



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Assistant City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	5/25/2021
COUNCIL MEETING DATE:	6/1/2021
AGENDA TITLE:	ADA Transition Plan
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 5-28-21</i>

DISCUSSION:

The Americans with Disabilities Act (ADA) establishes that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity”.

Under Title II of the ADA (28 CFR Sec. 35.105), public entities are required to perform a self-evaluation of their current services, policies, and practices with regard to accessibility. The goal of the self-evaluation is to verify that, in managing its programs and facilities, Oxford is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

To pursue this goal, the City of Oxford engaged a student team from Miami University during the Spring Semester 2021 to conduct a partial review of our public facilities and help us complete an ADA Transition Plan. The goals of this project were to:

1. Evaluate the status of ADA compliance across City facilities and public areas.
2. Identify areas of concern and develop a course of action to address necessary improvements.



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3. Develop a strategy for consistent self-evaluation and a system of continuous improvement.

The proposed Americans with Disability Act (ADA) Transition Plan and 2021 Self-Assessment Recommendations are found in Attachment A.

At this time City staff recommend the adoption of this ADA Transition Plan. This document commits the city to regular self-evaluation of our ADA practices and compliance and then allows us to establish areas of needed improvements.

Future projects will be budgeted as a part of ongoing capital projects planning to ensure equal access for all of Oxford's residents and visitors.

RESOLUTION NO.

A RESOLUTION OF OXFORD CITY COUNCIL ADOPTING AN AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN.

WHEREAS, the Americans with Disabilities Act (ADA) establishes that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity”; and

WHEREAS, under Title II of the ADA (28 CFR Sec.35.105), public entities are required to perform a self-evaluation of their current services, policies, and practices with regard to accessibility; and

WHEREAS, the goal of the self-evaluation is to verify that, in managing its programs and facilities, the public entity is providing accessibility and not adversely affecting the full participation of individuals with disabilities; and

WHEREAS, City Council has determined that the adoption of an American with Disabilities Act (ADA) Transition Plan is in the best interest of the citizens and visitors of the City of Oxford and should be adopted immediately.

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

SECTION 1: Council hereby adopts the American with Disabilities Act (ADA) Transition Plan as set forth in Exhibit “A” attached hereto and authorizes the City Manager to take all steps necessary to implement the plan.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

Americans with Disabilities Act (ADA) Transition Plan

City of Oxford, Ohio



15 South College Avenue

Oxford, OH 45056

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Cityofoxford.org

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Introduction

Transition Plan Need and Purpose

The Americans with Disabilities Act (ADA) is a civil rights law prohibiting discrimination against individuals on the basis of disability. It was enacted on July 26, 1990, and was amended in 2008 with the ADA Amendments Act. The ADA consists of five titles outlining protections in the following areas:

- I. Employment
- II. State and local government services
- III. Public accommodations
- IV. Telecommunications
- V. Miscellaneous Provisions

Title II of the ADA pertains to the programs, activities, and services provided by public entities. The City of Oxford (the City) must comply with this section of the ADA, as it specifically applies to public service agencies. Title II of the ADA states that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.” (42 USC Sec. 12132; 28 CFR Sec. 35.130)

As required by Title II of the ADA (28 CFR Part 35 Sec. 35.105 and Sec. 35.150), the City of Oxford conducts regular self-evaluation of its services, programs, activities, and facilities on public property and within public rights-of-way. With the information gathered by this evaluation, a Transition Plan is then developed detailing the methods to be used to ensure compliance with ADA accessibility requirements.

The ADA and its Relationship to Other Laws

Title II of the ADA is companion legislation to two previous federal statutes and regulations: the Architectural Barriers Act (ABA) of 1968 and Section 504 of the Rehabilitation Act of 1973.

The Architectural Barriers Act of 1968 is a Federal law that requires facilities designed, built, altered, or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal department or agency. Title II of the ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

Agency Requirements

Under Title II, the City of Oxford must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and usable by individuals with disabilities [28 CFR Sec. 35.150].
- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability [28 CFR Sec. 35.130 (a)].
- Must make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result [28 CFR Sec. 35.130(b)(7)].
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective [28 CFR Sec. 35.130(b)(iv) & (d)].
- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others [29 CFR Sec. 35.160(a)].
- Must designate at least one responsible employee to coordinate ADA compliance [28 CFR Sec. 35.107(a)]. This person is typically referred to as the ADA Coordinator. The public entity must provide the ADA Coordinator's name, office address, and telephone number to all interested individuals [28 CFR Sec. 35.107(a)].
- Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons [28 CFR Sec. 35.106]. The notice must include the identification of the employee serving as the ADA Coordinator and must provide this information on an ongoing basis [28 CFR Sec. 104.8(a)].
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [28 CFR Sec. 35.107(b)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

Designation of Responsibility

In accordance with 28 CFR 35.107(a), the City of Oxford has designated the following person to serve as ADA Title II Coordinator, to oversee the City's policies and procedures:

Jessica Greene

Assistant City Manager

In accordance with 28 CFR 35.150(d)(3), the City of Oxford has designated the following persons to serve as ADA Transition Plan Implementation Coordinators, to monitor the City's progress and manage review and updates of this document:

Jessica Greene

Assistant City Manager

Self-Evaluation

Overview

Under Title II of the ADA (28 CFR Sec. 35.105), public entities are required to perform a self-evaluation of their current services, policies and practices with regard to accessibility. The goal of the self-evaluation is to verify that, in managing its programs and facilities, Oxford is providing accessibility and not adversely affecting the full participation of individuals with disabilities. The intent of the ADA self-evaluation is to review Oxford's entire public program, including all facilities on public property and within public rights-of-way, in order to identify any obstacles or barriers to accessibility that need to be addressed.

Facility Standards and Procedures

Improvement Schedule

The City of Oxford is in the process of evaluating all remaining facilities and will address the deficiencies listed above along with any additional deficiencies found after evaluation of the remaining facilities.

Previous Practices

Since the adoption of the ADA, the City of Oxford has strived to provide accessible pedestrian features as part of the City's capital improvement projects. As additional information was made available regarding the methods of providing accessible pedestrian features, the City updated its procedures to accommodate these methods.

ADA Transition Plan for The City of Oxford, Ohio

In recent years, the City has implemented the following accessibility improvements to its pedestrian facilities:

- With all resurfacing programs, the City marks all deficient concrete walkways and driveway aprons for replacement and then oversees the replacement work.
- The City ensures that all roadway reconstruction projects address ADA accessibility in terms of curb ramps and sidewalk grades to the maximum extent possible.

Methodology

The City of Oxford will utilize two methods for upgrading pedestrian facilities to current ADA standards.

The first and most comprehensive method is through scheduled street and utility improvement projects. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards. The second method is through specific sidewalk and ADA accessibility improvement projects that are identified individually. These projects will be incorporated on a case-by-case basis as determined by City staff.

Policy

The City's goal is to continue to provide accessible pedestrian design features as part of its capital improvement projects. The City has adopted ADA design standards and procedures that will be kept up-to-date with nationwide and local best-management practices. The City will consider and respond to all accessibility improvement requests. All accessibility improvements that are deemed reasonable will be scheduled consistent with transportation priorities. The City will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the City jurisdiction are ADA compliant to the maximum extent feasible. Requests for accessibility improvements can be submitted to the ADA Coordinator.

As required by the Americans with Disabilities Act, the city has posted the following notice outlining its responsibilities with regard to ADA compliance.

Public Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the City of Oxford will not discriminate against qualified individuals on the basis of disability in city's services, programs or activities.

Employment: The City of Oxford does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act (ADA).

Effective Communication: The City of Oxford will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the city's programs, services and activities.

Modifications to Policies and Procedures: The City of Oxford will make all reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy all city programs, services and activities. For example, individuals with service animals are welcomed in city offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a city program, service or activity, should contact the office of the ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the city to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

The City of Oxford will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

City of Oxford Grievance Procedure

The City of Oxford Grievance Procedure under the Americans with Disabilities Act

The City of Oxford Civil Rights Commission will review and address any concerns regarding ADA compliance in the City of Oxford.

Grievances may be made online on the Civil Rights Commission page or by writing the City Manager.

City of Oxford
C/O Douglas R. Elliott, Jr.
15 S. College Ave.
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2021 Review of Public Facilities

Building Facilities and Related Parking Lots (BFRP)

For each facility an ADA Checklist for Existing Facilities was completed. The checklist follows four priority areas that were identified in the Department of Justice ADA Title II regulations:

- Priority 1 – Accessible approach and entrance
- Priority 2 – Access to goods and services
- Priority 3 – Access to public toilet rooms
- Priority 4 – Access to other items such as water fountains and public telephones

Under Priority 1, an accessible route from site arrival points and an accessible entrance to the facility was reviewed. This included evaluation of parking lots and other parking facilities (such as parking garages) with regard to ADA requirements for provision of accessible parking spaces.

City of Oxford Owned Properties

Parks:

Northside Bark Dog Park, 5160 Morning Sun Rd

Leonard G. Howell Park, 5200 Bonham Rd*

Memorial Park, 2 E High St

Inloes Park, 5901 Contreras Rd

Robert M. Artz Park, S Main St

South Locust Park, Sandra Dr

Merry Day Park, 55 Reaghs way

Community Park, 6801 Fairfield Rd Oxford, OH*

Public Buildings:

Police Department, 101 E High St

Courthouse, 18 W High St*

Municipal Building, 15 S College Ave

Tri-Community Center, 6025 Fairfield Rd

Fire Department, 217 S Elm St

City Garage, 945 S Main St

Water Treatment plant, 4935 Trenton Oxford Rd

WasteWater Treatment Plant, 501 Mckee Ave

Parking Facilities:

Uptown Parking lot, 21 N Main St*

Parking Garage, 6 W Walnut St *

Other:

Western Knolls Sec. 8 Oxford Reily Rd

Water Tower Contreras Rd

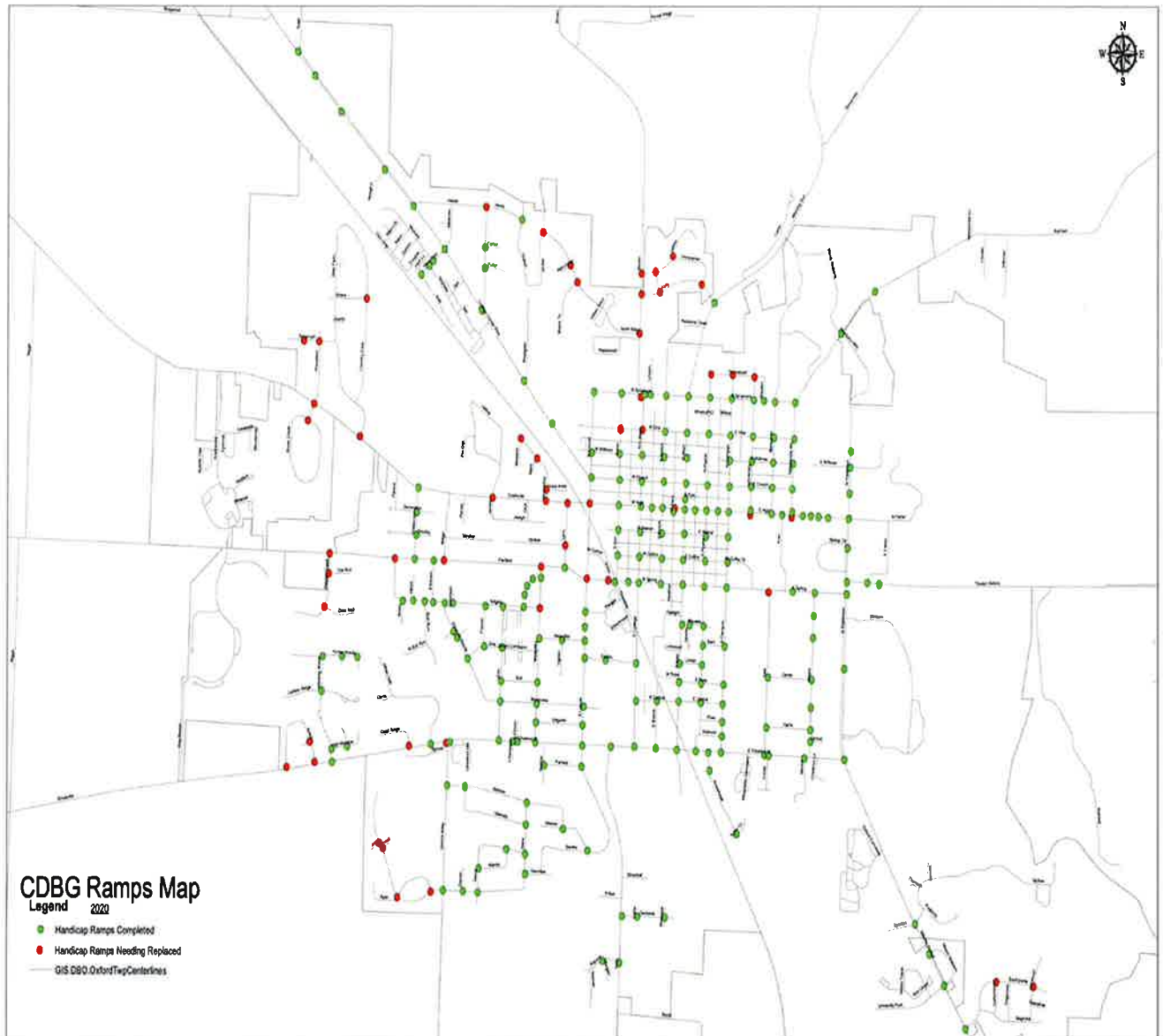
Woodside Cemetery, 235 E Chestnut St

***Denotes properties that have been evaluated in 2021.**

Recommendations for Improvements:

PEDESTRIAN FACILITIES

The following map displays the most recent assessment of the handicap ramps throughout the City of Oxford. The points marked in red are areas where repair/replacement is required to achieve ADA compliance standards.



PARKS

The following public park facilities have been assessed and will serve as a template for planned property assessments of remaining park facilities. The same standards of fulfilling all ADA requirements will always apply to all other public parks.

Leonard G. Howell Park, 5200 Bonham Rd Oxford, OH

- Priority 1 - Paint accessible parking space lines
 - Priority 1 - Mark access aisles
- Priority 1 - Add 1 van accessible space
- Priority 2 - Add an accessible entrance to the elevated play area.
- Priority 4 - Add an accessible route (concrete walkway) from existing walkway to the picnic shelter
 - Add an accessible route (concrete walkway) from the picnic shelter to the nearest drinking fountain

Community Park, 6801 Fairfield Rd Oxford, OH

- Priority 1-Add additional accessible parking spots and signage in each parking location in the park. For every 25 spots, one additional spot must be accessible. They should also be placed in different locations allowing all visitors to the park access to all locations.
- Priority 1-Create one playscape that has an accessible entrance.
- Priority 2 - Add an accessible entrance to the elevated play area.
- Priority 2 - Add an accessible park table in all areas designated for tables and eating.
- Priority 2 - Add at least one accessible service counter to the ticket/snack sales structure since there are (2). Should also have designated signage.
 - Accessible counters must be no higher than 36 inches and at least 36 inches wide. The current counters are 42 inches in height.
- Priority 4-Add accessible route (concrete walkway) to all water fountains.

Recommendation: Add an accessible swing to at least one of the two play areas.

PARKING FACILITIES

The following parking facilities have been assessed and will serve as a template for planned property assessments of remaining parking facilities. The same standards of fulfilling all ADA requirements will always apply to all other public parking structures.

Parking Garage, 6 W Walnut St

- Priority 1 - Add at least one more accessible parking space.
 - There 60 public spaces total, only two are accessible. There must be one accessible spot for every 25 spots.
- Priority 1 - Add an access aisle for accessible van parking and unloading. This aisle must include markings to discourage others from parking in it (such as stripes).
 - In addition, once there is a van accessible space, there must be proper signage installed stating so.
- Priority 1 - Extend the width of the outside ramp approaching the second level door.
 - There is a required 12" minimum space between the handrail and the edge of the ramp. The width of this space is only 6".
- Priority 1 - Include accessibility signage at the ramp entrance of the garage.

Recommendation: Add an automatic door to the accessible entrance.

Uptown Parking Lot, 21 N Main Street Oxford, OH

- Priority 1 - Add at least one accessible van parking space.
 - Once there is a van accessible space, there must be proper signage installed stating so
- Priority 1 - Accessible parking spaces should be located on the closest accessible route to the accessible entrances.
 - Reconfigure accessible parking space (one of the accessible parking spaces is in accordance with this requirement)

Recommendation: Reconfigure accessible parking space to not use the brick paved path as the closest accessible route to increase accessibility.

PUBLIC BUILDINGS

The following public building facility has been assessed and will serve as a template for further property assessments of remaining public buildings. The same standards of fulfilling all ADA requirements will always apply to all other public buildings.

Courthouse, 18 W High St Oxford, OH

- Priority 1 - Add an accessible entrance at the front of the building
- Priority 1 - Adjust ramp handrail height at the rear accessible entrance to meet the ADA standard of between 34" to 38"
- Priority 2 - Add an interior accessible ramp to the judge's bench/counsel seats
- Priority 2 - Install an accessible podium in the courtroom
- Priority 2 - Install an elevator for accessible access to the basement and third floor
- Priority 2 - Lower the at least one help desk window as there are (3) to meet the ADA standard of having a maximum height of 36".
- Priority 4 - Install ADA compliant fire alarm systems with both flashing lights and audible signals

Recommendation: Replace signage and code access pads to include braille

CITY OF OXFORD ADA ADDITIONAL RECOMMENDATIONS

The following recommendations are not necessary in order to achieve ADA standards. Still, the points below identify further areas where improvements can be made to increase accessibility and ease beyond the bare minimum level of ADA compliance. We strongly urge the City of Oxford to take these points into consideration and make the improvements as outlined below.

Leonard G. Howell Park, 5200 Bonham Rd Oxford, OH

- Add an accessible swing to the play area.

Community Park, 6801 Fairfield Rd Oxford, OH

- Add an accessible swing to at least one of the two play areas.

Parking Garage, 6 W Walnut St

- Add an automatic door to the accessible entrance.
- Add accessible parking spot on the first floor of the Garage near the main entrance

Uptown Parking Lot, 21 N Main Street Oxford, OH

- To increase accessibility, reposition existing accessible parking space so that the brick paved path does not need to be used as the closest accessible route.

ADA Transition Plan for The City of Oxford, Ohio

Courthouse, 18 W High St Oxford, OH

- Replace signage and code access pads to include braille
- Build a ramp in the front of the Courthouse where the main entrance is located



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STAFF REPORT

ORIGINATING DEPARTMENT:	Assistant City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	5/24/2021
COUNCIL MEETING DATE:	6/1/2021
AGENDA TITLE:	Grant Application to OKI for the Oxford Area Trail
BUDGETED AMOUNT:	\$1,817,194
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 5-28-21</i>

DISCUSSION:

Ohio Kentucky Indiana Regional Council of Governments (OKI) has opened their grant cycle for 2021. These grants are for transportation infrastructure and bike/pedestrian paths are an allowable grant application. We are proposing to apply for the Surface Transportation Block Grant (STBG) funds for phase 5 of the Oxford Area Trail. This segment will connect Peffer Park to Talawanda Middle School and will provide a connection between Peffer Park and West Chestnut Street near the future proposed Amtrak stop. These grants may go up to \$6M per application and are due June 4, 2021. If awarded, these funds will be released in fiscal year 2025.

The goal of the Oxford Area Trail Levy is to use grant funds to enable us to stretch the levy to try to complete the trail system around Oxford. The levy goal was for the funds to be used as matching dollars and for trail maintenance.



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The cost of this proposed phase 5 is as follows:

Phase 5: Peffer to TMS			
Segments:	Linear Feet	Engineering/Design (18%)	Construction
Segment B North (Peffer Park to W. Chestnut Street)	4,500	\$243,110	\$1,350,610
Segment B Central (Peffer Park to Kehr Rd.)	3,502	\$353,955	\$1,966,416
Segment B West (Kehr Rd. to TMS)	4,025	\$220,673	\$1,225,959
Total budget		\$817,737	\$4,542,985
OKI Request		\$2,725,791	
Our local match		\$1,817,194	40% match to seek more grant points.

If awarded, this grant will be \$2,725,791 and will use \$1,817,194 of our levy fund. This higher matching amount is recommended to secure more points on this grant application. Last year, we scored 4 points under the winning grant. This higher match is an automatic 6 points.

Once completed, we project that our levy fund is estimated to have \$35,000 in 2025 remaining.

It is our intention to also explore a grant through the Federal Rail Administration for the construction of the Amtrak platform and for design of the railroad crossings for the Oxford Area Trail. This FRA grant, if awarded, can also hopefully offset the burden on our levy fund.

The levy runs until 2028 and will rebuild from 2025 to 2028. We believe we can build one (possibly 2) more segment(s) with the existing levy funds and future grants. This future



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segment would be the Oxford Community Park to Merry Day Park. To fully complete the trail from Merry Day Park back to Black Bridge, we may need additional funding.

RESOLUTION NO.

A RESOLUTION OF COUNCIL AUTHORIZING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION TO THE OHIO-KENTUCKY-INDIANA (OKI) REGIONAL COUNCIL OF GOVERNMENTS REQUESTING FUNDING FROM THE SURFACE TRANSPORTATION BLOCK GRANT PROGRAM AND AUTHORIZING THE CITY MANAGER TO SECURE THROUGH PROPERTY TAX LEVY FUNDS A 40% LOCAL MATCH FOR THE ENGINEERING, DESIGN AND CONSTRUCTION OF THE OXFORD AREA TRAIL SYSTEM (OATS) FROM PEFFER PARK TO THE TALAWANDA MIDDLE SCHOOL.

