:
City Manager:

Initial Date

DRE \ 5-7-19

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH LEBANON FORD FOR THE PURCHASE OF THREE (3) FORD INTERCEPTOR UTILITY VEHICLES WITH SPECIFIED OPTIONS AT STATE CONTRACT PRICING AT A COST NOT TO EXCEED \$95,319.00.

WHEREAS, the 2019 Capital Improvement Budget includes \$60,158.00 in the Capital Equipment Fund and \$60,158.00 in the Law Enforcement Trust Fund for the purchase of police vehicles and equipment necessary to maintain the operating integrity of the Police Division; and

WHEREAS, the City Manager and the Police Chief recommend City Council authorize the City Manager to enter into a contract with Lebanon Ford for the purchase of three (3) Ford Interceptor Utility Vehicles with specified options at State Contract pricing at a cost not to exceed \$95,319.00.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Police Chief and accepts the State Contract pricing for the purchase of three (3) Ford Interceptor Utility Vehicles with specified options at State Contract pricing at a cost not to exceed \$95,319.00.

SECTION 2: Council further authorizes the City Manager to enter into a contract with Lebanon Ford for the purchase of three (3) Ford Interceptor Utility Vehicles with specified options at State Contract pricing at a cost not to exceed \$95,319.00 which has previously been appropriated in the 2019 budget.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

LEBANON FORD

COMMERCIAL VEHICLE CENTER

EXPLORER 4-
DOOR

2020 4DR AWD POLICE
3.3L V6 TIVCT ENGINE
10-SPEED AUTO TRANSMISSION

Exterior

BLACK EBONY

Interior

CHARCOAL BLACK INTERIOR CLOTH
BUCKETS VINYL REAR SEATS

TERIOR

45/55R18 A/S POLICE TIRES
8" H.D. STEEL WHEELS
8" WHEEL HUB CAP
FULL SIZE 18" SPARE W/TPMS
DUAL POWER MIRRORS
INTEGRATED SPOTTER MIRRORS
ALOE HEADLAMPS
PRIVACY GLASS 2ND/3RD ROW
DUAL EXHAUST SYSTEM
RILLE - BLACK
KEY LOCKS (DR/PASS/LFTGT)
ASY FUEL CAPLESS FILLER

INTERIOR

. BLACK VINYL FLOOR
COVERING
. PWR DR SEAT/6-WAY/M
LUMBAR
. MANUAL PASS SEAT - 2-WAY
. CLOTH BUCKET FRONT SEATS
. 60/40 SPLIT VINYL REAR
TILT STEERING WHL/ CRUISE
& AUDIO CONTROLS
. 1-TOUCH DOWN DRIVER
WINDOW
. A/C W/MANUAL CLIMATE
CONTROL, SINGLE ZONE
. CERTIFIED SPEEDOMETER
. ENGINE HOUR / IDLE METER
. CONSOLE MOUNTING PLATE
. UNIVERSAL TOP TRAY
. RED / WHITE DOME LAMP

OPTIONAL

. FL WHEEL DRIVE SYSTEM
COLUMN MOUNTED SHIFTER
HEAVY DUTY 78-AMP BATTERY
10 AMP ALTERNATOR
POLICE BRAKES: 4 WHL DISC
ABS & TRACTION CONTROL
HEAVY DUTY SUSPENSION
POWER STEERING W/EPAS
ENGINE OIL COOLER
TRANSMISSION OIL COOLER
POWER LOCKS AND WINDOWS
AM/FM SINGLE CD/MP3, 6SPKR
JUST PEDALS, NON MEMORY
BATTERY SAVER FEATURE
POWERPOINTS (2)

SAFETY/SECURITY

. 75 MPH REAR-CRASH TESTED
. ADVANCETRAC WITH RSC
. AIRBAGS - FRONT AND SIDE
. AIRBAGS - SAFETY CANOPY
. PERSONAL SAFETY SYSTEM
. SOS POST CRASH ALERT SYS
. TIRE PRESSURE MONITOR SYS

WARRANTY

. 3YR/36K MILE WARRANTY

STANDARD STATE BID PRICE \$31,276.00

Included on this Vehicle

EQUIPMENT GROUP 500A

Optional Equipment

2020 MODEL YEAR

BLACK EBONY

CHARCOAL CLT FRT/VINYL RR

3.3L V6 TIVCT ENGINE

10-SPEED AUTO TRANSMISSION

FRONT LICENSE PLATE BRACKET

DARK CAR LAMPS INOP \$70.00

KEYED ALIKE 1284X \$75.00

PRE DRILL FRONT STD

HEATED MIRRORS \$59.00

LED SPOTLIGHT 51R n/c

DR/LK HANDLE INOP \$74.00

POWER WINDOW DISABLE INCLUDED

REAR CARGO LIGHT \$49.00

REAR VIEW CAMERA STD

DELIVERY FEE \$170.00

TOTAL STATE BID \$31,773.00

ANK BEAVER LEBANON FORD

4-570-0702

901214

OC050

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager: Douglas R. Elliott, Jr.

Police

Originating Department

Council Meeting Of: May 7, 2019

John A. Jones

Account Code #: 140.110.61104
140.110.61105
140.110.61187
110.110.52430

Prepared By

Budgeted Amount: \$35,071

April 30, 2019

Date Prepared

Agenda Title: Equipment outfitting for three 2020 Ford Interceptor Utility Vehicles

Recommendation: Approve

Three Ford Interceptor Utility Vehicles are being purchased to be used as front line marked patrol vehicles. Equipment needed to outfit the three vehicles will include emergency lights, sirens, prisoner seating area, officer console, computer mounts, wireless network equipment installation, and weapons vault.

Quotes to equip the vehicles per OPD specs were obtained from the state contract holder (purchasing factory installed emergency equipment), Camp Safety, and Cincinnati Safety Upfitters. Camp Safety was the lowest of the three quotes for equipment and labor for a total cost of \$11,690.33 per vehicle. OPD has used Camp Safety for upfit vehicles over the past several years. The Division has been happy with their work and responsiveness to maintenance requests.

This resolution will authorize the City Manager to enter into a contract with Camp Safety for the purchase of emergency vehicle equipment at an amount not to exceed \$35,071.

Approved By:

Department Head:

City Manager:

Initial Date

DRE \ 5-1-19

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH CAMP SAFETY EQUIPMENT, INC. FOR THE PURCHASE OF SPECIFIED EQUIPMENT TO OUTFIT THREE (3) FORD INTERCEPTOR UTILITY VEHICLES FOR THE POLICE DIVISION AT A COST NOT TO EXCEED \$35,071.00.

WHEREAS, the 2019 Budget includes funds for the purchase of specified equipment to outfit three (3) Ford Interceptor Utility Vehicles for the Police Division; and

WHEREAS, equipment will include emergency lights, sirens, prisoner seating area, officer console, computer mounts, wireless network equipment installation and a weapons vault; and

WHEREAS, the City Manager and the Police Chief recommend City Council authorize the City Manager to enter into a contract with Camp Safety Equipment, Inc. for the purchase of specified equipment to outfit three (3) Ford Interceptor Utility Vehicles for the Police Division at a cost not to exceed \$35,071.00.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Police Chief and accepts the Camp Safety Equipment, Inc. pricing for the purchase of specified equipment at a cost not to exceed \$35,071.00.

SECTION 2: Council further authorizes the City Manager to enter into a contract with Camp Safety Equipment, Inc. for the purchase of specified equipment to outfit three (3) Ford Interceptor Utility Vehicles for the Police Division at a cost not to exceed \$35,071.00.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)



8216 Blue Ash Road
Cincinnati, OH 45236
Phone : 513-984-4658 Toll Free: 888-273-7233
web: www.campsafetyinc.com

Quote

Date	Quote #
4/29/2019	OxfordFIU20

Name / Address
City of Oxford 15 South College Ave. Oxford, Ohio 45056

Contact
Lt. Geoff Robinson

VIN#	
-------------	--

Vehicle	P.O. No.	Terms	Rep	Project #
2020 FIU 201, 202, 203	2nd draft	N20	RG	Cruisers 201,202,203

Qty	Item	Description	Cost	Total
3	MATERIAL	Whelen Liberty II Duo 48" LTF1B8DEDE	2,395.00	7,185.00
3	VER295SLSA6	SIREN SWITCH BOX	545.00	1,635.00
3	VESSA315P	POLY SPEAKER 100W	0.00	0.00
3	VESSAK51	SPEAKER MOUNT PASSENGER SIDE EXPLORER	0.00	0.00
6	MATERIAL	Micron LTLMCRNSJ Red/Blue Grill lights LED	138.00	828.00
3	LTLIONR	ION LED RED BLACK HOUSING	108.00	324.00
3	LTLIONB	ION LED BLUE BLACK HOUSING	108.00	324.00
12	LTLIONJ	ION LED RED/BLUE BLACK HOUSING	108.00	1,296.00
6	LTLVTX609C	VERTEX LED CLEAR	88.00	528.00
3	LTLIONR	ION LED RED BLACK HOUSING rear lift gate glass	108.00	324.00
3	LTLIONB	ION LED BLUE BLACK HOUSING rear lift gate glass	108.00	324.00
3	LTLHB4PAKRB	HIDE-A-BLAST 4 PAK RED/BLUE lift gate bottom	129.00	387.00
3	VEB050512	8 AMP MERCURY SWITCH W/ CLIP	28.00	84.00
3	CILCVS1308INUT	3152013-2017 INTERCEPTOR UTILITY 21' CONSOLE	324.00	972.00
3	CILCCUP2I	INTERNAL DUAL CUP HOLDER 4'	42.00	126.00
3	CILCARM103	OFF SET ARM REST	104.00	312.00
3	CILCAP0325	ACC POCKET 3' 2.5' DEEP	43.00	129.00
3	CILCDMM123	DASH MOUNT BASE FORD INTERCEPTOR UTILITY	314.00	942.00
3	CILCTCB7	UNIVERSAL TELESCOPING COMPUTER BASE SIDE MOUNT 7' TO 14'	110.00	330.00
3	CILCMD204	LOW PROFILE TILT/SWIVEL DEVICE	108.00	324.00
3	CILCKBM102	SWIVEL MOUNT	64.00	192.00
3	VEA140553	3 GANG OUTLET PLUG ADAPTER	25.00	75.00
3	VEASECURETH	ANTI THEFT (NEW STYLE)	158.00	474.00
3	CISP4704UINT1...	Prisoner PART CTR SLIDE 2018 INT UTIL	499.00	1,497.00
3	CISRP47UINT13	RECESSED PANEL INT UTILITY	103.00	309.00
3	CISSP47BS13	EXTENSION PANEL INT UTILITY	69.00	207.00
3	CISS4702UINT13	TRANSPORT SEAT W/ POLY WINDOW BARRIER & SEAT MOUNT KIT - 2018 FORD INTERCEPTOR UTILITY	1,014.00	3,042.00
3	CISFP47UINT13	PRO GARD REAR FLOOR PAN FOR FPIU	159.00	477.00
3	CISWB47NPUIN...	STEEL BARS UTILITY	185.00	555.00

APPROVED BY: _____ DATE: _____

Total

* 1% DISCOUNT AVAILABLE IF EQUIPMENT IS PAID IN ADVANCE
** 2% DISCOUNT IF INVOICE ARE PAID WITHIN 10 DAYS
*** ADDITIONAL FEES MAY APPLY IF CHANGE ORDER OCCURS



8216 Blue Ash Road
Cincinnati, OH 45236
Phone : 513-984-4658 Toll Free: 888-273-7233
web: www.campsafetyinc.com

Quote

Date	Quote #
4/29/2019	OxfordFIU20

Name / Address
City of Oxford 15 South College Ave. Oxford, Ohio 45056

Contact
Lt. Geoff Robinson

VIN#	
-------------	--

Vehicle	P.O. No.	Terms	Rep	Project #
2020 FIU 201, 202, 203	2nd draft	N20	RG	Cruisers 201,202,203

Qty	Item	Description	Cost	Total
3	CISDP47UINT13	DOOR PANELS 2013-2018 FUI	119.00	357.00
3	CILZCUSTOM	Truckvault single drawer storage box	1,095.00	3,285.00
3	CIS4WSD47UINT1	BRACKETS FOR VAULTS EXPLORER	119.00	357.00
3	MATERIAL	Remote start / Keyless entry	125.00	375.00
96	Labor- Public	Labor to install the above equipment into 3 2020 FIU's at Camp Safety Equipment	67.00	6,432.00
1	SHIPPING/HAN...	SHIPPING AND HANDLING for all above equipment	495.00	495.00
1	SHOP MATERIAL	INSTALLATION MATERIAL 3 cars	300.00	300.00
4	Labor- Public	Labor to install customer supplied wireless modem/antenna with a toggle switch.	67.00	268.00

APPROVED BY: _____ DATE: _____

Total \$35,071.00

* 1% DISCOUNT AVAILABLE IF EQUIPMENT IS PAID IN ADVANCE
** 2% DISCOUNT IF INVOICE ARE PAID WITHIN 10 DAYS
*** ADDITIONAL FEES MAY APPLY IF CHANGE ORDER OCCURS

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott, Jr.

Fire

Originating Department

Council Meeting Of: May 7, 2019

John Detherage

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

April 26, 2019

Date Prepared

Agenda Title: A Resolution authorizing the sale of the 1991 International/Sutphen Tanker to the West College Corner Fire Department.

Recommendation: Adopt the Resolution.

Discussion: This resolution is for disposal of the 1991 Tanker that was recently replaced. The West College Corner Fire Department has made an offer to purchase this truck in the amount of \$10,000.00. This purchase would be an upgrade to their fleet replacing a 1977 model and the truck and its water hauling capabilities would still be available to us through Mutual Aid.

Approved By:

Department Head:

City Attorney:

City Manager:

Initial Date

 / /
DRB / *5-1-19*

RESOLUTION NO.

A RESOLUTION DECLARING A 1991 INTERNATIONAL/SUTPHEN TANKER TO BE SURPLUS AND NO LONGER NEEDED FOR ANY MUNICIPAL PURPOSE BY THE CITY OF OXFORD AND AUTHORIZING THE SALE OF SAID APPARATUS TO THE WEST COLLEGE CORNER FIRE DEPARTMENT IN INDIANA FOR \$10,000.00.

WHEREAS, the City's 1991 International/Sutphen Tanker was recently replaced; and

WHEREAS, the West College Corner Fire Department in Indiana has made an offer to purchase said apparatus for \$10,000.00; and

WHEREAS, the City Manager and the Fire Chief recommend the 1991 International/Sutphen tanker be declared surplus and no longer needed for any municipal purpose by the City of Oxford and that it be sold to the West College Corner Fire Department in Indiana for \$10,000.00.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Fire Chief and authorizes the 1991 International/Sutphen tanker to be declared surplus and no longer needed for any municipal purpose by the City of Oxford.

SECTION 2: Council further authorizes the sale of said apparatus to the West College Corner Fire Department in Indiana for \$10,000.00. The proceeds thereof shall be deposited in the Fire/EMS Fund.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

West College Corner Fire Department

112 Union Street

West College Corner, Indiana 47003

The W. College Corner Fire Department would like to make an offer of \$10,000.00 to purchase Tanker 11 from the Oxford Fire Department. The purchase of this Apparatus would allow us to replace a 1977 model Pumper Tanker that is our backup Engine. The age of this Apparatus is making it hard to get parts and also be a reliable Apparatus to be in service.

A handwritten signature in cursive script that reads "Don Jackson".

Don Jackson

Fire Chief

W. College Corner Fire Department

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: May 7, 2019

Mary Ann Eaton

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

April 29, 2019

Date Prepared

Agenda Title: A Resolution strongly urging the Ohio Governor and members of the Ohio General Assembly to restore the Local Government Fund to pre-recession levels.

Recommendation: n/a

Discussion:

As requested by Councilor Dana.

Approved By:

Initial Date

Department Head:
City Manager:

DRE 5-1-19

RESOLUTION NO.

A RESOLUTION STRONGLY URGING THE OHIO GOVERNOR AND MEMBERS OF THE OHIO GENERAL ASSEMBLY TO RESTORE THE LOCAL GOVERNMENT FUND TO PRE-RECESSION LEVELS

WHEREAS, the Local Government Fund was reduced in 2011 by 50% during the Kasich Administration, from 3.68% of General Revenue Funds to its current level of 1.66% of General Revenue Funds; and

WHEREAS, past Ohio General Assemblies have repeatedly decreased funding and revenue sharing in recent years in addition to significantly reducing the Local Government Fund, including eliminating the Estate Tax and phasing out the Tangible Personal Property Tax; and

WHEREAS, the loss of state shared Local Government Funding has amounted to \$2.5 million from FY 2012 to FY 2018 for the City of Oxford; and

WHEREAS, this accumulated revenue loss has made it increasingly difficult to provide basic services, rebuild infrastructure, and bolster public safety services to fight the opioid epidemic; and

WHEREAS, when municipalities experience success in fostering safe communities, building sound infrastructure, and increasing economic development, the State of Ohio reaps the benefits as well.

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

Section 1. The Ohio General Assembly should restore the Local Government Fund to pre-recession levels, ensuring that Oxford and all other local communities are able to provide crucial services and improvements in infrastructure and public safety.

Section 2. This Council does hereby declare its opposition to any further cuts to the Local Government Fund or the future diversion of revenues from the Local Government Fund.

ADOPTED:

MAYOR

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: STEVE DANA

PREPARED BY: OHIO MUNICIPAL LEAGUE

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager: Douglas Elliott

Police

Originating Department

Council Meeting Of: May 7, 2019

John A. Jones

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

April 17, 2019

Date Prepared

Agenda Title: Resolution authorizing the City Manager to enter into an agreement with the Talawanda City School District to provide three School Resource Officers for the 2019-2020 school year.

Recommendation: Approve

Discussion: The Talawanda City School District and the Oxford Police Department have agreed to assign three police officers to the position of School Resource Officer (SRO) for the Talawanda District. The SROs would work forty (40) hours per week and the Talawanda School District agrees to reimburse the City of Oxford for forty (40) hours worked by the officers at a rate of \$24.00 per hour.

The SROs will be primarily assigned to Kramer Elementary School, Talawanda Middle School and Talawanda High School. Butler County Sheriff Deputies will be assigned to Marshall and Bogan elementary schools. The SROs will work with the Talawanda Staff to create positive interactions with students, to implement programming, and to promote a safe haven for teaching and learning. The SROs will work to deter incidents of crime and violence to protect students, staff, and visitors at the Talawanda Schools located within the City of Oxford.

The agreement was approved by the Talawanda City School Board at the April 15, 2019 meeting.

Approved By:

**Department Head:
City Attorney:
City Manager:**

Initial Date

[Signature] \ *4/17/19*
DRE \ *5-1-19*

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE SCHOOL RESOURCE OFFICER PROGRAM AGREEMENT BETWEEN THE TALAWANDA CITY SCHOOL DISTRICT AND THE CITY OF OXFORD AND AUTHORIZING THE CITY MANAGER TO SIGN THE AGREEMENT ON BEHALF OF THE CITY.

WHEREAS, the Talawanda City School District and the Oxford Police Division have agreed that three (3) police officers should be assigned to the position of School Resource Officer (SRO) for the Talawanda City School District; and

WHEREAS, the City Manager and the Police Chief recommend Council authorize the City Manager to sign on behalf of the City, the proposed Agreement attached hereto as Exhibit "A" with the Talawanda City School District for the services of three (3) "School Resource Officers". The Talawanda City School District shall reimburse the City for each hour the School Resource Officers work at a rate of \$24.00 per hour for the 2019-2020 school year not to exceed 185 days.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Police Chief and finds that the Agreement to provide three (3) School Resource Officers in the Talawanda City School District will benefit the community and authorizes the City Manager to sign the agreement on behalf of the City.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

Talawanda School Resource Officer Contract

This contract is made by and between the City of Oxford Division of Police, Ohio, hereinafter referred to as "the City," and Talawanda City School District, Butler County, Ohio, hereinafter referred to as "Talawanda Schools."

WITNESSETH:

WHEREAS, the City and Talawanda Schools desire to provide, under the management and supervision of the City, three School Resource Officers for the duration of the 2019-2020 school year;

NOW THEREFORE, be it agreed by and between the City of Oxford, Butler County, Ohio and the Talawanda Schools, Butler County, Ohio, as follows:

1. The City will provide three School Resource Officers ("SRO") for eight (8) hours per day, five (5) days a week, when school is in session, for the 2019-2020 school year. These hours and the SRO's days off might change as the need dictates. The SROs will patrol exclusively at the Talawanda High School, Talawanda Middle School, Kramer Elementary School, and any other school owned property located in the City of Oxford to keep the peace, protect the property and perform other necessary police functions at Talawanda Schools.
2. The City agrees to provide and pay the SROs' salary and employment benefits in accordance with the applicable labor agreements, salary schedules and employment practices of the City. The SROs shall be subject to all other personnel policies and practices of the City except as such policies or practices may have to be modified to comply with terms and conditions of this Agreement.
3. The City, in its sole discretion, shall have the power and authority to hire, assign, discharge and discipline the SROs.
4. The City shall be responsible for providing Workers Compensation, Unemployment Compensation and Police Professional Liability insurance for the SROs.
5. In the event the SRO is absent from work, the SRO shall notify both his/her supervisor with the City and the principal of the school to which the SRO is assigned. In the event the SRO is absent due to illness, injury or disability for a period in excess of ten (10) consecutive work days, the City agrees to meet with Talawanda Schools to discuss a change in this Agreement and/or assign a substitute SRO to assume and perform the duties of the SRO who is absent from work.
6. The City will provide a suitable patrol vehicle for use by the SROs and the parties agree that the assignment of any patrol vehicle will be at the sole discretion of the City.
7. Expenses of the SROs shall be borne between the agreeing parties as follows:

- a. Talawanda Schools agrees to reimburse the City for each hour the SROs work at a rate of \$24.00 per hour for the 2019-2020 school year, not to exceed 185 days. The current costs for this service with three SROs is estimated to be \$106,560 and shall be billed monthly. Said parties invoiced shall make checks payable to the City of Oxford, and shall be mailed to the City of Oxford Finance Department, 15 S. College Ave, Oxford, OH 45056. The City agrees to provide officer time sheets for hours worked at Talawanda Schools as part of the monthly invoicing process.
 - b. Any and all overtime worked by SROs at Talawanda Schools at the request of the Talawanda Schools shall be paid by Talawanda Schools to the City in the following month. The overtime rate shall be \$45.00 per hour. The invoice for overtime will be prepared by the City and listed separately on the monthly invoice.
 - c. The City agrees to provide SROs for athletic events, Board of Education meetings, or other after hours school functions at the request of Talawanda Schools. The City will make every effort to utilize the three SROs to fill these requests. If more officers are requested, or the SROs are unavailable, the City will provide other police officers for the event. Talawanda will reimburse the City at the overtime rate of \$45 per hour for these details.
8. The City will, from the annual appropriation of the City, pay all expenses necessary for the operation of the SRO's contract herein, other than those expenses listed and contained in this contract, which are to be paid by Talawanda Schools.
9. The SROs and his/her equipment will at all times be under the direct supervision of the City and subject to the rules, regulations and policies of the City, the State of Ohio and the United States Government.
10. It is mutually agreed upon between the City and Talawanda Schools that the assigned SROs will be used to cope with the needs of Talawanda Schools regarding criminal activity and to help foster education increasing student's knowledge and respect for the law and the function of law enforcement agencies. The SROs assigned by the City and Police shall have full authority to carry out the duties as a sworn police officer at any school facility within the school district.
11. It is mutually agreed upon between the City and Talawanda Schools that the SROs will be used most effectively to cope with the needs of Talawanda Schools regarding crime, detail, and service needed statistics.
12. This agreement may be terminated by either party by the service of written notice of cancellation upon the other party at least thirty (30) days prior to the termination date of the contract period.

CITY:

Douglas R. Elliott, Jr.
City Manager

TALAWANDA SCHOOLS:

Mark Butterfield District
President, Talawanda Board of Education

Dr. Edward Theroux
Superintendent, Talawanda City School District

Mike Davis
Treasurer, Talawanda City School District

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: May 7, 2019

Doug Elliott

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

April 29, 2019

Date Prepared

Agenda Title: A Resolution accepting the annexation petition to the City of Oxford, Ohio of certain territory proposed to be annexed to the City of Oxford, Ohio pursuant to a petition filed with the Board of County Commissioners of Butler County, Ohio by Douglas R. Elliott, Jr., Agent for petitioner, as provided by Ohio Revised Code Section 709.023.

Recommendation: Adopt the Resolution.

Discussion:

The proposed annexation is for five parcels of land (part of Miami University Airport) totaling 148.258 acres off of Fairfield and Brookville Roads next to the Oxford Community Park. The primary reason for the annexation is to enable the City to lower the speed limit and consider other improvements for pedestrian and driver safety near the entrance to the Oxford Community Park off of Fairfield Road.

Approved By:

Department Head:
City Manager:

Initial Date

DRE 5-1-19

RESOLUTION NO.

A RESOLUTION ACCEPTING THE ANNEXATION PETITION TO THE CITY OF OXFORD, OHIO OF CERTAIN TERRITORY PROPOSED TO BE ANNEXED TO THE CITY OF OXFORD, OHIO PURSUANT TO A PETITION FILED WITH THE BOARD OF COUNTY COMMISSIONERS OF BUTLER COUNTY, OHIO BY DOUGLAS R. ELLIOTT JR., AGENT FOR PETITIONER, AS PROVIDED BY OHIO REVISED CODE SECTION 709.023.

WHEREAS, the City of Oxford desires to lower the speed limit and initiate other improvements for pedestrian, cyclist, and motorist safety near the entrance to the Oxford Community Park which is currently outside of the City limits; and

WHEREAS, the City Manager recommends Council accept the annexation petition from The President and Trustees of The Miami University of Oxford, Ohio for 148.258 acres of land off of Fairfield Road in the Township of Oxford, Butler County, Ohio.

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

SECTION 1: Council, having received the notification of a petition for annexation from The President and Trustees of The Miami University of Oxford, Ohio for 148.258 acres of land in the Township of Oxford, Butler County, Ohio hereby accepts said petition.

SECTION 2: Council hereby consents to the annexation petition from The President and Trustees of The Miami University of Oxford, Ohio for 148.258 acres of land in the Township of Oxford, Butler County, Ohio in accordance with Ohio Revised Code Section 709.023(D).

SECTION 3: The Clerk is hereby directed to forward a certified copy of this resolution to the Board of County Commissioners of Butler County, Ohio.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

RECEIVED
19 APR 19 AM 8:58
BUTLER COUNTY COMMISSIONERS

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF BUTLER COUNTY, OHIO
PETITION BY OWNER OF REAL ESTATE FOR ANNEXATION OF 148.258 ACRES
OF LAND MORE OR LESS IN OXFORD TOWNSHIP, BUTLER COUNTY, OHIO
TO CITY OF OXFORD, OHIO

(Expedited Type 2 Annexation- Sections 709.021 & 709.023 Ohio Revised Code)

The undersigned petitioner being 100% of the owners of land that are required to sign this petition herein respectfully petition that the real estate hereinafter described be annexed to the City of Oxford, Butler County, Ohio.

The territory proposed for annexation contains 148.258 acres, more or less, in Oxford Township, Butler County, and is contiguous and adjacent to the boundary of the City of Oxford, Ohio, for five percent (5%) or more of the perimeter of the territory proposed for annexation. The undersigned understands the property will not be excluded from the township.

The full description of the territory sought to be annexed is attached hereto and incorporated herein as Exhibit "A".

1. The number of owners of real estate in the territory sought to be annexed required to sign this petition is one (1), the Petitioner.
2. A map or plat of the above-described territory sought to be annexed is attached hereto and made a part hereof as Exhibit "B".
3. The annexation will not create an unincorporated area of the township that is completely surrounded by the territory proposed for annexation.
4. There is no annexation agreement between the municipality and township pursuant to R.C. § 709.192 applicable to this annexation nor an applicable Cooperative Economic Development Agreement (C.E.D.A.) pursuant to R.C. § 701.07.
5. The owner who signs this petition by its signature expressly waives its right to appeal in law or equity from the Board of County Commissioners' entry of any resolution passed under R.C. § 709.023 and waive any rights it may have to sue on any issue relating to a municipal corporation requiring a buffer as provided in R.C. § 709.023 and further waive any rights to seek a variance that would relieve or exempt them from the buffer requirement.

Douglas R. Elliott, Jr. is hereby appointed and authorized to act as agent for Petitioner in securing such annexation.

RECEIVED
19 APR 19 AM 8:58
BUTLER COUNTY COMMISSIONERS

7. Petitioner's agent is hereby authorized to make any amendments and/or deletions which in his absolute and complete discretion are proper under the circumstances then existing. In addition, the Petitioner's agent is authorized to make such amendments and/or deletions in the petition, map, plat or description in order to correct any discrepancy or mistake noted by the County Engineer or others in their examination of the petition, map, plat or description. Amendments to correct the map, plat or description may be made by the presentation of an amended map or plat and description to the Board of County Commissioners on, before or after the date set for hearing of this petition unless otherwise specified by law.
8. "WHOEVER SIGNS THIS PETITION EXPRESSLY WAIVES THEIR RIGHT TO APPEAL IN LAW OR EQUITY FROM THE BOARD OF COUNTY COMMISSIONERS' ENTRY OF ANY RESOLUTION PERTAINING TO THIS SPECIAL ANNEXATION PROCEDURE, ALTHOUGH A WRIT OF MANDAMUS MAY BE SOUGHT TO COMPEL THE BOARD TO PERFORM ITS DUTIES REQUIRED BY LAW FOR THIS SPECIAL ANNEXATION PROCEDURE."

OWNER'S NAME:

For: The President and Trustees of The
Miami University of Oxford, Ohio

By: David Creamer

Date Signed: 4-16-19

Contact Information:

Owner/Petitioner:

The President and Trustees of
The Miami University of Oxford, Ohio
David Creamer, Senior Vice President for
Finance and Business Services
Miami University
501 East High Street
Oxford, Ohio 45056
(513) 529-4226

Agent:

Douglas R. Elliott, Jr., City Manager
City of Oxford
15 South College Avenue
Oxford, Ohio 45056
(513) 524-5279

Date: January 25, 2019

Description: 148.258 Acres
Annexation

Location: Oxford Township
Butler County, Ohio



Situated in the State of Ohio, Congress Lands West of the Miami River and being 148.258 acres of land in Part of Lot #1 and Lot #2 located in Section 29, Town 5, Range 1 East, Oxford Township, Butler County, Ohio and Part of Lot #6 located in Section 28, Town 5, Range 1 East, Oxford Township, Butler County, Ohio and being the lands of The President and Trustees of the Miami University as recorded in Deed Book 357, Page 443 (Part of Lot #1 and Part of Lot #2), Deed Book 358, Page 44 (Part of Lot #2) and Official Record 6382, Page 1455 (Part of Lot #6) and Official Record 6538, Page 2300 (Part of Lot #6) of the Butler County, Ohio Recorder's Office and being further described as follows;

Beginning at the northeast corner of said Section 29 and being the northwest corner of said Section 28 and being the **True Point of Beginning**;

thence, leaving the northeast corner of said Section 29 and with the northerly of said Section 28, South 87° 51' 08" East, 587.89 feet to the northwest corner of Lot #3436 and being the lands of City of Oxford, Ohio as recorded in Official Record 6270, Page 477 of the Butler County, Ohio Recorder's Office;

thence, leaving the northerly line of said Section 28 and with the northerly boundary of said Lot #3436, South 49° 52' 38" West, 801.14 feet to the westerly boundary of said Lot #3436 and being the westerly boundary of Lot #6;

thence, leaving the northerly boundary of said Lot #3436 and with the westerly boundary of said Lot #3436 and with the westerly boundary of said Lot #6, South 02° 40' 22" West, 1404.31 feet to the northeast corner of Lot #3437 and being the lands of City of Oxford, Ohio as recorded in Official Record 6282, Page 1455 of the Butler County, Ohio Recorder's Office;

thence, leaving the westerly boundary of said Lot #3436 and the westerly boundary of said Lot #6 and with the northerly boundary extended of said Lot #3437 and with the northerly boundary of Lot #3438 and being the lands of City of Oxford, Ohio as recorded in Official Record 6538, Page 2298 of the Butler County, Ohio Recorder's Office, North 87° 19' 38" West, 100.00 feet to the northwest corner of said Lot #3438;

thence, leaving the northerly boundary of said Lot #3438 and with the westerly boundary of said Lot #3438, South 02° 40' 22" West, 696.00 feet to the southerly boundary of said Lot #2;

thence, leaving the southerly boundary of said Lot #2 and continuing the westerly boundary of said Lot #3438, South 02° 28' 08" West, 894.37 feet to the centerline of Brookville Road;

thence, leaving the westerly boundary of said Lot #3438 and with the centerline of said Brookville Road for the following three courses:

- 1) South 84° 00' 05" West, 98.86 feet;
- 2) South 83° 07' 35" West, 1558.01 feet;

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

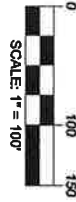
209 Grandview Drive
Fort Mitchell, KY 41017
859-261-1113

<http://www.bayerbecker.com>

- 3) South 81° 44' 39" West, 25.66 feet to the easterly boundary of Lot #4 and being the southeast corner of the lands of The President and Trustees of the Miami University as recorded in Deed Book 358, Page 161 of the Butler County, Ohio Recorder's Office;
- thence, leaving the centerline of said Brookville Road and with the easterly boundary of said Lot #4 and with the easterly boundary of Lot #3 and being the lands of Miami University as recorded in Deed Book 357, Page 528 of the Butler County, Ohio Recorder's Office, North 02° 21' 16" East, 3791.88 feet to the southerly line of said Section 29 and being the northeast corner of the lands of The President and Trustees of the Miami University as recorded in Deed Book 357, Page 528 of the Butler County, Ohio Recorder's Office;
- thence, leaving the easterly boundary of said Lot #3 and with the southerly line of said Section 29, South 87° 58' 10" East, 1767.98 feet to the southwest corner of Lot #3231 and being the lands of Southwestern Ohio Seniors' Services, Inc., as recorded in Official Record 5417, Page 467 of the Butler County, Ohio Recorder's Office;
- thence, leaving the southwest corner of said Lot #3231 and with the northerly line of said Section 29, South 87° 51' 08" East, 9.37 feet to the **True Point of Beginning**, containing 6,458,099 square feet or 148.258 acres of land more or less of which 3.636 acres of land are located in Section 28 and 144.622 acres of land are located in Section 29 and being subject to all easements, legal highways, restrictions and rights-of-way of record.



Basis of Bearing:
ASSUMED MERIDIAN



SURVEY REFERENCES

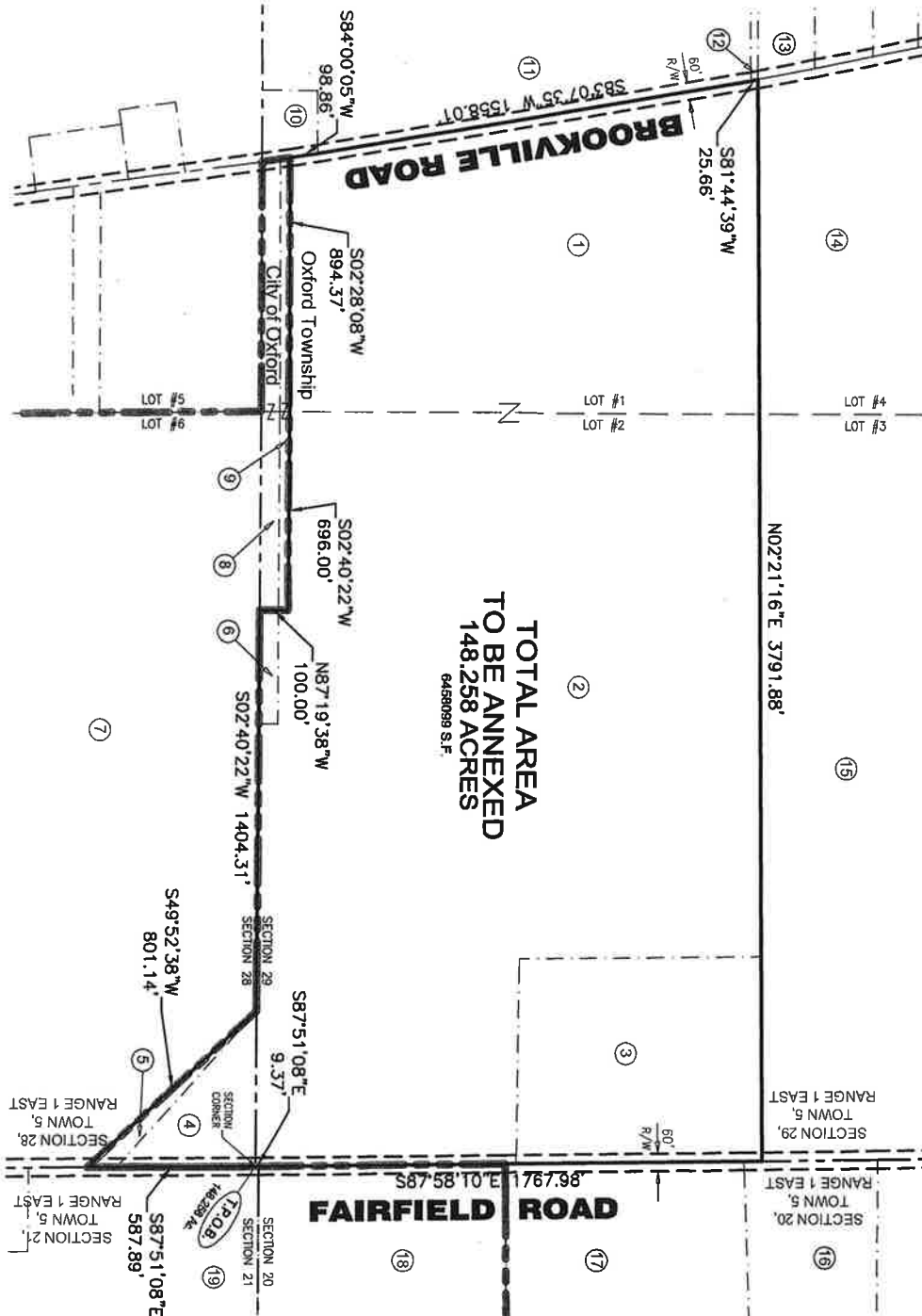
S.V. 16, PG. 57
S.V. 16, PG. 145
S.V. 26, PG. 229
S.V. 27, PG. 166
S.V. 30, PG. 216
S.V. 30, PG. 217
S.V. 34, PG. 69
S.V. 37, PG. 23
S.V. 38, PG. 170
S.V. 42, PG. 183
S.V. 43, PG. 28
S.V. 43, PG. 29
S.V. 47, PG. 187
S.V. 49, PG. 176
S.V. 56, PG. 59
S.V. 56, PG. 60

① DENOTES OWNERSHIP
INFORMATION (SEE SHEET 2)

ACREAGE BREAKDOWN:

SECTION 29 = 144.622 ACRES
SECTION 28 = 3.636 ACRES

THIS ANNEXATION PLAT IS BASED
UPON DEEDS OF RECORD AND
OTHER SOURCE DOCUMENTS.
THIS PLAT IS NOT THE RESULT
OF A FIELD BOUNDARY SURVEY.



AREA SUMMARY (PER DEED)

PARCEL #H3510-032-000-001 - 14 ACRES (DEED)
PARCEL #H3510-032-000-002 - 40 ACRES & 90 ACRES (DEED)
PARCEL #H3510-031-000-018 - 3.000 ACRES (DEED)
PARCEL #H3510-031-000-019 - 0.636 ACRES (DEED)
PARCEL #H3510-032-000-051 - 0.606 ACRES (DEED)

148.258 ACRES

THE PRESIDENT AND TRUSTEES OF THE MIAMI UNIVERSITY
PART OF LOTS #1, #2 & #6 OF THE MIAMI UNIVERSITY LANDS
SECTIONS 28 & 29, TOWN 5, RANGE 1 EAST
CONGRESS LANDS WEST OF THE MIAMI RIVER
OXFORD TOWNSHIP, BUTLER COUNTY, OHIO

ANNEXATION PLAT



110 S. College Avenue, Suite 101
Oxford, OH 45056 - 513.523.4270

Drawing: 19-0004 AX
SHEET: 1/2
Drawn by: DDS
Checked by: BRJ
Issue Date: 01-25-19

OWNER INFORMATION

- ① PART OF LOT #1
THE PRESIDENT AND TRUSTEES
OF THE MIAMI UNIVERSITY
D.B. 357, PAGE 443 (40 ACRES DEED)
PARCEL #H3510-032-000-002
- ② PART OF LOT #2
THE PRESIDENT AND TRUSTEES
OF THE MIAMI UNIVERSITY
D.B. 357, PAGE 443 (90 ACRES DEED)
PARCEL #H3510-032-000-002
- ③ PART OF LOT #2
THE PRESIDENT AND TRUSTEES
OF THE MIAMI UNIVERSITY
D.B. 358, PAGE 44 (14 ACRES DEED)
PARCEL #H3510-032-000-001
- ④ PART OF LOT #6
THE PRESIDENT AND TRUSTEES
OF THE MIAMI UNIVERSITY
O.R. 6382, PAGE 1455 (3.00 ACRES DEED)
PARCEL #H3510-031-000-018
- ⑤ PART OF LOT #6
THE PRESIDENT AND TRUSTEES
OF THE MIAMI UNIVERSITY
O.R. 6538, PAGE 2300 (0.636 ACRES DEED)
PARCEL #H3510-031-000-019
- ⑥ PART OF LOT #2
THE PRESIDENT AND TRUSTEES
OF THE MIAMI UNIVERSITY
O.R. 6538, PAGE 2300 (0.606 ACRES DEED)
PARCEL #H3510-032-000-051
- ⑦ LOT #3436
CITY OF OXFORD, OHIO
O.R. 6270, PG. 477 (110.04 ACRES DEED)
PARCEL #H4000-141-000-001
- ⑧ LOT #3437
CITY OF OXFORD, OHIO
O.R. 6282, PAGE 1455 (3.00 ACRES DEED)
PARCEL #H4000-141-000-003
- ⑨ LOT #3438
CITY OF OXFORD, OHIO
O.R. 6538, PAGE 2298 (1.239 ACRES DEED)
PARCEL #H4000-141-000-004
- ⑩ PART OF LOT #1
BOWLING ESTATES LTD.
O.R. 6017, PG. 146 (1.073 ACRES DEED)
PARCEL #H3510-032-000-040
- ⑪ PART OF LOT #1
BOWLING ESTATES LTD.
O.R. 6017, PG. 157 (65.887 ACRES DEED)
PARCEL #H3510-032-000-003
- ⑫ PART OF LOT #1
JOSEPH S. HESSELBROCK TR.
AND LARRY J. HESSELBROCK TR.
O.R. 9064, PG. 1706 (TRACT XIII)
(0.902 ACRES DEED)
PARCEL #H3510-032-000-026
- ⑬ PART OF LOT #4
THOMAS E. AND KAREN L. RUPP TRS.
O.R. 6831, PG. 878 (15.655 ACRES)
PARCEL #H3510-032-000-004
- ⑭ PART OF LOT #4
THE PRESIDENT AND TRUSTEES
OF THE MIAMI UNIVERSITY
D.B. 358, PAGE 161 (25.700 ACRES DEED)
PARCEL #H3510-032-000-005
- ⑮ PART OF LOT #3
THE PRESIDENT AND TRUSTEES
OF THE MIAMI UNIVERSITY
D.B. 357, PAGE 528 (100.24 ACRES DEED)
PARCEL #H3510-032-000-007
- ⑯ PART OF LOT #4
JACK F. AND KAREN S. GROVE
D.B. 1616, PG. 589 (8.005 ACRES DEED)
PARCEL #H3510-020-000-010
- ⑰ PART OF LOT #1
JACK F. AND KAREN S. GROVE
D.B. 1592, PG. 467 (108.745 ACRES DEED)
PARCEL #H3510-020-000-008
- ⑱ LOT #3723
GARY M. PAULIN TR. ETAL
O.R. 8627 PG. 999
PARCEL #H4100-039-000-001
- ⑲ LOT #3231
SOUTHWESTERN OHIO SENIORS' SERVICES, INC.
O.R. 5417 PG. 467
PARCEL #H4100-022-000-025

148.258 ACRES

THE PRESIDENT AND TRUSTEES OF THE MIAMI UNIVERSITY
PART OF LOTS #1, #2 & #6 OF THE MIAMI UNIVERSITY LANDS
SECTIONS 28 & 29, TOWN 5, RANGE 1 EAST
CONGRESS LANDS WEST OF THE MIAMI RIVER
OXFORD TOWNSHIP, BUTLER COUNTY, OHIO

ANNEXATION PLAT



110 S. College Avenue, Suite 101
Oxford, OH 45056 - 513.523.4270

Drawing:	19-0004 AX
SHEET	2/2
Drawn by:	DDS
Checked By:	BRJ
Issue Date:	01-25-19

List of all Parcels in the Proposed Annexation Territory

*in accordance with Ohio Revised Code Section 709.02

President & Trustees of the

Miami University

107 Roudebush Hall

Oxford, Oh 45056

Parcels: H3510-032-000-002, H3510-032-000-001, H3510-031-111-018, H3510-031-000-019,
H3510-032-000-051

List of Adjacent or Across the Road Parcels

*in accordance with Ohio Revised Code Section 709.02

City of Oxford Ohio

Douglas R. Elliott, Jr. City Manager

15 South College Avenue

Oxford, Ohio 45056

Parcels: H4000-141-000-001, H4000-141-000-003, H4000-141-000-004

Bowling Estates, Ltd.

PO BOX 330

Oxford, Ohio 45056

Parcels: H3510-032-000-040, H3510-032-000-003

Joseph S. Hesselbrock Tr. and Larry J. Hesselbrock Tr.

3036 State Route 252

Brookville, Indiana 47012

Parcel: H3510-032-000-026

Thomas E. and Karen L. Rupp Trs.

6483 Layhigh Road

Okeana, Ohio 45053

Parcel: H3510-032-000-004

President & Trustees of the

Miami University

107 Roudebush Hall

Oxford, Oh 45056

Parcels: H3510-032-000-005, H3510-032-000-007

Jack F. and Karen S. Grove
7006 Fairfield Road
Oxford, Ohio 45056
Parcels: H3510-020-000-010, H3510-020-000-008

Gary M. Paulin Tr. et al.
c/o Connie Lee Brack
15106 Barkley Road
West College Corner, Indiana 47003
Parcel: H4100-039-000-001

Southwestern Ohio Seniors' Services, Inc.
11100 Springfield Pike
Cincinnati, Ohio 45246
Parcel: H4100-022-000-025

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: May 7, 2019

Doug Elliott

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

April 29, 2019

Date Prepared

Agenda Title: A Resolution adopting a statement indicating the services the City of Oxford, Ohio will provide to the territory proposed to be annexed to the City of Oxford, Ohio pursuant to a petition filed with the Board of County Commissioners of Butler County, Ohio by Douglas R. Elliott, Jr., agent for petitioner, as provided by Ohio Revised Code Section 709.023.

Recommendation: Adopt the Resolution.

Discussion:

The proposed annexation is for five parcels of land (part of Miami University Airport) totaling 148.258 acres off of Fairfield and Brookville Roads next to the Oxford Community Park. The primary reason for the annexation is to enable the City to lower the speed limit and consider other improvements for pedestrian and driver safety near the entrance to the Oxford Community Park off of Fairfield Road.

Approved By:

Initial Date

Department Head:

City Manager:

DRE \ 5-1-19

RESOLUTION NO.

A RESOLUTION ADOPTING A STATEMENT INDICATING THE SERVICES THE CITY OF OXFORD, OHIO WILL PROVIDE TO THE TERRITORY PROPOSED TO BE ANNEXED TO THE CITY OF OXFORD, OHIO PURSUANT TO A PETITION FILED WITH THE BOARD OF COUNTY COMMISSIONERS OF BUTLER COUNTY, OHIO BY DOUGLAS R. ELLIOTT JR., AGENT FOR PETITIONER, AS PROVIDED BY OHIO REVISED CODE SECTION 709.023.

WHEREAS, the City of Oxford desires to lower the speed limit and initiate other improvements for pedestrian, cyclist and motorist safety near the entrance to the Oxford Community Park which is currently outside of the City limits; and

WHEREAS, Oxford Codified Ordinance Section 921.39 E. states in part "The property or properties served by the extension of a municipal utility shall be required to annex into the City upon the official request of the City".

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

SECTION 1: Council, having received the notification of a petition for annexation from The President and Trustees of The Miami University of Oxford, Ohio for 148.258 acres of land in the Township of Oxford, Butler County, Ohio hereby accepts said petition.

SECTION 2: Council hereby adopts this resolution indicating what services the City will provide to the land to be annexed to the City in accordance with Ohio Revised Code Section 709.023(C).

SECTION 3: The City of Oxford, Ohio hereby states that it will provide, upon the finalization of the annexation, the following services to the Territory: law enforcement, recreation programming, maintenance of any and all public streets and alleyways, keeping same open, in repair and free from nuisance, and professional planning staff; which said services shall be available immediately or as required thereafter upon finalization of the annexation. In addition, the facilitation of public utility services which include potable water, sanitary and storm sewerage, solid waste collection and disposal, electricity, street lighting and fire inspection, fire protection, paramedic and ambulance services, and any and all other services provided to or made available to the citizens of the City of Oxford, Ohio, as appropriate shall be available as the Territory is developed and such services become appropriate. Extension of all public utility services shall be subject to such regulations, conditions and fees as the City deems appropriate.

SECTION 4: The Clerk is hereby directed to forward a certified copy of this resolution to the Board of County Commissioners of Butler County, Ohio.

SECTION 5: This resolution shall take effect at the earliest date allowed by law.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Manager

Originating Department

Council Meeting Of: May 7, 2019

Doug Elliott

Account Code No. #: N/A

Prepared By

Budgeted Amount: N/A

April 29, 2019

Date Prepared

Agenda Title: A Resolution regarding zoning buffers in a proposed annexation of property containing 148.258 acres from Oxford Township, Butler County, Ohio to the City of Oxford, Butler County, Ohio pursuant to the requirement of Section 709.023 C of the Ohio Revised Code.

Recommendation: Adopt the Resolution.

Discussion:

The proposed annexation is for five parcels of land (part of Miami University Airport) totaling 148.258 acres off of Fairfield and Brookville Roads next to the Oxford Community Park. The primary reason for the annexation is to enable the City to lower the speed limit and consider other improvements for pedestrian and driver safety near the entrance to the Oxford Community Park off of Fairfield Road.

Approved By:

Department Head:
City Manager:

Initial Date

DRE \ 5-1-19

RESOLUTION NO.

A RESOLUTION REGARDING ZONING BUFFERS IN A PROPOSED ANNEXATION OF PROPERTY CONTAINING 148.258 ACRES FROM OXFORD TOWNSHIP, BUTLER COUNTY, OHIO TO THE CITY OF OXFORD, BUTLER COUNTY, OHIO PURSUANT TO THE REQUIREMENT OF SECTION 709.023(C) OF THE OHIO REVISED CODE.

WHEREAS, the City of Oxford desires to lower the speed limit and initiate other improvements for pedestrian, cyclist and motorist safety near the entrance to the Oxford Community Park which is currently outside of the City limits.

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

SECTION 1: Council, having received the notification of a petition for annexation from The President and Trustees of The Miami University of Oxford, Ohio for 148.258 acres of land in the Township of Oxford, Butler County, Ohio ("the Territory"), hereby accepts said petition.

SECTION 2: If the Territory becomes subject to zoning by the City and the City permits uses in the annexed territory that the City determines are clearly incompatible with the uses permitted under current county or township zoning regulations in the adjacent land remaining within the township from which the Territory was annexed, City Council will require, in the zoning ordinance permitting the incompatible uses, the Petitioner to provide a buffer separating the use of the Territory and the adjacent land remaining within the township.

SECTION 3: The Clerk is hereby directed to forward a certified copy of this resolution to the Board of County Commissioners of Butler County, Ohio.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

Council Meeting of: May 7, 2019

Account Code #: 322.810.67127

Budgeted Amount: \$200,000.00

Service Department

Originating Department

Michael Dreisbach

Prepared By

April 19, 2019

Date Prepared

Agenda Title: Resolution to Authorize Improvements to Raw Water Production Well # 2

Recommendation: Approve

Discussion: The City's 2019 Operating Budget includes \$200,000 for the rehabilitation of a major raw water resource for the City's water utility, Production Well #2 (PW2) located in the Four Mile Valley aquifer and adjacent to the City's Water Treatment Plant. PW2 supplies a significant portion of the Utility's raw water demand and this project will provide for inspection, cleaning, and redevelopment of this raw water resource.

City Staff developed standards and specifications for the rehabilitation of PW2. The project consists of the rehabilitation of three laterals and redevelopment of the well. The project also requires video inspection of the laterals and central caisson, as well as performance testing of the well following rehabilitation. Alternate pricing was obtained for high efficiency pump and motor replacements (should they be necessary) as well as replacement column pipe for the well.

Staff advertised for bids on April 5 & 12, 2019. Bids were opened on April 19, 2019 with the following results:

<u>Contractor</u>	<u>Base Bid</u>	<u>Alternates</u>	<u>Total</u>
Building Crafts, Inc.	\$139,903.00	\$49,940.00	\$189,843.00
Layne Christensen Company	\$172,985.00	\$43,620.00	\$216,605.00

By completing the specified improvements, staff expects (typical climate) raw water production to routinely be in excess of 0.75M gallons per day. This increase in productivity will not only increase raw water production, it will lower operating costs by reducing our need to pump raw water from the Seven Mile Wellfield located several miles from Oxford. Work shall be completed by August 2, 2019.

This resolution will authorize the City Manager to enter into an Agreement with BCI Water Resources Group, Inc. (aka Building Crafts) for the improvement of Production Well #2 at a cost of \$189,843.00. Staff is requesting a contingency in the amount of \$10,157.00 (approximately 5.3%), therefore the contract amount not to exceed is **\$200,000.00**.

Approved By:

Department Head:

Initial Date
MBD \ 4/19/19

City Manager:

DRE \ 5-1-19

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH BCI WATER RESOURCES GROUP, INC (AKA BUILDING CRAFTS) FOR THE REHABILITATION OF PRODUCTION WELL #2 AT A COST OF \$189,843.00 PLUS A CONTENGENCY IN THE AMOUNT OF \$10,157.00 FOR A TOTAL COST NOT TO EXCEED \$200,000.00.

WHEREAS, as previously adopted by Council for the City of Oxford, the 2019 Operating Budget includes \$200,000.00 for the rehabilitation of Production Well #2 located in the Four Mile Valley aquifer and adjacent to the City's Water Treatment Plant; and

WHEREAS, the City advertised for bids for the rehabilitation of Production Well #2 in the *Journal News* on April 5, 2019 and on April 12, 2019. Two (2) sealed bids were opened and publicly read on April 19, 2019. The lowest and best bid was submitted by BCI Water Resources Group, Inc. in the amount of \$189,843.00; and

WHEREAS, the City Manager and the Service Director recommend Council accept the bid of BCI Water Resources Group, Inc. as the lowest and best bid for the rehabilitation of Production Well #2 at a cost of \$189,843.00 plus a contingency in the amount of \$10,157.00 for a total cost not to exceed \$200,000.00; and

WHEREAS, the City Manager and the Service Director further recommend Council authorize the City Manager to enter into an agreement with BCI Water Resources Group, Inc. for the rehabilitation of Production Well #2 at a cost of \$189,843.00 plus a contingency in the amount of \$10,157.00 for a total cost not to exceed \$200,000.00.

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

SECTION 1: City Council accepts the recommendation of the City Manager and the Service Director and hereby accepts the bid of BCI Water Resources Group, Inc. for the rehabilitation of Production Well #2 at a cost of \$189,843.00 plus a contingency in the amount of \$10,157.00 for a total cost not to exceed \$200,000.00.

SECTION 2: Council further authorizes the City Manager to enter into an agreement with BCI Water Resources Group, Inc. for the rehabilitation of Production Well #2 at a cost of \$189,843.00 plus a contingency in the amount of \$10,157.00 for a total cost not to exceed \$200,000.00.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: May 7, 2019

Account Code #: Not Applicable

Budgeted Amount: Not Applicable

Service Department

Originating Department

Michael B. Dreisbach

Prepared By

April 15, 2019

Date Prepared

Agenda Title: Authority to Sell, Donate, and/or Dispose of Yard Waste Compost Generated by the City of Oxford

Recommendation: Approve

Discussion:

The City of Oxford operates an Ohio EPA Class IV composting facility in the vicinity of the closed sanitary landfill at the City Garage at 945 S. Main St. Materials composted at this facility include source separated yard waste collected by the City on a weekly basis from residents, yard waste dropped off at our facility, waste from storm damaged trees in the public Right of Way, annual curbside leaf collection in the autumn, and Christmas tree recycling.

The City uses composted products as soil amendments for construction projects as well as for mulches for City landscaping projects. The City's compost production exceeds the demand we have for the products we produce. In order to close the loop on this recycled product, Staff is requesting authorization from the City Council to sell composted products to commercial users as an unscreened soil amendment at the price of \$1.00 per cubic yard. This fee would cover the cost of loading the products onto buyer's supplied vehicles for transport.

Additionally, Staff is requesting authorization to offer these composted products free of charge to residents of the City of Oxford. Residents would be permitted to load products at the City Garage during normal business hours providing they sign a waiver acknowledging they are aware these products have not been screened, there may be inorganic products present, and will hold the City harmless in the transport and use of these products.

Should Staff not be able to utilize, sell, or donate these products, the materials may be used as fill where appropriate or may be discarded following Ohio EPA protocols.

This Resolution will authorize Staff to sell, donate, and/or dispose of composted yard waste products as described above. Should the City Council approve this Resolution, the Fee Ordinance will be updated accordingly during the next review period.

Approved By:

Department Head:

City Manager:

Initial

Date

MBD

4/15/19

DRE

5-1-19

RESOLUTION NO.

A RESOLUTION OF COUNCIL AUTHORIZING CITY STAFF TO SELL, DONATE AND/OR DISPOSE OF EXCESS YARD WASTE COMPOST GENERATED BY THE CITY OF OXFORD.

WHEREAS, the City of Oxford operates an Ohio EPA Class IV composting facility on the premises of the City Garage at 945 S. Main Street Oxford, Ohio; and

WHEREAS, materials composted at this facility include source separated yard waste collected by the City on a weekly basis from residents, yard waste dropped off at the City's facility, waste from storm damaged trees in the public right-of-way, annual curbside leaf collection and Christmas tree recycling; and

WHEREAS, the City's compost production exceeds the demand for the products produced; and

WHEREAS, the City Manager and the Service Director recommend City Council authorize City staff to sell, donate, and/or dispose of excess yard waste compost generated by the City of Oxford.

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 authorizes City staff to sell, donate and/or dispose of excess yard waste compost generated by the City of Oxford.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

CITY OF OXFORD

STAFF SUMMARY REPORT

Report to the City Manager

City Council Meeting of: May 7, 2019

Account Code #: Not Applicable

Budgeted Amount: Not Applicable

Service Department

Originating Department

Michael B. Dreisbach

Prepared By

April 15, 2019

Date Prepared

Agenda Title: Notice to Property Owners Declaring the Necessity to Improve Property.

Recommendation: Approve

Discussion:

As part of the City's capital improvement program for street resurfacing, Staff has identified properties with defective, missing, or sub-standard curb, gutter, sidewalks, and/or driveway aprons. Many of these deficiencies were identified as trip hazards and areas that contribute to lowering the expected lifespan of street improvements. Staff has already sent notices to property owners and informed them of the project and the need to repair defective sections of concrete. Staff also informed the owners that if the deficiencies were not corrected, the City would proceed to have the work done and charge the cost against the property. The City will follow the assessment process as defined in Ohio Revised Code Section 729. Staff has added six (6) additional properties outside of the project limits to the listing based on public complaints or reports of persons injured while tripping over defective concrete areas.

Exhibit "A", attached to this report, shows a complete listing of the properties involved for these projects, the types of repairs that are necessary, and an estimate of probable cost for the improvements. A copy of plans and specifications for necessary repairs has been filed with the Clerk of Council's office, and are available for inspection. The total costs for the project, as well as the estimated costs to property owners, are as follows:

Project	Total Est. Project Cost (Public)	Total Est. Costs to Property Owners
Street and Sidewalk Improvements	\$ 450,000	\$ 144,282

By addressing the repairs at this time, the public investment in street resurfacing may be expected to retain its value for several additional years, eliminate significant hazards to pedestrians and cyclists, and improve the aesthetics of the community. It is Staff's recommendation that the City Council approve this Resolution so that the process to complete necessary repairs and improvements may begin. The City will serve notice to all property owners involved and they will have 30 days to make repairs from the date of service. Should a property owner disagree with the City's order, they may appeal to the City Manager for a hearing on their property and the required improvements. A Resolution will then be required for the City to contract for the improvements. Once work is completed, a Resolution will need to be approved stating the total actual cost to each parcel owner, followed by an Ordinance levying special assessments to the parcels for the improvements.

Currently, \$100,000 has been appropriated for the City to contract for repairs and new sidewalk construction should the property owners choose not to have the work done. Should the City have to contract for repairs in excess of this amount, a transfer from other appropriations or a supplemental appropriation will be necessary.

Approved By:

Department Head:

City Manager:

Initial MBD Date 4/25/19

DRE 5-1-19

RESOLUTION NO.

A RESOLUTION DECLARING THAT IT IS NECESSARY TO IMPROVE THOSE PORTIONS OF CERTAIN PROPERTIES AS SHOWN ON EXHIBIT "A" ATTACHED HERETO IN THE CITY OF OXFORD, OHIO, BY RE-PAVING, RE-CURBING, AND REPAIRING THE SIDEWALKS, CURBS, AND GUTTERS.

WHEREAS, it is necessary to improve certain properties listed on Exhibit "A" a copy of which is attached hereto and incorporated herein by reference, by re-paving, re-curbng and repairing the sidewalks, curbs, and gutters; and

WHEREAS, the plans, specifications and estimate of the cost of the improvements have been filed in the accordance with Ohio Revised Code Section 729.02 with the Clerk of Council; and

WHEREAS, it is hereby determined and declared that said improvements are conducive to the public health, convenience, safety and welfare of said City and the inhabitants thereof.

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

SECTION I: Council hereby approves the plans, specifications and estimate of cost of repair on file.

SECTION II: Notice of the passage of this resolution of necessity, in accordance with Section 729.03 of the Ohio Revised Code, shall be served by the Clerk of Council upon the owners of the lots or lands abutting upon the sidewalks, curbs, and gutters to be constructed or repaired in the same manner as service of summons in civil cases, or by certified mail addressed to such owner at his or her last known address or to the address to which tax bills are sent, or by a combination of the foregoing methods.

SECTION III: Those sidewalks, curbs, and gutters located on the properties described in Exhibit "A" shall be repaired by the owners of the lots or lands abutting thereon in accordance with the specifications on file in the office of the Clerk of Council no later than **forty five (45)** days after receipt of the notice described in Section II.

SECTION IV: In the event such owner does not construct or repair such sidewalks, curbs, and gutters in accordance with such specifications and within **forty five (45)** days after receipt of the notice described in Section II, the City will repair such sidewalks, curbs, and gutters, and assess the costs thereof against the owner of the lots or lands abutting thereon.

SECTION V: The costs of the sidewalks, curbs, and gutters improvements shall be assessed by the foot front of the property bounding and abutting on the improvement, upon the following described lots of land, to-wit: All lots and land bounding and abutting upon the proposed improvement between the termini aforesaid, which said lots and lands are hereby determined to be specifically benefited by said improvement; and the cost of said improvement shall not include the costs of preliminary and other surveys, plans, specifications, profiles and estimates of printing, serving, and publishing notices, resolutions and ordinances, the amount of damages resulting from the improvement assessed in favor of any owner of land affected by the improvement and the interest thereon, the costs incurred in connection with the preparation, levy and collection of the special assessments, but the cost of said improvement to be assessed shall include the expenses of legal services including obtaining an approving legal opinion, cost of labor and material and interest on bonds and notes issued in anticipation of the levy and collection of the special assessments together with all other necessary expenditures relative to expenses of financing, and relative to re-paving, re-curbings, or repairing the sidewalks, curbs, and gutters.

SECTION VI: The City Engineer is hereby authorized and directed to prepare and file in the office of the Clerk of Council the estimated assessments of the cost of the improvements described in this resolution. Such estimated assessments shall be based upon the estimate of cost of said improvement now on file in the office of the Clerk of Council, and shall be prepared pursuant to the provisions of this resolution.

SECTION VII: The assessments to be levied shall be paid in five (5) annual installments, with interest on deferred payments at rate of five percent (5%); provided, that the owner of any property assessed may, at his or her option, pay such assessment in cash within thirty (30) days after passage of the assessing ordinance.

SECTION VIII: The entire cost of said improvements, after application of the assessments herein provided for, shall be paid by the City of Oxford from funds available for this purpose in the Capital Improvement Fund.