WHEREAS, the citizens of Oxford approved a property tax levy that will generate funds over the next eight years to allow for the engineering, design and construction of the Oxford Area Trail System (OATS); and

WHEREAS, the Ohio-Kentucky-Indiana (OKI) Regional Council of Governments has a grant funding cycle for Alternative Transportation projects with an application deadline of June 4, 2021; and

WHEREAS, Oxford city staff seeks Council approval to apply for a grant to fund a segment of the OATS trail system; and

WHEREAS, the City Manager and the Assistant City Manager recommend the City Manager be authorized to submit a grant application requesting funding through the OKI Surface Transportation Block Grant program and the City Manager recommends he be authorized to utilize funds raised by the OATS property tax levy to fund a 40% local match for this grant.

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

SECTION 1: Council supports applying for grant funds to assist with the engineering, design and construction of the Oxford Area Trail System.

SECTION 2: Should the grant be awarded to the City of Oxford, Oxford City Council agrees to obligate 40% of local matching funds raised by the OATS property tax levy.

SECTION 3: Council hereby accepts the recommendation of the City Manager and the Assistant City Manager and further authorizes the City Manager to submit a grant application requesting funding through the OKI Surface Transportation Block Grant program and authorizes the City Manager to secure through the OATS property tax levy a 40% local match for the engineering, design and construction of the Oxford Area Trail System (OATS) from Peffer Park to the Talawanda Middle School.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL
INTRODUCED BY: MICHAEL SMITH
PREPARED BY: LAW (STAFF)



The City of Oxford
(513) 524-5200
15 S. College Ave.
Oxford, OH 45215

STAFF REPORT

ORIGINATING DEPARTMENT:	City Manager
PREPARED BY:	Doug Elliott
DATE PREPARED:	May 24, 2021
COUNCIL MEETING DATE:	June 1, 2021
AGENDA TITLE:	Negotiation of an Option to Purchase the Nelson Morrow Building.
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 5/28/21</i>

DISCUSSION:

Please see the attached Resolution authorizing the City Manager to negotiate an option to purchase the Nelson Morrow Building from the Board of Education of the Talawanda City School District. This action would further the effort to construct an Amtrak Passenger Rail Platform on the CSX rail line. The execution of the option to purchase said real estate will be contingent upon the City being awarded federal and/or state funding.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO NEGOTIATE AN OPTION TO PURCHASE THE NELSON MORROW BUILDING FROM THE BOARD OF EDUCATION OF THE TALAWANDA CITY SCHOOL DISTRICT.

WHEREAS, the City of Oxford has signed a Design Engineering Services Agreement with AECOM Technical Service, Inc. for the construction of an Amtrak Passenger Rail Platform on the CSX rail line; and

WHEREAS, pedestrian access to the rail platform requires an easement on the southern property line of the Nelson Morrow land from the Talawanda City School District; and

WHEREAS, the Council of the City of Oxford wishes to explore the option of purchasing the Nelson Morrow property with federal and/or state funding for the construction of pedestrian access and a parking area for the rail platform.

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

SECTION 1: Council hereby authorizes the City Manager to negotiate an option to purchase the Nelson Morrow Building from the Board of Education of the Talawanda City School District. The execution of the option to purchase said real estate shall be contingent upon obtaining federal and/or state funding.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)



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STAFF REPORT

ORIGINATING DEPARTMENT:	Assistant City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	5/27/2021
COUNCIL MEETING DATE:	6/1/2021
AGENDA TITLE:	Community Development Block Grant-coronavirus funds
BUDGETED AMOUNT:	\$200,000
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 5-28-21</i>

DISCUSSION:

The Butler County Commissioners have established a special Community Development Block Grant-coronavirus (CDBG-CV). These funds are to be used to drive longer-term recovery and revitalizations for low and moderate-income areas. Cities are encouraged to apply for these funds and if awarded, must use these funds for pandemic recovery to prepare, prevent and respond to coronavirus by 2023. We are seeking permission to apply for the Assistance to Businesses, including Special Economic Development Assistance Category of the CDBG-CV funds.

This category allows for grants to existing businesses to avoid or reverse job loss caused by business closures or other economic disruption resulting from coronavirus by providing working capital to small businesses to enable the creation and/or retention of jobs held by low and moderate income persons.

We are proposing an application for \$200,000 from the CDBG-CV funds to establish a grant program for our local businesses. If awarded, our local Chamber of Commerce has agreed to be a partner and will help facilitate this grant program.



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Many business owners have reported to us that this summer will be even more difficult than the summer of 2020 because of the loss of their reserves. They have yet to rebuild and we are now in one of our slowest seasons for our business operators. With few in-person events, this summer from Miami University, our visitor traffic will be extremely down adding another layer of burden on our business community.

With this grant program, businesses will have to apply and demonstrate how these funds will help them create and retain jobs in our community. Businesses will also have to agree to then submit a report of how they utilized funds received.

Applications are due June 2, 2021, by 4:00pm.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR THE BUTLER COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS FUNDING (CDBG-CV).

WHEREAS, the City of Oxford has been notified of the availability of approximately \$1.8 million of CDBG-CV funding to be used for addressing community needs as a result of the COVID-19 virus; and

WHEREAS, applications are due June 2, 2021 by 4:00 p.m. and the City Manager recommends Council authorize him to apply for \$200,000.00 of CDBG-CV funding to establish a grant program to assist local businesses.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and further authorizes the City Manager to apply for \$200,000.00 of CDBG-CV funding to establish a grant program to assist local businesses,

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: EDNA SOUTHARD

PREPARED BY: LAW (STAFF)

Since the first Community Development Block Grant coronavirus (CDBG-CV) allocations were announced in March 2020, a wide range of larger pandemic response and recovery funding sources focused on assistance to individuals and families have become available. As a result, CDBG-CV grantees have begun identifying gaps and creating activities to drive longer-term recovery and revitalization for low- and moderate-income (LMI) areas. Grantees may use CDBG-CV funds for pandemic recovery if each assisted activity prepares, prevents, and responds to coronavirus (also known as “PPR tieback”). This quick guide will help grantees understand this approach and how to apply it.

Grantees may use CDBG and CDBG-CV funds for a range of eligible activities with PPR tieback. A key for tieback is to focus on documented coronavirus effects or risks to overall economic, service, housing and infrastructure serving LMI neighborhoods and communities, and to consider both backward-looking and potential forward-looking risks or vulnerabilities to coronavirus.

CDBG-CV Approaches with PPR Tieback

<i>For more information, refer to program resources on the HUD Exchange and hud.gov.</i>	
Assistance to Businesses, including Special Economic Development Assistance	
Provision of assistance to private, for-profit entities, when appropriate to carry out an economic development project. <i>See section 105(a)(17) (42 U.S.C. 5305(a)(17)); 24 CFR 570.203(b).</i>	Provide grants or loans to support entrepreneurs or existing businesses to acquire, convert, construct, or reconstruct commercial spaces to revitalize communities and local economies affected by business or job losses resulting from the coronavirus. Avoid or reverse job loss (loss of positions or hours worked) caused by business closures related to community mitigation measures (e.g. social distancing, closures, stay-at-home orders) or other job loss and economic disruption resulting from coronavirus by providing working capital assistance to small businesses or entrepreneurs to enable creation and retention of jobs held by low- and moderate-income persons.
Provision of assistance to microenterprises. <i>See section 105(a)(22) (42 U.S.C. 5305(a)(22)); 24 CFR 570.201(o).</i>	Provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises to revitalize communities and local economies affected by coronavirus or to prepare for and prevent future outbreaks.
Public Services (including emergency subsistence payments)	
Provision of new or quantifiably increased public services. <i>See section 105(a)(8) (42 U.S.C. 5305(a)(8)); 24 CFR 570.201(e).</i> (Public services cap is suspended for CDBG-CV)	Carry out job training in communities or neighborhoods affected by coronavirus-related job loss since January 2020 to revitalize affected labor force and business sectors or to help workers re-train for expanding sectors. Increase the capacity and availability of daycare or after-school services serving low/mod areas in which parents have dropped out of the workforce since January 2020 to enable workers to rejoin the workforce. Provide equipment, supplies, and materials necessary to carry-out a public service related to the effects of the pandemic, or to enable resilience to the effects of

funds, and for CDBG FY 2019/20 funds with PPR tieback)	coronavirus in future, such as food banks, youth services, health care, WIFI, or senior services.
	Provide testing, diagnosis, vaccination, or other health services to low/mod persons at a mobile location.
	Provide up to six consecutive months of emergency subsistence payments (for example, for rent, mortgage, or utilities) to a provider on behalf of a family to prevent eviction or stabilize LMI neighborhoods affected by economic disruption since January 2020.
Housing, including Rehabilitation and Reconstruction, Conversion, and Acquisition	
Rehabilitation and reconstruction of privately owned properties <i>See section 105(a)(4) (42 U.S.C. 5305(a)(4)); 24 CFR 570.202.</i>	Respond to living conditions (such as mold, lead-based paint, and poor ventilation) associated with more severe coronavirus disease or poorer post-COVID health outcomes by providing forgivable loans for rehabilitating homeowner housing to comport with standard building codes and public health advice.
	Respond to living conditions (such as mold, lead-based paint, and poor ventilation) associated with more severe coronavirus disease or poorer post-COVID health outcomes by rehabilitating multi-family rental buildings to comport with standard building codes and public health advice.
Conversion of commercial or public buildings to housing <i>See section 105(a)(4) (42 U.S.C. 5305(a)(4)); 24 CFR 570.202(a) and (e).</i>	Respond to residential over-crowding associated with coronavirus spread and with more severe coronavirus disease and poorer post-COVID health outcomes by converting a vacant or abandoned commercial structure to affordable housing.
Acquisition of property for housing <i>See section 105(a)(1) (42 U.S.C. 5305(a)(1)); 24 CFR 570.201(a) and 202(b)(1).</i>	Respond to residential over-crowding associated with coronavirus spread and with more severe coronavirus disease and poorer post-COVID health outcomes by acquiring property for new construction of affordable housing funded from another source.
New Construction of housing <i>See section 105(a)(15) (42 U.S.C. 5305(a)(15)); 24 CFR 570.204 and 207(b)(3).</i> (Grantees may submit CDBG-CV new construction waiver requests for HUD's consideration consistent with the CARES Act.)	Respond to residential over-crowding associated with coronavirus spread and with more severe coronavirus disease and poorer post-COVID health outcomes by constructing affordable housing as part of a neighborhood revitalization project carried out by a Community Based Development Organization (CBDO).
Buildings and Improvements, Including Public Facilities	
Acquisition, construction, reconstruction, or installation of public works, facilities, and site or other improvements.	Construct a public facility, such as a park, serving an LMI area, to provide suitable outdoor fitness, and social space where insufficient facilities are available to support social distancing guidance.
	Rehabilitate a community facility to establish appropriately ventilated spaces for senior or youth services and activities.

<i>See section 105(a)(2) (42 U.S.C. 5305(a)(2)); 24 CFR 570.201(c).</i>	Prevent or address the spread of coronavirus in a vulnerable population by acquiring and rehabilitating, or constructing, a group living facility for persons recovering from substance abuse disorder. A quality study showing the effects of coronavirus worsened the incidence of local substance abuse disorder could also suffice for PPR tieback.
	Construct a public improvement, such as extending broadband infrastructure in an underserved area or reconstructing degraded water lines, to support tele-school and telemedicine and to ensure potable water to homes, schools, and health providers.
Rehabilitation of buildings and improvements (including interim assistance). <i>See section 105(a)(4) (42 U.S.C. 5305(a)(4)); 24 CFR 570.201(f); 570.202(b).</i>	Rehabilitate a commercial building or public facility such as a school building to improve indoor air quality and ventilation to improve public health and prevent spread of coronavirus by replacing the HVAC and other building systems or to add operable windows and other improvements that could ensure the building's continued usefulness during an outbreak.
	Acquire, and rehabilitate (if necessary) a motel or hotel building to expand capacity for non-congregate shelter or enable permanent housing where such housing is not sufficient during a coronavirus pandemic or epidemic.
	Make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis or to recover from long COVID.
Planning, Capacity Building, and Technical Assistance	
States only: Planning grants and planning only grants. <i>See section 105(a)(12).</i>	Grant funds to units of general local government may be used for planning activities in conjunction with an activity, they may also be used for planning only as an activity. These activities must meet or demonstrate that they would meet a national objective. These activities are subject to the State's 20 percent administration, planning and technical assistance cap.
States only: use a part of to support TA and capacity building. <i>See section 106(d)(5) (42 U.S.C. 5306(d)(5)).</i>	Grant funds to units of general local government to hire technical assistance providers to deliver CDBG training to new subrecipients and local government departments that are administering CDBG funds for the first time to assist with pandemic recovery. This activity is subject to the State's 3 percent administration, planning and technical assistance cap.
Entitlement only. data gathering, studies, analysis, and preparation of plans and the identification of actions that will implement such plans. <i>See 24 CFR 570.205.</i>	Gather data and develop non-project specific coronavirus recovery and economic revitalization plans for communities and neighborhoods affected by the coronavirus.

Planning Considerations

A change in focus may require changes to the planned use of funds:

- CDBG grantees must amend their Consolidated Annual Action Plan when there is a change to the allocation priorities or method of distribution of funds; an addition of an activity not described in the plan; or a change to the purpose, scope, location, or beneficiaries of an activity (24 CFR 91.505).
- If the changes meet the criteria for a "substantial amendment" in the grantee's citizen participation plan, the grantee must follow its citizen participation process for amendments (24 CFR 91.105 and 91.115).

Related Resources

The Department has technical assistance providers that may be available to assist grantees in their implementation of CDBG Funds for activities to prevent, prepare for, or respond to the spread of infectious disease. A range of technical assistance tools are available at HUD's website

(https://www.hud.gov/program_offices/comm_planning/cdbg_programs_covid-19) and at the HUD Exchange (<https://www.hudexchange.info/programs/cdbg-cv/>).

Ask A Question

Grantees - Submit your questions to your local CPD Field Office Director or assigned CPD Representative. For contact information, please visit https://www.hud.gov/program_offices/comm_planning/staff.

Grantees and other may also submit questions to the Ask A Question service at <https://www.hudexchange.info/program-support/my-question/>.



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Assistant City Manager
PREPARED BY:	Jessica Greene
DATE PREPARED:	5/6/2021
COUNCIL MEETING DATE:	June 1, 2021
AGENDA TITLE:	Amended Amortization Schedule for MOON Co-Op
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE</i> <i>5-28-21</i>

DISCUSSION:

The Moon Co-Op entered into a 5 year, \$245,000 RLF agreement with the City of Oxford on May 6, 2011. Moon Co-Op opened in November of 2011.

In May 2012, the City approved a loan modification of interest only payments. This action was repeated for 2013 and 2014. In 2015, a new loan modification was created adjusting payments for one year to \$700/month. In June 2016, a new loan modification was made adjusting this payment to \$1,000/month. This loan agreement was meant to be temporary and be revisited in May 2017, but this payment schedule was continued through 2020. With COVID-19 State of Emergency, loan payments were suspended. With the anticipated end of the State of Emergency coming in July 2021 from the State of Ohio, we took the opportunity to revisit the loan schedule and payments with the MOON Co-Op Board of Directors.

The below information and recommendation are provided following a meeting with MOON Co-Op Board Members on Wednesday, April 28, 2021 and approval of the CIC Board on Friday, May 21, 2021.

1. MOON Co-Op was able to provide a Profit and Loss Statement for their 2019 and 2020 calendar years, January 1 – December 31.
2. MOON Co-Op has demonstrated an improvement in their financial performance, but continues to operate at a loss, and rely on subsidy of memberships, to remain solvent.



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3. MOON Co-Op is prepared to meet the terms of the amortization schedule provided (Attachment A)
 - a. Proposed terms for the remaining balance (\$154,947.59) of the loan include;
 - i. Payments resume July 1, 2021 (anticipated end of Ohio State of Emergency)
 - ii. \$1,200 monthly payments (includes principle and interest)
 - iii. 1.5% interest
 - iv. Final payment due 03/01/2033
4. City of Oxford staff recommend approval of this new payment agreement as it reflects MOON Co-Ops financial viability and allows the RLF to recover funds.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO AMEND THE LOAN AGREEMENT BETWEEN THE CITY OF OXFORD AND MOON COOPERATIVE SERVICES, INC.

WHEREAS, MOON Cooperative Services, Inc. entered into a Revolving Loan Fund agreement with the City of Oxford on May 6, 2011 and the agreement has been modified several times over the years; and

WHEREAS, due to the COVID-19 State of Emergency, Revolving Loan Fund payments were suspended; and

WHEREAS, with the anticipated end of the State of Emergency expected in July of 2021, staff took the opportunity to revisit the loan schedule and payments with the MOON Cooperative Services, Inc. Board of Directors; and

WHEREAS, following a meeting with the MOON Cooperative Services, Inc. Board of Directors on April 28, 2021 and approval by the Oxford Community Improvement Corporation Board on May 21, 2021, the Oxford Community Improvement Corporation recommends the terms for the remaining balance (\$154,947.59) of the loan include the following:

1. Payments shall resume July 1, 2021 (anticipated end of Ohio State of Emergency)
2. Monthly payments shall be \$1,200.00 (includes principle and interest)
3. The interest rate shall be 1.5%
4. The final payment shall be made by March 3, 2033

THE COUNCIL OF THE CITY OF OXFORD HEREBY RESOLVES THAT:

SECTION 1: Council hereby accepts and approves the recommendation of the Oxford Community Improvement Corporation and authorizes the City Manager to enter into an amended agreement between the City of Oxford and Moon Cooperative Services, Inc. to modify the Revolving Loan Fund agreement to include the following:

1. Payments shall resume July 1, 2021 (anticipated end of Ohio State of Emergency)
2. Monthly payments shall be \$1,200.00 (includes principle and interest)
3. The interest rate shall be 1.5%
4. The final payment shall be made by March 3, 2033

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

LOAN AMORTIZATION SCHEDULE

EXHIBIT "A"

ENTER VALUES

Loan amount	\$154,947.49	Scheduled payment	\$1,200.00
Annual interest rate	1.50%	Scheduled number of payments	141
Loan period in years	12	Actual number of payments	141
Number of payments per year	12	Total early payments	\$0.00
Start date of loan	7/1/2021	Total interest	\$14,142.91
Optional extra payments	\$0.00		Moon Co-op

PMT NO	PAYMENT DATE	BEGINNING BALANCE	SCHEDULED PAYMENT	PRINCIPAL	INTEREST	ENDING BALANCE
1	7/1/2021	\$154,947.49	\$1,200.00	\$1,006.32	\$193.68	\$153,941.17
2	8/1/2021	\$153,941.17	\$1,200.00	\$1,007.57	\$192.43	\$152,933.60
3	9/1/2021	\$152,933.60	\$1,200.00	\$1,008.83	\$191.17	\$151,924.77
4	10/1/2021	\$151,924.77	\$1,200.00	\$1,010.09	\$189.91	\$150,914.67
5	11/1/2021	\$150,914.67	\$1,200.00	\$1,011.36	\$188.64	\$149,903.32
6	12/1/2021	\$149,903.32	\$1,200.00	\$1,012.62	\$187.38	\$148,890.70
7	1/1/2022	\$148,890.70	\$1,200.00	\$1,013.89	\$186.11	\$147,876.81
8	2/1/2022	\$147,876.81	\$1,200.00	\$1,015.15	\$184.85	\$146,861.66
9	3/1/2022	\$146,861.66	\$1,200.00	\$1,016.42	\$183.58	\$145,845.23
10	4/1/2022	\$145,845.23	\$1,200.00	\$1,017.69	\$182.31	\$144,827.54
11	5/1/2022	\$144,827.54	\$1,200.00	\$1,018.97	\$181.03	\$143,808.57
12	6/1/2022	\$143,808.57	\$1,200.00	\$1,020.24	\$179.76	\$142,788.33
13	7/1/2022	\$142,788.33	\$1,200.00	\$1,021.51	\$178.49	\$141,766.82
14	8/1/2022	\$141,766.82	\$1,200.00	\$1,022.79	\$177.21	\$140,744.03
15	9/1/2022	\$140,744.03	\$1,200.00	\$1,024.07	\$175.93	\$139,719.96
16	10/1/2022	\$139,719.96	\$1,200.00	\$1,025.35	\$174.65	\$138,694.61
17	11/1/2022	\$138,694.61	\$1,200.00	\$1,026.63	\$173.37	\$137,667.98
18	12/1/2022	\$137,667.98	\$1,200.00	\$1,027.92	\$172.08	\$136,640.06
19	1/1/2023	\$136,640.06	\$1,200.00	\$1,029.20	\$170.80	\$135,610.86
20	2/1/2023	\$135,610.86	\$1,200.00	\$1,030.49	\$169.51	\$134,580.38
21	3/1/2023	\$134,580.38	\$1,200.00	\$1,031.77	\$168.23	\$133,548.60
22	4/1/2023	\$133,548.60	\$1,200.00	\$1,033.06	\$166.94	\$132,515.54
23	5/1/2023	\$132,515.54	\$1,200.00	\$1,034.36	\$165.64	\$131,481.18
24	6/1/2023	\$131,481.18	\$1,200.00	\$1,035.65	\$164.35	\$130,445.53
25	7/1/2023	\$130,445.53	\$1,200.00	\$1,036.94	\$163.06	\$129,408.59
26	8/1/2023	\$129,408.59	\$1,200.00	\$1,038.24	\$161.76	\$128,370.35
27	9/1/2023	\$128,370.35	\$1,200.00	\$1,039.54	\$160.46	\$127,330.81
28	10/1/2023	\$127,330.81	\$1,200.00	\$1,040.84	\$159.16	\$126,289.98
29	11/1/2023	\$126,289.98	\$1,200.00	\$1,042.14	\$157.86	\$125,247.84
30	12/1/2023	\$125,247.84	\$1,200.00	\$1,043.44	\$156.56	\$124,204.40
31	1/1/2024	\$124,204.40	\$1,200.00	\$1,044.74	\$155.26	\$123,159.65
32	2/1/2024	\$123,159.65	\$1,200.00	\$1,046.05	\$153.95	\$122,113.60
33	3/1/2024	\$122,113.60	\$1,200.00	\$1,047.36	\$152.64	\$121,066.25
34	4/1/2024	\$121,066.25	\$1,200.00	\$1,048.67	\$151.33	\$120,017.58
35	5/1/2024	\$120,017.58	\$1,200.00	\$1,049.98	\$150.02	\$118,967.60
36	6/1/2024	\$118,967.60	\$1,200.00	\$1,051.29	\$148.71	\$117,916.31
37	7/1/2024	\$117,916.31	\$1,200.00	\$1,052.60	\$147.40	\$116,863.71
38	8/1/2024	\$116,863.71	\$1,200.00	\$1,053.92	\$146.08	\$115,809.79
39	9/1/2024	\$115,809.79	\$1,200.00	\$1,055.24	\$144.76	\$114,754.55
40	10/1/2024	\$114,754.55	\$1,200.00	\$1,056.56	\$143.44	\$113,697.99
41	11/1/2024	\$113,697.99	\$1,200.00	\$1,057.88	\$142.12	\$112,640.11
42	12/1/2024	\$112,640.11	\$1,200.00	\$1,059.20	\$140.80	\$111,580.91
43	1/1/2025	\$111,580.91	\$1,200.00	\$1,060.52	\$139.48	\$110,520.39
44	2/1/2025	\$110,520.39	\$1,200.00	\$1,061.85	\$138.15	\$109,458.54
45	3/1/2025	\$109,458.54	\$1,200.00	\$1,063.18	\$136.82	\$108,395.36
46	4/1/2025	\$108,395.36	\$1,200.00	\$1,064.51	\$135.49	\$107,330.86
47	5/1/2025	\$107,330.86	\$1,200.00	\$1,065.84	\$134.16	\$106,265.02
48	6/1/2025	\$106,265.02	\$1,200.00	\$1,067.17	\$132.83	\$105,197.85
49	7/1/2025	\$105,197.85	\$1,200.00	\$1,068.50	\$131.50	\$104,129.35
50	8/1/2025	\$104,129.35	\$1,200.00	\$1,069.84	\$130.16	\$103,059.51
51	9/1/2025	\$103,059.51	\$1,200.00	\$1,071.18	\$128.82	\$101,988.34
52	10/1/2025	\$101,988.34	\$1,200.00	\$1,072.51	\$127.49	\$100,915.82
53	11/1/2025	\$100,915.82	\$1,200.00	\$1,073.86	\$126.14	\$99,841.97
54	12/1/2025	\$99,841.97	\$1,200.00	\$1,075.20	\$124.80	\$98,766.77
55	1/1/2026	\$98,766.77	\$1,200.00	\$1,076.54	\$123.46	\$97,690.23

PMT NO	PAYMENT DATE	BEGINNING BALANCE	SCHEDULED PAYMENT	PRINCIPAL	INTEREST	ENDING BALANCE
56	2/1/2026	\$97,690.23	\$1,200.00	\$1,077.89	\$122.11	\$96,612.34
57	3/1/2026	\$96,612.34	\$1,200.00	\$1,079.23	\$120.77	\$95,533.10
58	4/1/2026	\$95,533.10	\$1,200.00	\$1,080.58	\$119.42	\$94,452.52
59	5/1/2026	\$94,452.52	\$1,200.00	\$1,081.93	\$118.07	\$93,370.59
60	6/1/2026	\$93,370.59	\$1,200.00	\$1,083.29	\$116.71	\$92,287.30
61	7/1/2026	\$92,287.30	\$1,200.00	\$1,084.64	\$115.36	\$91,202.66
62	8/1/2026	\$91,202.66	\$1,200.00	\$1,086.00	\$114.00	\$90,116.66
63	9/1/2026	\$90,116.66	\$1,200.00	\$1,087.35	\$112.65	\$89,029.31
64	10/1/2026	\$89,029.31	\$1,200.00	\$1,088.71	\$111.29	\$87,940.59
65	11/1/2026	\$87,940.59	\$1,200.00	\$1,090.07	\$109.93	\$86,850.52
66	12/1/2026	\$86,850.52	\$1,200.00	\$1,091.44	\$108.56	\$85,759.08
67	1/1/2027	\$85,759.08	\$1,200.00	\$1,092.80	\$107.20	\$84,666.28
68	2/1/2027	\$84,666.28	\$1,200.00	\$1,094.17	\$105.83	\$83,572.12
69	3/1/2027	\$83,572.12	\$1,200.00	\$1,095.53	\$104.47	\$82,476.58
70	4/1/2027	\$82,476.58	\$1,200.00	\$1,096.90	\$103.10	\$81,379.68
71	5/1/2027	\$81,379.68	\$1,200.00	\$1,098.28	\$101.72	\$80,281.40
72	6/1/2027	\$80,281.40	\$1,200.00	\$1,099.65	\$100.35	\$79,181.75
73	7/1/2027	\$79,181.75	\$1,200.00	\$1,101.02	\$98.98	\$78,080.73
74	8/1/2027	\$78,080.73	\$1,200.00	\$1,102.40	\$97.60	\$76,978.33
75	9/1/2027	\$76,978.33	\$1,200.00	\$1,103.78	\$96.22	\$75,874.55
76	10/1/2027	\$75,874.55	\$1,200.00	\$1,105.16	\$94.84	\$74,769.40
77	11/1/2027	\$74,769.40	\$1,200.00	\$1,106.54	\$93.46	\$73,662.86
78	12/1/2027	\$73,662.86	\$1,200.00	\$1,107.92	\$92.08	\$72,554.94
79	1/1/2028	\$72,554.94	\$1,200.00	\$1,109.31	\$90.69	\$71,445.63
80	2/1/2028	\$71,445.63	\$1,200.00	\$1,110.69	\$89.31	\$70,334.94
81	3/1/2028	\$70,334.94	\$1,200.00	\$1,112.08	\$87.92	\$69,222.86
82	4/1/2028	\$69,222.86	\$1,200.00	\$1,113.47	\$86.53	\$68,109.39
83	5/1/2028	\$68,109.39	\$1,200.00	\$1,114.86	\$85.14	\$66,994.52
84	6/1/2028	\$66,994.52	\$1,200.00	\$1,116.26	\$83.74	\$65,878.27
85	7/1/2028	\$65,878.27	\$1,200.00	\$1,117.65	\$82.35	\$64,760.61
86	8/1/2028	\$64,760.61	\$1,200.00	\$1,119.05	\$80.95	\$63,641.56
87	9/1/2028	\$63,641.56	\$1,200.00	\$1,120.45	\$79.55	\$62,521.12
88	10/1/2028	\$62,521.12	\$1,200.00	\$1,121.85	\$78.15	\$61,399.27
89	11/1/2028	\$61,399.27	\$1,200.00	\$1,123.25	\$76.75	\$60,276.02
90	12/1/2028	\$60,276.02	\$1,200.00	\$1,124.65	\$75.35	\$59,151.36
91	1/1/2029	\$59,151.36	\$1,200.00	\$1,126.06	\$73.94	\$58,025.30
92	2/1/2029	\$58,025.30	\$1,200.00	\$1,127.47	\$72.53	\$56,897.83
93	3/1/2029	\$56,897.83	\$1,200.00	\$1,128.88	\$71.12	\$55,768.95
94	4/1/2029	\$55,768.95	\$1,200.00	\$1,130.29	\$69.71	\$54,638.67
95	5/1/2029	\$54,638.67	\$1,200.00	\$1,131.70	\$68.30	\$53,506.96
96	6/1/2029	\$53,506.96	\$1,200.00	\$1,133.12	\$66.88	\$52,373.85
97	7/1/2029	\$52,373.85	\$1,200.00	\$1,134.53	\$65.47	\$51,239.31
98	8/1/2029	\$51,239.31	\$1,200.00	\$1,135.95	\$64.05	\$50,103.36
99	9/1/2029	\$50,103.36	\$1,200.00	\$1,137.37	\$62.63	\$48,965.99
100	10/1/2029	\$48,965.99	\$1,200.00	\$1,138.79	\$61.21	\$47,827.20
101	11/1/2029	\$47,827.20	\$1,200.00	\$1,140.22	\$59.78	\$46,686.98
102	12/1/2029	\$46,686.98	\$1,200.00	\$1,141.64	\$58.36	\$45,545.34
103	1/1/2030	\$45,545.34	\$1,200.00	\$1,143.07	\$56.93	\$44,402.28
104	2/1/2030	\$44,402.28	\$1,200.00	\$1,144.50	\$55.50	\$43,257.78
105	3/1/2030	\$43,257.78	\$1,200.00	\$1,145.93	\$54.07	\$42,111.85
106	4/1/2030	\$42,111.85	\$1,200.00	\$1,147.36	\$52.64	\$40,964.49
107	5/1/2030	\$40,964.49	\$1,200.00	\$1,148.79	\$51.21	\$39,815.70
108	6/1/2030	\$39,815.70	\$1,200.00	\$1,150.23	\$49.77	\$38,665.47
109	7/1/2030	\$38,665.47	\$1,200.00	\$1,151.67	\$48.33	\$37,513.80
110	8/1/2030	\$37,513.80	\$1,200.00	\$1,153.11	\$46.89	\$36,360.69
111	9/1/2030	\$36,360.69	\$1,200.00	\$1,154.55	\$45.45	\$35,206.14
112	10/1/2030	\$35,206.14	\$1,200.00	\$1,155.99	\$44.01	\$34,050.15
113	11/1/2030	\$34,050.15	\$1,200.00	\$1,157.44	\$42.56	\$32,892.71
114	12/1/2030	\$32,892.71	\$1,200.00	\$1,158.88	\$41.12	\$31,733.83
115	1/1/2031	\$31,733.83	\$1,200.00	\$1,160.33	\$39.67	\$30,573.49
116	2/1/2031	\$30,573.49	\$1,200.00	\$1,161.78	\$38.22	\$29,411.71
117	3/1/2031	\$29,411.71	\$1,200.00	\$1,163.24	\$36.76	\$28,248.48
118	4/1/2031	\$28,248.48	\$1,200.00	\$1,164.69	\$35.31	\$27,083.79
119	5/1/2031	\$27,083.79	\$1,200.00	\$1,166.15	\$33.85	\$25,917.64
120	6/1/2031	\$25,917.64	\$1,200.00	\$1,167.60	\$32.40	\$24,750.04
121	7/1/2031	\$24,750.04	\$1,200.00	\$1,169.06	\$30.94	\$23,580.98
122	8/1/2031	\$23,580.98	\$1,200.00	\$1,170.52	\$29.48	\$22,410.45

PMT NO	PAYMENT DATE	BEGINNING BALANCE	SCHEDULED PAYMENT	PRINCIPAL	INTEREST	ENDING BALANCE
123	9/1/2031	\$22,410.45	\$1,200.00	\$1,171.99	\$28.01	\$21,238.46
124	10/1/2031	\$21,238.46	\$1,200.00	\$1,173.45	\$26.55	\$20,065.01
125	11/1/2031	\$20,065.01	\$1,200.00	\$1,174.92	\$25.08	\$18,890.09
126	12/1/2031	\$18,890.09	\$1,200.00	\$1,176.39	\$23.61	\$17,713.71
127	1/1/2032	\$17,713.71	\$1,200.00	\$1,177.86	\$22.14	\$16,535.85
128	2/1/2032	\$16,535.85	\$1,200.00	\$1,179.33	\$20.67	\$15,356.52
129	3/1/2032	\$15,356.52	\$1,200.00	\$1,180.80	\$19.20	\$14,175.71
130	4/1/2032	\$14,175.71	\$1,200.00	\$1,182.28	\$17.72	\$12,993.43
131	5/1/2032	\$12,993.43	\$1,200.00	\$1,183.76	\$16.24	\$11,809.68
132	6/1/2032	\$11,809.68	\$1,200.00	\$1,185.24	\$14.76	\$10,624.44
133	7/1/2032	\$10,624.44	\$1,200.00	\$1,186.72	\$13.28	\$9,437.72
134	8/1/2032	\$9,437.72	\$1,200.00	\$1,188.20	\$11.80	\$8,249.52
135	9/1/2032	\$8,249.52	\$1,200.00	\$1,189.69	\$10.31	\$7,059.83
136	10/1/2032	\$7,059.83	\$1,200.00	\$1,191.18	\$8.82	\$5,868.65
137	11/1/2032	\$5,868.65	\$1,200.00	\$1,192.66	\$7.34	\$4,675.99
138	12/1/2032	\$4,675.99	\$1,200.00	\$1,194.16	\$5.84	\$3,481.83
139	1/1/2033	\$3,481.83	\$1,200.00	\$1,195.65	\$4.35	\$2,286.18
140	2/1/2033	\$2,286.18	\$1,200.00	\$1,197.14	\$2.86	\$1,089.04
141	3/1/2033	\$1,089.04	\$1,200.00	\$1,087.68	\$1.36	\$0.00



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Police Division
PREPARED BY:	John A. Jones, Police Chief
DATE PREPARED:	5/20/2021
COUNCIL MEETING DATE:	June 1, 2021
AGENDA TITLE:	Talawanda City School District SRO contract
BUDGETED AMOUNT:	N/A
ACCOUNT CODE:	N/A
RECOMMENDATION:	Approve
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 5-28-21</i>

DISCUSSION:

The Talawanda City School District (TSD) and the Oxford Police Division have agreed to assign three police officers to the position of School Resource Officer (SRO) for the Talawanda District. The SROs generally work forty (40) hours per week and the TSD agrees to reimburse the City of Oxford at a rate of \$30.00 per hour. This is an increase from last year's rate of \$25/hour. However, there will no longer be an overtime rate of \$45 per hour for various events, but rather reimbursement will occur at the flat \$30/hour rate. Finance Director Newlin assisted in developing this rate and has run comparisons based on our past few years of hours and OT hours worked. We believe this is a fair price that will increase the reimbursement amount for the city while taking into consideration the financial condition of the TSD, and is a comparable rate charged by the Butler County Sheriff's Office.

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 May 17, 2021 Board of Education meeting.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE SCHOOL RESOURCE OFFICER PROGRAM
MEMORANDUM OF UNDERSTANDING BETWEEN THE TALAWANDA CITY SCHOOL
DISTRICT AND THE CITY OF OXFORD AND AUTHORIZING THE CITY MANAGER TO
SIGN THE MEMORANDUM OF UNDERSTANDING 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 Memorandum of Understanding 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 \$30.00 per hour for the 2021-2022 school year not to exceed 200 school 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 Memorandum of Understanding 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 Memorandum of Understanding on behalf of the City.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

**Memorandum of Understanding
School Resource Officer Program**

This Memorandum of Understanding (MOU) is executed on _____, 2021 by and between the Talawanda City School District Board of Education (“Board”) and the City of Oxford Division of Police (“OPD”). This MOU satisfies the obligations of Ohio Revised Code 3313.951.

I. Purpose

This MOU establishes and delineates the mission of the School Resource Officer Program, herein referred to as the SRO Program, as a joint cooperative effort. Additionally, the MOU clarifies roles and expectations and formalizes relationships between the participating entities to foster an efficient and cohesive program that will build a positive relationship between police officers, school staff, and the students, promote a safe and positive learning environment and decrease the number of youth formally referred to the juvenile justice system.

II. Mission

The mission of the SRO Program is to promote school safety by building a positive school climate in which everyone feels safe and students are supported to succeed. The SRO Program also seeks to reduce violent crime committed by and against youth in our community. The SRO Program accomplishes this mission by supporting safe, secure, and orderly learning environments for students, teachers, and staff. SROs will establish a trusting channel of communication with students, parents, and teachers and establish regular feedback opportunities. The role of the SRO is not to enforce school discipline or punish students. SROs will serve as positive role models to instill in students good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community. SROs will provide information on community resources available to students and parents. Goals and objectives are designed to develop and enhance rapport between youth, families, police officers, school administrators, and the community in order to promote overall student achievement and success.

III. Goals of the SRO Program

SRO Program goals include:

1. To ensure a safe learning environment for all children and adults who enter the building.
2. To prevent and reduce potential harm related to incidents of school violence and/or illegal drug and controlled substance abuse.
3. To foster a positive school climate based on respect for all children and adults in the school.
4. To create partnerships with behavioral health and other care providers in the community for student and family referral.

This SRO program is unique to the community, based on input from the school administration, teachers, faculty, students, families and community members. The program is designed to fulfill three overall roles:

1. Law Enforcement
2. Fostering Positive School Climate/Crime Prevention
3. Education

Law Enforcement Role - SROs are responsible for the majority of law enforcement activities occurring at the school during school hours. Building administration is responsible for school- based discipline. A determination of whether an activity raises to the level of a law enforcement activity shall be made in consultation with a school administrator. Parents, students, teachers and other school personnel should bring complaints about student misbehavior to the school principal and/or designee, rather than the SRO.

While law enforcement is the role of SROs, alternatives to arrest should be used when possible, and arrest of students should be a measure of last resort. The SROs discretion to act remains the same as that of any other police officer.

Fostering Positive School Climate/Crime Prevention - One of the primary roles SROs fulfill is fostering a positive school climate through relationship-building and crime prevention. Officers will engage in various activities, in consultation with school administration, teachers, and students, and should strive to build a school culture of open communication and trust between and among students and adults by focusing on officers getting to know students at the school, serving as a role model, and working with teachers and administrators to identify students who may be facing challenges and need additional resources or attention to be successful in school. Crime prevention activities include foot patrols, monitoring previous crime locations, speaking to teachers about reducing the opportunity for crimes to occur, analyzing possible crime patterns, investigating crimes, and patrolling the parking lots. Officers may also complete security surveys analyzing the physical safety of school property and facilities.

Education - SROs should participate in the school community by becoming a member of the educational team where appropriate, and by representing the law enforcement community to build positive relationships with youth, their families, and school staff.

Whether talking to students in the hallway or delivering a presentation in the classroom, SROs are embedded in the education fabric within the school. SROs are expected to be proactive in creating and taking advantage of educational situations, and school administrators are encouraged to leverage this resource.

IV. Organizational Structure

A. Composition

The SRO program will consist of full time/part-time police division personnel that are certified peace officers for the state of Ohio and meet all requirements as set forth by the Board and the City of Oxford Division of Police.

B. Background Requirements

School officials and the police division shall agree on guidelines for the selection of officers to serve as SROs. The ultimate selection process and appointment of the SRO is completed by the City of Oxford Division of Police.

SROs should meet three general criteria:

- a. **College or degree coursework** - SROs are in an educational atmosphere and will be supporting instruction in elementary/middle/high school classes. To increase credibility in this area, a college degree or substantial college-level coursework is preferred.
- b. **Experience as a police officer and commitment to student well-being** - SROs must have a minimum of two years' experience as a patrol officer, be at least 21 years of age and have extensive experience with juvenile assignments. Experience working with youth and an interest in student success; juvenile justice; child and adolescent development and psychology; and creating a positive school climate are essential.
- c. **Successful performance** - All candidates should have proven performance as reflected by prior performance evaluations. Candidates should be free of significant disciplinary action.

C. Professional Development

Unless on temporary assignment, SRO officers shall complete a minimum of 40 hours of initial training that covers responsibilities and/or limitations of SROs, Ohio school laws, MOUs, child development, age-appropriate practices for conflict resolution, developmentally informed de-escalation and crisis intervention techniques, working with youth in a school setting and integrating SROs into a positive school environment. In addition, it is recommended that SROs receive additional training each year on topics such as trending school based law enforcement topics; child development; adolescent psychology; trauma; conflict resolution; mental health and addiction; children with disabilities; juvenile and education law and policy; PBIS; and cultural competence.

V. Operational Procedures

Chain of Command for SROs: The SRO will be ultimately accountable to the City of Oxford Division of Police's chain of command. However, while at the school, the SRO will be additionally accountable to the building principal or his/her designee. The SRO is expected to cooperate with the school officials, including administrators and faculty. The SRO will abide by Board policy and Administrative Guidelines, and will promptly respond to the requests of school officials.

The SRO's activity in the school is guided by the following procedures, and supervision and evaluation shall be provided by both the Talawanda School District administration and the City of Oxford Division of Police to effectively support the SROs' efforts and monitor their progress.

A. Duties

The primary functions of the SRO are to help provide a safe and secure learning environment, foster a positive school climate, reduce/prevent crime, serve as an educational resource, and serve as a liaison between the school and the police division. Specific daily assignments to accomplish this function will vary by school. The SRO and the building principal or designee will meet on a regular

basis to discuss plans and strategies to address specific issues or needs that may arise.

Basic responsibilities of the SRO will include, but will not be limited to:

1. To enforce criminal law and protect the students, staff, and public at large against criminal activity.
2. Foster mutually respectful relationships with students and staff to support a positive school climate.
3. Provide information concerning questions about law enforcement topics to students and staff.
4. Provide classroom instruction on a variety of topics including, but not limited to safety, public relations, occupational training, leadership, and life skills.
5. Coordinate investigative procedures between police and school administrators.
6. Handle initial police reports of violent crimes committed on campus.
7. Take enforcement action on criminal matters when appropriate and after consultation with school administrators.
8. Attend school special events as needed.
9. Assist the teacher in preparation of lesson plans, as necessary, when the SRO is integrated into classroom instruction.
10. Collect data on SRO activities (arrests, citations, etc.).