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

MAYOR

ADOPTED:

ATTEST

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

EXHIBIT "A" - CURB, GUTTER, SIDEWALK ASSESSMENT LISTING

Address	Direct Ion	Street Name	Property Owner	Parcel #	Lineal Ft Curb	Square Feet Sidewalk	Square Feet Sidewalk thru driveway	Square Ft Drive Apron	Square Ft Apron Remove Only	Date of Letter Expiration	Estimated Cost
218		University	Michael Jarman Art LLC	H410000600038	43	240		0		2/7/2018	\$4,095.00
209		Bishop	P&J Rental LLC	H4100006000178	0	450	0	0		2/23/2018	\$4,050.00
32	W	Church	North Sea Investment Group LLC	H4000007000022 & H4000007000025		125				12/31/2018	\$1,125.00
115	N	Beech	Dollar Investments LLC	H4100007000021		130				12/31/2018	\$1,170.00
215	N	Beech	T H Inc.	H4100007000014		70	30			12/31/2018	\$930.00
21-25	W	Vine	Rodbro and Myers Investments LLC	H4100007000013	70	490				12/31/2018	\$7,560.00
101-109	W	Church	Terry & Katherine S Dudley	H4000008000164	12	150	120	120	245	12/31/2018	\$5,875.00
117	W	Church	David L & Kristine M Winkler	H4100008000182	10	350				12/31/2018	\$3,600.00
127	W	Church	Robert L Blackburn Tr	H4100008000183	0	70	30			12/31/2018	\$930.00
20	W	High	J.P. Morgan Chase Bank NA	H4100003000166		25				2/25/2019	\$225.00
28	W	High	Dollar Investments LLC	H4100003000017		24				2/25/2019	\$216.00
38	W	High	Myers Cameron LLC	H4000003000251		80				2/25/2019	\$720.00
21	W	VINE	RODBRO & MYERS INVESTMENTS LLC	H4100007000013	50	205				5/5/2018	\$ 4,095.00
32	W	VINE	10K PROPERTIES LLC	H4100007000008	60					5/5/2018	\$ 2,700.00
28	W	VINE	10K PROPERTIES LLC	H4100007000009	50	50				5/5/2018	\$ 2,700.00
24	W	VINE	10K PROPERTIES LLC	H4100007000010	60	30				5/5/2018	\$ 2,970.00
20	W	VINE	MAE ALLEN JESSUP	H4100007000011 & H4000007000064	40	50				5/5/2018	\$ 2,250.00
17	W	VINE	RODBRO & MYERS INVESTMENTS LLC	H4100007000012	15					5/5/2018	\$ 675.00
15	W	VINE	MARK W SCHALLIP	H4100007000061	15					5/5/2018	\$ 675.00
222	N	MAIN	COLLEGE PROPERTIES INC	H4100007000063	10					5/5/2018	\$ 450.00
302	N	MAIN	ARCHENT LLC	H4100007000066		0				5/5/2018	\$ -
215	N	MAIN	UNIVERSITY HOUSING APARTMENTS INC	H4100007000086	30	0				5/5/2018	\$ 1,350.00
15	E	VINE	UNIVERSITY HOUSING APARTMENTS INC	H4100007000085	0	0				5/5/2018	\$ -
18	E	VINE	FIRST BAPTIST CHURCH OF OXFORD	H4100007000129	25	25				5/5/2018	\$ 1,350.00
222	N	POPLAR	UNIVERSITY HOUSING APARTMENTS INC	H4100007000126	65	350				5/5/2018	\$ 6,075.00
28	E	VINE	HOELZER/HOELZER RENTALS INC	H4100007000127	40	75				5/5/2018	\$ 2,475.00
223	N	POPLAR	HOELZER/HOELZER RENTALS INC	H4000007000148	15	25				5/5/2018	\$ 900.00
301	N	POPLAR	NORTH SEA INVESTMENT GROUP LLC	H4100007000145	74	200				5/5/2018	\$ 5,130.00
114	E	VINE	THREE GOOD HOUSES LLC	H4100007000146	39	100				5/5/2018	\$ 2,655.00
116	E	VINE	THREE GOOD HOUSES LLC	H4100007000193	25	50				5/5/2018	\$ 1,575.00
118	E	VINE	JOHN JAMES PROCHAZKA JR	H4100007000192	46					5/5/2018	\$ 2,070.00
130	E	VINE	LEAH RINDLER-KNAPKE	H4100007000191	15	25				5/5/2018	\$ 900.00
205	E	VINE	4-D INVESTMENTS INC	H4100006000013	58	200				5/5/2018	\$ 4,410.00
224	E	VINE	PJ KELLEMS CONSULTING LLC	H4100006000188	40					5/5/2018	\$ 1,800.00
230	E	VINE	REDHAWK RENTAL PROPERTIES LLC	H4000006000190	48	50	30			5/5/2018	\$ 2,910.00
75	S	MAIN	RED BRICK PRIDE LTD	H4100003000247	11	35	25			5/21/2018	\$ 1,060.00
16	E	WALNUT	GRACIE HOLDINGS LTD	H4100003000100		115				5/21/2018	\$ 1,035.00
18	E	WALNUT	REDSKIN LTD	H4100003000249	23					5/21/2018	\$ 1,035.00
22	E	WALNUT	REDSKIN LTD	H4100003000255	8					5/21/2018	\$ 360.00
26	E	WALNUT	REDSKIN LTD	H4100003000253	23					5/21/2018	\$ 1,035.00
	E	WALNUT	JOSEPH L BERNARDIN ARCHBISHOP	H4000003000184	5					5/21/2018	\$ 225.00
102	E	WALNUT	DANIEL E PILARCZYK ARCHBISHOP TR	H4100003000182	30	25	50	77		5/21/2018	\$ 3,076.00
112	E	WALNUT	DANIEL E PILARCZYK ARCHBISHOP TR	H4100003000181						5/21/2018	\$ -
125	E	WALNUT	COLLEGE STREET PROPERTIES INC	H4100003000218	30					5/21/2018	\$ 1,350.00
117	E	WALNUT	SCHINDLER DEBORAH D D S & GERALD J	H4100003000217	5	170				5/21/2018	\$ 1,755.00
115	E	WALNUT	SLOW IDAHO LTD	H4100003000187		50				5/21/2018	\$ 450.00
111	E	WALNUT	OXFORD RESIDENTIAL & MIAMI STUDENT RENTALS LLC	H4100003000186		55				5/21/2018	\$ 495.00
101	E	WALNUT	SUMME CARL A & HERBERT J	H3800040000019	28.5	175	90	126		5/21/2018	\$ 5,395.50
19	E	WALNUT	HOLY TRINITY EPISCOPAL CHURCH	H4100003000271	60	101				5/21/2018	\$ 3,609.00
11	E	WALNUT	B'NAI B'RITH HILLEL FOUNDATION INC	H4100003000101		95				5/21/2018	\$ 855.00
7	E	WALNUT	CALISTA ENTERPRISES LLC	H4100003000102		75				5/21/2018	\$ 675.00
3	E	WALNUT	TRES WALNUT LLC	H4100003000103	35	150				5/21/2018	\$ 2,925.00
10	S	CAMPUS	PHI DELTA THETA EDUCATIONAL FOUNDATION	H4100003000238	15	50				5/22/2018	\$ 1,125.00
16	S	CAMPUS	UN CHRISTIAN FELLOWSHIP MIAMI U & WESTERN COLLEGE	H4000003000221		140				5/22/2018	\$ 1,260.00
22	S	CAMPUS	MIAMI REALTY ASSN OF ALPHA DELTA PHI INC	H4000003000220	52	185				5/22/2018	\$ 4,005.00
100	S	CAMPUS	TRES WALNUT LLC	H4000003000219	28.5	25				5/22/2018	\$ 1,507.50
110	S	CAMPUS	PKPP ETA UPSILON LLC	H4100003000216		100				5/22/2018	\$ 900.00
112	S	CAMPUS	DELTA XI CHAPTER OF TAU KAPPA EPSILON FRAT INC	H4000003000215	16					5/22/2018	\$ 720.00
122	S	CAMPUS	OHIO LAMBDA CO	H4100003000214		85				5/22/2018	\$ 765.00
200	S	CAMPUS	GO IRISH LLC	H4100003000213						5/22/2018	\$ -
206	S	CAMPUS	TWO HUNDRED & SIX MU PSI CORP	H4100003000209		150				5/22/2018	\$ 1,350.00
210	S	CAMPUS	STEPHENSON-OBRIEN LLC	H4000003000207		185				5/22/2018	\$ 1,665.00
214	S	CAMPUS	DAVIS STEFAN S	H4000003000206	5	50				5/22/2018	\$ 675.00
120	S	WOOSTER	PAUL W BAER TRUST PROPERTIES LLC	H4100103000133	5	25				5/1/2018	\$ 400.00
540	S	CAMPUS	PAUL W BAER TRUST PROPERTIES LLC	H4100103000120	55	225	50	147		5/1/2018	\$ 5,773.00
127	E	ROSE	PAUL W BAER TRUST PROPERTIES LLC	H4100106000175		50				5/1/2018	\$ 400.00
700	S	CAMPUS	L JANE ARMSTRONG	H4100106000174	5					5/1/2018	\$ 200.00
706	S	CAMPUS	706 SOUTH CAMPUS	H4100106000139		25				5/1/2018	\$ 200.00
113	S	PLUM	TRES WALNUT LLC	H4100106000124	35					5/1/2018	\$ 1,400.00
818	S	CAMPUS	CLIFFORD & JOYCE MENTRUP	H4100106000115	5					5/1/2018	\$ 200.00
120	E	CHESTNUT	MICHAEL J SUM	H4100106000113	10					5/1/2018	\$ 400.00
12	S	POPLAR	SIMONDS GEORGE M TR OF THE GEORGE M SIMONDS REV TRUST	H4100003000150	10	45				5/28/2018	\$ 855.00
26	E	WALNUT	REDSKIN LTD	H4100003000253	23					5/28/2018	\$ 1,035.00
19	S	WALNUT	HOLY TRINITY EPISCOPAL CHURCH	H4100003000271		50				5/28/2018	\$ 450.00
22	E	COLLINS	REDSKIN LTD	H4100003000134	42	50				5/28/2018	\$ 2,340.00
23	E	COLLINS	PJ KELLEMS CONSULTING LLC	H4000003000129	5					5/28/2018	\$ 225.00
210	S	POPLAR	JOHN JAMES PROCHAZKA	H4100003000128	5	50				5/28/2018	\$ 675.00
222	S	POPLAR	OKC RENTALS LLC	H4000003000125		25				5/28/2018	\$ 225.00
215	S	POPLAR	CAMERON-MYERS LLC	H4000003000201	15	25				5/28/2018	\$ 900.00
211	S	POPLAR	DANMARK INVESTMENT GROUP LLC	H4100003000199		175				5/28/2018	\$ 1,575.00
101	E	COLLINS	TRES WALNUT LLC	H4000003000198	5					5/28/2018	\$ 225.00
119	S	POPLAR	CRELL NANCY S TR	H4100003000193		25				5/28/2018	\$ 225.00
115	S	POPLAR	MORRISON RENTALS OXFORD LLC	H4100003000192	10					5/28/2018	\$ 450.00
113	S	POPLAR	MORRISON RENTALS OXFORD LLC	H4100003000191		90				5/28/2018	\$ 1,035.00
109	S	POPLAR	D & B FAMILY LTD PRT	H4100003000190	35	100				5/28/2018	\$ 2,475.00
103	S	POPLAR	ROBINSON GROOVE LLC	H4000003000185	5	75				5/28/2018	\$ 900.00
	E	WALNUT	BERNARDIN JOSEPH L	H4000003000184	15	100				5/28/2018	\$ 1,575.00
5	S	POPLAR	PILARCZYK DANIEL E	H4100003000178	5					5/28/2018	\$ 225.00

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: May 7, 2019

Zachary Moore
Prepared By:

Account Code No. #:

Budgeted Amount:

April 23, 2019
Date Prepared:

PC-2019-08, CONDITIONAL USE, Southpointe Parkway and US 27, to allow for the commercial development of property including a gas station, convenience store and additional commercial use building, Scott Webb, Applicant

Recommendation: Approval with conditions

Proposal Summary:

On behalf of 4Leaf Development LLC (Jim Clawson), applicant Scott Webb is requesting a conditional use permit to construct a new automobile service station, inclusive of a convenience store and additional commercial use building, on a vacant 2.391-acre site located at 3600 Southpointe Parkway. The lot is adjacent to the Annex and Level27 student housing complexes to the east and north respectively. The total amount of commercial floor area proposed is 9,000 square feet, along with a gas service canopy with five (5) 2-sided fuel pumps. The applicant proposes 2 full access points – 1 off US 27 and 1 off Southpointe. A similar conditional use application for a service station was approved by Council in 2008, but never executed and thus expired. The purpose of the conditional use process is to address the appropriateness of the proposed land use in the given location, as well as address the mitigation of any potential adverse impacts to the neighborhood resulting from the use.

Discussion and Recommended Conditions:

Much of the Planning Commission's discussion on this case revolved around limiting vehicular access to the site from US 27, pedestrian/bicycle connectivity to surrounding areas, and the effect the operation would have on the adjoining housing complexes, especially in regard to a new drive-thru lane in proximity to Level27. The proposal originally came before the Commission on March 12, where it was tabled pending additional detail and revisions. On April 9, the Commission voted 6-0-0 to recommend approval of the proposed conditional use to Council subject to the following conditions:

1. The applicant shall complete a Traffic Impact Study prior to issuance of a Building/Zoning Permit, and any roadway improvements deemed necessary by the study shall be installed to the satisfaction of the City Engineer.
2. That, the proposed entrance/exit drive on US 27 shall be right-in/right-out only and located as far away from the signalized intersection as possible.
3. That, the installation of a curb ramp and crosswalk for a Southpointe Parkway pedestrian crossing along the north side of the proposed driveway that is aligned with the new sidewalk in front of the proposed commercial space. The curb ramp and crosswalk shall meet City of Oxford standards, and shall provide an uninterrupted connection between both existing sidewalks on either side of Southpointe.
4. That, the two parcels affected by the conditional use (H4100-143-000-003 & H4100-143-000-007) shall be consolidated together as one parcel, prior to approval of a Building/Zoning Permit.
5. That, all merchandise, with the exception of fuel and air, shall be restricted to the inside of a commercial structure.

6. That, the Plans submitted at the time of Building/Zoning Permit application shall:
 - a. Not show pavement setbacks any closer to the right-of-way than as depicted on Sheet C-1 Preliminary Site Plan (dated March 20, 2019).
 - b. Conform to architectural renderings on Sheet A-2 (dated March 20, 2019).

The Planning Commission also approved the following waivers:

1. The required 150-foot maximum front yard setback affecting the principal building façade shall be reduced from 75% to 50%.
2. Two logo wall signs may be located on the proposed gas canopy structure as shown on Sheet A-2 (dated March 20, 2019) in excess of the provision specifying one wall sign per tenant in 1151.05(a)(3)(A)(2)(a); such signs shall comply with all other applicable zoning standards.

Approved By:

Department Head:

City Manager:

DRE / 5-1-19

ORDINANCE NO.

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT TO ALLOW FOR THE COMMERCIAL DEVELOPMENT OF PROPERTY LOCATED ON SOUTHPOINTE PARKWAY TO INCLUDE A GASOLINE STATION, CONVENIENCE STORE WITH A DRIVE UP WINDOW AND AN ADDITIONAL COMMERCIAL USE BUILDING IN THE GB (GENERAL BUSINESS) DISTRICT WITH CONDITIONS.

WHEREAS: the Planning Commission held a public hearing on April 9, 2019 in accordance with Section 1147.02 of the Codified Ordinances of the City of Oxford, on the application of Scott Webb, Applicant, Architect, for a conditional use permit to allow for the commercial development of property located on Southpointe Parkway to include a gasoline station, convenience store with a drive up window and an additional commercial use building in the GB (General Business) District; and

WHEREAS, the Planning Commission, after a public hearing and discussion, voted to approve a motion recommending approval of the conditional use permit application to allow for the commercial development of property located on Southpointe Parkway to include a gasoline station, convenience store with a drive up window and an additional commercial use building in the GB (General Business) District with conditions.

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

SECTION 1: Council hereby accepts the recommendation of the Planning Commission and accepts the recommendation report submitted by the Planning Commission and incorporates the same herein and further grants the conditional use permit application to allow for the commercial development of property located on Southpointe Parkway to include a gasoline station, convenience store with a drive up window and an additional commercial use building in the GB (General Business) District with the following conditions:

1. The applicant shall have a Traffic Impact Study completed prior to the issuance of a Building/Zoning Permit. Any roadway improvements deemed necessary by the study shall be installed to the satisfaction of the City Engineer.
2. The proposed entrance/exit drive on US 27 shall be right-in/right-out only and located as far from the signalized intersection as possible.
3. A curb ramp and crosswalk shall be installed for a Southpointe Parkway pedestrian crossing along the north side of the proposed driveway that is aligned with the new sidewalk in front of the proposed commercial space. The curb ramp and crosswalk shall meet City standards, and shall provide an uninterrupted connection between both existing sidewalks on either side of Southpointe Parkway.
4. Two parcels affected by the conditional use permit (H4100-143-000-003 and H4100-143-000-007) shall be consolidated as one parcel prior to the approval of a Building/Zoning Permit.
5. All merchandise with the exception of fuel and air shall be restricted to the inside of a commercial structure.

6. The plans submitted with the Building/Zoning Permit application shall:
 - a. Not show pavement setbacks any closer to the right-of-way than as depicted on Sheet C-1 Preliminary Site Plan (dated March 20, 2019).
 - b. Conform to the architectural renderings as depicted on Sheet A-2 Building Design (dated March 20, 2019).
7. The required 150 foot maximum front yard setback affecting the principal building façade shall be reduced from 75% to 50%.
8. Two logo wall signs may be located on the proposed gas canopy structure as depicted on Sheet A-2 Building Design (dated March 20, 2019) in excess of the provision specifying one wall sign per tenant in 1151.05(a)(3)(A)(2)(a); such signs shall comply with all other applicable zoning standards.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

Memo



To: Planning Commission

From: Zachary Moore, Planner

Date: 4/9/2019

Re: PC-2019-08 – Revisions to Gas Station Proposal at Southpointe Pkwy & US 27

ADDENDUM

After consulting with the City Engineer, Community Development staff proposes the following revision to Condition #1 as was recommended in the April 1 memo:

1. The applicant shall complete a Traffic Impact Study prior to issuance of a Building/Zoning Permit, and any roadway improvements deemed necessary by the study shall be installed to the satisfaction of the City Engineer.

The purpose of this revision is to clarify the purpose and intent of the TIS, and provide direction on when it must be completed.

Memo



To: Planning Commission

From: Zachary Moore, Planner

Date: 4/5/2019

Re: PC-2019-08 – Revisions to Gas Station Proposal at Southpointe Pkwy & US 27

PRIOR DISCUSSION & MOTION

The Planning Commission reviewed Case No. PC-2019-08 at its meeting on March 12, 2019. Staff had recommended tabling the case due to insufficient information provided at that time. Nonetheless, this meeting offered the applicant an opportunity to present the proposal and gather feedback from the Commission. Comments expressed by Commission members following the staff presentation include the following:

1. Mr. Watt asked a question about the proximity of the gas pumps & canopy to the associated convenience store (retail counter), and whether there were any relevant codes or best practices, specifically with regard to public health & safety. In response, the City's Building Official has provided the following information on applicable provisions from the 2017 Ohio Fire Code:
 - Fuel pumps must be at least 10 feet from all lot lines.
 - Fuel pumps must be at least 10 feet from building/walls generally found to be combustible, per the fire code – a canopy structure meeting relevant building codes is not subject to this.
 - Fuel pumps must be positioned so that all vehicles being fueled can be parked within the confines of the facility premises.
 - Fuel pumps must be at least 20 feet from fixed sources of ignition.
 - Since this is an "exterior" fuel dispensing operation, the emergency disconnect switch must be located outside, within 20-100 feet from fuel pumps. The switch shall be labeled as required per code.
 - There is no code provision addressing the distance of fuel pumps from an associated convenience store or point of sale.
2. Mr. Daniels expressed a concern about a parcel consolidation allowing for the possibility of pavement being situated closer to the right-of-way. Staff informed the Commission there is a 35-foot setback requirement for paved parking areas, though this would enable the pavement to be brought 15 feet closer than the 50-foot buffer parcel currently in place.
3. There was much discussion about traffic circulation and accessibility, especially on how the proposal would accommodate pedestrian and bicycle traffic. There was general consensus that the right-in "enter only" lane should be removed. A chief concern was people using the site as a quicker cut-

through to avoid the signal at 27 & Southpointe – to this point, Mr. Watt suggested re-positioning the curb cut on Southpointe further south and reorienting the canopy. Regarding the main access point on US 27, some members felt a conversion to right-in/right-out was unnecessary (left turns onto/from US 27 not a problem), while others voiced support for full access so long as a bike/ped connection was provided to create a safe cut-through to/from the student housing complexes.

4. Another topic was outside storage of merchandise (oil, antifreeze, mulch, etc.). Staff's response was that this was a zoning enforcement issue, since a regulation prohibiting this is provided in the Zoning Code [1147.0 3(b)(5)(B)(1)].
5. There was discussion about whether the existing berm should be retained, and how the overall gas station use could be designed and "softened" so as to create a pleasing gateway into the City. Mr. Smith commented that a more proper gateway impression could be created by situating the canopy toward the rear of the site and bringing the structures closer to the front.

The Commission voted unanimously to **table** the application, pending additional details and revisions to the site design.

COMMENTARY ON REVISIONS

Staff believes the newly submitted site plan is significantly better than the previous plan, and addresses many of the concerns and code issues posed during the first round of review. Changes to the plan are discussed by topic below:

1. **Drive Through:** The menu board now complies with the 50-foot setback requirement from a residential zoning district (setback increased from 32 feet to 53 feet); this also results in an increased distance from the nearest residential structure from 82 feet to 100 feet. Queuing spaces are also shown to comply with Code requirements (7 required; 10 provided). The plan shows preservation of existing trees, along with an evergreen hedge planted in front to provide extra screening from the Level27 complex to comply with district standards.
2. **Landscaping:** A total of ten (10) trees are required specific to parking regulations pursuant to Section 1149.05(e)(6)(B), and a total of thirty (30) trees are required in the front yard specific to the GB district pursuant to Section 1143.12(d)(2) of which 50% – fifteen (15) trees – must be hardwood type. Trees must be 2-inch caliper and 6 feet tall upon planting, and existing trees can count toward the requirements. The applicant has provided a landscaping plan showing sixty-seven (67) trees, of which twenty-one (21) are evergreens, twelve (12) are hardwoods, and thirty-four (34) are ornamentals. Staff believes the landscaping proposed is sufficient in terms of softening the site and recommends approval of this latest plan as part of the conditional use.
3. **Lighting:** Nine (9) light pole locations are shown on the plan; these will need to comply with the zoning height limit of sixteen (16) feet and provide sufficient security lighting without spillover onto adjoining properties. Gas canopy lighting is to be recessed. There are also three (3) decorative wall lights (on the front

facades) and two (2) shielded wall-pack lights (on the rear and side facades) per structure.

4. **Parking, Circulation, and Pedestrian Access:** The number of parking spaces has increased from thirty-three (33) to forty (40), which is still under the zoning maximum. The applicant has eliminated the curved right-in “enter only” lane, though the full access point off US 27 has been left in place. City Engineer Scott Otto has provided an updated memo with provisions cited from the ODOT and Butler County Access Management Manuals supporting his original recommendation for downgrading this access point to a right-in/right-out only. With consolidation of the 2 parcels now incorporated as part of the proposal, this has enabled the parking area to be shifted southward thus allowing for an increased setback from Level 27. However, this did result in approximately 1,000 square feet of pavement space stretching past the 35-foot required parking space setback. The parking spaces, as well as the convenience store and gas canopy, are now re-oriented to be parallel with one another and at a slight angle to the rest of the site. Generally speaking, proposed pedestrian circulation remains the same; no separate bikeway is provided as was previously suggested by some Commission members.
5. **Signage:** A location for a freestanding ground sign is shown near the signalized intersection. The applicant’s rendering also shows five (5) wall sign locations: two (2) for the convenience store building, two (2) for the separate commercial building, and one (1) on the gas canopy advertising the Shell brand. A waiver is needed for the canopy sign, since the number of wall signs is determined by the number of tenants and there could very well be 2 tenants in each building.

STAFF RECOMMENDATION

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

1. A Traffic Impact Study shall be required.
2. Installation of a curb ramp and crosswalk for a Southpointe Parkway pedestrian crossing along the north side of the proposed driveway that is aligned with the new sidewalk in front of the proposed commercial space. The curb ramp and crosswalk shall meet City of Oxford standards, and shall provide an uninterrupted connection between both existing sidewalks on either side of Southpointe.
3. The two parcels affected by the conditional use (H4100-143-000-003 & H4100-143-000-007) shall be consolidated together as one parcel, prior to approval of a Building/Zoning Permit.
4. All merchandise, with the exception of fuel and air, shall be restricted to the inside of a commercial structure.
5. Plans submitted at the time of Building/Zoning Permit application shall:
 - a. Not show pavement setbacks any closer to the right-of-way than as depicted on Sheet C-1 Preliminary Site Plan (dated March 20, 2019).
 - b. Conform to architectural renderings on Sheet A-2 (dated March 20, 2019).

6. The following waivers shall be granted:
- a. The required 150-foot maximum front yard setback affecting the principal building façade shall be reduced from 75% to 50%.
 - b. One (1) wall sign may be located on the proposed gas canopy structure as shown on Sheet A-2 (dated March 20, 2019) in excess of provision specifying one (1) wall sign per tenant in 1151.05(a)(3)(A)(2)(a); such sign shall comply with all other applicable zoning standards.

✓

City of Oxford
Inter-Office Review Transmittal Sheet

Date: March 26, 2019

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2019-08, CONDITIONAL USE, Southpointe Parkway and US 27, to allow for the commercial development of property including a gas station and drive up window, Scott Webb, Applicant, Agent, Tabled 3/12/2019

- **The Planning Commission at their March 12, 2019 meeting tabled this case. Mr. Webb has resubmitted drawings reflecting discussion at that meeting. One of the main items changed was the removal of the second curb cut off 27S.**

 X Review Revisions Other

Please return no later than: **April 2, 2019** Note: If no comments are received, we will assume the project meets your department's standards.

.....

Drawings are returned: w/comments without/comments

Drawings reviewed by:



PRINTED NAME

Date: 3-28-19

City of Oxford
Inter-Office Review Transmittal Sheet

Date: March 26, 2019

To: Fire Department **Engineering Division** Police Department Econ Dev Department

From: Community Development Department

PC-2019-08, CONDITIONAL USE, Southpointe Parkway and US 27, to allow for the commercial development of property including a gas station and drive up window, Scott Webb, Applicant, Agent, **Tabled 3/12/2019**

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 X Review Revisions Other

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Drawings are returned: w/comments without/comments

*see memos dated 3/26/19 & 3/28/19
-SAO*

Drawings reviewed by: Scott Otto Date: 3/28/19

 Scott Otto

PRINTED NAME



Memo

Service Department
Engineering Division

513/524-5208 fax 513/524-5267

TO: Community Development Department

FROM: Scott Otto, P.E.
City Engineer

RE: PC-2019-08
Conditional Use – Commercial Development of Property including a
gas station – Southpointe Parkway and US 27

DATE: March 28, 2019

The Engineering Division offers the following comments:

- A Traffic Impact Study is needed.
- Due to being within the area of the southbound left turn only lane, make the proposed entrance / exit drive on US 27 right in/out only and located as far away from the signalized intersection as possible.



Memo

Service Department
Engineering Division

513/524-5208 fax 513/524-5267

TO: City of Oxford Planning Commission

FROM: Scott Otto, P.E.
City Engineer

RE: PC-2019-08
Conditional Use – Commercial Development of Property including a
gas station – Southpointe Parkway and US 27

DATE: March 26, 2019

As a follow-up to my comments provided for the March 12, 2019 Planning Commission, I would like to offer additional information regarding right turn-in/out only driveways. The main reason for my recommendation of a right turn-in/out driveway is safety. Federal Highway Administration (FHWA) research has shown a 50 percent reduction in total accidents at a driveway when left turn maneuvers are eliminated. The site is located at the corner of a signalized intersection, therefore left turns into and out of the site are possible even with the right turn-in / out driveway, they can be done during the protected left turn phases of the traffic signal.

Southbound traffic on Millville Oxford Rd. can access the site by performing a protected left turn onto Southpointe Parkway, and traffic leaving the site can perform a protected left turn from Southpointe Parkway and continue southbound on Millville Oxford Rd. With the site's proximity to Talawanda High School and student housing developments, controlling left turns at the traffic signal would prevent inexperienced drivers from having to use their judgement to make an unprotected left turn in a 45 mph speed limit zone.

The Ohio Department of Transportation (ODOT) and the Butler County Engineer's Office both have access management regulations that were referenced in making my recommendations.

The ODOT State Highway Access Management Manual, section 4.0 addresses access at driveways. Section 4.1 (D) (a) (i) states "No direct private access will normally be permitted if the property has other reasonable access or opportunity to obtain such access from the local street network. If allowed, the access will generally be restricted

to right-in/right-out.” Section 4.1 (D)(a) (iii) states “Left turn movements out of a proposed driveway will not be allowed onto multi-lane roadways where the turning vehicle must cross 3 or more lanes of through traffic (includes positive left turn lanes but not a two-way left turn lane)”. Section 4.4, Driveway Proximity to an Intersection states “In most cases driveways near intersections shouldn’t allow full movements in/out if those movements are required to cross left turn lanes serving the intersection on the adjacent primary street. Driveways should not be permitted within the boundaries of a turn lane, but if there is no other option, consideration should be given to limiting the drive to right-in / right-out or right-in only.”

The Butler County Access Management Regulations (Effective January 1, 2005), section 2.01 states “Driveways or service drives shall be located on the lowest order of public roadway on which the lot has frontage...”. The right turn-in / out driveway was recommended as a middle ground to the Butler County Access Management Regulations, the goals of the developer, and the ODOT State Highway Access Management Manual. The drive island can be constructed with an ADA-compliant pedestrian crossing so that current sidewalk access is maintained.

The information provided above was used in making my recommendation of the right turn-in / out driveway, a recommendation supported by the Community Development Department. I request you, as a Commission, find agreement with this recommendation so we can avoid placing City staff in the difficult position to approve a development with conditions not supported by highway access management standards.

Respectfully,

Scott Otto, PE
City Engineer

City of Oxford
Inter-Office Review Transmittal Sheet

Date: March 26, 2019

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2019-08, CONDITIONAL USE, Southpointe Parkway and US 27, to allow for the commercial development of property including a gas station and drive up window, Scott Webb, Applicant, Agent, Tabled 3/12/2019

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X Review Revisions Other

Please return no later than: April 2, 2019 Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

would echo the concerns that the Planner and Engineer raise with the curb cut on US 27. ~~See~~
Traffic turning left from 27 would cause backups and block existing turn lane. I believe this should be right in and right out only.

Supportive of the ~~proj~~ project overall as this is needed on south end of City.

Drawings reviewed by: John A. Jones

Date: 4-2-19

John A. Jones, Police Chief

PRINTED NAME

City of Oxford
Inter-Office Review Transmittal Sheet

Date: March 26, 2019

To: Fire Department Engineering Division Police Department **Econ Dev Department**

From: Community Development Department

PC-2019-08, CONDITIONAL USE, Southpointe Parkway and US 27, to allow for the commercial development of property including a gas station and drive up window, Scott Webb, Applicant, Agent, **Tabled 3/12/2019**

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☒ X Review ☐ Revisions ☐ Other

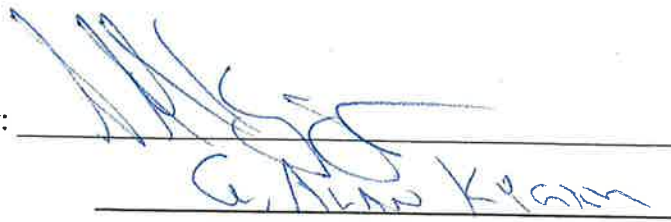
Please return no later than: **April 2, 2019** Note: If no comments are received, we will assume the project meets your department's standards.

Drawings are returned: w/comments without/comments

This site is zoned GB, General Business. Retail is a Permitted Use and a Fueling Center is a permitted with Conditional Use with approval. Both a Fuel Center and Retail make perfect sense for this location.

As far as curb cuts and traffic patterns, I will allow the City Engineer and traffic specialists handle that section of the proposal.

Drawings reviewed by:

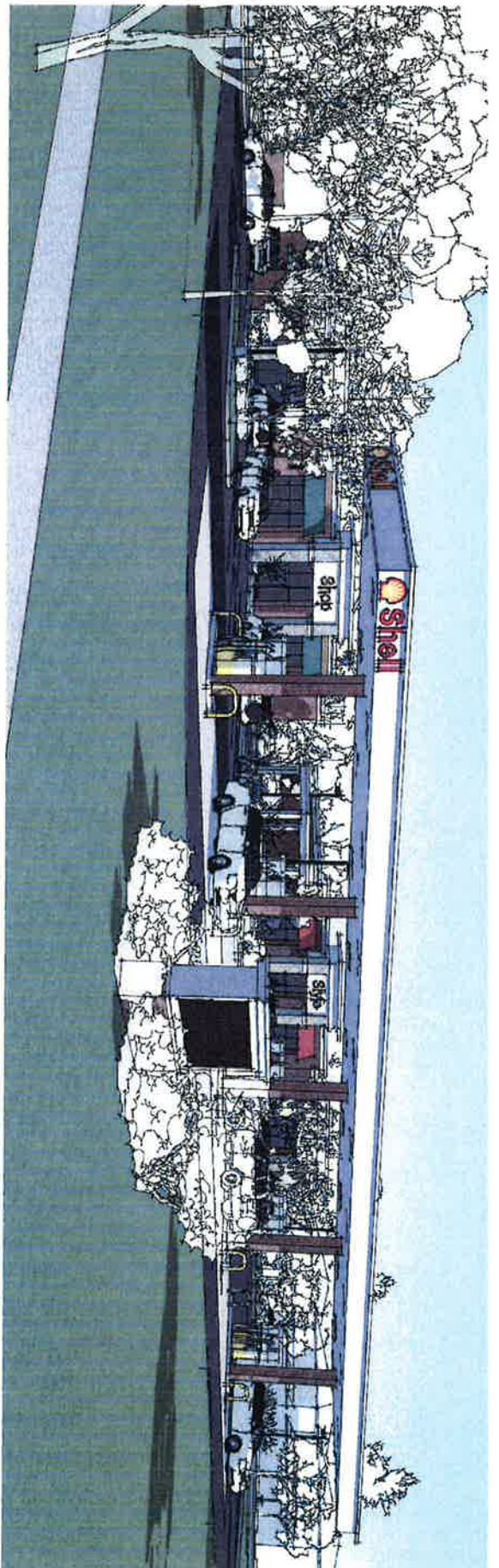

G. Alan Keenan

PRINTED NAME

Date:

3-29-19

[illegible]



BUILDING DESIGN

MIN. 60% GLAZING BETWEEN 25 AND 7 FEET IN HEIGHT ABOVE GRADE ALONG THE ENTIRE FRONT FACADE. BUILDING PROVIDES ARTICULATION IN HEIGHT AND SETBACK. THE PRINCIPAL STRUCTURE IS FINISHED, UTILIZING AT MORE THAN 50% NATURAL MATERIALS INCLUDING BRICK, STONE, MASONRY, & GLASS



PRELIMINARY BUILDING DESIGN



SCOTT
WEBB

ARCHITECT
103 West Walnut Street
Oxford, Ohio 45056
614.323.9338
www.scottwebbarchitect.com

PROPOSED NEW COMMERCIAL DEVELOPMENT

Southpointe Crossing

SOUTHPOINTE PARKWAY
OXFORD, OHIO 45056

DATE

March 28, 2013

REVISIONS

A-2

City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2019-08

Date – March 12, 2019

GENERAL INFORMATION

Applicant:	Scott Webb, Architect
Location:	Southpointe Parkway & US 27
Owner:	Jim Clawson, 4-Leaf Development LLC
Action Request:	Conditional Use Permit Application for a new Automobile Service Station with Drive-up Window, plus additional commercial structure
Current Use:	Vacant Land
Lot Size:	1.669 acres
Zoning:	GB (General Business) District
Surrounding Land Uses:	Residential Multi-Family, Commercial, Agricultural/Vacant Land

PROPOSAL SUMMARY

On behalf of 4-Leaf Development LLC, Scott Webb is requesting a conditional use permit to construct a new automobile service station, inclusive of a convenience store and additional commercial use building, on a vacant 1.669-acre site located at 3600 Southpointe Parkway. The lot is adjacent to the Annex and Level 27 student housing complexes to the east and north respectively. The total amount of commercial floor area proposed is 9,000 square feet, along with a gas service canopy with five (5) 2-sided fuel pumps. A similar conditional use application for a service station was approved by City Council in 2008, but never executed and thus expired. A convenience store in this location will provide a service within reasonable walking distance to those residing in the nearby housing complexes, reducing the need to travel elsewhere for goods. The use will also serve visitors/travelers along US 27 who may be heading into or out of town. The conditional use process is intended to address the appropriateness of the proposed use in the given location, as well as address the mitigation of any potential adverse impacts to the neighborhood resulting from the use.

AGENCY REVIEWS

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

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

PUBLIC COMMENTS

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

STAFF RECOMMENDATION

As mentioned throughout this report, staff believes the amount of information/detail provided is insufficient, and therefore recommends the project be **tabled** by the Planning Commission. The following are potential conditions of approval to be recommended, once sufficient detail is provided:

- 1) A Traffic Impact Study shall be required.
- 2) The right enter only drive shall be removed due to its close proximity to the signalized intersection.