B. Uniform

Normally, the SRO is in uniform when performing services under this MOU.

C. Daily Schedule

To be determined by the commanding officer and school administration, consistent with the terms of the 2021-2022 Talawanda School Resource Officer Contract between the Board and the City of Oxford Division of Police and this MOU.

D. Absence/Substitution

School administration and the City of Oxford Division of Police should develop and agree on a protocol for assigning and using substitute SROs when regular SROs are unavailable. Substitute SROs should, at a minimum, have the same requisite experience as regular SROs and, ideally, should receive training on age-appropriate practices for conflict resolution and developmentally informed de-escalation and crisis intervention methods in a school environment.

E. Special Events

To be determined by the commanding officer and school administration, consistent with the terms of this MOU.

F. Role in Responding to Criminal Activity

One of the roles of SROs, as law enforcement officers, is to engage in traditional criminal investigation and report taking. As a police officer, SROs have the authority to issue warnings, make arrests and use alternatives to arrest at their discretion. SROs, however, perform their duties mindful of the parties' common goal of supporting student success. The following procedures will help SROs be as effective as possible in this role:

1. School staff will contact SROs to inform them of all violent or other criminal activity that creates a safety risk that occurs on the school campus. SROs and school officials shall discuss and agree in writing on what levels of violent activity would prompt school officials to notify the SROs. This information will be conveyed to all school staff. In turn, SROs will inform school administration of all criminal activity they observe on the school campus.
2. For any offense on school property, the SRO, working cooperatively with the school administration, will endeavor to avoid arrest and criminal involvement for misdemeanor activity. Certain offenses (felonies), such as sex offenses, weapons offenses, and any offenses of violence, will normally require the filing of charges in consultation with school officials, but should be evaluated on a case-by-case basis. The SRO's powers to arrest will be governed by the Ohio Revised Code.
3. The SRO and school officials shall put into place plans, such as de-escalation techniques, conflict resolution and restorative justice practices, to serve as an alternative to arrest, which will be distributed to school staff.

G. Role in School Policy Violations

SROs are not school disciplinarians and violations of the student code of conduct, Board policy or other school regulations that are not criminal matters should be handled by school administration and/or faculty, and not by SROs. SROs should not directly intervene unless the situation directly affects an imminent threat to the health, safety, and security of the student or another person in the school and will employ de-escalation techniques as appropriate. School discipline is the responsibility of the appropriate school administrator and clear guidelines on SRO involvement should be developed and distributed to school staff. The SRO, as a staff member, will report violations of the student code of conduct, Board policy, or school regulations through the proper channels to be handled by school administration. It is the responsibility of the SRO to become familiar with the

Student Handbook and/or Student Code of Conduct for the SRO's assigned school, but it is not the responsibility of the SRO to enforce the rules in these documents.

H. Data Collection

SROs should submit a monthly activity report to the Superintendent of Schools, building principals, and the City of Oxford Division of Police. The report should include descriptions of all activities engaged in by the SRO, including incidents or calls for service, names of students and/or staff involved, student searches, arrests, citations and/or summons issued, and other referrals to the juvenile justice system.

I. Sharing of Information

Communication and information sharing is essential to the success of the SRO program. The following procedures should be followed to facilitate a free flow of information between school officials and the SRO:

1. Sharing of information will be governed by the Ohio Revised Code, the Ohio Administrative Code, Ohio's Public Records Law, the Family Information and Privacy Act ("FERPA"), and relevant City of Oxford Division of Police and Board policies.
2. The sharing of arrest related information by the SRO with school administration, upon request or at the direction of the SRO, will involve the dissemination of arrest reports and calls for service filed with the City of Oxford Division of Police or from other law enforcement agencies coming into contact with students from Talawanda School District.
3. Juvenile fingerprints and photos as part of the arrest record will not be shared by the SRO, or as dictated by law.
4. If the SRO is aware of information on a student that is officially obtained by the City of Oxford Division of Police, which reflects that the student is in violation of school policies (Student Handbook or Athletic Code), the SRO may forward that information to school administration.
5. If a juvenile is an uncharged suspect in a crime, his/her information will not be released unless authorized by the Oxford Police Chief or his/her designee.
6. Information which the SRO obtains from school personnel which deals with criminal or possible criminal intelligence will be maintained by the SRO as a criminal justice file. This file may be shared with other City of Oxford Division of Police personnel and criminal justice agencies, but will not be part of the student's school record.
7. Any information that is obtained by the SRO that pertains to criminal activity occurring outside Butler County, Ohio limits shall be relayed to the police department of jurisdiction.
8. When any felony occurs or any crime that prompts a Public Information Officer response

from the schools or the City, or if a school building is evacuated, the SRO shall contact his immediate supervisor at the City of Oxford Division of Police as soon as possible.

9. The SRO shall have access to any public records maintained by the school to the extent allowed by law. Law enforcement officials may need confidential information in emergency situations based on the seriousness of the threat to someone's health or safety, time sensitivity, and the direct relationship of the information to the emergency.
10. To the extent allowed by applicable law, the Board shall identify its SRO as a "school official" in the annual FERPA notice of rights given to parents and eligible students subsequent the execution of this MOU.

J. Role in Critical Incidents

The SRO will be familiar with the Talawanda School District crisis plan. During critical incidents occurring when the SRO is present, the SRO will normally act as a liaison between school administration and staff, law enforcement personnel, and other emergency resources if practical.

VI. School District Responsibilities

The Board shall provide the SRO of each campus and any SRO supervisor the following materials and facilities, which are deemed necessary to the performance of the SRO's duties:

1. Access to a properly lighted private office, which shall contain a telephone, a secure computer, and a printer, which may be used for general business purposes.
2. A location for files and records which can be properly locked and secured.
3. A desk with drawers, chair, work table, filing cabinet, and office supplies.
4. The opportunity for SROs to address teachers, school administrators, students and their families about the SRO program, goals and objectives.
5. The opportunity to provide input regarding criminal justice problems relating to students.
6. The opportunity to address teachers and school administrators about criminal justice problems relating to students during in-service workdays.
7. The District Emergency Operations Manual, Crisis Plan, Student Handbook/Code of Conduct and other related materials as deemed appropriate.
8. School staff designee for referrals for counseling and other school-based and/or community based supportive services for students and families.
9. SROs shall respect the sensitive nature of student privacy and shall abide by all applicable confidentiality and/or privacy policies, regulations and laws.

10. Provide training to teachers, administrators, staff and SROs about when to directly involve SROs with student misconduct and about available alternatives to arrest.

VII. Reimbursement Costs^[AG1]

1. The Board agrees to reimburse the City of Oxford Division of Police \$30.00 per hour for each hour the School Resource Officers work for the 2021-2022 school year, not to exceed 200 school days.
2. The Board shall make checks payable to the City of Oxford and shall mail checks to the City of Oxford Finance Department at 15 S. College Ave. Oxford, OH 45056.
3. The Board shall also pay overtime worked by the SRO for athletic events, Board of Education meetings, or other afterhours 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. The Board will reimburse the City at the rate of \$30.00 per hour for these details for services provided under this Memorandum of Understanding and requested by the Board.
4. The City of Oxford Division of Police shall be responsible for all employment-related costs for the SRO, including worker's compensation, unemployment compensation, benefits and any other liability or responsibility of an employer with respect to the law enforcement officers that is assigns to the District pursuant to the Memorandum of Understanding.

VIII. Crisis Planning

The Board, the City of Oxford Division of Police, and any other law enforcement agencies partnering with the Board will coordinate crisis planning and training. Each entity will be involved in updates and creation of new crisis plans.

Lock down drills shall be included as part of the District's preparedness plan. The City of Oxford Division of Police shall be included in the creation of lock down procedures so that first responders are familiar with procedures. Lock down procedures should be trauma-informed and consistent throughout the District.

IX. Reviewing the MOU and SRO Program

The assigned parties may review the MOU/SRO Program annually and make adjustments as needed. Any revisions will be reflected in an updated MOU.

SO AGREED:

Talawanda City School District Board of Education

Chris Otto, Board President

Date

Shaunna Tafelski, Treasurer

Date

Dr. Edward Theroux, Superintendent

Date

City of Oxford

Douglas R. Elliott, Jr., City Manager

Date

John A. Jones, Police Chief

Date



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Sam Perry
DATE PREPARED:	May 25, 2021
COUNCIL MEETING DATE:	June 1, 2021
AGENDA TITLE:	Building Official and Inspection Services
ACCOUNT CODE NO:	110.320.52334.000
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 5-28-21</i>

Background: Since 1998, the City has outsourced state-required Building Official services to National Inspection Corporation (NIC), based in Centerville, Ohio. The wide variety of trade skills would otherwise require multiple additional staff on payroll. Contracting with an entity that services multiple jurisdictions in the region allows leveraging that scale to keep fees affordable and maintain service reliability. NIC services Preble County, as well as other jurisdictions. NIC reviews approximately 300 construction permits per year for Oxford. In 2006, the City added Property Maintenance/Code Enforcement to NIC's tasks in lieu of full time employee/s. That service added biennial rental inspections and code enforcement. The existing contract in effect expires July 24, 2021.

As part of a shift toward more direct supervision of code enforcement, staff has reached an agreement for a new contract with NIC that includes only Building Official services. This will require the hiring of a full-time Code Enforcement Officer as part of the Community Development Department. Authorization to sign this contract will allow staff to continue State-Certified Building Department services without a gap in service delivery, while separately moving forward with recruiting a "direct report" for ongoing Code Enforcement functions.

Staff recommends that City Council authorize the City Manager to sign the new contract. The fee schedule for compensation of services is the same as the previous contract, which is 90% of the collected permit fee, determined by the annual fee ordinance.

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A NEW TWO (2) YEAR AGREEMENT WITH NATIONAL INSPECTION CORPORATION FOR CHIEF BUILDING OFFICIAL/PLANS EXAMINER, AND BUILDING INSPECTION SERVICES FOR THE CITY OF OXFORD.

WHEREAS, the Community Development Department plans to bring in house the functions of a Code Enforcement Officer which are currently being outsourced to National Inspection Corporation; and

WHEREAS, the City Manager and the Community Development Director recommend the continuation of Chief Building Official/Plans Examiner, and Building Inspection Services by National Inspection Corporation of Centerville, Ohio.

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

SECTION 1: Council accepts the recommendation of the City Manager and the Community Development Director and hereby authorizes the City Manager to enter into a new two (2) year agreement a copy of which is attached hereto as Exhibit "A" with National Inspection Corporation of Centerville, Ohio, for Chief Building Official/Plans Examiner, and Building Inspection services for 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: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

2021 Certified Building Department Services

AGREEMENT

The City of Oxford, Ohio ("Oxford"), 15 South College Ave, Oxford, OH 45056-1887, and National Inspection Corporation, 311 Regency Ridge, Centerville, Ohio 45459 ("NIC"), an Ohio corporation, hereby enter into this agreement ("Agreement") upon the terms and conditions as set forth herein.

WHEREAS, Ohio Revised Code Section 3781.10(E)(7) provides in part:

"Enforcement authority for approval of plans and specifications and enforcement authority for inspections may be exercised, and plans and specifications may be approved and inspections may be made on behalf of a municipal corporation, township or county, by any of the following who the board of building standards certifies:

- a. Officers or employees of the municipal corporation or county;
- b. Persons, or employees of firms or corporations, pursuant to a contract to furnish architectural, engineering, or other services to the municipal corporation, township or county;

WHEREAS, Oxford and NIC desire to enter into a contract for NIC to perform plan review and to exercise enforcement authority for plan review and inspections as set forth in this Agreement and to provide Building Official services and supervision of the Building Department for the City of Oxford; and

WHEREAS, The City Council of Oxford, Ohio requires that any agreement for services be approved by a majority of City Council prior to the City Manager's affixing of his or her signature to said agreement; and

WHEREAS, The City of Oxford, Ohio strives to maintain the public health, safety and general welfare of the community by ensuring that buildings and properties are properly built and maintained; and

WHEREAS, NIC has provided services to Oxford since 1998;

WHEREAS, the services to be performed by NIC are of a technical, non-competitive and professional nature;

NOW, THEREFORE, Oxford and NIC agree as follows:

1. NIC will provide Building Official ("B.O.") and Deputy services for the City of Oxford which shall be the relevant functions described in The Ohio Building Code with local amendments. The B.O. or his/her designated inspectors will be available in

person or by telephone during regular business hours to perform his/her duties and at other times for emergencies. Additionally, NIC will manage the operations and staff of the Building Department under the supervision of the Community Development Director (CDD). The CDD will be the primary contact person for NIC.

2. Oxford agrees that NIC shall exercise enforcement authority for inspection on behalf of Oxford and shall review plans and specifications. Such authority conveyed to NIC by this Agreement shall be no more than authority conveyed to Oxford, Ohio by its Building Code and by the Ohio Revised Code Sections 3781.10(E)(7).

3. NIC agrees to fully and diligently exercise enforcement authority for inspections and complete plan reviews within Oxford and to conduct plan reviews on behalf of Oxford. No waiver of code requirements shall be issued by NIC. Plans are to be submitted through Oxford's municipal office at its address as written above or through its online services. Plans will be reviewed in the order received. A written response shall be provided by NIC to the applicant and Oxford within 7 days of receipt of plans for residential and within 14 days of receipt of plans for commercial. Changes to the status of plan reviews and inspections shall be updated on the permitting software database each business day.

4. NIC agrees that Plan Reviewers will maintain state certification as required by law. Plan review shall be performed by a certified Plans Examiner for all plans submitted for a permit under the requirements of the Ohio Building Code (OBC).

5. NIC agrees to fully and diligently perform the following inspections and related administrative tasks in a timely manner:

- a. B.O./Plans Examiner Service
- b. OBC and RCO construction excluding Plumbing

6. Collection of permit fees shall be the sole responsibility of Oxford.

7. NIC agrees to indemnify Oxford for any loss or liability, caused by or arising out of action or inaction of NIC or any of its employees taken or required to be taken under this Agreement. NIC further shall be required to carry a policy of general liability insurance with limits not less than \$1,000,000.00 per claim and errors and omission coverage with limits of not less than \$500,000.00 and shall provide Oxford with certificates evidencing said insurance coverage, as well as a certificate evidencing worker's compensation coverage if applicable to Oxford upon request.

8. NIC agrees to furnish the following specific services to Oxford:

- a. Examine plans and specifications for proposed work as required by the Oxford Building Code, the Ohio Building Code and all other related laws and ordinances. Such examination and plan approval pertains only in general to technical and energy code compliance. Any part which may be in violation will not be considered as being approved.

- b. Conduct building inspections as requested by Oxford or by building permit holders. Provide a verbal inspection report to the owner or owner's agent, if on-site at the time of the scheduled inspection. Provide written results in a form acceptable to Oxford and the Ohio Board of Building Standards.
- c. Upon request, advise applicants on code requirements, but shall not perform design services for the completion of inadequate applications.
- d. Approve permits and certificates of occupancy when the plans and work complies with all applicable building regulations, ordinances and statutes.
- e. Upon request of the Oxford Law Director or Mayor, make itself reasonably available for and shall testify in any judicial proceeding or any formal or informal dispute resolution proceeding involving issues arising from the performance of the services herein described. NIC shall be paid \$100.00 per hour for the time any of its employees or principals shall take to fulfill the requirement as set forth in this section.
- f. Provide utility companies with certificates of approval when necessary for the release of new utility services.

9. All documents and data, including applications, plan review, job progress reports, photographs, and inspection reports shall remain the property of Oxford.

10. NIC agrees to maintain its own vehicles, inspection equipment and personnel identification, utilizing them in a professional manner that is becoming of a City of Oxford representative.

11. This Agreement shall be effective upon the date of this execution by an authorized official of Oxford and shall continue for 24 months. This Agreement shall be automatically renewed for two years if neither party cancels the agreement. If renewed automatically, either party may subsequently cancel the agreement upon 90 days notice. The previous Agreement signed July 24, 2020 is hereby terminated.

12. Oxford shall pay to NIC as the fee for the building, mechanical and electrical services described herein ninety percent (90%) of all fees charged by Oxford based on the approved 2021 Fee Schedule Ordinance or later amendments (excluding the supplemental fee paid directly to the Ohio Board of Building Standards and excluding any rental permit late fees). The 2021 fee schedule is appended hereto as exhibit "A" and incorporated herein.

13. This Agreement constitutes only a contract for independently provided services and not a contract of employment. Other than permitting software, NIC shall be solely responsible for, and shall have sole control over, the means, methods, techniques, equipment, and procedures for performance of the services herein. NIC, nor any of its employees, is not eligible for fringe benefits or health insurance coverage offered by City. NIC shall work as an independent contractor and be solely responsible for

compliance with all federal, state, and local laws concerning withholding, estimation, and payment of taxes in connection with any and all income or benefits earned under this Agreement. While this Agreement is in effect and for one year after termination, Oxford will not offer employment to, nor solicit any employment applications from employees or contractors of NIC.

14. Amendments to this agreement shall only be made after mutual consultation and consent.

15. This Agreement may be terminated by either party hereto for cause if the other party breaches any material term of this Agreement.

16. All notices to be given by or to either party to this Agreement shall be sent by U.S. Mail, Certified, returned receipt requested to the address as is noted above or as it is duly noticed by either party. All such notices shall be effective as of the date received.

17. This Agreement shall be construed under and in accordance with the laws of the State of Ohio, and all obligations to the parties created under this Agreement are performable in Butler County, Ohio.

18. This Agreement shall be binding and inure to the benefit of the parties of this Agreement and their respective heirs, executors, administrators, legal representatives, successors and assigns as permitted by this Agreement.

19. In the case of one of more of the provisions contained in this Agreement shall for a reason be held invalid, illegal or unenforceable in any respect, that invalidity, illegality or enforceability shall not affect any other provisions. This Agreement shall be construed if the invalid, illegal or unenforceable provision had never contained in it.

20. This Agreement constitutes the sole and only agreement of the parties and supersedes any prior understandings or written or oral agreements between the parties respecting the subject matter of this Agreement.

21. This Agreement may not be assigned to an unrelated third party.

THE CITY OF OXFORD, OHIO

Date: _____

Signed: _____
Douglas R. Elliott, Jr., City Manager

NATIONAL INSPECTION CORP.

Date: _____

Signed: _____
Andrew McKenzie, President

APPROVED AS TO FORM:

Christopher R. Conard, Law Director

ORDINANCE NO. 3597

AN ORDINANCE TO ADOPT FEES AND CHARGES FOR THE FISCAL YEAR 2021.

WHEREAS, the City Manager and the Finance Director recommend City Council adopt fees for 2021, as itemized below.

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

SECTION 1: Council hereby accepts the recommendation of the City Manager and the Finance Director and authorizes the adoption of the fees as contained herein. Additionally, the Council authorizes the City Manager to implement changes to existing fees or add new fees as deemed appropriate.

A. RECREATION DEPARTMENT (Residents living or working in the City of Oxford)

	<u>\$ Amount</u> <u>Residents</u>	<u>\$ Amount</u> <u>Non-residents</u>
<u>1) YEARLY MEMBERSHIP FEES - TRI COMMUNITY CENTER</u>		
(INCLUDES OPEN GYM AND WEIGHT ROOMS - for eligible ages)		
Child (Ages 0-9)	FREE	FREE
Youth (Ages 10-17)	6.00	7.00
Adult (Ages 18+)	12.00	14.00
<u>2) PRESCHOOL (per month)</u>		
Mon-Fri All Day	599.00	659.00
Mon-Fri Half Day	330.00	363.00
Mon/Wed/Fri All Day	380.00	418.00
Mon/Wed/Fri Half Day	200.00	220.00
Tues/Thur All Day	570.00	297.00
Tues/Thur Half Day	140.00	154.00
<u>3) SUMMER CAMP PROGRAM</u>		
Daily	32.00	36.00
each additional child in family	28.00	31.00
Weekly	120.00	132.00
each additional child in family	100.00	110.00
Half-day:		
Pre-school camps	70.00	77.00
<u>4) YOUTH SPORTS LEAGUES</u>		
Basketball		
Instructional League, Grade K	60.00	66.00
Competitive League, Grade 1-2	75.00	83.00
Competitive League, Grade 3-12	90.00	99.00
Flag Football League	70.00	77.00
<u>5) ADULT SPORTS LEAGUES</u>		
Adult softball	425.00	
Adult kickball	200.00	
<u>6) RESERVATION FEES</u>		
Oxford Aquatic Center		
Reservation, per hour (competition pool only)	150.00	165.00
Reservation, per hour (activity pool only)	200.00	220.00
Reservation, per hour (both pools)	220.00	242.00
Athletic Fields		
Per game, per field	30.00	33.00
Per day, per field	140.00	160.00
Per game, per field (preps)	35.00	39.00
Per hour, per field (lights)	30.00	33.00

Community Park Gazebo Reservation

Up to 2 hours	30.00	33.00
Up to 4 hours	50.00	55.00
Over 4 hours	65.00	72.00

Park Shelter Reservation

Up to 2 hours	25.00	28.00
Up to 4 hours	40.00	44.00
Over 4 hours	50.00	55.00

Electric Tap Fee 50.00 per day
(Large machines such as ice machine,
inflatables, etc.)