- 3) The proposed entrance/exit drive on US 27 shall be right-in/right-out only and located as far away from the signalized intersection as possible.
- 4) Installation of a curb ramp and crosswalk for a Southpointe Parkway pedestrian crossing along the north side of the proposed driveway that is aligned with the proposed sidewalk in front of the proposed commercial tenant space. The curb ramp and crosswalk shall meet City of Oxford standards.
- 5) The two parcels affected by the conditional use (H4100-143-000-003 & H4100-143-000-007) shall be consolidated together as one parcel, prior to approval of a Building/Zoning Permit.
- 6) Sufficient screening shall be provided to buffer the drive-through lane from the adjoining residential area to the north. Screening shall consist of either landscaping, or a combination of landscaping and fencing, and provide one hundred (100) percent opacity for a height of at least eight (8) feet from grade.

STAFF ANALYSIS

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 the 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.
- **6 May 2008, Zoning Map Amendment R3 to GB:** City Council approves rezoning of 3.26-acre site from R3 to GB, by Ord. No. 3001. This approval served to formalize a correction of the previous zoning map amendment to be consistent with the prior approved PUD, which had identified the area as being “Commercial” and part of the B-PUD rather than the R-PUD.
- **5 Aug 2008, Conditional Use for Service Station:** City Council approves Conditional Use Application for Service Station by Ord. No. 3009. The plan included a 9,300 square foot retail building, gas service canopy with 10 pump islands, and two access points from Southpointe Parkway. The existing earth mound along US 27 was to be retained, in order to soften the gateway into the City and deter the appearance of a “roadway oriented” commercial area.
- **20 Oct 2009, Extension of Conditional Use for Service Station:** City Council approves Extension of Conditional Use Approval for Service Station by Ord. No. 3083. Extension was for 6 months and expired on May 20, 2010.

Commentary

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

- **Drive Through:** A drive-through is proposed to the rear of the 4,500 square-foot convenience store. Two lanes are shown, with one dedicated to the drive-through line and another serving as a

“bypass” around the area to allow for continuous availability of access to 2 dumpster enclosures serving both commercial buildings.

- The drive-through menu board is located approximately 32 feet from the Level 27 Apartments property line, and 82 feet from the nearest residential structure associated with Level 27. A landscaped strip is also proposed between the driveway and the Level 27 property line. The drive-up window is proposed to be located on the western side of the convenience store. As proposed, the placement of the drive-up menu station does not comply with Section 1147.03(b)(10), which requires a minimum setback of fifty (50) feet from a residential zoning district.
 - A total of seven (7) queuing spaces and one (1) exit space is required for the drive-thru, per Section 1149.05(e)(3). Revisions to the site plan are needed to demonstrate compliance with these “stacking” space requirements.
- **Landscaping:** A total of nine (9) trees are required for the site per Section 1149.05(6)(B). Upon planting, these trees are required to be a minimum of six (6) feet tall with a minimum two (2) inch caliper. A sufficient number of trees appear to be shown to meet this requirement. The majority of landscaping proposed for the site is located along the northern property boundaries, and in the northeast corner. No landscaping is shown between pavement areas and public roadways in the southern portion of the site.
- **Lighting:** No information has been provided on light fixtures or canopy lighting proposed for the development. Lighting fixtures will need to meet the standards of the Oxford Zoning Code.
- **Loading:** Since the total building area is 9,000 square feet, only 1 loading space (measuring 10 ft by 25 ft) is required per Section 1149.05(e)(2). Additional detail is needed to show exactly where this space will be located.
- **Mounding:** Mounding is currently present bordering along the east side of US 27. The mounds are recognized as a remnant of past approval of the site as a Planned Unit Development by Butler County, which had required a 50-foot wide buffer perimeter around the entirety of the 174-acre PUD. The prior 2008 plan had preserved and incorporated the buffer mound into the overall site plan, with trees/landscaping planned on top. The applicant has indicated the current plan is to completely remove the mounding and flatten the area, to enhance the visibility of the site from the highway.
- **Parking and Circulation:** A variety of topics are discussed below:
 - The parking pavement shown does not comply with Section 1149.05(a)(2), which requires a minimum setback of six (6) feet from any lot line. Instead, pavement is shown to be contiguous to the lot line. A condition is recommended requiring consolidation of the lots together to eliminate this issue.
 - The required number of parking spaces is thirty (30), pursuant to Section 1149.03(i) which requires *1 per each 300 square feet of usable floor area for a retail store*. $(9,000 / 300 = 30)$. A total of thirty-three (33) spaces are shown on the plan.
 - The City Engineer has recommended removal of the right-in “enter only” lane from northbound US 27, as well as downgrading the proposed full access point on US 27 to a “right-in/right-out” only. Community Development staff supports this recommendation, as a full access point at its proposed location poses safety concerns with left turns to and from US 27 interfering with the dedicated left turn lane for Southpointe Parkway. Circulation will be better improved by restricting direct access to/from US 27 and allowing

Southpointe, as an existing signalized intersection, to serve as the primary point of access serving the site.

- **Pedestrian Access:** Pedestrian access is proposed to access an existing sidewalk along the north/west side of Southpointe Parkway, connecting to the commercial structures and parking area, and tying-in to another existing sidewalk along US 27. The proposed pedestrian circulation will improve the overall network by providing a cut-through for pedestrians to travel between the US 27 sidewalk and the student housing complexes without having to travel by way of the Southpointe Parkway intersection. To better facilitate connectivity of the site, the City Engineer has requested a new crosswalk connection be installed in the Southpointe right-of-way to connect across to Magnolia Drive (see staff-recommended Condition #4).
- **Signage:** New sign locations are not shown on the site plan, and no sign details are provided. A freestanding sign will likely be necessary to display fuel prices, which can be digital changeable copy per the Zoning Code. Wall signs are also likely for the commercial structures. Any signage to be installed will need to meet the requirements of the Oxford Zoning Code for the General Business (GB) district.
- **Trash Collection:** Enclosed trash collection facilities are proposed on the north side of the property, to the rear of the commercial structures. Such facilities will need to meet the requirements of Section 1141.04(j), to include gated enclosure walls constructed of durable masonry materials compatible with the associated structures. The City's Environmental Specialist has commented that the western dumpster should be front-loading and the eastern dumpster should be rear-loading, based on placement and orientation of the dumpsters in relation to the pavement area. Recycling containers could be placed along the backs (northern wall) of either building.

General Decision Standards

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

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

Both "automobile service stations selling gasoline" and "drive-in and fast-food restaurants" are listed as conditional uses for the General Business (GB) zoning district.

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

The site possesses an optimal shape, size, and location for gas station & convenience store uses, and can adequately accommodate the applicable zoning standards.

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

The Comprehensive Plan recommends enhancing U.S. 27 South as a "welcoming gateway into the community" and to consider the "essential elements of the exemplary areas of Oxford with respect to the form and pattern of development (Uptown and Mile Square)" in developing the corridor. A potential "Mixed Use Center" area is identified just to the south of the site, on the Conservation and Development Map.

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

The property is of sufficient size to support a convenience store & fueling station.

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

The site is effectively "spot-zoned" as a General Business (GB) district. The use is seen as generally compatible with its surrounding context, and with the zoning districts adjacent to it.

- F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare**

because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.

There is concern for the impacts of the drive-thru lane (located behind the convenience store) creating issues of headlight glare for neighboring residents in Level 27. This can be appropriately mitigated by effectively screening the drive-thru from the residential area through the use of landscaping/fencing along the property boundary.

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

There are no accessory uses proposed at this time. The principal uses of the site are commercial retail and a fueling station. Aspects of the site development (parking, trash collection, landscaping, etc.) are ancillary to the principal uses.

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

Opportunity for comment was provided to Fire, Police and Service Departments. There are existing sanitary, stormwater, and water lines within proximity to the site.

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

Opportunity for comment was provided to Fire, Police and Service Departments.

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

Not enough information is known at this point in time to determine if the proposed structures will be designed in character with the surrounding neighborhood. Elevation drawings and details on construction materials are needed.

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

The design of the site, as proposed, will inappropriately impact traffic movement on US 27. The recommended conditions of approval, to remove the right-in only lane and converting the full access point to a right-in/right-out, should mitigate the safety concerns.

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

The proposed site development will result in the loss of some vegetation along the northern property boundary due to regrading of the site. The applicant proposes planting new landscaping in its place.

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

Staff is not aware of any obstacles for the applicant or owner to obtain additional licensing or permits. A building permit will be required before the construction commences.

SUBMITTED BY:

A handwritten signature in black ink that reads "Zachary W. Moore". The signature is written in a cursive style with a large, stylized 'Z' and 'M'.

Zachary Moore, AICP
Planner

DATE: March 1, 2019

APPENDIX

RELEVANT ZONING CODE PROVISIONS

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

1147.02(c) Planning Commission Review

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

- (1) Burden of Proof.
 - A. Planning Commission has no obligation to recommend approval and City Council has no obligation to approve a Conditional Use. This Zoning Code assumes that the uses listed in this section are not appropriate unless an applicant proves that the use will not be detrimental to the public health, safety, or general welfare of the City or the neighborhood in which it is proposed.
 - B. Applicants shall prove that potential negative impacts of elements such as location, size and extent of facilities and operations, site design, traffic generation, site access, and potential impact upon public facilities will be adequately mitigated.
- (2) General Decision Standards. All Conditional Uses shall satisfy these General Decision Standards.
 - A. The proposed use is in fact a Conditional Use appropriate for in the zoning district in which it is proposed.
 - B. The use and site will satisfy the general intent of this Zoning Code.
 - C. The use and site will be compatible with the general intent of the Comprehensive Plan.
 - D. The size and shape of the site are sufficient for the proposed use.
 - E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
 - F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
 - G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.
 - H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.
 - I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
 - J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
 - K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.
 - L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
 - M. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

1147.02(d) Action by Planning Commission

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

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

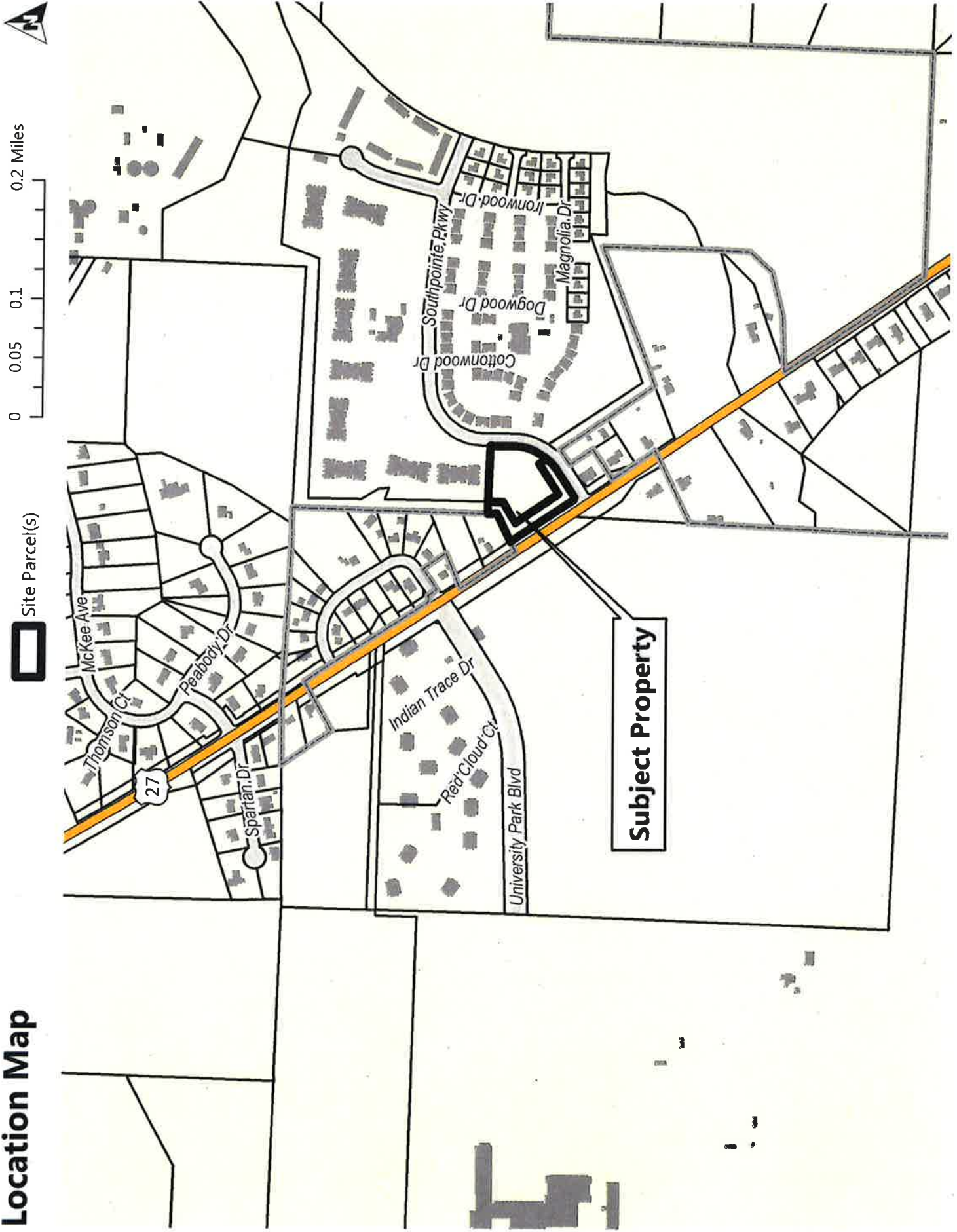
1147.03(b)(5) Gas Station with Convenience Store.

- A. Potential Concerns.
 - 1. Adequate design of vehicle management area.
 - 2. Location of fuel pumps and pump canopy.
 - 3. Outdoor sales and storage.
- B. Regulations.
 - 1. All merchandise shall be located within a completely enclosed structure.
 - 2. Fuel pumps shall be set back a minimum of 30 feet from lot lines or 40 feet from a residential zoning district.
 - 3. Fuel pump canopies shall be set back a minimum of 20 feet from lot lines or 40 feet from a residential zoning district.

1147.03(b)(10) Drive-Through Restaurant Facilities.

- A. Potential Concerns.
 - 1. Design of vehicle management area.
 - 2. Noise from operations (vehicle and loudspeaker).
 - 3. Signs and menu boards.
 - 4. Location and adequacy of dumpsters.
- B. Regulations.
 - 1. Drive-through stations shall not be located in a yard adjacent to a residential zoning district.
 - 2. Cue Queue spaces shall not be located in a yard adjacent to a residential zoning district.
 - 3. Drive-up stations shall be setback a minimum of 50 feet from a residential zoning district.

Location Map



Location Map

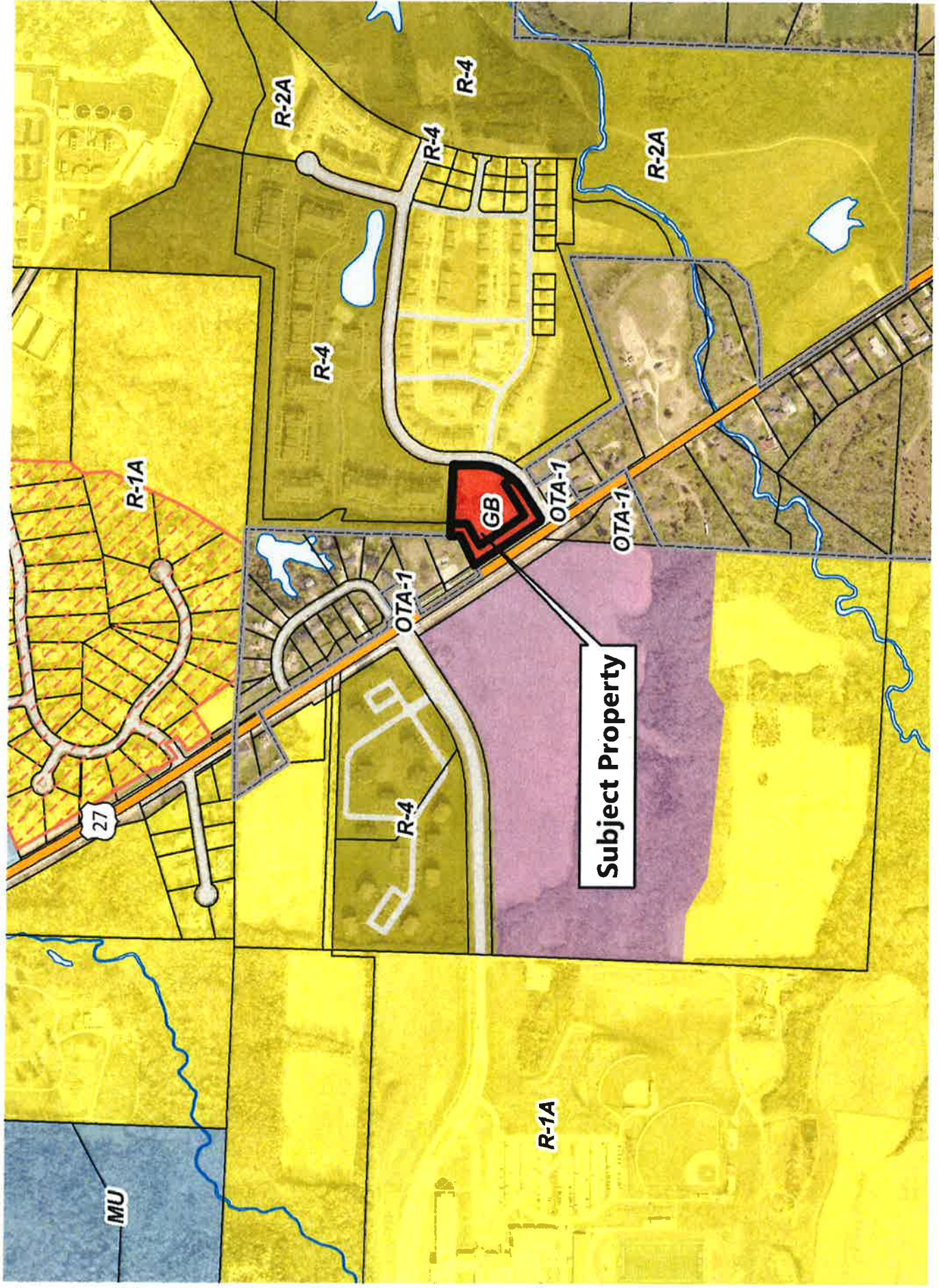


Location Map



0 0.05 0.1 0.2 Miles

Site Parcel(s)



RECEIVED JAN 28 2019



City of Oxford
Inter-Office Review Transmittal Sheet

Date: January 31, 2019

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2019-08, CONDITIONAL USE – Commercial Development of Property including a gas station –
Southpointe Parkway & US 27 – Scott Webb, Architect, Applicant

 X Review Revisions Other

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

.....

Drawings are returned: w/comments without/comments

Drawings reviewed by:

Date:

2-11-19

PRINTED NAME

RECEIVED JAN 28 2019

City of Oxford
Inter-Office Review Transmittal Sheet

Date: January 31, 2019

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2019-08, CONDITIONAL USE – Commercial Development of Property including a gas station –
Southpointe Parkway & US 27 – Scott Webb, Architect, Applicant

 X Review Revisions Other

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

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

see memo dated 2/11/19.

Drawings reviewed by: Scott Otto

Date: 2/11/19

Scott Otto

PRINTED NAME



Memo

Service Department
Engineering Division

513/524-5208 fax 513/524-5267

TO: Community Development Department

FROM: Scott Otto, P.E.
City Engineer

RE: PC-2019-08
Conditional Use – Commercial Development of Property including a
gas station – Southpointe Parkway and US 27

DATE: February 11, 2019

The Engineering Division offers the following comments:

- A Traffic Impact Study is needed.
- Remove the right enter only drive due to its close proximity to the signalized intersection.
- Due to being within the area of the southbound left turn only lane, make the proposed entrance / exit drive on US 27 right in/out only and located as far away from the signalized intersection as possible.
- Include a curb ramp and crosswalk for a Southpointe Parkway pedestrian crossing along the north side of the proposed driveway that is aligned with the proposed sidewalk in front of the proposed commercial tenant space. The proposed curb ramp and crosswalk shall meet City of Oxford standards.

RECEIVED JAN 28 2019

City of Oxford
Inter-Office Review Transmittal Sheet

Date: January 31, 2019

To: Fire Department Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2019-08, CONDITIONAL USE – Commercial Development of Property including a gas station –
Southpointe Parkway & US 27 – Scott Webb, Architect, Applicant

 X Review Revisions Other

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

Drawings are returned: w/comments without/comments

I would support this conditional use from the standpoint that it will serve a large residential population plus high school traffic and hopefully prevent these people from making trips into Oxford and reduce traffic.

Drawings reviewed by: _____

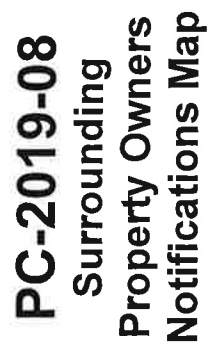
[Signature]

Date: _____

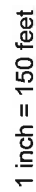
2/4/19

John A. Jones

PRINTED NAME



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



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.

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

LETTER OF AGENCY

January 23, 2019

To Whom It May Concern:

Please be advised that Scott Webb, Architect has permission to represent our interest with the City of Oxford and act on our behalf for the Planning Commission and City Council meetings regarding the commercial lot at Southpointe Crossing.

Thank-you,

Signed: 
James M. Clawson
4-Leaf Development LLC

1/23/19
Date:



Internal Use Only:	
Case No.	PC-2019-08
Date Filed	1/28/19

Conditional Use Permit Application

Applicant Information

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

Name *	Scott Webb, Architect
Mailing Address *	103 West Walnut Street
City, State & Zip Code *	Oxford, Ohio 45056
Telephone Number(s) *	523-3838
Email Address	scott@scottwebbarchitect.com

Owner Information

Name *	4-Leaf Development LLC
Mailing Address *	125 West Spring Street
City, State & Zip Code *	Oxford, Ohio 45056
Telephone Number(s) *	524-9500
Email Address	jim@hoteldevelopment.net

Location and Lot Information

Location of Property *	Southpointe Parkway & US 27		
Legal Description *	Surveys on file with City		
Zoning District *	GB		
Total Area *	1.669	→ Check One *	Acres ☒ Square Feet ☐
Existing Use Description *	Undeveloped Land		
Proposed Use Description *	Commercial Development including Gasoline Service 7 Drive-up Window		

Submission Requirements and Documentation

From Section 1147.02(a)¹.

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

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

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

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

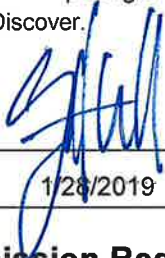
Fees & Receipt

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

Sign and Date

Applicant Signature *

Date *



1/28/2019

Submit Application, Submission Requirements and Documentation, and Fees

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

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

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

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

For Staff Use Only

Fee Paid Date *

1/28/19

Receipt Number *

239208

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/>

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



SCOTT
WEBB

ARCHITECT

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

www.scottwebbarchitect.com

Re: Application for Conditional Use
Proposed Commercial Development including a
Service Station and a Drive-Up Window
Southpointe Crossings
Southpointe Parkway & US 27

January 28, 2019

Dear Mr. Perry,

Please accept this letter as a formal request for a review hearing by the City of Oxford Planning Commission and Oxford City Council for a Conditional Use for a Commercial Development that includes an automobile service station selling gasoline in the General Business Zoning District.

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

A. *A description of the proposed use.*

B. *Description of Use and Site*

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

1. *Description of Use and Site*

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

Property Owners:

4 Leaf Development, LLC
125 West Spring Street
Oxford, Ohio 45056

Architect:

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

Civil Engineer:

Bayer Becker
700 Niles Road
Fairfield, Ohio 45014

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

A letter of Agency has been provided from the property owners and end user/purchaser

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

A legal description is on file with the City from the Annexation & Development Agreement

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

The site is currently undeveloped. A similar Conditional Use was approved in 2008 with additional extensions granted. These plans were never executed and have expired resulting in this new application

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

The site is has been zoned GB – General Business since its annexation into the City of Oxford.

6. *A description of the proposed use.*

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

The proposal at hand is to construct a Gas Station & Convenience Store with an additional Commercial Building as shown on the attached Site Plan.

The primary Convenience Store provides a variety of prepared food products available for take-out or purchased through a drive-up window.

The proposal includes approximately 9,000 s.f. of commercial space with a gas service canopy over (5) 2-sided fueling stations.

b. *Hours of operation*

The Convenience Store and fueling Stations will be open 24 hours.

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

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

The development of the area over the past few years has resulted in over 1,400 residents in residential properties and the construction of the new High School.

The proposed development is intended to provide a goods and services to these neighboring uses as an amenity to the area, reducing the need for these residents and students to travel into the City for convenience items or fuel. This will reduce the necessary car trips significantly in the area.

Additionally, it is the intention of the developers to serve the many travelers and visitors entering and leaving the City to the South, where these services do not currently exist. This will provide an opportunity for the City to capture the revenue from these necessary purchases before they leave the City limits, helping the tax base of the City.

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

The site is designed in harmony with the existing neighborhood as follows:

The access point from Southpointe Parkway is designed to align with the entrance to The Annex.

(2) Access points are provided from US 27: a "Right-In-Only" lane is provided just past the signaled intersection, allowing direct access to the fueling stations from traffic approaching from the southwest, and a 2-Way entrance/Exit to the far north of the property.

This provides a natural circulation path for all motorists moving through the site.

Pedestrian access is provided along the streets as well as an internal path through the site.

The drive-up lane for the Convenience Store separates the buildings and provides all queuing areas behind the building and separate from internal and external traffic.

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

The proposed uses on the site are not expected to provide nuisances as described above. General Site and canopy lighting will be provided in accordance with the Zoning Code Guidelines to prevent light spillage

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

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

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

The development of the south side of the City has resulted in a significant number of additional residents as well as faculty and students in the new High School. Currently, these residents are forced to drive into the City for fuel and convenience items or making their purchases beyond the City limits.

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

The Planning Commission, City Council, and Staff have all spoken to the need for small pockets of commercial activity near developed areas that are currently underserved. Commercial Nodes near activity or residential centers reduces the reliance on vehicles and reduces traffic into the City. This is evident in the discussions and deliberations around the creation of the new Neighborhood Business Zoning District.

The development of the area over the past few years has resulted in over 1,400 residents in residential properties and the construction of the new High School.

The proposed commercial development is intended to provide a goods and services to these neighboring uses as an amenity to the area, reducing the need for these residents and students to travel into the City for convenience items or fuel. This will reduce the necessary car trips significantly in the area.

Additionally, it is the intention of the developers to serve the many travelers and visitors entering and leaving the City to the South, where these services do not currently exist. This will provide an opportunity for the City to capture the revenue from these necessary purchases before they leave the City limits, helping the tax base of the City.

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

1147.03 (5) Gas Station with Convenience Store

A. Potential Concerns:

1. *Adequate design of vehicle management area*

The site design is based specifically on the vehicle management. The entrance from Southpointe Parkway is set significantly behind the signaled intersection and aligns with the main entrance to the Annex residences. Likewise, the US 27 entrance is set to maximize the distance from the intersection and create a clear discernible vehicular path through the site.

2. *Location of fuel pumps and pump canopy*

The fuel pumps and canopy are located as a separate node in the site, away from the buildings and main vehicular circulation. A majority of gasoline-only customers pay at the pump, and can enter and exit the site safely from either direction away from pedestrians on the site

All storage on site will be within buildings. No outside storage is proposed

B. Regulations:

1. *All merchandise shall be located within a completely enclosed structure*

All merchandise will be located within the building.

2. *Fuel pumps shall be set back a minimum of 30 feet from lot lines or 40 feet from a residential zoning district.*

There is currently a 50' perimeter buffer provided along the perimeter of the development, wrapping around the road frontage on Southpointe Parkway and this internal property line, resulting in effective setbacks of over 80' from the public Right-of-Way.

3. *Fuel pump canopies shall be set back a minimum of 20 feet from lot lines or 40 feet from a residential zoning district*

The fuel canopy is located in accordance with the required setbacks, but as described above, this results in a setback of 70' from the public Right-of-Way.

1147.03 (10) Drive Through Restaurant Facilities

A. Potential Concerns:

1. *Design of vehicle management area*

The vehicle management for the drive-up window is separate from the main vehicular and pedestrian circulation paths. Set to the rear corner of the site, it provides queuing spaces behind the proposed building.

2. *Noise from operations (vehicle and loudspeaker).*

The location of the drive-up window is intended to be separate from other activity on the site, with the loudspeaker and vehicles to the rear of the development.

3. *Signs and menu boards*

The location of the drive-up service allows signs and menu boards to be located within the site, separate and distinct from the customer parking and gas island traffic..

4. *Location and adequacy of dumpsters*

The dumpster enclosure is located to allow easy service yet remain shielded from the public Right-of-Way.

B. *Regulations:*

1. *Drive-through stations shall not be located in a yard adjacent to a residential zoning district*

The drive-up lane is located beyond the 25' side yard setback line.

2. *Cue Queue spaces shall not be located in a yard adjacent to a residential zoning district.*

Queuing spaces are located beyond the 25' side yard setback line.

3. *Drive-up stations shall be setback a minimum of 50 feet from a residential zoning district*

The drive-up station as shown is located approximately 37' from the Level 27 R-3 residential planned development to the north.

Side Yard setbacks in residential districts throughout the City range from 5-15'. The regulation at hand was created to ensure that drive-up stations are at least 55-65' from a residential structure.

In the case at hand, the nearest building in the adjacent residential planned development is over 37' from the property line. Combined with the 37' setback provided on this property, the resultant setback is nearly 80'.

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

List of adjacent property owners is attached.

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

Development of this 175 acres began with the Butler County Planning Commission, as the site was not in the City limits when first proposed. Zoning was established based on the Butler County standards as a mixed-use planned development, wherein a 50' perimeter buffer was required around the entire 175 acres. The County requires this to be separately identified and recorded as a separate lot. As evident in the Site Plans, this 50' buffer lot continues around this property along US 27 and Southpointe Parkway.

When the Site was annexed into the City of Oxford, the development and annexation agreement facilitated the change from the County Zoning Designation to those in the City of Oxford Zoning Code, creating this new GB property.

GB Zoning in the City of Oxford has its own setback requirements. This original buffer lot effectively adds 50' to the required 35' typically required for GB in the City of Oxford.

Initial discussions with Staff has led to the question of the necessity of this additional buffer lot in this location. If it is to remain, the proposal at hand would require easements

through this buffer lot to accommodate the proposed entrances along US 27. If it were deemed to be unnecessary, additional lot combinations or platting may be required.

C. Site Plan

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

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

The buildings have not yet been designed, but will be residential in scale, with pitched shingle roofs, brick & natural materials, as prescribed by the requirements of the GB district, and to compliment the residential scale of the adjacent properties..

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

Photos are included with this application.

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

Respectfully,

A handwritten signature in black ink, appearing to read 'Scott Webb', written in a cursive style.

Scott Webb, Architect

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



SCOTT
WEBB

ARCHITECT

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

www.scottwebbarchitect.com

Re: Application for Conditional Use
Proposed Commercial Development including a
Service Station and a Drive-Up Window
Southpointe Crossings
Southpointe Parkway & US 27

January 28, 2019

Dear Mr. Perry,

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

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

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

1143.12(b)(2)A. Retail Services

1. Automobile Service Stations selling Gasoline

The proposal includes a Convenience Store with gasoline sales, but no Service of automobiles will occur at this location

5. Drive-in Fast Food Restaurants

While not a drive-in Fast Food Restaurant, The proposal includes a Drive-up window for the prepared food available inside the store.

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

The GB General Business is the only Zoning District in which these two uses are allowed and anticipated. The specific concerns for the uses outlined in 1147.03 are satisfied as addressed in the Conditional Use application

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

The "Concept Area Matrix" from the Land Use Chapter calls specifically for a Mixed-Use Center. The Development intent states:

Develop a small-scale commercial mixed-use center intended to serve the daily needs of residents including single family areas found in neighborhoods

and multi-family development, as well as future office, commercial and light industrial development in the surrounding areas.

The property at hand was annexed into the City just before this latest Comprehensive Plan was produced in 2008. At the time, the High School had not yet been developed and the City and local developers were attempting to attract users for a technology park. Though the final development of the area is slightly different than that contemplated when the property was first annexed, the need for this commercial node remains.

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

The proposed development of the site is designed to accommodate the proposed uses and still exceed all regulations, including setbacks, parking, landscaping, and screening for buildings in the GB district.

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

This small commercial development will not be hazardous or disturbing to its current or future neighbors and has been designed for the least possible impact, exceeding setback requirements and screening.

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

The operation of the commercial development and gasoline facility will not be detrimental to any person, property or the general welfare.

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

The commercial uses proposed are the only intended uses of the property. No additional incidental uses are proposed nor anticipated.

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

All utilities are available at the proposed location. No special provisions are required.

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

No public expense is anticipated by this project.

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

Though Commercial, the proposed building and canopy are designed with residential elements to reflect the materials and construction of the existing area and adjacent residential properties.

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

The site is designed to accommodate the traffic and exceed the requirements of the Vehicle Management Chapters of the Zoning Code. Section 1149.05 (b) Access and Maneuvering requires curb cuts to be a minimum of 70 feet from an arterial road. The proposed plan shows nearly 275 feet from the signaled intersection along US 27. The entrance along Southpointe Parkway is placed to align with the entrance to the Annex housing development.

The proposed Right-In Only lane is located in excess of the 70' requirement as well and allows for traffic to enter the site smoothly past the intersection, taking customers directly to the pump islands without interfering with the main access ways through the site.

The site plan provided with this application requires an access easement across the adjoining buffer parcel in two locations. This easement can be secured and recorded, as the owners of the property in fact own both affected parcels.