7) AQUATIC CENTER

Season pool passes

Adult (18-59)	100.00	110.00
Senior (60+)	80.00	88.00
Youth (2-17)	80.00	88.00
Child under 2	FREE	FREE
Household (4 or less)	210.00	231.00

General admission

Adult (18-59)	8.00
Senior (60+)	6.00
Youth (2-17)	5.00
Child under 2	FREE

Swimming lessons

Parent/child	40.00	44.00
Preschool & Level I	45.00	50.00
Skill Level II thru V	50.00	55.00

8) SENIOR CITIZEN CENTER RENTAL

Includes kitchen & great room 60.00 per hour 66.00 per hour
(minimum 2 hour rental)

Special events and specialty class fees are established to cover the direct cost of each class/activity offered.

B. COMMUNITY DEVELOPMENT DEPARTMENT

1) ADMINISTRATIVE ZONING REVIEW

Administrative Zoning Review Item

Building Accessory, Minor Improvement, including Shed, Fence, and Temporary Tent - Residential	50.00	
Building Accessory, Minor Improvement, including Shed, Fence, and Temporary Tent - Commercial	100.00	
One or Two-Family Residential, New home or unit addition	100.00	
One or Two-Family Residential, Existing	50.00	
Three-Family or more Residential	50.00	per unit
Commercial (existing and new)	200.00	per unit
Revision after the 2nd submittal	100.00	
Sidewalk Use Permit	50.00	
Signs	25.00	plus \$1 per sq. ft. per side, per sign
Sign Face Change	25.00	per face
Zoning verification letter	50.00	
Site work permit or Construction Drawings	200.00	plus \$10.00 per acre
Demolition	50.00	
Zoning approval extension	50.00	

2) BOARD OR COMMISSION REVIEW

a) Planning Commission

Planning Commission Item

Conditional Use Permit	500.00	plus 10.00 postage
Annexation 100% owner petition	400.00	plus 1.00 per acre
Conceptual Review	No fee	
Subdivision Development, Preliminary	570.00	plus 10.00 per lot, plus 10.00 postage
Subdivision Development, Final	570.00	plus 10.00 per lot, plus 10.00 postage
Planned Development, Preliminary	570.00	plus 100.00 per acre, plus 10.00 postage
Planned Development, Final	570.00	plus 100.00 per acre, plus 10.00 postage
Minor Amendment to Conditional Use Permit or Planned Development	150.00	
Lot Consolidation	50.00	
Lot Split	50.00	
Zoning Code Amendment	250.00	plus 10.00 postage, per topic
Zoning Map Amendment	250.00	plus 10.00 postage
Significant changes to original application	Determined by the Community Development Director at a cost not to exceed original application	
Revision beyond the 2nd submittal, requiring zoning or engineering review.	100.00	per review

b) Historic & Architectural Preservation Commission

HAPC Item

Certificate of Appropriateness	50.00	
Pre-application	No fee	
Certificate of Appropriateness for demolition of Historic Structure	250.00	
Demolition permit historic district	10% demolition cost per HAPC code	

c) Board of Zoning Appeals

BZA Item

Variance Petition	300.00	plus 100.00 for each additional variance request up to 1,000.00, plus 10.00 postage
Appeal of Administrator's Decision	50.00	
Appeal of HAPC Decision	200.00	

3) DOCUMENTS, MAPS, & OTHER MATERIALS

At Media or Copy Cost Otherwise Noted

4) PLANNING AND DATA SERVICES

45.00 per hour

C) INSPECTIONS (Building Official)

1) One, Two, and Three-Family Dwellings and Accessory Buildings (OBOA - Residential Code of Ohio - Ohio Building Officials Association)

Residential Building Item

Building - 1Fam/2Fam/3Fam - New / Add / Alt / Remodel	100.00	/ 0.30 per sq ft
Mechanical (HVAC) - New / Add / Remodel	80.00	/ 0.04 per sq ft
Electrical - New / Add / Remodel	80.00	/ 0.04 per sq ft
Second and subsequent plan review (1/4 hr increments)	60.00	per hour
Minor Alteration (per each type of permit, Bldg, Elect, HVAC)	75.00	
Accessory structures: Awnings, Decks, Sheds (Accessory building <200 sq ft do not require building review)	80.00	plus 0.15 per sq ft
Furnace or A/C Replacement	80.00	per unit
Heat Pump	80.00	
Gas Piping	75.00	
Geothermal trench/pressure test	75.00	per inspection
Electrical Service Upgrade / New / Reconnect	70.00	
Electric for Swimming Pool (In ground/above ground bonding/wiring)	90.00	
Demolition	75.00	per structure

Industrialized Unit - Foundation Only (Does not include elec. Service, decks, porches, garages or other add.)	125.00	
Roof Replacement or Structural Change	50.00	
Partial permits (where granted)	50.00	
Temporary Certificate of Occupancy (30 days)	150.00	
Certificate of Occupancy	50.00	
Occupying without a Certificate of Occupancy	250.00	
Permit extension if approved	100.00	
Copy Plans and Re-stamp	50.00	plus copy cost - estimate provided
Re-Inspection (Charge for the third and subsequent inspection)	75.00	
Non-Permit Inspection Request	75.00	
Out of Normal Hours Inspection	125.00	per hour/3 hr min
Swimming Pool deeper than 24"	90.00	
Solar Array	80.00	plus 5.00/panel
Temporary Supply	70.00	
Temporary Tent 400-699 sq. ft. with sides	75.00	plus 0.10 per sq. ft.
Temporary Tent 700 sq. ft. or more with or without sides	75.00	plus 0.10 per sq. ft.
Fence over 6 feet tall	40.00	
Work Without Permit		Doubled permit fee
Change of Building Plans (after approval)	50.00	plus 60.00 per hour (1/4 hr increments)
Residential Code of Ohio Surcharge		Applicants covered by this Code will be assessed an additional 1% surcharge fee as mandated by Ohio Administrative Code Section 4101:8-1-03

2) Commercial Buildings (Ohio Building Code) Commercial and residential

Commercial Building Item

Building (Except Multi-Family)	200.00	plus 0.15 per sq ft
Building (Multi-Family)	200.00	plus 0.20 per sq ft
Mechanical	200.00	plus 0.05 per sq ft
Electrical	200.00	plus 0.05 per sq ft
Minor Alteration (Per each type of Permit: Building, Electric, HVAC, etc.)	100.00	
Fire Suppression Systems (all suppressed areas)	250.00	plus 0.065 per sq ft
Kitchen Exhaust Hood	250.00	
Hood Suppression System	250.00	plus 50.00 each addl unit
Underground Fire Line	250.00	plus 0.065 per linear ft
Fire Alarm System	250.00	plus 6.50 per device
Plan Review (1/4 hr increments)	80.00	per hour
Revision to approved plans	100.00	plus plan review
Demolition	100.00	per structure
Roof Replacements	250.00	
Storage Rack Systems	250.00	plus 0.015 per sq ft
Furnace or A/C Replacement	150.00	plus 50.00 per each addl unit
Geothermal Trench/Pressure Test	100.00	per inspection
Solar Arrays	200.00	plus 5.00 per panel
Industrialized Unit	200.00	plus 0.015 per sq ft
Partial Permit (where granted)	100.00	
Temporary Certificate of Occupancy (30 days)	350.00	
Certificate of Use and Occupancy (not associated with building permit)	250.00	
Certificate of Occupancy with a permit	100.00	
Re-Inspection (Charge for the third and subsequent inspection)	100.00	per inspection
Non-Permit Inspection Request	150.00	
Out of Normal Hours Inspection	125.00	per hour/ 3 hour min
Permit extension, if approved	100.00	
Temporary-Supply	80.00	
Change of Building Plans (after approval)	50.00	plus 100.00 per hour
Fuel Storage Tank	75.00	per tank

Temporary structures, including tents	75.00	plus 0.10 per sq. ft.
Awnings	75.00	
Signs	125.00	without electric
	150.00	with electric
Fence over 6 feet tall	50.00	
Work without a permit	Doubled Permit Fee	
Gas Piping	75.00	
OBC Surcharge	Applications covered by the OBC will be assessed an additional 3% surcharge fee as mandated by Ohio Administrative Code Section 4101:2-1-50(b)	

3) Rental Permits

a) Initial Establishment, Annual Renewal & Ownership Transfer	
One-Family Structure	55.00
Two-Family Structure	90.00
Three-Family Structure	120.00
Four-Family Structure	140.00
Five or More Unit Structure	30.00 per unit
Fraternity or Sorority House	330.00
Condominium	55.00
Lodging House	110.00
b) Late Renewal	
After 30 days expired	10.00
After 60 days expired	20.00
After 90 days expired	30.00
c) Re-inspection	75.00
d) Board of Appeals	
Application	150.00

D) POLICE DEPARTMENT

Events requiring Officers for Crowd or Traffic Control:

One Officer	50.00	per hour
Each additional Officer	50.00	per hour
Police Supervisor	60.00	per hour
(Required for each 4 Police Officers)		
Police Command Officer	70.00	per hour
(Required for two squads of five Officers)		
Per arrestee processed and transported to Butler County Jail by Oxford Police Department on City of Oxford criminal charges	200.00	
Subsequent per diem for inmates incarcerated in Butler County Jail on City of Oxford criminal charges	100.00	
Fingerprinting	15.00	
Records Checks	15.00	

False Alarm Fees

Residential, Commercial & Industrial	
1 to 2 Annually	No charge
Residential	
3 or more	50.00 per occurrence
Commercial/Industrial	
3 to 4 Annually	50.00 per occurrence
5 to 6 Annually	100.00 per occurrence
7 to 8 Annually	200.00 per occurrence
9 or more	400.00 per occurrence
Accident, crime, other reports	0.10 per page



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Community Development
PREPARED BY:	Zachary Moore
DATE PREPARED:	May 17, 2021
COUNCIL MEETING DATE:	June 1, 2021
AGENDA TITLE:	PC-2021-11, 22 N. College, CONDITIONAL USE, change current use from restaurant/bar to a restaurant/church, Tom Ellis, Happy People LLC, Applicant
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 5-28-21</i>

Proposal Summary:

Pastor Tom Ellis is requesting Conditional Use approval for a property he is looking to purchase at 22 N College Avenue. This particular property is known as the Dr. William S. Alexander House, a historic landmark that has been on the National Register since 1987. The house was most recently occupied by the Sushi Nara Japanese restaurant, which closed in April 2020 and the property has remained vacant since. The applicant is looking to rehabilitate the structure and start up a new coffee shop business ("Redlife Coffee House") on the first floor, while also utilizing the second floor for church functions with a planned auditorium space to accommodate up to 75 people at one time.

On May 11, the Oxford Planning Commission held a virtual hearing and reviewed the case and the decision standards. The Commission found the proposed uses to be appropriate for the given site and its location on a prominent commercial corridor (US 27) in Oxford as well as in a residential/commercial transition (RO) zone. The Commission voted 7-0-0 to recommend approval of the application subject to 3 conditions:

1. As a waiver to *Section 1143.09(d)(2)(A)*, business hours are permitted to fall within the 7:00am to 10:00pm timeframe daily.
2. As a waiver to the lot coverage standard in *Section 1143.09(c)(4)(A)(1)*, the increase in coverage proposed which results from the added deck ramp shall be allowed despite being over the 35% maximum.
3. A minimum of three (3) bicycle parking spaces (e.g. fulfilled by installing a bike rack) shall be provided within easy access of the front entrance.

ORDINANCE NO.

AN ORDINANCE APPROVING A CONDITIONAL USE PERMIT APPLICATION TO ALLOW A RESTAURANT AND PLACE OF WORSHIP TO BE LOCATED AT 22 N. COLLEGE AVENUE OXFORD, OHIO 45056 WITH CONDITIONS.

WHEREAS, the Planning Commission met pursuant to Oxford Codified Ordinance Section 1147.02 on May 11, 2021 for the purpose of considering the request of Tom Ellis Applicant, for a Conditional Use permit to allow a restaurant and place of worship to be located at 22 N. College Avenue Oxford, Ohio 45056; and

WHEREAS: the Planning Commission, after a public hearing and discussion, voted and approved a motion recommending approval of the Conditional Use permit application to allow a restaurant and place of worship to be located at 22 N. College Avenue Oxford, Ohio 45056 with the following conditions/waivers:

- a) As a waiver to Section 1143.09(d)(2)(A) of the Codified Ordinances of the City of Oxford, Ohio, business hours shall be permitted between 7:00 a.m. and 10:00 p.m. daily.
- b) As a waiver to the lot coverage standard in Section 1143.09(c)(4)(A)(1) of the Codified Ordinances of the City of Oxford, Ohio, the increase in coverage proposed which results from the added deck ramp shall be allowed.
- c) A minimum of three (3) bicycle parking spaces shall be provided within easy access of the front entrance.

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

SECTION 1: Council hereby accepts the action of the Planning Commission and accepts the recommendation report submitted by the Planning Commission and incorporates the same herein and further grants the Conditional Use permit application to allow a restaurant and place of worship to be located at 22 N. College Avenue with the following conditions/waivers:

- a) As a waiver to Section 1143.09(d)(2)(A) of the Codified Ordinances of the City of Oxford, Ohio, business hours shall be permitted between 7:00 a.m. and 10:00 p.m. daily.
- b) As a waiver to the lot coverage standard in Section 1143.09(c)(4)(A)(1) of the Codified Ordinances of the City of Oxford, Ohio, the increase in lot coverage proposed which results from the added deck ramp shall be allowed.
- c) A minimum of three (3) bicycle parking spaces shall be provided within easy access of the front entrance.

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

MAYOR

ADOPTED:

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MICHAEL SMITH

PREPARED BY: LAW (STAFF)

STAFF REPORT

Community Development | Planning Commission

APPLICATION DETAILS

Applicant	Happy People LLC, c/o Tom Ellis
Location	22 N College Avenue – Parcel ID H4100008000177
Property Owner	Nara Properties LLC, c/o Joseph Kang
Architect	Eller Architecture LLC, c/o Greg Eller
Action Request	Conditional Use for a Place of Worship
Current Use	Former restaurant, now vacant
Current Zoning	RO Office Residential District
Site Area	10,047 square feet
Surrounding Land Uses	Four-unit apartment building to south at 14 N College; Single- and two-family properties to west and north; Commercial to east
Staff Recommendation	Approve , subject to recommended conditions

PROPOSAL SUMMARY

Mr. Tom Ellis is the Pastor of The Calvary Church, located in Springdale. Mr. Ellis is interested in purchasing property at 22 N College Avenue, the site of the historic William S. Alexander House. The property was most recently utilized as a Japanese restaurant (Sushi Nara), which closed in April 2020. The building is starting to show signs of deterioration, having now been vacant for a year.

The current owner has filed a letter with Community Development to retain non-conforming usage of the property as a restaurant, since the underlying RO District normally prohibits restaurant uses. Churches, or “Places of Worship” per the Oxford Zoning Code’s terminology, are allowed in the RO District but require Conditional Use approval. Mr. Ellis has hired Architect Greg Eller to draw up plans for rehabilitation and reuse of the structure as both a coffee shop and church. The coffee shop enterprise, which staff has interpreted can serve as a continuation of the “restaurant” use, has already been applied for through the Building Permit process.

The purpose of this Conditional Use review is to consider elements and impacts of the proposal pertaining to usage of the building/property for church-related functions. The applicant intends for the building to be used for community gatherings, events, support groups, and other services related to the church ministry.

PUBLIC COMMENTS

Public notices were mailed to surrounding property owners and a sign was posted at the front of the property. The notice specifically addressed possible changes to the date, location and format of the meeting due to the COVID-19 pandemic, including the possibility of a video conference and/or teleconference format. As of the writing of this report, no written public comments have been received.

DEPARTMENT COMMENTS

Below are comments from City departments:

Department	Respondent	Response
Economic Development	Seth Cropsenbaker, Assistant to the City Manager	Returned with Comments
<i>The Economic Development staff support the rehabilitation of this site, and reopening of a business at 22 N College. This is a marquee location and a historically and aesthetically relevant building in Oxford.</i> <i>The proposed remodel for the first floor coffee shop and addition of an elevator for improved access to the second floor are welcomed proposals.</i> <i>However, there are concerns for the second floor plan and intended use.</i> <i>The use of the 2nd floor seems unclear. Is it a community space as part of a business model or a place of worship?</i> <i>Does this difference or distinction matter for our zoning compliance?</i> <i>An additional concern is parking, particularly for any gathering or meeting approaching their proposed 75 person limit.</i> <i>An influx of 75 people into this area for a specific meeting time would create a significant strain on parking, as only street/metered parking is available in the area.</i> <i>While the building may be able to accommodate 75 people for a restaurant service, in that usage guest arrive at separate times creating staggered arrival and departure times, unlike 75 people gathering for a set start time as for a meeting.</i>		
Engineering	Scott Otto, City Engineer	Returned without Comments
Fire	John Detherage, Fire Chief	Returned without Comments
Police	John Jones, Police Chief	Returned without Comments

SITE HISTORY

Located in the Uptown Historic District, the building is known as the Dr. William S. Alexander House has been on the National Register of Historic Places since 1987. The lot was first acquired by a Mr. John M. Shera in 1867, who constructed the house in 1869 using lumber and bricks from his farm. The Shera family sold the property to Dr. Herschel D. Hinkley in 1888.

Prior to the existence of modern-day hospitals or clinics, doctors often operated out of their homes, making them a haven for the sick and injured. During his tenure in Oxford, Dr. Hinkley not only practiced medicine but also served on Miami University's Board of Trustees. He eventually accepted a position at the Cincinnati College of Medicine and Surgery in 1894, and the next year sold the house and his medical practice to Dr. William S. Alexander. Dr. Alexander was also active in the local community, serving four consecutive terms as a Village Councilor and being appointed as Miami's physician to men. He lived and practiced in the house up until his death in 1917.

In 1954, the descendants of Dr. Alexander divided the house into four interior apartments, which may have been rented to students in the years following. The house was later sold to a new owner in 1985, who initiated the National Register nomination process. According to the current owner, the property had been utilized as a restaurant for the remaining 35 years of its history, up until the closure of Sushi Nara in April 2020. Prior to occupancy by Sushi Nara, the building had previously been occupied by the Alexander Restaurant as well as a bar called A-List on the second floor.

Apart from its history as a medical practice for two different doctors, the property's architectural style is also significant. The oldest portion of the building was built in an L-shape, exemplifying Greek Revival and Italianate styling. An addition was made to the south elevation in 1880, infilling the L and resulting in a more rectangular building footprint. This addition included a two-story portico with classical Doric columns and a second floor balcony, which exists to this day and is probably the building's most distinguishing element. The front porch was built in a Classical Revival style around 1900 and originally included a small centered balcony on the second floor. The balcony element was removed in the 1950s, but railing was later added back to the porch roof as a way to better resemble the original design.

The lot on which the building sits (old Lot 176) was originally much larger, totaling 15,047 square feet in size, stretching between N College Avenue and the alley. A carriage house previously existed on the west side of the lot near the alley, but was later demolished. The lot was split in 2007 to make way in 2008 for a new single-family dwelling at 207 W Church Street, where the carriage house previously stood.

CASE HISTORY

The site has been involved in numerous past applications and approvals by entities including the City of Oxford. A summary of relevant case history is provided below:

- PC-ADM-05-2007, Lot Split: 5,000 square foot lot split off from the original lot (Lot 176) which previously totaled 15,047 square feet in size. The application was filed in November 2007, administratively approved by the City, and subsequently recorded on February 21, 2008. A new single-family dwelling was eventually built on the new 5,000 square foot lot, wrapping up construction in August 2008.
- PC-02-2008, Rezoning from RO to UP: Case withdrawn by applicant/owner. Application initially filed by the owner in December 2007 for the purpose of making the existing restaurant use conforming rather than non-conforming, by nature of rezoning from a residential district (RO) to a commercial district (UP). Applicant/owner withdrew consideration of the application on February 5, 2008, prior to the scheduled hearing date with the Planning Commission.
- PC-08-2008, Conditional Use for a Place of Worship (The Bridge Church): Case withdrawn by applicant. Application had been filed in February 2008 for consideration. However, the Church Pastor decided to withdraw on March 10 prior to the scheduled Planning Commission hearing in April.

- PC-21-2008, Rezoning from RO to UP: Case withdrawn by applicant/owner. Same exact request as PC-02-2008 was submitted again in July 2008 by the same owner. The intended purpose was to make the existing restaurant use conforming to the underlying zoning district. At its October 4 meeting, the Planning Commission voted 7-0-0 to deny the request, citing their belief that none of the Decision Standards were met. After initially requesting an extension of the first reading, the applicant chose to withdraw on December 2 before reaching a first reading with Council.

COMMENTARY

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

- **Church/Place of Worship Use:** Based on the submitted floor plans, staff finds that the planned second floor rooms and functions most directly pertain to use of the structure as a church. Included on the second floor is an auditorium space showing seating capacity for up to 63 attendees, with a new stage platform in front as well as a new AV booth platform in the rear. The applicant states that events could attract anywhere between 25 to 75 participants. Additional uses on the second floor include a nursery room, small group meeting/fellowship room, and restrooms. The second floor is currently only accessible by interior and exterior stairs; to achieve greater accessibility, the applicant proposes installing a glass enclosed elevator lift at the back side of the existing rear deck.
- **Restaurant/Coffee Shop Use:** While the restaurant use is recognized as one that can legally continue so long as the present Building Permit application moves forward to fruition, it is helpful to examine this planned function within the scope of the Conditional Use request. Based on the submitted floor plans, it appears that the coffee shop business will be mostly contained to ground level interior and exterior spaces. The interior layout of the first floor is to be mostly retained, with a few minor improvements such as the installation of a coffee station, condiment table, wall-mounted flat screen monitors, and restrooms. At least one new outdoor ramp is proposed to link the existing outdoor deck to the public sidewalk, to comply with ADA accessibility requirements. There is certainly the potential for there to be a symbiotic relationship between the coffee shop and planned church functions. The applicant expresses the desire to add value to Uptown Oxford by providing a quality setting for “connection, study and relaxation” that would be open to all members of the public to enjoy. It should be noted that the Zoning Code restricts business uses in RO to fall between the hours of 7:00am and 9:00pm, per *Section 1143.09(d)(2)(A)*. This provision is meant to protect residential uses from nuisance activities associated with businesses at a later hour. The applicant desires to operate the coffee shop between the hours of 7:00am and 10:00pm. Staff does not believe the additional evening hour is cause for concern, and recommends a waiver per Condition #1.
- **Parking:** While the Parking Chapter of the Oxford Zoning Code does not require any off-street parking spaces within the RO District, parking is a potential concern to address as part of a Conditional Use process per *Section 1147.03(b)(15)*. Seeing as how limited available space on the site effectively prevents the provision of additional off-street spaces, all additional parking demand generated by the proposed use will either need to be absorbed by available on-street capacities within vicinity of the site, or by other private commercial uses or properties nearby which agree to offer shared parking. Staff initially recommended the applicant have a parking study prepared by an engineer or other qualified professional so that the potential impact on existing capacities could be better understood. Staff also offered to perform a limited scope parking study in-house, which the applicant accepted based on an hourly charge. A study conducted the morning of April 18 documented the number of available public parking spaces within a quarter-mile (five minute walk) of 22 N College. Within a roughly two-hour timeframe, the study returned a total of 398 available spaces, including 372 on-street spaces and 26 spaces in Lot 52. With group gatherings estimated to max out at around 75 attendees, staff feels this observed capacity is more than sufficient to absorb anticipated demand, at least at the given day and hour. It should be noted the study scope did not

include the City parking garage, since it is technically a little further than a five minute walk, but the garage could very likely provide numerous additional spaces to the use. The applicant expresses that recurring events would likely take place on either Sunday morning or afternoon, as well as Tuesday evenings, so the scope of the present study only serves to paint a clearer picture, but not a complete one. The Commission may recommend additional studies be performed if deemed necessary.

- **Landscaping and Screening:** Since the proposal at hand involves reuse of an existing building, the project is exempt from the City's Tree Ordinance. There are several mature trees located on and within proximity to the site, all of which are presumed to be un-impacted by the level of construction activity anticipated. A revised set of plans later shared with staff by the architect show the planting of evergreen shrubs along the front walkway on the north side of the building, which will be a welcome addition to help screen a couple air conditioning units and cellar door from the public right-of-way along W Church Street.
- **Lot Coverage:** The maximum lot coverage in the RO District is 35%, as provided in Oxford Zoning Code *Section 1143.09(c)(4)(A)(1)*. The existing coverage on-site is estimated to be 41.5%. With the addition of an ADA walkway/ramp leading up to the south side deck, this will add approximately 2.1% of additional coverage to the site, bringing the total resulting coverage percentage to 43.6%. Staff feels this is a worthy addition that should not be prevented by virtue of adhering more closely to the lot coverage standard. In addition, it is odd that the RO District prescribes for a maximum lot coverage of 35%, while the more outlying Mile Square Residential Districts (R-1MS, R-2MS, and R-3MS) provide a max of 45%. For these reasons, staff recommends a waiver be granted in the form of Condition #2.
- **Non-Vehicular Mobility:** Bicycle parking requirements normally come into play for General Business (GB) site development per *Section 1143.12(d)(5)*, or when off-street parking spaces are being provided per *Section 1149.07(e)(5)(A)*. The existing layout of the site with green spaces in front and to the side of the building allow for ample room to provide a bike rack for future coffee shop patrons and churchgoers to utilize. If this site were being developed under the GB zoning provisions, a minimum of 3 bicycle parking spaces would be required. Staff recommends the same be provided in this case per language recommended in Condition #3.
- **Refuse/Waste Collection and Storage:** The latest plans received from the applicant show a total of six (6) waste wheelers to the north of the building, screened by a series of evergreen shrubs. The applicant feels this is the best location for refuse storage due to the kitchen door already being on that side, while on the west side new outdoor storage bins would be installed for the purpose of housing lawn equipment.
- **Signage:** The applicant intends to install a new freestanding sign at the location previously occupied by the Sushi Nara sign. The sign would display the business name (Redlife Coffee House) on either side and be designed in accordance with Zoning Code requirements, including a maximum sign height of 6 feet.

DECISION CRITERIA

- A. The proposed use is in fact a Conditional Use appropriate in the zoning district in which it is proposed.
A "Place of Worship" is in fact listed as a Conditional Use for the Office Residential (RO) District.
- B. The use and site will satisfy the general intent of the Zoning Code.
The purpose of the RO District as stated in *Section 1143.09(a)* is to encourage a residential environment in established areas of historically significant character. Offices and service facilities are

permitted to support community needs in suitable locations that do not produce incompatible effects on adjacent residential neighborhoods. A mix of uses within one structure is encouraged. This district is appropriate adjacent to higher volume thoroughfares, as well as between commercial areas and residential neighborhoods. Staff believes the proposed use embodies the spirit of the RO District, being located on a major thoroughfare (US 27), serving a community need, containing a mix of uses, and being generally compatible with the surrounding residential environment. It is also worth pointing out many other churches and religious organizations are currently located in the RO zone surrounding the Uptown business district, including Oxford Presbyterian Church at N Main & W Church, the Interfaith Center on S Campus, Holy Trinity Episcopal at E Walnut and S Poplar, and the Hillel Foundation on E Walnut.

- C. The use and site will be compatible with the general intent of the Comprehensive Plan. As shown on Map 3.6 of the Oxford Comprehensive Plan, the property is located in the “Neighborhood Enhancement Area” generally bounded by Elm, Spring, Campus, and Vine Streets but also including another portion in the NE corner of the Mile Square stretching as far north as Homestead Avenue. According to the Plan, development intent in this area is *to stabilize and enhance existing neighborhoods* through continued maintenance and improving property in a way that reinforces traditional characteristics and commercial features. Staff believes the proposed re-use of the Alexander House would further these purposes, ensuring the historic nature of the area remains in-tact while retaining a commercial function that has been present at this particular corner of town for decades.
- D. The use and shape of the site are sufficient for the proposed use. This criterion generally does not apply to the application at hand, since very little in the way of new building construction or expansion is proposed to occur.
- E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district. The building had previously been utilized as a restaurant for several decades. The property’s location at the corner of a major US highway carrying both in-town and thru traffic is well-suited for commercial use. The nature of activities planned for the site is not expected to result in an elevated level of disturbance to surrounding residential properties to the south, west, north and northwest. The corner of the intersection immediately opposite to the east is in commercial use.
- 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. Staff does not believe the effects and impacts from the proposed use will be any more detrimental or disturbing than those which were associated with the previous restaurant use. Regarding use of the outdoor deck & patio spaces, the applicant states these would be used for additional seating and doesn’t anticipate any programming in these areas which could generate noise or other impacts.
- 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. Staff sees this proposal as involving two separate but ultimately interconnected principal uses – a church, and restaurant (coffee shop). It can be said that many churches offer a coffee bar or café area which is primarily used and/or patronized by members of a church; in such cases, the “coffee use” would be seen more as an accessory use to the overarching principal use of a property or building as a church. In this case, the outward appearance of the use is proposed to be more focused on the coffee shop element, e.g. with outdoor signage identifying the coffee use (Redlife Coffee House) as opposed to the church 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.
Since this is a reuse of an existing building served by public infrastructure, many of these matters are somewhat moot.
- I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
The building itself and existing infrastructure will largely remain in-tact.
- J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
The HAPC has reviewed and approved a Certificate of Appropriateness (COA) for this proposal, inclusive of the elevator lift proposed for the rear of the structure (pending an evaluation of alternative location options).
- 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 off-street parking areas, connections, or movements to consider with this application. Parking is proposed to be handled/absorbed by existing capacities of on-street parallel parking spaces and other publicly available spaces.
- L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
On the contrary, the proposed project should help to ensure the preservation and continued use of a historic landmark property in Oxford.
- M. Proposed construction will not result in the complete elimination of existing mature trees on the site. Effort shall be made to direct disturbance and construction around or away from the existing mature trees without completely taking away use of the site or connectivity to existing infrastructure.
Not applicable.
- N. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.
A Building Permit application to acknowledge the continuation of the restaurant use was submitted on April 1. A Certificate of Appropriateness (COA) application to consider changes to the exterior, inclusive of the new glass enclosed lift, was also submitted on March 29 and reviewed/approved by the HAPC on April 14.

STAFF RECOMMENDATION

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

1. As a waiver to *Section 1143.09(d)(2)(A)*, business hours are permitted to fall within the 7:00am to 10:00pm timeframe daily.

2. As a waiver to the lot coverage standard in *Section 1143.09(c)(4)(A)(1)*, the increase in coverage proposed which results from the added deck ramp shall be allowed despite being over the 35% maximum.
3. A minimum of three (3) bicycle parking spaces (e.g., fulfilled by installing a bike rack) shall be provided within easy access of the front entrance.

SUBMITTED BY:



Zachary Moore, AICP
Planner

DATE: May 4, 2021

APPENDIX A

RELEVANT ZONING CODE PROVISIONS

Within the Oxford Zoning Code, *Section 1143.09* provides the base zoning standards for the RO Office Residential District. *Section 1147.02(c)-(d)* governs the Planning Commission's decision making process on Conditional Uses. *Section 1147.03(b)(15)* provides Conditional Use provisions specific to church uses.

1143.09 – RO Office Residential District.

- (a) Purpose.
This district is designed to encourage a residential environment in established areas of historically significant character. Offices and service facilities are permitted to support community needs in suitable locations that do not produce incompatible effects on adjacent residential neighborhoods. A mix of uses within one structure is encouraged. This district is appropriate adjacent to higher volume thoroughfares, as well as between commercial areas and residential neighborhoods. This district shall be considered a residential district.
- (b) Uses.
- (1) Permitted uses.
- A. Single-family dwellings.
 - B. Two-family dwellings.
 - C. Accessory buildings and uses incidental to the principal use as provided in Chapter 1141.
 - D. Professional offices of doctors, dentists, chiropractors, lawyers, engineers and similar-type professions limited to 2,500 square feet of gross floor area.
 - E. Hospitals
 - F. Real estate, insurance and similar-type offices limited to 2,500 square feet of gross floor area.
 - G. Barber and beauty shops.
 - H. Instructional studios.
- (2) Conditional uses.
The following Conditional Uses are subject to review and regulation in accordance with Chapter 1147.
- A. Community-Oriented Residential Social Service Facilities (CORSSF's).
 - B. Shared Housing and Congregate Housing for the elderly.
 - C. Government owned and/or operated parks and recreation facilities.
 - D. Bed & Breakfasts.
 - E. Publicly owned and operated neighborhood recreation centers.
 - F. Day care facilities, including Day Care for child, Day Care Center for child, Day Care Home Type A family, and Day Care Home Type B family.
 - G. Schools: primary, intermediate, and secondary, both public and private.
 - H. Places of worship.
 - I. Funeral homes.
 - J. Parking lots.
 - K. Offices of non-profit organizations and foundations, 2,500 sq. ft. maximum.
- (c) Site Development Regulations. (Unless superseded by Conditional Use Requirements)
Any parcel, property or structure that is within the Historic District Overlay shall also consult the current design guidelines of the Historical Architectural Preservation Commission and Chapter 1331 of the Oxford Codified Ordinance and shall follow the procedures for approval contained therein.

		Office & 1-family	2-family residential
(1)	<u>Lot requirements.</u>		
	A. Minimum lot area per dwelling unit	5,000 sq. ft.	3,750 sq. ft.
	B. Minimum lot width	50 feet	75 feet

- | | | | | |
|--|----|----------------------|---------|---------|
| | C. | Minimum lot frontage | 50 feet | 75 feet |
|--|----|----------------------|---------|---------|
- (2) Yard requirements.
- | | | | | |
|--|----|--------------------------|----------|----------|
| | A. | Minimum front yard depth | 20 feet | 20 feet |
| | B. | Minimum rear yard depth | 35 feet | 35 feet |
| | C. | Minimum side yard width | 7.5 feet | 7.5 feet |
- (3) Structural requirements.
- | | | | | |
|--|----|-------------------------|---------|---------|
| | A. | Maximum building height | 35 feet | 35 feet |
|--|----|-------------------------|---------|---------|
- (4) Lot coverage.
- | | | | | |
|--|----|--|--|--|
| | A. | Lots with vehicular access from a public street | | |
| | | 1. | Lot total – Maximum 35 percent | |
| | | 2. | All enclosed buildings – Maximum 25 percent of lot | |
| | | 3. | Front yard – Maximum 25 percent of front yard | |
| | B. | Lots with vehicular access from a rear or side alley, and no access from a public street | | |
| | | 1. | Lot total – Maximum 40 percent | |
| | | 2. | All enclosed buildings – Maximum 25 percent of lot | |
| | | 3. | Front yard – Maximum 15 percent of front yard | |
- (d) Supplementary Regulations.
- (1) To minimize traffic congestion on major roads and to protect the surrounding residential areas from any adverse activities that may be associated with such business uses, a site plan, shall be submitted to, and approved by, the Zoning Administrator prior to issuing a zoning certificate. The site plan shall show the site layout, including the locations and dimensions of vehicular and pedestrian entrances, exits, driveways, and the vehicular circulation pattern, structure siting and dimensions, off-street parking spaces, landscaped yards, and the location and type of lighting facilities and signs.
- (2) No zoning certificate shall be issued for an “RO” use until the applicant shall have certified to the Zoning Administrator that:
- | | |
|----|--|
| A. | The business activity is open to the public only between the hours of 7:00 a.m. and 9:00 p.m. |
| B. | The business activity shall be conducted wholly within a completely enclosed building. |
| C. | All premises shall be furnished with all-weather hard surface walks of a material such as bituminous or Portland cement concrete, wood, tile, terrazzo or similar material, and except for parking areas, the grounds shall be planted and landscaped. |
- (3) Failure to comply with any of the above conditions by property owners or users will be considered a zoning violation appropriate for prosecution under the terms of this Ordinance.

1143.02(c) – Planning Commission Review.

The Planning Commission shall base its review of a proposed Conditional Use upon the complete application, upon any staff report, and upon any relevant and credible testimony presented during the public hearing.

If the Planning Commission finds that the information provided is insufficient to make a determination, it may suspend its review until sufficient information has been provided.

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

- B. Applicants shall prove that potential negative impacts of elements such as location, size and extent of facilities and operations, site design, traffic generation, site access, and potential impact upon public facilities will be adequately mitigated.
- (2) General Decision Standards.
All Conditional Uses shall satisfy these General Decision Standards.
- A. The proposed use is in fact a Conditional Use appropriate for in the zoning district in which it is proposed.
 - B. The use and site will satisfy the general intent of this Zoning Code.
 - C. The use and site will be compatible with the general intent of the Comprehensive Plan.
 - D. The size and shape of the site are sufficient for the proposed use.
 - E. The use will not be hazardous or disturbing to existing or potential future neighboring uses that are permitted in the zoning district.
 - F. The use will not involve activities, processes, materials, equipment, or conditions of operation that will be detrimental to any person, property, or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, or other emissions.
 - G. The only accessory uses will be directly related to the operation of the principal use and will not be operated independent of the principal use.
 - H. The use and site will be adequately served by public facilities and services such as streets, water and sewer, drainage structures, police and fire protection, and refuse disposal, or adequate provisions will be made to provide the same services privately.
 - I. Development of the site and operation of the use will not require substantial public expenditure for additional infrastructure or services.
 - J. The site will be designed, constructed, and maintained in a character harmonious in appearance and general character with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area. Structures to be constructed, reconstructed, or altered in a residential zoning district shall have the appearance of residential buildings permitted in the zoning district.
 - K. The site is designed so that on-site traffic and traffic accessing the site will not inappropriately impact the movement of traffic on adjacent public streets.
 - L. Proposed construction will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
 - M. Proposed construction will not result in the complete elimination of existing mature trees on the site. Effort shall be made to direct disturbance and construction around or away from existing mature trees without completely taking away use of the site or connectivity to existing infrastructure.
 - N. All necessary permits and licenses for the Conditional Use and its operation have been or can be obtained for the use at the proposed location.

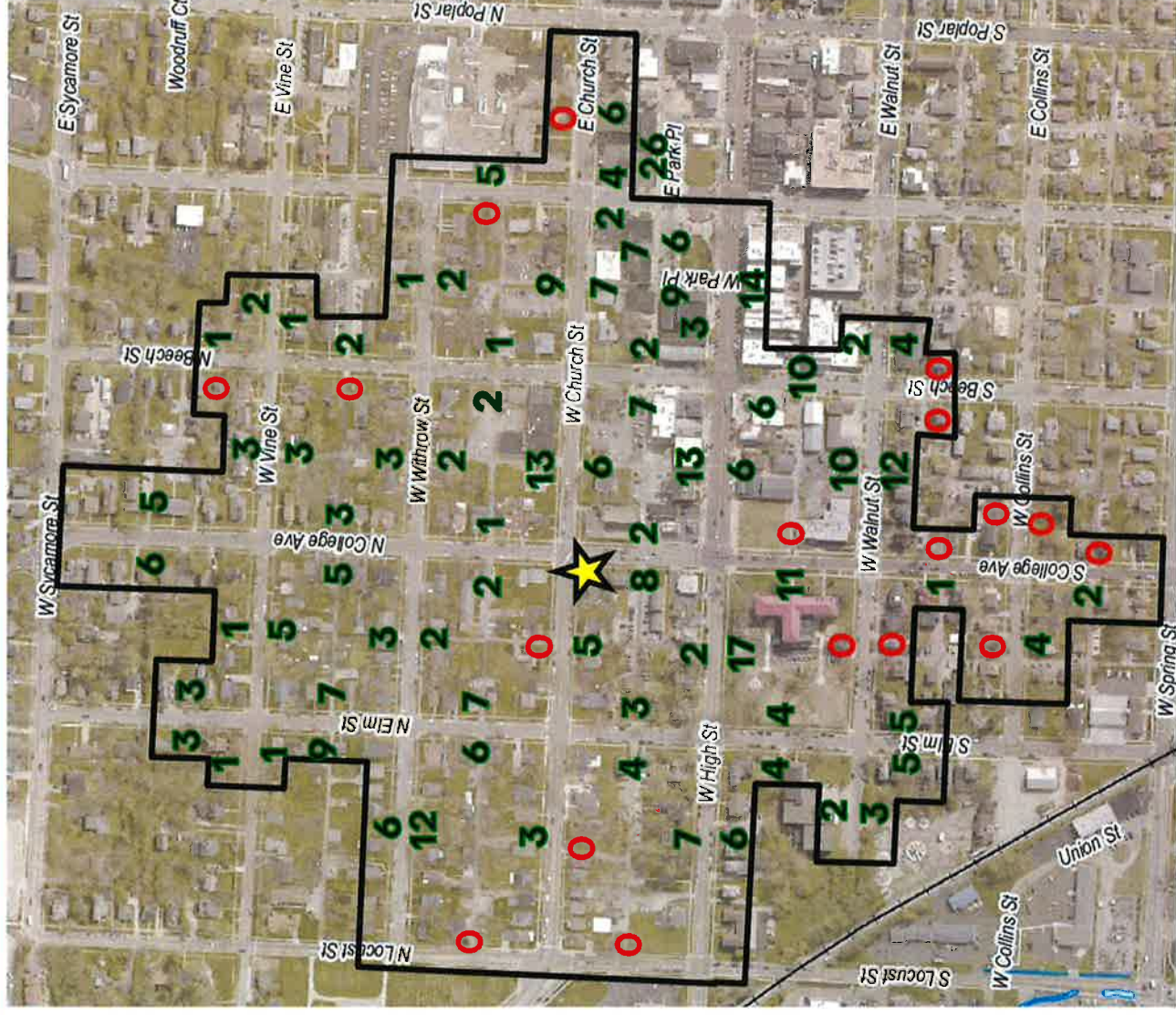
1143.02(d) – Action by Planning Commission.

- (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.

1143.03(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.