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

There are no scenic or natural resources in this area

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

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

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

Respectfully,

Scott Webb, Architect

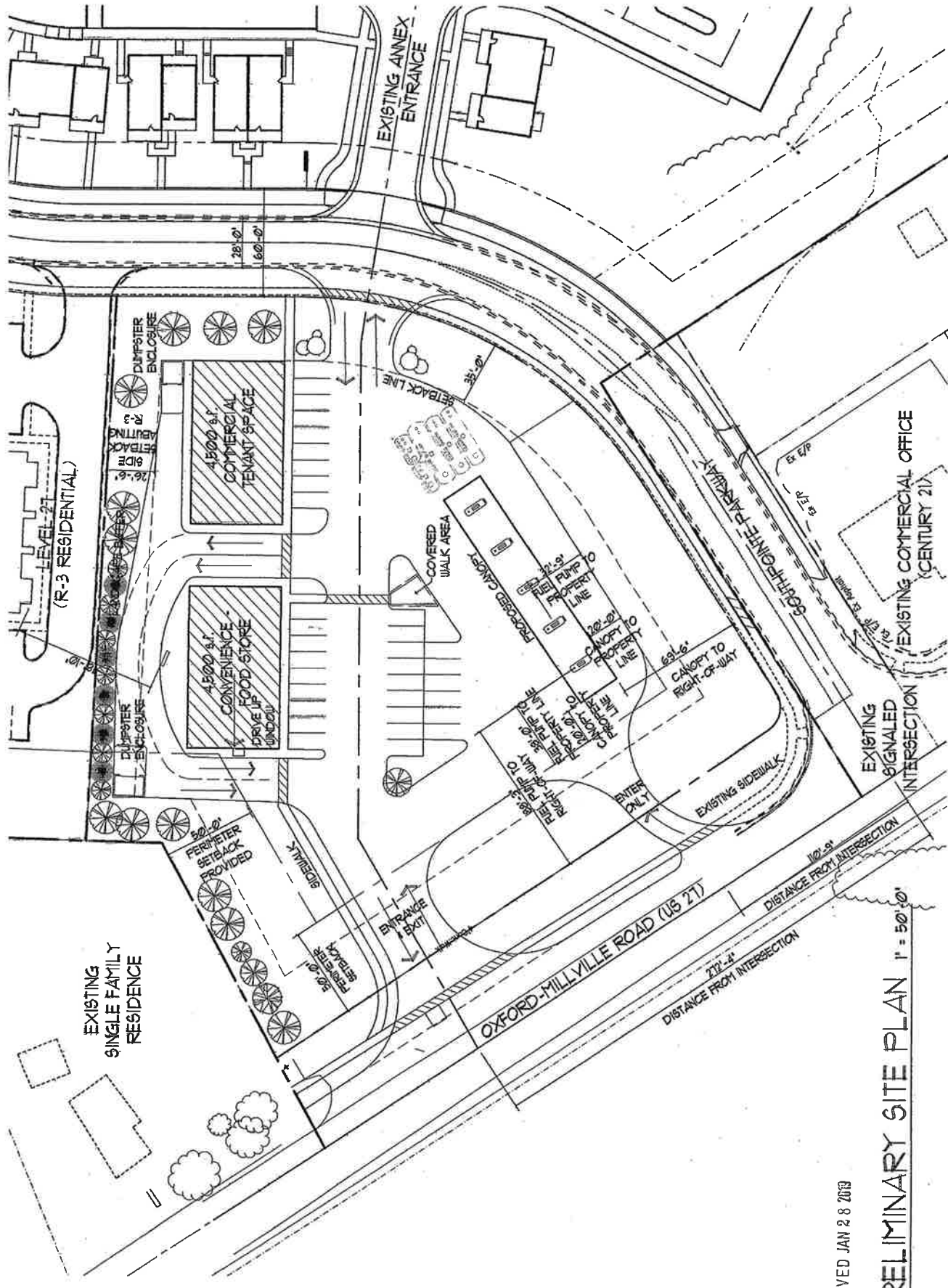


SCOTT WEBB ARCHITECT
103 West Walnut Street
Oxford, Ohio 45056
(513) 523-3828
www.scottwebbarchitect.com

Southpointe Crossings
PROPOSED NEW COMMERCIAL DEVELOPMENT
OXFORD OHIO 45056

DATE	January 28, 2013
REVISIONS	

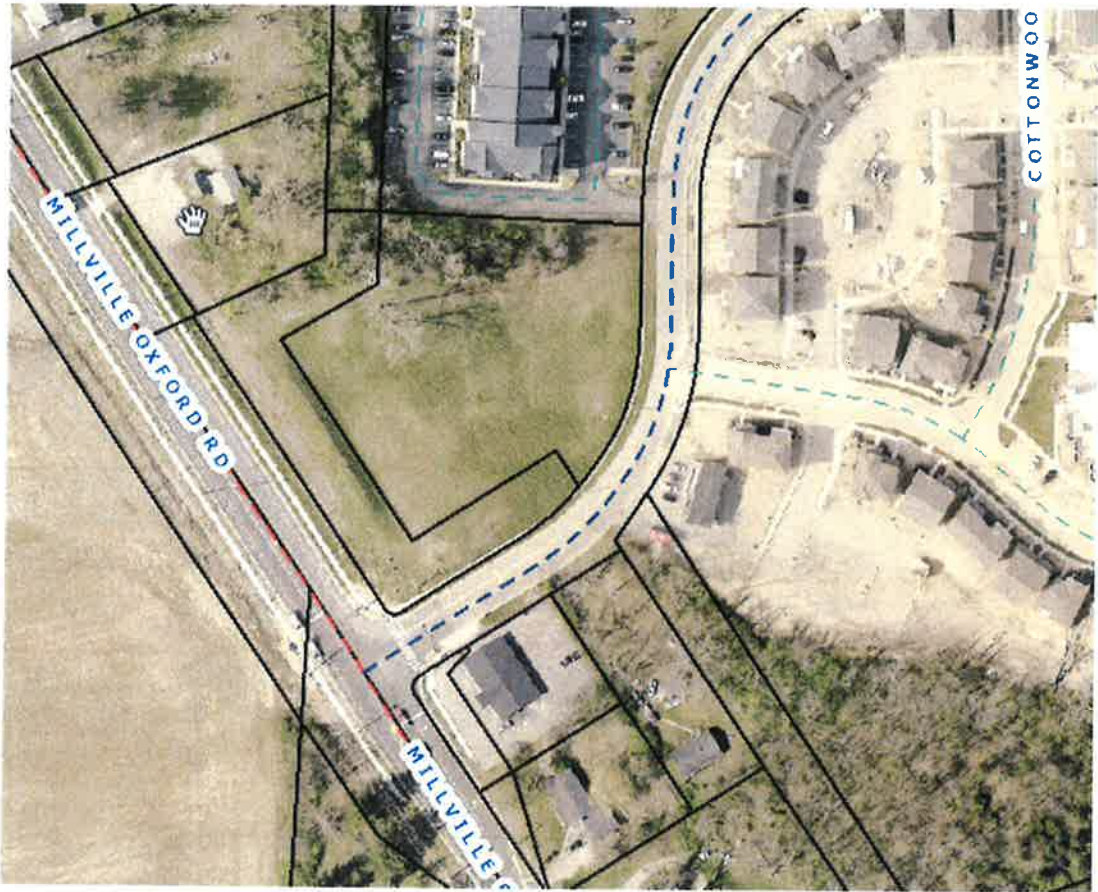
A-3



RECEIVED JAN 28 2013

PRELIMINARY SITE PLAN 1" = 50'-0"

Project & Area Photos



Aerial View



Site from South



Site from North



View toward Intersection from South



View toward Intersection from North



View from Magnolia (Annex Entrance)



View toward Level 27 Multi-Family Development



View toward The Annex, Multi-Family Development

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to the City Manager

Community Development
Originating Department

Council Meeting Of: May 7, 2019

Sam Perry

Account Code No. #:

Prepared By:

Budgeted Amount:

April 30, 2019

Date Prepared:

PC-2019-10, CONDITIONAL USE, 55 Reagh's Way, Change to Government Owned Park, Talawanda Oxford Pantry and Social Services, Norman Butt, The Architectural Group, Applicant

Recommendation: Approval with conditions

Proposal Summary:

On behalf of Talawanda Oxford Pantry & Social Services (TOPSS), Architect Norman Butt is requesting a conditional use permit for a new 5,600 square feet building and supporting parking area. TOPSS was formerly known as Oxford Community Choice Pantry which is currently housed on North Locust Street. The General Business District allows for a range of conditional uses, the closest fitting of which is "Government Owned Park and Recreation." This parcel of land used by the City as Merry Day Park was formerly part of the Miami Manufactured Home Park but is now connected to a dead-end public street called Reagh's Way. The proposed layout orients the building toward the Home Park with vehicular access provided by Reagh's Way. Sidewalk connections are proposed to both neighborhoods. The purpose of the conditional use process is to address the appropriateness of the proposed land use in the given location, as well as address the mitigation of any potential adverse impacts to the neighborhood resulting from the use.

Discussion and Recommended Conditions:

The Commission held a hearing and discussed the appropriateness of the changes to the Merry Day Park and surrounding area. The Commission believed that the proposed changes did not diminish the purpose of the public park land. One neighboring property owner spoke and requested additional screening which resulted in a recommended condition. The Commission voted 6-0-0 to recommend approval with the following conditions and waivers:

- Conditions:
1. The two existing trees along the new sidewalk shall be protected during construction
 2. Evergreen screening is installed or the road leading to the loading dock is moved to the other side of the building.

- Waivers:
1. The minimum transparency requirement is reduced from 60% to 53%
 2. The minimum natural materials requirement is reduced from 50% to 36%

Approved By:

Department Head:
City Manager:

DRL / *5-1-19*

ORDINANCE NO.

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT TO ALLOW THE CONSTRUCTION OF A SOCIAL SERVICES AGENCY WITHIN A CITY OWNED PUBLIC PARK LOCATED ON COLLEGE CORNER PIKE (LOT# 1728) OXFORD, OHIO 45056 IN THE GB (GENERAL BUSINESS) DISTRICT WITH CONDITIONS.

WHEREAS: the Planning Commission held a public hearing on April 9, 2019 in accordance with Section 1147.02 of the Codified Ordinances of the City of Oxford, on the application of Norman Butt, Applicant, Architect, for a conditional use permit to allow the construction of a social services agency within a City owned public park located on College Corner Pike (Lot# 1728) Oxford, Ohio 45045 in the GB (General Business) District with conditions; and

WHEREAS, the Planning Commission, after a public hearing and discussion, voted to approve a motion recommending approval of the conditional use permit application to allow the construction of a social services agency within a City owned public park located on College Corner Pike (Lot# 1728) Oxford, Ohio 45056 in the GB (General Business) District with conditions.

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

SECTION 1: Council hereby accepts the recommendation of the Planning Commission and accepts the recommendation report submitted by the Planning Commission and incorporates the same herein and further grants the conditional use permit application to allow the construction of a social services agency within a City owned public park located on College Corner Pike (Lot# 1728) Oxford, Ohio 45056 in the GB (General Business) District with the following conditions:

1. The minimum transparency requirement shall be reduced from 60% to 53%.
2. The minimum natural materials requirement shall be reduced from 50% to 36%
3. Two existing trees along the new sidewalk shall be protected during construction.
4. Evergreen screening shall be installed or the road leading to the loading dock shall be moved to the opposite side of the building.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

City of Oxford
Community Development Department
STAFF REPORT
Planning Commission

Case # PC-2019-10

Date – April 9, 2019

GENERAL INFORMATION

Applicant:	Talawanda Oxford Pantry & Social Services, c/o Norman D. Butt, Principal, The Architectural Group
Location:	55 Reagh's Way
Owner:	City of Oxford
Action Request:	Conditional Use Permit Application for change to Government Owned Park and Recreation Center
Current Use:	Merry Day Park
Lot Size:	4.67 Acres
Zoning:	GB (General-Business) District
Surrounding Land Uses:	Single-Family, Manufactured Home Park

PROPOSAL SUMMARY

On behalf of Talawanda Oxford Pantry & Social Services (TOPSS), Architect Norman Butt is requesting a conditional use permit for a new 5,600 square feet building and supporting parking area. The General Business District allows for a range of conditional uses, the closest fitting of which is "Government Owned Park and Recreation." The Oxford Community Choice Pantry was recently re-named TOPPS. TOPSS reached an agreement with the City of Oxford to construct a new building on the Merry Day Park property. TOPSS will own and operate the building while the City retains ownership of the land. The parcel of land was formerly part of the Manufactured Home Park but is also connected to a dead-end public street called Reagh's Way. The private street abutting the park is called Michelle Drive. The building is oriented toward Michelle Drive as the front facade in terms of Oxford Zoning Code applicability. The park currently contains a shelter and play equipment. The request is for a recommendation of approval to Oxford City Council with any necessary waivers and conditions.

AGENCY REVIEWS

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

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

PUBLIC COMMENTS

Public notices were mailed to surrounding property owners and a sign was posted at the entrance from Reagh's Way. No public comments have been received as of this report.

STAFF RECOMMENDATION

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

- 1) The following waivers to zoning provisions shall be granted:
 - a) The minimum transparency requirement is reduced from 60% to 53%
 - b) The minimum natural materials requirement is reduced from 50% to 36%.
 - c) The maximum front yard setback is increased from 150 feet to 227 feet.
 - d) The maximum percent of parking in front of the structure is increased from 70% to 100%.
- 2) The two existing trees along the new sidewalk shall be protected during construction.

WAIVER REQUESTS

The applicant has requested waivers, included with staff suggested waivers:

- 1) **Section 1143.12(d)(4) – Minimum window / transparent requirement**
Interpreted as the front facing Michelle Drive, the proposed building has 53% transparency, rather than the required 60%.
- 2) **Section 1143.12(d)(6) – Natural materials – brick, stone, glass, masonry**
Interpreted as the front facing Michelle Drive, the proposed building has 36% natural materials (glass and stone) rather than the minimum 50% required.
- 3) **Section 1143.12(c)(2)B – Maximum front yard setback**
Interpreted as the front facing Michelle Drive, the proposed building is setback 227.37 feet rather than 150 feet or less as the code requires.
- 4) **Section 1149.05(a)(3) – Parking location**
100% of the required parking is in front of the principal structure rather than the maximum of 70% as the code requires.

STAFF ANALYSIS

Commentary

Staff comments on site conditions and key aspects of the project:

- **Lot Access / Orientation:** The lot access is unusual in that it is on two dead ends because of the railroad tracks proximity. This was a challenge for both the design team and city staff in application of zoning codes written for a traditional urban grid. The building is placed in a way that allows for the potential future extension of Reagh's Way without compromising safety and visibility of the current need.
- **Multimodal Safety / Equality:** The site has been thoughtfully designed utilizing existing standards and goals for all modes of transportation. As stated in the applicant's narrative, substantial research went into the site selection which was partly based on the agency's service area and customer residences.
- **Future Expansion:** The unpredictability of future expansion could cause future concern for adverse impacts on the surrounding neighborhood regarding noise, light or traffic. However, with the location currently on dead ends, an increase in visibility could actually be an improvement for this neighborhood, adding new social activity to this part of Oxford. A re-evaluation of potential impacts if and when there are expansions or changes in operation would be appropriate.
- **Screening / Compatibility:** The adjacent manufactured home park is also zoned General Business so screening the area from the impact of headlights from parked cars is not technically required. Screening is required for the homes along Reagh's Way because of the residential (R-3) zoning. The existing vegetative screen is adequate as long as it is maintained.
- **Lighting:** A parking lot lighting plan has not been submitted; therefore it is assumed that it will comply with code requirements for minimum security and maximum glare/spillover on to adjacent property. This will be confirmed via a required photometric plan with the building permit. A condition is not necessary.
- **Loading / Large Vehicle Access:** A loading space is provided at the rear of the building where trash facilities are also located. It will be important to insure that any large vehicles such as delivery

trucks and trash or recycling trucks are able to maneuver the site without substantial turning movements or reverse driving. Particularly during customer service times.

- **Landscaping:** The existing trees shown to remain are being counted toward the planting requirement for both the General Business District front yard requirement and the Parking Lot requirement. However, the parking lot requires two additional trees in closer proximity. This revision can be handled without the need for a condition or waiver. Existing trees to be retained should be protected.

General Decision Standards

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

- A. The proposed use is in fact a Conditional Use appropriate in the zoning district in which it is proposed.**
Yes, the use can be allowed as a conditional use. It is not specifically listed but is closest to the category of Government Owned Parks and Recreation in the GB Code and Churches, Libraries and Recreation Centers in the Conditional Use Code.
- B. The use and site will satisfy the general intent of the Zoning Code.**
Yes, the proposed use can be satisfied by allowing this new building to be built in the GB district in this particular location with the appropriate conditions and waivers.
- C. The use and site will be compatible with the general intent of the Comprehensive Plan.**
The site is labelled as a Park on the City's Conservation and Development map. The addition of this social service does alter the park function but it enhances it rather than taking it away.
- D. The size and shape of the site are sufficient for the proposed use.**
The change to this park property will impact approximately 10% of the property allowing for potential future expansion or alteration without removing the importance of the park function from this part of Oxford.
- E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.**
The hours of operation and internal functioning of the building will not be hazardous to the neighboring uses.
- F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.**
A traffic analysis has been provided from Bayer Becker. There will be increased periodic traffic on both streets. Any substantial changes to hours of operation or array of uses will need to be evaluated to determine if impacts are appropriately mitigated.
- G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.**
TOPSS is an additional principal use on the park property. Any uses within or complementary to TOPPS will be considered accessory or should not be permitted without further review.
- H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.**

Opportunity for comment was provided to Fire, Police and Service Departments.

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

Opportunity for comment was provided to Fire, Police and Service Departments.

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

There are no other prefabricated steel structures in the immediate area. However, the separation of this structure from the surrounding properties makes it more appropriate than otherwise sandwiched between contrasting building types.

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

There are no changes to boundaries of the existing parking lot. The new parking lot also includes the ability to turn around and exit in a forward motion.

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

The park is being retained; however any mature trees within construction limits will need to be protected during construction.

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

Staff is not aware of any obstacles for the applicant or owner to obtain additional licensing or permits. A building permit will be required before the construction commences.

SUBMITTED BY:



Sam Perry, AICP
Community Development Director

DATE: April 4, 2019

APPENDIX

RELEVANT ZONING CODE PROVISIONS

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

1147.02(c) Planning Commission Review

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

(1) **Burden of Proof.**

- A. Planning Commission has no obligation to recommend approval and City Council has no obligation to approve a Conditional Use. This Zoning Code assumes that the uses listed in this section are not appropriate unless an applicant proves that the use will not be detrimental to the public health, safety, or general welfare of the City or the neighborhood in which it is proposed.
- B. Applicants shall prove that potential negative impacts of elements such as location, size and extent of facilities and operations, site design, traffic generation, site access, and potential impact upon public facilities will be adequately mitigated.

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

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

1147.02(d) Action by Planning Commission

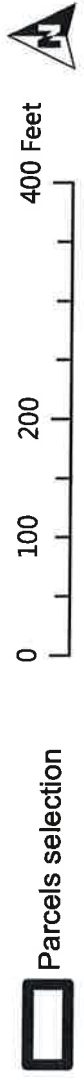
- (1) The Planning Commission shall recommend to Council approval, approval with conditions, or denial of an application as presented and shall clearly state the findings upon which its recommendation is based.
- (2) The Planning Commission shall base its recommendation to Council upon how well the

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

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

- A. Potential Concerns
 - 1. Adequate lot size to permit future expansion.
 - 2. Location and screening of outdoor recreation areas.
 - 3. Bus or van storage.
 - 4. Lighting.
 - 5. Parking and traffic impact.
- B. Regulations.
 - 1. None.

Aerial Map



Parcels selection

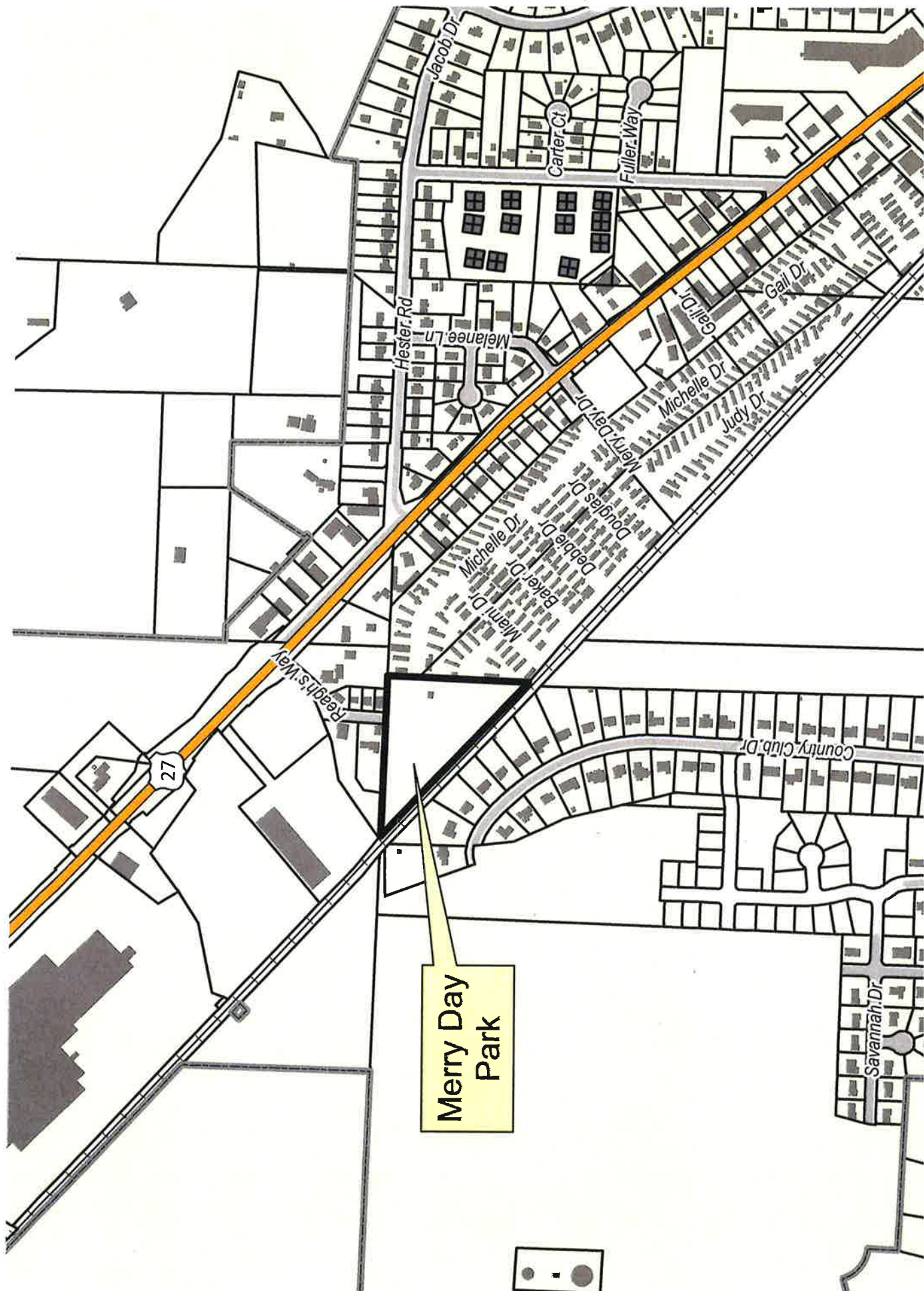


Location Map

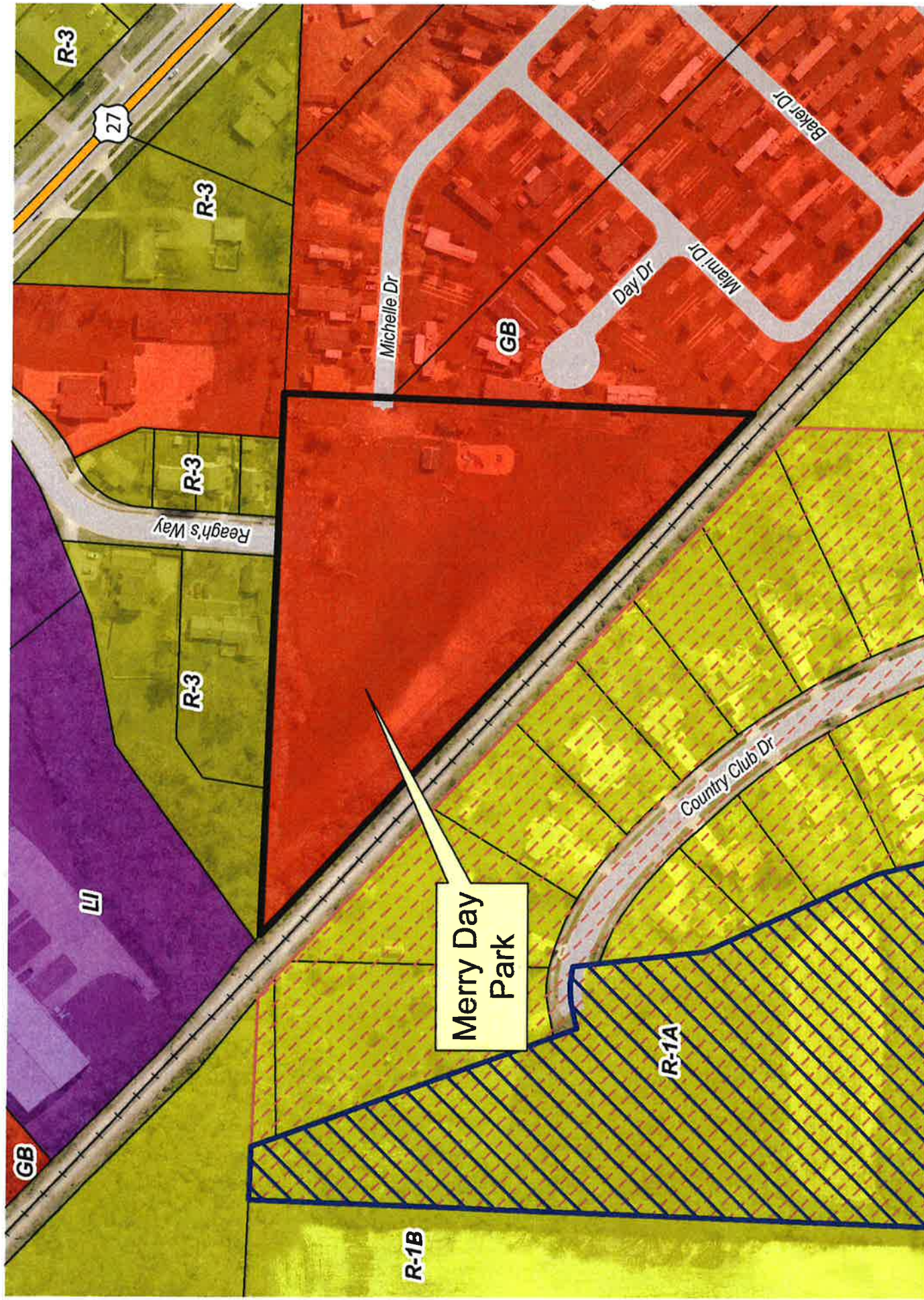
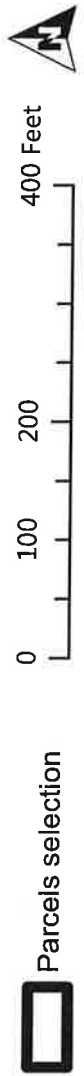
Parcels selection



0 0.05 0.1 0.2 Miles



Zoning Map



City of Oxford
Inter-Office Review Transmittal Sheet

Date: March 4, 2019

To: **Fire Department** Engineering Division Police Department Econ Dev Department

From: Community Development Department

PC-2019-10, CONDITIONAL USE, College Corner Pike, to allow for the construction of Talawanda Oxford
Pantry and Social Services Facility (TOPSS), **Norman Butt, The Architectural Group, Applicant**

 X Review Revisions Other

Please return no later than: **March 29, 2019** Note: If no comments are received, we will assume the
project meets your department's standards.

Drawings are returned: w/comments without/comments

Drawings reviewed by:


John Detherage
PRINTED NAME

Date: 3-7-19

City of Oxford
Inter-Office Review Transmittal Sheet

Date: March 4, 2019

To: Fire Department **Engineering Division** Police Department Econ Dev Department

From: Community Development Department

PC-2019-10, CONDITIONAL USE, College Corner Pike, to allow for the construction of Talawanda Oxford
Pantry and Social Services Facility (TOPSS), **Norman Butt, The Architectural Group, Applicant**

 X Review Revisions Other

Please return no later than: **March 29, 2019** Note: If no comments are received, we will assume the
project meets your department's standards.

Drawings are returned: w/comments without/comments

see memo dated 3/21/19.
-SAO

Drawings reviewed by:

Scott Otto

Date: 3/21/19

Scott Otto

PRINTED NAME



Memo

Service Department
Engineering Division

513/524-5208 fax 513/524-5267

TO: Community Development Department

FROM: Scott Otto, P.E.
City Engineer

RE: PC-2019-10
Conditional Use - College Corner Pike Talawanda Oxford Pantry and
Social Services Facility

DATE: March 21, 2019

The Engineering Division offers the following comment:

- The property is a possible location of the Oxford Area Trail (OATS). The proposed site layout plan will allow the possibility of trail construction on this property.

City of Oxford
Inter-Office Review Transmittal Sheet

Date: March 4, 2019

To: Fire Department Engineering Division **Police Department** Econ Dev Department

From: Community Development Department

PC-2019-10, CONDITIONAL USE, College Corner Pike, to allow for the construction of Talawanda Oxford
Pantry and Social Services Facility (TOPSS), Norman Butt, The Architectural Group, Applicant

 X Review Revisions Other

Please return no later than: **March 29, 2019** Note: If no comments are received, we will assume the
project meets your department's standards.

Drawings are returned: w/comments without/comments

Have had discussions with Norman Butt and
Lara Osborne and offered a few suggestions
regarding security. No major concerns at this
point - appreciate being included in conversation.

This facility might provide some opportunities
for police community outreach.

Drawings reviewed by: _____

Date: 3/9/19

John A. Jones, Police Chief
PRINTED NAME



PC-2019-10

Surrounding Property Owners Notifications Map

Legend

 Subject Area

 200 Ft. Buffer

 Oxford Corp. Limit

 Address Point

 Parcel

 16.5' Vacated ROW

 Building Footprint

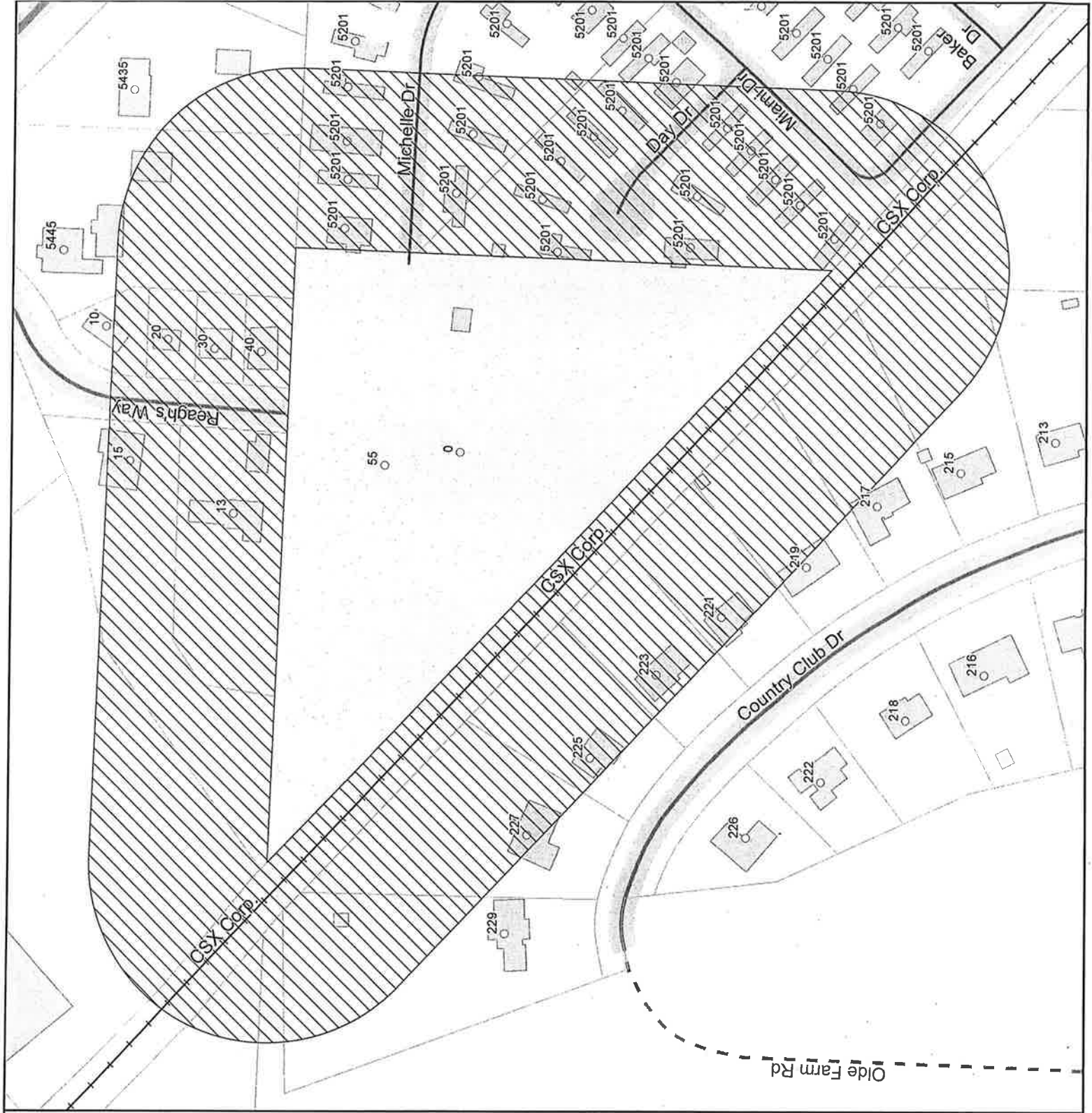
 Paved Roadway



1 inch = 150 feet

Prepared on Friday, March 22, 2019

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





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

CASE NO.: PC-2019-10

DATE OF HEARING: April 9, 2019, 7:00 p.m.