Parking Study by Staff



Conducted on
Sunday April 18
9:10 – 10:53 am

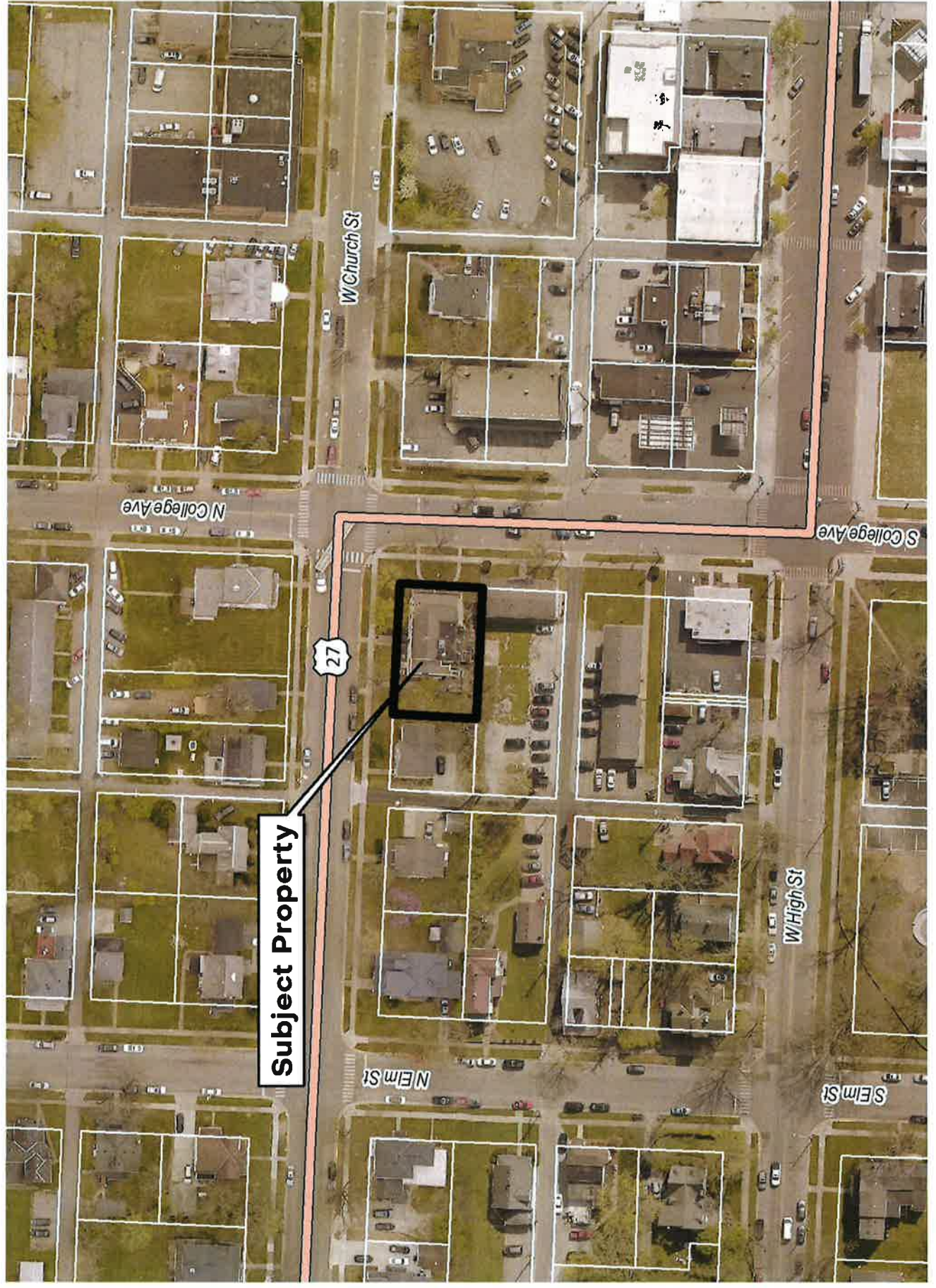
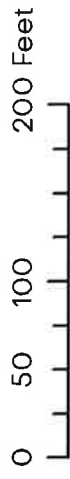
Scope of study was
¼ mile from site
(5 min walk)

398 available public
parking spaces

372 on-street spaces,
incl. **14** accessible

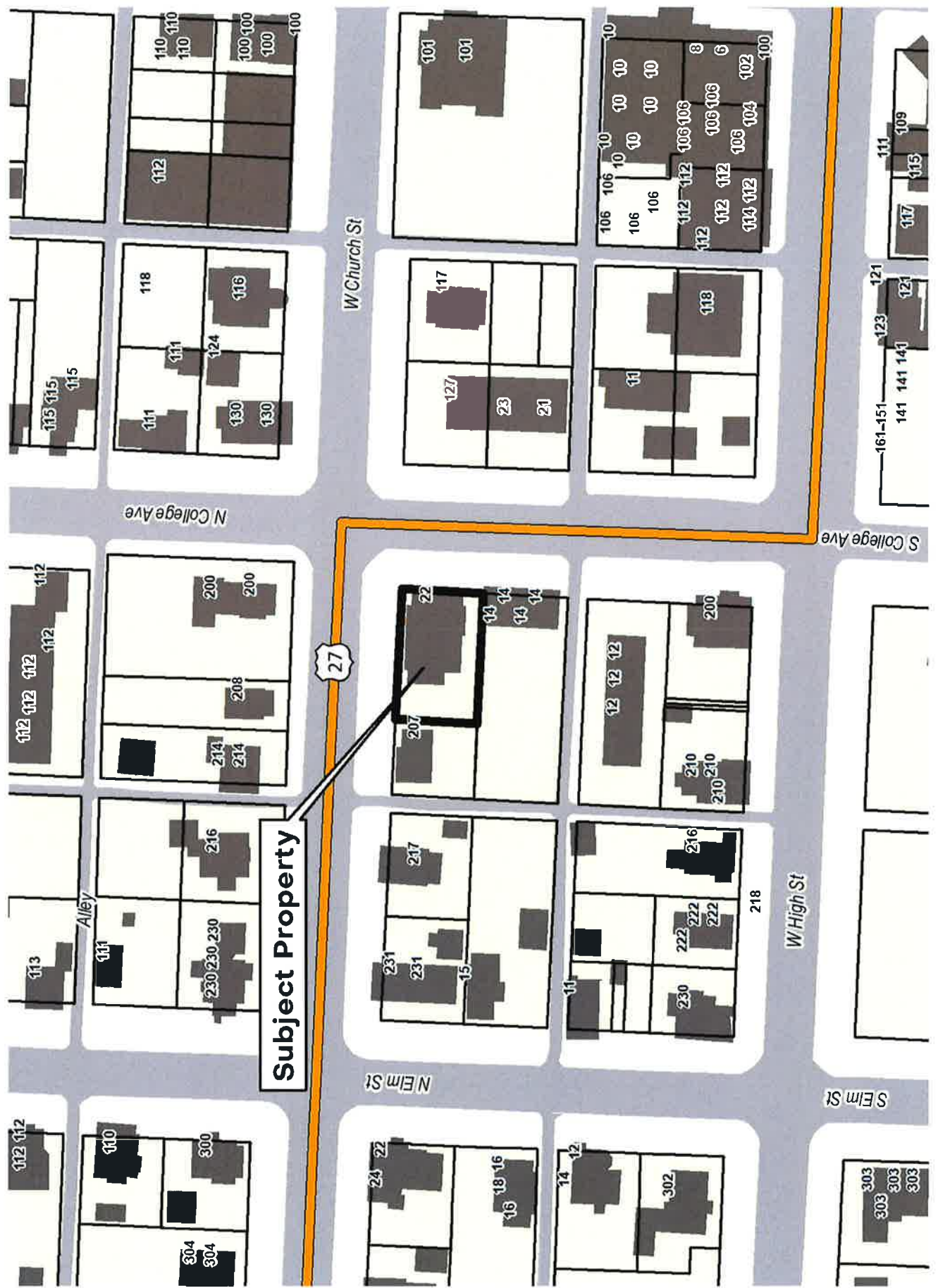
26 available spaces
at Lot 52 (City
Parking Garage not
within scope)

Location Map



Location Map

Site Parcel(s)

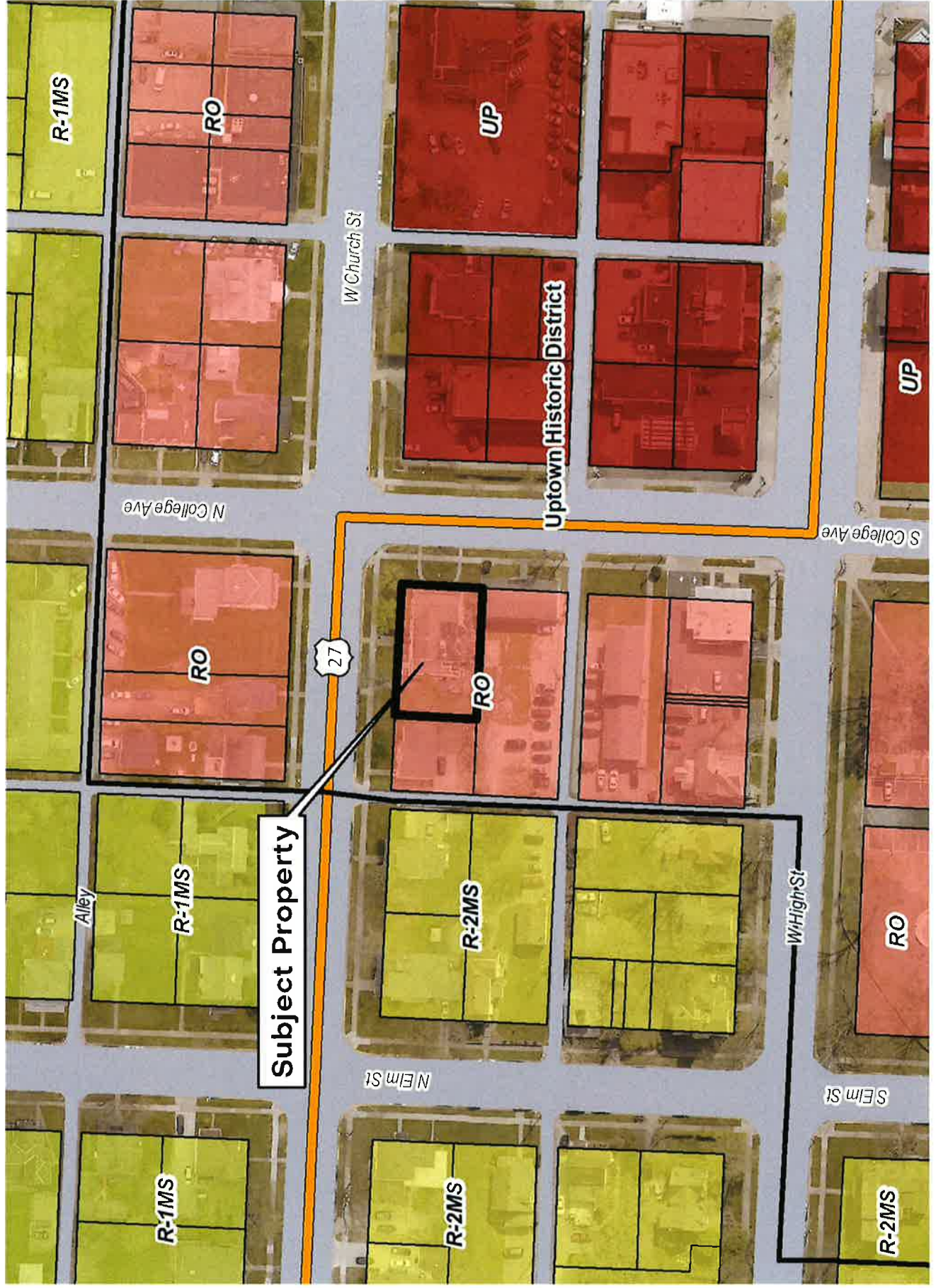


Location Map



0 50 100 200 Feet

 Site Parcel(s)





PC-2021-11

Surrounding Property Owners Notifications Map

Legend

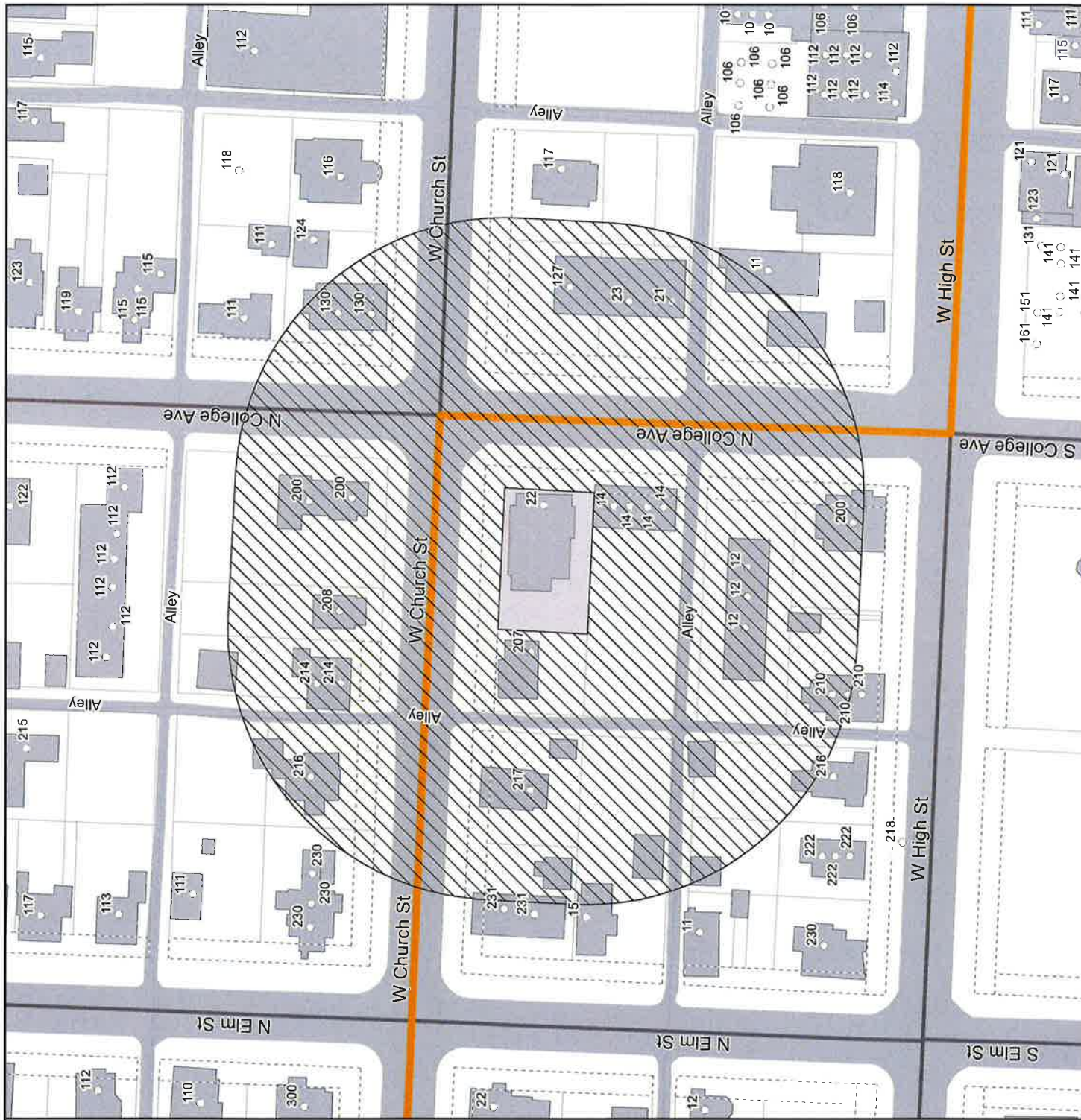
- Subject Area
- 200 Ft. Buffer
- Oxford Corp. Limit
- Address Point
- Parcel
- 16.5' Vacated ROW
- Building Footprint
- Paved Roadway



1 inch = 100 feet

Prepared on Friday, April 23, 2021

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





Internal Use Only:	PC-2021-11
Case No.	
Date Filed	3/29/21

Conditional Use Permit Application

Applicant Information

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

Name * Happy People, LLC
 Mailing Address * 11970 Kenn Rd.
 City, State & Zip Code * Cincinnati, OH 45240
 Telephone Number(s) * 513-674-9600
 Email Address TEllis@TheCalvaryChurch.com

Owner Information

Name * Nara Properties, LLC
 Mailing Address * 5848 Charter Oak Dr.
 City, State & Zip Code * Cincinnati, OH 45236
 Telephone Number(s) * 513-252-6232
 Email Address Dojinus@gmail.com

Location and Lot Information

Location of Property * 22 North College Ave Oxford, OH 45056
 Legal Description * 176 ENT LESS W 60.60 1/2 Vac STS
 Zoning District * Oxford TWP-OCorp-D L/TWND CSD RO-Office Residential
 Total Area * .2619 → Check One * Acres X Square Feet ____
 Existing Use Description * Restaurant / Bar
 Proposed Use Description * Restaurant / Church

Submission Requirements and Documentation

From Section 1147.02(a):

- (1) Contents of application for conditional use permit. Thirteen complete sets of all information shall be submitted with an application. The Zoning Administrator may modify this requirement based upon the type of materials included. Please contact the Zoning Administrator prior to submitting an application to discuss the submission requirement. If any information is submitted in color or on non-standard paper, more copies may be required.
 - A. Application Fee.
 - B. Description of Use and Site.
 A written, detailed description shall include the following information. A separate response is required for each subsection.
 1. The name, mailing address, and telephone number of the applicant and the property owner;
 2. If the applicant is not the owner, a statement from the owner that the applicant is entitled to apply on his or her behalf;
 3. A legal description of the site, including all separate lots.

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

Fees & Receipt

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

Sign and Date

Applicant Signature *



Date *

3.29.21

Submit Application, Submission Requirements and Documentation, and Fees

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

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

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

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

For Staff Use Only

Fee Paid Date *

Receipt Number *

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

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

March 29, 2021

To Whom It May Concern;

The owners of Nara Properties, LLC hereby give permission to Happy People, LLC and it's representatives to make application for a Building Permit and Conditional Use; effective immediately.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Kang', followed by a long horizontal flourish.

Joseph Kang

Nara Properties, LLC

Owner

Sushi Nara

22 N. College Avenue
Oxford, OH 45056

To Whom It May Concern,

During the initial government shut down in March 2020, we continued business as usual. However, due to the unprecedented circumstances and impact of COVID-19 on businesses everywhere, and particularly in our small college town, we decided to close our restaurant located at 22 N. College Avenue, on April 1, 2020. We initially intended this to be a short term shut down; however, due to the continued economic impact everywhere, we have since decided to sell the building in order to focus on our investments in Cincinnati.

It is imperative that the property continue to have a non-conforming use as a restaurant or food and beverage service establishment. It's been such an establishment for over 35 years and proven to be the highest and best use at this location. Please extend this use for our property at this time; regardless of the time we have been closed due to COVID-19.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joseph Kang', with a stylized flourish at the end.

Joseph Kang
Owner, Sushi Nara

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

The site was used as a restaurant and bar until it closed in April 2020. See letter from Sushi Nara who is the current owner.

Sushi Nara
22 N. College Avenue
Oxford, OH 45056

To Whom It May Concern,

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Sincerely,


Joseph Kang
Owner, Sushi Nara

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.

The property will serve as a coffee shop and Christian community gathering space. Coffee, tea, pastries and other food items will be sold. The property will also serve as a place for Christian community gatherings, events, support groups, and services. We anticipate that the coffee shop will serve around 200-300 a day, and group gatherings would be from 20-75 people (in accordance with occupancy requirements).

b. Hours of operation

The planned hours of operation for the coffee shop are Monday-Saturday (7am-10pm). We would also have Christian community gatherings in there on Sunday's, as well as possible private study groups and gatherings.

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.

The site will be used in a *similar* way to its previous use as a restaurant/bar. Since it will be used as a coffee shop, it will provide food and drink service to customers in the area.

The site will be used *differently* to its previous use in that it will be used to hold community gatherings.

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

The property, as a historic building with great character and ambiance, provides a great space for a coffee shop and a place for community gatherings. There are few if any properties currently available in Oxford with a similar feel and setup.

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

We feel this space will add value to the Uptown experience by providing a high quality coffee shop setting and place for connection, study and relaxation. We feel this space will also add value to the community of Oxford by providing support groups for those facing challenges in the community (i.e. addiction, grief, financial issues, etc). We also feel that providing worship and prayer gatherings the space will be a strength to people of faith and those exploring their faith.

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

N/A

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

- 207 W Church St., Patricia Coyne (121 Beechnut Rd, Westwood, MA 02090)
- 217 W Church St., Gold Dust Properties, LLC (5899 Gold Dust Dr., Cincinnati, OH 45247)
- 14 N College Ave., Mydears, Inc (3687 Kehr Rd, Oxford, OH 45056)
- 12 N College Ave., 12 N College, LLC (2825 NW 60th St, Seattle WA 98107)
- 200 W High St., Rodbro and Myers Investments, LLC (21 N. Poplar St., Oxford, OH 45056)
- 15 N Elm St., Jason & Stephanie Reynolds (6500 Brown Rd., Oxford, OH 45056)
- 127 W Church St., Robert Blackburn (4368 Kehr Rd., Oxford, OH 45056)
- 124 W Church St., Sous Le Ciel Investments, LLC (21 N. Poplar St., Oxford, OH 45056)
- 200 W Church St., Calista Enterprises, LLC (116 E. High St., Oxford, OH 45056)
- 208 W Church St., 208 W Church St, LLC (3225 W McLeod Dr., STE 100, Las Vegas, NV 89121)
- 214 W Church St., Mile Square Preservation, LLC (21 N. Poplar St., Oxford, OH 45056)
- 216 W Church St., Natrey, LLC (PO Box 91, West Chester, OH 45071)
- 231 W Church St., Dudley Prime Properties, LLC (6744 Contreras Rd., Oxford, OH 45056)
- 216 W High St., MPR IV, LLC (26 Portland Pl., Saint Louis, MO 63108)
- 222 W High St., Charles Peterka (1217 Albert Circle., Oxford, OH 45056)
- 210 W High St., First Class, LLC (5876 Stillwell Rd., Oxford, OH 45056)
- 117 W Church St., David & Kristine Winkler (PO Box 53., Oxford, OH 45056)

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

Parking - As it pertains to parking, since the property has been used as a restaurant for over 35 years, we feel that the property has demonstrated that it can be sustained by the available parking in the area and has not caused any known issues in surrounding community. During community gatherings at the property, we feel the supporting street parking would be adequate, and would not cause additional nuisance to the neighborhood.

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

RO - Office Residential District
OXFORD TWP-O CORP-D L/TWND CSD

ORIGINAL SUBMITTED PLAN



PROPERTY LOCATION

VICINITY MAP

KEYNOTES

1. EXISTING SIDEWALKS TO REMAIN
2. EXISTING BRICK RETAINING WALL TO REMAIN
3. NEW CONCRETE SIDEWALK AND ADA WHEELCHAIR RAMP
4. EXISTING WOOD DECK TO REMAIN - REMOVE SLOPED WOOD POST AND BRICK PILLARS - REPAIR/REPLACE RAILING
5. EXISTING DECORATIVE FENCE ALONG AND WEST TO ADJACENT PERIMETER
6. EXISTING EXTERIOR LIGHTS TO REMAIN
7. REPAIR/REPLACE EXISTING WOOD FENCE AT WEST AND SOUTH PERIMETER
8. NEW WOOD FENCE ON EAST AND WEST DECKING - 1 1/2" X 4" WOOD POSTS AND 1 1/2" X 4" WOOD RAILS - 4" X 4" X 8' PANELS
9. EXISTING 5' X 8' STREET PARKING



HAPPY PEOPLE, LLC
11970 Kern Rd.
Cincinnati, Ohio 45240

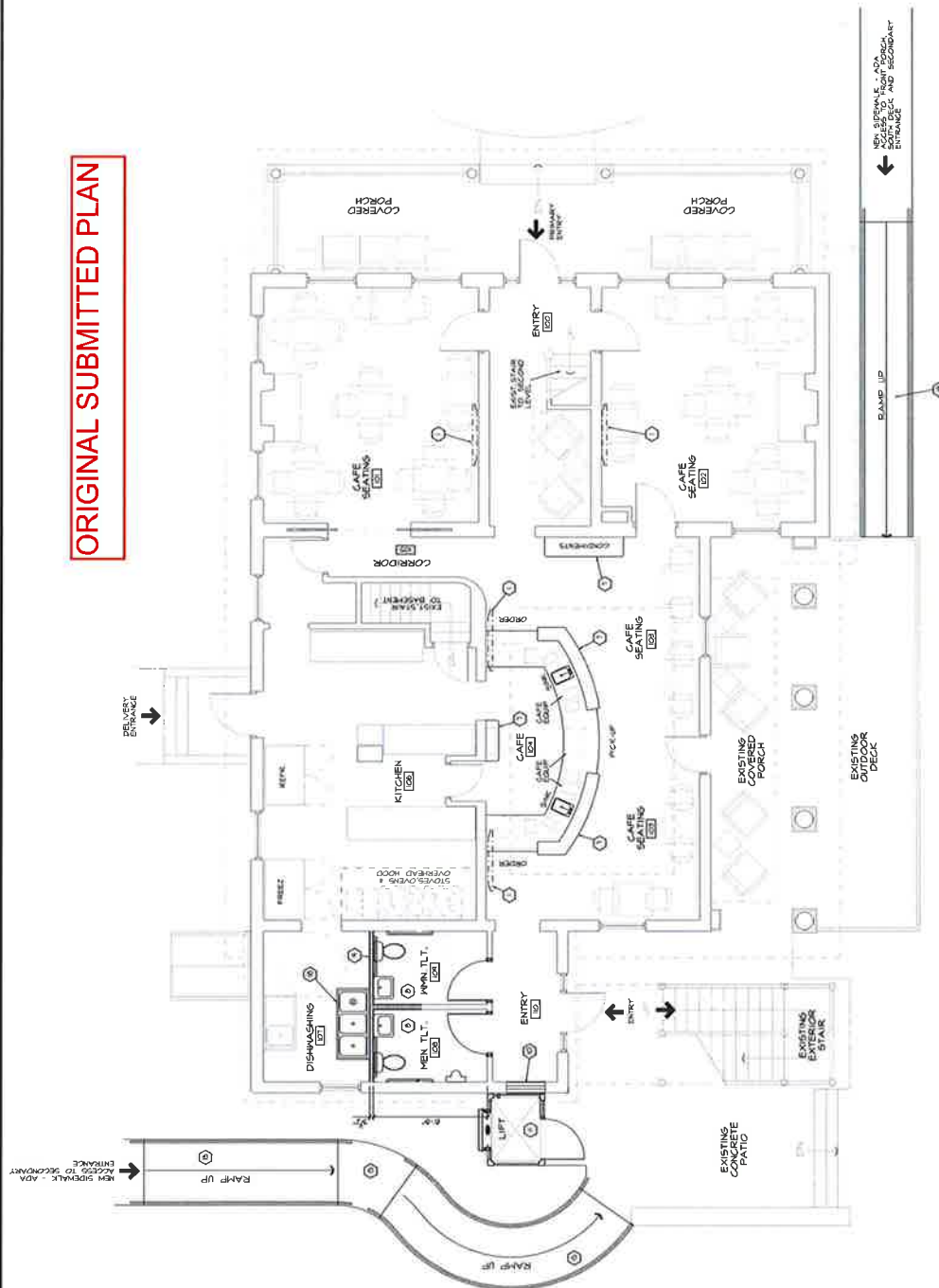
22 North College Avenue, Oxford, OH - Renovations

SITE PLAN

DATE: 02/20/18
BY: [Signature]
March 20, 2021

SCALE: 1" = 10'-0"
SHEET: S1.1
TOTAL SHEETS: 1

KEYNOTES ○

[illegible]

eaeller
architecture
llc

10111 Avenue Rogers, Suite 200
Dallas, TX 75243-1534
Tel: 214.343.1534
www.eae-llc.com

HAPPY PEOPLE, LLC
11970 Kenn Rd.
Cincinnati, Ohio 45240

22 North College Avenue Oxford, OH - Renovations

FIRST FLOOR PLAN

2020-00	March 29, 2024
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Project No. 1000 Sheet No. 1000 A1.1 DATE 10/10/2020 ZONING

North
1
PROPOSED RENOVATIONS
FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

Architectural floor plan of the second floor of the University of the Pacific building. The plan shows a large auditorium with tiered seating, a stage, and a balcony. A central corridor connects the auditorium to a rest area containing a men's room, women's room, and restrooms. A small group fellowship room is located near the stage. The plan also shows a lift, an existing roof deck, and an existing exterior area. Various rooms are numbered, and a north arrow is present.

Key areas and features labeled on the plan include:

- AUDITORIUM** (Room 202): Large room with tiered seating and a stage.
- STAGE** (Room 203): Located at the front of the auditorium.
- EXISTING STAIR** (Room 204): Located near the stage.
- SMALL GROUP FELLOWSHIP** (Room 205): Located near the stage.
- CORRIDOR** (Room 206): Central hallway connecting the auditorium to the rest area.
- REST AREA** (Room 207): Contains a men's room, women's room, and restrooms.
- RESTROOM** (Room 208): Located near the rest area.
- WOMEN'S** (Room 209): Located near the rest area.
- MEN'S** (Room 210): Located near the rest area.
- LIFT** (Room 211): Located near the rest area.
- EXISTING ROOF DECK** (Room 212): Located outside the building.
- EXISTING EXTERIOR** (Room 213): Located outside the building.
- AV CONTROL PLATFORM** (Room 214): Located near the stage.
- BALCONY** (Room 215): Located at the rear of the auditorium.
- RESTROOM** (Room 216): Located near the rest area.
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- RESTROOM** (Room 300): Located near the rest area.

1. WALL MOUNTED PLATE SCREEN MONITOR - COORDINATE WITH AV CONSULTANT PACKAGE FOR THIS MINUTE.
2. 4" BOOTH PLATFORM - SEE FURNISH PLAN AND DETAILS
3. EDGE OF PLATFORM - SEE FURNISH PLAN AND DETAILS
4. AV BOOTH CONTROLS - SEE ENLARGED PLAN
5. 3" HEM BRIMMED DRINKING WITH ADDED REARER
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HAPPY PEOPLE, LLC
11970 Kenn Rd.
Cincinnati, Ohio 45240

22 North College Avenue Oxford, OH - Renovations

SECOND FLOOR PLAN

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A12

7117

1
PROPOSED RENOVATIONS
SECOND FLOOR PLAN
SCALE: 1/4" = 1'-0"

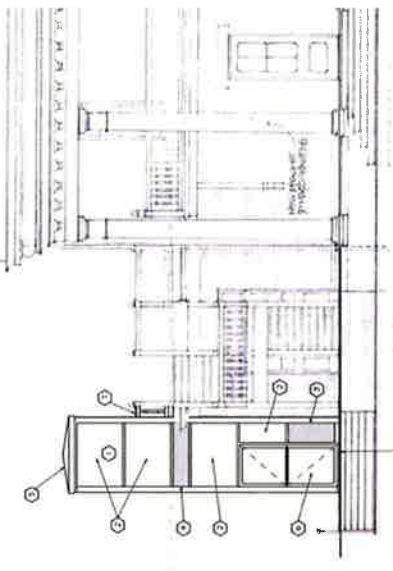
PROMOTED RENOVATIONS

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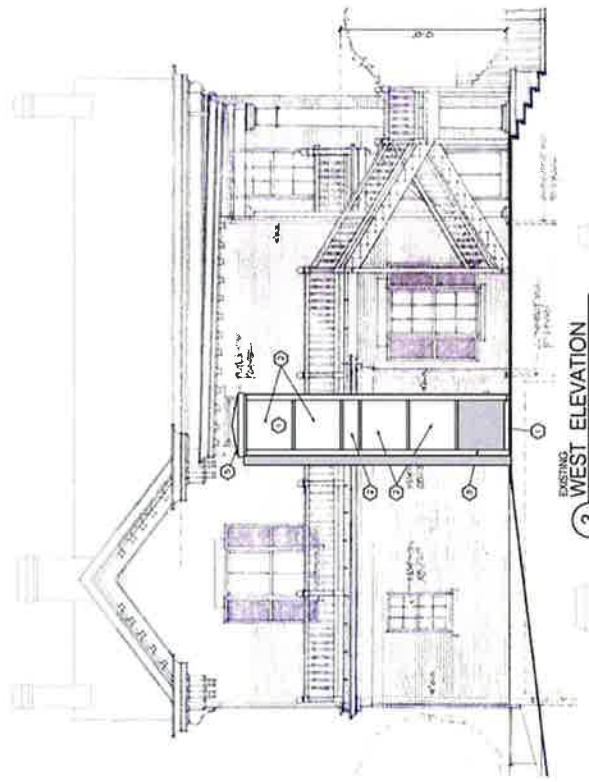
ORIGINAL SUBMITTED PLAN

KEYNOTES

- 1. EXISTING LIFT - 6000 LBS. CAPACITY, 10' X 10' X 10' ENCLOSURE
- 2. EXISTING PANELS - TYPICAL, 1/2" X 10' X 10' ENCLOSURE
- 3. SOLID STEEL PANEL AT LOWER SECTION
- 4. SOLID STEEL PANEL AT MID SECTION
- 5. 1/2" X 10' X 10' ENCLOSURE
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- 100. 1/2" X 10' X 10' ENCLOSURE



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



EXISTING WEST ELEVATION
SCALE 1/4" = 1'-0"



EXISTING NORTH ELEVATION
SCALE 1/4" = 1'-0"

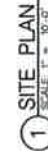
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HAPPY PEOPLE, LLC
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22 North College Avenue, Oxford, OH - Renovations

EXTERIOR ELEVATIONS

March 29, 2021
A3.1
2/2

[illegible]

REVIEWS

Existing schedule to remain

- DEMOLITION NOTES &



SALE PLAN



LESS INCREASE

LATEST PLAN - APPROVED
BY HAPC



5 EXAMPLE PHOTO GARANTIYA LIFT ENCLOSURE WITH GLASS AND METAL FINISH
NO SCALE

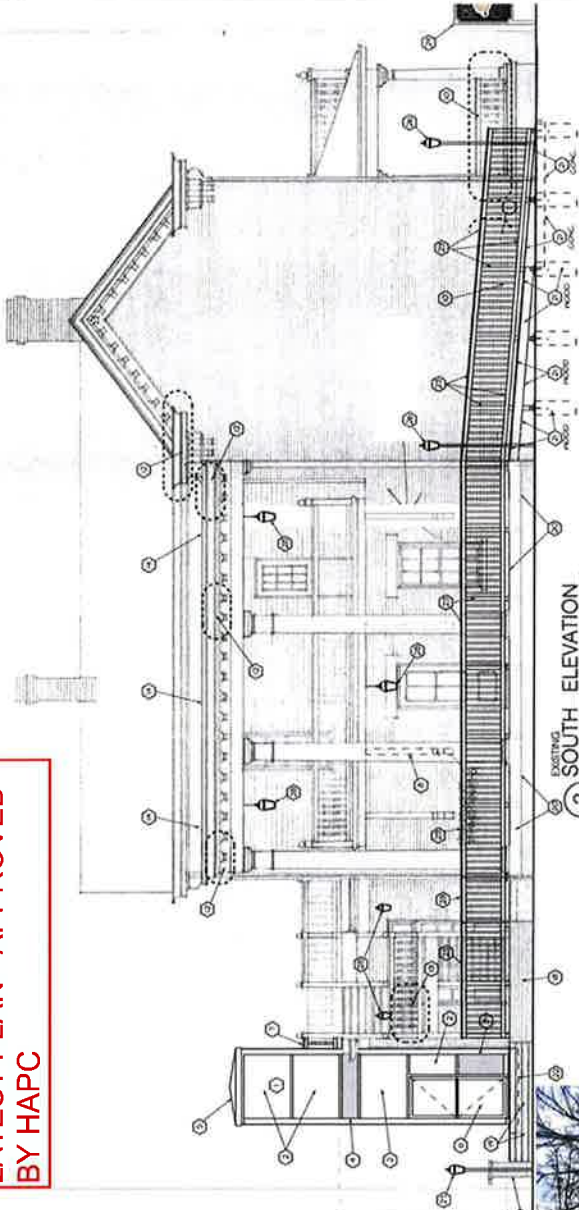
LIFT - ENCLOSURE MATERIALS AND FINISHES
STEEL FRAME, ALUMINUM ROOF PANELS, AND GLASS
ENCLOSURE PANELS
COLORS AND FINISHES TO BE SELECTED TO MATCH THE
EXISTING BUILDING MATERIALS AND FINISHES



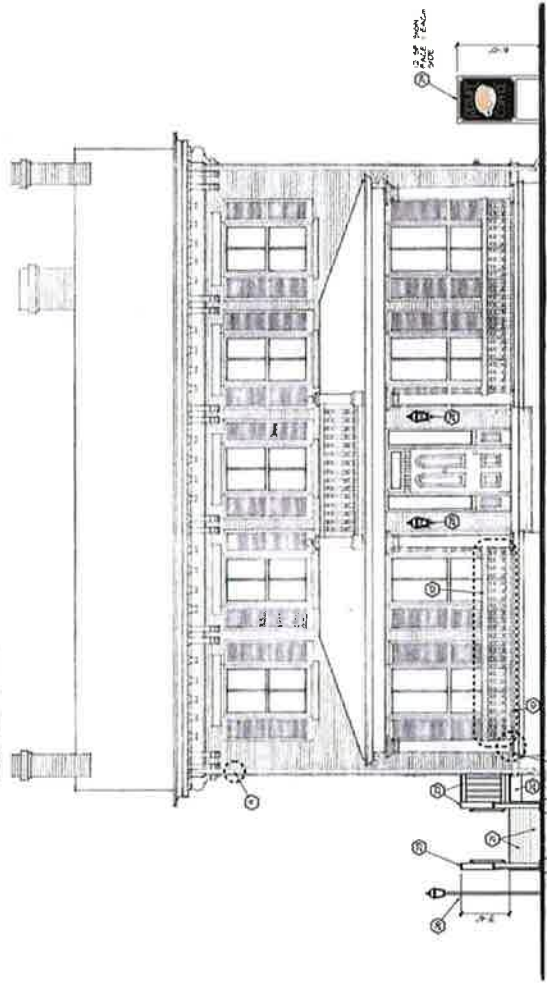
4 EXISTING NORTHEAST VIEW
NO SCALE



3 EXISTING SOUTHEAST VIEW
NO SCALE



2 EXISTING SOUTH ELEVATION
SCALE 1/4" = 1'-0"



1 EXISTING EAST ELEVATION
SCALE 1/4" = 1'-0"

KEYNOTES

1. EXISTING BRICK RETAINING WALL TO REMAIN
2. BLIND PANELS - TYPICAL ALUMINUM NOTED OTHERWISE
3. SOLID STEEL PANEL AT LOWER SECTION
4. SOLID STEEL PANEL AT MID SECTION
5. ALUMINUM CORNER ROOF
6. LIFT ENCLOSURE BLIND DOOR
7. EXISTING BRICK RETAINING WALL TO REMAIN
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GENERAL NOTES

1. EXISTING BRICK RETAINING WALL TO REMAIN
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30. EXISTING BRICK RETAINING WALL TO REMAIN

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1110 West 1st Street, Denver, CO 80202

ALEXANDER HOUSE
RENOVATIONS TO THE HISTORIC
EXTERIOR ELEVATIONS - SOUTH AND EAST
1110 West 1st Street, Denver, CO 80202

DATE: 04/08/2021
PROJECT: ALEXANDER HOUSE
SHEET: 01 OF 02

APR 8, 2021
A3.1
PLANT SET



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

STAFF REPORT

ORIGINATING DEPARTMENT:	Finance
PREPARED BY:	Joe Newlin
DATE PREPARED:	5/25/2021
COUNCIL MEETING DATE:	6/1/2021
AGENDA TITLE:	Supplemental Budget Ordinance
BUDGETED AMOUNT:	
ACCOUNT CODE:	
RECOMMENDATION:	Approval
CITY MANAGER/DEPT HEAD APPROVAL:	<i>DRE 5-28-21</i> <i>JN 5/25/21</i>

DISCUSSION:

Issue 1

To make adjustment to budget appropriations for part-time janitorial help, move appropriations from budgeted operating expenditures to personnel expenditures

Action Needed:

Revenue Side

- N/A

Expense Side

General Fund (110) Personnel Cost - Police	7,500.00
General Fund (110) Operating Expenditure - Police	(7,500.00)
General Fund (110) Personnel Cost - Municipal Building	7,500.00
General Fund (110) Operating Expenditure - Municipal Building	(7,500.00)

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

-



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

Issue 2

To make adjustment to budget appropriations for the purchase of a new Memorial Tree Plaque from the unencumbered balance, original budgeted revenue and appropriation \$6,000

Action Needed:

Revenue Side

Capital Improvement Fund (141) Contributions	1,750.00
--	----------

Expense Side

Capital Improvement Fund (141) Tree Plaque	1,750.00
--	----------

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

Issue 3

To make adjustment to budget revenue for Miami Little League registrations and appropriations for remittance of fees from unencumbered balance

Action Needed:

Revenue Side

General Fund (110) Recreation Program Fees	28,680.00
--	-----------

Expense Side

General Fund (110) Professional Services - Rec. Programs	26,672.40
--	-----------

Net Effect on Fund Balance/(s)	2,007.60
Increase/(Decrease)	

Issue 4

To make adjustment to budget to appropriations for full time Code Enforcement Officer
Officer decrease appropriations for remittance of fees to NIC, from unencumbered balance

Action Needed:**Revenue Side****N/A****Expense Side**

General Fund (110) Wages & Benefits - Inspections	48,928.00
General Fund (110) Building Official & Inspection Services - Inspections	(26,000.00)
Net Effect on Fund Balance/(s) Increase/(Decrease)	(22,928.00)
Total Net Effect on Fund Balance/(s) Increase/(Decrease)	(20,920.40)
Breakdown by Fund	
General Fund (110)	(20,920.40)
Capital Improvement Fund (141)	-
Net Effect on Fund Balance/(s) Increase/(Decrease)	(20,920.40)

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO.3600 SUPPLEMENTAL BUDGET
ORDINANCE NUMBER 4 TO MAKE SUPPLEMENTAL APPROPRIATIONS FOR FISCAL
YEAR 2021.

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

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

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

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

General Fund 110	28,680.00
Capital Improvement Fund 141	1,750.00

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

General Fund 110	(7,500.00)
General Fund 110	7,500.00
General Fund 110	(7,500.00)
General Fund 110	7,500.00
Capital Improvement Fund 141	1,750.00
General Fund 110	26,672.40
General Fund 110	48,928.00
General Fund 110	(26,000.00)

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

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

MAYOR

ADOPTED: _____

ATTEST:

CLERK OF OXFORD CITY COUNCIL

INTRODUCED BY: MIKE SMITH

PREPARED BY: LAW (STAFF)



Office of the Mayor

Proclamation

Whereas:

the American Cancer Society is a nationwide community-based, volunteer run health organization, dedicated to eliminating cancer as a major health concern by striving to prevent cancer, save lives, and diminish suffering from cancer through research, education, advocacy and service; and

WHEREAS, Relay For Life is the American Cancer Society's nationwide signature activity and a 'Celebration of Life' where we 'Celebrate, Remember and Fight Back'; and

WHEREAS, Relay for Life teams will spend the evening enjoying music and family activities together, while team members walk around a track relay-style for the duration of this event; and

WHEREAS, Relay for Life Oxford has surpassed raising one million dollars in life-saving donations since its inception in 1999, raising the most of any Relay for Life event in Butler County; and

WHEREAS, the 20th Oxford, Ohio Relay for Life event will be held Saturday, June 19, 2021 from 6:00 p.m. to 10:30 p.m. in the Uptown Parks and will honor cancer survivors; and

WHEREAS, Relay for Life provides an opportunity for community camaraderie and unity in the fight against cancer.

NOW, THEREFORE, I, Michael Smith, Mayor of the City of Oxford, Ohio, do hereby proclaim June 19, 2021 as a day in recognition of **'The American Cancer Society's Relay for Life Oxford'** and encourage all citizens to participate in the event.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Oxford to be affixed this 1st day of June, 2021.



Michael Smith, Mayor