CONDITIONAL USE, 55 Reagh's Way, to allow for the construction of Talawanda Oxford Pantry and Social Services Facility (TOPSS), **Norman Butt, The Architectural Group,**
Applicant

If you cannot attend this public hearing being held before the City of Oxford Planning Commission, but would like to comment on this matter, please complete this form and return it at your earliest convenience to Lynn Taylor, 15 S. College Avenue, Oxford, OH 45056.

Name: Oxford Women's Care Center
(Print)
Address: P.O. Box 1 / 10 Reagh's Way
Oxford, OH 45056

Telephone: Home: N/A (513) 523-1814
(Office#)

COMMENT:

We feel that having the Talawanda/Oxford Pantry & Social Services Facility nearby will be very beneficial to our clients who may be in need of food or other items the Pantry may offer. We look forward to working closely with them to help those in our community who are in need.

Greene Newcomer
Signature

4/5/19
Date



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

CASE NO.: PC-2019-10

DATE OF HEARING: April 9, 2019, 7:00 p.m.

CONDITIONAL USE, 55 Reagh's Way, to allow for the construction of Talawanda Oxford Pantry and Social Services Facility (TOPSS), Norman Butt, The Architectural Group, Applicant

If you cannot attend this public hearing being held before the City of Oxford Planning Commission, but would like to comment on this matter, please complete this form and return it at your earliest convenience to Lynn Taylor, 15 S. College Avenue, Oxford, OH 45056.

Name: Andor + Rachael Kiss

(Print)

Address:

221 Country Club Dr

Oxford, OH 45056

Telephone:

Home: 513-593-6598

Work: 513-~~280-1110~~

COMMENT:

529-4280

We have no objections to this conditional use.

RECEIVED APR 10 2019

Andor + Rachael Kiss
Signature

April 3rd, 2019
Date

LETTER OF AGENCY

To Whom It May Concern:

Please be advised that The Architectural Group, Inc., Norman Butt; Principal, has permission to represent our interest with the City of Oxford and act on our behalf for the Planning Commission Conditional Use Review hearing April 9, 2019, regarding the Talawanda Oxford Pantry and Social Services New Facility at the City's Merry Day Park property located in Oxford, Ohio 45056

Thank-you,

Signed: _____

Lara Osborne
TOPSS

A handwritten signature in black ink, appearing to read 'Lara Osborne', written over a horizontal line.

Date: 2-15-19



Internal Use Only:	PC-2019-10
Case No.	
Date Filed	2/25/19

Conditional Use Permit Application

Applicant Information

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

Name * Norman D. Butt, AIA

Mailing Address * 135 N. Main St.

City, State & Zip Code * Dayton, OH 45402

Telephone Number(s) * 937-223-2500

Email Address buttnd@taguit.com

Owner Information

Name * City Of Oxford; C/O Sam Perry

Mailing Address * 15 S. College Ave.

City, State & Zip Code * Oxford, OH 45056

Telephone Number(s) * 513-524-5266

Email Address sperry@cityofoxford.org

Location and Lot Information

Location of Property * College Corner Pike

Legal Description * LOT # 1728

Zoning District * General Business

Total Area * 4.686 → Check One * Acres ☒ Square Feet ☐

Existing Use Description * Public Park

Proposed Use Description * Public Park with Social Service Agency

Submission Requirements and Documentation

From Section 1147.02(a)¹.

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

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

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

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

Fees & Receipt

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

Sign and Date

Applicant Signature *

NORMAN D. PUGH, AIA

Date *

2/25/2019

Submit Application, Submission Requirements and Documentation, and Fees

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

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

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

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

For Staff Use Only

Fee Paid Date *

2/25/19

Receipt Number *

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

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



135 north main street
dayton, oh 45402-1730
tel 937.223.2500
fax 937.223.0888
www.taguit.com

February 25, 2019

Planning Commission
C/o Sam Perry, AICP
Director,
Community Development Department
City of Oxford
15 S. College Avenue
Oxford, OH 45056

TAG COMMISSION NO. : 1860

RE: Conditional Use Application

Talawanda Oxford Pantry and Social Services New facility (TOPSS)
College Corner Pike
Oxford, OH 45056

Dear City of Oxford Planning Commission,

We are pleased to submit these documents to you in support of the new facility for Talawanda Oxford Pantry and Social Services (TOPSS) in the City of Oxford. We hope that this application, and the documentation contained within can aid and assist you in making your decision in support of our project. We look forward to your review and welcome any commentary from the Planning Commission and the Community at large.

The written, detailed description and responses to the questions in the Conditional Use Permit are as follows, written in bold.

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

Please see attached Conditional Use Permit Application for the name(s), mailing addresses and telephone numbers of the applicant and property owner.

2. If the applicant is not the owner, a statement from the owner that the applicant is entitled to apply on his or her behalf.

Please see attached Agent Authorization Letter dated 02/25/2019.

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

Parcel Number: H4000022000011, Lot #1728.

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

The existing site is 4.686 acres of park land called Merry Day Park which is owned by the City of Oxford. On the east side of the plot there is an existing drinking fountain, playground, basketball post (at termination of Michelle Drive) and a covered shelter providing recreational facilities to the Community. These areas are to remain undisturbed. The plot currently consists of asphalt areas close to the access roads on the north and east side. Adjacent to the Southwest side of the triangular plot there is an existing railway line.

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

The zoning district is GB.

6. *A description of the proposed use.*

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

TOPSS will maintain the core functioning of the Oxford Community Choice Pantry, allowing customers to shop at no-cost for food for their families every two weeks. In order to provide this food, we will receive donations of food from the community, and purchase food from our regional food bank, Shared Harvest. We currently receive approximately 50 donations a month. In addition to supporting shopping, TOPSS will collaborate with other community organizations to provide nutrition and health-related activities and social services. TOPSS will be a satellite location for organizations that provide nutrition classes, community dinners, health-related consultation, and access to applications for free-and reduced-price school meals or SNAP benefits. TOPSS may also itself sponsor a donation-based café and community meals. The Oxford Community Choice Pantry currently serves approximately 300 families a month who shop every two weeks, on average. To accommodate customer vehicles, we are planning a parking lot with 16 spaces. We expect the number of customers to grow somewhat. As TOPSS expand their services, the number of customers for other programs and services will grow to accommodate the families of TOPSS customers.

b. *The hours of operation.*

The hours of operation at the current facility offers six hours of shopping time a week, Mondays and Thursdays 5-7 pm and Saturday 2-4 pm. TOPSS will expand these shopping hours somewhat, but modestly. Processing time for management of food supplies adds another six hours a week. With the addition of social services, including gardening and cooking classes, after-school tutoring programs that will include exercise and nutrition programs, consultation hours, and staff hours, TOPSS hopes to eventually use the building 6 days a week, perhaps as long as 7 am to 7 pm. TOPSS already have MOUs with McCullough-Hyde Memorial Hospital, the Oxford Farmers' Market Uptown, and the Nutrition Program at Miami University for collaborative programming, and are in the process of pursuing other partnerships. Exact hours of operation will depend on the extent to which community partners collaborate with TOPSS staff to develop programming consistent with their mission.

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

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

Adjacent area uses include recreational, residential, healthcare, retail, animal care and other such commercial service businesses. The proposed use is consistent with existing area uses in several ways.

- Merry Day Park provides recreation facilities/ space, and the youth and adult physical health is dependent on exercise. TOPSS after-school and weekend programs will include use of existing park land and equipment. TOPSS will have a small kitchen garden for teaching purposes that will also promote exercise.
- Merry Day Park is adjacent to the property of the Family Resource Center. The Family Resource Center provides other basic social services to TOPSS customer base, so that the services that TOPSS will provide will complement, without duplicating, the services provided by the Family Resource Center. TOPSS hopes to more closely collaborate with

the Family Resource Center to better serve their customers, and this is a relationship that TOPSS already have.

- One third of TOPSS current customer base live within walking distance from Merry Day Park and they currently walk to shop at the Oxford Community Choice Pantry which is located along west Withrow Street. The new location of TOPSS within Merry Day Park is ideal for these customers.

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

The new TOPSS facility is designed to fit on the northeast side of the triangular plot and will consist of single storey structure of approximately 5,667 square feet of building area. The site design is planned in a site specific compact manner to retain maximum structure and landscape that is existing within the plot. The building is located and oriented to allow the utilization of existing asphalt parking area on north side of the plot. Sidewalk connectivity will be provided from the building to both Reaghs Way and Michelle Drive.

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

Our use will not create nuisances such as noise, lighting, odor, fumes, vibrations, or emissions. There will be increased vehicular traffic on Reagh's Way, however, there are already two service operations on Reagh's Way which have generated vehicular traffic. In fact, increased vehicular traffic may be desired to enhance the security of the project site and vicinity.

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

- The existing park has a low lying area on the northwest side which results in water retention. This area is proposed to be used as a detention and water quality basin for the proposed facility and will improve water retention conditions on the site.
- The existing site is located at the end of the street for both Reagh's Way and Michelle Drive. Increased vehicular traffic and proposed sidewalk connectivity between Reagh's Way and Michelle Drive will be beneficial for this area.

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

In the fall of 2015, TOPSS did a survey of Oxford Community Choice Pantry customers, generating responses from 200 families. On that survey, customers indicated that a location on College Corner Pike was optimal because of transportation, convenience, and perceived customer relations. TOPSS spent several years exploring options in the area and found that this location is the best choice in terms of economics, and the City's role in promoting the well-being of their customers.

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

Although estimates of poverty-level residents in the Talawanda School District vary, at least 11% of families in Oxford live in poverty, and 33% of students in the Talawanda School District qualify for free and reduced-price lunches. The Oxford Community Choice Pantry has consistently served 300 families a month, and 600 different families a year, since 2007. Beyond the necessity of emergency food assistance programs in the Talawanda School District, 17% of our customers report nutrition-related chronic diseases, such as high cholesterol, high blood pressure, Types I and II diabetes, food allergies and food intolerance. Other agencies and

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organizations in the community provide some of the services that enhance TOPSS customers' nutritional well-being, and their MOUs with these groups indicate their excitement about a satellite location convenient to our shared customer base.

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

Not Applicable.

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

The mailing addresses of neighboring properties are:

William Fowler and Amy Brooks 13 Reaghs Way Oxford, OH 45056 H4100030000002	Stephanie Brock 20 Reaghs Way Oxford, OH 45056 H4100030000011	Miami of Ohio MHP, LLC 5273 College Corner Pike Oxford, OH 45056 H4100022000013
Fowler and Fowler Associates LTD 15 Reaghs Way Oxford, OH 45056 H4100030000016	Oxford Women's Care Center 10 Reaghs Way Oxford, OH 45056 H4100030000010	Daryl and Kelly Burden 225 Country Club Dr. Oxford, OH 45056 H4100027000008
Gloria Hubbard 40 Reaghs Way Oxford, OH 45056 H4100030000013	Oxford Talawanda Community Services Inc 5445 College Corner Pike Oxford, OH 45056 H4100030000014	Anita Wilson 223 Country Club Dr. Oxford, OH 45056 H4100027000009
Dianna and Sharon Mace 30 Reaghs Way Oxford, OH 45056 H4100030000012	Miami of Ohio MHP, LLC 5201 College Corner Pike Oxford, OH 45056 H4100022000013	Andor and Rachel Kiss 221 Country Club Dr. Oxford, OH 45056 H4100027000010

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

The lease TOPSS signed with the City on February 6, 2019 gives the City the ability to review and approve of all additional services they propose to provide in the future. Because exercise and use of the park is essential for youth and adult physical health, TOPSS want to work to enhance the functioning and use of Merry Day Park by their customers, not threaten it. If the City's Bike Path eventually comes to the Park, TOPSS will be a facility to provide a donation-based café serving healthy snacks, enhancing the operation of the Bike Path.

We hope that this application, and the documentation contained within can aid and assist you in making your decision in support of our project. We look forward to your review and welcome any commentary from the Planning Commission or the Community at large.

Thank you for reviewing our documents and we look forward to any commentary or questions that may arise.

Respectfully,

A handwritten signature in black ink, appearing to read "Norman D. Butt". The signature is stylized with a large "N" and "B".

Norman D. Butt, AIA, , LEED AP BD+C
Principal
The Architectural Group, Inc.

February 25, 2019

Planning Commission
C/o Sam Perry, AICP
Director,
Community Development Department
City of Oxford
15 S. College Avenue
Oxford, OH 45056

TAG COMMISSION NO.: 1860

RE: Conditional Use Application variances

Talawanda Oxford Pantry and Social Services New Facility
College Corner Pike
Oxford, OH 45056

Dear City of Oxford Planning Commission,

We submit this required Conditional Use application for the new building for Talawanda Oxford Pantry and Social Services (TOPSS) in the City of Oxford, per Section 1147 Conditional Use; Community-Oriented Residential Social Service Facilities. Included in this submission are areas of noncompliance with the City of Oxford Zoning Code and we request the following variances as part of the Conditional Use Application.

1. Chapter 1143 Districts

Section 1143.12 GB General Business

d. Supplementary Regulations

3. The building should be oriented so that the principal building entrance faces the principal street or the street providing main access to the site. The entrance must be connected to the street and adjacent parking with clearly marked sidewalks/walkways. The building façades facing the street must adhere to the façade treatment as outlined in the following sections. In no instance, shall the rear of the building face the public right-of-way.

The building is oriented in a manner to allow for continuity of the existing-right-of-way from Reaghs Way. Consequently the front façade of the building and the entryway is oriented towards the east side of the plot instead of the north side facing Reaghs Way which is the access road to this plot. This orientation is done to minimize the demolition of existing structures within the plot and to allow for a future expansion of parking towards the south side without obstructing the existing play area and covered shelter on the east side of the property. This building orientation also allows retention of the existing asphalt parking lot on the north side along Reaghs Way.

The east side of the building is considered as the front façade for architecture purposes and façade treatments. Sidewalk connectivity is provided from both Reaghs Way and Michelle Drive. Minimum required setbacks are met on all sides of the building.

2. Chapter 1143 Districts

Section 1143.12 GB General Business

c. Site Development Regulations

4A Windows and transparent doors must occupy a minimum of 60% of the entire building wall area between 2.5' and 7' above grade plane along the front façade.

For architectural purposes the east side of the building is considered as the front façade of the building.

Front façade area between 2.5' and 7'	=	408 square feet
Area of glazing in this area	=	216 square feet

The front façade provides for 53% transparent glazing in the required area and height of the front façade. Elevation studies were conducted to analyze the possibility of increasing the transparency of the front façade to 60%. This would be possible by providing an unarticulated front façade and compromise the projected entryways and pergola which would in turn disrupt the aesthetics of the building.

3. Chapter 1143 Districts

Section 1143.12 GB General Business

c. Site Development Regulations

Maximum front yard setback. A maximum front yard setback of 150 feet; and at least 75% of the façade of the principal building must be setback no more than 150 feet from the front lot line.

The proposed building is oriented towards the east side of the plot to provide continued connectivity from Reaghs Way. Hence the east side of the building is considered as front façade for architecture purposes only. For setback purpose we consider the north side of the building as the front façade. The building set back on the north side is approximately 65 feet which is within the required limits.

4. Chapter 1143 Districts

Section 1143.12 GB General Business

c. Site Development Regulations

2. Landscaping

A minimum of 1 tree for every 25 linear feet of frontage shall be planted in this area.

Chapter 1149 Districts

Section 1143.12 Vehicle Management

Section 1149.05 Non-Residential Regulations

e. Additional Requirements

4A. All non-residential parking areas shall be screened from an adjacent residential district by a 6-foot high visual screen

6. Landscaping

A1a. A parking area shall have 2 trees per parking facility plus 1 tree for every 5 parking spaces or fraction thereof generally distributed throughout the parking area.

The building is oriented toward east side of the plot to provide continued connectivity from the Reaghs Way.

Total lineal frontage of the east facade (architecture front façade)	=	90 feet
Total lineal frontage of the north facade (building front façade)	=	72.85 feet
Total number of parking provided	=	16

There are three existing trees on the northeast corner of the lot and a dense cover of existing tree-line providing screening from residential zone along the length of the north side of the lot line. This provides the required number of trees and screening at this side of the plot.

There are five existing trees close to the proposed parking lot of which four will be retained. Additionally, two new trees will be planted along east side of the building close to parking area resulting in a total of 6 trees along in close proximity to proposed parking area.

- 5. Chapter 1143 Districts
 - Section 1143.12 GB General Business
 - c. Site Development Regulations

- 6. Landscaping

The front façade of the principal structure shall be finished, utilizing at least 50% natural materials including brick, stone, masonry, glass, or wood. No aluminum or vinyl siding shall be used in finishing or utilized on the front façade of the building.

Front façade area	=	1752 square feet
Area of natural materials in this area	=	567 square feet

The front façade provides 36% of natural material cladding. The remaining 64% of the building façade is covered with metal siding. This is done to reduce the cost of construction to aid development costs for this non-profit Community Oriented Social Service Facility.

- 6. Chapter 1149 Vehicle Management
 - Section 1149.05 Non-Residential Regulations
 - e. Additional Requirements

- 4: Parking Lot Design

Material and width of walkways at least 5'-0" wide.

The proposed sidewalks along the front of the building are 6 and 8 feet wide. New 5 feet wide sidewalks are also proposed along the east and north sides of building to provide connectivity to existing sidewalks along Reaghs Way and Michelle Drive. The existing benches and baseball backstop are relocated

- 7. Chapter 1151 Signs
 - Section 1151.05 Permanent Signs
 - (3). GB-General Building District

- 1. Single Tenant Site: No more than a total of 2 wall or freestanding signs are permitted per site.

- a. Wall Signs: If the average front setback of the structure is less than 100 feet, then the sign may be no more than 3 feet tall. If the average front setback of the structure is 100 feet or greater then a sign may be no taller than the average front setback of the structure multiplied by 0.04, but in no case taller than 12 feet

Average Front set back (east side of lot)	=	225 feet
Allowable height of Wall Sign (225 x 0.04)	=	9 feet
Total height of Wall sign provided	=	4 feet approx.

One freestanding sign is proposed to be located either close to the north side of the parking lot. A discussion with Casey Wooddell has identified this as a location under construction.

We hope that this application, and the documentation contained within can aid and assist you in making your decision in support of our project. We look forward to your review and welcome any commentary from the Planning Commission or the Community at large.

Thank you for reviewing our documents and we look forward to any commentary or questions that may arise!

Respectfully,

A handwritten signature in black ink, appearing to read "Norm D. Butt". The signature is stylized with a large "N" and "B", and a horizontal line extending from the end.

Norman D. Butt, AIA, , LEED AP BD+C
Principal
The Architectural Group, Inc.



*Where Creativity
Meets Functionality*

Civil Engineers | Transportation Engineers | Landscape Architects | Planners | Land Surveyors

February 25, 2019

Mr. Sam Perry
Community Development Director
City of Oxford
15 South College Avenue
Oxford, Ohio 45056

Re: Talawanda Oxford Food Pantry and Social Services New Facility
Trip Generation Information

Dear Mr. Perry,

This letter serves to provide trip generation information for the proposed Talawanda Oxford Food Pantry and Social Services New Facility (TOPSS).

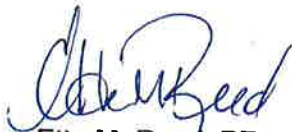
The Institute of Transportation Engineer's *Trip Generation Manual* is the standard tool utilized to estimate the number of vehicular trips to be generated by a land use on a given day and for a given peak hour. The *Trip Generation Manual* does not have published trip generation data for a Food Pantry or Social Services facility.

Based upon data provided by TOPSS, 300 families are served by the facility per month, with each family visiting twice per month. Approximately 1/3 or 100 of the families walk or bicycle to the facility, with another 20 families ridesharing, resulting in 180 families driving vehicles to the facility twice per month. The 180 families generate a total of 720 vehicular trips per month (360 trips entering and 360 trips exiting).

TOPSS is currently open a total of 6 hours per week, from 5-7 PM Monday and Thursday, and 2-4 PM on Saturdays or 24 hours per month. Using the aforementioned trip generation volumes, we would expect TOPSS to generate 15 trips per hour entering and 15 trips exiting per hour of operation (360 trips per month / 24 hours per month = 15 trips per hour).

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

Sincerely,



Etta M. Reed, PE

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>

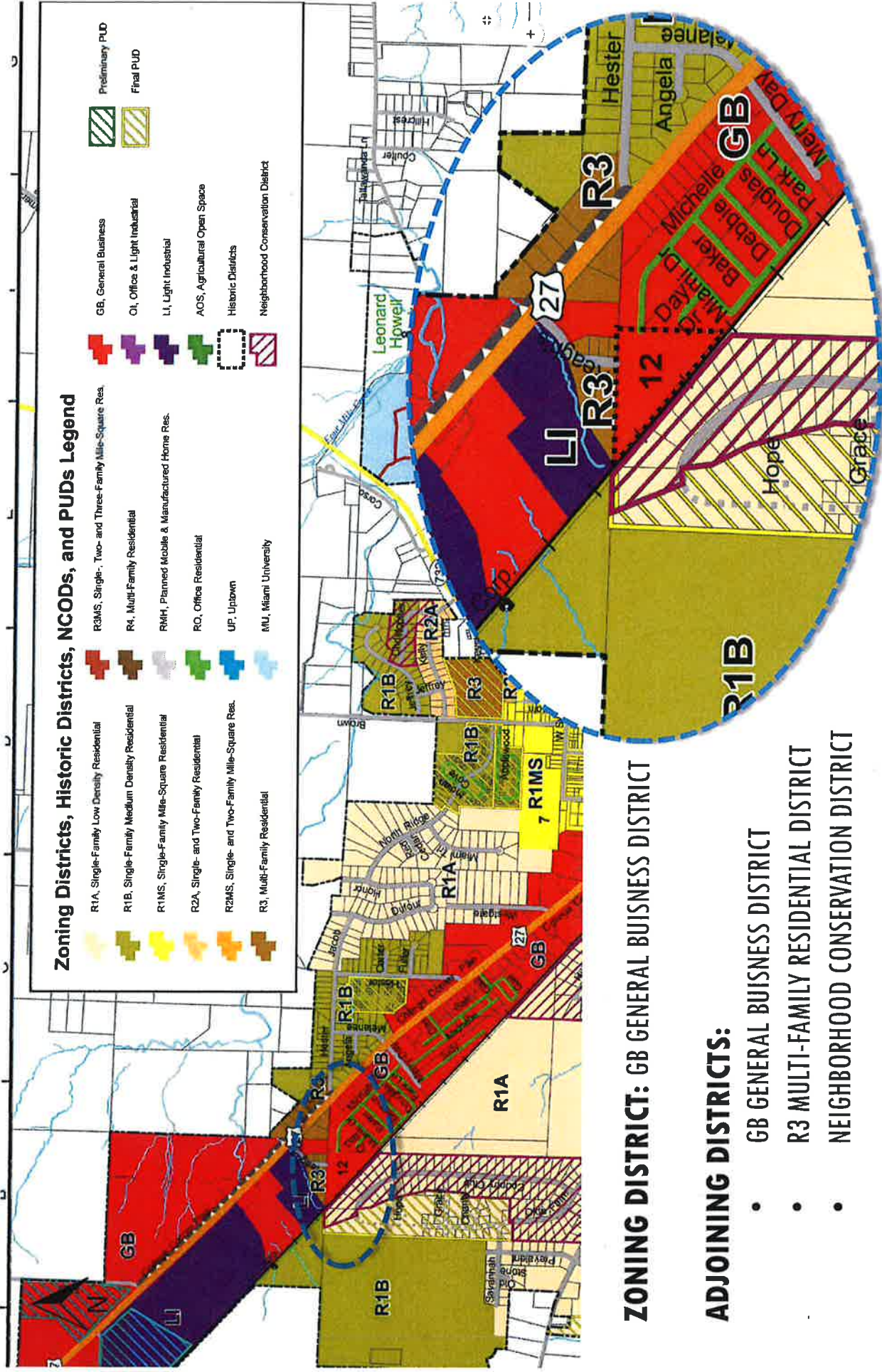
COLLEGE CORNER PIKE, OXFORD, OHIO



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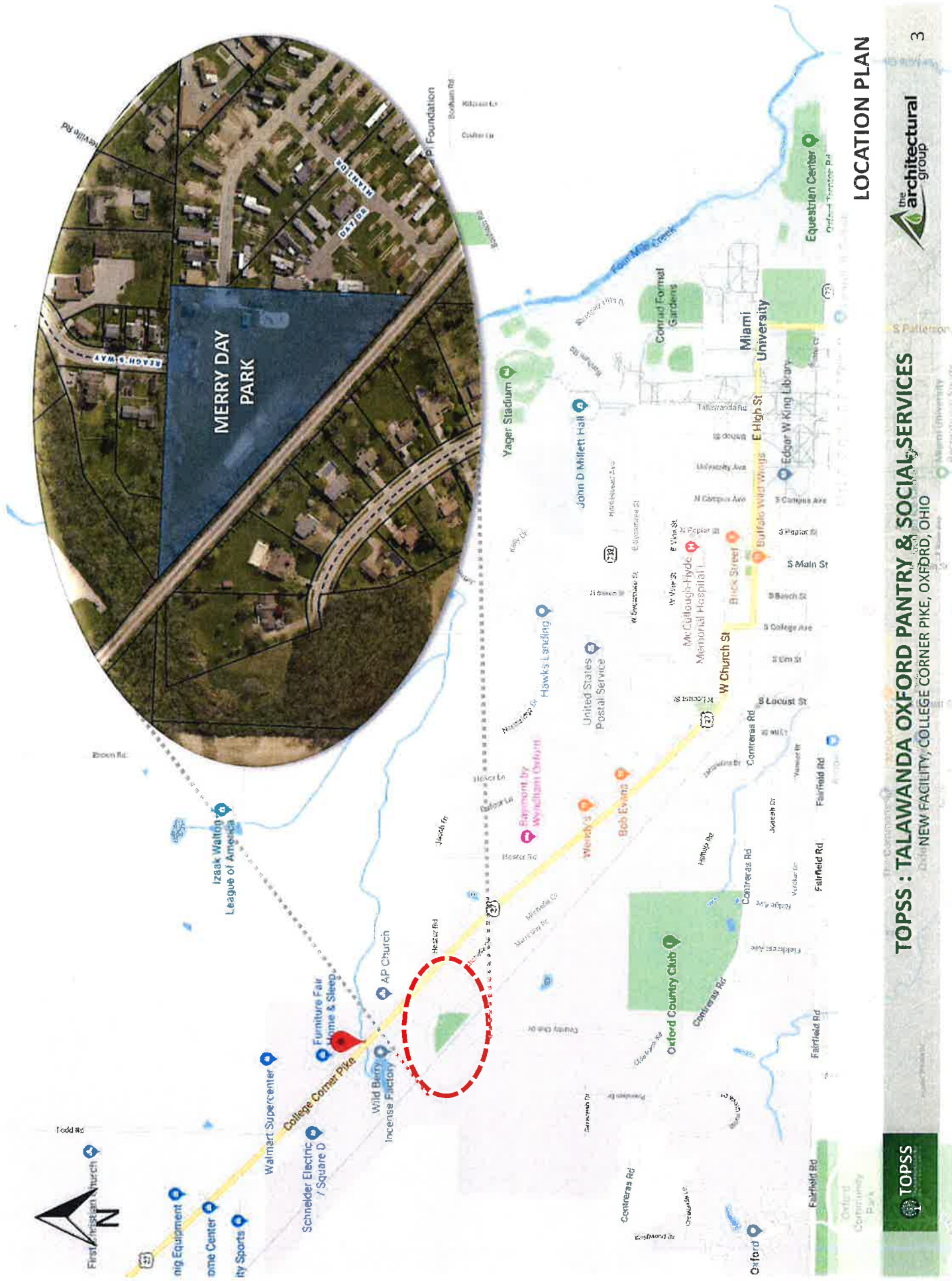


ZONING DISTRICT: GB GENERAL BUSINESS DISTRICT

ADJOINING DISTRICTS:

- GB GENERAL BUSINESS DISTRICT
- R3 MULTI-FAMILY RESIDENTIAL DISTRICT
- NEIGHBORHOOD CONSERVATION DISTRICT

ZONING DISTRICT



LOCATION PLAN

TOPSS : TALAWANDA OXFORD PANTRY & SOCIAL SERVICES
 NEW FACILITY, COLLEGE CORNER PIKE, OXFORD, OHIO

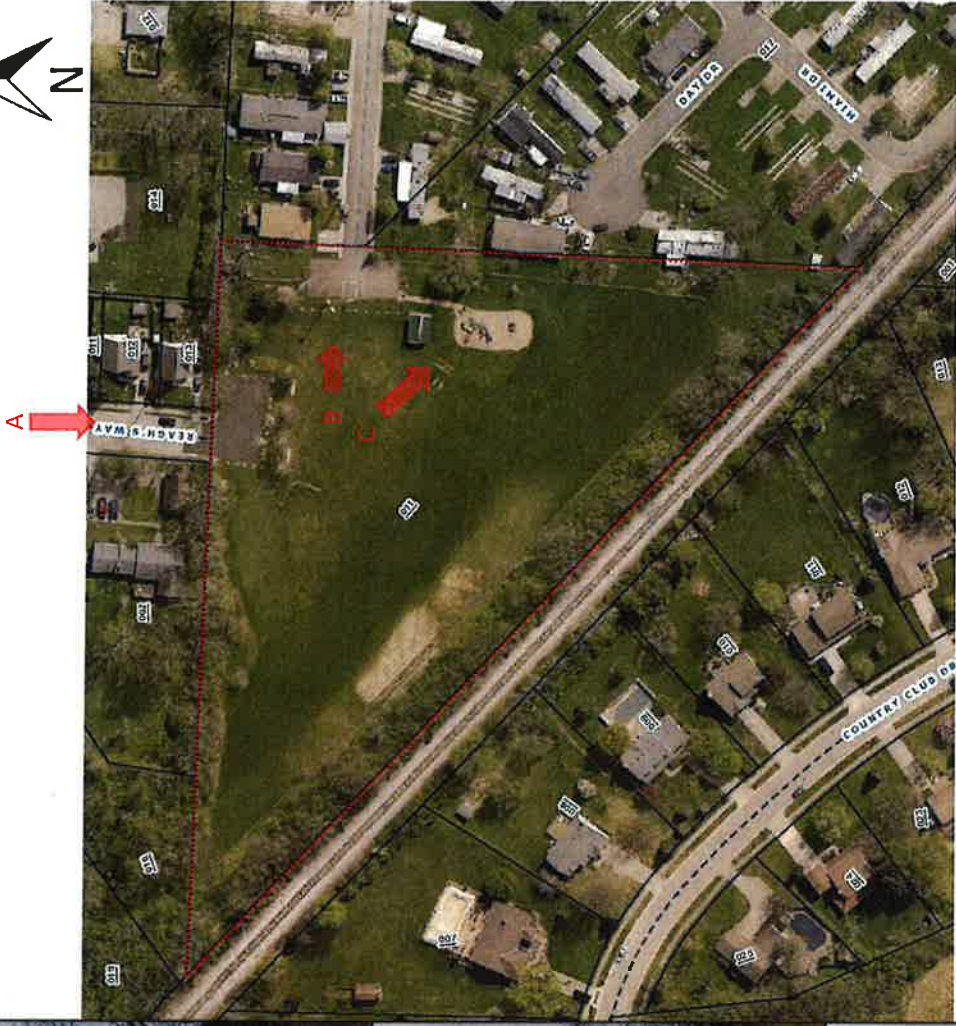




TOPSS : TALAWANDA OXFORD PANTRY & SOCIAL SERVICES
 NEW FACILITY, COLLEGE CORNER PIKE, OXFORD, OHIO



CONTEXT PHOTOS





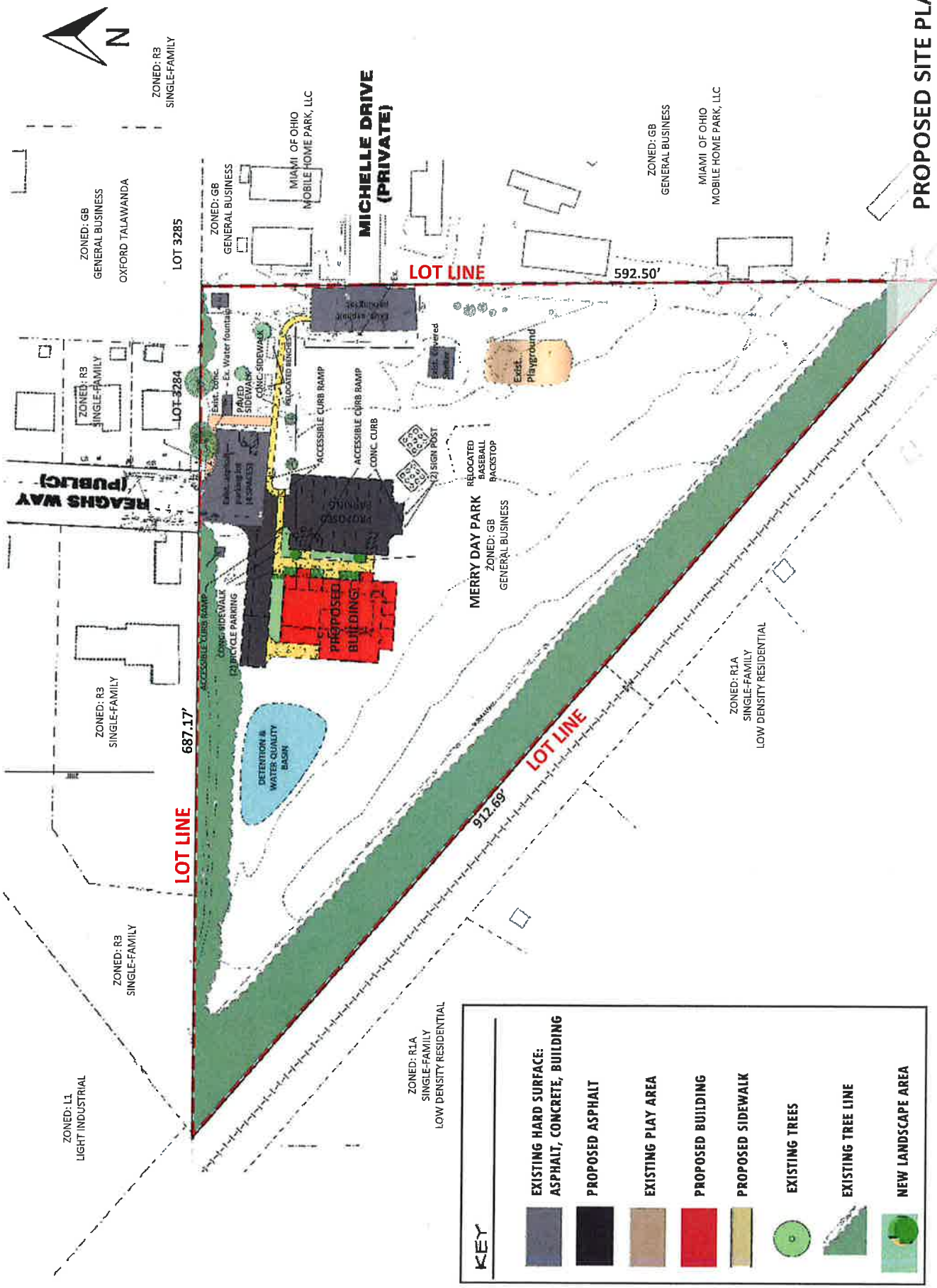
EXISTING SITE PHOTOS



TOPSS : TALAWANDA OXFORD PANTRY & SOCIAL SERVICES

NEW FACILITY, COLLEGE CORNER PIKE, OXFORD, OHIO



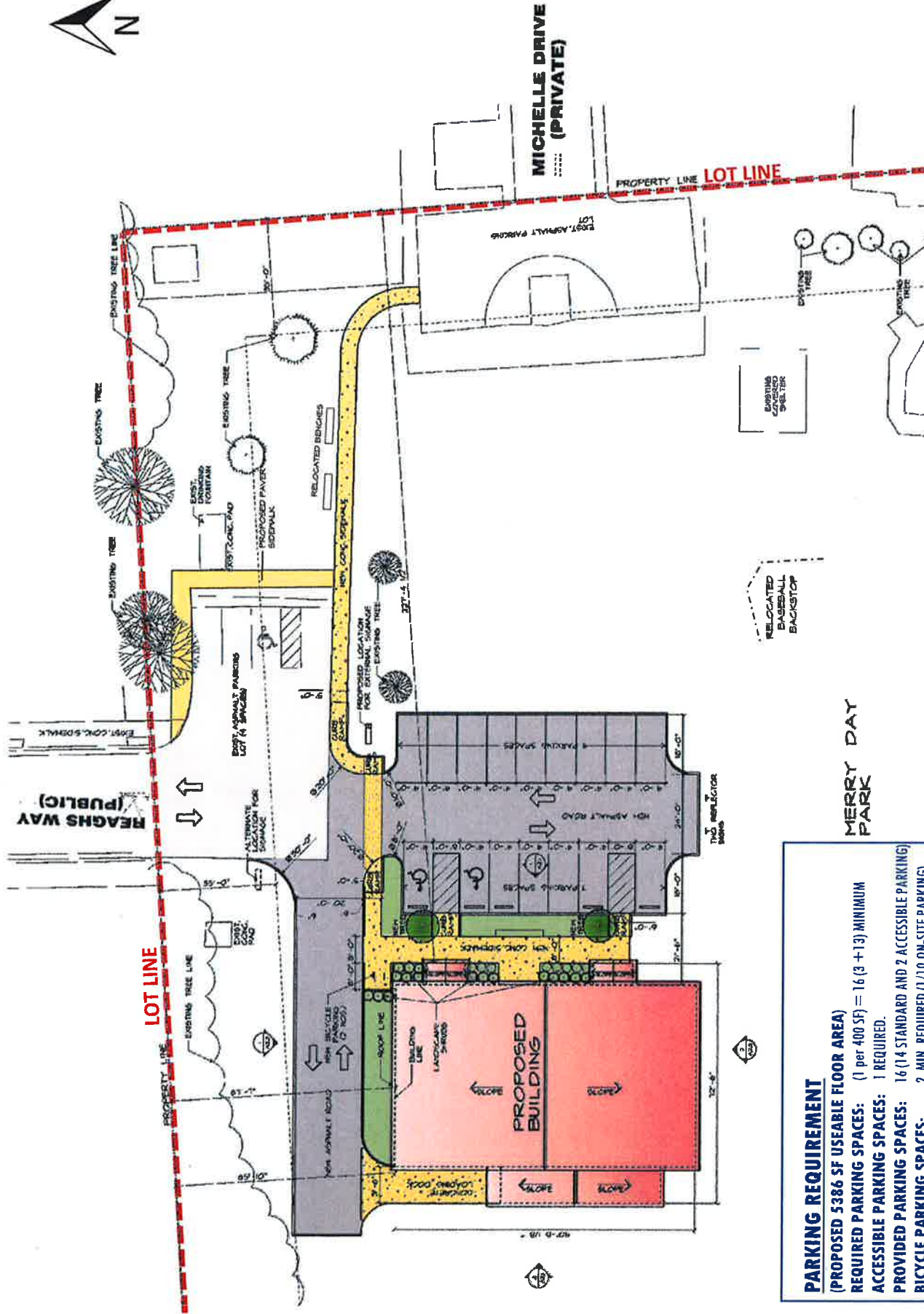


KEY	
	EXISTING HARD SURFACE: ASPHALT, CONCRETE, BUILDING
	PROPOSED ASPHALT
	EXISTING PLAY AREA
	PROPOSED BUILDING
	PROPOSED SIDEWALK
	EXISTING TREES
	EXISTING TREE LINE
	NEW LANDSCAPE AREA

PROPOSED SITE PLAN

TOPSS : TALAWANDA OXFORD PANTRY & SOCIAL SERVICES
 NEW FACILITY, COLLEGE CORNER PIKE, OXFORD, OHIO





ENLARGED ARCHITECTURE SITE PLAN

PARKING REQUIREMENT

(PROPOSED 5386 SF USEABLE FLOOR AREA)

REQUIRED PARKING SPACES: (1 per 400 SF) = 16 (3 + 13) MINIMUM

ACCESSIBLE PARKING SPACES: 1 REQUIRED.

PROVIDED PARKING SPACES: 16 (14 STANDARD AND 2 ACCESSIBLE PARKING)

BICYCLE PARKING SPACES: 2 MIN. REQUIRED (1/10 ON-SITE PARKING)

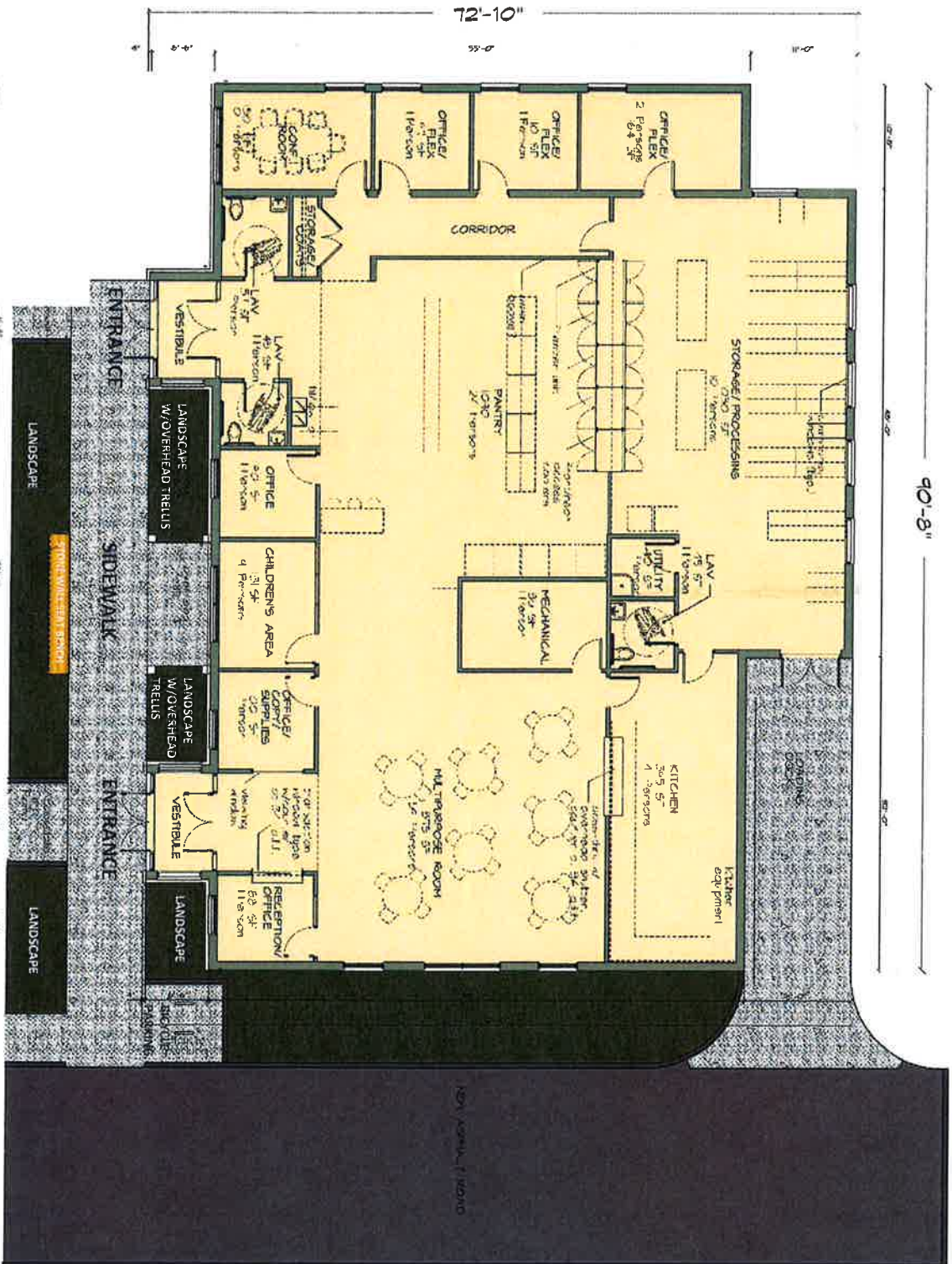
2 SPACES PROVIDED



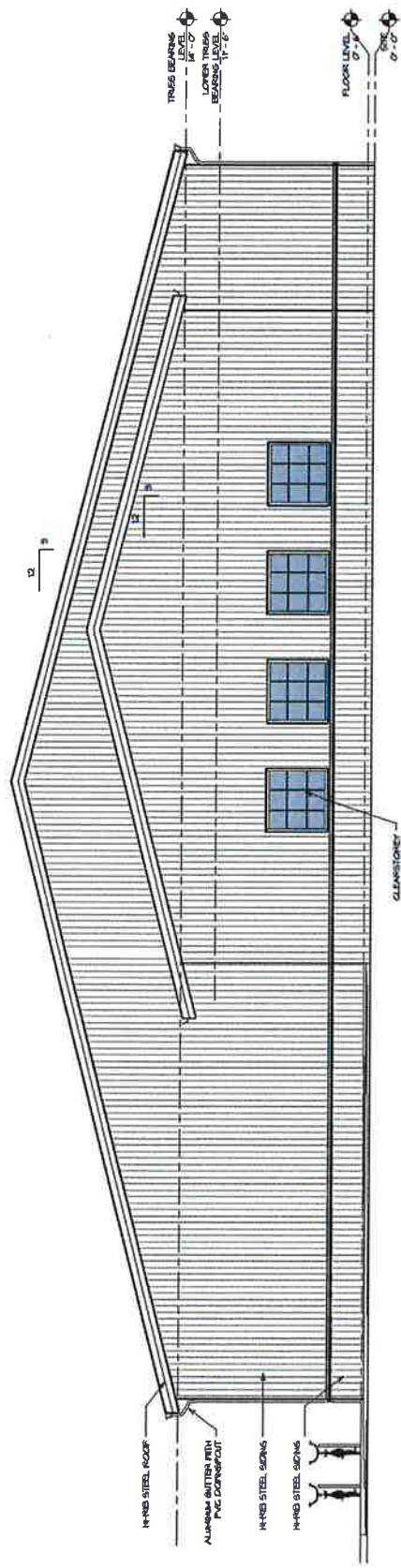
TOPSS : TALAWANDA OXFORD PANTRY & SOCIAL SERVICES

NEW FACILITY, COLLEGE CORNER PIKE, OXFORD, OHIO

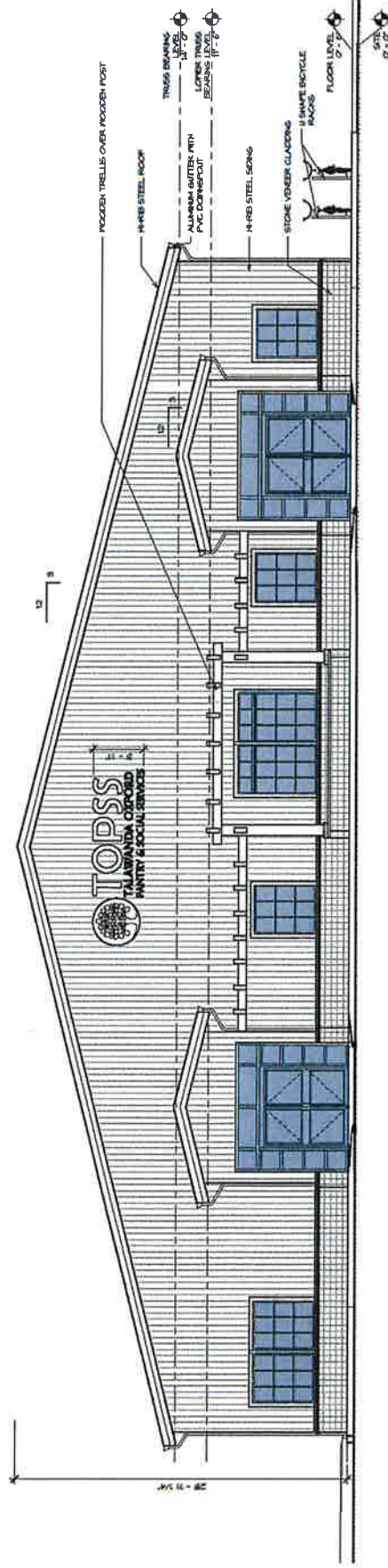




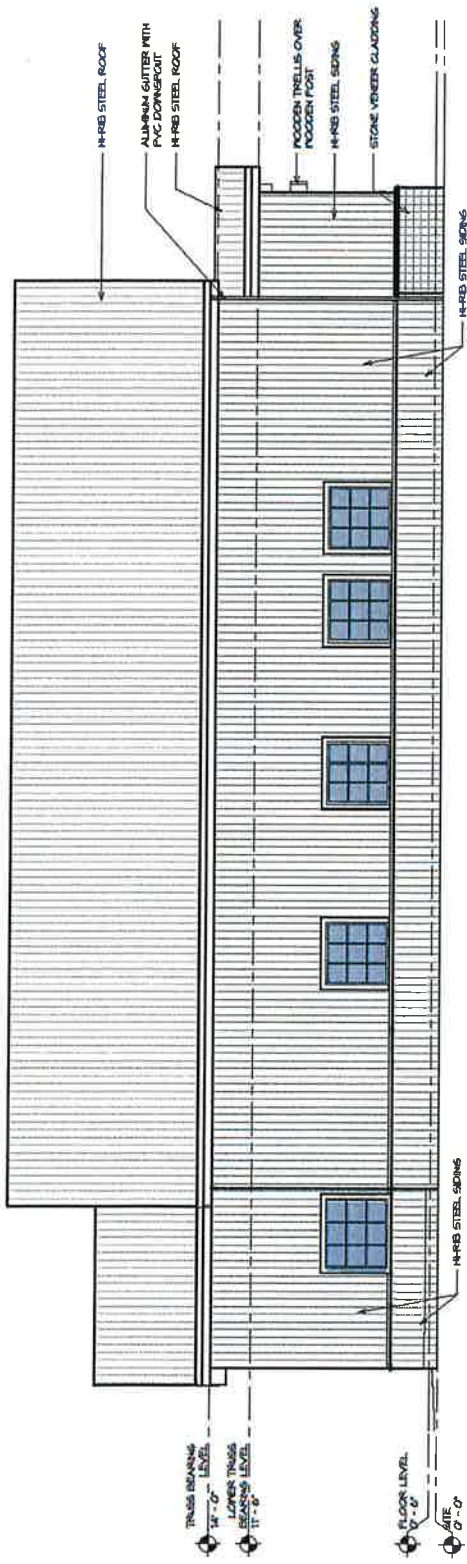
TOPSS : TALAWANDA OXFORD PANTRY & SOCIAL SERVICES
NEW FACILITY, COLLEGE CORNER PIKE, OXFORD, OHIO



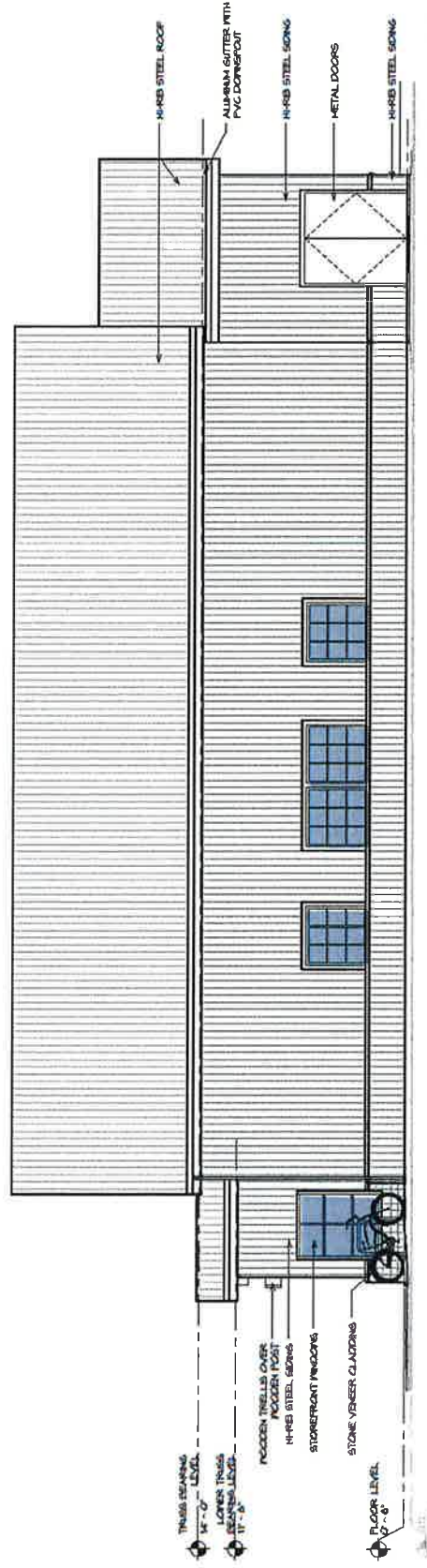
REAR ELEVATION



FRONT ELEVATION



SOUTH SIDE ELEVATION



NORTH SIDE ELEVATION



RENDERED REAR ELEVATION

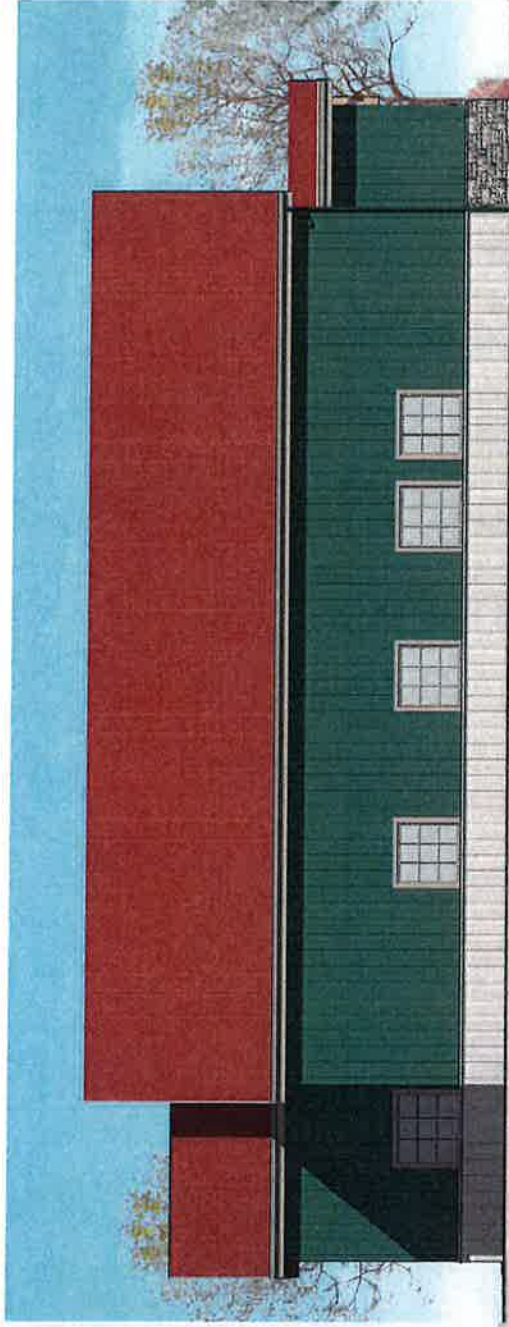


RENDERED FRONT ELEVATION

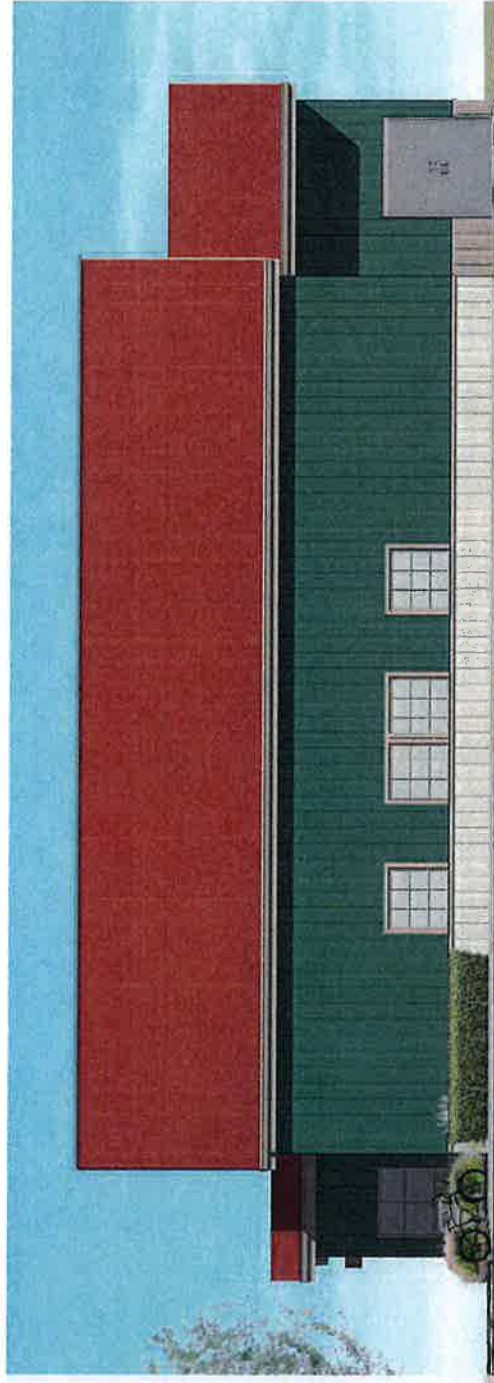


TOPSS : TALAWANDA OXFORD PANTRY & SOCIAL SERVICES
NEW FACILITY, COLLEGE CORNER PIKE, OXFORD, OHIO

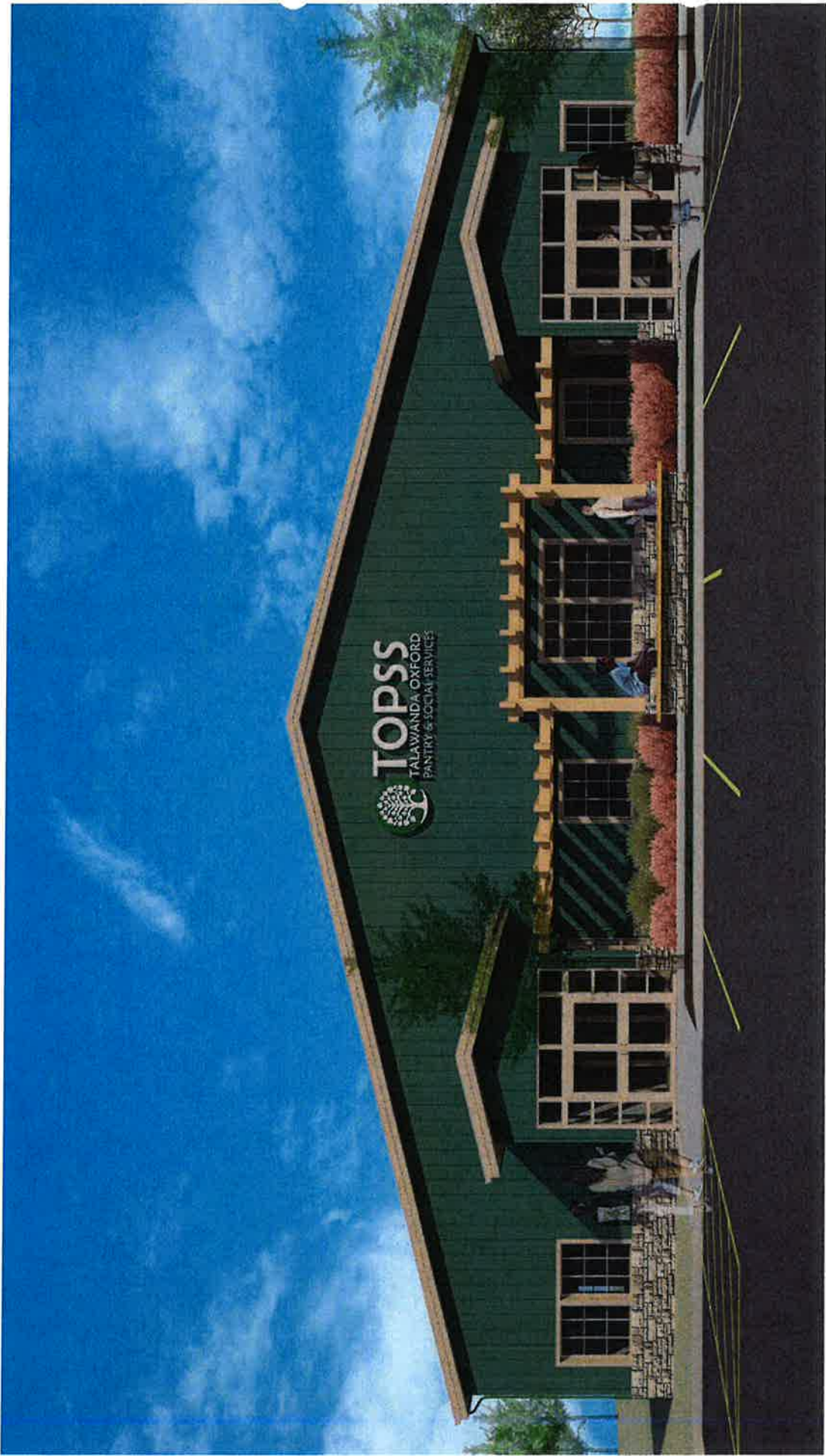




RENDERED SOUTH SIDE ELEVATION



RENDERED NORTH SIDE ELEVATION



RENDERED FRONT VIEW



TOPSS : TALAWANDA OXFORD PANTRY & SOCIAL SERVICES
NEW FACILITY, COLLEGE CORNER PIKE, OXFORD, OHIO





RENDERED CORNER VIEW

TOPSS : TALAWANDA OXFORD PANTRY & SOCIAL SERVICES
 NEW FACILITY, COLLEGE CORNER PIKE, OXFORD, OHIO

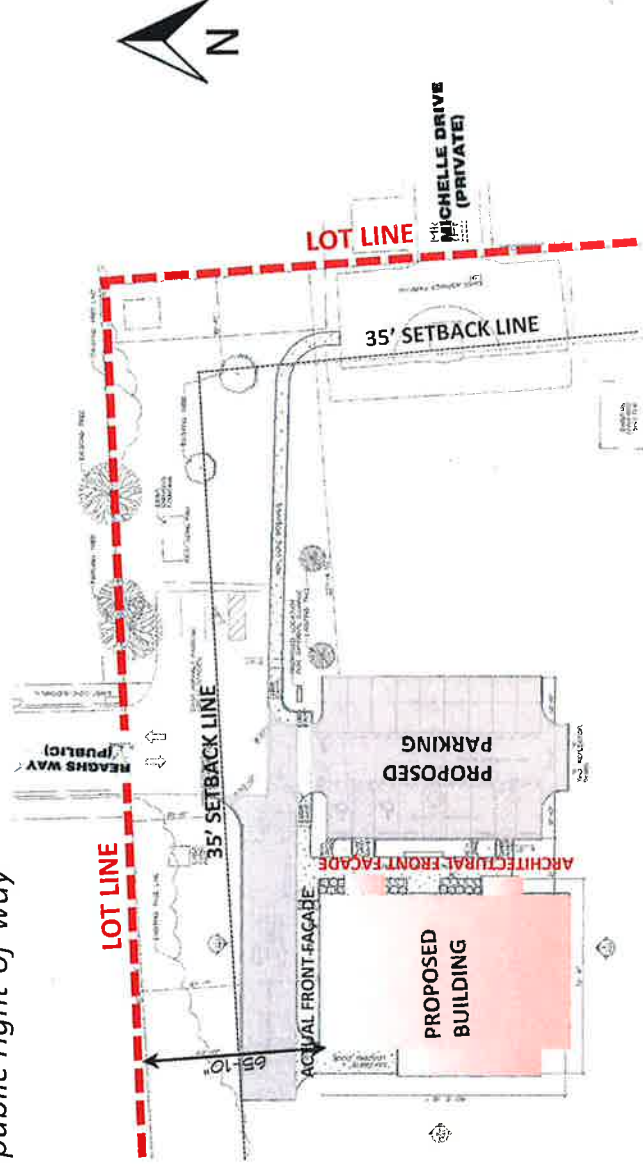


Chapter 1143 Districts

Section 1143.12 GB General Business

d. Supplementary Regulations

3. The building should be oriented so that the principal building entrance faces the principal street or the street providing main access to the site. The entrance must be connected to the street and adjacent parking with clearly marked sidewalks/walkways. The building façades facing the street must adhere to the façade treatment as outlined in the following sections. In no instance, shall the rear of the building face the public right-of-way



- East side of the building set along the axis of the main right of way from Reaghs Way road to allow for retaining existing parking lot on north side of the lot and future expansion of proposed parking lot on south side of the plot.
- Building is oriented away from main access to the site. East side of the building to be considered as architectural front façade instead of actual north front facade.

VARIANCE NO. 1

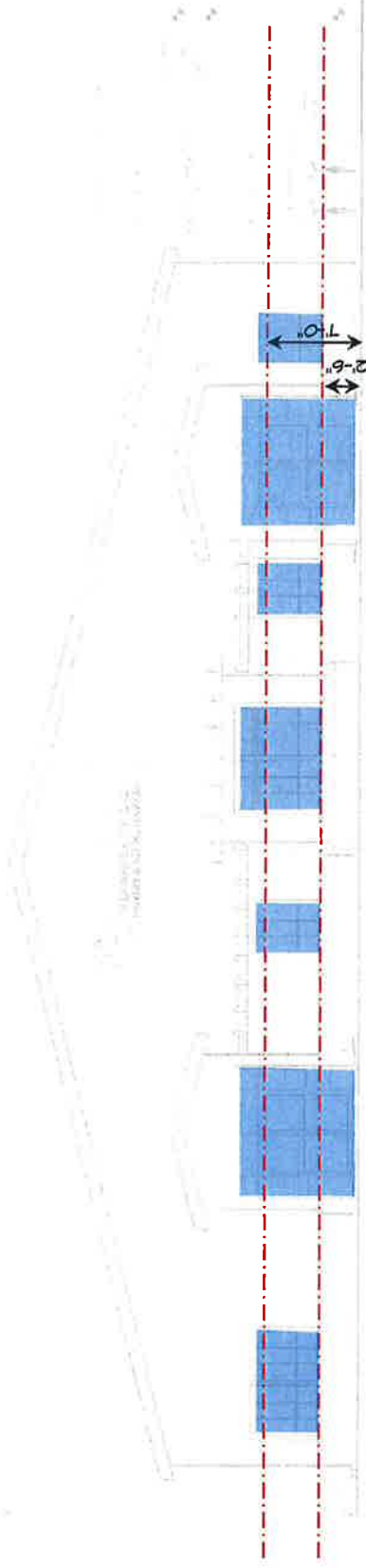
Chapter 1143 Districts

Section 1143.12 GB General Business

c. Site Development Regulations

4A Windows and transparent doors must occupy a minimum of 60% of the entire building wall area between 2.5' and 7' above grade plane along the front façade.

REQUIRED



Front façade area between 2.5' and 7' (east side: architectural front façade) = 408 sq. feet
Area of glazing in this area = 216 sq. feet

PROVIDED

- Community Service oriented non-profit project
- Total glazing = 53% of the front façade.

VARIANCE NO. 2



TOPSS : TALAWANDA OXFORD PANTRY & SOCIAL SERVICES
NEW FACILITY, COLLEGE CORNER PIKE, OXFORD, OHIO



REQUIRED

- ## REQUIRED

REQUIRED

REQUIRED

- ## REQUIRED



REQUIRED

REQUIRED

REQUIRED

- PROVIDED**

PROVIDED

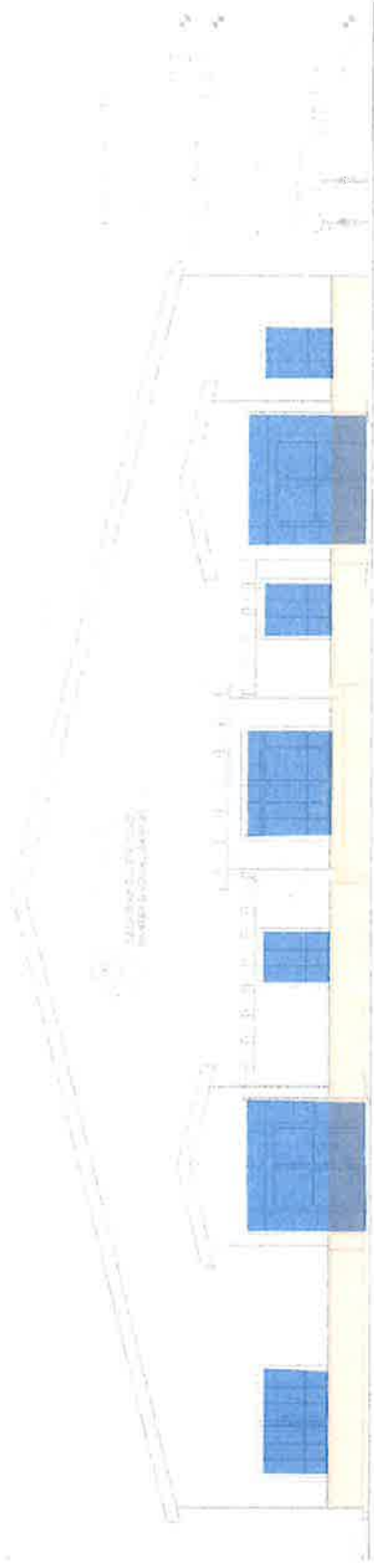
Chapter 1143 Districts

Section 1143.12 GB General Business

c. Site Development Regulations

6. Landscaping

The front façade of the principal structure shall be finished, utilizing at least 50% natural materials including brick, stone, masonry, glass, or wood. No aluminum or vinyl siding shall be used in finishing or utilized on the front façade of the building



Front façade area east side of building	=	1752 sq. feet
Area of natural material in this area	=	567 sq. feet

- Community Service oriented non-profit project
- **Total natural material in front façade = 36% of the front façade.**

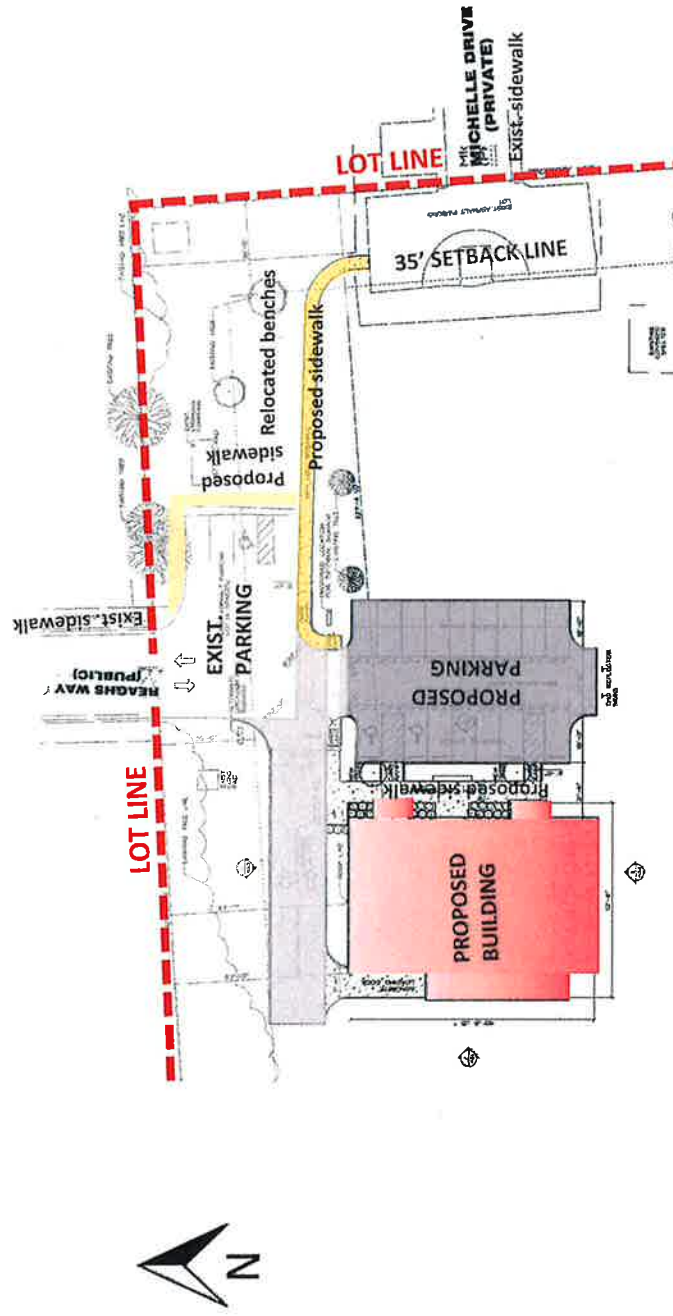
Chapter 1149 Vehicle Management:

Section 1149.05 Non-Residential Regulations

e. Additional Requirements

4: Parking Lot Design

R: Material and width of walkways at least 5'-0" wide.



PROVIDED

- Proposed side walk along the front of the building are 6 to 8 feet wide. New 5 feet wide sidewalks are also proposed along east and north side of building to provide connectivity to existing sidewalks along Reaghs Way and Michelle Drive.
- Existing benches and baseball backstop are relocated

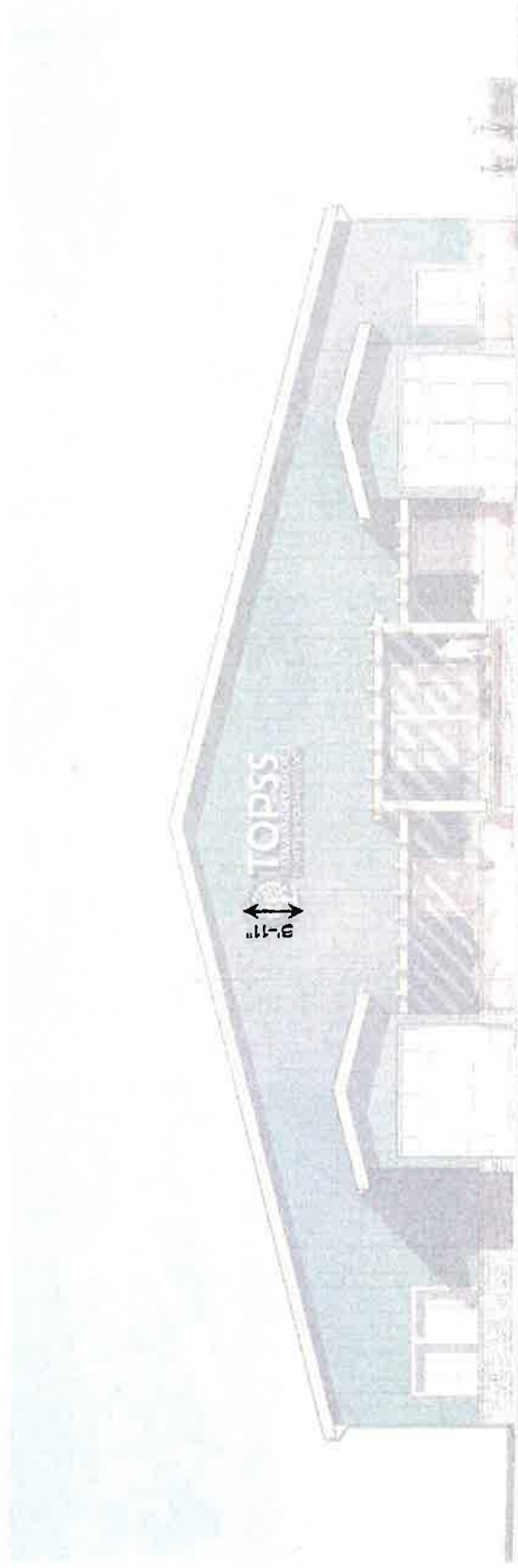
VARIANCE NO. 5

Chapter 1151 Signs

Section 1151.05 Permanent Signs

3). GB-General Building District

1. *Single Tenant Site: No more than a total of 2 wall or freestanding signs are permitted per site.*
- a. *Wall Signs: If the average front setback of the structure is less than 100 feet, then the sign may be no more than 3 feet tall. If the average front setback of the structure is 100 feet or greater then a sign may be no taller than the average front setback of the structure multiplied by 0.04, but in no case taller than 12 feet*



- East side of the building considered as the architecture façade of the building
- Average Front set back (east side of lot) = 225 feet
- Allowable height of Wall Sign (225 x 0.04) = 9 feet
- Total height of Wall sign provided = 4 feet approx.

VARIANCE NO. 6

the architectural group
11, Ohio
North Main Street
101
fax 857.222.0088
web www.thagroup.com
857.222.2500

RENDERED EAST VIEW

RENDERED NORTH EAST CORNER VIEW

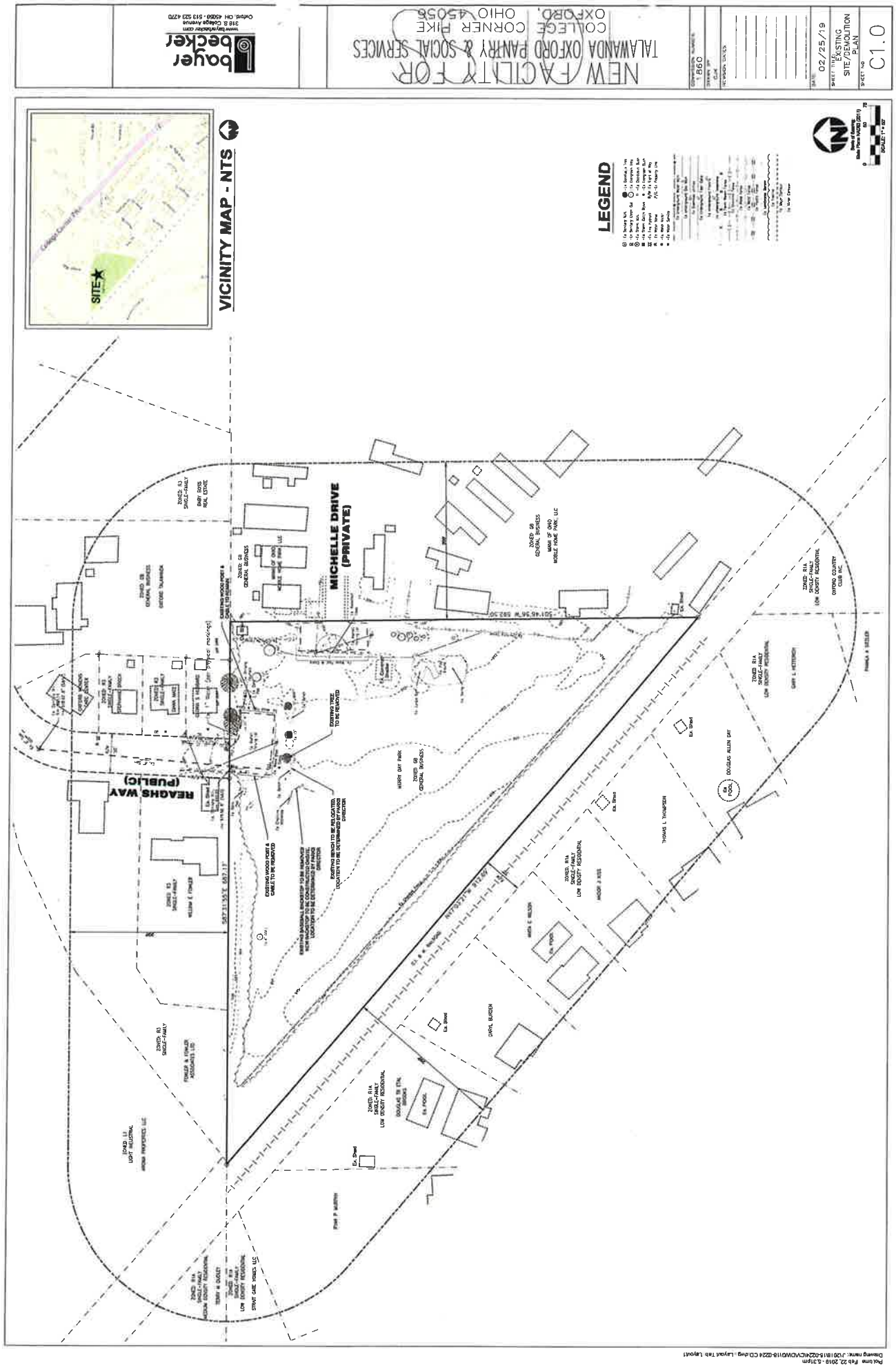
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[illegible]

TL1	TITLE SHEET
CLD	EXISTING SITE / CONVICTION PLAN
CS2D	PROPOSED SITE PLAN
AS/D	ARCHITECTURAL SITE PLAN
AL1	CONCEPTUAL FLOOR PLAN
A21	EXTERIOR ELEVATIONS
A23	EXTERIOR ELEVATIONS

0' 100' 200' 400'

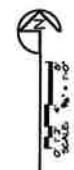
FILE



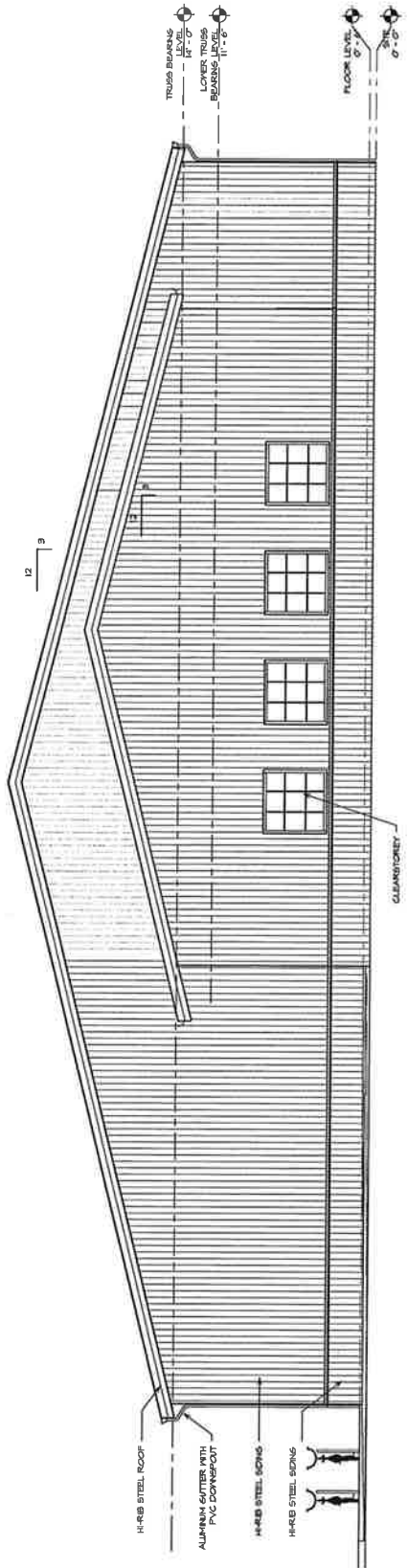


ARCHITECTURE SITE PLAN

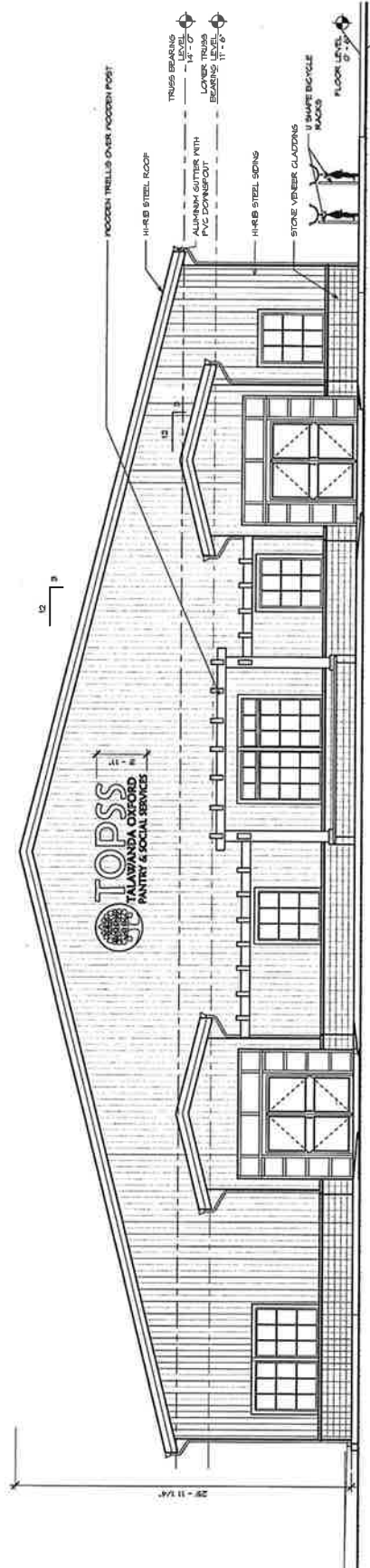
OVERALL BUILDING AREA :	56,61 SF
TOTAL PLOT AREA :	4.606 ACRES



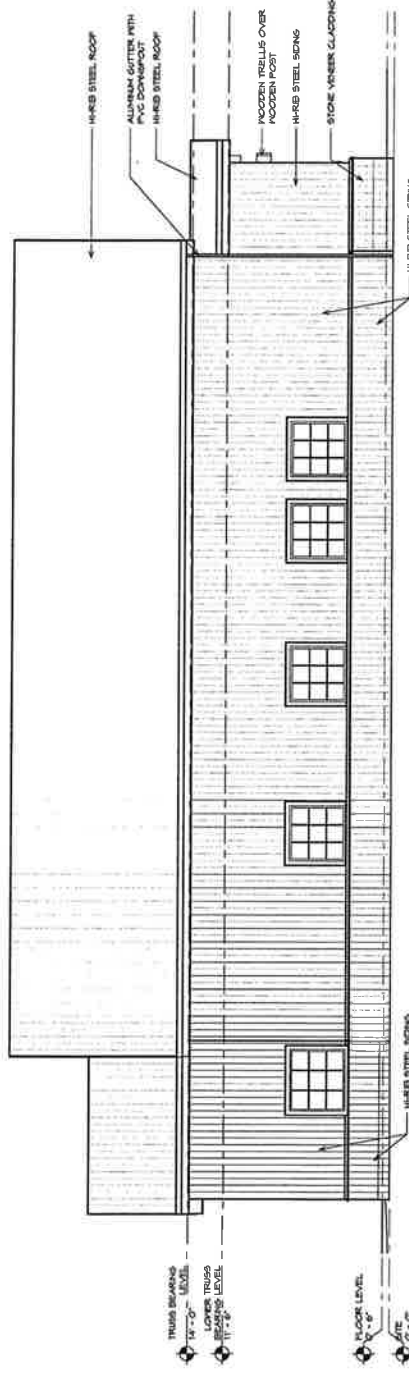
A CONCEPTUAL FLOOR PLAN
OVERALL AREA: 3001 SF



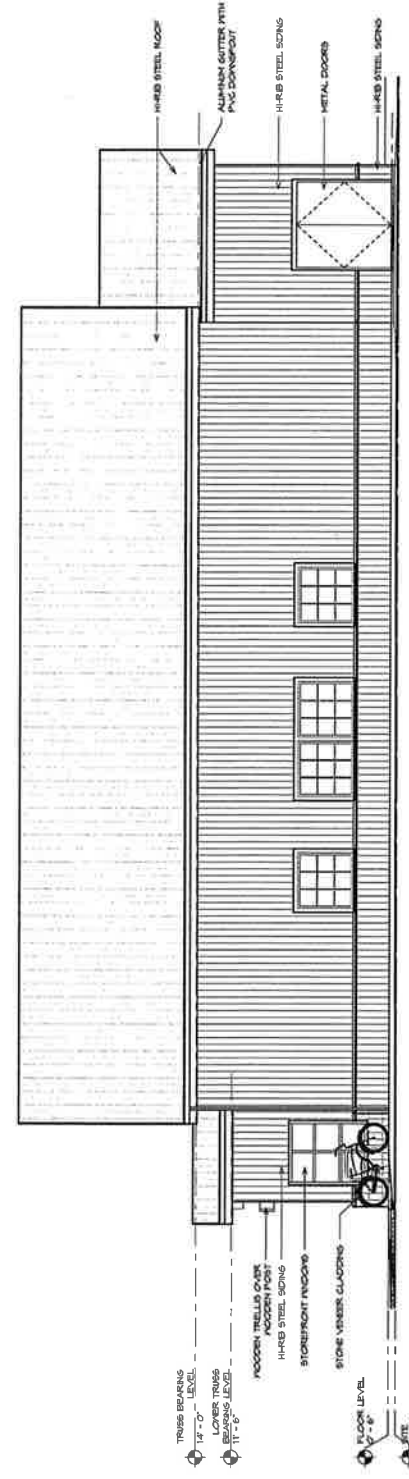
2 WEST SIDE ELEVATION



1 EAST SIDE ELEVATION



2 SOUTH SIDE ELEVATION



1 NORTH SIDE ELEVATION

**CITY OF OXFORD
STAFF SUMMARY REPORT**

Report to City Manager

Council Meeting Of :

4/16/2019

Account Code No. :

see below

Budgeted Amount :

Finance

Originating Department

Joe Newlin

Prepared By

4/11/2019

Date Prepared

Agenda Title:	2019 Supplemental Budget #4
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Recommendation:	Approve
------------------------	----------------

Issue 1

To make adjustment to budget for repairs for the Fire Station roof damaged by recent weather events, from unencumbered balance exceeding stop loss levels

Action Needed:

Revenue Side

NA

Expense Side

Fire & EMS (418)	26,000.00	Expenditures for roof repair
------------------	-----------	------------------------------

Net Effect on Fund Balance/(s)	(26,000.00)	
Increase/(Decrease)		

Issue 2

To make adjustment to budget for actual bond proceeds, payment of note and interest, transfer from the General Fund and issuance costs, original budgeted figures where a best guess estimate

Action Needed:

Revenue Side

Aquatic Center Debt Service Fund (150)	(18,344.60)	Reduce budgeted bond proceeds
Aquatic Center Debt Service Fund (150)	3,445.49	Increase Interest Income
Aquatic Center Debt Service Fund (150)	(14,493.54)	Reduce budgeted General Fund Transfer

Expense Side

Aquatic Center Debt Service Fund (150)	11,725.13	Increase cost of issuance
Aquatic Center Debt Service Fund (150)	(41,117.78)	Reduce interest payments
General Fund (110)	(14,493.54)	Reduce budgeted transfer from General Fund

Net Effect on Fund Balance/(s)	14,493.54	
Increase/(Decrease)		

Issue 3

To make adjustment to budget for actual bond proceeds, payment of bond and interest and transfer from the TIF District's Funds, issuance costs and transfer to Southpointe Improvement Fund, original budgeted figures where a best guess estimate

Action Needed:

Revenue Side

Southpoint TIF Improvement Debt Service Fund (151)	515,884.95	Increase budgeted bond proceeds
Southpoint TIF Improvement Debt Service Fund (151)	133,482.24	Increase budgeted TIF District Funds Transfer
Southpointe TIF Capital Improvement Fund (146)	400,000.00	Increase transfer from Debt Service Fund

Expense Side

Southpoint TIF Improvement Debt Service Fund (151)	1,605.72	Increase cost of issuance
Southpoint TIF Improvement Debt Service Fund (151)	400,000.00	Increase transfer to Southpointe TIF Capital Improvement Fund
Southpoint TIF Improvement Debt Service Fund (151)	255,000.00	Increase bond principal
Southpoint TIF Improvement Debt Service Fund (151)	(7,238.53)	Reduce interest payments

Net Effect on Fund Balance/(s)	400,000.00	
Increase/(Decrease)		

Issue 4

To make adjustment to budget for actual TIF proceeds and transfers from the TIF District's Funds,
original budgeted figures where a best guess estimate

Action Needed:**Revenue Side**

Southpoint TIF District 1 Fund (420)	276,006.80	Increase budgeted TIF proceeds
Southpoint TIF District 2 Fund (421)	(4,655.88)	Decrease budgeted TIF proceeds
Southpoint TIF District 3 Fund (422)	(992.60)	Decrease budgeted TIF proceeds
Southpoint TIF District 4 Fund (423)	(1,018.54)	Decrease budgeted TIF proceeds
Southpoint TIF District 5 Fund (424)	(1,076.72)	Decrease budgeted TIF proceeds

Expense Side

Southpoint TIF District 1 Fund (420)	157,718.90	Increase transfer to Southpointe TIF Debt Service Fund
Southpoint TIF District 2 Fund (421)	(7,661.39)	Decrease transfer to Southpointe TIF Debt Service Fund
Southpoint TIF District 3 Fund (422)	(5,502.81)	Decrease transfer to Southpointe TIF Debt Service Fund
Southpoint TIF District 4 Fund (423)	(5,518.09)	Decrease transfer to Southpointe TIF Debt Service Fund
Southpoint TIF District 5 Fund (424)	(5,554.37)	Decrease transfer to Southpointe TIF Debt Service Fund

Net Effect on Fund Balance/(s) Increase/(Decrease)	134,780.82
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Total Net Effect on Fund Balance/(s) Increase/(Decrease)	523,274.36
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Breakdown by Fund

Fire & EMS (418)	(26,000.00)
Aquatic Center Debt Service Fund (150)	-
General Fund (110)	14,493.54
Southpoint TIF Improvement Debt Service Fund (151)	(0.00)
Southpointe TIF Capital Improvement Fund (146)	400,000.00
Southpoint TIF District Fund 1 (420)	118,287.90
Southpoint TIF District Fund 2 (421)	3,005.51
Southpoint TIF District Fund 3 (422)	4,510.21
Southpoint TIF District Fund 4 (423)	4,499.55
Southpoint TIF District Fund 5 (424)	4,477.65

Net Effect on Fund Balance/(s) Increase/(Decrease)	523,274.36
---	------------

Approved By:

Department Head:

City Manager:

Initials

Date

DRE

4/12/19

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO.3493. SUPPLEMENTAL BUDGET ORDINANCE NUMBER 4 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL YEAR 2019.

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

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

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

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

Aquatic Center Debt Service Fund 150	(18,344.60)
Aquatic Center Debt Service Fund 150	3,445.49
Southpoint TIF Improvement Debt Srv Fund 151	515,884.95
Southpoint TIF District 1 Fund 420	276,006.80
Southpoint TIF District 2 Fund 421	(4,655.88)
Southpoint TIF District 3 Fund 422	(992.60)
Southpoint TIF District 4 Fund 423	(1,018.54)
Southpoint TIF District 5 Fund 424	(1,076.72)

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

Fire & EMS Fund 418	26,000.00
Aquatic Center Debt Service Fund 150	11,725.13
Aquatic Center Debt Service Fund 150	(41,117.78)
General Fund 110	(14,493.51)
Southpoint TIF Improvement Debt Srv Fund 151	1,605.72
Southpoint TIF Improvement Debt Srv Fund 151	400,000.00
Southpoint TIF Improvement Debt Srv Fund 151	255,000.00
Southpoint TIF Improvement Debt Srv Fund 151	(7,238.53)
Southpoint TIF District 1 Fund 420	157,718.90
Southpoint TIF District 2 Fund 421	(7,661.39)
Southpoint TIF District 3 Fund 422	(5,502.81)
Southpoint TIF District 4 Fund 423	(5,518.09)
Southpoint TIF District 5 Fund 424	(5,554.37)

SECTION 4: The following transfer(s) be executed:

Transfer from:	
General Fund 110	(14,493.51)
Southpoint TIF Improvement Debt Srv Fund 151	400,000.00
Southpoint TIF District 1 Fund 420	157,718.90
Southpoint TIF District 2 Fund 421	(7,661.39)
Southpoint TIF District 3 Fund 422	(5,502.81)

Southpoint TIF District 4 Fund 423	(5,518.09)
Southpoint TIF District 5 Fund 424	(5,554.37)

Transfer to:

Aquatic Center Debt Service Fund 150	(14,493.51)
Southpoint TIF Capital Improvement Fund 146	400,000.00
Southpoint TIF Improvement Debt Srv Fund 151	157,718.90
Southpoint TIF Improvement Debt Srv Fund 151	(7,661.39)
Southpoint TIF Improvement Debt Srv Fund 151	(5,502.81)
Southpoint TIF Improvement Debt Srv Fund 151	(5,518.09)
Southpoint TIF Improvement Debt Srv Fund 151	(5,554.37)

SECTION 5: The following increase/(decrease)in revenues be made:

Aquatic Center Debt Service Fund 150	(14,493.51)
Southpoint TIF Capital Improvement Fund 146	400,000.00
Southpoint TIF Improvement Debt Srv Fund 151	157,718.90
Southpoint TIF Improvement Debt Srv Fund 151	(7,661.39)
Southpoint TIF Improvement Debt Srv Fund 151	(5,502.81)
Southpoint TIF Improvement Debt Srv Fund 151	(5,518.09)
Southpoint TIF Improvement Debt Srv Fund 151	(5,554.37)

SECTION 6: In all other respects, Ordinance No. 3493 shall remain in full force and effect.

SECTION 7: This ordinance shall take effect immediately upon its adoption.

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)

Budgeted		Actual		Delta
5,015,000.00	Bond Proceeds	4,996,655.40	Bond Proceeds	(18,344.60) Bond Proceeds
110,099.00	Transfer from General Fund	95,605.46	Transfer from General Fund	(14,493.54) Transfer from General Fund
41,466.00	Prior Year Ending Balance	44,911.49	Prior Year Ending Balance	3,445.49 Prior Year Ending Balance
71,000.00	Cost of Issuance	82,725.13	Cost of Issuance	11,725.13 Cost of Issuance
4,800,000.00	Note Principal	4,800,000.00	Note Principal	- Note Principal
295,565.00	Note Interest	143,600.00	Note Interest	(151,965.00) Note Interest (41,117.78)
-	Bond Interest	110,847.22	Bond Interest	110,847.22 Bond Interest
-	Net Effect	0.00	Net Effect	0.00 Net Effect

Budgeted	Actual	Delta
2,245,000.00 Bond Proceeds	2,760,884.95 Bond Proceeds	515,884.95 Bond Proceeds
59,867.00 Transfer from TIF District Funds	193,349.24 Transfer from TIF District Funds	133,482.24 Transfer from TIF District Funds
45,000.00 Cost of Issuance	46,605.72 Cost of Issuance	1,605.72 Cost of Issuance
2,200,000.00 Transfer to Southpointe TIF Capital Improvement Fund	2,600,000.00 Transfer to Southpointe TIF Capital Improvement Fund	400,000.00 Transfer to Southpointe TIF Capital Improvement Fund
- Bond Principal	255,000.00 Bond Principal	255,000.00 Bond Principal
59,867.00 Bond Interest	52,628.47 Bond Interest	(7,238.53) Bond Interest
- Net Effect	0.00 Net Effect	0.00 Net Effect
Budgeted Revenue	Actual Revenue	Delta Revenue
11,973.00 Southpoint TIF District Fund 1	287,979.80 Southpoint TIF District Fund 1	276,006.80 Southpoint TIF District Fund 1
11,973.00 Southpoint TIF District Fund 2	7,317.12 Southpoint TIF District Fund 2	(4,655.88) Southpoint TIF District Fund 2
11,973.00 Southpoint TIF District Fund 3	10,980.40 Southpoint TIF District Fund 3	(992.60) Southpoint TIF District Fund 3
11,973.00 Southpoint TIF District Fund 4	10,954.46 Southpoint TIF District Fund 4	(1,018.54) Southpoint TIF District Fund 4
11,973.00 Southpoint TIF District Fund 5	10,896.28 Southpoint TIF District Fund 5	(1,076.72) Southpoint TIF District Fund 5
59,865.00 Total	328,128.06 Total	268,263.06 Total
Budgeted Expenditures	Actual Expenditures	Delta Expenditures
11,973.00 Southpoint TIF District Fund 1	169,691.90 Southpoint TIF District Fund 1	157,718.90 Southpoint TIF District Fund 1
11,973.00 Southpoint TIF District Fund 2	4,311.61 Southpoint TIF District Fund 2	(7,661.39) Southpoint TIF District Fund 2
11,973.00 Southpoint TIF District Fund 3	6,470.19 Southpoint TIF District Fund 3	(5,502.81) Southpoint TIF District Fund 3
11,973.00 Southpoint TIF District Fund 4	6,454.91 Southpoint TIF District Fund 4	(5,518.09) Southpoint TIF District Fund 4
11,975.00 Southpoint TIF District Fund 5	6,420.63 Southpoint TIF District Fund 5	(5,554.37) Southpoint TIF District Fund 5
59,867.00 Total	193,349.24 Total	133,482.24 Total
		193,349.24

CITY OF OXFORD STAFF SUMMARY REPORT

Report to the City Manager

Finance
Originating Department

Council Meeting Of: 4/16/2019

Joe Newlin
Prepared by

Account Code No. #: N/A

Budgeted Amount: _____

4/10/2019
Date Prepared

Agenda Title: An Ordinance Approving the Creation a New Fund for the 2019 Operating Budget to Provide for Fire Loss Claims

Recommendation: **Approve**

Discussion:

Only change from original is classifying the new fund as a Special Revenue Fund.

Approved By:

Department Head:
City Manager:

Initial Date
4/10/19
DRE 4/12/19

ORDINANCE NO.

AN ORDINANCE APPROVING THE CREATION OF A SPECIAL REVENUE FUND #426 AS OPPOSED TO A FIDUCIARY FUND FOR THE 2019 OPERATING BUDGET TO PROVIDE FOR FIRE LOSS CLAIMS AND REPEALING ORDINANCE NO. 3508 ADOPTED JANUARY 15, 2019.

WHEREAS, the City Manager and the Finance Director recommend Ordinance No. 3508 creating new Fiduciary Fund #426 be repealed and a new Ordinance be adopted to create Special Revenue Fund #426. The City Manager and the Finance Director have oversight over the activities within the Fire Loss Claims Fund and that it be used for collection of Fire Loss Claims proceeds as security against the total cost of removing, repairing, or securing incurred by the City of Oxford and the release of the proceeds once the repairs, removal, or securing of the building or structure have been completed and the required proof have been received by the City Manager.

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

SECTION 1: Council hereby repeals Ordinance No. 3508 adopted January 15, 2019 and approves and authorizes the Finance Director to create **Special Revenue Fund #426** Fire Loss Claims Fund for the sole purpose of collection of Fire Loss Claims proceeds as security against the total cost of removing, repairing, or securing incurred by the City of Oxford and the release of the proceeds once the repairs, removal, or securing of the building or structure have been completed and the required proof have been received by the City Manager.

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: KATE ROUSMANIERE

PREPARED BY: LAW (STAFF)